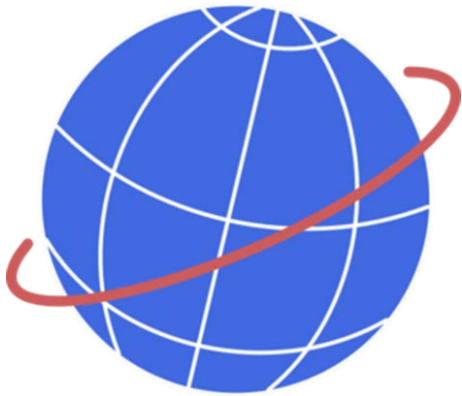


# Professional Online Testing Solutions, Inc.



Juvenile Integrated  
Case Management  
System

*Technical Manual*

A graphic featuring a 3D database cylinder icon on the left, set against a background of glowing blue digital data points and numbers. To the right of the cylinder is a blue-bordered box containing the text 'Juvenile Integrated Case Management System', and below that is a smaller blue box with the text 'Technical Manual'.

*A Full-Featured Caseload  
Tracking and Information  
System at your Fingertips*

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# 1 Getting Started

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## 1.1 Who Should Use It

Our Case Management System (JICMS) is a full-featured caseload tracking and information management system design specifically for juvenile probation. Incorporated within this system are modules which provide for intake, assessment, classification, referral, court data, probation violations, warrants, victim restitution, officer alerts, discharges, transfers, and much more. Used in conjunction with an Online-Testing account, the JICMS automates all key functions of probation's supervisory responsibilities.

The JICMS opens the door to the world of strength-based case planning, workload management, and a case management system. This system has a sequential set of activities that include, but are not limited to:

- Assisting officer effectiveness in the supervision process
- Assessing actuarial risk and needs
- Aiding in developing caseload priorities and meeting responsive case management standards
- Providing caseload ratios which aid in workload management
- Improving probationer accountability by tracking case planning assignments
- Assisting in increasing positive outcomes which enhances community safety
- Connecting the juvenile to appropriate services, interventions (e.g. mutual help groups) and levels of care (e.g., treatment) which match the Offenders risk/needs
- Monitoring court ordered conditions
- Facilitating the collection of fines, court costs, and restitution

- Tracking predisposition investigations to completion
- Discharge management
- Tracking Interstate and Intrastate Transfers

As you log into our system, you will find it is a robust and customizable single data entry system. It is a comprehensive caseload monitoring and information management system.

---

## 1.2 Setting Up Users – Existing Clients

- Existing clients should check the [compatibility chart](#) to ensure their test has been integrated with the JICMS. This will be available from the online-testing website. If the test is not available, the customer will need to call BDS to inquire about test integration at 800-231-2401.
- Existing clients should then contact BDS to create an JICMS account. BDS will create the initial JICMS Administrator account and associate it with the client's existing online-testing account.
- Once the JICMS Administrator account has been created, the client can log in at <http://www.case-mgmt.com> and will have the ability to add offenders, add additional users, and navigate the site freely.

---

## 1.3 Setting Up Users – New Clients


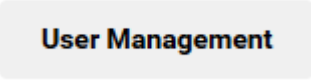

- New clients should check the [compatibility chart](#) to ensure the assessment the client will be using has been integrated with the JICMS. If the test is not available, the client will need to call BDS to inquire about test integration at 800-231-2401.
- Even though you may have been just a single user, please call BDS and request a Volume Account. In addition, if the necessary assessment is not listed on the compatibility chart from step 1, the client should request that the test be integrated into the JICMS at this time. BDS will create an online-

testing account as well as an JICMS Administrator account. This process can take from 2 days to 2 weeks. You will be notified once you are set up.

- Once the JICMS Administrator account has been created, the client can log in at <http://www.case-mgmt.com> and will have the ability to add offenders, add additional users, and navigate the site freely.

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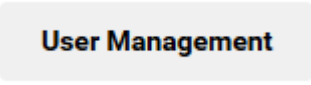
## 1.4 Creating New User Accounts

- Begin by logging in with an administrator account. Only Administrators can create or delete additional users.
- Click the administrator username in the top right corner.
- Select  **Settings** from the pop-up menu.
- Select the  button.
- Click the  icon in the bottom right corner.
- Select the appropriate role for the user. See Section 2.3 Roles and Restrictions for information about roles.
- To allow the user to be assigned as a Supervising PO for an offender, they must be part of the Supervising PO list, which is assigned here.
- To allow the user to be assigned as an Assistant PO for an offender, they must be part of the Assistant PO list, which is assigned here.
- To allow the user to be assigned as an Investigating PO for an offender, they must be part of the Investigating PO list, which is assigned here.
- Please Note :
  - Any user that is assigned with a User One role or higher will also be able to use the JICMS login and password at <http://www.online-testing.com> to generate assessments or reassessments.
  - Disabling a JICMS user, deleting a JICMS user, or changing a user's role below User One will disable.

- User names and passwords are not editable. If you need to change a user name or password, please contact BDS to make that change.

---

## 1.5 Creating New User Accounts in Bulk

- Begin by logging in with an administrator account. Only Administrators can create or delete additional users.
- Click the administrator username in the top right corner.
- Select  **Settings** from the pop-up menu.
- Select the  **User Management** button.
- Click the link above the user list that says “Add Users in Bulk”.
- Select the appropriate role for every user that will be added. If multiple roles are needed, break the user list down by role and perform multiple bulk additions. See Section 2.3 Roles and Restrictions for information about roles.
- The list of users to be added should be supplied in a CSV (comma separated values) list, with one user per line.
- The CSV Format is: [First Name], [Last Name], [Email], [User Name], [Password], [Title], [User Role], [District], [Is Supervising PO], [Is Assistant PO], [Is Investigating PO]
- Note: Do not include brackets around the data.
- The required values are:
  - First Name
  - Last Name
  - Email Address
- Additional information can be provided, but is not required. User names and passwords can be provided as part of your list or they can be automatically generated by JICMS. Please note that user names and passwords on your list must conform to JICMS requirements. If they do not meet requirements,

that user will not be added and you will be prompted after the bulk addition to fix the data for that user.

- Automatically generated user names will conform to a pattern using the first letter of the first name followed by the last name, up to a maximum total of 15 characters. Additional letters from the first name may be included if the user name is too short. If the user name is already in use, numbers will be added to the end of the username.

---

## 1.6 Explanations and Disclaimers

- Drop Down Menu – Refers to a table in the JCMS that when the User clicks on the table a drop down menu of items will be generated. The User then may select the appropriate data element that matches the requirement for that field.
- There are several times in the User's Manual in which the term "null" is used. This term is used to explain there is not any data in the referenced field.
- Names and Photographs – Any names in the JICMS are fictitious and the photographs are computer generated. These items are intended to not identify any company or person.



---

## 2 Describing the JICMS

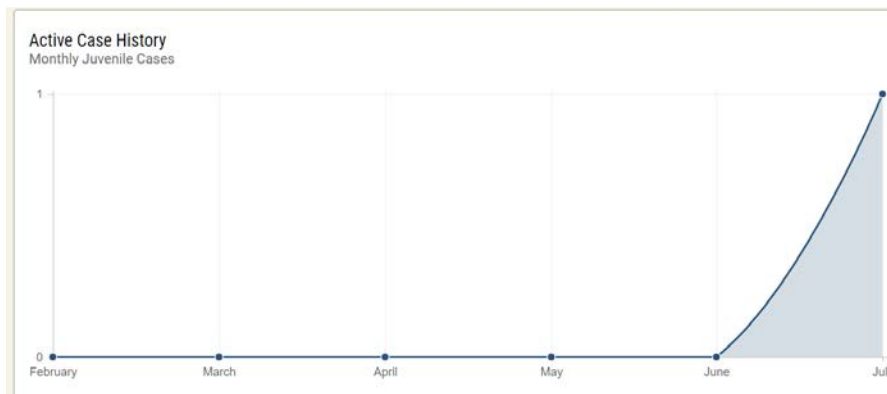
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### 2.1 Dashboard Key Functions

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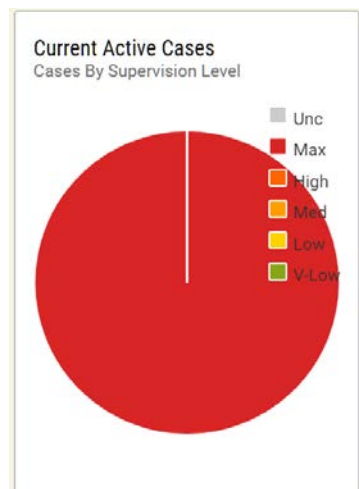
After logging into the JICMS, you will be moved to the Dashboard page. This page contains the following key functions and tools that will assist you in managing your caseload.

- **Active Case History**



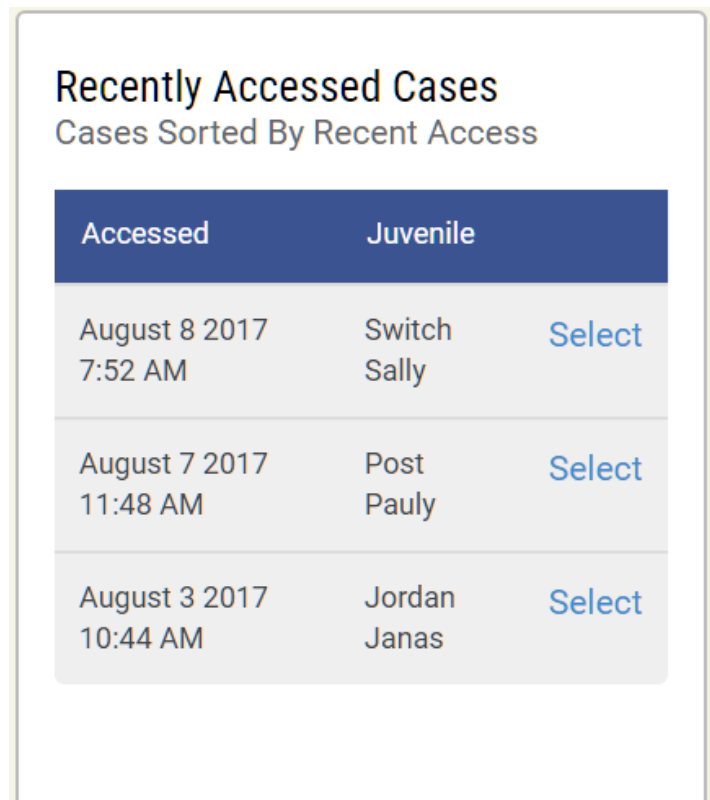
This chart above identifies the number of active juvenile cases the officer has supervised within the previous six months.

- **Current Active Cases by Supervision Level**



Current Active Juvenile Cases by Supervision Level provides an accounting of the number of probationers who have been defined by risk levels, i.e., Maximum = Highest Risk Level, High = Very high risk but not enough risk to be considered Maximum, Medium = Medium Risk Assessment Level, and Low = Low Risk, Very Low = No risk or very limited risk. It also identifies those probationers who are Unclassified, which means the case has never been assess.

- **Recently Accessed Juvenile Cases**



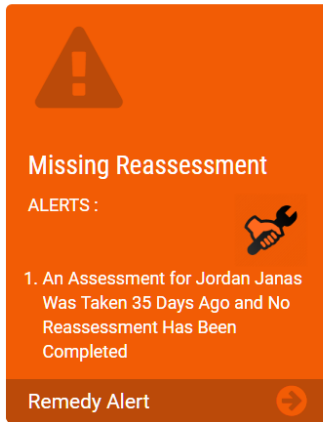
Recently Accessed Cases  
Cases Sorted By Recent Access

Accessed	Juvenile	
August 8 2017 7:52 AM	Switch Sally	<a href="#">Select</a>
August 7 2017 11:48 AM	Post Pauly	<a href="#">Select</a>
August 3 2017 10:44 AM	Jordan Janas	<a href="#">Select</a>

This graphic will identify those juvenile cases the user has accessed within the last ninety days. The user may click on Select and then be moved to that offender's record allowing for case management and any record editing that needs to be completed.

- **Officer Alerts**

Officer Alerts  
Current Officer Alert



The functionality of this graphic will alert probation staff when there are significant functions which have not been completed. These functions include:

**Missing Court Records** – A new juvenile case had been added and 30 days have passed since the record was entered without a court record being entered.

**Missing Education Record** – A new juvenile case had been added and 30 days have passed since the record was entered without an education record being entered.

**Missing Employment Record** - A new juvenile case had been added and 30 days have passed since the record was entered without an employment record being entered.

**Disposition Missing** - An Allegation Record has been entered and 60 days have passed since it was entered and a Disposition Record has not been entered. (Note – The Staff Person who has Administrative rights may adjust the 60 days to any time period that meets their policy.)

**Appeal Pending** - An Appeal was requested and the case is 90 days past the date of a Disposition Record being entered.

**Assessment Not Completed** – Probation is the disposition of the case and the case is 30 days past the Probation From Date and an Assessment has not been completed.

**Case Plan – Behavioral Based** – Case Plan has been entered with a status of Pending, On Waiting List, or Partially Completed, and case is 30 days past Status Date.

**Case Plan – Accountability Based – Collected Amount** - Case is 60 days past “Next Payment Due Date.”

**Reassessment** – Case is 180 days past Reassessment Completed Date. (Note – The Staff Person who has Administrative rights may adjust the 180 days to any time period that meets their policy.)

**Drug Testing Results** – The drug test was positive for at least one drug within the last 30 days since the Collected Date and Consequences are null.

**Violation of Probation - Technical** – Case is 60 days past Filed Date and Sanctions are null.

**Violation of Probation – Law** – Case is 60 days past Filed Date and Disposition is null.

**Interstate Transfer In** – Case is 30 Days past Date Reporting Instructions received and Supervision is Unspecified or null.

**Interstate Transfer Out** – Case is 30 days past date of Reporting Instructions Sent and Supervision is Unspecified or null.

**Intrastate Out** – Case is 30 days past Transfer out Date and Transfer Accepted is null.

**Intrastate In** – Case is 30 days past Transfer Received Date and Decision Date is null.

**Discharge** – Case is 30 days past Probation to Date and a Violation of Probation Filed Date, Technical or Law, is null and the Discharge Date is null.

- **Staff Warnings**



A red rectangular notification box with a white warning triangle icon on the left. The text inside the box reads: "Audrey Camelia", "LAST ISSUED WARRANT : 05/29/2015", "WARNINGS :", "1. Residence Have Prior Records", and "2. Gang Affiliation:".

Staff Warnings will identify those juveniles who have had a warrant issued with the Warrant Pending and the record is 90 days past the Last Verified Date. It will also alert the officer if any residents of the home have prior records, weapons in the house, and the Offender’s Gang affiliation.

- **Upcoming Appointments**

Upcoming Appointments

This Month		
Moon Mary	Interview	June 19 2015 9:00 AM

This feature will inform the officer of forthcoming appointments 90 days from the date of logging into the JICMS.

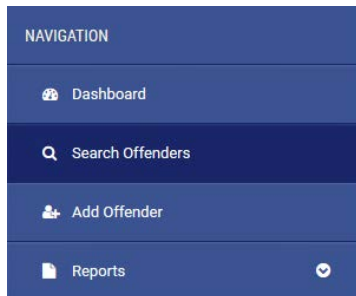
- **Upcoming Hearings**

This Month		
Post Pauly	Review Hearing	August 31 2017 10:00 AM

This feature will inform the officer of forthcoming Court Hearings 90 days from the date of logging into the JCMS.

## 2.2 Search Functions

After logging into the JICMS, the officer may immediately Add Offender or Search Offender to identify if the offender had previously been added.



- **Search Offenders**

The Search Offenders feature allows the User numerous avenues to search for the correct juvenile. The User may search by Last or First Name and confine the search by entering Court Case Number, SSN, and numerous other data elements as shown below:

ENTER OFFENDER INFORMATION BELOW

<p><b>Last Name</b> Last Name</p> <p><b>Court Case Number</b> Court Case Number</p> <p><b>Date of Birth</b> Date of Birth</p> <p><b>Investigating PO</b> Select One</p>	<p><b>First Name</b> First Name</p> <p><b>SSN</b> Social Security Number</p> <p><b>Supervising PO</b> Select One</p> <p><b>Assistant PO</b> Select One</p>
---	--

Active
  Discharged
  Investigation Record

The Search feature also allows the user to Search Currently Active cases, Discharged cases, Intake, or those offenders in which a predisposition investigation only had been entered. Once the Offender has been located, Personal Information

and other elements may be modified with the User having the ability to add a new Court Record.

---

## 2.3 Roles and Restrictions

Roles and Restrictions have been incorporated within the JICMS to preserve security and confidentiality. The purpose of this function is to provide an avenue for the Chief Probation Officer or Chief Administrator to assign a role for each of their staff; therefore, allowing staff to perform only defined functions. (Roles will be assigned when the Administrator sets up staff by using the Settings tab in the upper right-hand page of JICMS.)

Role	Restrictions
Administrator	Generate All Reports Enter and Edit Data, Modify all Users' Data within their Jurisdiction, All Victim Information, and Modify Application Interface Program (API) Configurations.
User One	Add and Edit their Data only, Edit, Enter and Modify their Victim Data.
User Two	Add and Edit their data enter and Modify their Victim Data, and Generate Reports.
User Three	Add and Edit their Data, Generate Reports, Delete Records, Modify Other User's Data, and Edit and modify all Victim Data.
Drug Technicians	Enter and Edit Drug Testing Data only. (Probation record would have had to be previously entered.)
Visitor	Read Only

---

## 2.4 Standard Reports

Standard Reports provide an avenue for a probation officer to gain an understanding of the status of their cases. The JICMS allows the Probation Officer to generate predefined reports based on the following criteria:

ACTIVE CASE REPORT Print Save PDF

Active Case Report

Select Report

Active Case Report

Inactive Case Report

Active Alpha List by County/Court

Inactive Alpha List by County/Court

Offenders to be Assessed

Offenders to be Reassessed

VOP - Technical (Filed by PO)

VOP - Technical (Filed by District Attorney)

VOP - Law

Investigations Pending

Investigations Completed

Warrant(s) Issued

Interstate In - Offender Resides in Receiving State Report

Interstate In - Offender Does Not Reside in Receiving State Report

Interstate Out - Offender Resides in Receiving State Report

Interstate Out - Offender Does Not Reside in Receiving State Report

No

The Officer merely selects the report and defines the between dates and then generates the report. They may print the report or save in a PDF format.

---

## 2.5 Administrative Reports

It is equally important for the Chief Probation Officer or Administrator of the jurisdiction to be able to identify the status of cases which are being supervised in their jurisdiction. The Chief Probation Officer or Administrator may select any of the following reports, enter search criteria, and print the report or save in a PDF format.

DRUG TESTS Print Save PDF

Drug Tests

Select Report

Drug Tests

Investigations Ordered

Offender Releases

Offenders Placed On Probation

Offenders Supervised

VOP - Law

VOP - Technical

Generate Report



---

## 2.6 Offender Case Review Report

After either searching and selecting an offender or selecting an offender from the Recently Accessed Offenders, the officer may go to Reports and select Case Reviews.

The Case Review Report allows the user to select certain pieces of the Offender's case and print an overview of that offender's case as demonstrated in the following graph.

The screenshot shows a web interface titled "CASE REVIEWS". In the top right corner, there are "Print" and "Save PDF" buttons. Below the title, there is a "Check All" button. The main area contains a grid of checkboxes for the following categories: Associates, Appointments, Case Plan Accty Based, VOP Technical by DA, Employment, Case Plan, Accty Based Tracking, VOP Law, Charges/Disposition, Case Plan Behav Based, Drug Testing, Discharge, Hearings, Behav Based Tracking, and VOP Tech Sanctions Appl by PO. At the bottom left of the grid is a "Generate Report" button.

- Offender Case Report Sample

Offender Case Review For: Mary Moon

### Personal Information

**Primary Street Address:** 1234 Main St.

**SS #:** 012-62-7272

**City, State, Zip Code:** Lincoln Nebraska, 68506

**Home Phone:** (402)555-5858

**DOB:** 04/01/1984

**Mobile Phone:** (402)555-5858

### Associates

**Name:** Marsh Mary

**In Support System:** Yes

**Relationship:** Sponsor

**On Probation:** No

**Phone:** (402)555-5858

**On Parole:** No

**Mobile Phone:** (402)555-6565

# 3 Offender Setup

## 3.1 Personal Information

After selecting Add Juvenile, the page identified below will be generated providing an avenue for the Officer to enter the Personal Information of the juvenile. The Officer will have the ability to update this information as new data is obtained in the future. Any time during the data entry, the user may select Cancel and terminate the entry.

The screenshot shows a web application interface for adding a juvenile. At the top, there is a dark blue header with the text 'ADD JUVENILE' on the left and a back arrow with the text 'Current Ju' on the right. Below the header is a light yellow background area containing the form. The form is titled 'ADD PERSONAL INFORMATION' and has two buttons: 'Add' (dark blue) and 'Cancel' (white with a grey border). The form fields are arranged in two columns. The left column includes: Last Name (text input), Middle Initial (text input), Gender (dropdown menu), Citizenship (dropdown menu), Birth Date (text input with a calendar icon), Age (text input), Height (text input with a placeholder 'Height in feet and inches (0'0"'), SSN (text input with a placeholder 'Social Security Number (000-'), Race (dropdown menu), Drivers License # (text input), Driver's License Issuing State (dropdown menu), Home Phone (text input with a placeholder 'Phone Number with area code'), Email Address (text input), Alias (text input), and Registered Sex Offender (checkbox with label 'Check if Registered Sex Offender'). The right column includes: First Name (text input), Seniority (text input), National Origin (dropdown menu), Eye Color (dropdown menu), Hair Color (dropdown menu), Weight (text input with a placeholder '0'), Age of First Arrest (text input with a placeholder 'Age at first arrest'), Ethnicity (dropdown menu), Marital Status (dropdown menu), Drivers License Expiration (text input with a calendar icon), Driver's License Suspended (checkbox with label 'Check if the driver's license is suspended'), Mobile Phone (text input with a placeholder 'Mobile Phone Number with ar'), Text Messages (checkbox with label 'Check if able to receive text messages'), Local ID Number (text input), and Gang Affiliation (dropdown menu).

The Age is generated automatically after the Birth Date is entered and the record saved. It will automatically refresh each time the record is opened.

The drop down lookup tables are attached to the fields of Gender, National Origin, Citizenship, Eye Color, Hair Color, Ethnicity, Race, Marital Status, Driver's Licensing Issuing State, and Gang Affiliation. The User may select the appropriate data that describes the juvenile. The data provided in these tables all meet Federal and APPA Standards and all tables are customizable.

Required fields are those fields in which data has to be entered before the record can be saved. **Required fields: Last Name, First Name, Gender, SSN, Birth Date, National Origin, Citizenship, Eye Color, Hair Color, Weight, Height, Ethnicity, Marital Status, and Race**

## 3.2 Residence – Primary Address

The purpose of Residence is to be able to demonstrate a history of residences as well as to identify the most current or primary address and Mailing Address of the Juvenile and their family or who they are residing with.

Add **Primary** Residence to Sally Switch

✕

Address

Address

City

City

State

Select One

Zip Code

Zip Code

Residing From

MM/DD/YYYY

Residing To

MM/DD/YYYY

Mailing Address

Check if this address is also the mailing address

Residing in the US Since

2001

Residing in the State Since

2001

Residing in the County Since

2001

Residing With

Parents

**Father / Husband**

Last Name

Switch

First Name

Johm

Mid. Init.

J

**Mother / Wife**

Last Name

Switch

First Name

Sandra

Mid. Init.

S

Weapons In House

No

Animals In House

No

Residents Have Prior Records

No

Cancel

Save

As identified in the above graphic, whoever may be selected in the field “Residing With”, fields will automatically be generated allowing for the names of the individuals to be identified.

The drop down lookup tables are attached to the fields of Residing With, Weapons in House, Animals in House, and Residents Have Prior Records. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Add New Primary Address**

**Add Prior Physical Address**

**Add New Mailing Address**

The User may add up to five Additional Addresses so as to establish a pattern of addresses for the Offender. When entering Additional Addresses, the User must enter a To Date as this will allow for additional addresses to be entered. A Mailing Address may also be entered when entering the Primary Address.

**Required Fields: Street Address, City, State, Zip Code, and From Date  
Same Mailing Address, City, State, and Zip Code**

### 3.3 Education

The purpose of Education is to track current and past education information of the offender. This data will assist the officer in current and future case planning.

**SALLY SWITCH - EDUCATION 1** Save Cancel

---

**Over the Age of Majority**  
 Check If Over the Age of Majority

**In State / Out of State School**  
 In State School  
 Out of State School

**School**  
South Middle School

**Address**  
2121 Big Street

**City** Omaha **State** Nebraska **Zip Code** 68025

**Phone** (402)421-5454 **Grade Completed** 8TH GRADE

**School Type** Public School

**From** 08/21/2012 **To** 06/10/2015

**Reason for Leaving** Graduation

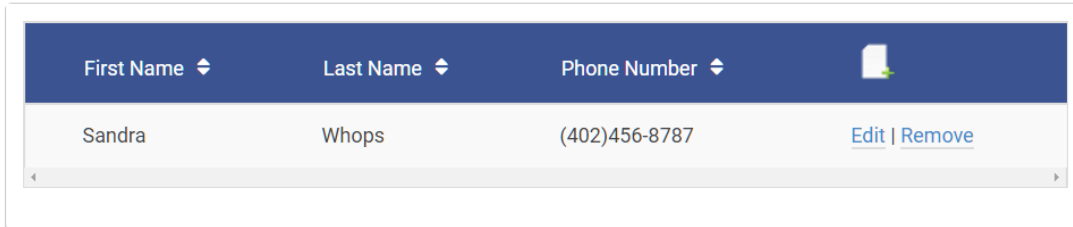
**School Release Signed**  
 Check if School Release is Signed

**Behavior Concerns**  
 Truancy  Academic  
 Learning Disabilities

**Learning Disabilities**  
 ADD / ADHD  Auditory Processing Disorder  
 Dysgraphia  Dyslexia  
 Dyspraxia  Executive

The drop down lookup tables are attached to the fields of State, Grade Completed, and School Type. Additionally, if a School Release has been signed to share information, Behavior Concerns and Learning Disabilities may be entered. These lookup tables may be customized at the request of the Chief Probation Officer.

#### School Resource Contacts



First Name	Last Name	Phone Number	
Sandra	Whops	(402)456-8787	<a href="#">Edit</a>   <a href="#">Remove</a>

The JICMS also provides an avenue for the user to identify the School Resource Contact that may be working with the juvenile. Several School resource Contacts may be entered.

**Add Previous Education**

The User may add up to five additional schools allowing for an educational pattern to be developed.

**Required Fields: Grade Completed, School Type, and From**

---

## 3.4 Employment

A significant piece of data for a probation officer is having an understanding of the employment status of the Juvenile. This information is equally important to the Officer during case planning. Employment within the JICMS will document that employment and will also allow for five previous employers to be entered demonstrating an employment pattern.

Employment Status Select One ▼	Employer Employer Name
Phone Employer Phone Number (000)000-0000	Address Employer Address
City Employer City	State Select One ▼
Zip Code Employer Zip Code	Position Position, Job Title
Wages Employer Wages	Wages Unit Select One ▼
Working Hours Working Hours (9am - 5pm)	Supervisor Supervisor or Contact
Location/Department Location/Department	Hire Date MM/DD/YYYY
Separation Date MM/DD/YYYY	Reason For Separation Reason for Separation

**\*Leave blank if currently employed**

Terminated  
 Check If Terminated / Fired

The drop down lookup tables are attached to the fields of Employment Status, State, and Wages Unit. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Employment Name, Phone, Address, City, State, Zip Code, Position, Wages, Wages Unit, Working Hours, Supervisor, Hire Date, Separation Date, Blank if employed And Reason for Separation (If Separation date is entered.)**  
**Required Fields don't apply to "Part Time and Odd Jobs."**



---

## 3.5 Transportation

Transportation and Associated Insurance becomes an important piece of data when the Juvenile is seeking employment or when the Juvenile has possibly absconded from the jurisdiction and needs to be found. The JICMS offers this important module:

Add Vehicle to Sally Switch ➤

---

**Owns Vehicle**

Check if owner of vehicle

**Vehicle Owner**

Vehicle Owner

**Relationship to Owner**

Select One ▼

**Make**

Vehicle Make (ie: Toyota)

**Year**

Vehicle Year (ie: 1999)

**Model**

Vehicle Model (ie: Camry)

**Color**

Vehicle Color

**License Number**

Vehicle License Plate Number

**Has Insurance**

Check if has insurance on vehicle

Cancel

Save

This module allows the User to identify who owns the vehicle and the relationship to the Juvenile. It also allows for documenting who is providing the insurance coverage along with the Insurance Company. If the Offender has more than one vehicle, additional vehicles may be entered.

**Required Fields: Owns Vehicle, Vehicle Owner, Make, Year, Model, License Plate Number, and Has Insurance**

### 3.6 Associates

It is important for a probation officer to understand who the Juvenile is associating with and if that is a positive or a negative relationship. The following module allows the Officer to have an overview of those associates:

<p>Last Name  <input type="text" value="Last Name"/></p> <p>Address  <input type="text" value="Address"/></p> <p>State  <input type="text" value="Select One"/></p> <p>Home Phone  <input type="text" value="Associate Phone Number"/></p> <p>Email  <input type="text" value="Email Address"/></p> <p>In Support System  <input type="text" value="UnSpecified"/></p> <p>On Parole  <input type="text" value="UnSpecified"/></p> <p>Has Gang Affiliation  <input type="text" value="UnSpecified"/></p>	<p>First Name  <input type="text" value="First Name"/></p> <p>City  <input type="text" value="City"/></p> <p>Zip Code  <input type="text" value="Zip Code"/></p> <p>Mobile Phone  <input type="text" value="Associate Mobile Phone Number"/></p> <p>Relationship  <input type="text" value="Select One"/></p> <p>On Probation  <input type="text" value="UnSpecified"/></p> <p>Contact Satisfactory  <input type="text" value="UnSpecified"/></p>
---	---

The drop down lookup tables are attached to the fields of In Support System, On Parole, and On Probation. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

After the data has been entered, it is displayed in the following table allowing the Officer to see the data at a glance. The Officer can immediately identify if the associate is in the support system of the Offender.

Name	Relationship	Support System	Probation	Parole	
Mary Marsh	Sponsor	Yes	No	No	<a href="#">Select</a>

**Required Fields: Last Name and First Name**

## 3.7 Health Insurance

As Health Insurance is not only important during times of emergencies and health problems, it is also important during case planning times when the Officer is making referrals for treatment. Therefore, the JICMS offers the following module:

SALLY SWITCH - PRIMARY INSURANCE Save Cancel

---

Policy Holder

Last Name  First Name

Policy Name  Relationship

Rep - First Name  Rep - Last Name

Policy End Date

A drop down lookup table is attached to the field of Policy Holder so documentation can be made of who holds the policy for the Juvenile and also a field “Relationship” allowing for the documentation of the relationship with the juvenile...

### Add Supplemental Insurance

Supplemental Insurance Policies may be added should the Juvenile have additional policies.

A drop down lookup table is attached to the field of Policy Holder allowing the selection of the Offender or Other and also Relationship identifying the relationship with the Offender or Other. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Policy Holder, Policy Name, Relationship, and Policy End Date**

---

## 3.8 Military Status

This module will provide an avenue to track both Active and Discharged Military Status.

Upon the User clicking on Active Military, the following page will appear, allowing for data entry tracking Active Military status.

<b>Active Military</b> <input checked="" type="checkbox"/> Check if Active Military	<b>Discharged</b> <input type="checkbox"/> Check if Discharged
<b>Branch Serving</b> Select One	<b>Stationed At</b> Stationed At
<b>Current Job Assignment</b> Current Job Assignment	
<b>Anticipated Deployment</b> <input type="checkbox"/> Check if Deployment is anticipated	<b>Deployment To</b> Deployment To

A drop down lookup table is attached to the fields of Branch Serving. This lookup table may be customized at the request of the Chief Probation Officer.

**Required Fields: Branch Serving, Stationed At, and Current Job Assignment**

Upon the User clicking on Discharged, the following page will appear allowing for data entry tracking Active Military status.

<b>Active Military</b> <input type="checkbox"/> Check if Active Military	<b>Discharged</b> <input checked="" type="checkbox"/> Check if Discharged
<b>Branch Served</b> Select One	<b>Medals</b> Medals or Accommodations Received
<b>Discharge Date</b> MM/DD/YYYY	<b>Discharge Type</b> Select One
<b>Benefits Received</b>	
<input type="checkbox"/> Health Care	<input type="checkbox"/> VA Pension
<input type="checkbox"/> Education Training	<input type="checkbox"/> Home Loan
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Transition Assistance

The drop down lookup tables are attached to the fields of Branch Served and Discharge Type. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Branched Served, Discharge Date, and Discharge Type**

---

## 3.9 Language

This module tracks the need for interpreters and signers.

Primary Language	Select One ▾	Needs Interpreter <input type="checkbox"/>
Interpreter For	Select One ▾	Hearing Impaired <input type="checkbox"/>
Signer Needed <input type="checkbox"/>		


The drop down lookup tables are attached to the fields of Primary Language and Interpreter For. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Field: Primary Language**

---

## 3.10 Photos

The User may upload a Front, Right, and Left view of the Offender. Image size must be smaller than 1800 x 1850 and a file format of gif, jpeg, or png.

	<p>Front Photo</p> <p>Image Name :</p> <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <p>Image size must be smaller than 1800 x 1850</p> <p>Valid image types are gif, jpeg, and png</p>
---	--

---

## 3.11 Tattoos

The User may upload a Tattoo with an image size smaller than 1800 x 1850 and a file format of gif, jpeg, or png.

Add Tattoo

---

 No file chosen

Title

Comments

A Title of the Tattoo may be entered along with any comments the User would like to add as to the purpose of the Tattoo.

## 4 Court Case Setup


### 4.1 Select or Add Court Case

When the User wants to select a Court Case that has already been added, they would click on Court Case in the Menu Bar and then click on Select or Add Court Case.



If the Court Case had been entered previously, they would then click on Select and open up the previously added Court Case. If the Court Case does not have an attached Discharge, it will be identified as **Active**.



If the User needs to add a Court Case, they will need to click on  and move on to add the new Court Case data.

Add Court Case to Sally Switch
✕

---

<p><b>Court Type</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span style="float: right; font-size: 0.8em;">Add Court Case</span> <span>Select One</span> <span style="float: right;">▼</span> </div>	<p><b>County</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Select One</span> <span style="float: right;">▼</span> </div>
<p><b>Court Code</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Select One</span> <span style="float: right;">▼</span> </div>	<p><b>Docket Number</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Docket Number</span> </div>
<p><b>Judge</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Select One</span> <span style="float: right;">▼</span> </div>	<p><b>District Attorney</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Select One</span> <span style="float: right;">▼</span> </div>
<p><b>Defense Attorney</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Select One</span> <span style="float: right;">▼</span> </div>	<p><b>Disposition Date</b></p> <div style="border: 1px solid #ccc; padding: 2px;"> <span>MM/DD/YYYY</span> <span style="float: right;">⋮</span> </div>

**Filing Decision**

Moved to Adult Court

**Expungement**

Check if Expunged

**Appealed**

Check if Appealed

The drop down lookup tables are attached to the fields of Court Type, Court Code, Judge, District Attorney, Defense Attorney. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Court Type, Court Code, County, Docket Number, Judge, District Attorney, and Defense Attorney**

After the initial setup data has been entered, the photo inserted, and the Court Case has either been entered or selected, the data will be generated on a side pane of the JICMS. This allows the User quick access to this data when they log into the JICMS and select the Juvenile.

After the Court Cased has been saved, the User with appropriate Administrative Rights delete the Court Case and another Case may be entered.

CURRENT JUVENILE



**Name:** Sally Switch

**Address:** 1220 Zumo Lane

**City:** Sunshine

**State:** Nebraska

**Zip:** 68022

**Phone:** (402)452-5858

**Mobile Phone:** (402)432-5658



---

## 4.2 Allegations

Depending on the requirements of the Juvenile Petition, the User may enter several Counts or Allegations. If the Offender has several Counts on a Juvenile Petition, the User will need to enter in Count I with the associated Allegations and then enter the next Count and each subsequent Count will be identified automatically as Count II, Count III, etc.

The User will also be able to enter either Status Offenses or Delinquency Allegations which would be law violations if they were an adult. These processes will be described below:

### ENTERING DELINQUENCY OR LAW VIOLATIONS (Should the juvenile have been an adult.)

Add Allegation to Sally Switch

Incident Date MM/DD/YYYY	Detained Date MM/DD/YYYY
Place Of Detainment Place of Arrest	BAC Blood Alcohol Level
Charged Allegation Class Delinquency (Law Violation)	
Charged Allegation Select One	Adjudicated Allegation Select One
Charged Class Crime if an Adult Select One	Adjudicated Class Crime if an Adult Select One
Adjudicated By Select One	Adjudicated / Juvenile Statute

You can add a disposition to this allegation by clicking the edit button after the allegation has been created.

The drop down lookup tables are attached to the fields of Charged Allegation (Commensurate with the NCIC Codes), Adjudicated Allegation (Commensurate with the NCIC Codes), Charged Class Crime if an Adult, Convicted Class Crime if an Adult, and Adjudicated By.

The User may select the appropriate data which describes the Juvenile and their Related Allegation. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Charged Allegation, Adjudicated Allegation, Charged Class Crime in an Adult, Adjudicated Class Crime if an Adult, and Adjudicated By**

## ENTERING STATUS OFFENSE

Add Allegation to Sally Switch

<b>Incident Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Detained Date</b> <input type="text" value="MM/DD/YYYY"/>
<b>Place Of Detainment</b> <input type="text" value="Place of Arrest"/>	<b>BAC</b> <input type="text" value="Blood Alcohol Level"/>
<b>Charged Allegation Class</b> <input type="text" value="Status Offense"/>	
<b>Charged Allegation</b> <input type="text" value="Select One"/>	<b>Adjudicated Allegation</b> <input type="text" value="Select One"/>
<b>Adjudicated By</b> <input type="text" value="Select One"/>	<b>Adjudicated / Juvenile Statute</b> <input type="text"/>

You can add a disposition to this allegation by clicking the edit button after the allegation has been created.

The drop down lookup tables are attached to the fields of Charged Allegation, Adjudicated Allegation, and Adjudicated By.

**Required Fields: Charged Allegation Class, Charged in Allegation, Adjudicated Allegation, and Adjudicated.**

Each Juvenile Hearing may be documented and when a Disposition Hearing is entered, the Disposition of the Juvenile case may be entered.

Hearing Type	Date
Adjudication Hearing	4/10/2017
Disposition Hearing	5/1/2017

---

## 4.3 Disposition

After the Allegations have been entered, the User may click on Edit Allegation/Add Disposition and then click on Add Disposition to add the Disposition for each Count.

OFFENDER - 141-87 - COUNT I

Edit Allegation / Add Disposition

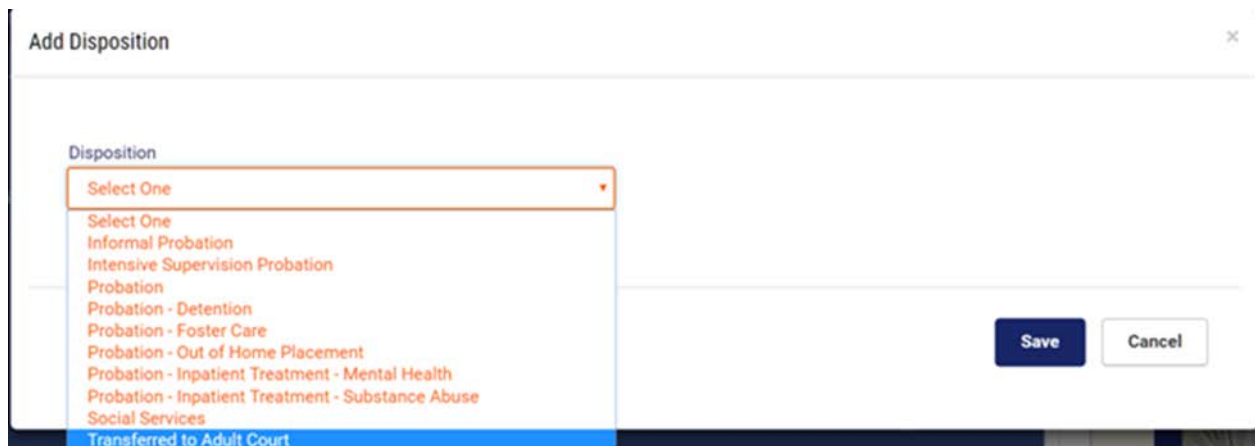
Delete

Incident Date: 04/03/2017

Detained Date: 04/03/2017

---

The User then has the option to select whatever Disposition applies which is identified in the drop down menu.



The screenshot shows a window titled "Add Disposition" with a close button (X) in the top right corner. Inside the window, there is a label "Disposition" above a dropdown menu. The dropdown menu is open, showing a list of options: "Select One", "Informal Probation", "Intensive Supervision Probation", "Probation", "Probation - Detention", "Probation - Foster Care", "Probation - Out of Home Placement", "Probation - Inpatient Treatment - Mental Health", "Probation - Inpatient Treatment - Substance Abuse", "Social Services", and "Transferred to Adult Court". To the right of the dropdown menu, there are two buttons: "Save" (dark blue) and "Cancel" (white with grey border).

The User may also select Transferred to Adult Court should the offense be deemed severe enough to grant this action.

Each disposition of Probation, i.e., Probation – Foster Care will have all of the associated data fields which will provide documentaion of this disposition. This will include Foster Parents, father and Mother, names, addresses, etc. An example of these data fields are identified on the next page.

Each Disposition with it's associated data fields will not be explained individually as the JICMS explains the functionality on each page of the program.

# Disposition of: Probation – Foster Care

Add Disposition

Disposition

Probation - Foster Care

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Indefinite Probation

Check if Probation is Indefinite

Probation From

MM/DD/YYYY

Probation To

MM/DD/YYYY

Supervising PO

Select One

Assistant PO

Select One

Disposition Value

Disposition Value

Disposition Length

Select One

Restitution Amount Ordered

\$ Amount (to the nearest dollar) .00

Probation Conditions

- Observe a curfew of HH:MM Sunday through Thursday
- No Alcohol Possession
- No Criminal Associates
- Search/Seizure Allowed
- No Tobacco Possession
- Do Not Engage in Physical Violence or Threats of Violence of Any Sort
- Electronic Monitoring

- Observe a curfew of HH:MM on Friday and Saturday
- No Computer Use
- No Drug Possession
- No Weapons
- Attend School Regularly
- Submit to Breath, Blood, Saliva, or Urine Testing at the Request of Officer
- Automated Telephone Reporting

Street Address City State Zip Code From To

Street Address City Select C Zip MM/DD/Y\ MM/DD/Y\ Remove

Father's Last Name: Fathers Last Name

First Name: Fathers First Name

Mid. Init.: Fathers Middle Init.

Mother's Last Name: Mothers Last Name

First Name: Mothers First Name

Mid. Init.: Mothers Middle Init.

The drop down lookup tables are attached to the fields of Disposition, Supervising PO, Assistant PO, and Disposition Length.

Even though there are no required fields, careful attention should be paid to adding Probation Conditions, etc.

After the Disposition is saved, a composite view is saved in the JICMS for an easy review of the Disposition.

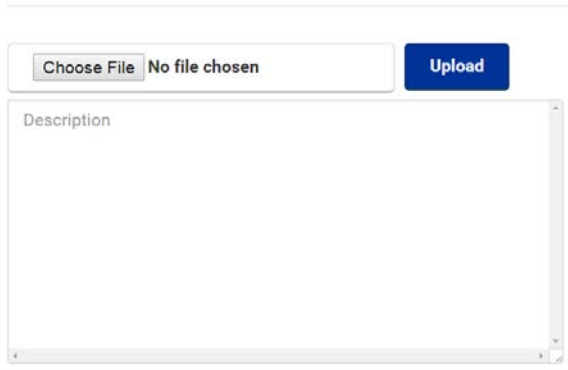
<b>Disposition: Probation - Foster Care</b>				<b>Adjudicated: Cocaine - Sell - 3520 - Count I</b>	
<b>Probation From</b> 05/01/2017	<b>Probation To</b> 05/01/2020	<b>Supervising PO</b> Wegner, Dave	<b>Assistant PO</b>	<b>Disposition Value</b> 3	<b>Disposition Length</b> Year(s)
<b>Street Address</b> ▾		<b>City</b> ▾	<b>State</b> ▾	<b>Zip Code</b> ▾	<b>From</b> ▾ <b>To</b> ▾
+ 5000		eLSWHERE	Nebraska	685025	5/1/2017
<b>Probation Conditions</b>					
No Alcohol Possession   No Criminal Associates   Search/Seizure Allowed   No Tobacco Possession   Do Not Engage in Physical Violence or Threats of Violence of Any Sort   No Drug Possession   Attend School Regularly   Submit to Breath, Blood, Saliva, or Urine Testing at the Request of Officer   Observe a curfew of 08:00PM Sunday through Thursday   Observe a curfew of 10:00PM on Friday and Saturday					

---

## 4.4 Court Documents

Numerous Court Documents such as Juvenile Petitions, placement information, and Probation Orders may be uploaded for easy access. These documents may be in a pdf, .doc, or a .docx format.

Add Court Document



The screenshot shows a web form titled "Add Court Document". At the top, there is a file selection interface with a "Choose File" button, a "No file chosen" status indicator, and a blue "Upload" button. Below the file selection is a large, empty text area with the label "Description" at the top left.

The User may add a description to the document as it will be displayed in the following table:

File ↕	File Name ↕	Date ↕	Type ↕
--------	-------------	--------	--------

## 4.5 Investigations

After a Juvenile is adjudicated of the allegation, the Judge may order a Predisposition Investigation (PDI). The JICMS allows for the PDI data to be entered before a final disposition is made.

SALLY SWITCH - 141-87

Save

Cancel

Once saved, this offender record will be reassigned to the selected Investigating PO. Unless you are the Investigating PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Ordered Date

MM/DD/YYYY



PDI Type

Select One



Due Date

MM/DD/YYYY



Investigating PO

Select One



Court Ordered Evaluation

Check if the evaluation is court ordered

Evaluation Type

Evaluation Type

PDI Completion Date

MM/DD/YYYY



Disposition Date

MM/DD/YYYY



Informal Probation - While PDI is being completed

Check if Informal Probation

Detention - While PDI is being completed

Check if Detention

If the Court would elect to place the Juvenile on Informal Probation or in Detention while the PDI is being completed, the JICMS provides for documentation of that data. The following page identifies that data when Informal Probation is utilized.

## Informal Probation – While PDI While PDI is being Completed

SALLY SWITCH - 141-87

Save

Cancel

Once saved, this offender record will be reassigned to the selected Investigating PO. Unless you are the Investigating PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Ordered Date

MM/DD/YYYY

PDI Type

Select One

Due Date

MM/DD/YYYY

Investigating PO

Select One

Court Ordered Evaluation

Check if the evaluation is court ordered

Evaluation Type

Evaluation Type

PDI Completion Date

MM/DD/YYYY

Disposition Date

MM/DD/YYYY

Informal Probation - While PDI is being completed

Check if Informal Probation

Indefinite Probation

Check if Probation is Indefinite

Probation From

MM/DD/YYYY

Probation To

MM/DD/YYYY

Probation Conditions

- Observe a curfew of HH:MM Sunday through Thursday
- No Alcohol Possession
- No Criminal Associates
- Search/Seizure Allowed
- No Tobacco Possession
- Do Not Engage in Physical Violence or Threats of Violence of Any Sort
- Electronic Monitoring

- Observe a curfew of HH:MM on Friday and Saturday
- No Computer Use
- No Drug Possession
- No Weapons
- Attend School Regularly
- Submit to Breath, Blood, Saliva, or Urine Testing at the Request of Officer
- Automated Telephone Reporting

Detention - While PDI is being completed

Check if Detention

The drop down lookup tables are attached to the fields of PDI Type and Investigating PO.

**Required Fields: PDI Type and Investigating PO**



## Detention – While PDI is being Completed

### Informal Probation - While PDI is being completed

Check if Informal Probation

### Detention - While PDI is being completed

Check if Detention

### Staff Secure

Check if Staff Secure

### Facility

Select One ▼

### From

MM/DD/YYYY

### To

MM/DD/YYYY

### Secure

Check if Secure

### Shelter Care

Check if Shelter Care

Please note Detention could be in the form of Staff Secure or Secure. The associated fields are generated with Detention which identifies the functionality of that process.

Shelter Care provides similar descriptive fields.

### Shelter Care

Check if Shelter Care

### Facility

Select One ▼

### From

MM/DD/YYYY

### To

MM/DD/YYYY

---

## 4.6 Appeal

If after the Disposition of the case has been made and either the District Attorney or the Juvenile and their Attorney would Appeal the Disposition, the Court Case

Summary would need to be Edited and modified to reflect **Appealed:**

The User would now need to select Appeal from the Menu and enter the following data:

MARY MOON - 02-989874

---

Appeal Date	Appeal Type
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select One"/>
Appeal To	Defense Attorney
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
District Attorney	Appeal Status
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
Last Verified Date	
<input type="text" value="MM/DD/YYYY"/>	

The drop down lookup tables are attached to the fields of Appeal Type, Appeal To, Defense Attorney, District Attorney, and Appeal Status. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Appeal Date, Appeal Type, Appeal To, Defense Attorney, District Attorney, Appeal Status, and Last Verified Date**

## 4.7 Hearings

This module is an excellent tool in identifying forthcoming Court Hearings of all types. Forthcoming hearings for the next 90 days are displayed on the Dashboard after the User logs into the system.

Add Hearing

Date	Time
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Time 00:00 am/pm"/>
Hearing Type	Comments
<input type="text" value="Select One"/>	<input type="text" value="Comments"/>

The drop down lookup table is attached to the field of Hearing Type. The User may select the appropriate data which describes the Offender. This lookup table may be customized at the request of the Chief Probation Officer.

**Required Fields: Date, Hearing Type and Time**

Hearings that have been entered are displayed on the Hearings page as well as on the Dashboard.

OFFENDER - HEARING 1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Date: 04/27/2015	Time: 10:00 AM	
Hearing Type: Review Hearing	Comments: Complete an updated report	

The Hearing may be edited or deleted.

## 4.8 Victims

Add Victim to Sally Switch

Victim Type <small>Add Victim</small>	Information Provided By	
Select One	Select One	
Business Name		
Business Name		
Contact Last Name	Contact First Name	Contact Middle Initial
Contact Last Name	Contact First Name	Contact Middle Initial
Last Name	First Name	Middle Initial
Last Name	First Name	Middle Initial
Street Address		
Street Address		
City	State	Zip Code
City	Select One	Zip Code
Age	Relationship To Offender	
Age	Select One	
Victim Service Requested	Restitution Amount Requested	
<input checked="" type="checkbox"/> Check if a victim service is requested	<input checked="" type="checkbox"/> Check if restitution is requested	
Victim Services Requested	Restitution Amount	
Victim Services Requested	Restitution Amount	

The drop down lookup tables are attached to the fields of Victim Type, Person, Property, or No Direct Victim, Information Provided By, State, and Ethnicity. The user may select the appropriate data which describes the Juvenile. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Victim Type, Last Name, First Name, Street Address, City, State, Zip, Ethnicity, Race, Relationship to Offender, Victim Services Requested, and Restitution Requested.**

**If Restitution Amount is selected, Amount has to be entered**

---

## 4.9 Guardian

As there are cases in which an offender may be suffering from a disability and need a Guardian, this module provides for tracking that Guardian data.

MARY MOON - 02-989874

<b>Last Name</b> <input type="text" value="Last Name"/>	<b>First Name</b> <input type="text" value="First Name"/>
<b>Middle Initial</b> <input type="text" value="Middle Initial"/>	<b>Street Address</b> <input type="text" value="Street Address"/>
<b>City</b> <input type="text" value="City"/>	<b>State</b> <input type="text" value="Select One"/>
<b>Zip Code</b> <input type="text" value="Zip Code"/>	<b>Home Phone</b> <input type="text" value="Home Phone"/>
<b>Mobile Phone</b> <input type="text" value="Mobile Phone"/>	<b>Relationship to Victim</b> <input type="text" value="Select One"/>

The drop down lookup tables are attached to the fields of State and Relationship to Victim. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**There are no required fields.**

## 4.10 Appointments

This module provides an avenue of assisting the Officer in maintaining and organizing their schedule. Appointments can be added by selecting New Appointment and entering the appropriate data.

Add Appointment ➤

---







<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="00:00am"/>	
<input type="text" value="Select Contact Type"/>	<input type="text" value="Select Purpose"/>	<input type="text" value="Select Location"/>

---

The drop down lookup tables are attached to the fields of Select Contact Type, Select Purpose, and Select Location. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

### Required Fields: Date, Time, Contact Type, Purpose, and Location

After an Appointment has been entered, it will be displayed on the Appointment Page as well as the Dashboard where it will display appointments for the next 90 days.

Date	Time	Contact Type	Purpose	Location		
 06/19/2015	9:00:00 AM	Probationer	Interview	Probation Office		
 04/20/2015	8:30:00 AM	Probationer	Office Appointment	Probation Office		

## 4.11 Tracking Notes

As it is extremely important that a Probation Officer document their activity associated with the probationer, this utility is provided allowing for that data entry.

Select **Tracking Notes** from the menu located on the left hand side of the page. You may then enter the Date Range or Search term and complete a Search for the correct Tracking Note. As there are Note Sections in Assessment and Accountability modules, along with Court Tracking Notes, you select one or all of the Notes you would like generated in your Search.

Enter the Date Range or Search Term

From:

To:

Search Term:

Sort Notes By: Type  Date

Filter Results to Show:

- Assessment Notes
- Accountability Notes
- Court Case Notes

You are able within the JICMS to enter notes not only here in the Court Case but you may also enter notes in Assessments and the Accountability section. These two sections may be found in the Case Management module.

Notes may be immediately printed or saved to a PDF document and later printed. When selecting Add Tracking Note, the following utility will be opened allowing for the new note to be entered.

Add Tracking Note ×

---

Docket Number

Staff Member

Date

Time

Contact Type

Method

Location

Comment

The drop down lookup tables are attached to the fields of Docket Number, Staff Member, Contact Type, Method, and Location. The correct time, hour and minute, may be selected. The dropdown lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Docket Number, Staff Member, Time, Date, Contact Type, Method, Location, and Comment**



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## 5 Case Management

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### 5.1 Introduction

Much work has been accomplished in the past ten years within probation and the criminal justice system relating to what has been identified as Case Management. The advancement of Evidenced Based Practices (EBP) has contributed to the emphasis of Case Management and its implementation within many adult and juvenile probation jurisdictions across the country.

The driving question which has been discussed amongst the professionals and practitioners is “What is Case Management?” In order for the user to understand the JICMS, which includes the integration of Case Management, this definition is offered:

Case Management includes the Assessment and Reassessment of the Risk/Needs of the juvenile offender. These assessments are important ingredients of Case Planning. Other critical ingredients of Case Planning are the Prioritization of Risk coupled with the officer’s Critical Thinking and Level of Engagement with the Offender. The ultimate result of the practice of these factors will lead to Behavioral Change of the Offender along with increased Accountability.

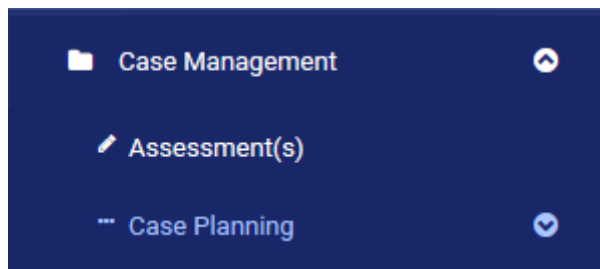
The JICMS has incorporated each of the above components within its Case Management module. We will now explain each of the pieces of this module which will assist you in Case Planning. This, in turn, will support Case Management and EBP practices.

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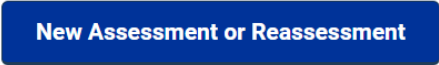
## 5.2 Assessments

Integrated with the JICMS are the Assessments published by Behavior Data Systems, Ltd. from which the User has made previous arrangements to purchase. The User may continue without selecting an assessment from BDS should the Offender be a low risk offender or another assessment is being utilized. (Please see page 57)

Assessments may be selected when the Case Management menu item is opened in the pane located on the left and the user clicks on Assessment(s).



Assessments and Reassessments are selected when the button below is selected on the Assessment page.

A blue rectangular button with rounded corners and white text that reads 'New Assessment or Reassessment'.

When the New Assessment or Reassessment button is selected and if they are an identified as a volume user, the JICMS will move them to the following page where the appropriate assessment may be selected and generated.

[ICMS Assessments \(Juvenile\) Integratede with Testing.Case-Mgmt.com](#)

[ACDI CV2](#)

[DVIJ](#)

[JDA](#)

[SAIJ](#)

After you click on the appropriate assessment, and whether a Single or Volume User, you will be moved to the following page where you will need to enter Customer ID, Username, and Password.



To proceed, enter your Customer ID number, username and your password.

Customer ID:   
Username:   
Password:

Login

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After entering the above information, you will then be moved to the following page where you may select New Test and move on in generating the Assessment. You may also click on the Back to JICMS button and be back to the JICMS program.

The screenshot shows a web application interface with a dark blue header. On the left, a "Back to CMS" button is visible. The main header area contains the text "Substance Abuse Questionnaire - Adult Probation III. Main Menu". Below this, a large white box displays "Offender List: Customer ID # NE00BDS" and "Lamb, Linda". To the right of this box is a vertical sidebar with the company logo and a list of buttons: "Edit Current Test", "Add New Test", "Reassessment", "Supervisor Options", "Your Account Page", "Home Page", and "Live Support". At the bottom of the sidebar are links for "English Test Booklist" and "Spanish Test Booklist". In the bottom left corner, a "Test Credit Status" section shows "Total Tests: 1" and "Credits Remaining: 99". A "Help" icon is located in the bottom right corner.

After the Assessment data has been entered, you may click on the Back to JICMS button and wait a few minutes and the Assessment will be interfaced with the JICMS.

## Interfaced Assessment with the JICMS

PAULY POST - ADOLESCENT CHEMICAL DEPENDENCY INVENTORY - CORRECTIONS VERSION II TEST DATE: 07/20/2017

Age at First Arrest: **16**

Times on Probation: **0**

Probation Revocations: **0**

Total Number of Arrests: **1**

Times in Juvenile Detention: **1**

Number of Juvenile Court Hearings: **1**

Number of Alcohol-Related Arrests: **0**

Number of Drug-Related Arrests: **1**

### PERCENTILE

Category	Percentile
Truthfulness	75
Alcohol	90
Drugs	80
Violence	90
Distress	75
Adjustment	80
Stress Coping	70

### RISK LEVELS

Category	Risk Level
Truthfulness	High
Alcohol	High
Drugs	High
Violence	Max
Distress	High
Adjustment	High
Stress Coping	Medium

#### Reassessments

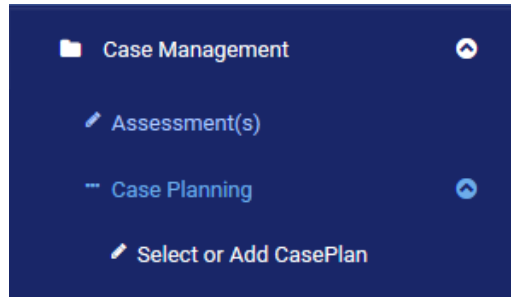
Id	Reassessment Date	426
<input type="button" value="View Full Report"/>		

By holding your cursor over any of the bars in either the Percentile or the Risk Levels, you will be able to actually view the actual Risk or percentile level.

You may also add an Assessment Note or View/Edit All Assessments Notes. When selecting View/Edit Assessment Notes, you may either Edit the Note or Print the Note or save it to a PDF document. Other Note pages may be printed from this same utility.

## Select or Add Case Plan

The User may now proceed to developing a Case Plan based on the generated assessment by opening Case Planning and then selecting Select or Add Case Plan.



After clicking on Select or Add Case Plan, you would then click on Add Case Plan.

A screenshot of a web form titled 'SELECT OR ADD CASEPLAN'. The form has a dark blue header bar with the title. Below the header is a light yellow background. Inside this background is a dark blue horizontal bar containing four dropdown menus: 'Docket Number', 'Probation', 'Supervising PO', and 'Assistant Supervising PO'. Below this bar is a white rectangular area containing a dark blue button labeled 'Add Case Plan'.

Then following page will open allowing you to enter in a Case Plan and assign assessment levels based on the assessment and the Officer's information and judgement.

It is on this page that you may in the field Associated Assessment, select the BDS Assessment that you previous generated and proceed with Case Planning.

Add Case Plan ✕

---

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<p>Court Case No Court ▾</p> <p>Supervising PO Select One ▾</p> <p>Probation From MM/DD/YYYY <span style="float: right;">⋮</span></p> <p>Primary Risk <input type="text"/></p> <p>Subsequent Risk <input type="text"/></p>	<p>Associated Assessment ACDI-CVII 07/20/2017 ▾</p> <p>Assistant PO Select One ▾</p> <p>Probation To MM/DD/YYYY <span style="float: right;">⋮</span></p> <p>Secondary Risk <input type="text"/></p>
--	---

Cancel Save

Or you may select New Assessment and proceed to add a Non-BDS Assessment.

Add Case Plan

---

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<p>Court Case No Court ▾</p> <p>Supervising PO Select One ▾</p> <p>Probation From MM/DD/YYYY <span style="float: right;">⋮</span></p> <p>Assessment Date MM/DD/YYYY <span style="float: right;">⋮</span></p> <p>Reason For Override <input type="text"/></p> <p>Secondary Risk <input type="text"/></p>	<p>Associated Assessment New Assessment</p> <p>Assistant PO Select One</p> <p>Probation To MM/DD/YYYY <span style="float: right;">⋮</span></p> <p>Assessment Instrument Name <input type="text"/></p> <p>Risk Level  <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max         </p> <p>Override To  <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max <a href="#">Clear</a> </p> <p>Primary Risk <input type="text"/></p> <p>Subsequent Risk <input type="text"/></p>
---	---

Assessment File Clear

Choose File
No file chosen

Cancel Save

Please note – Once the Case Plan is saved, the offender record will be assigned to the selected Supervision PO. No other Officer except a staff member with Administrative Rights may modify the record.

The drop down lookup tables are attached to the fields of Court Case, Associated Assessment, Supervising PO, and Assistant PO. These lookup tables may be customized at the request of the Chief Probation Officer.

Required Fields: Court Case, Supervising PO, Probation From, and Probation To

After the Case Plan has been entered, the User may click on Select Case Plan.

Docket Number	Probation	Supervising PO	Assistant Supervising PO	
02-8989	04/15/2016 - 04/15/2018	Wegner, David	Wegner, David	Select

The Summary Page will identify Percentile scales and the Risk levels of the assessment along with other case related data.

## Entering a Case Plan

The JICMS will automatically assign the Calculated Total Risk based upon the generated assessment. The User may elect to override the Risk Level by selecting Override which is located beside the Calculated Risk Level. The assessment level may be overridden by the User selecting “Override” and the following page will be generated.

Override Total Risk Level

---

Override To:  Very Low  Low  Medium  High  Max

Reason For Override

---

The “Override To” must be selected and a Reason for the Override given.

After the override has been completed, it will be identified on the Case Plan Summary page.

<b>Assessment Instrument:</b> Substance Abuse Questionnaire - Adult Probation III	<b>Calculated Total Risk:</b> Medium (PO Override) - The Offender has been very cooperative. <a href="#">Override</a>
--	---

The User may elect to edit the Primary, Secondary, and Subsequent Risk factor as well by clicking on the Edit.

<b>Identified Risks Based on Assessment from 5/29/2016</b>			
<b>Primary Risk:</b> Drugs	<b>Secondary Risk:</b> Alcohol	<b>Subsequent Risk:</b> Stress	<a href="#">Edit</a>

By selecting Edit, the following page will open allowing for the edit to be completed.



Edit Risks ✕

---

Primary       Secondary       Subsequent

---

The user may click on Edit Case Plan and this action will open the following page where basic factors of the Case Plan may be modified.

Edit Case Plan ✕

---

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Court Case	Associated Assessment
<input type="text" value="02-8989"/>	<input type="text" value="SAQ-AP3 05/29/2016"/>
Supervising PO	Assistant PO
<input type="text" value="Wegner, David"/>	<input type="text" value="Wegner, David"/>
Probation From	Probation To
<input type="text" value="04/15/2016"/>	<input type="text" value="04/15/2018"/>

---

[How to proceed when a BDS Assessment has not been generated and another assessment has been used.](#)

Select  and proceed to the following page that opens.

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<b>Court Case</b> <input type="text" value="No Court"/>	<b>Associated Assessment</b> <input type="text" value="No Assessment"/>
<b>Supervising PO</b> <input type="text" value="Select One"/>	<b>Assistant PO</b> <input type="text" value="Select One"/>
<b>Probation From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Probation To</b> <input type="text" value="MM/DD/YYYY"/>
<b>Assessment Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Assessment Instrument Name</b> <input type="text"/>
<b>Risk Level</b> <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max	<b>Basis for Risk Level</b> <input type="text"/>
<b>Override To</b> <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max <a href="#">Clear</a>	<b>Reason For Override</b> <input type="text"/>
<b>Primary Risk</b> <input type="text"/>	<b>Secondary Risk</b> <input type="text"/>
<b>Subsequent Risk</b> <input type="text"/>	

Drop down tables are attached to Court Case and Supervising PO.

**Required Fields: Supervising PO, Probation From, Probation To, Assessment Date, Assessment Instrument Name, Rick Level, and Basis for Risk Level**

The User may then may proceed to selecting Case plan and the Case Plan Summary page will be opened identify the assessment and risk factors.

02-8989	04/15/2016 - 04/15/2018	Wegner, David	<input type="button" value="Select"/>
---------	-------------------------	---------------	---------------------------------------

**RISK LEVELS**

■ Assessment

Docket Number: 02-9595

Supervising PO: Wegner, David	Assistant PO: Wegner, David
Probation From: 02/28/2016	Probation To: 02/28/2021
Assessment Instrument: LS/CMI	Calculated Total Risk: High (PO Override) - Drugs - 2 <a href="#">Override</a>

Identified Risks Based on Assessment from 2/28/2016

Primary Risk: drugs      Secondary Risk: Alcohol      Subsequent Risk: Stress      [Edit](#)

The User may select Override where they will be moved to the following page where the Override may be completed.

Override Total Risk Level ×

---

Override To:       Very Low    Low    Medium    High    Max

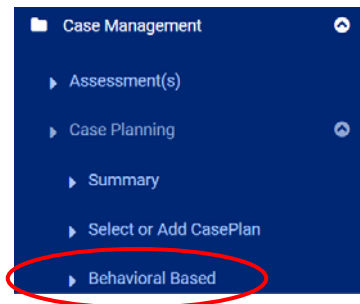
Reason For Override

---

## 5.3 Behavioral Based

Once the User has selected the Case Plan, they will then be able to enter Case Planning data, i.e., referral information, etc. in the Behavioral Based page.

Docket Number	Probation	Supervising PO	Assistant Supervising PO	
+ 02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	Select
+ 02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	Select



When the user clicks on Behavioral Based, the following page will open, allowing the user to click on Add Behavioral Based. The User will then be able to begin case planning documentation.

BEHAVIORAL BASED									
Ordered Date	Referral Type	Referred To	Ordered Amount	Ordered Unit	Start Date	Status	Status Date	Required For	
+ 05/02/2017	Foster Care	Tom Table Home			05/01/2017		05/10/2017	Court	Select
+ 05/17/2017	Drug Education	Heartland Counseling	144.00	Hours	05/10/2017		06/10/2017	Court	Select

**Add Behavioral Based**

When Add Behavioral Based is selected, the following table will open, providing the necessary data elements for the user to case plan referrals, etc.

Add Case Plan Behavioral ×

---

**Docket Number** 02-8787

<b>Primary Risk</b> Substance Abuse	<b>Secondary Risk</b> Social	<b>Subsequent Risk</b> Stress
Required For <input type="text" value="Select One"/>	Ordered Date <input type="text" value="MM/DD/YYYY"/>	
Ordered Amount <input type="text"/>	Ordered Unit <input type="text" value="Select One"/>	
Referral Type <input type="text" value="Select One"/>	Referred To <input type="text"/>	
Start Date <input type="text" value="MM/DD/YYYY"/>	Status <input type="text" value="Select One"/>	
	Status Date <input type="text" value="MM/DD/YYYY"/>	

The drop down lookup tables are attached to the fields of Required For, Ordered Unit, Referral Type, and Status. The user may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Requirement For, Ordered Date, Referral Type, Referred To, Ordered Amount, Ordered Unit, Status**

After the appropriate data is entered and saved, the information will be displayed in a table like the following graphic.

Ordered Date	Referral Type	Referred To	Ordered Amount	Ordered Unit	Start Date	Status	Status Date
04/20/2015	Drug Education	Pine Lake Treatment Center	12	Hours	04/24/2015	Pending	

**Add Behavioral Based**

**Docket Number:** 02-989874

**Primary Risk:** Alcohol      **Secondary Risk:** Drugs      **Subsequent Risk:** Stress

**Required For:** \_\_\_\_\_      **Ordered Date:** 04/20/2015

**Ordered Amount:** 12.00      **Ordered Unit:** Hours

**Referred To:** Pine Lake Treatment Center      **Referral Type:** Drug Education

**Start Date:** 04/24/2015      **Status:** Pending

**Status Date:** 03/20/2015

**Edit**

Date	Focus of Discussion	Current Status	Stage of Change	Attitude	Behavior Change
------	---------------------	----------------	-----------------	----------	-----------------

The User may then click on the table icon  and open the Behavioral Based table. This table will assist them in in the documentation of case planning data.

Date	Focus of Discussion	Current Status	Stage of Change	Attitude	Behavior Change
MM/DD/YY	Select One	Select One	Select 0		
<p><b>Skills Under Development:</b> <input type="text"/></p> <p><b>Skills Gained:</b> <input type="text"/></p> <p><b>Feedback Next Steps:</b> <input type="text"/></p>					

The drop down lookup tables are attached to the fields of Focus of Discussion, Current Status, and Stage of Change. The User may select the appropriate data

which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

After Case Planning data has been entered the table the following table may be generated.


Date	Focus of Discussion	
03/01/2016	Drug Education	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Current Status:</b>	Pending	
<b>Stage of Change:</b>	Precontemplative	
<b>Skills Under Development:</b>	The Offender is working on being on time to class.	
<b>Skills Gained:</b>	The Offender has not missed any classes.	
<b>Attitude:</b>	The Offender has a very positive attitude.	
<b>Behavior Change:</b>	The Offender has moved from a negative attitude towards treatment and education to a very positive attitude.	
<b>Feedback Next Steps:</b>	The Offender needs to meet her first goal of being 30 days of being clean.	

Required fields: Date and Focus of Discussion.

---

## 5.4 Accountability Based

This module is designed to assist the User in documenting collected amounts, i.e. Fines, Court Costs, Drug Testing Fees, or Sessions Attended, Hours Completed, towards a completion of the ordered amount.

When clicking on the  button, the following table will open enabling the User to add Accountability Based ordered amounts.

Docket Number 02-8787

Primary Risk Substance Abuse

Secondary Risk Social

Subsequent Risk Stress

Allegation Select Allegation ▼	Requirement For Select One ▼
Date Ordered MM/DD/YYYY	Referral Type Select One ▼
Ordered Unit Select One ▼	Ordered Amount <input type="text"/>
Waived Unit Select One ▼	Waived Amount <input type="text"/>
	Current Status Select One ▼

Close Save

The drop down lookup tables are attached to the fields of Charge, Requirement For, Referral Type, Ordered Unit, Waived Unit, and Current Status. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Required For, Date Payment Made, Referral Type, Collected Amount, Collected Amount, Current Status**

After data has been entered and the page saved, the JICMS will generate a table identifying the data entered.

Requirement For	Referral Type	Allegation	Date Ordered	Ordered	Waived	Collected	Remaining	Status	
Court	Community Service	Uncontrollable - I	05/01/2017	45.00/Hours	0/	10.00	35.00	In Progress	View

**Add Accountability Based**



The User may select View and a table will be generated identify the Accountability Based data entered.

ACCOUNTABILITY BASED CASE PLAN [Edit](#)

---

**Docket Number:** 02-8787

**Allegation:** Uncontrollable - [View](#) **Requirement For:** Court

**Primary Risk:** Substance Abuse **Secondary Risk:** Social **Subsequent Risk:** Stress

**Date Ordered:** 05/01/2017 **Referral Type:** Community Service

**Ordered Amount:** 45.00 Hours **Waived Amount:**

**Current Status:** In Progress

7/3/2017 01:00 PM - Wegner, Dave: The Juvenile will be completing her Community Service at Parks and Recreation.


[Add Note](#) [View/Edit All Notes](#)


---

Date Documented	Referral Type	Collected/Served Amount	Collected Unit	Current Status	Balance	
<span style="color: orange;">+</span> 07/10/2017	Community Service	10.00	Hours	In Progress	0.00	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add Note](#) [View/Edit All Notes](#)

You may also add an Accountability Note or View/Edit All Accountability Notes. When selecting View/Edit Accountability Notes, you may either Edit the Note or Print the Note or save it to a PDF document. Other Note pages may be printed from this same utility.

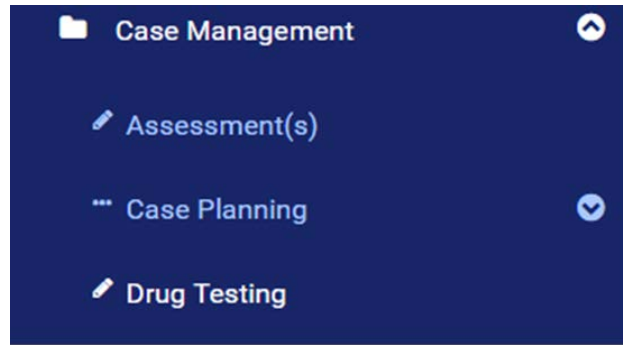
In order to enter continued payments, the User may click on the table icon  at which time the following table will open allowing for data entry. This table will automatically calculate the balance to be paid as well as identify when the balance has been satisfied.

Date Payment Made	Referral Type	Collected Amount	Collected Unit	Current Status	Balance	
+ 07/08/2016	Fine	20.00	Dollars	In Progress	100.00	<a href="#">Edit</a>   <a href="#">Delete</a>
+ 07/11/2016	Fine	50.00	Dollars	In Progress	50.00	<a href="#">Edit</a>   <a href="#">Delete</a>
+ 07/14/2016	Fine	50.00	Dollars	Successfully Completed	0.00	<a href="#">Edit</a>   <a href="#">Delete</a>

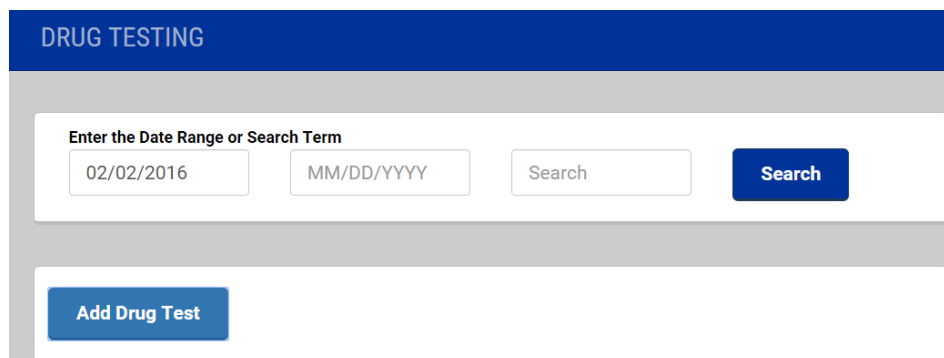
---

## 5.5 Drug Testing

The Drug Testing module provides an avenue for staff to enter drug testing results along with identifying the results of the test and any probation consequences.



When selecting Drug Testing, the following table will open and the User may search for previous tests completed or add a new drug test.

The interface has a blue header with the text 'DRUG TESTING'. Below the header is a search section with the label 'Enter the Date Range or Search Term'. It contains two input fields: one with the date '02/02/2016' and another with the placeholder 'MM/DD/YYYY'. To the right of these fields is a 'Search' button. Below the search section is a white box containing an 'Add Drug Test' button.

After selecting Add New Drug Test, the following table will open allowing for pertinent drug testing data to be entered.

Select One ▼

Collected Date  
MM/DD/YYYY

Specimen Number  
Specimen Number

Contact Type  
Select One ▼

BAC  
BAC

Consequences  
Select One ▼

Consequences Administered  
 Check if consequences have been administered.

Tested By  
Select One ▼

Testing Type  
Select One ▼

Drugs Of Choice  
\* Select all that apply

- Amphetamine
- Barbiturates
- Cocaine
- Ecstasy
- Inhalants
- Methamphetamine
- Morphine/Heroin
- Oxycodone
- Propoxyphene
- Tramadol/Ultram
- Marijuana
- Alcohol
- Benzodiazepines
- Creatinine
- Hallucinogens
- LSD
- Methadone
- Opiates
- PCP
- Synthetic Cannabis
- Non-User

After this data is entered, the User may scroll down the page and open up the following table where the User may enter the confirmation of the drug test.

Drugs Of Choice  
\* Select all that apply

- Amphetamine
- Barbiturates
- Cocaine
- Ecstasy
- Inhalants
- Methamphetamine
- Morphine/Heroin
- Oxycodone
- Propoxyphene
- Tramadol/Ultram
- Marijuana
- Alcohol
- Benzodiazepines
- Creatinine
- Hallucinogens
- LSD
- Methadone
- Opiates
- PCP
- Synthetic Cannabis
- Non-User

Drug	Instrument	Methodology	Confirmation	Confirm Date	Result	
Select One ▼	Select Or ▼	Select One ▼	<input type="checkbox"/>	MM/DD/YYYY	Select On ▼	<a href="#">Remove</a>

After the data has been entered and saved, the following table will be generated.

BELLA BONZI - DRUG TEST

Edit
Delete

---

**Docket Number:** 02-8989

<b>Collected Date:</b> 05/10/2016	<b>Specimen Number:</b> 2222
<b>Contact Type:</b> Random	<b>BAC:</b> Not Specified
<b>Consequences:</b> Not Needed	<b>Consequences Administered:</b> <input type="checkbox"/>
<b>Tested By:</b> Probation Officer	<b>Testing Type:</b> Urine

**Drugs Of Choice:**

Drug	Instrument	Methodology	Result
<span style="color: orange;">-</span> Marijuana	1 - Panel	Redwood EtG	Negative

**Confirmation:**

**Confirm Date:** 05/11/2016

The drop down lookup tables are attached to the fields of Contact Type, Consequences, Tested By, Testing Type, Drugs of Choice, Drug, Instrument, Methodology, and Result. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Collected Date, Collected Type, Tested By, Drug, Methodology, and Result**

## 5.6 Violation of Probation (Technical)

Probation Violations are usually filed as a result of a Technical or Law Violation. A Law Violation is the result of a violation of the Law which occurs when the offender has violated a Federal or State law. Technical Violations occur when the Offender has violated a term of probation.

Click on **Violation Of Probation (Technical)** and then click on **Add Technical VOP** and open up this page to enter a Technical Violation.

The User will have option of applying Administrative Sanctions or referring the matter to the District/County Attorney for prosecution.

### District/County Attorney – Filed

Add Technical VOP ×

Docket Number Select Docket	Charged Technical Violation Select One
Filed Decision District Attorney Filed	Filed Date MM/DD/YYYY
Violation Date MM/DD/YYYY	Associated Warrant None
Adjudicated By Select One	Admitted Technical Violation Select One
Disposition Pending Not Specified	PDI Ordered <input checked="" type="checkbox"/> Check if Pre Disposition Investigation ordered
PDI Completed (Disposition Made) <input type="checkbox"/>	Disposition Date MM/DD/YYYY

Please note that if a PDI is order, the PDI data here will be automatically transferred to the Investigation module providing for tracking the PDI completion.

If a Warrant is issued, the documented data here will be transferred automatically to the Warrant module.

## Technical – Administrative Sanctions Applied

Add Technical VOP x

---

Docket Number Select Docket	Charged Technical Violation Select One
Filed Decision Administrative Sanctions Applied by PO	Filed Date MM/DD/YYYY
Admitted Technical Violation Select One	

Sanction	Applied Date
----------	--------------

PDI Completed (Disposition Made) <input type="checkbox"/>	Disposition Date MM/DD/YYYY
--	--------------------------------

Please note this warning: **Once saved, this juvenile record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.**

The drop down lookup tables are attached to the fields of Docket Number, Charged Technical Violation, Associated Warrant, Adjudicated By, Admitted Technical Violation, and Disposition Pending, The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Charged Technical Violation, Filed Date, Violation Date, and Admitted Technical Violation**

## 5.7 Violation of Probation (Law)

Violation of Probation occurs when a law has been broken and a decision to file that Violation is decided by the probation officer and/or the District/County Attorney.

Data may be entered by selecting **▶ Violation Of Probation (Law)** in the menu on the left of the screen and then selecting **Add Law VOP**. The following page will be opened allowing all of the pertinent data related to a VOP (Law) to be entered.

Add Law VOP ×

---

**Docket Number**

**Processed Date**

**Filed Date**

**Violations Charged**

Violation Charged	Class Crime	
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<a href="#">Remove</a>

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

**District Attorney**

**Associated Warrant**

**VOP Adjudication By**

**Disposition Pending**

**PDI Ordered**  
 Check if Pre Disposition Investigation ordered

**PDI Completed**  
 Check if PDI Completed (Disposition Made)

---

This page is flexible as it allows for Predisposition Investigation to be ordered. The PDI data is automatically copied to the Investigation module allowing for tracking the PDI.



When the VOP Law is saved, it will automatically identify on the Allegation page that a VOP Law had been filed.

When Warrant data is entered, it is automatically copied to the Warrant utility.

Please note the special warning: **Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.**

The drop down lookup tables are attached to the fields of Docket Number, District Attorney, Violation Charged, Class Crime, Associated Warrant, VOP Adjudicated By, and Disposition Pending. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Processed Date, District Attorney, Violation Charged, Class Crime, VOP Adjudication By, and Disposition Pending**

When New Warrant is selected in the Associated Warrant field, the following untruly will open for data information to be entered.

Associated Warrant

New Warrant

Issued Date

MM/DD/YYYY

Last Verified Date

MM/DD/YYYY

Warrant Action

Select One

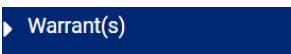

The drop down lookup tables are attached to the fields of Docket, Warrant Action, and Violation Type. The User may select the appropriate data which describes the

Warrant. These lookup tables may be customized at the request of the Chief Probation Officer.

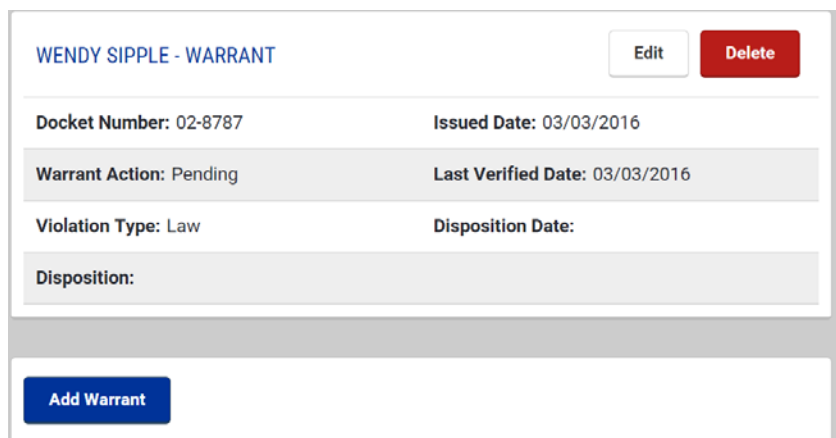
**Required Fields: Issued Date, Warrant Action, Last Verified Date, and Violation Type.**

---

## 5.8 Warrant(s)

The User may click on  and on  to add a Warrant or check on a Warrant and associated data that would have been copied from VOP (Law).

If a Warrant had been entered as a result of a VOP Law Violation, the data would have been copied to Warrants as displayed on the following page.



The screenshot shows a web form for a warrant entry. At the top left, it says "WENDY SIPPLE - WARRANT". To the right are "Edit" and "Delete" buttons. Below this, there are several rows of data: "Docket Number: 02-8787" and "Issued Date: 03/03/2016"; "Warrant Action: Pending" and "Last Verified Date: 03/03/2016"; "Violation Type: Law" and "Disposition Date:"; and "Disposition:". At the bottom of the form is an "Add Warrant" button.

Within this utility, the user may update the data or Add Warrant should there be another Warrant Issued.

---

## 6 Transfers

An effort has been made to make certain the JICMS operationally is in compliance with the Interstater Commission for Juveniles. We have been very careful in researching the rules and regulations which guide the transfer of juvenile offenders and making these an integral component of the JICMS.

---

### 6.1 Interstate – Transfer Out

Please select Transfers in the menu on the left hand side of the menu page and then click on Interstate – Transfer Out



Click on

A dark blue rectangular button with the text 'Add Interstate Transfer' in white.

and the following utility will open.

## INTERSTATE - TRANSFER OUT

Docket Number: 02-8787

Transfer State: Kansas

Transfer Date: 7/10/2017

### Eligibility for Transfer - By Sending State:

- Is classified as a juvenile in the sending state
- Is an adjudicated delinquent, adjudicated status offender, or has a deferred adjudication in the sending state
- Is under the jurisdiction of a court or appropriate authority in the sending state
- Has a plan inclusive of relocating to another state for a period exceeding ninety (90) consecutive days in any twelve (12) month period
- Has more than ninety (90) days or an indefinite period of supervision remaining at the time the sending state submits the transfer request
- Will reside with a legal guardian, relative, non-relative or independently excluding residential facilities

Juvenile Adjudicated Sex Offender: Yes

Reporting Instructions: Yes

Date Sent: 7/10/2017

### Required Forms Received:

- Form IA/VI
- Application for Services and Waiver
- Form IV Probation Investigation Request
- Form V Report of Sending State Upon Parolee or Probation Being Sent to the Receiving State
- Order of Adjudication and Disposition, Conditions of Supervision, Petition and/or Arrest Report

Criminal Behavior Information Received: No

Reporting Instructions Accepted by Receiving State: Accepted

Date Accepted or Denied: 7/12/2017

Supervision: Accepted

Date Accepted or Denied: 7/13/2017

Victim Assistance Request Received: Yes

Case Closure:

In order for you to visualize the numerous requirements met from the Interstate Commission for Juveniles, we have provided you with the saved data in the graphic above from the JICMS that identifies those requirements.

The drop down lookup tables are attached to the fields of Eligibility for Transfer – By Sending State, and Required Forms Received, The User may select the appropriate data which describes the Interstate Out. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: All fields are required.**

## 6.2 Interstate – Transfer In

Please select Transfers in the menu on the left hand side of the Menu page and then click on Interstate In and then on Not Residing in Receiving State.



Click on **Add Interstate Transfer** and the following utility will open.

INTERSTATE - TRANSFER IN	
<b>Docket Number</b>	
<b>Transfer State:</b> Kansas	<b>Transfer Date:</b> 7/3/2017
<b>Eligibility for Transfer - By Sending State:</b>	
<ul style="list-style-type: none"><li>• Is classified as a juvenile in the sending state</li><li>• Is an adjudicated delinquent, adjudicated status offender, or has a deferred adjudication in the sending state</li><li>• Is under the jurisdiction of a court or appropriate authority in the sending state</li><li>• Has a plan inclusive of relocating to another state for a period exceeding ninety (90) consecutive days in any twelve (12) month period</li><li>• Has more than ninety (90) days or an indefinite period of supervision remaining at the time the sending state submits the transfer request</li><li>• Will reside with a legal guardian, relative, non-relative or independently excluding residential facilities</li><li>• Is a full time student at an accredited secondary school, or accredited university, college, or licensed specialized training program and can provide proof of acceptance or enrollment</li></ul>	
<b>Juvenile Adjudicated Sex Offender:</b> Yes	
<b>Reporting Instructions:</b> Yes	<b>Date Sent:</b> 7/3/2017
<b>Required Forms Received:</b>	
<ul style="list-style-type: none"><li>• Form IA/VI</li><li>• Application for Services and Waiver</li><li>• Form IV Probation Investigation Request</li><li>• Form V Report of Sending State Upon Parolee or Probation Being Sent to the Receiving State</li><li>• Order of Adjudication and Disposition, Conditions of Supervision, Petition and/or Arrest Report</li></ul>	
<b>Criminal Behavior Information Received:</b> Yes	
<b>Reporting Instructions Accepted by Receiving State:</b> Accepted	<b>Date Accepted or Denied:</b> 7/6/2017
<b>Supervision:</b> Accepted	<b>Date Accepted or Denied:</b> 7/10/2017
<b>Victim Assistance Request Received:</b> Yes	
<b>Case Closure:</b>	

In order for you to visualize the numerous requirements met from the Interstate Commission for Juveniles, we have provided you with the saved data in the graphic above from the JICMS that identifies those requirements.

The drop down lookup tables are attached to the fields of Eligibility for Transfer – By Sending State, and Required Forms Received. The User may select the appropriate data which describes the Interstate Transfer In. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: All fields are required.**

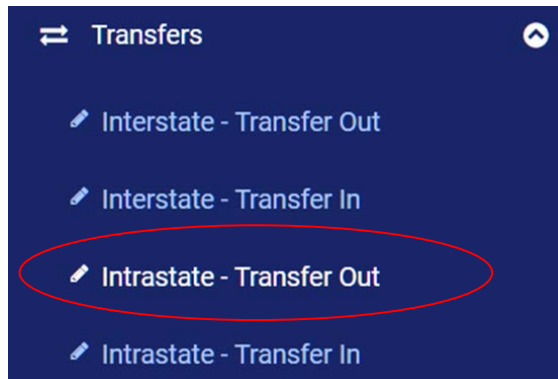
## Intrastate Transfers

As there is a need to track probationers who are moving to another part of the district or jurisdiction, the JICMS has the following two modules. These two modules will allow for tracking those probationers who are moving within the district/jurisdiction from one office or county to another.

---

### 6.3 Intrastate – Transfer Out

Please select Transfers in the menu on the left hand side of the Menu page and then click on Intrastate Out.



Click on  and the following utility will open.

## Add Intrastate Transfer (Out)



Docket Number

Select Docket

Transfer Out Date

MM/DD/YYYY

Transfer To District/County

Transfer To District/County

Transfer Requirements Met

- Best Interest of the Juvenile
- In Compliance with Probation Conditions
- Suitable Residence

- Case Management Assignments Met
- Public Safety

Transfer Purpose

- Counseling Program
- Employment
- Out of Home Placement
- Suitable Residence

- Education
- Inpatient Treatment
- Outpatient Treatment

Transfer Accepted

- Check if Transfer Accepted

Decision Date

MM/DD/YYYY

Comments

Comments

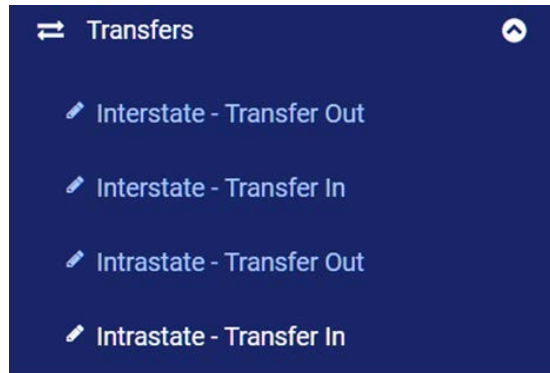
The drop down lookup tables are attached to the fields of Docket Number. The User may select the appropriate data which describes the Intrastate Transfer out. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Transfer Out Date and Transfer To District/County**



## 6.4 Intrastate – Transfer In

Please select Transfers in the menu on the left hand side of the Menu page and then click on Intrastate In.



Click on **Add Intrastate Transfer** and the following utility will open.

Add Intrastate Transfer (In) 3

---

Docket Number

Transferred Received Date

Transfer From District/County

Transfer Requirements Met

- Best Interest of the Juvenile
- In Compliance with Probation Conditions
- Suitable Residence
- Case Management Assignments Met
- Public Safety

Transfer Purpose

- Counseling Program
- Employment
- Out of Home Placement
- Suitable Residence
- Education
- Inpatient Treatment
- Outpatient Treatment

Transfer Accepted  
 Check if Transfer Accepted

Decision Date

Comments

The drop down lookup tables are attached to the fields of Docket Number. The User may select the appropriate data which describes the Intrastate Transfer out. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Transfer Received**

---

## 7 Discharge

One of the major modules of the JICMS is a tool which provides the opportunity for Case Planning. One of the major factors a probation office will have in mind while they are Case Planning is for the probationer to one day be successfully discharged from probation. With that in mind, the user may proceed and document the Discharge Type in the JICMS.

Once the Discharge information is entered and saved, except for modifying the Offender's Personal Information, Court or Case Planning cannot be changed.

---

### 7.1 Discharge

Please select Allegations on the menu which is located on the left side of the opening page of the JICMS.



The Allegation page will open and then click on Discharge Record.

Street Address	City	State	Zip Code	From	To
122 Delta	Elkhorn	Nebraska	68022	5/1/2017	5/1/2019

**Probation Conditions**

No Alcohol Possession | No Criminal Associates | Search/Seizure Allowed | No Tobacco Possession | No Computer Use | No Weapons | Attend School Regularly | Observe a curfew of 07:00PM Sunday through Thursday | Observe a curfew of 08:00PM on Friday and Saturday

**Add New Allegation**   **Discharge Record**

The following utility will open so you can appropriately enter Discharge information.

Discharge Court Case

Date	<input type="text" value="MM/DD/YYYY"/>	Discharge Type	<input type="text" value="Select One"/>
------	---	----------------	---

The drop down lookup tables are attached to the fields of Discharge Type. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Date and Discharge Type**

---

## 8 INTAKE

There are many probation agencies that are required to complete an Intake Interview and placement process when a juvenile has been arrested. Additionally, there are many agencies that are required by the Court to complete and Intake prior to case processing by the District Attorney or the Court.

The JICMS provides a module for the officer or staff person to document the Intake process whatever the requirements of the jurisdiction would demand.

The JICMS Intake provides the functionality for the User to easily click on a button and transfer the Intake data to the JICMS for case development. This process expedites setting up a new juvenile case in the JICMS.

---

### 8.1 Add Intake – Search

After logging into the JICMS, the User may Search to identify if an Intake had previously been completed.

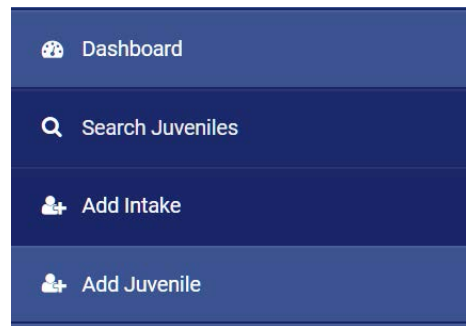
SEARCH JUVENILES ← Current Juvenile

ENTER CASE INFORMATION BELOW

Last Name <input type="text" value="Last Name"/>	First Name <input type="text" value="First Name"/>
Court Case Number <input type="text" value="Court Case Number"/>	SSN <input type="text" value="Social Security Number"/>
Date of Birth <input type="text" value="Date of Birth"/>	Supervising PO <input type="text" value="Select One"/>
Investigating PO <input type="text" value="Select One"/>	Assistant PO <input type="text" value="Select One"/>

Active  Discharged  Predisposition Record  Intake Record

Or the User may select Add Intake from the Menu on the left hand side of the page and proceed with entering a new Intake record.



When using the Search screen to select the Intake, you will be able to identify the number of Intakes completed on the Juvenile.

SELECT AN OFFENDER

Last Name	First Name	SSN	DOB	Created On	
Card	Kimberly	502-55-1111	04/01/2001	06/28/2017	Select
Clown	Cathy	411-48-9999	05/01/2001	06/08/2017	Select
Jordan	Janas	123-12-8888	02/01/2001	07/05/2017	Select
Jordan	Janas	123-12-8888	02/01/2001	08/14/2017	Select
Light	Lilly	205-56-8888	03/01/2001	06/14/2017	Select

You may then select one of the previous Intakes or add a new Intake.

Once an Intake Record is completed and saved, you may copy over the Intake data to a new Juvenile Record in the Integrated Case Management System.

PERSONAL INFORMATION

CATHY CHOPPER Delete Edit Copy Intake Data to New Juvenile Record

Last Name: Chopper First Name: Cathy

Middle Initial: C Seniority:

Gender: Female

National Origin: (US) UNITED STATES OF AMERICA (USA) Citizenship: Citizen

If the Intake record would already have been completed and copied into the JICMS, you will be allowed to move forward and view that record.

**PERSONAL INFORMATION**

JANAS JORDAN Delete Edit View Associated Juvenile Record

---

**Last Name:** Jordan **First Name:** Janas

**Middle Initial:** J **Seniority:**

**Gender:** Female

**National Origin:** (US) UNITED STATES OF AMERICA (USA) **Citizenship:** Citizen

**Birth Date:** 02/01/2001 **Age:** 16

It is important to note that you may enter numerous Intake records and each time copy over the Intake data to the JICMS and all of the associated fields will be updated in the JICMS.

## 8.2 Add Intake – Personal Information

The following Personal Information may be entered when an Intake is being completed:

ADD PERSONAL INFORMATION Save Cancel

Last Name	<input type="text" value="Last Name"/>	First Name	<input type="text" value="First Name"/>
Middle Initial	<input type="text" value="Middle Initial"/>	Seniority	<input type="text" value="Seniority"/>
Gender	<input type="text" value="Select One"/>		
National Origin	<input type="text" value="Select One"/>	Citizenship	<input type="text" value="Select One"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/>	Age	
Eye Color	<input type="text" value="Select One"/>	Hair Color	<input type="text" value="Select One"/>
Weight	<input type="text" value="0"/>	Height	<input type="text" value="Height in feet and inches (0'0\"/>
SSN	<input type="text" value="Social Security Number (000-0"/>	Marital Status	<input type="text" value="Select One"/>
Ethnicity	<input type="text" value="Select One"/>	Race	<input type="text" value="Select One"/>
Home Phone	<input type="text" value="Phone Number with area code"/>	Mobile Phone	<input type="text" value="Mobile Phone Number with ar"/>
Email Address	<input type="text" value="Email Address"/>	Text Messages	<input type="checkbox"/>
Alias	<input type="text" value="Alias"/>	Drivers License #	<input type="text" value="Drivers License Number"/>
Drivers License Expiration	<input type="text" value="MM/DD/YYYY"/>	Driver's License Issuing State	<input type="text" value="Select One"/>
Driver's License Suspended	<input type="checkbox"/>	Registered Sex Offender	<input type="checkbox"/>
Gang Affiliation	<input type="text" value="Select One"/>		

Save Cancel

The drop down lookup tables are attached to the fields of Gender, National Origin, Citizenship, Eye Color, Hair Color, Ethnicity, Marital Status, Race, and Gang Affiliation. User may select the appropriate data which describes Personal Information of the Juvenile. These lookup tables may be customized at the request of the Chief Probation Officer.

Required Fields: Gender, National Origin, Citizenship, Birth Date, Eye Color, Hair Color, Social Security Number, Marital Status, Race, and Gang Affiliation

Numerous fields are self-descriptive stating the requirements of the field.

Weight

\*Invalid Weight. Units in Pounds

Height

\*Required

After Personal Information is saved, you will automatically be moved to Add Primary Address.



## 8.3 Add Intake – Primary Address

ADD **PRIMARY** RESIDENCE TO VIOLA VISION

Save

Cancel

Address

Street Address

City

City

State

Select One ▼

Zip Code

Zip Code

Residing From

MM/DD/YYYY



Residing To

MM/DD/YYYY



Mailing Address

- Check if this address is also the mailing address

Residing in the US Since

Year Only (2000)

Residing in the State Since

Year Only (2000)

Residing in the US Since

Year Only (2000)

Residing in the State Since

Year Only (2000)

Residing in the County Since

Year Only (2000)

Residing With

Select One ▼

Weapons In House

UnSpecified ▼

Animals In House

UnSpecified ▼

Residents Have Prior Records

UnSpecified ▼

Save

Cancel



After selecting “Residing With”, the appropriate fields will be generated allowing for names to be entered.

Residing in the County Since	Residing With	
<input type="text" value="2001"/>	<input type="text" value="Parents"/>	
<b>Father / Husband</b>		
Last Name	First Name	Mid. Init.
<input type="text" value="Father's Last Name"/>	<input type="text" value="Father's First Name"/>	<input type="text"/>
<b>Mother / Wife</b>		
Last Name	First Name	Mid. Init.
<input type="text" value="Mother's Last Name"/>	<input type="text" value="Mother's First Name"/>	<input type="text"/>
...	...	...

The drop down lookup tables are attached to the fields of State, Residing With, Weapons in House, Animals in House, and Residents Have Prior records. User may select the appropriate data which describes the Primary Address of the Juvenile. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: City, State, Zip Code, Residing From, Residing in the US Since, Residing in the State Since, Residing in the County Since, Residing With, Weapons in House, Animals in House, and Residents Have Prior Records**

After the Primary Address and Mailing Address are entered, the JICMS will display Primary Address, Physical Address, and Mailing Address.

 <b>CATHY CHOPPER - MAILING ADDRESS</b>		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Address:</b> 1220 Somewhere Street Omaha, Nebraska 68025		
<b>Active From:</b> 2/21/2001		<b>Active To:</b>
<b>PHYSICAL ADDRESS</b>		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Address:</b> 1220 Somewhere Street Omaha, Nebraska 68025		 <a href="#">Display Map</a>
<b>Residing From:</b> 2/21/2001		<b>Residing To:</b>

## 8.4 Add Intake – Interview Information

After the initial information is secured, the actual facts of the Intake Interview may be documented.

VIOLA VISION - INTERVIEW INFORMATION

Save

Cancel

Police Contact For	<input type="text" value="Select One"/>		
Taken Into Custody By	<input type="text" value="Select One"/>	Juvenile Contact At	<input type="text" value="Location of Contact"/>
Law Enforcement Officer Last Name	<input type="text" value="Last Name"/>	Law Enforcement Officer First Name	<input type="text" value="First Name"/>
Probation Officer	<input type="text" value="Select One"/>	Incident Report No.	<input type="text" value="Report #"/>
Offense	<input type="text" value="Offense"/>		
Intake Conducted At	<input type="text" value="Intake Location"/>		
Method	<input type="text" value="Select One"/>		
Outcome	<input type="text" value="Select One"/>		
Hearing Date	<input type="text" value="MM/DD/YYYY"/>	Hearing Time	<input type="text" value="HH:MM"/>
Parents' View	<input type="text"/>		
Juvenile's View	<input type="text"/>		
Law Enforcement's View	<input type="text"/>		
Probation Officer's View	<input type="text"/>		

The drop down lookup tables are attached to the fields of Police Contact For, Taken into Custody By, Probation Officer, Method, and Outcome. User may select the appropriate data which describes the Intake Interview. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Police Contact For, Taken Into Custody By, Method, and Outcome**