JUVENILE TRACKING SYSTEM
DETENTION HOME SYSTEM
USER'S MANUAL

Department of Juvenile Justice

A Module of the Juvenile Tracking System

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Section 1 - Detention Home System Overview

Goals

- Making well-informed decisions using cross-jurisdictional information.
- Streamlining and standardizing juvenile justice processes.
- Improving the quality of juvenile justice information.

Features

- Notification to the detention home if a juvenile in their custody has additional detention orders.
- Notification if the juvenile has detention orders from multiple jurisdictions that have been served after admission.
- Ability to print childcare days for the detention home with a user entered time frame.
- Ability to print state childcare days for the detention home with a user entered time frame.
- Ability to record weekend admissions and releases.
- Ability to print current population for the detention home.

Capabilities

- Capability to view and print data required by the Department of Juvenile Justice standards when detaining a juvenile.
- Capability to print a real time report for all detention home facilities.
- Capability to view data recorded by the Court Service Unit on a juvenile.
- Generate a variety of operational and management reports.

Assumptions

- Users of this manual already understand the detention process.

- Users of this manual and the Detention Home System will alert the Information Services Help Desk or the Department's detention specialist (see Help on page 6) if the Detention Home System fails to process records properly.

- This manual is not always current as the Detention Home System is constantly changing to include enhancements required by law or detention procedures.

Definitions

- **Delete:** When a record is no longer needed or is incorrect, remove it from the database by clicking on the **Record Remove** icon or **Record / Remove** from the menu bar followed by **Save**, this is called performing a delete.

- **Field:** One piece of information about something, such as the juvenile's first name.

- **Insert:** When you add a new record (a group of fields about, for example, a juvenile), this is called an insert, or inserting a record.

- **Log on, log off:** You will receive a user ID (usually part of your last name and initials) and a password after training and submission of the necessary paperwork to the Department's Information Security Officer. Entering these into the computer will cause the *Juvenile Tracking System Main Menu* screen (Figure 4) to be displayed. This is called "logging on" or "logging in". When you select "Exit" from the *Juvenile Tracking System Main Menu* screen (Figure 4), this takes you out of the Detention System and is called "logging off".

- **Page:** If a data entry program contains more fields than will fit on the screen at one time, it is sometimes referred to as having "pages". A page is one screen of information.

- **Query Mode:** Once you click on the **Enter Query** icon or **Query / Enter** from the menu bar, you are considered to be in "query mode". The system is waiting for you to enter information and then click on the **Execute Query** icon or **Query / Execute** from the menu bar.

- **Query:** When you look up or select information already saved to the database, this is called performing a query.

- **Record:** A group of information about something, such as the juvenile's basic identifying information (i.e., name, social security number, race, sex, date of birth, address, etc.), which has been saved to the database.

- **Save:** When you save the changes you have made to the database, this is called saving a record. If you do not select **Save** you have not actually changed anything.

- **Screen:** This typically means everything you see on the computer display in front of you. Sometimes, however, "screen" refers to a data entry program, which can contain more fields than will fit on the computer screen at one time.

- **Update:** When you query a record and change some of the information, this is called performing an update.

Keyboard

- Within any screen, hold down the **<Ctrl>** key and then press the letter **<K>** to produce a list of the functions available in that screen and the corresponding key which will perform them (you may have to arrow up or down to view all the options).

Key Functions

FUNCTION	KEY USED
Cancel	Esc
Clear Block	F5
Clear Field	Ctrl + U
Clear Form	F3
Clear Record	F4
Commit	F10
Count Query	Shift + F2
Delete a character going backward	Backspace
Delete a character going forward	Delete
Delete Record	Shift + F6
Display Error	Shift + F1
Display Form	Tab
Duplicate Record	Shift + F4
Edit	Ctrl + E
Enter Query	F7

FUNCTION	KEY USED
Execute Query	F8
Exit	F12, Ctrl + Q, or Ctrl + F10
Insert Record	F6
List of Values	F9 or Ctrl + L
Move the cursor up	Up Arrow
Move the cursor down	Down Arrow
Move the cursor to the left	Left Arrow
Move the cursor to the right	Right Arrow
Move to next form or page	Page Down
Move to the next field	Tab or Enter/Return
Next Block	Page Down
Next Field	Tab or Enter/Return
Next Record	Down Arrow
Next Set pf Records	Ctrl + Page Down
Previous Block	Page Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Print	Ctrl + P
Process Form	F1 or F2
Return	Enter/Return
Scroll Down	Ctrl + Page Down
Scroll Up	Ctrl + Page Up

Icon Functions

- There is an icon smart bar located at the top of each screen displaying icons that can be used to navigate through a process. Also available are drop down menus to assist in navigation. Use the mouse for these icons or drop down menus.

- Below is a list of icon and drop down menu functions and the action they perform.

Click on this icon to add any new records or updated information for a record.

Click on this icon to print a record.

Click on this icon to exit a process.

Click on this icon to cut (remove) data from a record. This function will remove the data, once it is cut from the record.

Click on this icon to copy data from a record.

Click on this icon to paste data into a record from another record.

Click on this icon to enter a query for a record.

Click on this icon to execute a query for a record.

Click on this icon to cancel a query for a record.

Use this icon to move to a previous block of information.

Use this icon to move to a previous record.

Use this icon to move to the next record.

Use this icon to move to the next block of information.

Use this icon to insert a record.

Use this icon to remove a record.

Use this icon to lock a record to prevent the record from being updated by another user.

Use this icon to display help information.

Drop Down Menu Functions

FUNCTION	ACTION
Action / Save	Saves the data entered.
Action / Clear All	Clears all data from a screen.

FUNCTION	ACTION
Action / Print	Prints the record (screen) shown.
Action / Exit	Exits from a Detention screen or the Detention program.
Edit / Cut	Removes data from data field.
Edit / Copy	Copies data from a data field.
Edit / Paste	Places data in to a data field from the cut or copy function.
Edit / Edit	Allows changes to a data field.
Edit / Display List	Displays a listing of available choices for a data field.
Query / Enter	Allows data to be entered for a query.
Query / Execute	Searches the database for the query entered.
Query / Cancel	Removes data from a query data field and cancels the query.
Query / Last Criteria	Allows query for the last data entered.
Query / Count Hits	Displays the count for the number of records displayed for a query.
Query /Fetch Next Set	Displays the next set of records on the screen (scrolls down).
Block / Previous	Goes back to the previous block of data.
Block / Next	Advances to the next block of data.
Block / Clear	Clears data from current data field.
Record / Previous	Goes back to the previous record displayed.
Record / Next	Displays the next record from the query.
Record / Scroll Up	Scrolls to the previous record in the query.
Record / Scroll Down	Scrolls to the next record in the query.
Record / Insert	Inserts a record in to the database.
Record / Remove	Removes the record from the database.
Record / Lock	Locks a record to prevent the record from being updated by another user.
Record / Duplicate	Duplicates the record displayed.
Record / Clear	Clears the record displayed.
Field / Previous	Advances to the previous data field.
Field / Next	Advances to the next data field.
Field / Clear	Clears data from the current data field
Field / Duplicate	Duplicates the information in the data field.

Security

- **Do NOT share your password with ANYONE.** You will be held responsible for any changes, additions, or deletions made using your password.
- For the same reason, never walk away from your computer when you are logged in to the Detention Home System database application.

Help

- First source, this manual
- Second source, a colleague or one of your Detention Home System Contacts
- Third source, Information Services Help Desk (804-786-9999, 8am-5pm, M-F) for problems with:
    - Accessing the Detention Home System
    - Hardware such as computers or printers
- Fourth source, Detention Specialist (804-786-5402) for:
    - Questions about or requests for offense codes
    - Questions about or requests for Detention Home System procedures not described in this manual
    - Requests for new features, procedures and requirements that could or should be added to the Detention Home System
    - Comments and constructive criticism about the Detention Home System

System and Manual Information

- Instructions appearing in *italicized* letters represent items on your computer. For example, the names of menus, screens, screen sections, etc..

- Instructions appearing in **<BOLD>** letters with brackets (<>) around them represent responses you will give to your computer. For example, keys to press.

- Certain screens display messages across the bottom to assist with filling in each field.

- Clicking on **Exit** backs out of the current screen and allows you to try again. Sometimes, you must first click on **Clear Record** or **Clear Block** in order for this to work. You may be asked whether or not you want to save changes. Answer accordingly using your arrow keys to highlight **Yes**, **No** or **Cancel**.

- When the data is entered accurately, be sure to click on the **Save** icon before exiting. If you do not click on the **Save** icon, the data you entered will not be permanently written to or saved in the database. This applies not only to new data entered but also to updates and deletions in existing cases.

Section 2 - Detention Software and Initialization

Users will perform Detention procedures using an internet browser. Before the user can perform Detention functions, the Oracle JInitator must be downloaded and initialized on the user's system. This procedure is required to be performed for the initial setup to use the Detention software. Once the system is properly setup and initialized, these procedures will no longer be required.

Required Software

In order to use the Detention system the user must have Microsoft© Internet Explorer and Adobe Acrobat software on their system.

NOTE: The Detention program can only be run using Microsoft Internet Explorer. It cannot be used with any other internet browser.

Software Initialization

Refer to Appendix B, Detention Software Download for the procedures to install the Oracle Jinitator.

Section 3 - Obtaining Logon and Password

Before using the Detention Home System, an Information Security Agreement form, Juvenile Tracking System Logon Request form, and Confidentiality of Juvenile Records form must be completed and signed and returned to the Agency Security Officer (804-786-0077) in the Central Office. After the completed forms are received, you will receive access to the Detention Home System. An account will be set up for you, and you will be issued a logon and password. The logon will be the first six letters of your last name, followed by your first and middle initials. You will be called and given your password, which is not to be shared with anyone. The following sections *Logon Request Instructions*, *Information Security Agreement Instructions* and *Confidentiality of Juvenile Records* will provide for more detailed instructions.

Logon Request Instructions

Any detention home staff personnel who will be entering data on the Detention Home System must complete the Juvenile Tracking System Login Request form (Appendix A). Complete all items on the top half of the form.

Under “Status”, staff personnel who *are not* already authorized to use the system should check “New”.

Under the “Comments” section, indicate that you are requesting authorization for the Detention Home System.

Any detention home staff personnel who require their username/password account be deleted from the system should complete the Juvenile Tracking System Login Request form (Appendix A). Complete all items on the top half of the form and check “Delete”.

Information Security Agreement Instructions

Anyone who is requesting authorization to the Juvenile Tracking System must complete the Information Security Agreement form (Appendix A). Please return this form with the Juvenile Tracking System Logon Request (Appendix A) to the Central Office in order for your information to be processed.

Confidentiality of Juvenile Records

Anyone who is requesting authorization to the Juvenile Tracking System must complete the Confidentiality of Juvenile Records form (Appendix A). Please return this form with the Juvenile Tracking System Logon Request (Appendix A) to the Central Office in order for your information to be processed.

Section 4 - Logging In

To the Training Database

NOTE: Use this login process when entering the training database to practice Detention. **DO NOT** enter any actual Detention data into the training database because it is used to provide demonstrations of the Detention system to individuals and organizations outside the agency.

1. From the computer desktop, click on the **Internet Explorer** icon and the system will display the *Department of Juvenile Justice BBS* screen (Figure 1).

NOTE: If the Microsoft Internet Explore Browser Screen appears when you click on the **Internet Explorer** icon, you must change the internet address. To do this, delete the current default address to include http:// and enter **bbs** or **http://bbs.djj.state.va.us** and press **<Enter>**. This will display the *Department of Juvenile Justice BBS* screen (Figure 1).

Figure 1 – Virginia Department of Juvenile Justice BBS Screen

2. From the *Virginia Department of Juvenile Justice BBS* screen (Figure 1), click on **Web Applications** to display the *Web Applications* screen (Figure 2) or click on **Juvenile Tracking System** to go directly to the *Logon* screen (Figure 3) with the cursor in the **Username** data field.

NOTE: Clicking on **Juvenile Tracking System** will allow the user to go directly into the production database.

Figure 2 – Web Applications Screen

3. From the *Web Applications* screen (Figure 2), click on the **JTS Test/Training** to display the *Logon* screen (Figure 3) with the cursor in the **Username** data field.

NOTE: After clicking on **JTS Test/Training**, a Security Alert Window may appear. If the Security Alert Window appears, click on **Yes** to continue with the logon process.

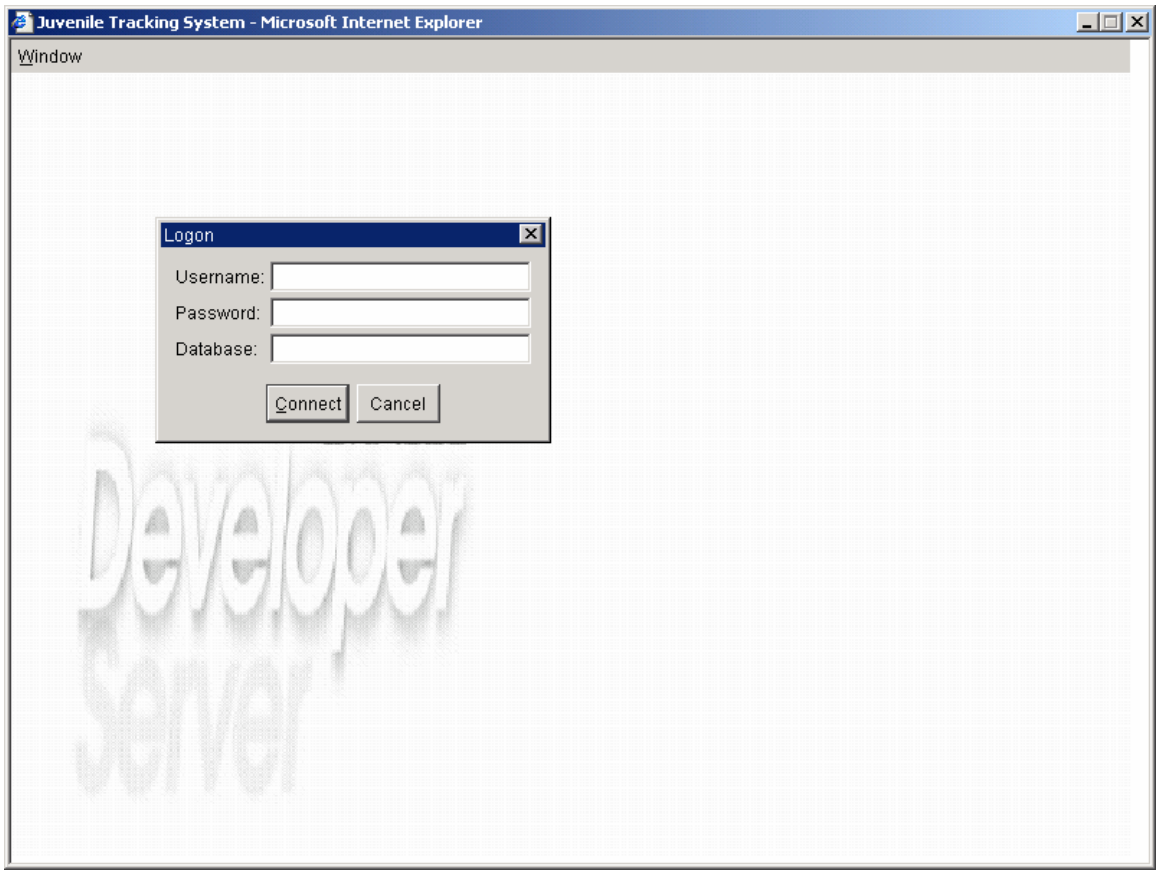

Figure 3 – Logon Screen

4. At the **Username** prompt, enter your **Detent**.
5. Press **<Tab>** or click on the **Password** data field.
6. At the Password prompt, enter **Detent**.
7. Click on **Connect** or press **<Enter>**.
8. The system will display the *Juvenile Tracking System Main Menu* screen (Figure 4).

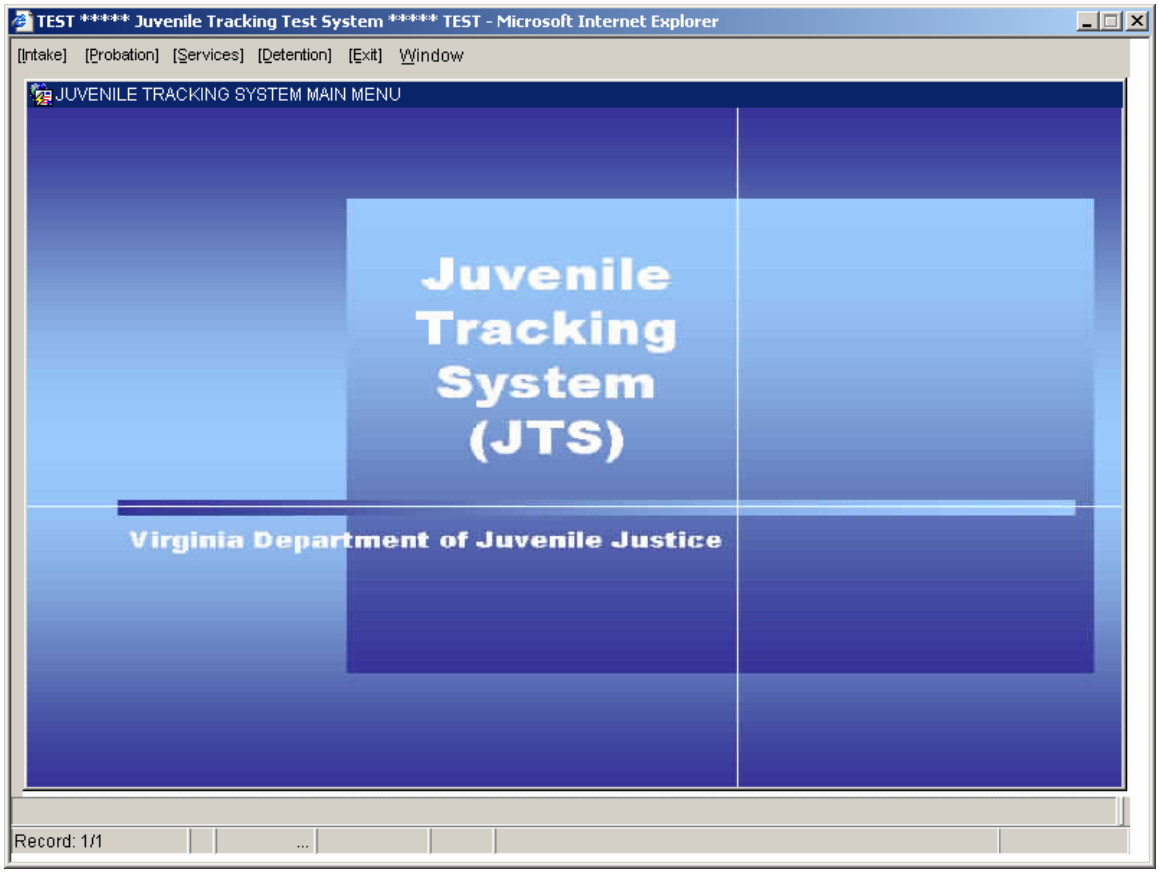

Figure 4 – Juvenile Tracking System Main Menu Screen

9. From the *Juvenile Tracking System Main Menu* screen (Figure 4), click on **Detention** to continue with the Detention processes.

To the Production Database

NOTE: Once you are trained on using the Detention system, all your work will be performed in the production database.

1. From the computer desktop, click on the **Internet Explorer** icon to display an internet browser screen.

2. After clicking on the **Internet Explorer** icon, a Microsoft Internet Explore Browser screen or the *Virginia Department of Juvenile Justice BBS* screen (Figure 1) may appear.

3. Change the internet address. To do this, delete the current default address, to include http:// and enter **http://www.djj.state.va.us** and press **<Enter>** to display the *Virginia Department of Juvenile Justice BBS* screen (Figure 5).

Figure 5 – Virginia Department of Juvenile Justice BBS Screen

NOTE: The user can click on the **Juvenile Tracking System (JTS)** icon to go directly to the Logon screen (Figure 3) with the cursor in the Username data field.

4. From the *Virginia Department of Juvenile Justice BBS* screen (Figure 5), click on **Web Applications** (left column of the screen) to display a listing of web processes on the *Web Applications* screen (Figure 6).

Figure 6 – Web Applications Screen

5. Click on **Juvenile Tracking System (JTS)** then click on **Main Menu** to display the *Logon* screen (Figure 3) with the cursor in the **Username** data field.

NOTE: After clicking on **Main Menu**, a Security Alert Window may appear. If the Security Alert Window appears, click on **Yes** to continue with the logon process.

NOTE: The agency security officer issues your username and password after you are trained and have submitted the necessary paperwork.

6. At the **Username** prompt, enter your username.
7. Press **<Tab>** or click on the **Password** data field.
8. At the **Password** prompt, enter your password.
9. Click on **Connect** or press **<Enter>**.

10. The system will display the *Juvenile Tracking System Main Menu* screen (Figure 4).

11. From the *Juvenile Tracking System Main Menu* screen (Figure 4), click on **Detention** to continue with the Detention processes.

Section 5 - Desktop Icon

You must create an icon on your system desktop to take you directly to the Web Applications screen to utilize the JTS processes. The Virginia Department of Juvenile Justice BBS is located on the agency's Intranet and not the Internet.

- **Intranet** – Is a network operating like the World Wide Web but having access restricted to a limited group of authorized users, such as employees of the Department of Juvenile Justice (DJJ).

- **Internet** – Is an electronic communications network (World Wide Web) that connects computer networks and organizational computer facilities around the world.

If the internet is down or not functioning properly, you still have access to the JTS processes by using the intranet.

Creating the Desktop Icon

1. At the top of the *Virginia Department of Juvenile Justice BBS* screen (Figure 1), click on **File / Send / Shortcut to Desktop**. This will create an icon on your desktop titled DJJ Bulletin Board System.

2. To change the name of the icon, right click on the icon and from the drop down list click on **Rename**.

3. Overtype the existing information with the name you want for the icon.

4. For future use, just click on the icon and it will take you directly to the *Virginia Department of Juvenile Justice BBS* screen (Figure 1).

Section 6 - Viewing/Entering Current Population Information

Viewing/Updating Transaction Type Code Information

This option will provide a means to view information and update information already in the database.

1. From the *Juvenile Tracking System Main Menu* screen (Figure 4) click on **Detention** to display a drop down list.

2. From the drop down list, select **Detention/Admission Release** to display the *Secure Detention Current Population* screen (Figure 7), with the current detention facility population shown.

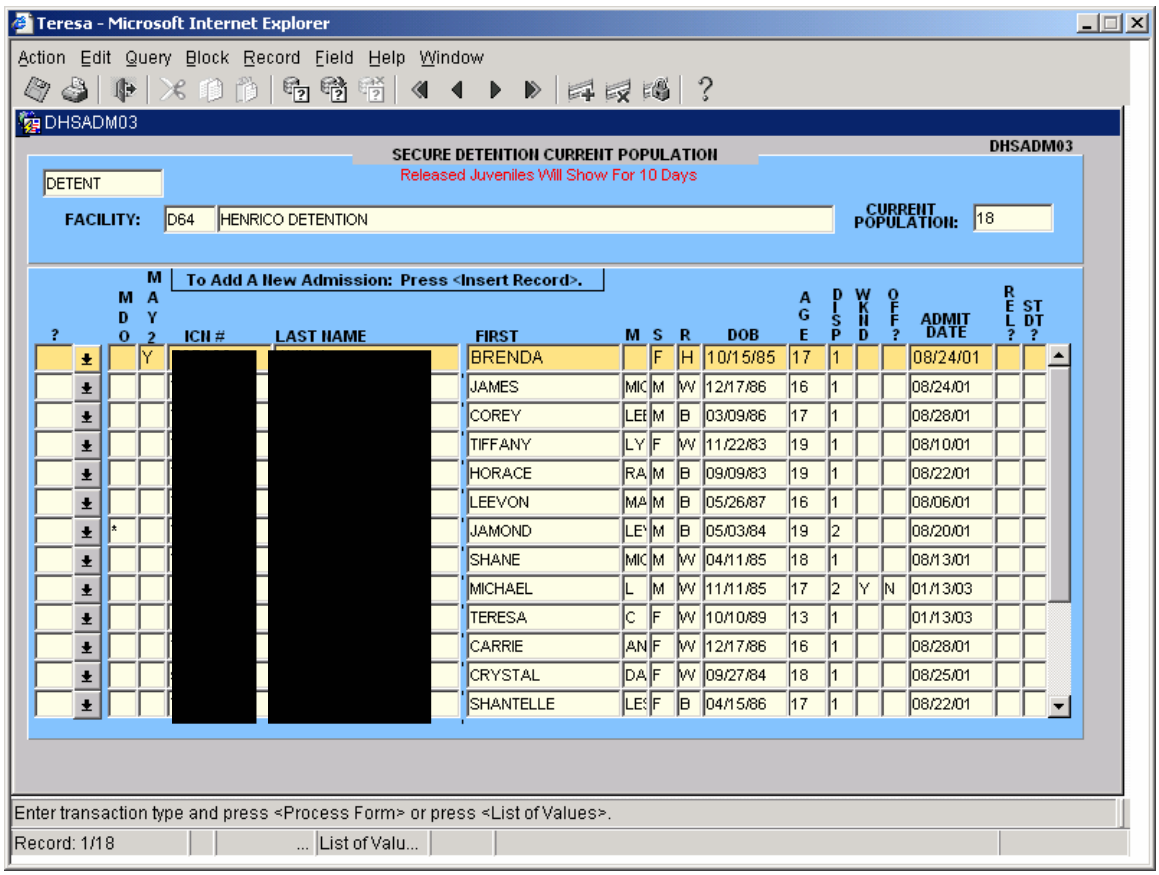

Figure 7 – Secure Detention Population Screen

3. The cursor will be at the **?** field of the first record on the *Secure Detention Current Population* screen (Figure 7).

NOTE: An asterisk in the MDO column indicates that the juvenile has multiple detention orders and a Y in the MAY2 indicates that MAYSI-2 information has been completed on the juvenile.

4. In the **?** field (Transaction Type Code) with your cursor next to a juvenile's name, enter a Transaction Type Code and press **<Process Form>**. To display a list of values click on **Edit / Display List** from the menu bar; press **<List>**; or click on the ⬇. Arrow to your choice and click **OK** and press **<Process Form>** or double-click using your mouse.

Depending on the Transaction Type Code entered, you may only be allowed to view the displayed data and not be allowed to change any of the information.

The following Transaction Type Codes are **view only** and no changes can be made to the displayed data:

- **DH – Detention Order History** – This code will display all detention order history and a description of all detaining offenses for the juvenile selected. This screen is mainly used if the juvenile has multiple detention orders and to see who has issued them. It can only be selected for juveniles with an ICN Number.

NOTE: All detention orders prior to September 2000 will be displayed on the *Juvenile Detention Order History* screen as being updated on 1/1/1920 in the Date Issue and Date Served columns. This is not intended to indicate that these dates are the actual date of issue or served dates. Because the detention module is a new system, the information was entered into the system to preclude the system from annotating all detention orders as being outstanding for the past seven years.

- **DR – Detention Home Admission Report** – This code will allow the printing of the report for the juvenile selected. It includes information collected by CSU Intake and the detention home.

- **H – CSU Juvenile Intake History** – This code will display all previous CSU intake history with prior offenses for the juvenile selected. It can only be selected for juveniles with an ICN Number.

- **JA – Juvenile Alert Information** – This code will display alert information (i.e. suicide attempts, etc.) for the juvenile selected. It will also allow you to print the juvenile alert information. It can only be selected for juveniles with an ICN Number.

- **O – Detaining Offense(s)** – This code will display a list of all detaining offenses pertaining to the detention admission for the selected juvenile. It can only be selected for juveniles with an ICN Number.

The following Transaction Type Codes will allow additional information to be added or modifications to the displayed record:

- **CP – Copy Current Juvenile Record** – This code will display the detention home admission information for the juvenile selected. This function can not be used when changing the juvenile's FIPS location or his/her disposition status changes.

- **DA – Detention Home Admission** – This code will display the detention home admission information for the juvenile selected.

- **MA** – **MAYSI-2** (Massachusetts Youth Screening Instrument, 2nd Version) – This code will display the current mental health screening information for the juvenile selected.

- **WA – Weekend Admission/Release** – This code will display the weekend admission and release information for the juvenile selected. (Post dispositional weekend detention only)

Entering Detention Admission Information

Entering juvenile detention admission information into the detention home system is based on one of the following criteria:

- The juvenile is a new admission to the detention home;

- There is a change in the juvenile's disposition status; or

- There is a change in the juvenile's billing locality.

This option will provide a means to record admissions at the detention home system on a daily basis.

1. At the *Secure Detention Current Population* screen (Figure 7), click on the **Record Insert** icon or **Record / Insert** from the menu bar and the system will display the *Detention Home Admission* screen (Figure 8).

2. The cursor will be at the **ICN NO** field on the *Detention Home Admission* screen (Figure 8).

NOTE: Enter an ICN if known. This will populate all known demographic data for the juvenile from the CSU Intake system. If you do not have an ICN, you will be required to enter the Admission Type and the Last Name along with the other mandatory data fields as shown in Appendix B.

NOTE: If the juvenile has multiple detention orders from the same jurisdiction at the time of admission, use the ICN that has the most serious offense stated in the detention order.

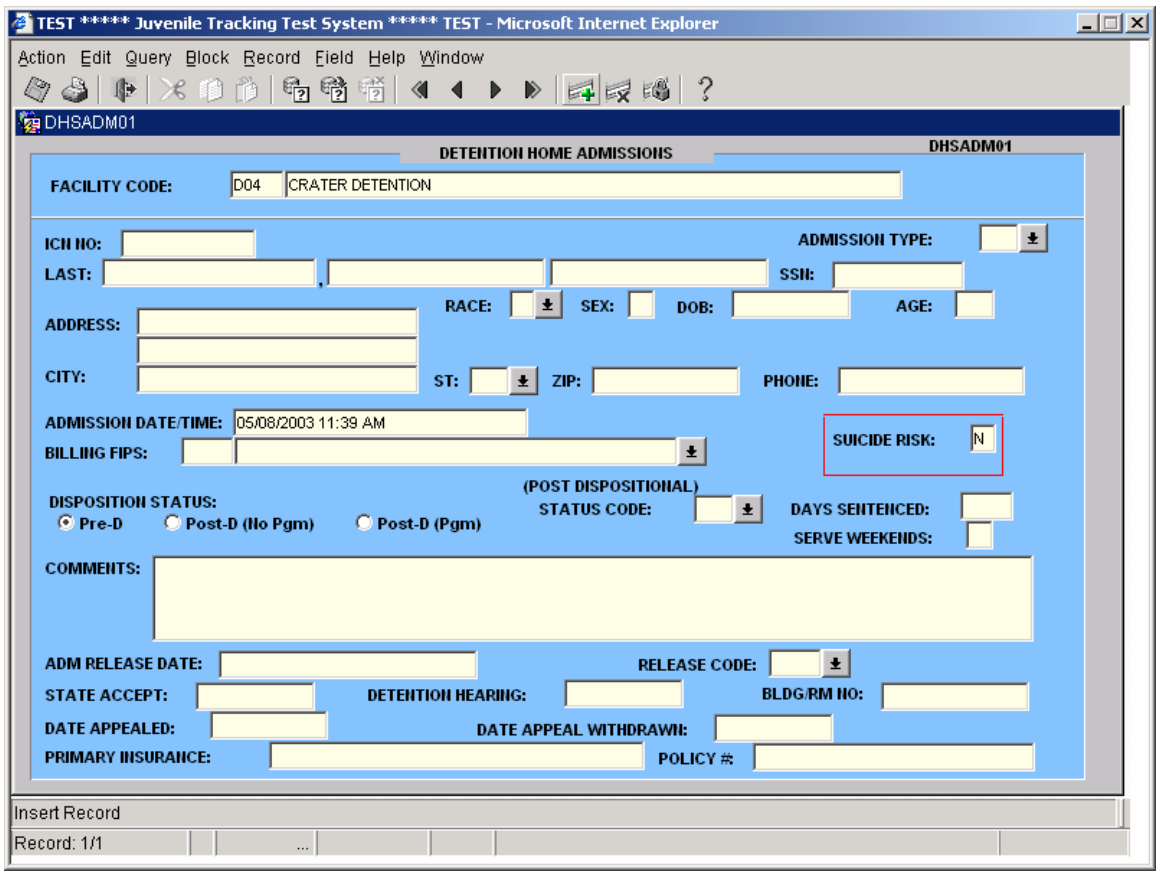

Figure 8 – Detention Home Admission Screen

NOTE: If you save the information without adding an ICN, the CSU will have to update their record for the juvenile. Once the CSU has updated the juvenile record, the ICN will appear in the detention admission record.

Admission Types:

*** FO – Federal Offense** – Juvenile held pending hearings in federal court. No CSU intake or offense information will be available. The detention information is not forwarded to CSU Intake

IN – Intake Ordered Admission – Juvenile detained via CSU Intake and will not have an Intake Case Number assigned. Admission information is passed to CSU Intake based on billing FIPS locality.

JO – Judge Ordered Admission – Judge ordered the admission of the juvenile and information is not available in the intake system. There will not be an Intake Case Number with this type of admission. Admission information is passed to CSU Intake based on billing FIPS locality.

O – Other Admission – An admission of a juvenile that does not fall into one of the other admission types listed. Admission information is passed to CSU Intake based on billing FIPS locality

*** TT – Temporary Transfer Admission** – The juvenile is temporarily transferred to the detention home from another detention home. Do not include juveniles that are off-site from the detention home. These juveniles are still the responsibility of the detention home and have not been released. No CSU intake or offense information will be available. The detention information is not forwarded to CSU Intake.

SG – System Generated – This admission type will appear when the Intake Case Number is used to enter the juvenile into the system as a detention admission.

3. Enter the ICN (if known) and press **<Enter>**.

4. Enter all known information for the juvenile, pressing **<Enter>** or **<Tab>** to advance from field to field.

5. When finished, click on the **Save** icon or **Action / Save** from the menu bar to save the record.

Entering MAYSI-2 Information

This option will provide a means to record MAYSI-2 (Massachusetts Youth Screening Instrument, 2nd Version) information at the secure detention home on a daily basis.

1. At the *Secure Detention Current Population* screen (Figure 7), arrow down to the name of the juvenile for which the MAYSI-2 information is to be prepared for.

NOTE: A **Y** in the **MAY2** column of the *Secure Detention Current Population* screen (Figure 7) indicates that MAYSI-2 information has been completed for that juvenile.

2. Enter **MA** (MAYSI-2) in the **?** data field and press **<Process Form>** or double-click using your mouse and the system will display the *Secure Detention MAYSI-2* screen (Figure 9) with the cursor in the **Date MAYSI-2 Administered** data field.

NOTE: The system automatically populates the **Date MAYSI-2 Administered** data field with the current system date. This date can be changed to reflect the date that the information was entered in to the system.

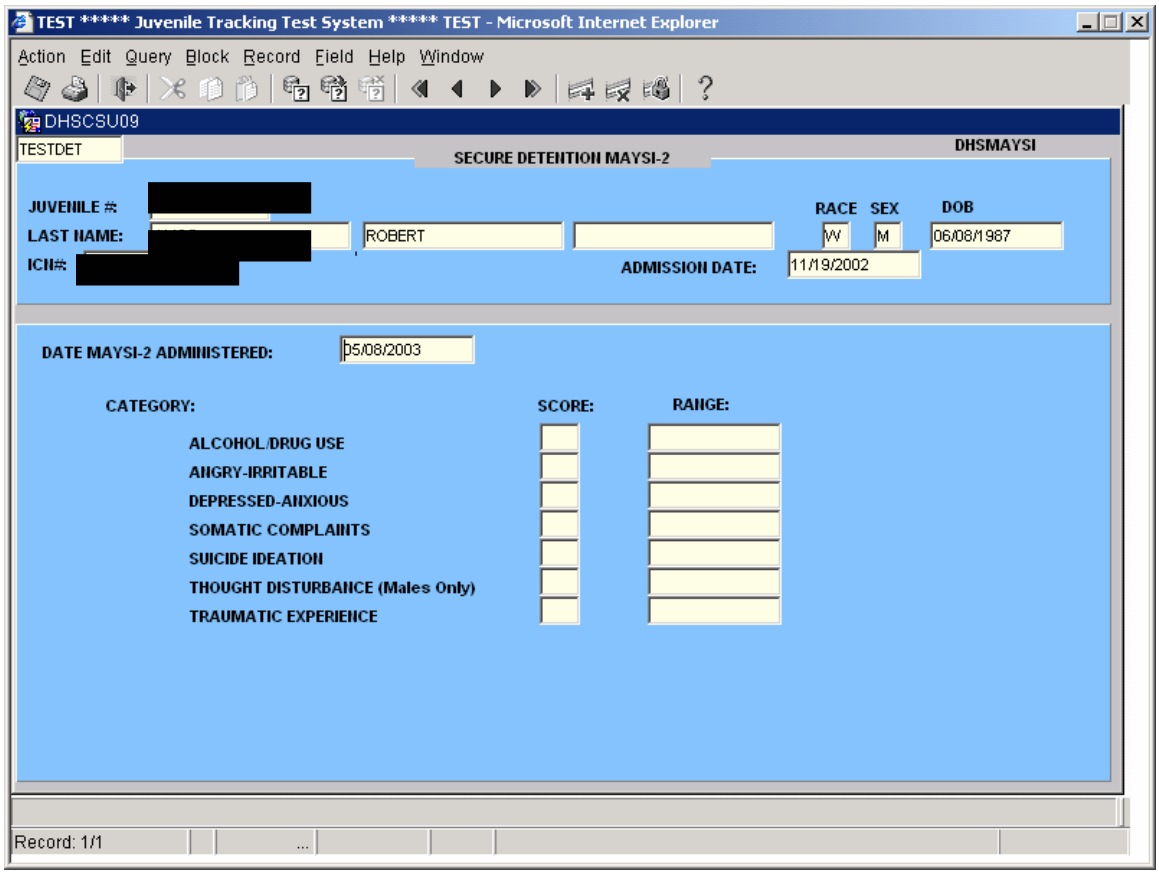

Figure 9 – Secure Detention MAYSI-2 Screen

3. From the *Secure Detention MAYSI-2* screen (Figure 9), enter the actual date the MAYSI-2 was administered or accept the system generated default date and press **<Tab>** or **<Enter>** to advance to the **Category: Alcohol / Drug** use data field.

4. Enter the appropriate code of each category and click on the **Save** icon or **Action / Save** from the menu bar to save the record.

NOTE: Depending on the score entered for a category, the system will automatically populate the **Range** data field with **Caution** or **Warning**. **Invalid** will appear in the **Range** data field if a code of 99 were entered.

5. To print the MAYSI-2 information from the *Secure Detention MAYSI-2* screen, click on the **Print** icon from the menu bar.

Entering Weekend Detention Admission/Release Information

When a juvenile is being admitted or released at the secure detention home as part of a weekend sentence, follow steps 1 though 4 in the section titled **Entering Detention Admission Information**. Additionally, use the following additional procedures to complete the weekend information.

- The disposition status for the juvenile can be post disposition - no program or post disposition - program.
- The status code and days sentenced must accurately reflect the weekend sentence.
- The serve weekends data field must be **Y**.

To record the juvenile's release from and return to the detention home for a weekend sentence, locate his/her name on the *Secure Detention Current Population* screen (Figure 7).

6. Enter **WA** (Weekend Admission/Release) in the **?** data field and press **<Process Form>** or double-click using your mouse and the system will display the *Weekend Detention Admission Release* screen (Figure 10).
7. The cursor will be at the **Date/Time In** field on the *Weekend Detention Admission Release* screen (Figure 10).

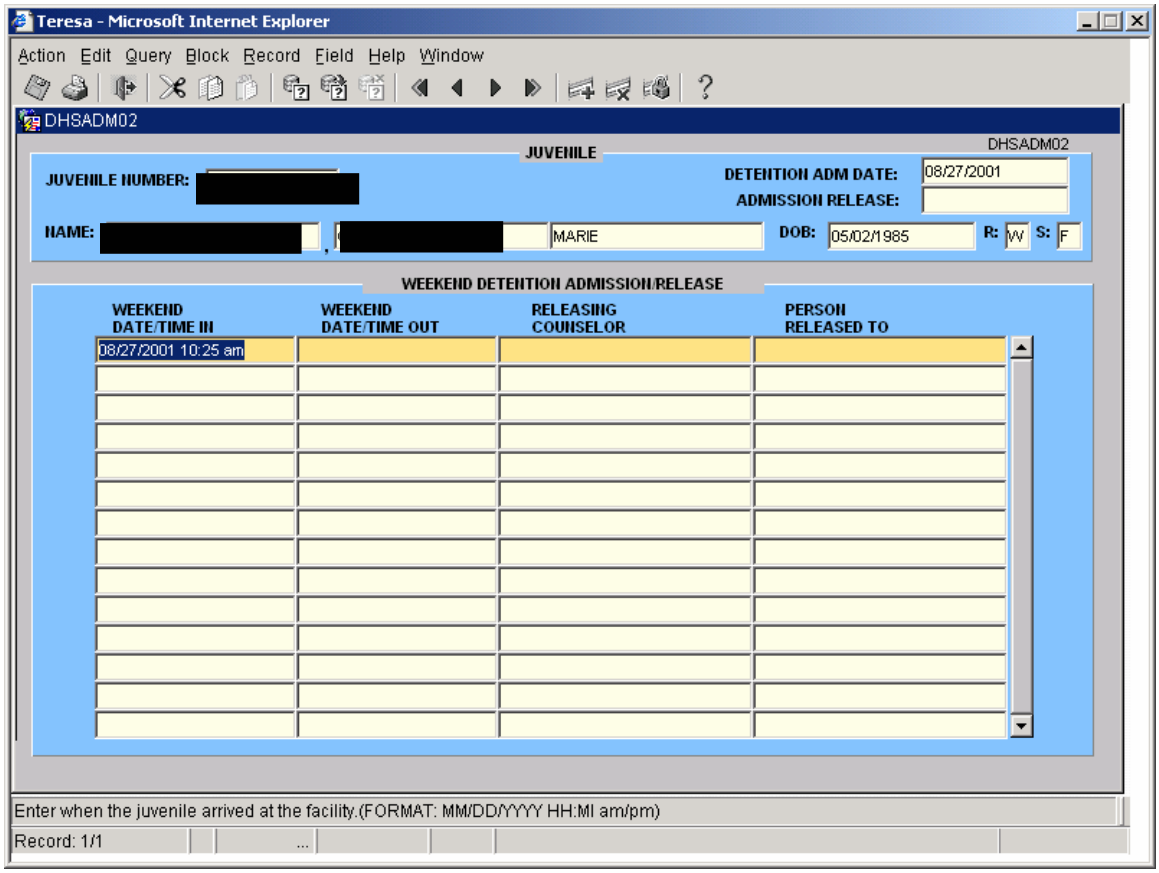

Figure 10 – Weekend Detention Admission Release Screen

8. Enter the date and time (MM/DD/YYYY HH:MI AM/PM) for the release or admission for the juvenile.

9. Ensure that all information for the record has been entered correctly and click on the **Save** icon or **Action / Save** from the menu bar to save the record.

Entering Detention Release Information

This option will provide a means to record releases at the secure detention home on a daily basis.

1. From the *Juvenile Tracking System Main Menu* screen (Figure 4) click on **Detention** to display a drop down list.

2. From the drop down list select **Detention/Admission Release** to display the *Secure Detention Current Population* screen (Figure 7).

3. At the *Secure Detention Current Population* screen (Figure 7) arrow down to the name of the juvenile to be released and then press **<Enter>**.

4. Enter a **Y** in the Rel? column and press **<Enter>**.

5. Enter in the date and time (MM/DD/YYYY HH:MI AM/PM) that the juvenile is to be released and then press **<Enter>**.

6. Enter in the Release Code if known. To display a list of values click on **Edit / Display List** from the menu bar or press **<List>**. Arrow to your choice and click **OK**.

7. When finished click on the **Save** icon or **Action / Save** from the menu bar to save the record.

NOTE: The **ST DT** data field identifies when the juvenile is accepted into state custody by RDC. This field is optional. If a **Y** is typed in the field, you will be prompted to enter a date that the juvenile was accepted into state custody.

NOTE: You can also update or delete the Release Date information from the *Detention Home Admissions* screen (Figure 8 above).

Section 7 - Correct Detention Admission Records

The Detention Admission Correction Screen option is used to correct errors in admission records that have been released and juvenile is no longer showing on your main admission screen. The purpose of this screen is to correct a billing Fips that was entered incorrectly or correct admission and release dates which includes weekend admission dates. This screen is **NOT** to be used to re-admit a juvenile, change a disposition status (unless it was entered incorrectly), or change a billing Fips for an admission that is split between two localities. These circumstances require a new admission record to be entered.

NOTE: These procedures will only be completed my personnel that have the required password privileges to navigate to the process.

Query for Admission Record

1. From the *Juvenile Tracking System Main Menu* screen (Figure 4) click on **Detention** to display a drop down list.

2. From the drop down list select **Detention Admission Correction Screen** to display the *Detention Home Admissions* screen (Figure 8) with the cursor in the **ICN** data field.

3. From *Detention Home Admissions* screen (Figure 8), click on the **Enter Query** icon or click on **Query / Enter** from the menu bar.

4. Enter the **ICN** for the juvenile in question and click on the **Execute Query** icon or click on **Query / Execute** from the menu bar.

5. If the **ICN** is not available, query the record by using the juvenile's name and click on the **Execute Query** icon or click on **Query / Execute** from the menu bar.

NOTE: To perform a name query, enter the first three initials of the juvenile's last and first name followed by a % (i.e. SMI% Joh%). The percent sign must follow the last letter in the name with no spaces.

6. If the juvenile has more than one admission record, make sure that the correct admission record is displayed. Use up and down arrow keys to find correct record.

Correct and Update an Admission Record

1. Once the record has been queried, the system will display the *Detention Home Admissions – With Data* screen (Figure 11) showing the demographic and detention information for the selected juvenile

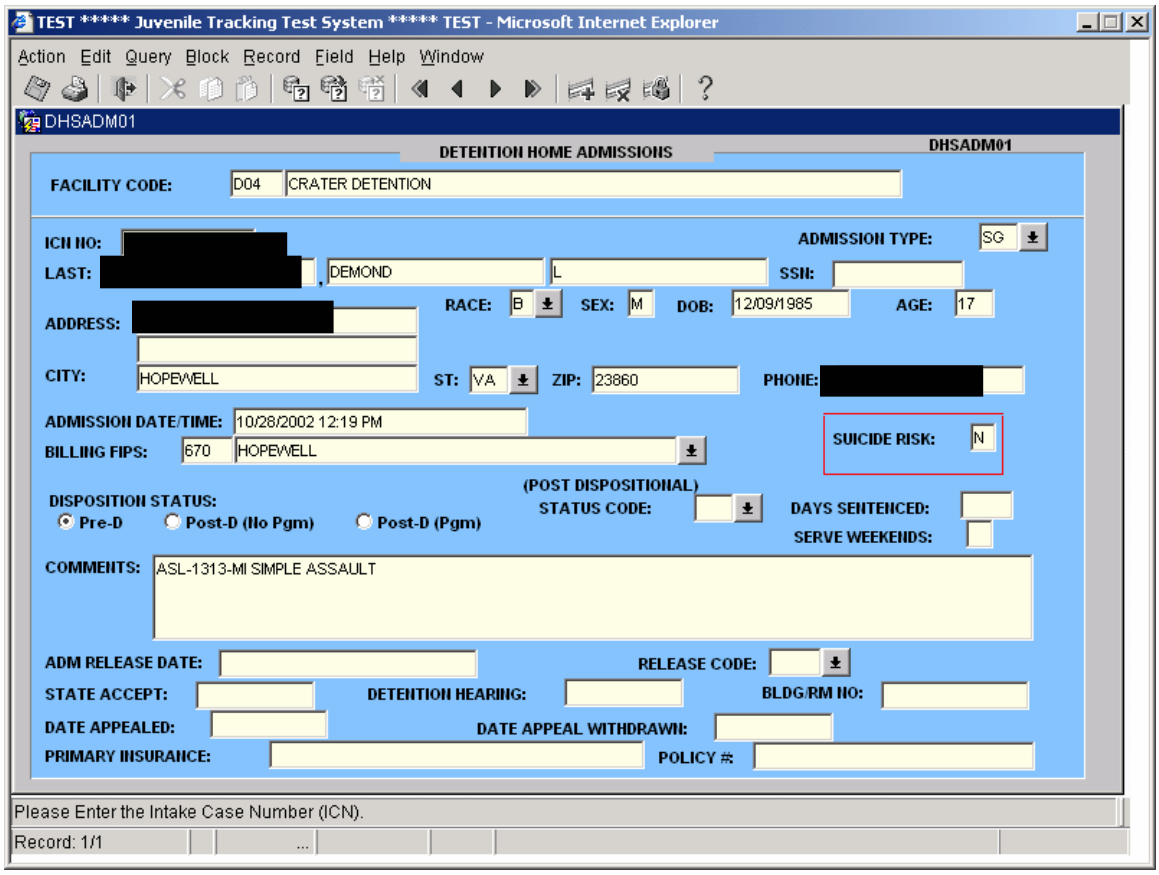

Figure 11 – Detention Home Admissions – With Data Screen

2. If corrections are required to the admission record, press **<Tab>** to advance to the data field requiring correction.

3. Make the necessary corrections and click on the **Save** icon or **Action / Save** from the menu bar to save the record.

4. If corrections are required for the weekend admission record, press **<Tab>** to advance to the **Serve Weekends** data field and press **<Process Form>**.

5. The system will display the *Weekend Admission/Release* screen (Figure 12) displaying all weekend admissions and releases.

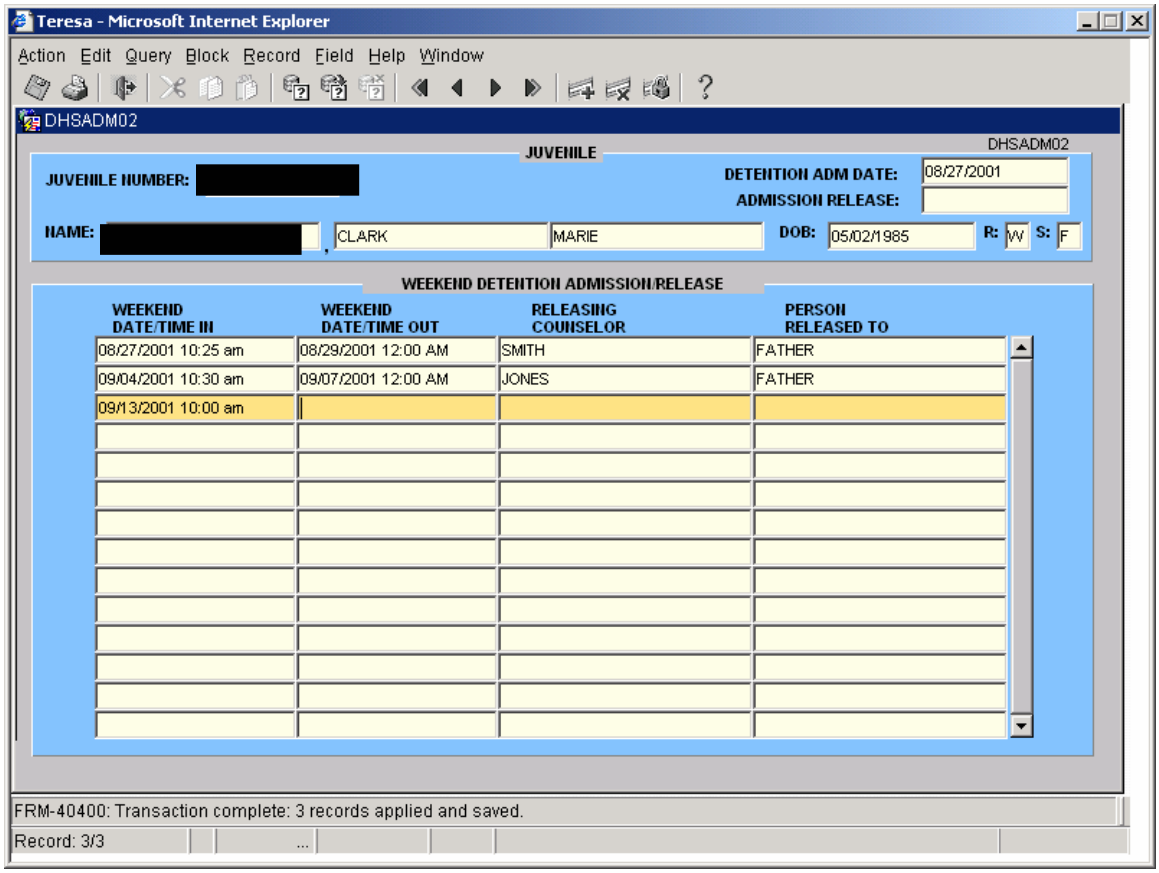

Figure 12 – Weekend Detention Admission/Release Screen

6. Make the necessary corrections and click on the **Save** icon or **Action / Save** from the menu bar to save the record.

Delete an Admission Record

The delete an admission record process will allow the authorized user to delete a duplicate or erroneous record that has been saved to the system.

1. Perform a query for the juvenile record. Once the record is displayed and the juvenile was required to serve weekends, press **<Tab>** to advance to the **Serve Weekends** data field and press **<Process Form>**.

2. The system will display the *Weekend Admission/Release* screen (Figure 12) displaying all weekend admissions and releases.

3. Delete each weekend admission record, by pressing **<Delete>** or clicking on **Record / Remove** from the menu bar.

4. When finished, click on the **Save** icon or **Action / Save** from the menu bar to save the record.

5. Click on **Action / Exit** from the menu bar to return to the *Detention Home Admissions – With Data* screen (Figure 11).

6. To delete the admission record, click on **Record / Remove** from the menu bar to remove the record and then click on the **Save** icon or **Action / Save** from the menu bar to save the information.

Section 8 - Changing or Deleting Data

Most information can be changed or deleted. Simply proceed to the field to be changed and either press **<Clear Field>** or from the drop down menu, press **Block / Clear** and then enter the correct information, or type over the existing entry. Click on the **Save** icon or **Action / Save** from the drop down menu after having made the change(s).

NOTE: If you find you cannot change information, a message will appear across the bottom indicating why the change cannot be made.

- When deleting information from a data field, delete by pressing **<Backspace>** or **<Delete>**.

NOTE: When deleting a juvenile record that has weekend admissions/releases, the weekend admission record must be deleted before attempting to delete the juvenile's detention admission record.

NOTE: Only selected staff personnel at the detention home will have the authority and capability to delete an entire record from the system database. Your Detention Home System contacts will know who has this capability.

- When deleting a record, select the appropriate record and delete by pressing **<Delete Record>** or from the drop down menu, press **Record / Remove** and then click on the **Save** icon or **Action / Save**. The record will be deleted.

Section 9 - Printing

Reports

The Detention Home System has a variety of operational and management reports. Samples of these reports can be located at Appendix C.

Detention Population For A Facility

This report displays the secure detention population for a specific facility based on parameters input by the user. It also displays the various demographic data for the juveniles being detained.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.

2. Arrow to the *Detention Population For A Facility* option and press **<Enter>**.

3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

4. Press **<Enter>**.

5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. Enter the appropriate Facility Code and press **<Enter>**.

7. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Calculate Childcare Days For A Specific Facility

This report displays the total childcare days (local and state) for specific facility based on parameters input by the user. It also displays the detention home and juvenile information.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.

2. Arrow to the Calculate Childcare Days For A Specific Facility option and press **<Enter>**.

3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

4. Press **<Enter>**.

5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. Enter the appropriate Facility Code and press **<Enter>**.

7. Enter the Begin Date (MM/DD/YYYY) and press **<Enter>**.

8. Enter the End Date (MM/DD/YYYY) and press **<Enter>**.

9. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Calculate Childcare Days For A Specific Locality

This report displays the total childcare days for specific locality based on parameters input by the user. It also displays the detention home and juvenile information.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.

2. Arrow to the Calculate Childcare Days For A Specific Locality option and press **<Enter>**.

3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

4. Press **<Enter>**.

5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. Enter the appropriate Facility Code and press **<Enter>**.

7. Enter the Begin Date (MM/DD/YYYY) and press **<Enter>**.

8. Enter the End Date (MM/DD/YYYY) and press **<Enter>**.

9. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Calculate State Childcare Days

This report displays the total state childcare days for specific facility based on parameters input by the user. It also displays the billing locality and juvenile information.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.
2. Arrow to the *Calculate State Childcare Days* option and press **<Enter>**.
3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.
4. Press **<Enter>**.
5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.
6. Enter the appropriate Facility Code or ST and press **<Enter>**.
7. Enter the Begin Date (MM/DD/YYYY) and press **<Enter>**.
8. Enter the End Date (MM/DD/YYYY) and press **<Enter>**.
9. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Statewide Detention Population

This report displays the total statewide detention facility population. It also displays a breakdown of the population by facility type and facility name.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.
2. Arrow to the *Statewide Detention Population* option and press **<Enter>**.
3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.
4. Press **<Enter>**.
5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Detention Commitments By Offense Category

This report displays a breakdown of detention commitments by offense category for specific facility based on parameters input by the user.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.
2. Arrow to the Detention Commitments By Offense Category option and press **<Enter>**.
3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.
4. Press **<Enter>**.
5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.
6. Enter the appropriate Facility Code or ST and press **<Enter>**.
7. Enter the appropriate VCC Heading and press **<Enter>.**
8. Enter the Begin Date (MM/DD/YYYY) and press **<Enter>**.
9. Enter the End Date (MM/DD/YYYY) and press **<Enter>**.
10. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Secure Detention Length of Stay Range

This report displays an average breakdown of detention admission releases for all detention homes based on total length of stay and by day categories.

1. From the *Juvenile Tracking System Main Menu screen* (Figure 4), arrow to the *Reports Menu* option and press **<Enter>**.
2. Arrow to the *Secure Detention Length of Stay Range* option and press **<Enter>**.

3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

4. Press **<Enter>**.

5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. Enter the Begin Date (MM/DD/YYYY) and press **<Enter>**.

7. Enter the End Date (MM/DD/YYYY) and press **<Enter>**.

8. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Detention Home Admission Report

This report displays a breakdown of all juvenile admission information for a particular juvenile based on parameters input by the user.

1. From the *Secure Detention Current Population* screen (Figure 7), arrow down to a selected juvenile and enter **DR** in the **?** field and press **<Process Form>**.

2. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

3. Press **<Enter>**.

4. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

5. Enter the appropriate Community Care Number or accept the system default value and press **<Enter>**.

6. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Juvenile Alert Information

This report displays a breakdown of all juvenile alert information for a particular juvenile based on parameters input by the user.

1. From the *Secure Detention Current Population* screen (Figure 7), arrow down to a selected juvenile and enter **JA** in the **?** field and press **<Process Form>**.

2. From the *Juvenile Alert Information* screen verify that information is correct and press **<Process Form>**.

3. In the *Run Report* Screen (Figure 13) screen, select printer if necessary using steps on page 40.

4. Press **<Enter>**.

5. If you want compressed print, enter the letter **<Y>** and then press **<Enter>**, if not, simply press **<Enter>**.

6. Enter the appropriate Juvenile Number or accept the system default value and press **<Enter>**.

7. If you are ready to print, click on **Y** and press **<Enter>**, or if you wish to cancel, click on **N** and press **<Enter>**.

Section 10 - Selecting a Printer

Change Printer Setup

To change the destination of the printer for your reports or listings use the following procedures.

1. In the *Run Report* Screen (Figure 13), click on the letter **Y** in the **Select Printer** data field to display a list of values for the available printers.

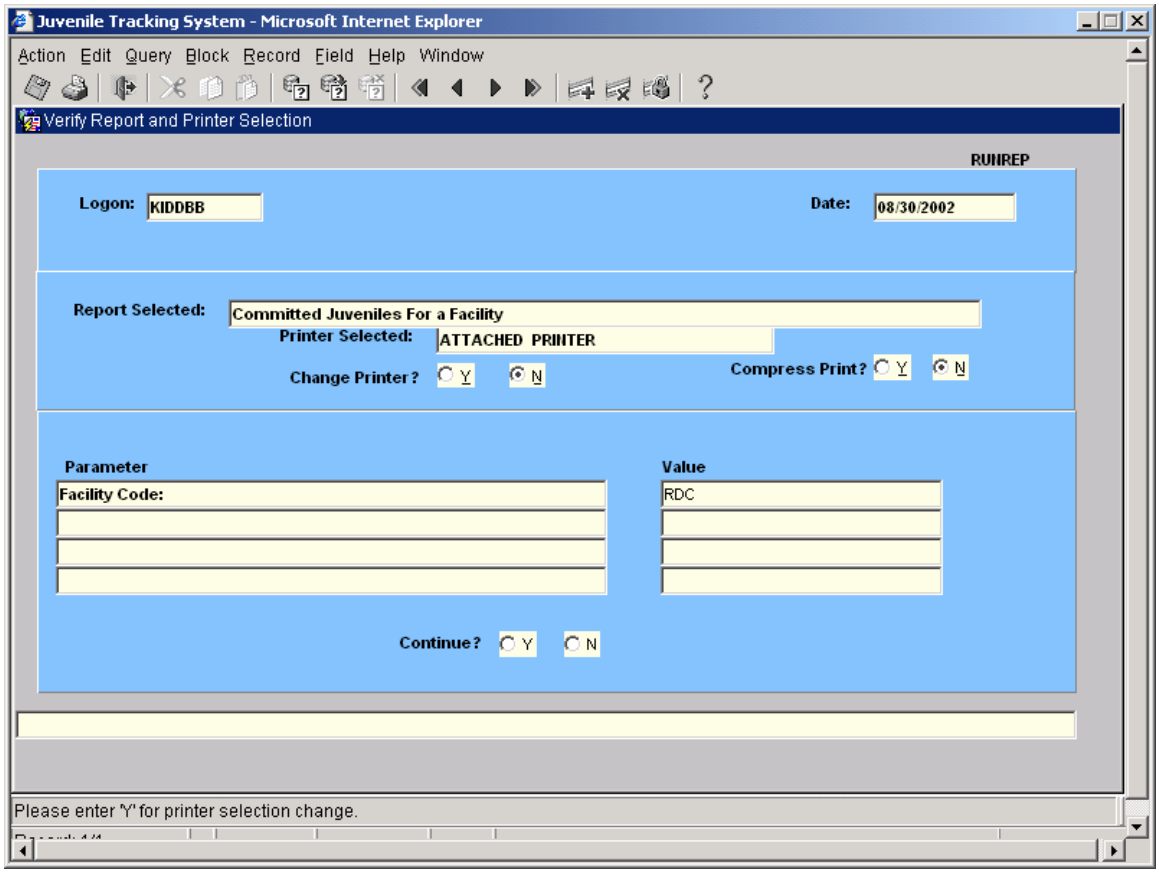

Figure 13 – Run Report Screen

2. Select the appropriate printer from the list of available printers and press **OK** to display the selected printer in the **Select Printer** data field.

3. Press **<List>** to redisplay the printer list if required.

4. If the printer change is permanent, press **<Commit>** or **Save**.

5. If the printer change is just for this one print session, press **Action / Exit** and answer **<No>**.

6. Pick up where you left off with the Printing Reports or Forms instructions.

Adding an Attached Printer

If your system is setup to print to a network printer and you do not have an attached printer and want to add an attached printer to your system, you must setup your printer configuration.

1. From your desktop click on the My Computer icon to display the My Computer screen.

2. From the *My Computer* screen, locate and click on the **Control Panel** icon to display the *Control Panel* screen.

3. From the *Control Panel* screen, locate and click on the **Printers** icon to display the *Printers* screen.

4. From the *Printers* screen, locate and click on the **Add Printer** icon to display the *Add Printer Wizard* screen.

5. Call the Help Desk for assistance in completing the setup and installation of the attached printer.

Printing To Attached Printer

The following procedures are to be used to obtain your printed reports or listings if you changed your printer to an **Attached Printer** on the *Run Report* Screen (Figure 13).

1. After you click on **Y** in the **Continue?** data field from the *Run Report* Screen (Figure 13), the system will format the report using Adobe® and display the *Adobe Report* screen (Figure 14).

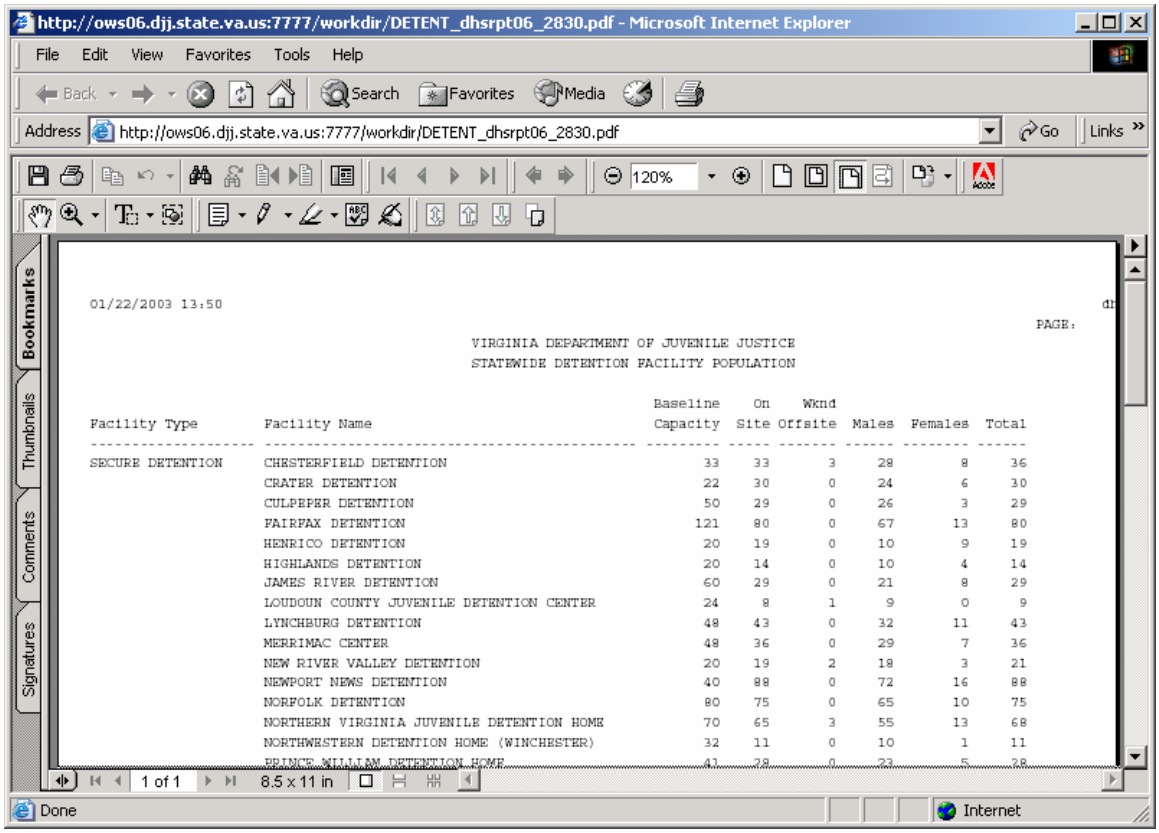

Figure 14 – Adobe Report Screen

2. To print the report displayed on the *Adobe Report* screen (Figure 14), click on the **Printer** icon or select **File / Print** from the menu bar and the system will display the Print screen (Figure 15).

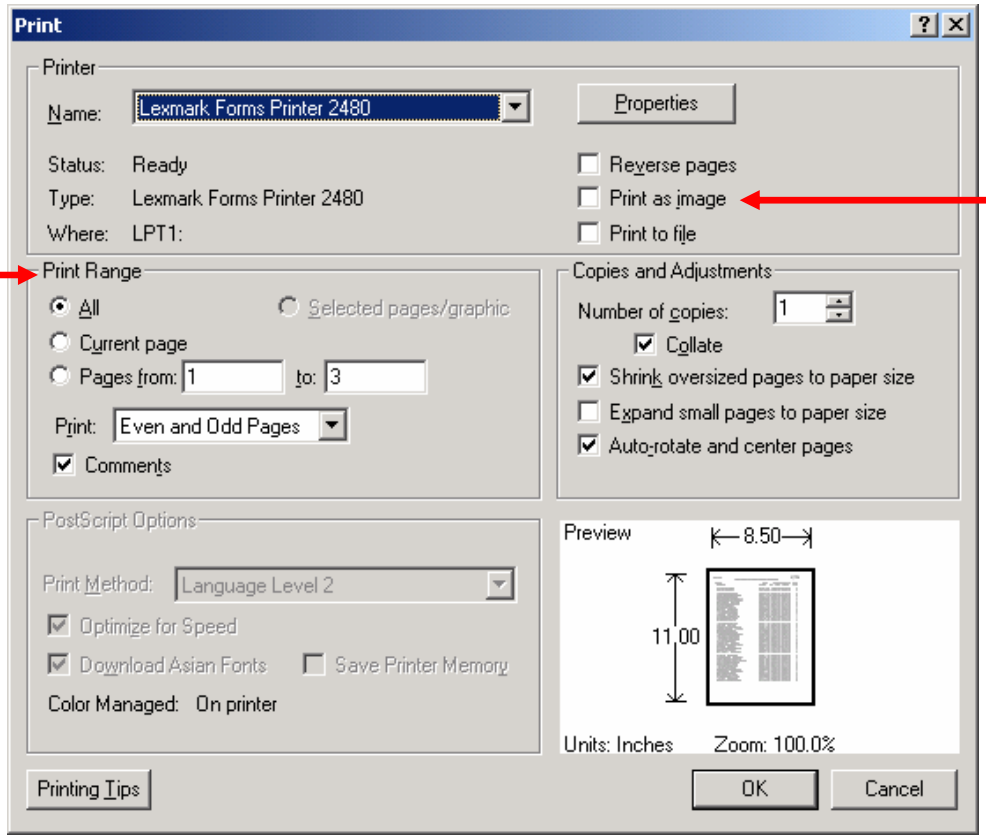

Figure 15 – Print Screen

3. From the *Print* screen (Figure 15), you can print all pages of the report or select specific pages by changing the pages in the **Print Range** data field.

4. To change the pages to be printed, click on **Pages From:** and enter the new **From** page and press **<Tab>** or **<Enter>** to advance to the **To:** data field and enter a new **To** page.

NOTE: If your attached printer is a Lexmark printer, you also must place a check mark in the **Print to Image** data field.

5. After all your printer settings are set and correct, press **OK** to continue with the printing of the report to the attached printer.

6. Once the printing is complete click on the **Back Arrow** at the top of the *Adobe Report* screen (Figure 14) to return to the *Run Report* Screen Figure 13).

Screen Printing a Record Displayed

There will be occasions when it is necessary to make a screen print of a record displayed on the monitor. To send a copy of the displayed screen to the printer, use the following procedure.

NOTE: This screen print option only allows you to print the data displayed on your monitor.

1. With a detention screen displayed, click on **Action / Print** from the menu bar and the system will display the *Print* screen (Figure 16) with the default printer highlighted.

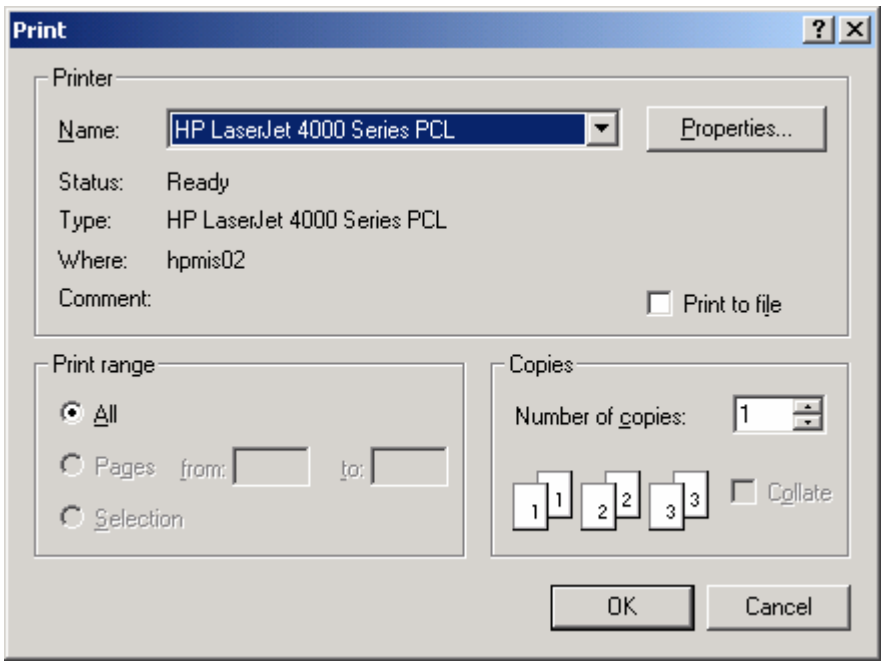

Figure 16 – Print Screen

2. If the default printer is correct, press **OK** to continue.

3. If another printer is desired, click on the ▼ next to the printer name to view a drop down list of printers available. Select the required printer and press **OK** to continue

4. If more then one copy of the screen is required the Number of Copies data field can be changed to the desired number needed.

Section 11 - Troubleshooting Problems

Printer Problems

If the printer fails to produce the required documents:

- Ensure **<Enter>** was pressed at the applicable screen. This allows the report or listing to be sent to the print spooler.
- Ensure that the printer power cord is plugged into an electrical outlet and that the power switch is turned to the **ON** position.
- Ensure that all cables are properly connected to the printer and the computer port.

If the above troubleshooting procedures have been followed and the printer still fails to produce the required documents contact the Help Desk for assistance.

System Lock-Up

There may be times when you have a system problem and you cannot navigate within the process and the system seems to be locked. If this is the case follow the procedures outlined below.

NOTE: If the system is locked and you cannot navigate within the Detention program, **DO NOT** power off your system.

NOTE: If the system is locked, data not saved to the database may not be recovered when you reenter the Detention program.

1. Click on **Action / Exit** from the menu bar to exit the present process.
2. After pressing **Action / Exit** the system will display any previous screen displayed.
3. If the system is still locked, press the **<Alt> <Ctrl> <Delete>** keys to display a *Windows Security* screen.
4. From the *Windows Security* screen, click on the **Task Manager** button to display *the Windows Task Manager* screen (Figure 17).

NOTE: Depending on what programs or processes the user has open on his/her system, the *Windows Task Manager* screen (Figure 17), may appear different on the user's system then what appears in this manual.

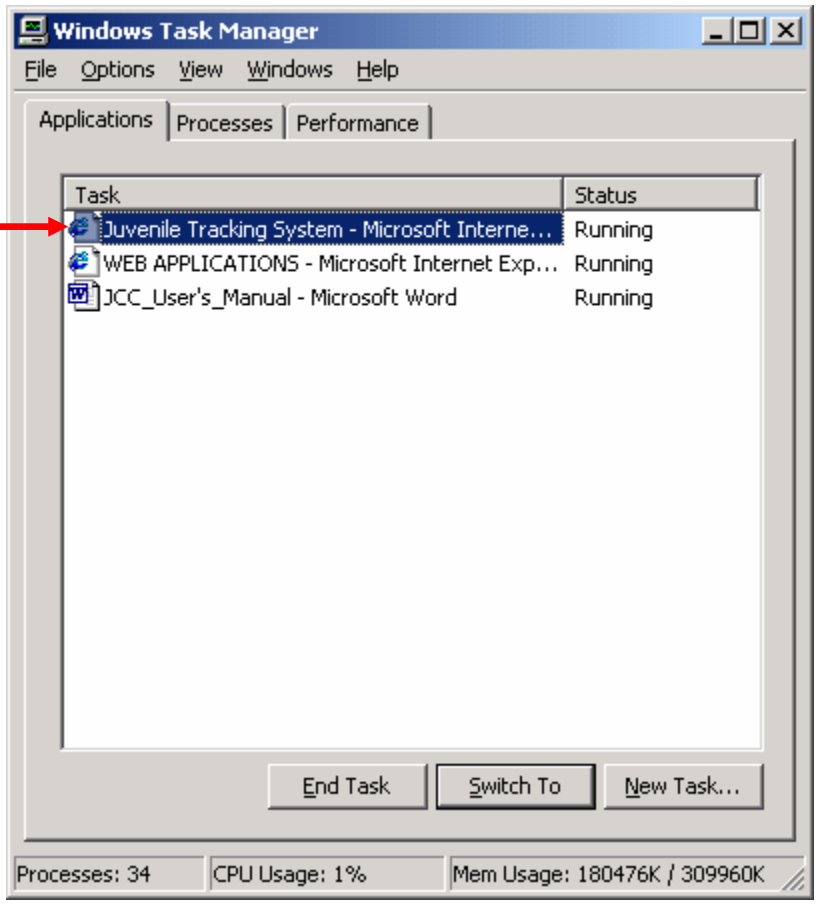

Figure 17 – Windows Task Manager Screen

5. Ensure that Juvenile Tracking System – Microsoft Internet Explorer is highlighted and click on the **End Task** button.

6. The Juvenile Tracking System – Microsoft Internet Explorer task will be removed from the *Windows Task Manager* screen (Figure 17).

7. To close the Windows Task Manager screen (Figure 17), click on the **X** in the upper right corner of the screen.

8. Log back into the Detention system to continue with processing Detention records.

If the above troubleshooting procedures have been followed and you are still experiencing difficulties with the system and Detention program, contact the Help Desk for further assistance.

Recommended Screen Colors, Screen Size and Desktop Appearance

There may be times when your system is not displaying the screen properly while in the JTS. As you view a screen it may not be displaying all the information correctly. This may be caused by not having the correct colors, screen settings, or desktop appearance. If this is the case follow the procedures outlined below.

Setting Screen Colors

1. Right click on your mouse in any area at your computer desktop to display the *Background Tab – Display Properties* screen (Figure 18) with the default tab set to **Background**.

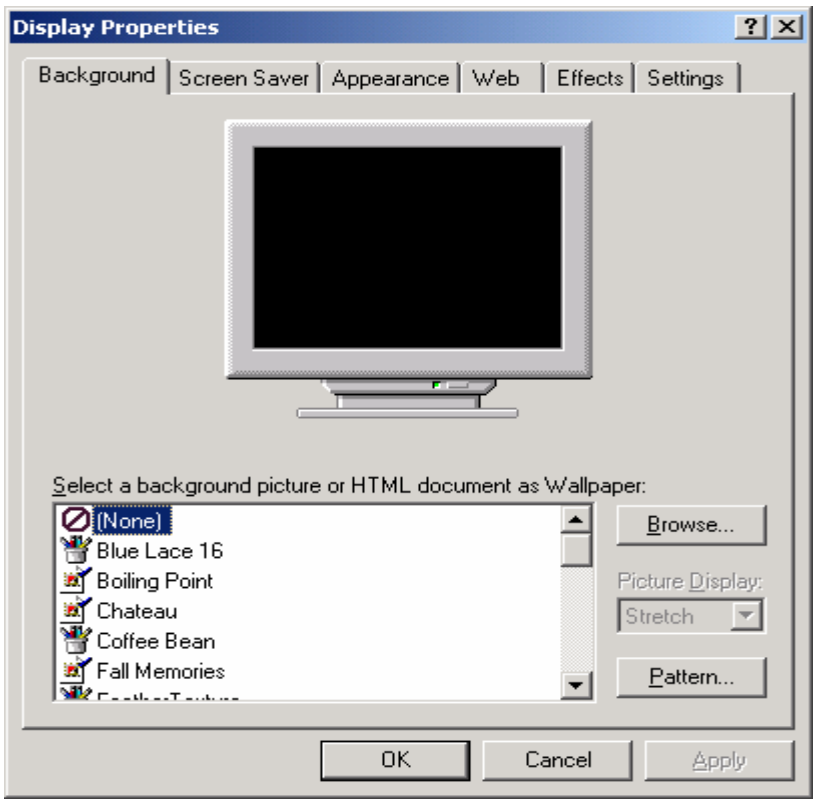

Figure 18 – Background Tab - Display Properties Screen

2. From the *Background Tab – Display Properties* screen (Figure 18), click on the **Settings** tab to display the *Settings Tab – Display Properties* screen (Figure 19).

3. The correct **Colors** setting for using the JTS is **True Colors (24 bit)**. If your system is displaying a different setting in the **Colors** portion of the *Settings Tab – Display Properties* screen (Figure 19), you must reset it to the correct Color setting

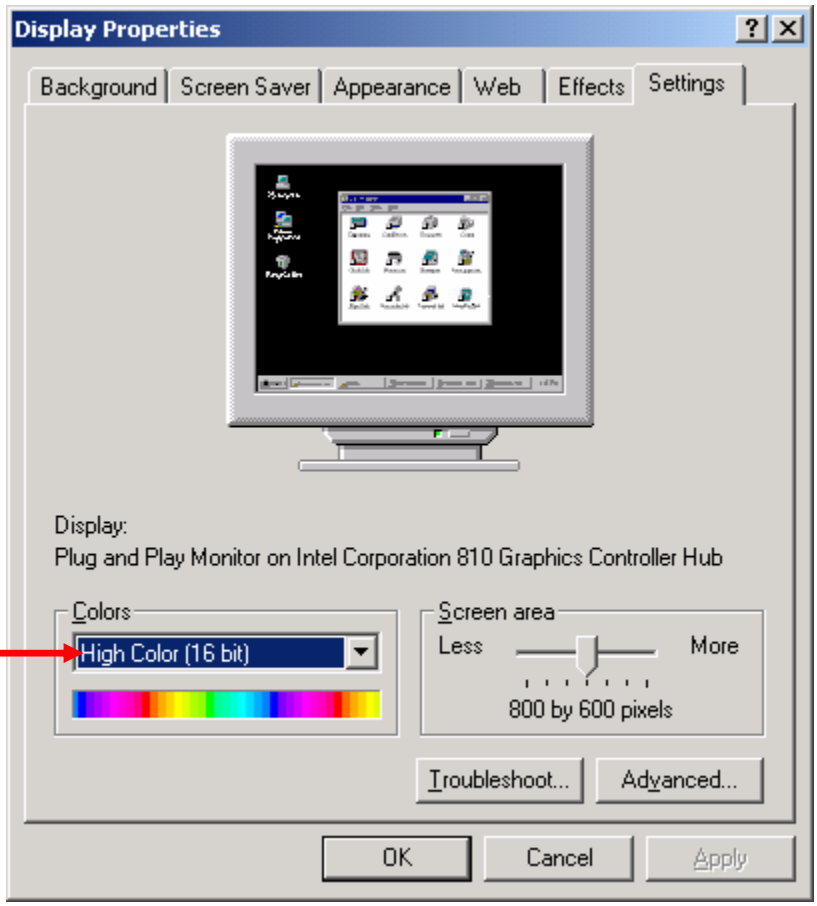

Figure 19 – Settings Tab - Display Properties Screen

4. To reset the **Colors** setting, using your mouse, click on the ▼ at the **Colors** field to display a drop down list. Select **True Colors (24 bit)** from the drop down list.

NOTE: Depending on your system you only may have the options of High Color (16 bit) or True Colors 32 bit). It this is the case, the proper setting for your system will be High Color (16 bit).

5. After you have the correct **Colors** set, click on **Apply** to save your settings and the system will display the *Display Properties* screen (Figure 20).

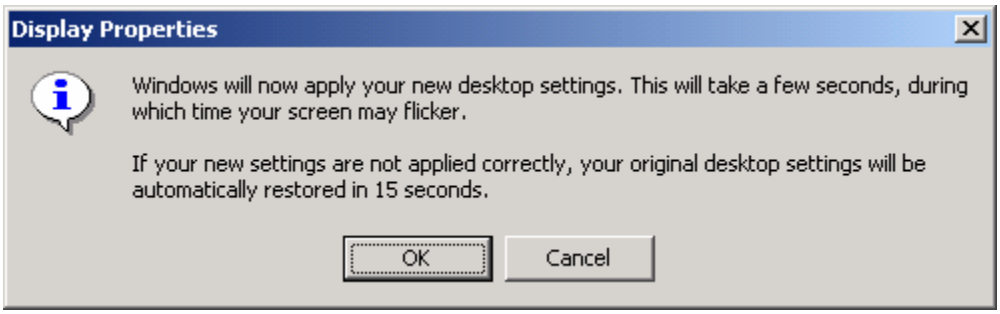

Figure 20 – Display Properties Screen

6. From the *Display Properties* screen (Figure 20), click **OK** to display the *Monitor Settings* screen (Figure 21).

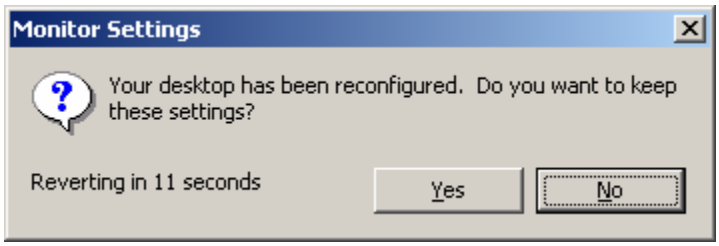

Figure 21 – Monitor Settings Screen

7. From the *Monitor Settings* screen (Figure 21), click **OK** to return to the *Settings Tab – Display Properties* screen (Figure 19).

8. Click **OK** to close the *Settings Tab – Display Properties* screen (Figure 19).

Setting Screen Size

1. Right click on your mouse in any area at your computer desktop to display the *Background Tab - Display Properties* screen (Figure 18) with the default tab set to **Background**.

2. From the *Background Tab - Display Properties* screen (Figure 18), click on the **Settings** tab to display the *Settings Tab – Display Properties* screen (Figure 22).

3. The correct **Screen Area** setting for using the JTS is **800 by 600 pixels**. If your system is displaying a different setting in the **Screen Area** portion of the *Settings Tab – Display Properties* screen (Figure 22), you must reset it to the correct pixel setting.

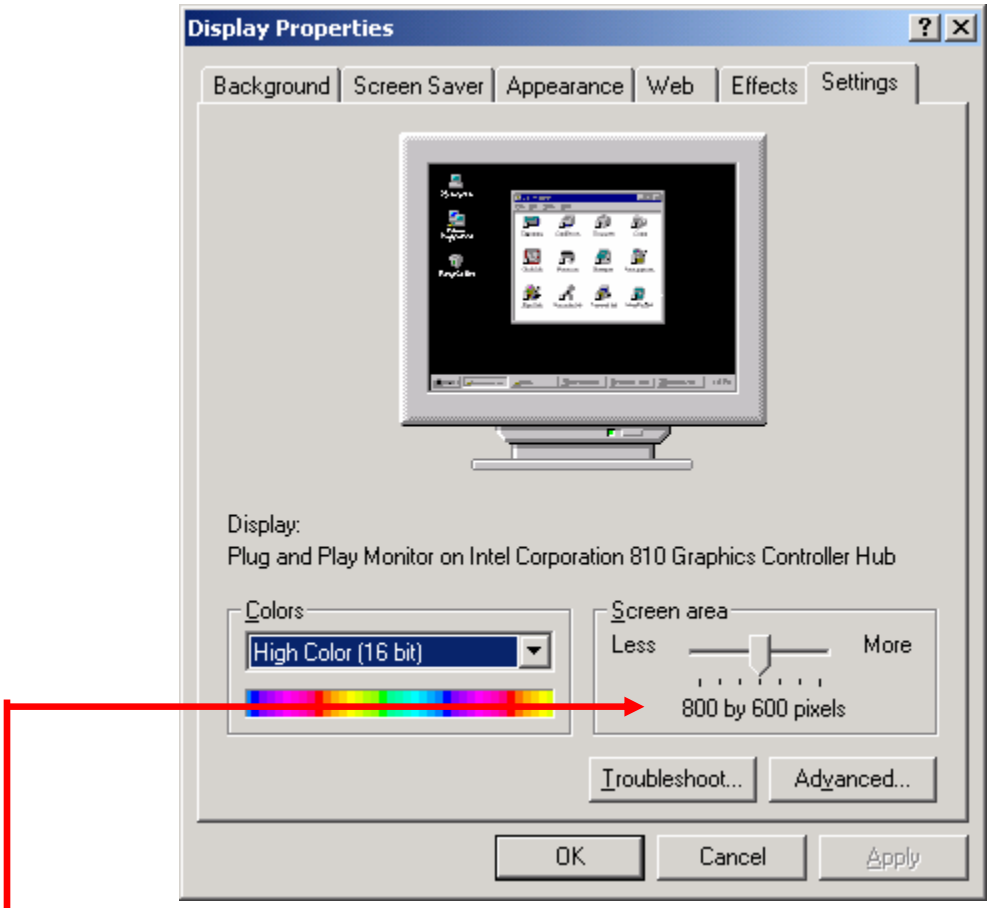

Figure 22 – Settings Tab – Display Properties Screen

4. To reset the **Screen Area** setting, using your mouse, click on the slide arrow and move it either left or right until you see **800 x 600 pixels** displayed.

5. After you have the correct **Screen Area** set, click on **Apply** to save your settings and then click **OK** to close the *Settings Tab – Display Properties* screen (Figure 22).

Setting Desktop Appearance

1. Right click on your mouse in any area at your computer desktop to display the *Background Tab – Display Properties* screen (Figure 18) with the default tab set to **Background**.

2. From the *Background Tab – Display Properties* screen (Figure 18), click on the **Appearance** tab to display the *Appearance Tab – Display Properties* screen (Figure 24).

3. The correct **Desktop Appearance** color for using the JTS is **gray** or **blue**. If your system is displaying a different setting in the **Item / Color** portion of the *Appearance Tab – Display Properties* screen (Figure 23), you must reset it to the correct pixel setting.

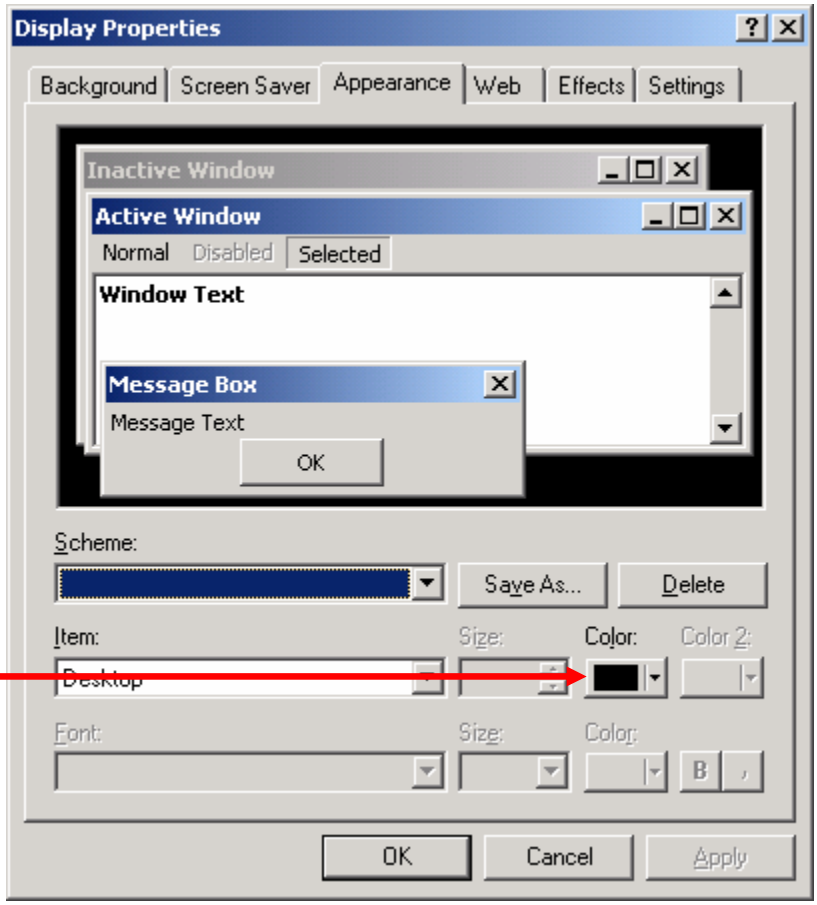

Figure 24 – Appearance Tab – Display Properties Screen

4. To reset the **Desktop Appearance** color setting, using your mouse, click on the ▼ at the **Color** field to display a drop down list. Select the color **Gray** or **Blue** from the drop down list..

5. After you have the correct **Desktop Appearance** color set, click on **Apply** to save your settings and then click **OK** to close the *Appearance Tab – Display Properties* screen (Figure 23).

Appendix A - Forms

Juvenile Tracking System Login Request Form
Information Security Agreement Form
Confidentiality of Juvenile Records Form

Juvenile Tracking System Logon Request
For Detention Homes

DATE: _____/_____/_____

STATUS: ☐ NEW ☐ DELETE ☐ CHANGE ☐ SITE CONTACT

USER: _____
First MI Last (User-Id if delete)

USER PHONE NUMBER: _____

DETENTION FACILITY: _____

JOB TITLE: _____

JOB DUTY (Ex. I am an Intake Officer entering intake information..)
_____
_____
_____

COMMENTS: (Authorize training, additional info)
_____
_____
_____

DETENTION SUPERINTENDENT:

_____
(Print) (Signature)

CONTACT SIGNATURE: _____(MANDATORY)

××
INTERNAL USE ONLY (MIS)

SYSTEM ADMINISTRATOR (UNIX)

Unix: _____ DATE: _____/_____/_____
COMPLETED: _____(Init)

ORACLE ADMINISTRATOR:

Oracle ID: _____ DATE: _____/_____/_____

System Access: _____
COMPLETED: _____(Init)

Please mail or fax to:
Information Services
PO Box 1110
Richmond, VA 23218-1110
804-786-0848

Rev. 9/15/00

Commonwealth of Virginia
Department of Juvenile Justice

Information Security Agreement

As a user of the DJJ distributed computer network, I understand and agree to abide by the following terms that govern my access to and use of the data processing services:

Access has been granted to me by DJJ as a necessary privilege in order to perform authorized job functions for the agency. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (such as log-in IDs or passwords) for any purpose other than those required to perform my authorized employment functions;

I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so by the Agency Head in writing, and I will not use any access mechanism that has not been expressly assigned to me;

I agree to abide by all applicable Commonwealth of Virginia, CIM, DIT, and DJJ policies, procedures and standards that relate to the security of DJJ computer systems and the data contained therein;

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Director of Information Services;

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to same. I further acknowledge that any infractions of this agreement will result in disciplinary action, including but not limited to the termination of my access privileges.

Employee Name (Please print)	Date
Employee Signature	Soc. Sec. Number
Detention Facility	

DJJ Information Security Agreement Form No. I (DJJ 8/24/95)
Procedure 07-005, Attachment B

Confidentiality of Juvenile Records
Held By
The Virginia Department of Juvenile Justice

1. I am requesting access to Department of Juvenile Justice records for juveniles who have had or are in contact with the juvenile and domestic relations court system.
2. I understand that by accepting access to these files, I am agreeing to maintain all confidentiality as required in the Code of Virginia, specifically in §16.1-222 through 16.1-225 and 16.1-300.
3. I agree to only access information for those juveniles for whom I, acting in my official capacity, require such information for the purpose of supervising, providing treatment, or otherwise providing secure housing for a juvenile.
4. I understand that information obtained through the Department of Juvenile Justice on any juvenile is to be held as confidential and shall not be disseminated nor shared with other organizations unless ordered by a court having jurisdiction over the juvenile. As provided in §16.1-225 of the Code of Virginia, "any person who knowingly and willfully violates the provisions of this chapter which require confidentiality of such records shall be guilty of a Class 2 misdemeanor."
5. Any password or access code provided by the Department of Juvenile Justice to allow me to gain access to automated records concerning juveniles shall be used only by myself and shall not be disclosed to others.
6. If I access a juvenile's file, I shall not leave such files, nor allow access to the database, to remain open while I am away from my computer.
7. I understand that a record of any access of juvenile files made with my password or access code may be recorded and monitored for the purpose of assuring that legal requirements for confidentiality of juvenile records are maintained.

I have read and agree to abide by the information provided in this document.

_____	_____
Print Full Name	**Date**
_____	_____
Signature	**Position Title**

Name of Organization _____

Organization Address _____

City, State, Zip Code _____

Organization Phone Number _____

Approval by:

Organization Head _____

Address (if different from above) _____

Telephone Number (if different from above) _____

Appendix B - Detention Home Software Download

Download Executable File

The following procedures will download the required executable file to complete the software initialization.

1. From the computer desktop, click on the **Internet Explorer** icon and the system will display the *Department of Juvenile Justice BBS* screen (Figure B1).

> **NOTE:** If you do not see the *Department of Juvenile Justice BBS* screen (Figure B1), when you click on the **Internet Explorer** icon, you must change the internet address. To do this, delete the current default address, then enter **BBS** and press **<Enter>**.

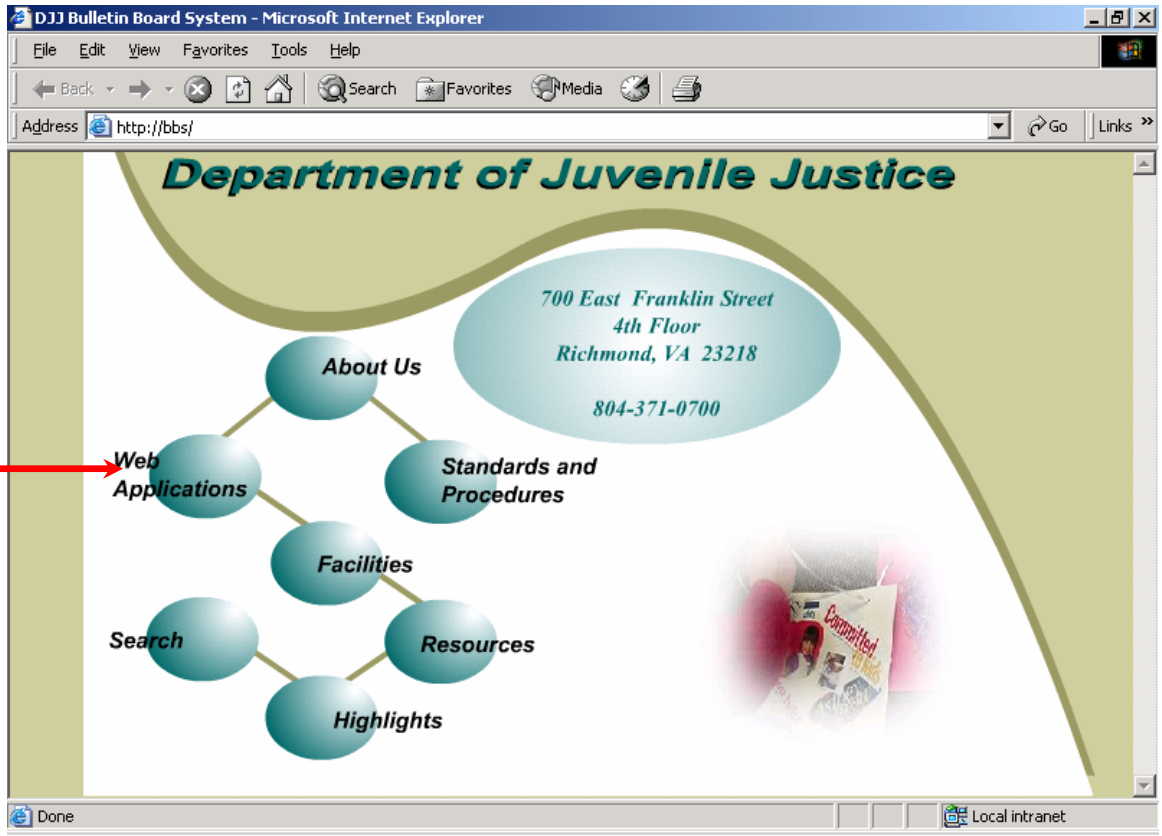

Figure B1 – Department of Juvenile Justice BBS Screen

2. From the *Department of Juvenile Justice BBS* screen (Figure B1), click on **Web Applications** and the system will display the *Web Applications* screen (Figure B2).

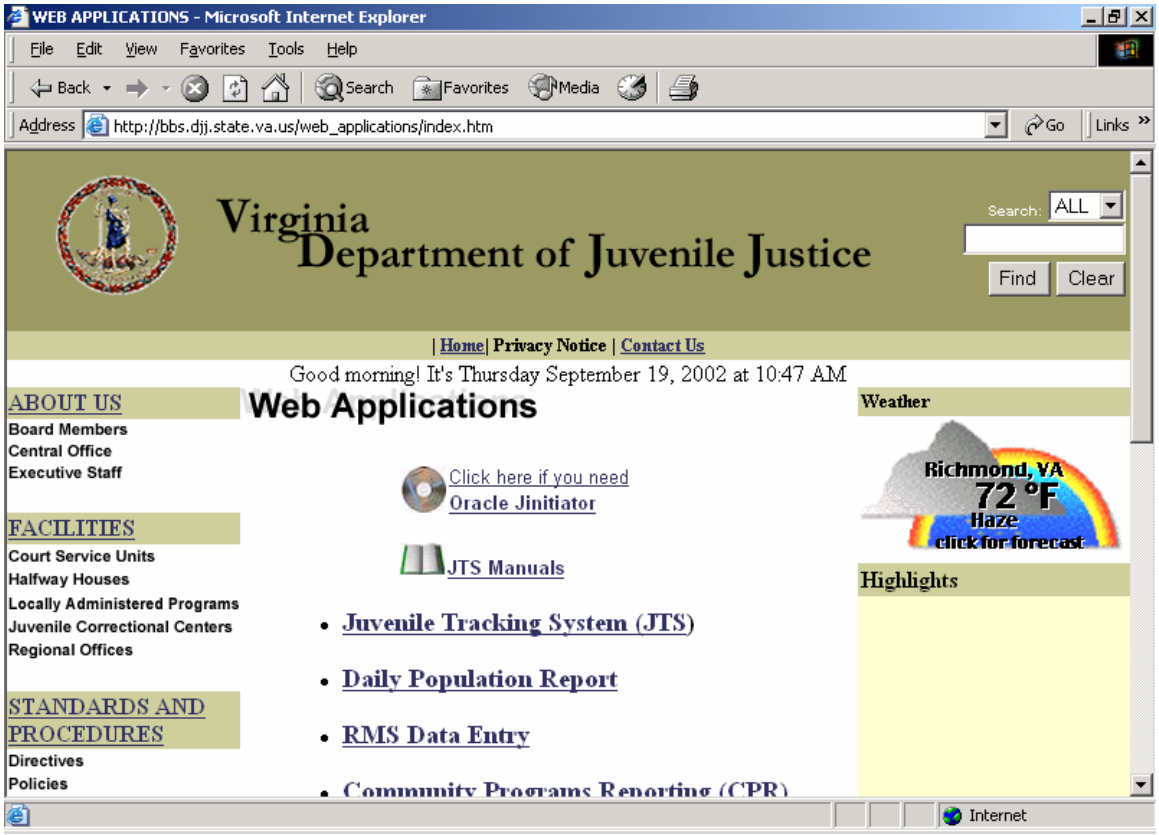

Figure B2 – Web Applications Screen

3. From the *Web Applications* screen (Figure B2), click on **Click Here If You Need Oracle JInitator** to display the *Oracle JInitator 1.1.8.16 Download Page* screen (Figure B3).

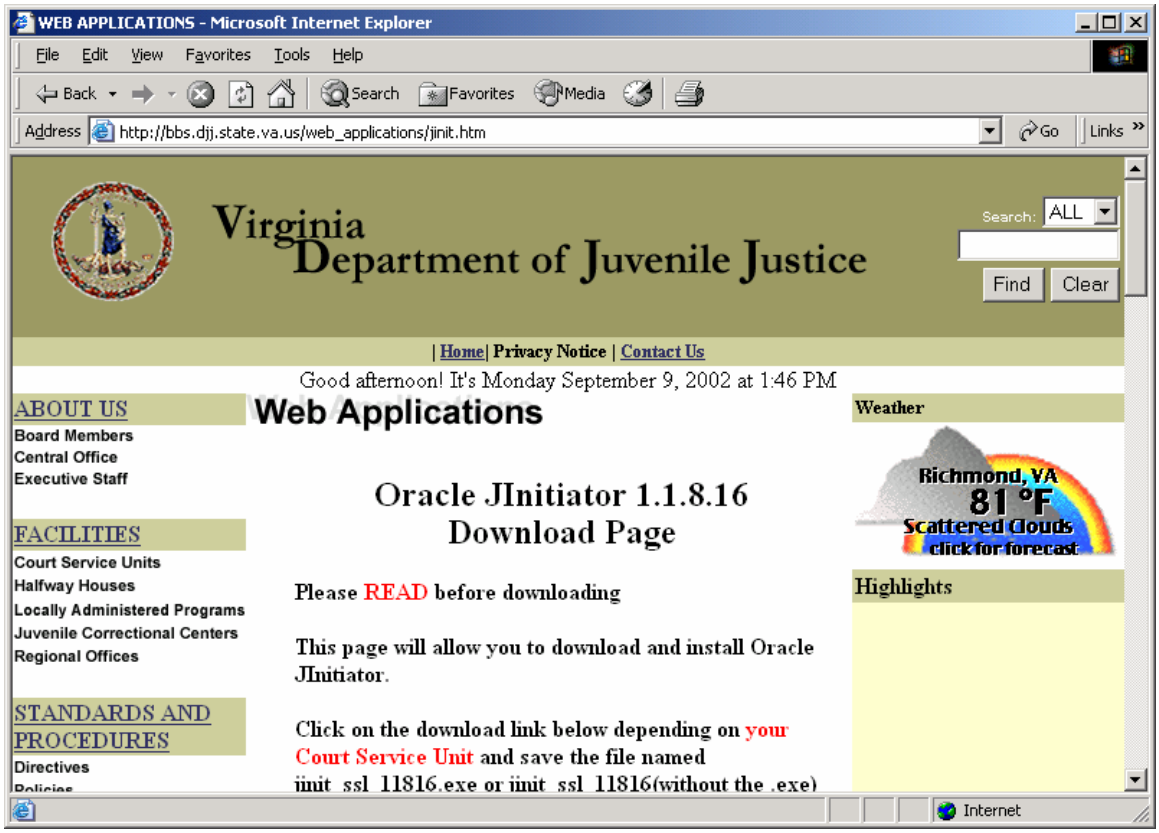

Figure B3 – Oracle JInitator 1.1.8.16 Download Page Screen

NOTE: If you encounter problems during the downloading of the Oracle JInitiator executable file, contact the help desk at 804-786-9999.

4. From the *Oracle JInitator 1.1.8.16 Download Page* screen (Figure B3), follow the download information to download the Oracle Jinitator 1.1.8.16 file for your Court Service Unit.

5. Locate your **Court Service Unit** name from the list on the page and click on it and the system will display the file Download screen (Figure B4).

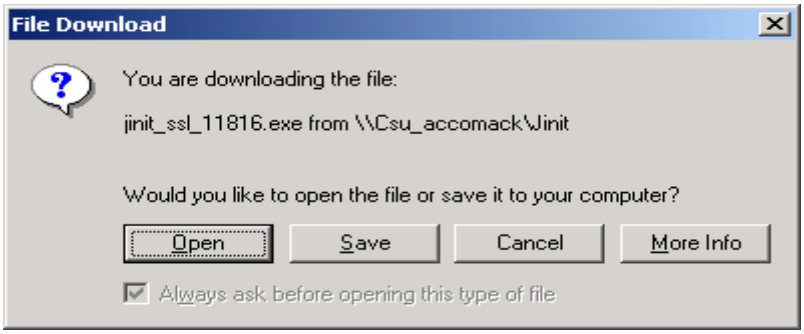

Figure B4 – File Download Screen

6. From the *Download File* screen (Figure B4), click on **Save** and the system will display the *Save As* screen (Figure B5).

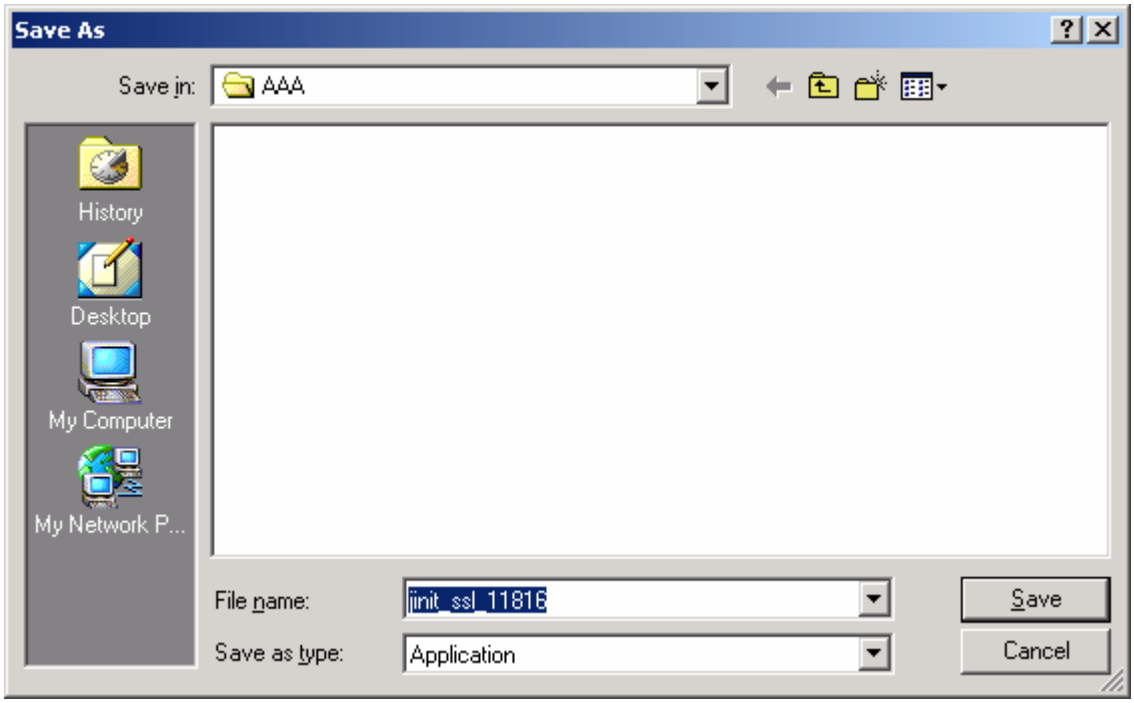

Figure B5 – Save As Screen

7. From the *Save As* screen (Figure B5), change the **Save In** file location to **Local Disk (C:) Program Files**, if necessary. Click on **Save** to start downloading the file to the selected directory.

8. The *Download Complete* screen (Figure B6) will appear when the file has been successfully downloaded.

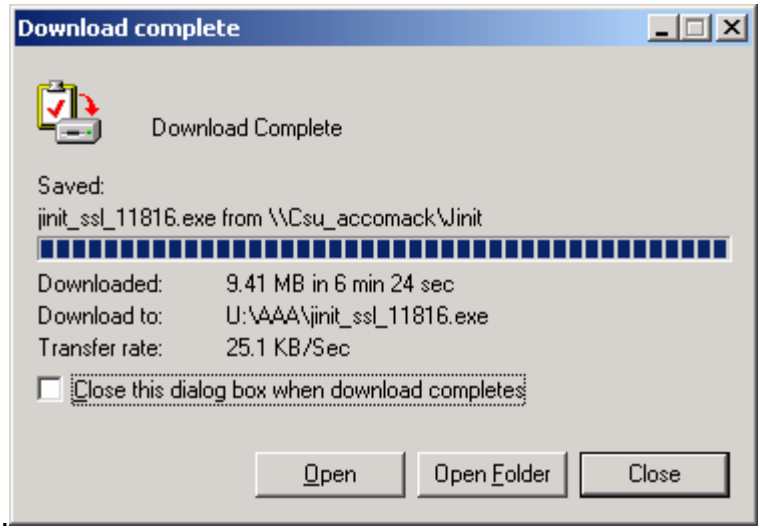

Figure B6 – File Complete Screen

9. The file download is complete. Close all windows to return to the system desktop.

Software Installation

The following procedures will install the required software to utilize the Detention software. Once the system is properly setup and initialized, these procedures will no longer be required.

NOTE: If you encounter problems during the installation of the Oracle JInitiator, contact the help desk at 804-786-9999.

1. Using Windows Explorer, locate the file **jinit_ssl_11816.exe** file that was downloaded to the **Program Files** folder.

2. Double click on the **jinit_ssl_11816.exe** file to display the *InstallShield Self-Extracting EXE* screen (Figure B7).

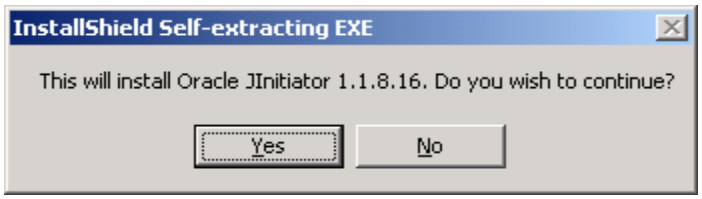

Figure B7 – InstallShield Self-Extracting EXE Screen

3. To install the Oracle JInitiator 1.1.8.16 software, click on **Yes** to display the *Welcome* screen (Figure B8).

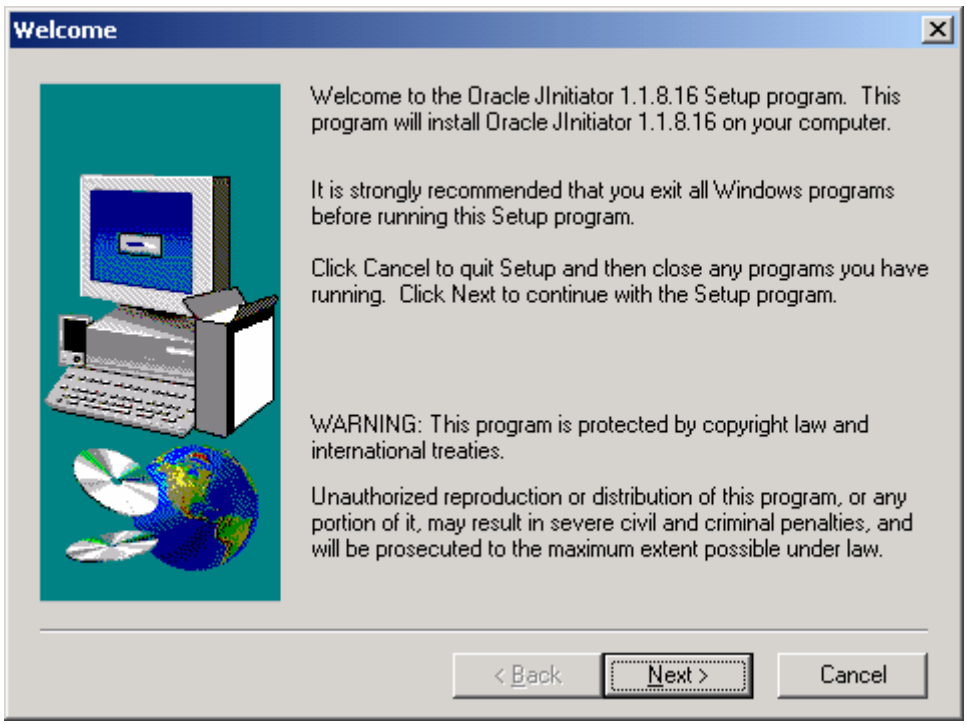

Figure B8 – Welcome Screen

4. Follow the instructions on the screen and click on **Next** to continue with the installation. The system will display a series of installation screens and when the installation is complete the system will display the *Installation Complete* screen (Figure B9).

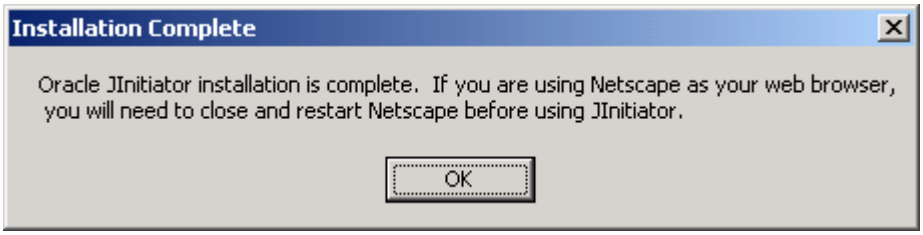

Figure B9 – Installation Complete Screen

5. Follow the screen information and click on **OK** to complete the installation of the software. Close all windows to return to the system desktop. Exit your browser and restart it.

Appendix C - Detention Home Facility Type Codes

The following is a list of detention homes and their respective Facility Type Code:

DETENTION HOME	FACILITY TYPE CODE
Tidewater Detention Home	D01
Norfolk Detention Home	D02
Newport News Detention Home	D03
Crater Detention Home	D04
Chesterfield Detention Home	D05
Richmond Detention Home	D06
Rappahannock Detention Home	D07
Northern Virginia Juvenile Detention Home	D08
Shenandoah Valley Detention Home	D09
Lynchburg Detention Home	D10
Roanoke Detention Home	D11
WM Moore Detention Home (Danville)	D12
New River Valley Detention Home	D13
Highlands Detention Home	D14
Northwestern Detention Home (Winchester)	D18
Loudoun County Juvenile Detention Home	D29
Merrimac Detention Home	D30
Culpepper Detention Home	D37
Prince William Detention Home	D63
Henrico Detention Home	D64
Fairfax Detention Home	D65
James River Detention	D66
Piedmont Detention	D67
Blue Ridge Detention	D69
Virginia Beach Detention	D90

Appendix D - Child Care Days Calculation

How to Calculate Child Care Days

Examples of How to Calculate Child Care Days

Facilities are not required to calculate Child Care Days (CCDs) for the detention home system. This reference sheet describes how DJJ calculates Child Care Days.

Current month means the month you are filling out the form for.

- Juvenile is admitted in the current month AND released in the current month.

  CCDs = RELEASE day - ADMIT day

  For example: the current month is JUNE, the juvenile was admitted on June 2 and released on June 10, therefore 10 - 2 = 8 CCDs.

- Juvenile is admitted in the current month AND NOT released in the current month.

  CCDs = (NUMBER OF DAYS IN THE MONTH + 1) - ADMIT day

  For example: the current month is JUNE, the juvenile was admitted on June 2 and not released in June. The number of days in JUNE is 30 therefore (30+1) - 2 = 29 CCDs.

- Juvenile is admitted before the current month AND released in the current month.

  CCDs = RELEASE day - 1

  The day a juvenile is released is not counted in the total days. For example: the current month is JUNE, the juvenile was admitted on May 2 and released on June 10, then 10 - 1 = 9 CCDs.

- Juvenile is admitted before the current month AND NOT released in the current month.

  CCDs = NUMBER OF DAYS IN THE MONTH

  For example: the current month is JUNE, the juvenile was admitted on May 2 and still at the facility then 30 CCDs.

Examples of How to Calculate Child Care Days (continued)

- Juvenile is admitted before the current month AND released on the FIRST day of the current month.

  CCDs = 0

  For example: the current month is JUNE, the juvenile was admitted on May 2 and released on June 1 then 0 CCDs.

- Juvenile is admitted and released on the same day.

  CCDs = 1

- Juvenile is accepted into state custody (committed to a juvenile correctional center) and released on the same day

  State CCDs = 0
  (calculate local CCDs using the rules above – depends on admit date)