



Juvenile Justice
Information System

JJPS

Juvenile Justice Partner System

JJIS – A Shared Information System

December 2015





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Introduction to JJPS

What is the Juvenile Justice Partner System?

The Juvenile Justice Partner System (JJPS) is a customized lens of the statewide-integrated Juvenile Justice Information System (JJIS). JJIS and JJPS provide access to information about youth under the jurisdiction of all county juvenile departments and the Oregon Youth Authority (OYA).

JJPS provides a real-time view of the status of youth cases in the juvenile justice system. Designated public safety agency users can search by youth name, id number, or referral, and view releasable information on:

- county of jurisdiction
- parents contact information
- parole/probation worker contacts
- referrals, findings, and dispositions

JJPS displays readily available non-confidential information, including criminal history, determined to be releasable to the public. However, local county juvenile departments or OYA policy may restrict access or delay release of public information in specific circumstances.

Only delinquency case data that may be released to the public are displayed in JJPS — dependency information and cases restricted by local juvenile departments or OYA policy are not displayed.

Cases pending expunction are displayed. Consequently, referral information must be verified with the local county juvenile department.

JJPS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS. The JJIS Steering Committee monitors access to JJPS and retains the right to terminate a user's access at any time for violation of the JJPS User Security Agreement. Violations of the agreement could result in immediate termination of access.

Obtaining Permission to Use JJPS

Your agency must be sponsored by a Juvenile Justice Information System (JJIS) partner agency (either a county juvenile department or OYA) and you will need a User Name and Password before you can access JJPS.

JJPS Security

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 are terminated.

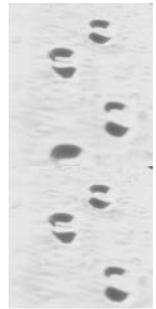


Access, Appropriate Use, & Confidentiality

The JJIS system, its data, and any of its subsystems (customized lenses), are not to be used for a person's own interest, advantage, personal gain, or for any private purpose. JJIS records should only be accessed on a "need-to-know" basis by workers to whom the youth is assigned. Workers are considered assigned to a youth if they 1) are recorded as an active worker on the youth record; 2) work in the same office as an assigned worker*; or 3) work in a facility in which the youth is currently admitted and they have a specific direct working relationship with the youth or other authorized work-related reason to access specific information on the youth record.

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

Users are expected to use only the minimum amount of information needed to accomplish their authorized job duties. However, workers not assigned to a youth may still have a legitimate need to view and update youth information consistent with their job duties. A Temporary Assignment feature allows Workers to grant themselves access to a youth's record – the access remains in effect for 24 hours. JJIS alerts the user that the case is not assigned to them and provides the user an option to either proceed with opening the record or decline. The user may also enter a note to remind themselves why they requested access.



JJIS tracks footprints.

*Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker w/ OYA Commitment



JJIS includes a feature that allows a worker 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.

When a user not assigned to a case tries to access protected information, JJIS alerts the user that the information is marked "protected" and provides the user an option to either proceed with accessing the information or decline. If the user proceeds, their access is logged.

Restricting information prevents users who are not part of a specified Security Group from accessing the information. Only the individual who restricted the information can grant access to individuals outside of the Security Group.

Workers assigned to a case can review the tracking log which lists by whom and when protected information was accessed. This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.

For more information, review the JJIS policy on "[Privacy & Protection of Confidential Information in JJIS](#)".

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

Violations of the use of JJIS as outlined in the Individual User Security Agreement are taken very seriously. Violators may be subject to discipline, up to and including dismissal, for violations of the security agreement.

Don't forget - "No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."




Remember how much trouble curiosity caused the cat!

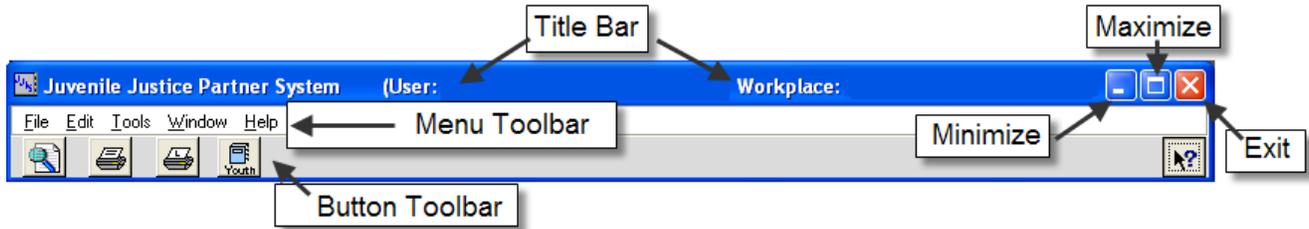
Some examples of security violations . . .

- Looking up one's own or co-workers' last names "just to see what comes up".
- Looking up names of co-workers and/or their family members and sharing information to intentionally cause conflict or distress for the co-worker.
- Looking up names of relatives, friends, or acquaintances.
- Looking up names of relatives, friends, or acquaintances to change or remove information in an existing JJIS record.
- Reviewing case notes of a youth not on one's caseload (for example, a high-profile or sensitive-designation youth).

For more information, review the complete JJIS Policy on "[JJIS Security \(Users\)](#)".



Navigation — JJPS Toolbars



Title

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

Menu Toolbar

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

Button Toolbar

Buttons are shortcuts to commands that can also be found in the menus.

Window Controls

Minimize

Conceals an open screen.

Click the application or program button on the taskbar at the bottom of the desktop to restore the screen.

Maximize

Expands a screen to fill the monitor.

Double-click the title bar to restore the screen to its previous size and location.

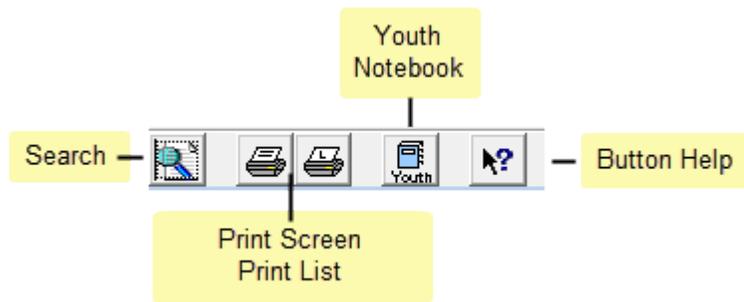
Exit

Closes the program after prompting to save any unsaved screens.



Close the RDC desktop when you are done.

Navigation — JJPS Button Toolbar



	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 <u>L</u> ist – prints only the data
	Click to turn on Bubble Help; then hover the mouse over each icon on the Button Toolbar to display its function		

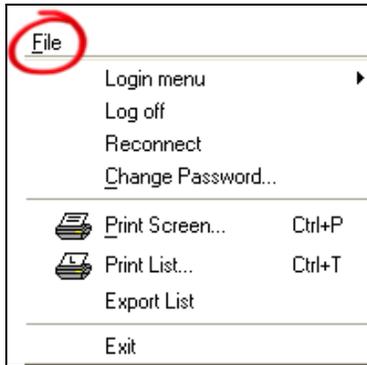


Navigation — JJPS Menu Toolbar

Menus on the JJPS Toolbar contain commands that can be selected by clicking the mouse on the desired option. Some menu options correspond to buttons on the Button bar while others have keyboard shortcut keys associated with them.



File Menu



Login Menu – allows multiple users to log onto a shared workstation, eliminating the need for each to exit JJPS to prevent unauthorized viewing of JJPS – users log back on to JJPS 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 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 manually reconnect to JJPS if the connection has been idle for a period of time (i.e., there has been no communication, such as a mouse-click or a keyboard strike, between the workstation and the JJIS database)

Change Password – allows users to change their password from the one initially assigned to them when they were first given access to JJPS

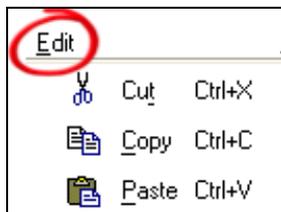
Print Screen – prints the current screen directly to the user’s printer (also Ctrl P); includes fields, notebook tabs, etc.

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 – closes JJPS (can also be done by clicking the X in the upper right corner of the title bar). NOTE: All screens must be closed before JJPS can shut down.

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

Tools Menu



Search – opens the Search Notebook



Navigation — JJPS Menu Toolbar

Window Menu



Close All – closes all open JJIS windows

Close All and Exit - allows users to close all open JJIS screens and exit JJIS at the same time.

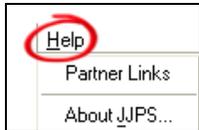
Refresh All – updates all open JJIS windows with new data entered since the user opened JJIS

Collapse All – minimizes all open JJIS windows

Restore All – maximizes all open JJIS 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 JJIS windows

Help Menu



Partner Links – opens the OYA's Useful Links webpage

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



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 one of the following:

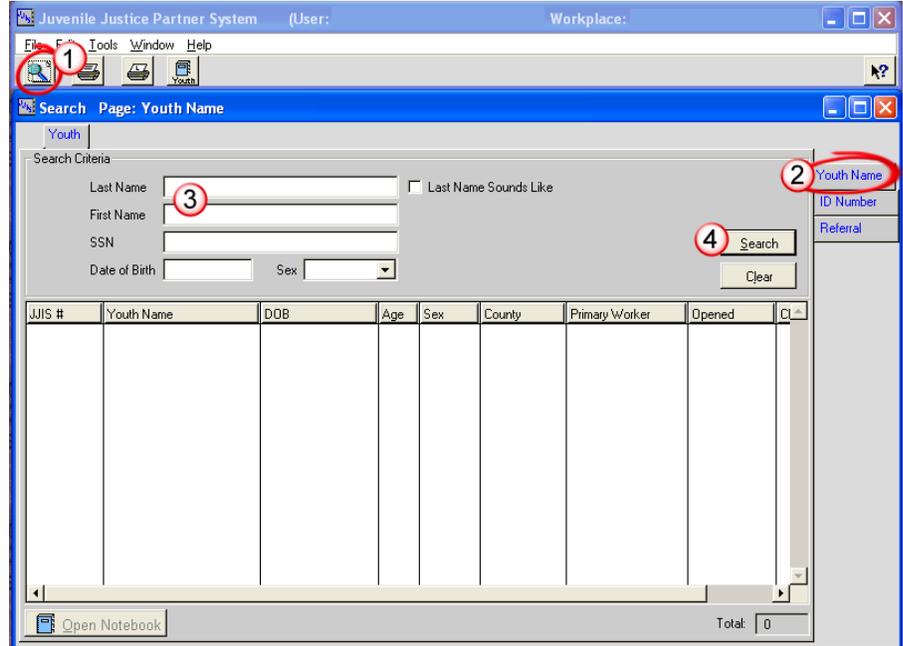
- Last Name (or part of it)
- Social Security Number
- Date of Birth (caution – this search does not retrieve AKA names)
- Sex – select from the drop-down list of options

NOTES:

- The Search function is not case-sensitive – enter text in either upper or lower case.
 - Enter numbers without punctuation (e.g., SSN 123-45-6789 can simply be entered as 123456789) – JJIS formats the number with dashes.
4. Click **Search** or press the Enter key

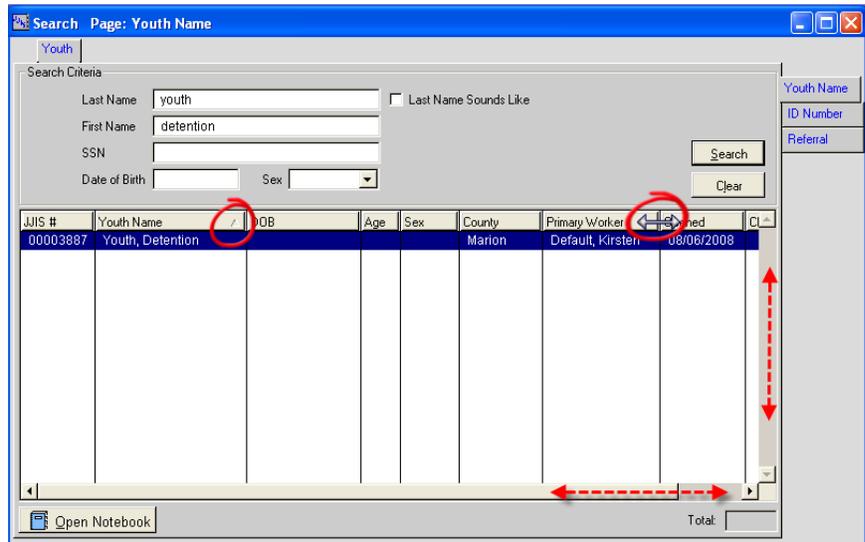
If there are no matching records, JJPS displays an Information message of “No Matches”. Click **OK**. To initiate another search, click **Clear** and enter new search criteria.

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.



TIPS

- To see more of the data table contents, 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).
- To change the sort order of the data from ascending to descending and vice versa, click the column title. The column title used to sort the table will display a triangle (▲ or ▼) to indicate whether the order is ascending or descending.





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:

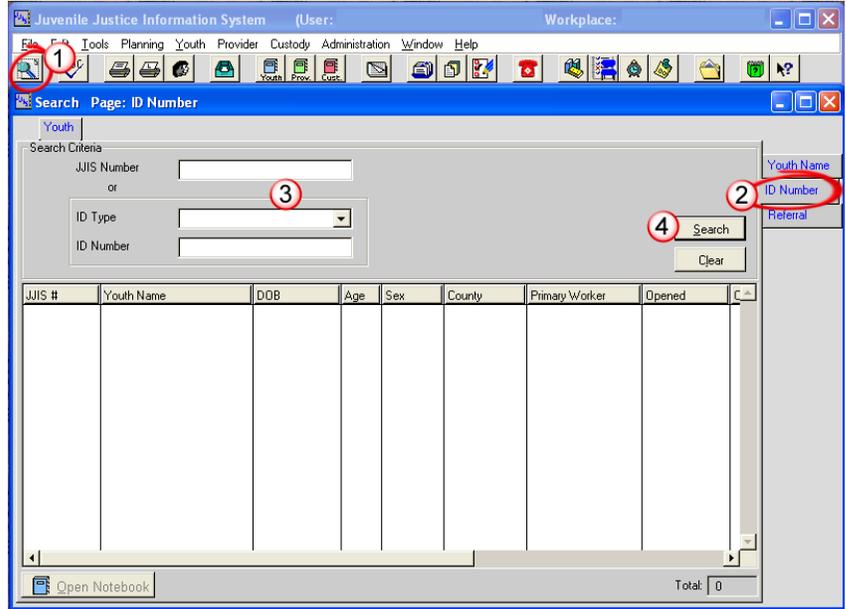
- a JJIS number, **or**
- an ID type **and** number

NOTES:

- 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.

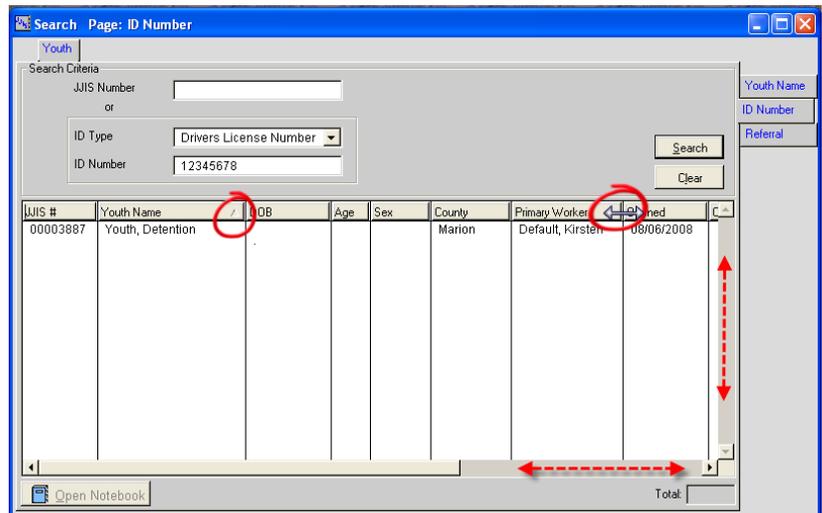
If there are no matching records, JJPS displays an Information message of “No Matches”. Click **OK**. To initiate another search, click **Clear** and enter new search criteria.

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.



TIPS

- To see more of the data table contents, 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).
- To change the sort order of the data from ascending to descending and vice versa, click the column title. The column title used to sort the table will display a triangle (▲ or ▼) to indicate whether the order is ascending or descending.





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 and Agency Name
 - City and Police Report #
 - Police Report #

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

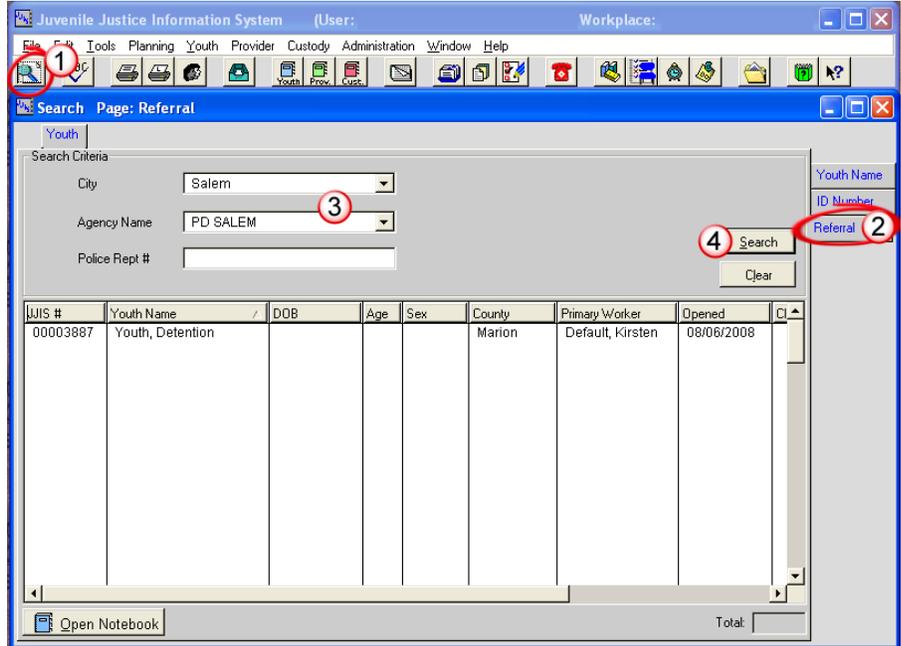
The City drop-down list includes Oregon cities, townships, a few western states (e.g., Washington State), and "Out of State".

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.

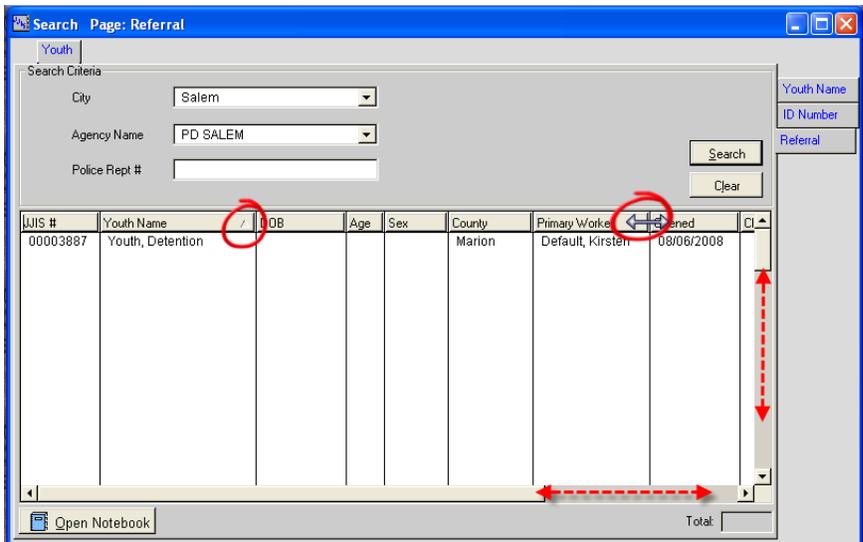
If there are no matching records, JJPS displays an Information message of "No Matches". Click **OK**. To initiate another search, click **Clear** and enter new search criteria.

If there are matching records, JJPS returns an alphabetical list of youth matching the criteria. The number of records matching the search criteria displays in a Total box at the bottom of the screen.



TIPS

- To see more of the data table contents, 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).
- To change the sort order of the data from ascending to descending and vice versa, click the column title. The column title used to sort the table will display a triangle (▲ or ▼) to indicate whether the order is ascending or descending.

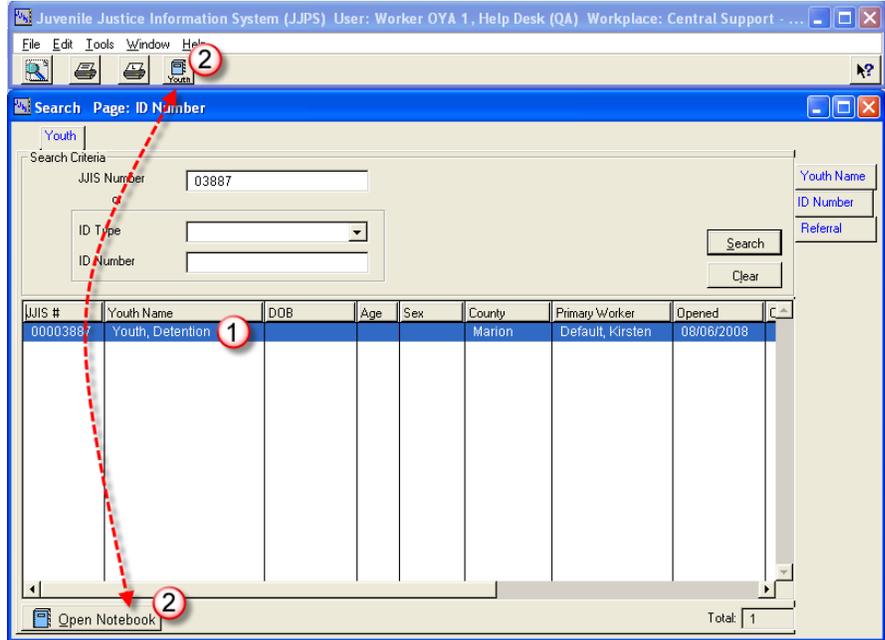




Open and View a Youth Record

After conducting a search for a youth, open the case to view youth information.

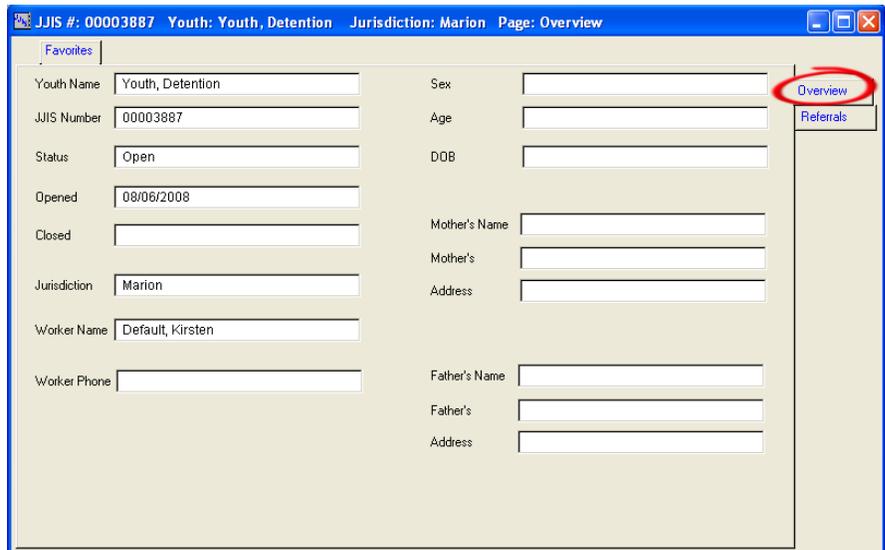
1. Select the youth in the list of found records.
2. Click **Open Notebook** at the bottom of the screen or click the Youth Notebook icon on the JJPS Toolbar.



The JJPS Youth Notebook has two tabs on the right side of the screen — Overview and Referrals.

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. Often this person is 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.

JJIS #: 00003887 Youth: Youth, Detention Jurisdiction: Marion Page: Referrals

Display: Referrals and Allegations

Ref # / Alleg #	Received ORS #	Office Allegation	Allegation Disposition	Allegation Status	Status Date	Overview
03 ** 1	06/15/2010 164057	Central Support - OYA Aggravated Theft1 st D		Original	06/15/2010	Referrals
02 ** 1	01/02/2009 498056	Central Support - OYA Aiming rifle from movir		Original	01/02/2009	
01 ** 1	08/06/2008 163185	Marion Juv. Dept Assault-1		Original	08/06/2008	

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

JJIS #: 00003887 Youth: Youth, Detention Jurisdiction: Marion Page: Referrals

Display: Referrals and Allegation History

Ref # / Alleg #	Received ORS #	Office Allegation	Allegation Disposition	Allegation Status	Status Date	Overview
03 ** 1	06/15/2010 164057	Central Support - OYA Aggravated Theft1 st D		Original	06/15/2010	Referrals

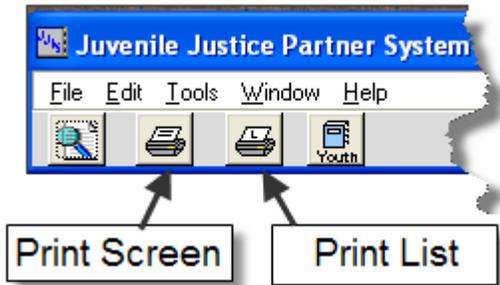


JJPS Print Screen & Print List (Supplemental)

There are three toolbar icons for printing information from JJPS:

- Print Screen
- Print List

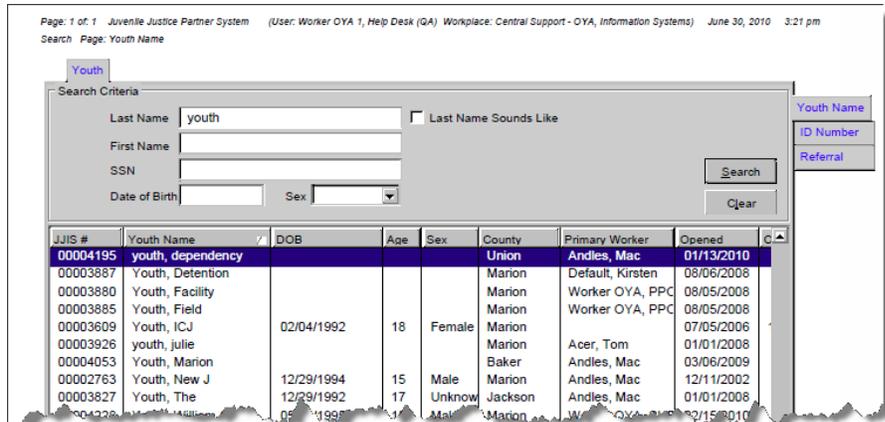
The commands are also available from the JJPS File menu.



► Print Screen



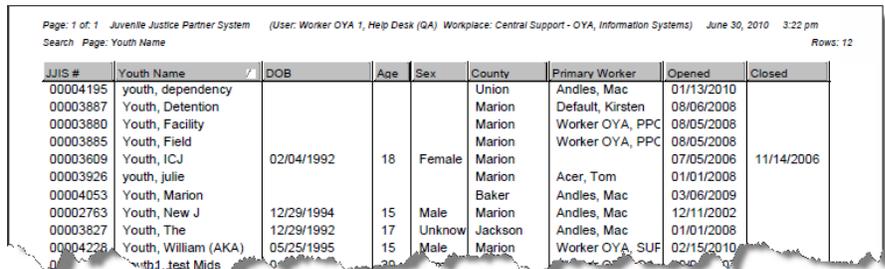
Sends a picture of only the current screen, including any menu bars, tabs, and buttons to the Printer.



► Print List



Sends selected list to the Printer



Adjust left and right print margins to .25 for printing.

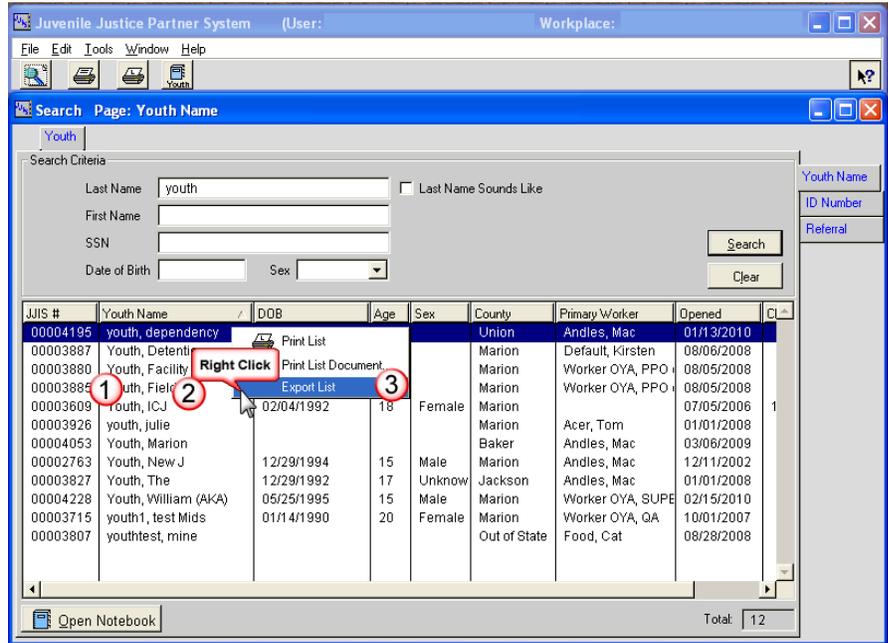


JJPS Export a List (Supplemental)

Lists such as 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

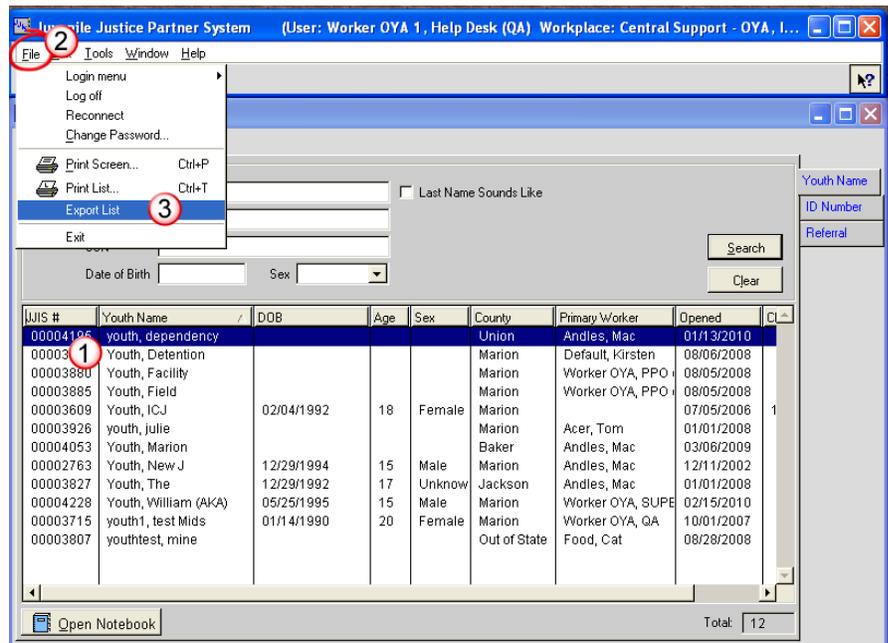
1. In a JJIS data list -- position the cursor anywhere in the list.
2. Right-click the mouse.
3. Select **Export List** from the pop-up menu.



or

2. Select File from the JJPS Menu Bar.
3. Select Export List from the drop-down menu.

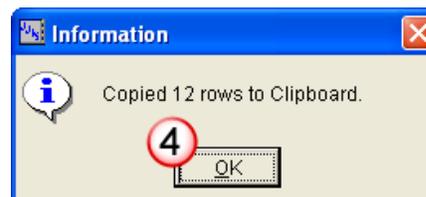
JJPS responds with a message indicating the number of records (rows) that were copied (exported) to the clipboard -- the number will match the number that appeared in the lower right corner of the screen.



4. Click **OK**.

The list, including the column headings, is copied to the computer's internal clipboard.

The list can then be pasted immediately into other applications.





JJPS Export a List (Supplemental)

► Paste the Exported List

5. Open Microsoft Excel®* and select the cell where the list be pasted.
6. Right-click the mouse.
7. Select **Paste** from the pop-up menu.

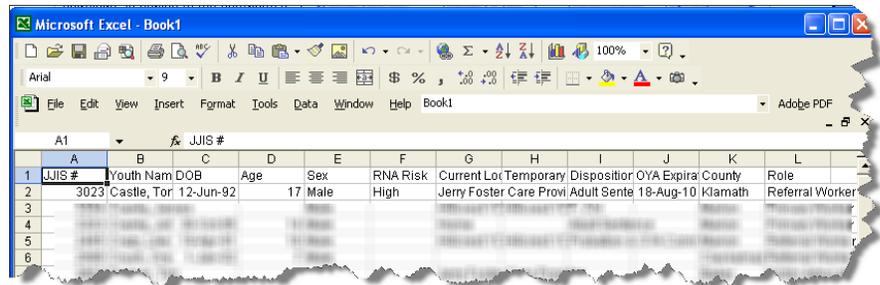
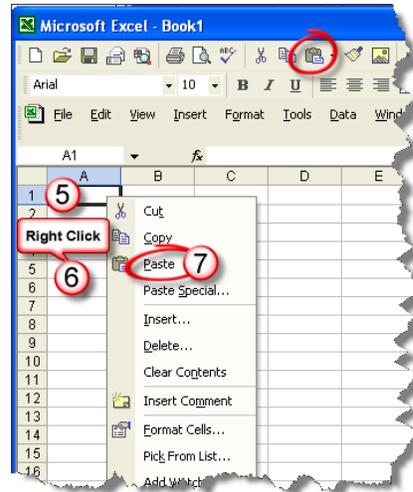
Alternative Paste Options:

- Use the Ctrl-V keyboard shortcut.
- Click the Paste icon on the Toolbar.
- Select Paste from the Edit menu.

The list, including the column headings, is copied to the computer's internal clipboard.

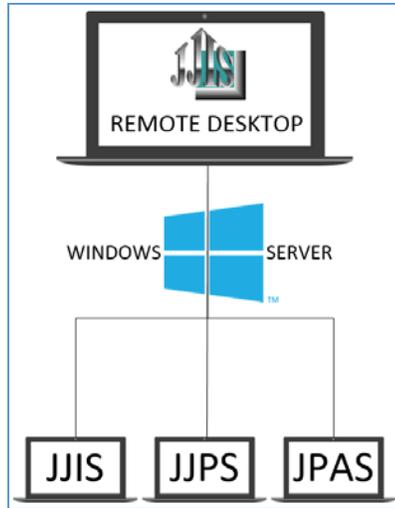
Adjust column widths and row heights as necessary to display the data.

- * Microsoft Excel® is recommended because the data is in a tab-delimited format which works best in a spreadsheet format of columns and rows. Data pasted into Word® requires significant formatting.





Account Set-Up and Connections



JJPS users have two accounts —

1. a Windows Server account; and
2. a JJIS account for access to JJPS

Users access JJPS using a Remote Desktop Connection and logging on twice — first to Windows Server and then to JJIS.

* JJPS — Juvenile Justice Partner System

** JPAS — Juvenile Provider Access System

Refer to the
Getting Started with JJIS Remote Desktop Connection
guide for step-by-step instructions.

