Virginia Department of Juvenile Justice

BADGE
Balanced Approach Data Gathering Environment

CSU Intake Module User Manual

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Table of Contents

Key/Legend

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

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

In the BADGE Application

Style/Symbol/Button	Meaning
Calendar drop-down screen Button and Date Field	To select a date, click the **Calendar** drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.
Screen/Window Control Buttons	Located in the upper right-hand corner of any given screen/window, in order of appearance (from left to right): **Minimize** the screen; **Maximize** the screen; and **Close** the screen. If a component is greyed out it is not available.
Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to **First Page**; go to **Previous Page**; **Current Page** displayed; **Total Pages**; go to **Next Page**; and go to **Last Page**.
Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go **Back to Parent Report**; **Stop Rendering** report; and **Refresh** report.
Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): **Print**; **Print Layout**; **Page Setup**; click the **Export** icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the **Zoom** drop-down menu.
Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): **Text Box**, enter text to search for; click **Find** to search for text entered in text box; and click **Next** to find the next instance of text entered in the text box.
Scroll Bars	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.
Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an "alert" associated with a given juvenile record. To view an alert, click the red and white **Info** button or select the *Alerts* tab on the *Juvenile Information* screen.
Icon displayed on *Question* and/or *Confirmation* Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.
Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.
Icon displayed on *Information* Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.

Style/Symbol/Button		Meaning
Help or **Help**	Help Button	Click the **Help** button to display the _Help_ screen describing the business rules related to the selected report or for additional information related to the current screen.
Close or **Close**	Close Button	Click the **Close** button to close the current screen, leaving open the prior screen
[magnifying glass icon]	Magnifying Glass Button	Click the **Magnifying Glass** button to expand a comment/textbox.
Map It	Map It Button	The **Map It** button is currently disabled across the BADGE application.
*- ☑ Yes ☐ No ☐ Unknown Questions with an asterik (*) next to it follow the legend above.		Click on a checkbox to place a check mark in the appropriate checkbox to indicate "Yes," "No," or "Unknown." The default status, prior to user input, is a blue square in the "Unknown" checkbox.

In the BADGE Manual

Style/Symbol	Meaning
Underlined and Italicized	Name of a screen.
Italicized	Name of a tab, document title, or manual title.
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
Underlined	Name of a column header in a displayed table or an application generated report. Cased to match.
"Text in Quotes"	Data or selection in a data field, input field, or drop-down menu.
Bolded and Underlined	The manual's main title and other titles for key sections.
Hyperlink	Press the Ctrl key and left click with the mouse to follow the hyperlink. Hyperlinks are links in the document that lead to webpages and files outside of the document or headings and bookmarks located inside the document.
[padlock icon] Padlock Icon	Denotes a locked item or record that cannot be changed.
[notepad icon] Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
[computer icon] Reference Bullet	Refer to another page or resource for additional information.

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information specific to each module. This manual is intended to assist those using the **CSU Intake Manual**.

The BADGE application manuals are regularly updated and uploaded to DJJ's website and DJJ Connect without user notification. For this reason, it is recommended that users access the manuals solely through the website instead of downloading and printing them to ensure that the most up-to-date version is used.

Please Note

The BADGE electronic data management system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using the BADGE system, users are consenting to system monitoring for law enforcement and other purposes.

Every user accessing the BADGE electronic data management system is bound by confidentiality rules. BADGE system users should not access information on any persons for which there is not a legitimate professional interest. A log entry is made whenever a user accesses a record in the BADGE system.

Access the following link for the DJJ Acceptable Use & Information Security Agreement. See §2.2-2827 of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§16.1-223 and 16.1-300 of the Code of Virginia for confidentiality requirements and use restrictions of data and records.

Unauthorized use of the BADGE electronic data management system may subject a user to State or Federal criminal prosecution and penalties.

To report any issues encountered with the BADGE electronic data management system please email DJJ-BADGE-Issues@djj.virginia.gov. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

Please email DJJ-BADGE-Passwords@djj.virginia.gov for assistance with BADGE login problems.

All potentially sensitive data have been removed from all screen images presented in this manual.

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.
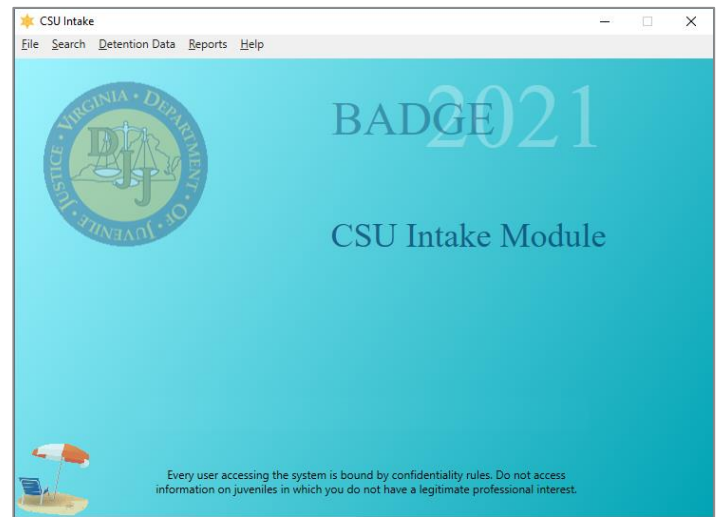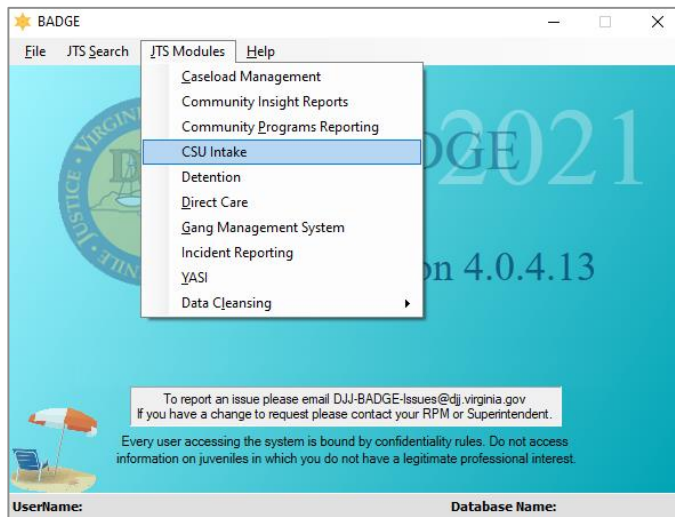
2. On the *CSU Intake* screen (i) click the **File** menu, (ii) select the **New Intake** option from the drop-down menu, and the *Select Intake Case Category* screen will appear.
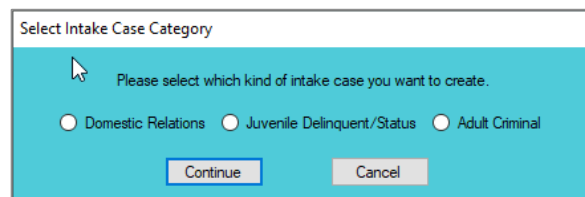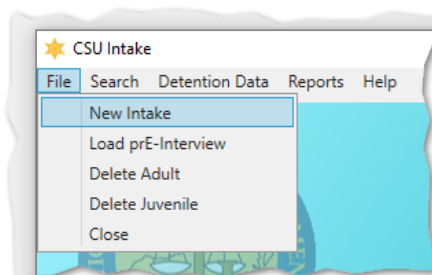
3. On the *Select Intake Case Category* screen (i) select the desired intake case category and (ii) click the **Continue** button to open either the *Domestic Relations Intake*, *Juvenile Delinquent/Status Intake*, or the *Adult Criminal Intake* screen.

New Intake Case Category	Intake Case Type
Domestic Relations Intake	Custody Petitions
	Support Petitions
	Protective Orders
Juvenile Delinquent/Status Intake	Juvenile Intakes
	Court Summons
	Bench Warrants
Adult Criminal Intake	Adult Criminal Intake

Domestic Relations Intake

From the *Domestic Relations Intake* screen, a domestic relations intake can be created and custody petitions, support petitions, and/or protective orders can be filed.

Intake Case Tab

1. **Petitioner's Information**
   a. **Add Button**. On the *Domestic Relations Intake* screen, in the **Petitioner's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a

search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the _Adult Search_ information screen will appear and inform the user the search criteria should be changed.

Adult Search Screen Options (Domestic Relations Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

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

i. **Adult Number Radio Button**
   1. On the _Adult Search_ screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the _Adult Information_ screen will appear. Review the information displayed on _Adult Information_ screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the _Intake Case_ tab of the _Domestic Relations Intake_ screen. If a match is not found the _Adult Search_ information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

- When creating a new domestic relations intake the **Petitioner's Information** is always entered because all **Domestic Relations Intake** actions begin with the filing of a petition by the petitioner.

- Refer to the [Juvenile / Adult Search & Information Manual](#) for instructions on using the *Adult Information* screen in the BADGE web application.

ii. **Caseload Number Radio Button**

1. On the *Adult Search* screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on the *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

iii. **Advance Search Radio Button**

1. On the *Adult Search* screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
    a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
    a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is 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. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. To include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the _Search Results_ screen. If a match is not found the _Adult Search_ information screen will inform the user the search criteria should be changed.

- Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- To clear all the information in the search fields, click the **Clear All** button.
- To yield broader search results, type ONLY the first 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 a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

    a. If the _Search Results_ screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the _Adult Information_ screen will

appear and display additional information for the record. Review the *Adult Information* screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the *Adult Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Adult Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

b. If the desired adult record is readily identifiable on the *Search Results* screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the **Select** button and the *Adult Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

iv. **Add Adult Radio Button**

1. If an adult record does not exist a new adult record can be created. From the *Adult Search* screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

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

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

          i. To review the possible matches, click the **Yes** button and the *Adult Search* screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
          ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the *Please Enter ALL Available Information for New Adult* screen will appear.

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

      d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the _Please Enter ALL Available 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** fields will auto-populate with the data that was entered in the **Add Adult** radio 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. (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?*** is checked, "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 exists.

ii. **General Information Tab**

1. The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. 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 in feet and the second 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, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
2. (i) Type the adult's Social Security number in the **SSN** field. 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 located at the **Arlington CSU**, input the **Docket #**.
3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

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 the adult is a law enforcement officer (v) check the **Is Adult Law Enforcement**

Officer?* checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.

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** fields 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 displaying the data entered in the preceding steps. Review the *Adult Information* screen to ensure the information is correct. (ii) Click the **Close** button to return to the *Intake Case* tab of the *Domestic Relations* Intake screen.

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.

b. **View Button**. On the *Domestic Relations Intake* screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.

i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Domestic Relations Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

c. **Clear Button**. On the *Domestic Relations Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.

2. **Respondent's Information**
   a. **Add Button**. On the *Domestic Relations Intake* screen, in the **Respondent's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. When a search is performed and a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via the **Add Adult** radio button.
      i. See the instructions detailed in the **Petitioner's Information section** for instructions related to the following *Adult Search* screen options:

Adult Search Screen Options (Domestic Relations Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

Refer to the Petitioner's Information section on how to navigate the *Adult Search* screen.

b. **View Button**. On the *Domestic Relations Intake* screen, in the **Respondent's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.
   i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Domestic Relations Intake* screen.

Adult Information Screen - Adult number and name displayed here

Adult Number

c. **Clear Button**. On the _Domestic Relations Intake_ screen, in the **Respondent's Information** section, click the **Clear** button to remove the data from the **Respondent's Information** fields on the _Intake Case_ tab.

3. **Juvenile's Information**
   a. **Add Button**. On the _Domestic Relations Intake_ screen, in the **Juvenile's Information** section, click the **Add** button and the _Find Juvenile_ screen will appear. This screen consists of multiple juvenile search options detailed in the Login & Search Manual and Juvenile / Adult Search & Information Manual.
      i. **Add Juvenile tab.**
         1. If a search does not return any results and a juvenile record is determined to not exist, select the _Add Juvenile_ tab to create a new juvenile record.

📋 Refer to the Login & Search Manual for instructions on how to search for a juvenile in the BADGE web and Windows applications.

Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.

The *Find Juvenile* screen and the *Add Juvenile* screen are the same screen. The screen name will change from the *Find Juvenile* screen to the *Add Juvenile* screen when the *Add Juvenile* tab is selected.

a. On the *Add Juvenile* tab type in the **Last Name**.
   i. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox to select a suffix from the drop-down menu.
b. Type in the (i) **First Name** and the (ii) **Date of Birth.** The **Age (YY-MM)** field will auto-populate based on the **Date of Birth** entered. (iii) Click the **Add** button.
c. (a) If the system does not find a possible juvenile name match the *Please Enter ALL Available Information for New Juvenile* screen will appear. See the *Please Enter ALL Available Information for New Juvenile* screen section. (b) If the system finds possible juvenile name matches, the *System has located X possible matches* (i.e., *Search Results*) screen will appear.
   i. If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear and display additional information for the record. Review the *Juvenile Information* screen to ensure the correct juvenile is identified, (iii) click the **Close** button to exit the *Juvenile Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Juvenile Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

ii. If the desired juvenile record is readily identifiable on the *Search Results* screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select** button and the *Juvenile Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

📋 Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the **Add New** button on the *System has located X possible matches* (i.e., *Search Results*) screen and the *Please Enter ALL Available Information for New Juvenile* screen will appear.

d. **Please Enter ALL Available Information for New Juvenile Screen**

If the system does not find any possible matches, the _Please Enter ALL Available Information for New Juvenile_ screen will appear. This screen consists of the _Name/Address Information_, _General Information_, and _Birth/Family Information_ tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), and **First Name** information will auto-populate with the data that was entered in the _Add Juvenile_ tab. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
    a. If the juvenile is deceased, (i) click the **Is Deceased?*** checkbox and the **Address** and **City/Town** fields will auto-populate with "Deceased."

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.
    a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with "Unknown."

b. 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.

c. 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.

- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- 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 needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

ii. **General Information Tab**

1. (i) Type the juvenile's Social Security number in the **SSN** field. 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.

2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.

3. If the juvenile has a driver's license or any government issued identification card, (i) select the **Type** and (ii) **Status** form the appropriate drop-down menus. (iii) Enter the license or identification card number in the **License #** field and (iv) select the issuer from the **State Issued** drop-down menu.

4. 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 Information Tab**

1. The **Date of Birth** will auto-populate from the *Add Juvenile* tab. If the **Date of Birth** is not listed, enter it at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation or select the **State of Birth** from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
2. 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, the field will auto-populate with "Unknown."
3. (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
4. (i) Click the **Save** button, and the *Juvenile Information* screen will appear. Review the *Juvenile Information* screen to ensure the information is correct, click the **Close** button and the juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

b. **View Button**. On the *Domestic Relations Intake* screen, in the **Juvenile's Information** section, click the **View** button and the *Juvenile Information* screen will appear.
   i. (i) On the *Info/Face Sheet* tab of the *Juvenile Information* screen click the **Edit Juvenile Information** button and the *Edit Information for Juvenile Number* screen will appear. On the *Edit Juvenile Information for Juvenile Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the *Juvenile Information* screen. On

the *Juvenile Information* screen (iii) click the **Close** button to return to the *Domestic Relations Intake* screen.

Refer to the [Juvenile / Adult Search & Information Manual](#) for instructions on using the *Adult Information* screen in the BADGE web application.

c. **Clear Button**. On the *Domestic Relations Intake* screen, in the **Juvenile's Information** section, click the **Clear** button to remove the data from the **Juvenile's Information** fields on the *Intake Case* tab.

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

a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.
b. **Court District**
   i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.

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

c. **FIPS**
   i. In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.
d. **Open Date**
   i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
e. **Time**
   i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.
f. **Close Date**
   i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For domestic relations intakes, the **Offense Decision** field is located on the *Custody Petition* tab, the *Support Petition* tab, and the *Protective Order* tab.

> The **Close Date** field will not auto-populate if **07 -Diversion** or **14- Pending** is selected in the **Offense Decision** field on the *Custody Petition* tab; the close date will not auto-populate until a final disposition is entered.

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

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

h. **Petitioner Type**
   i. Select the **Petitioner Type** from the drop-down menu.

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

i. **Relationship**

     i.   The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To 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. If the **Petitioner's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info**, **Add Custody Petition**, **Add Support Petition**, and **Add Protective Order**.

   Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Domestic Relations Intake Action Buttons					
Edit Intake Case Info Button	Copy Intake Case Button	Delete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report

1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, 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. All available document types will be auto-selected in the **Check All Documents You Want to Copy** section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the *Copy Intake Case* information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the **Juvenile's Information**, or the **Respondent's Information**, or both, using the **Clear** and **Add** buttons. (iv) Click the **Save** button.

To copy an intake case, the user MUST select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user MUST also change either the **Juvenile's Information**, the **Respondent's Information**, or both to copy the case.

3. **Delete Intake Case Button**
   a. (i) Click the **Delete Intake Case** button and the _Delete Intake Case_ screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the _Domestic Relations Intake_ screen.

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

4. **View / Print Intake Report Button**
   a. (i) Click the **View/Print Intake Report** button and the _CSU Intake – Reports_ screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the _Domestic Relations Intake_ screen.

5. **View Supreme Court Details Button**
   a. Click the **View Supreme Court Details** button and the _Supreme Court Detail_ screen will appear. If there is no information entered by the Supreme Court, the _Supreme Court Details_ information screen will appear indicating no data found for the specified intake case.

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

6. **Offense History Summary Report Button**
   a. Click the **Offense History Summary Report** button and the *CSU Intake – Reports* screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the *Domestic Relations Intake* screen.

Add New Petitions and Orders

At the bottom of the *Intake Case* tab, three buttons allow the user to add a new petition or order.

Add New Petition and Order Buttons		
Add Custody Petition	Add Support Petition	Add Protective Order

1. **Add Custody Petition Button—Domestic Relations Intake Screen, Intake Case Tab**
   a. Click the **Add Custody Petition** button and the *Custody Petition* tab will appear on the *Domestic Relations Intake* screen.

b. **Custody Petition Tab—Domestic Relations Intake Screen**
   i.   The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.
   ii. Click the **Find VCC Code** button and the _Search Offense_ screen will appear.
        1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the _Custody Petition_ tab on the _Domestic Relations Intake_ screen.

A juvenile must be added to the **Juvenile's Information** section on the _Intake Case_ tab to file a custody petition. If a juvenile was not added prior to clicking the **Add Custody Petition** button, an error screen will appear.
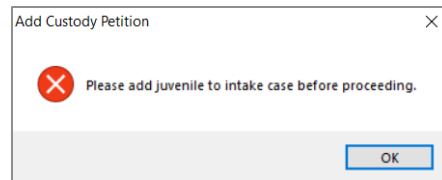
- Visitation petitions should be created under the *Custody Petition* tab.
- Click the **Find** button on the *Search Offense* screen to select a custody-related offense without entering any information into the search fields.

    iii. (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. Once saved, the **Add New Offense** button will become accessible and the **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected. The **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the *Domestic Relations Intake* screen.

    iv. **Add New Offense Button—Domestic Relations Intake Screen, Custody Petition Tab**
        1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Custody Petition* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

- Multiple VCCs can be added to a petition/order.
- Once a Custody Petition has been created and saved the **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the *Domestic Relations Intake* screen**.** Follow the hyperlinks for more instruction: Edit button, Delete button, and File Petition button.
- The **Add Custody Affidavit** button will appear on the *Custody Petition* tab when the **Save** button is clicked and one of the following has been selected from the **Offense Decision** drop-down menu: "02 – Petition Filed," "10 – Consent Agreement Signed," or "15 – Consent Signed/Petition Filed."
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

    v. **Add Custody Affidavit Button—Domestic Relations Intake Screen, Custody Petition Tab**
        1. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.
        2. **Custody Affidavit Tab**
            a. The *Custody Affidavit* tab contains the **Add**, **Edit**, **Copy**, **Delete**, and **View/Print** buttons.

Buttons on the *Custody Affidavit* Tab of the *Domestic Relations Intake* Screen				
Add Button	Edit Button	Copy Button	Delete Button	View/Print Button

b. **Add Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
   i. Click the **Add** button on the *Custody Affidavit* tab and the *Custody Affidavit* screen will appear.
   ii. **Custody Affidavit Screen**
      1. The *Custody Affidavit* screen consists of the *Affidavit Data* tab, the *Address Information* tab, and the *Affidavit Data (continue)* tab.

Tabs on the *Custody Affidavit* Screen		
Affidavit Data Tab	*Address Information* Tab	*Affidavit Data (continue)* Tab

📒 Enter the data for all three tabs on the *Custody Affidavit* screen prior to clicking the **Save** button.

2. **Affidavit Data Tab—Custody Affidavit Screen**
   a. The petitioner and respondent names will auto-populate into the affidavit.
   b. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
   c. Place a checkmark in the **Certain information has been omitted…**checkbox if required.

d. Select the **The child commenced residing there on** date from the calendar drop-down screen.

e. The **Subscribed and sworn before me on** date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The **Intake Case Number (ICN)** will auto-populate.

📝 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.

3. **Address Information Tab—Custody Affidavit Screen**
   a. 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 drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar drop-down screen.
   b. Type in the **Address Where Child Resided**. If the juvenile lived at the petitioner's or respondent's current address click either (a) the **Paste Petitioner's Address** hyperlink or (b) the **Paste Respondent's Address** hyperlink and the selected address information will auto-populate this area.
   c. Type in the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
   d. Type in the **Current Address of Person with Whom Child Resided**. If the address is the petitioner's or respondent's current address click either (a) the **Paste Petitioner's Address** hyperlink or (b) the **Paste Respondent's Address** hyperlink and the selected address information will auto-populate this area.
   e. (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.
   f. 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 as required and (iv) click the **Done** button when the edits are completed.
   g. To delete address information, (i) select an address and the row will be highlighted in blue. (ii) Click the **Delete** button.

- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 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.

4. **Affidavit Data (continue) Tab—Custody Affidavit Screen**
   a. (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 to save the custody affidavit and return to the *Custody Affidavit* tab on the *Domestic Relations Intake* screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

c. **Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
   i. 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.

d. **Copy Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
    i. 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.

    ii. Verify the **Custody Affidavit Number** displayed matches the affidavit number to be copied, (iii) click the **Ok** button, and the *Custody Affidavit* screen will appear. (iv) Edit the information and (v) 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.

e. **Delete Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
    i. 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. (iii) Click the **Yes** or **No** button to return to the *Custody Affidavit* tab.

f. **View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
    i. 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 in the *Virginia Department of Juvenile Justice* report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the *Custody Affidavit* tab.

vi. **Edit Button—Domestic Relations Intake Screen, Custody Petition Tab**
   1. (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.

vii. **Delete Button—Domestic Relations Intake Screen, Custody Petition Tab**
   1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Delete Offense* screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the *Custody Petition* tab.

viii. **File Petition Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.

> **Check Information Before Continuing** ☒
>
> ⚠ Please be aware that after saving the petition you will not be able to edit the information for this offense:
>
> Offense Date: ▨▨▨▨▨
> VCC Code: VEN-3860-J9
>
> Would you like to continue?
>
> [Yes] [No]
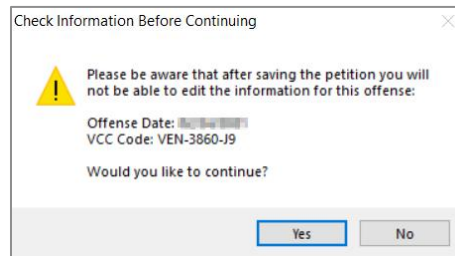
2. If the information is complete, click the **Yes** button. Either the *Petition* screen OR the *Foster Care Petition* screen will appear (see note below).

🟨 Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

🟨 The *Foster Care Petition* screen will appear when the **File Petition** button is selected on the *Domestic Relations Intake* screen, *Custody Petition* tab and the **VCC Code** field is "CUS-8110-JP." If the **VCC Code** field is not "CUS-8110-JP" the *Petition* screen will appear.

3. **Petition Screen**

> **Petition** ☒
>
> Domestic Relations Intake - Intake Case Number (ICN): ▨▨▨▨
> Juvenile # ▨▨▨▨   Juvenile's Name ▨▨▨▨▨▨▨▨   DOB ▨▨▨▨
> Petitioner's Name ▨▨▨▨▨
>
> **Offense Information**
> Offense Date ▨▨▨▨   VCC Code CUS-3874-J9   Statute 18.2-456(5)   Offense Number ▨▨▨
> Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION
>
> **Petition Information**
> **Petition: Date** ▨▨▨▨ ∨   Time ▨▨▨▨ ⬍   Juvenile's Age at the Date of Petition (Years - Months) ▨▨
> **Offense Text**   [Copy Offense Text]
> IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED.
>
> Child Held in Custody? ○ Yes ○ No ⦿ N/A   ☐ Do not print juvenile's address and phone
> Place of Detention or Shelter Care No Selection Was Made ∨   ☐ Do not print confidential adult address and phone
> Taken into Custody: Date ▨▨ 🗓 Time ▨▨ ⬍
> Placed in Detention or Shelter Care: Date ▨▨ 🗓 Time ▨▨ ⬍   [Save] [Delete]
> SC # ▨▨▨▨   [View / Print] [Close]

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. To change the date, select the date from the calendar drop-down screen. 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. If required, edit or add to the information in the **Offense Text** textbox.

d. 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.

Select Offense Number

Offense Number [ ]

Ok   Cancel

e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.

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

g. 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 Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.

i. To edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

On the _Petition_ screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

j. To delete the petition, click the **Delete** button, and the _Please Confirm Delete Operation_ screen will appear. When the petition is deleted the _Custody Petition_ tab in the _Domestic Relations Intake_ screen will appear.

Please Confirm Delete Operation

? Would you like to delete the petition for Intake Case Number _____?

Yes   No

k. To view or print the petition, click the **View/Print** button, and the completed petition will appear on the _Virginia Department of Juvenile Justice_ report viewer screen. View, print, or save the custody petition from the report viewer screen.

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

I. Click the **X** in the upper right corner to close the report viewer screen and return to the *Petition* screen. Click the **Close** button to exit the *Petition* screen and return to the *Domestic Relations Intake* screen.

◆ The **File Petition** button will transition into the **View Petition** button once the petition is saved.

4. **Foster Care Petition Screen**
   a. If "CUS-8110-J9" is selected for the **VCC Code**, the *Foster Care Petition* screen will appear. 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* tab, the *Part 2* tab, and the *Part 2 (continued)* tab.

Tabs on the *Foster Care Petition* Screen		
Foster Care Petition, Part 1 Tab	*Part 2* Tab	*Part 2 (continued)* Tab

i. **Foster Care Petition, Part 1 Tab**
1. If the participant entered into a Voluntary Continuing Service and Support Agreement through the Fostering Futures program of the Virginia Department of Social Services, (i) place a checkmark in the checkbox on item **1**. (ii) On item 1, enter the party who the juvenile entered into the agreement with in the textbox and (iii) select the date from the calendar drop-down screen field.

2. If the participant was in the custody of the local department of social services, (i) place a checkmark in the checkbox on item **2**. (ii) Place a checkmark at either (a) the **prior to reaching 18 …** checkbox OR (b) the **immediately prior to commitment …** checkbox.

3. If documents are attached and incorporated, place a checkmark in all relevant checkboxes: (a) the **The agreement executed on …** checkbox (if selected, select the date from the calendar drop-down screen), (b) the **Case plan** checkbox, and/or (c) the **Other** checkbox (if selected, add a description in the text field).

ii. **Part 2 Tab**
1. **View / Edit Participant Button**
   a. Click the **View / Edit Participant** button to view or edit the participant's information and the *Juvenile Information* screen will appear.
2. **View / Edit Petitioner Button**
   a. 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 Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

iii. **Part 2 (continued) Tab**
1. If the court directed other persons to have notice of the hearing add the **Other Person to be notified**.
   a. **Add Button**
      i. Click the **Add** button, and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**.
      ii. If a search is performed and a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the **Add**

Adult radio button. Follow the hyperlinks in the table for instructions on how to use the *Adult Search* screen options detailed in the **Petitioner's Information section**.

Adult Search Screen Options (Domestic Relations Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

b. **View Button**
   i. Click the **View** button to view the person's information, and the *Adult Information* screen will appear.
c. **Clear Button**
   i. Click the **Clear** button to clear the information from the **Other Person to be notified** section(s).

📘 Refer to the Login & Search Manual for instructions on using the *Adult Search* screen in the BADGE web and Windows applications.

📘 Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Search* and *Adult Information* screens in the BADGE web application.

2. On item **5**, place a check mark in either (a) the **Schedule a review …** checkbox or (b) the **No further review …** checkbox.

5. ☐ Schedule a review hearing to be held within 6 months of the hearing on this Petition.
   ☐ No further review by this Court is requested.

3. Enter the (i) **Local DSS** and (ii) **Agency Case No.** into the corresponding text fields. The **Petition Date** and **Worker Name** will auto-populate. To change the **Petition Date**, select the date from the calendar drop-down screen. (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.

On the *Foster Care Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

5. **Delete Button**
   a. Click the **Delete** button to delete the petition and the *Please Confirm Delete Operation* screen will appear. To continue the deletion click the **Yes** button; to cancel click the **No** button.
6. **View / Print Button**
   a. Click the **View / Print** button, and the *Virginia Department of Juvenile Justice* report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the *Foster Care Petition* screen.

7. **Close Button**
   a. Click the **Close** button and to return to the *Domestic Relations Intake* screen.

2. **Add Support Petition Button—Domestic Relations Intake Screen, Intake Case Tab**
   a. Click the **Add Support Petition** button and the *Support Petition* tab will appear on the *Domestic Relations Intake* screen. If the petitioner's, respondent's, or juvenile's information is missing, a warning will be displayed in the *Add Support Petition* screen prompting the user to enter the required data prior to proceeding.

b. **Support Petition Tab—Domestic Relations Intake Screen**
   i. The **Offense Date**, **VCC Code**, **Statute**, **Heading**, **Subheading**, **Description**, and **Offense Decision** fields will auto-populate.
      1. To add a different **VCC Code**, (i) click the **Find VCC** button, and the *Search Offense* screen will appear. Search for an offense by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The

Use Wildcard?* checkbox will be selected automatically and can be deselected if not using. (ii) Click the **Find** button and a list of VCCs 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 to return to the *Support Petition* tab.

▪ Multiple VCCs can be added to a petition/order.

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

ii. (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. Once saved, the **Add New Offense** button will become accessible. The **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the *Domestic Relations Intake* screen.

▪ In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.

▪ In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

iii. **Add New Offense Button—Domestic Relations Intake Screen, Support Petition Tab**
1. 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.

Add New Offense
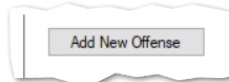
iv. **Edit Button—Domestic Relations Intake Screen, Support Petition Tab**
1. (i) Select an offense, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

v. **Delete Button—Domestic Relations Intake Screen, Support Petition Tab**
1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the _Delete Offense_ screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the _Custody Petition_ tab.

vi. **File Petition Button—Domestic Relations Intake Screen, Support Petition Tab**
1. Click the **File Petition** button and the _Check Information Before Continuing_ screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.

▪ Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.
▪ The **File Petition** button will transition into the **View Petition** button once the petition is saved.

2. **Support Petition Screen**
   a. 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.

Tabs on the *Support Petition* Screen				
Petitioner and Respondent Information tab	*Support Petition (SP) – Part 2 tab*	*SP – Part 3 tab*	*SP – Part 4 tab*	*SP – Part 5 tab*

   i. **Petitioner and Respondent Information Tab—Support Petition Screen**

1. All the information on the *Petitioner and Respondent Information* tab will auto-populate.
2. To view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the *Adult Information* screen will appear.
3. To view or edit the respondent's information, click the **View/Edit Respondent** button, and the *Adult Information* screen will appear.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

4. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.

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

ii. **Support Petition (SP) - Part 2 Tab—Support Petition Screen**

1. (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.

iii. **SP - Part 3 Tab—Support Petition Screen**

1. Click the **Add** button and the *Please Enter ALL Available Information for New Person* screen will appear.

   a. 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.
      i. 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 the 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. For example, if the respondent is the male juvenile's father, "Son" would be selected as the relationship to the respondent.
   b. If the juvenile should be summoned to court, click the **Person to be summoned?** checkbox.
   c. 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.

    d.   Click the **Ok** button to return to the *SP - Part 3* tab. The person for whom the support is being sought will appear in the section under item **3. That the respondent …**.

- 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.

2. To add another juvenile, (i) click the **Add** button and (ii) repeat the steps above.
3. 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.
4. To delete a juvenile from the section under item **3. That the respondent …**, (i) select a juvenile, and the row will be highlighted in blue, and (ii) click the **Delete** button.
5. Click all the options that apply to the petitioner on the *SP – Part 3* tab. If the selected options require additional information, add the information at this time.

   iv. **SP - Part 4 Tab—Support Petition Screen**
      1. (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.

   v. **SP - Part 5 Tab—Support Petition Screen**

1. (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.
2. Type the petitioner's additional requests in the textbox.

 vi. **Save Button**
  1. Click the **Save** button and the **SC #** will auto-populate.
 vii. **Edit Button**
  1. 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.

On the *Support Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

 viii. **Delete Button**
  1. To delete the petition, click the **Delete button**, and the *Please Confirm Delete Operation* screen will appear. If the petition is deleted, the *Custody Petition* tab in the *Domestic Relations Intake* screen will be displayed.
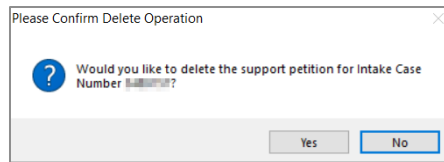
ix. **View / Print Button**
1. To view or print the **Petition for Support (Civil)** related to the intake case, click the **View / Print** button, and the *Virginia Department of Juvenile Justice* report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the *Support Petition* screen.

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

x. **Close Button**
1. To exit the *Support Petition* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

3. **Add Protective Order Button—Domestic Relations Intake Screen, Intake Case Tab**
   a. Click the **Add Protective Order** button and the *Protective Order* tab will appear on the *Domestic Relations Intake* screen.

b. **Protective Order Tab—Domestic Relations Intake Screen**

i. The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.

ii. Click the **Find VCC Code** button and the _Search Offense_ screen will appear.

1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the _Protective Order_ tab on the _Domestic Relations Intake_ screen.

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the _Search Offense_ screen to select a custody-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.

iii. (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. The **Add New Offense** button will remain inaccessible. The **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the **Add Custody Affidavit** button will not appear. The **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the _Domestic Relations Intake_ screen.

🟨 In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**

🟨 In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

    iv. **Add New Offense Button—Domestic Relations Intake Screen, Protective Order Tab**
        1. The **Add New Offense** button is greyed out and is not accessible.
    v. **Add Custody Affidavit Button—Domestic Relations Intake Screen, Protective Order Tab**
        1. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.
        2. **Custody Affidavit Tab**
           a. The *Custody Affidavit* tab contains the **Add**, **Edit**, **Copy**, **Delete**, and **View/Print** buttons.

Buttons on the *Custody Affidavit* Tab of the *Domestic Relations Intake* Screen				
Add Button	Edit Button	Copy Button	Delete Button	View/Print Button

🟨 The **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the **Add Custody Affidavit** button will not appear.

        b. **Add Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
           i. Click the **Add** button on the *Custody Affidavit* tab and the *Custody Affidavit* screen will appear. The petitioner and respondent names will auto-populate into the affidavit.
           ii. **Custody Affidavit Screen**

1. The *Custody Affidavit* screen consists of the *Affidavit Data* tab, the *Address Information* tab, and the *Affidavit Data (continue)* tab.

Tabs on the *Custody Affidavit* Screen		
Affidavit Data Tab	*Address Information* Tab	*Affidavit Data (continue)* Tab

2. **Affidavit Data Tab—Custody Affidavit Screen**
   a. The petitioner and respondent names will auto-populate into the affidavit.
   b. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
   c. Place a checkmark in the **Certain information has been omitted…**checkbox if required.
   d. Select the **The child commenced residing there on** date from the calendar drop-down screen.
   e. The **Subscribed and sworn before me on** date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The **Intake Case Number (ICN)** will auto-populate to the assigned ICN.

🟨 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.

3. **Address Information Tab—Custody Affidavit Screen**
   a. 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 drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar drop-down screen.
   b. 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.
   c. Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
   d. 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.
   e. (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.
   f. 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.
   g. To delete address information, (i) select an address, and the row will be highlighted in blue, and (ii) click the **Delete** button.

🟨 The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
🟨 For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 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.

4. **Affidavit Data (continue) Tab—Custody Affidavit Screen**
   a. (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

to save the custody affidavit and return to the *Custody Affidavit* tab on the *Domestic Relations Intake* screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

c. **Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
   i. 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.
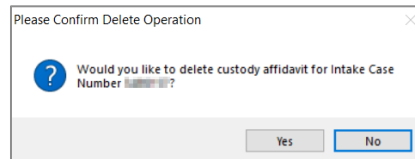

d. **Copy Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
   i. To copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the **Copy** button, and the *Select Custody Affidavit Number* screen will appear.

ii. Verify the **Custody Affidavit Number** displayed matches the affidavit number to be copied, (iii) click the **Ok** button, and the *Custody Affidavit* screen will appear. (iv) Edit the information and (v) 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.

e. **Delete Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

i. 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. (iii) Click the **Yes** or **No** button to return to the *Custody Affidavit* tab.

f. **View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

i. 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 in the *Virginia Department of Juvenile Justice* report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the *Custody Affidavit* tab.

vi. **Edit Button—Domestic Relations Intake Screen, Protective Order Tab**

1. (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.

vii. **Delete Button—Domestic Relations Intake Screen, Protective Order Tab**

1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Delete Offense* screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the *Protective Order* tab.

viii. **File Petition Button—Domestic Relations Intake Screen, Protective Order Tab**

1. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.

2. If the information is complete, click the **Yes** button and the *Petition for Protective Order – Family Abuse* screen will appear.

▪ Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

▪ The **File Petition** button will transition into the **View Petition** button once the petition is saved.

3. **Petition for Protective Order – Family Abuse Screen**

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a. This screen lists the VCC and SC #, and consists of the *Petitioner Information* tab, the *Respondent Information* tab, the *Protective Order* tab, and the *Protective Order (continue)* tab.

Tabs on the *Petition for Protective Order – Family Abuse* Screen			
Petitioner Information Tab	*Respondent Information* Tab	*Protective Order* Tab	*Protective Order (continue)* Tab

i. **Petitioner Information Tab**
1. The **Petitioner** information will auto-populate. To view or edit the petitioner's information, (i) click the **View/Edit Petitioner** button, and the *Adult Information* screen will appear; (ii) click the **Close** button to return to the *Petitioner Information* tab.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

2. 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.
   a. **Add Button**

i. Click the **Add** button and the _Adult Search_ screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a petitioner or a respondent exist, the **Get Petitioner** or **Get Respondent** hyperlinks can be used to select and auto-populate the information for the petitioner or respondent.

ii. If a search is performed and a match is not found the _Adult Search_ information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the **Add Adult** radio button. Follow the hyperlinks in the table for instructions on how to use the _Adult Search_ screen options detailed in the **Petitioner's Information section**.
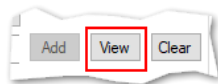
Adult Search Screen Options (Domestic Relations Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

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

📋 Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

b. **View Button**.

i. (i) Click the **View** button and the petitioner's _Adult Information_ screen will appear. To edit an adult's existing information (ii) click the **Edit Adult Info** button on the _Adult Information_ screen. (iii) Click the **Save** or **Cancel** button on the _Edit Information for Adult Number_ screen to return to the _Adult Information_ screen. (iv) Click the **Close** button to return to the _Petitioner Information_ tab.

c. **Clear Button**
   i. Click the **Clear** button to remove the selected petitioner's information from the associated fields.
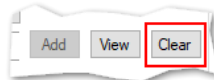
ii. **Respondent Information Tab**
   1. The **Respondent** information will auto-populate. To view or edit the respondent's information, (i) click the **View/Edit Respondent** button, and the *Adult Information* screen will appear; (ii) click the **Close** button to return to the *Respondent Information* tab.

🖥️ Refer to the [Juvenile / Adult Search & Information Manual](#) for instructions on using the *Adult Information* screen in the BADGE web application.

   2. 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.
      a. **Add Button**
         i. Click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult**

Number, **Caseload Number**, or by **Advance Search**. If a petitioner or a respondent exist, the **Get Petitioner** or **Get Respondent** hyperlinks can be used to select and auto-populate the information for the petitioner or respondent.

ii.   If a search is performed and a match is not found the _Adult Search_ information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the **Add Adult** radio button.

📒   If the respondent is under the age of 18, the **Respondent's Guardian** information should be provided.

🗞   Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

b.   **View Button**.
i.   (i) Click the **View** button and the respondent's _Adult Information_ screen will appear. To edit an adult's existing information (ii) click the **Edit Adult Info** button on the _Adult Information_ screen. (iii) Click the **Save** or **Cancel** button on the _Edit Information for Adult Number_ screen to return to the _Adult Information_ screen. (iv) Click the **Close** button to return to the _Petitioner Information_ tab.
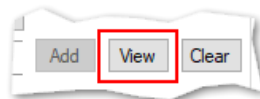
c.   **Clear Button**
i.   Click the **Clear** button to remove the selected respondent's information from the associated fields.

iii. **Protective Order Tab**

1. On the *Protective Order* tab (i) select the radio button on item **1** that indicates the relationship between the petitioner and respondent. On item **3**, (ii) select the radio button that indicates if other cases (a) have or (b) have not been filed in Virginia courts. Below item **6**, in the petitioner request area (iii) place a checkmark to select either (a) **a preliminary protective order** or (b) **a protective order**. (iv) Select all other applicable items on the *Protective Order* tab. If a selected option requires additional information, add the information at this time.

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

1. Click to place a checkmark in all applicable options. If a selected option requires additional information, add the information at this time.
2. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.
3. The **Worker Name** will auto-populate to the name of the logged on employee entering in the petition information.
4. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.

b. **Edit Button**
   i. 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.

On the *Petition for Protective Order – Family Abuse* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

c. **Delete Button**
   i. To edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

d. **View/Print Button**
   i. To view or print the petition, click the **View/Print** button, and the completed petition will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the custody petition from the report viewer screen. Click the **X** in the upper right corner to close the report viewer screen and return to the *Petition* screen.

e. **Close Button**

    i.   To exit the _Petition for Protective Order – Family Abuse_ screen and return to the _Domestic Relations Intake_ screen, click the **Close** button.

4. **Narrative Tab—Domestic Relations Intake Screen**
   a. Click the _Narrative_ tab.
   b. The **For Juvenile** radio button will be selected automatically. (i) Click on the row containing the ICN (intake case number) 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 in the textbox and (iv) click the **Save** button when the notes are complete.

   c. (i) Select the **For Respondent** radio button. (ii) Click on the row containing the ICN (intake case number) 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 in the textbox and (v) click the **Save** button when the notes are complete.
   d. **Print Button**
      i.   To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the _CSU Intake – Reports_ report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to 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 may be used in court.
- Notes must be fact-based statements ONLY.

Juvenile Delinquent / Status Intake

From the *Juvenile Delinquent/Status Intake* screen, a new juvenile intake can be created, and court summons and bench warrants can be filed.

- When creating a new delinquent intake, the **Juvenile's Information** must be entered because all related **Juvenile Delinquent/Status Intake** actions begin with the filing of a petition against a juvenile.

From the *BADGE* home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the *CSU Intake* screen will appear. On the *CSU Intake* screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the *Select Intake Case Category* screen will appear. On the *Select Intake Case Category* screen (v) select the **Juvenile Delinquent/Status** option and (vi) click the **Continue** button to open the *Juvenile Delinquent/Status Intake* screen, *Intake Case* tab. For additional detail see the Adding a New Intake section.

Intake Case Tab

1. **Petitioner's Information**
   a. **Add Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Petitioner's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed.

Adult Search Screen Options (Juvenile Delinquent / Status Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

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

   i. **Adult Number Radio Button**
      1. On the *Adult Search* screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen. If a

match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.
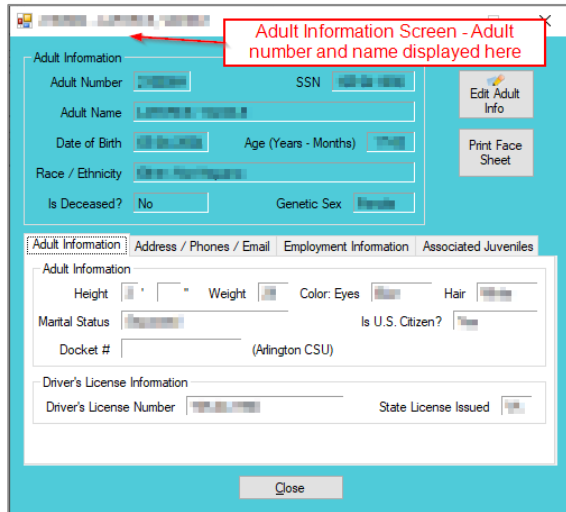

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

ii. **Caseload Number Radio Button**

1. On the *Adult Search* screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on the *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

iii. **Advance Search Radio Button**

1. On the *Adult Search* screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
    a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
    a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is 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. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. To include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

▪ Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
▪ To clear all the information in the search fields, click the **Clear All** button.
▪ To yield broader search results, type ONLY the first 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 a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

    a. If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Adult Information* screen will

appear and display additional information for the record. Review the *Adult Information* screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the *Adult Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Adult Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.

b. If the desired adult record is readily identifiable on the *Search Results* screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the **Select** button and the *Adult Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

iv. **Add Adult Radio Button**
   1. If an adult record does not exist a new adult record can be created. From the *Adult Search* screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

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

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

        i. To review the possible matches, click the **Yes** button and the *Adult Search* screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
        ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the *Please Enter ALL Available Information for New Adult* screen will appear.

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

    d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the *Please Enter ALL Available 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** fields will auto-populate with the data that was entered in the **Add Adult** radio 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. (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?*** is checked, "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 exists.

ii. **General Information Tab**

1. The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. 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 in feet and the second 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, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
2. (i) Type the adult's Social Security number in the **SSN** field. 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 located at the **Arlington CSU**, input the **Docket #**.
3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

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 the adult is a law enforcement officer (v) check the **Is Adult Law Enforcement**

> **Officer?*** checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.
>
> 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** fields 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 displaying the data entered in the preceding steps. Review the *Adult Information* screen to ensure the information is correct. (ii) Click the **Close** button to return to the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.

📖 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.

b. **View Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.

   i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Juvenile Delinquent/Status Intake* screen.

📖 Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

c. **Clear Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.

2. **Respondent's Information**
   a. The **Respondent's Information** section is greyed out and is not accessible.

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

3. **Juvenile's Information**
   a. **Add Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Juvenile's Information** section, click the **Add** button and the *Find Juvenile* screen will appear. This screen consists of multiple juvenile search options detailed in the Login & Search Manual and Juvenile / Adult Search & Information Manual.
      i. **Add Juvenile tab.**
         1. If a search does not return any results and a juvenile record is determined to not exist, select the *Add Juvenile* tab to create a new juvenile record.

   🖥 Refer to the Login & Search Manual for instructions on how to search for a juvenile in the BADGE web and Windows applications.
   🖥 Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.

The *Find Juvenile* screen and the *Add Juvenile* screen are the same screen. The screen name will change from the *Find Juvenile* screen to the *Add Juvenile* screen when the *Add Juvenile* tab is selected.

a. On the *Add Juvenile* tab, type in the **Last Name**.
   i. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox to select a suffix from the drop-down menu.
b. Type in the (i) **First Name** and the (ii) **Date of Birth.** The **Age (YY-MM)** field will auto-populate based on the **Date of Birth** entered. (iii) Click the **Add** button.
c. (a) If the system does not find a possible juvenile name match the *Please Enter ALL Available Information for New Juvenile* screen will appear. See the *Please Enter ALL Available Information for New Juvenile* screen section. (b) If the system finds possible juvenile name matches, the *System has located X possible matches* (i.e., *Search Results*) screen will appear.
   i. If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear and display additional information for the record. Review the *Juvenile Information* screen to ensure the correct juvenile is identified, (iii) click the **Close** button to exit the *Juvenile Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Juvenile Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.
   ii. If the desired juvenile record is readily identifiable on the *Search Results* screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select**

button and the *Juvenile Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.

📋 Refer to the [Juvenile / Adult Search & Information Manual](#) for instructions on using the *Juvenile Information* screen in the BADGE web application.

iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the **Add New** button on the *System has located X possible matches* (i.e., *Search Results*) screen and the *Please Enter ALL Available Information for New Juvenile* screen will appear.

d. **Please Enter ALL Available Information for New Juvenile Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family Information* tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), and **First Name** information will auto-populate with the data that was entered in the *Add Juvenile* tab. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
   a. If the juvenile is deceased, (i) click the **Is Deceased?*** checkbox and the **Address** and **City/Town** fields will auto-populate with "Deceased."

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.
   a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with "Unknown."

b. 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.

c. 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.

- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- 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 needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

ii. General Information Tab

1. (i) Type the juvenile's Social Security number in the **SSN** field. 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.
2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.
3. If the juvenile has a driver's license or any government issued identification card, (i) select the **Type** and (ii) **Status** form the appropriate drop-down menus. (iii) Enter the license or identification card number in the **License #** field and (iv) select the issuer from the **State Issued** drop-down menu.
4. 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 Information Tab

1. The **Date of Birth** will auto-populate from the *Add Juvenile* tab. If the **Date of Birth** is not listed, enter it at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation or select the **State of Birth** from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
2. 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, the field will auto-populate with "Unknown."
3. (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
4. (i) Click the **Save** button, and the *Juvenile Information* screen will appear. Review the *Juvenile Information* screen to ensure the information is correct, click the **Close** button and the juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Juvenile Information* screen in the BADGE web application.

b. **View Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Juvenile's Information** section, click the **View** button and the *Juvenile Information* screen will appear.
c. **Clear Button**. On the *Juvenile Delinquent/Status Intake* screen, in the **Juvenile's Information** section, click the **Clear** button to remove the data from the **Juvenile's Information** fields on the *Intake Case* tab.

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

a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.
b. **Court District**
   i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.

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

c. **FIPS**
   i. In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.
d. **Open Date**
   i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
e. **Time**
   i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.
f. **Close Date**
   i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For juvenile delinquent / status intakes, the **Offense Decision** field is located on the *Juvenile Intake* tab, the *Court Summons* tab, and the *Bench Warrant* tab.
g. **Case Type**
   i. Select the **Case Type** from the drop-down menu.

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

h. **Petitioner Type**
   i. Select the **Petitioner Type** from the drop-down menu.

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

   i. **Relationship**
      i. The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To 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. If the **Petitioner's Information** section or the **Juvenile's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info**, **Add Juvenile Intake**, **Add Court Summons**, and **Add Bench Warrant**.

📑 Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Juvenile Information* screen in the BADGE web application.

📑 Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Juvenile Delinquent / Status Intake Action Buttons					
Edit Intake Case Info Button	Copy Intake Case Button	Delete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report

1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, 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. All available document types will be auto-selected in the **Check All Documents You Want to Copy** section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the _Copy Intake Case_ information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the **Juvenile's Information**, or the **Respondent's Information**, or both, using the **Clear** and **Add** buttons. (iv) Click the **Save** button.

> To copy an intake case, the user MUST select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user MUST also change either the **Juvenile's Information**, the **Respondent's Information**, or both to copy the case.

3. **Delete Intake Case Button**
   a. (i) Click the **Delete Intake Case** button and the _Delete Intake Case_ screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the _Juvenile Delinquent/Status Intake_ screen.

> 📝 The **Delete Intake Case** button should not be used in lieu of editing incorrect information.
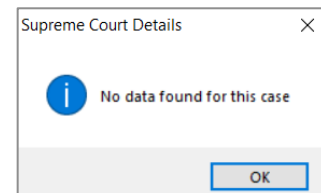
4. **View / Print Intake Report Button**
   a. (i) Click the **View/Print Intake Report** button and the _CSU Intake – Reports_ screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the _Juvenile Delinquent/Status Intake_ screen.

5. **View Supreme Court Details Button**
   a. Click the **View Supreme Court Details** button and the _Supreme Court Detail_ screen will appear. If there is no information entered by the Supreme Court, the _Supreme Court Details_ information screen will appear indicating no data found for the specified intake case.

> 📝 The amount of information found on the _Supreme Court Details_ screen may vary depending on the court jurisdiction.

6. **Offense History Summary Report**
   a. Click the **Offense History Summary Report** button and the *CSU Intake – Reports* screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the *Juvenile Delinquent/Status Intake* screen.

Add New Intakes, Summons, and Warrants

At the bottom of the *Intake Case* tab, three buttons allow the user to add a new intake, court summons, or bench warrant.

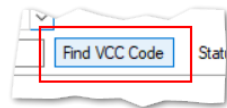| Add New Intakes, Summons, and Warrant Buttons		
Add Juvenile Intake	Add Court Summons	Add Bench Warrant

1. **Add Juvenile Intake Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab**
   a. (i) Click the **Add Juvenile Intake** button, and the *Juvenile Intake* tab will appear on the *Juvenile Delinquent/Status Intake* screen.
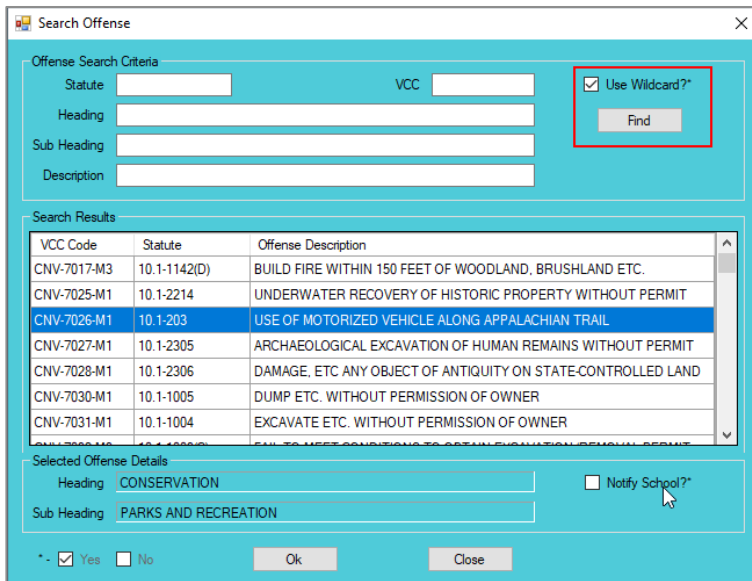
b. **Juvenile Intake Tab—Juvenile Delinquent/Status Intake Screen**
   i. Select the **Offense Date** from the calendar drop screen.
   ii. Click the **Find VCC Code** button and the *Search Offense* screen will appear. If the **Offense Date** has not been selected a warning will display on the *VCC Code Search* screen.

1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and <u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue.
2. Click the **Ok** button.
   a. If the intake offense selected is a **Prohibited Diversion Offense** the *Prohibited Diversion Offense* information screen will appear. Click the **OK** button to close the *Prohibited Diversion Offense* information screen and return to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen.
   b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen.

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button to search for an offense without entering any information into the search fields.
- When a VCC is selected, 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 **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.

Refer to the CSU Procedure, *VOL III-9123, Diversion and Resolution at Intake*, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.
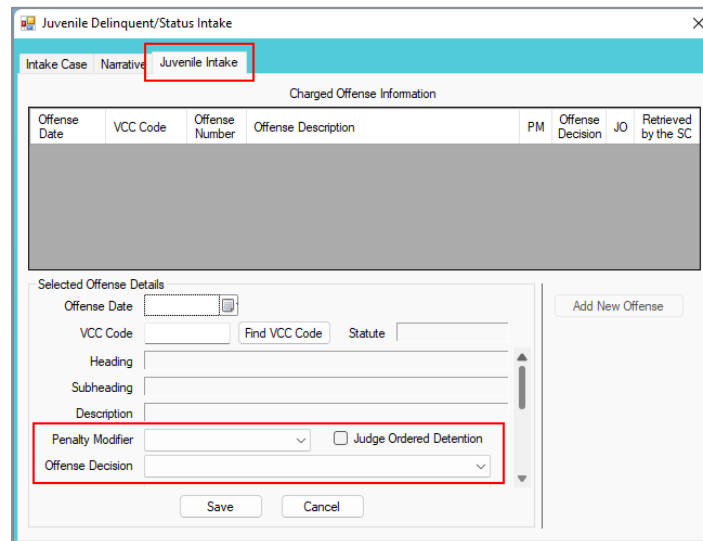
iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.

1. If "01 – Resolved" is selected from the **Offense Decision** drop-down menu the **Reason Resolved** drop-down menu will become accessible. Select the **Reason Resolved** from the drop-down menu.
   a. If "Other" is selected from the **Reason Resolved** drop-down menu the **Resolved Other** text field will become accessible. Enter appropriate information into the **Resolved Other** text field.

iv. If the petitioner is LEO, (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab. (ii) Select an option from the **Requested Charge Amended** drop-down menu and, if required, (iii) enter appropriate information in the **Rationale** textbox.

📒 If the petitioner is not LEO the **LEO was Consulted on Diversion**, **LEO's Rationale**, **Requested Charge Amended**, and **Rationale** fields will be greyed out and inaccessible.

- The petitioner is a LEO (law enforcement officer) if the **Petitioner Type** equals BP, CW, FD, NC, OL, PD, SH, ST, or SR. The **Petition Type** field is located on the *Intake Case* tab.
- If the value chosen for the **Requested Charge Amended** field is "Requested Charge Was Reduced or Denied" or "Requested Charge Increased", the **Rationale** field will be required to save the offense.

v. If the juvenile offense is a felony and the **Offense Decision** selected is "07 – Req'd To Participate-Diversion," "18-Unsuccessful Diversion/Petition Filed," "20-Successful Diversion," or "21-Unsuccessful Diversion/No Petition Filed," (i) use the scroll bar to access the **Affirmative Consent** field at the bottom of the *Juvenile Intake* tab. (ii) Select the appropriate option from the **Affirmative Consent** drop-down menu: "Yes, Victim Consented," "Yes, Unsuccessful Attempts to Contact Victim," or "Yes, Deputy Director/RPM Exemption."

vi. If the petitioner is LEO and the **Offense Decision** selected is "07 – Req'd To Participate-Diversion," "18-Unsuccessful Diversion/Petition Filed," "20-Successful Diversion," or "21-Unsuccessful Diversion/No Petition Filed," (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab. (ii) Select an option from the **LEO was Consulted on Diversion** drop-down menu and, if required, (iii) enter appropriate information in the **LEO's Rationale** textbox. (iv) Select an option from the **Requested Charge Amended** drop-down menu and, if required, (v) enter appropriate information in the **Rationale** textbox.

📙 If the value chosen for the **LEO was Consulted on Diversion** field is "LEO Did Not Agree with Diversion Decision", the **LEO's Rationale** field will be required to save the offense.

    vii. If "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed" is selected from the **Offense Decision** drop-down menu the **Reason Offense Not Diverted** drop-down menu will become accessible. Select the **Reason Offense Not Diverted** from the drop-down menu.

    viii. Click the **Save** button.
        1. If the intake offense selected is for a **weapon offense** that has a **detention order requirement**, the *DO Requirement* information screen will appear. Click the **OK** button to close the *DO Requirement* information screen and return to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen. The saved information will appear in the **Charged Offense Information** section on the *Juvenile Intake* tab.
        2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement,** the *DO Requirement* information screen will not appear, and the saved

information will immediately appear in the **Charged Offense Information** section on the *Juvenile Intake* tab.

A detention order is required per *Administrative Directive* for certain weapon offenses. When in accordance with an *Administrative Directive* and/or the *Code of VA* a detention order is not issued, an explanation must be documented in the intake narrative. The *DO Requirement* information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."

Refer to *Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument* and *Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police in a Vehicle on the Detention Assessment Instrument* for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.

ix. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment**, **Shelter Care Order**, or **Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit**, **Copy**, **Delete**, and **File Petition** buttons will also appear on the bottom of the *Juvenile Delinquent/Status Intake* screen.

A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision "**03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.

A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected**.**

In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**
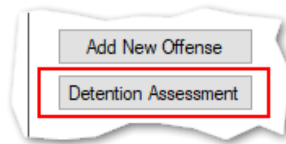
In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

x. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
   1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Juvenile Intake* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

xi. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear.

2. **Detention Assessment Screen**
   a. The *Detention Assessment* screen contains the *DAI Scores* tab and the *Overrides* tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

📝 Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

   b. **DAI Scores Tab—Detention Assessment Screen**

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

   i. **Most Serious CURRENT Petitioned Offense Field**
      1. 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 to select the appropriate category from the drop-down menu.

📝 If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

   ii. **Additional CURRENT Petitioned Offenses in this Referral Field**
      1. 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.

📝 When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 –

Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons," or "18 – Unsuccessful Diversion/Petition Filed."

      iii. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field**
         1. (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 be counted in the **Prior Adjudications of Guilt** section.

      iv. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field**
         1. (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.

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

> 💻 Refer to the Offense History Manual on how to navigate the *Offense History* screen in the BADGE web and Windows applications.

> 💻 Refer to the Caseload Manual on how to navigate the *Contacts* tab in the BADGE web application.

      v. **Supervision Status Field**
         1. 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.
      vi. **History of Failure to Appear (within past 12 months) Field**
         1. 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.

      vii. **History of Escape/Runaways (within past 12 months) Field**
         1. 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.

      viii. **Auto Fill Button**
         1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
      ix. **Total Score Field**
         1. The total score will calculate based on the selected options.
      x. **Indicated Decision Field**
         1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
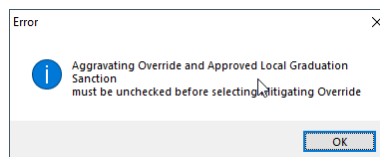   c. **Overrides Tab—Detention Assessment Screen**

i. **Mandatory Overrides (Juvenile Must Be Detained)**
1. (i) Click the appropriate checkbox, if any, for items 1-4 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

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

ii. **Discretionary Override**
1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
   a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An *Error* screen will be displayed if an attempt is made to select both items.

   b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an *Error* screen will be displayed.

ONLY an **Aggravating factor** or a **Mitigating factor** can be added to a DAI, but not both.
If an **Aggravating factor** is selected, select the most serious applicable aggravating factor.
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.
Information in the **Narrative** box may auto-populate based on the **Factor** selected.

c. **Edit Button**
   i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.

d. **Delete Button**
   i. Click the **Delete** button and the **Discretionary Override** will be removed.

2. **Approved local graduated sanction for probation/parole violation Checkbox**
   a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an *Error* screen.

d. **Actual Decision/Recommendation—Detention Assessment Screen**
   i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

Please select value from the list

DAI Number populates when the Detention Assessment is saved.

e. **Edit Button—Detention Assessment Screen**
   i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.
f. **Close Button—Detention Assessment Screen**

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

g. **Print Button—Detention Assessment Screen**

i. To view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the assessment from the report viewer screen.

ii. Click the **X** in the upper right corner to close the report viewer screen and return to the *Detention Assessment* screen.

3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**
The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the *Juvenile Delinquent/Status Intake* screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.

a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

i.   Click the **Add** button and the _Detention Assessment_ screen will appear. To add a new assessment, perform the steps detailed in the _Detention Assessment_ screen section above.

b.   **View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
   i.   (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the _Detention Assessment_ screen will appear. See the steps detailed in the _Detention Assessment_ screen section above for instructions on completing the detention assessment.

c.   **Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
   i.   (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the _Please Confirm Delete Operation_ screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

xii. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. (i) Select the *Juvenile Intake* tab on the <u>*Juvenile Delinquent/Status Intake*</u> screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.

   a. **Detention Orders Tab**

▪ A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.

▪ The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.

▪ Multiple VCCs can be added to a petition/order.

i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.

1. **Add Button**
   a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
   a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

3. **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.

4. **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.

xiii. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. (i) The **Shelter Care Order** button on the *Juvenile Intake* tab will only appear when either (a) **Petition/Shelter Care Filed** or (b) **Shelter Care Only** are selected from the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**
   a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

b. **Add Button**
   i. Click the **Add** button to add a new shelter care order.
c. **Edit Button**
   i. (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.

d. **Delete Button**
   i. (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.

e. **View/Print Button**
   i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the *Virginia Department of Juvenile Justice* report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.

xiv. **Edit Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. (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.

xv. **Copy Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. (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.

xvi. **Delete Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.

xvii. **File Petition Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
1. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.

2. If the information is complete, click the **Yes** button, and the _Petition_ screen will appear.

🟨 Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

🟨 The **File Petition** button will transition into the **View Petition** button once the petition is saved.

3. **Petition Screen**

a. All the information in the **Juvenile 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. To change the date, select the date from the calendar drop-down screen. 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. If required, edit or add to the information in the **Offense Text** textbox.

d. 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.

e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.

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

g. 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 Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.

i. To edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

📝 On the _Petition_ screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

j. To delete the petition, click the **Delete** button, and the _Please Confirm Delete Operation_ screen will appear. When the petition is deleted the _Juvenile Intake_ tab in the _Juvenile Delinquent/Status Intake_ screen will appear.

k. To view or print the petition, click the **View/Print** button, and the completed petition will appear on the _Virginia Department of Juvenile Justice_ report viewer screen. View, print, or save the custody petition from the report viewer screen.

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

l. Click the **X** in the upper right corner to close the report viewer screen and return to the _Petition_ screen. Click the **Close** button to exit the _Petition_ screen and return to the _Juvenile Delinquent/Status Intake_ screen.

The **File Petition** button will transition into the **View Petition** button once the petition is saved.

xviii. **Requires School Notification Statement and Print School Letter Button**
In certain circumstances, when the user has filed a petition and returns to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen, the Requires School Notification statement and the **Print School Letter** button will appear. The following actions must occur to display the **Print School Letter** button:

1. **Offense Selection**
   a. When adding a juvenile intake the user must select an offense, using the **Find VCC Code** button, that displays a checkmark in the **Notify School?*** checkbox on the *Search Offense* Screen.

i. See the instructions for the *Search Offense* screen in the **Add Juvenile Intake** button, *Juvenile Intake* tab section.

Juvenile petitions for certain offenses filed in accordance with §16.1-260 of the *Code of Virginia*, will display a checkmark in the **Notify School?*** checkbox on the *Search Offense* Screen.

2. **Offense Decision**
   a. The **Offense Decision** selected must be "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed."
      i. See the instructions for the **Offense Decision** drop-down menu in the **Add Juvenile Intake** button, *Juvenile Intake* tab section.

3. **Save Juvenile Intake**
   a. Click the **Save** button on the *Juvenile Intake* tab and the **File Petition** button will appear on the *Juvenile Intake* tab.
      i. See the instructions for the **Save** button in the **Add Juvenile Intake** button, *Juvenile Intake* tab section.
4. **File Petition**
   a. Click the **File Petition** button and the *Petition* screen will appear.
      i. If necessary, return to the beginning of the instructions for the *Petition* screen in this section.

b. **Petition Screen**
   i. Click the **Save** button on the *Petition* screen and the **View / Print** button will become accessible.
   ii. Click the **View / Print** button on the *Petition* screen and the *Report Viewer* screen will appear.

   iii. **Report Viewer Screen**
   1. Click the **Print** button on the *Report Viewer* screen and the *Print Petition* information screen will appear.
      a. Click the **OK** button on the *Print Petition* information screen and the *Print* screen will appear.

i.   (i) Click the **Print** button on the *Print* screen to complete print activity and return to the *Report Viewer* screen. (ii) Click the **X** in the upper right corner to close the *Report Viewer* screen and return to the *Petition* screen.

ii. (i) Click the **Cancel** button on the *Print* screen to cancel the print activity and return to the *Petition* screen. (ii) Click the **X** in the upper right corner to close the *Report Viewer* screen and return to the *Petition* screen.

iv. Click the **Close** button on the *Petition* screen and the user will return to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen. The Requires School Notification statement and **Print School Letter** button will now display on the *Juvenile Intake* tab.

The **File Petition** button will transition into the **View Petition** button once the petition is saved.

1. **Print School Letter Button**
   a. Click the **Print School Letter** button and the _Report Viewer_ screen will appear displaying any **School Notifications**. If more than one notification exists, the user must select the desired intake case number from the list displayed in the left column of the _Report_ Viewer screen.
   b. The **School Notifications** lists the petition date; juvenile's name, date of birth, and address; the intake officer, ICN; and FIPS; and the charges and related statute.

2. **Add Court Summons Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab**
   a. Click the **Add Court Summons** button, and the _Court Summons_ tab will appear on the _Juvenile Delinquent/Status Intake_ screen.

b. **Court Summons Tab—Juvenile Delinquent/Status Intake Screen**
   i. Select the **Offense Date** from the calendar drop screen.
   ii. Click the **Find VCC Code** button and the *Search Offense* screen will appear. If the **Offense Date** has not been selected a warning will display on the *VCC Code Search* screen.

1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue.

2. Click the **Ok** button.
   a. If the intake offense selected is a **Prohibited Diversion Offense** the *Prohibited Diversion Offense* information screen will appear. Click the **OK** button to close the *Prohibited Diversion Offense* information screen and return to the *Court Summons* tab on the *Juvenile Delinquent/Status Intake* screen.
   b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Court Summons* tab on the *Juvenile Delinquent/Status Intake* screen.

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the _Search Offense_ screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, 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 **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.

Refer to the CSU Procedure, _VOL III-9123, Diversion and Resolution at Intake_, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.

iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.

iv. Click the **Save** button.
1. If the intake offense selected is for a **weapon offense** that has a **detention order requirement**, the _DO Requirement_ information screen will appear. Click the **OK** button to close the _DO Requirement_ information screen and return to the _Juvenile Intake_ tab on the _Juvenile Delinquent/Status Intake_ screen. The saved information will appear in the **Charged Offense Information** section on the _Juvenile Intake_ tab.
2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement,** the _DO Requirement_ information screen will not appear, and the saved information will immediately appear in the **Charged Offense Information** section on the _Juvenile Intake_ tab.

- A detention order is required per _Administrative Directive_ for certain weapon offenses. When in accordance with an _Administrative Directive_ and/or the _Code of VA_ a detention order is not issued, an explanation must be documented in the intake narrative. The _DO Requirement_ information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."

Refer to _Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument_ and _Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police_

in a Vehicle on the Detention Assessment Instrument for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.

> v. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment**, **Shelter Care Order**, or **Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit**, and **Delete** buttons will also appear on the bottom of the *Court Summons* tab.

- A **Detention Order** button will appear on the *Court Summons* tab if either **Offense Decision "**03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.
- A **Shelter Care Order** button will appear on the *Court Summons* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.
- The **Detention Order** button will appear on the *Court Summons* tab if the **Judge Ordered Detention** checkbox is selected**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

> vi. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
> > 1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Court Summons* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.
>
> vii. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
> > 1. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear.

2. **Detention Assessment Screen**
   a. The *Detention Assessment* screen contains the *DAI Scores* tab and the *Overrides* tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

📝 Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

   b. **DAI Scores Tab—Detention Assessment Screen**

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

   i. **Most Serious CURRENT Petitioned Offense Field**
      1. 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 to select the appropriate category from the drop-down menu.

📝 If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

   ii. **Additional CURRENT Petitioned Offenses in this Referral Field**
      1. 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.

📝 When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons, " or "18 – Unsuccessful Diversion/Petition Filed."

   iii. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field**
      1. (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 be counted in the **Prior Adjudications of Guilt** section.

    iv. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field**
      1. (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.

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

💻 Refer to the Offense History Manual on how to navigate the *Offense History* screen in the BADGE web and Windows applications.
💻 Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.
💻 Refer to the Caseload Manual on how to navigate the *Contacts* tab in the BADGE web application.

    v. **Supervision Status Field**
      1. 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.
    vi. **History of Failure to Appear (within past 12 months) Field**
      1. 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.

    vii. **History of Escape/Runaways (within past 12 months) Field**
      1. 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.

    viii. **Auto Fill Button**
      1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
    ix. **Total Score Field**
      1. The total score will calculate based on the selected options.
    x. **Indicated Decision Field**
      1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
  c. **Overrides Tab—Detention Assessment Screen**

i. **Mandatory Overrides (Juvenile Must Be Detained)**
1. (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

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

ii. **Discretionary Override**
1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
   a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An *Error* screen will be displayed if an attempt is made to select both items.

   b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an *Error* screen will be displayed.

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

c. **Edit Button**
   i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
d. **Delete Button**
   i. Click the **Delete** button and the **Discretionary Override** will be removed.

2. **Approved local graduated sanction for probation/parole violation Checkbox**
   a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an *Error* screen.

d. **Actual Decision/Recommendation—Detention Assessment Screen**
   i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

Please select value from the list

DAI Number populates when the Detention Assessment is saved.

e. **Edit Button—Detention Assessment Screen**
   i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.
f. **Close Button—Detention Assessment Screen**

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

g. **Print Button—Detention Assessment Screen**

i. To view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the assessment from the report viewer screen.

ii. Click the **X** in the upper right corner to close the report viewer screen and return to the *Detention Assessment* screen.

3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**

The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the *Juvenile Delinquent/Status Intake* screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.

a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

i.   Click the **Add** button and the *Detention Assessment* screen will appear. To add a new assessment perform the steps detailed in the *Detention Assessment* screen section above.

b. **View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
    i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the *Detention Assessment* screen will appear. See the steps detailed in the *Detention Assessment* screen section above for instructions on completing the detention assessment.

c. **Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
    i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Please Confirm Delete Operation* screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

viii. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**

1. (i) Select the *Court Summons* tab on the <u>*Juvenile Delinquent/Status Intake*</u> screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.

   a. **Detention Orders Tab**

A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision "**03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.

The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected**.**

Multiple VCCs can be added to a petition/order.

i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.

1. **Add Button**
   a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
   a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

3. **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.

4. **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.

ix. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
1. (i) To display the **Shelter Care Order** button on the *Court Summons* tab select **Shelter Care Only** from the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

📒 A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**
   a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

b. **Add Button**
    i.   Click the **Add** button to add a new shelter care order.
c. **Edit Button**
    i.   (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.

d. **Delete Button**
    i.   (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.

e. **View/Print Button**
    i.   To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the *Virginia Department of Juvenile Justice* report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.

x. **Edit Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
1. (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.

xi. **Delete Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.
3. **Add Bench Warrant Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab**
a. (i) Click the **Add Bench Warrant** button, and the *Bench Warrant* tab will appear on the *Juvenile Delinquent/Status Intake* screen.

⬛ Multiple VCCs can be added to a petition/order.

b. **Bench Warrant Tab—Juvenile Delinquent/Status Intake Screen**
   xii. Select the **Offense Date** from the calendar drop screen.
   xiii. Click the **Find VCC Code** button and the _Search Offense_ screen will appear. If the **Offense Date** has not been selected a warning will display on the _VCC Code Search_ screen.

   1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue.
   2. Click the **Ok** button.
      a. If the intake offense selected is a **Prohibited Diversion Offense** the _Prohibited Diversion Offense_ information screen will appear. Click the **OK** button to close the _Prohibited Diversion Offense_ information screen and return to the _Bench Warrant_ tab on the _Juvenile Delinquent/Status Intake_ screen.
      b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the _Bench Warrant_ tab on the _Juvenile Delinquent/Status Intake_ screen.

- Click the **Find** button on the _Search Offense_ screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, 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 **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.

Refer to the CSU Procedure, _VOL III-9123, Diversion and Resolution at Intake_, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.

xiv. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.

xv. Click the **Save** button.
  1. If the intake offense selected is for a **weapon offense** that has a **detention order requirement**, the _DO Requirement_ information screen will appear. Click the **OK** button to close the _DO Requirement_ information screen and return to the _Juvenile Intake_ tab on the _Juvenile Delinquent/Status Intake_ screen. The saved information will appear in the **Charged Offense Information** section on the _Juvenile Intake_ tab.
  2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement,** the _DO Requirement_ information screen will not appear, and the saved information will immediately appear in the **Charged Offense Information** section on the _Juvenile Intake_ tab.

- A detention order is required per _Administrative Directive_ for certain weapon offenses. When in accordance with an _Administrative Directive_ and/or the _Code of VA_ a detention order is not issued, an explanation must be documented in the intake narrative. The _DO Requirement_ information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."

Refer to _Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument_ and _Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police in a Vehicle on the Detention Assessment Instrument_ for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.

xvi. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment**, **Shelter Care Order**, or **Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit**, and **Delete** buttons will also appear on the bottom of the *Bench Warrant* tab.

- A **Detention Order** button will appear on the *Bench Warrant* tab if either **Offense Decision** "03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.
- A **Shelter Care Order** button will appear on the *Bench Warrant* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.
- The **Detention Order** button will appear on the *Bench Warrant* tab if the **Judge Ordered Detention** checkbox is selected**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

xvii. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Bench Warrant* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

xviii. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
1. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear.

2. **Detention Assessment Screen**

a. The _Detention Assessment_ screen contains the _DAI Scores_ tab and the _Overrides_ tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

Some fields in the _DAI Scores_ tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

b. **DAI Scores Tab—Detention Assessment Screen**

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

i. **Most Serious CURRENT Petitioned Offense Field**
1. 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 to select the appropriate category from the drop-down menu.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

ii. **Additional CURRENT Petitioned Offenses in this Referral Field**
1. 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.

When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons, " or "18 – Unsuccessful Diversion/Petition Filed."

iii. **Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field**
1. (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 be counted in the **Prior Adjudications of Guilt** section.

    iv. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field**
      1. (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.

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

▥ Refer to the Offense History Manual on how to navigate the *Offense History* screen in the BADGE web and Windows applications.
▥ Refer to the Caseload Manual on how to navigate the *Contacts* tab in the BADGE web application.

    v. **Supervision Status Field**
      1. 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.
    vi. **History of Failure to Appear (within past 12 months) Field**
      1. 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.

    vii. **History of Escape/Runaways (within past 12 months) Field**
      1. 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.

    viii. **Auto Fill Button**
      1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
    ix. **Total Score Field**
      1. The total score will calculate based on the selected options.
    x. **Indicated Decision Field**
      1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
  c. **Overrides Tab—Detention Assessment Screen**

i. **Mandatory Overrides (Juvenile Must Be Detained)**
   1. (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

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

ii. **Discretionary Override**
   1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
      a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An *Error* screen will be displayed if an attempt is made to select both items.

      b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an *Error* screen will be displayed.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.
If an **Aggravating factor** is selected, select the most serious applicable aggravating factor.
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.
Information in the **Narrative** box may auto-populate based on the **Factor** selected.

    c. **Edit Button**
       i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
    d. **Delete Button**
       i. Click the **Delete** button and the **Discretionary Override** will be removed.
  2. **Approved local graduated sanction for probation/parole violation Checkbox**
    a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an _Error_ screen.

    d. **Actual Decision/Recommendation—Detention Assessment Screen**
       i. Consider the **Indicated Decision** displayed on the _DAI Scores_ tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the _DAI Scores_ tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

Please select value from the list

DAI Number populates when the Detention Assessment is saved.

e. **Edit Button—Detention Assessment Screen**
   i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.
f. **Close Button—Detention Assessment Screen**

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

g. **Print Button—Detention Assessment Screen**
   i. To view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the assessment from the report viewer screen.
   ii. Click the **X** in the upper right corner to close the report viewer screen and return to the *Detention Assessment* screen.

3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**
   The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the *Juvenile Delinquent/Status Intake* screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.

a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

i. Click the **Add** button and the *Detention Assessment* screen will appear. To add a new assessment perform the steps detailed in the *Detention Assessment* screen section above.

b. **View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
   i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the *Detention Assessment* screen will appear. See the steps detailed in the *Detention Assessment* screen section above for instructions on completing the detention assessment.

c. **Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
   i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Please Confirm Delete Operation* screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

xix. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
1. (i) Select the *Bench Warrant* tab on the *Juvenile Delinquent/Status Intake* screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.
   a. **Detention Orders Tab**

- A **Detention Order** button will appear on the *Bench Warrant* tab if either **Offense Decision** "03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.
- Multiple VCCs can be added to a petition/order.

i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.

1. **Add Button**
   a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
   a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

3. **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.

4. **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.

xx. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
   1. (i) To display the **Shelter Care Order** button on the *Bench Warrant* tab select **Shelter Care Only** form the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.

📙 A **Shelter Care Order** button will appear on the *Bench Warrant* tab if either **Offense Decision** "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

   2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**
      a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

b. **Add Button**
   i. Click the **Add** button to add a new shelter care order.

c. **Edit Button**
   i. (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.

d. **Delete Button**
   i. (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.

e. **View/Print Button**
   i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the *Virginia Department of Juvenile Justice* report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.

xxi. **Edit Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
1. (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.

xxii. **Delete Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.
4. **Narrative Tab—Juvenile Delinquent/Status Intake Screen**
   a. Click the *Narrative* tab.
   b. The **For Juvenile** radio button will be selected automatically. (i) Click on the row containing the ICN (Intake Case Number) 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 in the textbox and (iv) click the **Save** button when the notes are complete.

c. The **Respondent's Information** section is greyed out and is not accessible.
d. **Print Button**
   i. To view or print the intake narrative (i) click on the row containing the ICN associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the *CSU Intake – Reports* report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to 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 may be used in court.
◻ Notes must be fact-based statements ONLY.

Adult Criminal Intake

From the *Adult Criminal Intake* screen, an adult criminal intake can be created.

◻ Adult criminal intakes are not conducted at every CSU.

From the *BADGE* home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the *CSU Intake* screen will appear. On the *CSU Intake* screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the *Select Intake Case Category* screen will appear. On the *Select Intake Case Category* screen (v) select the **Adult Criminal** option and (vi) click the

Continue button to open the *Adult Criminal Intake* screen, *Intake Case* tab. For additional detail see the Adding a New Intake section.

Intake Case Tab
1. **Petitioner's Information**
    a. **Add Button**. On the *Adult Criminal Intake* screen, in the **Petitioner's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed.

Adult Search Screen Options (Adult Criminal Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

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

   i. **Adult Number Radio Button**
      1. On the *Adult Search* screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Adult Criminal Intake* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the _Adult Information_ screen in the BADGE web application.

ii. **Caseload Number Radio Button**
1. On the _Adult Search_ screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the _Adult Information_ screen will appear. Review the information displayed on the _Adult Information_ screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the _Intake Case_ tab of the _Adult Criminal Intake_ screen. If a match is not found the _Adult Search_ information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

iii. **Advance Search Radio Button**
1. On the _Adult Search_ screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
   a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
   a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is 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. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. To include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

⬛ Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
⬛ To clear all the information in the search fields, click the **Clear All** button.
⬛ To yield broader search results, type ONLY the first 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 a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

   a. If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Adult Information* screen will

appear and display additional information for the record. Review the *Adult Information* screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the *Adult Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Adult Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Adult Criminal Intake* screen.

b. If the desired adult record is readily identifiable on the *Search Results* screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the Select button and the *Adult Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Adult Information* screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the *Intake Case* tab of the *Adult Criminal Intake* screen.

Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Adult Information* screen in the BADGE web application.

iv. **Add Adult Radio Button**
1. If an adult record does not exist a new adult record can be created. From the *Adult Search* screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

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

    a. Type the last name in the **Last Name** field.
       i. If required, click the **Name Suffix** checkbox to select a suffix from the drop-down menu.
    b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
    c. If the system finds possible matches, the _Add New Adult_ information screen will appear.

       i. To review the possible matches, click the **Yes** button and the _Adult Search_ screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
       ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the _Please Enter ALL Available Information for New Adult_ screen will appear.

📑 Refer to the [Advance Search radio button](#) section on how to conduct an **Advance Search**.

    d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the *Please Enter ALL Available 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** fields will auto-populate with the data that was entered in the **Add Adult** radio 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. (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?*** is checked, "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 exists.

ii. **General Information Tab**

1. The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. 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 in feet and the second 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, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
2. (i) Type the adult's Social Security number in the **SSN** field. 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 located at the **Arlington CSU**, input the **Docket #**.
3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

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 the adult is a law enforcement officer (v) check the **Is Adult Law Enforcement Officer?*** checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.

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** fields 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 displaying the data entered in the preceding steps. Review the *Adult Information* screen to ensure the information is correct. (ii) Click the **Close** button to return to the *Intake Case* tab of the *Adult Criminal Intake* screen.

📋 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.

b. **View Button**. On the *Adult Criminal Intake* screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.

   i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Adult Criminal Intake* screen.

📋 Refer to the Juvenile & Adult Information Screens User Manual for instructions on using the *Adult Information* screen in the BADGE Windows application.

c. **Clear Button**. On the *Adult Criminal Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.

2. **Respondent's Information**
   a. **Add Button**. On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. When a search is performed and a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via the **Add Adult** radio button.
      i. See the instructions detailed in the **Petitioner's Information section** for instructions related to the following *Adult Search* screen options:

Adult Search Screen Options (Adult Criminal Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button

📖 Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

b. **View Button**. On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.
   i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Adult Criminal Intake* screen.

c. **Clear Button**. On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **Clear** button to remove the data from the **Respondent's Information** fields on the *Intake Case* tab.

- For a new respondent, 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.
- 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.

3. **Juvenile's Information**
   a. The **Juvenile's Information** section is greyed out and is not accessible.

- Unlike domestic relations intakes or juvenile delinquent / status intakes, the juvenile's information is not required for an adult criminal intake. Petitioners are requesting the court to settle a matter against an adult; therefore, the **Juvenile's Information** section is inaccessible.

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

a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.

b. **Court District**
   i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.

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

c. **FIPS**
   i. In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.

d. **Open Date**
   i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.

e. **Time**
   i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.

f. **Close Date**
   i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For adult criminal intakes, the **Offense Decision** field is located on the *Adult Criminal Intake* tab.

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

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

h. **Petitioner Type**
   i. Select the **Petitioner Type** from the drop-down menu.

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

i. **Relationship**

    i.   The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To 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. If the **Petitioner's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info** and **Add Adult Criminal Intake**.

📇 Refer to the [Juvenile / Adult Search & Information Manual](#) for instructions on using the *Adult Information* screen in the BADGE web application.

📇 Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Adult Criminal Intake Action Buttons					
[Edit Intake Case Info Button](#)	[Copy Intake Case Button](#)	[Delete Intake Case](#)	[View / Print Intake Report](#)	[View Supreme Court Details](#)	[Offense History Summary Report](#)

1. **Edit Intake Case Info Button**
   a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.
2. **Copy Intake Case Button**
   a. The **Copy Intake Case** button is greyed out and is not accessible.
3. **Delete Intake Case Button**
   a. (i) Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the *Adult Criminal Intake* screen.

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

4. **View / Print Intake Report Button**
   a. (i) Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the *Adult Criminal Intake* screen.

5. **View Supreme Court Details Button**
   a. Click the **View Supreme Court Details** button and the _Supreme Court Detail_ screen will appear. If there is no information entered by the Supreme Court, the _Supreme Court Details_ information screen will appear indicating no data found for the specified intake case.

📒 The amount of information found on the _Supreme Court Details_ screen may vary depending on the court jurisdiction.

6. **Offense History Summary Report Button**
   a. (i) Click the **Offense History Summary Report** button and the _Offense History Summary Report_ screen will display a message stating a juvenile must be added to the case to access the report. Juveniles cannot be added to an adult criminal intake case, therefore this feature is not valid. (ii) Click the **OK** button to return to the _Adult Criminal Intake_ screen.

Add New Intakes
At the bottom of the _Intake Case_ tab, a button allows the user to add a new adult criminal intake.

BADGE CSU Intake Manual

1. **Add Adult Criminal Intake Button—Adult Criminal Intake Screen, Intake Case Tab**
   a. Click the **Add Adult Criminal Intake** button and the *Adult Criminal Intake* tab will appear on the *Adult Criminal Intake* screen.
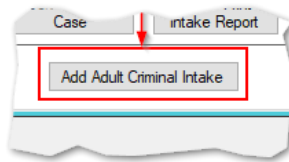
   b. **Adult Criminal Intake Tab—Adult Criminal Intake Screen**
      i. Select the date using the **Offense Date** calendar drop-down screen.
      ii. Click the **Find VCC Code** button and the *Search Offense* screen will appear.

      1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue.

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2. Click the **Ok** button.
   a. If the intake offense selected is a **Prohibited Diversion Offense** the _Prohibited Diversion Offense_ information screen will appear. Click the **OK** button to close the _Prohibited Diversion Offense_ information screen and return to the _Adult Criminal Intake_ tab on the _Adult Criminal Intake_ screen.
   b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the _Adult Criminal Intake_ tab on the _Adult Criminal Intake_ screen.

When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen.

Click the **Find** button on the _Search Offense_ screen to select an offense without entering any information into the search fields.

A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.

Refer to the CSU Procedure, _VOL III-9123, Diversion and Resolution at Intake,_ for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.

iii. If applicable, select the **Penalty Modifier** from the drop-down menu.
iv. The **Offense Decision** will default to "19 - Adult Criminal." Click the **Save** button, and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible, and the **Edit** and **Delete** buttons will also appear on the bottom of the _Adult Criminal Intake_ screen.

- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved**.**
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

    v. **Add New Offense Button—Adult Criminal Intake Screen, Adult Criminal Intake Tab**
       1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Adult Criminal Intake* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

    vi. **Edit Button**
       1. To edit an offense (i) select an offense in the **Charged Offense Information** section and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the **Selected Offense Details** section will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

    vii. **Delete Button**
       1. To delete an offense, (i) select an offense in the **Charged Offense Information** section and the row will be highlighted in blue. (ii) Click the **Delete** button.

- Multiple VCCs can be added to a petition/order.
- Once an Adult Criminal Intake has been created and saved the **Edit** and **Delete** buttons will also appear on the bottom of the *Adult Criminal Intake* screen**.**

2. **Narrative Tab—Adult Criminal Intake Screen**
   a. Click the *Narrative* tab.
   b. The **For Juvenile** section is greyed out and is not accessible.

c. (i) Select the **For Respondent** radio button. (ii) Click on the row containing the ICN (intake case number) 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 in the textbox and (v) click the **Save** button when the notes are complete.

d. **Print Button**
    i. To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the _CSU Intake – Reports_ report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to 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 may be used in court.
▪ Notes must be fact-based statements ONLY.

CSU Intake Search

There are several methods to search for existing intakes. From the _CSU Intake_ screen, (i) click the **Search** menu.

CSU Intake Search	Search Type
Intakes by Juvenile	Find Juvenile
Intakes by Petitioner	Adult Search
Intakes by Respondent	Adult Search
Intakes by Case Number	Search by Intake Case Number
Intakes by Worker	Intake Cases for Specified User
For VCC Code	Offense Code Browser
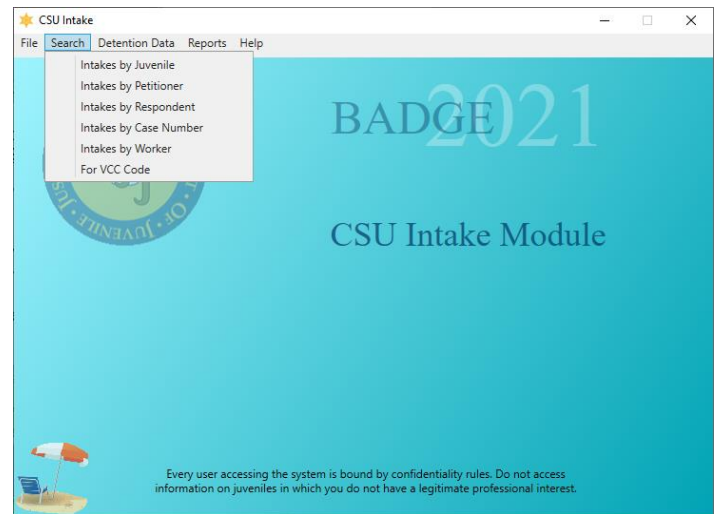
1. **Intakes by Juvenile**
   a. (i) Click the **Search** menu, (ii) select the **Intakes by Juvenile** option, and the *Find Juvenile* screen will appear. (iii) Select the desired **Search by** radio button on the *Find Juvenile* screen and (iv) enter the related information in the appropriate text field (**Juvenile Number** is used in example below). (v) Click the **Find** button, and the *Search Results* screen will appear. The *Juvenile Search* information screen will appear if there are not any or too many search results.

   b. (i) On the *Search Results* screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the *Intake History* screen will appear for the selected juvenile.

💻 Refer to the Login & Search Manual for instructions on how to search for a juvenile in the BADGE web and Windows applications.

💻 Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.

📝 If only one juvenile is found the _Intake History_ screen will be displayed immediately, the _Search Results_ screen will not display.

2. **Intakes by Petitioner**
   a. (i) Click the **Search** menu, (ii) select the **Intakes by Petitioner** option, and the _Adult Search_ screen will appear. (iii) Select the appropriate search radio button on the _Adult Search_ screen and (iv) enter the related information in the appropriate text field (**Adult Number** is used in example below). (v) Click the **Find** button, and the _Search Results_ screen will appear. The _Adult Search_ information screen will appear if there are not any or too many search results.

b. (i) On the *Search Results* screen, select an adult record and the row with be highlighted in blue. (ii) Click the **Select** button and the *Intake History* screen will appear for the selected adult.

🖥 Refer to the Login & Search Manual for instructions on how to search for an adult in the BADGE and web and Windows applications.

🖥 Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.

📒 If only one adult is found the *Intake History* screen will be displayed immediately, the *Search Results* screen will not display.

3. **Intakes by Respondent**
   a. (i) Click the **Search** menu, (ii) select the **Intakes by Respondent** option, and the *Adult Search* screen will appear. (iii) Select the appropriate search radio button on the *Adult Search* screen and (iv) enter the related information in the appropriate text field (**Adult Number** is used in example below). (v) Click the **Find** button, and the *Search Results* screen will appear. The *Adult Search* information screen will appear if there are not any or too many search results.

b. (i) On the _Search Results_ screen, select an adult record and the row with be highlighted in blue. (ii) Click the **Select** button and the _Intake History_ screen will appear for the selected adult.

Refer to the Login & Search Manual for instructions on how to search for an adult in the BADGE Windows and web applications.

Refer to the Juvenile / Adult Search & Information Manual for instructions on how to search for a juvenile in the BADGE web application.

If only one adult is found the _Intake History_ screen will be displayed immediately, the _Search Results_ screen will not display.

4. **Intakes by Case Number**
    a. (i) Click the **Search** menu, (ii) select the **Intakes by Case Number** option, and the *Select Intake Case Number* screen will appear. (iii) Enter the **Intake Case Number** in the text field. (iv) Click the **Ok** button, and either the *Domestic Relations Intake* screen, the *Juvenile Delinquent/Status Intake* screen, or the *Adult Criminal Intake* screen will appear. The *Intake Case Was Not Found* information screen will appear if the intake case number does not exist.

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

5. **Intakes by Worker**
    a. (i) Click the **Search** menu, (ii) select the **Intakes by Worker** option, and the _Intake Cases for Specific User_ screen will appear. The **Intake User** field will auto-populate to the logged-on user's name.
    b. To search for another worker's caseload click the **Change User** button and the _Employee Search_ screen will appear

    i. **Employee Search Screen**

    1. In the _Employee Search_ screen either (a) type the full last name in in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match. The **Name Suffix** checkbox is automatically left

unchecked for none, if desired (iii) click the checkbox to select a suffix from the drop-down menu.
2. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
3. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.
4. Click the **Find** button, and one of the following three actions will occur:
   a. The *Employee Search* screen will appear stating "No matches. Please change your criteria."
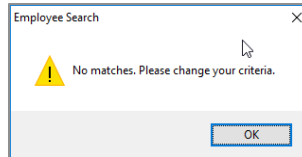
   b. The *Search Results* screen will appear with all user name matches.
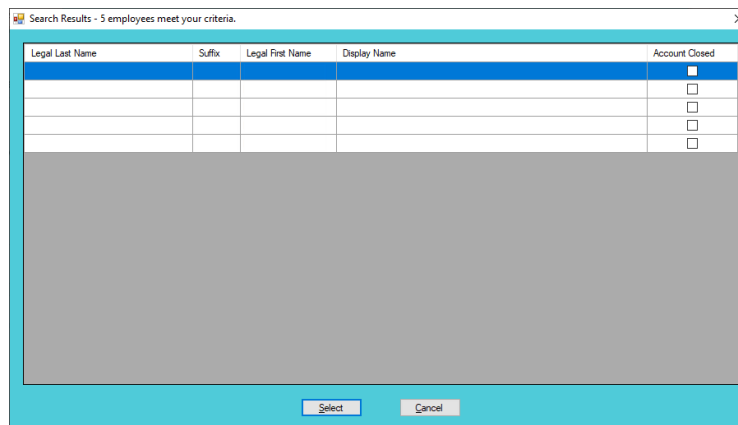
   i. On the *Search Results* screen, (i) click on the desired user's name to highlight the row in blue, (ii) click the **Select** button and to return the *Intake Cases for Specified User* screen where the **Intake User** text field will now be populated with the selected employee name.
   ii. On the *Intake Cases for Specified User* screen select the (i) **Start Date** and (ii) **End Date** from the calendar drop-down screens. (iii) Click the **Search** button and a list of **Intake Cases Done by [the user] from [start date] to [end date]** will be displayed.
   c. The *Intake Cases for Specified User* screen will display with the selected name in the **Intake User** text field. Select the (i) **Start Date** and (ii) **End Date** from the calendar drop-down screens. (iii) Click the **Search** button, and a list of **Cases assigned to and released from [the user] within the last 30 days** will be displayed.

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

c. On the *Intake Cases for Specified User* (i) select an intake case and the row will be highlighted in blue. (ii) Click the **View/Edit** button and either the *Domestic Relations Intake* screen, the *Juvenile Delinquent/Status Intake* screen, or the *Adult Criminal Intake* screen will appear.

6. **For VCC Code**
   a. (i) Click the **Search** menu, (ii) select the **For VCC Code** option, and the *Offense Code Browser* screen will appear. From this screen offenses can searched for by (iii) typing partial search parameters in one or more of the search criteria fields: **Statute**, **VCC**, **Date Started**, **Heading**, **Sub Heading**, and **Description**. Select the **Include Expired?*** checkbox to include expired statutes in the search. Select the **Use Wildcard?*** checkbox if partial information is input into any search criteria fields. (iii) Click the **Find** button and all matches will display in the **Search Results** section of the screen.
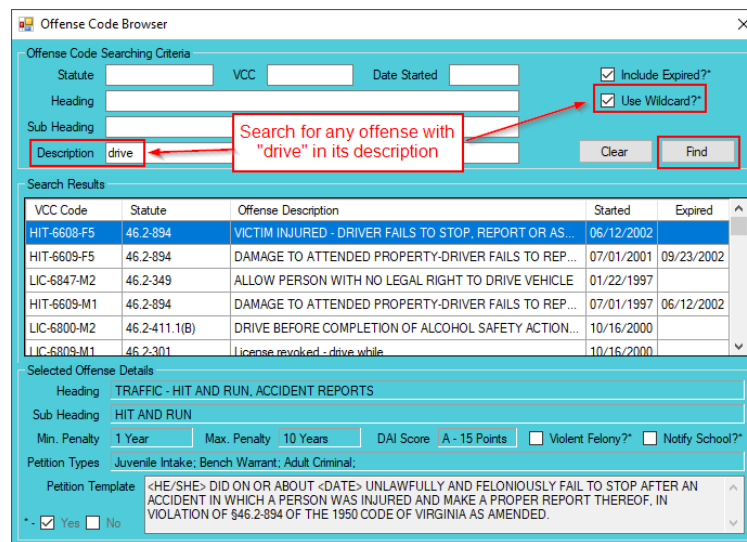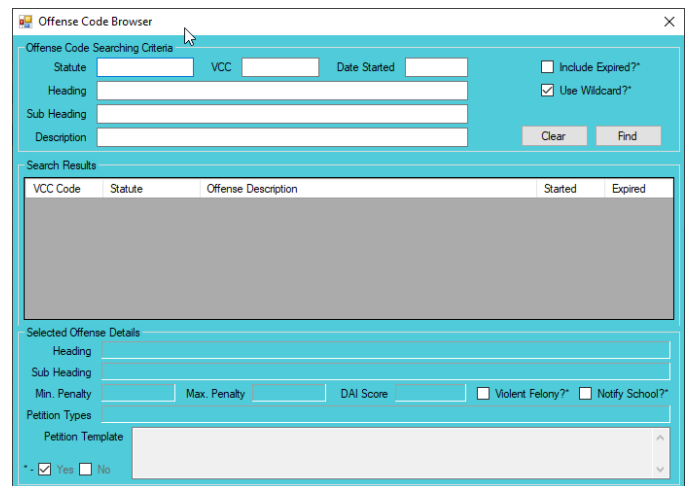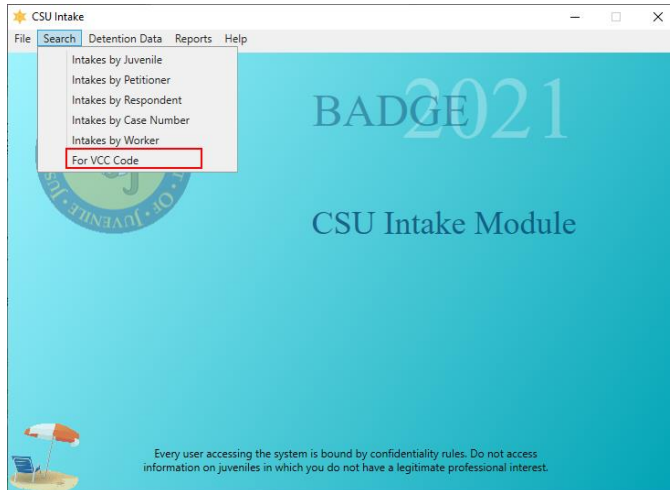
> 📒 To display ALL VCCs leave all **Offense Code Searching Criteria** blank, select the **Use Wildcard?*** checkbox, and click the **Find** button.

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.

CSU Intake / Detention Data Screens	Screen Summary
Assign Case Numbers to Juveniles in Detention	The screen displays Detentions without an ICN (red), cases where the detention home has not accepted the ICN (green), and the current detention admissions in (black).
Track Outstanding Detention Orders	The screen displays Outstanding Detention Orders and Orders Served within the past 30 days.
Detaining Offense Issues	The screen displays any intakes that contain issues, such as missing offense information.
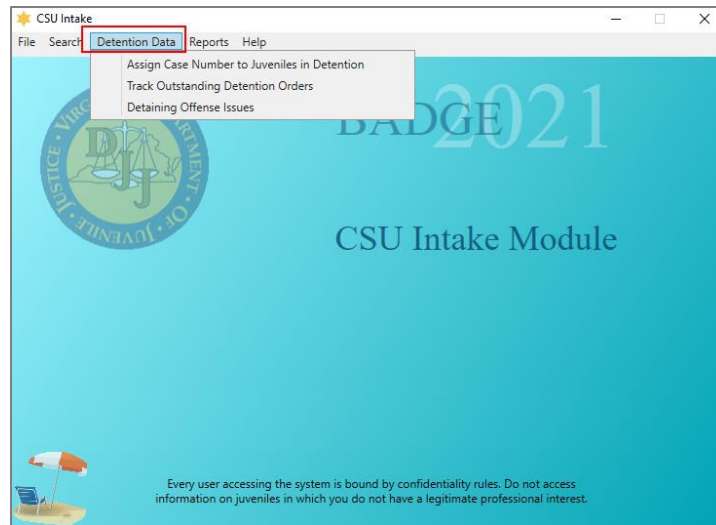
📙 A juvenile may be detained without an ICN when the juvenile is sent to detention directly from court.

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 of the search will be displayed in the grid on the *Assign Case Numbers to Juveniles in Detention* screen. The grid will list the detentions without an ICN in *red*, cases where the detention home has not accepted the ICN in *green*, and the current detention admissions in *black*.
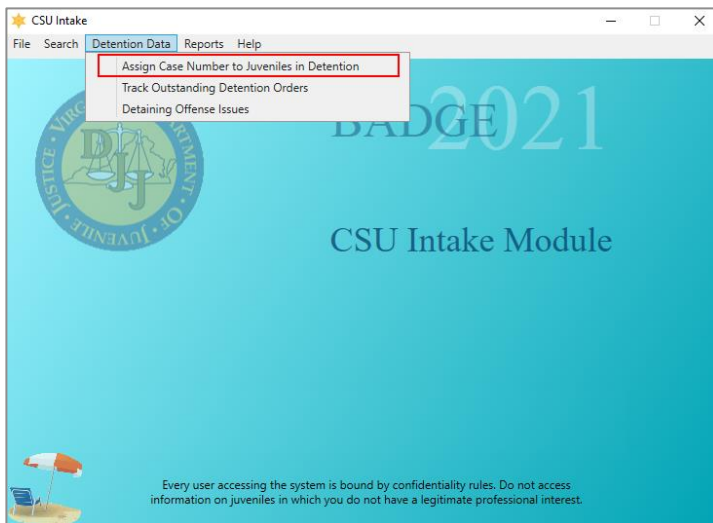
📙 The **Detaining District** and **Detaining FIPS** may auto-populate.

   c. 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** in the text box at the lower left corner of the screen. (iii) Click the **Save** button and the *Outstanding Detention Orders* screen will display and indicate if the record was saved. (iv) Click the **OK** button to close the *Outstanding Detention Orders* screen. (v) Click the **Close** button on the *Assign Case Numbers to Juveniles in Detention* screen to return to the *CSU Intake* screen.

🟨 Click the **Case #** in the column header to sort the search results by ICN. The cases missing an ICN will be grouped together.

🟨 After ICNs are assigned to all the cases, contact the detaining detention home(s) to verify the information to generate a juvenile number in the Detention Module and thereby associate the detention admission with the ICN.

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. Select the (iv) **Issued Start Date** and (v) **Issued End Date** from the calendar drop-down screens. If required, search by **User** by clicking the **Change User** button and clear the **User** field by clicking the **Clear** button. (vi) Click the **Search** button.

📓 Refer to the Intakes by Worker section for information on how to use the **Change User** button and the *Employee Search* screen.

   b. The grid on the *Outstanding Detention Orders* screen will display outstanding detention orders and orders served within the past 30 days.
      i. If the juvenile was served the detention order, but was not taken to detention, (i) select a juvenile record, and the row will be highlighted in blue. (ii) Select the **Date Served** from the calendar drop-down screen and (iii) click the **Save** button.
      ii. If the intake officer needs to withdraw the detention order, (i) select a juvenile record, and the row will be highlighted in blue. (ii) Select the **Date Withdrawn** from the calendar drop-down screen and (iii) click the **Save** button.

c. (i) Click the **Print Active Outstanding DOs** button and the _Virginia Department of Juvenile Justice_ screen will appear and display a report listing active outstanding detention orders. (ii) Click the **X** button in the upper right corner to close the report and return to the _Outstanding Detention Orders_ screen.

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 display any intakes with missing offense issues, non-secure DAI issues, and missing DAI issues. If no issues are found the _Intakes with Missing Detaining Offenses_ information screen will appear and inform the user no data found.
c. In order the review an intake case, (i) select an intake case record and the row will be highlighted in blue. (ii) Click the **Get Selected Intake** button, and the selected intake case 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.
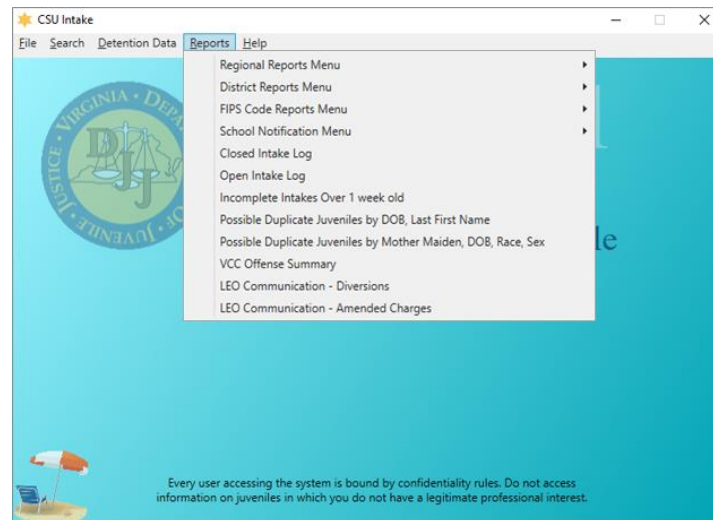
CSU Intake / Reports—Type	Report Name	Report Summary
Regional Reports Menu	Intake Complaints by Penalty Class and District	Lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information.
	Intake Complaints by District and Disposition	Lists number of intake complaints for each Offense Decision by district.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
District Reports Menu	Intake Complaints by Penalty Class and Disposition	Lists the number of intake complaints for each penalty class and Offense Decision.
	Intake Complaints by Worker and Disposition	Lists the worker name and the number of intake complaints for each Offense Decision.
	Intake Cases by Worker and Petition Type	Lists the number of intake cases by worker and petition type.
	Intake Cases by Worker	Lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
FIPS Code Reports Menu	Total Intake Complaints	Lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information.
	Intake Complaints by Penalty Class and Disposition	Lists the number of intake complaints for each penalty class and Offense Decision.

CSU Intake / Reports—Type	Report Name	Report Summary
	Intake Complaints by Worker and Disposition	Lists the worker name and the number of intake complaints for each Offense Decision.
	Intake Cases by Worker and Petition Type	Lists the number of intake cases by worker and petition type.
	Intake Cases by Worker	Lists the worker, domestic relations/child welfare, juvenile, and total intake information.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention order, diverted, and other information.
School Notification Menu	Outstanding School Notifications	Lists the intake officer, ICN, intake open date, the juvenile's name, and code section information.
	Print School Notification Letters	Lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
	Re-Print School Notification Letters	Lists the juvenile's name, date of birth, address, name of the intake lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
Closed Intake Log	Closed Intake Log	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.
Open Intake Log	Open Intake Log	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.
Incomplete Intakes Over 1 week old	Incomplete Intakes Over 1 week old	Lists the case number, worker name, date opened, and keyed by information.
Possible Duplicate Juveniles by DOB, Last First Name	Possible Duplicate Juveniles by DOB, Last First Name	Lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information.
Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	Lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information.
VCC Offense Summary	VCC Offense Summary	Lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information.
LEO Communication – Diversions	LEO Communication – Diversions for [selected CSUs/FIPS and specified period]	Displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert.
LEO Communication – Amended Charges	LEO Communication – Amended Charges for [selected CSUs/FIPS and specified period]	Displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or increased.

Regional Reports Menu
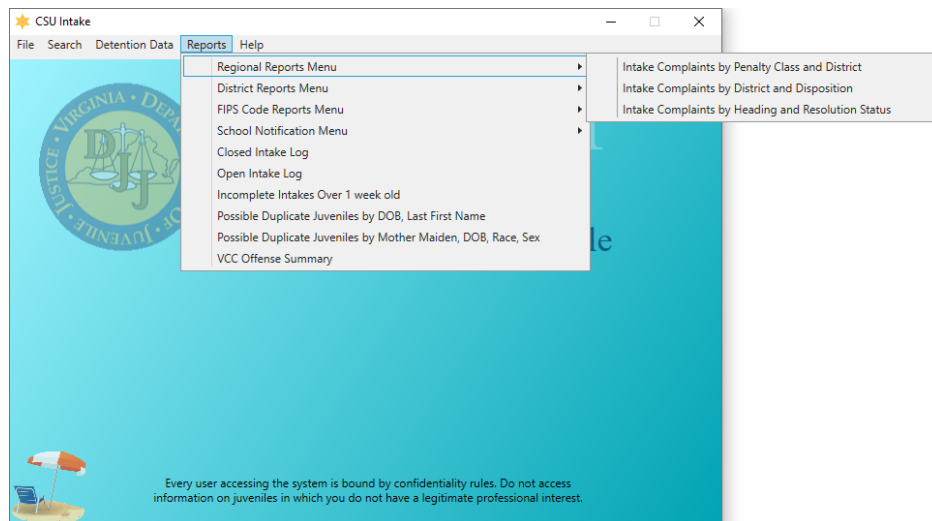
1. **Intake Complaints by Penalty Class and District**
   a. The **Intake Complaints By Penalty Class And District** report lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu** option, (iii) select the **Intakes by Penalty Class And District** option, and the _CSU Intake – Reports_ screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** 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** option, (iii) select the **Intakes by District and Disposition** option, and the _CSU Intake – Reports_ screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** 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** option, (iii) select the **Intakes by Heading and Resolution Status** option, and the _CSU Intake – Reports_ screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** 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** option, (iii) select the **Intakes by Penalty Class and Disposition** option, and the _CSU Intake – Reports_ screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down 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** option, (iii) select the **Intakes by Worker and Disposition** option, and the _CSU Intake – Reports_ screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down 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** option,(iii) select the **Intakes Cases by Worker and Petition Type** option, and the *CSU Intake – Reports* screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down 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 **District Reports Menu** option, (iii) select the **Intake Cases by Worker** option, and the *CSU Intake – Reports* screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down 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** option,(iii) select the **Intakes by Heading and Resolution Status** option, and the *CSU Intake – Reports* screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down 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
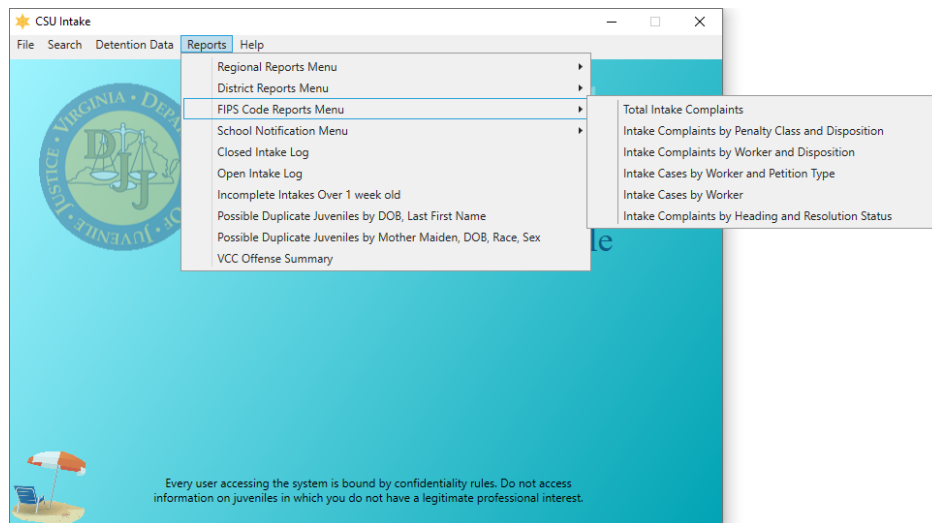
1. **Total Intake Complaints**
   a. The **Total Intakes Complaints** report lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Total Intake Complaints** option, 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 drop-down 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** option, (iii) select the **Intake Complaints by Penalty Class and Disposition** option, 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 drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

3. **Intake Complaints by Worker and Disposition**
   a. The **Intake Complaints by Worker and 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 option, (iii) select the **Intake Complaints by Worker and Disposition** option, 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 drop-down 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** option, (iii) select the **Intake Cases by Worker and Petition Type** option, 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 drop-down screens. (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** option, (iii) select the **Intake Cases by Worker** option, 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 drop-down screens. (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 Complaints 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 drop-down screens, (vii) click the **Generate Report** button, and the report will appear.
   b. 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** option, (iii) select the **Intakes Complaints by Heading and Resolution Status** option, 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 drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

School Notification Menu
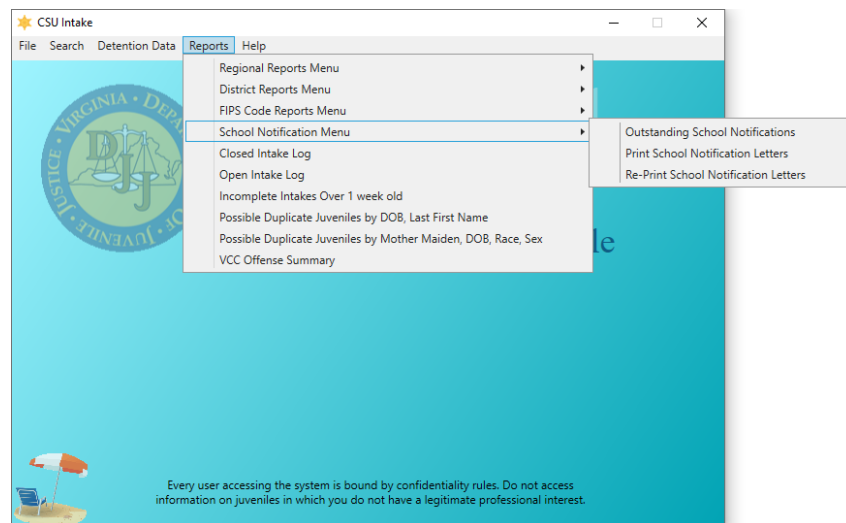
1. **Outstanding School Notifications**
   a. The **Outstanding School Notifications** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu** option, (iii) select the **Outstanding School Notifications** option, 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 to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the *Employee Search* screen. To display all the workers

for the selected FIPS code that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.

2. **Print School Notification Letters**
   a. The **Print 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** option, (iii) select the **Print School Notification Letters** option, 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 to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the *Employee Search* screen. To display all the workers for the selected FIPS code that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.

3. **Re-Print School Notification Letters**
   a. The **Re-Print 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** option, (iii) select the **Re-Print School Notification Letters** option, 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 to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the *Employee Search* screen. To display all the workers for the selected FIPS code, that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.

> 📚 Refer to the [Intakes by Worker](#) section for information on how to use the **Change User** button and the *Employee Search* screen.

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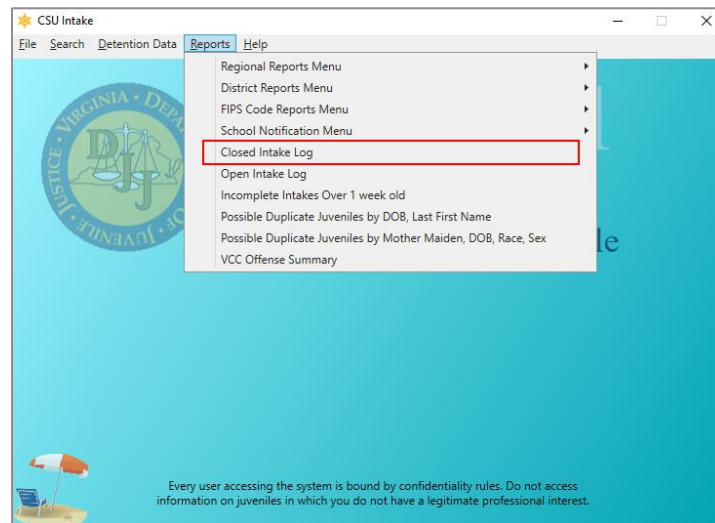
1. The **Closed Intake Log** report lists the worker name, intake number, name, Social Security number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Closed Intake Log** option, and the *CSU Intake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

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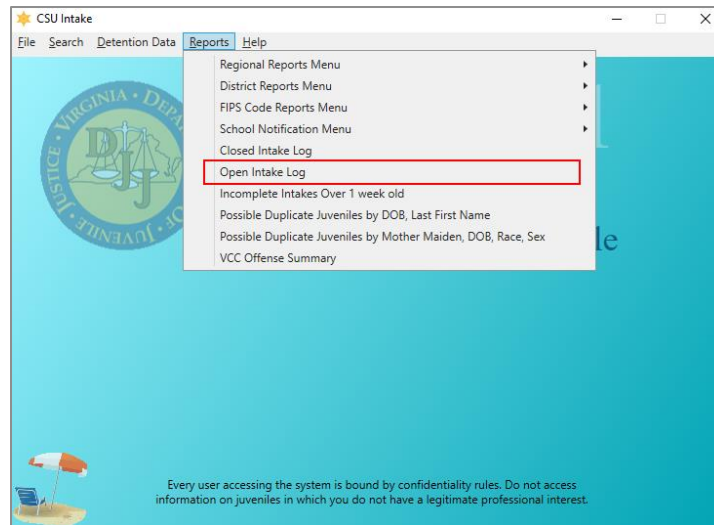
1. The **Open Intake Log** report lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Open Intake Log** option,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

Incomplete Intakes Over 1 week old
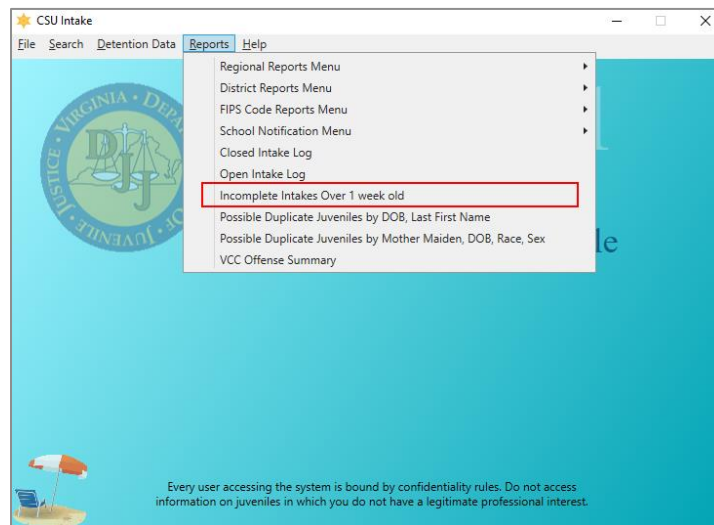

1. The **Incomplete Intakes Over 1 week old** report lists the case number, worker name, date opened, and keyed by information. (i) Click the **Reports** menu, (ii) select the **Incomplete Intakes Over 1 week old** option, and the _CSU Intake – Reports_ screen will appear. (iii) Select the **FIPS Code**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

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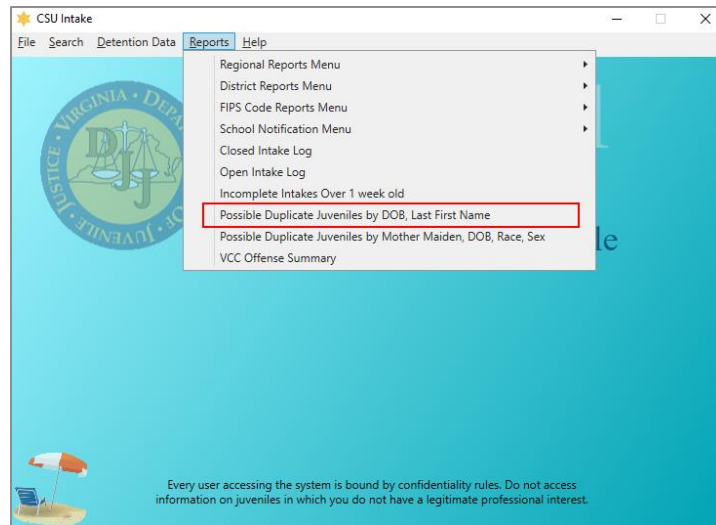
1. The **Possible Duplicate Juveniles by DOB, Last First Name** report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by DOB, Last First Name** option, and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

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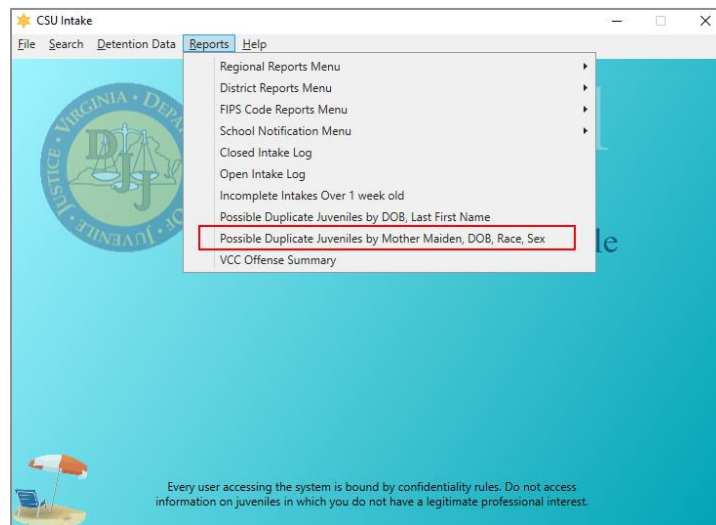
1. The **Possible Duplicate Juveniles by Mother Maiden Name, DOB, Race, Sex** report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate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

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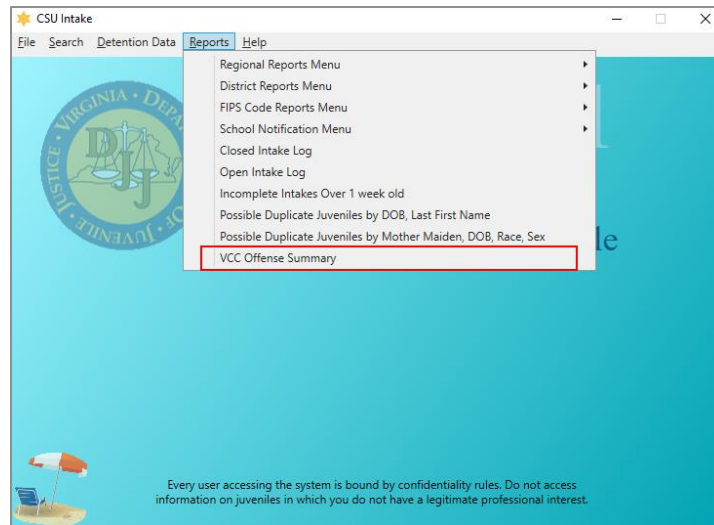
1. The **VCC Offense Summary** report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the **Reports** menu, (ii) select the **VCC Offense Summary** option, and the _Intake Report Parameters_ screen will appear. Select the (iii)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

LEO Communication – Diversions
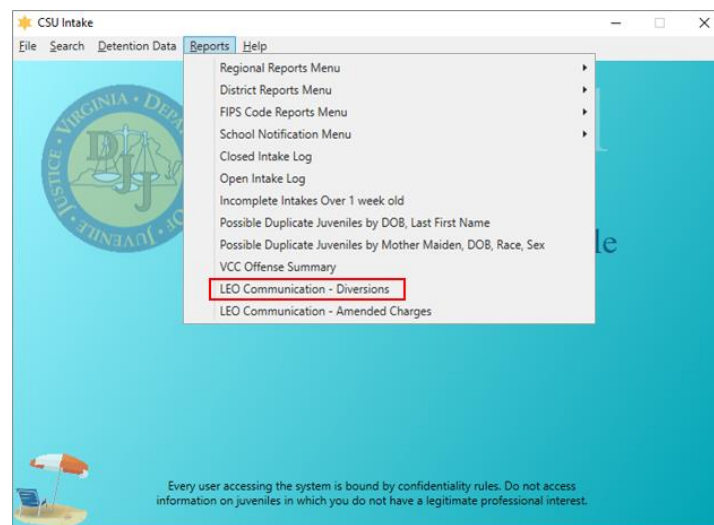
1. The **LEO Communication - Diversions** report displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert. Each report will also have a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
   a. (i) Click the **Reports** menu, (ii) select the **LEO Communication - Diversion** option, and the _Intake Report Parameters_ screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

LEO Communication – Amended Charges
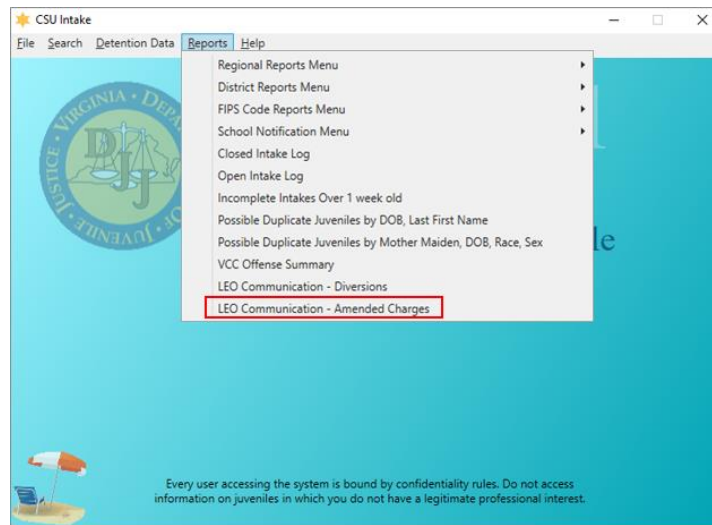
1. The **LEO Communication - Amended Charges** report displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or was increased. Each report also displays a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
    a. (i) Click the **Reports** menu, (ii) select the **LEO Communication - Amended Charges** option, and the *Intake Report Parameters* screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

Appendix

A. Adding an "Unknown" Individual

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. A petition may be saved with an Unknown Respondent, but it is highly recommended that a petition with an Unknown Respondent is NOT filed, as filed petitions cannot be updated.

When adding an "Unknown" individual to a petition:

1. If the **petitioner's** identity is not known, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

a. An Unknown Adult can also be added using the corresponding **Add** button. (i) Click the **Add** button and the *Adult Search* screen will appear. On the *Adult Search* screen (ii) click the **Adult Number** radio button, (iii) type "1" into the **Adult Number** field, and (iv) click the **Find** button. The user will be returned to the *Intake Case* tab where the **Unknown?** checkbox will be auto-selected and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

2. If the **respondent's** identity is not known, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

a. An Unknown Adult can also be added using the corresponding **Add** button. (i) Click the **Add** button and the *Adult Search* screen will appear. On the *Adult Search* screen (ii) click the **Adult Number** radio button, (iii) type "1" into the **Adult Number** field, and (iv) click the **Find** button. The user will be returned to the *Intake Case* tab where the **Unknown?** checkbox will be auto-selected and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

3. Once the identity is known for a previously unknown individual on a saved petition, search for the intake, and the *Intake History* screen will appear.
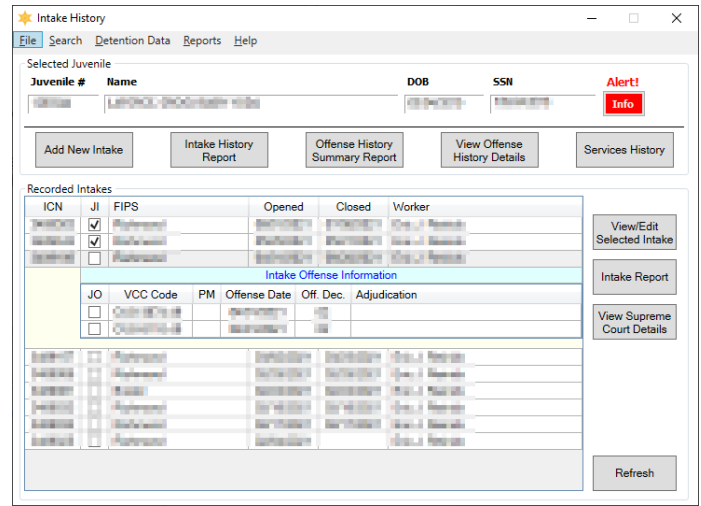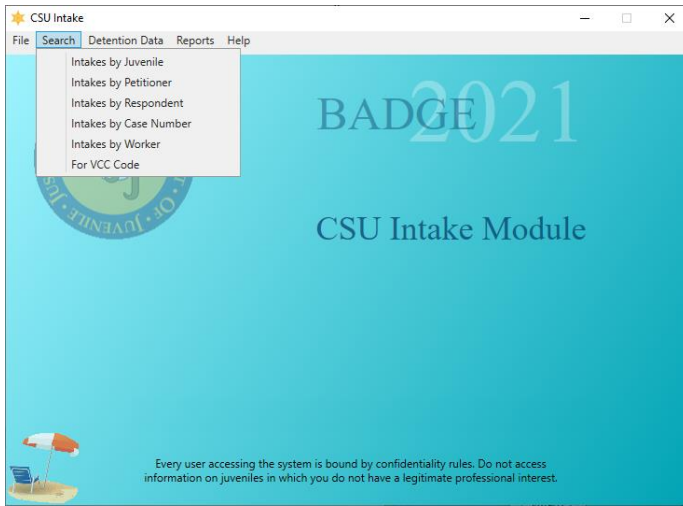
🖼️ Refer to the CSU Intake Search section on how to search for an intake in the BADGE Windows application.

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) click the **Ok** button, and the intake with appear.
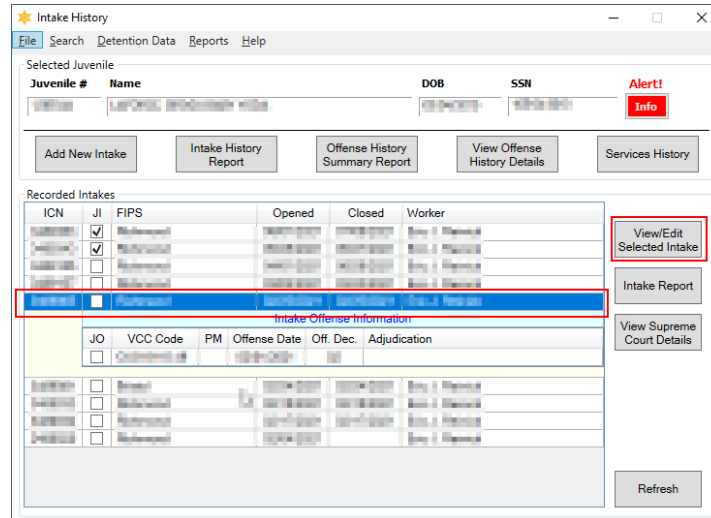
b. (i) Click the **Edit Intake Case Info** button, (ii) click the **Clear** button or remove the checkmark from the **Unknown?** Checkbox, and the "UNKNOWN, UNKNOWN" from the **Name** field will be cleared.

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 an adult record is determined to not exist, proceed with adding a new adult.

📄 Refer to the Intake Case Tab section for information on how to add an existing/new adult record to a domestic relations intake.

📄 Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

📄 Refer to the Intake Case Tab section (in Adult Criminal Intake) for information on how to add an existing/new adult record to an adult criminal intake.

4.   An unknown adult cannot be deleted if they have multiple intakes and/or juveniles associated with them; all associated records will have to be updated before the unknown adult can be deleted.

B. Document Revisions

Date	Item	Details
06/2017	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.
06/2017	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.
08/2017	Appendix A	Instructions on how to add an "Unknown" individual to a petition was added to the manual.
09/2017	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.
09/2017	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.
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.
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.

Date	Item	Details
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.
10/2017	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.
10/2018	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.
01/2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
01/2019	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.
03/2019	Intake Cases by Worker Report – District Reports	The **Intake Cases by Worker** Report was added under the **District Reports** Menu.
03/2019	Intake Cases by Worker Report – FIPS CODE Report	The **Intake Cases by Worker** Report was added under **the FIPS Code Report Menu**.
07/2019	Ethnicity Field	Changed the **Ethnicity** fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
07/2019	Domestic Relations Intake – Custody Petition Button	The Fostering Futures petition (DC-595; Petition for Approval of Voluntary Continuing Services and Support Agreement) was added.
11/2021	Formatting changes to entire document	See Style Manual for up to date document formatting requirements. Changes made include decreasing Margins to "Narrow". Move "Notepad Bullets" from margins to document body. Change table formatting requirements and increase all table sizes to utilize increased usable page space.
11/2021	Edits for accuracy, clarity, formatting, spelling, and grammar to entire document.	Update screen shots to include current representation of BADGE, add screen shots where they are missing or add clarity to the manual, update instructions that are lacking detail or missing steps, correct spelling and grammar, and fix any formatting irregularities.
11/2021	Domestic Relations Intake	Removed abortion petition information from manual.
11/2021	1) Domestic Relations Intake, Add New Petitions and Orders and 2) Juvenile Del./Status Intake, Add New Intakes, Summons, and Warrants	Change notes to direct the user to contact the Juvenile & Domestic Relations District Court, instead of the Supreme Court, if a petition must be changed (i.e. delete old and create new).
11/2021	Immigration Status Alerts	Remove Ice Notification pop-up box. The alerts in BADGE that are generated in response to immigration status questions were revised as follows: 1) DJJ staff are no longer required or authorized to report illegal immigrant information to the U.S. Department of Homeland Security. 2) DJJ staff are no longer required or authorized to report suspected illegal immigrant information to the U.S. Department of Homeland Security.

Date	Item	Details
11/2021	Petition Language Changes	DC - 383 Petition for Protective Order. 1) Removed "A" from before Respondent in #2. 2) Added a field (#5) to indicate if the respondent owns or otherwise possess firearms DC - 595 Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 1) Changed the petition title to "Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 2) Changed the language from "Foster care plan" to "case plan" and added an "Other" option under the attached documents section. 3) Changed the language about docketing the case for a hearing from "as soon as practicable" to "to be held within 45 days". 4) Changed the language under #4 from "Agreement filed with a foster care plan" to "case plan" DC - 610 Petition for Support (Civil). 1) Changed the language under #7 from "court issuing the order" to "issuing court" (This only shows on the printed petition). 2) Changed the layout of field D. 3) Added a field (G.) to request that the mother's pregnancy and delivery expenses be paid. 4) Revised the previous fields G. and H. to H. and I., respectively DC - 611 Petition for Protective Order - Family Abuse. 1) Removed "A" from before Respondent in #2. 2) Added a field (#6) to indicate if the respondent owns or otherwise possess firearms
12/2021	Juvenile Voter Registration Status	Add a new field to the Juvenile Information Screen on the Info/Face Sheet tab to collect juvenile voter registration. The new field also appears on the Please Enter All Available Information for New Juvenile Screen, General Information tab. The field will be called "Registered Voter" with yes/no radio button options. The "Arlington CSU Social File #" field has been removed to create more space on the screen for the new field.
03/2022	Juvenile Delinquent / Status Intake	Add four new fields to the Juvenile Delinquent/Status Intake Screen, Intake Case Tab. For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR), two new fields have been added to record if the charge requested by the LEO was or was not reduced, denied, or increased and if so, why. Fields: **Requested Change Amended** and **Rationale**. For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR) and the Offense Decision is '07 – Req'd to Participate in Diversion', several new fields have been added for which input is required. Fields: **Requested Change Amended** and **Rationale**, and **LEO was Consulted on Diversion** and **LEO's Rationale**.
03/2022	Reports	Add two new reports: **LEO Communication – Diversions** **LEO Communication – Amended Charges**
04/2023	Juvenile Delinquent / Status Intake	For the Juvenile Delinquent/Status Intake screen, Juvenile Intake tab: Add a drop-down menu that will be a required field when "Resolved" (offense decision code 01: Resolved) is chosen as an offense decision. If "Other" is selected, a comment box will be available. The comment box is required if "Other" is selected. Add **Reason Offense Not Diverted** that is accessible if the offense descision is "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed".
04/2023	Mandatory Overrides	Updates made to Overrides and DAI Scores tabs on the Detentiion Assessment screen (accessible via Detention Assessment Button on Juvenile Delinquent/Status Intake screen, Juvenile Intake tab). Overrides tab: Create a new mandatory override titled "Weapons Offenses, Adm. Dir. A-2022-005, email amend." DAI Scores tab (and Printed DAI Report): when determining the value for items 1 and 2 only include offenses where the offense decision is equal to '02-Petition Filed', '03-Petition/Detention Order Filed', '11-Petition/Shelter Care Filed', '15-Consent Signed/Petition Filed', '16-Court Summons', or '18-Unsuccessful Diversion/Petition Filed.'

Date	Item	Details
10/2023	Juvenile Delinquent / Status Intake	Add a new field to the Juvenile Intake tab in the CSU Intake Module after the existing "Resolved Other" field and before the "LEO was Consulted on Diversion" field called "Affirmative Consent". If juvenile offense is a felony and disposition is to '07 – Req'd To Participate-Diversion', '18-Unsuccessful Diversion/Petition Filed', '20-Successful Diversion', or '21-Unsuccessful Diversion/No Petition Filed', The values for the field are: Yes, Victim Consented; Yes, unsuccessful Attempts to Contact Victim, and; Yes, Deputy Director/RPM Exemption.
01/2024	Prohibited Diversion Offense Information Screen	Add information screen that displays alert message when an intake offense outlined in *Attachment #s 1 and 2 of VOL III-9123 – Diversion and Resolution at Intake* is selected through the Find VCC Code button and Search Offense screen on the Juvenile Intake tab. Changes made to: Juvenile Delinquent / Status Intake and Adult Criminal Intake sections.
01/2024	DO (Detention Order) Requirement Information Screen	Add information screen that displays message when an intake offense is saved where the offense is identified in *WPN Offenses Requiring Alert.xlsx* AND the Offense Decision is equal to '02' OR '03' OR '07' OR '13'. Changes made to: Juvenile Delinquent / Status Intake section.
01/2024	Print School Letter Button.	Add instructions for the Print School Letter Button. Changes made to: Add Juvenile Intake Button subsection in the Juvenile Delinquent / Status Intake section.
09/2024	JO and Retrieved by the SC checkboxes	Added notes for JO and Retrieved by the SC checkboxes to the following: Custody Petition, Support Petition, Protective Order, Juvenile Intake, Court Summons, Bench Warrant, and Adult Criminal Intake. Table of contents format issues also corrected.
09/2024	BADGE Version at last update	BADGE Version at last *BADGE CSU Intake Module Manual* update: **Version 4.0.5.12.**
09/2025	Hyperlinks	All hyperlinks updated. Added hyperlinks to manuals for the BADGE web application.
09/2025	DNA Verification	Updated DNA verification instructions and screenshots.
09/2025	BADGE Version at last update	BADGE Version at time of latest *BADGE CSU Intake Module Manual* update: **Version 4.0.5.16.**