



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

BADGE Caseload
Management Manual

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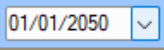



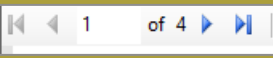

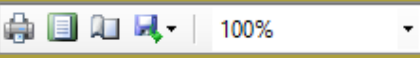
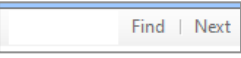
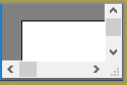





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





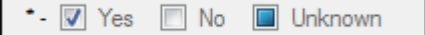
Key/Legend

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 Caseload Management 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
 or  or  Calendar 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 <u>Juvenile Information</u> screen.
 Icon displayed on <u>Question</u> and/or <u>Confirmation</u> 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 <u>Information</u> 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
 or 	Click the Help button to display the <i>Help</i> screen describing the business rules related to the selected report or for additional information related to the current screen.
 or 	Click the Close button to close the current screen, leaving open the prior screen
	Click the Magnifying Glass button to expand a comment/textbox.
	The Map It button is currently disabled across the BADGE application.
 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
<u><i>Underlined and Italicized</i></u>	Name of a screen.
<i>Italicized</i>	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.
<u>Underlined</u>	Name of a column header in a displayed table or an application generated report.
“Text in Quotes”	Data or selection in a data field, input field, or drop-down menu.
<u>Bolded and Underlined</u>	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	Denotes a locked item or record that cannot be changed.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.

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 is specific to each module. This manual is intended to assist those using the **BADGE Caseload Management Module**.

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@djv.virginia.gov. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

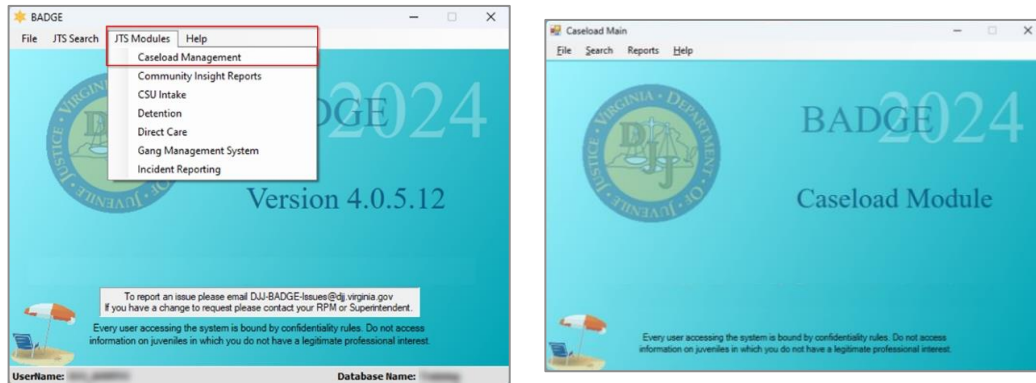
Please email DJJ-BADGE-Passwords@djv.virginia.gov for assistance with BADGE login problems.

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

Caseload Management Module

Access the Module

From the BADGE home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Caseload Management** option from the drop-down menu, and the Caseload Main screen will appear.

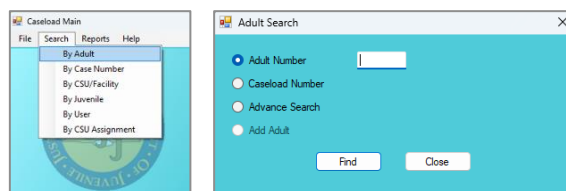


Search

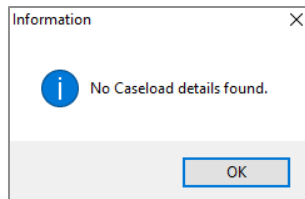
Click the **Search** drop-down menu option on the Caseload Main screen to access the various methods available to search for an existing caseload.

Search for an Existing Caseload by:	Additional Guidance/Instruction
By Adult	BADGE Login & Search Manual Caseload Details Screen
By Case Number	Caseload Details Screen
By CSU/Facility	Caseload Details Screen
By Juvenile	BADGE Juvenile & Adult Information Screens Manual Caseload Details Screen
By User	Caseload Details Screen BADGE Juvenile & Adult Information Screens Manual Change the Worker AND/OR the Supervisor Assigned to a Case
By CSU Assignment	Caseload Details Screen

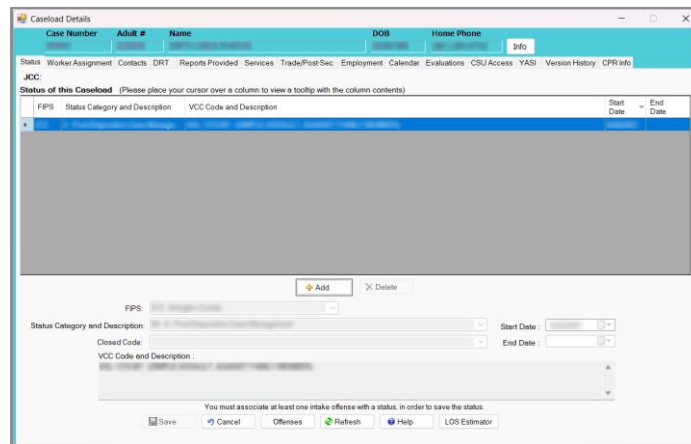
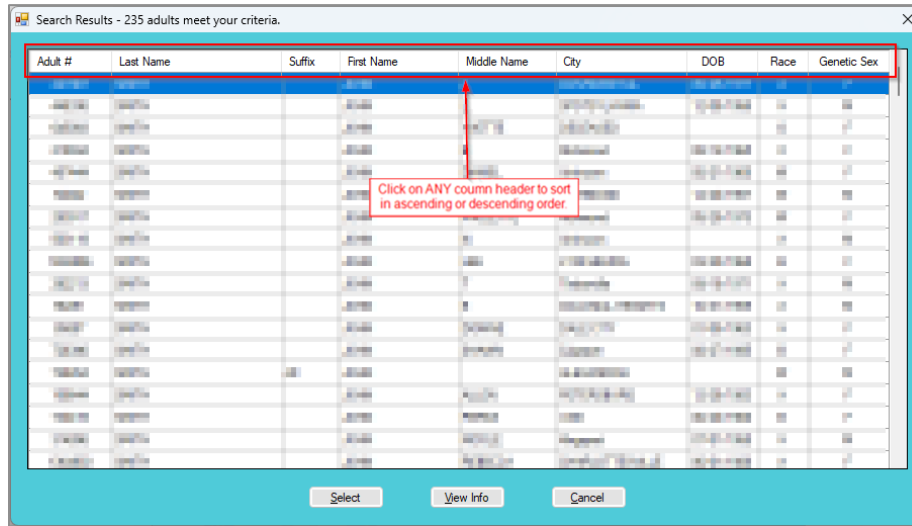
1. By Adult




- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By Adult** option, and the Adult Search screen will appear. (iii) Select the desired radio button on the Adult Search screen (**Adult Number**, **Caseload Number**, or **Advance Search**), (iv) enter the appropriate search data in the text fields provided, (v) click the **Find** button, and one of the following three screens will appear:
 - i. The Information screen will appear stating “No Caseload details found.”



- ii. The Caseload Details screen will appear with the results for the adult searched on.
- iii. The Search Results screen will appear with any potential matches.
 1. On the Search Results screen (i) select the desired adult's name highlighting the row in blue, (ii) click the **Select** button and the Caseload Details screen will appear with the results for the adult selected from the search results.



 Refer to the [BADGE Login & Search Manual](#) for instructions on using the *Adult Search* screen.

Refer to the [Caseload Details Screen](#) section for instructions on using the *Caseload Details* screen.


- Please note—all potentially sensitive data has been removed from all screen images presented in this manual. For example, in the *Search Results* screen image above, the data for all 22 records have been removed.
- Click on column headers to sort data in ascending or descending order whenever the BADGE application presents data in a tabular format.
- The **Caseload Number**, the **Intake Case Number**, the **Adult Number**, and the **Juvenile Number** are all unique identifiers and are not interchangeable.

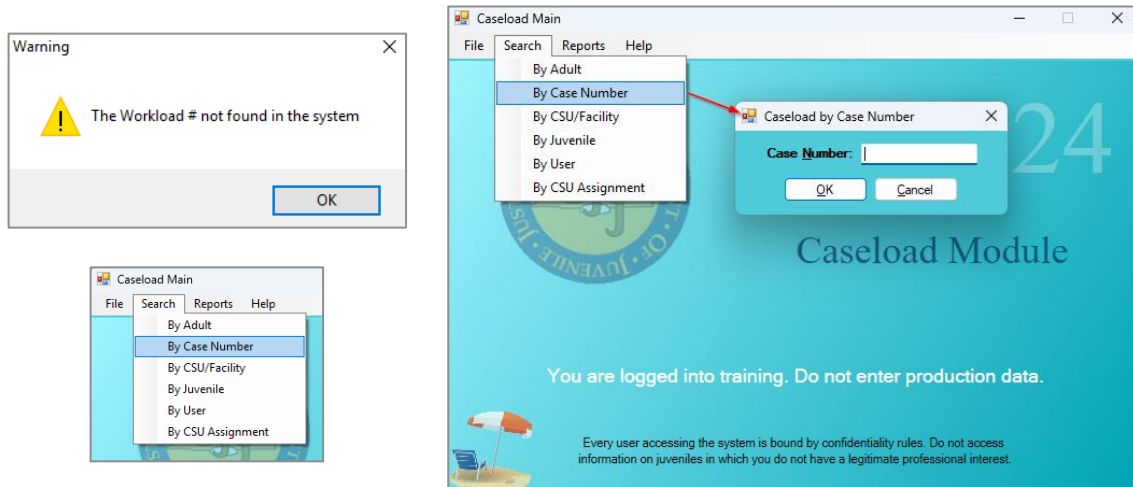
2. By Case Number

- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By Case Number** option, and the Caseload by Case Number screen will appear. (iii) Type the case number in

the **Case Number** text field, (iv) click the **OK** button and the Caseload Details screen will appear with the results for the case number entered.

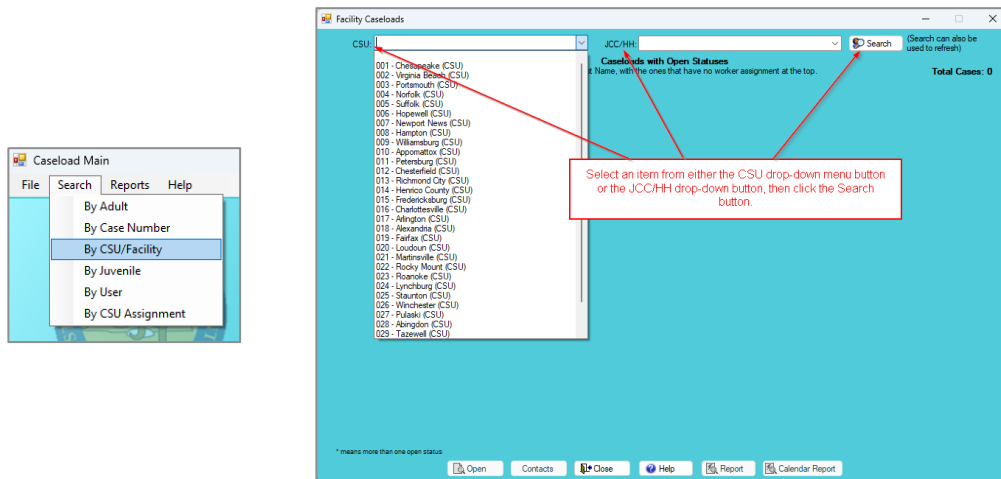
- i. If the case number entered in the **Case Number** text field does not exist the Warning screen will appear, click the **OK** button to return to the Caseload by Case Number screen to search again.

 Refer to the Caseload Details Screen section for instructions on using the Caseload Details screen.

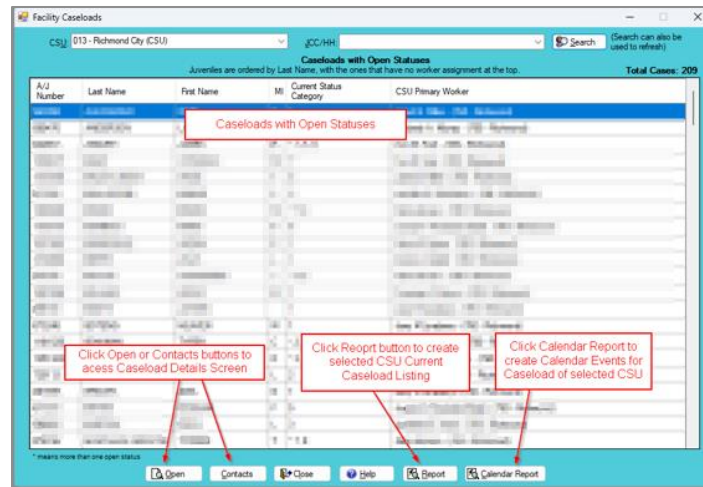


3. By CSU/Facility

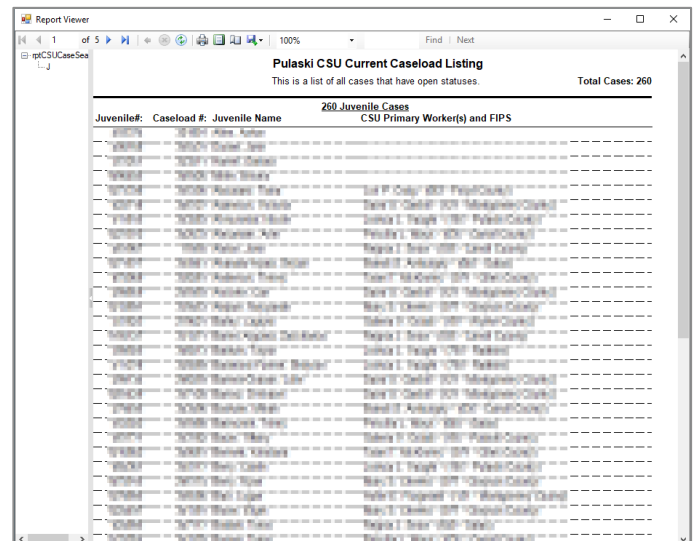
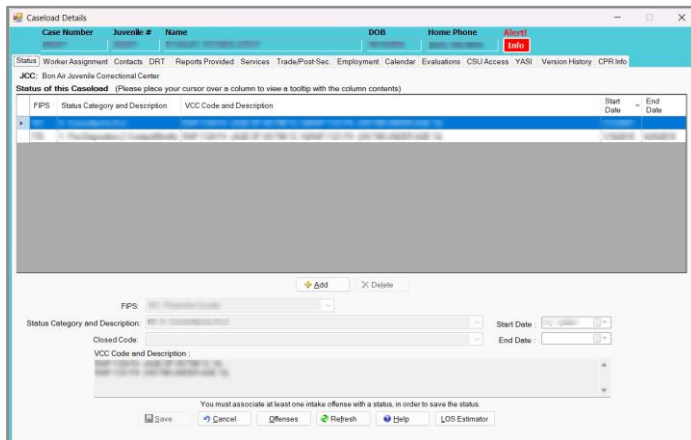
- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By CSU/Facility** option, and the Facility Caseloads screen will appear.



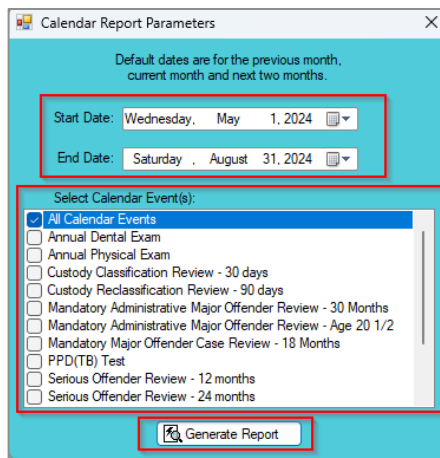
- i. **By CSU**—to select a CSU from the Facility Caseloads screen (i) click the **CSU** drop-down menu option, (ii) select a CSU from the list of CSUs presented, (iii) click the **Search** button, and a list of **Caseloads with Open Statuses** will be displayed on the Facility Caseloads screen.



1. **Open** and **Contacts** buttons.
 - a. From the list of **Caseloads with Open Statuses (CSU)** on the Facility Caseloads screen, (i) select the desired record with the cursor to highlight the row in **blue**, (ii) click the **Open** button or the **Contacts** button on the bottom of the screen, and the Caseload Details screen will appear.
2. **Report** button.
 - a. From the list of **Caseloads with Open Statuses** on the Facility Caseloads screen click the **Report** button on the bottom of the screen and the Report Viewer screen will appear with a report listing all cases with an open status. The report will be generated for the selected CSU and each record will display Juvenile #, Caseload #, Juvenile Name, and CSU Primary Worker(s) and FIPS.



3. **Calendar Report** button.
 - a. From the list of **Caseloads with Open Statuses** on the Facility Caseloads screen (i) click the **Calendar Report** button on the bottom of the screen and the Calendar Report Parameters screen will appear. On the Calendar Report Parameters screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the Report Viewer screen will appear with a report listing all selected calendar events for the selected period. The CSU calendar events will be listed by date, grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments.



Calendar Report Parameters

Default dates are for the previous month, current month and next two months.

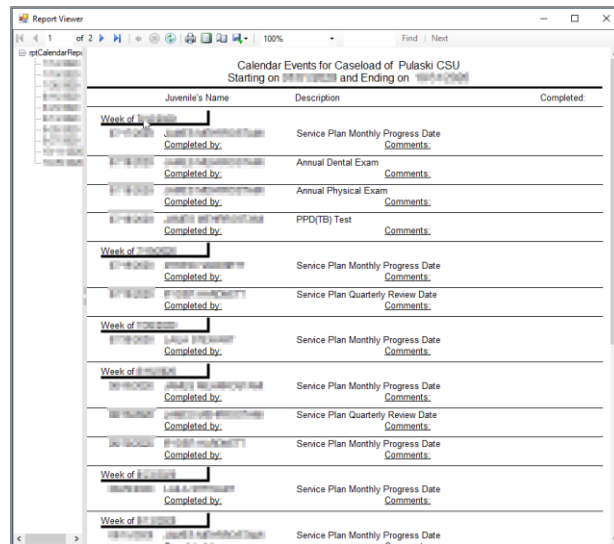
Start Date: Wednesday, May 1, 2024

End Date: Saturday, August 31, 2024

Select Calendar Event(s):

- ☒ All Calendar Events
- ☐ Annual Dental Exam
- ☐ Annual Physical Exam
- ☐ Custody Classification Review - 30 days
- ☐ Custody Reclassification Review - 90 days
- ☐ Mandatory Administrative Major Offender Review - 30 Months
- ☐ Mandatory Administrative Major Offender Review - Age 20 1/2
- ☐ Mandatory Major Offender Case Review - 18 Months
- ☐ PPD(TB) Test
- ☐ Serious Offender Review - 12 months
- ☐ Serious Offender Review - 24 months

Generate Report



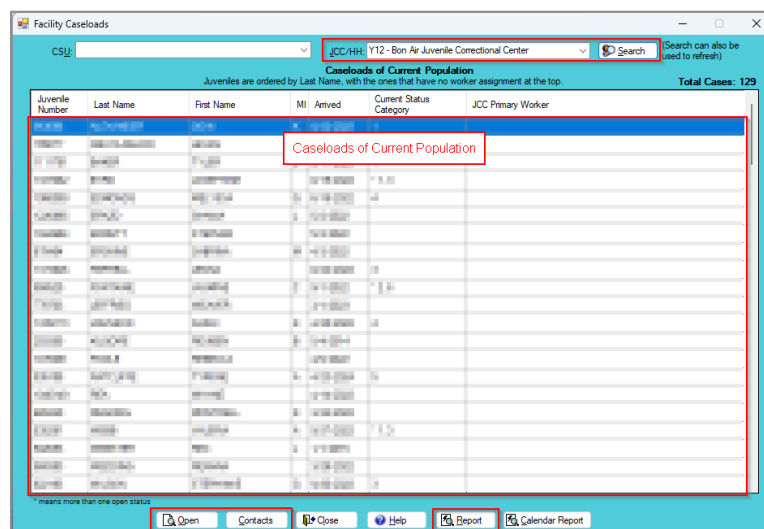
Report Viewer

Calendar Events for Caseload of Pulaski CSU
Starting on 5/1/2024 and Ending on 8/31/2024

Juvenile's Name	Description	Completed
Week of 5/1/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 5/8/2024	Annual Dental Exam	Completed by: [Name]
Week of 5/15/2024	Annual Physical Exam	Completed by: [Name]
Week of 5/22/2024	PPD(TB) Test	Completed by: [Name]
Week of 5/29/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 6/5/2024	Service Plan Quarterly Review Date	Completed by: [Name]
Week of 6/12/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 6/19/2024	Service Plan Quarterly Review Date	Completed by: [Name]
Week of 6/26/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 7/3/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 7/10/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 7/17/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 7/24/2024	Service Plan Monthly Progress Date	Completed by: [Name]
Week of 7/31/2024	Service Plan Monthly Progress Date	Completed by: [Name]

The **Calendar Events** report, created by using the **Calendar Report** button, will ONLY display events for DJJ committed youth for both search types: **By CSU** and **By JCC/HH**.

- ii. **By JCC/HH**—to select a JCC/HH from the Facility Caseloads screen (i) click the **JCC/HH** drop-down menu option, (ii) select a JCC/HH from the list of JCC/HHs presented, (iii) click the **Search** button, and a list of **Caseloads of Current Population** will be displayed on the Facility Caseloads screen.



Facility Caseloads

CSU: [Dropdown] JCC/HH: Y12- Bon Air Juvenile Correctional Center Search [Button] Search can also be used to refresh

Juveniles are ordered by Last Name, with the ones that have no worker assignment at the top. Total Cases: 129

Juvenile Number	Last Name	First Name	MI	Arrived	Current Status Category	JCC Primary Worker
100001	ABRAHAM	JOHN		10/18/2023	1	
100002	ADAMS	JOHN		10/18/2023	1	
100003	ADAMS	JOHN		10/18/2023	1	
100004	ADAMS	JOHN		10/18/2023	1	
100005	ADAMS	JOHN		10/18/2023	1	
100006	ADAMS	JOHN		10/18/2023	1	
100007	ADAMS	JOHN		10/18/2023	1	
100008	ADAMS	JOHN		10/18/2023	1	
100009	ADAMS	JOHN		10/18/2023	1	
100010	ADAMS	JOHN		10/18/2023	1	
100011	ADAMS	JOHN		10/18/2023	1	
100012	ADAMS	JOHN		10/18/2023	1	
100013	ADAMS	JOHN		10/18/2023	1	
100014	ADAMS	JOHN		10/18/2023	1	
100015	ADAMS	JOHN		10/18/2023	1	
100016	ADAMS	JOHN		10/18/2023	1	
100017	ADAMS	JOHN		10/18/2023	1	
100018	ADAMS	JOHN		10/18/2023	1	
100019	ADAMS	JOHN		10/18/2023	1	
100020	ADAMS	JOHN		10/18/2023	1	

Open Contacts Close Help Report Calendar Report

1. **Open** and **Contacts** buttons.
 - a. From the list of **Caseloads of Current Population (JCC/HH)** on the Facility Caseloads screen, (i) select the desired record with the cursor to highlight the row in **blue**, (ii) click the **Open** button or the **Contacts** button on the bottom of the screen, and the Caseload Details screen will appear.
2. **Report** button.
 - a. From the list of **Caseloads of Current Population** on the Facility Caseloads screen click the **Report** button on the bottom of the screen and the Report Viewer screen will appear with a report of caseloads of the current population listing all cases for the selected JCC/HH by Juvenile #, Caseload #, Juvenile Name, Arrived, and JCC Primary Worker(s).

Report Viewer

14 | 1 | of 4 | 100% Find | Next

Bon Air Juvenile Correctional Center Current Caseload Listing

This is a list of all cases for juveniles in the current population

Total Cases: 198

Juvenile #	Caseload #	Juvenile Name	Arrived	JCC Primary Worker(s)
002948	002953	Adams, James, Jr.	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002949	002954	Adair, John	06/19/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002950	002955	Adams, Brandon	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002951	002956	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002952	002957	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002953	002958	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002954	002959	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002955	002960	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002956	002961	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002957	002962	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002958	002963	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002959	002964	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002960	002965	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002961	002966	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002962	002967	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002963	002968	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002964	002969	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002965	002970	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002966	002971	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002967	002972	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002968	002973	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002969	002974	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002970	002975	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002971	002976	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002972	002977	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002973	002978	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002974	002979	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002975	002980	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002976	002981	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002977	002982	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002978	002983	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002979	002984	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002980	002985	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002981	002986	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002982	002987	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002983	002988	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002984	002989	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002985	002990	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002986	002991	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002987	002992	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002988	002993	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002989	002994	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002990	002995	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002991	002996	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002992	002997	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002993	002998	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002994	002999	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002995	003000	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002996	003001	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002997	003002	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002998	003003	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
002999	003004	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003000	003005	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003001	003006	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003002	003007	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003003	003008	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003004	003009	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003005	003010	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003006	003011	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003007	003012	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003008	003013	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003009	003014	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003010	003015	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003011	003016	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003012	003017	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003013	003018	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003014	003019	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003015	003020	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003016	003021	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003017	003022	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003018	003023	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003019	003024	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003020	003025	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003021	003026	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003022	003027	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003023	003028	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003024	003029	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003025	003030	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003026	003031	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003027	003032	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003028	003033	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003029	003034	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003030	003035	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003031	003036	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003032	003037	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003033	003038	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003034	003039	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003035	003040	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003036	003041	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003037	003042	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003038	003043	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003039	003044	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003040	003045	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003041	003046	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003042	003047	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003043	003048	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003044	003049	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003045	003050	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003046	003051	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003047	003052	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003048	003053	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003049	003054	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003050	003055	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003051	003056	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003052	003057	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003053	003058	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003054	003059	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003055	003060	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003056	003061	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003057	003062	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003058	003063	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003059	003064	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003060	003065	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003061	003066	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003062	003067	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003063	003068	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003064	003069	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003065	003070	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003066	003071	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003067	003072	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003068	003073	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003069	003074	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003070	003075	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003071	003076	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003072	003077	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003073	003078	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003074	003079	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003075	003080	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003076	003081	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003077	003082	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003078	003083	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003079	003084	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003080	003085	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003081	003086	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003082	003087	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003083	003088	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003084	003089	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003085	003090	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003086	003091	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003087	003092	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003088	003093	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003089	003094	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003090	003095	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003091	003096	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003092	003097	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003093	003098	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003094	003099	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003095	003100	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003096	003101	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003097	003102	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003098	003103	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003099	003104	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003100	003105	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003101	003106	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003102	003107	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003103	003108	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003104	003109	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003105	003110	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003106	003111	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003107	003112	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003108	003113	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003109	003114	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003110	003115	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003111	003116	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003112	003117	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003113	003118	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003114	003119	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003115	003120	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003116	003121	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003117	003122	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003118	003123	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003119	003124	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003120	003125	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003121	003126	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003122	003127	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003123	003128	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003124	003129	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003125	003130	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003126	003131	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003127	003132	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003128	003133	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003129	003134	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)
003130	003135	Adams, Dakota	06/20/2017	Sharon G. Henderson - (Sharon Henderson, Angela)

3. **Calendar Report** button.
 - a. From the list of **Caseloads with Open Statuses** on the Facility Caseloads screen (i) click the **Calendar Report** button on the bottom of the screen and the Calendar Report Parameters screen will appear. On the Calendar Report Parameters screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the Report Viewer screen will appear with a report listing all selected calendar events for the selected period. The JCC/HH calendar events will be listed by date, grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments.

Facility Caseloads

CSJ JCC/HH: Y12 - Bon Air Juvenile Correctional Center Search can also be used to refresh!

Caseloads of Current Population
Juvies are ordered by Last Name, with the ones that have no worker assignment at the top.

Total Cases: 129

Juvenile Number	Last Name	First Name	MI	Arrived	Current Status Category	JCC Primary Worker
100001	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100002	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100003	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100004	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100005	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100006	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100007	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100008	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100009	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100010	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100011	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100012	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100013	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100014	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100015	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100016	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100017	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100018	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100019	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100020	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100021	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100022	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100023	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100024	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100025	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100026	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100027	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100028	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100029	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100030	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100031	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100032	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100033	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100034	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100035	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100036	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100037	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100038	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100039	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100040	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100041	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100042	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100043	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100044	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100045	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100046	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100047	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100048	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100049	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100050	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100051	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100052	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100053	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100054	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100055	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100056	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100057	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100058	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker
100059	ALLEN	JOHN	M	10/10/10	Open	JCC Primary Worker

means more than one open status

Calendar Report Parameters

Default dates are for the previous month, current month and next two months.

Start Date: Wednesday, May 1, 2024

End Date: Saturday, August 31, 2024

Select Calendar Event(s):


- ☒ All Calendar Events
- ☐ Annual Dental Exam
- ☐ Annual Physical Exam
- ☐ Custody Classification Review - 30 days
- ☐ Custody Reclassification Review - 90 days
- ☐ Mandatory Administrative Major Offender Review - 30 Months
- ☐ Mandatory Administrative Major Offender Review - Age 20 1/2
- ☐ Mandatory Major Offender Case Review - 18 Months
- ☐ PPD(TB) Test
- ☐ Serious Offender Review - 12 months
- ☐ Serious Offender Review - 24 months

Generate Report

Report Viewer

Calendar Events for Caseload of Bon Air Juvenile Correctional Center
Starting on 12/1/2018 and Ending on 12/31/2018

Juvenile's Name	Description	Completed.
Week of 12/1/2018		
[Link] [Edit]	Annual Dental Exam	Comments.
[Link] [Edit]	Annual Physical Exam	Comments.
[Link] [Edit]	PPD(TB) Test	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Quarterly Review Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Quarterly Review Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Quarterly Review Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.
[Link] [Edit]	Senice Plan Monthly Progress Date	Comments.

 Refer to the [Caseload Details Screen](#) section for instructions on using the *Caseload Details* screen.

4. By Juvenile

- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) select the **By Juvenile** option, and the Find Juvenile screen will appear, (iii) search for a juvenile by selecting an option in the **Search by** area on the Find Juvenile tab, (iv) click **Find**, and the Search Results screen will appear, (v) select the juvenile's name, and the row will be highlighted in blue, (vi) click the **Select** button, and the Caseload Details screen will appear.

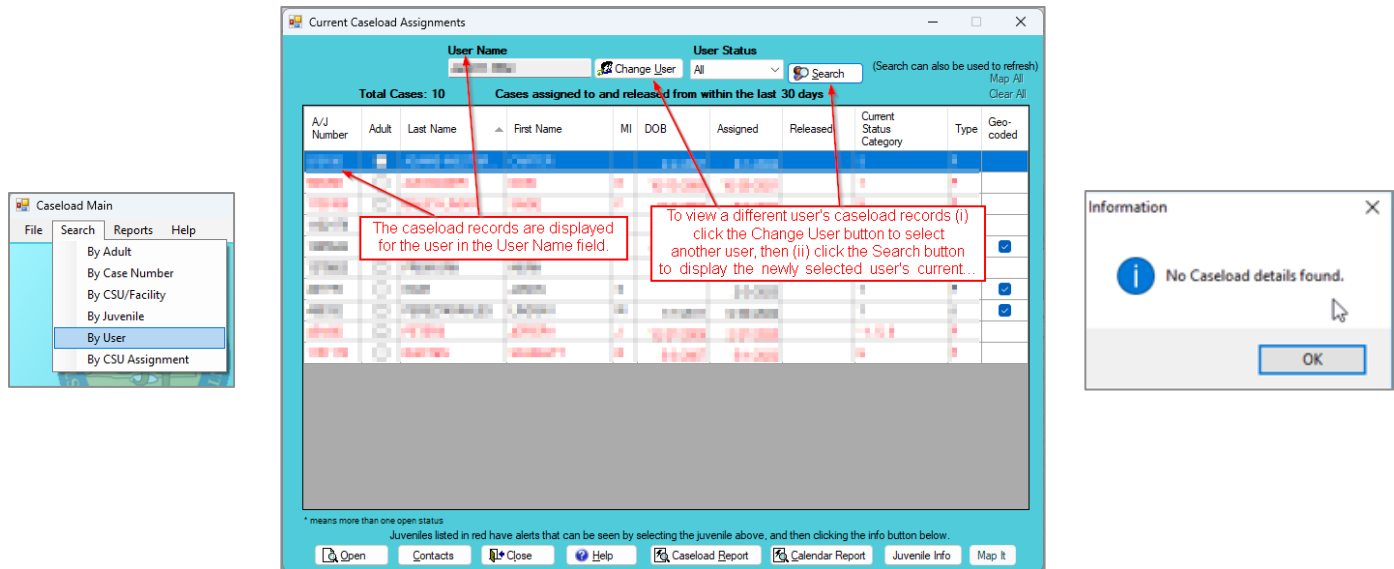
The screenshot shows the 'Find Juvenile' dialog box in the 'Caseload Main' application. The 'Find Juvenile' tab is selected. The 'Search by' section has 'Juvenile Number' selected. The 'Last Name' field is empty, and 'Use Wildcard' is checked. The 'Name Suffix' field is empty, and 'Include' is set to 'None'. The 'First Name' field is empty, and 'Use Wildcard' is checked. The 'Include Alternative First Name Spellings' checkbox is unchecked. The 'Alias' field is empty, and the 'SSN' field is empty. The 'DOB / Age' section has 'DOB' selected. The 'Street Address' field is empty, and the label '(Full or Partial)' is shown. The 'ZIP Code' field is empty, and the 'Phone' field is empty, with the label '(Home, Cell, or Work)' shown. The 'Find Juveniles with Commitment(s) to the State' checkbox is unchecked. The 'Clear All' button is visible. The 'Show Last Results', 'Find', and 'Cancel' buttons are at the bottom.

 Refer to the [BADGE Login & Search Manual](#) for instructions on using the *Find Juvenile* screen.

Refer to the [Caseload Details Screen](#) section for instructions on using the *Caseload Details* screen.

5. By User

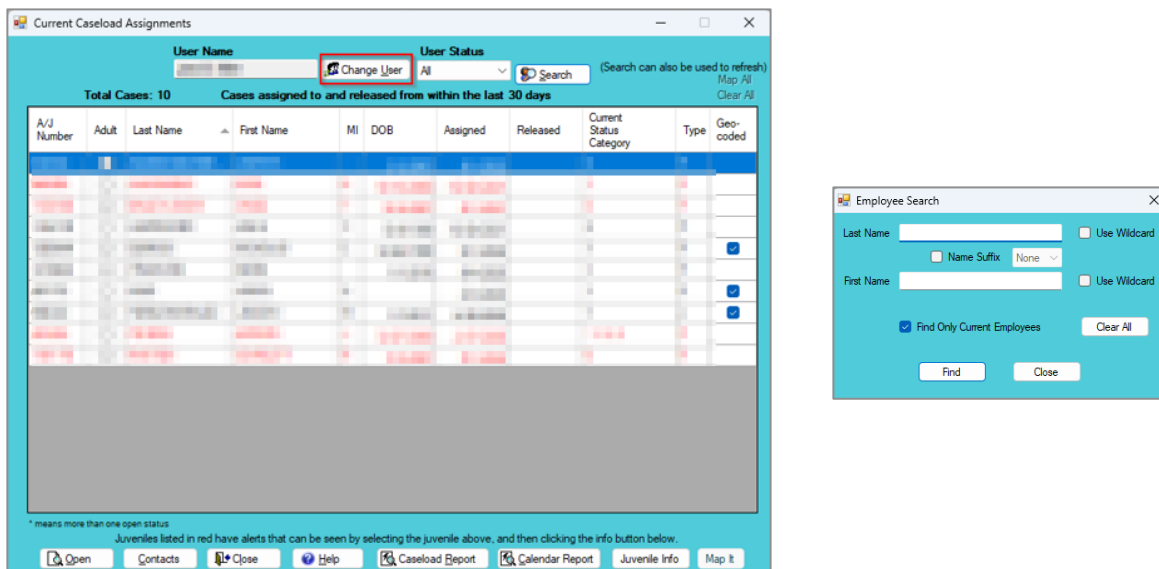
- a. **Current Caseload Assignments for Logged on User name**
 - i. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) select the **By User** option, and the Current Caseload Assignments screen will appear populated with the caseloads associated with the user name that is currently logged onto the BADGE application. If the user name used to logon to the BADGE application does not have any cases associated with it an *Information* screen will appear stating “No Caseload details found.”
 1. To filter the results displayed on the Current Caseload Assignments screen by user status, (i) select the desired status from the **User Status** drop-down option (“All,” “Assigned To,” or “Supervised By”), click the **Search** button, and the filtered results will appear.



- The **User Name** will default to the user logged onto the BADGE application.
- The cases that are listed have been assigned to and released from the user's caseload within the last 30 days.

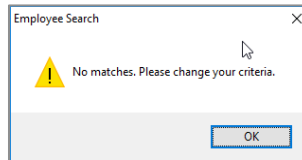
b. **Current Caseload Assignments for Another User Name – Change User Button**

- i. To search for another worker's caseload, click the **Change User** button and the Employee Search screen will appear.

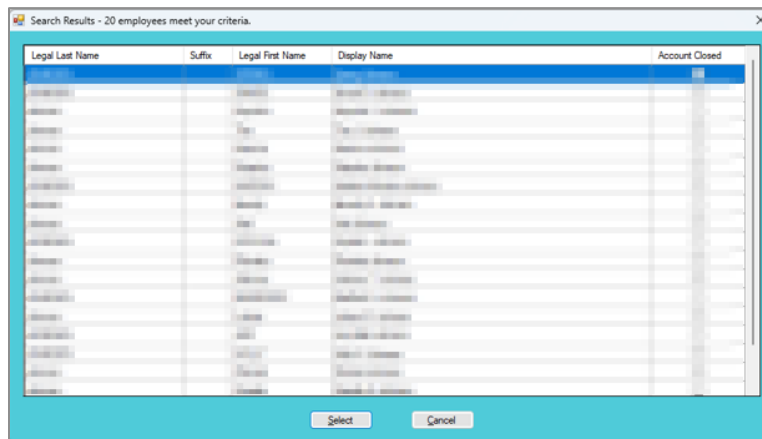


1. In the Employee Search screen either (a) type the full last name in the **Last Name** text field for an exact name match or (b)(i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match. 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 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.
- 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 Current Caseload Assignments screen where the **User Name** text field will now be populated with the selected employee name.
 - On the Current Caseload Assignments screen click the **Search** button, and a list of **Cases assigned to and released from [the user] within the last 30 days** will be displayed.
- c. The Current Caseload Assignments screen will display with the selected name in the **User Name** text field. 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 filter the results displayed on the Current Caseload Assignments screen by user status, (i) select the desired status from the **User Status** drop-down option (“All,” “Assigned To,” or “Supervised By”), click the **Search** button, and the filtered results will appear.

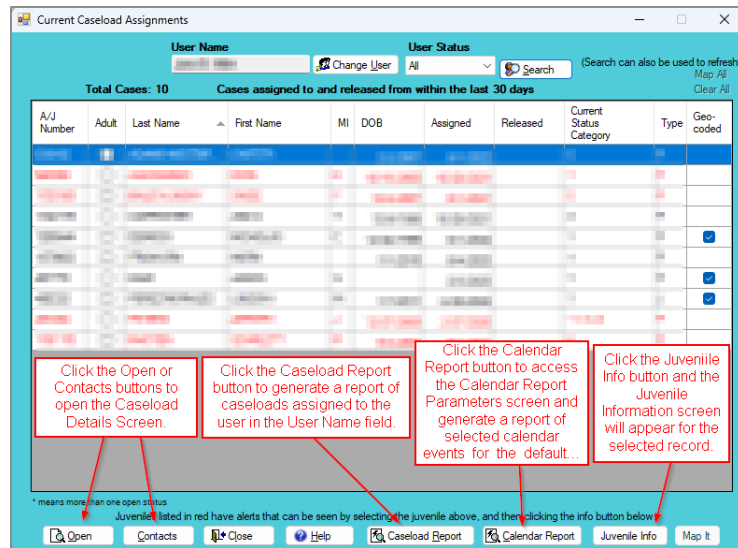


☐ To yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.

☐ This is only location user search can be performed.

🖱️ Refer to [Appendix A](#) to change the supervisor and/or the worker assigned to a case.

- c. **Open** and **Contacts** buttons.
- From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen (i) select the desired record with the cursor to highlight the row in blue, (ii) click the **Open** button or the **Contacts** button on the bottom of the screen, and the Caseload Details screen will appear.



d. **Caseload Report** button.

- i. From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen click the **Caseload Report** button on the bottom of the screen and the Report Viewer screen will appear with a report of caseloads assigned to the user name listing all cases by Name, DOB, Caseload #, Juvenile #, Assignments, Date Assigned, Type, and Date Released.

Caseloads assigned to User Name							
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:	Type: CSU Primary		Date Released:		
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:	Type: CSU Primary		Date Released:		
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:	Type: CSU Primary		Date Released:		
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:	Type: CSU Primary		Date Released:		
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:	Type: Secondary		Date Released:		
Name:		DOB:		Caseload#:		Juvenile#:	
Assignments:		Date Assigned:			Date Released:		

e. **Calendar Report** button.

- i. From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen (i) click the **Calendar Report** button on the bottom of the screen and the Calendar Report Parameters screen will appear. On the Calendar Report Parameters screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the Report Viewer screen will appear with a report listing all selected calendar events for the selected period. If there are calendar events assigned to the user name they will be listed by date and grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments. If no events exist a screen will appear stating "No information to print."

Current Caseload Assignments

User Name: [Search] Change User: [All] User Status: [All] (Search can also be used to refresh) Map All Clear All

Total Cases: 10 Cases assigned to and released from within the last 30 days

A/J Number	Adult	Last Name	First Name	MI	DOB	Assigned	Released	Current Status Category	Type	Geo-coded
000001		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000002		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000003		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000004		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000005		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000006		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000007		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000008		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000009		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	
000010		Adams	John	M	01-01-2001	01-01-2024	01-01-2024	1	1	

* means more than one open status

Juveniles listed in red have alerts that can be seen by selecting the juvenile above, and then clicking the info button below.

Open Contacts Close Help Caseload Report Calendar Report Juvenile Info Map It

Calendar Report Parameters

Default dates are for the previous month, current month and next two months.

Start Date: Wednesday, May 1, 2024

End Date: Saturday, August 31, 2024

Select Calendar Event(s):

- ☒ All Calendar Events
- ☐ Annual Dental Exam
- ☐ Annual Physical Exam
- ☐ Custody Classification Review - 30 days
- ☐ Custody Reclassification Review - 90 days
- ☐ Mandatory Administrative Major Offender Review - 30 Months
- ☐ Mandatory Administrative Major Offender Review - Age 20 1/2
- ☐ Mandatory Major Offender Case Review - 18 Months
- ☐ PPD(TB) Test
- ☐ Serious Offender Review - 12 months
- ☐ Serious Offender Review - 24 months

Generate Report

No information to print

OK

Report Viewer

Calendar Events for Caseload of [Juvenile Name]
Starting on [Start Date] and Ending on [End Date]

Juvenile's Name	Description	Completed:
Week of [Date]	Service Plan Monthly Progress Date	Comments:
Completed by:	Service Plan Quarterly Review Date	Comments:
Completed by:	Service Plan Monthly Progress Date	Comments:
Completed by:	Service Plan Quarterly Review Date	Comments:
Completed by:	Service Plan Monthly Progress Date	Comments:
Completed by:	Annual Dental Exam	Comments:
Completed by:	Annual Physical Exam	Comments:
Completed by:	PPD(TB) Test	Comments:
Completed by:	Serious Offender Review - 12 months	Comments:
Completed by:	Service Plan Monthly Progress Date	Comments:
Completed by:	Service Plan Monthly Progress Date	Comments:
Completed by:	Service Plan Monthly Progress Date	Comments:
Completed by:	Service Plan Quarterly Review Date	

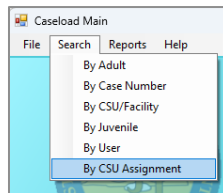
- The **Calendar Report** button will only generate a report for juveniles that are in direct care.
- The **Map It** button is currently disabled across the BADGE application.


- Juvenile Info** button.
 - From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen (i) select the desired record with the cursor to highlight the row in **blue**, (ii) click the **Juvenile Info** button, and the Juvenile Information screen will appear.

 Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile Information screen and for instructions on editing and correcting a youth's address.

6. By CSU Assignment

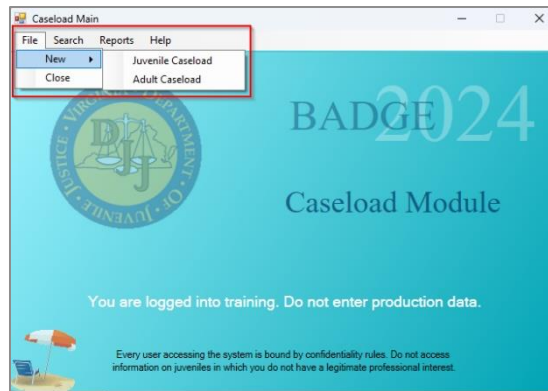
- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By CSU Assignment** option, and the By CSU Assignment screen will appear, (iii) select a **CSU** from the drop-down menu, (iv) click the **Search** button, and the cases the selected CSU has been granted access to in the last 30 days will be listed. (v) Select a juvenile's name, and the row will be highlighted in blue and (v) click the (a) **Open** button and the Caseload Details screen *Status* tab will appear or click the (b) **Contacts** button and the Caseload Details screen *Contacts* tab will appear.



 Cases that the CSU has been granted access to in the last 30 days will be displayed on the By CSU Assignment screen.

Add a New Caseload

- (i) Click the **File** drop-down menu option on the Caseload Main screen, (ii) select the **New** menu option, (iii) then select either **Juvenile Caseload** or **Adult Caseload**.

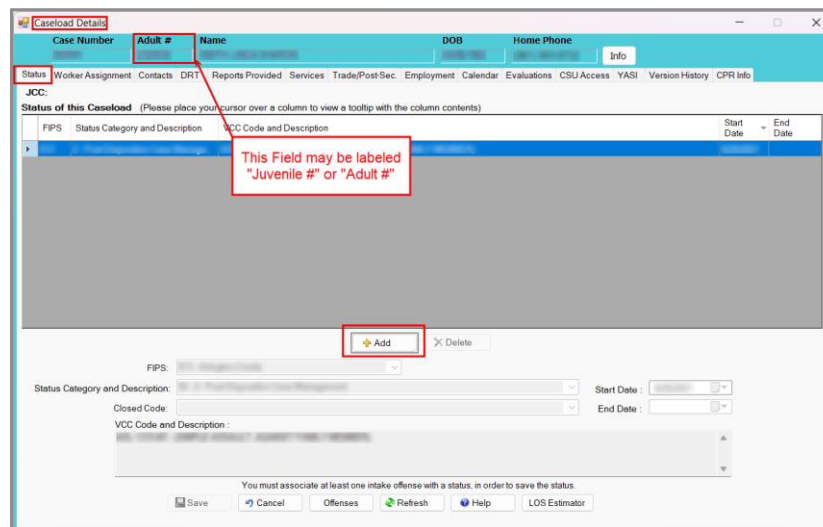


1. Add a New Juvenile Caseload

To add a new juvenile caseload (i) select the **Juvenile Caseload** option from the **File / New** menu options and the [Find Juvenile](#) screen will appear. (ii) Follow the instructions in the [Search / By Juvenile Section](#) to find and select the appropriate juvenile record and (iii) the [Caseload Details](#) screen will open to the **Status** tab where a caseload may be added by clicking the **Add** button. For detail, see the instructions in the [Caseload Details / Status Tab Section](#).

2. Add a New Adult Caseload

To add a new adult caseload (i) select the **Adult Caseload** option from the **File / New** menu options and the [Adult Search](#) screen will appear. (ii) Follow the instructions in the [Search / By Adult Section](#) to find and select the wanted adult record and (iii) the [Caseload Details](#) screen will open to the **Status** tab where a caseload may be added by clicking the **Add** button. For detail, see the instructions in the [Caseload Details / Status Tab Section](#).



Refer to the [BADGE Login & Search Manual](#) for instructions on using the [Find Juvenile](#) screen and the [Adult Search](#) screen.
Refer to the [Caseload Details Screen](#) section for instructions on using the [Caseload Details](#) screen.

Caseload Details Screen

The [Caseload Details](#) screen is accessed by way of the search methods detailed in the [Search section](#) above. The top of the [Caseload Details](#) screen provides the user the following **juvenile** or **adult** caseload information: the **Case Number**, the **Juvenile #** or the **Adult #**, **Name**, **DOB**, and **Home Phone**. If any alerts exist for the juvenile a **red Info** button will be displayed with an **“Alert!”** caption. Clicking the **Info** button will display the **Alert tab** on the [Juvenile Information](#) screen.

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Juvenile Information* and *Adult Information* screens.

The **Juvenile OR Adult** Information at the top of the screen cannot be edited from the *Caseload Details* screen.

The *Caseload Details* screen consists of the following tabs:

Caseload Details Screen Tabs	Tab Summary
Status	This tab lists all the current and past case statuses, and the statuses' relevant information to include FIPS, Status Category and Description, VCC Code and Description, Start Date, Closed Code, and End Date in a tabular format. A new status can be added to an existing case, or an existing status can be edited/deleted.
Worker Assignment	This tab shows the workers assigned to the selected juvenile's case. The tab displays the worker name, worker type, date assigned, worker status, supervisor name, and date released information. This screen allows primary and secondary workers to be added, edited, or deleted to or from a case.
Contacts	This tab lists all the contacts, the worker's name, contact date, person contacted, contact type, contacted place, purpose of contact, and the worker's facility information.
DRT	This tab is used by appropriate staff to make dispositional recommendations to the court as part of the Social History Report.
Reports Provided	This tab lists the names of the worker completing the report, the date of the report, and indicates if the report was ordered by a judge.
Services	This tab lists all the current and past services received, the opened date, service type, provider type, an indication of whether a service event was recorded, and the closed date information.
Employment	This tab lists the selected juvenile's employment information, such as employer and supervisor information, employment start and end dates, CTE Course, and closed reason information.
Trade/Post - Sec	This tab lists the selected juvenile's education and training information, such as date enrolled, placement, school/name, setting where enrolled, setting where completed, date completed, program enrolled, program type, college credits enrolled, and college credits earned information.
Calendar	This tab lists all the system generated calendar events for the selected juvenile, event date, description, date completed, completed by, and related comments information. Users cannot add custom entries.
Evaluations	This tab lists the date the evaluation was created, evaluation type, level of substance use, the total risk score, decision regarding supervision level (if applicable), information for parole and probation discharge evaluations, parole supervision risk re-assessment, and the Screening for Experiences and Strengths (SEAS) for the selected juvenile.
CSU Access	This tab lists the CSUs that have access to update the juvenile's case, the date the access was granted, facility name, who the access is granted by, and the reason information.

Caseload Details Screen Tabs	Tab Summary
YASI	This tab lists the YASI ID, date administered, assessment type, who completed it, risk and protective levels, mental health flags, and violence aggression flags information for YASI full assessments, pre-screen assessments, and pre-adjudications.
Version History	This tab lists of the history of the tables edited or viewed in the Caseload Module and displays the data impacted, operation, date/time, and staff completing the action information.
CPR Info	This tab provides a summary of information found in the Community Programs Reporting (CPR) system for services in which the juvenile was enrolled to including the program ID, program name, assigned date, admit date, release date, program type, provider, placing FIPS, release reason, service date, units provided, and service comments.

1. Status Tab

The Caseload Details screen will typically open to the *Status* tab. The **Status of this Caseload** area on the *Status* tab displays all the current and past case statuses in tabular format to include FIPS, Status Category and Description, VCC Code and Description, Start Date, Closed Code, and End Date. Columns can be sorted by clicking on the column header. Click on a row and the selected row will be highlighted in blue. The information for the selected row will be displayed in the corresponding data fields in the lower half of the screen where the status of the caseload can be edited (see [Edit an Existing Status](#) below for editing information).

The screenshot shows the 'Caseload Details' window with the 'Status' tab selected. The 'Status of this Caseload' table has one row highlighted in blue. Below the table, there are input fields for 'FIPS', 'Status Category and Description', 'Closed Code', 'VCC Code and Description', 'Start Date', and 'End Date'. At the bottom, there are buttons for 'Save', 'Cancel', 'Offenses', 'Refresh', 'Help', and 'LOS Estimator'.

a. Add Button

- To add an additional status (i) click the **Add** button, and the fields at the bottom of the screen will become accessible. Select the desired (ii) **FIPS** and (iii) **Status Category and Description** from the respective drop-down field options, (iv) select the **Start Date** from the drop-down calendar screen and (v) **Closed Code** from the respective drop-down field options.
- To input or associate a **VCC Code and Description** with the status, click the **Offenses** button, and the Offense History screen will appear.


Select FIPS, Status Category and Description, and Start Date from respective drop-down options. Click Offenses button to add VCC Code and Description.

 Refer to the [BADGE Offense History Screen Manual](#) for instructions on using the *Offense History* screen.

A second status (**Status Category and Description** field) cannot be added while another status is open for the same FIPS, except for the following: **1 - Pre-Disposition (1 Contact/Month)**, **1 - Diversion at Intake**, **1 - Pre-Disposition Tracking Only**, and **1 - Pre-Court Services Referral and Tracking**.

1. Associate an Offense

- To associate an offense with a **Status**, (i) select an offense by clicking the corresponding **Associated** checkbox, and the row will be highlighted in **blue**, (ii) click the **Save** button, and an Information screen confirming the data was saved successfully will appear, and (iii) click the **OK** button.
- To associate multiple offenses under the selected **Status**, repeat the steps above.

[illegible]

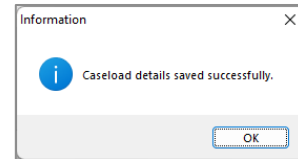
 The **Associated** column is available ONLY when the action being performed is associating or linking an offense to another piece of data (e.g., case status or SDM).

ONLY associate an offense if it is linked to the selected **Status** on the *Status* tab.

 If an offense is being associated to a **Probation (Prb checkbox)** or **Committed to DJJ (Cmt checkbox)** status, the appropriate disposition(s) **MUST** be added.

Every **Status** must be associated with at least one offense through the Offense History screen.

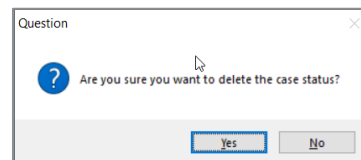
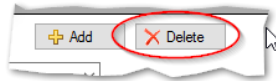
- c. (i) Click the **Close** button, and the user will return to the *Status* tab in the Caseload Details screen, (ii) click the **Save** button, and the associated offense(s) will appear in the **VCC Code and Description** section at the bottom of the screen and a new row containing the same information will be created in the table under the **Status of the Caseload** area.



- When closing a case, the **End Date** should match the **Date Released** in the *Worker Assignment* tab for the most recent primary caseworker.
- If an incorrect **Status** is selected, an error message will appear.

b. Delete Button

- (i) Select a status record, and the record will be highlighted in **blue**. (ii) Click the **Delete** button and the *Question* screen will appear. (iii) Click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the *Caseload Details* screen.



c. Edit an Existing Status

- In the **Status of this Caseload** area on the *Status* tab of the *Caseload Details* screen (i) select the desired status row and the row will be highlighted in **blue**. When a row is selected, the status data for that row will populate the data fields in the lower half of the *Caseload Details* screen, (ii) edit the data fields as necessary.

- If the **VCC Code and Description** data requires editing (i) click the **Offenses** button to open the *Offense History* screen. On the *Offense History* screen, (ii) select the desired offense row and the row will be highlighted in **blue**. When a row is selected, the offense data will populate the data fields in the lower half of the *Offense History* screen, (iii) edit the data fields as necessary. Click the (iv) **Save** button which will open an *Information* screen stating the data has been saved and (v) click the **OK** button. (vi) Click the **Close** button on the *Offense History* screen to return to the *Caseload Details* screen.

- iii. (i) Click the **Save** button on the Caseload Details screen which will open an Information screen stating caseload details have been saved. (ii) Click the OK button to return to the Caseload Details screen.

Refer to the [BADGE Offense History Screen Manual](#) for instructions on using the Offense History screen.

d. **Cancel Button**

- i. Click the **Cancel** button and any unsaved information will be cleared.

e. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

f. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen contains instructions on how to add a new status to a case, edit a current status of a case, and delete a case status of a case.

g. **LOS Estimator Button**

- i. Click the **LOS Estimator** button and the LOS Estimation screen will appear. At the top of this screen is found the summary of the most recent **YASI Information** for the juvenile to include, **Assessment Date**, **Completed by FIPS**, **Risk Level**, **Overall Risk Score**, **Dynamic Protective Score**, and **Dynamic Risk Score**.
- ii. Click the **Selected** checkbox accompanying the desired offense(s). Select **ONLY** the offense(s) that is being considered for the juvenile's commitment or potential commitment in order for the appropriate offense(s) to be included in the LOS estimation. Once the desired checkboxes have been selected the **Most Serious Offense Tier Selected** and the **Estimated LOS** will be displayed on the bottom of the LOS Estimation screen.
 1. **Print Button**
 - a. Click the **Print** button to generate a **LOS Estimation Report** which will list the Estimated LOS, Risk Level, Most Serious Offense Tier, and other related information.
 2. **Close Button**
 - a. Click the **Close** button to be returned to the Caseload Details screen.

LOS Estimation for [Juvenile Name]

YASI Information: Assessment Date: [Date] Completed by FIPS: [Name] Risk Level: [Level] Overall Risk Score: [Score] Dynamic Protective Score: [Score] Dynamic Risk Score: [Score]

Intake Offense History (Non-Domestic Offenses Only)
Please check the offenses that should be included in calculation.

Selected	ICN	Offense Date	LOS Tier	Ad	Guilty	Offense	Amended Charge
<input checked="" type="checkbox"/>	1	2023	1			TR5-5709-M1 After Being Forbidden To Do So	
<input type="checkbox"/>	2		1			ASL-1313-M1 Simple Assault / Assault And Battery	
<input type="checkbox"/>	3		3			ASL-1316-F6 Simple Assault, Against Family Member, 3rd/5...	
<input type="checkbox"/>	4		4			WPN-5261-F2 Possession In Perpetration Of Violent Crime	
<input type="checkbox"/>	5		3			EXT-2109-F6 Threaten Governor Or Family	
<input type="checkbox"/>	6		3			KID-1021-F5 Forced Labor Or Service	
<input type="checkbox"/>	7		3			HIT-6614-F5 Victim Injured-Passenger Fall To Report	
<input type="checkbox"/>	8		2			VAN-2305-F4 Breaking And Entering Railroad Car, Storage ...	
<input type="checkbox"/>	9		3			BNK-5305-F6 Arrange Or Broker Payday Loan	
<input type="checkbox"/>	10		3			ASL-1355-F6 Throw Object From Roof Top Etc With Intent	
<input type="checkbox"/>	11		3			ASL-1355-F6 Throw Object From Roof Top Etc With Intent	
<input type="checkbox"/>	12		1			ASL-1345-M1 Hazing Of Gang Member Or Rascal	
<input type="checkbox"/>	13		3			PR-3258-F6 Break, Cut, Damage Any Part Of Facility To A...	
<input type="checkbox"/>	14		3			CON-5008-09 Violation Of Juvenile Court Order	
<input type="checkbox"/>	15		4			WPN-5247-F4 Body Armor, Wear During Commission Of Viol...	

Most Serious Offense Tier Selected: 4 Estimated LOS: 15-21 months

Print Close

LOS Estimation for [Juvenile Name]

YASI Information: Assessment Date: [Date] Completed by FIPS: [Name] Risk Level: [Level] Overall Risk Score: [Score] Dynamic Protective Score: [Score] Dynamic Risk Score: [Score]

YASI Information Has Not Been Found, LOS Cannot Be Estimated

Intake Offense History (Non-Domestic Offenses Only)
Please check the offenses that should be included in calculation.

Selected	ICN	Offense Date	LOS Tier	Ad	Guilty	Offense	Amended Charge
<input type="checkbox"/>	1	2023	1			TR5-5709-M1 After Being Forbidden To Do So	
<input type="checkbox"/>	2		1			ASL-1313-M1 Simple Assault / Assault And Battery	
<input type="checkbox"/>	3		3			ASL-1316-F6 Simple Assault, Against Family Member, 3rd/5...	
<input type="checkbox"/>	4		4			WPN-5261-F2 Possession In Perpetration Of Violent Crime	
<input type="checkbox"/>	5		3			EXT-2109-F6 Threaten Governor Or Family	
<input type="checkbox"/>	6		3			KID-1021-F5 Forced Labor Or Service	
<input type="checkbox"/>	7		3			HIT-6614-F5 Victim Injured-Passenger Fall To Report	
<input type="checkbox"/>	8		2			VAN-2305-F4 Breaking And Entering Railroad Car, Storage ...	
<input type="checkbox"/>	9		3			BNK-5305-F6 Arrange Or Broker Payday Loan	
<input type="checkbox"/>	10		3			ASL-1355-F6 Throw Object From Roof Top Etc With Intent	
<input type="checkbox"/>	11		3			ASL-1355-F6 Throw Object From Roof Top Etc With Intent	
<input type="checkbox"/>	12		1			ASL-1345-M1 Hazing Of Gang Member Or Rascal	
<input type="checkbox"/>	13		3			PR-3258-F6 Break, Cut, Damage Any Part Of Facility To A...	
<input type="checkbox"/>	14		3			CON-5008-09 Violation Of Juvenile Court Order	
<input type="checkbox"/>	15		4			WPN-5247-F4 Body Armor, Wear During Commission Of Viol...	

Most Serious Offense Tier Selected: No Selection Made Estimated LOS: Cannot Be Estimated

Print Close

Report Viewer

Virginia Department of Juvenile Justice
LOS Estimation Report

Juvenile Name: [Name] DOB: [DOB] Juvenile Number: [Number]

ESTIMATED LOS: 7-10 months

Risk Level: C **Most Serious Offense Tier: III**

Overall YASI Risk Level: High Assessment Date: [Date] Completing CSU: [Date]

Dynamic Protective Level: Moderate Dynamic Risk Level: Moderate-High

Most Serious Committing Offense	Risk Level			
	A	B	C	D
Tier I Misdemeanor Offenses or Violations of Parole	2-4 months	3-6 months	5-8 months	6-9 months
Tier II Non-person Felony Offenses	3-6 months	5-8 months	6-9 months	7-10 months
Tier III Person Felony Offenses	5-8 months	6-9 months	7-10 months	9-12 months
Tier IV Class 1 and 2 Felony Offenses	6-9 months	7-10 months	9-12 months	9-15 months
Tier V* Treatment Override	Juviles who have been assessed as needing inpatient sex offender treatment are managed as an exception to the grid.			

* There are three levels of sex offender treatment at DJJ and only those juveniles who require the most intensive treatment will not be assigned a projected LOS range. These juveniles will be eligible for release only upon completion of the sex offender treatment program.

Other Considerations:

- The actual assigned LOS may change based upon the juvenile's assessed treatment needs, such as an assessed sex offender treatment need.
- A juvenile may be held in direct care due to negative behavior, poor adjustment, or lack of progress in treatment for any period of time until his/her statutory release date, which is reached after the juvenile has been committed for 36 continuous months (except for murder and manslaughter) or his/her 21st birthday, whichever occurs first.
- Updates to the juvenile's YASI and changes in risk/protection levels may change the estimated and/or actual assigned LOS.
- Violations of Probation are categorized by the most serious underlying offense.
- Additional and subsequent indeterminate commitments to DJJ may change the estimated and/or actual assigned LOS.

Report Viewer

Virginia Department of Juvenile Justice
LOS Estimation Report

Juvenile Name: [Name] DOB: [DOB] Juvenile Number: [Number]

Offense Tier: III
Charge: ASL-1342-F6 Simple Assault On Law Enforcement, Court, Doc, Fire/Medical, Etc.
Statute: 18.2-57(C)

Intake Case #: [Case #] **Supreme Court Docket #:** [Docket #] **Intake Date:** [Date]

Amended Charge: [Charge] **Amended Statute:** [Statute] **Amended Penalty Modifier:** [Modifier]

Adjudication: [Adjudication] **Adjudication Deferred Date:** [Date]

* Offenses presented above are ranked in order of most serious to least serious offense tier.
** Offenses presented above may not represent all of the juvenile's adjudicated delinquent offenses, but instead only those selected by the staff preparing this report.

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- A juvenile's LOS cannot be estimated if a YASI assessment is not completed.
- The **Most Serious Offense Tier Selected** and the **Estimated LOS** fields at the bottom of the screen will change based on the most serious Selected offense(s).
- The **LOS Estimation Report** is to be included with (i) pre-dispositional reports where an indeterminate commitment is being recommended and (ii) commitment packets.

2. Worker Assignment Tab

The *Caseload Details* screen *Worker Assignment* tab shows the workers assigned to the selected juvenile's case. The tab displays Worker Name, Worker Type, Date Assigned, Worker Status, Supervisor Name, and Date Released information. This screen allows primary and secondary workers to be added to, edited, or deleted from a case.

a. Add Button

- i. To assign a new worker (i) click the **Add** button to access the fields at the bottom of the screen. The names in the **Worker Name** and **Supervisor** fields will auto-populate with the user name that is currently logged onto the BADGE application. Select the desired (ii) **FIPS**, (iii) **Worker Type**, and (iv) **Worker Status** from the respective drop-down menus. (v) Select the **Date Assigned** from the drop-down calendar screen and (vi) click the **Save** button.

Multiple primary workers can be added to a single case if they are from different FIPS. Multiple secondary workers can be added to a single case regardless of FIPS.

Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

b. Edit Button

- i. (i) Select a worker's name, and the row will be highlighted in blue. (ii) Click the **Edit** button to access the fields at the bottom of the screen for the selected user, (iii) edit the information as required, and (iv) click the **Save** button when the edits are completed.

The **Supervisor** should NOT be edited unless added in error.

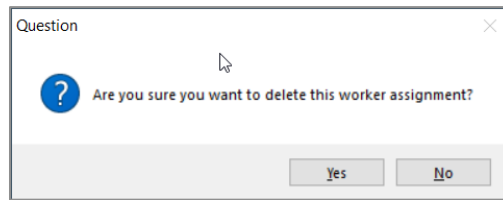
To change the assigned worker or supervisor, the existing entry MUST be closed out and a new assignment MUST be created.

When a juvenile is released from direct care, the assigned workers and supervisors will receive an email notification.

Refer to [Appendix A](#) to change the supervisor and/or the worker assigned to a case.

c. Delete Button

- i. (i) Select a worker's name, and the row will be highlighted in blue. (ii) Click the **Delete** button and a Question screen will appear requesting confirmation of the delete command, (iii) click the (a) **Yes** button and the record will be removed from the table or the (b) **No** button to cancel the delete operation and return to the Caseload Details screen.



d. Refresh Button

- i. Click the **Refresh** button to display the most current information.

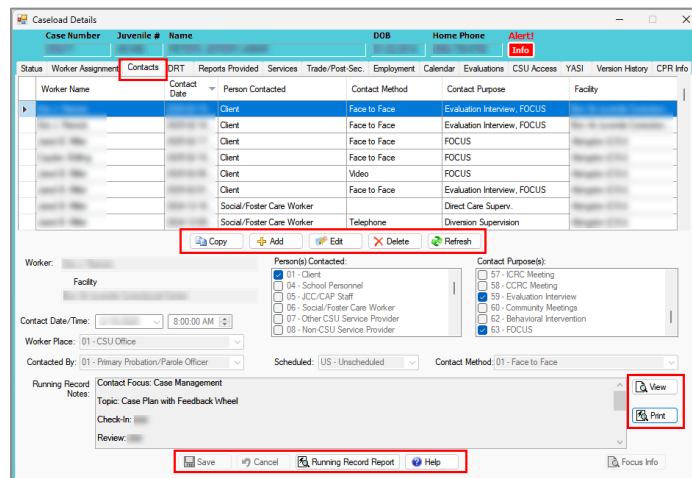
e. Help Button

- i. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete a worker.

Only users with sufficient privileges can add, edit, or delete workers and their data.

3. Contacts Tab

The Caseload Details screen Contacts tab lists all documented case contacts. The tab displays the Worker Name, Contact Date, Person Contacted, Contact Method, Contact Purpose, and Facility information. The tab allows users to copy, add, edit, or delete a contact.



The Contacts tab can be directly accessed from the Current Caseload Assignment screen by clicking the **Contacts** button.

a. Copy Button

- i. On the Contacts tab of the Caseload Details screen select the (i) desired contacts entry to be copied and the row will be highlighted in blue. Click the (ii) **Copy** button and a duplicate entry of the selected contacts entry will be created. Edit the (iii) contacts information as needed in the lower half of the screen and (iv) click the (a) **Save** button to save the record or the (b) **Cancel** button to discard any changes. See the **Add Button** section below for detail.

The screenshot shows the 'Caseload Details' window with the 'Contacts' tab selected. The table lists contact entries with columns for Worker Name, Contact Date, Person Contacted, Contact Method, Contact Purpose, and Facility. A red box highlights the 'Copy' button at the bottom of the table. Another red box highlights the 'Focus Info' button at the bottom right of the window.

If a contact entry is copied that contains **Contact Purpose(s)** type “63 - FOCUS,” the user must utilize the **Focus Info** button to access the Focus Info Screen and edit all information as necessary. See the **Focus Info Button** section in the **Add Button** section below for detail.

b. Add Button

- i. To add a new contacts entry, click the (i) **Add** button and the fields at the bottom of the screen will become accessible. The name in the **Worker** field will auto-populate with that of the current user. Select the (ii) **Facility** from the corresponding drop-down menu. Select the (iii) **Contact Date/Time** using the drop-down calendar screen and time field buttons. Select the (iv) **Worker Place**, (v) **Contacted By**, (vi) **Scheduled**, and (vii) **Contact Method** from the corresponding drop-down field options. Select the desired (viii) **Person(s) Contacted** and (ix) **Contact Purpose(s)** checkboxes (more than one may be selected for each). Type a detailed narrative of the contacts entry in the (x) **Running Record Notes** textbox.

The screenshot shows the 'Caseload Details' window with the 'Add' button highlighted in red. The 'Focus Info' button is also highlighted in red. The 'Add' button is located at the bottom of the table, and the 'Focus Info' button is located at the bottom right of the window.

If the user selects **Contact Purpose(s)** type “63 - FOCUS,” the user is required to click the **Focus Info** button to add information to the **Running Record Notes** textbox using the Focus Info Screen. See the **Focus Info Button** section below for detail.

Contact Purpose(s) type “63 - FOCUS” should only be selected as a contact purpose if “S - Scheduled” or “US - Unscheduled” is selected from the **Scheduled** drop-down menu. If a FOCUS contact was attempted, cancelled, or resulted in a no show, select any other relevant contact purpose(s).

ii. Focus Info Button

1. When the user selects **Contact Purpose(s)** type “63 - FOCUS” while adding or editing a contacts entry record, the **Focus Info** button will become accessible. Click the **Focus Info** button and the Focus Info Screen will appear.

a. Focus Info Screen

- i. Select the appropriate value from the (i) **Contact Focus** and (ii) **Topic** drop-down

menus. Enter text as required in the (iii) **Check-in**, (iv) **Review**, (v) **Focus Narrative**, (vi) **Reflection**, (vii) **Look Ahead**, and (viii) **Non-Focus Notes** text fields, and select a value from the (ix) **Duration (minutes)** drop-down menu.

- ii. Click the **Update** button and the information entered on the Focus Info Screen will appear in the **Running Record Notes** textbox on the Contacts tab.
- iii. Click the **Cancel** button to discard any changes and return to the Contacts tab.
- iv. Click the **Help** button on the Focus Info Screen and the Help screen will appear. The Help screen provides detailed information related to completing the Focus Info Screen.

The screenshot shows the 'Caseload Details' window with the 'Contacts' tab active. A table lists contacts with columns for Worker Name, Contact Date, Person Contacted, Contact Method, Contact Purpose, and Facility. Below the table, there are fields for Worker, Facility, Contact Date/Time, Worker Place, and Contacted By. A 'Running Record Notes' section contains text boxes for Check-In, Review, Focus Narrative, Reflection, Look Ahead, and Non-Focus Notes, along with a Duration (minutes) dropdown. At the bottom right, there is a 'Focus Info' button. A red box highlights this button. Another red box highlights the 'Contact Purpose(s)' list, where '63 - FOCUS' is selected.

The screenshot shows the 'Focus Info Screen' window. It has a 'Contact Focus' dropdown menu (open, showing options like Case Management, Cognitive-Behavioral Skill Building, etc.) and a 'Topic' dropdown menu. A red arrow points from the 'Contact Focus' dropdown to the 'Topic' dropdown. A red box at the bottom contains the 'Update', 'Cancel', and 'Help' buttons. A red box on the right side contains the text: 'The value selected from the Contact Focus drop-down menu will determine the available values in the Topic drop-down menu and the accessible text fields.'

The screenshot shows the 'Help' screen titled 'Case Management Menu'. It contains detailed text about the Case Management Menu, including sections for Initial YASI Assessment, Case Plan With Feedback Wheel, Service Coordination, YASI Reassessment, Redirect, and Rapport Building Menu. A 'Close' button is at the bottom.

- The value selected from the **Contact Focus** drop-down menu will determine the available values in the **Topic** drop-down menu and the accessible text fields on the FOCUS Info Screen.
 - When the user clicks the **FOCUS Info** button, any existing data in the **Running Record Notes** textbox will be overwritten by the data entered on the FOCUS Info Screen when the **Update** button is clicked. To save the change to the **Running Record Notes** textbox the user must click the **Save** button on the Contacts tab.
- iii. On the Contacts tab, click the (a) **Save** button to save the record or the (b) **Cancel** button to discard any changes.
- c. **Edit Button**
- i. On the Contacts tab of the Caseload Details screen select the desired (i) contacts entry to be edited and the row will be highlighted in blue, (ii) click the **Edit** button and the data fields and **Focus Info** button in the lower half of the screen will become accessible. (iii) Edit the information as necessary.
 1. If the user deselects **Contact Purpose(s)** type "63 – FOCUS," the Contact Purpose 'FOCUS' unselected information screen will appear stating that any data entered on the Focus Info Screen will be deleted when the changes are saved.

- ii. Click the (a) **Save** button to save the record or the (b) **Cancel** button to discard any changes. See the **Add Button** section above for detail.

The screenshot shows the 'Caseload Details' window. At the top, there's a header with 'Case Number', 'Juvenile #', 'Name', 'DOB', 'Home Phone', and 'Alert! Info'. Below this is a table with columns: 'Worker Name', 'Contact Date', 'Person Contacted', 'Contact Method', 'Contact Purpose', and 'Facility'. A row is highlighted in blue. Below the table, there are buttons: 'Copy', 'Add', 'Edit' (highlighted in red), 'Delete', and 'Refresh'. Further down, there are sections for 'Worker', 'Facility', 'Contact Date/Time', 'Worker Place', 'Contacted By', 'Person(s) Contacted', 'Contact Purpose(s)', 'Scheduled', 'Contact Method', 'Running Record Notes', 'Check-In', and 'Review'. The 'Edit' button is also highlighted in red in the bottom right area.

This is a 'Change User' dialog box. It has a 'Worker' field and a 'Show All Facilities (including expired ones)' checkbox, which is highlighted in red. Below these are 'Contact Date/Time' and 'Worker Place' fields. There are also 'Contacted By', 'Scheduled', and 'Contact Method' dropdowns. At the bottom, there are buttons for 'Save', 'Cancel', 'Running Record Report', and 'Help'. A red box with text points to the 'Copy', 'Add', 'Edit', and 'Delete' buttons in the top right area.

A warning dialog box titled 'Contact Purpose 'FOCUS' unselected'. It contains an information icon and the text: 'You have unselected 'FOCUS' as the Contact Purpose. Upon saving your changes, any data entered on the FOCUS Info Screen will be deleted from the system.' There is an 'OK' button at the bottom.

Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

b. Delete Button

- i. (i) Select a contact, and the row will be highlighted in blue, click the (ii) **Delete** button and a Question screen will appear requesting confirmation of the delete command, (iii) click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the Caseload Details screen.

This screenshot is similar to the first one, but the 'Delete' button is highlighted in red. The 'Person(s) Contacted' and 'Contact Purpose(s)' sections are also visible.

A 'Question' dialog box with a question mark icon. It asks: 'Are you sure you want to delete the contact?'. There are 'Yes' and 'No' buttons at the bottom.

c. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed.

d. View Button

- i. On the Contacts tab of the Caseload Details screen (i) select the desired contacts entry to be viewed and the row will be highlighted in blue, click the (ii) **View** button to open the **Running Record Notes** in a separate Running Record Notes screen. (iii) Edit the notes as necessary and (iv) click the (a) **Update** button to update the record or the (b) **Cancel** button to discard any changes.

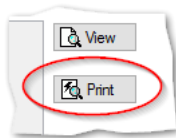
The screenshot shows the 'Caseload Details' window. At the bottom, there is a 'Running Record Notes' text area. To the right of this text area is a 'View' button, which is highlighted with a red box. The entire 'Running Record Notes' section is also highlighted with a red box.

The screenshot shows the 'Running Record Notes' window. At the bottom, there is an 'Update' button, which is highlighted with a red box.

- Information in the **Running Record Notes** textbox must be as detailed as possible.
- Click the **View** button to view all the text in the **Running Record Notes** textbox in the Running Record Notes screen.
- If the information in the **Running Record Notes** textbox was created using the **Focus Info** button it can only be edited using the **Focus Info** button and Focus Info Screen.

e. Print Button

- i. On the Contacts tab of the Caseload Details screen (i) select the desired contacts entry to be viewed and the row will be highlighted in blue, (ii) click the **Print** button to open the Report Viewer screen to display the report for the selected record.



The screenshot shows the 'Report Viewer' window. It displays a 'Caseload Contact' report. At the bottom of the report, there is a 'Print' button, which is circled in red.

- Click the **Print** button to print a specific contact entry.

f. Running Record Report Button

- i. (i) Click the **Running Record Report** button, and the Running Records Parameters screen will appear. Select the (ii) **Facility**, (iii) **Worker**, and (iv) **Contact Purpose** from the drop-down field options and select the (v) **Start Date** and (vi) **End Date** from the drop-down calendar screens. (vii) Click the desired **Ascending** or **Descending** radio button to set the report **Contact Date Sort Order**. (viii) Click the **Print** button and the Report Viewer screen will appear displaying the report.

Running Records Parameters

Facility: ALL

Worker: ALL

Contact Purpose: ALL

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Sort Order

Contact Date: ☒ Ascending ☐ Descending

Print

[illegible]

g. Help Button

- i. Click the **Help** button and the *Help* screen will appear. The *Help* screen provides instructions on how to copy, add, edit, and delete a record from the *Contacts* tab.

4. DRT Tab

The Caseload Details screen *DRT (Disposition Recommendation Tool)* tab is used by appropriate staff to make dispositional recommendations to the court as part of the Social History Report. Users can review and revise offense information such as adjudication codes, adjudication dates, amended charges, and deferral dates for the associated offenses from the *DRT* tab.

- For a DRT to be completed, one of the associated offenses must be a (i) felony, (ii) Class 1 misdemeanor, (iii) violation of probation/parole, or (iv) violation of court order, contempt of court, or other failure to appear.
- A DRT is not required when the only offense is: less than a Class 1 misdemeanor (e.g., Class 2 misdemeanors), a CHINS petition, a CHINSup petition, a status offense, and other civil matters (e.g., non-criminal violations of protective orders).

The **DRT Record** table in the upper half of the *DRT* tab displays the DRT ID, Date Saved, Worker Name, Most Serious Present Adj. Offense Cat., Status at Time of Present Offense(s), Total DRT Score, and SO Eligibility columns. The **Associated Offense** table in the middle of the tab displays Offense Date, Adjudication, VCC Code, and Offense Description columns. The lower half of the *DRT* tab is used to record and display information related to: **I. Present Offense(s)**, **II. Prior History**, **III. Criminal Street Gang Involvement**, and **IV. Dynamic Risk Level (Based on Yasi)**. The *DRT* tab allows authorized users to add, edit, or delete a DRT record.

The screenshot displays the 'CaseLoad Details' application interface. At the top, a navigation bar includes tabs for 'Case Number', 'Juvenile #', 'Name', 'DOB', 'Home Phone', and 'Alerts'. The 'Alerts' tab is currently active, showing a red 'Alert!' icon. Below the navigation bar, a table lists various case details, including 'DRT ID', 'Date Saved', 'Worker Name', 'Most Serious Present Adj. Offense Cat.', 'Status at Time of Present Offense(s)', 'Total DRT Score', and 'SO Eligibility'. The table contains several rows of data, with the first row highlighted in blue. Below the table, there are four buttons: 'Add', 'Edit', 'Delete', and 'Refresh'. To the right of the table, there is a sidebar with a vertical scroll bar. At the bottom of the interface, there is a section titled 'I. Present Offense(s)' which includes a list of offenses and a 'Score' column. The list contains three items: '1. Most Serious PRESENT Adjudicated Offense', '2. Additional PRESENT Adjudicated Offenses in this Report', and '3. Status at Time of Present Offense(s)'. At the very bottom, there are three buttons: 'Save', 'Cancel', and 'Help'.

a. Add Button

- i. To create a new DRT, (i) click the **Add** button and the **Date Saved** and **Worker Name** fields will auto-populate. The **DRT ID** field will auto-populate when the DRT record is saved. (ii) Select the FIPS from the **FIPS** drop-down menu.

1. Associate Offenses Button

- a. To associate an offense (i) click the **Associate Offenses** button and the Offense History screen will appear.

The screenshot shows the 'Caseload Details' window. At the top, there are tabs for Case Number, Juvenile #, Name, DOB, Home Phone, and Alerts. Below these are various sections including Status, Worker Assignment, Contacts, DRT, Reports Provided, Services, Trade/Post-Sec, Employment, Calendar, Evaluations, CSU Access, YASI, Version History, and CPR Info. The 'DRT' tab is selected, showing a table with columns: DRT ID, Date Saved, Worker Name, Most Serious Present Adj. Offense Cat, Status at Time of Present Offense(s), Total DRT Score, and SO Eligibility. Below this table, there are buttons for Add, Edit, Delete, and Refresh. The 'Add' button is highlighted with a red box. Below these buttons, there are input fields for DRT ID, Date Saved, Worker Name, and FPS (760-Richmond). To the right, there is a button labeled 'Associate Offenses' which is also highlighted with a red box. Below this, there is a 'Recalculate Score' button. At the bottom, there is a 'Present Offense(s)' section with a table for 1. Most Serious PRESENT Adjudicated Offense, 2. Additional PRESENT Adjudicated Offenses in this Report, and 3. Status at Time of Present Offense(s). The 'Save' button is highlighted with a red box.

- i. On the Offense History screen (i) Place a checkmark in the **Associated** checkbox for the offense that is to be associated, (ii) click the **Save** button, and the Information screen will appear. (iii) Click the **OK** button on the Information screen to return to the Offense History screen. If necessary, repeat the preceding steps for each offense that will be associated with the DRT. (vi) Click the **Close** button on the Offense History screen to return to the Caseload Details screen and the selected offense(s) will be associated with the DRT.

- Only **Associated Offenses** with adjudication codes “DS – Defer/Withheld Finding,” “FG – Found Guilty by Circuit Court,” “G – Guilty (Not Innocent),” “GA – Guilty in Absentia,” or “GR – Granted” can be associated with a DRT.
- Multiple offenses can be associated with any given DRT.

The screenshot shows the 'Offense History' window. At the top, there is a tab for 'Intake Offense History'. Below this is a table with columns: Associated, Intake#, Off Date, Offense, Adj, Guilty, Amended Charge, Cnt, and Ptb. The first row has the 'Associated' checkbox checked. Below the table, there are input fields for Intake Date, Statute (18.2-415), Modifier, Offense Decision (Successful Diversion), Judge Ordered Detention?, Supreme Ct Docket #, Not Reported, Locality (Suffolk), CSU Comments, Adjudication, Date Adjudicated, Deferred Date, Deferral Expir. Date, and Amended Charge. At the bottom, there is a 'Save' button which is highlighted with a red box, and a 'Close' button.

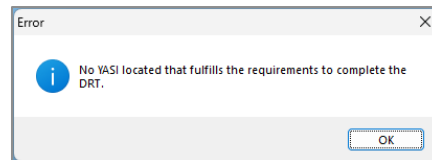
The screenshot shows an 'Information' dialog box with a blue information icon and the text 'Data saved successfully.' Below the text is an 'OK' button.

Refer to the [BADGE Offense History Screen Manual](#) for instructions on using the Offense History screen.

- b. When the preceding steps are completed the **Associated Offense** table adjacent to the **Associate Offenses** button will auto-populate the associated offense information, each record contains Offense Date, Adjudication, VCC Code, and Offense Description.
- c. The **VCC of Most Serious Present Offense** field will auto-populate.
- d. The fields contained in the **I. Present Offense(s)**, **II. Prior History**, and **IV. Dynamic Risk**

Level (Based on Yasi) sections and corresponding **Score** fields will auto-populate.

- If none of the offenses selected meet BADGE system requirements for **Most Serious PRESENT Adjudicated Offense** in the **I. Present Offense(s)** section, the BADGE system will prevent the DRT record from being saved and display a message that states: "The offenses selected do not meet the requirements to complete the DRT."
- To add a DRT record on the **DRT** tab, a juvenile must have a YASI assessment completed in **CaseWorks** with a date administered equal to 90 days or less than the DRT **Date Saved**.



- e. The user must select a value from the **III. Criminal Street Gang Involvement** drop-down menu and the corresponding **Score** field will auto-populate.
- f. As the preceding items are completed the **TOTAL DRT SCORE** and **Indicated DRT Recommendation** will auto-populate.

- g. If the juvenile meets the necessary criteria, the **Serious Offender Commitment Eligibility** field will auto-populate with the following statement, "The youth MAY be eligible for a serious offender commitment."
- h. If applicable, (i) place a check mark in the **CSU Director Approved Exception** checkbox and the **Exception Justification** textbox will become accessible. (ii) Enter any required information in the **Exception Justification** textbox.

- i. Select a value from the **Actual DRT Recommendation** drop-down menu.
- ii. **Save Button**
 1. Click the **Save** button at the bottom of the **DRT** tab to save the DRT record. The **DRT ID** field

will auto-populate with a system generated number when the record is initially saved.

iii. Cancel Button

1. Click the **Cancel** button to continue without saving changes to the DRT record.

The screenshot shows the 'Caseload Details' window with the 'DRT' tab selected. The 'DRT ID' table is highlighted in blue. Below the table, there are sections for 'Criminal Street Gang Involvement', 'Dynamic Risk Level (Based on YASI)', and 'DRT Recommendation'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Help'.

b. Edit Button

- (i) Select a record in the **DRT Record** table in the upper half of the **DRT** tab and the row will be highlighted in **blue**. Click the (ii) **Edit** button and (iii) edit the information in the lower half of the **DRT** tab following the instructions outlined in the preceding [Add Button section](#).

ii. Save Button

1. When the edits are complete click the **Save** button at the bottom of the **DRT** tab to save the DRT record.

iii. Cancel Button

1. Click the **Cancel** button to continue without saving changes to the DRT record.

c. Delete Button

- (i) Select a record in the **DRT Record** table in the upper half of the **DRT** tab and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the **Question** screen will appear requesting confirmation of the delete command. (iii) Click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the **DRT** tab.

d. Refresh Button

- Click the **Refresh** button to ensure the most current information is being displayed.

e. Help Button

- Click the **Help** button and the **Help** screen will appear and display the **DRT** tab business rules.

This is another screenshot of the 'Caseload Details' window, similar to the one above, showing the 'DRT' tab with the 'DRT ID' table highlighted in blue. The 'Save', 'Cancel', and 'Help' buttons are visible at the bottom.

A small dialog box titled 'Question' with a question mark icon. The text inside asks 'Are you sure you want to delete selected DRT?'. There are two buttons at the bottom: 'Yes' and 'No'.

A 'Help' dialog box titled 'DRT Tab Help'. It contains detailed instructions on how to complete the Disposition Recommendation Tool (DRT), including requirements for offenses, adjudication codes, and how to calculate the Total DRT Score. The text is small and dense.

5. Reports Provided Tab

The Caseload Details screen Reports Provided tab lists all reports provided for the individual selected. The tab displays the Worker Name, Report Type, Date Completed, and JO?. The tab allows users to add, edit, or delete a record.

“JO?” indicates if a report was ordered by a judge, (Y) yes or (N) no.

a. Add Button

- i. To add a new entry (i) click the **Add** button and the fields at the bottom of the screen will become accessible and the name in the **Worker Name** field will auto-populate with that of the current user. Select the (ii) **Report Type** and (iii) **Facility** from the respective drop-down field options. (iv) Click to place a checkmark in the **Judge Ordered** checkbox if applicable. Select the (v) **Date Completed** from the drop-down calendar screen. (vi) Click the **Save** button and a new record will be created and displayed in the table in the upper half of the *Reports Provided* tab.

Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.
 Refer to the [BADGE Terms & Concepts Manual](#) for descriptions of the more than 30 available **Report Types**.

b. Edit Button

- i. On the *Reports Provided* tab of the *Caseload Details* screen (i) select the desired record to be edited and the row will be highlighted in blue, (ii) click the **Edit** button and the data fields in the lower half of the screen will become accessible. (iii) Edit the information as necessary and (iv) click the **Save** button when the edits are completed.

c. Delete Button

- i. On the *Reports Provided* tab of the *Caseload Details* screen (i) select the desired record to be deleted and the row will be highlighted in blue, (ii) click the **Delete** button and a *Question* screen will appear requesting confirmation of the delete command. (iii) Click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the *Caseload Details* screen.

d. Refresh Button

- i. Click the **Refresh** button on the *Reports Provided* tab to ensure the most current information is being displayed on the *Reports Provided* tab.

e. Help Button

- i. Click the **Help** button on the *Reports Provided* tab and the *Help* screen will appear. The *Help* screen provides instructions on how to add, edit, and delete a record from the *Reports Provided* tab.

f. **Report Button**

- i. Click the **Report** button on the *Reports Provided* tab to generate a **Reports Provided** report for the Juvenile which will list Completed (date), Description, Worker, and if a report was Judicially Ordered.

Report Viewer

1 of 1

Find | Next

Reports Provided

For [Redacted] (DJJ Caseload# [Redacted])

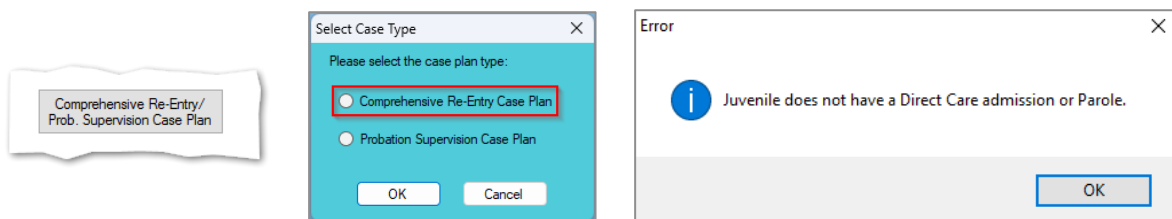
Completed	Description	Worker	Judicially Ordered?
10/15/2024	Major Offender Packet	Mark of [Redacted]	Y
10/15/2024	YASI Pre-Screen	Shirley [Redacted]	
10/15/2024	Other Reports	Shirley [Redacted]	

Print Date: 10/15/2024 10:10:10 AM

Page 1 of 1

g. **Comprehensive Re-Entry/ Prob. Supervision Case Plan Button**i. **Comprehensive Re-Entry Case Plan**

1. (i) Click the **Comprehensive Re-Entry/ Prob. Supervision Case Plan** button, and the Select Case Type screen will appear. (ii) Click the **Comprehensive Re-Entry Case Plan** radio button, (iii) click the **OK** button, and the Comprehensive Re-Entry Case Plan screen will appear (if the juvenile does not have a direct care admission record an Error screen will appear). (iv) Select either the *JCC* or *CSU* tab as required.



To add a **Comprehensive Re-Entry Case Plan**, the juvenile must have a Direct Care admission.

- a. Complete the case plan on the selected *JCC* or *CSU* tab by entering the required data in the appropriate fields and selecting the appropriate checkbox and radio button options.

Comprehensive Re-Entry Case Plan

JCC CSU

Juvenile Name: [Redacted] Juvenile #: [Redacted] DOB: [Redacted] Age: [Redacted]

Committing CSU: [Redacted] Supervising CSU: [Redacted]

Commitment Date: [Redacted] Commitment #: [Redacted]

Committing Offenses: [Redacted]

Date at RDC: [Redacted] LOS: [Redacted] Date of Release Eligibility: [Redacted]

Assigned JCC: [Redacted] Date at JCC: [Redacted]

Assigned JCC Counselor: [Redacted] Assigned Parole Officer: [Redacted]

Juvenile Correctional Center

Date of CRCP Development: [Redacted] Annual Revision Date: [Redacted]

Current Level of Functioning: ☐ Above Average ☒ Average ☐ Below Average

Recommended or Mandatory Services:

☐ Substance Abuse (R or M) ☒ Family ☒ Aggression/Violence

☐ Sex Offender (R or M) ☐ School ☒ Attitudes

☐ Aggression Management (R or M) ☒ Community/Peers ☒ Skill

☐ Mental Health Transition Plan ☐ Alcohol/Drug Abuse ☐ Vocational/Recreational

☐ Other Needs: [Redacted]

Save Cancel Print Delete Close

Comprehensive Re-Entry Case Plan

JCC CSU

Court Service Unit

Placement Status: Identify proposed placement upon release from direct care or plan to secure a parole placement. To be completed by the committing CSU within 30 days of arrival at the placement JCC.

☒ Placement is available with [Redacted] at [Redacted]

This placement can provide appropriate supervision for this juvenile with (select one) support services:

☐ Minimal ☐ Moderate ☒ Intensive

☒ Placement is not presently available and the following steps will be implemented to secure an appropriate placement (indicate who will do what, by when): [Redacted]

View

Level of Supervision Determination (Complete no later than 60 days prior to release)

Date of Last YASI Assessment at the time of Commitment: [Redacted] Overall Risk Level: [Redacted]

Initial Supervision Level as Determined by Matrix (CSU 9334): [Redacted]

Mandatory Override to Level 4? ☐ If yes, due to what offense? [Redacted]

Discretionary Override? ☒ Yes ☐ No Discretionary Override Rationale: [Redacted]

Discretionary Override Level: [Redacted]

How motivated is the juvenile/family to change? [Redacted]

Frequency of contact with parent/guardian: [Redacted]

Frequency of contact with external agencies: [Redacted]

Estimated period of parole supervision? [Redacted]

Last update by [Redacted]

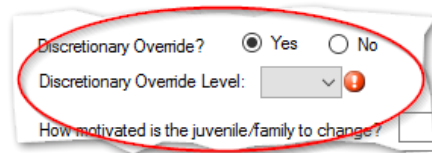
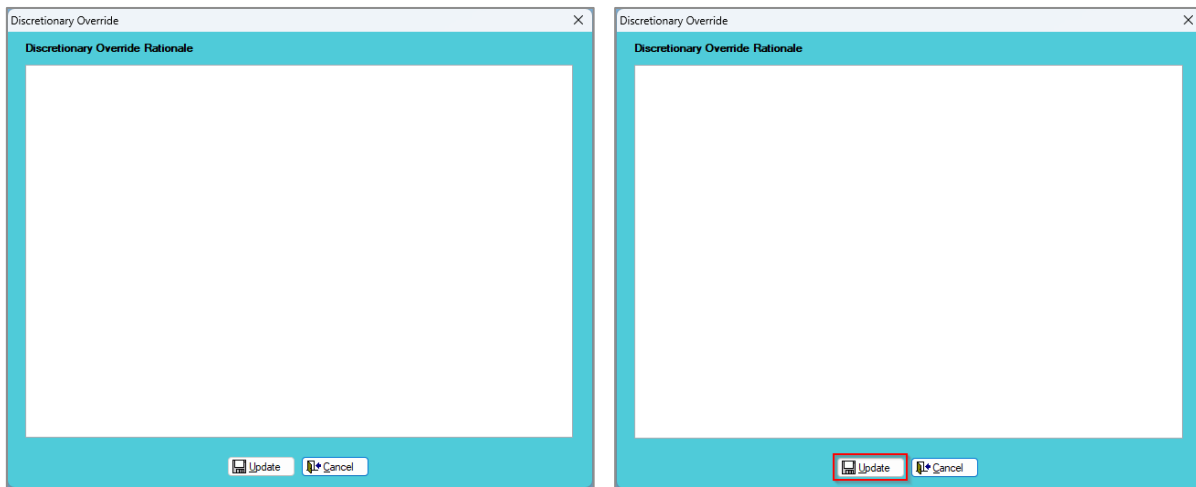
Save Cancel Print Delete Close

i. **View Buttons on CSU tab**

1. If inputting data on the *CSU* tab, (i) check the checkbox to access the **Placement not available narrative** textbox. If desired, (ii) click the adjacent **View** button to open

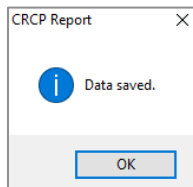
the **Placement not available** textbox in a separate Placement not available narrative screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the Placement not available narrative screen.

2. (i) Select the **Yes** radio button for **Discretionary Override?** to access the **Discretionary Override Rationale** textbox. If desired, (ii) click the adjacent **View** button to open the **Discretionary Override Rationale** textbox in a separate Discretionary Override screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the Discretionary Override screen.
 - a. **Discretionary Override Level**
 - i. If the **Yes** radio button is selected for the **Discretionary Override?** option, the **Discretionary Override Level** must also be selected, or the case plan cannot be saved.



b. Save Button

- i. (i) Click the **Save** button on the Comprehensive Re-Entry Case Plan screen and the CRCP Report screen will appear stating the data has been saved. (ii) Click the **OK** button on the CRCP Report screen to return to the Comprehensive Re-Entry Case Plan screen.



c. Cancel Button

- i. Click the **Cancel** button on the Comprehensive Re-Entry Case Plan screen and unsaved information will be cleared.

d. Print Button

- i. Click the **Print** button on the Comprehensive Re-Entry Case Plan screen and the completed **Comprehensive Re-Entry Case Plan** will appear.

Report Viewer
 Virginia Department of Juvenile Justice
 Comprehensive Re-Entry Case Plan (CRCP)
 Cover Sheet

Date of CRCP Development: 01/10/2021 Annual Revision Date: 01/10/2021
 Name of Juvenile: JAMES, JAMES JTS#: 10000 Date of Birth: 01/01/2000 Age: 20.00
 Committing CSU: CSU001 Direct Care Supervising CSU: CSU001
 Commitment Date: 01/10/2021 Commitment #: 0000000000
 Committing Offense: 18.07-2-A-1 (POSSESSING A FIREARM) Date of Release Eligibility: 01/10/2021
 Date at JCC: 01/10/2021 LOS: 14-02 Date at JCC: 01/10/2021
 Assigned JCC Counselor: Patsy T. Daffney Assigned Parole Officer: _____

Court Service Unit
 Placement Status: Identify proposed placement opportunities, including case or plan to secure a parole placement. To be completed by the committing CSU within 60 days of arrest or release.
☒ Placement is available with Court Service Unit at Juvenile Correctional Center.
 This placement can provide appropriate supervision for this juvenile with support services. 01/10/2021
☐ Placement is not presently available and the following steps will be implemented to secure an appropriate placement (indicate who will do what, by when): _____

Current Level of Functioning
 Recommended and Mandatory Services Needs
 Select Health Care Plan (optional)
 High or Moderate Risk YASU Domains:
 Family
 Community/Peer
 Employment
 Education
 Mental Health
 Substance Use
 Date Printed: 01/10/2021

Report Viewer
 Virginia Department of Juvenile Justice
 Comprehensive Re-Entry Case Plan (CRCP)
 Cover Sheet

Date of CRCP Development: 01/10/2021 Annual Revision Date: 01/10/2021
 Name of Juvenile: JAMES, JAMES JTS#: 10000 Date of Birth: 01/01/2000 Age: 20.00
 Committing CSU: CSU001 Direct Care Supervising CSU: CSU001
 Commitment Date: 01/10/2021 Commitment #: 0000000000
 Committing Offenses: 18.07-2-A-1 (POSSESSING A FIREARM) Date of Release Eligibility: 01/10/2021
 Date at RDC: 01/10/2021 LOS: 14-02 Date at JCC: 01/10/2021
 Assigned JCC: Bon Air Juvenile Correctional Center Date at JCC: 01/10/2021
 Assigned JCC Counselor: Patsy T. Daffney Assigned Parole Officer: _____

Court Service Unit
 Placement Status: Identify proposed placement opportunities, including case or plan to secure a parole placement. To be completed by the committing CSU within 60 days of arrest or release.
☐ Placement is available with _____ at _____
 This placement can provide appropriate supervision for this juvenile with support services: _____

e. **Delete Button**

- i. Click the **Delete** button on the Comprehensive Re-Entry Case Plan screen and the user will return to the Reports Provided tab on the Caseload Details screen.

f. **Close Button**

- i. Click the **Close** button on the Comprehensive Re-Entry Case Plan screen the user will return to the Reports Provided tab on the Caseload Details screen.

ii. **Probation Supervision Case Plan**

1. (i) Click the **Comprehensive Re-Entry/ Prob. Supervision Case Plan** button, and the Select Case Type screen will appear. (ii) Click the **Probation Supervision Case Plan** radio button, (iii) click the **OK** button, and the Probation Supervision Case Plan screen will appear (if the juvenile does not have a probation status record an Error screen will appear).

Select Case Type
 Please select the case plan type:
☐ Comprehensive Re-Entry Case Plan
☒ Probation Supervision Case Plan
 OK Cancel

Error
 Juvenile does not have a Probation status.
 OK

To add a **Probation Supervision Case Plan**, the juvenile must have a probation status.

- a. Complete the case plan on the Probation Supervision Case Plan screen by entering the required data in the appropriate fields and selecting the appropriate checkbox and radio button options.

i. **View Button**

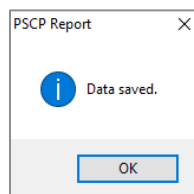
1. (i) Select the **Yes** radio button for **Discretionary Override?** to access the **Discretionary Override Rational** textbox. If desired, (ii) click the adjacent **View** button to open the **Discretionary Override Rational** textbox in a separate Discretionary Override Rational screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the Discretionary Override Rational screen.

ii. **Discretionary Override Level**

1. If the **Yes** radio button is selected for the **Discretionary Override?** option, the **Discretionary Override Level** must also be selected, or the case plan cannot be saved.

b. **Save Button**

- i. (i) Click the **Save** button on the Probation Supervision Case Plan screen and the PSCP Report screen will appear stating the data has been saved. (ii) Click the **OK** button on the PSCP Report screen to return to the Probation Supervision Case Plan screen.



c. **Cancel Button**

- i. Click the **Cancel** button on the Probation Supervision Case Plan screen and unsaved information will be cleared.

d. **Print Button**

- i. Click the **Print** button on the Probation Supervision Case Plan screen and the completed **Probation Supervision Case Plan** will appear in the Report Viewer screen.

e. **Delete Button**

- i. Click the **Delete** button on the Probation Supervision Case Plan screen and the user will return to the Reports Provided tab on the Caseload Details screen.

f. **Close Button**

- i. Click the **Close** button on the *Probation Supervision Case Plan* screen the user will return to the *Reports Provided* tab on the *Caseload Details* screen.

6. Services Tab

The *Caseload Details* screen *Services* tab lists all the current and past services received for the juvenile. The tab displays the Opened Date, Service Type, Provider Type, Events (Y/N indicator of whether a service event was recorded), and the Closed Date. The tab allows users to add, edit, or delete a services record, add service events, track event progress, and record treatment completion.

a. Add Button

- i. (i) Click the **Add** button to access the fields in the lower half of the screen and the **Assigned To** field will auto-populate with the current user's name. Select the (ii) facility (if other than the auto-populated default) from the **Facility** drop-down menu. (iii) Select the **Opened Date (Service Begins)** from the drop-down calendar screen. Select the (iv) **Provider Type**, (v) **Service Type**, and (vi) **Closed Reason** (if applicable) from the respective drop-down menus. (vii) Select the **Closed Date** (if applicable) from the drop-down calendar screen and (viii) type a detailed narrative of the service in the **Comments** textbox.
- ii. Click the **Save** button, the **Assigned Date (Date Keyed)** field will auto-populate with the current date, and a new services record/row will be created and displayed in the upper half of the *Services* tab.

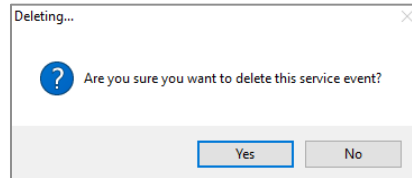
Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.


b. Edit Button

- i. (i) Select a service in the upper half of the *Services* tab, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information in the lower half of the *Services* tab as required, and (iv) click the **Save** button when the edits are completed.

c. Delete Button

- i. (i) Select a service in the upper half of the *Services* tab, and the row will be highlighted in **blue**. (ii) Click the **Delete** button and the *Deleting* screen will appear, click the (a) **Yes** button to delete the service event record and return to the *Service Events* screen or the (b) **No** button to cancel the delete operation and return to the *Caseload Details* screen.



 To delete a service all associated service events must be deleted first.

d. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

e. **Cancel Button**

- i. Click the **Cancel** button and any unsaved information will be cleared.

f. **Help Button**

- i. Click the **Help** button and the *Help* screen will appear. The *Help* screen lists instructions on how to add, edit, and delete a service event.

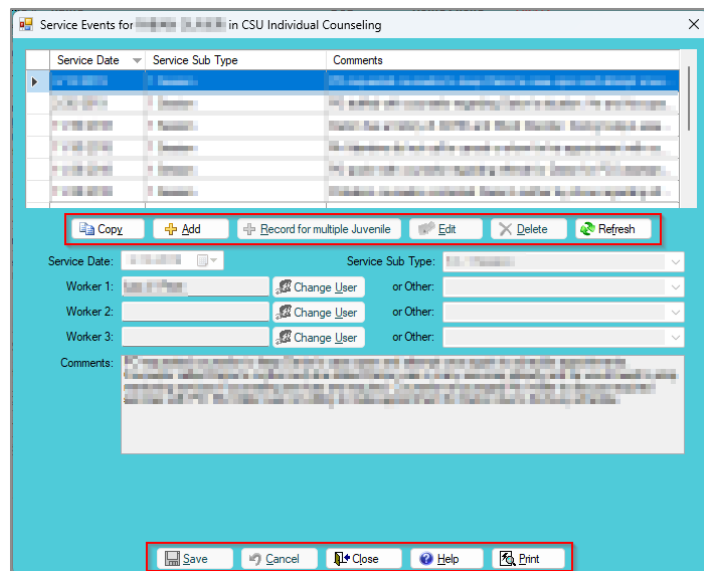
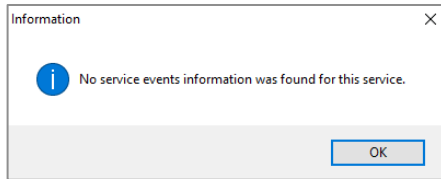
g. **Report Button**

- i. The **Services Provided** report lists the service information related to a specific juvenile. Click the **Report** button and the *Report Viewer* screen will appear with the report.

Opened	Description	Assigned To	Provided By
	CSU Electronic Monitoring	Jerry M. Jaramila	Non-CSU Service Provider
	Closed: Reason Closed: Service Successfully Completed		
	Date:		
	Comments:		
No Service Events			
	CSU Supervise Community Service	Jerry M. Jaramila	Non-CSU Service Provider
	Closed: Reason Closed: Service Successfully Completed		
	Date:		
	Comments:		
No Service Events			
	CSU Life Skills	Jerry M. Jaramila	Non-CSU Service Provider
	Closed: Reason Closed:		
	Date:		
	Comments:		
No Service Events			

h. **Service Events Button**

- i. Click the **Service Events** button and the *Service Events* screen will appear. The *Service Events* screen will list the Service Date, Service Sub Type, and any Comments.
 1. If no service events exist for the selected service, clicking the **Service Events** button will display an *Information* screen stating no events were found. Click the **Ok** button and the *Service Events* screen will appear.



a. **Copy Button**

- i. If a service event entry already exists, it may be copied and edited. (i) Click on the desired service event in the upper half of the screen and the row will be highlighted in **blue**. (ii) Click the **Copy** button and a duplicate entry of the selected service event will be created, (iii) edit the information as required in the lower half of the screen, and (iv) click the **Save** button.

b. **Add Button**

- i. Click the **Add** button and the fields in the lower half of the screen will become accessible. (ii) Select the **Service Date** from the drop-down calendar screen, select the (iii) **Service Sub Type** and/or the (iv) **or Other** from their respective drop-down menus, (v) type any important information about the service event in the **Comments** textbox, and (vi) click the **Save** button.
 1. The **Service Date** must be the date the service was provided. If a user attempts to save a service event for a date prior to the service opened date or a future date an error will be generated.
 2. The **Service Sub Type** drop-down menu lists the service session code and type, if applicable.
 3. The **Worker 1** field will auto-populate with the current user's name. To change the user in the **Worker 1** field, click the **Change User** button.
 4. Click the **Change User** button adjacent to each field to add **Worker 2** and **Worker 3**, if applicable.
 5. The **or Other** drop-down menu lists the codes and titles for users that are not DJJ case workers.



Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

c. **Record for multiple Juvenile Button**

- i. When the same service event is applicable to multiple juveniles a service event can be recorded for multiple juveniles at the same time. (i) Either (a) click the **Add** button or (b) select a service event record and click the **Copy** button. Either action will initiate a new record and make the fields in the lower half of the screen accessible. (ii) Follow the steps outlined in either the (a) [Copy button](#) or the (b) [Add button](#) sections immediately above to update the newly created record. (iii) Prior to clicking the **Save** button, click the **Record for multiple Juvenile** button and the Select Juveniles screen will appear. (vi) Select one or more juveniles by placing a check mark in the boxes adjacent to the juveniles' names as needed and (vii) click the **Select** button to return to the Service Events screen. (viii) Click the **Save** button and the record will be applied to the currently open juvenile record as well as to the selected juveniles' caseloads.

The Select Juveniles screen will display a list of all juveniles that are available for the same service event.

d. **Edit Button**

- i. Select a service event on the upper half of the Service Events screen, and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the lower half of the screen will become accessible, (iii) edit the information as required, and (iv) click the **Save** button when the edits are completed.

e. **Delete Button**

- i. (i) Select a service event, and the row will be highlighted in blue. (ii) Click the **Delete** button and the Deleting screen will appear, (iii) click the (a) **Yes** button to delete the service event record and return to the Service Events screen or the (b) **No** button to cancel the delete operation and return to the Service Events for screen.

f. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

g. **Close Button**

- i. Click the **Close** button to exit the Service Events screen and return to the Services tab on the Caseload Details screen.

h. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete a service event.

i. **Print Button**

- i. Click the **Print** button and the Report Viewer screen will appear displaying the **Service Event** report for the juvenile's selected service event.

Report Viewer

of 1

Find | Next

100%

Service Event

Service: [REDACTED]

Juvenile Number: [REDACTED]

Juvenile Name: [REDACTED]

Service Event Date: [REDACTED]

Unit: 30 Minutes

Worker 1: [REDACTED]

Worker 2: None

Worker 3: None

Comments: [REDACTED]

Confidential Notes

i. Progress Tracking Button

- i. Click the **Progress Tracking** button on the Caseload Details screen Services tab and the Progress Tracking screen will appear. The Progress Tracking screen displays the Activity, Date Started, Date Completed, and if the activity is N/A (whether applicable or not).

The screenshot shows the "Progress Tracking" application window. It features a table with four columns: "Activity", "Date Started", "Date Completed", and "N/A". The first row under "Activity" is highlighted in blue. To the right of the table is a vertical toolbar containing five buttons: "Move Up", "Move Down", "Add Row", "Delete Row", and "Close". At the bottom of the window is a horizontal toolbar with four buttons: "Save", "Print", "Cancel", and "Close". The "Close" button in the bottom toolbar is highlighted with a red rectangle.

Juveniles participating in some treatment programs will have auto-populated information in the *Progress Tracking* screen.

1. To add activity information, (i) double click the **Activity** field in the desired row and input information about the service progress, select the (ii) **Date Started** and (iii) **Date Completed** from the drop-down calendar screens by double clicking in each field, (iv) place a check mark in the checkbox of the **N/A** field if necessary, and (v) click the **Save** button.
 - a. **Move Up/Move Down Buttons**
 - i. To change the order of the activities (i) click the field containing the arrow in the column adjacent to the desired **Activity** and the row will be highlighted in blue. (ii) Click either the (a) **Move Up** button or (b) **Move Down** button until the activity is located in the desired position. (iii) Click the **Save** button.
 - b. **Add Row Button**
 - i. Click the **Add Row** button to add an additional row to the table for another activity entry.
 - c. **Delete Row Button**
 - i. (i) Click on the desired activity highlighting the **Activity** field in blue and placing a small arrow in the adjacent field. (ii) Click the arrow adjacent to the desired activity on the left-hand side of the screen and the entire row will be highlighted in blue. (iii) Click the **Delete Row** button to remove the row and (iv) click the **Save** button.
 - d. **Print Button**
 - i. Click the **Print** button and the *Report Viewer* screen will appear displaying the **Service**

Progress Tracking report. The report displays a list of the activities related to the specific juvenile.

Report Viewer

Service Progress Tracking for [Redacted] (Juvenile Number: [Redacted])

Service Type: **CSU Individual Counseling**

ACTIVITY	START DATE	COMPLETE DATE	N/A
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	

Provider Signature:

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e. **Close Button**

- i. Click the **Close** button and the user will return to the *Services* tab in the Caseload Details screen.

j. **Treatment Completion Button**

- i. Click the **Treatment Completion** button on the Caseload Details screen *Services* tab and either the (a) Treatment Completion screen will appear allowing the user to proceed or the (b) DC Admission History screen will be displayed, and the user will be required to click the **OK** button to return to the *Services* tab.
 1. The Treatment Completion screen details the different treatments types the juvenile may be undergoing (sex offender, substance abuse, and aggression management), treatment needs, workers inputting the data, and treatment statuses information.

DC Admission History

Juvenile does not have any direct care admissions

OK

Treatment Completion for [Redacted]

Select Juvenile's Direct Care Admission from the List

Sex Offender Treatment

Treatment Need [Text Box] Recorded by [Text Box] Edit

Treatment Status

☐ Did Not Complete ☐ Completed Date Completed [Text Box]

Substance Abuse Treatment

Treatment Need [Text Box] Recorded by [Text Box] Edit

Treatment Status

☐ Did Not Complete ☒ Completed Date Completed [Text Box]

Aggression Management Treatment

Treatment Need [Text Box] Recorded by [Text Box] Edit

Treatment Status

☐ Did Not Complete ☐ Completed Date Completed [Text Box]

Close



The juvenile must have a direct care admission to access the Treatment Completion screen.



If the juvenile has completed the treatment, a date will be documented in the **Date Completed** field.

a. **Edit Button**

- i. (i) Click on the desired direct care admission from the list (if more than one) in the text box at the top of the screen, and the row will be highlighted in blue. (ii) Click the **Edit** button for the desired treatment option (sex offender, substance abuse, or aggression management) and the **Save**, **Cancel**, and **Clear** buttons will appear, and the user will be able to edit the data in the selected treatment area. Select (iii) the **Treatment Need** from

the drop-down menu, (iv) click the appropriate radio button option for **Treatment Status** and (v) use the calendar drop-down screen to enter the **Date Completed**, if required.

b. **Save Button**

- i. Click the **Save** button when the edits are completed and the **Recorded by** field will be populated with the current user's name.

c. **Cancel Button**

- i. Click the **Cancel** button to discard changes and close the accessible fields.

d. **Clear Button**

- i. Click the **Clear** button and the **Recorded by**, **Treatment Status** radio buttons, and **Date Completed** information will be cleared.

e. **Close Button**

- i. Click the **Close** button to return to the Caseload Details screen *Services* tab.

7. Trade/Post-Sec. Tab

The Caseload Details screen *Trade/Post-Sec.* tab lists trade and post-secondary education information for the selected juvenile. The tab displays the Date Enrolled, School Name, Program Enrolled, Setting Where Enrolled, Credentials Earned, Date Completed, and College Credits Earned. This tab allows users to add, edit, or delete trade and post-secondary education records.

a. **Add Button**

- i. (i) Click the **Add** button to access fields in the lower half of the screen on the *Trade/Post-Sec.* tab.

(ii) Select the **Date Enrolled** from the drop-drop down calendar screen. (iii) Select the **Placement** from the corresponding drop-down menu. (iv) Input the **School/Name**. Select the (v) **Setting Where Enrolled** and (vi) **Setting Where Completed** from the corresponding drop-down menus. (vii) Select the **Date Completed** from the drop-down calendar screen. (viii) Input the **Program Enrolled** name. (ix) Select the appropriate **Program Type** radio button. Input the number of (x) **College Credits Enrolled** and the number of (xi) **College Credits Earned**, where applicable. (xii) Input comments into the **Comments** textbox, if applicable.

- The **Credential Earned** table fields and screens are accessible when the user clicks the **Add** button in the upper half of the *Caseload Details* screen followed by clicking the **Add** button above the **Credential Earned** table. If no information is entered, these fields will be blank.
- If the records in the **Credential Earned** table can be edited the **Edit** button will be displayed. If the records are read-only the **View** button will be displayed.
- The **Setting Where Enrolled** field is required to add a Trade/Post-Secondary record.
- The **College Credits Enrolled** and **College Credits Earned** numerical values cannot exceed 21.

1. Credentials Earned

a. Add Button

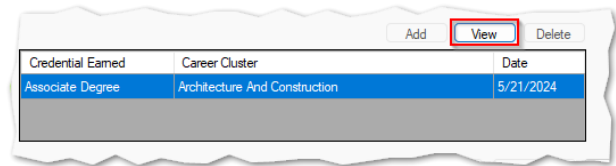
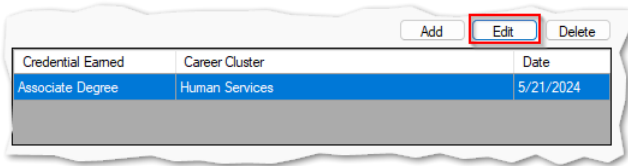
- i. (i) Click the **Add** button located above the **Credential Earned** table and the *Credentials Earned for Juvenile* screen will appear. (ii) Select the **Credential Earned** and (iii) the **Career Cluster** from the corresponding drop-down menus. (iv) Select the **Credential Earned Date** from the drop-down calendar screen. (v) Click the (a) **Save** button to save the record or the (b) **Cancel** button to discard the changes and return to the *Trade/Post-Sec. tab*.

b. Edit / View Button

- i. Select the desired record from the **Credential Earned** table and the row will be highlighted in **blue**. If the record can be edited, the **Edit** button will be displayed. If the record is read-only, the **View** button will be displayed.
 1. (i) Click the **Edit** button located above the **Credential Earned** table and the *Credentials Earned for Juvenile* screen will appear. (ii) Select the **Credential Earned**

and (iii) the **Career Cluster** from the corresponding drop-down menus. (iv) Select the **Credential Earned Date** from the drop-down calendar screen. (v) Click the (a) **Save** button to save the record or the (b) **Cancel** button to discard the changes and return to the *Trade/Post-Sec.* tab.

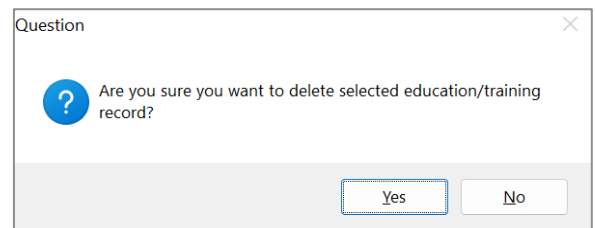
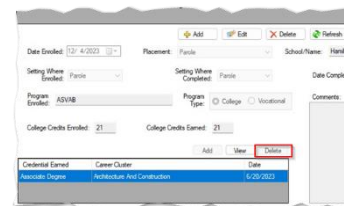
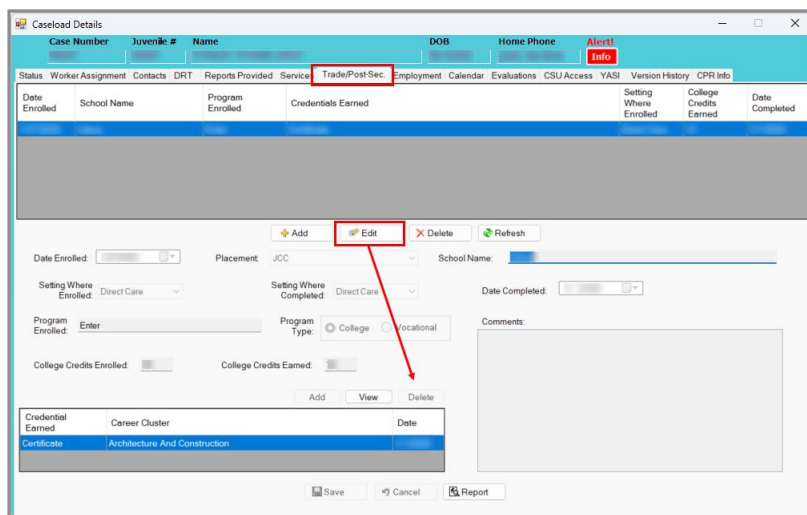
2. (i) Click the **View** button located above the **Credential Earned** table and the *Credentials Earned for Juvenile* screen will appear in read-only mode. (ii) Click the **Close** button to close the screen and return to the *Trade/Post-Sec.* tab.



If the records in the **Credential Earned** table can be edited, the **Edit** button will be displayed. If the records are read-only the **View** button will be displayed.

c. Delete Button

- i. Click the **Edit** button located in the upper half of the *Trade/Post-Sec.* tab and the **Delete** button above the **Credential Earned** table will become accessible.
- ii. (i) Select the desired record from the **Credential Earned** table and the row will be highlighted in blue. (ii) Click the **Delete** button above the **Credential Earned** table and the *Question* screen will appear requesting confirmation of the delete command. (iii) Click the (a) **Yes** button to delete the record or the (b) **No** button to return to the *Trade/Post-Sec.* tab.



b. Edit Button

- i. Select a record in the upper half of the *Trade/Post-Sec.* tab and the row will be highlighted in blue.
- ii. (i) Click the **Edit** button and the fields in the lower half of the screen will become accessible. (iii) Edit the information as necessary. (iv) Click either the (a) **Save** button to save the edits or the (b) **Cancel** button to discard the edits.

c. Delete Button

- i. Select a record in the upper half of the *Trade/Post-Sec.* tab and the row will be highlighted in blue.
- ii. (i) Click the **Delete** button and the *Question* screen will appear. (iii) Click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the *Trade/Post-Sec.* tab.

d. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed on the *Trade/Post-Sec.* tab.

e. Save Button

- i. Click the **Save** button to save the record.
- f. **Cancel Button**
 - i. Click the **Cancel** button and any unsaved information will be cleared.
- g. **Report Button**
 - i. Click the **Report** button on the *Trade/Post-Sec.* tab to generate a **Trade/Post-Sec. Records** report for the Juvenile which will list Date Enrolled, School Name, Program Enrolled, Setting Enrolled, Date Completed, Credits Earned, Credentials Earned, and Comments.

Report Viewer

Trade/Post-Sec. Records for [Redacted] Juvenile Number: [Redacted]

Date Enrolled	School Name	Program Enrolled	Setting Enrolled	Date Completed	Credits Earned
05/06/2024	Test	test	Parole	05/06/2024	
Credentials Earned: Certificate - 05/06/2024, Bachelor's Degree - 05/03/2024					
Comments:					
05/06/2024	Test	Test	Direct Care		
Credentials Earned: Associate Degree - 05/06/2024					
Comments:					

Date: 05/24/2024 Page: 1

8. Employment Tab

The Caseload Details screen *Employment* tab lists employment information for the selected juvenile. The tab displays the Job Title, Start Date, End Date, and Employer. This tab allows users to add, edit, or delete employment records.

Caseload Details

Case Number: [Redacted] Juvenile #: [Redacted] Name: [Redacted] DOB: [Redacted] Home Phone: [Redacted] Alert Info

Tab: Employment

Job Title	Start Date	End Date	Employer

Buttons: Add, Edit, Delete, Refresh

Job Title: [Text Box] Start Date: [Calendar] End Date: [Calendar]

Employer: [Text Box] Average Hours Worked Per Week: [Dropdown] Closed Reason: [Dropdown]

☐ Full-Time
 ☐ Part-Time
 ☐ Salaried
 ☐ Hourly
 Salary Range: [Dropdown] Wage Range: [Dropdown]

☐ IWP?
 IWP Closed Reason: [Dropdown]
 Certifications Required: ☐ Yes ☐ No
 Certifications Obtained: ☐ Yes ☐ No
 Career Cluster: [Dropdown]

Comments: [Text Area]

Buttons: Save, Cancel, Report

a. Add Button

- i. (i) Click the **Add** button to access the fields in the lower half of the screen on the *Employment* tab. (ii) Input the data for the **Job Title**. (iii) Select the employment **Start Date** from the drop-down calendar screen. (iv) Select the employment **End Date** from the drop-down calendar screen. (v) Input the data for the **Employer** field. (vi) Select the **Average Hours Worked Per Week** from the drop-down menu. (vii) Select **Closed Reason** from the drop-down menu. (viii) Select the appropriate **Full-Time** or **Part-Time** radio button. (ix) Select the appropriate **Salaried** or **Hourly** radio button. (x) Select the **Salary Range** or (xi) **Wage Range** from the corresponding drop-down menus. (xii) Click the **IWP?** checkbox, if applicable. (xiii) Select the **IWP Closed Reason** from the drop-down menu, if applicable.
- ii. (i) Select the appropriate **Certifications Required** radio button.
 - 1. If "Yes" is selected for **Certifications Required**, (i) input the specific certifications in the text box, (ii) select the appropriate **Certifications Obtained** radio button, and (iii) select the **Career**

- Cluster from the drop-down menu.
- iii. (i) Input any additional information about the employment record in the **Comments** textbox. (ii) Click the **Save** button and a new employment record/row will be created and displayed in the upper half of the *Employment* tab.

- The **Salary Range** and **Wage Range** fields are only accessible and required if the **Salary** or **Hourly** radio buttons are selected, respectively.
- The **Certifications Required** textbox, **Certifications Obtained**, and **Career Cluster** fields are only accessible and required if "Yes" is selected for Certifications Required.
- Enter the **Closed Reason** and **End Date** when applicable.

b. **Edit Button**

- i. (i) Select a record in the upper half of the *Employment* tab and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the lower half of the screen will become accessible. (iii) Edit the information as needed. (iv) Click either the (a) **Save** button to save the edits or the (b) **Cancel** button to discard the edits.

c. **Delete Button**

- i. (i) Select a record in the upper half of the *Employment* tab and the row will be highlighted in blue. (ii) Click the **Delete** button and the Question screen will appear. (iii) Click either the (a) **Yes** button to delete the record or the (b) **No** button to cancel the delete operation and return to the *Employment* tab.

d. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed on the *Employment* tab.

e. **Cancel Button**

- i. Click the Cancel button and any unsaved information will be cleared.

f. **Report Button**

- i. Click the **Report** button and the Report Viewer screen will appear displaying the **Employment Records** report. The report lists the employment information recorded for the selected juvenile.

9. Calendar Tab

The Caseload Details screen *Calendar* tab displays the following calendar event information for the selected juvenile: Event Date, Event Description, Date Completed, Completed By, and Comments. Calendar entries are system generated; users cannot add calendar event entries but may edit certain fields.

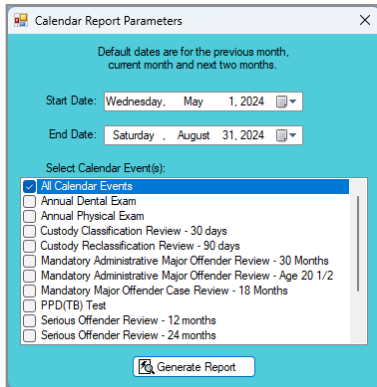
- The **Event Date**, **Assigned**, and the **Event Description** are system-generated fields. Only the **Date Completed** field and the information in the **Comments** textbox can be edited directly by the user. The **Last Modified** and **Completed By** fields are auto-populated by the application with the current date and logged on user's name when the user clicks the **Save** button.
- Calendar event information is applicable to committed youth only.

a. Edit an Existing Calendar Event

- i. (i) Select a calendar event, and the row will be highlighted in **blue**, (ii) edit the **Date Completed** and **Comments** fields in the lower half of the *Calendar* tab as required, and (iii) click the **Save** button when the edits are complete. When saved the edited event will be moved to the bottom of the calendar events list. The list of events can be sorted by clicking on any column header.

b. Calendar Report Button

- i. (i) Click the **Calendar Report** button and the Calendar Report Parameters screen will appear. Select the (ii) **Start Date** and (iii) **End Date** from the drop-down calendar screens and (iv) select the desired event types from the **Select Calendar Event(s)** window. (v) Click the **Generate Report** button and the Report Viewer screen will appear displaying the **Calendar Events** report for the specified juvenile.



Calendar Report Parameters

Default dates are for the previous month, current month and next two months.

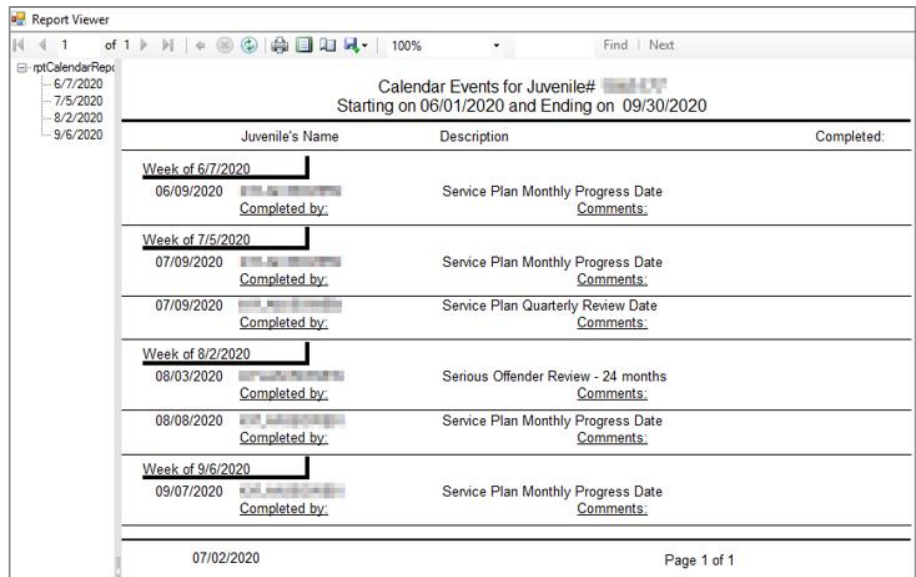
Start Date: Wednesday, May 1, 2024

End Date: Saturday, August 31, 2024

Select Calendar Event(s):

- ☒ All Calendar Events
- ☐ Annual Dental Exam
- ☐ Annual Physical Exam
- ☐ Custody Classification Review - 30 days
- ☐ Custody Reclassification Review - 90 days
- ☐ Mandatory Administrative Major Offender Review - 30 Months
- ☐ Mandatory Administrative Major Offender Review - Age 20 1/2
- ☐ Mandatory Major Offender Case Review - 18 Months
- ☐ PPD(TB) Test
- ☐ Serious Offender Review - 12 months
- ☐ Serious Offender Review - 24 months

Generate Report



Report Viewer

Calendar Events for Juvenile# [redacted]
Starting on 06/01/2020 and Ending on 09/30/2020

Juvenile's Name	Description	Completed:
Week of 6/7/2020		
06/09/2020	Service Plan Monthly Progress Date	Completed by: [redacted] Comments: [redacted]
Week of 7/5/2020		
07/09/2020	Service Plan Monthly Progress Date	Completed by: [redacted] Comments: [redacted]
07/09/2020	Service Plan Quarterly Review Date	Completed by: [redacted] Comments: [redacted]
Week of 8/2/2020		
08/03/2020	Serious Offender Review - 24 months	Completed by: [redacted] Comments: [redacted]
08/08/2020	Service Plan Monthly Progress Date	Completed by: [redacted] Comments: [redacted]
Week of 8/6/2020		
09/07/2020	Service Plan Monthly Progress Date	Completed by: [redacted] Comments: [redacted]

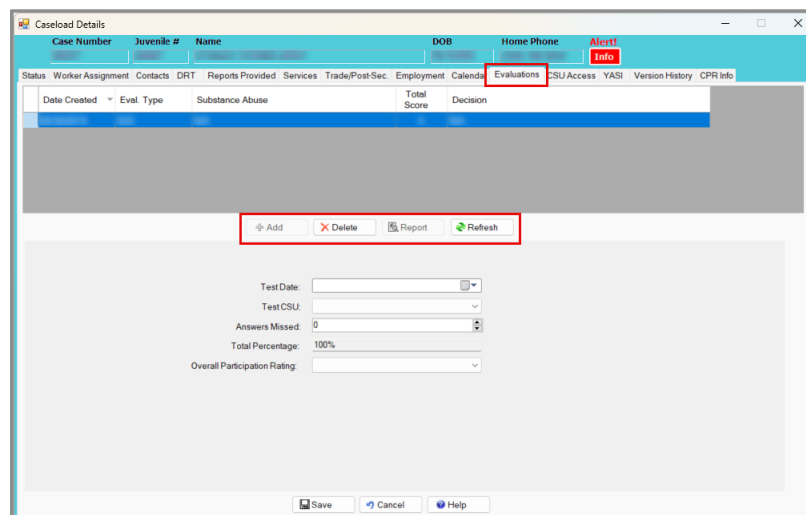
07/02/2020 Page 1 of 1

c. Video Button

- i. This button is non-functioning.

10. Evaluations Tab

The Caseload Details screen Evaluations tab lists all the evaluations performed for the juvenile. The tab displays the Date Created, Eval. Type, Substance Abuse, Total Score, and Decision. The tab allows users to add, view, edit, or delete evaluations for Gang Resistance Education and Training (G.R.E.A.T), parole or probation discharges (PAR/PRO), and the Screening for Experiences and Strengths (SEAS).



Caseload Details

Case Number [redacted] Juvenile # [redacted] Name [redacted] DOB [redacted] Home Phone [redacted] Alert! Info

Status Worker Assignment Contacts DRT Reports Provided Services Trade/Post-Sec Employment Calendar Evaluations CSU Access YASI Version History CPR Info

Date Created	Eval. Type	Substance Abuse	Total Score	Decision
[Empty table body]				

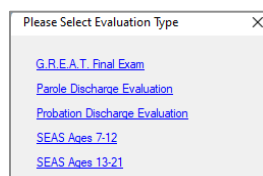
Test Date: [dropdown]
 Test CSU: [dropdown]
 Answers Missed: 0
 Total Percentage: 100%
 Overall Participation Rating: [dropdown]

Save Cancel Help

- The numerical value selected for the **Answers Missed** field cannot be greater than 65.

a. Add Button

- i. (i) Click the **Add** button and the Please Select Evaluation Type screen will appear. Click (ii) the hyperlink to complete the desired evaluation type.



Please Select Evaluation Type

- [G.R.E.A.T. Final Exam](#)
- [Parole Discharge Evaluation](#)
- [Probation Discharge Evaluation](#)
- [SEAS Ages 7-12](#)
- [SEAS Ages 13-21](#)

1. G.R.E.A.T. Final Exam

- a. (i) Click the **G.R.E.A.T Final Exam** hyperlink and the fields in the lower half of the screen will become accessible. (ii) Select the **Test Date** from the drop-down calendar screen. (iii) Select the corresponding **Test CSU** from the drop-down menu, (iv) select the number of missed answers in the **Answers Missed** field, and the (v) **Total Percentage** field will display an auto-populated percentage to one decimal value, if applicable. (vi) Select the juvenile's weekly participation rating from the **Overall Participation Rating** drop-down menu. (vii) Click the **Save** button and the GREAT examination record will appear in the table in the upper half of the *Evaluations* tab.

Buttons: Add, Delete, Report, Refresh

Test Date: 1/11/2024

Test CSU: Roanoke (CSU)

Answers Missed: 16

Total Percentage: 75.4%

Overall Participation Rating: Needs Improvement

2. Parole Discharge Evaluation Hyperlink

- a. (i) Click the **Parole Discharge Evaluation** hyperlink and the fields in the lower half of the screen will become accessible. (ii) Select the **Discharge Date** from the drop-down calendar screen. Select the (iii) **The Juvenile's School attendance**, (iv) **The Juvenile's Employment Performance**, and (v) **The Juvenile's Substance Use (Including Alcohol and Illegal drugs)** from the corresponding drop-down menus. If applicable, (vi) select the **During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time** checkbox. (vii) Click the **Save** button and the parole "PAR" evaluation record will appear in the table in the upper half of the *Evaluations* tab.

Buttons: Add, Delete, Report, Refresh

Please answer these questions as they relate to the last 60 days the youth was under PAROLE supervision.

Discharge Date: [Calendar Icon]

The Juvenile's School Attendance: [Dropdown]

The Juvenile's Employment Performance: [Dropdown]

The Juvenile's Substance Use (Including Alcohol and Illegal drugs): [Dropdown]

During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time: ☐

Buttons: Save, Cancel, Help

3. Probation Discharge Evaluation Hyperlink

- a. (i) Click the **Probation Discharge Evaluation** hyperlink and the fields in the lower half of the screen will become accessible. (ii) Select the **Discharge Date** from the drop-down calendar screen. Select the (iii) **The Juvenile's School attendance**, (iv) **The Juvenile's Employment Performance**, and (v) **The Juvenile's Substance Use (Including Alcohol and Illegal drugs)** from the corresponding drop-down menus. If applicable, (vi) select the **During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time** checkbox. (vii) Click the **Save** button and the probation "PRO" evaluation record will appear in the table in the upper half of the *Evaluations* tab.

- Parole and probation discharged evaluations are to be completed with respect to the last 60 days of the youth's supervision.

4. SEAS Ages 7-12 AND SEAS Ages 13-21 Hyperlinks

The SEAS contain the same questions for both groups, ages 7-12 and ages 13-21. The SEAS questions are designed for each specified age range and, as a result, the verbiage contained in the SEAS does differ slightly for each group.

- a. After determining the age of the juvenile click either the **SEAS Ages 7-12** hyperlink OR the **SEAS Ages 13-21** hyperlink and the fields in the lower half of the screen will become accessible.
 - i. **Part A: Demographic Information and Part B: Rapport Building**
 1. In **Part A** select the appropriate radio button for (i) **Who is answering these questions?**, (ii) **Was a parent or caregiver present during the session?**, and (iii) **Youth's Preferred Language**. If "Other" is selected for **Youth's Preferred Language**, (iv) enter the language in the **Other** field.
 2. The objective of **Part B** of the screening tool is to develop trust with the juvenile. The interviewer should ask the juvenile several informal questions to increase the juvenile's comfort level with the interviewer prior to discussing any forms of victimization. The interviewer is NOT required to write down or record answers to these informal questions.

SEAS Ages 7-12, Part A and B

SEAS Ages 13-21, Part A and B

ii. Part C: Identifying Victimization

1. At the top of **Part C**, select the **Yes** or **No** radio button for **Did you explain to the youth (i) the voluntary nature of the SEAS, (ii) that you are mandated to report child abuse and neglect, and (iii) the limits of confidentiality?**. If the **No** radio button is selected, the rest of the SEAS will be inaccessible.
2. For all questions in (i) **Item 1** and (ii) **Item 2** select the appropriate radio button responses (**Skip**, **No**, **Yes**, or **Yes within 30 days**).
 - a. If the **Yes** or **Yes within 30 days** radio buttons are selected in response to a question in **Item 1** or **Item 2** the **Perpetrated by Caregiver / Family Member** field will become accessible. Select the appropriate **Yes** or **No** radio button.

SEAS Ages 7-12, Part C, Items 1 and 2

Part C: Identifying Victimization

Did you explain to the youth (i) the voluntary nature of the SEAS, (ii) that you are mandated to report child abuse and neglect, and (iii) the limits of confidentiality? ☐ Yes ☐ No

If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it has occurred from a caregiver/family member?"

1. Have you ever been in a place where you saw or heard:	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
1a. Physical fighting between neighbors or people at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1b. Physical fighting between family members?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1c. Gun shots? (where you may have been in danger)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1d. Someone taking or stealing something by force?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2. Has anyone ever:	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
2a. Used a gun, knife, or other weapon against you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes

Save Cancel Help

SEAS Ages 13-21, Part C, Items 1 and 2

Part C: Identifying Victimization

Did you explain to the youth (i) the voluntary nature of the SEAS, (ii) that you are mandated to report child abuse and neglect, and (iii) the limits of confidentiality? ☐ Yes ☐ No

If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it has occurred from a caregiver/family member?"

1. Have you ever been in a place where you saw or heard:	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
1a. Physical fighting between your neighbors or people at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1b. Physical violence, including domestic violence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1c. Gun shots? (where you may have been in danger)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
1d. Robbery? (talking or stealing something by force)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2. Has anyone ever:	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
2a. Used a weapon against you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes

Save Cancel Help

2. Has anyone ever:

	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
2a. Used a gun, knife, or other weapon against you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2b. Used a gun, knife, or any other weapon against anyone else you were hanging out with?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2c. Kept food or medicine from you that you needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2d. Said that they would hurt you or someone you care about?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2e. Teased, bullied or harassed you in person or online?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2f. Pushed, slapped, thrown something at or hurt you in some way?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2g. Taken pictures or videos of you naked?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2h. Touched your private parts with any part of their body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2i. Asked or forced you to touch their private parts with any part of your body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2j. Offered to give you money, food or other things for them to touch or see your private parts or for you to touch or see theirs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
Total					

Save Cancel Help

2. Has anyone ever:

	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver / Family Member?
2a. Used a weapon against you?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2b. Used a weapon against anyone else in your presence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2c. Kept food or medicine from you that you needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2d. Threatened to hurt you or someone you care about?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2e. Teased, bullied or harassed you in person or online?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2f. Pushed, slapped, thrown something at or hurt you in some way?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2g. Forced you to take sexual pictures or videos?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2h. Asked or made you do anything sexually, including touching and kissing, you didn't want to do?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2i. Done anything sexual to you when you were under the influence of alcohol or drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes
2j. Offered to exchange money, food, or other things, with you or someone else, to do anything sexually?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> No <input type="radio"/> Yes

Save Cancel Help

- If the juvenile's **Part C** score is one or more AND additional interventions or services are indicated, follow standard agency practices, OR refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If the juvenile's response to any questions in **Part C, Item 2**, is "Yes within 30 days," AND/OR a caregiver/family member is indicated as the perpetrator 1) flag the juvenile as a possible safety concern AND 2) follow agency practices for assessing crisis intervention.
- If the score for **Part C** is zero, **Part D** will be greyed out and inaccessible, and the interviewer should proceed to **Part E**. To complete **Part D**, at least one question in **Part C** must have a "Yes" response.

iii. Part D: Reactions to Possible Victimization

- For all questions in (i) **Item 3** and (ii) **Item 4** select the appropriate radio button responses (**Skip**, **Never**, **Rarely**, **Sometimes**, **Often**, or **Always**).
- For all questions in **Item 5** select the appropriate radio button responses (**Skip**, **No**, or **Yes**).

SEAS Ages 7-12, Part D, Items 3-5

Part D: Reactions to Possible Victimization

3. Based on what you just told me, how often have you:

	Skip	Never	Rarely	Sometimes	Often	Always
3a. Had a hard time paying attention or concentrating?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3b. Had trouble sleeping/soothing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3c. Felt on the lookout for danger?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3d. Felt sad or down?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3e. Felt upset, like you wanted to scream or hit someone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3f. Not wanted to eat or wanted to eat more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3g. Found yourself wanting to be left alone more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3h. Used drugs or alcohol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How often have any of these issues made your life difficult:	Skip	Never	Rarely	Sometimes	Often	Always
4a. At school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. At home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel Help

4b. At home?

	Skip	No	Yes
5a. Tried to hurt yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5b. Tried to hurt others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5c. Felt like you wanted to stop living?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel Help

SEAS Ages 13-21, Part D, Items 3-5

Part D: Reactions to Possible Victimization

3. Based on what you just told me, how often have you:

	Skip	Never	Rarely	Sometimes	Often	Always
3a. Had trouble concentrating?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3b. Had trouble sleeping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3c. Felt on guard for danger?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3d. Felt depressed or down?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3e. Felt irritable, with angry outbursts or aggressive behavior?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3f. Had a loss of appetite or wanted to eat more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3g. Found yourself isolating yourself from others more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3h. Used drugs or alcohol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel Help

4. How often have any of these issues made your life difficult:

	Skip	Never	Rarely	Sometimes	Often	Always
4a. At school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. At home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4c. At work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4d. In relationships?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Have you ever:	Skip	No	Yes			
5a. Tried to hurt yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5b. Tried to hurt others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5c. Felt like you wanted to end your life?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Save Cancel Help

- If the **Yes** radio button is selected for any question in **Item 5**, BADGE will display a message on the screen in red text that says: "Provide immediate intervention based on DJJ's trauma response protocol."

Provide immediate intervention based on DJJ's trauma response protocol.

- If the juvenile's response to any questions in Part D, items 3 or 4, is "Often" or "Always," OR if the juvenile's response to any questions in Part D, item 5, is "Yes," 1) flag the juvenile as a possible safety concern AND 2) follow agency practices for assessing crisis intervention.

iv. **Part E: Protective Factors and Score**

- For all questions in **Item 6** select the appropriate radio button responses (**Skip**, **No**, **Yes** or **N/A**).

v. **SEAS Score**

This item is read only and will display the following information:

- Part C: Total Score**—Sum of responses for questions in **Item 1** and **Item 2** where the responses are equal to "Yes" (1pt) and "Yes within 30 days" (2pts).
- Part C: Within 30 Days**—Sum of responses for questions in **Item 1** and **Item 2** where the response is equal to "Yes within 30 days" (2pts).
- Part C: Perpetrated by Parent/Caregiver**—Sum of responses for the **Perpetrated By** follow-up questions for questions in **Item 1** and **Item 2** where the response is equal to "Yes" (1pt).
- Part D: Answered Often or Always**—Sum of responses for questions in **Item 3** and **Item 4** where the responses are equal to "Often" (1pt) or "Always" (1pt).
- Part D: Answered Yes**—Sum of responses for question in **Item 5** where the responses are equal to "Yes" (1pt).

SEAS Ages 7-12, Part E and Score

Part E: Protective Factors

6. Do you feel strong support from:

	Skip	No	Yes	N/A
6a. Parents or the people who take care of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6b. Extended family? Aunts, uncles, cousins,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6c. Friends or their families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6d. Teachers, coaches or other adults at	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6e. Mentor or someone who teaches you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6f. Church, mosque, or temple?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	16	Part D: Answered Often or Always	0
Part C: Within 30 Days	10	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	4		

Save Cancel Help Refresh

SEAS Ages 13-21, Part E and Score

Part E: Protective Factors

6. Do you feel strong support from:

	Skip	No	Yes	N/A
6a. Parents/Caregivers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6b. Extended family?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6c. Friends or their families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6d. Teachers, coaches, or other people at	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6e. Mentor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6f. Church, mosque, or temple?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	11	Part D: Answered Often or Always	0
Part C: Within 30 Days	2	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	3		

Save Cancel Help Refresh

SEAS Ages 7-12, Score and notes for Part C and D

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	16	Part D: Answered Often or Always	0
Part C: Within 30 Days	10	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	4		

Part C:

- If a total score is one (1) or more and additional interventions or services are indicated, follow standard agency practices or refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If any events occurred in the last 30 days **AND / OR** a caregiver is indicated as the perpetrator, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

Part D:

- If there is an "Often" or "Always" response to any question in Part D, items 3 or 4, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.
- If there is a "Yes" response to any question in Part D, item 5, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

Delete Report Refresh

SEAS Ages 13-21, Score and notes for Part C and D

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	11	Part D: Answered Often or Always	0
Part C: Within 30 Days	2	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	3		

Part C:

- If a total score is one (1) or more and additional interventions or services are indicated, follow standard agency practices or refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If any events occurred in the last 30 days **AND / OR** a caregiver is indicated as the perpetrator, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

Part D:

- If there is an "Often" or "Always" response to any question in Part D, items 3 or 4, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.
- If there is a "Yes" response to any question in Part D, item 5, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

Delete Report Refresh

vi. **Follow-up/Next Steps**

- Select the appropriate radio button for **No Interventions Needed** OR **Interventions Needed**.
 - If the **No Interventions Needed** radio button is selected, the rest of the fields under the **Follow-up/Next Steps** section will be inaccessible to the user except for the **Referral Comments** field.
 - If the **Interventions Needed** radio button is selected (i) place a check mark in the **DJJ Interventions Provided** checkbox, if required, and (ii) select the **Declined** or **Accepted** radio button.
 - If the **Accepted** radio button is chosen place check marks in the appropriate checkboxes for (i) **Educational Materials**, (ii) **Mentoring**, (iii) **Counseling Services**, and/or (iv) **Other (specify)**. If **Other (specify)** is checked, (v) enter appropriate text in the corresponding text field.

- c. If the **Interventions Needed** radio button is selected (i) place a check mark in the **Referral for additional services or interventions** checkbox, if required, and (ii) select the **Declined** or **Accepted** radio button.
 - i. If the **Accepted** radio button is chosen, use the **Date** calendar drop-down screen to enter the date the referral was accepted. If the **Declined** radio button is selected the **Date** field will be inaccessible.
2. Enter any additional information in the **Referral Comments** text field.
3. Select the **Date Administered** using the calendar drop-down screen.
4. (i) Click the **Save** button and the “SEAS 7 to 12” or the “SEAS 13 to 21” evaluation record will appear in the table in the upper half of the *Evaluations* tab. If any errors exist the *Errors Found* screen will appear, (ii) click the **OK** button to return to the *Evaluations* tab on the *Caseload Details* screen.

SEAS Ages 7-12, Follow-up/Next Steps

Add
Delete
Report
Refresh

Follow-up/Next Steps

☐ No Interventions Needed
☒ Interventions Needed

☒ DJJ Interventions Provided
☐ Declined
☒ Accepted

☐ Educational Material
☐ Mentoring
☐ Counseling Services

☐ Other (specify):

☒ Referral for additional services or interventions
☐ Declined
☒ Accepted

Date:

Referral Comments:

Date Administered: 3/27/2023

Save
Cancel
Help

SEAS Ages 13-21, Follow-up/Next Steps

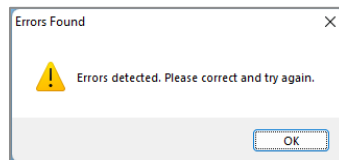
Follow-up/Next Steps

☐ No Interventions Needed
☒ Interventions Needed

<input type="checkbox"/> DJJ Interventions Provided <input type="checkbox"/> Declined <input type="checkbox"/> Accepted <input type="checkbox"/> Educational Material <input type="checkbox"/> Mentoring <input type="checkbox"/> Counseling Services <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Referral for additional services or interventions <input type="checkbox"/> Declined <input type="checkbox"/> Accepted Date: <input type="text"/>
--	---

Referral Comments:

Date Administered:



2. Adverse Childhood Experiences (view only)

- a. Adverse Childhood Experiences (ACE) evaluations have been supplanted by the SEAS and are no longer actively performed. However, pre-existing ACE evaluations can still be viewed.
 - i. To view an ACE evaluation, select an existing “ACE” evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. The evaluation questions and responses, date administered, and juvenile’s score will display in the lower half of the screen. To generate a report, see the **Report Button** section (below).

Case Number

Juvenile #

Name

DOB

Home Phone

Alert! Info

Status

Work Assignment

Contacts

DRT

Reports Provided

Services

Trade/Post-Sec

Employment

Calendar

Evaluations

CSU Access

YASI

Vision History

CPR Info

Date Created

Eval Type

Substance Abuse

Total Score

Decision

ACE

Add

Delete

Report

Refresh

While you were growing up during your first 18 years of life:

- Did a parent or other adult in the household often or very often...
Swear at you, insult you, put you down, or humiliate you? or act in a way that made you afraid that you might be physically hurt?
- Did a parent or other adult in the household often or very often...
Push, grab, slap, or throw something at you? Or ever hit you so hard that you had marks or were injured?
- Did an adult or person at least 5 years older than you ever... Touch or fondle you or have you touch their body in a sexual way? or attempt or actually have oral, anal, or vaginal intercourse with you?
- Did you often or very often feel that... No one in your family loved you or thought you were important or special? Or your family didn't look out for each other, feel close to each other, or support each other?
- Did you often or very often feel that... You didn't have enough to eat, had to wear dirty clothes, and had no one to protect you? or You were told to look out on high to take care of you or take you to the doctor if you needed it?
- Were your parents ever separated or divorced?
- Was your mother or stepmother... Often or very often pushed, grabbed, slapped, or had something thrown at her? or Sometimes, often, or very often kicked, bitten, hit with a fist, or hit with something hard? Or ever repeatedly hit at least a few minutes or threatened with a gun or knife?
- Did you live with anyone who was a problem drinker or alcoholic or who used street drugs?
- Was a household member depressed or mentally ill, or did a household member attempt suicide?
- Did a household member go to prison?

Save

Cancel

Help

b. Edit an Existing Evaluation

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in

blue. The appropriate evaluation fields, radio buttons, and/or check boxes will appear in the lower half of the screen as determined by the Eval. Type column ("GREAT", "PRO," "PAR," "SEAS 7 to 12," or "SEAS 13 to 21") and become accessible. (ii) Edit the evaluation information in the lower half of the screen as required and (iii) click the **Save** button when the edits are completed.

Date Created	Eval. Type	Substance Abuse	Total Score	Decision
	PRO	NO USE	N/A	N/A
	PAR	NO USE	N/A	N/A
	ACE	N/A	3	N/A

c. Delete Button

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. (ii) Click the **Delete** button and the Question screen will appear. (iii) Click the (a) **Yes** button to remove the record and return to the *Evaluations* tab or the (b) **No** button to cancel the delete operation and return to the *Caseload Details* screen.

Question

Are you sure you want to delete this evaluation?

d. Report Button

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. The appropriate evaluation fields, radio buttons, and/or check boxes will appear in the lower half of the screen as determined by the Eval. Type column ("G.R.E.A.T", "PRO," "PAR," "SEAS 7 to 12," "SEAS 13 to 21" or "ACE"). (ii) Click the **Report** button and the report for the selected evaluation type will appear.

Report Viewer

1 of 1

Find | Next

Virginia Department of Juvenile Justice

G.R.E.A.T. Evaluation

Name: [REDACTED]

DOB: [REDACTED]

CSU: [REDACTED]

Workload Number: [REDACTED]

Juvenile Number: [REDACTED]

Test Date: 12/12/2023

Test CSU: Henrico County (CSU)

Answers Missed: 19

Total Percentage: 70.8%

Overall Participation Rating: Contributor

Report Viewer

1 of 1

Find | Next

PAROLE DISCHARGE EVALUATION

Name: [REDACTED]

DOB: [REDACTED]

CSU: [REDACTED]

Workload #: [REDACTED]

Juvenile #: [REDACTED]

JCC Release Date: [REDACTED]

Discharge Date: [REDACTED]

WITHIN THE LAST 60 DAYS PRIOR TO RELEASE FROM PAROLE SUPERVISION, DESCRIBE:

- The juvenile's school attendance.
01 ENROLLED, REGULARLY ATTENDING
- The juvenile's employment performance.
01 EMPLOYED REGULARY
- The juvenile's substance use (including alcohol and illegal drugs).
01 NO USE
- During the period of supervision, the juvenile has resided at the same physical location for 75% of the time.

Report Viewer

1 of 1

Find | Next

PROBATION DISCHARGE EVALUATION

Name: [REDACTED]

DOB: [REDACTED]

CSU: [REDACTED]

Workload #: [REDACTED]

Juvenile #: [REDACTED]

JCC Release Date: [REDACTED]

Discharge Date: [REDACTED]

WITHIN THE LAST 60 DAYS PRIOR TO RELEASE FROM PROBATION SUPERVISION, DESCRIBE:

- The juvenile's school attendance.
01 ENROLLED, REGULARLY ATTENDING
- The juvenile's employment performance.
01 EMPLOYED REGULARY
- The juvenile's substance use (including alcohol and illegal drugs).
01 NO USE
- During the period of supervision, the juvenile has resided at the same physical location for 75% of the time.

Report Viewer

VIRGINIA HEALS
Screening for Experiences and Strengths (SEAS) Ages 7-12

Part A: Demographic Information
Juvenile Name: [REDACTED] Juvenile Number: [REDACTED]
Agency Name: Virginia Department of Juvenile Justice Administered Date: [REDACTED]

DEMOGRAPHIC INFORMATION
AGE (in years): [REDACTED] RACE/ETHNICITY: [REDACTED] YOUTH'S PREFERRED LANGUAGE: [REDACTED]
Genetic Sex: [REDACTED]

SCREENING
These questions can be addressed to a child/youth or, for younger children, to the parent/caregiver, who answers in terms of their concerns for the child.
Who is answering these questions? (check all that apply) ☒ Child/Youth ☐ Parent/Caregiver ☐ Both
Was a parent or caregiver present during the session? ☐ Yes ☒ No

Part B: Rapport Building. Many of the topics brought up in the screening tool are sensitive topics and often difficult to discuss. For this reason, we strongly encourage that the interviewer ask the child or youth a few informal questions to increase their comfort level with them prior to discussing any forms of victimization. The objective of this section in the screening tool is to develop trust. You do NOT need to write down or record their answers to these questions.

Part C: Identifying Victimization. I am interested in learning about your life experiences so we can work together to identify your strengths and I know how to best support you. I am going to use the things we talk about to complete a social history report on you and your family. The social history format and process I will be using is the same one that is conducted on every youth across the state. The Judge, Commonwealth's Attorney, and your attorney will have access to this report.

I need to let you know that as a probation officer I am what is called a mandated reporter. This means if I become aware of you or any child being hurt or not being taken care of, I must report it to social services to make sure that everyone is safe. If I believe that you might hurt yourself or someone else, I must report it to someone who can help.

Sometimes very scary or upsetting things happen, and these things may involve people you know and love. I am going to ask you some questions today to find out if any scary or upsetting things have happened to you. If you feel uncomfortable answering these questions, you can also tell me you want to stop. The information you share with me is completely up to you. If you do NOT want to answer a question, just say 'skip'.

Item	FOLLOW-UP QUESTIONS: If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it has occurred from a caregiver/family member?"	Answer Choices: S = Skip 0 = No 1 = Yes 2 = Yes within 30 days	Answer Choices: Perpetrated by a Caregiver/ Family Member? (0 = No, 1 = Yes)
1	Have you ever been in a place where you saw or heard:		
a	Physical fighting between neighbors or people at school?	No	No
b	Physical fighting between family members?	No	No

Report Viewer

VIRGINIA HEALS
Screening for Experiences and Strengths (SEAS) Ages 13-21

Part A: Demographic Information
Juvenile Name: [REDACTED] Juvenile Number: [REDACTED]
Agency Name: Virginia Department of Juvenile Justice Administered Date: [REDACTED]

DEMOGRAPHIC INFORMATION
AGE (in years): [REDACTED] RACE/ETHNICITY: [REDACTED] YOUTH'S PREFERRED LANGUAGE: [REDACTED]
Genetic Sex: [REDACTED]

SCREENING
These questions should be addressed to the youth/young adult, or for younger or less mature youth, to the parent/caregiver who answers in terms of their concerns for the child.
Who is answering these questions? (check all that apply) ☒ Child/Youth ☐ Parent/Caregiver ☐ Both
Was a parent or caregiver present during the session? ☐ Yes ☒ No

Part B: Rapport Building. Many of the topics brought up in the screening tool are sensitive topics and often difficult to discuss. For this reason, we strongly encourage that the interviewer ask the child or youth a few informal questions to increase their comfort level with them prior to discussing any forms of victimization. The objective of this section in the screening tool is to develop trust. You do NOT need to write down or record their answers to these questions.

Part C: Identifying Victimization. I am interested in learning about your life experiences so we can work together to identify your strengths and I know how to best support you. I am going to use the things we talk about to complete a social history report on you and your family. The social history format and process I will be using is the same one that is conducted on every youth across the state. The Judge, Commonwealth's Attorney, and your attorney will have access to this report.

I need to let you know that as a probation officer I am what is called a mandated reporter. This means if I become aware of you or any child being hurt or not being taken care of, I must report it to social services to make sure that everyone is safe. If I believe that you might hurt yourself or someone else, I must report it to someone who can help.

Sometimes very scary or upsetting things happen, and these things may involve people you know and love. I am going to ask you some questions today to find out if any scary or upsetting things have happened to you. If you feel uncomfortable answering these questions, you can also tell me you want to stop. The information you share with me is completely up to you. If you do NOT want to answer a question, just say 'skip'.

Item	FOLLOW-UP QUESTIONS: If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it has occurred from a caregiver/family member?"	Answer Choices: S = Skip 0 = No 1 = Yes 2 = Yes within 30 days	Answer Choices: Perpetrated by a Caregiver/ Family Member? (0 = No, 1 = Yes)
1	Have you ever been in a place where you saw or heard:		
a	Physical fighting between neighbors or people at school?	Yes within 30 days	No
b	Physical violence, including domestic violence?	No	No

Report Viewer

Virginia Department of Juvenile Justice
Adverse Childhood Experiences

Name: [REDACTED] Administered Date: [REDACTED]
Juvenile Number: [REDACTED]

- Did a parent or other adult in the household often or very often...
Swear at you, insult you, put you down, or humiliate you? or act in a way that made you afraid that you might be physically hurt? NO
- Did a parent or other adult in the household often or very often...
Push, grab, slap, or throw something at you? Or Ever hit you so hard that you had marks or were injured? NO
- Did an adult or person at least 5 years older than you ever...
Touch or fondle you or have you touch their body in a sexual way? or attempt or actually have oral, anal, or vaginal intercourse with you? NO
- Did you often or very often feel that ...
No one in your family loved you or thought you were important or special? or Your family didn't look out for each other, feel close to each other, or support each other? NO
- Did you often or very often feel that ...
You didn't have enough to eat, had to wear dirty clothes, and had no one to protect you? or Your parents were too drunk or high to take care of you or take you to the doctor if you needed it? NO
- Were your parents ever separated or divorced? NO
- Was your mother or stepmother...
Often or very often pushed, grabbed, slapped, or had something thrown at her? or Sometimes, often, or very often kicked, bitten, hit with a fist, or hit with something hard? or Ever repeatedly hit at least a few minutes or threatened with a gun or knife? NO
- Did you live with anyone who was a problem drinker or alcoholic or who used street drugs? YES
- Was a household member depressed or mentally ill, or did a household member attempt suicide? YES
- Did a household member go to prison? YES

Total ACE Score: 3

e. Refresh Button

- Click the **Refresh** button to ensure the most current information is being displayed.

f. Cancel Button

- Click the **Cancel** button to cancel any changes made prior to clicking the **Save** button.

g. Help Button

- Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete an evaluation.

11. CSU Access Tab

The Caseload Details screen CSU Access tab lists the CSUs that have been granted access to update the juvenile's case. The tab displays the Date, Facility, By (user name), and Reason columns. The tab allows a user with sufficient privileges to add or edit the CSUs that have access to the case.

The screenshot shows the 'Caseload Details' window with the 'CSU Access' tab selected. At the top, there are tabs for Status, Worker Assignment, Contacts, DRT, Reports Provided, Services, Trade/Post-Sec, Employment, Calendar, Evaluations, CSU Access (active), YASI, Version History, and CPR Info. Below the tabs, a message states: 'The CSUs listed below have been granted access to update this case. A CSU would also have access to update the case if the CSU has an intake for the juvenile or adult with which this case is associated.' A table with columns 'Date', 'Facility', 'By', and 'Reason' is shown, but it is currently empty. Below the table, there are input fields for 'Grant Access to', 'Reason', and 'Date Granted'. At the bottom, there are buttons for 'Add', 'Refresh', 'Save', 'Cancel', and 'Help'.

Users cannot update the **Reason** field if it is **01 – Case Created**.

a. **Add Button**

- Click the **Add** button, and the fields at the bottom of the screen will become accessible. Select the (ii) **Grant Access to** and the (iii) **Reason** from the respective drop-down menus. (iv) Select the **Date Granted** from the drop-down calendar screen and (v) click the **Save** button.

b. **Edit an Existing CSU Access record**

- Select an access record in the upper half of the **CSU Access** tab and the row will be highlighted in blue and the fields at the bottom of the screen will become accessible. (ii) Edit the CSU access information in the lower half of the screen as required and (iii) click the **Save** button when the edits are completed.

c. **Refresh Button**

- Click the **Refresh** button to ensure the most current information is being displayed.

d. **Cancel Button**

- Click the **Cancel** button to cancel any changes made prior to clicking the **Save** button.

e. **Help Button**

- Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add or edit CSU access to the case.


12. YASI Tab

The Caseload Details screen **YASI** tab will display a juvenile's information for any completed **YASI Full Assessment**, **Pre-Screen Assessment**, or **Pre-adjudication** assessment.

The screenshot shows the 'Caseload Details' window with the 'YASI' tab selected. At the top, there are tabs for Status, Worker Assignment, Contacts, DRT, Reports Provided, Services, Trade/Post-Sec, Employment, Calendar, Evaluations, CSU Access, YASI (active), Version History, and CPR Info. Below the tabs, there is a 'Select YASI' section with radio buttons for 'Full Assessment' (selected), 'Pre-Screen Assessment', and 'Pre-Adjudication'. Below this is a table with columns: YASI ID, Date Administered, Assessment Type, Completed By, Overall Risk, SP, DP, Overall Protective, SP, DP, Mental Health Flag, and Violence/Aggression Flag. Below the table, there are four sections: 'Behavior Analysis', 'Priority 1', 'Priority 2', and 'Priority 3'. Each section has a text area for notes. At the bottom, there are buttons for 'Refresh', 'YASI History Report', and 'YASI Legal History Report'.

YASI information can be viewed on the Caseload Details screen **YASI** tab OR via the *Detention Module's Detention Admission*

screen YAS/ tab.

-  Scores and risk levels from locked YASI assessments (i.e., those with an associated padlock, see image below) are prohibited from being used and a reassessment should be completed.



Refer to the [BADGE Detention Manual](#) for information on the *Detention Admission* screen YAS/ tab.

Refer to the [BADGE Terms & Concepts Manual](#) for descriptions of the columns contained on the upper half of the YAS/ tab.

a. Full Assessment Radio Button

- i. When the **Full Assessment** radio button is selected the YAS/ tab displays the YASI ID, Date Administered, Assessment Type, Completed By, Overall Risk, SR (static risk), DR (dynamic risk), Overall Protective, SP (static protective), DP (dynamic protective), Mental Health Flag, and Violence/Aggression Flag case plan information in the columns in the upper half of the screen. The lower half of the screen consists of the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.
 1. Select a **Full Assessment** record in the upper half of the screen and the row will be highlighted in blue. Any existing data related to the selected record will auto-populate the text fields contained on the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.
 - a. **Behavioral Analysis Tab**
 - i. The **What is the pattern of behavior that needs to change** textbox will list all the offenses, or other problem behavior, that resulted in the juvenile's involvement in the justice system.
 - ii. The **What are the internal/external triggers** textbox will list all the internal and/or external triggers that the juvenile has that increases their likelihood of becoming involved in criminal activity.
 - iii. The **What is the intent and motivation behind the behavior** textbox will list the juvenile's purpose for the behavior and motivation for them to become involved in the pattern of behavior that needs to change.
 - iv. The **What incentives does the youth have to change** textbox will list the desires, abilities, reasons, needs, or anticipated outcomes that could serve as important incentives or motivating factors for the juvenile to change or adapt new behaviors.

b. Priority 1, Priority 2, and Priority 3 Tabs

- i. The Domain textbox will list the domain that was selected on the domain wheel as the number one priority.
- ii. The Long Term Goal textbox will list the long-term goal that the juvenile will be working on towards the domain.
- iii. The Short Term Goal textbox will list the short-term goal that the juvenile will be working on towards the domain.

- iv. The Targets textbox will list the target items that are planned to be addressed.
- v. The Protective Factors textbox will list the protective factors the juvenile has in the listed domain.
- vi. The Action Step textbox will list the planned action the parole officer will take with the juvenile.

Behavior Analysis | Priority 1 | Priority 2 | Priority 3

Domain:

Long Term Goal
Text describing the long term goal goes here

Short Term Goal
Text describing the short term goal goes here

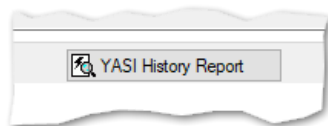
Targets
Targeted items are not provided.

Protective Factors
No protective factors in this domain.

Action Step
Text describing this case goes here

c. YASI History Report Button

- i. (i) Select a **Full Assessment** record in the upper half of the YASI/ tab and the row will be highlighted in blue. (ii) Click the **YASI History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI History** report for the selected juvenile's record.



Report Viewer

Virginia Department of Juvenile Justice
YASI History

Juvenile Name: Juvenile Number: DOB:

Assessment ID	Date Administered	Completed By	Overall Risk	SR	DR	Overall Protective	SP	DP	Mental Health	Aggression Violence
1000001	2024-01-01	John Doe	High	45	55	60	70	80	90	100
1000002	2024-02-01	John Doe	Medium	50	60	65	75	85	95	100
1000003	2024-03-01	John Doe	Low	55	65	70	80	90	100	100

Behavior Analysis, Priorities, and Goals from the most recent completed YASI

Behavior Analysis
What is the pattern of behavior that needs to change?
The youth has a history of engaging in violent behavior, including physical assault, sexual assault, and drug use.

What are the internal/external triggers?
The youth's internal triggers are low self-esteem, anger, and impulsivity. External triggers are peer pressure, family conflict, and stress.

What is the intent and motivation behind this behavior?
The youth's intent is to express the deeply seated history of anger, aggression, and to take revenge against the victim.

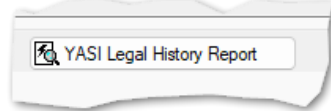
What incentives does the youth have to change?
The youth's incentives are to avoid being sent back to the facility, to avoid being placed in a more restrictive unit, and to avoid being placed in a more restrictive unit.

Priority 1
Domain: Alcohol/Drugs

Long Term Goal
The youth will abstain from alcohol and drug use for a period of 12 months.

d. YASI Legal History Report

- i. (i) Select a **Full Assessment** record in the upper half of the YASI/ tab and the row will be highlighted in blue. (ii) Click the **YASI Legal History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **Legal History Report** for the selected juvenile's record.



Report Viewer

Date Report Run: [Date]

Legal History Report

Juvenile: [Name] DOB: [DOB]

Reminders: The YASI Administrative Scoring Guide (aka 'tent book') should be utilized when scoring the Legal History domain and all other sections of the tool.
All data shown in this report should be reviewed for accuracy before being entered into CaseWorks.
Required Collateral Contacts for this Section: Review of BADGE CSU Intake Module, BADGE Offense History and hard copy file to include review of record from adult courts and out of state courts.

- Previous intake contacts for delinquent/criminal offenses:
[Text Area]
- Age at first intake contact for delinquent/criminal offense:
Age: [Text Area]
- Number of intake contacts:
Contacts: [Text Area]

The report does not count as separate multiple similar offenses that occur on the same day. If this is true for the case in question, the number of intake contacts will need to be counted manually.

The distinction of a "spree" is not counted in this report and will need to be counted manually. The report will count each offense separately. A spree occurs when multiple similar offenses occur across a period of 14 days regardless of whether the intake officer entered them under separate ICNs.

- Intake contacts for felony offenses:
[Text Area]
- Intake contacts for Weapon offenses:
[Text Area]

b. Pre-Screen Assessment Radio Button

Caseload Details

Case Number: [Case Number] Juvenile #: [Juvenile #] Name: [Name] DOB: [DOB] Home Phone: [Home Phone] Alert: [Alert]

Status Worker Assignment Contacts DRT Reports Provided Services Trade/Post Sec Employment Calendar Evaluations CSU Access YASI Version History CPR Info

Select YASI: ☐ Full Assessment ☒ Pre-Screen Assessment ☐ Pre-Adjudication

YASI ID	Assessment Type	Date Administered	Completed By	Overall Risk	Legal History	Social re-Screen	Pre-Screen Protective	Areas Contributing to Risk											
								LH	FM	SC	CP	AD	MH	AV	AT	SK	EF		
[Table Content]																			

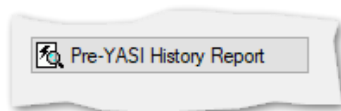
LH - Legal History FM - Family SC - School CP - Community/Peers AD - Alcohol/Drugs MH - Mental Health AV - Aggression/Violence AT - Attitudes SK - Skills EF - Employment/Free Time Y - Yes, Contributes to Risk

Refresh Pre-YASI History Report

- i. When the **Pre-Screen Assessment** radio button is selected the YASI/ tab displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) columns.

1. Pre-YASI History Report Button

- a. (i) Select a **Pre-Screen Assessment** record on the YASI/ tab and the row will be highlighted in **blue**. (ii) Click the **Pre-YASI History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI Prescreen History** report for the selected juvenile's record.



Report Viewer

Virginia Department of Juvenile Justice
YASI Prescreen History

Juvenile Name: [Name] Juvenile Number: [Number] DOB: [DOB]

Assessment ID	Assessment Type	Date Administered	Completed By	Overall Risk	Legal History	Social History	Pre-Screen Protective	Areas Contributing to Risk											
								LH	FM	SC	CP	AD	MH	AV	AT	SK	EF		
[Assessment ID]	[Assessment Type]	[Date Administered]	[Completed By]	[Overall Risk]	[Legal History]	[Social History]	[Pre-Screen Protective]	[LH]	[FM]	[SC]	[CP]	[AD]	[MH]	[AV]	[AT]	[SK]	[EF]		

* LH - Legal History SC - School AD - Alcohol/Drugs AV - Aggression/Violence SK - Skills Y - Yes, Contributes to Risk
FM - Family CP - Community/Peers MH - Mental Health AT - Attitudes EF - Employment/Free Time

Monday, July 20, 2020 Page 1 of 1

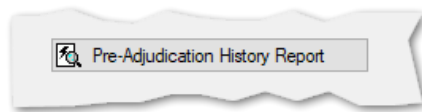
c. Pre-Adjudication Radio Button

The screenshot shows the 'Caseload Details' window with the 'YASI' tab selected. The 'Pre-Adjudication' radio button is highlighted with a red box. Below the tabs, there is a table with columns: YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-Screen Protective, and Areas Contributing to Risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, EF). A 'Refresh' button and a 'Pre-Adjudication History Report' button are at the bottom.

- i. When the **Pre-Adjudication** radio button is selected the YASI/ tab displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) columns.

1. Pre-Adjudication History Report Button

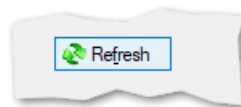
- a. (i) Select a **Pre-Adjudication** record on the YASI/ tab and the row will be highlighted in blue.
(ii) Click the **Pre-Adjudication History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI Pre-Adjudication History** report for the selected juvenile's record.



The screenshot shows the 'Report Viewer' window displaying the 'YASI Pre-Adjudication History' report for the Virginia Department of Juvenile Justice. It includes fields for Juvenile Name, Juvenile Number, and DOB. The report table has columns for Assessment ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-Screen Protective, and Areas Contributing to Risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, EF). A legend at the bottom explains the abbreviations. The page is dated Monday, July 20, 2020, and is Page 1 of 1.

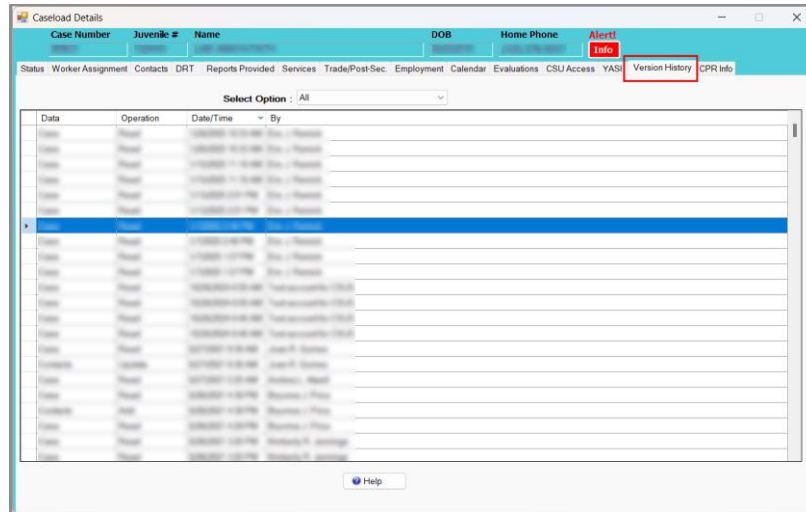
d. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed.



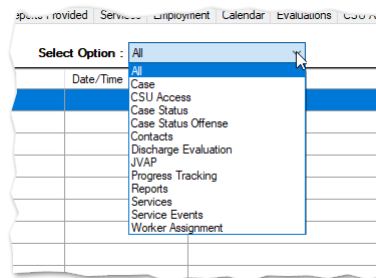
13. Version History

The Caseload Details screen Version History tab displays the history of the data (tabs) accessed and the operations performed on that data by all users accessing a juvenile's record. The tab displays the Data, Operation, Date/Time, and By columns. By default, all available records are displayed.



a. **Select Option Drop-Down Menu**

- i. (i) Select the specific data type (tab) from the **Select Option** drop-down menu to view only the selected data type on the *Version History* tab.



Each data type in the Data column corresponds to one of the tabs contained on the Caseload Details screen.

b. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen provides a brief description of the tab and instructions on how to use the **Select Option** drop-down menu option.

14. CPR Info Tab

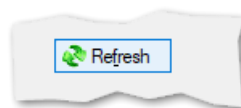
The Caseload Details screen *CPR Info* tab provides a read-only summary of information found in the Community Programs Reporting (CPR) system for services the juvenile was enrolled in and provided through the Virginia Juvenile Community Crime Control Act (VJCCCA). The upper half of the tab displays the Program ID, Program Name, Assigned Date, Admit Date, and Release Date columns. Select a record in the upper half of the *CPR Info* tab and the row will be highlighted in blue. For the selected record, the lower half of the *CPR Info* tab will display the Program Type, Provider, Placing FIPS, Release Reason, Provided Services, and Service Comments.

a. **CPR History Report Button**

- i. Click the **CPR History Report** button and the Report Viewer will appear displaying the **CPR History Report** for the selected juvenile's record.

b. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.



Reports

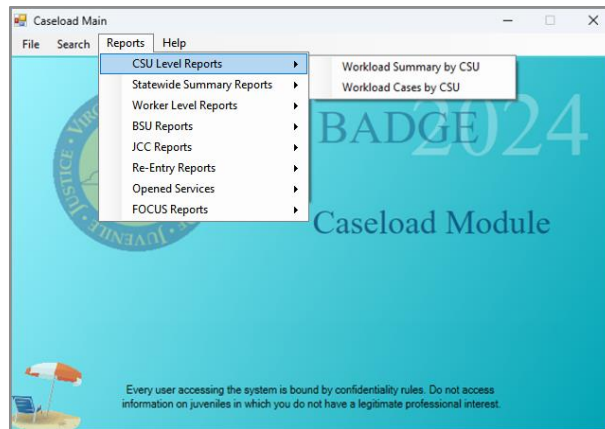
This menu provides users with various reports on different levels. From the Caseload Main screen, (i) click the **Reports** menu, and (ii) select a report.

Report Type	Report Name	Report Summary
CSU Level Reports	Workload Summary by CSU	Lists the count of cases by status and services.

Report Type	Report Name	Report Summary
	Workload Cases by CSU	Lists the juvenile number, name, date of birth, race, case status, worker name, and worker phone number information for open cases.
Statewide Summary Reports	Total Case Statuses	Lists open statuses, closed statuses, and active statuses information by region and district.
	Total Reports	Lists the number of various report types by region and district.
	Total Services	Lists the number of open, closed, and active cases by various service types and by region and district.
	Total Workload Cases	Lists the number of opened, closed, and active cases by region, district, and locality.
Worker Level Reports	Caseload Directory	Lists the juvenile's name, date of birth, address, phone numbers, caseload numbers, and contact information.
	Monthly Caseload Report	Lists the names of the juveniles/adult case assigned to the worker, active case statuses, open services, and completed reports, the start date, end date, and closed date information.
	Caseload Summary by Worker	Lists the number of statuses, reports, services, contact types, contacted by, person contacted, contacted place, contact purpose, and other information recorded by a worker during the specified timeframe.
	Caseload Summary by Supervisor	Lists the number of statuses, reports, services, contact types, contacted by, person contacted, contacted place, contact purpose, and other information recorded by the supervision staff during the specified timeframe.
BSU Reports	Management Report—Caseload Summary by Juvenile	Lists the juveniles receiving contacts or services during the specified timeframe by facility and count of the sessions.
	Management Reports—Caseload Summary by Worker	Lists the number of the juvenile's contacts and BSU related sessions.
	Management Report—BSU BHR Report by Juvenile	Lists the service type, service event, worker information, service event comments, confidential notes, and the date for the selected juvenile.
	Management Report—Treatment Completion for Current Population	Lists the juvenile's name, juvenile number, arrived date, and treatment completion information by facility.
	SIB Reviews	Lists the juvenile's name, date the SIB alert was initiated, if the juvenile is on medication, prior SIB information, end date, and the review date by the level of SIB and facility.
	BSU Workload Indicators Report	Lists the number of different types of services, visitors, vocational and education activities, staff activities, transportation, and video conferences.
JCC Reports	Workload Indicators Report	Lists population-related information, the number of resident grievances/offenses, and combined treatment services information.
	Face to Face Client Contact Report	Lists the juvenile's name and the last date the worker had a face-to-face contact with the juvenile.
	Phoenix Phase Groups	Lists the facility, service date, service, service event, and the name of Worker 1, Work 2, and/or Worker 3 (if applicable).

Report Type	Report Name	Report Summary
	Youth Industries Reports	Consist of the juvenile's timesheets, workload information, COMSTAT report, or the juvenile's recidivism information.
	Caseload Summary By Worker	Lists the number of contacts by, place, purpose, type, reports, service events and other information.
	Caseload Summary By Supervisor	Lists the number of contacts by, place, purpose, type, reports, service events and other information.
	Transitional Services— Caseload Summary By Juvenile	Lists the various sessions and contacts for juveniles by facilities.
	Transitional Services— Caseload Summary By Worker	Lists the juvenile's name, session type, and total count of sessions for each juvenile.
	YASI Reassessments Due	Lists the juvenile number, juvenile name, early release date, last assessment date, the next assessment due date, and the number of days until the next assessment is due.
Re-Entry Reports	All Juveniles Enrolled in 2nd Chance	The report lists the juvenile number, name, begin date, end date, and closed code (if applicable).
	Juveniles Enrolled in 2 nd Chance – Substance Abuse Needs	The report lists the juvenile number, name, begin date, and end date (if applicable) by status (mandatory, recommended, and not applicable/not indicated).
	Juveniles Enrolled in 2 nd Chance – Substance Abuse Received	The report lists the juvenile number, name, grants begin, and end date, service type, and service begin and end date.
	Juveniles Enrolled in 2 nd Chance – Mental Health Needs	The report lists the juvenile number, name, grants begin and end date, and screenings begin and end date.
	Juveniles Enrolled in 2 nd Chance – Mental Health Received	The report lists the juvenile number, name, grant begin and end date, service type, service being and end date.
	Juveniles Enrolled in 2 nd Chance – VOP Graduated Sanction	The report lists the juvenile number, name, grants begin and end date, and graduated sanction begin and end date.
	Juveniles Enrolled in 2 nd Chance – Parole Status	The report lists the juvenile number, name, grants begin and end date, parole status, parole statuses begin and end date, and closed code.
Opened Services	RSC AMIkids Services Needs	The report lists the juvenile number, juvenile's name, date service keyed, and date serviced opened.
	RSC EBA Service Needs	The report lists the juvenile number, juvenile's name, date service keyed, and date serviced opened.
FOCUS Reports	FOCUS By Worker	The report lists the worker name, count of FOCUS contacts, and count and percentages by FOCUS Category for: Case Management, Cognitive-Behavioral Skill Building, Crisis Support, Life Skill Building, Rapport Building, and Social Skill Building.
	FOCUS By Juvenile	The report lists the worker name, juvenile name, juvenile number, count of FOCUS contacts, and count and percentages by FOCUS category for: Case Management, Cognitive-Behavioral Skill Building, Crisis Support, Life Skill Building, Rapport Building, and Social Skill Building.

CSU Level Reports



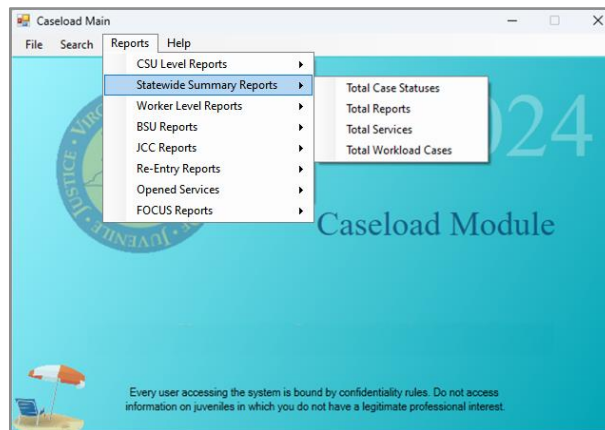
1. Workload Summary by CSU

- a. The **WORKLOAD SUMMARY BY CSU** report lists the count of cases by status and services. (i) Click the **CSU Level Reports** menu, (ii) select the **Workload Summary by CSU** option from the drop-down menu, and the Workload Summary By CSU screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker** field will not be accessible. (v) Select the **Facility** from the drop-down menu. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

2. Workload Cases by CSU

- a. The **Workload Cases For [facility name] (CSU)** report lists workload cases by Juv #, Juvenile Name, DOB, Race, Case Status, Worker, and Work Phone information for open cases. (i) Click the **CSU Level Reports** menu, (ii) select the **Workload Cases by CSU** option from the drop-down menu, and the Workload Cases By CSU screen will appear. The **Begin Date**, **End Date**, and **Worker** fields will not be accessible. (iii) Select the **Facility** from the drop-down menu. The **Sort By** field will not be accessible. (iv) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

Statewide Summary Reports



1. Total Case Statuses

- a. The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE BY STATUS** report lists opened, closed, and active statuses by status type, region, and district. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Case Statuses** option from the drop-down menu, and the Total Case Statuses screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

2. Total Reports

- a. The **TOTAL WORKLOAD REPORTS COMPLETED BY REGION AND CSU** report lists the number of various report types by region and district. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Reports** option from the drop-down menu, and the Total Reports screen will appear. Select

the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

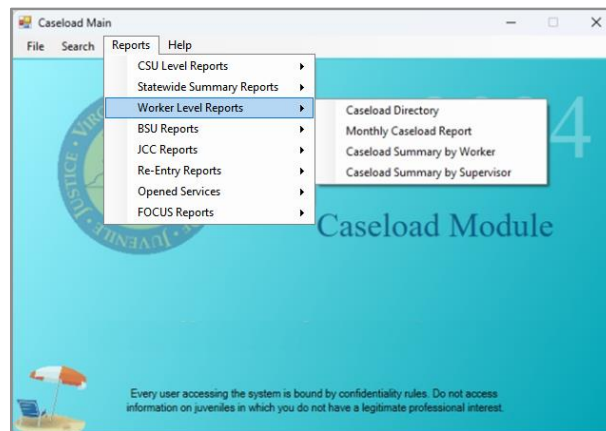
3. Total Services


- a. The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE BY SERVICE** report lists the number of opened, closed, and active cases by service type, region, and district. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Services** option from the drop-down menu, and the Total Services screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.


4. Total Workload Cases

- a. The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE** report lists the number of opened, closed, and active cases by region, district, and locality. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Workload Cases** option from the drop-down menu, and the Total Workload Cases screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

Worker Level Reports



 For each of the following report types refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

 For Worker Level reports, the **Facility** field will auto-populate to "ALL". However, the drop-down menu will allow the selection of any individual facility the user has been assigned to.

1. Caseload Directory

- a. The **CASELOAD DIRECTORY** report lists all the juvenile cases by name, date of birth, address, phone numbers, caseload numbers, and contact information assigned to the specified user by CSU. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Directory** option from the drop-down menu, and the Caseload Directory screen will appear. The **Begin Date** and **End Date** fields will not be accessible. (iii) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (iv) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort by** field will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

2. Monthly Caseload Report

- a. The **WORKLOAD REPORT FOR [user name]** lists the juvenile/adult; active case status, open services, and completed reports; and the start, end, and closed date; for each case assigned to the user by facility. (i) Click the **Worker Level Reports**, (ii) select the **Monthly Caseload Report** option from the drop-down menu, and the Monthly Workload Report screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down

menu. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

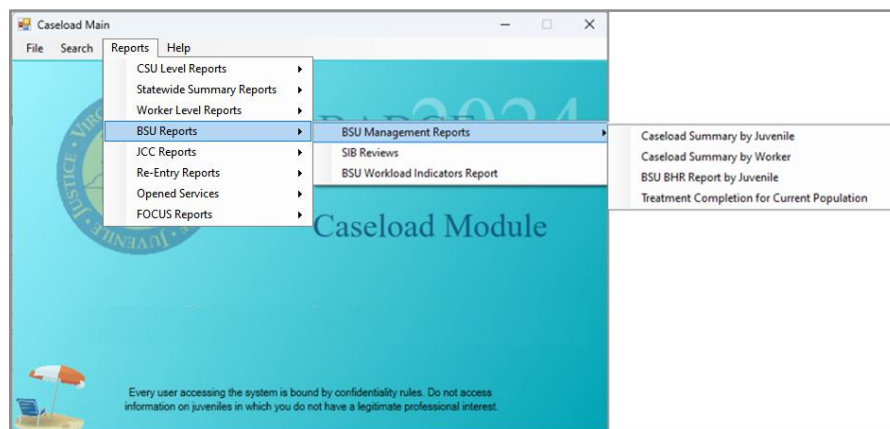
3. Caseload Summary by Worker

- a. The **Workload Summary for [user name]** report lists the counts of Status, Reports, Services, Contact Type, Contact By, Person Contacted, Contact Place, and Contact Purpose by facility, for the specified period and user name. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Summary by Worker** option from the drop-down menu, and the Workload Summary by Worker screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort By** field will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

4. Caseload Summary by Supervisor

- a. The **Supervisor Summary for [user name]** report lists the counts of Status, Reports, Services, Contact Type, Contact By, Person Contacted, Contact Place, and Contact Purpose by facility, for the specified period and user name. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Summary by Supervisor** option from the drop-down menu, and the Workload Summary by Supervisor screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort By** field will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

BSU Reports



 Refer to the [BADGE Login & Search Manual](#) on how to search for a juvenile.

1. BSU Management Reports

a. Caseload Summary by Juvenile

- i. The **BSU CASELOAD BY JUVENILE AND FACILITY** report lists the count and type of contacts, reports, and sessions by facility and then by juvenile for the specified period. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Caseload Summary by Juvenile** option from the drop-down menu, and the BSU Caseload Summary by Juvenile Report screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

b. Caseload Summary by Worker

- i. The **BSU Caseload by Juvenile and Facility** report lists the number of the juvenile's contacts and BSU related sessions. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Caseload Summary by Worker** option from the drop-down menu, and the BSU Caseload Summary by Worker Report screen will appear, select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not

be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

c. **BSU BHR Report by Juvenile**

- i. The **BSU BHR Report by Juvenile** report lists the service type, service event, worker information, service event comments, confidential notes, and the date for the selected juvenile. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **BSU BHR Report by Juvenile** option from the drop-down menu, and the BSU BHR Report By Juvenile screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vi) click the **Search** button, and the Find Juvenile screen will appear. (vii) Search for a juvenile, (viii) click the **Find** button, and the Search Results screen will appear, (ix) select a juvenile, and the row will be highlighted in blue, (x) click the **Select** button, and the **Juvenile Number** and **Name** will appear, (xi) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

d. **Treatment Completion for Current Population**

- i. The **Treatment Completion Data for Current Population As Of [date]** report lists the juvenile's name, number, arrived date, and treatment completion information by facility. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Treatment Completion for Current Population** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

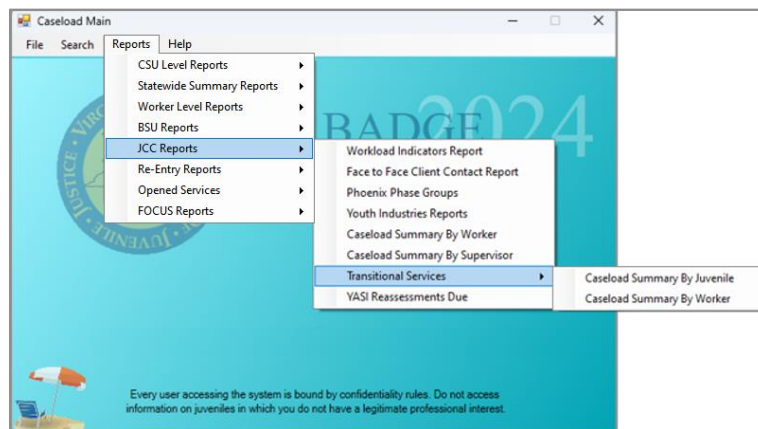
2. **SIB Reviews**

- a. The **Self Injurious Behavior (SIB) Review Report** lists the juvenile's name, initiated date, if the juvenile is on medication, prior SIB information, and the review date by facility and SIB level. (i) Click the **BSU Reports** menu, (ii) select the **SIB Reviews** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

3. **BSU Workload Indicators Report**

- a. The **Department of Juvenile Justice – Division of Institutions, Workload Indicators Report for [facility] – Year: [yyyy]** lists the number of services, work programs, visitors/volunteers, vocational and education activities, staff activities, transportation, and video conferencing by month. (i) Click the **BSU Reports** menu, (ii) select the **BSU Workload Indicators Report** option from the drop-down menu, and the Workload Indicators Report for BSU screen will appear. (iii) Select the **Year** by clicking the up and down arrows, (iv) select the **JCC** from the drop-down menu, (v) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

JCC Reports



- Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.
- Refer to the [BADGE Login & Search Manual](#) on how to search for a juvenile.

1. **Workload Indicators Report**

- a. The **Department of Juvenile Justice – Division of Institutions, Workload Indicators Report for [facility] – Year: [yyyy]** lists counts for population information, resident grievances/offenses, services, work programs, visitors/volunteers, vocational and education activities, staff activities, transportation,

and video conferencing by month. (i) Click the **JCC Reports** menu, (ii) select the **Workload Indicators Report** option from the drop-down menu, and the Workload Indicators Report screen will appear. (iii) Select the **Year** by clicking the up and down arrows, (iv) select the **JCC** from the drop-down menu, (v) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

2. Face to Face Client Contact Report

- a. The **Resident Face to Face Client Contacts for [worker name]** report lists the juvenile's name and the contact date for the specified user and period. (i) Click the **JCC Reports** menu, (ii) select the **Face to Face Client Contact Report** option from the drop-down menu, and the JCC Face to Face Client Contact Report screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

3. Phoenix Phase Groups

- a. The **Phoenix Phase Groups** report lists the facility, service date, service, service event, and the name of Worker 1, Work 2, and/or Worker 3 (if applicable). (i) Click the **JCC Reports** menu, (ii) select the **Phoenix Phase Groups** option from the drop-down menu, and the Phoenix Phase Groups screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vi) click the **Search** button, and the Find Juvenile screen will appear. (vii) Search for a juvenile, (viii) click the **Find** button, and the Search Results screen will appear, (ix) select a juvenile, and the row will be highlighted in blue, (x) click the **Select** button, and the **Juvenile Number** and **Name** will appear, (xi) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

4. Youth Industries Reports

- a. The Youth Industries Reports screen can display the **Youth Industries Time Sheet Report**, **Youth Industries Workload Report**, **Youth Industries COMSTAT Report**, and **Youth Industries Recidivism Report**. (i) Click the **JCC Reports** menu, (ii) select the **Youth Industries Report** option from the drop-down menu, and the Youth Industries Reports screen will appear. (iii) Select the **Report Type** from the drop-down menu, select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vii) click the **Run** button, and the selected report type will display in the Youth Industries Reports screen.

5. Caseload Summary By Worker

- a. The **Workload Summary for [user name]** report lists the counts of Contact By, Contact Place, Contact Purpose, Contact Type, Person Contacted, and Reports by category, for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) select the **Caseload Summary By Worker** option from the drop-down menu, and the Workload Summary By Worker screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

6. Caseload Summary By Supervisor

- a. The **Supervisor Summary for [user name]** report lists the counts of Contact By, Contact Place, Contact Purpose, Contact Type, Person Contacted, Reports, and Service Events by category, for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) select the **Caseload Summary By Supervisor** option from the drop-down menu, and the Workload Summary By Supervisor screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

7. Transitional Services

- a. **Caseload Summary By Juvenile**
 - i. The **TRANSITIONAL SERVICES CASELOAD BY JUVENILE AND FACILITY** report lists the count of contacts and sessions by facility and juvenile. (i) Click the **JCC Reports** menu, (ii) click the **Transitional Services** menu, (iii) select the **Caseload Summary By Juvenile** from the drop-down menu, and the Transitional Services Caseload Summary by Juvenile Report screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

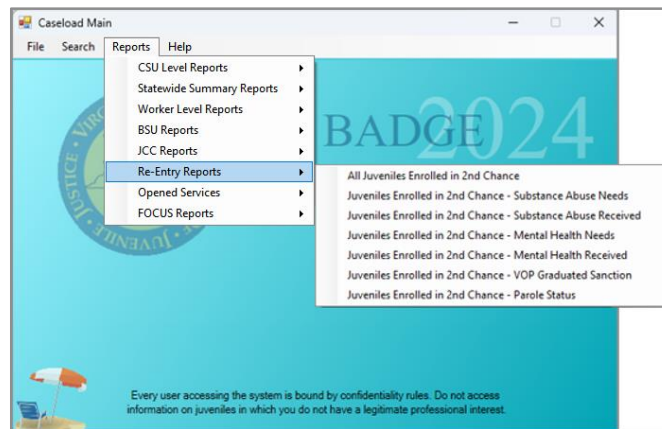
b. **Caseload Summary By Worker**

- i. The **Transitional Services Events Summary** report lists the juvenile name, session type, and total count of sessions for each juvenile for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) click the **Transitional Services** menu, (iii) select the **Caseload Summary By Worker** option from the drop-down menu, and the *Transitional Services Caseload Summary by Worker Report* screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. (vi) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vii) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

8. **YASI Reassessments Due**

- a. The **Virginia Department of Juvenile Justice YASI Reassessments Due for Committed Juveniles for [facility]** report lists the Juvenile Number, Last Name, First, Middle, Early Release Date, Source, Last Assessment Date, Next Assessment Due Date, And Days Until Due. (i) Click the **JCC Reports** menu, (ii) select the **YASI Reassessments Due** option from the drop-down menu, and the *YASI Reassessments Due* screen will appear. The **Begin Date** and **End Date** fields will not be accessible. (iii) Select the **JCC** from the drop-down menu. The **Sort By** field will not be accessible. (iv) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

Re-Entry Reports



1. **All Juveniles Enrolled in 2nd Chance**

- a. The **Virginia Department of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, and Closed Code (if applicable). (i) Click the **Re-Entry Reports** menu, (ii) select the **All Juveniles Enrolled in 2nd Chance** option from the drop-down menu, and the *All Juveniles Enrolled in 2nd Chance* screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker** and **Facility** fields will not be accessible. (v) Select the **Sort By** option from the drop-down menu, (vi) click the **Generate** button, and the *Report Viewer* screen will appear displaying the report.

2. **Juveniles Enrolled in 2nd Chance – Substance Abuse Needs**

- a. The **c, Substance Abuse Treatment Needs (as Assessed at RDC) of Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, and 2nd Chance Grant End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Substance Abuse Needs** option from the drop-down menu, and the *All Juveniles Enrolled in 2nd Chance – Substance Abuse Needs* screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

3. **Juveniles Enrolled in 2nd Chance – Substance Abuse Received**

- a. The **Virginia Department of Juvenile Justice, Substance Abuse Treatment Services Received By Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last

Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Substance Abuse Service Type, Substance Abuse Service Begin Date, and Substance Abuse Service End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Substance Abuse Received** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Substance Abuse Received screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

4. **Juveniles Enrolled in 2nd Chance – Mental Health Needs**

- a. The **Virginia Department of Juvenile Justice, BSU Mental Health Screening/Assessments Needs on Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Screening/Assessment Begin Date, and Screening/Assessment End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Mental Health Needs** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Mental Health Needs screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

5. **Juveniles Enrolled in 2nd Chance – Mental Health Received**

- a. The **Virginia Department of Juvenile Justice, Mental Health Treatment Services Received by Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Mental Health Service Type, Mental Health Service Begin Date, and Mental Health Service End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Mental Health Received** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Mental Health Received screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

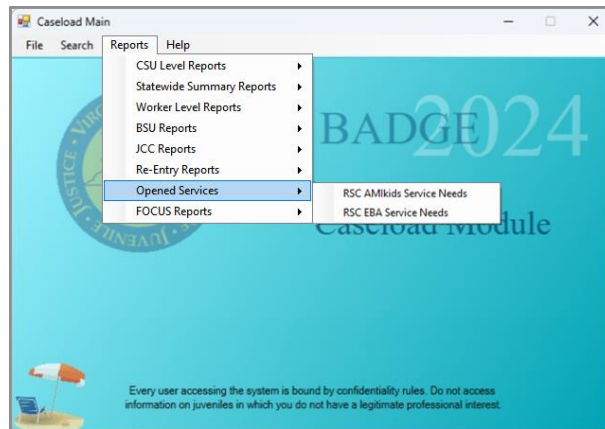
6. **Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction**

- a. The **Virginia Department of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program That Received a VOP Graduated Sanction** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, VOP Graduated Sanction Begin Date, and VOP Graduated Sanction End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

7. **Juveniles Enrolled in 2nd Chance – Parole Status**

- a. The **Virginia Department of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program By Parole Status** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Parole Status, Parole Begin Date, Parole Status End Date, and Closed Code. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Parole Status** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Parole Status screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

Opened Services



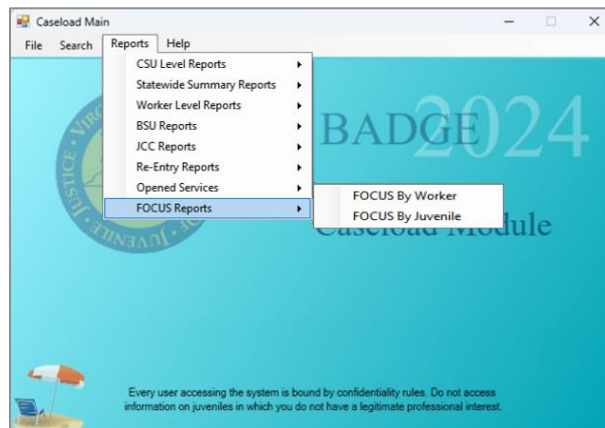
1. RSC AMIkids Services Needs

- a. The **Virginia Department of Juvenile Justice, Opened Services for RSC AMIkids Service Needs** report lists the Juvenile Number, Last Name, Suffix, First Name, Middle, Date Service Keyed, and Date Serviced Opened. (i) Click the **Opened Services** menu, (ii) select the **RSC AMIkids Service Needs** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

2. RSC EBA Service Needs

- a. The **Virginia Department of Juvenile Justice, Opened Services for RSC EBA Service Needs** report lists the Juvenile Number, Last Name, Suffix, First Name, Middle, Date Service Keyed, and Date Serviced Opened. (i) Click the **Opened Services** menu, (ii) select the **RSC EBA Service Needs** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

FOCUS Reports



1. FOCUS By Worker

- a. The **Virginia Department of Juvenile Justice, FOCUS by Worker Report** lists the Worker Name, Count of FOCUS Contacts, and Count and Percentages by FOCUS Category for: Case Management, Cognitive-Behavioral Skill Building, Crisis Support, Life Skill Building, Rapport Building, and Social Skill Building. Click the (i) **FOCUS Reports** menu, (ii) select the **FOCUS By Worker** option from the drop-down menu, and the FOCUS By Worker screen will appear. Select the (iii) **Start Date** and (iv) **End Date** from the corresponding calendar drop-down menus and select the (v) **CSU** from the corresponding drop-down menu. Click the (vi) **Generate** button and the Report Viewer screen will appear displaying the report.

2. FOCUS By Juvenile

- a. The **Virginia Department of Juvenile Justice, FOCUS by Juvenile Report** lists the Worker Name, Juvenile Name, Juvenile Number, Count of FOCUS Contacts, and Count and Percentages by FOCUS Category for: Case Management, Cognitive-Behavioral Skill Building, Crisis Support, Life Skill Building, Rapport Building, and Social Skill Building. Click the (i) **FOCUS Reports** menu, (ii) select the **FOCUS By Juvenile** option from the drop-down menu, and the FOCUS By Juvenile screen will appear. Select

the (iii) **Start Date** and (iv) **End Date** from the corresponding calendar drop-down menus and select the (v) **CSU** from the corresponding drop-down menu. Click the (vi) **Generate** button and the Report Viewer screen will appear displaying the report.

Appendix

A. Change the Worker AND/OR the Supervisor Assigned to a Case

To change the worker and/or supervisor assigned to a case begin on the Caseload Main screen and use any of the options located in the **Search** drop-down menu to locate the desired case. Ultimately, if a case exists that meet search parameters the Caseload Details screen will be displayed. Follow the links in the table below to access the various methods available to search for an existing caseload.

Search for an Existing Caseload by:
By Adult
By Case Number
By CSU/Facility
By Juvenile
By User
By CSU Assignment

1. Edit Case and Update the Date Released Field.

- From the Caseload Details screen (i) click the **Worker Assignment** tab, (ii) select the desired row containing the appropriate worker/supervisor names to be changed, and the row will be highlighted in blue, (iii) click the **Edit** button, (iv) select the **Date Released** (the date of the worker and/or supervisor change) from the drop-down calendar screen, and (v) click the **Save** button.

The screenshot shows the 'Caseload Details' window with the 'Worker Assignment' tab selected. A table lists workers with columns for Name, DOB, Home Phone, Status, Worker Name, Worker Type, Date Assigned, Worker Status, Supervisor Name, and Date Released. The 'Edit' button is highlighted in red. Below the table, the 'Date Released' field is highlighted in red.



The screenshot shows the 'Caseload Details' window with the 'Worker Assignment' tab selected. The 'Edit' button is highlighted in red. Below the table, the 'Date Released' field is highlighted in red, and a calendar is displayed for November 2018. The 'Save' button is also highlighted in red.

Any user can change the assigned worker or supervisor in BADGE. Refer to local procedures for additional guidance.

- Input the **Date Released** and then **Save** the change prior to adding a new **Worker Name**.
When a juvenile is released from direct care, the assigned workers and supervisors will receive an email notification.

2. Add Worker Name, Supervisor, and Related Fields

- a. (i) Click the **Add** button, and the fields at the bottom of the screen will become accessible, (ii) click the **Change User** button next to the **Worker Name** field, and the Employee Search screen will appear. (iii) Input the appropriate criteria in the Employee Search screen, (iv) click the **Find** button and the Search Results screen will appear. (v) On the Search Results screen select the desired employee's name, and the row will be highlighted in blue, (vi) click the **Select** button, and the selected name will auto-populate into the **Worker Name** field on the Caseload Details screen.

Worker Name:	<input type="text"/>	 Change User	Worker Status:	<input type="text"/>
<input type="checkbox"/> Show All Facilities (including expired ones)	Supervisor:			<input type="text"/>
<input type="text" value="Abingdon (CSU)"/>	 Change User			
FIPS:	<input type="text"/>	<input type="checkbox"/> Show All Facilities (including expired ones)		
Worker Type:	<input type="text"/>	<input type="text" value="Abingdon (CSU)"/>		
Date Assigned:	<input type="text"/>	Date Released:	<input type="text"/>	
<div>Save Cancel Help</div>				

Employee Search

Last Name ☐ Use Wildcard
☐ Name Suffix None

First Name ☐ Use Wildcard

☒ Find Only Current Employees

Search Results - 95 employees meet your criteria.

Legal Last Name	Suffix	Legal First Name	Display Name	Account Closed
ALLEN, D		DAVIDSON, D	DAVIDSON, D - ALLEN	<input checked="" type="checkbox"/>
ALLEN, J		ALLEN, J	ALLEN, J - ALLEN	<input checked="" type="checkbox"/>
ALLEN, M		MARTIN, M	MARTIN, M - ALLEN	<input checked="" type="checkbox"/>
ALLEN, S		ALLEN, S	ALLEN, S - ALLEN	<input checked="" type="checkbox"/>
ALLEN, T		ALLEN, T	ALLEN, T - ALLEN	<input checked="" type="checkbox"/>
ALLEN, W		ALLEN, W	ALLEN, W - ALLEN	<input checked="" type="checkbox"/>
ALLEN, Y		ALLEN, Y	ALLEN, Y - ALLEN	<input checked="" type="checkbox"/>
ALLEN, Z		ALLEN, Z	ALLEN, Z - ALLEN	<input checked="" type="checkbox"/>
ALLEN, A		ALLEN, A	ALLEN, A - ALLEN	<input checked="" type="checkbox"/>
ALLEN, B		ALLEN, B	ALLEN, B - ALLEN	<input checked="" type="checkbox"/>
ALLEN, C		ALLEN, C	ALLEN, C - ALLEN	<input checked="" type="checkbox"/>
ALLEN, D		ALLEN, D	ALLEN, D - ALLEN	<input checked="" type="checkbox"/>
ALLEN, E		ALLEN, E	ALLEN, E - ALLEN	<input checked="" type="checkbox"/>
ALLEN, F		ALLEN, F	ALLEN, F - ALLEN	<input checked="" type="checkbox"/>
ALLEN, G		ALLEN, G	ALLEN, G - ALLEN	<input checked="" type="checkbox"/>
ALLEN, H		ALLEN, H	ALLEN, H - ALLEN	<input checked="" type="checkbox"/>
ALLEN, I		ALLEN, I	ALLEN, I - ALLEN	<input checked="" type="checkbox"/>
ALLEN, J		ALLEN, J	ALLEN, J - ALLEN	<input checked="" type="checkbox"/>
ALLEN, K		ALLEN, K	ALLEN, K - ALLEN	<input checked="" type="checkbox"/>
ALLEN, L		ALLEN, L	ALLEN, L - ALLEN	<input checked="" type="checkbox"/>
ALLEN, M		ALLEN, M	ALLEN, M - ALLEN	<input checked="" type="checkbox"/>
ALLEN, N		ALLEN, N	ALLEN, N - ALLEN	<input checked="" type="checkbox"/>
ALLEN, O		ALLEN, O	ALLEN, O - ALLEN	<input checked="" type="checkbox"/>
ALLEN, P		ALLEN, P	ALLEN, P - ALLEN	<input checked="" type="checkbox"/>
ALLEN, Q		ALLEN, Q	ALLEN, Q - ALLEN	<input checked="" type="checkbox"/>
ALLEN, R		ALLEN, R	ALLEN, R - ALLEN	<input checked="" type="checkbox"/>
ALLEN, S		ALLEN, S	ALLEN, S - ALLEN	<input checked="" type="checkbox"/>
ALLEN, T		ALLEN, T	ALLEN, T - ALLEN	<input checked="" type="checkbox"/>
ALLEN, U		ALLEN, U	ALLEN, U - ALLEN	<input checked="" type="checkbox"/>
ALLEN, V		ALLEN, V	ALLEN, V - ALLEN	<input checked="" type="checkbox"/>
ALLEN, W		ALLEN, W	ALLEN, W - ALLEN	<input checked="" type="checkbox"/>
ALLEN, X		ALLEN, X	ALLEN, X - ALLEN	<input checked="" type="checkbox"/>
ALLEN, Y		ALLEN, Y	ALLEN, Y - ALLEN	<input checked="" type="checkbox"/>
ALLEN, Z		ALLEN, Z	ALLEN, Z - ALLEN	<input checked="" type="checkbox"/>

Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

- i. In the lower half of the Caseload Details screen, update the data fields as necessary. Select the (ii) **FIPS**, (iii) **Worker Type**, and (iv) **Worker Status** from the drop-down menus, (v) click the **Change User** button next to the **Supervisor** field to locate the desired supervisor name using the Employee Search screen.
- ii. (i) Select the **Date Assigned** from the drop-down calendar screen and (ii) click the **Save** button.

The screenshot displays the BADGE Caseload Management Module interface. At the top, there are buttons for 'Add', 'Edit', 'Delete', and 'Refresh'. Below these, the 'Worker Name' field is followed by a 'Change User' button. A 'Worker Status' dropdown menu is highlighted with a red box. Below it, the 'Supervisor' field is also followed by a 'Change User' button and is highlighted with a red box. A checkbox labeled 'Show All Facilities (including expired ones)' is present. The 'Facility' dropdown menu is set to 'Abingdon (CSU)'. The 'FIPS' field is highlighted with a red box. The 'Worker Type' dropdown menu is also highlighted with a red box. The 'Date Assigned' and 'Date Released' fields are highlighted with a red box. A calendar for September 2020 is displayed, with the date '2' selected. The 'Today: 9/2/2020' text is visible at the bottom of the calendar. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

B. Document Revisions

Date	Item	Details
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.
07/2017	Evaluations Tab	The Adverse Childhood Experiences (ACE) trauma screen was added to the list of available evaluations.
10/2017	Current Caseload Assignments Screen	A new column called Current Status has been added to the Current Caseload Assignments and Facility Caseloads screens. This column will display the codes of all open case statuses for each juvenile. If the juvenile has multiple open case statuses, an asterisk (*) will be included before the codes. These screens can be accessed by selecting the By User and By CSU/Facility options from the Search menu in the Caseload Management module.
10/2017	Find Juvenile Screen – Advance Search	The screen has been updated and added a 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.
11/2017	Contacts Tab – Contact Purpose Field	The Contact Purpose field was converted from a drop-down menu to a click-list allowing users to select each contact purpose.
12/2017	JVAP Tab	The JVAP tab was removed from the Caseload Details Screen.
01/2018	Title Page/ Headings/ Format	The format, headings, and title page have been updated for correction.
02/2018	YASI Tab	The YASI tab was created and added to the Caseload Details Screen. The table at the top of the tab provides details on each YASI completed to include: the date administered, staff completing the assessment, risk and protective levels, mental health flags, and violence aggression flags. Highlighting a specific YASI in the table will display the Behavior Analysis, Priorities, Targets, Long-term Goals, Short-term Goals, Protective Factors, and Action Steps associated with that assessment.
07/2018	Map It Button – Current Caseload Assignments screen	The MAP It feature was created and added to the Current Caseload Assignments screen. The Map It button allows geocoded addresses to appear on the Map Addresses screen as points on a Google map. Users are able to open the address on Google map and print the map or directions to the address.
08/2018	Contacts Tab – Person Contacted Field	The Person Contacted field was converted from a drop-down menu to a click list allowing users to select each person that was contacted.
08/2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
10/2018	YASI Tab – Assessment Type	Pre-Screen Assessment and Pre-Adjudication were added as Assessment Types.
01/2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.

Date	Item	Details
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.
07/2019	Reports Provided Tab - Comprehensive Re-Entry Case Plan – CSU Tab	The “How motivated is the juvenile/family to change”, Frequency of contact with parent/guardian”, and “Frequency of contact with external agencies” fields have been added.
07/2019	SDM Tab	The SDM Tab was added under Caseload Details Screen to record SDM information.
07/2019	Workload Case Statuses	Screenshots were updated to incorporate revisions to the workload case statuses.
08/2019	Parole Supervision Risk Reassessment	The Parole Supervision Risk Reassessment was removed from the Evaluations Tab.
12/2020	Formatting changes to entire document	See Style Manual for current 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.
12/2020	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	Minor Edits	Update Hyperlinks. Minor text edits – remove duplicated paragraph.
04/2023	SDM Tab	Remove tab and all SDM related references.
04/2023	Running Records Report	Update to add Contact Purpose drop-down menu on <u>Running Records Parameters</u> screen, accessed via Running Record Report button on <u>Caseload Details</u> screen's <i>Contacts</i> tab.
04/2023	YASI Legal History Report	Update to add YASI Legal History Report button on <u>Caseload Details</u> screen's <i>YASI</i> tab.
04/2023	Remove ACE/ Add SEAS	Update to add SEAS Age 7-12 and SEAS Age 13-21 evaluations, and remove ACE evaluation from the <u>Caseload Details</u> screen's <i>Evaluations</i> tab.
01/2024	Employment and Education/Training Tabs	Update to revise the fields on the existing <i>Employment</i> tab and to add the <i>Education/Training</i> tab.
01/2024	Evaluations Tab Add G.R.E.A.T	Update to add G.R.E.A.T Final Exam evaluation to the <u>Caseload Details</u> screen's <i>Evaluations</i> tab.
01/2024	Screen Shots/Images	Updated images throughout document.
08/2024	Education/Training Tab	Revised the fields and user interface of the existing <i>Education/Training</i> tab on the <u>Caseload Details</u> screen. Renamed the <i>Education/Training</i> tab on the <u>Caseload Details</u> screen to <i>Trade/Post-Sec.</i> and updated screenshots throughout the manual.
12/2024	Caseload Details Screen, Status Tab	Update note to include all 4 statuses that allow a 2 nd status to be opened while the 1 st status is still open: 1 - Pre-Disposition (1 Contact/Month) , 1 - Diversion at Intake , 1 - Pre-Disposition Tracking Only , and 1 - Pre-Court Services Referral and Tracking .
02/2025	DRT Tab	Update to add the <i>DRT (Disposition Recommendation Tool)</i> tab to the <u>Caseload Details</u> screen.
03/2025	Contacts Tab	Update to include additions to the <i>Contacts</i> tab for FOCUS Model and related reports.
03/2025	Reports	Update to include FOCUS Reports on <u>Caseload Main</u> screen, <i>Reports</i> tab.
03/2025	BADGE Version at last update.	BADGE Version at last <i>BADGE Caseload Management Module Manual</i> update: Version 4.0.5.14 .