Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data Gathering Environment

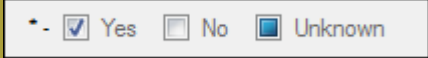# Offense History Screen
User Manual

Table of Contents

<u>Key/Legend</u>

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.

<div align="center">

BADGE Application

</div>

Style/Symbol	Meaning
[calendar icon] Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
[printer icon] Printer Icon	In order to print a report or document, click the Printer Icon in the *Report Viewer* screen.
[checkbox image: ✔ Yes ☐ No ■ Unknown] Questions with an asterik (*) next to it follow the legend above.	If the question's response is "Yes", click the associated checkbox. If the question's response is "No", the associated checkbox needs to be empty. If the question's response is "Unknown", the associated check needs to be *blue*.
[save icon] 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 image] Scroll Bar	A scroll bar allows the user the 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.

<div align="center">

BADGE Module

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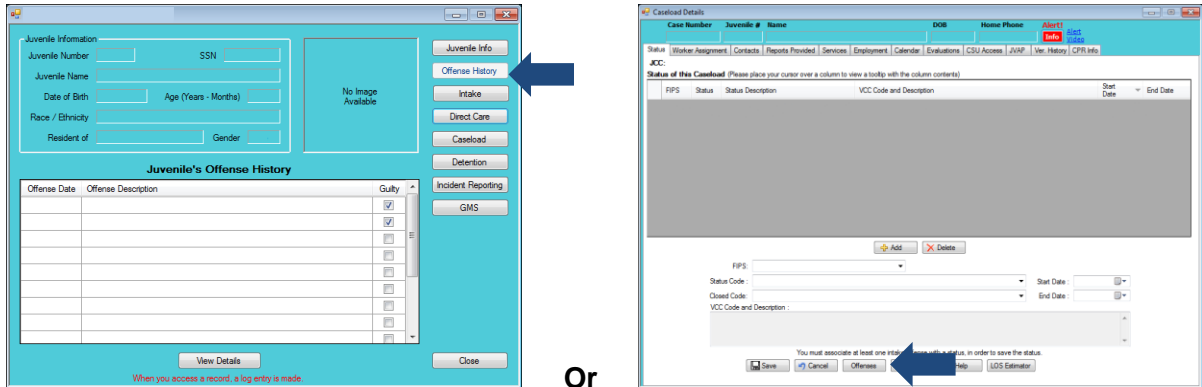| Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
Italicized	Name of a tab.
[notepad icon] Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
[reference icon] Reference Bullet	Refer to another page or resource for additional information.
<u>*Underlined and Italicized*</u>	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 Offense History screen in BADGE.
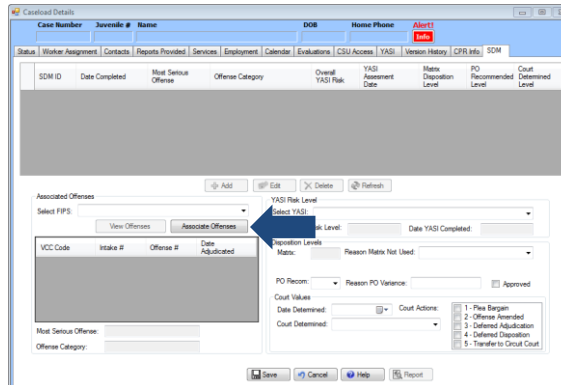
Offense History Screen

The *Offense History* screen lists all of the juvenile's offenses and related information. To access the *Offense History* screen:

1. From the *Juvenile Information* screen, click the **View Details** button.
2. From the *Status* tab on the *Caseload Details* screen, click the **Offenses** button.
3. From the *SDM* tab on the *Caseload Details* screen, click the **Associate Offenses** button.
4. From the *Intake History* screen, click the **View Offense History Details** button.
5. From the *DC Admission History* screen, click the **Offense History** button.

📌 If you access the *Offense History* screen from the *Status* or *SDM* tabs on the *Caseload Details* screen, you will have access to the **Associated** column. If you access the *Offense History* screen from the *Intake History*, *Juvenile Information*, or *DC Admission History* screen, the **Associated** column will not appear.
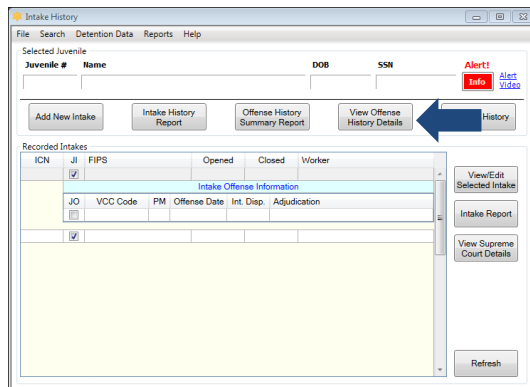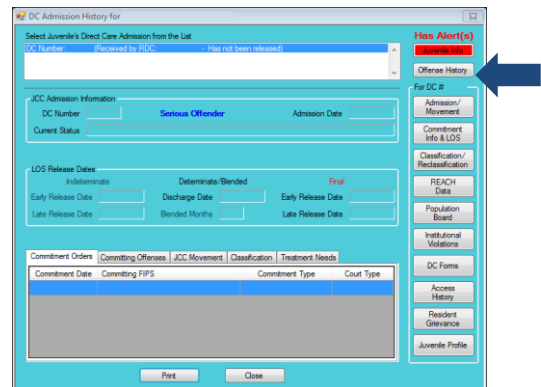
Or

Or

Or

📚 Refer to the Caseload Management, CSU Intake, Juvenile & Adult Information, or the Direct Care User Manual for instructions on how to access Offense History from the *Caseload Details*, *Intake History*, *Juvenile Information*, and *DC Admission History* screens.

Add New Adjudication and Disposition Information

📌 All juvenile delinquent and adult criminal offenses must have a selected **Adjudication**.

1. (i) Select an offense, and the row will be highlighted in *blue*, and (ii) select the **Adjudication** from the drop-down menu. Depending on the type of adjudication selected, you may have to select the **Date Adjudicated**, **Deferred Date**, and/or **Deferral Expir. Date** from the calendar screen(s).

🗨 Click the **Search** button if you would like to select an amended charge without entering any information into the search fields. This will generate a list of all VCC's and descriptions.
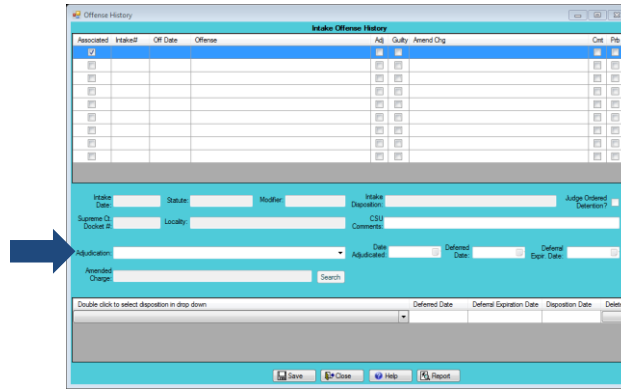
a. If the selected charge is amended by the court, click the **Search** button next to the **Amended Charge** field and the *VCC Code Search* screen will appear.

🗨 To add an offense disposition for a disposition that was transferred to another court, the *Offense History* screen must be accessed from either the *Juvenile Information* screen, or the CSU Intake module.
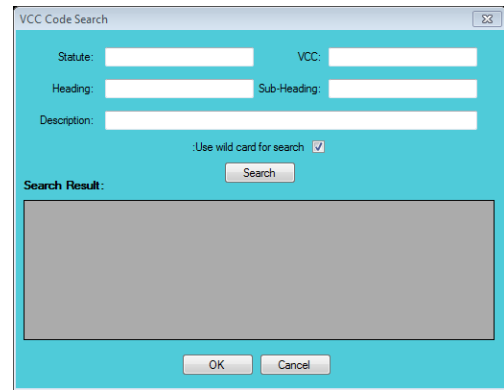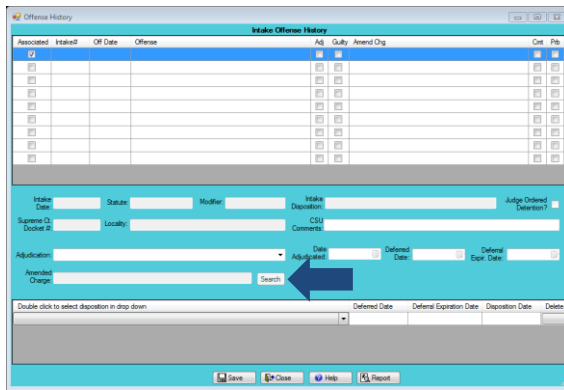
i. You can search for the amended charge by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use wild card for search** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this checkbox. (i) Click the **Search** button, and a list of VCC's and offense descriptions will be generated which meet the search criteria, (ii) select the **VCC Code**, (iii) click the **OK** button, and you will return to the *Offense History* screen.
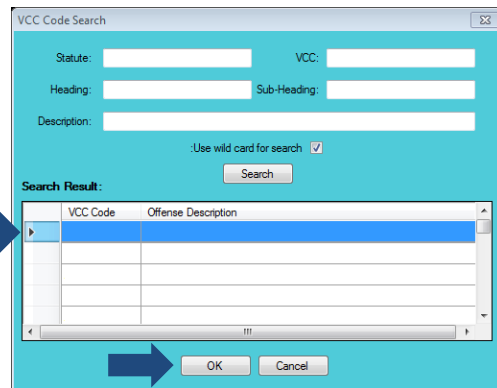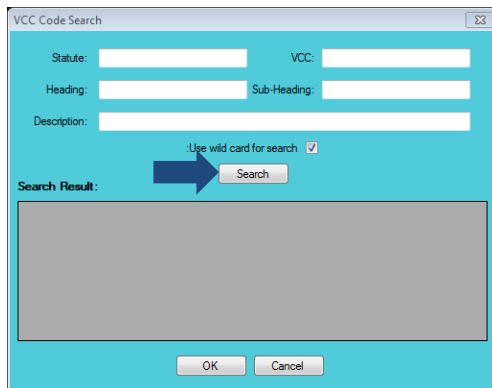
b. You will be required to select the **Date Adjudicated** from the calendar screen in order to add any adjudication aside from the **DS - Deferred/Withheld Finding**, **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** adjudications.

c. If the selected **Adjudication** is **DS - Deferred/Withheld Finding**, **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia**, the disposition drop-down menu will be accessible. Depending on the type of adjudication selected, you may also have to select the **Date Adjudicated**, **Deferred Date**, and/or **Deferral Expir. Date** from the calendar screen(s).

i. **DS - Deferred/Withheld Finding Adjudication**
1. (i) Select **DS - Deferred/Withheld Finding** as the **Adjudication** from the drop-down menu. The **Date Adjudicated** field will not be accessible. Select the (ii) **Deferred Date** and (iii) **Deferral Expir. Date** (if known) from the calendar screens, and (iv) **102 – DEFER DISPOSITION ON CONDITION OF GOOD BEHAVIOR** or **104 – DEFER FINDING AND DISPOSITION W/PROBATION SUPERVISION** from the disposition drop-down menu, double click the (v) **Deferred Date** and (vi) **Deferral Expir. Date** fields, and (vii) select the dates from the calendar screens. The **Disposition Date** will not be accessible. Click the (viii) **Save** and (ix) **Close** buttons and you will return to the previous screen.

> Refer to page 5 for instructions on how to edit offenses with **DS - Deferred/Withheld Finding** adjudication.

2. In order to add multiple dispositions, repeat the steps above.
ii. **FG - Found Guilty by Circuit Court Adjudication**
1. Select (i) **FG - Found Guilty by Circuit Court** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, click the (vi) **Save** and (vii) **Close** buttons, and you will return to the previous screen.
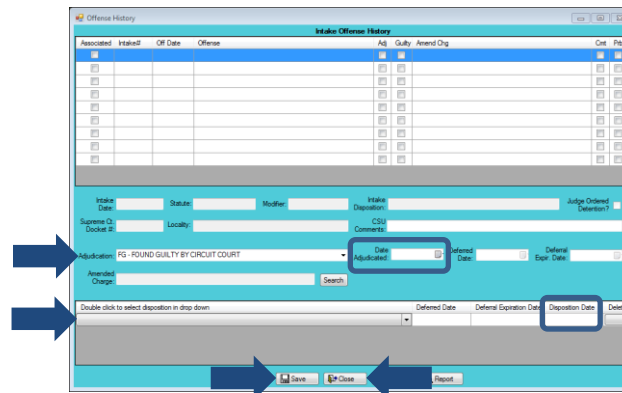
2. In order to add multiple dispositions, repeat the steps above.
iii. **G - Guilty (Not Innocent) Adjudication**
1. Select (i) **G - Guilty (Not Innocent)** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, click the (vi) **Save** and (vii) **Close** buttons, and you will return to the previous screen.

Sidebar notes:

- If the **Deferred Date** is added under the **DS** adjudication code, you save it, and then change the adjudication code. The deferred date will be saved without an error message.

- If you add a **Deferred Date**, **Deferred Expir. Date**, or **Disposition Date** in error, you must **Delete** the disposition and re-enter the correct disposition information.

- You cannot add a **Deferral Expir. Date** without a **Deferral Date**.

- If you open the *Offense History* screen and attempt to exit the *Caseload Details* screen, an error will appear.
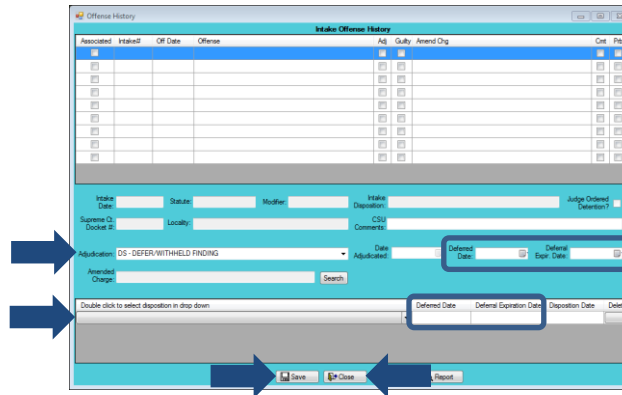
- If you select **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** as the adjudication, do NOT select disposition codes **102** or **104**.

- If you select **FG - Found Guilty by Circuit Court**, do NOT input any deferral dates.

- If you select **G -Guilty (Not Innocent)**, do NOT input any deferral dates.

- If you open the *Offense History* screen and attempt to exit the *Caseload Details* screen, an error will appear.

- If you select **GA - Guilty in Absentia**, do NOT input any deferral dates.
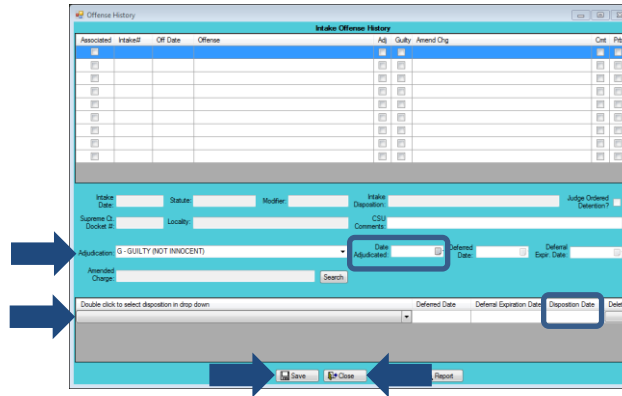
2. In order to add multiple dispositions, repeat the steps above.

iv. **GA - Guilty in Absentia Adjudication**

1. Select (i) **GA - Guilty in Absentia** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, click the (vi) **Save** and (vii) **Close** buttons, and you will return to the previous screen.
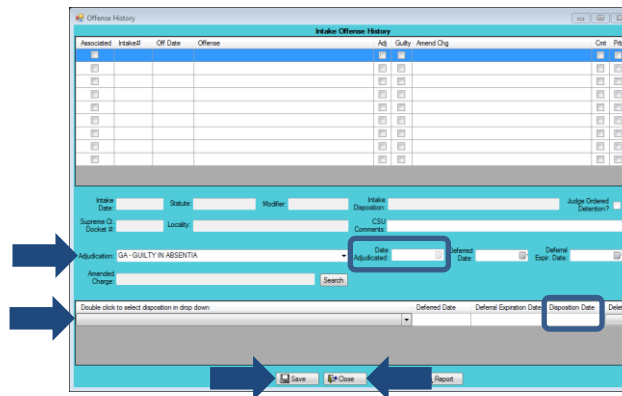

2. In order to add multiple dispositions, repeat the steps above.

Edit Existing Adjudication and Disposition Information

1. In order to edit an existing **Adjudication** that is NOT **DS - Deferred/Withheld Finding**, (i) select an offense, and the row will be highlighted in *blue*, (ii) edit the information, click the (iii) **Save** and (iv) **Close** buttons, and you will return to the previous screen.
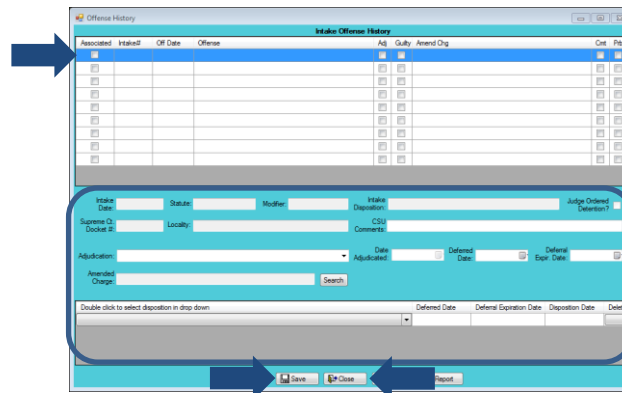

2. In order to edit an existing **DS - Deferred/Withheld Finding** adjudication to a **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** adjudication,

(i) select the offense, and the row will be highlighted in *blue*, (ii) select the appropriate **Adjudication** from the drop-down menu, and (iii) enter the **Date Adjudicated**. Do NOT edit the existing **Deferred Date**, **Deferral Expir. Date**, or existing disposition information. Click the (iv) **Save** and (v) **Close** buttons and you will return to the previous screen.

3. In order to edit an existing **DS - Deferred/Withheld Finding** adjudication to a **NG – Not Guilty** adjudication, (i) select the offense, and the row will be highlighted in *blue*, (ii) select **NG – Not Guilty** as the adjudication from the drop-down menu, and (iii) enter the **Date Adjudicated**. Do NOT edit the existing **Deferred Date**, **Deferral Expir. Date**, or existing disposition information. Click the (iv) **Save** and (v) **Close** buttons, and you will return to the *Status* tab in the *Caseload Details* screen, and (v) click the **Save** button.
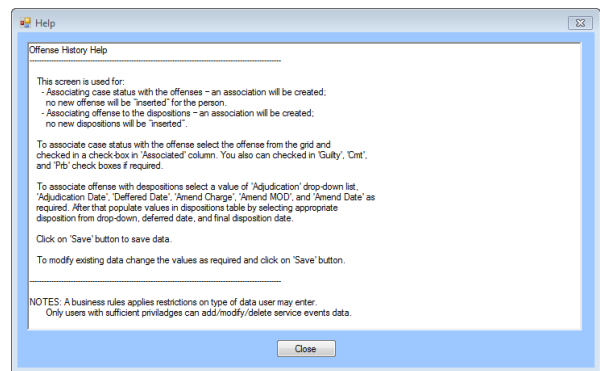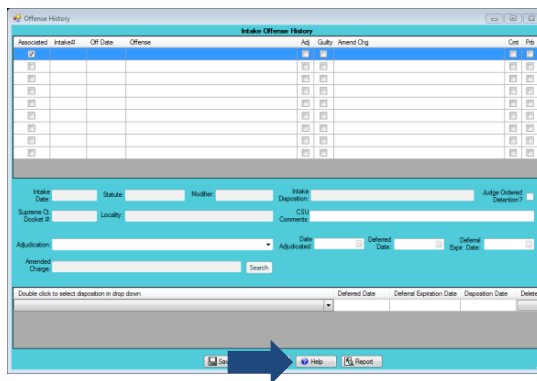
Close Button

1. Click the **Close** button and you will return to the previous screen.
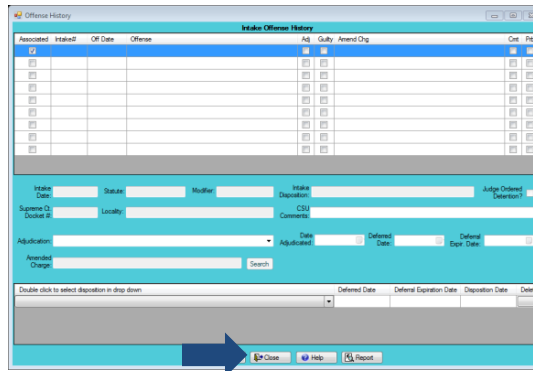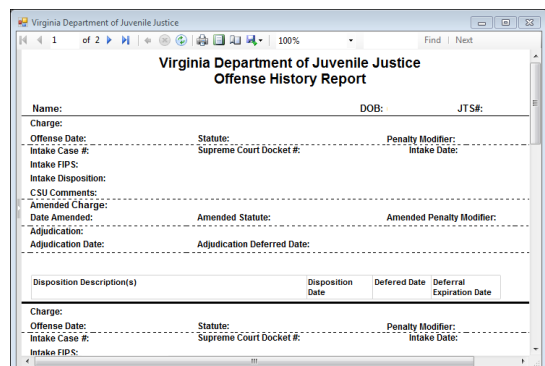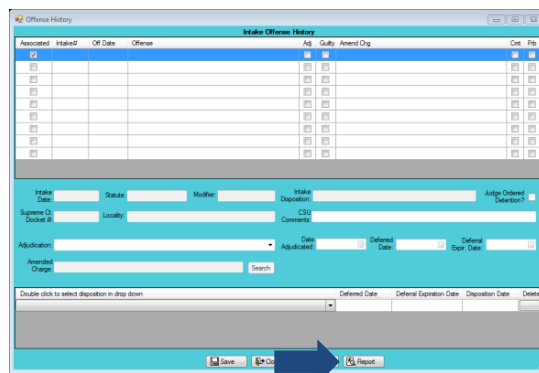

Help Button

1. The *Help* screen lists instructions on how to associate a case status to an offense and an offense to a disposition. Click the **Help** button and the *Help* screen will appear.

Report Button

1. The **Offense History Report** document lists all of the offenses, adjudications, and dispositions associated with the juvenile. Click the **Report** button, and the *Virginia Department of Juvenile Justice* screen will open, and the **Offense History Report** will appear.

<u>Document Revisions</u>

Revision Date	Revised Item	Revision Details
January 5, 2018	Table of Contents	Add words version of the Table of Contents
October 2, 2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
January 9, 2018	Accessing the Offense History screen	The manual was updated to reflect that the Offense History screen could be updated from the SDM and CSU Intake screen.
January 9, 2018	Offense History Screen – Associating an Offense	A note was added to clarify that offenses can only be associated with a workload case status by accessing the offense history through the Caseload Details screen.
January 9, 2018	Offense History Screen – Add a Disposition	A note was added to clarify that in order to add an offense disposition for a disposition that was transferred to another court, the Offense History screen must be accessed from either the Juvenile Information screen or the CSU Intake Module.