Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data Gathering Environment

CSU Intake Module Manual

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Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** covers all BADGE modules while the **BADGE Module** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

BADGE Application

Style/Symbol	Meaning
Calendar Screen Icon	In order to select a date, click the **Calendar Screen Icon** and select the date.
Printer Icon	In order to print a report or document, click the **Printer Icon** in the *Report Viewer* screen.
Save Icon	In order to export and save a document, (i) click the **Save Icon**, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the **Save** button.
Scroll Bar	A **Scroll Bar** allows the user to move the window viewing area up, down, left, or right. The **Scroll Bar** can be vertical or horizontal and is commonly located on the far right or bottom of the window.
Next Page Button	In order to go to the next page of a report, click the **Next Page** button.
Magnifying Glass	Click the magnifying glass to expand a comment/textbox.

BADGE Module

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the **Ctrl** key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
Italicized	Name of a tab.
Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
Reference Bullet	Refer to another page or resource for additional information.
	Denotes mandatory admission fields.
Underlined and Italicized	Name of a screen.

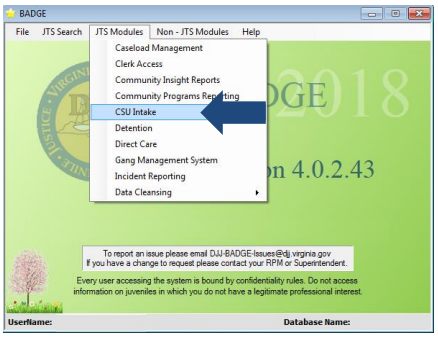
The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the BADGE Intake module.

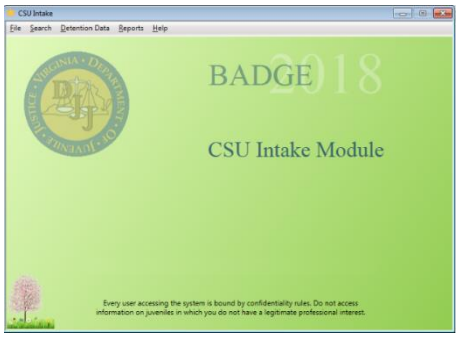
Updates to the manuals are made frequently and uploaded to DJJ's website without any notification. For this reason, it is recommended that you access the manuals solely through the website instead of downloading and printing them to ensure that you have the most up-to-date version.

Adding a New Intake

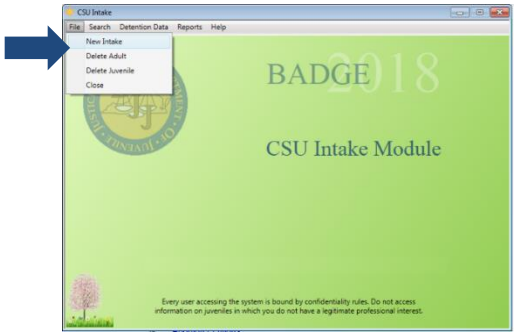
From the *BADGE* home screen:

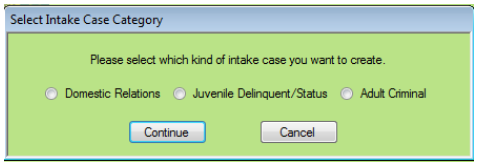
1. (i) Click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the *CSU Intake* screen will appear.





2. (i) Click the **File** menu, (ii) select the **New Intake** option from the drop-down menu, and the *Select Intake Case Category* screen will appear.

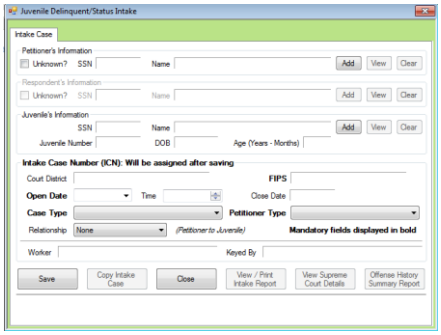




   a. **Domestic Relations** allows you to create the following:
      i. Custody Petitions
      ii. Support Petitions
      iii. Protective Orders
      iv. Abortion Petitions
   b. **Juvenile Delinquent/Status** allows you to create the following:
      i. Juvenile Intakes
      ii. Court Summons
      iii. Bench Warrants
   c. **Adult Criminal Intake**
3. (i) Select the intake case category and (ii) click the **Continue** button.

Domestic Relations Intake

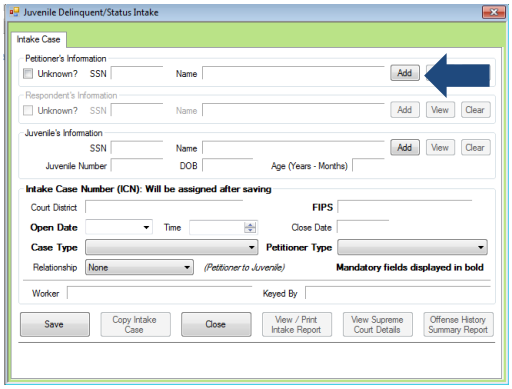
From the *Domestic Relations Intake* screen, you can create a new domestic relations intake, and file custody petitions, support petitions, protective orders, and/or abortion orders.

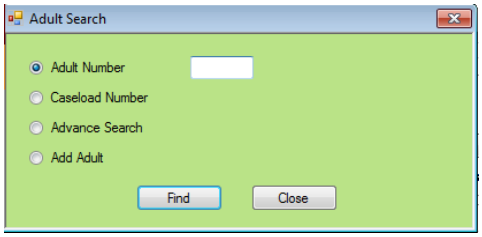


Intake Case Tab

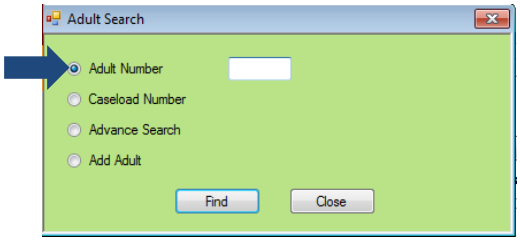
1. **Petitioner's Information**
   a. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.

When creating a new domestic relations intake, you must enter the **Petitioner 's Information** because all related domestic relation actions begin with the filing of a petition by the petitioner.





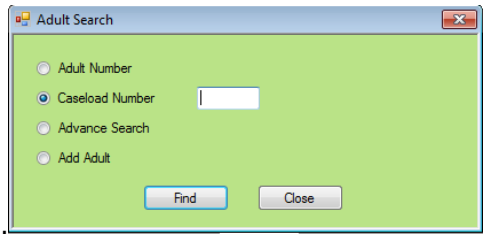
i. **Adult Number Button**
   1. (i) Click the **Adult Number** button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

If the adult is not found, a message will appear advising that there are no matches.

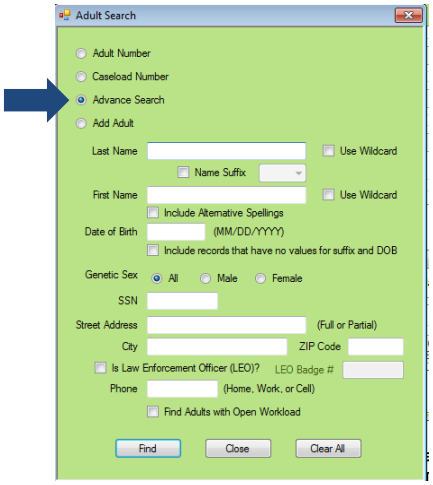
ii. **Caseload Number Button**
   1. (i) Click the **Caseload Number** button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

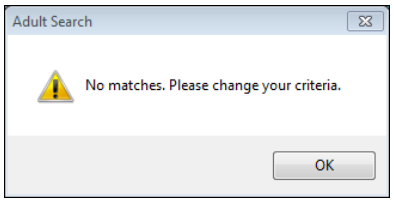
iii. **Advance Search Button**
   1. Click the **Advance Search** button and the fields at the bottom of the screen will appear.

- Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard**.
- If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.

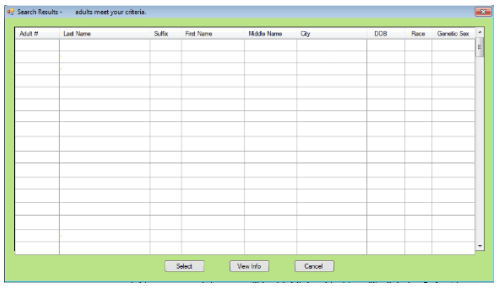


2. Type the **Last Name**.
3. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
4. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
5. Type the **First Name**.
6. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
7. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
8. You can search for an adult by including the **Date of Birth** ONLY. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
9. Select the **Genetic Sex** by clicking **All**, **Male**, or **Female**.
10. Search using the adult's Social Security Number by typing it into the **SSN** textbox.
11. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
12. Search using the adult's city by typing it into the **City** textbox.
13. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
14. If you are searching for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
15. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
16. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
17. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen.

- In order to clear all the information in the search fields, click the **Clear All** button.
- If the adult is not found, a message will appear advising that there are no matches.



OR



a. If the *Search Results* screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the *Adult Information*

screen will appear WITHOUT auto-populating the information into the fields, (iii) review the *Adult Information* screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the *Adult Information* screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.

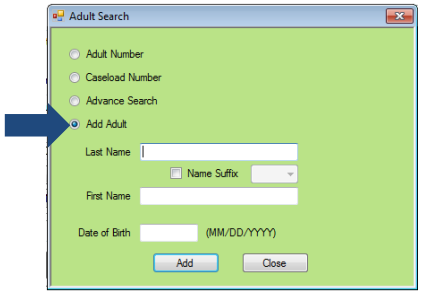
b. If you are sure of which adult is the one you are searching for, (i) select an adult's name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the *Adult Information* screen will appear, and the adult's information will auto-populate into the fields, (iii) review the *Adult Information* screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the *Intake Case* tab.

Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

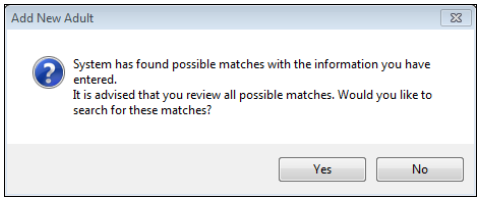
iv. **Add Adult Button**

1. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.

The **Add Adult** button will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.



a. Type the **Last Name**.
b. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
c. Type the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
d. If the system finds possible matches, the *Add New Adult* screen will appear.



i. If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the *Adult Search* screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.

Refer to the Advance Search section on how to conduct an **Advance Search**.

ii. If you have already conducted an **Advance Search** and did not find the correct adult, click the **No** button, and the *Information for New Adult* screen will appear.

e. If the system does not find any possible matches, the *Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

i. **Name/Address Information Tab**

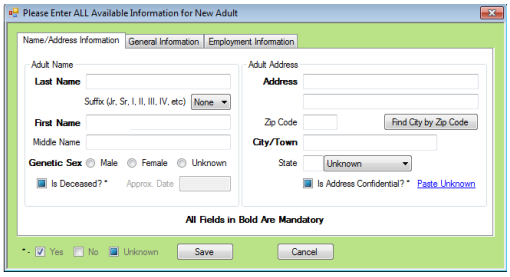
1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for New Adult* fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

The adult's address may need to remain confidential if a Protective Order already exists.

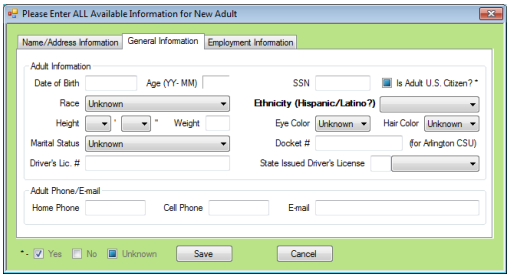
For a new respondent, you can click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.

   a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type the approximate death date.
2. Type in the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
   a. If the adult is deceased, "Deceased" will auto-populate into the **Address** and **City/Town** fields.
3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.



ii. **General Information Tab**

1. The **Date of Birth** will auto-populate from the *Adult Search* screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and (iv) type the adult's (iv) **Driver's Lic. #**.
2. (i) Type in the adult's **Social Sec.** #. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type in the **Docket** #. If the adult has a driver's license, type the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type in the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.

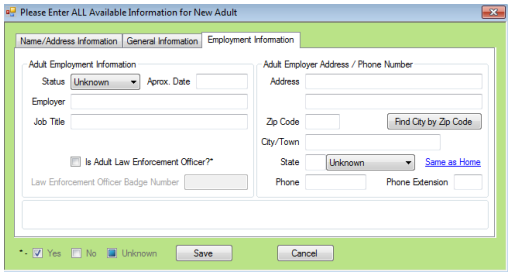


iii. **Employment Tab**

1. (i) Select the adult's employment status from the **Status** drop-down menu, and type in the selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, click the checkbox next to the **Is Adult Law Enforcement Officer?*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and type the officer's badge number.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

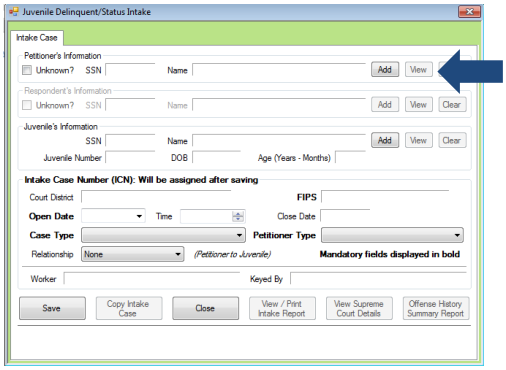
2. Type in the adult's employment (i) **Address** and (ii) **Zip Code**, and (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** information will auto-populate. Type in the adult's work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.



4. (i) Click the **Save** button, and the *Adult Information* screen will appear, and (ii) review the *Adult Information* screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

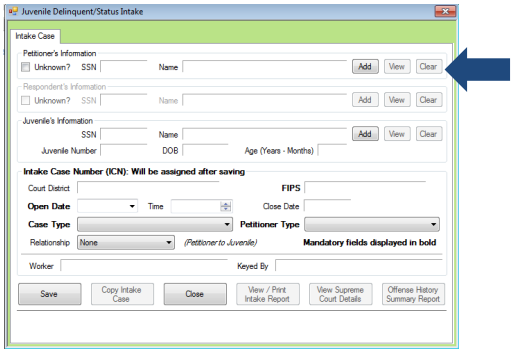
d. **View Button**

i. Click the **View** button and the petitioner's *Adult Information* screen will appear. Click the **Edit Adult Info** button to edit existing information and the *Edit Information* screen will appear.



e. **Clear Button**

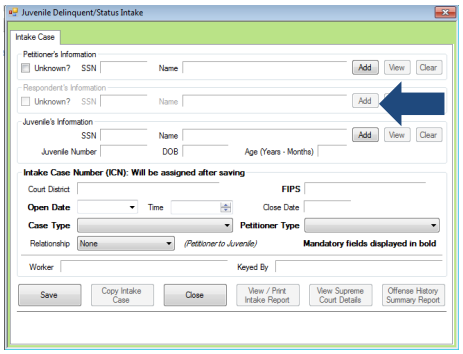
i. Click the **Clear** button to remove the selected petitioner's information from the fields.

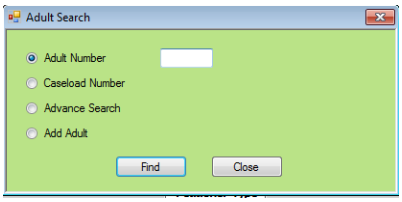


2. **Respondent's Information**

a. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.

If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.

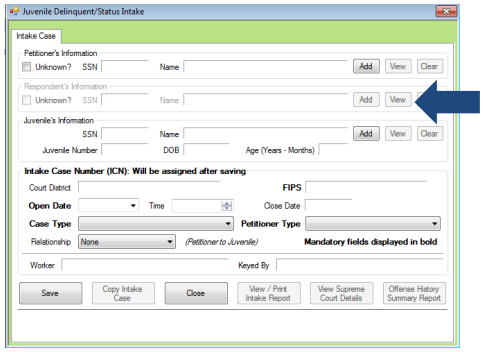




Refer to the Petitioners Information section on how to navigate the *Adult Search* screen.

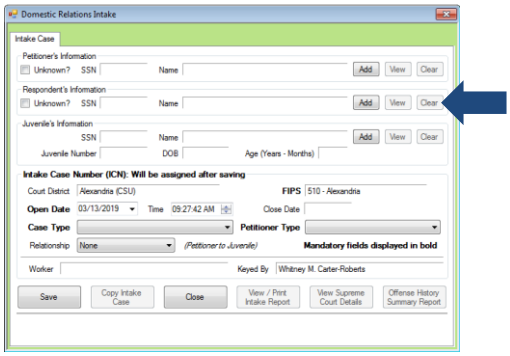
b. **View Button**

i. Click the **View** button and the respondent's *Adult Information* screen will appear. Click the **Edit Adult Info** button in order to edit existing information, and the *Edit Information* screen will appear.



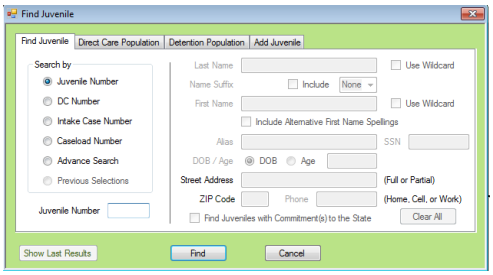
c. **Clear Button**

i. Click the **Clear** button to remove the selected respondent's information from the fields.



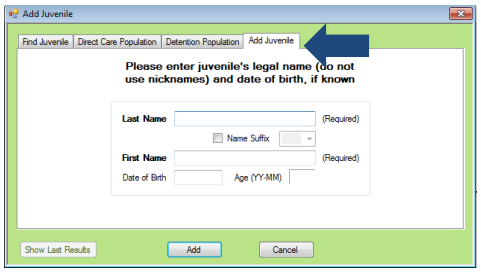
3. **Juvenile's Information**

a. Click the **Add** button and the *Find Juvenile* screen will appear. This screen consists of multiple juvenile search options.

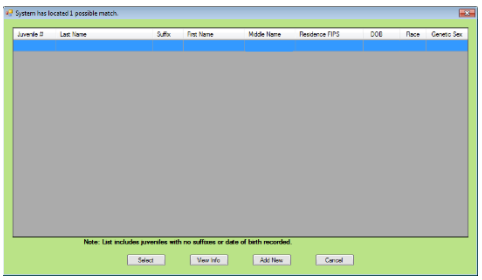


Refer to the Login & Search User Manual on how to search for a juvenile.

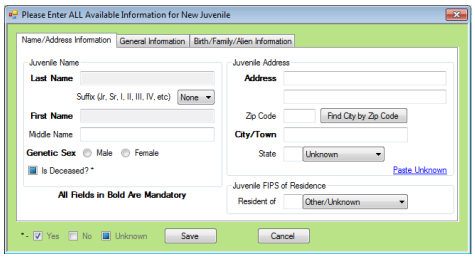
b. If the search does not return the juvenile, and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the *Add Juvenile* tab.



i. Type in the **Last Name**.
ii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
iii. Type in the (i) **First Name** and (ii) **Date of Birth**, and the **Age (YY-MM)** will auto-populate based on the **Date of Birth**, and (iii) click the **Add** button.
iv. If the system finds possible matches, the *System has located X possible match(es)* screen will appear.



1. If the *Search Results* screen consists of multiple results and you are unsure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear WITHOUT auto-populating the information into the **Juvenile's Information** fields. (iii) Review the *Juvenile Information* screen to ensure the correct juvenile is selected. When you find the correct juvenile, (iv) exit the *Juvenile Information* screen, (v) click the **Select** button, and the juvenile's information will auto-populate into the **Juvenile's Information** fields.
2. If you are sure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the *Juvenile Information* screen will appear, and the juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Review the *Juvenile Information* screen to ensure the correct juvenile is selected. (iv) Click the **Close** button and you will return to the *Intake Case* tab.
3. If the search does not return the juvenile, and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the **Add New** button. The *Information for New Juvenile* screen will appear.
   a. If the system does not find any possible matches, the *Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family/Alien Information* tabs.



The address should reflect the juvenile's current home address. If the juvenile is committed to DJJ or resides in a group home or other facility, make a note of their current location.

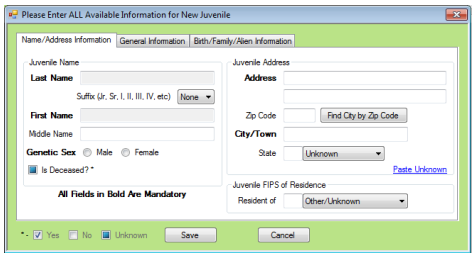
Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but need to be detained.

In order to enter **Is DNA Taken?*** information, verify the information with the clerk's office.

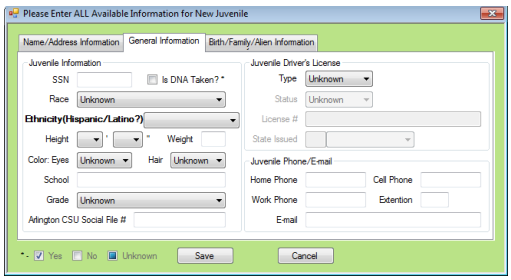
i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for Juvenile* screen. (i) Type in the **Middle Name** and (ii) select the **Genetic Sex**.
2. Type in the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
3. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
4. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
5. If the juvenile's address is unknown, click the **Paste Unknown** hyperlink, and the **Address**, **City/Town**, and **State** fields will auto-populate to "Unknown."



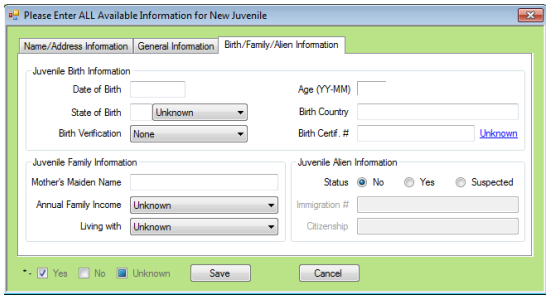
ii. **General Information Tab**

1. (i) Type in the juvenile's **Social Sec. #**. If the juvenile has submitted a DNA sample, click the **Is DNA Taken?*** checkbox. Select the juvenile's (ii) **Race** and (iii) **Ethnicity** from the drop-down menus. (iv) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (v) Type in the juvenile's approximate **Weight** (in pounds), select the (vi) **Eye Color** and (vii) **Hair Color** from the drop-down menus, (viii) type the juvenile's **School** name, and (ix) select the juvenile's **Grade** from the drop-down menu. If you work at the Arlington CSU, type in the **Arlington CSU Social File #**.
2. If the juvenile has a driver's license, or any government–issued identification card, select the type of identification from the **Type** drop-down menu.
   a. If the juvenile has an **ID card**, type in the (i) **License #** and (ii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
   b. If the juvenile has a **Full** driver's license or **Learner's** permit, (i) select the **Status** from the drop-down menu, type in the (ii) **License #** and (iii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
3. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.



iii. **Birth/Family/Alien Information Tab**

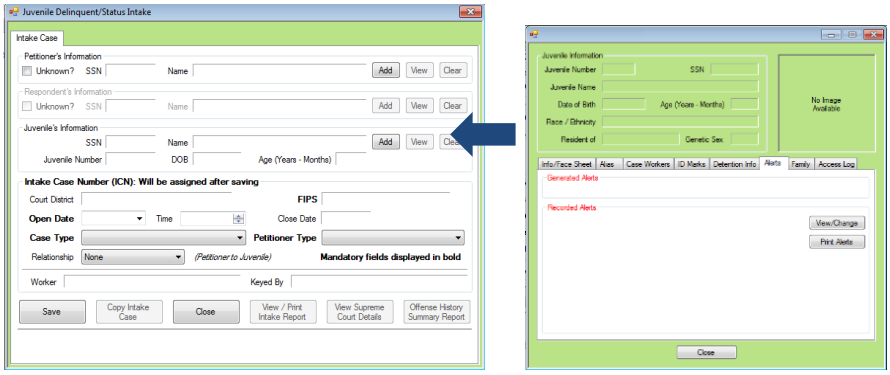
1. The **Date of Birth** will auto-populate from the initial *Juvenile Search* screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type in the state abbreviation for the **State of Birth** field. You can also select the state's name from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
   a. If the juvenile's birth certificate is used for **Birth Verification**, type in the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, and it will auto-populate to "Unknown."
2. Type in the juvenile's (i) **Mother's Maiden Name**, and select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
3. The juvenile's alien **Status** will auto-select "No." If the juvenile is an alien, select "Yes", and type in the juvenile's **Immigration #** and **Citizenship**. If the juvenile is a suspected alien, select "Suspected", and type in the juvenile's **Immigration #** and **Citizenship**.



4. (i) Click the **Save** button, and the *Juvenile Information* screen will appear, and (ii) review the *Juvenile Information* screen to ensure the information is correct. The juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

c. **View Button**

i. Click the **View** button and the *Juvenile Information* screen will appear.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Juvenile Information* screen.

d. **Clear Button**

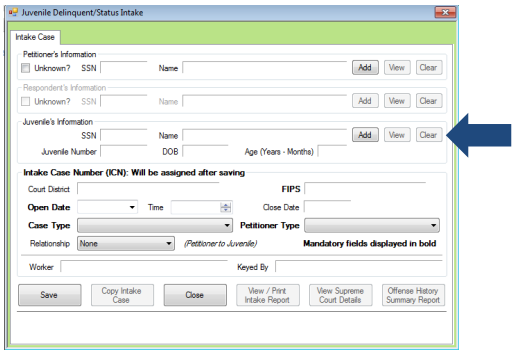
i. Click the **Clear** button to remove the selected juvenile's information from the fields.

- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

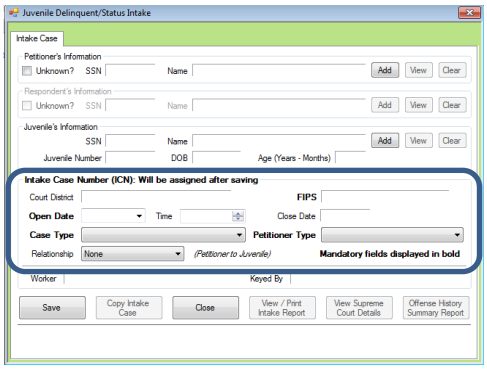
- For **Case Type**, if you select **07 -Diversion** or **14- Pending** for the offense decision, the close date will not auto-populate until a final disposition is entered.

- **Case Type** is a mandatory field.

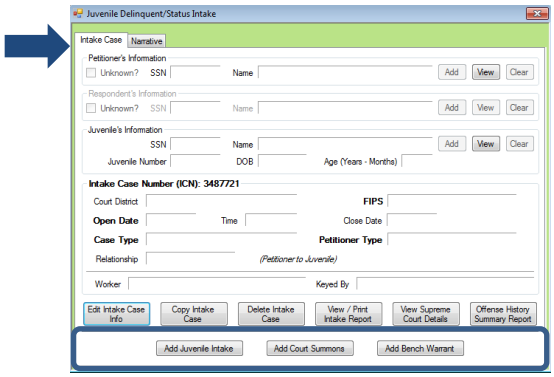
- **Petitioner Type** is a mandatory field.



4. **Intake Case Number (ICN)**
   a. The **Intake Case Number (ICN)** will auto-generate an assigned number after you save the intake.
   b. **Court District**
      i. The name of the Court Service Unit will auto-populate into the field.
   c. **FIPS**
      i. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.
   d. **Open Date**
      i. The **Open Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.
   i. **Time**
      i. The **Time** will auto-populate to the time when the intake screen opened. If you would like to change the time, highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
   j. **Close Date**
      i. The **Close Date** will auto-populate when a final disposition is selected.
   k. **Case Type**
      i. Select the **Case Type** from the drop-down menu.
   l. **Petitioner Type**
      i. Select the **Petitioner Type** from the drop-down menu.
   m. **Relationship**
      i. The **Relationship** will auto-populate to **None.** If you would like the change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
   n. **Worker**
      i. The **Worker** will auto-populate to the name of the person creating the intake.
   o. **Keyed By**
      i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.

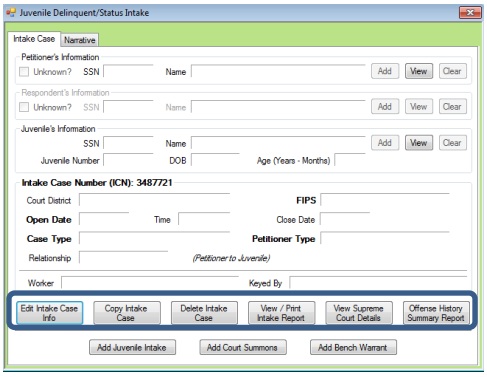


p. Click the **Save** button and the **Intake Case Number** will generate. The *Narrative* tab will appear, all of the buttons at the bottom of the screen will become accessible, and the **Add Custody Petition**, **Add Support Petition**, **Add Protective Order**, and **Add Abortion Petition** buttons will appear.



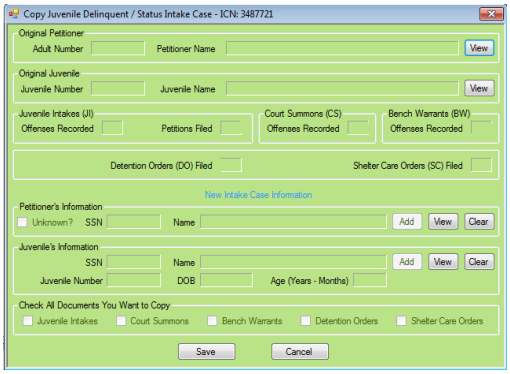
Intake Action Buttons

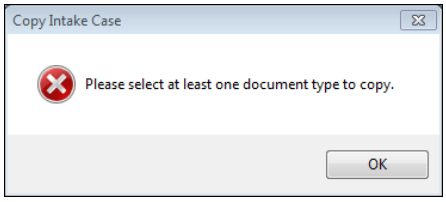
Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.



1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.
2. **Copy Intake Case Button**
   a. (i) Click the **Copy Intake Case** button and the *Copy Domestic Relations Intake Case* screen will appear. The checkmark(s) will auto-populate based on the EXISTING intake document associated with the intake. If multiple documents exist, all the documents will be selected automatically. You can deselect any document that you do not want to copy. You MUST select at least one document to copy. (ii) Click the **Save** button.

In order to copy an intake case, you MUST have an existing Custody Petition, Support Petition, and/or Protective Order.



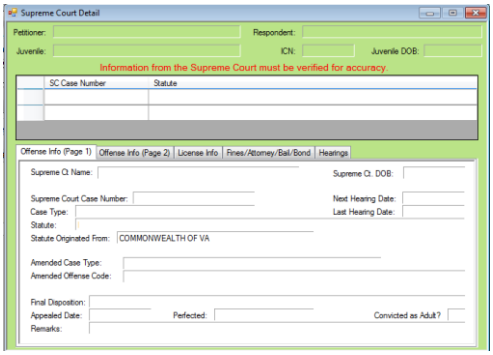


The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

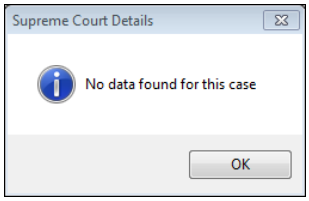
3. **Delete Intake Case Button**
   a. Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear.

4. **View/ Print Intake Report Button**
   a. Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear.
5. **View Supreme Court Details Button**
   a. Click the **View Supreme Court Details** button and the *Supreme Court Details* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* screen with a message will appear.

The amount of information found on the *Supreme Court Details* screen may vary depending on the court of jurisdiction.



OR

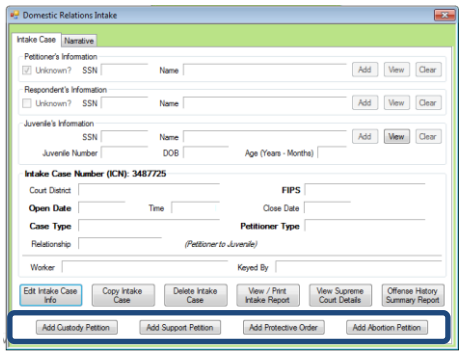


6. **Offense History Summary Report Button**
   a. Click the **Offense History Summary Report** button and the *CSU Intake – Reports* screen will appear.

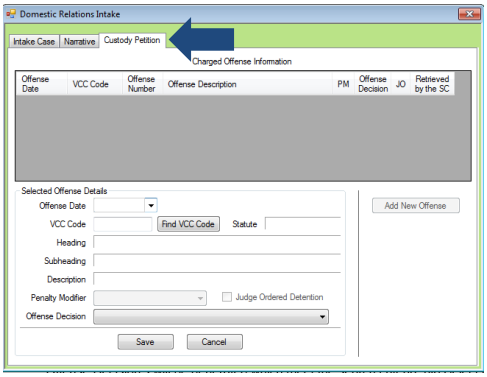
Add New Petitions and Orders

At the bottom of the *Intake Case* tab, four buttons allow you to add a new petition:

Custody Petitions| Support Petitions | Protective Orders| Abortion Petitions

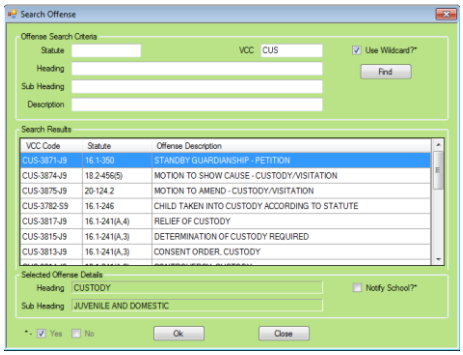


1. **Add Custody Petition Button**
   a. Click the **Add Custody Petition** button and the *Custody Petition* tab will appear. The **Offense Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

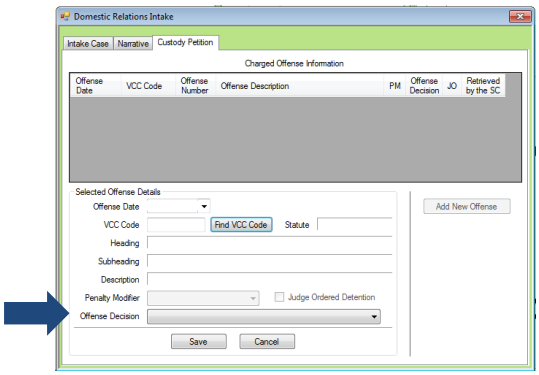


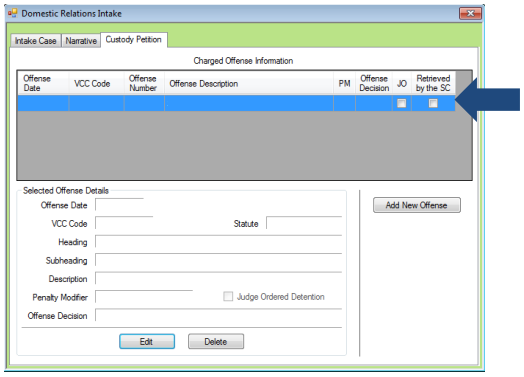
- Multiple VCC's can be added to a petition/order.
- You must add a juvenile to the **Juvenile Information** section in order to file a custody petition. If you do not add a juvenile prior to clicking the **Add Custody Petition** button, an error screen will appear.
- Click the **Find** button if you would like to select a custody-related offense without entering any information into the search fields.
- Visitation petitions should be created under the *Custody Petition* tab.

i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Decision's will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Custody Petition* tab.



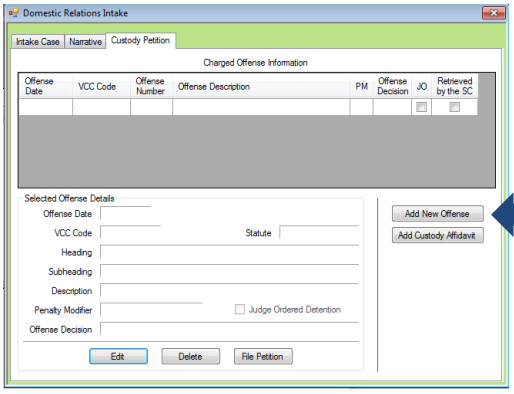
b. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

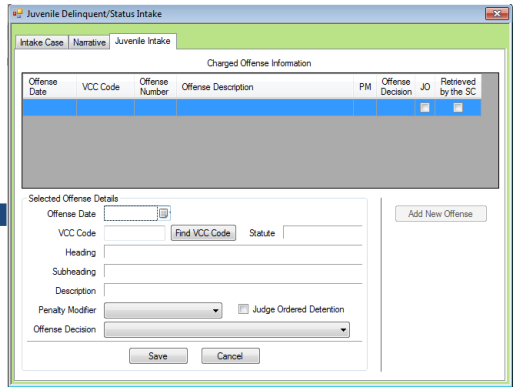




c. **Add New Offense Button**

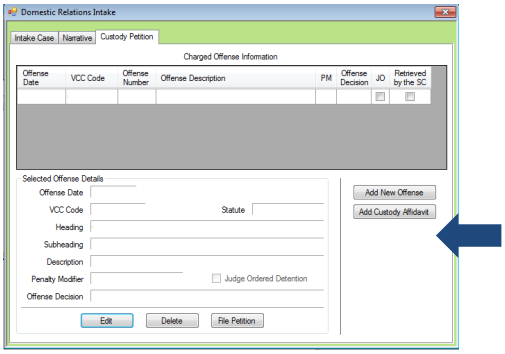
i. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.

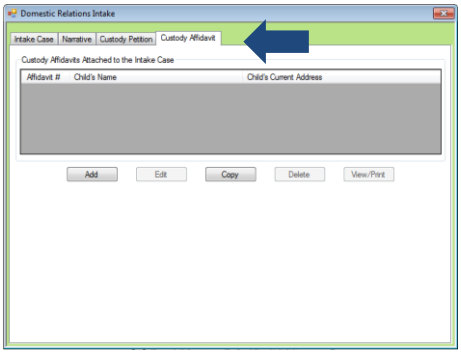




d. **Add Custody Affidavit Button**

i. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.

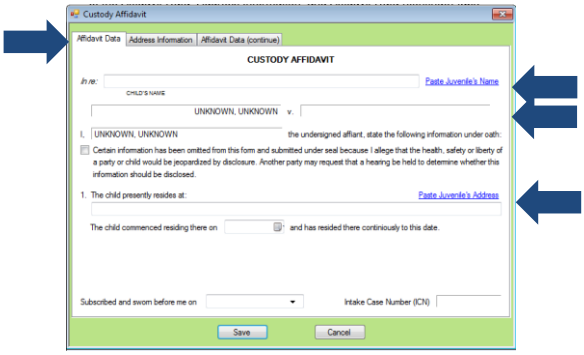




ii. Click the **Add** button and the *Custody Affidavit* screen will appear. This screen consists of the *Affidavit Data*, *Address Information*, and *Affidavit Data (continue)* tabs.

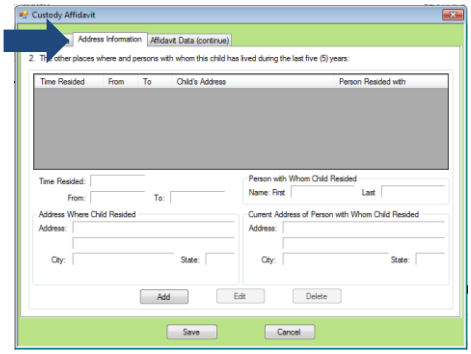
iii. **Affidavit Data Tab**

1. The petitioner and respondent names will auto-populate into the affidavit.



2. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks, and the information will auto-populate.
3. Select the **The child commenced residing there on** date from the calendar screen.
4. The **Subscribed and sworn before me on** date will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If you would like to change the time, click the time, and the time fields will be highlighted in *blue*, and type in the time the petitioner is sworn before you. The **Intake Case Number (ICN)** will auto-populate to the assigned ICN.

iv. **Address Information Tab**



1. If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type in the time the child lived at the address in the **Time Resided** textbox, (ii) select the date the juvenile started residing at the address from the **From** calendar screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar screen.

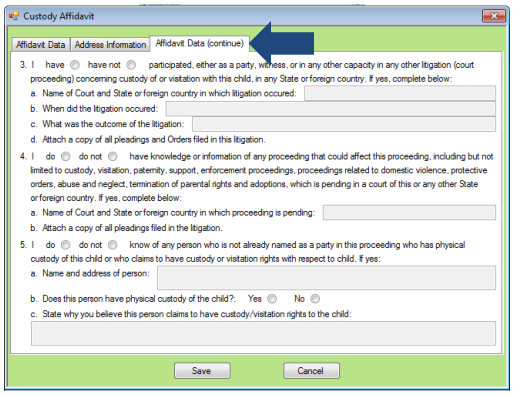
For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

For the **Time Resided** textbox, specify the unit of time. For example, 6 weeks, 11 months, 2.5 years, etc.

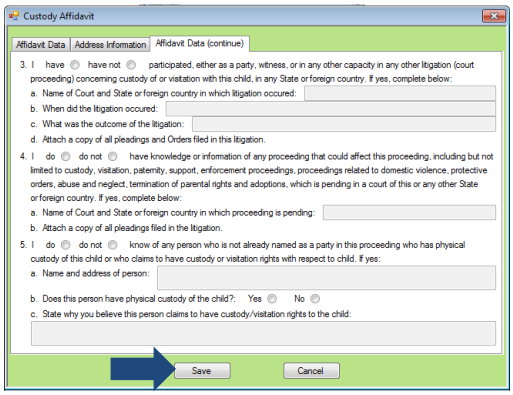
For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "Both" into the **First** textbox and "Parents" in the **Last** textbox.

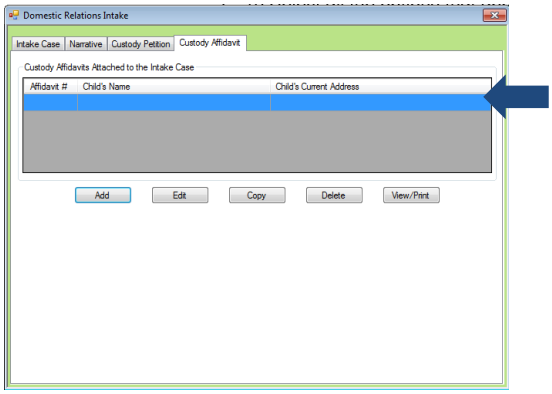
2. Type in the **Address Where Child Resided**. If the juvenile lived at the petitioner's current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile lived at the respondent's current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
3. Type in the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
4. Type in the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
5. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
6. In order to edit existing address information, (i) select an address, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
7. In order to delete address information, (i) select an address, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

v. **Affidavit Data (continue) Tab**

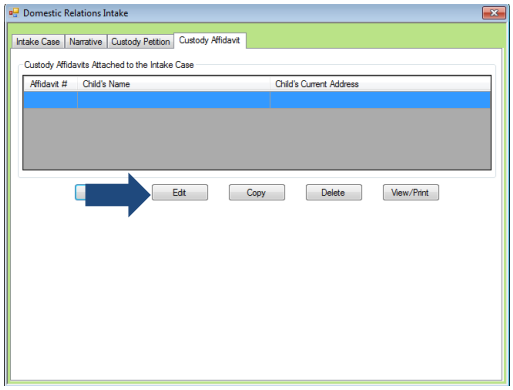


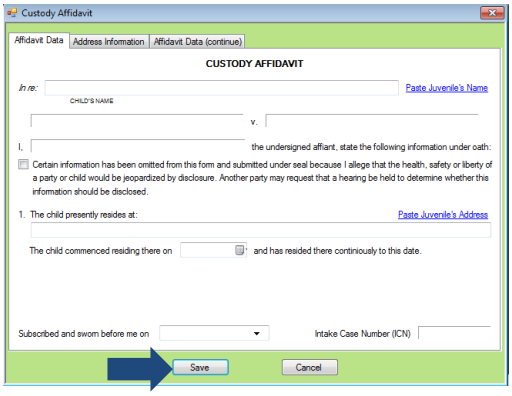
1. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button and you will return to the *Custody Affidavit* tab. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section. The entered information will auto-populate into the custody affidavit form.



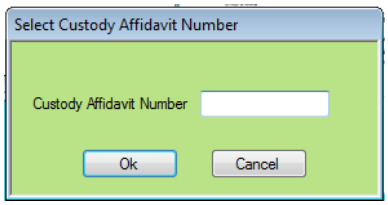


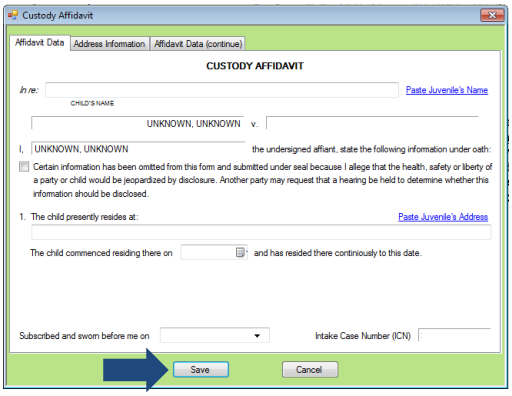
vi. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Custody Affidavit* screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.





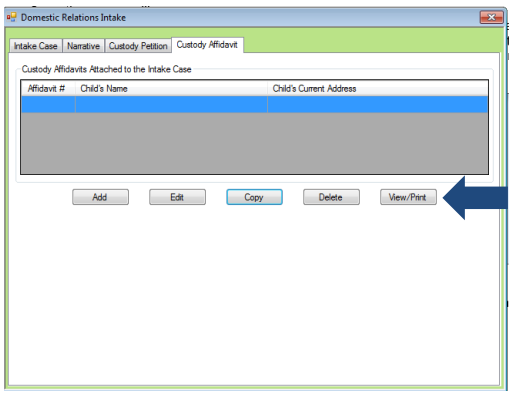
vii. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Copy** button, and the *Select Custody Affidavit Number* screen will appear, (iii) ensure the **Affidavit #** matches the affidavit you wish to copy, (iv) click the **Ok** button, and the *Custody Affidavit* screen will appear, (v) edit the information, and (vi) click the **Save** button when the changes are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

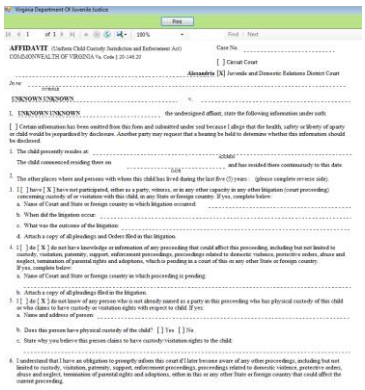




viii. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

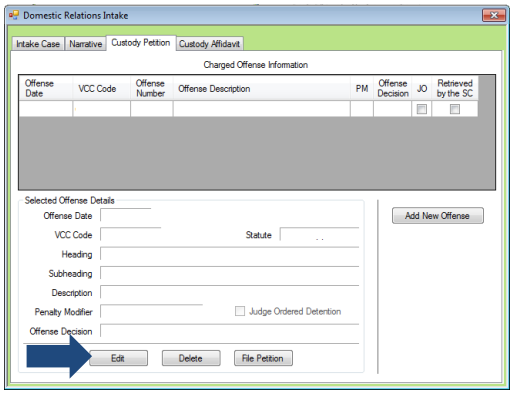
ix. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed custody affidavit will appear. From this screen, you can view, print, or save the custody affidavit.

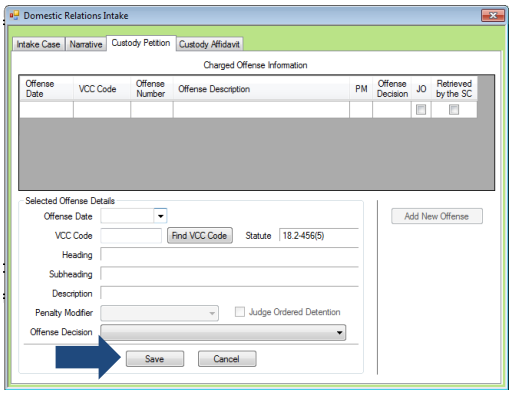




e. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



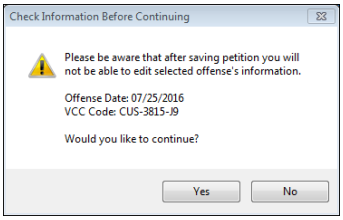


f. **Delete Button**

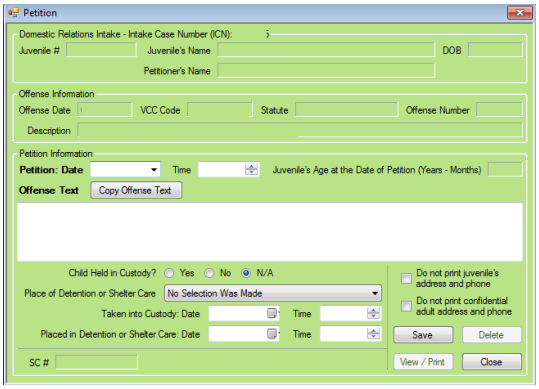
i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Delete** button.

g. **File Petition Button**

i. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.



1. If the information is complete, click the **Yes** button and the *Petition* screen will appear.



a. All the information in the **Domestic Relations – Intake** and **Offense Information** sections will auto-populate.

b. The **Petition Date** and **Time** will auto-populate to the date and time the *Petition* screen was opened. If you would like to change the date, select the date from the calendar screen. If you would like to change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.

c. The **Offense Text** will auto-populate standard language for the selected offense. You can edit the information in the **Offense Text** textbox.

d. If the detention-related questions do not apply, leave the fields blank.

e. If the juvenile's information needs to remain confidential, click the **Do not print juvenile's address and phone** checkbox.

f. If the adult's information needs to remain confidential, click the **Do not print confidential adult address and phone** checkbox. This feature will ONLY work

Once you click the **Yes** button, the petition is sent to the Virginia Supreme Court and cannot make any changes to the petition. If there is an error, you should create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.

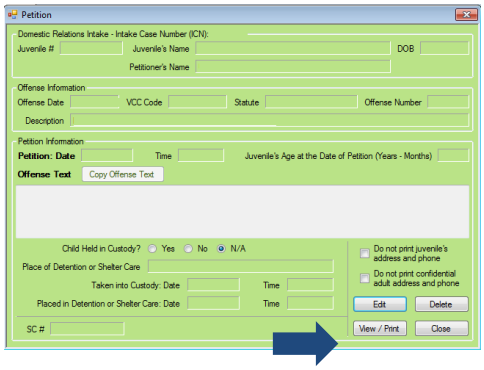
The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.

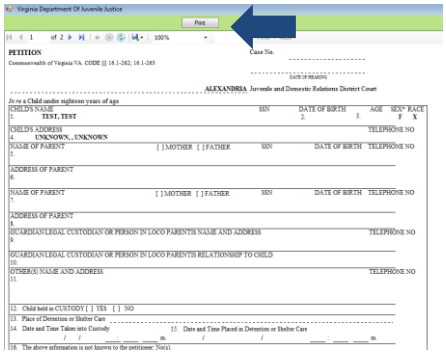
Printing the same petition multiple times will not change the **SC#**.

if the **Is Address Confidential?*** checkbox is selected on the *Adult Information* screen.

Refer to the Petitioners Information section on how to navigate the *Adult Information* screen.

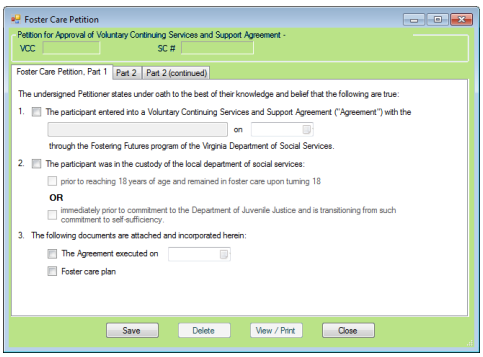
g. Click the **Save** button and the **SC #** will auto-populate.
h. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.
i. In order to delete the petition, click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear. If you delete the petition, you will return to the *Custody Petition* tab in the *Domestic Relations Intake* screen.
j. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear. From this screen, you can view, print, or save the custody petition.





k. In order to exit the *Petition* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

2. If "CUS-8110-J9" is selected for the **VCC Code**, the *Foster Care Petition* screen will appear.
   a. **Foster Care Petition Screen**
      i. The *Foster Care Petition* screen is used for juveniles who turn 18 while in foster care and either wish to continue with foster care services or who opted out of services and wish to opt back in. This screen lists the VCC and SC#, and consists of the *Foster Care Petition, Part 1*, *Part 2*, and *Part 2 (continued)* tabs.

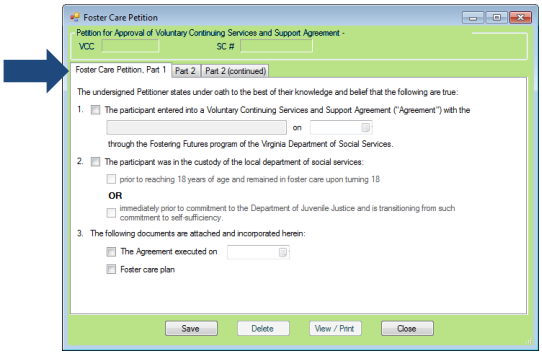


1. **Foster Care Petition, Part 1 Tab**
   a. If the participant entered into a Voluntary Continuing Service or Support Agreement through the Fostering Futures program of the Virginia Department of Social Services, (i) place a checkmark in the **The participant entered into a Voluntary Continuing Services and Support Agreement ("Agreement") with the __ on __ through the Fostering Futures program of the Virginia Department of Social Services** checkbox, (ii) enter who the juvenile

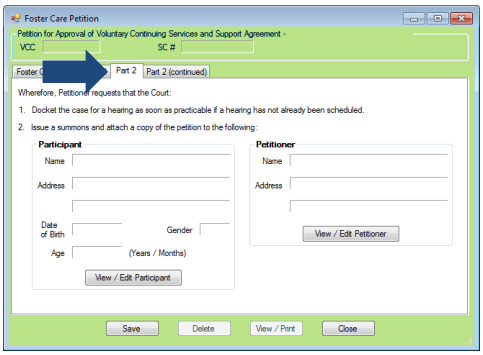
entered into the service or agreement with in the textbox, and (iii) select the date from the calendar field.

b. If the participant was in the custody of the local department of social services, (i) place a checkmark in the **The participant was in the custody of the local department of social services** checkbox, and (ii) place a checkmark in either the **Prior to reaching 18 years of age and remained in foster care upon turning 18** or **immediately prior to commitment to the Department of Juvenile Justice and is transitioning from such commitment to self-sufficiency** checkbox.

c. If documents are attached and incorporated, place a checkmark in either the **The agreement executed on __** and/or **Foster care plan** checkboxes for **The following documents are attached and incorporated herein** field. If **The Agreement executed on __** checkbox is selected, select the date from the calendar field.



2. **Part 2 Tab**
   a. **View / Edit Participant Button**
      i. Click the **View / Edit Participant** button to view or edit the participant's information and the *Juvenile Information* screen will appear.
   b. **View / Edit Petitioner Button**
      i. Click the **View / Edit Petitioner** button to view or edit the petitioner's information and the *Adult Information* screen will appear.



Refer to the Juvenile & Adult Information Screens User Manual for instructions on how to navigate the Juvenile and Adult Information screens.

3. **Part 2 (continued) Tab**
   a. If the court directed other persons to have notice of the hearing add the **Other Person to be notified**.

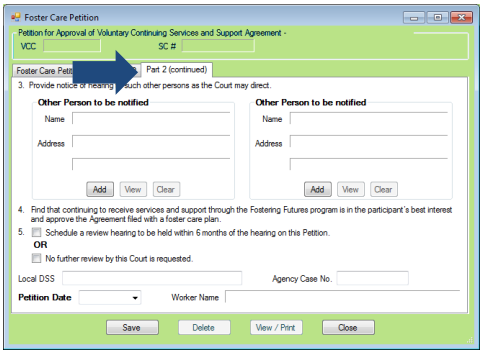
i. **Add Button**
   1. (i) Click the **Add** button, and the *Adult Search* screen will appear, (ii) search/add an adult, and the information will auto-populate into the fields.

ii. **View Button**
   1. Click the **View** button to view the person's information, and the *Juvenile Information* screen will appear.

iii. **Clear Button**
   1. Click the **Clear** button to clear the information.

b. If a review hearing is scheduled to be held within six months of the hearing on this Petition, place a checkmark in the **Schedule a review hearing to be held within 6 months of the hearing on this Petition** checkbox, or if there is no further review requested by the Court, place a checkmark in the **No further review by this Court is requested** checkbox.

c. Enter the (i) **Local DSS** and (ii) **Agency Case No.** into the textboxes, and the **Petition Date** and **Worker Name** will auto-populate. If you need to change the **Petition Date**, select the date from the calendar field. (iii) Click the **Save** button.

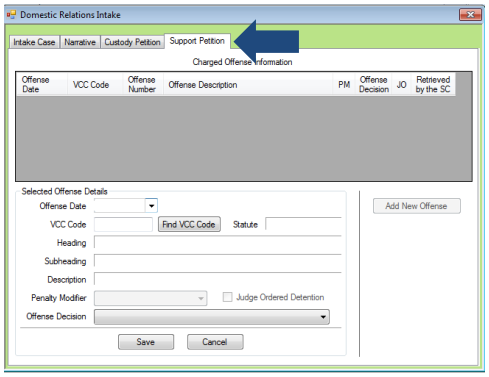


4. **Edit Button**
   a. After the petition has been created, the **Edit** button will be accessible. (i) Click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button.
5. **Delete Button**
   a. Click the **Delete** button to delete the petition and the *Please Confirm Delete Operation* screen will appear. If you would like to continue the deletion, click the **Yes** button, if not, click the **No** button.
6. **View / Print Button**
   a. (i) Click the **View / Print** button, and the *Report Viewer* screen will appear, and (ii) click the **Print** button.
7. **Close Button**
   a. Click the **Close** button and you will return to the *Domestic Relations Intake* screen.

Refer to the Login and Search Manual for instructions on how to navigate the *Adult Search* screen.
Refer to the Juvenile & Adult Information Screens User Manual for instructions on how to navigate the Adult Information screen

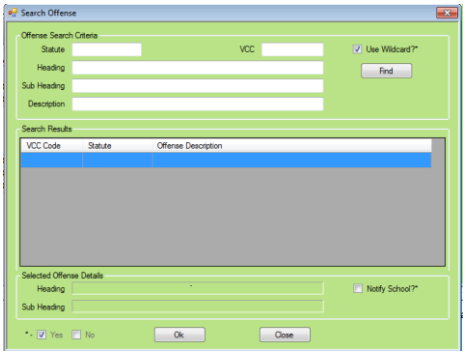
2. **Add Support Petition Button**
   a. Click the **Add Support Petition** button and the *Support Petition* tab will appear.

Multiple VCC's can be added to a petition/order.

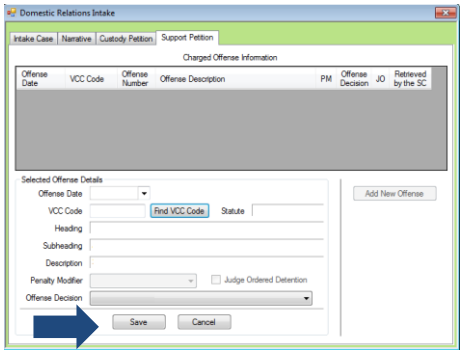


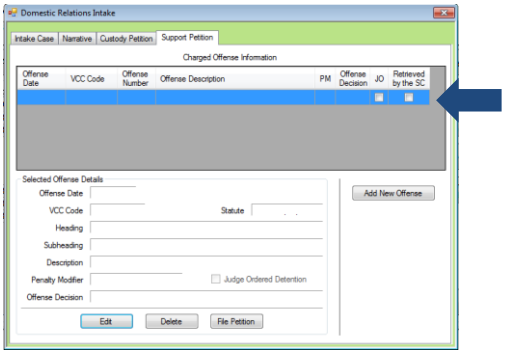
Click the **Find** button if you would like to select a support-related offense without entering any information into the search fields.

   b. The **Offense Date**, **VCC**, **Statute**, **Heading**, **Subheading**, **Description**, and **Offense Decision** fields will auto-populate.
      i. If you need to add a different **VCC**, (i) highlight the auto-populated **VCC**, (ii) press the Back or Delete key, (iii) click the **Find VCC** button, and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (iv) Click the **Find** button and a list of VCC's and Offense Decisions will be generated which meet the search criteria. (v) Select a **VCC**, and the row will be highlighted in *blue*, (vi) click the **Ok** button, and you will return to the *Support Petition* tab.



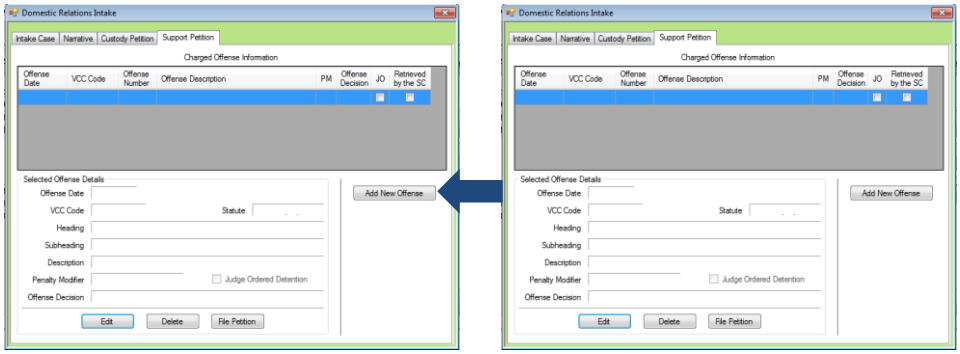
   c. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.





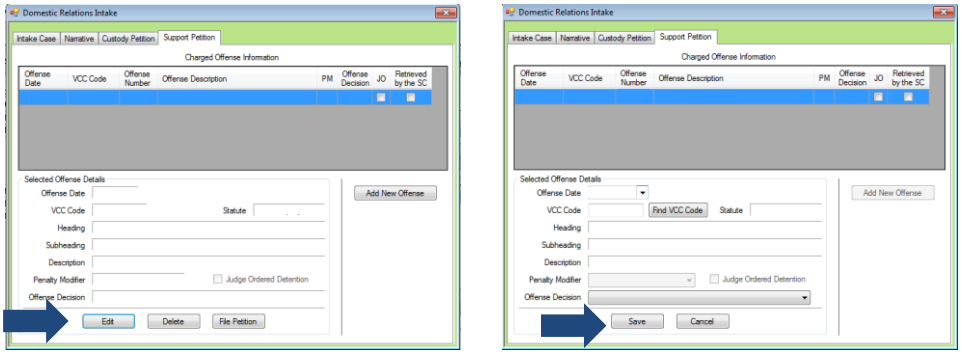
Multiple VCC's can be added to a petition/order.

   d. **Add New Offense Button**
      i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



e. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



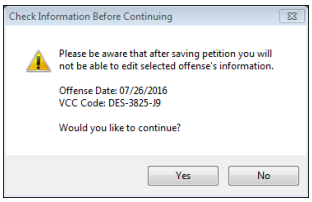
f. **Delete Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, and (iii) click the **Delete** button.

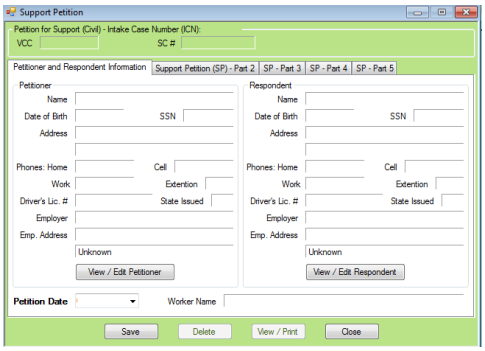
g. **File Petition Button**

i. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.

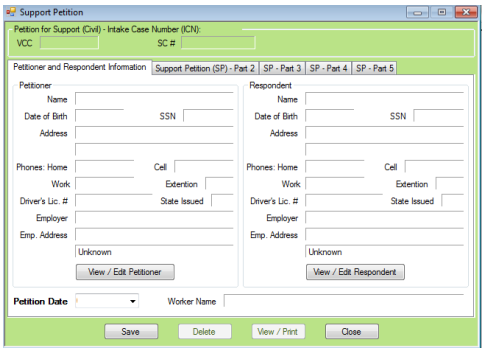
Once you click the **Yes** button, the petition is sent to the Virginia Supreme Court and cannot make any changes to the petition. If there is an error, you should create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.



1. If the information is complete, click the **Yes** button, and the *Support Petition* screen will appear. This screen consists of the *Petitioner and Respondent Information*, *Support Petition (SP) – Part 2*, *SP – Part 3*, *SP – Part 4*, and *SP – Part 5* tabs.

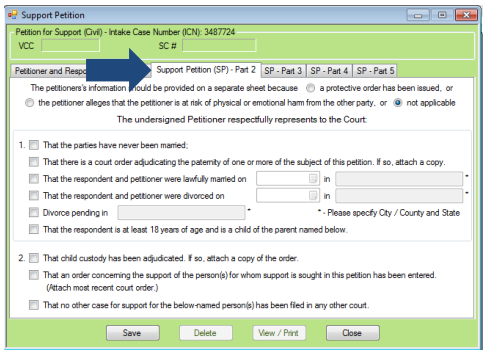


a. **Petitioner and Respondent Information Tab**



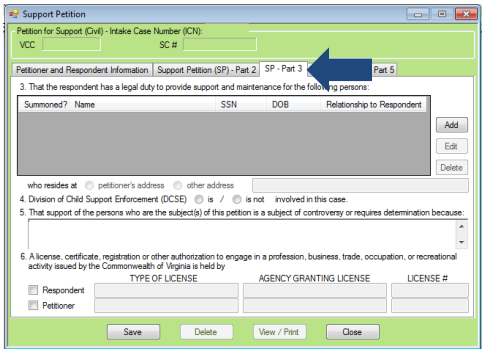
i. All the information on the *Petitioner and Respondent Information* tab will auto-populate.
ii. In order to view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the *Adult Information* screen will appear.
iii. In order to view or edit the respondent's information, click the **View/Edit Respondent** button, and the *Adult Information* screen will appear.
iv. The **Petition Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.
v. The **Worker Name** will auto-populate to the name of the employee entering in the petition information.

b. **Support Petition (SP) - Part 2 Tab**

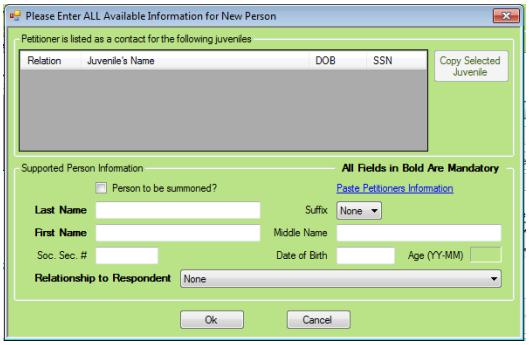


- (i) Click the option that applies to the petitioner at the top of the screen, the **not applicable** option is selected automatically, and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

c. **SP - Part 3 Tab**



i. Click the **Add** button and the *Information for New Person* screen will appear.



ii. If the petitioner is listed as a contact for any juveniles in BADGE, the juveniles will be listed in the **Petitioner is listed as a contact for the following juveniles** section.

- If the juvenile for whom the support is being sought is listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Copy Selected Juvenile** button, and the information will auto-populate into the fields, and (iii) select the juvenile's relationship to the respondent from the **Relationship to Respondent** drop-down menu.
  - **a.** For example, if the respondent is the male juvenile's father, you would select "Son" as the relationship to the respondent.
- If the juvenile should be summoned to court, click the **Person to be summoned?** checkbox.

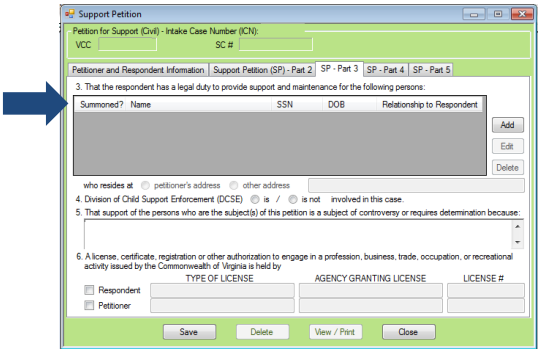
If the petitioner's information needs to be added to the **Support Person Information** section, click the **Paste Petitioners Information** hyperlink and the information will auto-populate at the bottom of the screen.

If the petitioner is not listed as a contact for juveniles in BADGE, the **Petitioner is listed as a contact for the following juveniles** section will be blank and the **Copy Selected Juvenile** button will not be accessible.

iii. If the petitioner is not listed as a contact for any juveniles in BADGE, or if the juvenile for whom the support is being sought is not listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) type in the **Last Name**, (ii) select a suffix from the drop-down menu, and type in the (iii) **First Name**, (iv) **Middle Name**, (v) **Soc. Sec. #**, and (vi) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (vii) Select the juvenile's relationship to the respondent from the **Relationship to Respondent** drop-down menu.

1. If the juvenile should be summoned to court, click the **Person to be summoned?** checkbox.

iv. Click the **Ok** button and you will return to the *SP-Part 3* tab. The juvenile for whom the support is being sought will appear in the **That the respondent has a legal duty to provide support and maintenance for the following persons** section.



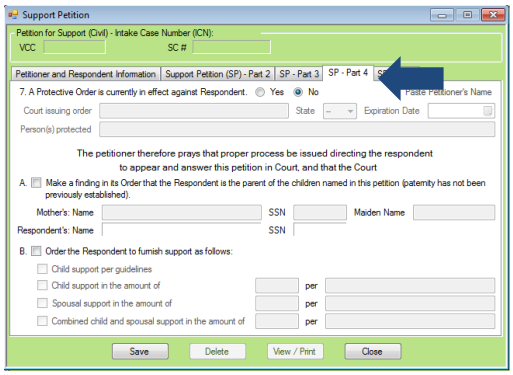
v. If you need to add another juvenile, (i) click the **Add** button and (ii) repeat the steps above.

vi. In order to edit an existing juvenile, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Edit Information for Supported Person* screen will appear, (iii) edit the information, and (iv) click the **Ok** button when the edits are completed.

vii. In order to delete a juvenile from the **That the respondent has a legal duty to provide support and maintenance for the following persons** section, (i) select a juvenile, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

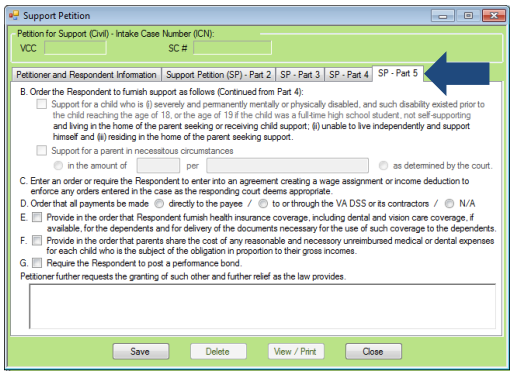
viii. Click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

d. **SP - Part 4 Tab**



i. (i) Click the option that applies to the petitioner at the top of the screen and (ii) check all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

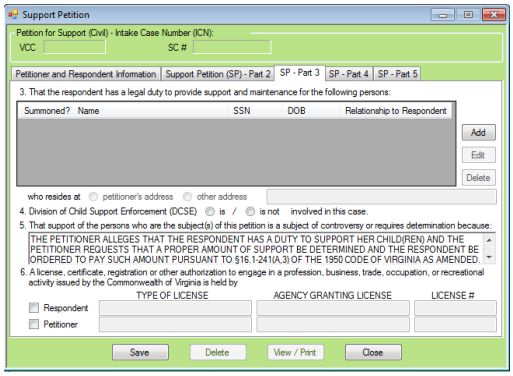
e. **SP - Part 5 Tab**



i. (i) Click the option that applies to the petitioner at the top of the screen and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

ii. Type the petitioner's additional requests in the textbox.

f. Click the **Save** button and the **SC #** will auto-populate.

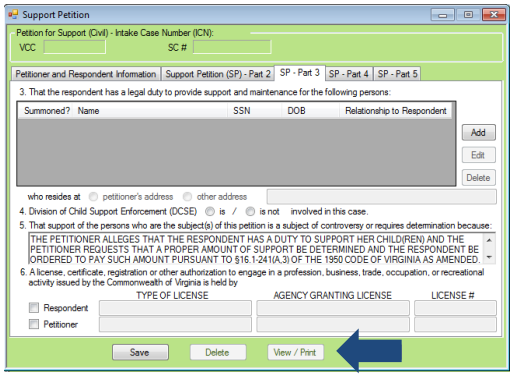


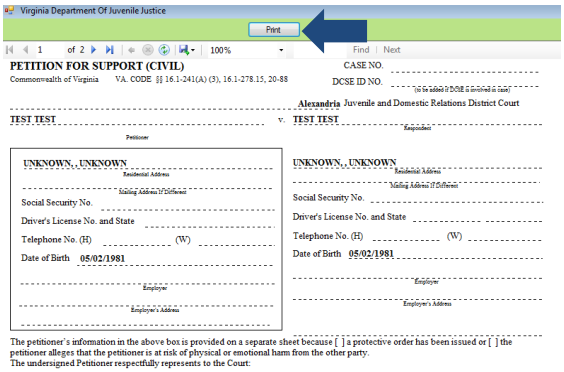
g. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

h. In order to delete the petition, click the **Delete button**, and the *Please Confirm Delete Operation* screen will appear. If you delete the petition, you will return to the *Custody Petition* tab in the *Domestic Relations Intake* screen.

Printing the same petition multiple times will not change the **SC#**.

i. In order to view or print the **Petition for Support (Civil)** related to the intake case, click the **View/Print** button, and the complete petition will appear. From this screen, you can view, print, or save the petition.



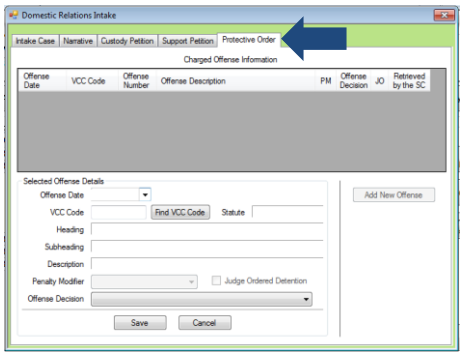


j. In order to exit the *Support Petition* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

3. **Add Protective Order Button**

Multiple VCC's can be added to a petition/order.

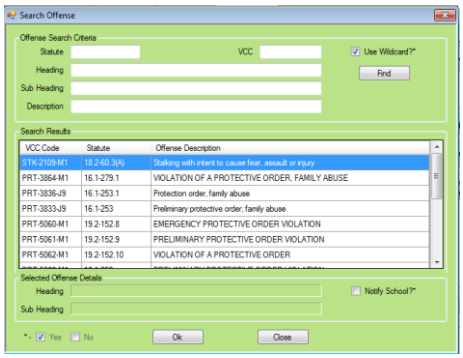
a. Click the **Add Protective Order** button and the *Protective Order* tab will appear. The **Offense Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.



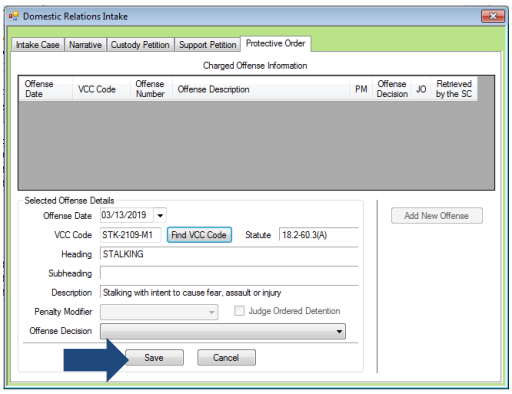
Click the **Find** button if you would like to select a protective order-related offense without entering any information into the search fields.

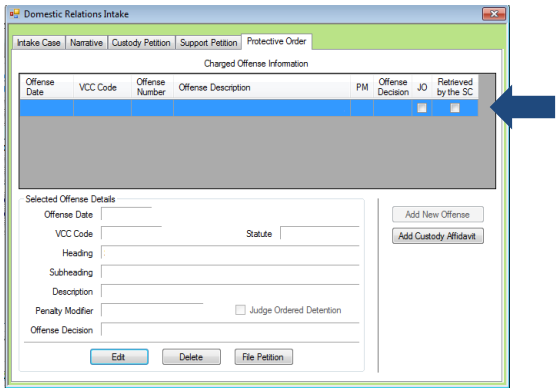
The following VCCs require the petitioner or respondent to be UNDER the age of 18: **PRT-3861-J9**, **PRT-3862-J9**, and **PRT-3863-J9**. If the petitioner or respondent is over the age of 18, or if their age is not provided, a warning will appear.

i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and offense decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Protection Order* tab.



b. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.





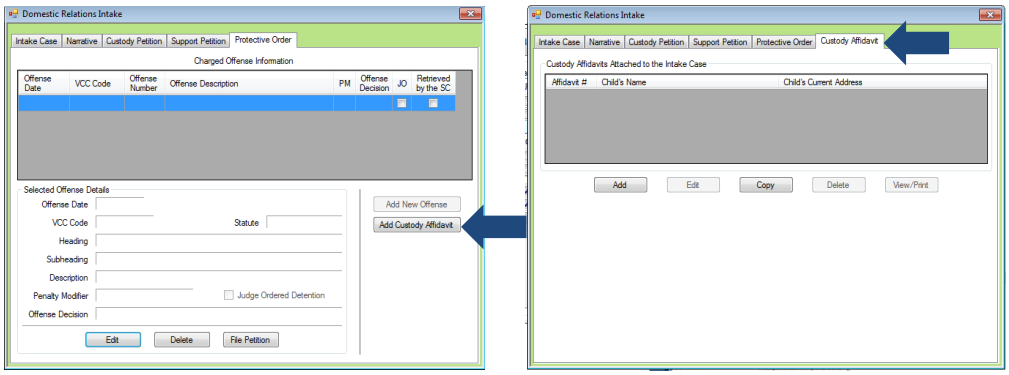
c. **Add New Offense Button**

Multiple VCC's can be added to a petition/order.

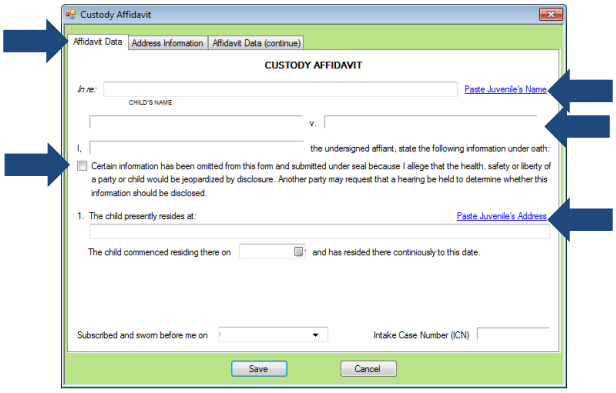
i. The **Add New Offense** button will not be accessible from this screen.

d. **Add Custody Affidavit Button**

i. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.



ii. Click the **Add** button and the *Custody Affidavit* screen will appear. This screen consists of the *Affidavit Data*, *Address Information*, and *Affidavit Data (continue)* tabs. The petitioner and respondent names will auto-populate into the affidavit.



For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

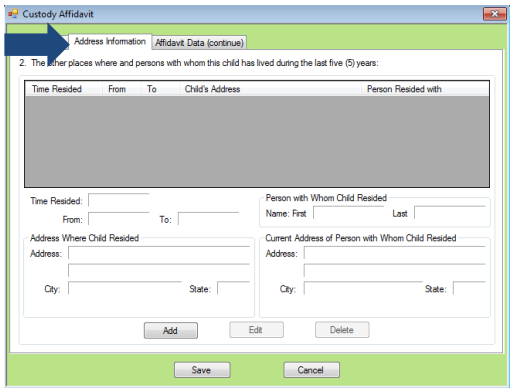
iii. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks, and the information will auto-populate.

iv. If the adult's and/or juvenile's information needs to remain confidential, click the checkbox.

v. Select the **The child commenced residing there on** date from the calendar screen.

vi. The **Subscribed and sworn before me on** date will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If you would like to change the time, click the time, and the time fields will be highlighted in *blue*, and type in the hour and minutes of the time the petitioner is sworn before you. The **Intake Case Number (ICN)** field will auto-populate to the assigned ICN.

vii. **Address Information Tab**



For the **Time Resided** textbox, specify the unit of time. For example, 6 weeks, 11 months, 2.5 years, etc.

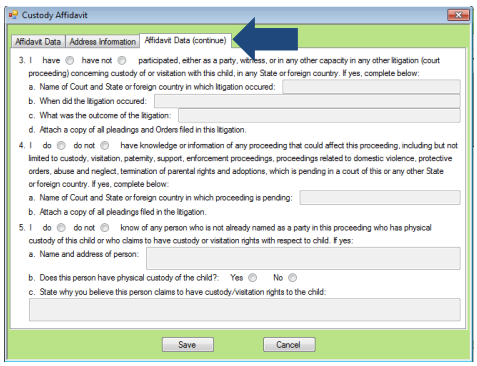
If the juvenile resides with both parents, type "Both" into the **First** textbox and "Parents" in the **Last** textbox.

1. If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type the time the child lived at the address in the **Time Resided** textbox, (iii) select the date the juvenile started residing at the address from the

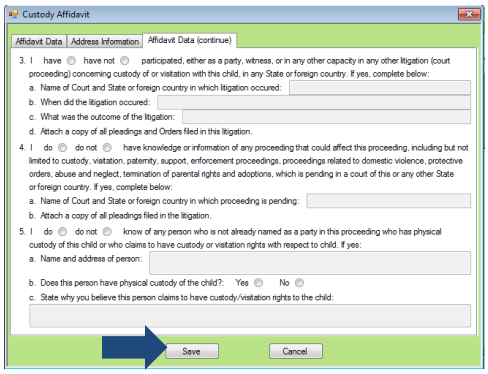
From calendar screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar screen.

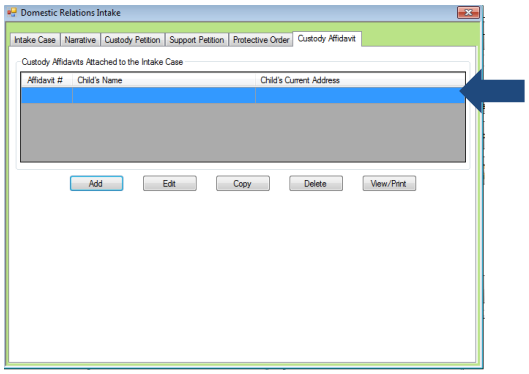
2. Type the **Address Where Child Resided**. If the juvenile lived at the petitioner's current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile lived at the respondent's current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
3. Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
4. Type the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
5. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
6. In order to edit existing address information, (i) select an address, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
7. In order to delete address information, (i) select an address, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

viii. **Affidavit Data (continue*)* Tab**

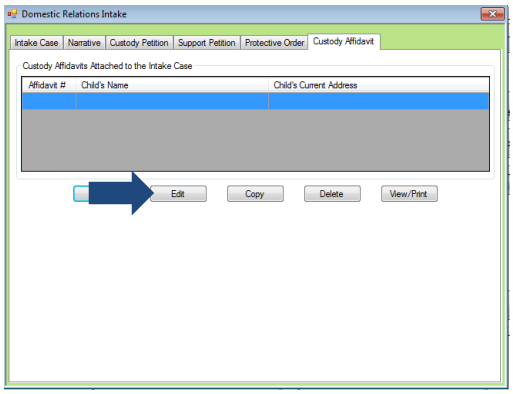


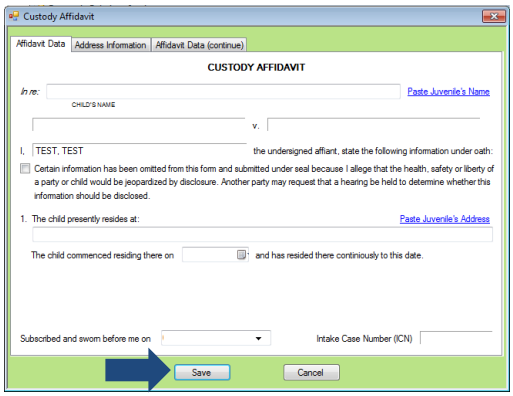
1. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button and you will return to the *Custody Affidavit* tab. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section. The information entered will auto-populate into the custody affidavit form.



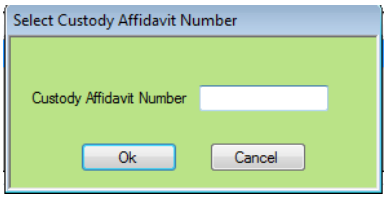


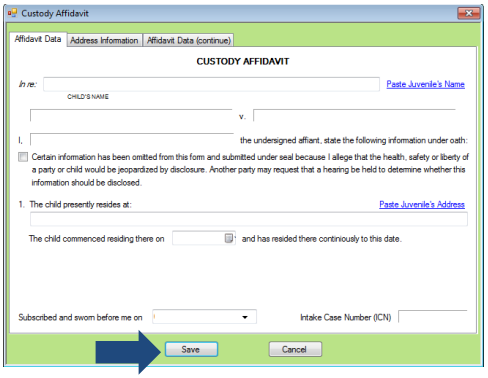
ix. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Custody Affidavit* screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.





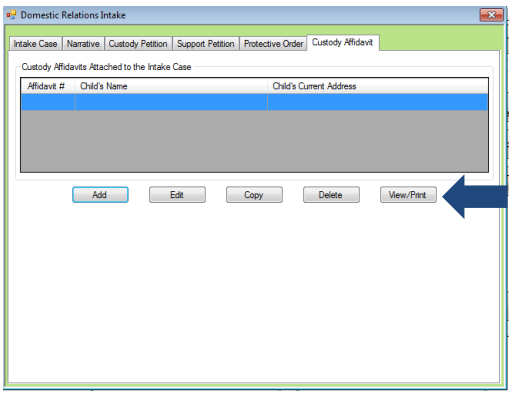
x. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Copy** button, and the *Select Custody Affidavit Number* screen will appear, (iii) ensure the **Affidavit #** matches the affidavit you wish to copy, (iv) click the **Ok** button, and the *Custody Affidavit* screen will appear, (v) edit the information, and (vi) click the **Save** button when the edits are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

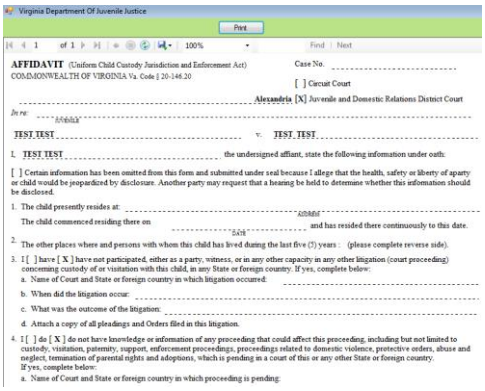




xi. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

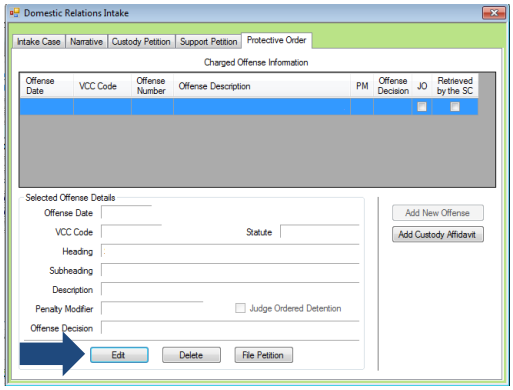
xii. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed custody affidavit will appear. From this screen, you can view, print, or save the custody affidavit.

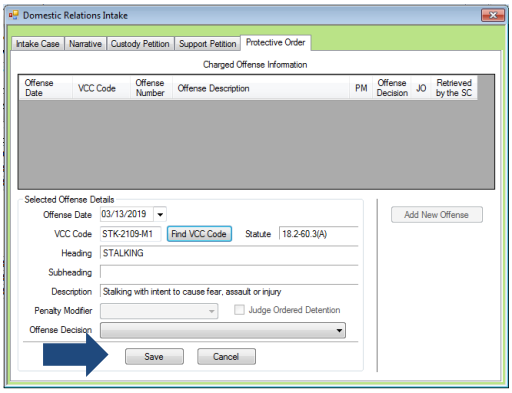




e. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



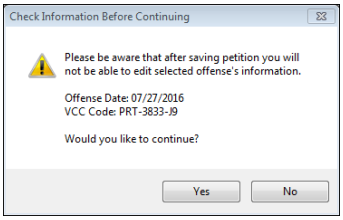


Once you click the **Yes** button, the petition is sent to the Supreme Court. You cannot make any changes to the petition. If there is an error, you will need to create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.

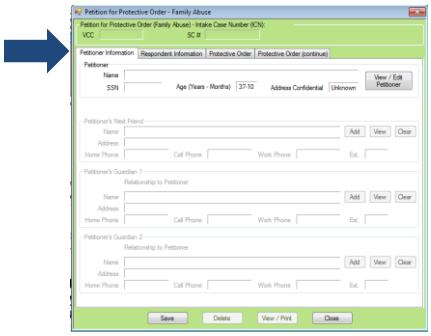
If the petitioner is under the age of 18, the **Petitioner's Next Friend** and/or **Petitioner's Guardian** information MUST be provided.

f. **Delete Button**
   i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

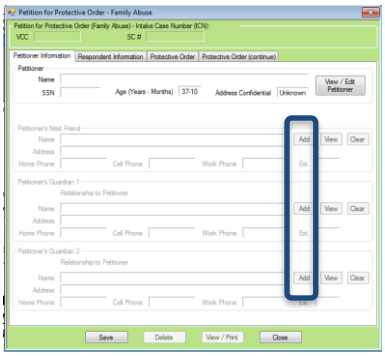
g. **File Petition Button**
   i. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order at this time, click the **No** button.



1. If the information is complete, click the **Yes** button, and the *Petition for Protective Order – Family Abuse* screen will appear. This screen consists of the *Petitioner Information*, *Respondent Information*, *Protective Order*, and *Protective Order (continue)* tabs.



   a. **Petitioner Information Tab**
      i. The **Petitioner** information will auto-populate. In order to view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the *Adult Information* screen will appear.
      ii. If the petitioner is under the age of 18, the **Petitioner's Next Friend** and **Petitioner's Guardian** sections will be accessible. If the petitioner is over the age of 18, the **Petitioner's Next Friend** and **Petitioner's Guardian** sections will not be accessible.
         1. **Add Button**
            a. Click the **Add** button. You can search for **Petitioner's Next Friend** or **Petitioner's Guardian** by **Adult Number**, **Caseload Number**, or by an **Advance Search**. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult by selecting the **Add Adult** option.

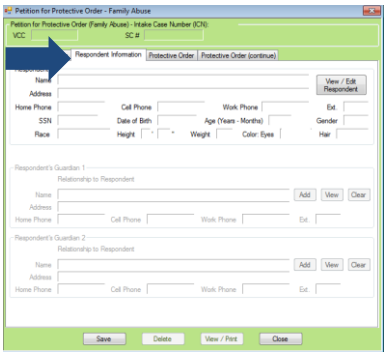


Refer to petitioners Information on how to search/add for an adult.

i. **View Button**
   1. Click the **View** button and the petitioner's *Adult Information* screen will appear. Click the **Edit Adult Info** button in order to edit existing information and the *Edit Information* screen will appear.

ii. **Clear Button**
   1. Click the **Clear** button to remove the selected petitioner's information from the fields.

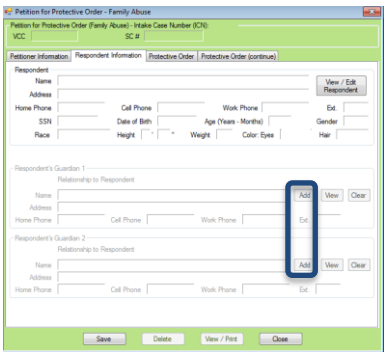
b. **Respondent Information Tab**



i. The **Respondent** information will auto-populate. In order to view or edit the respondent's information, click the **View/Edit Respondent** button, and the *Adult Information* screen will appear.

ii. If the respondent is under the age of 18, the **Respondent's Guardian** section will be accessible. If the respondent is over the age of 18, the **Respondent's Guardian** section will not be accessible.

iii. **Add Button**
   1. Click the **Add** button. You can search for a **Respondent's Guardian** by **Adult Number**, **Caseload Number**, or by an **Advance Search**. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult by selecting the **Add Adult** option.



Refer to the Petitioners Information section on how to search and add an adult.

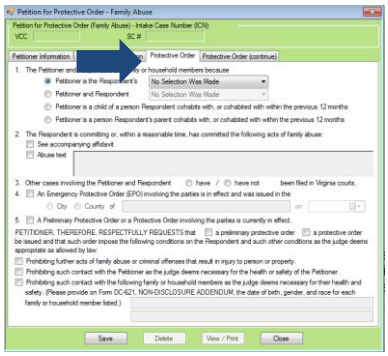
iv. **View Button**

1. Click the **View** button and the respondent's *Adult Information* screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The *Edit Information* screen will appear.

v. **Clear Button**

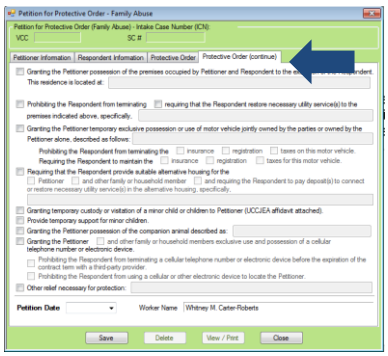
1. Click the **Clear** button to remove the selected respondent's information from the fields.

c. **Protective Order Tab**



i. (i) Click the options that apply to the petitioner. If the selected option requires additional information, add the information at this time. (ii) Click the checkbox next to each option that applied to the petitioner. If the selected options require additional information, add the information at this time.

d. **Protective Order (continue) Tab**

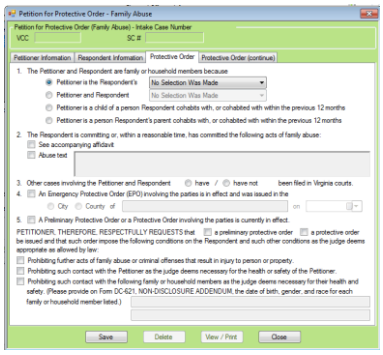


i. Click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

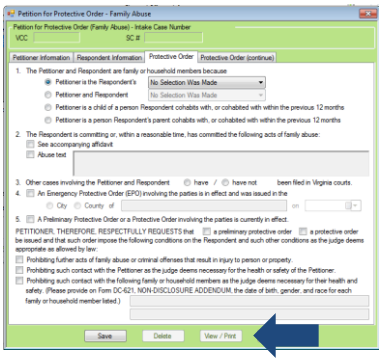
ii. The **Petition Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

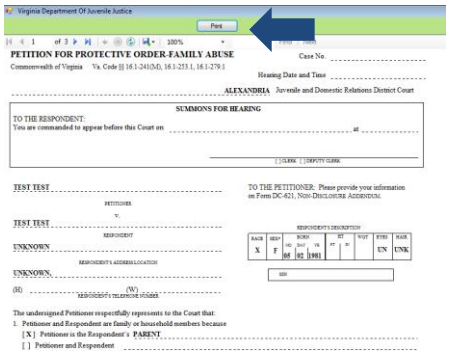
iii. The **Worker Name** will auto-populate to the name of the employee entering in the petition information.

iv. Click the **Save** button and the **SC #** will auto-populate.



e. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.
f. In order to delete an existing petition, click the **Delete** button.
g. In order to view or print the petition, click the **View/Print** button, and the complete petition will appear. From this screen, you can view, print, or save the petition.

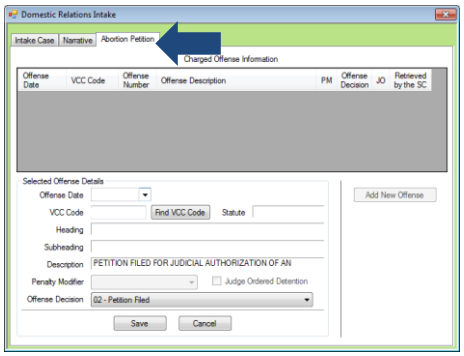




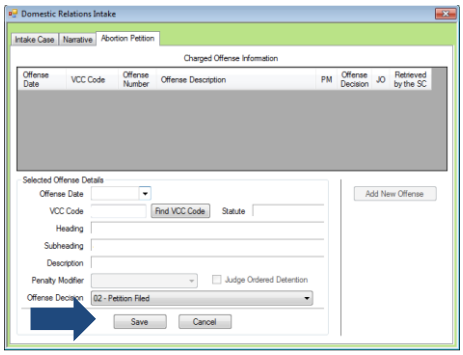
h. In order to exit the *Petition* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

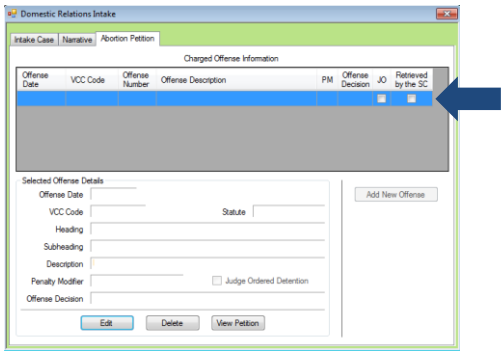
4. **Add Abortion Petition Button**
   a. Click the **Add Abortion Petition** button and the *Abortion Petition* tab will appear.

You must enter the Petitioner's information and the petitioner must be under the age of 18 in order to create an abortion petition.

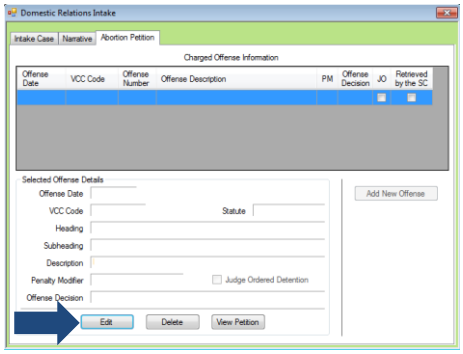


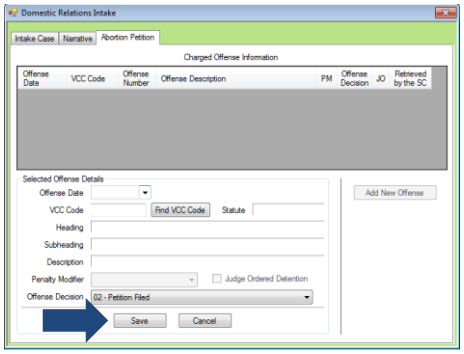
   b. The **Offense Date**, **VCC**, **Statute**, **Heading**, **Subheading**, **Description**, and **Offense Decision** fields will auto-populate.
   c. If you need to change the **Offense Decision**, (i) select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.





   d. In order to edit an existing offense, (i) select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



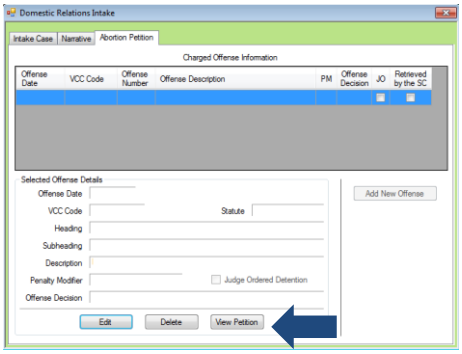


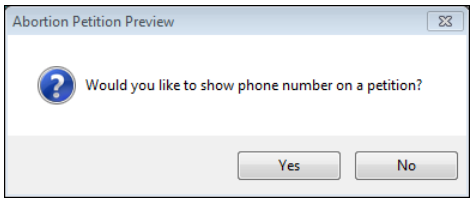
e. **Delete Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

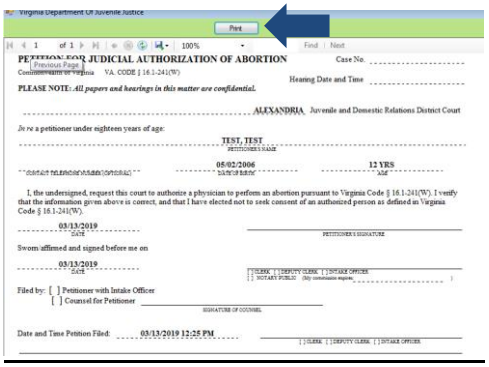
f. **View Petition Button**

i. Click the **View Petition** button and the *Abortion Petition Preview* screen will appear. If you would like the petitioner's phone number listed on the petition, click the **Yes** button. If you would like the petitioner's phone number to be kept private, click the **No** button.



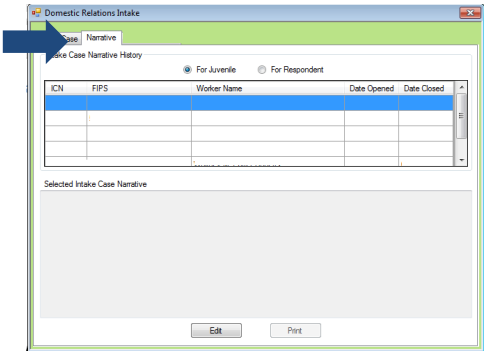


ii. The completed petition will appear.



5. **Narrative Tab**

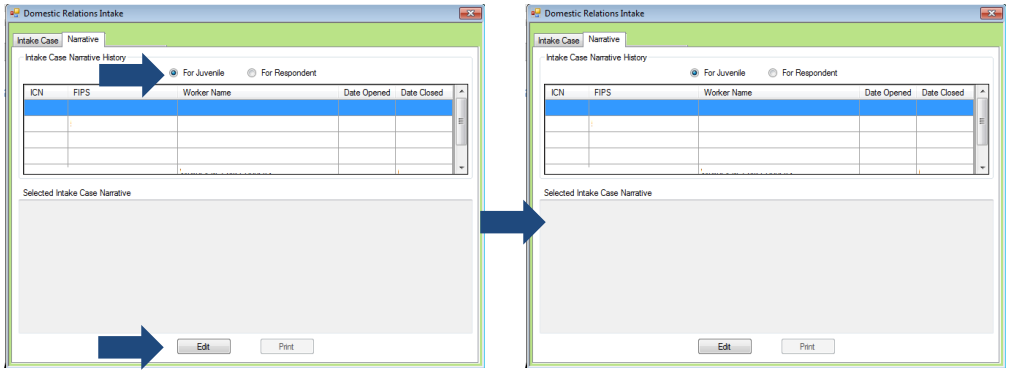
a. Click the *Narrative* tab.



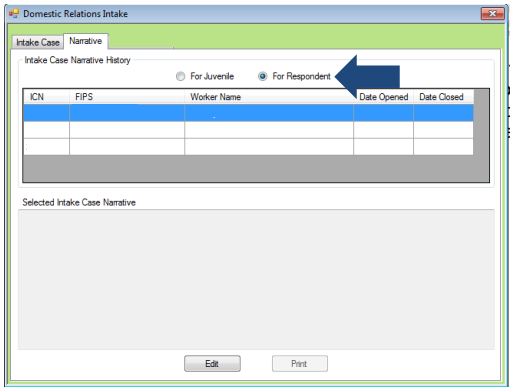
The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and/or may be used in court.

Notes must be fact-based statements ONLY.

b. The *For Juvenile* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (iii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.



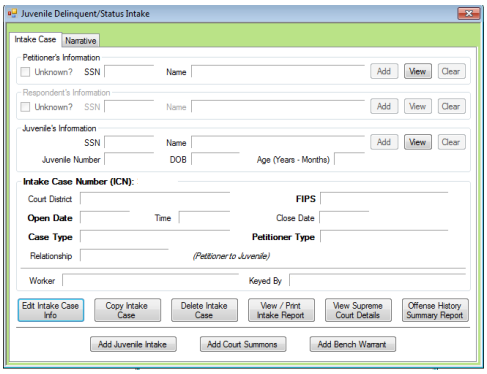
c. (i) Select the *For Respondent* option, (ii) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (iii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (iv) type a detailed description of the intake, and (v) click the **Save** button when the notes are complete.



Juvenile Delinquent / Status Intake

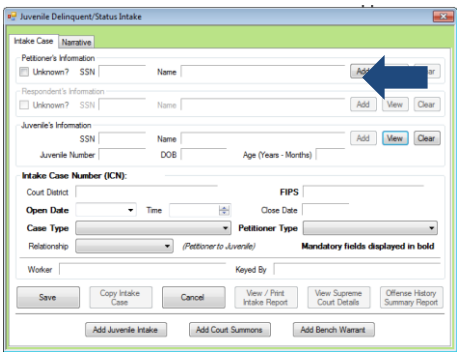
From the *Juvenile Delinquent/Status Intake* screen, you can create a new juvenile intake and file court summons and bench warrants.

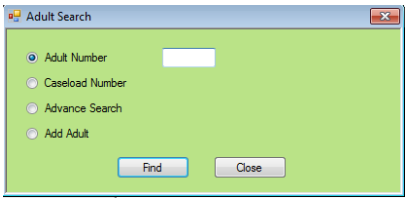
When creating a new delinquent intake, you must enter the juvenile's information because all related Juvenile Delinquent/Status Intake actions being with the filing of a petition against a juvenile.



Intake Case Tab

1. **Petitioner's Information**
   a. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.



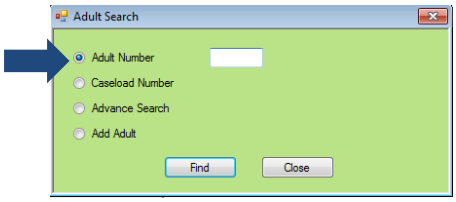


If the adult is not found a message will appear advising there are no matches.

i. **Adult Number Button**

1. (i) Click the **Adult Number** button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.

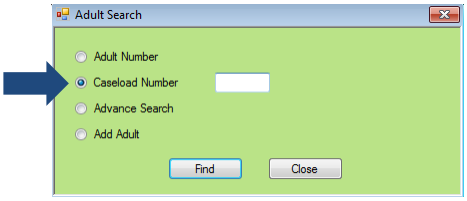
If the adult is not found, a message will appear advising that there are no matches.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

ii. **Caseload Number Button**

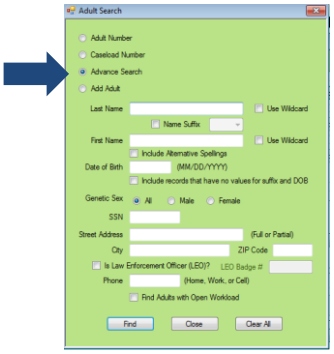
1. (i) Click the **Caseload Number** button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

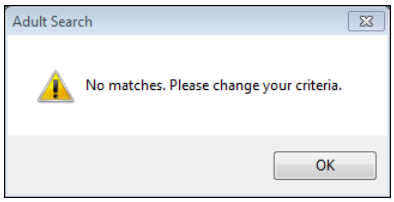
iii. **Advance Search Button**

1. Click the **Advance Search** button and the fields at the bottom of the screen will appear.

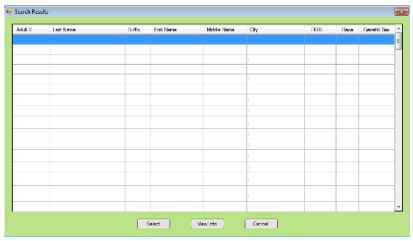


- Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard**.
- If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.
- In order to clear all the information in the search fields, click the **Clear All** button.
- If the adult is not found, a message will appear advising that there are no matches.
- **Add Adult** will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.

2. Type the **Last Name**.
3. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
4. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
5. Type the **First Name**.
6. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
7. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
8. You can search for an adult by including the **Date of Birth** ONLY. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
9. Select the **Genetic Sex** by clicking **All**, **Male**, or **Female**.
10. Search using the adult's Social Security Number by typing it into the **SSN** textbox.
11. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
12. Search using the adult's city by typing it into the **City** textbox.
13. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
14. If you are searching for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
15. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
16. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
17. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen.



OR

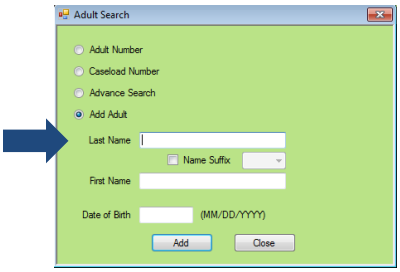


a. If the *Search Results* screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the *Adult Information* screen will appear WITHOUT auto-populating the information into the fields. (iii) Review the *Adult Information* screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the *Adult Information* screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.
b. If you are sure of which adult is the one you are searching for, (i) select an adult's name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the *Adult Information* screen will appear, and the adult's information will auto-populate into the fields, (iii) review the *Adult Information* screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the *Intake Case* tab.

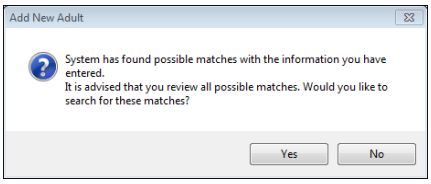
Refer to the Juvenile & Adult Information Screens User Manuall on how to navigate the *Adult Information* screen.

iv. **Add Adult Button**

1. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.



a. Type in the **Last Name**.
b. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
c. Type in the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
d. If the system finds possible matches, the *Add New Adult* screen will appear.



i. If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the *Adult Search* screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.

Refer to the Advance Search section on how to conduct an **Advance Search**.

ii. If you have already conducted an **Advance Search**, and did not find the correct adult, click the **No** button, and the *Information for New Adult* screen will appear.

e. If the system does not find any possible matches, the *Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

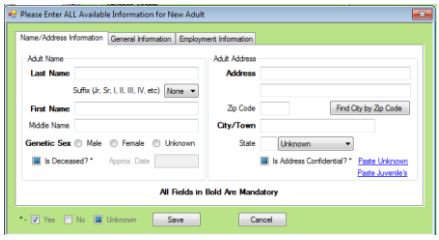
i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for New Adult* fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
   a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type in the approximate death date.
2. Type in the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
   a. If the adult is deceased, "Deceased" will auto-populate into the **Address** and **City/Town** fields.
3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

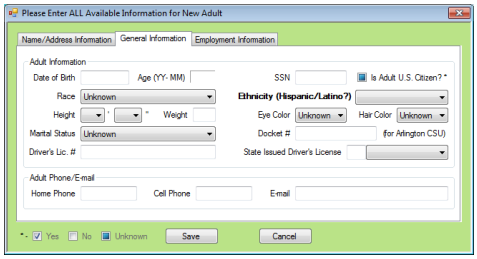
The adult's address may need to remain confidential if a Protective Order already exists.

For a new respondent, you can click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.



ii. **General Information Tab**

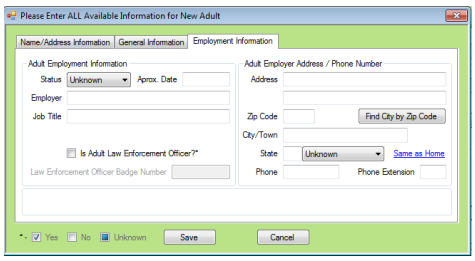
1. The **Date of Birth** will auto-populate from the *Adult Search* screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (iii) Type in the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and (iv) type in the adult's **Driver's Lic. #**.
2. (i) Type in the adult's **Social Sec.** #. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type in the **Docket** #. If the adult has a driver's license, type in the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type in the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.



iii. **Employment Information Tab**

1. (i) Select the adult's employment status from the **Status** drop-down menu, and type in the selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, click the checkbox next to the **Is Adult Law Enforcement Officer?*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and type in the officer's badge number.
2. Type in the adult's employment (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** information will auto-populate. Type in the adult's work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.

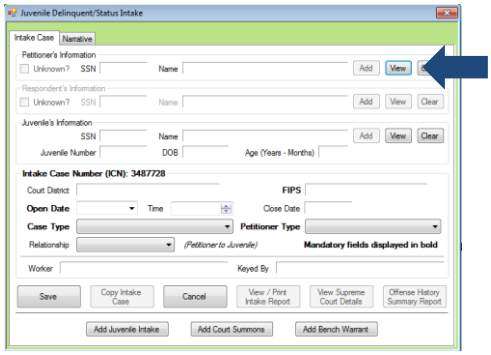
Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.



4. (i) Click the **Save** button, and the *Adult Information* screen will appear, and (ii) review the *Adult Information* screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

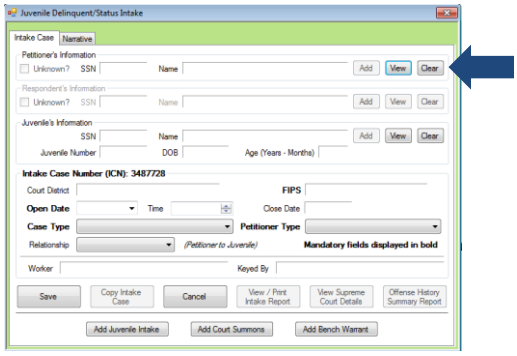
b. **View Button**

i. Click the **View** button and the petitioner's *Adult Information* screen will appear. Click the **Edit Adult Info** button to edit existing information, and the *Edit Information* screen will appear.



c. **Clear Button**

i. Click the **Clear** button to remove the selected petitioner's information from the fields.



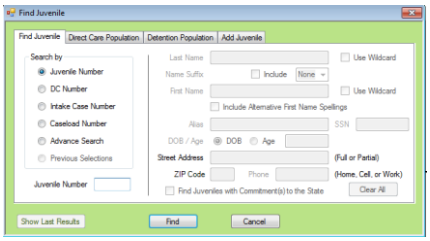
2. **Respondent's Information**

a. The **Respondent's Information** section will not be accessible.

3. **Juvenile's Information**

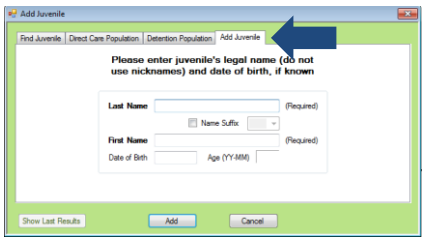
a. Click the **Add** button and the *Find Juvenile* screen will appear. This screen consists of multiple juvenile search options.

Unlike domestic relations intakes, respondents are not required for a juvenile intake. Petitioners are pursuing the court to settle a matter against a juvenile; therefore, the **Respondent's Information** section is inaccessible.

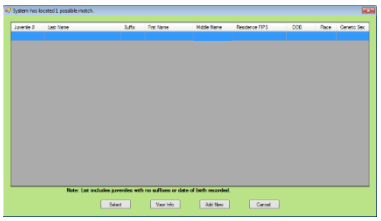


Refer to the Login & Search User Manual on how to search for a juvenile.

b. If the search does not return the juvenile, and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the *Add Juvenile* tab.



i. Type in the **Last Name**.
ii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
iii. Type in the (i) **First Name** and (ii) **Date of Birth**, and the **Age (YY-MM)** will auto-populate based on the **Date of Birth**, and (iii) click the **Add** button.
iv. If the system finds possible matches, the *System has located X possible match(es)* screen will appear.

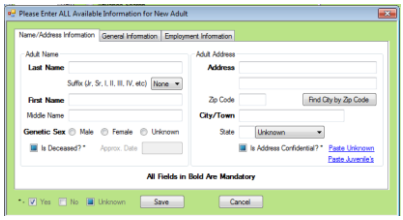


The address should reflect the juvenile's current home address. If the juvenile is committed to DJJ or resides in a group home or other facility, make a note of their current location.

1. If the *Search Results* screen consists of multiple results and you are unsure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear WITHOUT auto-populating the information into the **Juvenile's Information** fields. (iii) Review the *Juvenile Information* screen to ensure the correct juvenile is selected. When you find the correct juvenile, (iv) exit the *Juvenile Information* screen, (v) click the **Select** button, and the juvenile's information will auto-populate into the **Juvenile's Information** fields.
2. If you are sure of which juvenile is the one you are searching for, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the *Juvenile Information* screen will appear, and the juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Review the *Juvenile Information* screen to ensure the correct juvenile is selected. (iv) Click the **Close** button and you will return to the *Intake Case* tab.
3. If the search does not return the juvenile, and you have ensured that a juvenile record does not exist, proceed with adding a new juvenile by clicking the **Add New** button. The *Information for New Juvenile* screen will appear.
   a. If the system does not find any possible matches, the *Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family/Alien Information* tabs.
      i. **Name/Address Information Tab**
         1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for Juvenile* screen. (i) Type in the **Middle Name** and (ii) select the **Genetic Sex**.
         2. Type in the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
         3. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
         4. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
         5. If the juvenile's address is unknown, click the **Paste Unknown** hyperlink, and the **Address**, **City/Town**, and **State** fields will auto-populate to "Unknown."

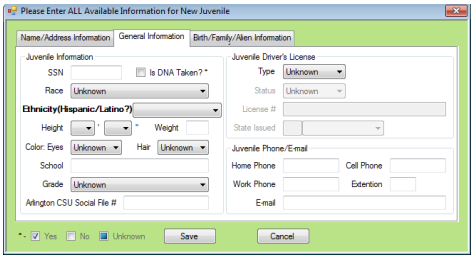
Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

Use the **Paste Unknown** hyperlink if the juvenile if the juvenile will not provide his/her name or address but need to be detained.



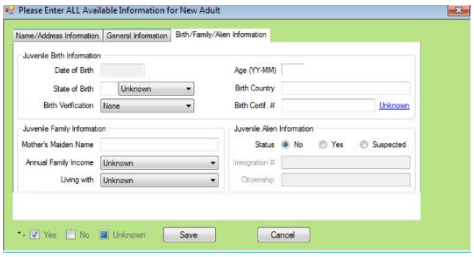
ii. **General Information Tab**

1. (i) Type in the juvenile's **Social Sec. #**. If the juvenile has submitted a DNA sample, click the **Is DNA Taken?*** checkbox. Select the juvenile's (ii) **Race** and (iii) **Ethnicity** from the drop-down menus. (iv) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (v) Type in the juvenile's approximate **Weight** (in pounds), select the (vi) **Eye Color** and (vii) **Hair Color** from the drop-down menus, (viii) type in the juvenile's **School** name, and (ix) select the juvenile's **Grade** from the drop-down menu. If you work at the Arlington CSU, type in the **Arlington CSU Social File #**.
2. If the juvenile has a driver's license, or any government-issued identification card, select the type of identification from the **Type** drop-down menu.
   a. If the juvenile has an **Id Card**, type in the (i) **License #** and (ii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
   b. If the juvenile has a **Full** driver's license or **Learner's** permit, (i) select the **Status** from the drop-down menu, and type in the (ii) **License #** and (iii) state abbreviation for the **State Issued** field. You can also select the state's name from the drop-down menu.
3. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.



iii. **Birth/Family/Alien Information Tab**

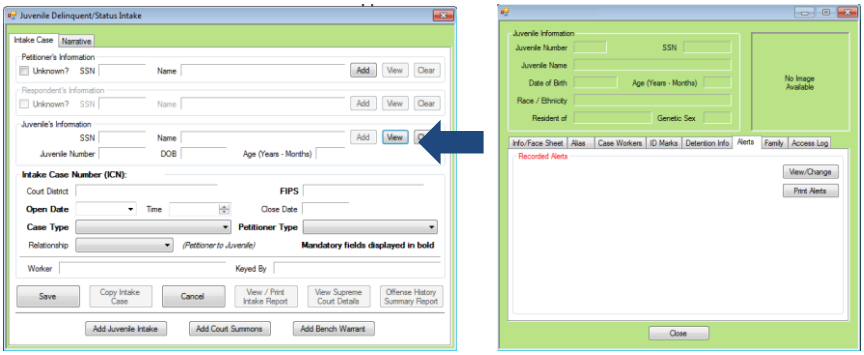
1. The **Date of Birth** will auto-populate from the initial *Juvenile Search* screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type in the state abbreviation for the **State of Birth** field. You can also select the state's name from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
   a. If the juvenile's birth certificate is used for **Birth Verification**, type in the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, and it will auto-populate to "Unknown."
2. (i) Type in the juvenile's **Mother's Maiden Name**, and select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
3. The juvenile's alien **Status** will auto-select "No." If the juvenile is an alien, select "Yes", and type in the juvenile's **Immigration #** and **Citizenship**. If the juvenile is a suspected alien, select "Suspected", and type in the juvenile's **Immigration #** and **Citizenship**.



4. (i) Click the **Save** button, and the *Juvenile Information* screen will appear, and (ii) review the *Juvenile Information* screen to ensure the information is correct. The juvenile's information will auto-populate into the **Juvenile's Information** fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

c. **View Button**

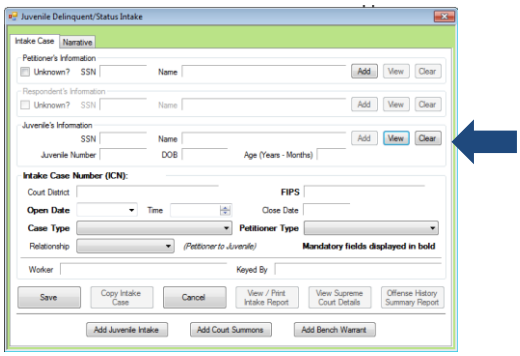
i. Click the **View** button and the *Juvenile Information* screen will appear.



Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Juvenile Information* screen.

d. **Clear Button**

i. Click the **Clear** button to remove the selected juvenile's information from the fields.



For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

For **Case Type**, if you **select 07 -Diversion** or **14- Pending** for the intake disposition, the close date will not auto-populate until a final disposition is entered.

Case Type is a mandatory field.

4. **Intake Case Number (ICN)**

a. The **Intake Case Number (ICN)** will auto-generate an assigned number after you save the intake.

b. **Court District**

i. The name of the Court Service Unit will auto-populate into the field.

c. **FIPS**

i. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.

d. **Open Date**

i. The **Open Date** will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.

e. **Time**

i. The **Time** will auto-populate to the time when the intake screen was opened. If you would like to change the time, highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.

f. **Close Date**

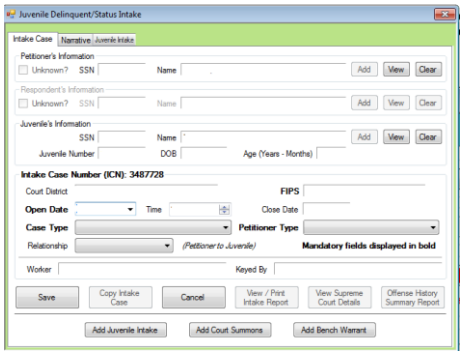
i. The **Close Date** will auto-populate when a final disposition is selected.

g. **Case Type**

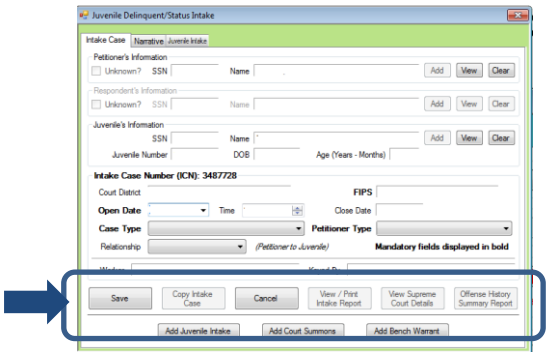
i. Select the **Case Type** from the drop-down menu.

Petitioner Type is a mandatory field.

h. **Petitioner Type**
   i. Select the **Petitioner Type** from the drop-down menu.
i. **Relationship**
   i. The **Relationship** will auto-populate to **None.** If you would like the change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
j. **Worker**
   i. The **Worker** will auto-populate to the name of the person creating the intake.
k. **Keyed By**
   i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.



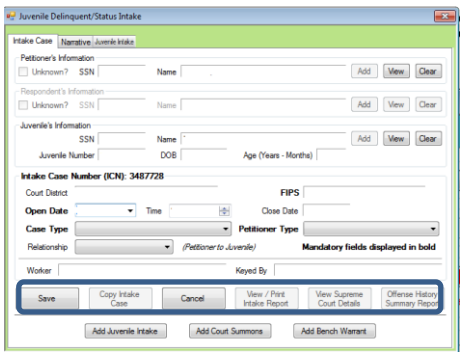
l. Click the **Save** button and the **Intake Case Number** will generate. The *Narrative* tab will appear, all of the buttons at the bottom of the screen will become accessible, and the **Add Juvenile Intake**, **Add Court Summons**, and **Add Bench Warrant** buttons will appear.



Intake Action Buttons

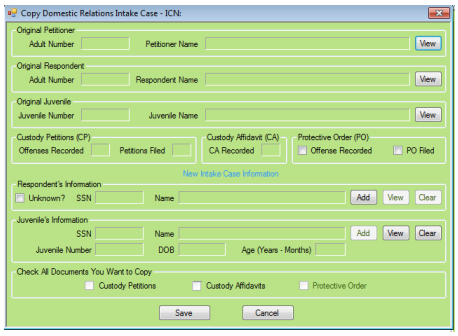
Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.

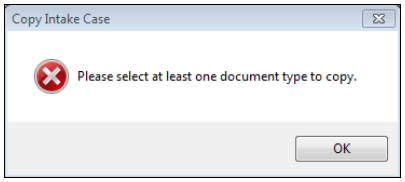
In order to copy an intake case, you MUST have an existing Juvenile Intake, Court Summons, Bench Warrants, Detention Orders, and/or Shelter Care Orders.



1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

2. **Copy Intake Case Button**
   a. (i) Click the **Copy Intake Case** button and the *Copy Juvenile Delinquent/Status Intake Case* screen will appear. The checkmark(s) will auto-populate based on the EXISTING intake document associated with the intake. If multiple documents exist, all the documents will be selected automatically. You can deselect any document that you do not want to copy. You MUST select at least one document to copy. (ii) Click the **Save** button.

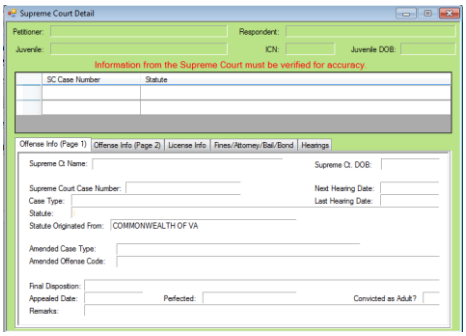




The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

The amount of information found on the *Supreme Court Details* screen may vary depending on the court of jurisdiction.

3. **Delete Intake Case Button**
   a. Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear.
4. **View/ Print Intake Report**
   a. Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear.
5. **View Supreme Court Details**
   a. Click the **View Supreme Court Details** button and the *Supreme Court Details* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* screen with a message will appear.

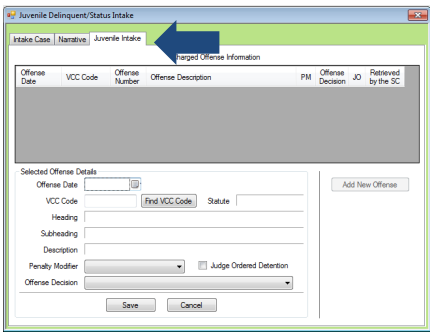


OR

Multiple VCC's can be added to a petition/order.

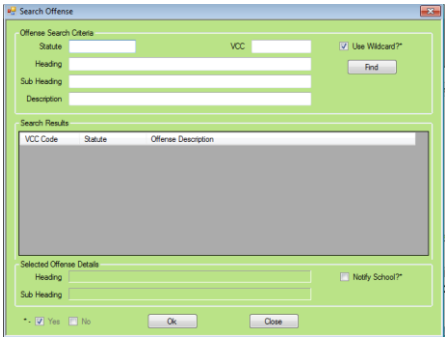
Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

6. **Offense History Summary Report**
   a. Click the **Offense History Summary Report** button and the *CSU Intake – Reports* screen will appear.
7. **Add Juvenile Intake Button**
   a. (i) Click the **Add Juvenile Intake** button, and the *Juvenile Intake* tab will appear, and (ii) select the **Offense Date** from the calendar screen.

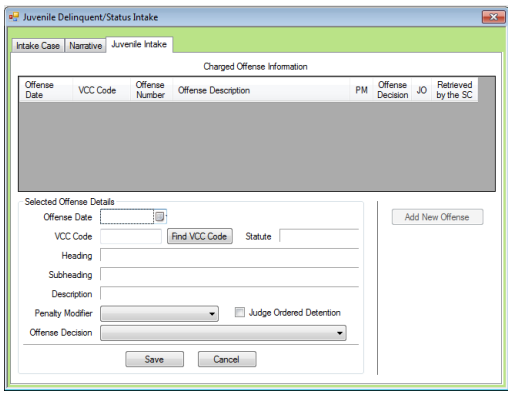


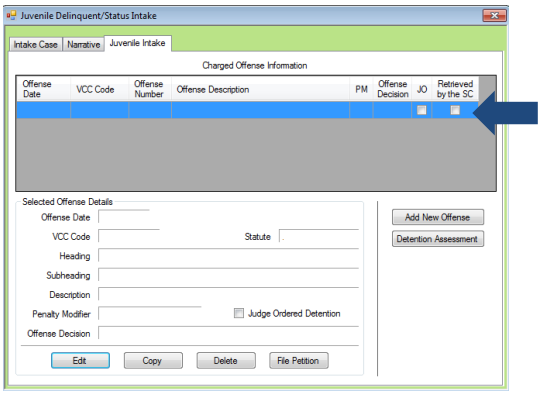
- When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.
- A **Detention Order** button will appear if you select **Offense Decision 03 – Petition/Detention Order Filed** or **13 – Detention Order Only**.
- A **Shelter Care Order** button will appear if you select **Offense Decision 11 – Petition/Shelter Care Filed** or **12 – Shelter Care Only**.
- A **Detention Order** button will appear if you click the **Judge Ordered Detention** checkbox.
- Some fields in the *DAI Scores* tab will auto-populate.
- Check all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Decisions will be generated which meet the search criteria. (iii) Select a VCC, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Juvenile Intake* tab.



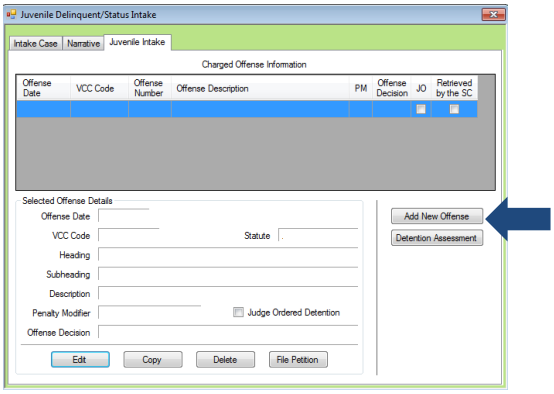
b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Offense Decision** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

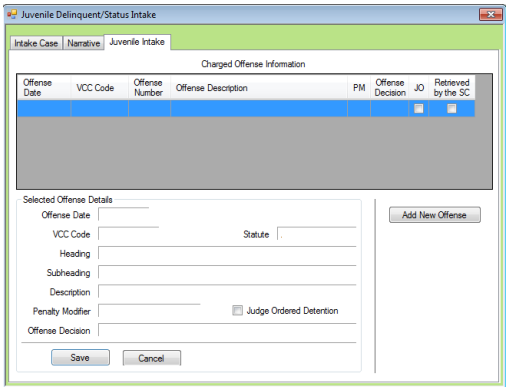




c. **Add New Offense Button**

i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



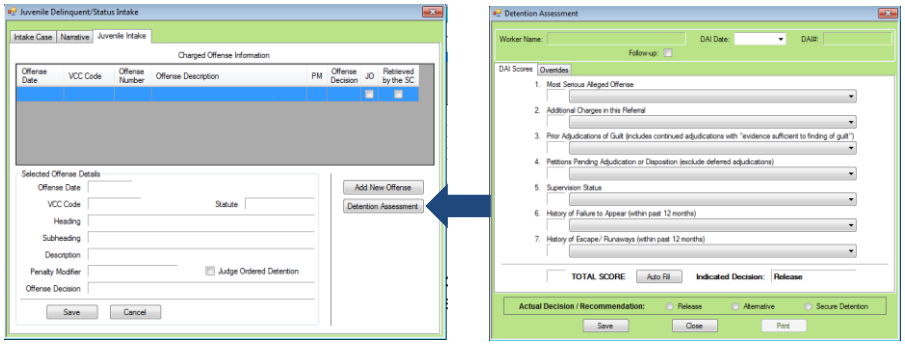


d. **Detention Assessment Button**

i. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear. This screen consists of the *DAI Scores* and *Overrides* tabs. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but

- If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious Alleged Offense** section. In addition, you cannot combine the scores for multiple offenses.

you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you have the completed DAI.



ii. **DAI Scores Tab**

1. **Most Serious Alleged Offense**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.
2. **Additional Charges in this Referral**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.
3. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt")**
   a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

- Cases that are dismissed by the court after successful completion of ordered conditions should NOT counted in the **Prior Adjudications of Guilt** section.

- Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**
   a. (i) Select the appropriate option from the drop-down menu and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

- The Failure to Appear MUST have occurred within the past 12 months.

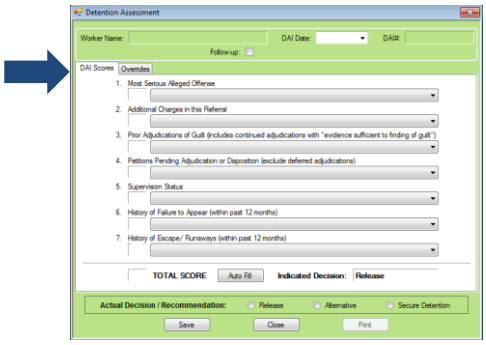
- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

5. **Supervision Status**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.
6. **History of Failure to Appear (within past 12 months)**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu.

7. **History of Escape/Runaways (within past 12 months)**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu.

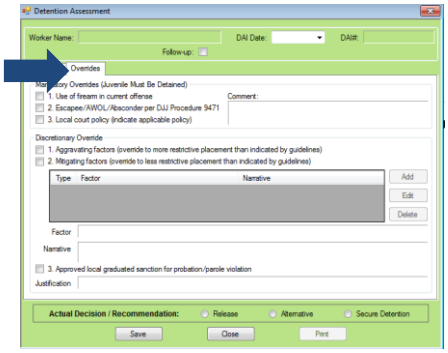
The escape/ runaway incident MUST have occurred within the past 12 months.

Click the **Auto Fill** button to auto-populate some of the fields.



8. **Total Score**
   a. The total score will calculate based on the selected options.
9. **Indicated Decision**
   a. The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release**, **Detention Alternative**, or **Secure Detention**.

iii. **Overrides Tab**



ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

Select the MOST serious aggravating factor, if any apply to the juvenile.

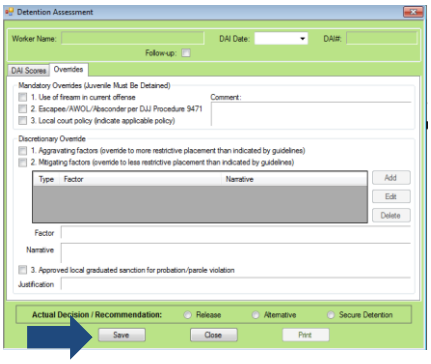
In order to use **Parent Unwilling to Provide Appropriate Supervision** or **Parent Unable to Provide Appropriate Supervision**, the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.

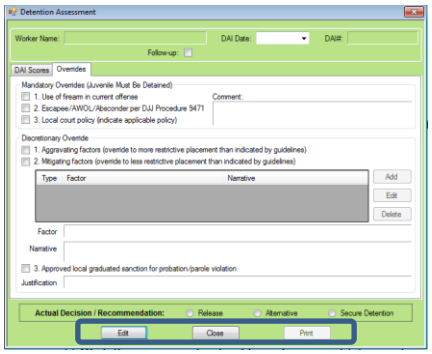
1. **Mandatory Overrides (Juvenile Must Be Detained)**
   a. (i) Click the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.
2. **Discretionary Override**
   a. **Aggravating factors** (override to more restrictive placement than indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
      i. (i) Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.
      ii. **Edit Button**
         1. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.
      iii. **Delete Button**
         1. Click the **Delete** button and the discretionary override will be removed.
   b. **Approved local graduated sanction for probation/parole violation**
      i. (i) Click the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.

- Information in the **Narrative** box may auto-populate based on the **Factor** selected.
- If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

iv. **Actual Decision/Recommendation**

1. (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** field will auto-populate.





v. **Edit Button**

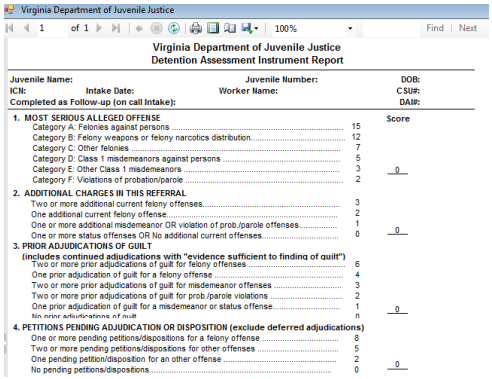
1. (i) Click the **Edit** button, (ii) edit the information in the *DAI Scores* tab or the *Overrides* tab, and (iii) click the **Save** button when the edits are completed.

vi. **Close Button**

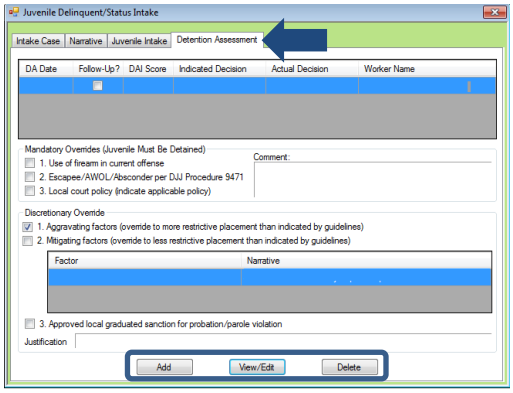
1. Click the **Close** button and you will return to the *Detention Assessment* tab on the *Juvenile Delinquent/Status Intake* screen.

vii. **Print Button**

1. Click the **Print** button and the completed DAI will appear.



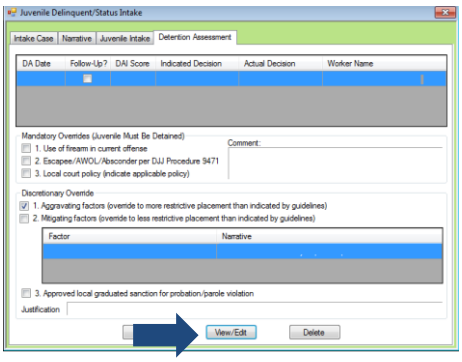
viii. **Detention Assessment Tab**

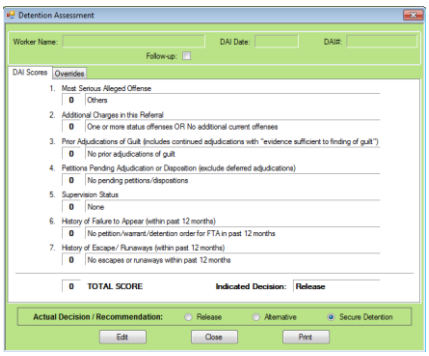


1. **Add Button**
   a. Click the **Add** button and the *Detention Assessment* screen will appear.

Refer to the Detention Assessment section on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **View/Edit** button, and the *Detention Assessment* screen will appear.



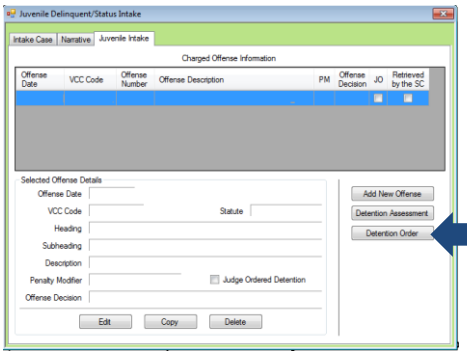


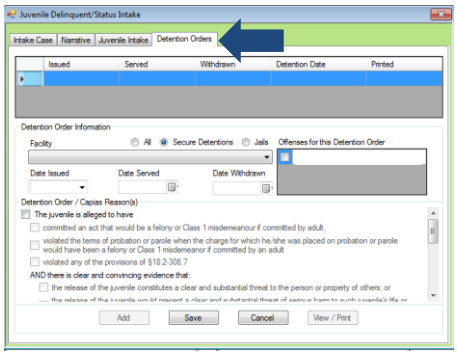
Refer to the Detention Assessment section on how to complete a Detention Assessment Instrument.

3. **Delete Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

e. **Detention Order Button**

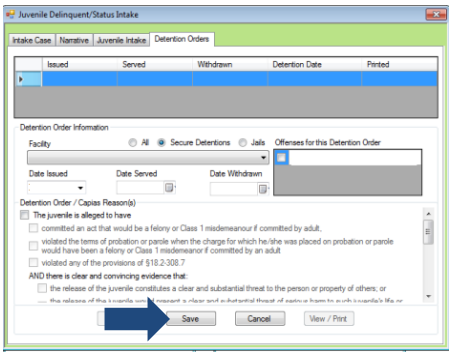
i. Click the **Detention Order** button and the *Detention Orders* tab will appear.

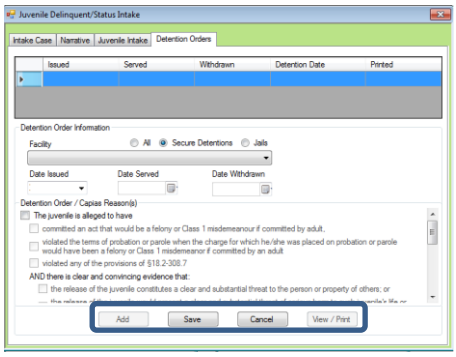




In order to filter the **Facility** drop-down menu, select **All**, **Secure Detentions**, or **Jails**.

ii. (i) Select the **Facility** from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (ii) Click all the **Detention Order/Capias Reasons** options that apply to the juvenile and (iii) click the **Save** button.





iii. **Add Button**
   1. Click the **Add** button and the fields will become accessible.

Refer to the Detention Order section on how to complete a Detention Order.

iv. **Edit Button**

1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

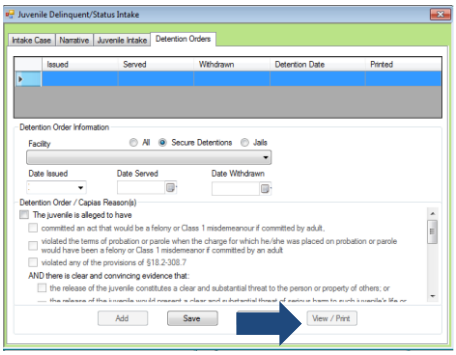
v. **Delete Button**

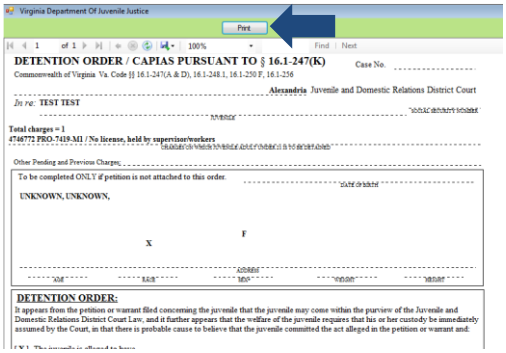
1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

Multiple VCC's can be added to a petition/order.

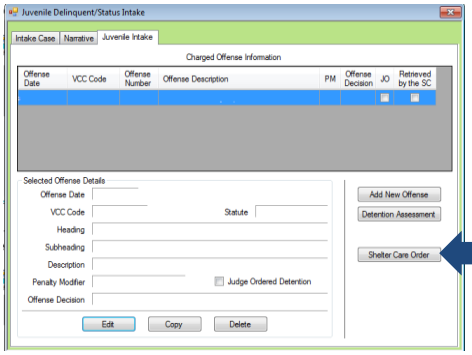


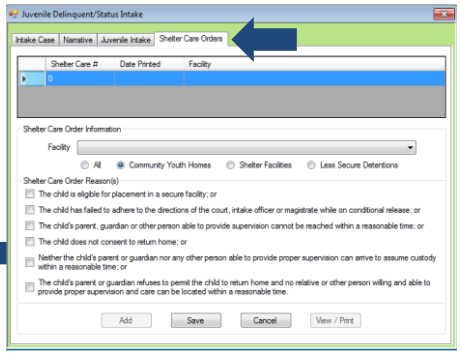


f. **Shelter Care Order Button**

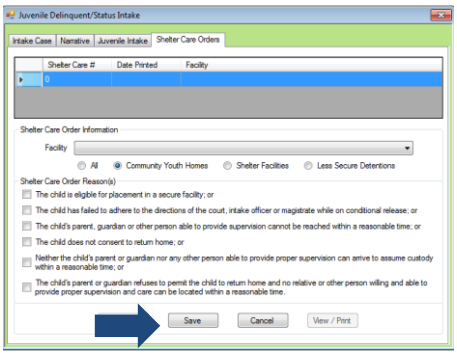
i. Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

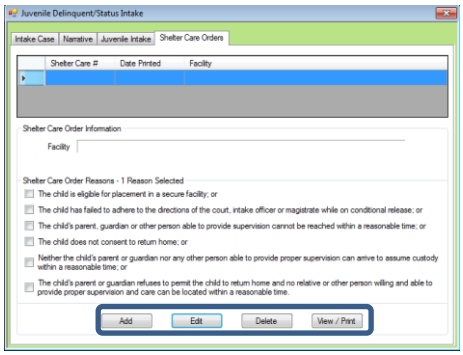
In order to filter the **Facility** drop-down menu, select **All**, **Community Youth Homes**, **Shelter Facilities**, or **Less Secure Detentions**.





ii. (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.





iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

Refer to the Shelter Care Order section on how to complete a Shelter Care Order.

iv. **Edit Button**

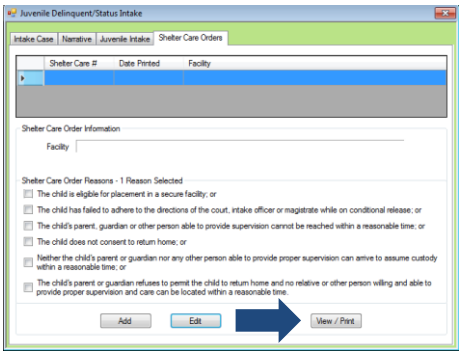
1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

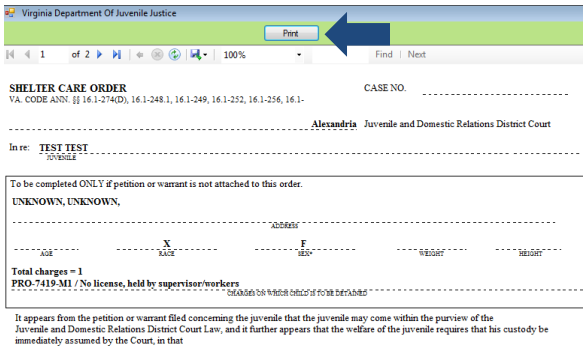
v. **Delete Button**

1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

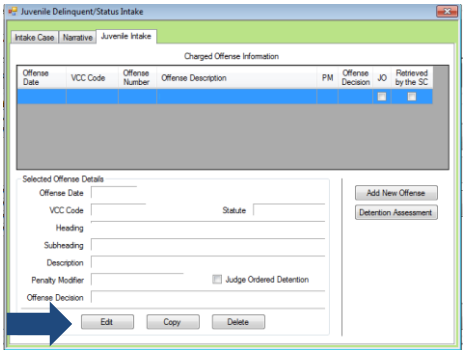
1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed shelter care order will appear.

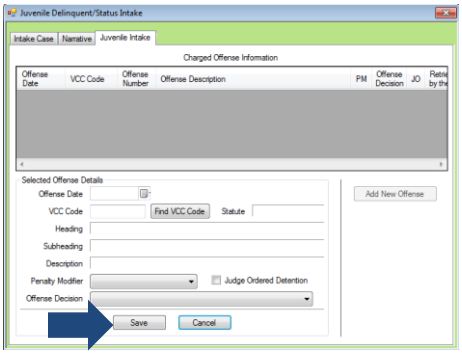




g. **Edit Button**

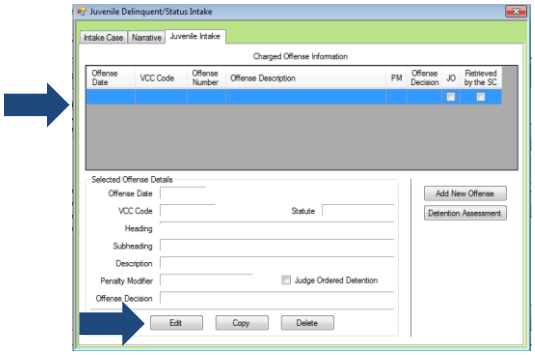
i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

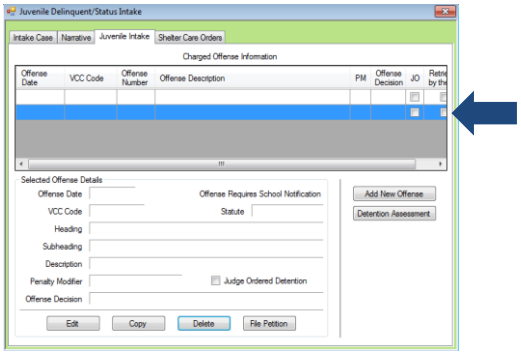




h. **Copy Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Copy** button, and a duplication of the selected offense will be created.





i. **Delete Button**

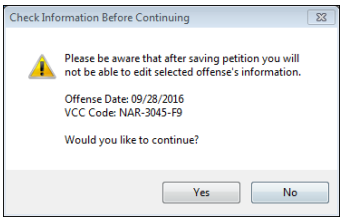
i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

- Once you click the **Yes** button, the petition is sent to the Virginia Supreme Court and cannot make any changes to the petition. If there is an error, you should create a new petition and must contact the Supreme Court to inform them of the mistake. You will need to provide the Supreme Court with the original and new SC#.

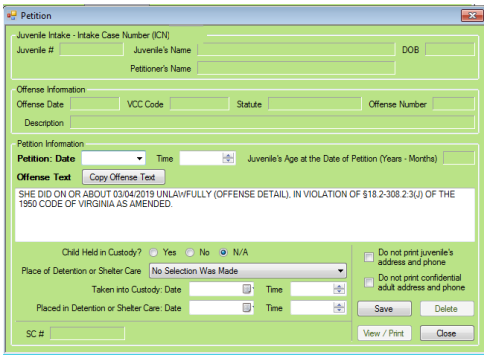
- The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.

j. **File Petition Button**

i. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. You CANNOT make any edits once a petition is filed. If you need to add another offense, affidavit, or order, click the **No** button.



1. If the information is complete, click the **Yes** button, and the *Petition* screen will appear.



Printing the same petition multiple times will not change the **SC #**.

a. All the information in the **Juvenile Intake** and **Offense Information** sections will auto-populate.
b. The **Petition Date** and **Time** field will auto-populate to the date and time the *Petition* screen was opened. If you would like to change the date, select the date from the calendar screen. If you would like to change the time, highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields, and type in the new time.

Multiple VCC's can be added to a petition/order.

c. The **Offense Text** field will auto-populate standard language for the selected offense. You can edit the information in the **Offense Text** textbox.
d. If the detention-related questions do not apply, leave the fields blank.
e. If the juvenile's information needs to remain confidential, click the **Do not print juvenile's address and phone** checkbox.

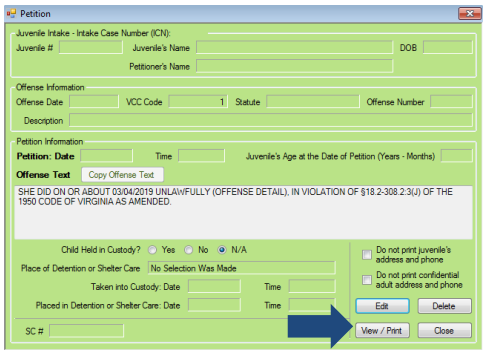
Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

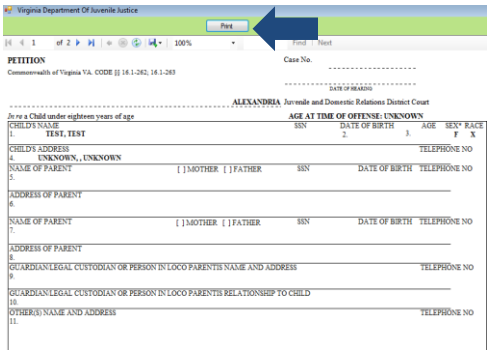
f. If the adult's information needs to remain confidential, click the **Do not print confidential adult address and phone** checkbox. This feature will ONLY work if the **Is Address Confidential?*** checkbox is selected on the *Adult Information* screen.

Refer to the Petitioners Information section on how to navigate the *Adult Information* screen.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.

g. Click the **Save** button and the **SC #** field will auto-populate.
h. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.
i. In order to delete the petition, click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear. If you delete the petition, you will return to the *Juvenile Delinquent/Status custody Petition* tab in the *Juvenile Delinquent/Status* screen.
j. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear.

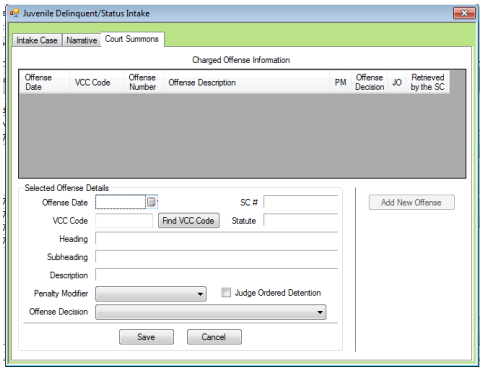




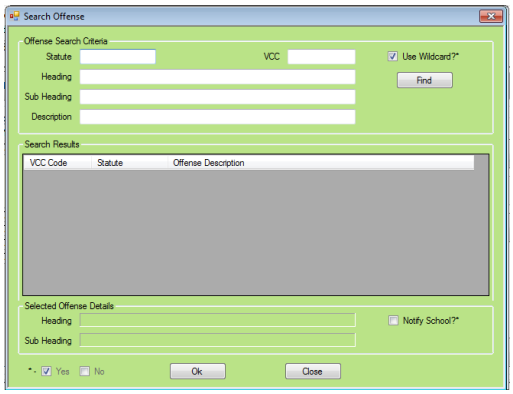
k. In order to exit the *Petition* screen and return to the *Juvenile Delinquent/Status Intake* screen, click the **Close** button.

8. **Add Court Summons Button**

a. (i) Click the **Add Court Summons** button, and the *Court Summons* tab will appear, and (ii) select the **Offense Date** from the calendar screen. The **SC #** field will auto-generate after you save the completed Court Summons.

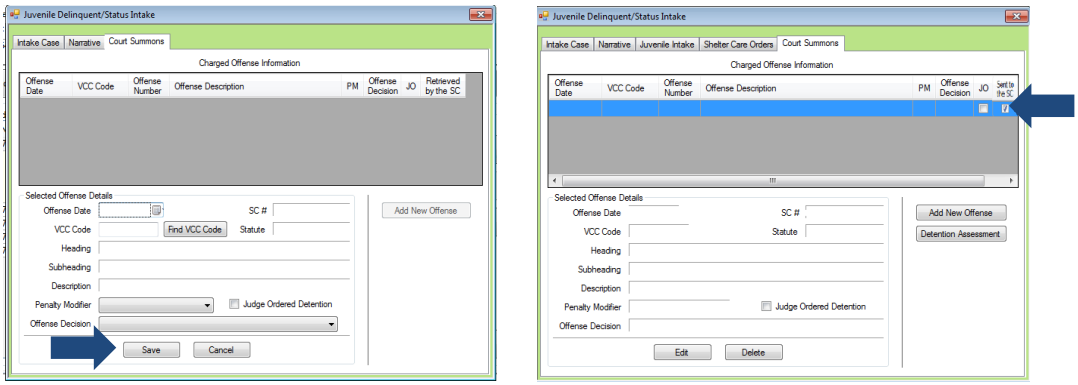


i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Court Summons* tab.



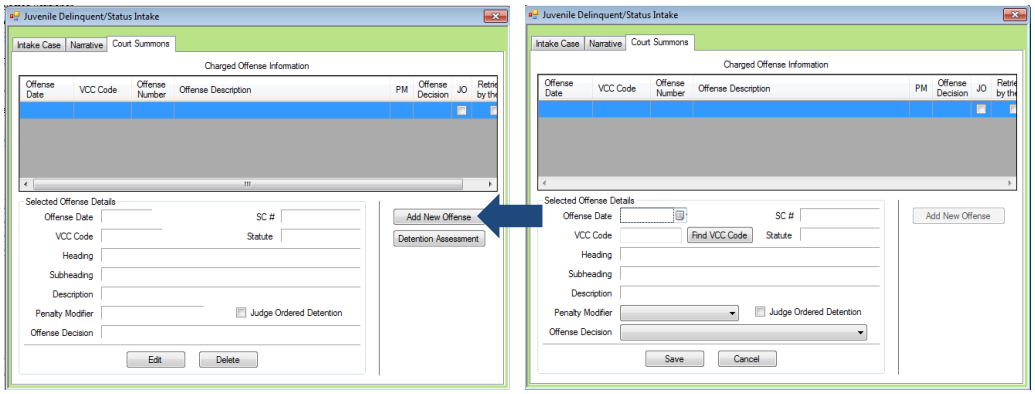
b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Offense Decision** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.

- A **Shelter Care Order** button will appear if you select **Offense Decision 12 – Shelter Care Only**.
- A **Detention Order** button will appear if you select **Offense Decision 13 – Detention Order Only**.
- A **Detention Order** button will appear if you click the **Judge Ordered Detention** checkbox**.**
- Some fields in the *DAI Scores* tab will auto-populate.
- Check all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.
- The escape/ runaway incident MUST have occurred within the past 12 months.
- Click the **Auto Fill** button to auto-populate some of the fields.



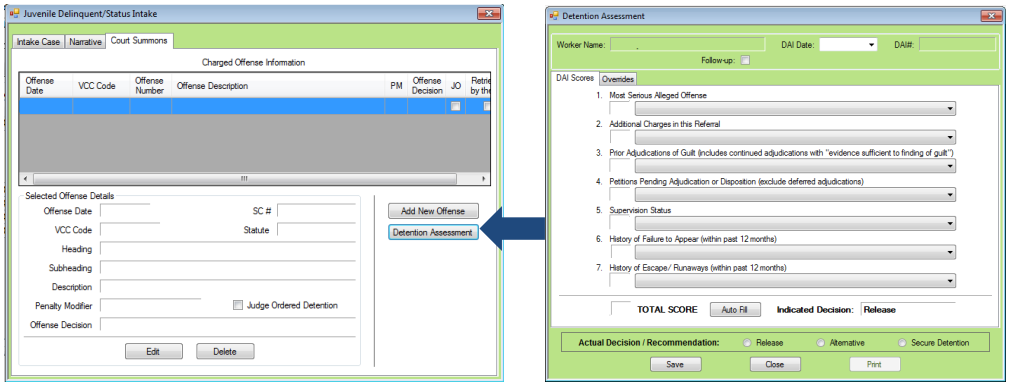
c. **Add New Offense Button**

i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



d. **Detention Assessment Button**

i. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you save the completed DAI.



ii. **DAI Scores Tab**

1. **Most Serious Alleged Offense**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.
2. **Additional Charges in this Referral**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu.

Use the referral complaint form/probable cause statement to determine the appropriate category.

3. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt")**
   a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious Alleged Offense** section. In addition, you cannot combine the scores for multiple offenses.

Cases that are dismissed by the court after successful completion of ordered conditions should NOT counted in the **Prior Adjudications of Guilt** section.

Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

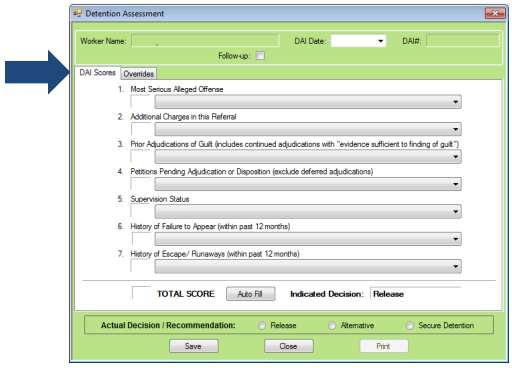
- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**
   a. (i) Select the appropriate option from the drop-down menu and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record. If a CSU is completing a social history, you may see notes for an **Investigation for Report** in the *Contacts* tab indicating a case is continued for the disposition. The case notes should specify if the case has been adjudicated or is pending adjudication.

- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

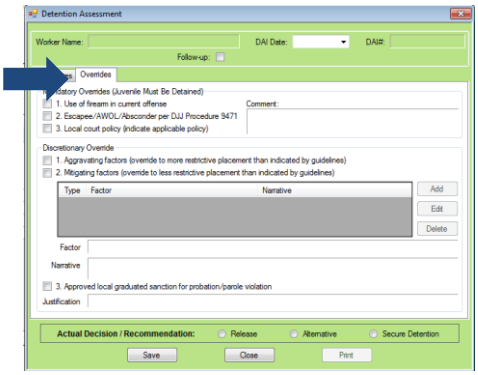
5. **Supervision Status**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.
6. **History of Failure to Appear (within past 12 months)**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu.
7. **History of Escape/Runaways (within past 12 months)**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu. The escape/runaway incident must have occurred within the past 12 months.

The **Failure to Appear** MUST have occurred within the past 12 months.



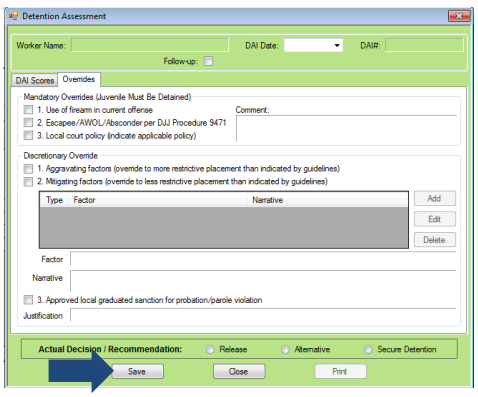
8. **Total Score**
   a. The total score will calculate based on the selected options.
9. **Indicated Decision**
   a. The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release**, **Detention Alternative**, or **Secure Detention**.

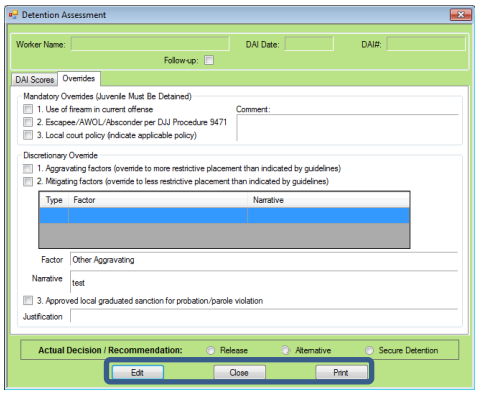
iii. Overrides Tab



1. **Mandatory Overrides (Juvenile Must Be Detained)**
   a. (i) Click the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.
2. **Discretionary Override**
   a. **Aggravating factors** (override to more restrictive placement than indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
      i. (i) Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.
      ii. **Edit Button**
         1. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.
      iii. **Delete Button**
         1. Click the **Delete** button and the discretionary override will be removed.
   b. **Approved local graduated sanction for probation/parole violation**
      i. (i) Click the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.
   c. **Actual Decision/Recommendation**
      i. (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** field will auto-populate.

- ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.
- Select the MOST serious aggravating factor, if any apply to the juvenile.
- In order to use **Parent Unwilling to Provide Appropriate Supervision** or **Parent Unable to Provide Appropriate Supervision**, the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.





- Information in the **Narrative** box may auto-populate based on the **Factor** selected.
- If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

iv. **Edit Button**

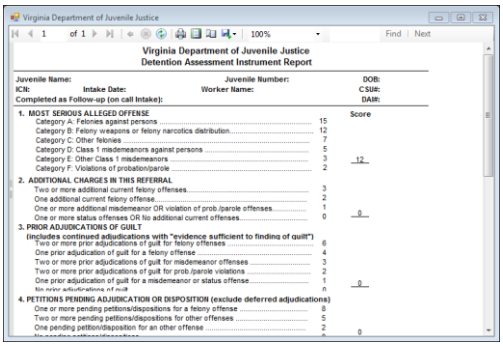
1. (i) Click the **Edit** button, (ii) edit the information in the *DAI Scores* tab or the *Overrides* tab, and (iii) click the **Save** button when the edits are completed.

v. **Close Button**

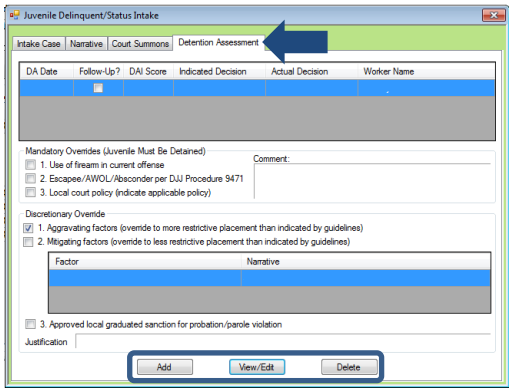
1. Click the **Close** button and you will return to the *Detention Assessment* tab on the *Juvenile Delinquent/Status Intake* screen.

vi. **Print Button**

1. Click the **Print** button and the completed DAI report will appear.



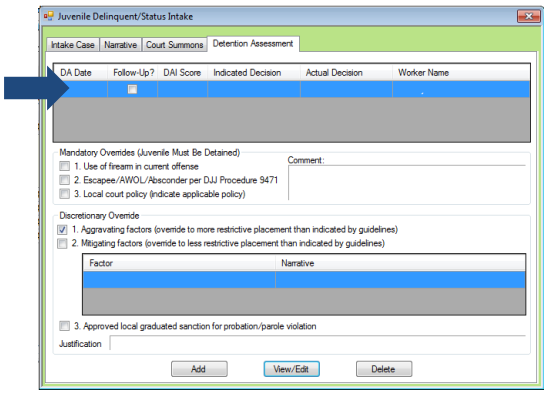
vii. **Detention Assessment Button**

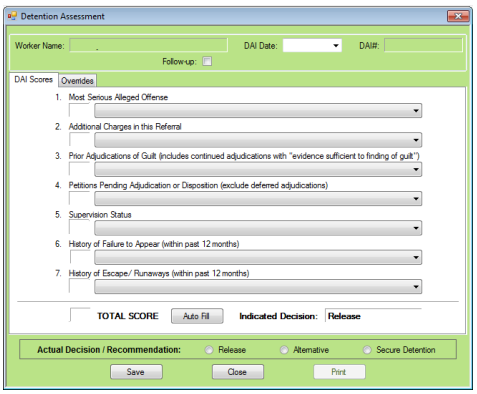


1. **Add Button**
   a. Click the **Add** button and the *Detention Assessment* screen will appear.

Refer to the Detention Assessment section on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **View/Edit** button, and the *Detention Assessment* screen will appear.





Refer to the Detention Assessment section on how to complete a Detention Assessment Instrument.

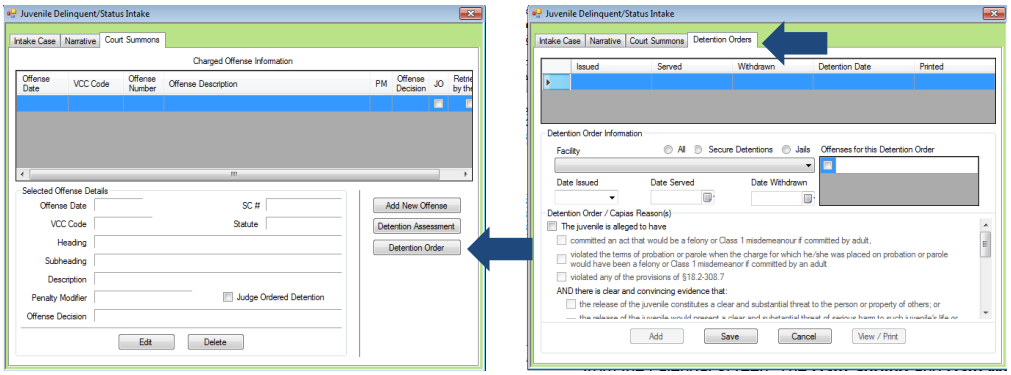
3. **Delete Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

viii. **Detention Order Button**

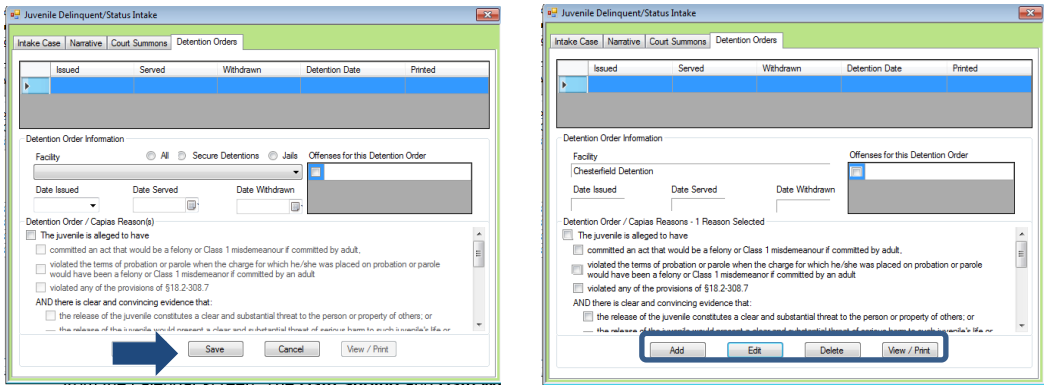
1. Click the **Detention Order** button and the *Detention Orders* tab will appear.

Multiple VCC's can be added to a petition/order.

In order to filter the **Facility** drop-down menu, select **All**, **Secure Detentions**, or **Jails**.



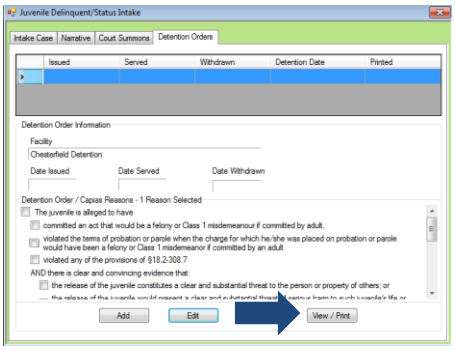
   a. (i) Select the **Facility** from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will be entered into BADGE if and when the detention order is served or withdrawn. (ii) Select all the **Detention Order/Capias Reasons** that apply to the juvenile and (iii) click the **Save** button.

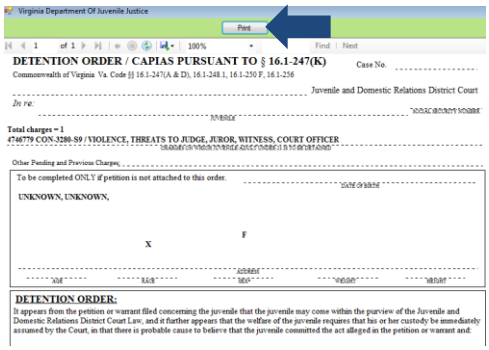


2. **Add Button**
   a. Click the **Add** button and the fields will become accessible.

Refer to the Detention Order section on how to complete a Detention Order.

3. **Edit Button**
   a. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.
4. **Delete Button**
   a. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.
5. **View/Print Button**
   a. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

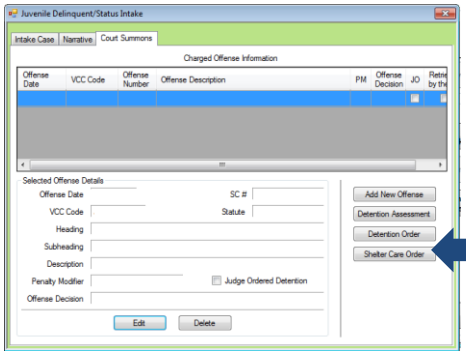


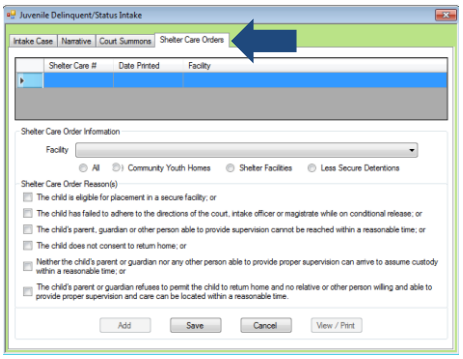


Multiple VCC's can be added to a petition/order.

ix. **Shelter Care Order Button**

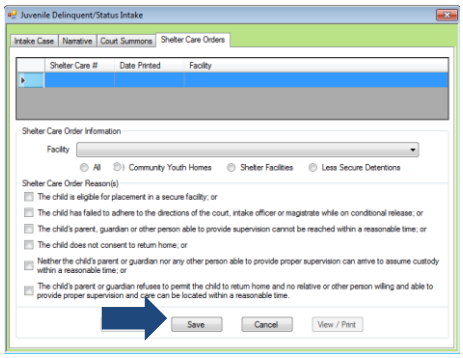
1. Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

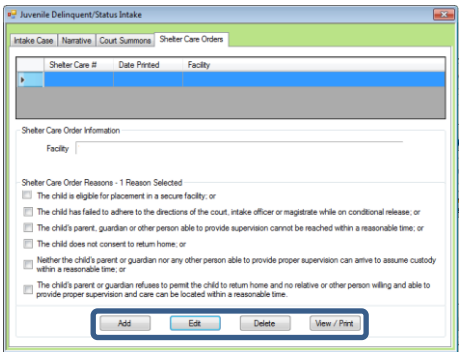




In order to filter the **Facility** drop-down menu, select **All**, **Community Youth Homes**, **Shelter Facilities**, or **Less Secure Detentions**.

   a. (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.

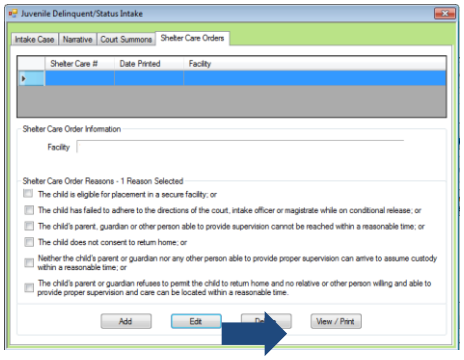


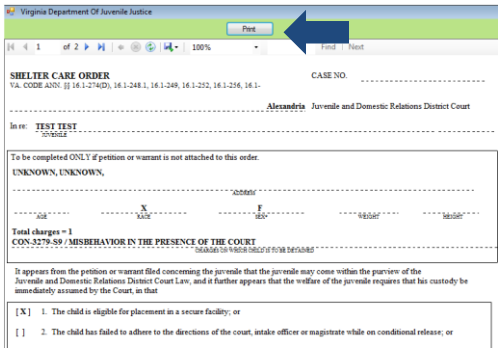


2. **Add Button**
   a. Click the **Add** button and the fields will become accessible.

Refer to the Shelter Care Order section on how to complete a Shelter Care Order.

3. **Edit Button**
   a. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.
4. **Delete Button**
   a. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.
5. **View/Print Button**
   a. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed shelter care order will appear.

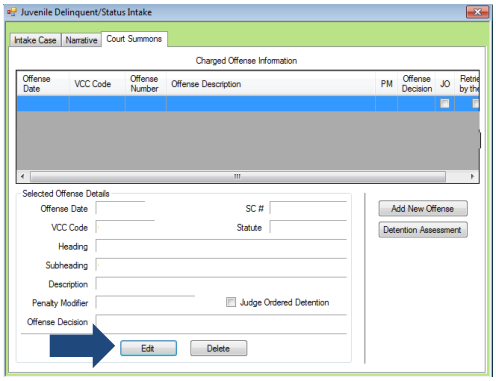


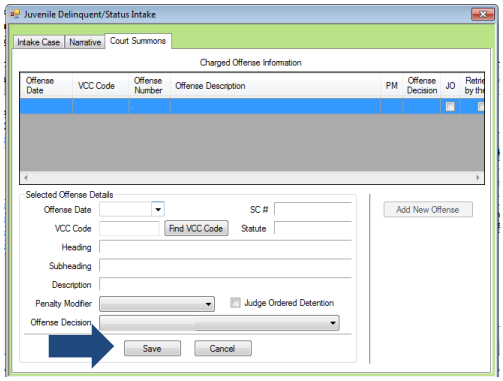


e. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

Multiple VCC's can be added to a petition/order.





Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.

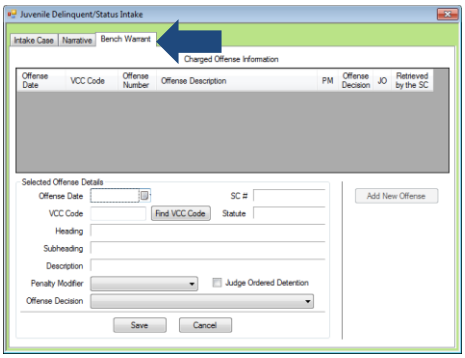
A **Shelter Care Order** button will appear if you select **Offense Decision 12 – Shelter Care Only**.

f. **Delete Button**

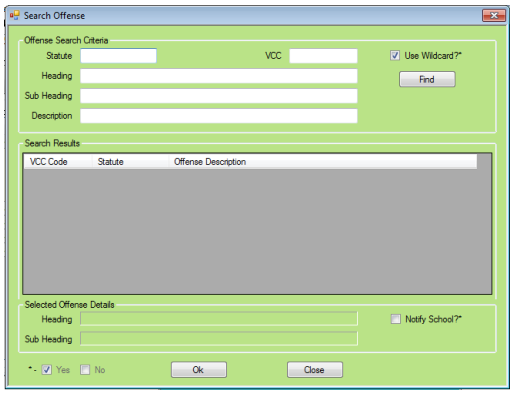
i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

9. **Add Bench Warrant Button**

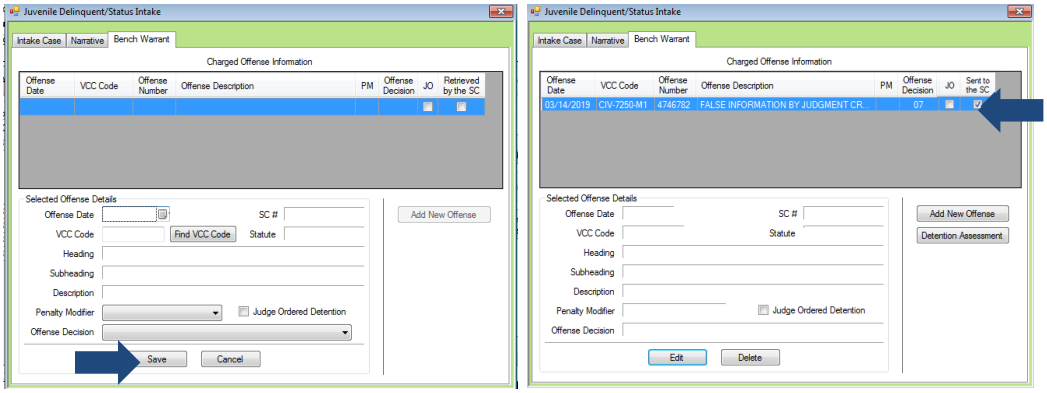
a. (i) Click the **Add Bench Warrant** button, and the *Bench Warrant* tab will appear, and (ii) select the **Offense Date** from the calendar screen.



i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Juvenile Intake* tab.



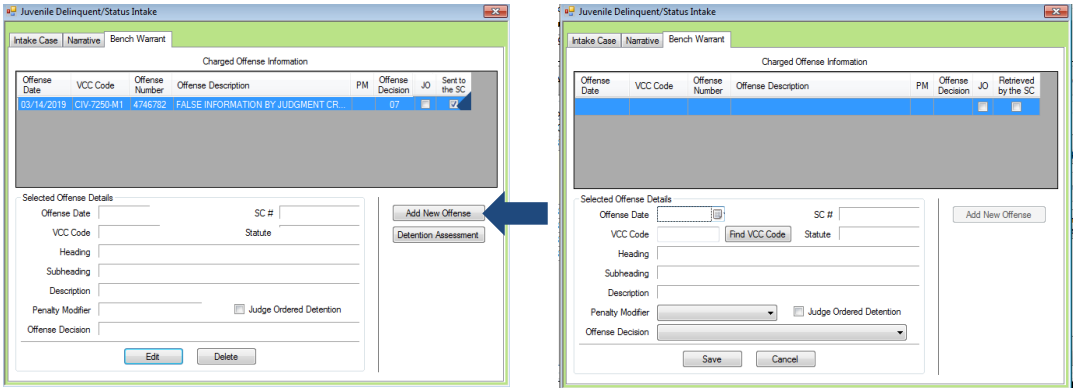
b. Select the (i) **Penalty Modifier**, if applicable, and (ii) **Offense Decision** from the drop-down menus, (iii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.



- A **Detention Order** button will appear if you select **Offense Decision 13 – Detention Order Only**.
- A **Detention Order** button will appear if you click the **Judge Ordered Detention** checkbox.
- Some fields in the *DAI Scores* tab will auto-populate.
- Check all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.
- If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious Alleged Offense** section. In addition, you cannot combine the scores for multiple offenses.

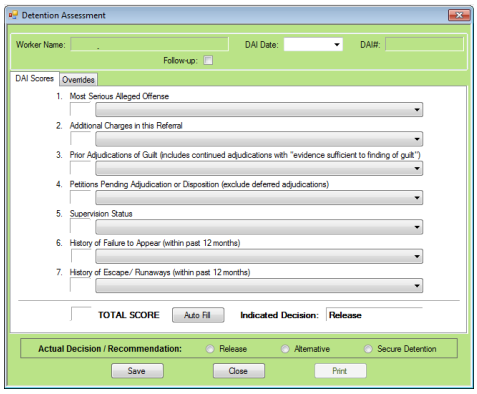
c. **Add New Offense Button**

i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



d. **Detention Assessment Button**

i. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but you can change the date from the calendar screen. The **DAI#** is a system generated number and will be assigned after you save the completed DAI.



- Cases that are dismissed by the court after successful completion of ordered conditions should NOT counted in the **Prior Adjudications of Guilt** section.

- Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

- The Failure to Appear and escape/ runaway MUST have occurred within the past 12 months.

ii. **DAI Scores Tab**

1. **Most Serious Alleged Offense**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.
2. **Additional Charges in this Referral**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.
3. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt")**
   a. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

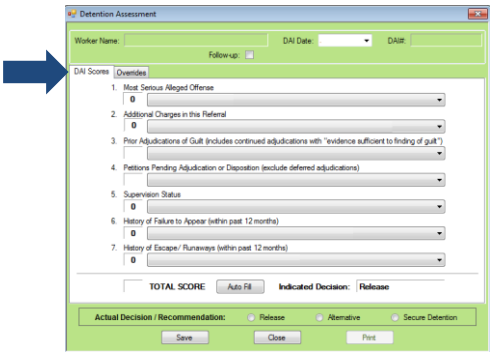
4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**
   a. (i) Select the appropriate option from the drop-down menu and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

- Refer to the Offense History Screen User Manual on how to navigate the *Offense History* screen.
- Refer to the Caseload Management Module User Manual on how to navigate the *Contacts* tab.

5. **Supervision Status**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.
6. **History of Failure to Appear (within past 12 months)**
   a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu. The Failure to Appear must have occurred within the past 12 months.
7. **History of Escape/Runaways (within past 12 months)**

- The escape/ runaway incident MUST have occurred within the past 12 months.

a. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the *Offense History* screen, and select the appropriate option from the drop-down menu. The escape/runaway incident must have occurred within the past 12 months.

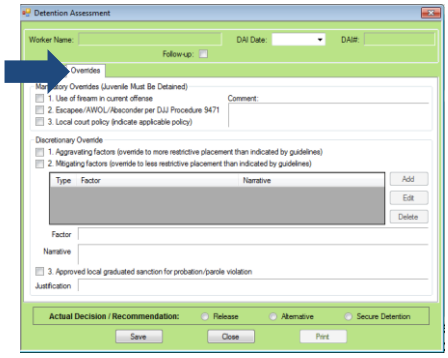


- Click the **Auto Fill** button to auto-populate some of the fields.

- ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

8. **Total Score**
   a. The total score will calculate based on the selected options.
9. **Indicated Decision**
   a. The **Indicated Decision** is based on the DAI **Total Score**. The **Indicated Decision** will be **Release**, **Detention Alternative**, or **Secure Detention**.

iii. **Overrides Tab**



- Select the most serious aggravating factor, if any apply to the juvenile.

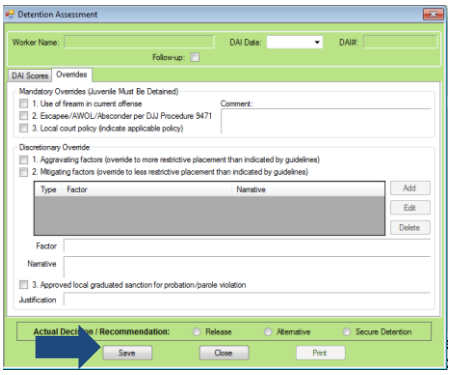
- In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.

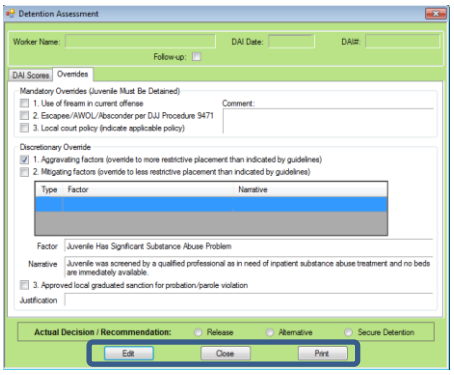
1. **Mandatory Overrides (Juvenile Must Be Detained)**
   a. (i) Click the appropriate checkbox, if any, and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** box. If a **Mandatory Override** is selected, regardless of the **Indicated Decision**, the juvenile must be detained.
2. **Discretionary Override**
   a. **Aggravating factors (override to more restrictive placement than** indicated by guidelines) or **Mitigating factors** (override to less restrictive placement than indicated by guidelines)
      i. (i) Select **Aggravating factors** or **Mitigating factors**, (ii) click the **Add** button, and the **Factor** drop-down menu will become accessible, (iii) select the most applicable **Factor** from the drop-down menu, (iv) provide a brief rational in the **Narrative** box, and (v) click the **Done** button. The information will save as a new **Discretionary Override** entry.
      ii. **Edit Button**
         1. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information, and (iii) click the **Done** button when the edits are completed.
      iii. **Delete Button**
         1. Click the **Delete** button and the discretionary override will be removed.
   b. **Approved local graduated sanction for probation/parole violation**
      i. (i) Click the **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** box.

- Information in the **Narrative** box may auto-populate based on the **Factor** selected.

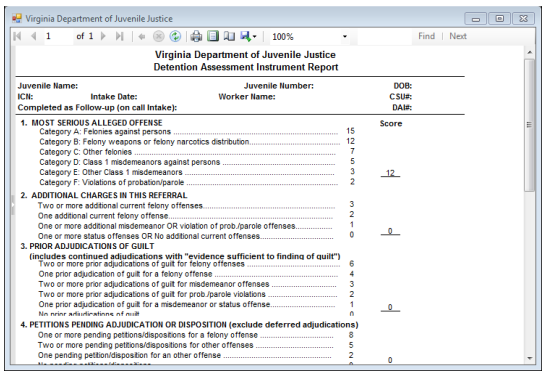
- If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

3. **Actual Decision/Recommendation**
   a. (i) Consider the **Indicated Decision** and the selected override, if any, (ii) select **Release**, **Alternative**, or **Secure Detention**, and (iii) click the **Save** button. The **DAI#** field will auto-populate.

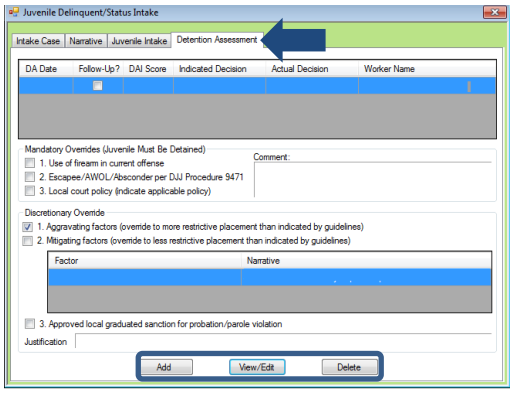




4. **Edit Button**
   a. (i) Click the **Edit** button, (ii) edit the information in the *DAI Scores* tab or the *Overrides* tab, and (iii) click the **Save** button when the edits are completed.
5. **Close Button**
   a. Click the **Close** button and you will return to the *Detention Assessment* tab on the *Juvenile Delinquent/Status Intake* screen.
6. **Print Button**
   a. Click the **Print** button and the completed DAI report will appear.



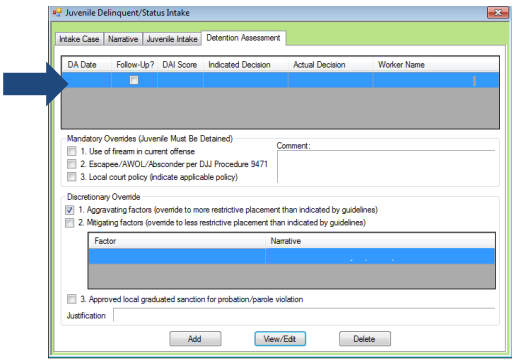
iv. **Detention Assessment Tab**

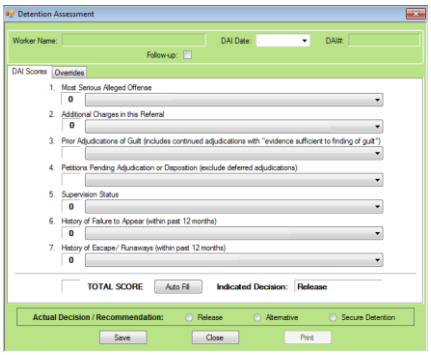


1. **Add Button**
   a. Click the **Add** button and the *Detention Assessment* screen will appear.

Refer to the Detention Assessment section on how to complete a Detention Assessment Instrument.

2. **View/Edit Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **View/Edit** button, and the *Detention Assessment* screen will appear.





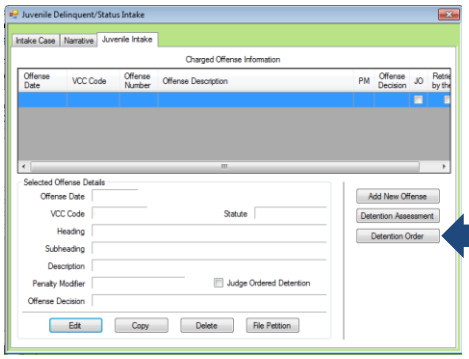
Refer to the Detention Assessment section on how to edit or print the completed Detention Assessment Instrument.

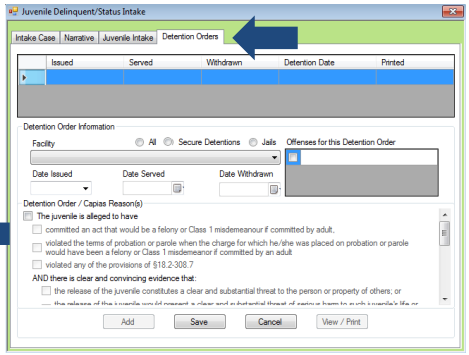
3. **Delete Button**
   a. (i) Select a DAI, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

e. **Detention Order Button**

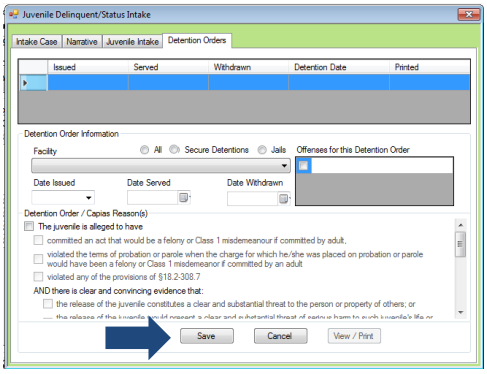
i. Click the **Detention Order** button and the *Detention Orders* tab will appear.

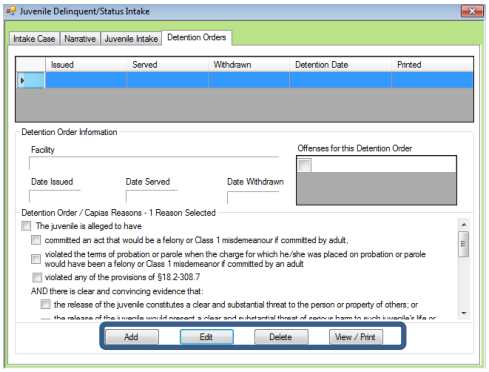
In order to filter the **Facility** drop-down menu, select **All**, **Secure Detentions**, or **Jails**.





ii. (i) Select the **Facility** from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen. The **Date Served** and **Date Withdrawn** will be entered into BADGE if and when the detention order is served or withdrawn. (ii) Select all the **Detention Order/Capias Reasons** that apply to the juvenile and (iii) click the **Save** button.





iii. **Add Button**
   1. Click the **Add** button and the fields will become accessible.

Refer to the Detention Order section on how to complete a Detention Order.

iv. **Edit Button**

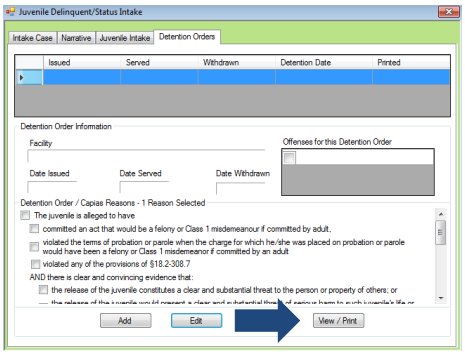
1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

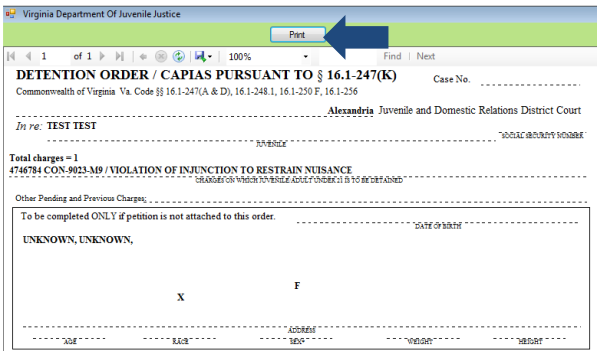
v. **Delete Button**

1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

1. (i) Select a Detention Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

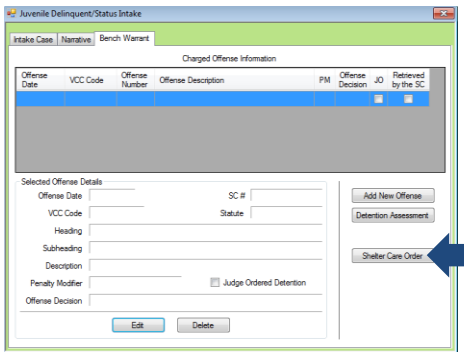


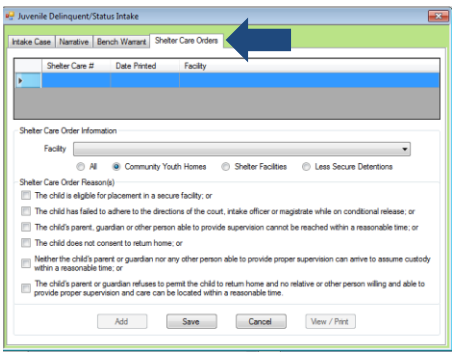


Multiple VCC's can be added to a petition/order.

f. **Shelter Care Order Button**

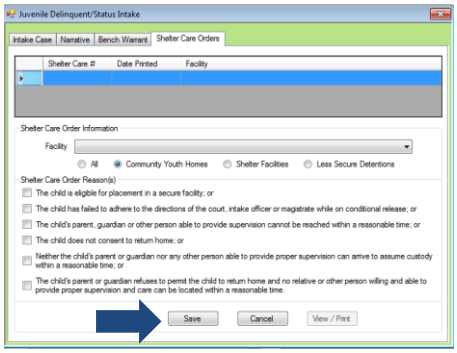
i. Click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

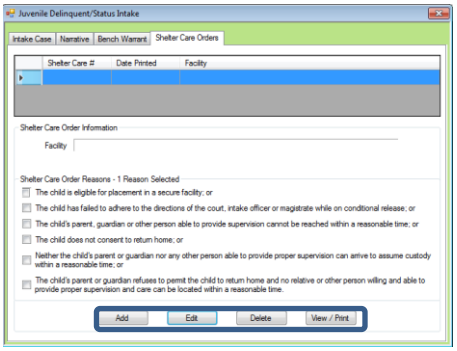




In order to filter the **Facility** drop-down menu, select **All**, **Community Youth Homes**, **Shelter Facilities**, or **Less Secure Detentions**.

ii. (i) Select the **Facility** from the drop-down menu, (ii) select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iii) click the **Save** button.





iii. **Add Button**

1. Click the **Add** button and the fields will become accessible.

Refer to the Shelter Care Order section on how to complete a Shelter Care Order.

iv. **Edit Button**

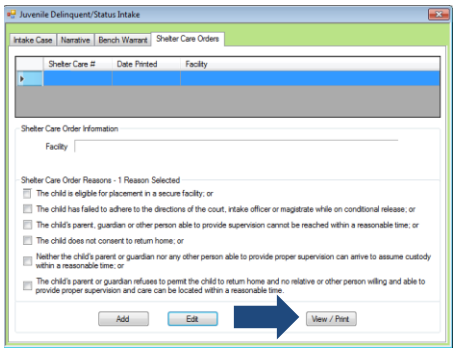
1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

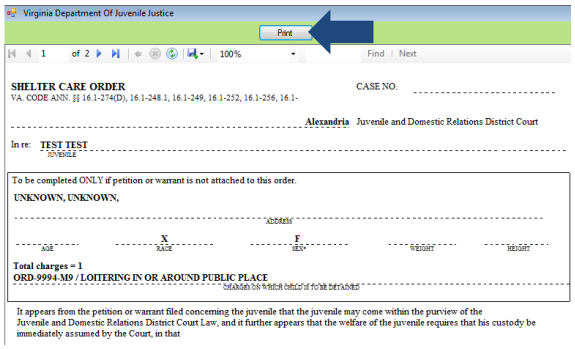
v. **Delete Button**

1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear.

vi. **View/Print Button**

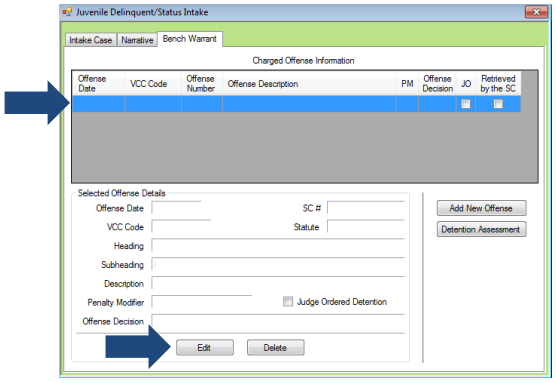
1. (i) Select a Shelter Care Order, and the row will be highlighted in *blue*, (ii) click the **View/Print** button, and the completed shelter care order will appear.

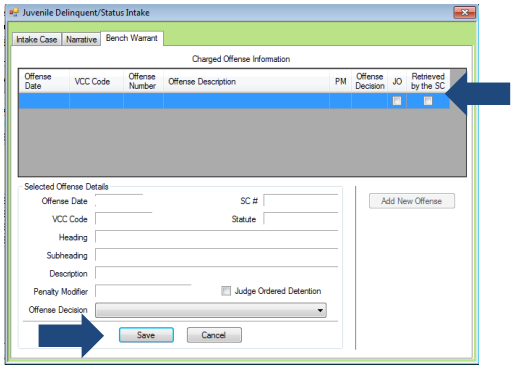




g. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.





The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and/or may be used in court.

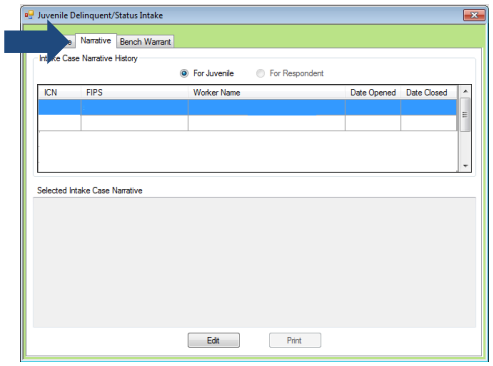
Notes must be fact-based statements ONLY.

h. **Delete Button**

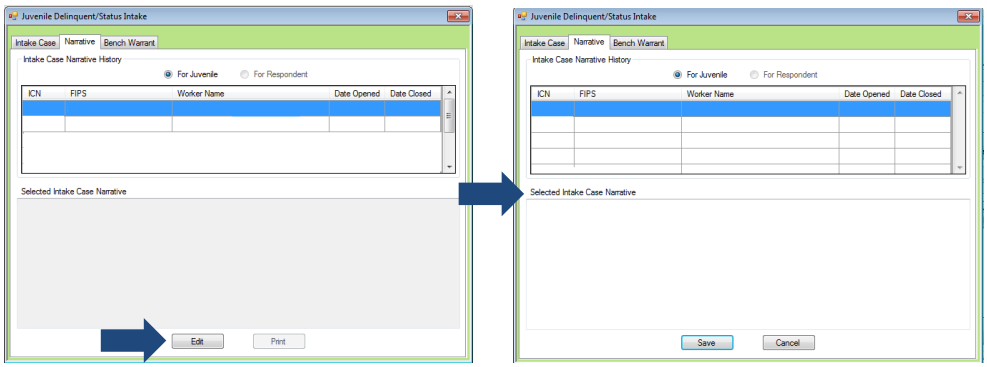
i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

10. **Narrative Tab**

a. Click the *Narrative* tab.



i. The *For Juvenile* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (ii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.

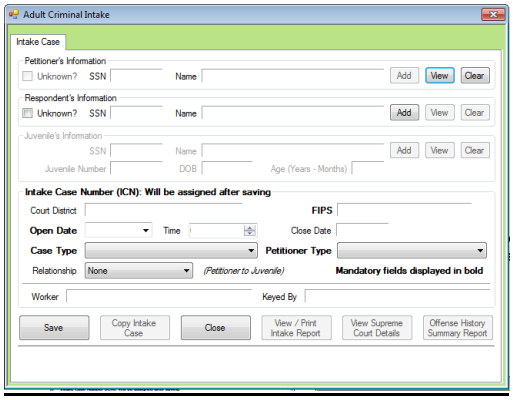


b. The *For Respondent* screen will not be accessible.

Adult Criminal Intake

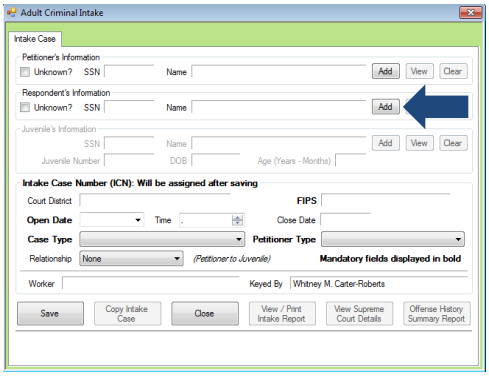
From the *Adult Criminal Intake* screen, you can only add an adult criminal intake.

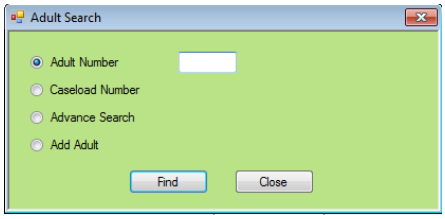
Adult criminal intakes are NOT conducted at every CSU.



Intake Case Tab

1. **Petitioner's Information**
   a. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.

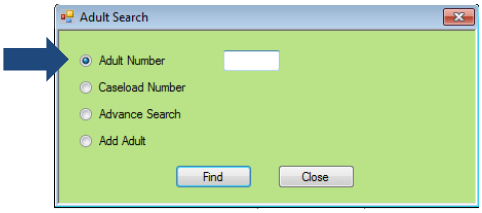


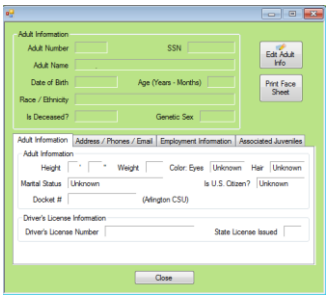


i. **Adult Number Button**
   1. (i) Click the **Adult Number** button, (ii) type the **Adult Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information

will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.

If the adult is not found, a message will appear advising that there are no matches.



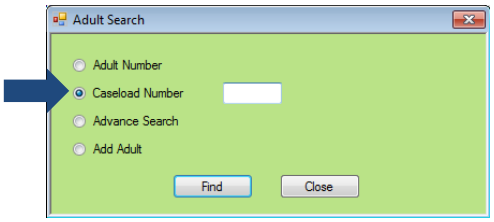


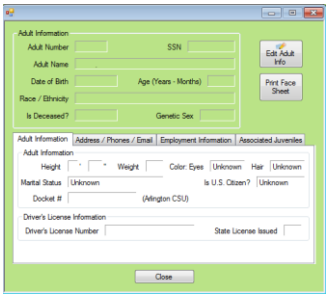
Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

ii. **Caseload Number Button**

1. (i) Click the **Caseload Number** button, (ii) type the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear, (iv) review the *Adult Information* screen to ensure the correct adult is found, and the adult's information will auto-populate into the fields, (v) click the **Close** button, and you will return to the *Intake Case* tab.

Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.





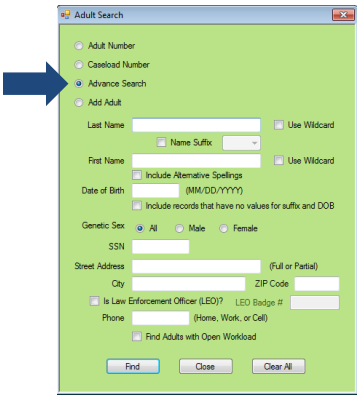
Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

iii. **Advance Search Button**

1. Click the **Advance Search** button and the fields at the bottom of the screen will appear.

In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard**.

If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.

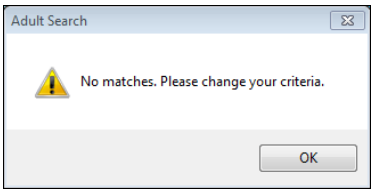


2. Type the **Last Name**.
3. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
4. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
5. Type the **First Name**.
6. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
7. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.

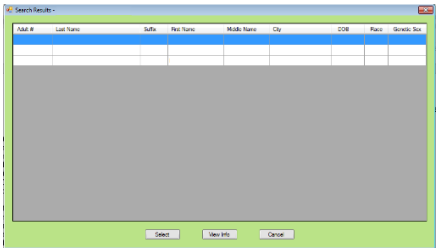
8. You can search for an adult by including the **Date of Birth** ONLY. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
9. Select the **Genetic Sex** by clicking **All**, **Male**, or **Female**.
10. Search using the adult's Social Security Number by typing it into the **SSN** textbox.
11. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
12. Search using the adult's city by typing it into the **City** textbox.
13. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
14. If you are searching for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
15. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
16. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
17. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen.

In order to clear all the information in the search fields, click the **Clear All** button.

If the adult is not found, a message will appear advising that there are no matches.



OR



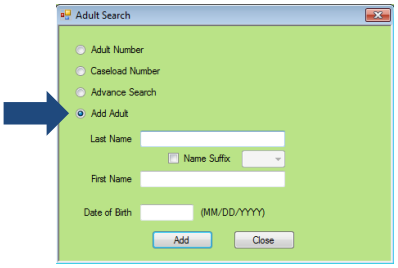
a. If the *Search Results* screen consists of multiple results and you are unsure of which adult is the one you are searching for, (i) select an adult, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the *Adult Information* screen will appear WITHOUT auto-populating the information into the fields. (iii) Review the *Adult Information* screen to ensure the correct adult is selected, and when you find the correct adult, (iv) exit the *Adult Information* screen, (v) click the **Select** button, and the adult's information will auto-populate into the fields.
b. If you are sure of which adult you are searching for, (i) select an adult's name, and the
c. row will be highlighted in *blue*, (ii) click the **Select** button, and the *Adult Information* screen will appear, and the adult's information will auto-populate into the fields, (iii) review the *Adult Information* screen to ensure the correct adult is selected, (iv) click the **Close** button, and you will return to the *Intake Case* tab.

Add Adult will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the assigned adult number.

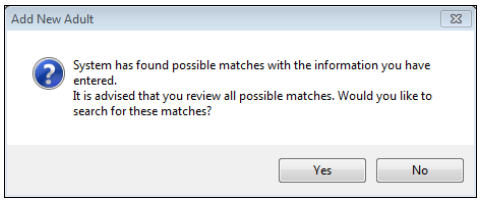
Refer to the Juvenile & Adult Information Screens User Manual on how to navigate the *Adult Information* screen.

iv. Add Adult Button

1. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult. Click the **Add Adult** button and the fields at the bottom of the screen will appear.



a. Type the **Last Name**.
b. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
c. Type the (i) **First Name** and (ii) **Date of Birth**, and (iii) click the **Add** button.
d. If the system finds possible matches, the *Add New Adult* screen will appear.



i. If you would like to review the possible matches, click the **Yes** button, and you will return to the **Advance Search** button in the *Adult Search* screen. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the **Advance Search** fields.

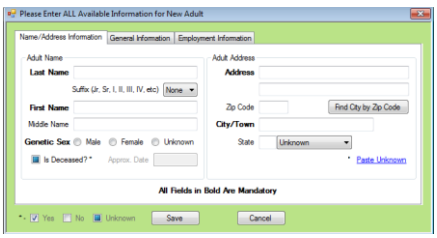
Refer to the Advance Search section on how to conduct an **Advance Search**.

ii. If you have already conducted an **Advance Search**, and did not find the correct adult, click the **No** button, and the *Information for New Adult* screen will appear.

e. If the system does not find any possible matches, the *Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** information will auto-populate into the *Information for New Adult* fields from the **Add Adult** button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
   a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox, and the **Approx. Date** field will become accessible, and (ii) type the approximate death date.
2. Type the (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town**, and **State** fields will auto-populate.
   a. If the adult is deceased, "Deceased" will auto-populate into the **Address** and **City/Town** fields.
3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.



ii. **General Information Tab**

1. The **Date of Birth** will auto-populate from the *Adult Search* screen. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth** field. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

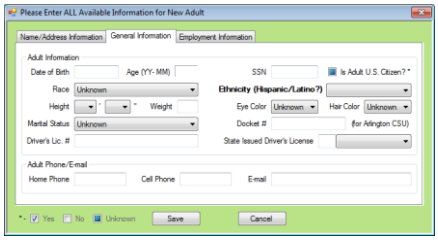
The adult's address may need to remain confidential if a Protective Order already exists.

For a new respondent, you can click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.

remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, and (iv) type the adult's (iv) **Driver's Lic. #**.

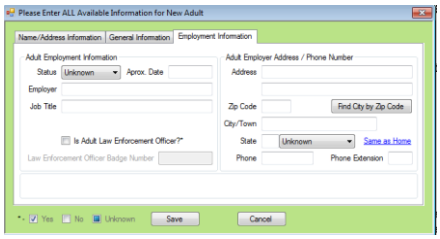
2. (i) Type the adult's **Social Sec.** #. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If you work at the Arlington CSU, type the **Docket #**. If the adult has a driver's license, type the state abbreviation for the **State Issued Driver's License** field, or select the state's name from the drop-down menu.
3. Type the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** address.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.



iii. **Employment Tab**

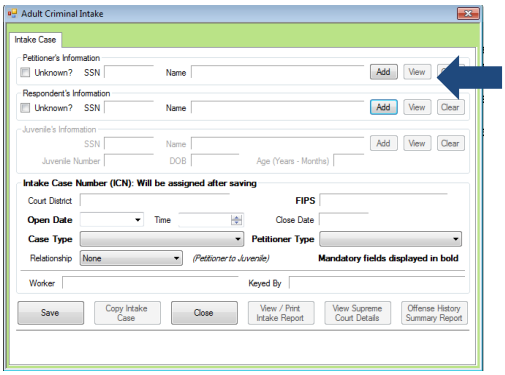
1. (i) Select the adult's employment status from the **Status** drop-down menu, and type selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If you are searching for an LEO, click the checkbox next to the **Is Adult Law Enforcement Officer?*** option, and the **Law Enforcement Officer Badge Number** textbox will become accessible, and type the officer's badge number.
2. Type the adult's employment (i) **Address** and (ii) **Zip Code**, (iii) click the **Find City by Zip Code** button, and the **City/Town** and **State** fields will auto-populate. Type the adult's work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** fields will auto-populate.



4. (i) Click the **Save** button, and the *Adult Information* screen will appear, and (ii) review the *Adult Information* screen to ensure the information is correct. The adult's information will auto-populate into the fields. (iii) Click the **Close** button and you will return to the *Intake Case* tab.

b. **View Button**

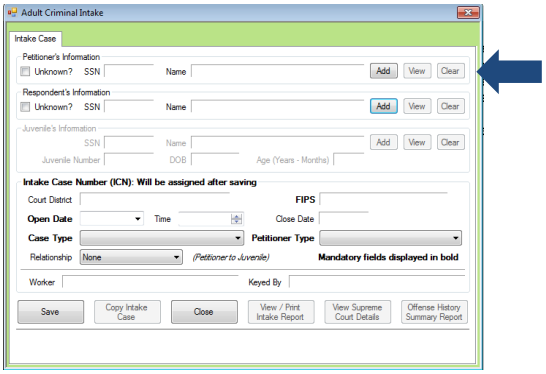
i. Click the **View** button and the petitioner's *Adult Information* screen will appear. Click the **Edit Adult Info** button to edit existing information. The *Edit Information* screen will appear.



c. **Clear Button**

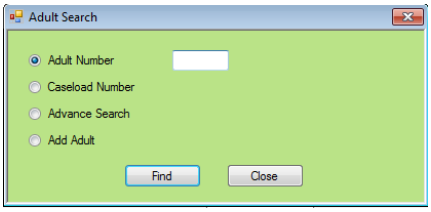
i. Click the **Clear** button to remove the selected petitioner's information from the fields.

If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.



2. **Respondent's Information**

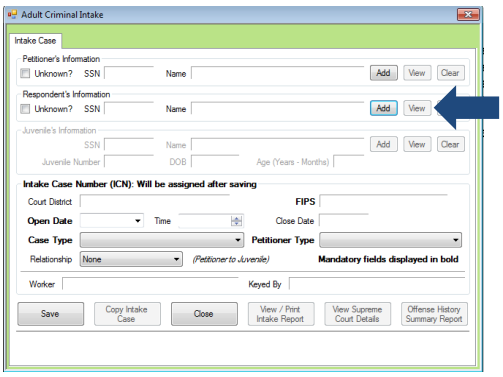
a. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.



Refer to the Petitioners Information section on how to navigate the *Adult Search* screen.

b. **View Button**

i. Click the **View** button and the respondent's *Adult Information* screen will appear. Click the **Edit Adult Info** button in order to edit existing information. The *Edit Information* screen will appear.



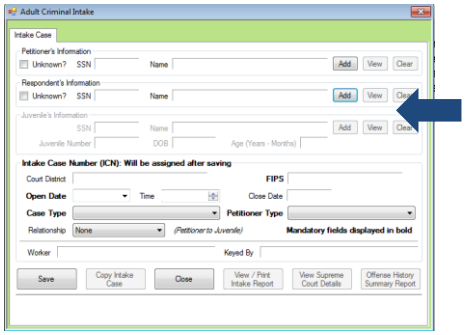
c. **Clear Button**

i. Click the **Clear** button to remove the selected respondent's information from the fields.

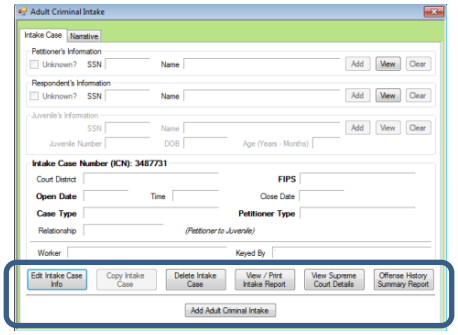
For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.

For **Case Type**, if you **select 07 -Diversion** or **14- Pending** for the offense decision, the close date will not auto-populate until a final disposition is entered.

Case Type and **Petitioner Type** are mandatory fields.

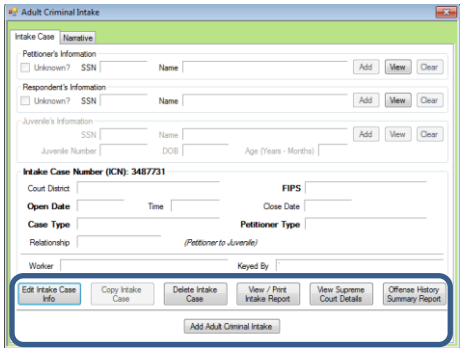


3. **Juvenile's Information**
   a. The **Juvenile's Information** section will not be accessible.
4. **Intake Case Number (ICN)**
   a. The **Intake Case Number (ICN)** field will auto-generate an assigned number after you save the intake.
   b. **Court District**
      i. The name of the Court Service Unit will auto-populate into the field.
   c. **FIPS**
      i. Select the **FIPS** from the drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based on which **FIPS** has jurisdiction over the case.
   d. **Open Date**
      i. The **Open Date** field will auto-populate to the current date. If you would like to change the date, select the date from the calendar screen.
   e. **Time**
      i. The **Time** field will auto-populate to the time when the intake screen was opened. If you would like to change the time, highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
   f. **Close Date**
      i. The **Close Date** field will auto-populate when a final disposition is selected.
   g. **Case Type**
      i. Select the **Case Type** from the drop-down menu.
   h. **Petitioner Type**
      i. Select the **Petitioner Type** from the drop-down menu.
   i. **Relationship**
      i. The **Relationship** field will auto-populate to **None.** If you would like the change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
   j. **Worker**
      i. The **Worker** field will auto-populate to the name of the person creating the intake.
   k. **Keyed By**
      i. The **Keyed By** field will auto-populate to the name of the person entering the intake information into BADGE.
   l. Click the **Save** button and the **Intake Case Number** will generate. The *Narrative* tab will appear, and all of the buttons at the bottom of the screen will become accessible, and the **Add Adult Criminal Intake** button will appear.



Intake Action Buttons

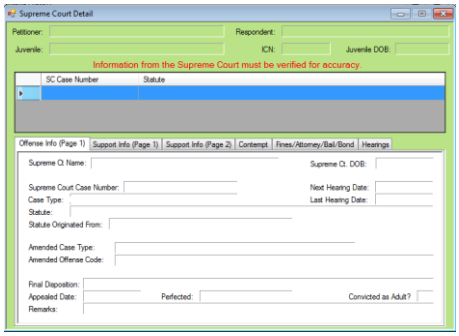
Once you save the information in the *Intake Case* tab, the buttons at the bottom of the screen will become accessible.



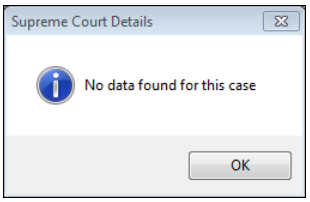
1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.
2. **Copy Intake Case Button**
   a. The **Copy Intake Case** button will not be accessible.
3. **Delete Intake Case Button**
   a. Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear.
4. **View/ Print Intake Report**
   a. Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear.
5. **View Supreme Court Details**
   a. Click the **View Supreme Court Details** button and the *Supreme Court Details* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* screen with a message will appear.

The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

The amount of information found on the *Supreme Court Details* screen may vary depending on the court of jurisdiction.



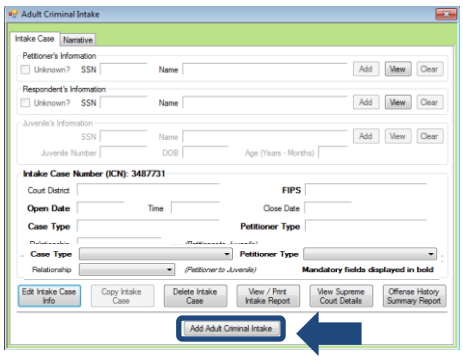
OR



6. **Offense History Summary Report**
   a. Click the **Offense History Summary Report** button and the *CSU Intake – Reports* screen will appear.

Add New Buttons

At the bottom of the *Intake Case* tab, a button allows you to add a new adult criminal intake.

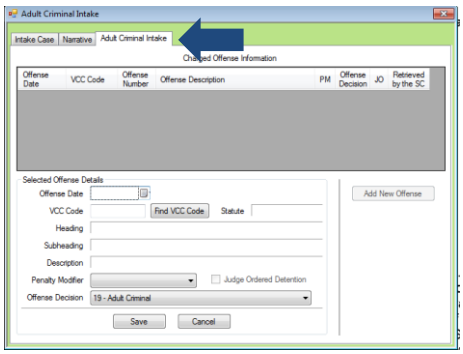


1. **Add Adult Criminal Intake Button**
   a. (i) Click the **Add Adult Criminal Intake** button, and the *Adult Criminal Intake* tab will appear, and (ii) select the **Offense Date** from the calendar screen.

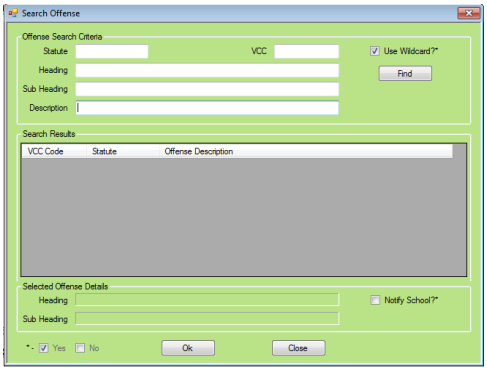
Multiple VCC's can be added to a petition/order.

Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

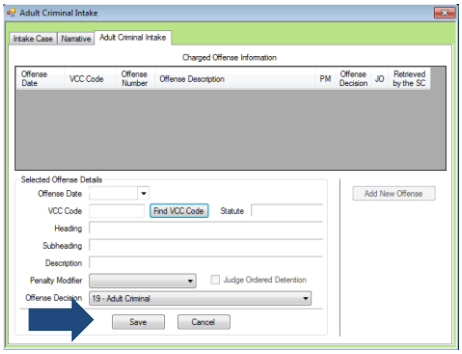
When you select a VCC, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.

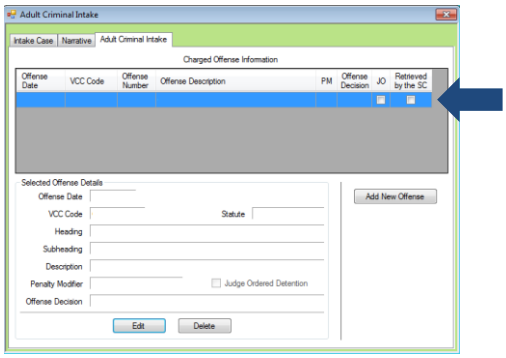


   i. (i) Click the **Find VCC** button and the *Search Offense* screen will appear. You can search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use Wildcard?*** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this box. (ii) Click the **Find** button and a list of VCC's and Offense Decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in *blue*, (iv) click the **Ok** button, and you will return to the *Adult Criminal Intake* tab.

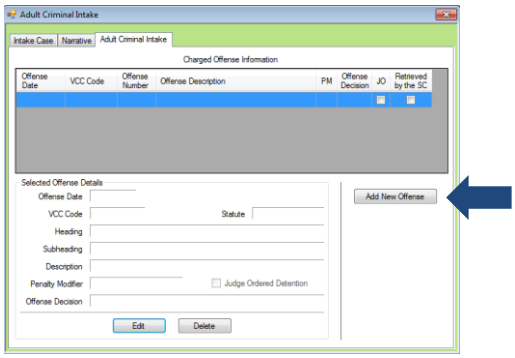


   b. (i) Select the **Penalty Modifier** from the drop-down menu, if applicable, and the **Offense Decision** field will auto-populate, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section.



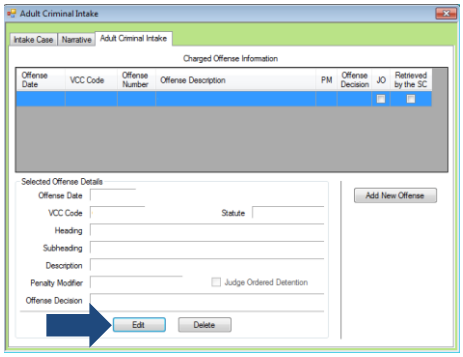


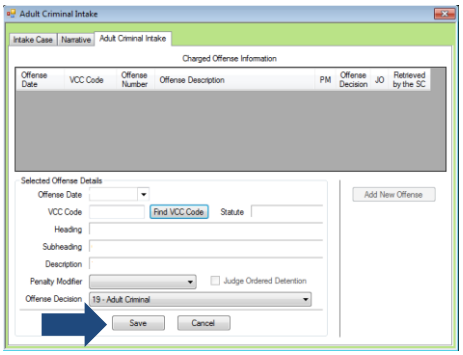
   c. **Add New Offense Button**
      i. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



d. **Edit Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



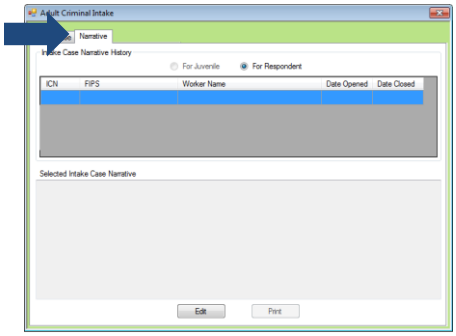


e. **Delete Button**

i. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

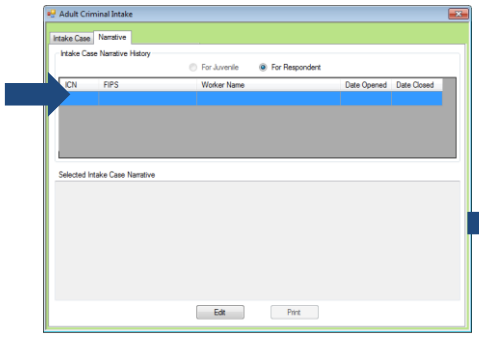
2. **Narrative Tab**

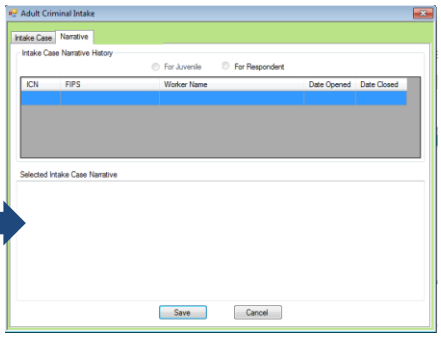
a. Click the *Narrative* tab.



b. The *For Juvenile* screen will not be accessible.

c. The *For Respondent* screen will be selected automatically, (i) select the ICN associated with the opened intake case, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the **Selected Intake Case Narrative** textbox will become accessible, (iii) type a detailed description of the intake, and (iv) click the **Save** button when the notes are complete.



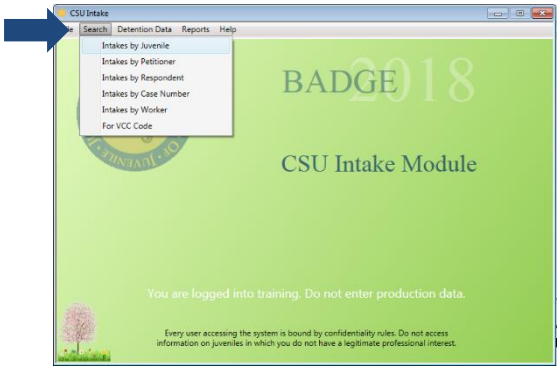


The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and/or may be used in court.

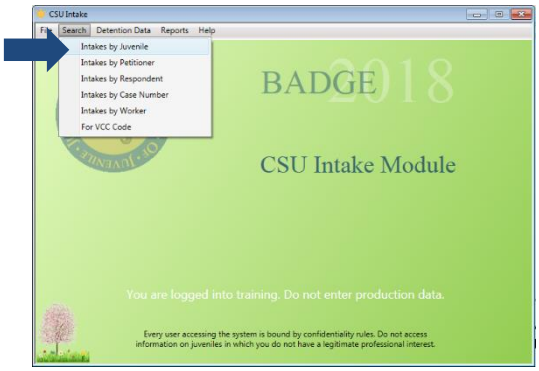
Notes must be fact-based statements ONLY.

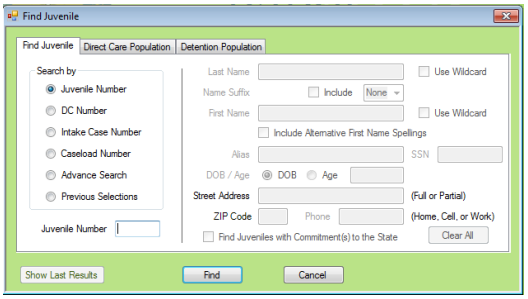
CSU Intake Search

There are various methods to search for existing intakes. From the *CSU Intake* screen, (i) click the **Search** menu.



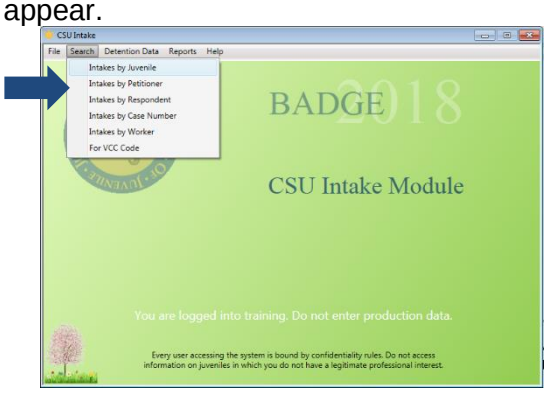
1. **Intakes by Juvenile**
   a. (i) Click the **Search** menu, (ii) select the **Intakes By Juvenile** option from the drop-down menu, and the *Find Juvenile* screen will appear, (iii) search for a juvenile, (iv) click the **Find** button, and the *Search Results* screen will appear, (v) select a juvenile, and the row with be highlighted in *blue*, (vi) click the **Select** button, and the *Intake History* screen will appear.

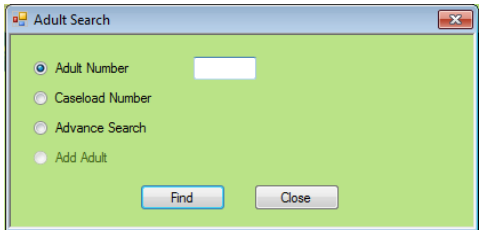




Refer to the Login & Search User Manual on how to search for a juvenile.

2. **Intakes by Petitioner**
   a. (i) Click the **Search** menu, (ii) select the **Intakes By Petitioner** option from the drop-down menu, and the *Adult Search* screen will appear, (iii) search for an adult, (iv) click the **Find** button, and the *Search Results* screen will appear, (v) select the adult's name, and the row with be highlighted in *blue*, (vi) click the **Select** button, and the *Intake History* screen will appear.

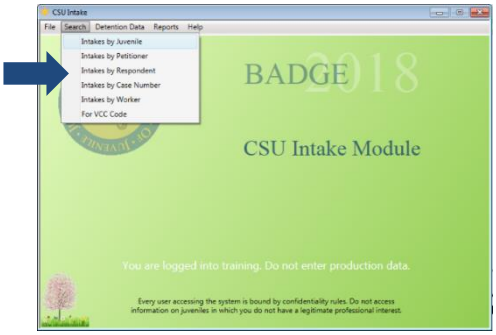


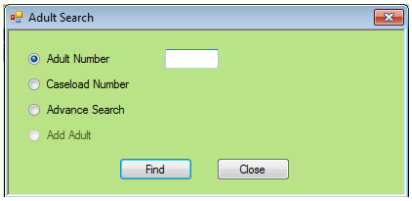


Refer to the Login & Search User Manual on how to search for an adult.

3. **Intakes by Respondent**
   a. (i) Click the **Search** menu, (ii) select the **Intakes By Respondent** option from the drop-down menu, and the *Adult Search* screen will appear, (iii) search for an adult, (iv) click the **Find** button, and the *Search Results* screen will appear, (v) select the adult's name, and the

row with be highlighted in *blue*, (vi) click the **Select** button, and the *Intake History* screen will appear.

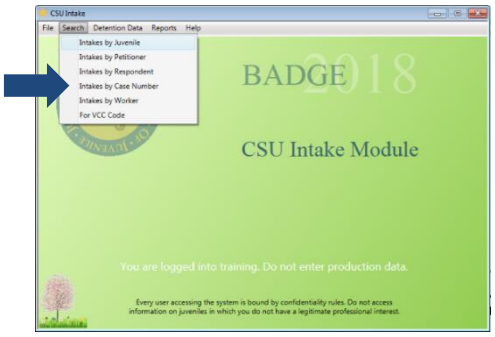


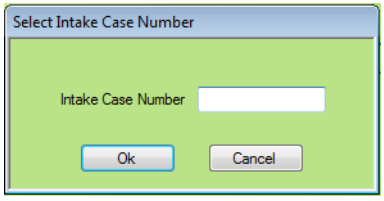


Refer to the Login & Search User Manual on how to search for an adult.

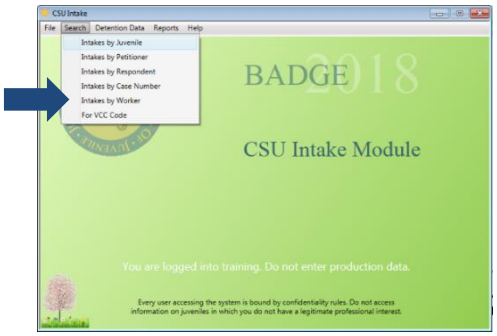
The **Case Number** is NOT the same as the **Juvenile Number**.

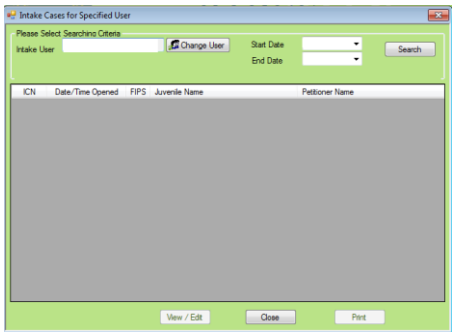
4. **Intakes by Case Number**
   a. (i) Click the **Search** menu, (ii) select the **Intakes by Case Number** option from the drop-down menu, and the *Select Intake Case Number* screen will appear, (iii) type the **Intake Case Number**, (iv) click the **Ok** button, and the *Intake* screen will appear.



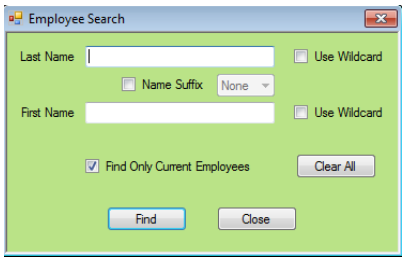


5. **Intakes by Worker**
   a. (i) Click the **Search** menu, (ii) select the **Intakes by Worker** option from the drop-down menu, and the *Intake Cases for Specific User* screen will appear. The **Intake User** field will auto-populate to your name. The **Changer User** button allows you to search for another worker's intakes. Click the **Change User** button and enter the appropriate search criteria into the *Employee Search* screen.

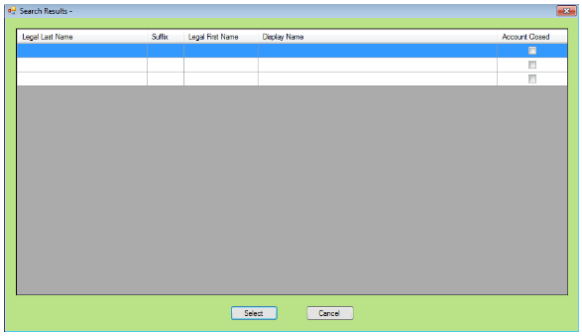




   b. **Change User Button**

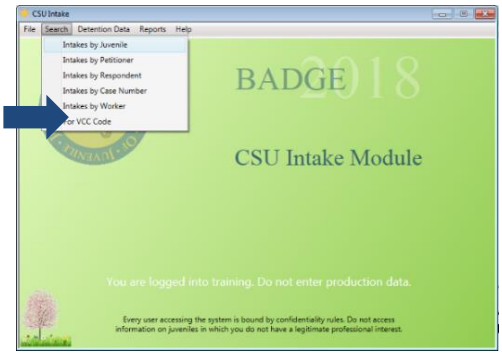


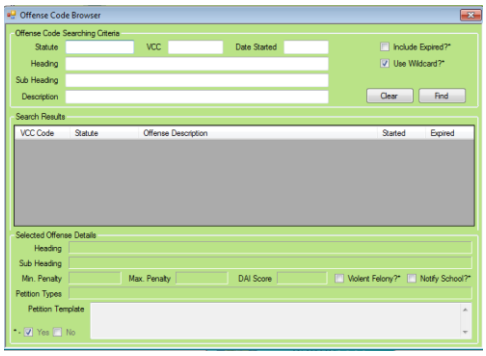
i. Type the **Last Name**.
ii. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **Last Name** field.
iii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
iv. Type the **First Name**.
v. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **First Name** field.
vi. The **Find Only Current Employees** checkbox will be selected automatically. If you would like to include former employees in your search results, uncheck the **Find Only Current Employees** checkbox.
vii. Click the **Find** button and the *Search Results* screen will appear.



viii. (i) Select an employee's name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the *Intake Cases for Specified User* screen will appear. Select the (iii) **Start Date** and (iv) **End Date** and (v) click the **Search** button. (vi) Select an intake case, and the row will be highlighted in *blue*, (vii) click the **View/Edit** button, and the *Intake* screen will appear.

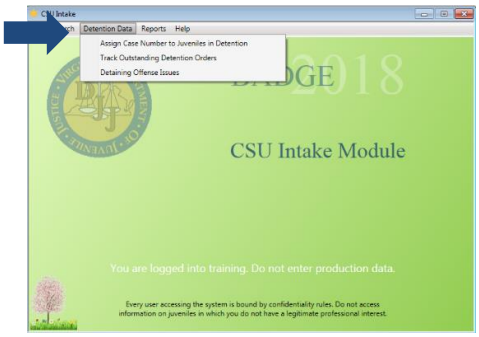
6. **For VCC**
   a. (i) Click the **Search** menu, (ii) select the **For VCC** option from the drop-down menu, and the *Offense Code Browser* screen will appear. From this screen, you can search for a specific VCC based on **Statute**, **VCC**, **Date Started**, **Heading**, **Sub Heading**, and **Description**. You can select the **Include Expired VCC** checkbox and/or the **Use Wildcard** checkbox. (iii) Click the **Find** button.





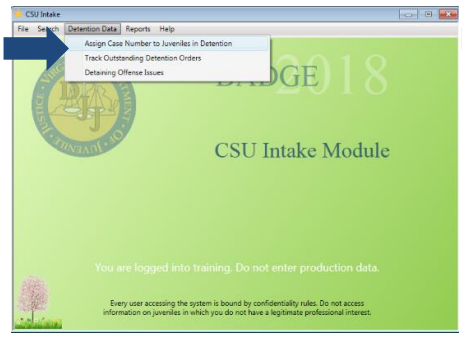
Detention Data

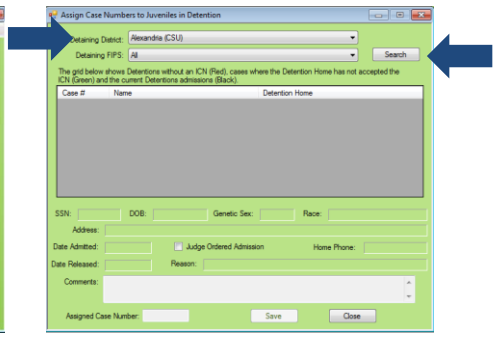
This menu provides users with three different tools to assist with data cleaning and case organization. From the *CSU Intake* screen, (i) click the **Detention Data** menu and (ii) select the appropriate option.



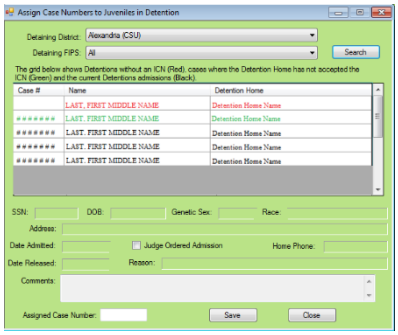
- A juvenile may be detained without an ICN when the juvenile is sent to detention directly from court.
- The **Detaining District** and **Detaining FIPS** may auto-populate.
- You can click the **Case #** heading to sort the search results by ICN. The cases missing an ICN will be grouped together.
- After you assign ICNs to all the cases, contact the detaining detention home to verify the information in order to generate a juvenile number.

1. **Assign Case Number to Juveniles in Detention**
   a. (i) Select the **Assign Case Number to Juveniles in Detention** option from the drop-down menu, and the *Assign Case Numbers to Juveniles in Detention* screen will appear, select the (ii) **Detaining District** and (iii) **Detaining FIPS** from the drop-down menus, and (iv) click the **Search** button.

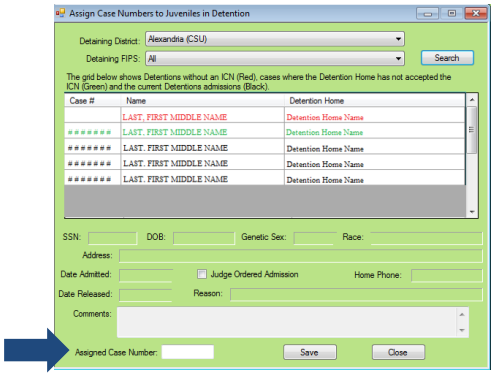




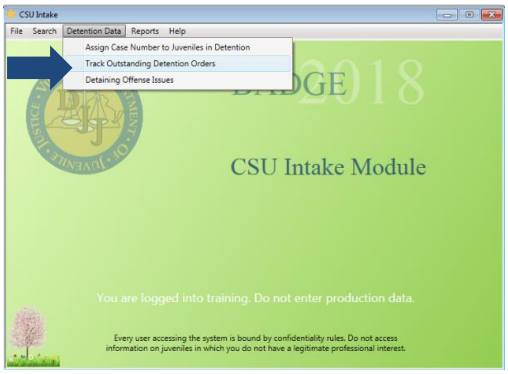
   b. The results list the detentions without an ICN in *red*, cases where the detention home has not accepted an ICN in *green*, and current detention admissions in *black*.

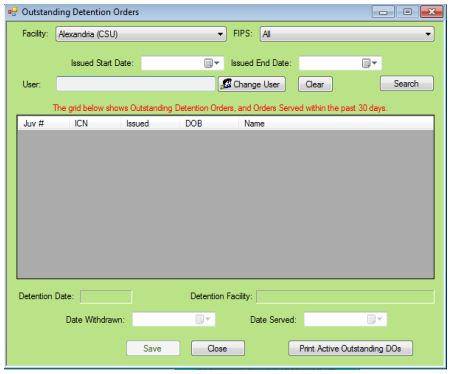


   c. In order to assign a case number to a case without an ICN, (i) select a case, and the row will be highlighted in *blue*, (ii) type the **Assigned Case Number** next to the corresponding intake, and (iii) click the **Save** button.



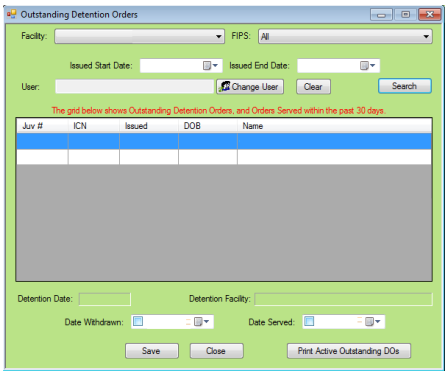
2. **Track Outstanding Detention Orders**
   a. (i) Select the **Track Outstanding Detention Orders** option from the drop-down menu, and the *Outstanding Detention Orders* screen will appear, select the (ii) **Facility** and (iii) **FIPS** from the drop-down menus, and select the (iv) **Issued Start Date** and (v) **Issued End Date** from the calendar screens. You can search by **User** by clicking the **Change User** button. (vi) Click the **Search** button.





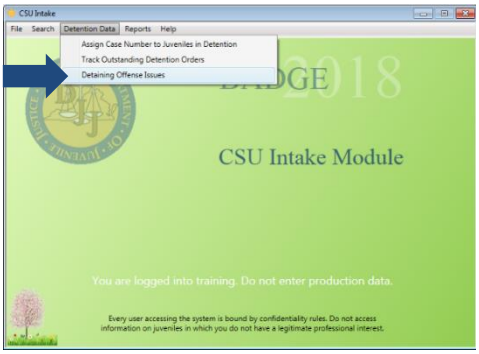
Refer to the Change User section on how to use the **Change User** button.

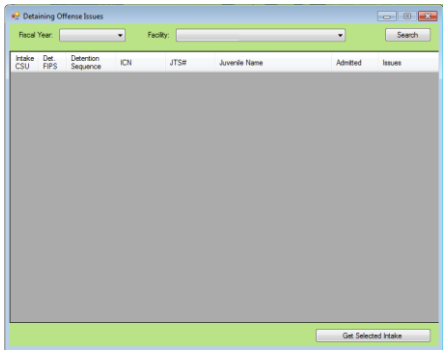
   b. The results will show outstanding detention orders and orders served within the past 30 days.



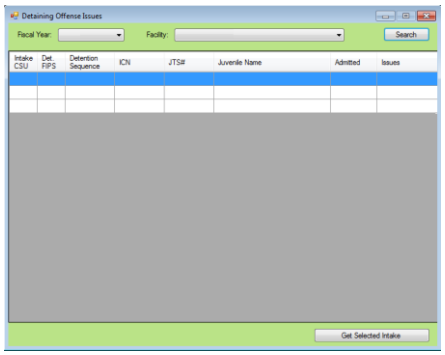
      i. If the juvenile is served the detention order, but is not taken to detention, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) select the **Date Served** from the calendar screen, and (iii) click the **Save** button.
      ii. If the intake officer decides to withdraw the detention order, (i) select a juvenile, and the row will be highlighted in *blue*, (ii) select the **Date Withdrawn** from the calendar screen, and (iii) click the **Save** button.

3. **Detaining Offense Issues**
   a. (ii) Select the **Detaining Offense Issues** option from the drop-down menu, and the *Detaining Offense Issues* screen will appear, select the (ii) **Fiscal Year** and (iii) **Facility** from the drop-down menus, and (iv) click the **Search** button.





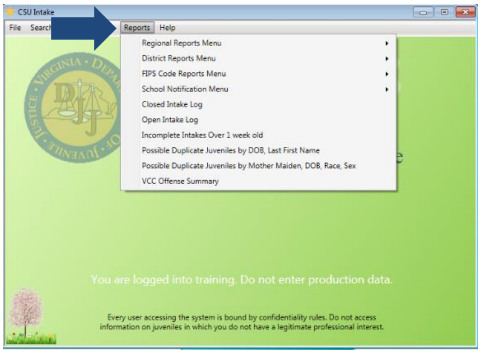
b. The results will show missing offense issues, non-secure DAI issues, and missing DAI issues, if any issues exist.



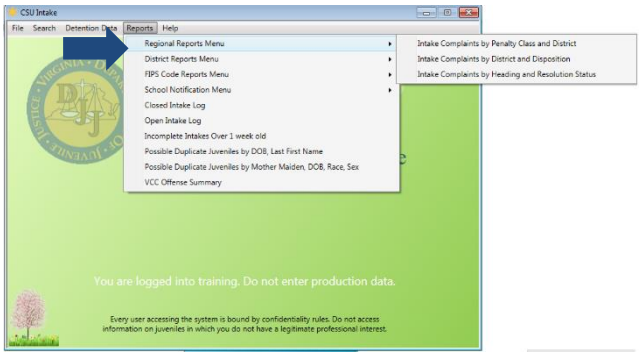
c. In order the review an intake case with a detaining offense issue, (i) select an intake case, and the row will be highlighted in *blue*, (ii) click the **Get Selected Intake** button, and the selected intake will appear.

Reports

This menu provides users with various reports on different levels. From the *CSU Intake Module* screen, (i) click the **Reports** menu, (ii) select a report, and the selected report will generate

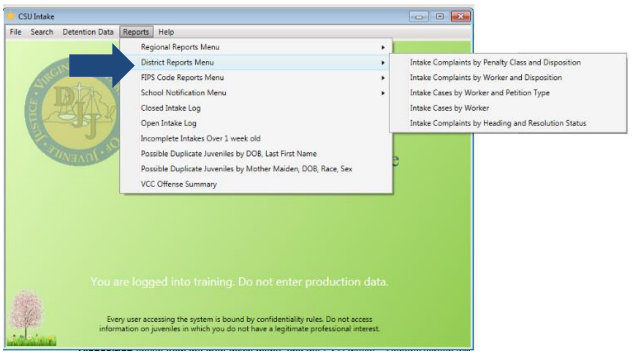


Regional Reports Menu



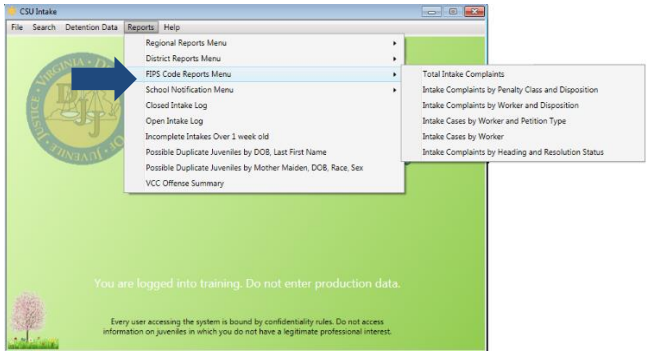
1. **Intake Complaints by Penalty Class and District**
   a. The **Intake Complaints By Penalty Class And District** report lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by Penalty Class And District** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
2. **Intake Complaints by District and Disposition**
   a. The **Intake Complaints By District and Intake Disposition** report lists number of intake complaints for each Offense Decision by district. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by District and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
3. **Intake Complaints by Heading and Resolution Status**
   a. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu**, (iii) select the **Intakes by Heading and Resolution Status** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **Region Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

District Reports Menu



1. **Intake Complaints by Penalty Class and Disposition**
   a. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Penalty Class and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
2. **Intake Complaints by Worker and Disposition**
   a. The **Intake Complaints By Worker and Intake Disposition** report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Worker and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
3. **Intake Cases by Worker and Petition Type**
   a. The **Intake Cases by Worker and Petition Type** report lists the worker and petition type information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes Cases by Worker and Petition Type** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
4. **Intake Cases by Worker**
   a. The **Intake Cases by Worker** report lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information. (i) Click the **Reports** menu, (ii) click the **Districts Reports** Menu, (iii) select the **Intake Cases by Worker** option from the drop-down menu, and the *CSU Intake* screen will appear, (iv) select the **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
5. **Intake Complaints by Heading and Resolution Status**
   a. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu**, (iii) select the **Intakes by Heading and Resolution Status** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.

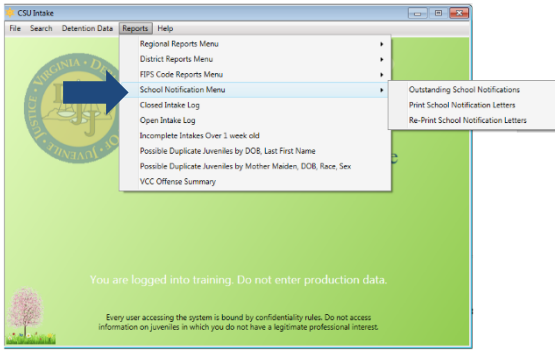
FIPS Code Reports Menu



1. **Total Intake Complaints**
   a. The **Total Intakes Complaints** report lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Total Intake Complaints** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
2. **Intake Complaints by Penalty Class and Disposition**
   a. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Penalty Class and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
3. **Intake Complaints by Work and Disposition**
   a. The **Intake Complaints By Worker and Intake Disposition** report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Intakes by Work and Disposition** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.
4. **Intake Cases by Worker and Petition Type**
   a. The **Intake Cases by Worker and Petition Type** report lists the worker and petition type information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Intakes Cases by Worker and Petition Type** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click the **Generate Report** button, and the report will appear.
5. **Intake Cases by Worker**
   a. The **Intake Cases by Worker** report lists the worker, domestic relations/child welfare, juvenile, and total intake information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select the **Intakes Cases by Worker** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) select the **District Code** from the drop-down menu, (vii) click **the Generate Report** button, and the report will appear.
6. **Intake Complaints by Heading and Resolution Status**
   a. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select **Intakes by Heading and Resolution Status** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, select the (v) **Start Date**

and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.

School Notification Menu



1. **Outstanding School Notifications**
   a. The **Outstanding School Notification Letters** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Outstanding School Notification** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, and the **Worker** field will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, click the **All** checkbox. (v) Click the **Generate Report** button and the report will appear.

   Refer to the Change User section on how to use the **Change User** button.

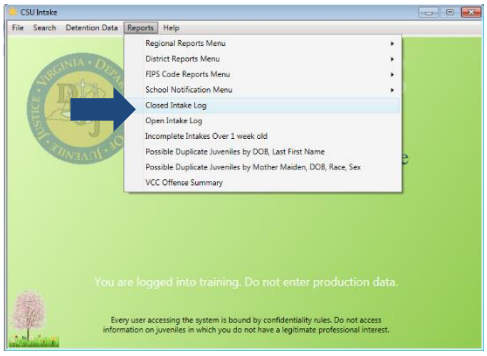
2. **Print School Notification Letters**
   a. The report lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Print School Notification Letters** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, and the **Worker** field will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, click the **All** checkbox. (v) Click the **Generate Report** button and the notification letters will appear.

   Refer to the Change User section on how to use the **Change User** button.

3. **Re-Print School Notification Letters**
   a. The report lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. (i) Click the **Reports** menu, (ii) click the **School Notification Menu**, (iii) select the **Re-Print School Notification Letters** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **Fips Code** from the drop-down menu, (v) select the **Date Printed** from the calendar screen, and the **Worker** field will auto-populate. If you would like to change the **Worker**, click the **Change User** button. If you would like to search for all the workers at the CSU, click the **All** checkbox. (vi) Click the **Generate Report** button and the notification letters will appear.

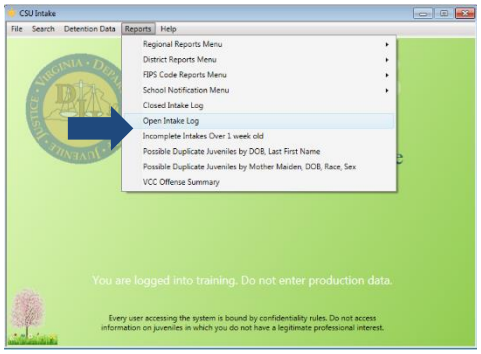
   Refer to the Change User section on how to use the **Change User** button.

Closed Intake Log



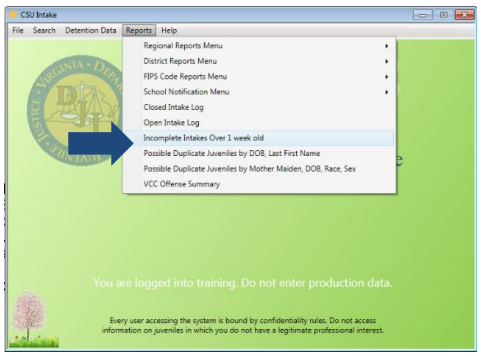
1. The **Closed Intake Log** report lists the worker name, intake number, name, Social Security Number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Closed Intake Log** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **Fips Code**, (iv) select the **Closed Date** from the calendar screen, (v) click the **Generate Report** button, and the report will appear.

Open Intake Log



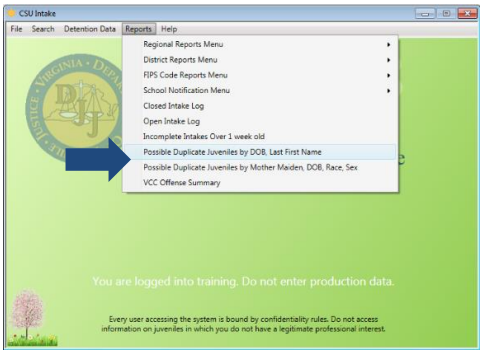
1. The **Open Intake Log** report lists the worker name, intake number, juvenile/respondent name, Social Security Number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Open Intake Log** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **Fips Code**, (iv) click the **Generate Report** button, and the report will appear.

Incomplete Intakes Over 1 week old



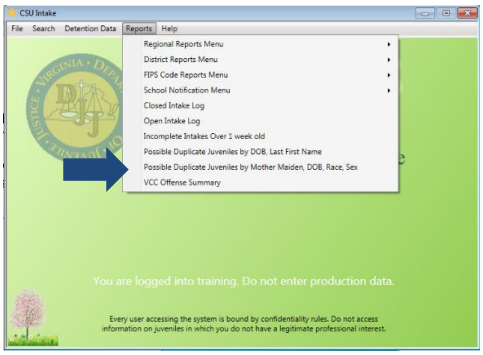
1. The **Incomplete Intakes Over 1 week old** report lists the case number, worker name, date opened, and keyed by information. (i) Click the **Reports** menu, (ii) select the **Incomplete Intakes Over 1 week old** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **Fips Code**, (iv) click the **Generate Report** button, and the report will appear.

Possible Duplicate Juveniles by DOB, Last First Name



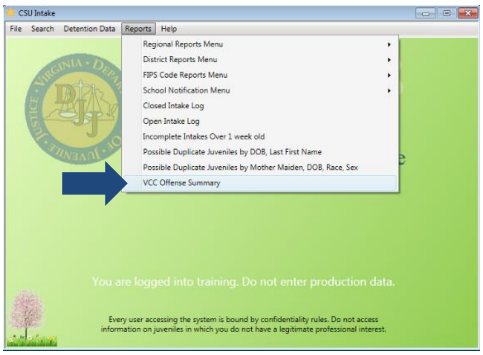
1. The **By Last Name, First Three Letters of First Name, Race, and Sex** report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by DOB, Last First Name** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **District Code**, (iv) click the **Generate Report** button, and the report will appear.

Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex



1. The **By Mother's Maiden Name, Race, Sex, and DOB** report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iii) select the **District Code**, (iv) click the **Generate Report** button, and the report will appear.

VCC Offense Summary



1. The **VCC Offense Summary** report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the **Reports** menu, (ii) select the **VCC Offense Summary** option from the drop-down menu, and the *Intake Report Parameters* screen will appear, select the (iii) **CSU** and (iv) **FIPS** from the drop-down menus, select the (v) **Begin Date** and (vi) **End Date** from the calendar screens, (vii) select the **Sort by** option from the drop-down menu, (viii) click the **Generate Report** button, and the report will appear.

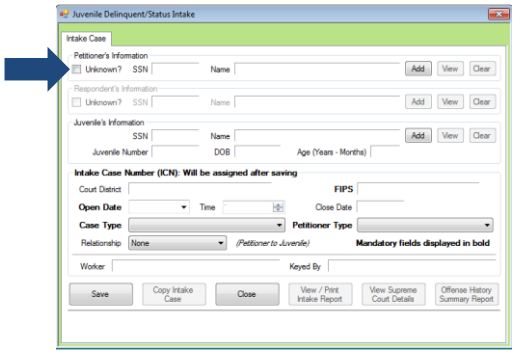
Appendix A

Do NOT file a petition with an Unknown Petitioner. The petitioner is the individual filing the complaint; therefore, the petitioner's identity should be known.

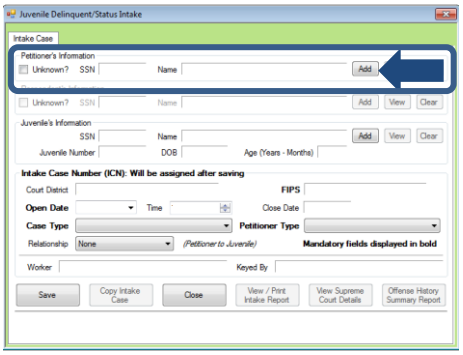
You may save a petition with an Unknown Respondent, but it is highly recommended you do NOT file a petition with an Unknown Respondent, as filed petitions cannot be updated.

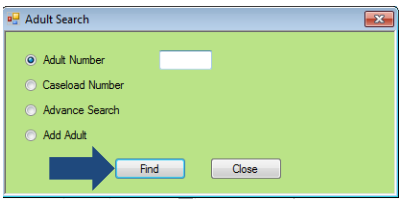
When adding an "Unknown" individual to a petition:

1. If you do not know who the petitioner's identity, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate into the **Name** field.

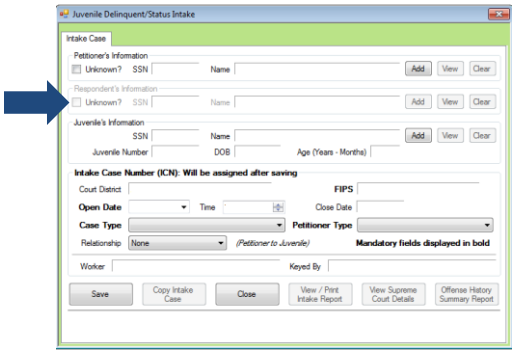


   a. You can also add an Unknown Adult by (i) clicking the **Add** button, and the *Adult Search* screen will appear, (ii) click the **Adult** Number button, (iii) type "1" into the **Adult Number** field, (iv) click the **Find** button, and you will return to the *Intake Case* tab, where the **Unknown?** checkbox will have a checkmark in it, and "UNKNOWN, UNKNOWN" will auto-populate into the respective **Name** field.

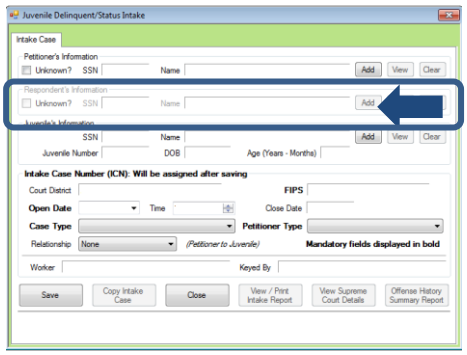


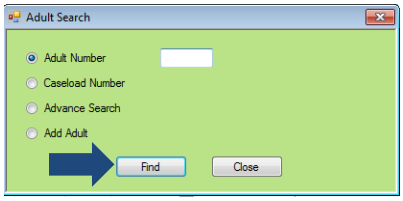


2. If you do not know the respondent's identity, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate into the **Name** field.

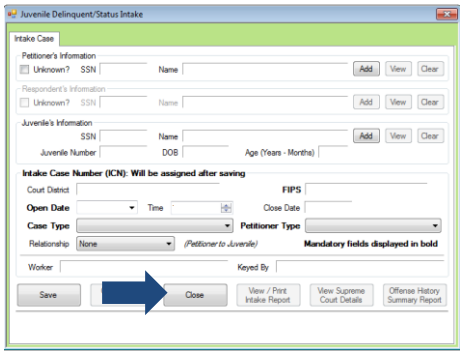


a. You can also add an Unknown Adult by (i) clicking the **Add** button, and the *Adult Search* screen will appear, (ii) click the **Adult** Number button, (iii) type "1" into the **Adult Number** field, (iv) click the **Find** button, and you will return to the *Intake Case* tab, where the **Unknown?** checkbox will have a checkmark in it, and "UNKNOWN, UNKNOWN" will auto-populate into the respective **Name** field.





3. If you file a petition with unknown petitioner and/or respondent and you would like to change the "UNKNOWN, UNKNOWN" to a known adult, you must delete the petition and create a new petition with the known adult's information.

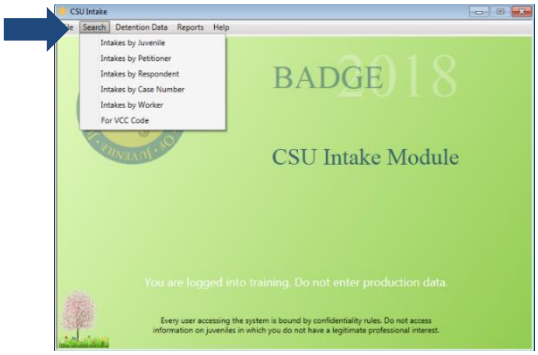


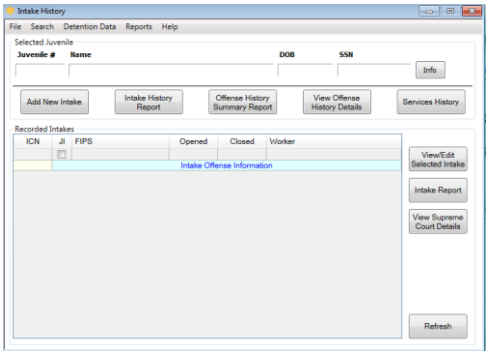
a. Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear.

Refer to the Adding A New Intake section on how to add a new intake.

b. After you create a new petition, you must contact the Juvenile & Domestic Relations District Court to inform them of the change. You will need to provide the court with the original and new SC#.

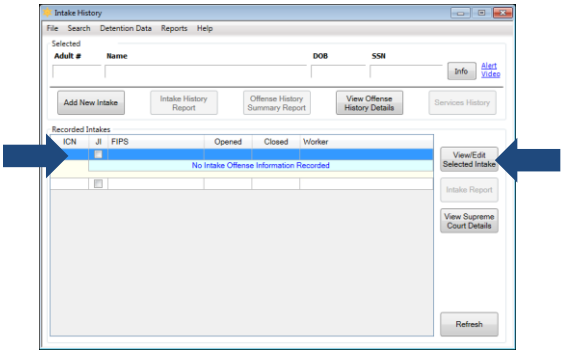
4. Once you know the identity of the unknown individual on a saved petition, search for the intake, and the *Intake History* screen will appear.



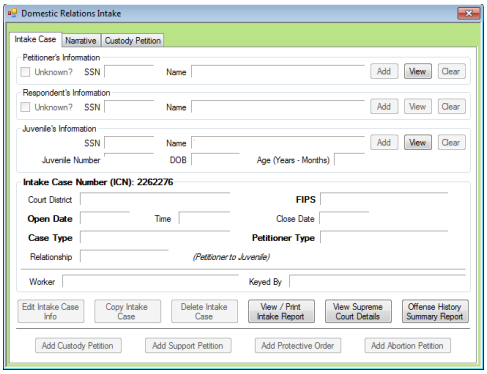


Refer to the CSU Intake Search section on how to search for an intake.

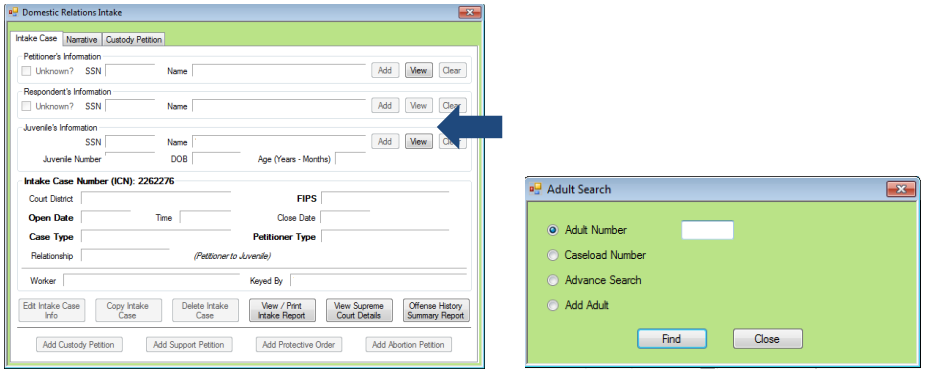
a. (i) Select the appropriate intake, and the row will be highlighted in *blue*, (ii) click the **View/Edit Selected Intake**, and the *Select Intake Case Category* screen will appear, (iii) select an intake category, (iv) and click the **Ok** button, and the intake with appear.



b. (i) Click the **Edit Intake Case Info** button, (ii) click the **Clear** button, and the checkmark from the **Unknown?** checkbox and the "UNKNOWN, UNKNOWN" from the **Name** field will be cleared.



c. (i) Click the **Add** button, and the *Adult Search* screen will appear. This screen consists of three adult search options. If the search does not return the adult and you have ensured that an adult record does not exist, proceed with adding a new adult.



- Refer to the Intake Case Tab section on how to add an existing/new adult record to a domestic relations intake.
- Refer to the Petitioners Information section on how to add an existing/new adult record to a juvenile delinquent/status intake.
- Refer to the Add New Buttons section on how to add an existing/new adult record to an adult criminal intake.

5. You will not be able to delete an unknown adult if they have multiple intakes and/or juveniles associated to them until all of the records have been updated.

Document Revisions

Revision Date	Revised Item	Revision Details
June 2, 2017	Gender Field Name	The “Gender” field name in BADGE has been changed to “Genetic Sex.” This change will only impact the name of the field, not the values.
June 29, 2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from Father, Mother, Guardian, Other 1, and Other 2 to Parent 1, Parent 2, Guardian, Other 1 and Other 2 to coincide with a change to the Supreme Court of Virginia’s DC-511 petition. A drop-down menu for “Relationship” has been added.
August 30, 2017	Appendix A	Instructions on how to add an “Unknown” individual to a petition was added to the manual.
September 25, 2017	Intake Case Tab	A field has been added to the Intake Case tab to allow you to specify the relationship of a petitioner to the juvenile. This field will print on the DC-511 petition in the signature section.
September 25, 2017	Detention Orders	A checkbox has been added to the Detention Orders tab if the order is being issued because the juvenile is alleged to have “violated any of the provisions § 18.2-308.7.” This new detention reason and the associated checkbox have been added to the DC-529 detention order.
October 10, 2017	Advance Search – Adult Search Screen	This screen has been updated and added Street Address (Full or Partial), and Zip Code to the search.
October 10, 2017	Change User Button - Employee Search Screen	The screen has been updated and removed the Phone (Work, Cell, or Fax) from the search options.
October 10, 2017	Find Juvenile Screen - Advance Search	The screen has been updated and added Street Address (Full or Partial) and Zip Code to the search.
October 18, 2017	Intake Disposition Field	The “Intake Disposition” field name in BADGE has been changed to “Offense Decision.” This change will only impact the name of the field, not the values.
October 31, 2018	Intake Case Reports	Intake Cases by Worker and Petition Type reports were added to the District Reports Menu and the FIPS Code Reports Menu. Previous titles of the reports found under the Regional Reports Menu, District Reports Menu, and FIPS Code Reports Menu were updated to clarify that they pull data related to intake complaints.
January 15, 2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
January 30, 2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name

		field and (ii) the search for a phone applies to a home, work, or cell phone.
March 13, 2019	Intake Cases by Worker Report – District Reports	The **Intake Cases by Worker** Report was added under the **District Reports** Menu.
March 13, 2019	Intake Cases by Worker Report – FIPS CODE Report	The **Intake Cases by Worker** Report was added under **the FIPS Code Report Menu**.
July 1, 2019	Ethnicity Field	Changed the **Ethnicity** fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
July 23, 2019	Domestic Relations Intake – Custody Petition Button	The Fostering Futures petition (DC-595; Petition for Approval of Voluntary Continuing Services and Support Agreement) was added.