

Juvenile Case Management System JCMS.Basic User's Guide



**Enterprise and Customer Support Services
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ABOUT THIS GUIDE

This Basic User's Guide provides an overview of JCMS.Basic. You can check with your local system administrator for updates that are sent out by TJJD Support Services.

Access to view and edit certain screens in JCMS is determined by a user's assigned 'roles' in the system. The screen shots in this guide show the view of someone with the system administrator role. Your view may be different based on your roles.

LOGGING INTO JCMS

Welcome to TechShare.Juvenile and JCMS.Basic

Login

County ID:

User Name:

Password:

Notice to All Users: By logging in, all Users acknowledge that all information contained in TechShare.Juvenile and JCMS.Basic is confidential and may be accessed, used, and released only as permitted by the Texas Family Code or other applicable law. Access to, or use or release of information not in accordance with Texas law is not authorized. Use of TechShare.Juvenile and JCMS.Basic may be monitored and audited without the User's knowledge, and unauthorized access, use, or release of information may result in immediate revocation of User's access to TechShare.Juvenile and JCMS.Basic, as well as reporting to the appropriate authorities.

Logging into JCMS.Basic in your Office

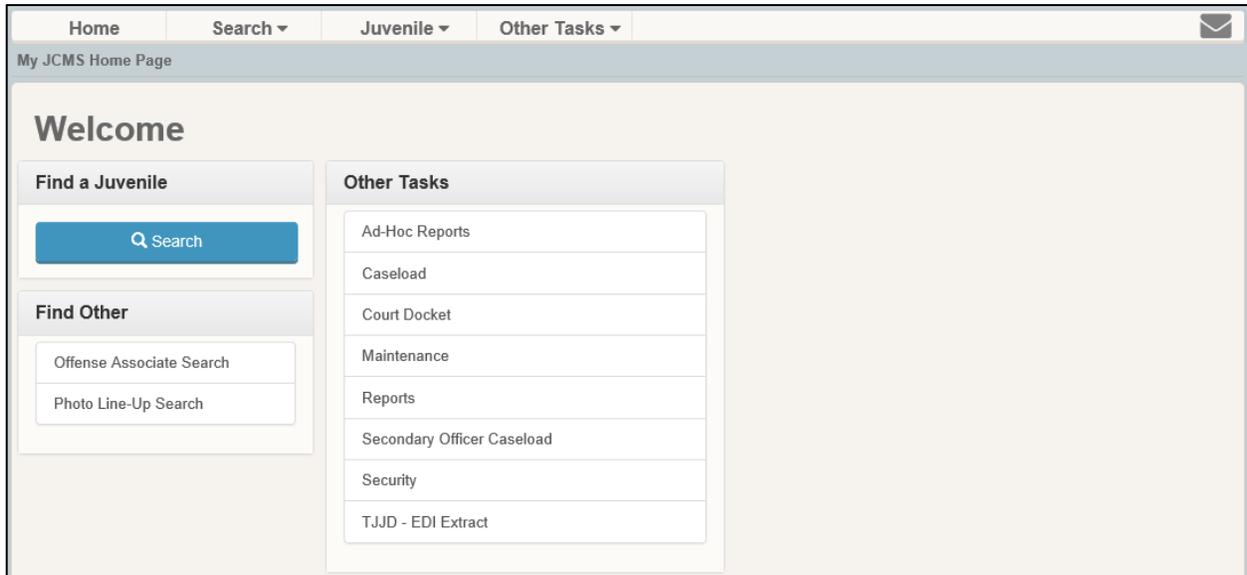
- Step 1:** Use the following URL to access JCMS in your office: <https://tjjd.services.jcmsbasic.cuc.org/>
- Step 2:** Enter your three-digit County ID (the county number for the headquarter county).
- Step 3:** Enter your User Name.
- Step 4:** Enter your password.
- Step 5:** Click Login.
- Step 6:** You will be prompted to change your password. Enter a new password using the criteria below.
- Step 7:** Confirm your new password.

Password Criteria:

- At least eight characters in length
- Does NOT contain your first name, last name, or user name
- Uses at least one upper case and one lower case letter
- Uses at least one special character such as !@#\$\$%^&* _+~/~`::;<>|
- Uses at least one number

HOME PAGE

When you log in, you are taken to the JCMS Home Page.



From here you can search for a juvenile, search for an offense associate, and access other tasks. Your list of other tasks will vary based on your assigned roles. For example, only system administrators have access to the maintenance and security pages, but most users can run some reports.

You can also logout using the link near the top right.

SEARCHING FOR A JUVENILE

The JCMS database contains all juveniles with prior juvenile involvement in a JCMS county. You can search your department only or all JCMS counties simultaneously. A juvenile may be listed in the system multiple times for different counties.

Counties that are **not** included in the JCMS database are

- Bexar**
- El Paso**
- Harris**
- Travis**

SEARCH – Starting a Juvenile Search

From the Home Page, click the Search button in the Find a Juvenile box.

The Search page includes several fields for searching and some reminders on the right.

Search

[Go To Advanced Search](#)

▼ ID Numbers:

Number:

Type: **PID** ▼

▼ Name:

Last:

First:

Middle:

Alias Name:

▼ Demographics:

DOB:

Sex: ▼

Race: ▼

Ethnicity: ▼

My County Only

Juvenile Only

SoundEX Enabled

Archived Records

[Clear](#)

Welcome to Search

The purpose of this screen is to help you locate juveniles based on criteria you choose.

What to Do:

 Enter criteria values for which you would like to find matching juveniles. The juveniles returned will match all of the criteria values you enter.

 You may execute the search by either pressing the 'Enter' key or by clicking the 'Search' button

 Use "%" for wildcard searches as in "Curt%" to find Curt, and Curtis. Wildcards disregard the Soundex option.

SEARCH – Search Criteria

ID Numbers

The following number types can be used to find a juvenile:

- **Cause Number** – A number assigned by the court. A juvenile can have multiple cause numbers.
- **JCMS Number** – A 10-digit number assigned to every juvenile with a JCMS folder. If a juvenile has folders in multiple JCMS counties, he/she will have multiple JCMS numbers.
- **PID (Personal Identification Number)** – A 10-digit number assigned to every juvenile with a referral in JCMS. If a juvenile has been referred to multiple JCMS counties, he/she will have multiple PID numbers.
- **Referral Number** – A 10-digit number that is assigned to each referral in JCMS.
- **Service Report Number** – This number is often assigned by the law enforcement agency that charged the juvenile.
- **SID** – The DPS State Identification Number.
- **TRN** – The DPS Tracking Number for an Arrest.
- **TSDS Number** – The TEA Texas Student Data System number (replaces the PEIMS number).

Note – The first three digits of JCMS, PID, and Referral Numbers identify the county where the folder was created.

Note – If a juvenile has folders in multiple JCMS counties, searching by county specific numbers such as JCMS, PID, and Referral Number will return only one of the juvenile's folders.

Name

The following name types can be used to find a juvenile: Last First Middle Alias Name

Partial names must be followed by a wildcard (%). For example, searching for the last name **JOHN** will only return juveniles with the last name **JOHN**. However, searching for the last name **JOHN%** will find all juveniles with a last name that starts with the letters **JOHN** (John, Johnston, Johnson, etc.).

Demographics

DOB – Search by the juvenile's date of birth in the format MM/DD/YYYY.

Sex – Search by either Male or Female.

Race – Select from the list provided (American Indian or Alaskan, Asian or Pacific Islander, Black, White) to add Race as a search criteria.

Ethnicity – Select either Hispanic or Non-Hispanic to add Ethnicity as a search criteria.

My County Only

Uncheck the **My County Only** box to search all JCMS counties.

Juvenile Only

When searching for a juvenile, leave the **Juvenile Only** box checked. When searching for an associate uncheck this box.

SoundEX Enabled

SoundEX includes names that are similar to the letters provided in the NAME Search fields. For example, if SoundEX is enabled, searching for Tony will also find Toni.

Unchecking **SoundEX Enabled** will only return exact matches in the NAME fields.

Archived Records

Each county may archive a juvenile's record at any time. If you are looking for a record that has been archived, check the **Archived Records** box.

Best Practices for Searching All JCMS Counties

If you are searching for a juvenile who might have a record in another county, these are ways to improve your results.

- Because of the high number of juveniles in JCMS and the likelihood of multiple possible name spellings, it is recommended that initial searches only include **Sex** and **Date of Birth**, with the possible addition of the first letter of the Last Name followed by % (ex. **M%**).
- Uncheck the box next to **My County Only** to search all JCMS counties.
- Check the box next to **Juvenile Only**.
- Uncheck the box next to **Archived Records**. If the juvenile's folder is not returned, rerun the search with the **Archive Records** box checked.

SEARCH – Unable to find a Juvenile

If you are unable to find another department's record for the juvenile:

1. Verify the department where the juvenile has prior referrals. The list of Texas counties not currently using JCMS is provided above.
2. Insure that the **My County Only** box is not checked.
3. Limit the search criteria to **Sex** and **Date of Birth**.

SEARCH – Selecting the Appropriate Folder

A juvenile will have a different folder for each JCMS county where he/she was referred. If a juvenile was detained or placed in a second Texas county at the request of the home county, the juvenile may have a folder in the detaining/placement county. Check each county's folder for a complete history of the juvenile.

Example of multiple folders for one juvenile.

Showing 1 - 4 of 4 Results Results Per Page: 10

	Smith, John Anderson DOB: 01/01/2002 (14yrs 5mos) Male, White, Non-Hispanic 100 Happy Trails Palestine, TX 76666 USA Aliases: Assigned PO: No Primary PO Assigned 1 Association(s): [Show]	Open JCMS: 0010009360 PID: 0010006112 SID: TSDS:
	Smith, John Hidalgo DOB: 01/01/2002 (14yrs 5mos) Male, White, Non-Hispanic 100 Happy Trails Palestine, TX 76666 USA Aliases: Assigned PO: No Primary PO Assigned 3 Association(s): [Show]	Open JCMS: 1080159491 PID: 1089007032 SID: TSDS:
	SMITH, JOHN Lubbock DOB: 01/01/2002 (14yrs 5mos) Male, White, Non-Hispanic 100 Happy Trails Palestine, TX 76666 USA Aliases: Assigned PO: No Primary PO Assigned 1 Association(s): [Show]	Open JCMS: 1520070254 PID: 1520027217 SID: TSDS:
	Smith, John Grayson DOB: 01/01/2002 (14yrs 5mos) Male, White, Non-Hispanic 400 West 8th Denison, TX 75888 USA Aliases: Assigned PO: No Primary PO Assigned 1 Association(s): [Show]	Open JCMS: 0910033618 PID: 0910011388 SID: TSDS:

SEARCH – Creating a new Juvenile record

If you are searching for a juvenile who has a new referral for your department but do not find them listed, use the Add New Juvenile button at the bottom of the page to create a new juvenile record.

Juvenile not listed? [Add New Juvenile](#)

◀ Previous 1 | 2 Next ▶

VIEWING JUVENILE DATA

Open a juvenile's profile.

TechShare.Juvenile and JCMS.Basic User, TJJD JR (TX JUVENILE JUSTICE DEPT) Home | Logout

Home Search Juvenile 1

My JCMS Home Page > Basic Search > Search Results > Juvenile Identification >

JUVENILE, TJJD TEST PO Assigned: No Primary PO Assigned
PO Unit: No Assigned Unit
[Case History](#)

Race: White Sex: Male DOB: 11/25/2002 Age: 13yrs 1mos
Dallas JCMS: 0579773995 PID: 0579772339 SID: 09779325 TSDS:
Status : File Location: HW RECORDS

1

Overview | Abuse | Address | Arrest Photos | Associates | Defense Attorney(s) | Employment | Family Income | Medical | Scars/Marks/Tattoos/Amputations

2

3

4

5

6

7

Photos	Contact Info	Demographics & Description	
<p>View all images(0)</p>	(555) 555-6684, Home (555) 559-6636, Cell Address: 122 Rogers Blvd Dallas, TX 75559 County: Dallas Census Tract: Child Lives With: Mother Only	Age: 19yrs 0mos DOB: 07/07/1996 Sex: Male Ethnicity: Hispanic Race: White Skin tone: Light Brown Height: 5' 07" Weight: 180 Hair Color: Brown Eye Color: Green	Birth Verified: Unknown Verification: Verification #: Birth City: Kansas City Citizenship: United States Birthplace: Kansas Evacuee Of: LA Fingerprints: No Fingerprints Agency: Photo: No Photo Agency:
	JUVENILE, MARY JANE (Mother) (English) (555) 477-4454, Home	Sex Offender Status Registration Status: Date Ordered: Registered Sex Offender: No DNA Sample Obtained: Unknown DNA Sample Obtained Date: Registration Date: Registration Expiration Date: Registration Suspended Date:	ID Numbers SS#: 222-33-8888 DL: 88877878 TX State ID: FBI#: TSDS#:
Flags	Gang	Abuse	
Edit Juvenile Status: Closed Prevention Intervention Youth: Crisis Intervention Youth: Restricted: Archived: JJAEF Student: TJJD Parolee: Prior TJJD Parolee:	Gang Affiliation: Yes Gang Name: FIVE DUECES Gang Involvement: Gang Member	Date: 04/06/2011 Physical: Yes Emotional: Yes Sexual: No Medical Neglect: Unknown CPS Notified: Yes Tracking #: 30932840 CPS Contact: CASEWORKER, CINDY CPS Phone: (555) 665-6666	
Family	Most Recent School	Aliases	
Legal Guardian JUVENILE, MARY JANE (Mother) (English) (555) 477-4454, Home JUVENILE, MISTER (Father) (Spanish) (555) 989-9898, Cell Juvenile Maiden Name: Number of Siblings: 1 Is Juvenile a Multiple: No Marital Status: Single	Date Identified Pregnant: Is Juvenile A Parent: No Number of Children: 0 Religious Preference: Methodist DALLAS COUNTY JUVENILE JUSTICE - LONE STAR CAMPUS (057814001) ACADEMY FOR ACADEMIC EXCELLENCE (057814) (214) 698-4385 Grade: 9, Alternative Education Attendance: Regular Years Behind: 0 Failing: No Special Education: No Handicapping Condition:	TJ, Alias Juvenile, TJJD LEE, Alias	
Aliases	Language	Last Updated	File Location
	Bi-Lingual Recommended: Yes Primary Language: Spanish Secondary Language:	07/29/2015 User, TJJD Hays County JPD	Scanned File

Current role: System Administrator

Note – A new page design for JCMS is being phased in as system updates are deployed. Pages with the new design may look different from the examples in this guide, but the overall functions of each page will remain the same.

On pages with the new design, the juvenile summary section of the banner looks like this:



The juvenile summary can be expanded and collapsed by clicking the double arrows at the bottom of the banner.

The same banner looks like this when collapsed:



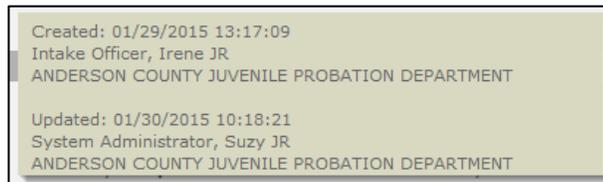
1. **Juvenile ID Tool Bar** – Click these links to navigate to additional juvenile ID information.
2. **Juvenile Navigator** – Click the Juvenile drop-down option to view the list of containers to additional information.



3. **Attachments** – The paperclip icon is located on multiple screens throughout JCMS. When the paper clip icon is yellow, attachments have been added. Click the icon to view a list. Your roles determine your access to view and print attachments.

Attachments				
Filter				
Category:	<input type="text"/>	To Date:	<input type="text"/>	<input type="button" value="Filter"/>
Name	Category	Uploaded By	Upload Date	Size (KB)
physical 2.28.13.PDF	Assessments	ALTMAN, JEREMY	10/02/2013 13:01	1636.5
Description: Physical, Dental Exam, TB Test, Medical/Suicide Screening Sheet				
maysi 3.22.13.PDF	Assessments	ALTMAN, JEREMY	10/02/2013 13:01	573.9
Description:				
bc.PDF	Birth Verification	ALTMAN, JEREMY	10/02/2013 12:58	35.1
Description:				
cps 3.22.13.PDF	Case Plans	ALTMAN, JEREMY	10/02/2013 12:59	1087.6
Description:				
consentmed 3.22.13.PDF	Consent for Medical Treatment	ALTMAN, JEREMY	10/02/2013 12:59	162.8
Description:				
consentconf 3.22.13.PDF	Consents/Confidential Releases	ALTMAN, JEREMY	10/02/2013 12:59	152
Description:				
tiid 11.26.13.pdf	Court Orders	DAYTON, CAREY	12/04/2013 07:20	2696.6
Description:				

4. **Notes Icon** – The pushpin icon is located on multiple screens throughout JCMS. When the icon is yellow, additional information has been entered as a 'note-it' on the screen. Click a yellow pushpin to access additional notes.
5. **Case History link** – Use this link to generate a Case History Report for this juvenile. The Case History Report is a summary of all of the information in a juvenile's folder.
6. **Audit Icon** – Audit Icons are in multiple places on multiple screens in JCMS. Point your mouse at the blue Audit Icon to pop up a box that shows (1) who created that portion of the record and when it was created and (2) who edited it last and when it was last edited.



7. **Notifications** – Notifications are specific to each user and are based on roles. For example, Primary Probation Officers receive all Notifications related to juveniles on their caseload. Clicking a Notification will open the related screen. Unread Notifications are indicated by a red circle over the envelope icon. Click this envelope to display notifications.

Notifications will be created for the actions and events like:

- Court Hearing Scheduled
- Juvenile Detained
- New Attachment on Offense
- Supervision Expiration (30 days before estimated end date)
- Placement Ending (45 days before estimated end date)

Notifications can be deleted individually with the trashcan icon (after they have been clicked on) or in batches by checking the boxes and clicking the Delete button.



System administrators can create Notifications in maintenance that will be sent to all users.

JUVENILE – Entering a Juvenile ID Overview

Adding a new juvenile or editing an existing juvenile leads to the Juvenile ID Edit page.

Note – If you are adding a new juvenile, some fields will carry over from the Search if you used them: Juvenile Last, First, Middle Name, DOB, Sex, Race, Ethnicity.

Birth Date – Enter the juvenile's date of birth in the format MM/DD/YYYY.

SID # – If the juvenile has a State Identification number from DPS enter it here.

Height & Weight – If you are creating the juvenile record before the intake interview and do not have this information, enter a value of 0 (zero) in each field.

Note – If you enter zeros, update these fields when you meet with the juvenile.

Race – Select American Indian or Alaskan Native, Asian or Pacific Islander, Black, White, or Unknown.

Ethnicity – Select Hispanic or Non-Hispanic.

Hair Color – Select Bald, Black, Blonde/Strawberry, Brown, Gray, Red/Auburn, Sandy, White, or Unknown.

Skin Color – Select Albino, Black, Dark, Dark Brown, Fair, Light, Light Brown, Medium, Medium Brown, Olive, Ruddy, Sallow, Yellow, or Unknown.

Eye Color – Select Black, Blue, Brown, Gray, Green, Hazel, Maroon, Multicolored, Pink, or Unknown.

Child Lives With – This drop-down list is configured by the department and will vary.

Birth Verified, How Verified, & Verification # – If you have documentation of the juvenile's DOB, select Yes. If you select yes, you are conditionally required to select how it was verified. If the document has an identifying number enter it in the Verification # field.

Citizenship – Select the country of citizenship or Unknown Citizenship.

Birthplace – Select the juvenile's birthplace or Unknown Place of Birth.

Evacuee Of – If the juvenile is an evacuee of a U.S. state, select it here.

Name & Id	
* Birth Date:	<input type="text" value="07/18/2002"/>
SID #:	<input type="text" value="12345678"/>
* Last Name:	<input type="text" value="Tester"/>
* First Name:	<input type="text" value="Amanda"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
* Sex:	<input type="text" value="Female"/>
* Height Feet:	<input type="text" value="5"/> Ft. <input type="text" value="05"/> In. * Weight: <input type="text" value="140"/> Lbs.
* Race:	<input type="text" value="White"/>
* Ethnicity:	<input type="text" value="Hispanic"/>
* Hair Color:	<input type="text" value="Brown"/>
* Skin Tone:	<input type="text" value="Fair"/>
* Eye Color:	<input type="text" value="Hazel"/>
Child Lives With:	<input type="text" value="Two Parents (Natural or Adoptive)"/>
* Birth Verified:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
* How Verified:	<input type="text" value="Birth Certificate"/>
Verification #:	<input type="text" value="123455"/>
* Citizenship:	<input type="text" value="United States"/>
Birth City:	<input type="text" value="Bay City"/>
* Birthplace:	<input type="text" value="Texas"/>
Evacuee of:	<input type="text"/>

Available Documents From Other Agencies (LEA Only) – Most departments do not use these fields. Check with your local system administrator.

Available Documents From Other Agencies (LEA Only)	
Fingerprints: <input type="checkbox"/>	Agency: <input type="text"/>
Photo: <input type="checkbox"/>	Agency: <input type="text"/>

SSN Solicited But Unavailable – Check this box if the SSN has been asked for but was not provided.

TSDS # – This is the TEA Texas Student Data System number that is replacing the PEIMS number.

Drivers License, DL State, DL Type, and DL Expiration Date – If you enter a license number, you are conditionally required to select the DL State and DL Type. Optionally enter the DL Expiration Date.

Type (ID Numbers) – This is a department-configurable list. If you select a Type then ID # becomes conditionally required.

ID Numbers	
Social Security Number: <input type="text" value="nnn-nn-nnnn"/>	SSN Solicited But Unavailable: <input type="checkbox"/>
Drivers License: <input type="text" value="99999999"/>	DL State: <input type="text" value=""/> DL Type: <input type="text" value=""/> DL Expiration Date: <input type="text"/>
State ID: <input type="text"/>	ID State: <input type="text" value=""/>
FBI Number: <input type="text"/>	
TSDS #: <input type="text"/>	
Type: <input type="text" value=""/>	ID #: <input type="text"/> ID State: <input type="text" value=""/>

[Remove ID Number](#)

[Add Another ID Number](#)

Scars/Marks/Tattoos/Amputations – Select distinguishing marks/features of the juvenile here along with an optional Description.

Note – Although this list from DPS contains selections for medical and substance abuse information, do not enter those here. They have their own sections.

Scars/Marks/Tattoos/Amputations	
Type: <input type="text" value="Tattoos - Abdomen"/>	Remove
Description: <input type="text" value="Butterfly"/>	

[Add Another](#)

Preferred Contact # – Check the box next to each preferred number. Preferred numbers appear on certain screens and reports.

Phone	
Preferred Contact #: <input checked="" type="checkbox"/>	Phone Number: <input type="text" value="(512) 555-7728"/> Ext.: <input type="text"/> Phone Type: <input type="text" value="Cell"/>

[Remove Phone Number](#)

[Add Another Phone Number](#)

Primary Address, Secondary Address, & Swap – If the juvenile moves between two addresses, enter the main as Primary and the other as Secondary. Click the Swap button to change the order of the addresses.

Note – The Country drop-down list defaults to United States. If a different country is selected, enter the appropriate Province and/or Postal Code.

Note – The County drop-down list is only active for Texas addresses.

Census Tract – This is an optional field for departments that need to record this location data.

Note – Each time an address is changed and saved, JCMS updates the Address History. When correcting an error select the **Correction Only, Do Not Move to Address History** checkbox to prevent an update.

The screenshot shows the 'Address' form in JCMS. It is divided into two main sections: 'Primary Address' and 'Secondary Address'. Each section has a checkbox to mark it as the primary or secondary address. The Primary Address section includes fields for Country (United States), Address (2345 Test Lane), Address 2, City (Palestine), County (Anderson), State (TX), Zip (77777), and Census Tract. The Secondary Address section includes fields for Country (Mexico), Address, Address 2, City, County, Province (CHH), Postal Code, and Census Tract. A 'Swap' button is located to the right of the form. Below each address section is a checkbox labeled 'Correction Only, Do Not Move To Address History'.

Flags – Selecting one or more Flags will add a corresponding note to the juvenile's display in search results and the juvenile banner. Flags include:

Committed to TJJD
CPS Custody
Prevention Intervention Youth
Current TJJD Parolee
Deceased

Discharged TJJD Parolee
Interstate Compact
JJAEP Student
Crisis Intervention Youth
Prior JJAEP

Note – A juvenile record with the **Prevention Intervention Youth** or **Crisis Intervention Youth** flag selected is not searchable or viewable across departments. These flags are automatically removed if certain referral types (e.g., Formal, Paper Complaint, Paper Formalized) are added later.

Note – A system administrator can set the **Archive** flag by using the Edit link in the Flags area of the Juvenile ID Overview screen or in Maintenance.

Status – Set the juvenile's status as Active or Closed.

Active – one or more pending referrals and/or under supervision

Closed – no longer under supervision and has no active referrals, programs, placements, detentions, probation officer assignments, JJAEP referrals, or fee assessments. Juvenile cannot have an open active warrant.

File Location – The location of the juvenile's paper file is set here. Multicounty departments may use this to indicate in which county the juvenile reports.

The screenshot shows a form titled "Flags" with the following fields and values:

- Committed to TJJD:
- CPS Custody:
- Crisis Intervention Youth:
- Current TJJD Parolee:
- Deceased:
- Discharged TJJD Parolee:
- Interstate Compact:
- JJAEP Student:
- Prevention Intervention Youth:
- Prior JJAEP:
- Comments: [Empty text area]
- Status: Active (dropdown menu)
- File Location: Sample Location (dropdown menu)

Gang Affiliation, Gang, & Gang Involvement – If the juvenile is currently or has been active with a gang, select the gang and degree of involvement.

The screenshot shows a form titled "Gang" with the following fields and values:

- *Gang Affiliation: Yes (dropdown menu)
- Gang: Crazy Eight (dropdown menu)
- Gang Involvement: Gang Member (dropdown menu)

Sexual Offender Registration Status – Enter registration status information here.

Sexual Offender Registration Status	
Registration Status: <input type="text"/>	DNA Sample Obtained: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Registration Suspended Date: <input type="text"/>	DNA Sample Obtained Date: <input type="text"/>
Registered Sex Offender: <input type="checkbox"/>	Registration Date: <input type="text"/>
	Date Ordered: <input type="text"/>
	Registration Expiration Date: <input type="text"/>

Language – If a needed language is not in the drop-down list, choose Other-See Alert screen and enter the language as an Alert.

Language		
Bi-Lingual Recommended: <input checked="" type="checkbox"/>	Primary Language: <input type="text" value="Spanish"/>	Secondary Language: <input type="text"/>

DPS Name – If the juvenile's name is different in the information that comes from DPS, enter the DPS version here.

DPS Name			
Last Name: <input type="text"/>	First Name: <input type="text"/>		
Middle Name: <input type="text"/>	Suffix: <input type="text"/>		

Alias – Enter the juvenile's alias information here. Depending on the Alias Type, the application conditionally enables and requires certain fields.

Alias			
Alias Type: <input type="text"/>	Remove Alias		
Alias Last Name: <input type="text"/>	Alias First Name: <input type="text"/>	Alias Middle Name: <input type="text"/>	
Suffix: <input type="text"/>			
Add Another Alias			

Date Identified Pregnant – Enter the date the department was informed of the pregnancy.

Family	
Juvenile Maiden Name: <input type="text"/>	
Marital Status: <input type="text"/>	
Pregnant: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Date Identified Pregnant: <input type="text"/>
Is Juvenile A Parent: <input type="checkbox"/>	Number of Children: <input type="text"/>
Religious Preference: <input type="text"/>	
Number of Siblings: <input type="text"/>	

JUVENILE – Toolbar Navigation Screens

The ID screen contains general demographic information. Attachments and photos are accessed here if available. Additional ID screens can be accessed from the Juvenile ID tool bar and are listed below.

Additional ID Screens

[Overview](#) | [Abuse](#) | [Address](#) | [Arrest Photos](#) | [Associates](#) | [Defense Attorney\(s\)](#) | [Employment](#) | [Family Income](#) | [Medical](#) | [Scars/Marks/Tattoos/Amputations](#)

JUVENILE – Abuse

Physical, Emotional, and Sexual Abuse and Medical Neglect are documented here. CPS tracking numbers and contact information are also entered here.

Abuse History							
Add New							
Edit Delete	Date	Physical	Emotional	Sexual	Medical Neglect	CPS Tracking #	CPS Contact
	01/01/2015	Yes	Yes	No	No		
Other Involved Agencies:							

Date – Enter the date your department was informed of the abuse.

Other Involved Agencies – If an agency other than CPS is involved, enter it here.

CPS Notified – Indicate whether Child Protective Services is involved.

Tracking # – This is a conditionally required field. If you do not have a tracking number, enter Unknown.

Edit Abuse Record	
*Date: 01/01/2015	*CPS Notified: <input type="radio"/> Yes <input checked="" type="radio"/> No
*Physical: Yes	Tracking #: <input type="text"/>
*Emotional: Yes	Last Name: <input type="text"/>
*Sexual: No	First Name: <input type="text"/>
Medical Neg.: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	Phone: (nnn) nnn-nnnn Ext.: <input type="text"/>
Other Involved Agencies: <input type="text"/>	

JUVENILE – Address

The juvenile's address history is listed here. Address changes or corrections are made by editing the Juvenile ID Overview.

Address(es)	
Address Primary: 456 South Ave Palestine, TX 77777 County: Anderson Secondary: County:	Create Date 09/21/2015
Address History	
Address 123 Main St Palestine, TX 77777 County: Anderson Census Tract:	Create Date 07/30/2014 Moved to History Date 09/21/2015

JUVENILE – Arrest Photos

Photos attached to offenses are shown here. Photos are added, removed, or changed on the Offense Summary page.

JUVENILE – Associates

Persons associated to this juvenile are listed here. Relationships include, but are not limited to, family members, accomplices, and complainants/victims.

Accomplices are entered when editing an offense. **Complainants/Victims** are entered in the Complainant(s) section of an Offense.

Associates who are not accomplices or complainants/victims are added here by clicking the Add New button and searching. If the associate is already listed in JCMS, you can pick them with the star. If they are not listed, you can use the Add New Person button.

Add New									
Family Members									
Name	Relationship	DOB	Age	Guardian	Visitation	Contact	Flags		
Tester, Beverly Female, White, Non-Hispanic	Mother			Yes	Cleared	Cleared			
Other Associates No Records Found									
Name	Relationship	DOB	Age	Guardian	Visitation	Contact	Flags		
Complainants/Victims									
Name	Type	Offense Date	Related Offense			Service/Report #	Cause #		
Comp. Tim	Person	01/01/2014	BURGLARY OF HABITATION 0010000347-01			123			
Accomplices									
Name	Related Offense		DOB	Age	Flags				
Juvenile, Tom Male, White, Hispanic	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010000347-01		04/05/2000	15yrs 5mos	Juvenile				

JCMS Basic User's Guide

Viewing an associate displays more details about that associate.

Note – To view or enter an employment record for an associate, view the associate then scroll to the bottom. Enter income information the same way as a juvenile.

Note – Income entered in employment is not automatically included in Family Income.

Associate					
Tester, Beverly					
Edit Delete Add As Juvenile					
Associate Info		Demographics			
Relationship: Mother		Race: White	DOB:	Maiden Name:	
Legal Guardian: Yes		Ethnicity: Non-Hispanic	Age:	Marital Status: Married	
Deceased? No		Sex: Female	Associate and Juvenile are Multiples: No		
Contact Info		Visitation		Prior Involvement	
Preferred Contact Number:		Cleared for Visitation: Yes		Juvenile System: No	
Address:		Cleared for Contact: Yes		Adult System: No	
904 Valley				SID:	
Anderson, TX 78701				Mental Illness: No	
Send Court Documents: No				Substance Abuse: No	
Email: beverly@example.com					
Language		ID No(s)		Gang	
Primary Language: English		SSN: 455-00-0555		Gang Affiliation: No	
Secondary Language:		DL: 033033333 TX		Gang Name:	
		Other ID:		Gang Involvement:	
Other Juveniles Associated to Tester, Beverly				Comments	
Name	Relationship	PID No	DOB		
Tester, Quasi	Mother	0010000225	06/25/1998		
Address History					
Date:	Address:				
09/20/2013	514 Esparada Anderson, TX 78700				
Employment History					
Add New					
Details	Employment Dates	Employer	City/State	Primary	Type

Relationship to Juvenile – Select the appropriate relationship or Other. The relationship determines whether this associate appears in the Family Members or Other Associates list.

Legal Guardian – Indicate whether this associate is the juvenile's legal guardian.

Pseudonym – If specified, this is displayed on certain screens to protect the associate's identity.

Disabled – Check this box for a disabled parent or legal guardian.

Deceased – Indicate if the associate is deceased. The **Deceased Date** field is optional when the box is checked.

Name & Id	
*Last Name: <input type="text" value="Tester"/>	Race: <input type="text" value="White"/>
*First Name: <input type="text" value="Beverly"/>	Ethnicity: <input type="text" value="Non-Hispanic"/>
Middle: <input type="text"/>	*Sex: <input type="text" value="Female"/>
Suffix: <input type="text"/>	DOB: <input type="text"/>
*Relationship to Juvenile: <input type="text" value="Mother"/>	Disabled: <input type="checkbox"/>
*Legal Guardian: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Deceased: <input type="checkbox"/>
Pseudonym: <input type="checkbox"/>	Deceased Date: <input type="text"/>
Pseudonym Last Name: <input type="text"/>	
Pseudonym First Name: <input type="text"/>	
Pseudonym Middle: <input type="text"/>	

Enter Contact and Address information the same way as on a juvenile.

Lives With Juvenile – If the associate lives at the same address as the juvenile, check this box to automatically insert the juvenile's address.

Send Court Documents – Indicate whether this associate should receive court documents.

Partial Address – When this box is checked, there are no validations on the address.

Contact	
Preferred Contact #: <input type="checkbox"/>	Remove Phone Number
Phone Number: <input type="text" value="(nnn) nnn-xxxx"/>	Ext.: <input type="text"/>
	Phone Type: <input type="text"/>
Add Another Phone Number	
Email Address: <input type="text" value="beverly@example.com"/>	
Address	
Lives With Juvenile: <input type="checkbox"/>	Send Court Documents: <input type="checkbox"/>
Country: <input type="text" value="United States"/>	County: <input type="text" value="Anderson"/>
Address: <input type="text" value="904 Valley"/>	State: <input type="text" value="TX"/>
Address 2: <input type="text"/>	Zip: <input type="text" value="78701"/>
City: <input type="text" value="Anderson"/>	Correction Only, Do Not Move To Address History: <input type="checkbox"/>

Enter Demographic, ID Number, and Gang information the same way as on a juvenile.

Associate and Juvenile are Multiples (to each other) – Check this box if the associate and the juvenile are part of a multiple birth (for example, twins or triplets).

Demographics	Language
Maiden Name: <input type="text"/>	Primary Language: English <input type="text"/>
Marital Status: Married <input type="text"/>	Secondary Language: <input type="text"/>
Associate and Juvenile are Multiples (to each other): <input type="checkbox"/>	
ID No(s)	
Drivers License Number: 033033333 <input type="text"/>	Social Security Number: 455-00-0555 <input type="text"/>
Drivers License State: TX <input type="text"/>	Other ID: <input type="text"/>
Gang	
Gang Affiliation: No <input type="text"/>	
Gang Name: <input type="text"/>	
Gang Involvement: <input type="text"/>	

Cleared for Visitation & Cleared for Contact – Check these boxes to indicate if the associate is allowed to visit the juvenile in detention or contact the juvenile through other methods (for example, telephone or postal mail).

Visitation
Cleared for Visitation: <input checked="" type="checkbox"/>
Cleared for Contact: <input checked="" type="checkbox"/>

Mental Illness – Indicate whether a history of mental illness exists or is unknown for this associate.

Juvenile System & Adult System – Check the box if this associate has current or prior involvement. The **SID** field is optional when Adult System is checked.

Substance Abuse – Check the box if this associate has current or prior substance abuse. The **Substances** field is optional when the box is checked.

Comments – Use this text field to record additional information.

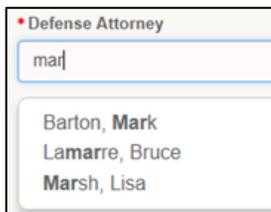
Prior Involvement	
*Mental Illness: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	Adult System: <input type="checkbox"/>
Juvenile System: <input type="checkbox"/>	SID: <input type="text"/>
Substance Abuse: <input type="checkbox"/>	Substances: <input type="text"/>
Comments	
Comments: <input type="text"/>	

JUVENILE – Defense Attorney(s)

Defense attorneys assigned to the juvenile are listed here, along with start and end dates.

Defense Attorney Assignment					
Add New					
	Defense Attorney	Address	Date(s)	Type	Contact Information
Edit 	Burch, Kelly		Start: 01/01/2014 End:	Court Appointed	(210) 555-3787, Cell Email: kburch@example.com

Defense Attorney – Use the attorney picker to choose an attorney (type three at least three letters in the name then click to choose from the drop-down list). If the attorney is not listed, check with your local system administrator.



Note – Attorney details (like phone numbers and email addresses) can be entered by your local system administrator.

Type – Select the appropriate attorney type from the drop-down list.

- Appointed – Pending Show Cause**
- Court Appointed**
- Public Defender**
- Retained**
- Substitute – Appointed**
- Substitute – Retained**

Start Date & End Date – Enter the date the attorney started with the juvenile. Do not enter an end date until the attorney is no longer associated with the juvenile.

Note – These dates determine which attorneys are available in the drop-down list when editing a court hearing.

Edit Defense Attorney

*** Required Fields**

*** Defense Attorney**

Email Address: kburch@example.com

*** Type**

*** Start Date**  **End Date** 

JUVENILE – Employment

The juvenile's employment records are listed here.

Employment History					
Add New					
Details	Employment Dates	Employer	City/State	Primary	Type
VIEW 	11/25/2013 To Current	Dairy Queen	Palestine, TX	Primary	Part Time

Dairy Queen updated 07/31/2014

[Edit](#) [Delete](#)

Dairy Queen
456 Main St
Palestine, TX 77777

Hire Date: **11/25/2013**
Termination Date: **Current**
Pay Period: **Weekly**
Income: **\$100.00**

Primary Employer: **Primary**
Employment Type: **Part Time**

Employer Name, Address, & Phone – Enter the employer information.

Primary Employer – Indicate whether this is the juvenile's primary employer.

Employment Type – Select whether the employment is Full Time, Part Time, or Self Employed.

Hire & Termination Dates – Enter the dates employment began and ended.

Pay Period – Select whether pay is Hourly, Weekly, Bi-Weekly, Monthly, or Yearly.

Income – Enter the amount of income per pay period.

Note – Income entered in Employment is not automatically included in Family Income.

Edit Employment Record

<p>*Employer Name: <input type="text" value="Dairy Queen"/></p> <p>Employer Address: <input type="text" value="456 Main St"/></p> <p>Employer Address 2: <input type="text"/></p> <p>Employer City: <input type="text" value="Palestine"/></p> <p>State: <input type="text" value="TX"/></p> <p>Zip: <input type="text" value="77777"/></p> <p>Phone: <input type="text" value="(nnn) nnn-nnnn"/> Ext.: <input type="text"/></p>	<p>Primary Employer: <input checked="" type="checkbox"/></p> <p>*Employment Type: <input type="text" value="Part Time"/></p> <p>Hire Date: <input type="text" value="11/25/2013"/></p> <p>Termination Date: <input type="text"/></p> <p>Pay Period: <input type="text" value="Weekly"/></p> <p>Income: <input type="text" value="100.00"/></p> <p style="font-size: small;">ex.: 1234.56, 12,234.00, 12345</p>
--	--

JUVENILE – Family Income

The juvenile's family income sources are listed here. Only sources marked as Current are included in the Total Family Income per Month.

Family Income															
Current Income Information	Income Sources														
Edit Add New															
Total Family Income per Month: \$433.33	<table border="1"> <thead> <tr> <th>Details</th> <th>Income Source</th> <th>Period Type</th> <th>Amount</th> <th>Current</th> <th>Last Changed</th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit Delete</td> <td>Food Stamps</td> <td>Monthly</td> <td>\$433.33</td> <td>Yes</td> <td>07/31/2014</td> <td></td> </tr> </tbody> </table>	Details	Income Source	Period Type	Amount	Current	Last Changed		Edit Delete	Food Stamps	Monthly	\$433.33	Yes	07/31/2014	
Details	Income Source	Period Type	Amount	Current	Last Changed										
Edit Delete	Food Stamps	Monthly	\$433.33	Yes	07/31/2014										
Disabled Parent/Guardian: Tester, Mary Lou Aunt															
Number of persons under 18 in Family: 2															

Current Income Information automatically calculates the **Total Family Income per Month** based on **Income Sources**.

Disabled Parents/Guardian(s) – This lists any associate flagged as disabled. A change here updates the associate record.

Number of persons under 18 in Family – Enter the number of people under 18.

Edit Current Income Information
Total Family Income per Month: \$433.33
Disabled Parents/Guardian(s): <input checked="" type="checkbox"/> Tester, Mary Lou
Number of persons under 18 in Family: <input type="text" value="2"/>

Income Source – Select the appropriate source or Other Source.

Period Type – JCMS only tracks monthly income amounts.

Amount – Enter the monthly amount of income. Do not include a dollar sign.

Current – Sources marked as current will be included in the **Total Family Income per Month**.

Edit Income Source
*Income Source: <input type="text" value="Food Stamps"/>
*Period Type: <input type="text" value="Monthly"/>
*Amount: <input type="text" value="433.33"/>
ex.: 1234,56, 12,234.00, 12345
Current?: <input checked="" type="checkbox"/>

JUVENILE – Medical

This section includes insurance information, medical consent history, and information regarding allergies, pregnancy, prescriptions, and existing medical conditions. Each section has its own Edit or Add New button.

Medical Information									
Details					Medical Consent History				
Edit					Add New				
Medical Archive Box:		TANF Eligible: No			Date	Received by		Medical Consent	
		Medicaid Eligible: Yes			Edit Delete	05/31/2017	Detention Officer, Donna JR		Yes
Pregnant: No									
Date Identified Pregnant:									
Current Insurance									
Add New									
Edit Delete	Insurance Carrier			Physician	Type	Primary Insurance		Last Change Date	
	Medicaid Policy number: 654321 Group number: G-45678 Carrier Phone: Policyholder: Tester, Tom			Phone:	Medicaid	Yes		08/28/2017	
Medical Information									
Add New									
Allergy Information									
Add New									
Edit Delete	Comment								
	Cephalosporin antibiotics								
Existing Medical Conditions									
Add New									
Edit Delete	Comment								
	Chronic cephalalgia								
Add New									
Edit Delete	Medications	Dosage	Date Prescribed	Date Discontinued	Adherence	Physician's name	Date Updated	User	
	Tylenol 500 mg	1			Not Currently Taking		08/28/2017 12:10	Intake Officer, Irene JR	
Exams									
Add New									
	Type	Scheduled Date			Completed Date		Performed by	Comments	

Medical Archive Box – If your department archives medical records, enter storage information here.

Pregnant & Date – This information comes from the Juvenile ID Overview.

TANF Eligible & Medicaid Eligible – Indicate eligibility for these programs.

Edit Medical Information	
Medical Archive Box: <input type="text"/>	TANF Eligible: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Pregnant: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	Medicaid Eligible: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Date: <input type="text"/>	

Received By – Use the user picker to indicate who received the consent or refusal.

Medical Consent – Select whether medical consent was received or refused. This is often used in detention facilities.

Edit Medical Consent	
*Date: <input type="text" value="01/01/2014"/>	
*Received by: <input type="text" value="Detention Officer Minus,"/>	
*Medical Consent: <input type="text" value="Yes"/>	

Current Insurance – Enter current insurance (CHIPS, Medicaid, Private, or TANF) and physician information.

Edit Insurance Carrier	
*Insurance Type: <input type="text" value="Medicaid"/>	*Policyholder Last Name: <input type="text" value="Tester"/>
Carrier's Name: <input type="text"/>	*Policyholder First Name: <input type="text" value="Mary Lou"/>
Policy Number: <input type="text"/>	Physician Last Name: <input type="text"/>
Group Number: <input type="text"/>	Physician First Name: <input type="text"/>
Carrier Phone: <input type="text" value="(nnn) nnn-nnnn"/>	Physician Phone: <input type="text" value="(nnn) nnn-nnnn"/>
*Is Primary: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	

Medical Information – This is a text field for the juvenile's additional medical information.

Allergy Information – This is a text field for the juvenile's allergy information.

Existing Medical Conditions – This is a text field for the juvenile's existing medical conditions.

Add Medical Information	
*Comment:	<input type="text"/>

Medication – Enter a medication by typing part of the name and using the picker or select Other and enter the **Other Medication**.

Dosage – Enter the dosage of the chosen medication.

Adherence – Select whether juvenile is currently taking the medication and whether the adherence is confirmed.

Physician Last & First Name – Optionally enter the prescribing physician's name.

Edit Medication

*Medication:

Other Medication:

Dosage:

*Adherence:

Date Prescribed:  Date Discontinued: 

Physician's Last Name:

Physician's First Name:

Comment:

Exams – Enter scheduled dental, medical, physical, and psychiatric exams in this section.

Add Medical Exam

*Type:

Scheduled Date: 

Completed Date: 

Performed by First Name:

Performed by Last Name:

Comments:

JUVENILE – Scars/Marks/Tattoos/Amputations

The juvenile's distinguishing marks/features are listed here. Additions or changes are made by editing the Juvenile ID Overview.

Scars/Marks/Tattoos/Amputations	
Edit	
Type	Description
 Tattoos - Abdomen	Butterfly

OFFENSE(S)/ARREST(S)

The Offense(s)/Arrest(s) container includes all offenses entered in the juvenile's folder. Offenses in this screen are not grouped into Referrals. DPS categories for Intake Action, Prosecutor Action and Court Adjudication and Disposition are displayed on this screen if they were entered under the Disposition container. The grouping of offenses (when applicable) and the final disposition of each referral is located in the Referral Container.

2 Offense(s)								
Offense History								
Add New <input type="checkbox"/> Hide Attached Offenses <input type="checkbox"/> Expand Offenses <input type="checkbox"/> View by Complaint Received Date								
Details	Agency	Offense Date	JPD Complaint Received Date	Offenses	Service/Report #	Action	ADJU	DISP
VIEW i	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT	03/16/2015	03/16/2015	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0010000417-01	VOP cond 2	Intake: Prosecutor:		
VIEW i	ANDERSON CO SO PALESTINE	01/01/2014	01/01/2014	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010000274-01	123	Intake: 612 Prosecutor: 622	610	685

Checking the "Expand Offenses" box on the offense history screen will also show any offenses that have been **amended** (see the Disposition container for more information).

2 Offense(s)								
Offense History								
Add New <input type="checkbox"/> Hide Attached <input checked="" type="checkbox"/> Expand Offenses <input type="checkbox"/> View by Complaint Received Date								
Details	Agency	Offense Date	JPD Complaint Received Date	Offenses	Service/Report #	Action	ADJU	DISP
VIEW i	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT	03/16/2015	03/16/2015	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0010000417-01	VOP cond 2	Intake: Prosecutor:		
VIEW i	ANDERSON CO SO PALESTINE	01/01/2014	01/01/2014	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010000274-01	123	Intake: 612 Prosecutor: 622	610	685
	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT			BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2				
	DISTRICT ATTORNEYS OFFICE ANDERSON			THEFT PROP>=\$500<\$1,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA				
	349th District Court			THEFT PROP>=\$500<\$1,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA				

Click on View to view offense details.

The offense details screen has two sections, **Offense Summary** and **Complainant(s)**

The Offense Summary screen includes more detail about the offense and some buttons that may vary based on your roles and on whether the offense is attached to a referral that has been disposed in the Disposition container.

Rollback – This button appears after information about this offense has been added in the Dispositions container. The Rollback function can remove incorrect disposition information and move the Edit button back a step.

CR43J or **CR44J** – JCMS can print these DPS forms. Check with your local system administrator to find out if your department uses them.

Seal – Depending on what is ordered by the court, JCMS allows for sealing an offense, a referral, or an entire juvenile record. Only a system administrator can seal.

Copy – This button will copy the main details of this offense to another juvenile you choose. This can be useful if this juvenile has an accomplice with the same offense. Details that differ can be edited before saving on the second juvenile. Referrals can also be copied.

Action – This button opens a drop-down menu. The options displayed in the menu are based on user roles and offense details.

- If the offense does not have arrest information, the Action dropdown will include **Link to Arrest**.
- If the offense does have arrest information, the Action dropdown may include **Add Photo**, **Delete Photo**, and/or **Delete Arrest** options. The Delete Arrest option will delete information in the Arrest Summary and Arrest Vehicle Information sections of the Offense Screen.

Offense Summary		Arrest Summary	
THEFT PROP>=\$500<\$1,500			
Edit Delete		Rollback CR43J Seal Copy	
Offense Summary Offense Date and Time: 01/01/2014 00:00 Offense Agency: ANDERSON CO SO PALESTINE Agency ORI: TX0010000 JPD Complaint Received Date: 01/01/2014 Offense #: 0010000274-01		Arrest Summary LEA Domestic Violence Offense: No Weapon Used/In Possession: No TJJJ Weapon Type: DPS Firearm Type: School Related: Not School-Related Gang Related: No Substance Abuse Related: Yes Sexual in Nature: No Assaultive Behavior or Other Violence: No Arrest Date: 01/01/2014 Arresting Agency: ANDERSON CO SO PALESTINE Agency ORI: TX0010000 Suspect Was Driving a Vehicle: Operating a Commercial Vehicle: Transporting Hazardous Materials: Location: Owner: Primary Color: Secondary Color: Vehicle License Plate: Issuing State: Registration Expires: VIN Number: Vehicle Make: Year: Model: Style: TRN: 654654654X Fingerprint Date: 01/01/2014 Custody Disposition: Anderson County Juvenile Detention Center	
BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 GOC: Counts: Service/Report #: 123 Offense Location: 1313 Mockingbird Ln Palestine, TX 77777 County: Anderson Census Tract:		Action ▾	

The Complainant(s) screen lists each complainant for this offense.

Offense Summary 1 Complainant(s)		
THEFT PROP>=\$500<\$1,500		
Add New		
Complainant(s)		
View Edit	Type	Complainant
	Person	Comp, Tim

The Complainant(s) Details screen includes more information about the complainant.

Offense Summary 1 Complainant(s)			
Complainant Detail			
Comp, Tim			
Edit 			
Person Information			
Relationship: Teacher/School Official	Race: Black	DOB: 01/01/1970	Primary Language: English
Victim Guardian? No	Ethnicity: Non-Hispanic	Age: 46yrs 0mos	Secondary Language:
Deceased? No	Sex: Male	Marital Status: Married	Is Associate a Multiple: No
	Disabled: No	Maiden Name:	Legal Guardian: No
Offense Information			
Complainant to Offense: 01/01/2014 - BURGLARY OF HABITATION		Offense #: 0010000274-01	
Contact Information			
Lives with Juvenile? No	Preferred Contact #:	SSN:	
(512) 555-0105, Cell, Contact By		DL: 98765432 TX (C)	
Email Address: timcomp@example.com		Other ID:	
Address:			
234 Main St			
Apt 56			
Palestine, TX 77777			
County: Anderson			
Complainant Information			
Type of Complainant: Person	Type of Victim: Individual	Resident Status: Resident	
	Injury Type: None	Crime Against Person: No	
		Crime Against Property: Yes	

OFFENSE(S)/ARREST(S) – Entering an Offense

Add Arrest – If the juvenile was arrested, check this box to add arrest information from law enforcement.

Arrest Agency – Use the agency picker to choose the Arrest Agency.

Note – You can search by agency name, ORI, or a part of either. For example, searching for TX001 finds all Anderson County agencies.

TRN – A TRN may only be entered once in JCMS.

Note – If there are multiple offenses on the same arrest/TRN, record the details of the first offense then use the **Add Another Offense** button at the bottom of the page. This will copy the **Arrest Summary** section and other details that may be the same.

Note – If you have already saved an offense with a TRN and need to add another offense with the same TRN, edit the original offense and use the **Add Another Offense** button.

Arrest Date & Fingerprint Date – Enter the date(s) the juvenile was arrested and fingerprinted.

Custody Disposition – Select who took custody of the juvenile from law enforcement after the arrest. This list is specified by the department.

Arresting Officer – You can optionally enter details of the arresting officer(s) in these fields.

Add Offense

Arrest Summary

Add Arrest:

* Arrest Agency: Select

TRN: Fingerprint Date:

* Arrest Date: * Custody Disposition:

Arresting Officer:

Officer Last Name: Badge #:

Officer First Name: Type:

[Remove](#)

[Add Another](#)

Suspect Was Driving a Vehicle – Check this box to enter arrest vehicle information.

Operating a Commercial Vehicle – Check this box if the arrest vehicle was a commercial vehicle.

Transporting Hazardous Materials – This field is conditionally required for a commercial vehicle.

Vehicle License Plate, Issuing State, & Registration Expires – These fields are required for all vehicles.

Arrest Vehicle Information

Suspect Was Driving a Vehicle:

Operating a Commercial Vehicle:

* Transporting Hazardous Materials: Yes No

Location:

Owner:

Primary Color:

Secondary Color:

* Vehicle License Plate:

* Issuing State:

* Registration Expires:

VIN Number:

Vehicle Make:

Year:

Model:

Style:

Offense Date & Offense Time – Enter the date and time the offense occurred.

Offense Agency – Use the agency picker to choose the Offense Agency. This will often be the same as the Arrest Agency but can be different.

Offense – Use the offense picker to choose the offense.

Note – You can search by offense description, code, citation, or a part of any.

Note – Enter the Offense Date **before** searching to display only offenses valid for that date.

JPD Complaint Received Date – Enter the date your department received this complaint.

GOC – When applicable, enter a General Offense Character (Attempt/Conspiracy/Solicit/Solicitation of a Minor) for this offense.

Counts – Some departments enter multiple counts here. Check with your local system administrator.

Service Report # – Enter the number on the report from law enforcement (for example, police report number or incident number).

TRS – Enter A001 for the first offense on each TRN. The second is A002, and so on. This is conditionally required if the Add Arrest box is checked.

LEA Domestic Violence Offense – Check this box if this offense is related to domestic violence.

Weapon Used/In Possession – Indicate whether there was a weapon used by or in the possession of the juvenile at the time of this offense.

TJJJ Weapon Type – This field is conditionally required if Weapon Used/In Possession is set to yes.

DPS Firearm Type – This field is conditionally required if a firearm is selected in TJJJ Weapon Type.

School Related Location – Indicate whether this offense was not school related, was on campus, or was at a school-related activity (on or off campus).

School Campus – This field is conditionally required if the offense was on campus. Use the school picker to choose the school.

Note – If **School Related Location** is set to **On Campus** and a **School Campus** is specified, the school's address is automatically filled in as the **Offense Location**.

Gang Related – Indicate whether this offense was related to juvenile gang involvement.

Substance Abuse Related – Indicate whether the juvenile was under the influence of a substance at the time of this offense.

Note – The **Substance Abuse Related** field is about the juvenile not this offense.

Sexual in Nature – Indicate whether this offense was sexual in nature.

Assaultive Behavior or Other Violence – Indicate whether this offense involved assaultive behavior or other violence.

Offense Summary	
*Offense Date: 01/01/2014	<input type="button" value="Calendar"/>
*Offense Time: 08 : 00	
*Offense Agency: ANDERSON CO SO PALESTINE [TX0010000]	<input type="button" value="Select"/>
*Offense: BURGLARY OF HABITATION PC 30.02(c)(2) F2 [22990002]	<input type="button" value="Select"/>
*JPD Complaint Received Date: 01/01/2014	<input type="button" value="Calendar"/>
GOC: <input type="text"/>	*Weapon Used/In Possession: <input type="radio"/> Yes <input checked="" type="radio"/> No
Counts: <input type="text"/>	TJJD Weapon Type: <input type="text"/>
*Service Report #: 123	DPS Firearm Type: <input type="text"/>
*TRS: A001	*School Related Location: Not School-Related
LEA Domestic Violence Offense: <input type="checkbox"/>	School Campus: <input type="text"/>
	*Gang Related: <input type="radio"/> Yes <input checked="" type="radio"/> No
	*Substance Abuse Related: <input checked="" type="radio"/> Yes <input type="radio"/> No
	*Sexual in Nature: <input type="radio"/> Yes <input checked="" type="radio"/> No
	*Assaultive Behavior or Other Violence: <input type="radio"/> Yes <input checked="" type="radio"/> No

Accomplice Name (JCMS Number) – If there was an accomplice, use the person picker to choose the correct record or create a new record with the Add New Person button.

Note – Accomplices are listed on the Associates page. If the accomplice is also a family member, the name will appear in both lists.

Related to Offense & Related to Arrest – Indicate whether this accomplice was related to this offense and/or arrest.

Accomplice	
Name (JCMS Number): Tester, Lacey [0010000]	<input type="button" value="Select"/>
	Remove
	Related to Offense: <input checked="" type="checkbox"/>
	Related to Arrest: <input checked="" type="checkbox"/>
Add Another	

Location – Enter the address of the location where this offense occurred.

Note – There is an exception when entering a violation offense: enter your department's address.

Substance Type – This is a default User Defined Field. If Substance Abuse Related was set to Yes, enter the type of substance here.

Location	
* Address: 1313 Mockingbird Ln	* County: Anderson
Address 2: <input type="text"/>	* State: TX
* City: Palestine	* Zip: 77777
	Census Tract: <input type="text"/>
User Defined Fields	
Substance Type: inhalants	

OFFENSE(S)/ARREST(S) – Entering a Person Complainant

Type of Complainant – Select the type of complainant. The complainant type can be Business, Person, or Law Enforcement Agency.

Note – You will be able to further specify Business, Financial, Government, Individual, Religious, Society/Public, Unknown, or Other in the **Victim Type** field.

Person – Use the person picker to search for the complainant. If the complainant is already in JCMS, select them with the star. If they are not listed, use the Add New Complainant button at the top right.

Add Complainant

Complainant

*Type Of Complainant:

*Person:

Pseudonym – If specified, this information is displayed on certain screens to protect the complainant's identity.

Legal Guardian – Indicate whether this complainant is the juvenile's legal guardian.

Deceased & Deceased Date – If the complainant is marked as Deceased, the Deceased Date field becomes available but is not required.

Is associate a Multiple – Check this box if the complainant and the juvenile are part of a multiple birth (for example, twins or triplets).

Victim Guardian – Check this box if the complainant is a minor and you want to include contact information for a parent or guardian. See **Note** below.

Person Name & Demographics

<p>* Last Name: <input type="text" value="Comp"/></p> <p>* First Name: <input type="text" value="Tim"/></p> <p>Middle: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Pseudonym: <input type="checkbox"/></p> <p>Pseudonym Last Name: <input type="text"/></p> <p>Pseudonym First Name: <input type="text"/></p> <p>Pseudonym Middle: <input type="text"/></p> <p>Relationship to Juvenile: Complainant</p> <p>* Legal Guardian: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown</p> <p>Primary Language: <input type="text" value="English"/></p> <p>Victim Guardian?: <input type="checkbox"/></p>	<p>Race: <input type="text" value="Black"/></p> <p>Ethnicity: <input type="text" value="Non-Hispanic"/></p> <p>* Sex: <input type="text" value="Male"/></p> <p>DOB: <input type="text" value="01/01/1970"/></p> <p>Disabled: <input type="checkbox"/></p> <p>Deceased: <input type="checkbox"/></p> <p>Deceased Date: <input type="text"/></p> <p>Is associate a Multiple: <input type="checkbox"/></p> <p>Maiden Name: <input type="text"/></p> <p>Marital Status: <input type="text" value="Married"/></p> <p>Secondary Language: <input type="text"/></p>
---	--

Person ID No(s), Person Contact, & Person Address – Enter the complainant's information.

Person ID No(s)		
Drivers License Number: <input type="text"/>	Social Security Number: <input type="text" value="nnn-nn-nnnn"/>	
Drivers License State: <input type="text"/>	Other ID: <input type="text"/>	
Drivers License Type: <input type="text"/>		
Person Contact		
Preferred Contact #: <input type="checkbox"/>	Phone Number: <input type="text" value="(nnn) nnn-nnnn"/>	Ext.: <input type="text"/> Phone Type: <input type="text"/>
Remove Phone Number		
Add Another Phone Number		
Email Address: <input type="text"/>		
Person Address		
Lives With Juvenile: <input type="checkbox"/>	County: <input type="text" value="Anderson"/>	Correction Only, Do Not <input type="checkbox"/>
Address: <input type="text" value="234 Main St"/>	State: <input type="text" value="TX"/>	Move To Address History:
Address 2: <input type="text"/>	City: <input type="text" value="Palestine"/>	Zip: <input type="text" value="77777"/>

Note – Checking the **Victim Guardian** box displays a warning that it will remove any information already entered in the **Person ID No(s), Person Contact, and Person Address** sections.

This action will remove all current contact information for this Person Complainant. Click OK to Continue or Cancel to Return to the Previous Screen.

If you choose OK to continue, then enter the guardian's demographic and contact information in the Person Victim Guardian section.

Relationship to Victim – Select the guardian's relationship to the complainant.

Person Victim Guardian		Remove
Primary: <input type="checkbox"/>	Relationship to Victim: <input type="text"/>	
Last Name: <input type="text"/>	Birth Date: <input type="text"/>	
First Name: <input type="text"/>	Sex: <input type="text"/>	
Middle Name: <input type="text"/>	Race: <input type="text"/>	
Suffix: <input type="text"/>	Ethnicity: <input type="text"/>	
Phone		
Preferred Contact #: <input type="checkbox"/>	Phone Number: <input type="text" value="(nnn) nnn-nnnn"/>	Ext.: <input type="text"/> Phone Type: <input type="text"/>
Remove Phone Number		
Add Another Phone Number		
Home Address		
Address: <input type="text"/>	County: <input type="text"/>	
Address 2: <input type="text"/>	State: <input type="text"/>	
City: <input type="text"/>	Zip: <input type="text"/>	

Victim Type – Select Business, Financial, Government, Individual, Religious, Society/Public, Unknown, or Other. Use Individual for a person.

Resident Status – Select whether the complainant is a resident of the county.

Relationship of Victim to Offender – Select the relationship. This list is different from the Associate relationship list.

Crime Against Person & Crime Against Property – Indicate whether the crime was against a person and/or property.

Injury Type – Indicate the type(s) of injury. If there was no injury, select None.

Can Testify To – This field might be used by law enforcement.

Comments – Use this text field to record additional information.

Offense Information	
Offense: BURGLARY OF HABITATION	Offense # 0010000274-01
Complainant	
* Victim Type: Individual	Relationship of Victim to Offender: Teacher/School Official
* Resident Status: Resident	
Crime Against Person: <input type="checkbox"/>	Crime Against Property: <input checked="" type="checkbox"/>
* Injury Type:	Possible Internal Injury: <input type="checkbox"/>
None: <input checked="" type="checkbox"/>	Minor Injury: <input type="checkbox"/>
Major Injury: <input type="checkbox"/>	Unconsciousness: <input type="checkbox"/>
Severe Laceration: <input type="checkbox"/>	Broken Bones: <input type="checkbox"/>
	Loss Of Teeth: <input type="checkbox"/>
	Deceased: <input type="checkbox"/>
	Unknown: <input type="checkbox"/>
Can Testify To:	<input type="text"/>
Comments	
Comments:	<input type="text"/>

OFFENSE(S)/ARREST(S) – Adding or Deleting a Photo

A photo of the juvenile can be attached to an offense with a TRN. JCMS displays this photo in search results and the juvenile banner. If the juvenile has more than one offense with a photo attached, the most recent photo is used.

While viewing the Offense Summary screen, use the **Action** button and **Add Photo** option in the Arrest Summary section to upload a juvenile photo for an offense that includes an arrest with a TRN.

Note – If an offense does not have TRN, the Add Photo option will not be displayed.

Offense Summary		Arrest Summary	
Offense Date and Time: 01/01/2014 00:00	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2)	LEA Domestic Violence Offense: No Weapon Used/In Possession: No	Action ▾
Offense Agency: ANDERSON CO SO PALESTINE	Level/Degree: F2 GOC:	TJJD Weapon Type: DPS Firearm Type:	Arrest: 01/01 + Add Photo

Optionally enter the **Date Photo Taken**.

Next, either drag the photo's icon from a folder on your computer into the central area of this screen or click in the central area to select a photo on your computer.

Note – See the **JCMS Juvenile Banner Photo Best Practices** document provided by TJJD for photo guidelines.

Click the **Upload** button to save the photo to JCMS.

Add Photo

Date Photo Taken:

📁 Drop attachments here, or click to select files

[Cancel](#) **Upload**

If the wrong photo is added to an offense, use the **Delete Photo** button to remove it.

REFERRAL

The Referral container includes all referrals a juvenile has had in this department. A referral may contain multiple offenses. Referrals are defined by face-to-face contact with a juvenile, so that if a juvenile is seen one time for multiple offenses, these multiple offenses will be documented in one referral.

History							
Referral History updated 07/23/2013							
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW		07/23/2013 12:10	FM	0570254773	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-01 Addl. Offenses: 2 Originating Ref: 0570241052	07/23/2013 No	ZUZAK, ERICA Special Needs/Sex Offender (214) 698-4943, Work
Disposition: TJJD DETERMINE COMMITMENT (09/09/2013)							
VIEW	08/17/2011 16:15	08/17/2011 16:15	FM	0570241052	AGG SEXUAL ASSAULT CHILD Amended Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01 Addl. Offenses: 0 Originating Ref:	02/01/2013 Yes	ZUZAK, ERICA Special Needs/Sex Offender (214) 698-4943, Work
Disposition: PROB PLACEMENT- DETERMINE SENTENCE PROBATION (10/06/2011)							
VIEW	03/07/2011 00:00	03/07/2011 00:00	FM	0570237451	CONTEMPT OF COURT DISOBEDIENCE OF COURT ORDER Statute Citation: GC 21.002 Level/Degree: M* UCR: 26 - All Others (except traffic) Offense #: 0570237451-03 Addl. Offenses: 2 Originating Ref:	03/07/2011 No	DAVIS, CARLA D Letot - Non-Residenbal (214) 956-2037
Disposition: DEFERRED PROSECUTION BY DEPARTMENT (04/26/2011)							

- Referral Type** – Referrals given a disposition in this department and reportable to TJJD are recorded with the referral type of either FM (formal), PF (paper formalized), or PA (paper complaint). PA referrals are disposed by either the juvenile probation department or by the prosecutor without the juvenile having been seen. Offenses entered for any other referral type are either not valid offenses or were reported to TJJD by another department.

CD (Contract Detention) and CP (Contract Placement) Referral Types indicate that the juvenile was entered into this department's JCMS to track detention and/or placement services provided to the juvenile at the request of another department or agency.

The TR (Interim/Permanent Transfer) Referral Type indicates that supervision of the juvenile was provided by this department at the request of a different department that disposed of the referral. The TR Referral Type is used when a juvenile moves from one county to another county while on supervision.

All Referral Types are defined in **Appendix F**.

2. **Addl. Offenses** – This field indicates if additional offenses are included in this referral. To view additional offenses, click View next to the Referral. This will open the Referral Details screen. Scroll down to the Offense section of the Referral Detail screen to view all included offenses. Offenses with a DOI (Disposition Offense Indicator) of Consolidated were considered in the disposition of the referral. Offenses with a DOI of Dismissed were not considered in the disposition of the referral.

Referral History updated 07/23/2013							
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW		07/23/2013 12:10	FM	0570254773	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-01 Addl. Offenses: 2 Originating Ref: 0570241052	07/23/2013 No	ZUZAK, ERICA Special Needs/Sex Offender (214) 698-4943, Work
Disposition: TJJD DETERMINATE COMMITMENT (09/09/2013)							

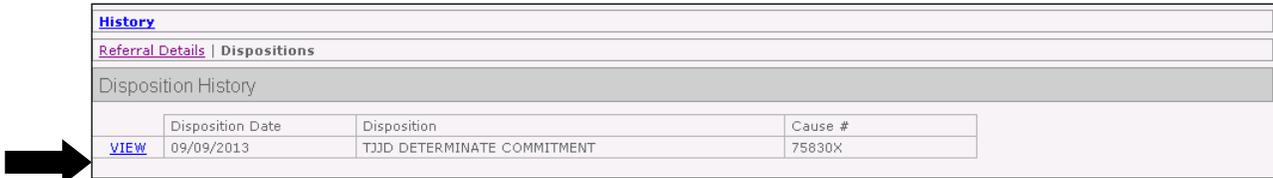
Offense(s)					
Agency	Offense Date	Complaint Received Date	Offenses	Indicator	
DALLAS COUNTY JUVENILE PROBATION DEPARTMENT	07/12/2013	07/23/2013	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-01	IOI: Primary DOI: Primary	
DALLAS COUNTY JUVENILE PROBATION DEPARTMENT	07/18/2013	07/23/2013	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-02	IOI: Secondary DOI: Consolidated	
DALLAS COUNTY JUVENILE PROBATION DEPARTMENT	07/21/2013	07/23/2013	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-03	IOI: Secondary DOI: Consolidated	

3. **Referral with an Amended offense** – If an offense is amended (see the Disposition container for more information), it will be labeled in red on the Referral History and Referral Details screens.

Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW	08/17/2011 16:15	08/17/2011 16:15	FM	0570241052	AGG SEXUAL ASSAULT CHILD Amended Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01 Addl. Offenses: 0 Originating Ref:	02/01/2013 Yes	ZUZAK, ERICA Special Needs/Sex Offender (214) 698-4943, Work
Disposition: PROB PLACEMENT- DETERMINATE SENTENCE PROBATION (10/06/2011)							

Agency	Offense Date	Complaint Received Date	Offenses	Indicator
DALLAS POLICE DEPARTMENT	08/15/2011	08/17/2011	AGG SEXUAL ASSAULT CHILD Amended Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01	IOI: Primary DOI: Primary

4. **Disposition** – The disposition field contains the Disposition of the referral and the Disposition Date. Each county can create its own list of dispositions. A standard list of Dispositions is provided in **Appendix G**. To view additional information regarding the disposition of a Referral, click View next to the Referral and then click the Dispositions link on the Referral Details screen. If a referral has multiple dispositions, each disposition will be listed. Click View next to the Disposition entry to view the Disposition screen.



History			
Referral Details Dispositions			
Disposition History			
	Disposition Date	Disposition	Cause #
VIEW	09/09/2013	TJJD DETERMINATE COMMITMENT	75830X

Below is an example of the (Referral) Disposition screen:



[History](#)

[Referral Details](#) | [Dispositions](#)

Disposition: 09/09/2013

[Delete](#)

Petition Date: 07/24/2013	Disposition Date: 09/09/2013	Determinate Sentence
Cause #: 75830X	Primary Disposition: TJJD	Years: 4
Defense Attorney:	DETERMINATE COMMITMENT	Months: 0
Recommended Disposition:	Diverted to:	Court/Judge: 305th District Court, Lee-Shannon, Cheryl
	Risk Level: Medium Risk	
	Needs Level: High Needs	

Progressive Sanctions - General

Controlling Disposition: **Yes**

Guideline Level: **(7) TJJD Determinate Commitment / Certified as Adult**

Assigned Level: **(7) TJJD Determinate Commitment / Certified as Adult**

Progressive Sanctions - Departures

Primary Reason:

Subsequent Reason 1:

Subsequent Reason 2:

Subsequent Reason 3:

Subsequent Reason 4:

Comment:

REFERRAL – Entering a Referral

Type – Select the type of referral being entered. All Referral Types are defined in **Appendix F**.

Paper Complaint Date & Time – ONLY if entering a Paper Complaint, enter the date and time the department received the paperwork. For all other referral types, leave these fields blank.

Referral Date & Time – Enter the date and time the department had face-to-face contact with the child or parent regarding this referral.

Note – When initially entering a Paper Complaint, these fields are not yet available. When the Paper Complaint is edited and the type is changed to Paper Formalized, they become required.

Resident Status – Select the juvenile's residency.

- County Resident**
- Out of County** – but within Texas
- Out of State** – but within the U.S.A.
- Out of U.S.A.**

Intake Officer – Use the user picker to select the name of the person doing the intake interview.

Originating Jurisdiction – For Formal, Paper, and Paper Formalized Referrals the Originating Jurisdiction must **always** be **County**, and the **County** (subsequent field) must always be your county (or in multi-county jurisdictions, a county within your jurisdiction). For all other referral types, use the Originating Jurisdiction field to indicate if the referral was initiated from a Texas County, a State, or an Agency.

Note – When Originating Jurisdiction is County, JCMS automatically selects your department's headquarter county as the referring county. If the juvenile is referred from another county, you can modify the selection.

Referral Source – Select the source of the referral.

- Probation Department**
- Police Agency**
- School**
- Texas Juvenile Justice Department**
- Other**
- Municipal/JP Court**

Note – See the **Referral Reference Guide** for more details on Originating Jurisdiction and Referral Source.

Originating Jurisdiction PID – For a CD, CP, or TR referral, enter the 10-digit PID from the sending department. If the juvenile does not have a PID from another Texas county (ex. you are providing detention services for another state), enter 9999999999.

The screenshot shows the 'Edit Referral' form with the following fields and values:

- Type:** Paper Formalized
- Paper Complaint Date:** 03/03/2014
- Paper Complaint Time:** 00 : 00
- Referral Date:** 03/06/2014
- Referral Time:** 00 : 00
- Resident Status:** County Resident
- Intake Officer:** Intake Officer, Irene JR
- Originating Jurisdiction:** County
- County:** Anderson
- Referral Source:** Police Agency
- Originating Jurisdiction PID:** (empty field)

School at time of Referral – This field is conditionally required based on the School Status. To select a school use the Select button picker. Search for a school in your county or unselect My County Only. Use the star to select the correct school.

Note – For multicounty departments, the school picker limits My County Only to the headquarter county. Uncheck the My County Only box to search in the other counties.

Note – If you do not find the school, search for a smaller part of the name. For example, Clark High School might be listed as Clark HS or Clark H S. Searching for only Clark would find both.

Note – The school list comes from TEA and is updated near the beginning of each school year. Private and charter schools may not appear. Use the school OTHER / OUT OF STATE [999999000] for schools that are not in the list.

In need of substance abuse services – Select the juvenile's need for substance abuse services.

- Yes, being treated
- Yes, not being treated
- No
- Suspected
- Unknown

Referral School Info	
*School Status: In Regular School	*Last grade completed: 9
*Education Standing: Failing And/Or Behind The Appropriate Grade	*In need of substance abuse services: Suspected
*School at time of Referral: PALESTINE H S [001907001]	Select

Attach Offense – Use the offense picker to choose an offense to attached to this referral.

IOI – Select the Intake Offense Indicator for each offense.

Primary – This will be the most serious offense charged within this referral at the time of intake.

Secondary – Every additional offense addressed at the intake interview, other than the one designated as primary, will be designated as secondary.

Revised – Only used when revising an offense to a violation.

Added – Only used when an offense is added to the referral after intake.

Offense		
Attach Offense: 03/01/2014 - 35990014 - POSS CS PG 1 <1G DRUG f	Select	Complaint Received Date: 03/03/2014 IOI: Primary Remove
Attach Offense: 03/01/2014 - 23999001 - THEFT <\$50 - PC 31.0	Select	Complaint Received Date: 03/03/2014 IOI: Secondary Remove
Add Another		

Original Referral Details – This is ONLY used when creating a new referral for Violation of Court Order offenses. Use the referral picker to choose the original referral the juvenile is being charged with violating.

Original Referral Details	
Original Referral:	Select

REFERRAL – Entering a Referral Disposition

Disposition Date – Enter the date this referral was disposed.

Note – The Primary Disposition must be entered before the Disposition Date.

Primary Disposition – Select the disposition. Dispositions are configured by the department and will vary.

Petition Date – If applicable, enter the date the prosecutor filed the petition.

Cause Number – If applicable, enter the cause number for this referral.

Defense Attorney – Use the defense attorney picker to choose the defense attorney for this referral.

Recommended Disposition – Select the disposition recommended by the department.

Diverted To – If the juvenile was diverted, select the diversion.

Court/Judge – Select the court and judge.

Risk Level & Needs Level – Select the risk and needs levels (RANA).

Determinate Sentence – If this referral was disposed with a determinate sentence to TJJD, enter the length of the sentence in these conditionally required fields.

Edit Disposition

*Disposition Date 08/17/2017	Primary Disposition Adjudicated - Placed on Probation	
Petition Date 05/04/2017	Cause Number J-45678	Defense Attorney
Recommended Disposition Adjudicated - Placed on Probation		
Diverted To	Court/Judge 349th District Court -- Pamela Fletcher	
Risk Level Medium-High Risk	Needs Level Medium Needs	Determinate Sentence Years and Months Years Months

Disposition Offense Indicator (DOI) – Select the Disposition Offense Indicator for each offense.

Primary – The primary offense disposed in this referral.

Consolidated – Other offenses included in the final disposition.

Dismissed – This offense was not included in the final disposition of this referral.

Disposition Offense Indicator							
DOI	Agency	Date	Offenses	Intake	Action	ADJU	DISP
* Primary	ANDERSON CO SO PALESTINE	01/01/2017	THEFT PROP >=\$750<\$2,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA Offense #: 0010000300-01	Primary	Intake: Prosecutor:		
* Consolidated	ANDERSON CO SO PALESTINE	01/01/2017	EVADING ARREST DETENTION Statute Citation: PC 38.04(b) Level/Degree: MA Offense #: 0010000300-02	Secondary	Intake: Prosecutor:		

Progressive Sanctions – If your department records progressive sanctions, enter the details here.

Progressive Sanctions - General

Controlling Disposition

Guideline Level Assigned Level

Progressive Sanctions - Departures

Primary Reason Subsequent Reason 1

Subsequent Reason 2 Subsequent Reason 3

Subsequent Reason 4 Comment

REFERRAL – Accepting a Calculated Disposition

If you use the Disposition container to dispose of each offense in a referral, a calculated disposition will be recommended on the Referral History screen.

Disposition: Pending
[Calculated Disposition: Adjudicated - Placed on Probation \(09/15/2015\). Click here to Accept Recommendation](#)

Click the link to accept the recommendation disposition. Some information from the Disposition container will be automatically filled in for the referral disposition.

SCHOOLS

The Schools container includes a record of this juvenile's schools. The School History screen includes the entrance and exit dates, school name and information, district, grade, status, attendance, years behind, and whether the juvenile is failing.

School History								
Add New								
	Date	School	District	Grade	Status	Attendance	Create/Update	
Edit Delete 	Entrance: 02/05/2013 Exit:	SAN MARCOS H S(105902001) Phone: (512) 393-6800 2601 RATTLER RD - MCCARTY LN SAN MARCOS TX 78666-7899 MS KELLI LOPEZ Principal	SAN MARCOS CISD (105902)	10	In Regular School	Regular Years Behind: 0 Failing: Yes	Create: 02/07/2013 Updated: 08/26/2014	

SCHOOLS – Entering a School

My County Only – Set this to NO to search for schools outside your headquarter county.

School District – Optionally use this picker to narrow down School results to one district (type at least three letters in the name then click to choose from the drop-down list).

School – Use the school picker to select the appropriate school.

Add New School

My County Only YES NO
 School District

* **School**

×

PALESTINE H S [001907001] - PALESTINE ISD

PALESTINE MIDDLE [001907041] - PALESTINE ISD

Note – If the juvenile's school is not listed, set **My County Only** to NO and use one of these choices. For OTHER / OUT OF STATE, optionally enter the school name and contact information.

OTHER / OUT OF STATE [999999000]

HOME SCHOOL [999990000]

* **School**

School Name
Phone Number

Address

Address 2

City
State
Zip

New To District – Optionally indicate whether the student is new to this district.

Coming to District Due To – Indicate the reason the juvenile is coming to the district.

Note – For OTHER / OUT OF STATE, the two fields above do not appear.

Entrance – Enter the date the juvenile entered this school.

Exit – If the juvenile has left this school, enter the exit date.

Status – Select the student's status at this school.

Alternative Education
Charter School
Dropped Out
Graduated
High School Equivalency Certificate
Home School

In Regular School
Juvenile Justice Alternative Edu Program
Private School
Suspended or Expelled
Unknown

Attendance – Select whether the juvenile's attendance is Regular, Irregular, Withdrawn, or Unknown.

Grade – Select the juvenile's current grade.

Years Behind – Optionally select how many years behind the juvenile is in school.

Failing – Indicate whether the juvenile is currently failing.

Special Education – Indicate whether the juvenile receives special education services.

Handicapping – Select the reason for the special education services.

Autism
Brain Injury, Traumatic
Deaf-Blindness
Developmental Delay
Emotional Disturbance
Hearing Impairment
Intellectual Disability/Mental Retardation

Learning Disability, Specific
Multiple Disabilities
Orthopedic Impairment/Physical Disability
Other Health Impairment
Speech/Language Impairment
Unknown
Visual Impairment

The screenshot shows a web form with the following fields and values:

- New To District:** YES (selected), NO
- Coming to District Due To:** Move Into District (dropdown)
- Entrance:** 08/21/2017 (calendar icon)
- Exit:** mm/dd/yyyy (calendar icon)
- Status:** In Regular School (dropdown)
- Attendance:** Regular (dropdown)
- Grade:** 10 (dropdown)
- Years Behind:** 0 (dropdown)
- Failing?:** YES (selected), NO, UNKNOWN
- Special Education:** YES (selected), NO, UNKNOWN
- Handicapping:** Learning Disability, Specific (dropdown)

DETENTION

Your department will create a detention record each time a juvenile under your jurisdiction is detained. The Detention container in the juvenile's home county contains all of the juvenile's detentions regardless of the facility.

A juvenile may have folders in multiple departments that include records created by departments that provided contract detention services. If a county provided contract detention services, only the juvenile's detention in this county's facility will be entered under this county's folder.

The Detention History screen shows an overview of each detention, including the entry and release dates and times, the length of stay, the reason admitted, the facility, and the offense to which each detention is associated.

History						
Detention History updated 09/17/2013						
Details	Date & Time	Actual Stay	Length of Stay	Reason Admitted	Facility	Offense
VIEW	Entry: 07/23/2013 12:10 Referral: 07/23/2013 12:10 Admission: 07/23/2013 12:10 Released: 09/17/2013 06:15	55 days, 18 hours, 5 minutes	38 days, 18 hours, 5 minutes	Previously found Delinquent	DALLAS COUNTY JUVENILE DETENTION CENTER	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0570254773-01
VIEW	Entry: 02/01/2013 09:30 Referral: 08/17/2011 16:15 Admission: 02/01/2013 09:30 Released: 02/04/2013 14:50 2nd Detention on this offense	3 days, 5 hours, 20 minutes	1 day, 5 hours, 20 minutes	Previously found Delinquent	DALLAS COUNTY JUVENILE DETENTION CENTER	AGG SEXUAL ASSAULT CHILD Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01
VIEW	Entry: 08/17/2011 16:15 Referral: 08/17/2011 16:15 Admission: 08/17/2011 16:15 Released: 11/29/2011 15:03	103 days, 22 hours, 48 minutes	70 days, 22 hours, 48 minutes	Dangerous to Self/Others	DALLAS COUNTY JUVENILE DETENTION CENTER	AGG SEXUAL ASSAULT CHILD Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01

The Detention Details screen includes more information about the detention. Gang information displayed here is pulled from the Juvenile ID container.

Detention Details			
Detention 08/17/2011 16:15 to 11/29/2011 15:03 : Secure			
Admission		Released	
Entry Date & Time: 08/17/2011 16:15 Received By: USER (Imported), UNKNOWN Admission Date & Time: 08/17/2011 16:15 Admitted By: MORRIS, FRED	Facility: DALLAS COUNTY JUVENILE DETENTION CENTER Type: Secure Reason Admitted: Dangerous to Self/Others Cost Per Day: Total Cost: Gang Affiliation: No Gang Name: Gang Involvement:	Released Date & Time: 11/29/2011 15:03 Authorized By: Forbes, Melinda Released By: SMITH, DIANE Released Reason: Court Order Notification of Medicine Prescribed and/or Pending Appointments Signed by Parent:	Released By: SMITH, DIANE Shift: First Shift - 7-3 Released To: CARTER, MARCUS Relationship: Transporting Officer ID Type: Drivers License ID No: Location Name: DCYV
Offense		Length of Stay	
Referral Date: 08/17/2011 16:15 AGG SEXUAL ASSAULT CHILD Statute Citation: PC 22.021(a)(2)(B) Level/Degree: F1 UCR: Offense #: 0570241052-01		Actual Stay 103 days, 22 hours, 48 minutes	Excluding Weekends & Holidays 70 days, 22 hours, 48 minutes

DETENTION – Entering a Detention

Entry Date & Time – Some departments with detention centers use the **Entry Date & Time** and **Received By** to track when the juvenile entered the non-secure area of the building.

Admission Date & Time – Enter the date and time the juvenile was placed in detention.

Note – JCMS will not allow an admission date & time earlier than the referral date & time.

Note – JCMS will not allow an admission date & time later than the current date & time.

Admitted By – Use the user picker to indicate who admitted the juvenile into detention.

Reason Admitted – Select the reason admitted. The standard list of reason admitted (to detention) options is available in **Appendix A**.

Facility – Select the facility for this detention.

Referral – Select Use the referral picker to choose the referral associated with this detention.

Cost Per Day – Enter the cost per day for this detention.

Total Cost – Enter the total cost for this detention. This field will be completed when the detention entry is closed.

Reason Continued to Detain – This field can be used to document why a juvenile continued to be detained. Select the appropriate reason.

Placement Facility – If the Reason Continued to Detain is “Pend Placement,” optionally select the appropriate placement facility.

Edit Detention Record

Detained

Entry Date:

Entry Time: :

Received By:

*Admission Date:

*Reason Admitted:

*Admission Time: :

*Facility:

*Admitted By:

*Referral:

Cost Per Day:

Total Cost:

Reason Continued To Detain:

Placement Facility:

Released – This section will be discussed below in “Entering a Release from Detention.”

Released

Release Juvenile:

Out of Custody – Check this box if the juvenile was detained after appearing in court or if your department does not enter court hearings.

Court/Judge – Select the court and judge for this hearing.

Hearing Type – Select the hearing type. Types are configured by the department and will vary.

Court Hearing Date & Time – Enter the date and time the hearing is scheduled.

Interpreter – Indicate if an interpreter is required for this hearing. If the language is not listed, use Other and the text field.

Add Detention Hearing

Out of Custody:

*Court/Judge:

*Hearing Type:

*Court Hearing Date: 

*Court Hearing Time: :

Interpreter

Spanish: <input type="checkbox"/>	Sign Language: <input type="checkbox"/>
French: <input type="checkbox"/>	Italian: <input type="checkbox"/>
Vietnamese: <input type="checkbox"/>	Hindi: <input type="checkbox"/>
Chinese: <input type="checkbox"/>	Korean: <input type="checkbox"/>
German: <input type="checkbox"/>	Tagalog: <input type="checkbox"/>
	Other: <input type="checkbox"/> <input type="text"/>

Add Chronological Note – Optionally check this box to add a chronological note from this screen before saving.

Add Chronological Note

Add Chronological Note:

DETENTION – Entering a Release from Detention

Release Juvenile – Check the box to indicate the juvenile has been released.

Reason Released – Select the reason released. The standard list of reason released (from detention) options is available in **Appendix B**.

Released Date & Time – Enter the date and time the juvenile was released from detention.

Authorized by – Use the user picker to indicate who authorized the release.

Released by – Use the user picker to indicate who released the juvenile from detention.

Shift – Optionally select the shift during which the juvenile was released.

Notification of Medicine Prescribed and/or Pending Appointments while in Detention signed by Parent/Guardian – Indicate whether a notification was signed by the parent/guardian.

Relationship – Select the relationship of the person to whom the juvenile was released.

Last & First Name – Use these text fields to record the name of the person to whom the juvenile was released.

ID Type & No – Optionally select the person's type of ID and indicate the ID number.

Location – Enter the location that issued the ID.

Released	
Release Juvenile: <input checked="" type="checkbox"/>	
*Reason Released: Court Order	*Released by: MARTINEZ, NICHOLAS
*Released Date: 08/05/2013	Shift: [dropdown]
*Released Time: 13 : 35	
*Authorized by: RODRIGUEZ, LINDA	
<input type="checkbox"/> Notification of Medicine Prescribed and/or Pending Appointments while in Detention signed by Parent/Guardian	
Released To:	
*Relationship: Juvenile Probation Officer	ID Type: [dropdown]
*Last Name: Moczygamba	ID No: [text]
*First Name: Brandon	Location: [text]

SUBSTANCE ABUSE

The Substance Abuse container has two sections, **Substance Abuse History** and **Drug Test History**.

The Substance Abuse History includes the substances the juvenile is involved with, the severity of the usage, and the source of the report. The Drug Test History tracks all drug tests administered to the juvenile and includes the date and location of each test, who administered and witnessed it, whether the results were confirmed by a lab, which substances were tested, and the results.

Substance Abuse History											
Add New											
Edit Delete	Date Identified	Substance Abused		Usage	Source		Notes				
	01/01/2017	Alcohol Marijuana (THC)		Moderate Mild	Reported by Juvenile/Family Reported by Juvenile/Family						
Drug Test History											
Add New Delete											
<input type="checkbox"/>	Edit	Test Date	Administered	Test Location	Administered By	Witnessed By	Confirmed by Lab?	Substances Tested	Result (s)	Funding	Comments
		04/19/2017	Yes	Juvenile Probation Department	Probation Officer, Pete JR		No	All	Negative	LL - Local Funds	9-panel test, all negative
		01/01/2017	Yes	Juvenile Probation Department	Detention Officer Minus, Dirk JR	Probation Officer, Pete JR	No	Alcohol Marijuana (THC)	Positive Positive	LL - Local Funds	9 panel test, others negative

SUBSTANCE ABUSE– Entering Substance Abuse History

Date Identified – Enter the date the JPD was notified of this substance abuse.

Substance Abused – Select the substance abused. If you select Other, then use the **Other Substance** text field to specify the substance.

Usage – Select whether the severity of the substance usage is Experimental, Mild, Moderate, Severe, or Unknown.

Source – Select whether this information was Confirmed by Drug Test, Reported by Juvenile/Family, or Suspected by Probation Officer.

Add Substance Abuse History Record	
*Date Identified:	<input type="text" value="05/12/2016"/>
*Substance Abused:	<input type="text" value="Marijuana (THC)"/>
Other Substance:	<input type="text"/>
*Usage:	<input type="text" value="Mild"/>
*Source:	<input type="text" value="Reported by Juvenile/Family"/>
Remove	
Add Another	

SUBSTANCE ABUSE– Entering Drug Test History

Test Date – Enter the date of the drug test.

Administered – Indicate whether the test was administered.

Test Location – Select the location the drug test was administered. If you choose Other, use the **Other Location** text field to specify the location.

Administered By – Use this user picker to indicate who administered the test.

Witnessed By – Optionally use this user picker to indicate a witness to the drug test.

Confirmed by Lab – Check this box if the results were confirmed by a lab.

Substances Tested – Click Add an Item and select the substance tested. If you choose Other, then specify the substance in the **Drug Test Comments** box.

Results – Select whether the result for each substance was Inconclusive, Positive, Negative, or Pending.

Funding –Select the funding source.

Drug Test Comments – Use this text field to record more information about the drug test.

Add Drug Test Record

*Test Date:

*Administered: Yes No

*Test Location: ▼

*Administered By:

Witnessed By:

Confirmed by Lab:

Funding:

Drug Test Comments:

Substances Tested	Result(s)	*
<input type="text" value="Cocaine"/> ▼	<input type="text" value="Negative"/> ▼	Remove
<input type="text" value="Methamphetamines"/> ▼	<input type="text" value="Negative"/> ▼	Remove
<input type="text" value="Marijuana (THC)"/> ▼	<input type="text" value="Negative"/> ▼	Remove

[Add an Item](#)

ASSESSMENTS

The Assessments container records assessments provided to the juvenile.

The **MAYSI (Massachusetts Youth Screening Instrument)** scores are entered in the MAYSI section and include the assessment dates and scores by category. High scores are flagged with either a Caution or Warning designation. The MAYSI is the standard Assessment Tool provided by TJJD.

In departments that contract with Noble, there is an **Assessment Tool** button to link to the Noble website.

Additional screening tools include the **SASSI (Substance Abuse Subtle Screening Inventory)** and the **PACT**. PACT assessments are tracked in the **Other Assessments** section and contain summary information including the Assessment Date and Assessment Results (ex. High, Medium, Low).

Note – Although the Risk and Needs Assessment appears in the drop-down list of other assessment types, this is not the best place to enter the RANA. For reporting to TJJD, RANA information must be entered in the Referral Disposition screen in the Referral container.

To enter MAYSI information, use the Add New button.

MAYSI (Massachusetts Youth Screening Instrument)

Add New

	Screening Date	Referral Date	Referral #	Administered	Angry- Irritable	Thought Disturbance*	Somatic Complaints	Alcohol/Drug Use	Suicidal Ideation	Traumatic Experiences	Depressed-Anxious	High MAYSI	Referred for Subsequent Assessment?	Referred Where?	Received Subsequent Assessment?	
Edit Delete	08/06/2013 09:30	08/05/2013	0010000265	Yes	2	0	1	1	0	0	2	No	No			
Edit Delete	02/06/2013 15:00	02/02/2013	0010000264	Yes	2	2	<i>i</i>	1	<i>i</i>	0	2	No	Yes	In-House Staff	Yes	

*Thought Disturbance (Boys only), *i* = invalid score = Caution = Warning

Other Assessments No Records Found

Add New
Assessment Tool

Assessment Date	Referral Date	Referral #	Administered By	Assessment Type	Assessment Results	Recommendations
SASSI (Substance Abuse Subtle Screening Inventory) No Records Found						

Add New

Administered Date	Referral Date	Referral #	Administered By	Face Valid Alcohol	Face Valid Other Drugs	Family-Friends Risk	Attitudes	Symptoms	Obvious Attributes	Subtle Attributes	Defensiveness	Supplemental Addiction	Correctional	Validity Check	Secondary Classification	Outcome Probability for Substance Abuse	Further Assessment?

ASSESSMENTS – Entering a MAYSI

Screening Date & Time – Enter the date and time and MAYSI was administered.

Referral – Each MAYSI must be attached to a referral with the referral picker.

Administered By – Use this user picker to indicate who administered the MAYSI. If the MAYSI was administered at a contracted detention facility, some departments use a generic “Detention Staff” user. Check with your local system administrator.

Administered – Indicate whether the MAYSI was administered.

Reason Not Administered – If the MAYSI was not administered, select the reason.

MAYSI Scales – Select the results for each scale.

Angry-Irritable
Thought Disturbance
Somatic Complaints
Alcohol/Drug Use
Suicidal Ideation
Traumatic Experiences
Depressed-Anxious

Note – If you are entering data for a female, **Thought Disturbance** will say N/A because the MAYSI does not identify a thought disturbance scale for girls.

High MAYSI – This calculates whether the scores indicate a high MAYSI.

Referred for Subsequent Assessment – Indicate whether the juvenile was referred for more assessment as a result of this MAYSI.

Referred Where – Use this conditionally required field to select where the juvenile was referred.

Received Subsequent Assessment – Select whether the juvenile received an additional assessment.

Edit MAYSI Record

<p>*Screening Date: <input type="text" value="01/01/2015"/> </p> <p>*Screening Time: <input type="text" value="10"/> : <input type="text" value="00"/></p> <p>*Referral: <input type="text"/> Select</p> <p>*Administered By: <input type="text"/></p> <p>*Administered: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Reason Not Administered: <input type="text"/></p>	<p>*Angry-Irritable: <input type="text" value="5 - Caution"/></p> <p>*Thought Disturbance: <input type="text" value="0"/></p> <p>*Somatic Complaints: <input type="text" value="2"/></p> <p>*Alcohol/Drug Use: <input type="text" value="3"/></p> <p>*Suicidal Ideation: <input type="text" value="0"/></p> <p>*Traumatic Experiences: <input type="text" value="5"/></p> <p>*Depressed-Anxious: <input type="text" value="0"/></p> <p>High MAYSI: No</p> <p>*Referred for Subsequent Assessment: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Referred Where: <input type="text" value="In-House Staff"/></p> <p>Received Subsequent Assessment: <input type="text" value="Yes"/></p>
--	---

BEHAVIORAL HEALTH

The **Behavioral Health** container has two sections, **Behavioral Health Information** and **Psychological Test**.

Behavioral Health Information tracks Mental Health Needs, IQ Scores, Behavioral Health Services, and Behavioral Health Treatment provided to the juvenile (examples include mental health assessments, screenings, and evaluations).

Note – Mental Health Needs is required for all Formal and Paper Formalized Referrals.

The **Behavioral Health Services** section should be used to record mental health, substance abuse, trauma, and intellectual disability/MR referrals and services provided to juveniles under the jurisdiction of the juvenile probation department. Behavioral Health services are one-time events, not associated with a program, which provide help, assistance, or support to a juvenile with a suspected or confirmed behavioral health need.

The **Behavioral Health Treatment** section should be used to record mental health, substance abuse, trauma, and intellectual disability/MR treatment provided to juveniles under the jurisdiction of the juvenile probation department. Treatment does not have to be the result of a referral from the juvenile probation department. Behavioral health treatment is care intended for or used to remedy a behavioral health problem. Treatment occurs over time (not a single event), does not have a curriculum, and is not a program.

Additional behavioral health information includes:

Suicide Risk
Need for Maternity Program
Need for Preparation for Adult Living Program
History of Runaway

History of Aggression
History of Destructive Acts or Cruelty
History of Self Harm
History of Setting Fires

Behavioral Health Information Psychological Test																																																																		
Behavioral Health Information																																																																		
Behavioral Health Status					IQ Scores																																																													
Edit Mental Health Needs: Yes Date Needs Identified: 09/06/2016 In Treatment: No					Mental Health Needs Indicator: 01 - Current Diagnosis Mental Health Needs Source: C - Clinician Treatment Prior To Juvenile Dept. Involvement: No					Edit Test used: Kaufman Brief Intelligence Test (KBIT) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Full Score</td><td>73</td></tr> <tr><td>Verbal</td><td>72</td></tr> <tr><td>Non-Verbal</td><td>82</td></tr> <tr><td>Performance</td><td></td></tr> </table>					Full Score	73	Verbal	72	Non-Verbal	82	Performance																																													
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	Referral Number	Begin Date	Presenting Problems	Type	Location	Referred To	Cost	End Date	Funding Source																																																									
Edit Delete 	0010000319	09/21/2016	Mental Health	Medication Management	Community	Center for Health Care Services																																																												
Suicide and Other Risk Factors																																																																		
Edit Suicide Risk: No Suicide Risk Level:																																																																		
					Danger to self: No Danger to others: No																																																													

The **Psychological Test** section tracks psychological testing dates and diagnoses.

[Behavioral Health Information](#) | [Psychological Test](#)

Psychological Test History

[Add New](#) 

Details	Test Date	Diagnosis
VIEW 	09/15/2016	Adjustment Disorder, With disturbance of conduct
VIEW 	06/02/2016	Adjustment Disorder, Unspecified

Psychological Test Details 

[Edit](#) [Delete](#)

Test Date: 09/15/2016 10:00
Diagnosis: **Adjustment Disorder, With disturbance of conduct**
Secondary Diagnosis:
Other Conditions:

Test Administrator: **Mier, Betty**
Entered By: **Intake Supervisor, Ichibod JR**
Entered Date:
09/23/2016 16:20

Last Updated By: **Intake Supervisor, Ichibod JR**

BEHAVIORAL HEALTH – Entering Behavioral Health Status

Note – Refer to **Appendix K – Entering Mental Health Needs on the Behavioral Health Tab** before entering any behavioral health information.

Mental Health Needs – Indicate whether the juvenile has mental health needs (required for all Formal and Paper Formalized Referrals). Mental Health Needs should be

- “Yes” if the youth meets one or more of the criteria set out in **Appendix – L Mental Health Needs Definition**.
- “No” if the youth has no current mental health need and has never been identified as having a mental health need.
- “Unknown” *only* if enough information does not exist to make an informed decision as to whether the youth has or has had mental health needs.

Date Needs Identified – Enter the date the youth’s mental health needs were identified by your department.

Note – This date should be updated to reflect the most recent identification date and should be adjusted as the youth’s needs change.

In Treatment – Indicate whether the juvenile is currently in treatment.

Mental Health Needs Indicator – Select the primary reason it was determined the youth had current mental health needs. Refer to **Appendix M – Mental Health Needs Indicator** for descriptions.

Mental Health Needs Source – Select how the information identifying the youth as having mental health needs was obtained. The Mental Health Needs Sources are defined **Appendix K – Entering Mental Health Needs on the Behavioral Health Tab**.

Treatment Prior To Juvenile Dept. Involvement – Select the juvenile’s highest level of treatment or hospitalization for mental health needs before becoming involved with your department.

Edit Behavioral Health Status

*Mental Health Needs: Yes No Unknown

*Date Needs Identified:

*In Treatment: Yes No Unknown

*Mental Health Needs Indicator:

*Mental Health Needs Source:

*Treatment Prior To Juvenile Dept. Involvement:

BEHAVIORAL HEALTH – Entering IQ Scores

IQ Scores – Select the **Test Used** and enter scores.

IQ Scores

Test Used:

Full Score:

Verbal:

Non-Verbal:

Performance:

BEHAVIORAL HEALTH – Entering a Behavioral Health Referral

BH Referral Date – Enter the date the juvenile was referred for behavioral health services.

Presenting Problem – Select the presenting problem for this behavioral health referral.

Service Type – Select the service type for this behavioral health referral. The list of types depends on the BH Referral Date.

Referred To – Select the provider for this behavioral health referral.

Referral Type – Select the type of behavioral health referral.

Referral Outcome – Select the outcome on or after the BH Service Date.

Funding Source & Cost – Select the funding source and cost for this behavioral health referral.

Referral – Use the referral picker to associate this behavioral health referral with a referral.

Location – Select where the juvenile is supervised at the time the services are delivered.

Community – residing and supervised in the community at the time services are delivered

Detention – detained at the time services are delivered

Post-Adjudication Facility – residing in a post-adjudication facility at the time services are delivered

Shelter – residing in a shelter at the time services are delivered

BH Service Date – Enter the date services are delivered.

Service Results & Recommendations – Record additional information in these text fields.

Edit Behavioral Health Services

*BH Referral Date: 02/02/2015 

*Presenting Problem: Mental Health 

*Service Type: Assessment 

*Referred To: Arthur G. Bouton, Ph.D. 

Referral Type: Psychological Evaluation 

Referral Outcome: Completed 

Funding Source: 

Cost:

*Referral: 

*Location: Community 

*BH Service Date: 02/16/2015 

Service Results:

Recommendations:

BEHAVIORAL HEALTH – Entering a Behavioral Health Treatment

Begin Date – Enter the date the behavioral health treatment began.

Presenting Problem – Select the presenting problem this behavioral health treatment is addressing.

Type – Select the type of behavioral health treatment.

Referred To – Select the provider for this treatment.

Cost – Enter the cost for this treatment.

End Date – Enter the end date after the treatment has ended.

Funding Source – Select the funding source for this treatment.

Referral – Use the referral picker to associate this behavioral health treatment with a referral.

Location – Select where the juvenile is supervised at the time the treatment is delivered.

Note – See the list of locations in the Behavioral Health Referral section above.

Edit Behavioral Health Treatment
*Begin Date: 08/03/2015 
*Presenting Problem: Mental Health 
*Type: Skills Training 
*Referred To: Outreach Services, Inc. 
Cost:
End Date: 
Funding Source: 
*Referral: 
*Location: 

BEHAVIORAL HEALTH – Entering Suicide and Other Risk Factors

Suicide Risk – Indicate whether this juvenile is considered a suicide risk.

Suicide Risk Level – Use this conditionally required field to select the level of suicide risk.

Danger To Self & Danger To Others – Indicate whether this juvenile is considered a danger to self or to others.

Note – The **Comments** text field is conditionally required if Yes is selected.

Suicide and Other Risk Factors

*Suicide Risk: Yes No

*Suicide Risk Level:

*Danger To Self: Yes No

*Comments:

*Danger To Others: Yes No

Comments:

Additional Behavioral Health Status – Indicate any items that apply.

Need for Maternity Program
Need for Preparation for Adult Living Program
History of Runaway
History of Aggression

History of Destructive Acts or Cruelty
History of Self Harm
History of Setting Fires

Comments – Use the text field to record specific information.

Edit Behavioral Health Status

Need Maternity Program: Yes No Unknown

Comments:

Need Preparation For Adult Living: Yes No Unknown

Comments:

BEHAVIORAL HEALTH – Entering a Psychological Test Record

Test Date & Time – Enter the psychological test date and time in these fields.

Diagnosis & Secondary Diagnosis – Enter the primary diagnosis and optionally the secondary diagnosis by typing part of the DSM 5 diagnosis name or ICD-10 code and using the picker.

Other Conditions – Enter one of the DSM 5 other conditions that may be a focus of clinical attention by typing part of the condition name or ICD-10 code and using the picker.

Last Updated By – After a Psychological Test Record has been created, the name of the last person who updated this record is displayed here.

Test Administrator Last Name & First Name – Enter the name of the test administrator in these two fields.

Add Psychological Test Record

*Test Date: 09/15/2016

*Test Time: 10 : 00

*Diagnosis: F43.0 Acute Stress Disorder

Secondary Diagnosis: F43.0 Acute Stress Disorder

Other Conditions: F43.20 Adjustment Disorder, Unspecified

Last Updated By: F43.24 Adjustment Disorder, With disturbance of conduct

Test Administrator Last Name:

Test Administrator First Name:

[Save](#) [Cancel](#)

COURT

The **Court** container includes all court hearings entered by the probation department.

The court hearings screen shows an overview of each hearing, including the date and time, type, court and judge, results, associated cause number, offense, defense attorney, and interpreter.

Court Hearings						
Add New						
Details	Date	Type	Court/Judge	Hearing Results	Cause #	Offense/Defense Attorney/Interpreter
VIEW 	08/01/2014 16:00	Detention	349th District Court Fletcher, Pamela		J-45678	THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA Defense Attorney: Burch, Kelly (Court Appointed) Interpreter:

The details page for each hearing includes information about the hearing, the results, and any attendees at the hearing.

08/01/2014 16:00 Detention

[Edit](#)
[Delete](#)

Information	Offense						
Date: 08/01/2014 16:00							
Type: Detention	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Petition/Motion #</th> <th>Offense</th> <th>Offense #</th> </tr> </thead> <tbody> <tr> <td>0010000006</td> <td>THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA</td> <td>0010000274-01</td> </tr> </tbody> </table>	Petition/Motion #	Offense	Offense #	0010000006	THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA	0010000274-01
Petition/Motion #	Offense	Offense #					
0010000006	THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA	0010000274-01					
Trial Type:							
Court/Judge: 349th District Court, Fletcher, Pamela							
Interpreter:							
Jury Panel Required?: No							
Jury Panel Requested Date:							

Hearing Results

Date: _____ Result Description: _____ Comments: _____

Outcome: _____

Reason Detained: _____

Status: _____

Warrant Requested?: **No**

Warrant Type: _____

Warrant Requested Date: _____

Attendee Information

Attorney Name: Burch, Kelly	Victim Coordinator: Victim Services Staff, Viola JR	Replacement Judge: _____	Number of Witnesses: _____
	Probation Officer: Probation Officer, Pete JR	Court Reporter: _____	Court Interpreter: _____
	Prosecutor(s): Prosecutor, Perry JR		

Associates:

Attended Docket Call	Attended Hearing	Associate Name	Relationship to Juvenile

Other Attendees: _____

Probation/Placement Conditions

COURT – Entering a Court Hearing

Court/Judge – Select the court and judge for this hearing.

Get Schedule – This button opens a new window to search for an opening on the court docket.

Hearing Type – Select the hearing type. Types are configured by the department and will vary.

Trial Type – Optionally select the trial type.

Scheduled Date & Time – Enter the date and time the hearing is scheduled.

Jury Panel Required & Requested Date – Indicate if a jury panel is required and the date it is requested.

Additional Hearing Comments – Use this text field to record other information about the hearing.

Note – These comments will appear on the Court Docket Report.

Edit Hearing

* Court/Judge: 349th District Court -- Pamela Fletcher * Hearing Type: Detention

Trial Type: * Scheduled Date: 08/01/2014 * Scheduled Time: 16 : 00 Jury Panel Required: YES Jury Panel Requested Date: mm/dd/yyyy

Additional Hearing Comments: (Note: These comments will appear on the Court Docket)

Interpreter – Indicate if an interpreter is required for this hearing. If the language is not listed, use Other and the text field.

Interpreter

Chinese Hindi Sign Language Vietnamese

French Italian Spanish Other

German Korean Tagalog

Offense – Indicate which offense(s) to associate with this hearing.

Offense

*Select	Date	Referring Agency	Offense	Offense #
<input checked="" type="checkbox"/>	01/01/2014	ANDERSON CO SO PALESTINE	THEFT PROP>=\$500<\$1,500 31.03(e)(3) MA	0010000274-01

Date & Time – Enter the date and time of the hearing results.

Outcome – Select the outcome of this hearing.

Reason Continued To Detain – If the juvenile will continue to be detained, select the reason.

Status – Select the status of the hearing.

Warrant Requested, Type, & Requested Date – If a warrant was requested, include this information.

Volume & Page – A court administrator may enter where the results were recorded.

Probation/Placement Conditions – Some departments use the Select button to choose from a list of conditions they created. Some departments instead record the conditions in the supervision or placement record. Check with your local system administrator.

Result Description – Use this text field to include more information about the results.

Hearing Results

Date	Time	Outcome	Reason Continued To Detain
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> ▼	<input type="text"/> ▼
Status	Warrant Requested	Warrant Type	Warrant Requested Date
<input type="text"/> ▼	<input type="button" value="YES"/> <input type="button" value="NO"/>	<input type="text"/> ▼	<input type="text" value="mm/dd/yyyy"/>
Volume	Page	Probation/Placement Conditions	<input type="button" value="Select"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Result Description			
<input type="text"/>			

Defense Attorney Assignment – Select the defense attorney from the drop-down list of attorneys associated with this juvenile on the date of the hearing.

Note – Defense attorneys are entered in the Juvenile ID container with start and end dates.

Victim Coordinator – Use this user picker to indicate the victim coordinator.

Probation Officer – Use this user picker to indicate the juvenile's primary probation officer.

Prosecutor – Select one or two prosecutors for this hearing.

Court Reporter Last & First Name – Use these text fields to enter the court reporter.

Court Interpreter & First Last Name – Use these text fields to enter the court interpreter.

Replacement Judge – Indicate if the hearing was transferred to a different judge.

Number of Witnesses – Enter the number of witnesses called at this hearing.

Associate Name – Select associates involved in this hearing.

Attended Docket Call & Attended Hearing – Indicate whether the associate attended the docket call and/or the hearing.

Attendee Information

Defense Attorney Assignment Burch, Kelly ▼	Victim Coordinator Victim Services Staff, Viola JR	Probation Officer Probation Officer, Pete JR
Prosecutor Prosecutor, Perry JR ▼	Prosecutor ▼	
Court Reporter Last Name [Text Field]	First Name [Text Field]	
Court Interpreter Last Name [Text Field]	First Name [Text Field]	
Replacement Judge [Text Field] ▼	Number of Witnesses [Text Field]	
Associate(s) + Add Another		
Associate Name [Text Field] [Select]	Attended Docket Call YES NO	Attended Hearing YES NO +

Other Attendees – Use this text field to record information about other hearing attendees.

Comments – Use this text field to record additional information.

<p>Other Attendees</p> <p>Other Attendees</p> <input type="text"/>
<p>Comments</p> <p>Comments</p> <input type="text"/>

SUPERVISION

The **Supervision** container includes all the supervisions for this juvenile recorded in this department.

The Supervision History screen lists each supervision with the begin and end dates, estimated end date, outcome, type, level/phase, associated offense, and primary probation officer.

Note – The **Deferred Prosecution Conditions** and **Probation/Placement Conditions** links may contain additional information regarding conditions associated to supervision orders. Check with your local system administrator to find out if your department uses these.

History Deferred Prosecution Conditions Probation/Placement Conditions								
Supervision History								
Add New								
Details	Begin Date	Estimated End Date	End Date	Outcome	Supervision Type	Supervision Level/Phase	Offense	Primary Probation Officer
VIEW 	06/09/2014	06/08/2015	Current		Court Ordered Probation	LEVEL 1	THEFT PROP>=\$500<\$1,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA UCR: Offense #: 0010000274-01	Probation Officer, Pete JR Southside

The Supervision details screen includes judge instructions and histories of any changes in level/phase, officer assignments, and estimated end dates.

Supervision 06/09/2014 to Current

[Edit](#) [Delete](#)

Description	Offense	Level/Phase History						
Referral Number: 0010000274 Begin Date: 06/09/2014 Estimated End Date: 06/08/2015 End Date: Current Supervision Type: Court Ordered Probation Supervision Level/Phase: LEVEL 1 Outcome:	THEFT PROP>=\$500<\$1,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA UCR: Offense #: 0010000274-01	Add New <table border="1" style="width: 100%;"> <thead> <tr> <th>Level/Phase Description</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Edit LEVEL 1 </td> <td>06/09/2014</td> <td>Current</td> </tr> </tbody> </table>	Level/Phase Description	Begin Date	End Date	Edit LEVEL 1	06/09/2014	Current
Level/Phase Description	Begin Date	End Date						
Edit LEVEL 1	06/09/2014	Current						

Deferred Prosecution Conditions

Probation/Placement Conditions

Judge Instructions

Officer Assignment History

Primary

[Add & Edit](#)

Officer Name	Start Date	End Date	Unit
Probation Officer, Pete JR Email: PetePO@example.com Phone: (555) 555-5555 x456, Work	06/09/2014	Current	Southside

Secondary

[Add & Edit](#)

Officer Name	Program Name	Start Date	End Date	Unit
Program Staff, Percy JR Email: percy@example.com Phone:	A NEW VISION TEEN CTR	06/09/2014	01/23/2015	Southside

Extension

Extension Begin Date	Estimated Extension End Date

SUPERVISION – Entering a Supervision

Begin Date – Enter the date the supervision began.

Supervision Type – Select the type of supervision. A complete list of Supervision Types is available in Appendix H.

Estimated End Date – Enter the estimated end date for this supervision.

Referral Number – Use the referral picker to choose the referral associated with this supervision.

Probation/Placement Conditions & Deferred Prosecution Conditions – Optionally use the conditions picker to indicate conditions of this supervision. Check with your local system administrator to find out if your department uses these.

Level/Phase – Select the level/phase. Levels/phases are configured by the department and will vary. Some departments use “None” instead.

Special Instructions from Judge – Use the text field to record any additional instructions from the judge.

Note – Some departments use the Special Instructions from Judge field to record supervision conditions.

Edit Supervision

*Begin Date: 06/09/2014

*Supervision Type: Court Ordered Probation

*Estimated End Date: 06/08/2015

*Referral Number: 01/01/2014 08:00 THEFT PROP>=\$500<\$1,500 31.03(e)(3) F2 [0010000274] **Select**

Probation/Placement Conditions: **Select**

Deferred Prosecution Conditions: **Select**

*Level/Phase: LEVEL 1

Close:

Close Supervision?:

End Date:

Outcome:

Judge Instructions

Special Instructions from Judge:

SUPERVISION – Entering an Extension

If a supervision is extended, do not type over the original Estimated End Date field. Use the Extension section at the bottom of the Edit Supervision page. The Estimated End Date will update automatically.

Extension Begin Date – Enter the date the supervision is extended.

Estimated Extension End Date – Enter the new estimated end date for the extended supervision.

Extension	
Extension Begin Date: 08/24/2015	Estimated Extension End Date: 06/08/2016
	Remove

SUPERVISION – Adding a New Level/Phase

If a supervision level/phase changes, do not type over the original Level/Phase field. To enter a level/phase, use the Add New button in the Level/Phase History section.

Level/Phase History			
Add New			
	Level/Phase Description	Begin Date	End Date
Edit	LEVEL 1	06/09/2014	Current

Level/Phase – Select the new level/phase.

Begin Date – Enter the date the change takes effect.

Add New Supervision Level/Phase	
*Level/Phase:	LEVEL 2
*Begin Date:	08/24/2015

SUPERVISION – Closing a Supervision

When a supervision ends, close the supervision screen by editing the supervision. . Do not close a supervision entry and open a new supervision entry to track changes in either the estimated end date or level/phase. See above for steps to extend a supervision and to change a level/phase.

Close Supervision – Check this box if the supervision has ended.

End Date – Enter the date the supervision ended.

Outcome – Select the supervision outcome. The standard list of Supervision Outcomes is available in **Appendix I**.

Close:	
Close Supervision?:	<input checked="" type="checkbox"/>
*End Date:	09/10/2015
*Outcome:	Completed

CASE MANAGEMENT

The **Case Management** container has two sections, **Officer Assignment History** and **Case Plans**.

The **Officer Assignment History** section lists the juvenile's primary and secondary probation officer(s) and the dates each officer was assigned to the juvenile. The primary officer is associated with supervisions, and a juvenile can only have one primary officer at a time. Secondary officers are used if another officer needs to be associated with the juvenile. For example, if a different officer works with a particular program this officer could be added as a secondary officer.

Note – The pages in Case Management use the new page design.

Officer Assignment History		Case Plans
Officer Assignment History		
Primary		
Add & Edit		
Officer Name	Start Date	End Date
Probation Officer, Pete JR Email: PetePO@example.com Phone: (555) 555-5555, Work	04/05/2014	Current
PO Supervisor, Sydney JR Email: bonus@email.org Phone:	01/01/2014	04/05/2014
Unit		
Southside		Central
Secondary		
Add & Edit		
Officer Name	Program Name	Start Date
Zamarron, Amanda Email: amanda.zamarron@tjtd.texas.gov Phone:	A Test Program	03/01/2014
End Date	Unit	
Current	Southside	

Case Plans are recorded under **Case Management** and may include Initial, Monthly Update, Title IV-E Residential, Title IV-E Residential Review, and Final Update case plans. Copies of case plans may also be uploaded as attachments.

Officer Assignment History		Case Plans			
Case Plans Add New					
	Date	Case Plan Type	Supervisions	Removal	Next Review Date
  	02/25/2017	Case Plan Monthly Update	01/09/2017 to Current		03/31/2017
  	01/09/2017	Initial Case Plan	01/09/2017 to Current		02/28/2017

CASE MANAGEMENT – Adding a Primary Officer

PO Assignment – Use the user picker to choose the name of the primary officer.

Unit – Select the Unit of the primary officer.

Start Date – Enter the date this officer began association with this juvenile.

End Date – Leave this blank if the assignment is current. JCMS will display “Current” as the end date. When the assignment ends, enter the end date.

Note – A juvenile can only have one primary officer at a time.

Note – The only exception is when changing primary officers. The end date of one officer and the start date of another can be the same.

Note – Primary officer assignments are not automatically ended when supervision ends.

Add/Edit Primary Officer Assignment			
*PO Assignment:	Probation Officer, Pete JR	*Start Date:	04/05/2014
		End Date:	
*Unit:	Field Probation and Court Services - Southside		Remove PO

*PO Assignment:	PO Supervisor, Sydney JR	*Start Date:	01/01/2014
		End Date:	04/05/2014
*Unit:	Field Probation and Court Services - Central		Remove PO
Add Another PO			

CASE MANAGEMENT – Adding a Secondary Officer

PO Assignment – Use the user picker to choose the name of the secondary officer.

Unit – Select the Unit of the secondary officer.

Program Name – Optionally use the program picker to choose the juvenile’s program that this officer is working with.

Start Date – Enter the date the officer began association with this juvenile for this program.

End Date – Leave this blank if the assignment is current. JCMS will display “Current” as the end date. When the assignment ends, enter the end date.

Note – A secondary officer assignment is automatically ended when an associated program ends.

Add/Edit Secondary Officer Assignment			
*PO Assignment:	Zamarron, Amanda	*Start Date:	05/01/2014
		End Date:	07/01/2014
*Unit:	Field Probation and Court Services - Southside		Remove PO
Program Name:	A Test Program [b8c4f271-641e-403e-bbb3-a37901124afb]		Select
Add Another PO			

CASE MANAGEMENT – Adding a Case Plan

Date – Enter the date of this case plan.

Case Plan Type – Select the type of case plan from the list.

Initial Case Plan
Case Plan Monthly Update
Title IV-E Residential Case Plan
Title IV-E Residential Case Plan Review
Final Update

Supervision – Use the supervision drop-down picker to associate this case plan to one or more supervisions.

Next Review Date – Enter the next review date unless this case plan is a Final Update.

Imminent Risk Of Removal – Indicate whether the juvenile is in imminent risk of removal.

Imminent Risk Tools/Dates – Use this text field to enter information about the tools used to make this determination.

Comments – Use this text field to type or paste a case plan or to indicate that it is uploaded as an attachment.

The screenshot shows the 'Add Case Plan' form with the following fields and values:

- Date:** 02/25/2017
- Case Plan Type:** Case Plan Monthly Update
- Supervision:** + Add Another
- Supervision:** 01/09/2017 - Current: Court Ordered Probation - BURGLARY OF HABITATION (0010000274-01)
- Next Review Date:** 03/31/2017. Note: Enter next review date unless the case plan is a Final Update.
- Imminent Risk Of Removal:** YES NO (NO is selected)
- Imminent Risk Tools/Dates:** Enter tools and dates used to make this determination
- Comments:** Enter a comment

Buttons: Cancel, Save

PROGRAMS/SERVICES

The **Programs/Services** container includes records of all programs in which this juvenile participated and tracks the services, other than behavioral health services, provided to the juvenile outside of a program.

The Program section includes dates, the program name, the provider name and type, the associated offense, the program type and status, and the outcome (if the program is closed). The list of Program Types is standard and is available in **Appendix D**.

The Non-Residential Services section includes the associated referral number, the dates, the type of service, the funding source, provider, and total cost.

Programs									
Add New									
Details	Referred Date	Date & Time	Program Name	Provider Name	Provider Type	Offense	Type	Status	Outcome
VIEW 	03/01/2014 08:00	Begin: 03/01/2014 08:00 End: 01/23/2015 16:00	A NEW VISION TEEN CTR	COMMUNITY YOUTH SERVICES	Contract Provider	THEFT PROP>=\$500<\$1,500 Statute Citation: PC 31.03(e)(3) Level/Degree: MA UCR: Offense #: 0010000274-01	Mental Health	Closed	Completed
Non-Residential Services									
Add New									
	Referral Number	Date of Service	Service	Funding Source	Provider	Total Cost			
Edit Delete 	0010000274	02/02/2015	Dental Exam		Robert Wallace, DDS				
Comments:									

The Program detail screen also includes the scheduled begin date, the program level and phase, and information about program components and conditions.

Program			
Edit Delete			
Date and Time	Program/Service Agency	Offense Description	Program Attendance
Referred: 03/01/2014	Program Name: A NEW VISION TEEN CTR	THEFT PROP>=\$500<\$1,500	
Scheduled: 03/01/2014	Program Type: Mental Health	Statute Citation: PC 31.03(e)(3)	
Begin: 03/01/2014	Provider Name: COMMUNITY YOUTH SERVICES	Level/Degree: MA	
Total Cost:	Provider Type: Contract Provider	UCR:	
Estimated End: 01/31/2015	Funding Source:	Offense #: 0010000274-01	
End: 01/23/2015	Level & Phase: Minimum		
Program Status: Closed	Outcome: Completed		
Program Components			
Conditions			

PROGRAMS/SERVICES – Entering a Program

Referred Date & Time – Enter the date and time the juvenile was referred to this program. Programs should be entered when they are referred.

Scheduled Begin Date – Optionally enter the date and juvenile is scheduled to begin the program.

Begin Date & Time – Enter the date and time the juvenile began the program.

Total Cost – Enter the total cost for this program.

Estimated End Date – Enter the estimated end date of this program.

Program Status – The program will be listed as Scheduled, Active, or Closed.

Override Status – Use this field only if the juvenile is referred to the program but does not start. Select the reason from the drop-down list.

- Disapproved**
- Exit**
- No Show**
- Refused by Parent**

Date and Time		
*Referred Date: 03/01/2014	Begin Date: 03/01/2014	Estimated End Date: 01/31/2015
*Referred Time: 08 : 00	Begin Time: 08 : 00	Program Status: Closed
Scheduled Begin Date: 03/01/2014	Total Cost: <input type="text"/>	Override Status: <input type="text"/>

Program Name – Select the program. Programs are configured by the department and will vary.

Provider Name – Select the program provider. Providers are configured by the department and will vary. Different providers may be available based on the program date.

Funding Source – Select the funding source.

Level & Phase – Select the level and phase if your department specifies these for programs.

Program/Service Agency	
WARNING: Once Program is selected, changing it will clear all program components.	
*Program Name:	A NEW VISION TEEN CTR
*Provider Name:	COMMUNITY YOUTH SERVICES
NOTE: Based on the referred date, only active Providers are available for selection. If you think a Provider should be available, please contact your system administrator.	
Funding Source:	<input type="text"/>
Level & Phase:	Minimum

Program Component – Use these fields to specify the component, outcome, and dates if your department uses program components.

Conditions – Use this text field to enter conditions associated with this program.

Offense – Use the offense picker to specify the offense associated with this program.

Program Component

NOTE: A Program name must be selected before a program component can be entered.

Component: Begin Date:

Outcome: End Date:

[Remove Component](#)

[Add Another Component](#)

Conditions

Conditions:

Offense Description

*Offense:

PROGRAMS/SERVICES – Closing a Program

Close Program – Check this box if the program has ended.

End Date & Time – Enter the date and time the program ended.

Outcome – Select the outcome of this program. The list of Program Outcomes is available in **Appendix E**.

Close:

Close Program?:

*End Date:

*End Time: :

*Outcome:

PROGRAMS/SERVICES – Entering a Non-Residential Service

The **Non-Residential Services** screen is used to track expenses incurred by the department outside of programs and behavioral health services/treatments. Examples include the purchasing of items such as clothing and glasses, dental visits, and doctor visits (non-behavioral health).

Date Of Service – Enter the date of the service provided to the juvenile.

Service – Select the service. Services are configured by the department and will vary.

Service Provider – Select the service provider. Providers are configured by the department and will vary.

Funding Source – Select the funding source.

Total Cost – Enter the total cost for this service.

Referral – Use the referral picker to specify the referral associated with this service.

Comments – Use this text field to record more information about the service.

Edit Non-Residential Services

*Date Of Service: 

*Service:

Service Provider:

Funding Source:

Total Cost:

*Referral:

Comments:

CSR (COMMUNITY SERVICE RESTITUTION)

The **CSR** container includes all orders of CSR and records of hours performed entered by the probation department.

The history screen shows an overview of each order of CSR, including hours assessed, hours completed (performed, waived, or written off), a calculation of hours remaining, and the offense for which the hours were ordered.

Community Service Restitution								
Add New								
Details	Date Assessed	CSR Type	Assessed	Sched. Completion	Completed	Remaining	Completion Date	Offense
VIEW 	05/11/2015	Court Ordered Probation	30		11	19		POSS MARJ <20Z DFZ IAT Statute Citation: HSC 481.134(f) Level/Degree: MA UCR: Offense #: 1050016787-01

The details screen for each order of CSR includes each transaction for the order, with the original assessment at the bottom and the most recent transaction at the top. Hours that reduce the balance are shown in parentheses.

Date Assessed 05/11/2015							
Edit Delete  							
CSR Details				Offense			
Date Assessed: 05/11/2015				POSS MARJ <20Z DFZ IAT			
CSR Type: Court Ordered Probation				Statute Citation: HSC 481.134(f)			
Hours Assessed: 30				Level/Degree: MA			
Scheduled Completion Date:				UCR:			
Hours Completed: 11				Offense #: 1050016787-01			
Scheduled Date:				Offense Date: 02/27/2015			
Waiting List: No							
Waiver: No							
Location:							
CSR Transactions							
Add New							
	Transaction Date	Transaction Type	# of Hours	Remaining	Agency	Location	Description of Work
Edit Delete 	07/23/2015	Hours Performed	(6)	19	Hays County Juvenile Probation Dept.		Brush clean up at HCJC. Put mulch at SMPD. 
Edit Delete 	06/16/2015	Hours Performed	(5)	25	Hays County Juvenile Probation Dept.		
	05/11/2015	Hours Assessed	30	30			

CSR – Entering a CSR Assessment

Date Assessed – Enter the date the CSR was assessed.

CSR Type – Select the type of CSR assessed.

Court Ordered Deferred Prosecution
Court Ordered Probation
Drug Court
JPD Deferred Prosecution
JPD First Offender Program
Prosecutor Deferred Prosecution
TJJJ Parole Supervision

Hours Assessed – Enter the number of CSR hours assessed.

Scheduled Completion Date – Enter the date the juvenile is scheduled complete the CSR, usually the end of the supervision.

Scheduled Date – If the juvenile is scheduled to begin CSR at a future date, enter it here.

Waiting List – Indicate if there is a waiting list to begin CSR.

Waiver – This box can be used if a parent or guardian needs to sign a waiver before the juvenile can participate in CSR.

Location – If all of this juvenile's CSR will be performed at one location, it you can enter it here.

Note – Each CSR transaction allows you to enter a location.

New Community Service Restitution

Date Assessed: 05/11/2015	Scheduled Date: <input type="text"/>
*CSR Type: Court Ordered Probation	Waiting List: <input type="checkbox"/>
*Hours Assessed: 30.00	Waiver: <input type="checkbox"/>
Scheduled Completion Date: <input type="text"/>	Location: <input type="text"/>
*Referral Number: 05/11/2015 08:30 POSS MARJ <20Z DFZ IAT 481.134(f) MA [1050016787] <input type="button" value="Select"/>	

CSR – Entering a CSR Transaction

Transaction Date – Enter the date of this transaction.

Transaction Type – Select the type of transaction from the list.

Additional Hours Assessed – Additional hours increase the total remaining.

Failed to Report – If the child failed to report to a scheduled Community Service Restitution project, select this transaction type. The # of Hours will be zero.

Hours Performed – Enter the hours of CSR performed.

Orientation Class – Some departments require juveniles to participate in an Orientation Class before performing CSR.

Waiver – If the number of hours assessed has been reduced based on an agreement with the child and the department or court, select this transaction type.

Write Off Hours – If a child is no longer responsible for the remaining balance of hours, select this transaction type.

of Hours – Enter the total number of hours for this transaction.

Agency – Optionally select the agency where the CSR was performed. Your local administrator can update this list.

Location of Service – Optionally use this text field to enter the location for this transaction.

Description of work – Optionally describe the work that was done for this transaction.

Edit CSR Transaction

*Transaction Date: 07/23/2015 

*Transaction Type: Hours Performed ▼

*# of Hours: 6.00

Agency: Hays County Juvenile Probation Dept. ▼

Location of Service:

Description of work:

FEES

The **Fees** container includes all orders of fees entered by the probation department. It has three sections, **Fees**, **Disbursements**, and **Pass Through**.

The **Fees** screen shows a **Summary** of the juvenile's fee types and balances, lists **Current Fee Assessments** with due dates and monthly amounts, and lists **All Transactions** including payments, waivers, and write-offs.

The **Fees** screen also includes links to enter **Payments**, **Refunds**, **Waivers**, **Write Offs**, and **Transfers**, to print a **Fee Summary**, and to record **Special Instructions**.

Fees | [Disbursements](#) | [Pass Through](#)

Fees

[Payment](#) [Refund](#) [Waiver](#) [Write Off](#) [Transfer](#)
[Fee Summary](#)

[Edit](#) Special Instructions:

Summary

Type	Assessed Amount	Waived/WO	Amount Paid	Balance	Past Due Amount
Court Costs	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00
Probation Fees	\$255.00	\$0.00	\$0.00	\$255.00	\$60.00
Total:	\$275.00	\$0.00	\$20.00	\$255.00	\$60.00

Current Fee Assessments

[Add New](#)

	Type	Date Assessed	Next Due Date	Victim	Amount Per Month	Assessed Amount	Balance
VIEW 	Court Costs	03/27/2015	PAID		\$0.00	\$20.00	\$0.00
VIEW 	Probation Fees	03/27/2015	09/01/2015		\$15.00	\$255.00	\$255.00

* A slight adjustment to the monthly amount may have occurred during data conversion.

All Transactions

Details	Date	Type	Received By	Receipt #	Amount
VIEW 	08/14/2015	Payment - Cash	PARKER, JO ANN	17854	\$20.00

* denotes transaction disbursed among two or more assessments

The **Disbursements** screen shows restitution payments that have been disbursed to the complainant.

Fees Disbursements Pass Through					
Disbursements					
Payment Refund					
Victim: Smith, Marcus 02/02/2013 CRIMINAL MISCHIEF >=\$500<\$1,500 Total Restitution: \$650.00 Total Restitution Waived/WO: \$0.00 Restitution Collected: \$25.00					
Void	Type	Date	Check/MO #	By	Amount
	Payment	07/31/2015	123	Super User, System	\$25.00
Total:					\$25.00

The **Pass Through Payments** screen includes things like money orders or checks written directly to the complainant by the juvenile/juvenile parents that will be mailed to the complainant but must also be recorded in JCMS as a payment against an assessment.

Fees Disbursements Pass Through					
Pass Through Payments					
Victim: Smith, Marcus 02/02/2013 CRIMINAL MISCHIEF >=\$500<\$1,500					
Type	Date	Payment #	Receipt #	Amount	
Pass Through Check	03/01/2013	test111	juv4444	\$25.00	
Total Pass Through:				\$25.00	

FEES – Entering a Fee Assessment

To enter a new fee assessment, use the Add New button under Current Fee Assessments.

Current Fee Assessments

[Add New](#)

Fee Type – Select the type of fee. Types are configured by the department and will vary.

Date Assessed – Enter the date this fee was assessed.

Term – The term can be entered in one of three ways. Based on the Term you select, you will enter different information for the fee:

Total Amount Over Months – Enter the total amount, number of months, and first due date.

Amount Due Monthly – Enter the monthly amount, number of months, and first due date.

Lump Sum – Enter the one-time amount and due date.

Assessed by – Use this user picker to choose who assessed the fee, often the judge.

Responsible Party – Optionally use this associate picker to choose an associate who is responsible for this fee. For example, a judge might order one parent responsible for some fees and the other parent responsible for others.

Referral – Use the referral picker to choose the referral to which this fee is associated.

Edit Fee Assessment

*Fee Type:

*Date Assessed:

<p>*Term: <input type="radio"/> Total Amount Over Months</p> <p style="padding-left: 20px;">Total Amount: <input type="text"/></p> <p style="padding-left: 20px;">No. of Months: <input type="text"/></p> <p style="padding-left: 20px;">First Payment Due: <input type="text"/></p>	<p><input type="radio"/> Amount Due Monthly</p> <p style="padding-left: 20px;">Fee per Mo: <input type="text"/></p> <p style="padding-left: 20px;">No. of Months: <input type="text"/></p> <p style="padding-left: 20px;">First Payment Due: <input type="text"/></p>	<p><input checked="" type="radio"/> Lump Sum</p> <p style="padding-left: 20px;">*Lump Sum Amount: <input type="text" value="20.00"/></p> <p style="padding-left: 20px;">*Due Date: <input type="text" value="05/01/2015"/></p>
--	---	--

*Assessed by:

Responsible Party: [Select](#)

*Referral: [Select](#)

Note – When the Fee Type is Restitution, the Referral field is replaced with a Complainant field. Use the complainant picker to choose the complainant for the restitution payment.

*Complainant: [Select](#)

Note – When the Fee Type is Joint Restitution, there is another section called Add Joint Assessments. Check with your local system administrator to find out if your department uses this.

FEES – Entering a Payment Transaction

To enter a payment, use the Payment link under Fees.

Fees Disbursements Pass Through	
Fees	
Payment Refund Waiver Write Off Transfer	Fee Summary

Payment Date – Enter the date the payment was received.

Payment Type – Select the type of payment.

- Cash**
- Check**
- Money Order**
- Credit Card**
- Cashier's Check**

Pass Through Check & Pass Through Money Order – Payment is written directly to the complainant by the juvenile/juvenile parents. The department will mail the payment to the complainant but must also record the payment in JCMS as a payment against an assessment.

Non-Deposit Check – Non-Deposit payment types include Social Security Dependent benefits for youth in residential care utilized to pay court ordered placement fees.

Payment # – Use the conditionally required text field to record the number of a check, money order, cashier's check, or credit card transaction.

Receipt # – If your department uses a separate receipt book, use this conditionally required text field to record the receipt number. If your department has JCMS generate the receipt number, this field will not appear.

Total – Enter the total amount of the payment.

Distribution – Enter amounts distributing the total payment among one or more assessments.

Amount Remaining – This amount is automatically generated based on what is entered in the distribution fields and must be \$0.00 before you can save.

Payment						
Payment						
Special Instructions:						
*Payment Date: <input type="text" value="07/01/2013"/>						
*Payment Type: <input type="radio"/> Cash <input type="radio"/> Check <input checked="" type="radio"/> Money Order <input type="radio"/> Credit Card <input type="radio"/> Cashier's Check <input type="radio"/> Pass Through Check						
<input type="radio"/> Pass Through Money Order <input type="radio"/> Non-Deposit Check						
*Payment #: <input type="text" value="234567890"/>						
For example: Check, Money Order, Cashier's Check or Credit Card Transaction Number.						
*Receipt #: <input type="text" value="12345"/>						
					*Total: <input type="text" value="25"/>	
Distribution						
	Type	Assessment Date	Victim	Term	Balance	Distribution
	Restitution	02/25/2013	Smith, Marcus	\$650.00	\$600.00	<input type="text" value="25"/>
					Amount Remaining:	\$0.00

Note – When you save a payment, JCMS generates a receipt, opens it, and opens a print window.

After printing, click **Close Print Window** to return to the Fees container.

[Close Print Window](#)

Print date: 7/01/2015 11:23:23 AM Anderson County Juvenile Probation Department

Money Order Payment Receipt #: 12345

Receipt on Account: **Tester, Laura (0010000219)** Processed By: **User, System**

Transaction Date: **07/01/2013** Payment Type: **Money Order 234567890**

Distribution

<u>Type</u>	<u>Assessment Date</u>	<u>Distribution</u>	<u>New Balance</u>	<u>Cause No.</u>
Smith, Marcus	02/25/2013	\$25.00	\$575.00	J-34343
Totals		\$25.00	\$575.00	

Authorized Signature

FEES – Other Transaction Types

Refund – Refund is used when money is being returned to the child. This may occur if the child paid too much money.

Waiver – Waiver is used when the amount of money owed by this child is reduced based on an agreement between the child and the department or court.

Write-Off – Write-Off is used when the child is no longer responsible for the remaining balance of fees. This will occur if the child's supervision terminates with unpaid fees. The full outstanding fee balance should be written off because the child is no longer under an order to pay them.

Transfer – Transfer is used when money that was previously taken as a payment is being moved into this child's record. This may occur if a payment was originally credited to the wrong child and is being moved into this child's record, or within in the same child's record, a payment was credited to the wrong fee type and is now being moved to the correct type.

Fees | [Disbursements](#) | [Pass Through](#)

Fees

[Payment](#) Refund [Waiver](#) [Write Off](#) [Transfer](#) [Fee Summary](#)

FEES – Disbursing Restitution to a Complainant

On the Disbursement screen, you can enter a Payment to a complainant or a Refund if a payment comes back.

Fees Disbursements Pass Through
Disbursements
Payment Refund

Victim – Select the complainant.

Transaction Date – Enter the date of the payment to the complainant.

Check/MO # – Enter the department's check number.

Total – Enter the amount disbursed in this payment.

Disbursement Payment	
*Victim:	Comp, Tim - 1/1/2014 - BURGLARY OF HABITATION ▾
*Transaction Date:	08/31/2015 
Check/MO #:	45678
*Total:	60

PLACEMENT

The **Placement** container tracks each time a juvenile is placed outside of the home in a facility other than a detention facility. Placements in detention facilities are tracked in the Detention container. Emergency shelters, foster care, and both secure and non-secure placement facilities are tracked in the Placement container.

While the majority of placements are the result of a court order, a family can voluntarily place the juvenile in a facility. Voluntary placements are not required to be entered in the Placement container.

The Placement History screen shows each placement for this juvenile and includes dates, facility, level of care, outcome, and cost.

Placement History Add New							
Details	Date & Time	Placement Facility	Level Of Care	Status	Placement Outcome	Daily Cost	Cost
VIEW 	Begin: 04/01/2017 09:00 Estimated End: 08/01/2017 End: 08/01/2017 15:00	Hector Garza Residential Treatment Center - San Antonio, TX	Basic	Closed	Completed	\$103.03	To Date: \$16,525.24 Less One Day: \$16,259.91

The Placement Details screen includes more information about the placement type, the offense, the level(s) of care, and the funding source(s). The Add New button in the Length of Stay section lets you update the level of care, cost per day, and/or funding source if any change during a placement.

Placement Details									
Status:	Closed	Placement Type:	Residential Treatment						
Begin Date & Time:	04/01/2017 09:00	Placement Facility:	Hector Garza Residential Treatment Center - San Antonio, TX						
Estimated End Date:	08/01/2017	Placement Service Type:	Treatment						
End Date & Time:	08/01/2017 15:00	Level of Care:	Basic						
Placement Outcome:	Completed	Is Juvenile IV-E Certified:							
Juvenile Progressing:		Total Placement Cost:	\$0.00						
Offense									
Offense:	BURGLARY OF HABITATION								
Statute Citation:	PC 30.02(c)(2)								
Level/Degree:	F2								
Offense #:	0010000324-01								
Offense Date:	03/01/2017 08:00								
Length of Stay									
Add New									
	Begin Date	End Date	Level of Care	Days	Cost Per Day	Actual Daily Cost	Actual Cost	Funding Source	
	06/05/2017	08/01/2017	Basic	58	\$103.03	\$103.03	\$5,975.74	Commitment Diversion – Blended (D*)	
	04/01/2017	06/04/2017	Specialized	65	\$162.30	\$162.30	\$10,549.50	Commitment Diversion – Blended (D*)	
Actual Days:						123	To Date Cost:	\$16,525.24	
							To Date Cost Less One Day:	\$16,259.91	
Estimated Days:						122	Estimated Total Cost:	\$19,800.60	
Remaining Days:						0	Remaining Cost:	\$3,275.36	

PLACEMENT – Entering a Placement and Initial Level of Care

Begin Date & Time – Enter the date and time the placement began.

Estimated End Date – Enter the estimated end date of the placement.

Attach Referral – Use the referral picker to choose the referral associated with this placement.

Placement Facility – Select the facility for this placement.

Placement Type & Placement Service Type – Select the placement type and placement service type. Each list is based on which facility is chosen.

Note – Your local system administrator can add placement facilities and set placement types and placement service types.

Is Juvenile IV-E Certified – Indicate whether the juvenile is certified for Title IV-E reimbursement.



Add New Placement

*Begin Date: 04/01/2017

*Begin Time: 9 : 00

*Estimated End Date: 08/01/2017

Is Juvenile IV-E Certified: YES NO UNKNOWN

*Attach Referral: 03/01/2017 09:00 THEFT PROP >=\$750<\$2,500 31.03(e)(3) F2 [0010000324]

*Placement Facility: Hector Garza Residential Treatment Center

*Placement Type: Residential Treatment

*Placement Service Type: Treatment

Cost Per Day – Enter the county's contract rate for the selected level of care. The Cost per Day is reported to TJJD for financial planning.

Actual Daily Cost – Enter the amount paid to the facility after adjustments (if any) are applied. The Actual Daily Cost is used by counties for accounting purposes and to reconcile invoices from placement facilities.

Level Of Care – Select the level of care provided by the facility to the juvenile.

Note – The selections that are allowed in the level of care drop-down list are determined by the placement type and placement service type selected. If your level of care selection is incorrect, an error message appears at the top of the screen listing the appropriate selections.

Funding Source – Select the funding source for this placement.



Initial Level of Care

*Cost Per Day: 162.30

*Actual Daily Cost: 162.30

*Level Of Care: Specialized

Funding Source: Commitment Diversion – Blended (D*)

PLACEMENT – Adding a New Level of Care or Funding Source

The Add New button in the Length of Stay section of the Placement Details screen lets you update the level of care, cost per day, and/or funding source if any of this information changes during a placement.

Begin Date – Enter the date the level of care, cost per day, and/or funding source changes.

Level of Care – Select the new or continuing new level of care.

Cost Per Day – Enter the new or continuing cost per day.

Actual Daily Cost – Enter the new or continuing actual daily cost.

Note – Cost per Day should be the county's contract rate for the selected level of care. The Cost per Day is reported to TJJD for financial planning. Actual Daily Cost should be the amount paid to the facility after adjustments (if any) are applied. The Actual Daily Cost is used by counties for accounting purposes and to reconcile invoices from placement facilities.

Funding Source – Select the new or continuing funding source.

The screenshot shows a form titled "Add New Level of Care". It has four main input fields:

- *Begin Date**: A date picker showing 06/05/2017.
- *Cost Per Day**: A text input field containing 103.03.
- *Level of Care**: A dropdown menu with "Basic" selected.
- *Actual Daily Cost**: A text input field containing 103.03.

 Below these is a **Funding Source** dropdown menu with "Commitment Diversion – Blended (D*)" selected.

PLACEMENT – Closing a Placement

You can close a placement by clicking the Edit button on the Placement Details screen.

Close Placement – Choose yes to close the placement.

End Date & Time – Enter the date and time the placement ended.

Placement Outcome – Select the outcome. The standard list of Placement Outcomes is in **Appendix C**.

Juvenile Progressing – Indicate whether the juvenile was making progress when the placement ended.

Total Placement Cost – Enter the total cost for the placement.

The screenshot shows a dialog box titled "Close". It contains several sections:

- Close Placement?**: Two buttons, "YES" (highlighted) and "NO".
- Juvenile Progressing**: Three buttons, "YES", "NO", and "UNKNOWN".
- *End Date**: A date picker showing 08/01/2017.
- *End Time**: A time picker showing 15:00.
- *Placement Outcome**: A dropdown menu with "Completed" selected.
- Total Placement Cost**: An empty text input field.

JJAEP (JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM)

The **JJAEP** container tracks this juvenile's referrals to the Juvenile Justice Alternative Education Program.

The JJAEP Referral History screen shows an overview of each JJAEP record, including dates, offense, and referring school.

JJAEP Referral History						
Add New						
Details	Date	Type	Status	Expulsion Offense Code	Referring School/ISD	Returning School/ISD
VIEW 	Expulsion: Referral: 12/07/2014 Entrance: 12/09/2014 Exit: 06/15/2015	Other	In Regular School	COURT ORDER	FLORESVILLE H S (247901001) FLORESVILLE ISD (247901)	

Viewing a JJAEP record displays the JJAEP Referral Detail screen, which includes detail at entrance.

[Entrance](#) | [Exit](#) | [IOWA Test Results](#)

12/07/2014 JJAEP Referral Details

[Edit](#) [Delete](#)

Referral	Intake Referral
Referring School: FLORESVILLE H S (247901001) Referring ISD: FLORESVILLE ISD (247901) Intake Date: 12/09/2014 PIEMS #: 9876543210 Type: Other Expulsion Date: Referral Date: 12/07/2014 Entrance Date: 12/09/2014 Days Assigned: 90	Referral #: 2551004952 Referral Source: Police Agency Referring County, State, or Agency: Wilson Primary Offense: POSS MARIJ <20Z Statute Citation: 481.121(b)(1) Level/Degree: MB Offense #: Service Report #: 14-03435-81A
Status: In Regular School Grade Level Entry: 11 Special Education: No Handicapping: IOWA Entrance Score Math Grade Level: 6.60 Math Score: 225.0 Reading Grade Level: 8.10 Reading Score: 242.0	Date of Offense or Infraction: 12/07/2014 Expulsion Offense Code: COURT ORDER Law Enforcement Notified?: No Eligible for Early Release?: No Referring Contact Person: Phone #: Brief explanation of student's specific behavior which led to expulsion:

The Exit screen includes details at the end of the JJAEP referral.

[Entrance](#) | [Exit](#) | [IOWA Test Results](#)

12/07/2014 JJAEP Referral Exit

[Edit](#) [Delete](#)

Referral	Relocating Out of County
Entrance Date: 12/09/2014 Exit Date: 06/15/2015 TJJD Exit Reason: Completed- Probation Expired Expulsion Ended: No Referring School: FLORESVILLE H S (247901001) Referring ISD: FLORESVILLE ISD (247901) Receiving School: Receiving ISD:	Resides With: Relation to Student: Address: PIEMS Exit Code: PIEMS #: Court Disposition Code: Deferred Prosecution Supervision Ended: No IOWA Exit Score Math Grade Level: 10.70 Math Score: 267.0 Reading Grade Level: 9.70 Reading Score: 258.0

The IOWA Test Results screen calculates the score differences between entrance and exit.

Entrance Exit IOWA Test Results					
12/07/2014 JJAEP Referral IOWA Test Results					
		Math Grade Level	Math Score	Reading Grade Level	Reading Score
EDIT	Entrance Score	6.60	225.0	8.10	242.0
EDIT	Exit Score	10.70	267.0	9.70	258.0
	Differences	4.10	42.0	1.60	16.0

JJAEP – Entering a JJAEP Referral

Referral Date – Enter the date of the JJAEP referral.

Referring School – Use this school picker to choose the school the juvenile usually attends.

Note – If the school is not listed in the School History, add it there then come back to pick it.

Grade Level at Entry – Select the juvenile's current grade level at entry.

PEIMS # – Enter the juvenile's TEA PEIMS number.

TSDS # – Enter the juvenile's TEA TSDS number.

Intake Date – Enter the date the department met with the juvenile for this JJAEP placement.

Entrance Date – Enter the date the juvenile starts JJAEP.

Type – Select Discretionary, Mandatory, or Other.

Expulsion Offense Code – Select the offense or infraction for the expulsion.

Note – This drop-down list changes based on the Type selected.

Expulsion Date – This field is conditionally required when the Type is Mandatory.

Add JJAEP Referral

*Referral Date:

*Referring School: Select

*Grade Level at Entry:

PEIMS #: TSDS #:

Intake Date:

Entrance Date:

*Type:

*Expulsion Offense Code:

Code:

Expulsion Date:

Date of Offense or Infraction – Enter the date of the offense or infraction.

Eligible for Early Release – Indicate whether the juvenile is eligible for early release.

Days Assigned – Enter the number of days the juvenile is assigned to JJAEP.

Law Enforcement Notified – Indicate whether law enforcement was notified of the JJAEP placement.

Referring Contact Person Last Name & First Name – Use these text fields to enter the name of the referring contact person.

Phone # – Enter the referring contact person's phone number.

Brief explanation of student's specific behavior which led to expulsion – Use this text field to add more information about the expulsion.

Referral – Use the referral picker to choose the referral associated with this JJAEP placement.

Date of Offense or Infraction:	<input type="text" value="09/25/2017"/>	
Eligible for Early Release?:	<input type="checkbox"/>	
Days Assigned:	<input type="text" value="90"/>	
Law Enforcement Notified?:	<input type="checkbox"/>	
Referring Contact Person Last Name:	<input type="text"/>	First Name: <input type="text"/>
Phone #:	<input type="text" value="(nnn) nnn-nnnn"/>	
Brief explanation of student's specific behavior which led to expulsion:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
Referral:	<input type="text"/>	<input type="button" value="Select"/>

IOWA Entrance Score – Use these fields to record the juvenile's scores at entrance to JJAEP.

IOWA Entrance Score			
Math Grade Level:	<input type="text" value="6.60"/>	Math Score:	<input type="text" value="225.0"/>
Reading Grade Level:	<input type="text" value="8.10"/>	Reading Score:	<input type="text" value="242.0"/>

JJAEP – Entering JJAEP Referral Exit Details

Exit Date – Enter the date the juvenile was removed from the JJAEP.

TJJD Exit Reason – Select the exit reason.

Note – If the JJAEP referral Type is set to Mandatory, there will also be an **Expulsion Ended** field here. Indicate whether the expulsion ended at exit.

Court Disposition Code – Select the appropriate disposition.

Supervision Ended – Use this conditionally required field to indicate whether the supervision ended when the juvenile exited the JJAEP.

Receiving School – Use this school picker to indicate what school received the juvenile after the JJAEP ended.

Note – If the school is not listed in the School History, add it there then come back to pick it.

PEIMS Exit Code Select the exit code.

Grade Level at Exit – Select the juvenile's current grade level at exit.

Days Present During Expulsion – Enter the number of days the juvenile was present in the JJAEP.

Days Absent During Expulsion – Enter the number of days the juvenile was absent from the JJAEP.

Days Inactive – Enter the number of days inactive.

Recommendations – Use this text field to record recommendations for after exit.

Edit JJAEP Referral Exit Details
*Exit Date: 06/15/2015
*TJJD Exit Reason: Completed-Probation Expired
*Court Disposition Code: Deferred Prosecution
*Supervision Ended: Yes No
Receiving School: **Select**
PEIMS Exit Code:
Grade Level at Exit:
*Days Present During Expulsion: 111
*Days Absent During Expulsion: 1
Days Inactive: 0
Recommendations:

IOWA Exit Score – Use these fields to record the juvenile's scores at exit from JJAEP.

IOWA Exit Score
Math Grade Level: 10.70
Math Score: 267.0
Reading Grade Level: 9.70
Reading Score: 258.0

Resides With – If the juvenile is relocating out of the county, use this associate picker to choose the associate with whom the juvenile will live.

Note – If the associate is not listed, add them as an Associate and then come back to pick them.

Relocating Out of County
Resides With: **Select**

CHRONOLOGICAL NOTES

The **Chronological Notes** container includes written records regarding this juvenile's involvement with the probation department and ways to search and print these notes.

Chronological Notes + Add New

From Date To Date Type ?

Author ? Keywords ?

Showing 1 - 10 of 380 Results Results Per Page:

	Event Date	Time	Author	Type
<input type="checkbox"/>	04/02/2018	15:30	STANTON, MITCHELL	Program/Service Referral
<input type="checkbox"/>	04/02/2018	15:30	STANTON, MITCHELL	Standard Note
<input type="checkbox"/>	04/02/2018	09:00	STANTON, MITCHELL	Court
<input type="checkbox"/>	04/02/2018	08:50	STANTON, MITCHELL	Released from Detention
<input type="checkbox"/>	03/29/2018	14:43	SIMMONS, CLAIR	MAYSI
<input type="checkbox"/>	03/29/2018	14:20	STANTON, MITCHELL	Formal Referral
<input type="checkbox"/>	03/29/2018	14:20	STANTON, MITCHELL	Detention
<input type="checkbox"/>	03/29/2018	14:20	STANTON, MITCHELL	Referral
<input type="checkbox"/>	03/05/2018	09:00	STANTON, MITCHELL	CASE PLAN
<input type="checkbox"/>	03/05/2018	09:00	STANTON, MITCHELL	Court

1 2 3 4 5 > >>

To find particular notes, use one or more fields and click **Search**. Click on a note to display its contents. Sort the list by clicking on a column header.

From Date & To Date – Enter a date range to limit the search.

Type – Select one type of chronological note to limit the search to that type. Types are configured by the department and will vary. The list here only includes types that have been used on this juvenile.

Author – Select one author to limit the search to only that person's notes.

Keywords – Use this text field to search for a word or series of characters. For example, a cause number or an associate's name.

Print Summary – Generates a list of chronological notes matching the specified search options. Information displayed includes Event Date, Time, Author, Type, and Total.

Print Details – Generates a list of chronological notes matching the specified search options. Information displayed includes Date and Time, Note Type, Author and full chronological note entry.

Results Per Page – Select how many results to display on each page.

CHRONOLOGICAL NOTES – Entering a Note

Event Date & Time – Enter the date and time of the event this note is about.

Person Contacted – Optionally use this text field to enter the name of a person contacted in the event this note is about.

Type – Select the type of note. Types are configured by the department and will vary.

Author – Use this user picker to choose the person who wrote the note.

Note – If you wrote the note, choose yourself. If you are entering the note for someone else, choose that person's name.

Referral & Offense – Optionally use the referral and/or offense pickers to link this note to a referral and/or offense. Attaching a chronological note to an offense and/or referral will delete or seal the chronological note if the referral or offense is deleted or sealed.

Note – Use this text field to record the note about the event.

Add Chronological Note

*Event Date	Event Time	Person Contacted
05/01/2018	14 : 30	<input type="text"/>
*Type	*Author	
Phone Call	DAY, LISA (Hays County Juvenile Probation)	
Referral	<input type="text" value="Select a Referral"/>	
Offense	<input type="text" value="Select an Offense"/>	
*Note	<input type="text" value="Left a voicemail to return my call to schedule an office visit to discuss Tom Tester's behavior."/>	

DISPOSITIONS

The **Dispositions** container includes the Intake, Prosecutor, and Court actions/dispositions given to each offense.

Disposition(s)					
Referral: 0010000274 (01/01/2014 08:00)		TJJD Referral Disposition: Adjudicated to Probation (06/09/2014)			
Referral Disposition: Adjudicated - Placed on Probation (06/09/2014)					
Offense: 0010000274-01 (01/01/2014 08:00)		IOI: Primary	DOI: Primary		
	LEA:	Agency	Offense	Action/Disposition	Date
	Intake:	ANDERSON CO SO PALESTINE	BURGLARY OF HABITATION PC 30.02(c)(2) F2	612	01/31/2014
	Prosecutor:	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT	BURGLARY OF HABITATION PC 30.02(c)(2) F2	622	03/03/2014
Edit	Court:	DISTRICT ATTORNEYS OFFICE ANDERSON	THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA	610 - 685	06/09/2014 - 06/09/2014
		349th District Court	THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA		

Departments are not required to enter disposition actions under the Dispositions container; however, all departments must use the Dispositions container when an offense is **amended**. In this example, the offense started as BURGLARY OF HABITATION PC 30.02(c)(2) F2 and was amended to THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA.

This guide shows a typical disposition path with the offense amended at the prosecutor level. Check with your local system administrator for other uses in your department.

DISPOSITIONS – Intake Action Screen

Received Date – Enter the date the department received the complaint.

Note – The other fields in the **Offense Details** section are automatically filled in from the Offense container.

Edit Offense	
Summary	
LEA: BURGLARY OF HABITATION PC 30.02(c)(2) F2	
TRN: 654654654X	
TRS: A001	
Offense Details	
*Received Date: <input type="text" value="01/01/2014"/>	*Weapon Used/In Possession: <input type="radio"/> Yes <input checked="" type="radio"/> No
Domestic Violence Offense: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	TJJD Weapon Type: <input type="text"/>
	DPS Firearm Type: <input type="text"/>
	*School Related Location: <input type="text" value="Not School-Related"/>
	School Campus: <input type="text"/>
	*Gang Related: <input type="radio"/> Yes <input checked="" type="radio"/> No
	*Substance Abuse Related: <input checked="" type="radio"/> Yes <input type="radio"/> No

Intake Action Provision – Select the action taken by the department. Actions are configured by the department and will vary. Sample intake actions include:

**Consolidated Deferred by Intake
Deferred Prosecution by Department
Dismissed**

**Refer to Prosecutor – Petition Requested
Supervisory Caution by Department**

Intake Action Date – Enter the date the department took the action.

Deferred Type & Unit – If the Intake Action Provision is Deferred Prosecution, select the type of deferred prosecution ordered by the juvenile probation department and the unit that will provide supervision. These lists are configured by the department and will vary.

Deferred Prosecution Months – If the Intake Action Provision is Deferred Prosecution, enter the number of months the juvenile was ordered to deferred prosecution by the department.

Amend Offense – Check this box if the original offense was amended to a new offense at the Intake level.

Offense – Use the offense picker to choose the new offense.

GOC – Optionally select a General Offense Character (Attempt, Conspiracy, or Solicit/Solicitation of a Minor) for this new offense.

Note – The fields in the **Subsequent Decision** section are not used when entering the original decision.

Decision	
Intake Action Provision:	Refer to Prosecutor - Petition Requested ▾
*Intake Action Date:	01/31/2014 
Intake Pending Provision:	▾
Deferred Type:	▾
Unit:	▾
Deferred Prosecution:	<input type="text"/> Months
Amend Offense:	<input type="checkbox"/>
Offense:	<input type="text"/>
GOC:	▾
Subsequent Decision	
Intake Action Provision:	▾
Intake Action Date:	<input type="text"/>

DISPOSITIONS – Prosecutor Action Screen

Date Received – Enter the date the prosecutor received the offense.

Prosecutor Assigned – Optionally select the prosecutor.

Note – For departments with more than one prosecuting agency, JCMS will set the Prosecuting Agency ORI and Prosecuting Agency Name based on the assigned prosecutor.

Type – Optionally select the type of prosecutor (Intake/Prosecuting/Trial).

Note – The other fields in the **Prosecutor** section are automatically filled in from the Offense container.

Edit Offense

Prosecutor

JPD: **BURGLARY OF HABITATION PC 30.02(c)(2) F2**

*Date Received: 

TRN: **654654654X**

Prosecutor Assigned: 

TRS: **A001**

Type: 

Domestic Violence Offense: Yes No Unknown

*Weapon Used/In Possession: Yes No

Weapon Type: 

Prosecution Action Provision – Select the action taken by the prosecutor. Actions are configured by the department and will vary. Sample prosecutor actions include:

Deferred Prosecution by Prosecutor
Motion Filed
Non-Suited
Petition Filed

Refused by Prosecutor
Rejected – No Probable Cause
Return to Intake
Supervisory Caution by Prosecutor

Prosecution Action Date – Enter the date the prosecutor took the action.

Deferred Prosecution Months & Unit – If the Prosecutor Action Provision is Deferred Prosecution, enter the number of months the juvenile was ordered to deferred prosecution and the unit that will provide supervision. The list of Units is configured by the department and will vary.

Amend Offense – Check this box if the original offense was amended to a new offense at the Prosecutor level.

Offense – Use the offense picker to choose the new offense.

GOC – Optionally select a General Offense Character (Attempt, Conspiracy, or Solicit/Solicitation of a Minor) for this new offense.

Note – The fields in **Subsequent Decision** are not used when entering the original decision.

Decision	
Prosecution Action Provision:	Petition Filed
*Prosecution Action Date:	03/03/2014
Deferred Prosecution:	Months
Unit:	
Amend Offense:	<input checked="" type="checkbox"/>
*Offense:	THEFT PROP >=\$500 <\$1,500 PC 31.03(e)(3) MA [23990003] Select
GOC:	
Subsequent Decision	
Prosecution Action Provision:	
Prosecution Action Date:	

DISPOSITIONS – Court Action Screen

Final Plea – Optionally select the juvenile's final plea (True/Not True/No Contest).

Court Assigned –Select the court and judge that disposed this offense.

Note – The other fields in **Court** and **Complainants** are filled in from the Offense container.

Complainants – This section will display any complainants associated with this offense.

Edit Offense	
Court	
Prosecutor: THEFT PROP>=\$500<\$1,500 PC 31.03(e)(3) MA	
Offense Rescinded: <input type="checkbox"/>	TRN: 654654654X
Final Plea: <input type="text"/>	TRS: A001
*Court Assigned: 349th District Court	Domestic Violence <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
	Offense:
	Deadly Weapon Involved: <input type="checkbox"/>
Complainants	
Type	Complainant
Person	Comp, Tim

Court Disposition – Select the action or decision made by the court. Actions and decisions are configured by the department and will vary. Sample court decisions include:

Adjudicated – Place on Probation
Adjudicated – Probation with Placement
Certified as an Adult
Complaint Dismissed by Court

Consolidated by Court
Probation Modified
TJJD Indeterminate Commitment

Deferred Prosecution – This conditionally required text field is used for the number of months when the court disposition is deferred prosecution.

Action/Adj. Date & Disposition Date – Enter the dates of action/adjudication and disposition.

Note – The fields in **Subsequent Decision** are not used when entering the original decision.

Decision Details – When a juvenile is given a probation disposition, enter the **Probation Time**. When a juvenile is given a Determinate Sentence to TJJD, enter a **Determinate Time**. Time can be entered in years/months/days, by entering an end date, or by choosing Until 18th/19th Birthday.

Note – The other fields in **Decision Details**, **Driver Improvement Course**, and **Appeal** might be used in other circumstances.

Decision	
Court Disposition:	Adjudicated - Placed on Probation
Deferred Prosecution:	Months
Action/Adj. Date:	06/09/2014
Disposition Date:	06/09/2014
Subsequent Decision	
Court Disposition:	
Action/Adj. Date:	
Disposition Date:	
Decision Details	
Determinate Time:	Years: Months: Days: Or
Probation Time:	Years: 1 Months: 0 Days: 0 Or Calculate Probation Time:

VIOLATION OF PROBATION

If a decision is made to file a motion to modify or extend a juvenile's current probation supervision based either on a violation of the probation order or based on an allegation of a new offense, you will enter a new offense and a new referral.

Offense History								
Add New <input type="checkbox"/> Hide Attached Offenses <input type="checkbox"/> Expand Offenses <input type="checkbox"/> View by Complaint Received Date								
Details	Agency	Offense Date	JPD Complaint Received Date	Offenses	Service/Report #	Action	ADJU	DISP
VIEW 	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT	03/16/2015	03/16/2015	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #:	VOP cond 2	Intake: Prosecutor:		

Referral History								
Add New								
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Cause #	Primary Probation Officer
VIEW 	03/17/2015 08:30		PA	0010000417	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 0010000417-01 Addl. Offenses: 0 Originating Ref: 0010000274	No		Probation Officer, Pete JR Southside (555) 555-5555 x456, Work
Disposition: Pending								

VIOLATION OF PROBATION – Entering the Offense

The offenses to use for a violation start with "VIOL OF COURT" and have an offense code starting with 501. The most often used is VIOL OF COURT ORDER – TECHNICAL.

- **VIOL OF COURT ORDER – NEW OFFENSE** – Used when the juvenile commits a new offense while on probation supervision.
- **VIOL OF COURT ORDER – TECHNICAL** – Used when the juvenile violates a condition of his or her probation supervision.

Note – The violation offenses with "(DET SENT PROB)" in the name are used when a juvenile violates the terms of a determinate sentence probation.

Note – Some prosecutors pursue both the new offense and the VIOL OF COURT ORDER – NEW OFFENSE. Check with your local system administrator.

Offense					
Offense Description: <input type="text" value="viol of court"/>		Offense Code: <input type="text" value="501"/>	Citation: <input type="text"/>		<input type="button" value="Search"/>
	Offense Description	Offense Code	Citation	Statute	Level & Degree
★	VIOL OF COURT ORDER - NEW OFFENSE	50129004			M*
★	VIOL OF COURT ORDER - TECHNICAL	50129003			M*
★	VIOL OF COURT ORDER (DET SENT PROB) -NEW OFF	50129006			M*
★	VIOL OF COURT ORDER (DET SENT PROB) -TECHNICAL	50129005			M*

JCMS Basic User's Guide

A violation of probation usually does not involve an arrest. Enter the offense as usual, with these differences:

Offense Agency – Use the agency picker to choose your juvenile probation department.

Offense – Use the offense picker to choose one of the VIOL OF COURT ORDER offenses listed above.

Service Report # – Use this required field to make a note of what condition was violated. For example, if condition #2 was violated, you could enter “VOP cond 2.”

Location – Enter the address of your juvenile probation department.

Offense Summary	
*Offense Date: 03/16/2015	<input type="button" value="Calendar"/>
*Offense Time: 22 : 30	
*Offense Agency: ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT [TX001023G]	<input type="button" value="Select"/>
Offense: VIOL OF COURT ORDER - TECHNICAL M [50129003]	<input type="button" value="Select"/>
*JPD Complaint Received Date: 03/16/2015	<input type="button" value="Calendar"/>
GOC: <input type="text"/>	*Weapon Used/In Possession: <input type="radio"/> Yes <input checked="" type="radio"/> No
Counts: <input type="text"/>	TJJD Weapon Type: <input type="text"/>
*Service Report #: VOP cond 2	DPS Firearm Type: <input type="text"/>
TRS: <input type="text"/>	*School Related Location: Not School-Related
LEA Domestic Violence Offense: <input type="checkbox"/>	School Campus: <input type="text"/>
	*Gang Related: <input type="radio"/> Yes <input checked="" type="radio"/> No
	*Substance Abuse Related: <input type="radio"/> Yes <input checked="" type="radio"/> No
	*Sexual in Nature: <input type="radio"/> Yes <input checked="" type="radio"/> No
Accomplish	
Name (JCMS Number): <input type="text"/>	<input type="button" value="Select"/>
	Related to Offense: <input type="checkbox"/>
	Related to Arrest: <input type="checkbox"/>
Add Another	
Location	
* Address: 1120 E Crawford	* County: Anderson
Address 2: <input type="text"/>	* State: TX
* City: Palestine	* Zip: 75801
	Census Tract: <input type="text"/>

VIOLATION OF PROBATION – Entering the Referral

The referral for a violation will be created as either a formal referral or paper complaint, depending on whether there was face-to-face contact with the juvenile at the time the offense was charged.

Enter the referral as usual, with these differences:

Referral Source – Select Probation Department for a violation.

Original Referral – Use the referral picker to choose the referral associated with the supervision with the condition that was violated.

Referral	
*Type: Paper Complaint	*Resident Status: County Resident
*Paper Complaint Date: 03/17/2015	*Intake Officer: fficer, Irene JR (Intake)
Paper Complaint Time: 8 : 30	*Originating Jurisdiction: County
Referral Date:	*County: Anderson
Referral Time:	*Referral Source: Probation Department
	Originating Jurisdiction PID:
Referral School Info	
School Status:	Last grade completed:
Education Standing:	In need of substance abuse services:
School at time of Referral:	
Offense	
Attach Offense: 03/16/2015 - 50129003 - VIOL OF COURT ORDER - Select	Complaint Received Date: 03/16/2015 IOI: Primary Remove
Add Another	
Original Referral Details	
Original Referral: 01/01/2014 08:00 THEFT PROP>=\$500<\$1,500 31.03(e)(3) F2 Select	

REPORTS AND AD-HOC REPORTS

JCMS includes some reports on the Home Page and the rest on the Reports page. Your list of reports will vary based on the roles set for you by your local system administrator. Users can only run reports for juveniles in their own department.

<p>Other Tasks</p> <ul style="list-style-type: none"> • Ad-Hoc Reports • Caseload • Court Docket • Maintenance • Reports • Secondary Officer Caseload • Security • TJJJ - EDI Extract 	<p>Reports</p> <p>Common Reports</p> <ul style="list-style-type: none"> Activity Summary Comprehensive Folder Edit (CFE) CSR Current Status CSR Performed Deleted Notifications Deleted Transactions Detention Billing Activity Detention Roster Detention Summary JCMS Users Juveniles Currently Under Supervision Pending Actions List Placement Billing Activity Placement Roster Statistical Report <p>Fee Reports</p> <ul style="list-style-type: none"> Current Fee Status Current Victim Payment Status Need to Pay Victim Receipt Transactions Victim Payment/Refund Transactions
--	--

Caseload Report – The Caseload Report provides information on all juveniles associated to a Primary Probation Officer. This report includes demographic information; pending referrals; current supervisions, programs, detentions, and placements; next case plans; hearings; and fees.

Ad Hoc Reports – The Ad-Hoc Report in JCMS allows the user to create a quick report based on specified criteria. For example, you can generate a list of all children referred last year for a first-degree felony. The report criteria can be saved for future recall.

Report: **Referral Ad Hoc Report**

[Run](#) | [CSV](#) | [Copy](#) | [Delete](#)

Summary

Type of information: **Referral**
 Report Title: **Referral Ad Hoc Report**

Criteria Fields

Add Selection Criteria For Field: [Add New](#)

Print Fields

[Edit](#)

OFFENSE ASSOCIATE SEARCH

The Offense Associate Search option is located on the Home Page in the Find Other box. Offense Associate Search is useful for finding business complainants. (Person complainants appear in a person search when Juvenile Only is unchecked.)

Offense Associate Search

Search Type:

Offense Agency:

Start Date: End Date:

[Remove](#)

County:

[Add Another](#)

Business Name:

Address: County:

Address 2: State:

City: Zip:

Business Contact Last Name:

Business Contact First Name:

DOB:

Search [Cancel](#)

Offense Associate Search - Business Complainant					
Person	Offense	Offense Agency	Offense Date	Service/Report #	Juvenile
Sample Store 789 Main St Palestine TX, 77777 (903) 555-1515, Work	<u>THEFT <\$50</u> Statute Citation: PC 31.03(e)(1)(A) Level/Degree: MC UCR: Offense #: 0010000271-02	ANDERSON CO SO PALESTINE	03/01/2014	SR-1234	<u>Tester, Quinn</u> DOB: 06/25/1998 (17yrs 2mos) Male, White, Hispanic JCMS: 0010000323 PID: 0010000225 TSDS:

PHOTO LINE-UP SEARCH

The Photo Line-Up Search option is located on the Home Page in the Find Other box. It can be used to create a simultaneous or sequential line up with six photos.

One or more photos can be uploaded to include in the line up with juvenile photos. One juvenile to include must be specified.

Criteria to search for other juvenile photos include ranges for height, weight, and age, along with sex, ethnicity, race, hair color, eye color, and city. The photo line-up search will return 25, 50, or 100 juveniles matching the criteria. The user can then select from these juveniles to create a photo line up.

The photo line up can be printed either as simultaneous (all six photos on one page) or sequential (one photo per page).

The screenshot shows a web form titled "Photo Line Up Search". At the top left, there are two links: "Upload a Photo" and "Remove All Uploaded Photos". Below these links is a text input field containing "Juvenile that must be included: Tester, Amanda [0010000307]" and a "Select" button. The form contains several fields for search criteria: "Height" (5 Ft., 05 In., +/- 2 In.), "Weight" (empty Lbs., +/- empty Lbs.), "Sex" (Female), "Age" (empty +/- empty yrs), "Ethnicity" (dropdown), "Race" (dropdown), "Hair Color" (dropdown), "Eye Color" (dropdown), and "City" (text input). At the bottom, there is a "Number of Photos Returned" dropdown set to 25, a green "Search" button, and a blue "Cancel" button.

EDITING TIPS

Fields marked with a red star are required.

*Last Name: Juvenile Middle Name: <input type="text"/> *Sex: Male	*Date mm/dd/yyyy	*Case Plan Type Select a Case Plan Type
---	---------------------	--

Some required drop-down list fields have an option of Unknown. This is useful if you are creating a juvenile record before the intake interview and do not have certain information yet. If you are editing a record that shows Unknown on any field, update it if you have current information.

*Eye Color: Unknown Black Blue Brown Gray Green Hazel Maroon Multicolored Pink Unknown	Hair Color: Black Eye Color: Unknown
--	---

If you try to save a screen with one or more required fields blank, you will get on-screen reminders to complete the field(s).

Please correct the following error(s): ■ 'Last Name' is a required field.	*Last Name: <input type="text"/>
--	----------------------------------

*Date mm/dd/yyyy This is a required field

Some fields are conditionally required based on what you enter in a previous field.

*Birth Verified: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown How Verified: <input type="text"/>	*Birth Verified: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown *How Verified: <input type="text"/>
---	---

Some fields will let you add multiple items or remove information that has been entered.

Add Another Phone Number	Remove Phone Number	<input type="button" value="+ Add Another"/>	<input type="button" value="✖"/>
--	-------------------------------------	--	----------------------------------

Some buttons use icons, like a pencil for Edit or a trash can for Delete.



After you make changes on a page, you will need to save it. Some pages have Save buttons that also act as a shortcut to a screen that is often used next. If you do not want to save the changes, use Cancel.



Dates must be entered in the format MM/DD/YYYY. Times must be entered using a 24-hour clock (often called "military time") with hours in the first box and minutes in the second. The midnight hour is 0, and times after noon have 12 added. In this example, the time of 16 30 means 4:30 p.m.

Date:		Date		Time	
Time:	16	:	30	09/27/2018	11 : 00

User Defined Fields will appear at the bottom of some screens. Some are included for all departments, for example, Substance Type on an Offense Details screen. Others are configured by the department and will vary.

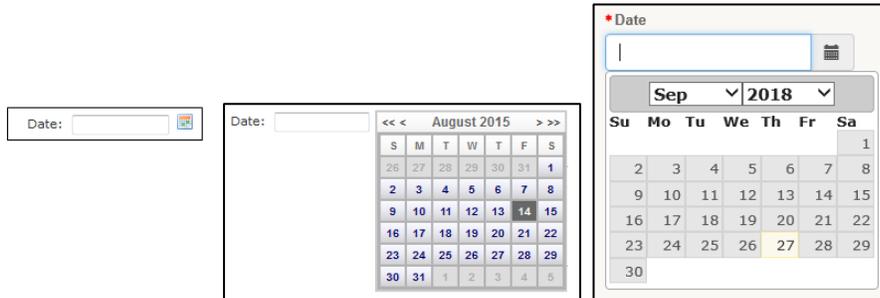
User Defined Fields
Substance Type: <input type="text" value="inhalants"/>

USING PICKERS

Pickers allow you to select an option from a list or a search result. Depending on the type of data being entered, there are different “pickers” to use.

Date Picker

The date picker opens a current calendar when clicked.



Select Button Picker

Several types of pickers use an empty text box and a Select button. The text box is automatically filled in based on the selection made within the picker.



Clicking the Select button opens a new window with either a list of items or a way to search. You can search whole words or parts of words. Click on the star to select an item in the list or the search results.

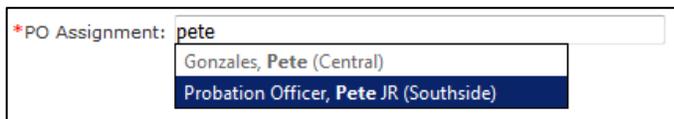
Some of the categories that use this picker are Agency, Offense, and Person.



User Picker

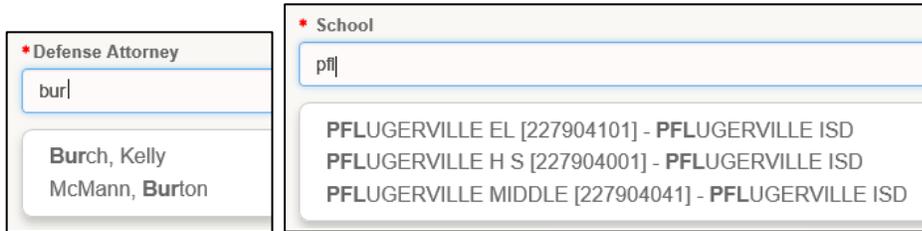
The user picker is for choosing someone with a JCMS user account (often department staff). Start typing the first or last name, and a list of matching names will drop down. Click on the appropriate name.

Note – Even though they may never log in, prosecutors and judges are created as users so they can be chosen in the user picker.



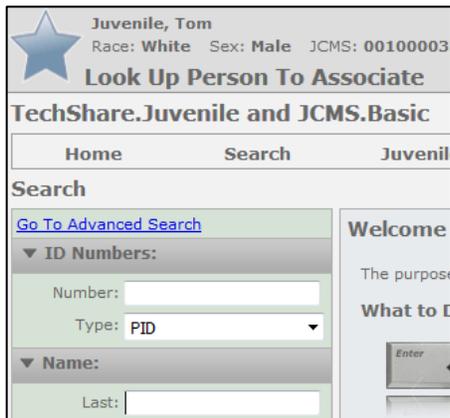
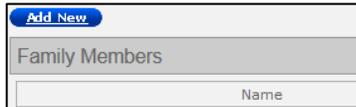
Lookup Field Picker

The lookup field picker looks similar to the user picker, but it is part of the new page design. To use a lookup field picker, start typing at least three letters of the option then choose from the drop-down list.



Person Record Picker

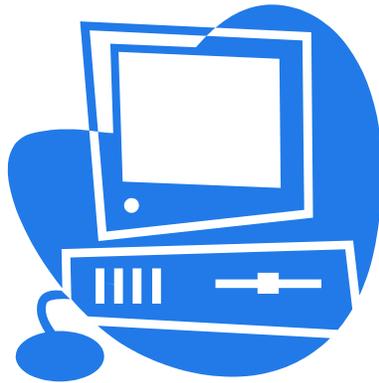
The person record picker is used for choosing people, for example associates and accomplices. This picker leads to a search screen like searching for a juvenile. The "Juvenile Only" box is unchecked by default when using a person record picker.



Click on the star next to the person's name to select this person from the list of search results.



APPENDICES



Appendix A – TJJD Reason Admitted (to Detention) – Standard list used by all JPDs

Dangerous to Self/Others

Inadequate Supervision

Likely to Abscond

Previously found Delinquent

No Parent Guardian

Alleged Delinquent Conduct

Pending Transport to TJJD

Pending Transport to Placement

Court Order

Appendix B – TJJD Released (from Detention) Reasons- Standard list used by all JPDs

Complainant Drops Charges

Court Order

Grand Jury Denies Petition

No Charges Filed

Release Prior to Court

Temporary Discharge

Appendix C – TJJD Placement Outcomes – Standard list used by all JPDs

Absent without Permission

Changed Facility/Cost/Level of Care

Completed

Deceased

Depletion of Funds/Closure

Failure to Comply

Transferred out of Jurisdiction

Unsuitable/Not Eligible

Appendix D – TJJD Program Types – Standard list used by all JPDs

Aftercare Management	Intensive Case Management
Anger Management/Conflict Resolution	Intensive Supervision
Animal/Equine Therapy	Life Skills
Border Justice Project	Mental Health
Cognitive Behavioral	Mental Health Court
Community Service/Restitution	Mentor
Counseling Services	Other
Drug Court	Parenting (for juvenile)
Early Intervention/First Referral	Programming for Parents
Educational	Runaway/Truancy
Electronic Monitoring	Sex Offender
Experiential Education	Substance Abuse Prevention/Intervention
Extended Day Program/Day Boot Camp	Substance Abuse Treatment
Family Preservation	Victim Mediation
Female Offender	Victim Services
Gang Prevention/Intervention	Vocational/Employment
Home Detention	

Appendix E – TJJD Program Outcomes – Standard list used by all JPDs

Absent without Permission (B) – Close programs as Absent without Permission when a supervision is closed as Absent without Permission.

Completed (S) – The juvenile completed the program requirements.

Deceased (D) – The juvenile died before completing program requirements.

Depletion of Funds/Closure (F) – The juvenile did not complete the program due to a change in funding source or closure of the program. Also use this outcome if the funding source used to pay for the program changes.

Failure to Comply (X) – The juvenile did not complete program requirements.

Supervision Ended (E) – The juvenile was progressing through the program but was discharged due to termination of supervision. **Supervision Ended** is not a negative outcome.

Transferred Out of Jurisdiction (J) – The juvenile moved from one jurisdiction to another and will no longer attend the program. The juvenile's supervision will also be closed as **Transferred Out of Jurisdiction**.

Unsuitable/Not Eligible (U) – After the program begins, it is determined that the juvenile does not meet eligibility requirements or fails a test of readiness.

Appendix F – TJJD Referral Types – Standard list used by all JPDs

Formal Referral – occurs and should be counted when all three of the following conditions exist:

- (1) Delinquent conduct, conduct indicating a need for supervision, or violation of probation was allegedly committed;
- (2) The juvenile probation department has jurisdiction and venue; and
- (3) Either
 - a. Face-to-face contact occurs with the office or official designated by the department or juvenile board and the alleged offense has been presented as the reason for this contact; or
 - b. Written or verbal authorization to detain is given by the office or official designated by the juvenile board.

Paper Complaint – occurs when the department receives paperwork regarding an alleged offense without seeing the juvenile.

Paper Formalized – occurs when a referral that began as a Paper Complaint (paperwork only) is later formalized with face-to-face contact.

Interim/Permanent Transfer – occurs when a juvenile on probation or deferred prosecution supervision moves or intends to move from one department to another and intends to remain in that department for at least 60 days. The receiving county will create an Interim/Permanent Transfer referral and enter the supervision as either interim or permanent.

- Three types of supervision:
 - Interim Probation 60 – 180 days
 - Permanent Probation 181+ days
 - Interim Deferred Prosecution

The sending county will close the juvenile's supervision as "Transferred Out of Jurisdiction."

Parole – used when a juvenile is released from TJJD on parole and the Parole supervision is being provided by your probation department. The juvenile probation department would have a contract with TJJD to provide parole supervision.

If your department originally committed the juvenile to TJJD, you do not need to create a Parole referral. The Parole supervision provided by your department can be attached to the original referral for which the juvenile was committed.

If a parolee commits an offense while on parole and your probation department intends to take jurisdiction of this new offense, then this new offense would be entered as a formal referral, not as a Parole referral.

Contract Detention – used by counties that operate a detention facility and detain juveniles from other jurisdictions. Examples include: out-of-state or out-of-county runaways detained in your facility; juveniles detained at the request of TJJD, CPS, INS, etc.; juveniles detained at the request of another probation department; juveniles detained on a bench warrant from another jurisdiction; or juveniles detained until their home jurisdiction can pick them up. "Contract" here is a loose term – it simply means that there is an agreement to hold/detain the juvenile for another jurisdiction. No money needs to be involved. Any time a department detains a juvenile that is not under their department's jurisdiction, the department will use the Contract Detention referral.

Contract Placement – used by those counties that operate a placement facility and place juveniles from other jurisdictions. "Contract" here is a loose term – it simply means that there is an agreement to place the juvenile for another jurisdiction. No money needs to be involved. Any time a department places a juvenile that is not under their department's jurisdiction, the department will use the Contract Placement referral.

Municipal Court/Justice of the Peace – used to track convictions given in Municipal or Justice of the Peace Courts. If your probation department is not responsible of keeping track of a juvenile's convictions in Municipal and JP Courts, you will NOT use this referral type. The MJ referral type should NOT be used to track offenses that are transferred to juvenile probation from the Municipal or JP Courts. The MJ referral type should NOT be used to track Contempt of Court charges that are sent to juvenile probation from the Municipal or JP Courts. Referrals from Municipal and JP courts that are transferred or sent to juvenile probation should be entered as Paper Complaint referrals.

Crisis Intervention – occurs when the probation department counsels a juvenile but no further action is pursued. To be considered a Crisis Intervention referral all of the following criteria must be met:

- Juvenile is sixteen years old or younger;
- Juvenile is not currently on a caseload;
- Face-to-face contact with the juvenile occurred; and
- No alleged offense occurred.

Non-Jurisdiction – occurs when a department provides temporary, courtesy services to a juvenile who is not under their jurisdiction. For example, a Non-Jurisdiction referral can be created when a department without a detention facility picks up a juvenile from one county and detains the juvenile in a second county's facility. In this instance, the department creating the Non-Jurisdiction referral may not create a Detention entry for this juvenile.

Interstate Compact – occurs when a county provides supervision to a juvenile who is transferred to them from another state under Interstate Compact. It is not appropriate to track Interstate Compact juveniles as Interim/Permanent Transfer referrals.

Other Administrative – used at the department's discretion to track situations not captured in the other referral types. Information entered under Other Administrative referrals is not transferred to TJJD through the monthly extract.

Prevention/Intervention – used to track juveniles participating in department prevention and intervention programs. These juveniles cannot be under juvenile probation department's jurisdiction at the time of the referral.

Appendix G – TJJD Disposition Categories – County Configurable

TJJD Disposition Categories are divided into department actions, prosecutor actions and court actions. Below are the standard disposition categories in JCMS; however, a county can create additional disposition codes and assign them to the appropriate Disposition Category.

Department Actions

Dismissed or Withdrawn (010) – An alleged offense against the juvenile will not be pursued and no disposition will be imposed.

Supervisory Caution (020) – This is a non-judicial summary disposition made by a probation officer or other authorized intake personnel. This informal disposition option may include counseling the juvenile about the consequences of his or her conduct, contacting the juvenile's parents to inform them of the juvenile's behavior or referring the juvenile to a social service agency or a community-based first offender program run by law enforcement. See Texas Family Code Sections 52.03, 52.031, 52.032, 59.004 and 264.302.

5301 Under Age 12 Referral (025) – The juvenile participates in the 5301 Under Age 12 Diversion supervision provided by a community resource coordination group (CRCG), local-level interagency staffing group or other community juvenile service provider. See Texas Family Code Sections 53.01(b-1) and 53.011.

Deferred Prosecution (030) – This is a voluntary disposition alternative to adjudication in which the juvenile, parent/guardian(s) and the department agree upon supervision conditions. As amended during the 78th Legislative Session in 2003, Texas Family Code Section 53.03(i) and (j) authorize the juvenile court to place a juvenile on deferred prosecution. The provisions also allow a juvenile to be supervised for up to one year or a combined period not to exceed one year if the time is added to a previous order of deferred prosecution.

Prosecutor Actions

No Probable Cause/Dismissed (040) – The prosecuting attorney reviews the circumstances and allegations of a referral for legal sufficiency and the desirability of prosecution and determines that no probable cause exists.

Refused (050) – The prosecuting attorney reviews the circumstances and allegations of a referral for legal sufficiency and the desirability of prosecution; however, the prosecuting attorney refuses to prosecute the case due to insufficient evidence, unavailable witnesses, etc. The case is closed without a petition being filed or sanctions imposed.

Non-Suited (051) – The prosecuting attorney reviews the circumstances and allegations of a referral for legal sufficiency and the desirability of prosecution and files a petition with the juvenile court. The petition is subsequently dismissed with or without prejudice.

Supervisory Caution (060) – This is a non-judicial summary disposition made by a prosecuting attorney or other authorized person. This informal disposition option may include counseling the juvenile about the consequences of his or her conduct, contacting the juvenile's parents to inform them of the juvenile's behavior or referring the juvenile to a social service agency or a community-based first offender program run by law enforcement. See Texas Family Code Sections 52.03, 52.031, 52.032, 59.004 and 264.302.

Deferred Prosecution (070) – This is a voluntary dispositional alternative to adjudication in which the juvenile, parent/guardian(s) and the prosecutor agree upon supervision conditions. As amended during the 78th Legislative Session in 2003, Texas Family Code Section 53.03(i) and (j) authorize the juvenile court to place a juvenile on deferred prosecution. The provisions also allow a juvenile to be supervised for up to one year or a combined period not to exceed one year if the time is added to a previous order of deferred prosecution.

Court Actions

Dismissed (080) – "Dismissed" means the court reviews the circumstances and allegations of a referral for prosecution and determines there is lack of evidence, thereby terminating all proceedings.

Not Guilty (081) – "Not Guilty" means the court or jury finds the child did not engage in delinquent conduct or conduct indicating a need for supervision (CINS) and the court terminates the case.

Adjudicated with No Disposition (082) – "Adjudicated with No Disposition" means a child was given an adjudication hearing and allegations were found to be true; however, no disposition or sanction was imposed.

Supervisory Caution (090) – This is a judicial summary disposition made by the court or other authorized person. This informal disposition option may include counseling the juvenile about the consequences of his or her conduct, contacting the juvenile's parents to inform them of the juvenile's behavior or referring the juvenile to a social service agency or a community-based first offender program run by law enforcement. See Texas Family Code Sections 52.03, 52.031, 52.032, 59.004 and 264.302.

Deferred Prosecution (100) – This is a voluntary dispositional alternative to adjudication in which the juvenile, parent/guardian(s) and the court agree upon supervision conditions. As amended during the 78th Legislative Session in 2003, Texas Family Code Section 53.03(i) and (j) authorize the juvenile court to place a juvenile on deferred prosecution. The provisions also allow a juvenile to be supervised for up to one year or a combined period not to exceed one year if the time is added to a previous order of deferred prosecution.

Adjudicated and Placed on Probation (110) – This is a disposition option set forth in Texas Family Code Section 54.04(d)(1) in which a juvenile who has been found to have engaged in delinquent conduct and/or child in need of supervision is formally placed on probation under the supervision of the juvenile court for a specified period of time. The juvenile has been adjudicated and placed on probation in the child's own home, or in the custody of a relative or other fit person. The juvenile may be required to participate in a variety of appropriate programmatic services (e.g., counseling, community services, etc.) and may also be subject to other reasonable court-ordered restrictions or conditions.

Determinate Sentence Probation (111) – Authorized by the Texas Family Code Section 54.04(q), a child may be ordered to determinate sentence probation by a court or jury for a period of up to ten (10) years for specific violent or habitual conduct.

Adjudicated to Probation with Placement (115) – This is a disposition option set forth in Texas Family Code Section 54.04(d)(1) in which a juvenile who has been found to have engaged in delinquent conduct and/or child in need of supervision is formally placed on probation under the supervision of the juvenile court for a specified period of time. The adjudicated juvenile is placed on probation and ordered to placement in a special facility. The juvenile may be required to participate in a variety of appropriate programmatic services (e.g., counseling, treatments, programs, etc.), and may also be subject to other reasonable court-ordered restrictions or conditions.

Determinate Sentence Probation with Placement (116) – This is a disposition set forth in Texas Family Code Section 54.04(q) in which a child may be ordered to determinate sentence probation by a court or jury for a period of up to ten (10) years for specific violent or habitual conduct. The juvenile is placed on determinate sentence probation and ordered to placement in a special facility. The juvenile may be required to participate in a variety of appropriate programmatic services (e.g., counseling, treatments, programs, etc.), and may also be subject to other reasonable court-ordered restrictions or conditions.

Modified and/or Extended Probation (120) – This is an extension or revision of a prior court order, in which the juvenile continues probation in the child's home, or in the custody of a relative or other fit person. This extension may result in additional supervision time or other programmatic sanctions and/or services (e.g., community service restitution, intensive supervision programs, drug rehabilitation program, electronic monitoring, etc.).

Modified/Extended Probation with Placement (125) – Authorized by the Texas Family Code Section 54.05(m)(1), this is an extension or revision of a prior court order in which the juvenile continues probation and is ordered to placement in a special facility. This extension may result in additional supervision time or other programmatic sanctions and/or services (e.g., counseling, drug rehabilitation program, mental health treatment, etc.).

Indeterminate Commitment to the Texas Juvenile Justice Department (130) – This is a disposition in which a juvenile who has been found to have engaged in delinquent conduct is eligible for commitment to the Texas Juvenile Justice Department (TJJD) for an indeterminate or unspecified term not to exceed his or her 19th birthday. In order to meet the statutory commitment criteria, a juvenile's offense history shall match one of the felony or misdemeanor offense adjudication patterns set forth in Texas Family Code Sections 54.04(d)(2), (k), (s) and (t).

SPU Commitment Sentence to TJJD (135) – This disposition code is used to account for juveniles that have received a subsequent disposition to TJJD for an offense that occurred in a TJJD facility. These commitments would be processed through TJJD's Special Prosecution Unit (SPU). This disposition should only be used by probation departments where the offense occurred and was disposed (i.e. in a county where a TJJD facility is located). The Special Prosecution Unit (SPU) Juvenile Division was established in Senate Bill 103 to assist District and County Attorney offices in the prosecution of criminal investigations conducted by the Office of Inspector General (OIG) involving Texas Juvenile Justice Department (TJJD) interests.

Determinate Commitment to the Texas Juvenile Justice Department (140) – This is a disposition in which a juvenile is adjudicated for delinquent conduct that violates a penal law listed in Texas Family Code Section 53.045(a) as alleged in a determinate sentence petition that has been approved by a grand jury. Under determinate sentencing provisions of the Texas Family Code Section 54.04(q), a juvenile may be committed to the Texas Juvenile Justice Department (TJJD) for a specified term of up to 40 years with a possible transfer to the institution division of the Texas Department of Criminal Justice. TJJD has established minimum lengths of stay for all determinant sentenced offenders. Refer to Texas Human Resources Code Section 61.081.

Certified as an Adult (150) – A discretionary procedural action described in Texas Family Code Section 54.02 in which the juvenile court transfers its jurisdiction to the criminal court in order to allow a juvenile to be prosecuted as an adult. Depending on the type of felony conduct alleged, a juvenile as young as fourteen (14) years of age may be certified to stand trial as an adult.

Consolidated Case and Disposed in Another Case (910) – A situation wherein multiple offenses are alleged in one petition or in multiple petitions. The offenses are disposed of in one disposition event.

Transferred with No Disposition (920) – "Transferred with No Disposition" means the referral was reassigned from one jurisdiction to another. The receiving jurisdiction renders a disposition to the case.

Appendix H – TJJD Supervision Types – Standard list used by all JPDs

Court Ordered Probation (PROB) – A dispositional option set forth in Texas Family Code Section 54.04(d)(1) in which a juvenile who has been found to have engaged in delinquent conduct or conduct indicating a need for supervision is formally placed on probation under the supervision of the juvenile court for a specified period of time. A juvenile who has been adjudicated and placed on probation may be required to participate in a variety of appropriate programmatic services (e.g., intensive supervision programs, residential placement, community supervision, etc.) and may also be subject to other reasonable court-ordered restrictions or conditions. This category also includes the disposition of determinate sentence probation authorized in Texas Family Code Section 54.04(q) that may be ordered by a court or jury for a period of up to ten (10) years for specific violent or habitual conduct.

Interim Probation (PRBI) – This is a type of supervision wherein a juvenile on probation moves or intends to move from one county to another county and intends to remain there for a minimum of 60 days but no more than 180 days. This supervision type may also include juveniles on determinate sentence probation that moves or intends to move from one county to another county and intends to remain there for up to one-third of the length of supervision.

Permanent Probation (PRBP) – This is a type of supervision wherein a juvenile on probation moves or intends to move from one county to another county and intends to remain there for no less than 181 days. This supervision type may also include juveniles on determinate sentence probation that move or intend to move from one county to another county and intend to remain there for more than one-third of the length of supervision.

Deferred Prosecution (DEFP) – A voluntary dispositional alternative to adjudication in which the juvenile, parent/guardian(s) and the department, prosecutor and/or court agree upon supervision conditions. As amended during the 78th Legislative Session in 2003, Texas Family Code Section 53.03(i) and (j) authorize the juvenile court to place a juvenile on deferred prosecution supervised for up to one year or a combined period not to exceed one year if the time is added to a previous order of deferred prosecution.

Interim Deferred Prosecution (DEFI) – This is a type of supervision wherein a juvenile on deferred prosecution moves or intends to move from one county to another county and intends to remain there for a minimum of 60 days but no more than 180 days.

Interim Inter-County Transfer (IICT) – This supervision type may be used by the sending county when a juvenile under deferred prosecution or probation supervision transfers jurisdictions as a result of an interim inter-county transfer. Use of IICT as a supervision type will allow the sending juvenile probation department to track the juvenile's interim supervision in the receiving county until the supervision becomes permanent. Interim Inter-County Transfer supervision is optional.

Conditional Pre-Disposition Supervision (CREL) – This is a pre-dispositional supervision either ordered by the court or ordered by the probation department with authority from the judge. Most conditions of release are done at the time of the detention intake or the detention hearing, but juveniles can be placed on CREL without having been detained. Because CREL is authorized by the court, violations of these conditions are enforceable and may result in the juvenile being placed into detention. CREL supervision should be terminated either when the pending referral is disposed or when the juvenile is detained for violating CREL conditions.

Temporary Pre-Court Monitoring (TEMP) – This is an unofficial form of pre-dispositional supervision that is used only when a juvenile is pending a disposition decision or court action. Temporary supervision can be done on a voluntary basis if agreed to by the juvenile and the juvenile's parents. The use of TEMP supervision should be the exception; it is suggested that conditional release or deferred prosecution is the preferred supervision type. NOTE: There is no Family Code basis for this supervision type; therefore, a juvenile cannot be sanctioned for not following the conditions set forth.

5301 Under Age 12 Diversion (TEMP) – This is a type of supervision wherein a juvenile under the age of 12 participates in a service plan or system of care through a community resource coordination group (CRCG), local-level interagency staffing group or other community juvenile service provider for not more than three months. See Texas Family Code Sections 53.01(b-1) and 53.011.

Post-Discharge Services Supervision (TEMP) – This is a type of supervision wherein a juvenile may continue to participate in community-based services offered after discharge from probation for up to six months. This is a voluntary supervision.

Indirect Supervision (INDR) – This supervision type shall be used *only* when a juvenile under deferred or probation supervision absconds or cannot be found. All “**Indirect**” supervision records shall be closed as Completed if the juvenile returns to supervision or Failure to Comply if the juvenile is not found.

Example: A child is on probation and fails to report or cannot be found. The supervision should be terminated and closed as absent without permission. The timeframe for not reporting for supervision is not more than 45 days from the time the juvenile is considered absent. Open up a new supervision record of “Indirect Supervision”. When the child returns close the “Indirect Supervision” as Completed. If the juvenile does not return to supervision close the “Indirect Supervision” as Failure to Comply.

Parole (PROL) – Counties that contract with TJJJ to provide supervision services to TJJJ parolees will use the parole supervision type.

Appendix I – TJJD Supervision Outcomes – Standard list used by all JPD

Absent without Permission (B) – The juvenile fails to report or cannot be found. The supervision should be terminated and closed as absent without permission. The timeframe for not reporting for supervision is no more than 45 days from the time the juvenile is considered absent. A new supervision record of 'Indirect' supervision must be created if this outcome is used.

Completed (S) – Juvenile completed the supervision.

Deceased (D) – Juvenile died during supervision.

Failure to Comply (X) – Supervision terminated before the anticipated end date because of a new offense or because the juvenile refused to accept services and/or was persistently non-compliant with the terms of supervision. Failure to pay fees or to complete CSR hours does not solely meet the criteria for non-compliance. Youth transferred to the adult system or committed to TJJD should not be closed as Failure to Comply.

TJJD Commitment (T) – Juvenile was committed to the Texas Juvenile Justice Department.

Transferred out of Jurisdiction (jurisdictional change) (J) – The juvenile moved from one jurisdiction to another and services were transferred to the new jurisdiction. Transferred out of Jurisdiction should be used when a juvenile leaves your jurisdiction on an Interstate Compact transfer or an Inter-county Transfer and for juveniles on determinate probation who are transferred to the adult system.

Transferred to the Adult System (A) – Juvenile was transferred to the adult system as a result of additional charges.

Appendix J – Texas Counties not currently using JCMS

The JCMS database contains all juveniles with prior juvenile involvement in a JCMS county. Counties that are not included in the JCMS database are:

- Bexar
- El Paso
- Harris
- Travis

Appendix K – Entering Mental Health Needs on the Behavioral Health Tab

Mental Health Needs should be “**Yes**” if the youth meets one or more of the criteria set out in the Mental Health Needs definition **at intake to capture the immediate needs of the youth**.

- **Please refer to the mental health needs definition before answering the mental health needs questions**, this will ensure the most accurate information is entered.
- If the youth, at intake, does not have mental health needs but is later determined to meet one of the definition criteria, this screen should be updated.
- If the youth at intake meets one definition requirement (e.g. Caution MAYSI), and is later given a diagnosis or meets a more immediate need requirement, this screen should be updated to reflect the new primary reason.

If you have selected “Yes” for mental health needs, choose the primary reason you determined the youth had current mental health needs from the drop down.

- This may change as more information becomes available and should reflect the most current reason the youth is identified as having mental health needs.

Special instructions for indicator #11:

- This is intended to capture youth who had mental health needs in the past but are now stabilized and are no longer in need of intervention.
- This serves to notify probation officers and case managers of a youth’s mental health history as it may factor into a youth’s outcomes and programming needs.

If “Yes,” indicate how & when you obtained the information identifying the youth as having mental health needs:

- **Parent** - Parent verbalized the youth met one of the Mental Health Need definition criteria
- **Youth** - Youth verbalized he met one of the Mental Health Need definition criteria
- **Clinician** - If the youth receives an assessment from a licensed clinician and receives a diagnosis or is indicated as having another “factor important for consideration” (refer to the DSM-V diagnosis list)
- **Screener/Assessment** - This should only be used if the primary indicator refers to the MAYSI or PACT
- The date the youth’s mental health needs were identified should be updated to reflect the most recent identification date and should be adjusted as the youth’s needs change.

Mental Health Needs should be “**No**” if the youth has no current mental health need and has never been identified as having a mental health need.

Mental Health Needs should be “**Unknown**” **only** if enough information does not exist to make an informed decision as to whether the youth has or has had mental health needs.

Appendix L – Mental Health Needs Definition

Answer “Yes” for Mental Health Needs if any of the following are currently present (within 3 months):

- Youth has a mental illness diagnosis according to the most recent diagnostic and statistical manual (DSM-5 or DSM-IV-TR)
 - **Excluding (if it is the youth's only diagnosis):** Substance-related disorders, Autism-spectrum, Intellectual Disability (IDD), or Pervasive Developmental Disorder
- Youth exhibits serious emotional, behavioral, or mental disorders and who either:
 - Has a serious functional impairment;
 - Is at risk of disruption of a preferred living or child care environment due to psychiatric symptoms; or
 - Is enrolled in a school system's special education program because of serious emotional disturbance
- Youth has current (within 3 months) suicide attempt or suicidal ideations
- Youth scores Caution or Warning on a subsequent MAYSI-II or other screener
- Youth receives mental health flag on the full PACT assessment Mental Health Domain
- Youth is currently receiving mental health treatment including psychological or behavioral health counseling or crisis intervention services
- Youth is currently taking medication related to a mental health condition
- Youth was exposed to a trauma and is currently experiencing mental health symptoms
 - **Trauma includes but is not limited to:** exposure to war, threatened or actual physical or sexual assault/violence, being kidnapped, terrorist attack, torture, and incarceration as a prisoner of war
 - For children, sexually violent events may include developmentally inappropriate sexual experiences without physical violence or injury
 - **Exposure includes** directly experiencing the traumatic event, witnessing the traumatic event in person, learning that the traumatic event occurred to a close family member or friend, or experiencing first-hand repeated or extreme exposure to aversive details of the traumatic event (**not including through media, pictures, television, or movies**)
 - **Mental health symptoms include** re-experiencing the trauma through dreams, flashbacks, etc.; avoidance; negative cognitions and mood such as diminished interest in activities; and arousal such as aggressive, reckless, or self-destructive behavior, sleep disturbances, or hypervigilance
- Youth has a history of mental health needs but is not currently experiencing symptoms nor in need of treatment

A youth's mental health need will change over time and will require regular updates.

Appendix M – Mental Health Needs Indicator

- 01.** *(Current Diagnosis)* Youth has a mental illness diagnosis according to the most recent diagnostic and statistical manual (DSM-5 or DSM-IV-TR)
- 02.** *(Serious Disorder – Functional Impairment)* Youth exhibits serious emotional, behavioral, or mental disorder and has a serious functional impairment
- 03.** *(Serious Disorder – Environment Disruption)* Youth exhibits serious emotional, behavioral, or mental disorder and is at risk of disruption of a preferred living or child care environment due to psychiatric symptoms
- 04.** *(Serious Disorder – Emotional Disturbance)* Youth exhibits serious emotional, behavioral, or mental disorder and is enrolled in a school system's special education program because of serious emotional disturbance
- 05.** *(Current Suicide Attempt or Ideation)* Youth has current (within 3 months) suicide attempt or suicidal ideations
- 06.** *(MAYSI-II)* Youth scores Caution or Warning on a subsequent MAYSI-II or other screener
- 07.** *(PACT Mental Health Domain)* Youth receives mental health flag on the full PACT assessment Mental Health Domain
- 08.** *(Current Mental Health Treatment)* Youth is currently receiving mental health treatment including psychological or behavioral health counseling or crisis intervention services
- 09.** *(Current Psychiatric Medication)* Youth is currently taking medication related to a mental health condition
- 10.** *(Trauma Exposure and Symptoms)* Youth was exposed to a trauma and is currently experiencing mental health symptoms
- 11.** *(Historical Mental Health Needs)* Youth has a history of mental health needs but is not currently experiencing symptoms nor in need of treatment



Texas Juvenile Justice Department (TJJD)
Enterprise and Customer Support Services – Juvenile Probation Departments

Participating counties will designate key Tier 1 staff that will perform the first review and assessment of issues. Issues will be reported and documented as a problem ticket in CATS only if it is a Tier 2 issue. If/when issues are reported to Tier 2, the problem ticket will be assessed by TJJD Support Services staff to verify understanding of the issue. The goal of Tier 2 in handling a problem ticket will be to resolve/close the issue or escalate it by assigning it to the authority who can ultimately resolve/close the ticket. Tickets unresolved by Tier 2 will be elevated to Tier 3 and documented in HIMS.

Focus: Problem Ticket
Service: Problem Management

Role	Responsibilities
Tier 1 Data Coordinator or County JPD Designee	Act as in-house support for county users - Resolve Business Rule and User Access/Permissions issues when possible - Resolve data entry issues when possible - Report unresolved Issues based on local procedures to Tier 2 - Validate with Tier 2, the resolution of issues escalated to Tier 3 via HIMS
Tier 2 TJJD – Enterprise and Customer Support Services	TJJD Enterprise and Customer Support Services Phone Number : (512) 490-7724/email: EnterpriseSupport@tjtd.texas.gov during regular business hours - Document issue in CATS (Contact Activity Tracking System) - Communicate with county users - Assess Business Needs recommendations and Resolve issues that require Business Rule clarification - Resolve issues that relate to county configurable tools - Resolve user access and permission issues - Assess Database issues - Update County Configurable JCMS values - Escalate tickets that can't be resolved to CUC (Tier 3) through HIMS (Help Desk Information Management System) - Monitor HIMS ticket that they opened, for updates and to include additional information if/when required - Close the resolved HIMS tickets that they opened for Tier 1 after acquiring validation of the resolution from Tier 1 - Participate in Problem Management Meetings - Tier 2 Primary Team: Beverly Ratzlaff - Tier 2 Secondary Team: Laura Marroquin and Amanda Zamarron
Tier 3 CUC	- Process incoming problem issues during regular business hours: • Validate issue as Tier 3 issue • Address performance issues • Address database issues • Update JCMS system tables • Resolve Issues that relate to JCMS configuration • Track Enhancement Requests – move to backlog - Use a dedicated phone line to receive calls from and contact TJJD. - Facilitate successful completion of scheduled Network Events and facilitate reversal of system outages - Facilitate Problem Management Meetings - Escalate Feature Bugs HIMS Tickets (Defect Management Process defined in project Statement of Work Warranties)