Virginia Department of Juvenile Justice

BADGE Web Application

Balanced Approach Data Gathering Environment

Caseload Manual

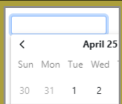
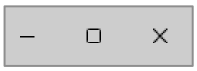
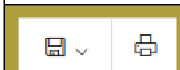
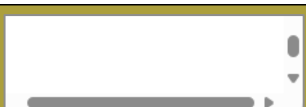
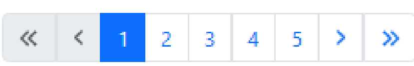
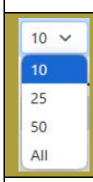
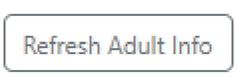
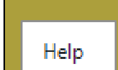
(This Page Intentionally Blank)

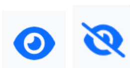
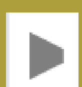
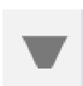
Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to items in the BADGE application while the **BADGE Manual** refers to formatting and items contained in the BADGE manual.

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

In the BADGE Application

Style/Symbol/Button	Meaning
 Calendar Drop-down Field	To select a date, click anywhere in the **Calendar** drop-down field and select the date using the drop-down calendar. Alternatively, type the desired date directly into the **Calendar** drop-down field and BADGE will automatically format the date in the proper MM/DD/YYYY format.
 Window Control Buttons	Located in the upper right-hand corner of any given window, in order of appearance (from left to right): **Minimize** the window; **Maximize** the window; and **Close** the window. 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): **Refresh** report; **Back to Parent Report**; and choose the document view by clicking on the **Zoom** drop-down menu.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): click the **Export** drop-down menu to choose to export a report as an Excel spreadsheet, PDF, or Word document; and **Print**.
 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 to move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Page Navigation Buttons	In order of appearance (from left to right): go to **First Page**; go to **Previous Page**; **Select Page** displayed from **Available Pages**; go to **Next Page**; and go to **Last Page**.
 Record Count Display Drop-down Menu	A drop-down menu feature that allows the user to select the number of records to display if more than 10 records are available to view in a window.
 or  Refresh Button	Click the **Refresh** button to display the most current information for a given window, form, or tab. The **Refresh** button description may also include the name of the window, form, or tab that the user is currently viewing.
 Help Button	Click the **Help** button to display the *Help* window describing the business rules related to the selected report or for additional information related to the current tab, form, or window. The **Help** button may be listed as part of a drop-down menu or as a standalone button. The *Help* window name may include the name of the tab, form, or window.

Style/Symbol/Button		Meaning
Close	Close Button	Click the **Close** button to close the current window, leaving open the prior window.
Alert! Info	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.
Go back	Go Back Hyperlink Button	Click the **Go Back** hyperlink button to return to the previous window, typically located on report viewer windows.
Adult Adult Adult	Column Sort Button	Click on any column header to toggle the sort order of the data in a column whenever the BADGE application presents data in a tabular format. In order of appearance (from top to bottom): **Clear Sort** (default); **Sort Ascending**; and **Sort Descending**.
	Show/Hide Toggle	Click on the **Show/Hide Toggle** to show or hide the characters entered.
	Right-Facing Arrow	Click the right-facing arrow next to a record to view the notes related to the record.
	Down-Facing Arrow	Click the down-facing arrow next to a record to hide the notes related to the record.

In the BADGE Manual

Style/Symbol	Meaning
<u>*Underlined and Italicized*</u>	Name of a screen, window, pop-up window, self-contained pop-up form, or card.
Italicized	Name of a tab, document title, report title, or manual title.
Bolded	Name of a function, key, button, option, table, or where emphasis is required. The name of data fields on a module screen, window, pop-up window, self-contained pop-up form, or card.
<u>Underlined</u>	Name of a column header in an application displayed table or an application generated report. Cased to match.
"Text in Quotes"	Data or selection in a data field, input field, or drop-down field.
<u>**Bolded and Underlined**</u>	The manual's main title and other titles for key sections.
<u>Hyperlink</u>	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.
 Note Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.

Style/Symbol	Meaning
 Reference Bullet	Refers the user to another page within the document or a resource outside of the document 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 contain information specific to each module. This manual is intended to assist those using the **Caseload Module** in the BADGE application.

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

Please Note

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

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

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

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

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

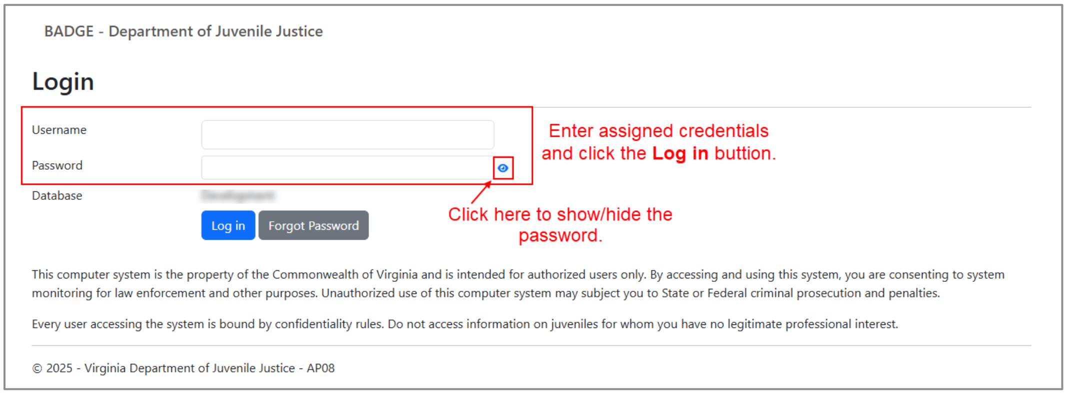
Please email DJJ-BADGE-Passwords@djj.virginia.gov for assistance with BADGE login problems.

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

Caseload Module

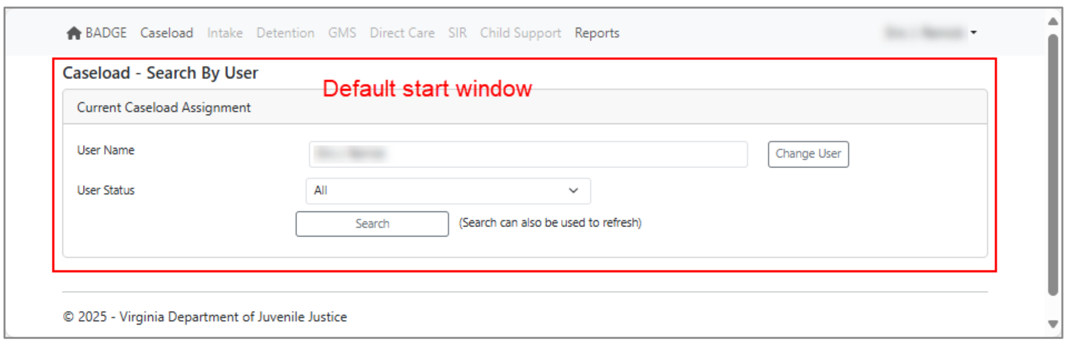
Access the Module

To access the **Caseload Module** the user begins by logging into BADGE using their assigned system credentials at the following URL: https://badge.djj.virginia.gov/account/login.



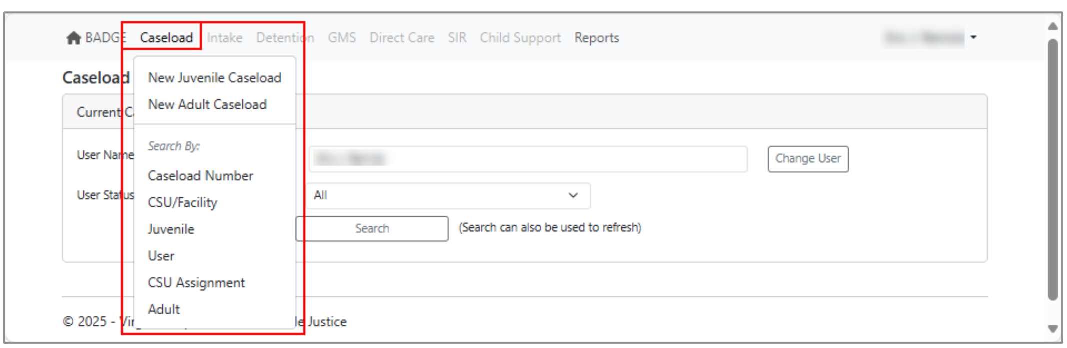
- Click the Show/Hide Toggle to show or hide the characters entered.
- Refer to the User Drop-Down Menu section of the Juvenile /Adult Search & Information Manual for more instructions related to passwords in the BADGE web application.

On initial BADGE application log in, the *Caseload - Search By User* window will appear. See below for instructions on using the **Search By User** option located in the *Caseload - Search By User* window.



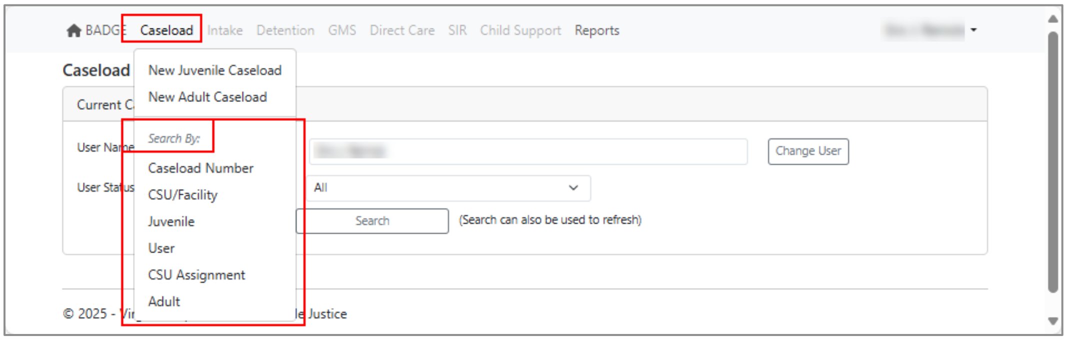
- Whenever a user first logs into the BADGE application, the *Caseload - Search By User* window will appear. The user can then use the **BADGE** application menu bar to access the desired module.

From the **BADGE** application menu bar, the user can click the **Caseload** menu to access the **New Juvenile Caseload**, **New Adult Caseload**, and **Search By** options.



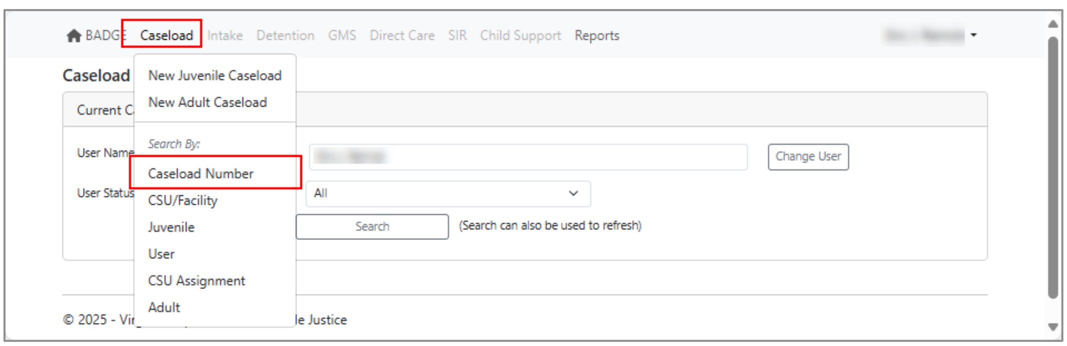
Search By

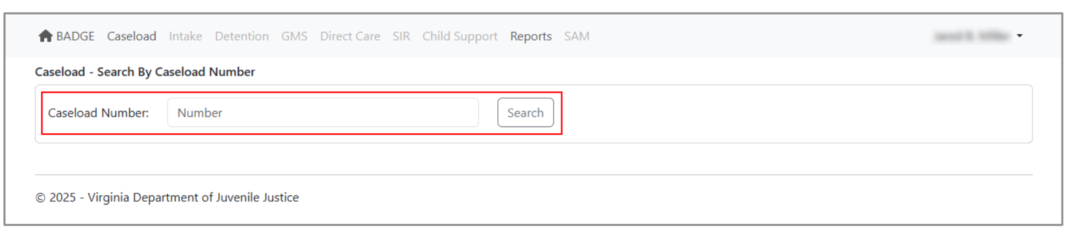
To perform a search, from the **BADGE** application menu bar click the **Caseload** menu to access the following **Search By** options: **Caseload Number**, **CSU/Facility**, **Juvenile**, **User** (default window on log in), **CSU Assignment**, and **Adult**.

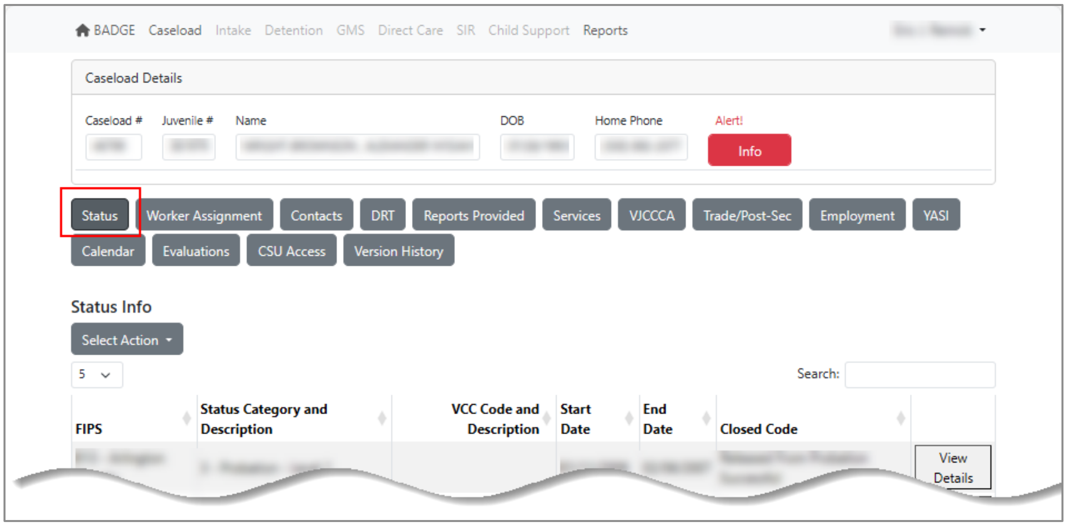


Search for an Existing Caseload by:
Caseload Number
CSU/Facility
Juvenile
User (default window on log in)
CSU Assignment
Adult

1. **Caseload Number**
   a. Click the **Caseload Number** option from the **Caseload** menu **Search By** section and the *Caseload - Search By Caseload Number* window will appear.
      i. **Caseload - Search By Caseload Number**
         1. (i) Enter the caseload number in the **Caseload Number** field, (ii) click the **Search** button, and the *Caseload Details* window will appear with the results for the case number entered, if found.
            a. If the caseload number entered does not exist, the system will display: "CASE Number not found in the system."

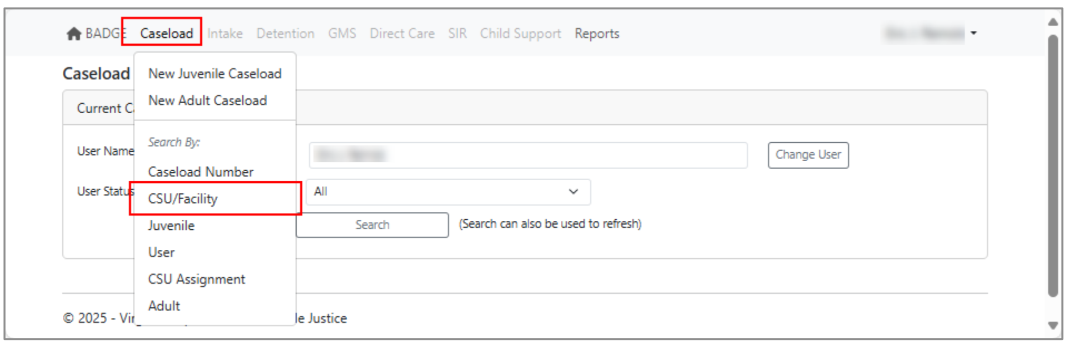


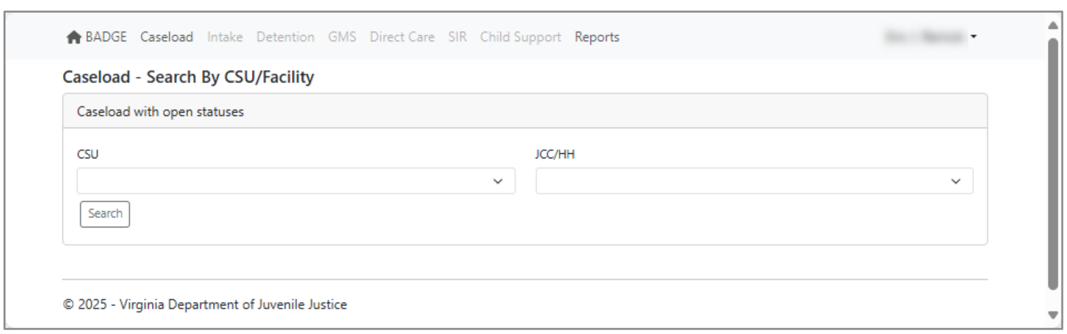




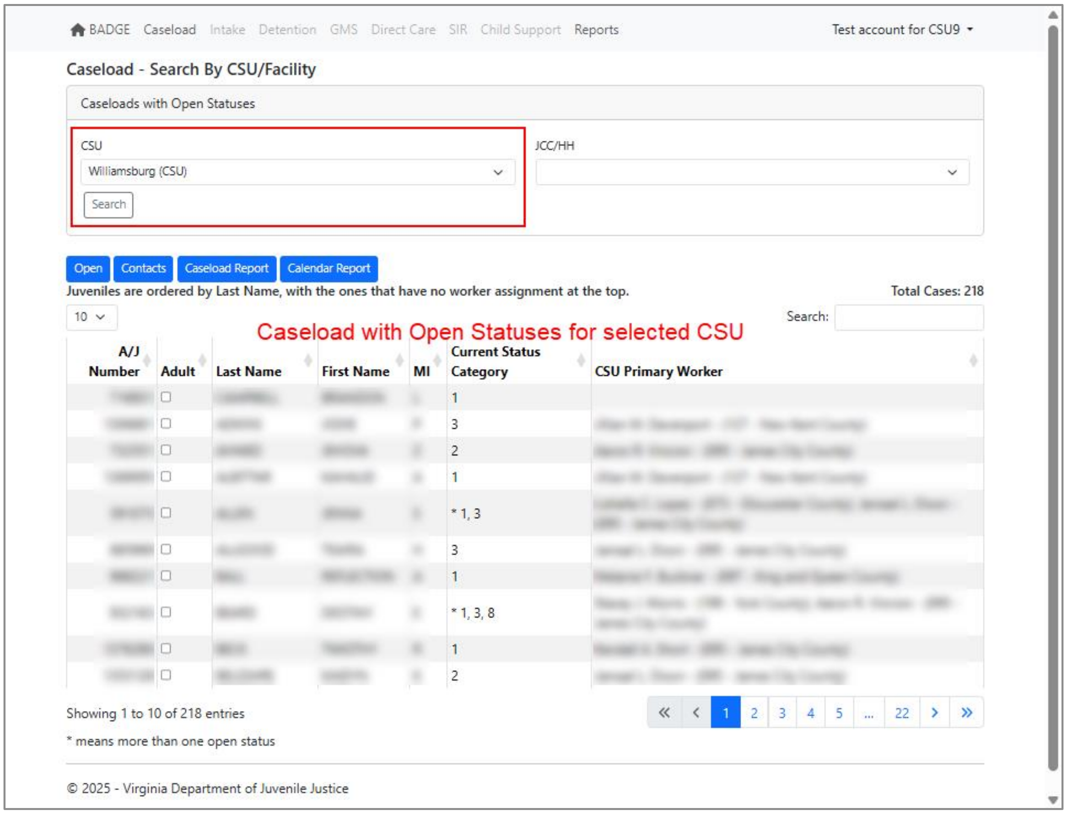
Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

2. **CSU/Facility**
   a. Click the **CSU/Facility** option from the **Caseload** menu **Search By** section and the *Caseload - Search By CSU/Facility* window will appear. The window allows users to search for caseloads with open statuses by CSU or JCC/HH.



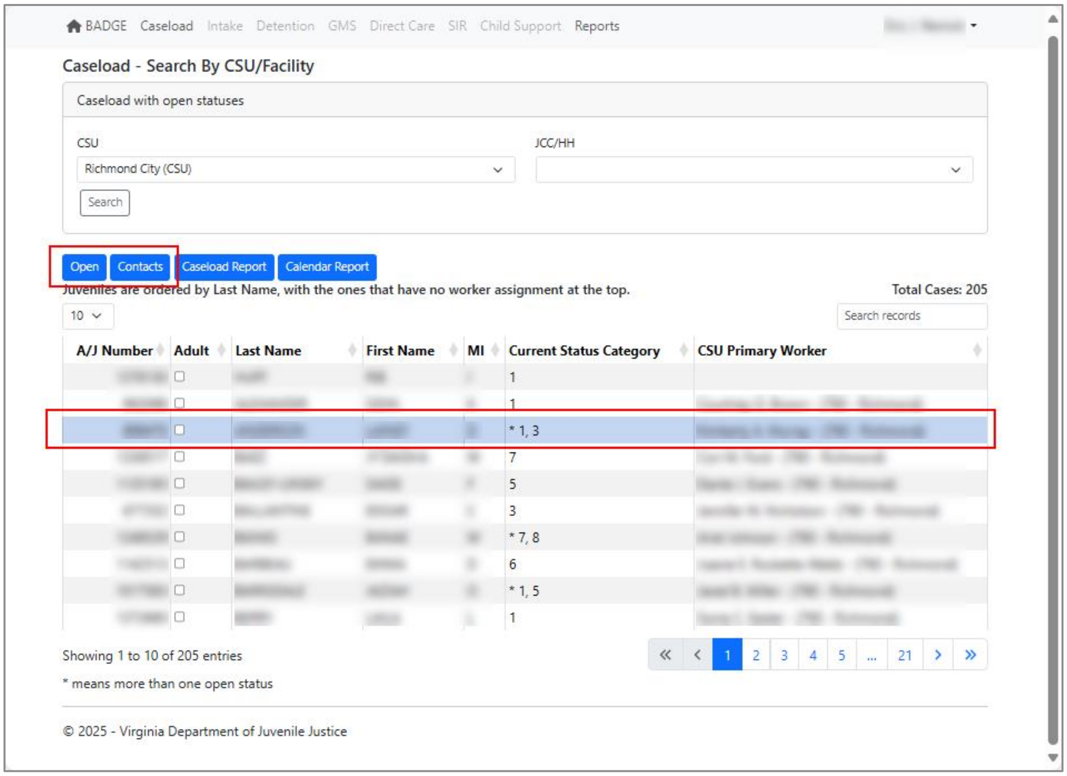


i. **Caseload - Search By CSU/Facility, Caseload with open statuses**
   1. **CSU drop-down field**
      a. To select a CSU from the *Caseload - Search By CSU/Facility* window (i) click the **CSU** drop-down field and select a CSU from the list, (ii) click the **Search** button, and the **Caseload with Open Statuses** table will be displayed. The table will display A/J Number, Adult (indicator), Last Name, First Name, MI, Current Status Category, and CSU Primary Worker for each record.

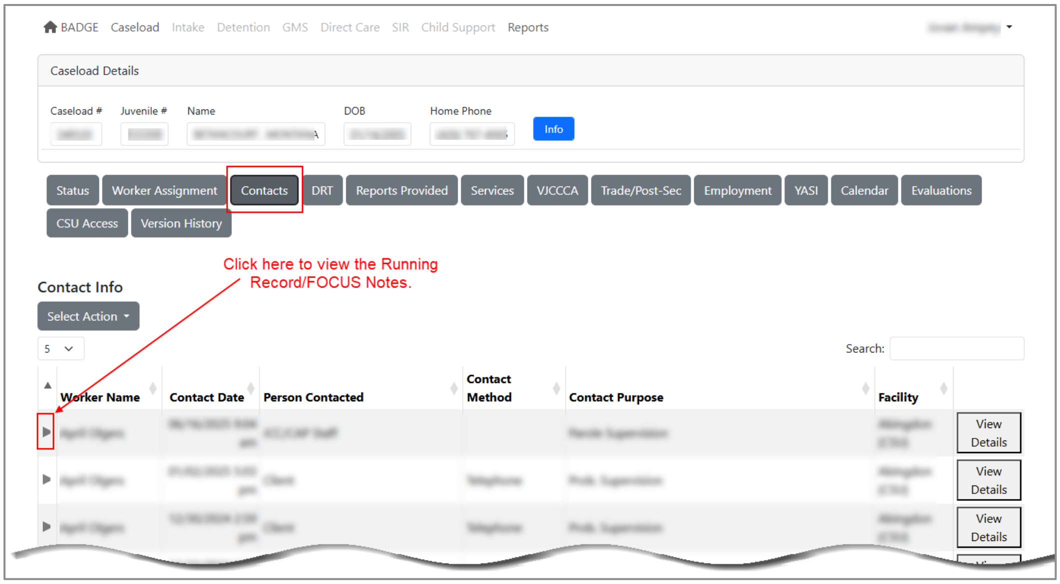


i. **Open and Contacts Buttons**

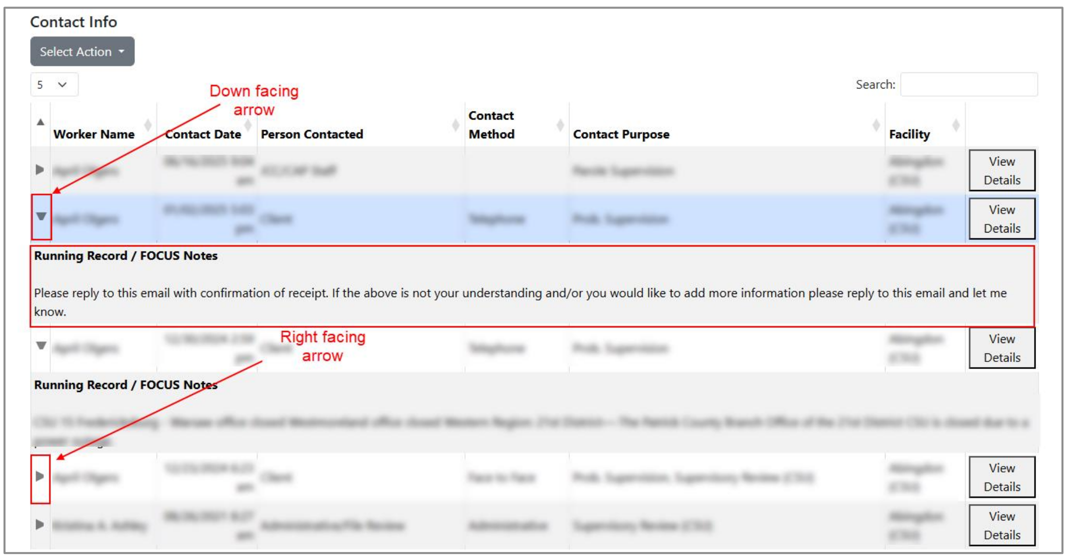
1. From the **Caseloads with open statuses** table on the *Caseload - Search By CSU/Facility* window, select the desired record and the row will be highlighted in blue.
    a. Click the **Open** button and the *Caseload Details* window will appear and display the *Status* tab.
    b. Click the **Contacts** button and the *Caseload Details* window will appear and display the *Contacts* tab.


BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports
Caseload - Search By CSU/Facility
Caseload with open statuses
CSU
Richmond City (CSU)
JCC/HH
Search
Open
Contacts
Caseload Report
Calendar Report
Juveniles are ordered by Last Name, with the ones that have no worker assignment at the top.
Total Cases: 205
Search records
A/J Number
Adult
Last Name
First Name
MI
Current Status Category
CSU Primary Worker
Showing 1 to 10 of 205 entries
* means more than one open status
© 2025 - Virginia Department of Juvenile Justice


BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports
Caseload Details
Caseload #
Juvenile #
Name
DOB
Home Phone
Alert!
Info
Status
Worker Assignment
Contacts
DRT
Reports Provided
Services
VJCCCA
Trade/Post-Sec
Employment
YASI
Calendar
Evaluations
CSU Access
Version History
Status Info
Select Action
Search:
FIPS
Status Category and Description
VCC Code and Description
Start Date
End Date
Closed Code
View Details



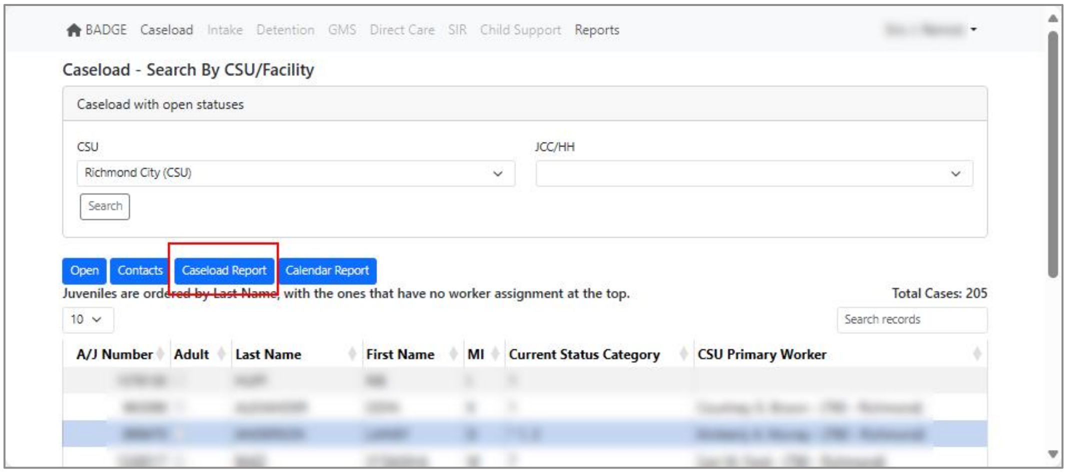
Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

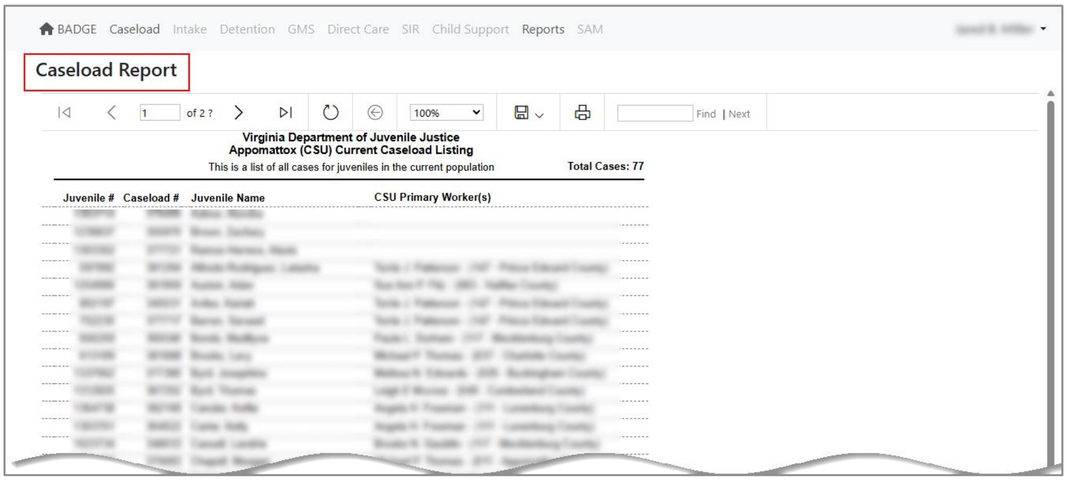


Click the right-facing arrow next to the record to view the Running/Record Focus notes, if applicable.
Click the down-facing arrow next to the record to hide the Running/Record Focus notes, if applicable.

ii. **Caseload Report Button**

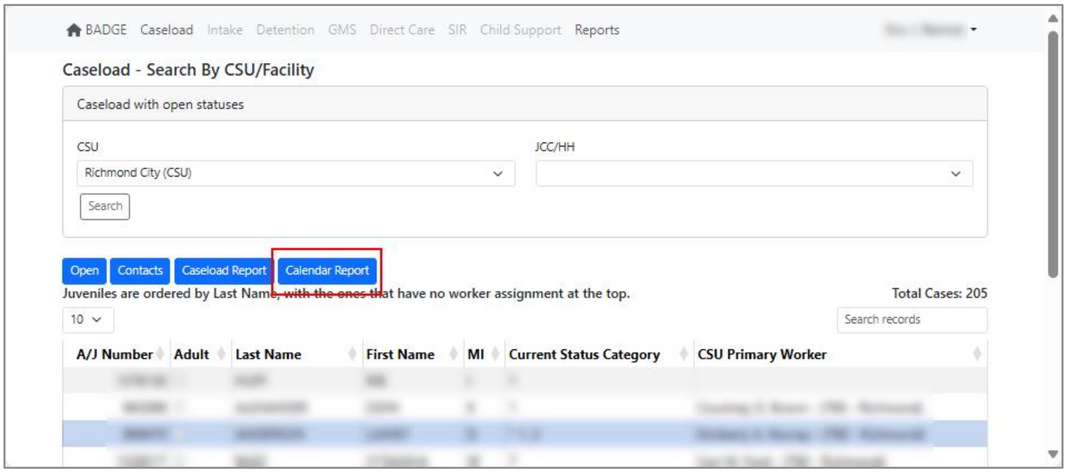
1. From the **Caseloads with open statuses** table on the *Caseload - Search By CSU/Facility* window click the **Caseload Report** button and the *Caseload Report* window will appear with a report listing all cases with an open status. The report will be generated for the selected CSU and each record will display Juvenile #, Caseload #, Juvenile Name, and CSU Primary Worker(s) to include locality name and FIPS.

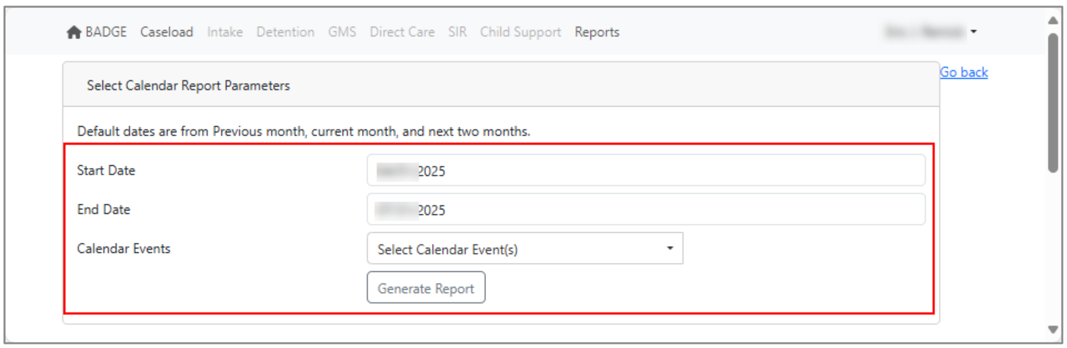


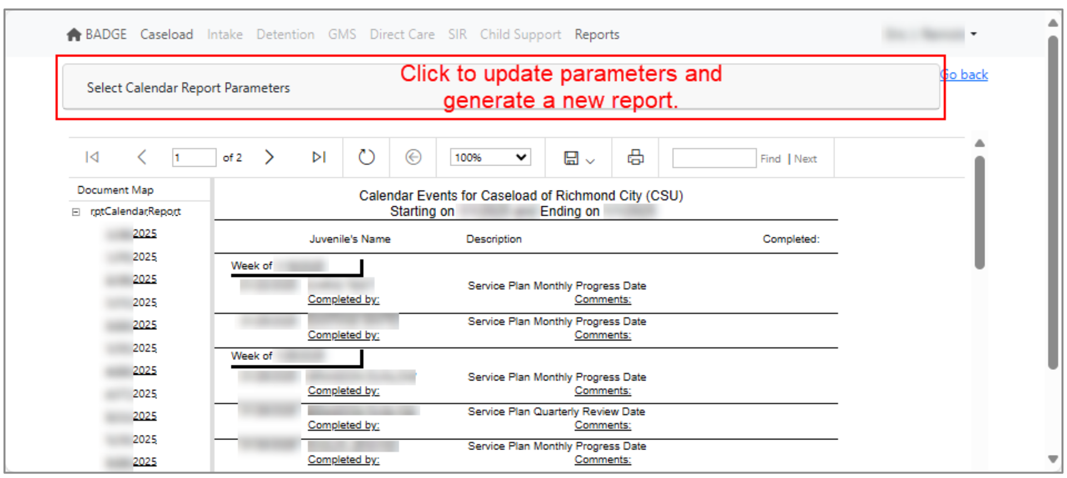


iii. **Calendar Report Button**

1. From the **Caseloads with open statuses** table on the <u>*Caseload - Search By CSU/Facility*</u> window click the **Calendar Report** button and the <u>*Select Caseload Report Parameters*</u> window will appear.
    a. On the <u>*Select Calendar Report Parameters*</u> window (i) (a) use the default start and end dates (previous, current, and next two months) or (i) (b) change the date parameters using the **Start Date** and **End Date** calendar drop-down fields. (ii) Click to place a check mark next to the desired items in the **Select Calendar Event(s)** drop-down field. (iii) Click the **Generate Report** button and the report will appear listing all selected calendar events for the selected period. The CSU calendar events will be listed by date, grouped by week, and display <u>Juvenile's Name</u>, <u>Description</u>, <u>Completed</u>, <u>Completed by</u>, and <u>Comments</u>.

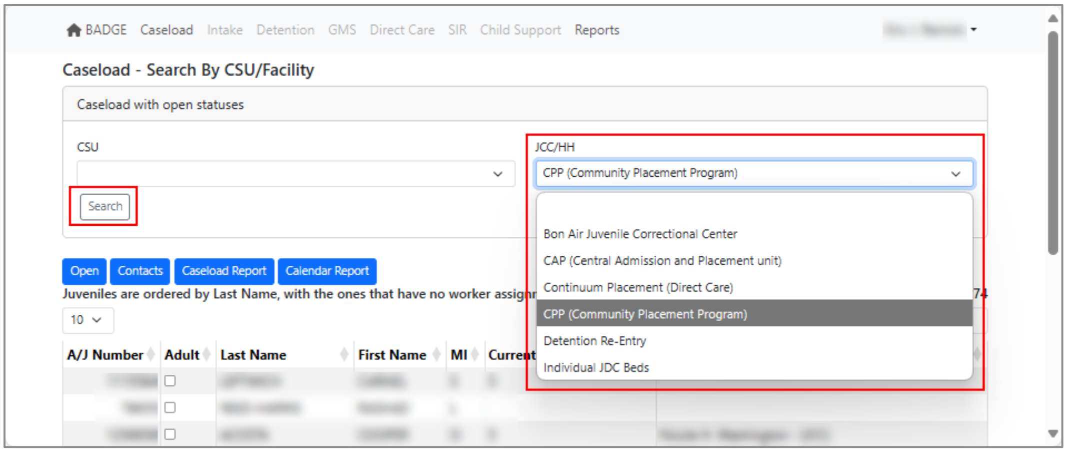




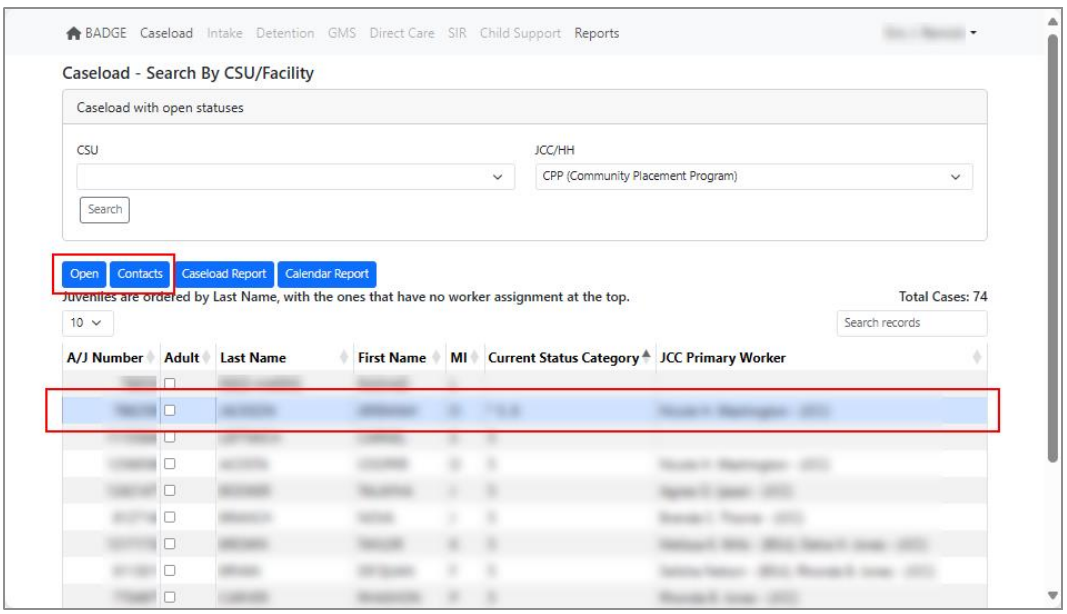


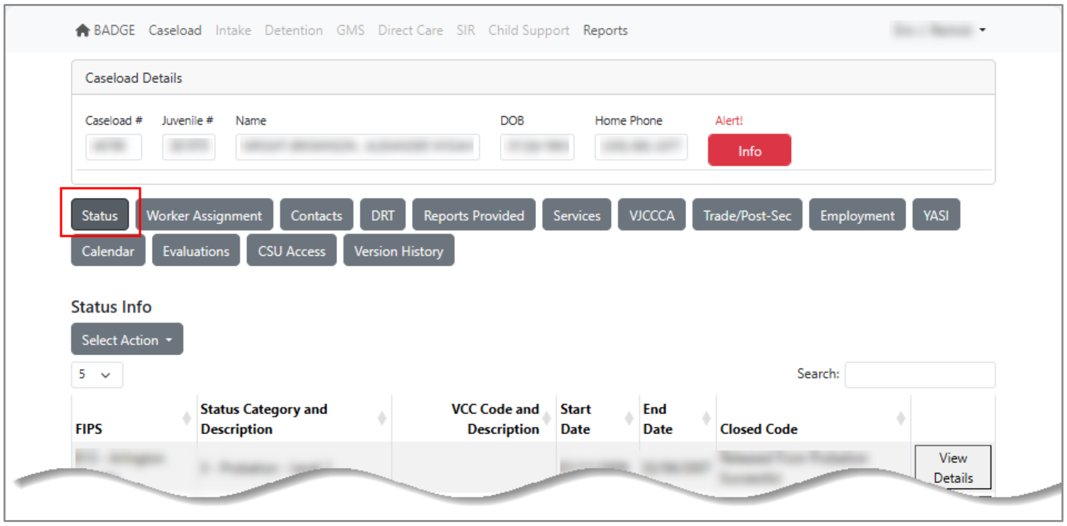
- Click the **Select Calendar Report Parameters** button to change the **Start Date**, **End Date**, or update **Select Calendar Event(s)**, and generate a new report.
- The **Calendar Events** report, created by using the **Calendar Report** button, will ONLY display events juveniles in direct care.

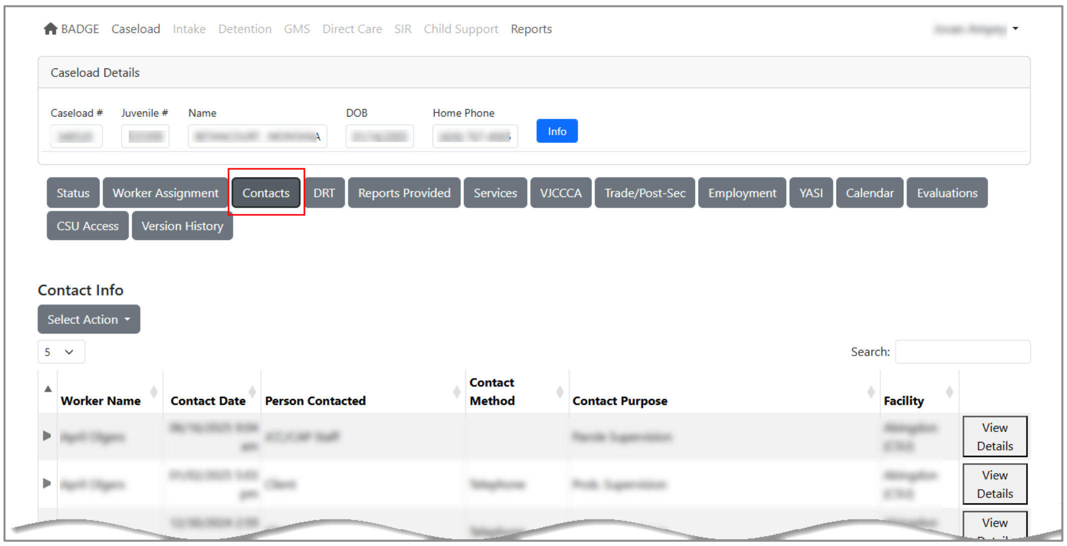
2. **JCC/HH Drop-down Menu**
   a. To select a JCC/HH from the *Caseload - Search By CSU/Facility* window (i) click the **JCC/HH** drop-down field and select a JCC/HH from the list, (ii) click the **Search** button, and the **Caseload with open statuses** table will be displayed. The table will display A/J Number, Adult (indicator), Last Name, First Name, MI, Current Status Category, and JCC Primary Worker for each record.



i. **Open and Contacts Buttons**
   1. From the **Caseloads with open statuses** table on the *Caseload - Search By CSU/Facility* window, select the desired record and the row will be highlighted in blue.
      a. Click the **Open** button and the *Caseload Details* window will appear and display the *Status* tab.
      b. Click the **Contacts** button and the *Caseload Details* window will appear and display the *Contacts* tab.



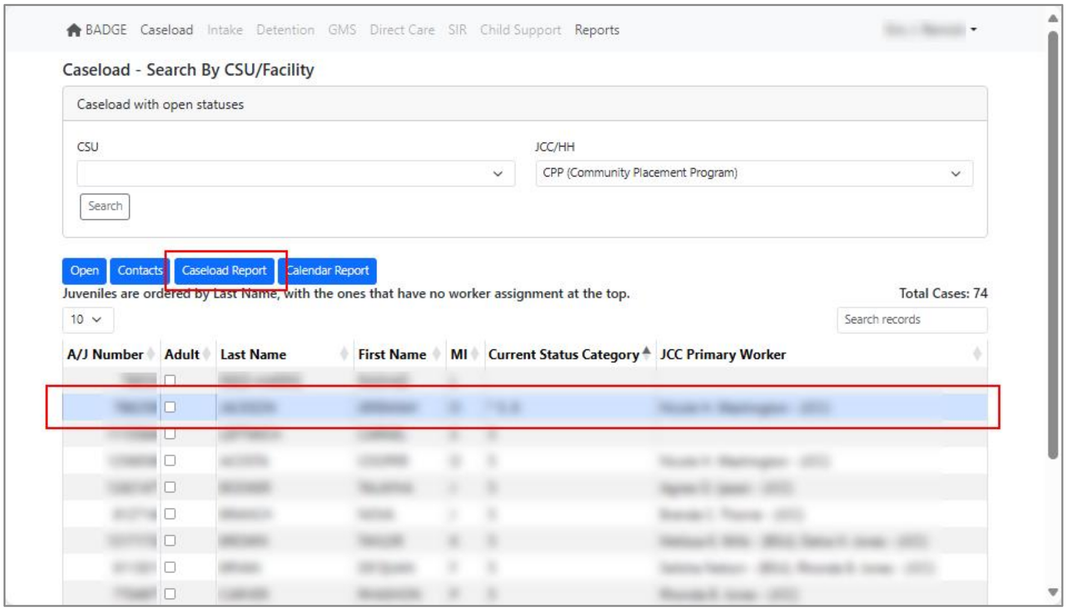


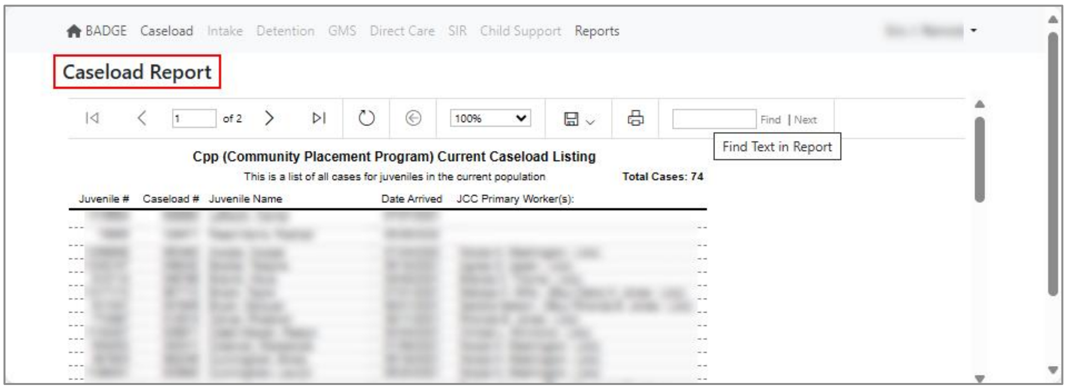


Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

ii. **Caseload Report Button**

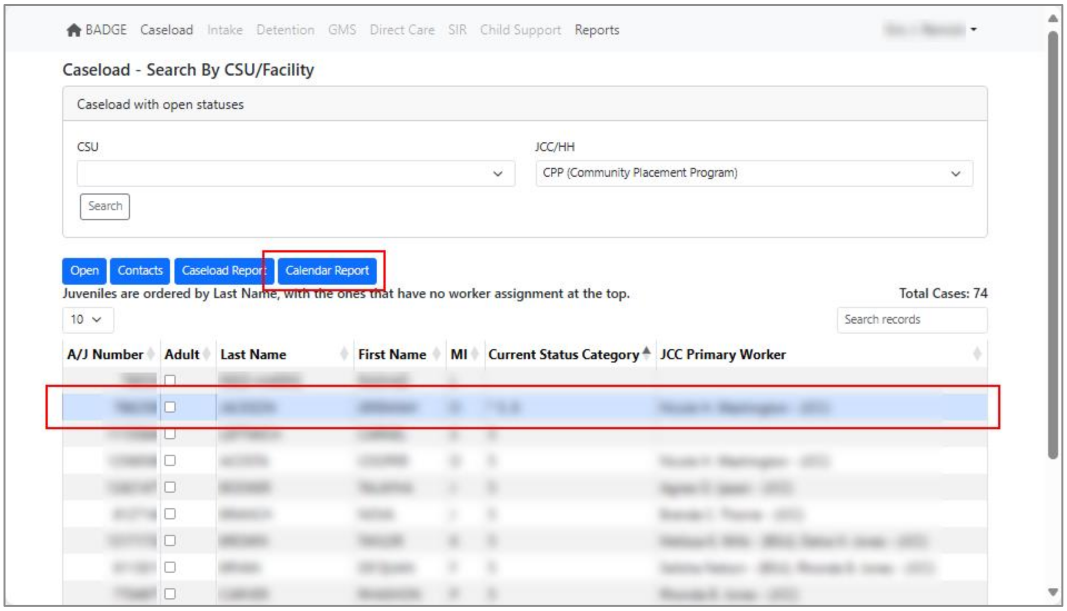
1. From the **Caseloads with open statuses** table on the *Caseload - Search By CSU/Facility* window click the **Caseload Report** button and the *Caseload Report* window will appear with a report listing all cases with an open status. The report will be generated for the selected JCC/HH, and each record will display Juvenile #, Caseload #, Juvenile Name, Date Arrived, and JCC Primary Worker(s).

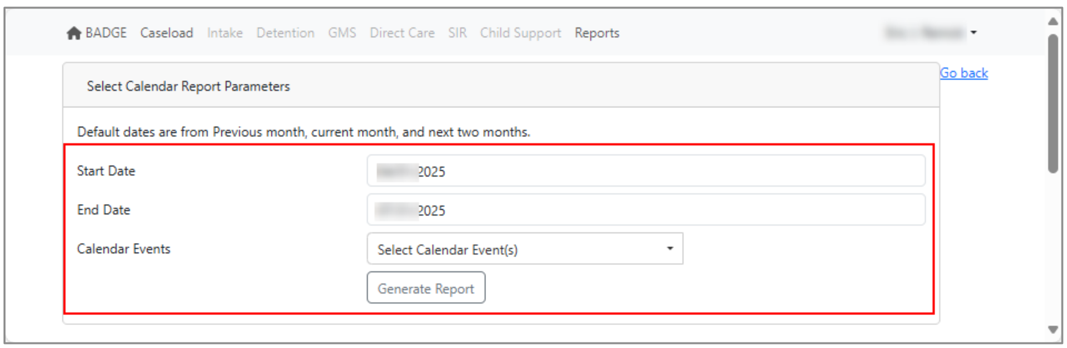


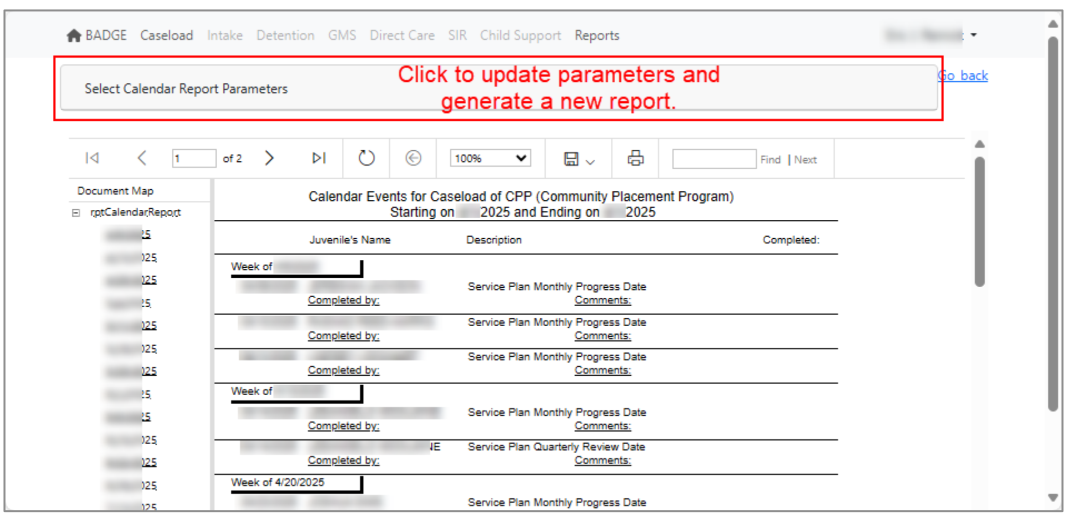


iii. **Calendar Report Button**

1. From the **Caseloads with open statuses** table on the *Caseload - Search By CSU/Facility* window click the **Calendar Report** button and the *Select Caseload Report Parameters* window will appear.
    a. On the *Select Calendar Report Parameters* window (i) (a) use the default start and end dates (previous, current, and next two months) or (i) (b) change the date parameters using the **Start Date** and **End Date** calendar drop-down fields. (ii) Click to place a check mark next to the desired items in the **Select Calendar Event(s)** drop-down field. (iii) Click the **Generate Report** button and the report will appear 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.





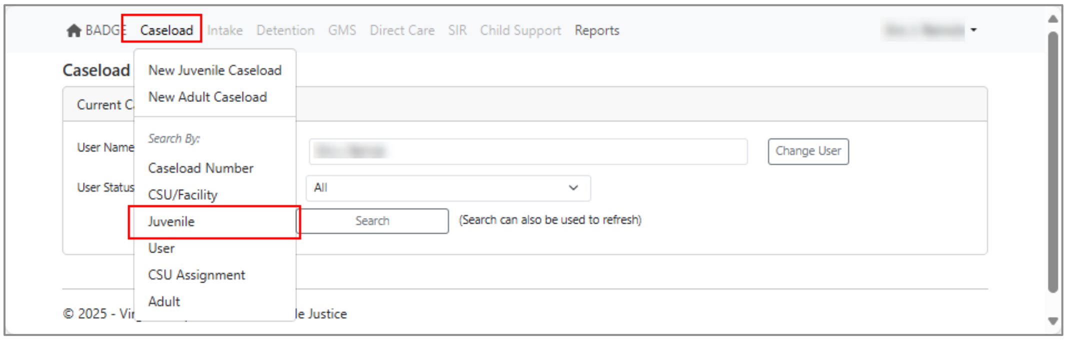


- Click the **Select Calendar Report Parameters** header button to change the **Start Date**, **End Date**, or update **Select Calendar Event(s)**, and generate a new report.
- The **Calendar Events** report, created by using the **Calendar Report** button, will ONLY display events for juveniles in direct care.

3. **Juvenile**

   The *Caseload - Search by Juvenile* window allows the user to search for a juvenile using the following options: **Search By Number** (**Juvenile Number**, **DC Number**, and **Intake Case Number**), **Advanced Search**, **Direct Care Population**, and **Detention Population**.

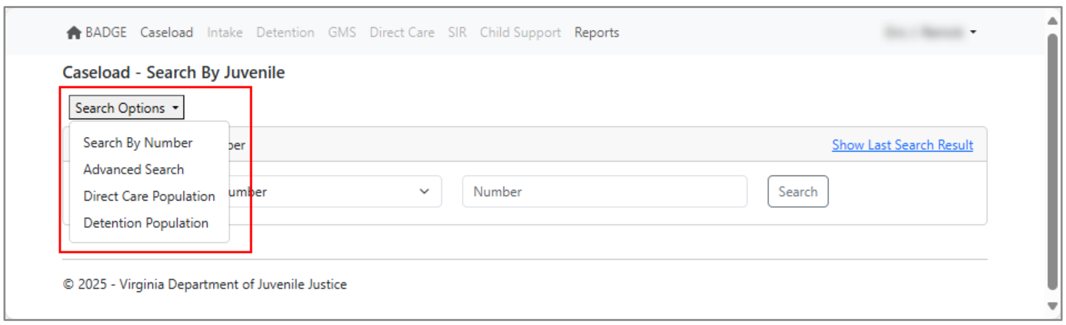
a. To access the various search options, click the **Juvenile** option from the **Caseload** menu **Search By** section and the *Caseload - Search By Juvenile* window will appear.



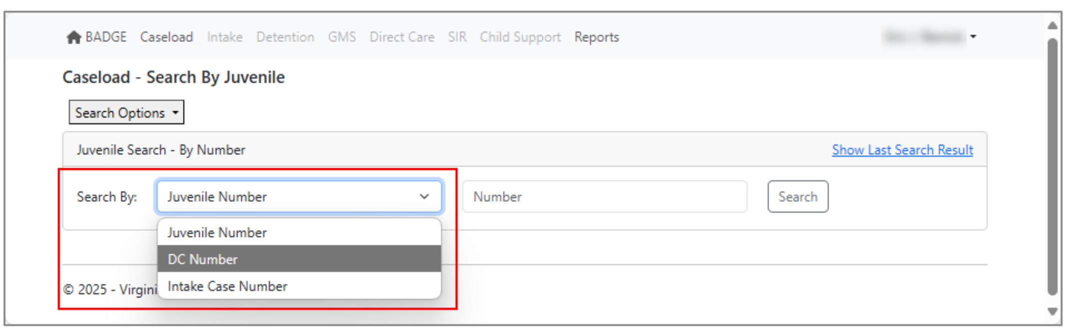
i. **Caseload - Search By Juvenile**

1. Click the **Search Options** drop-down menu to select one of four search options: **Search By Number**, **Advanced Search**, **Direct Care Population**, and **Detention Population**.

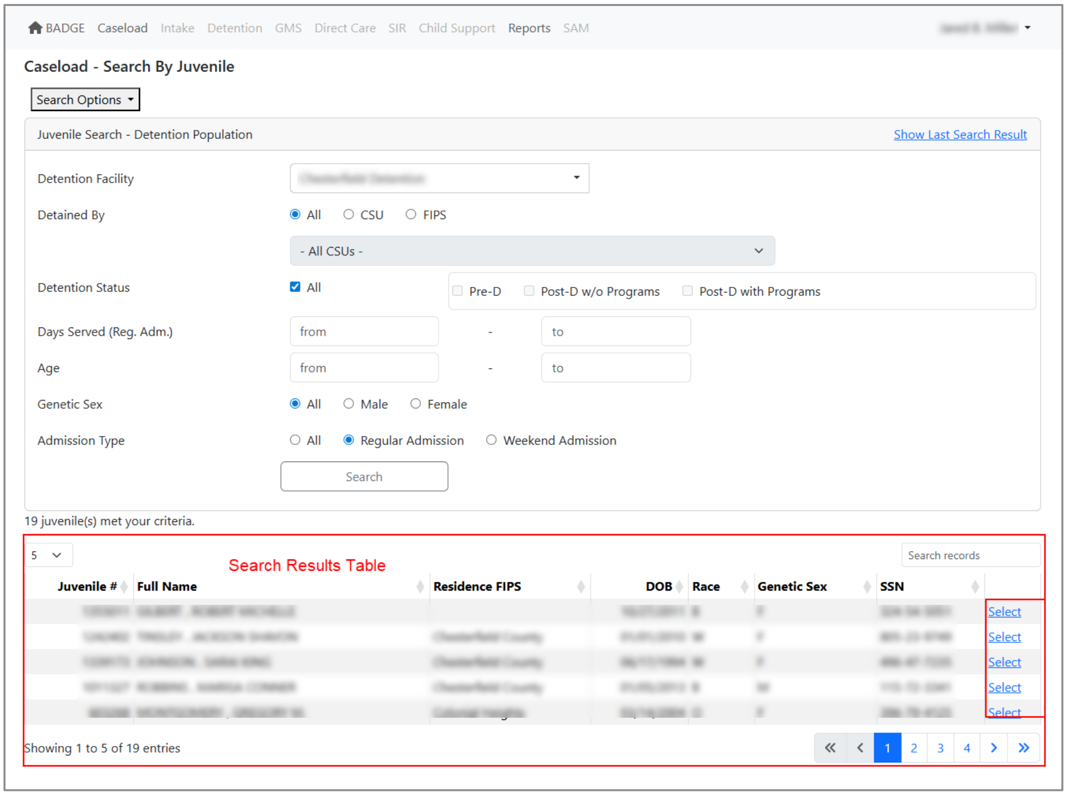
Refer to the Juvenile / Adult Search & Information Manual for detailed instructions to **Search for a Juvenile** using the following options: **Search By Number** (**Juvenile Number**, **DC Number**, and **Intake Case Number**), **Advanced Search**, **Direct Care Population**, and **Detention Population**.



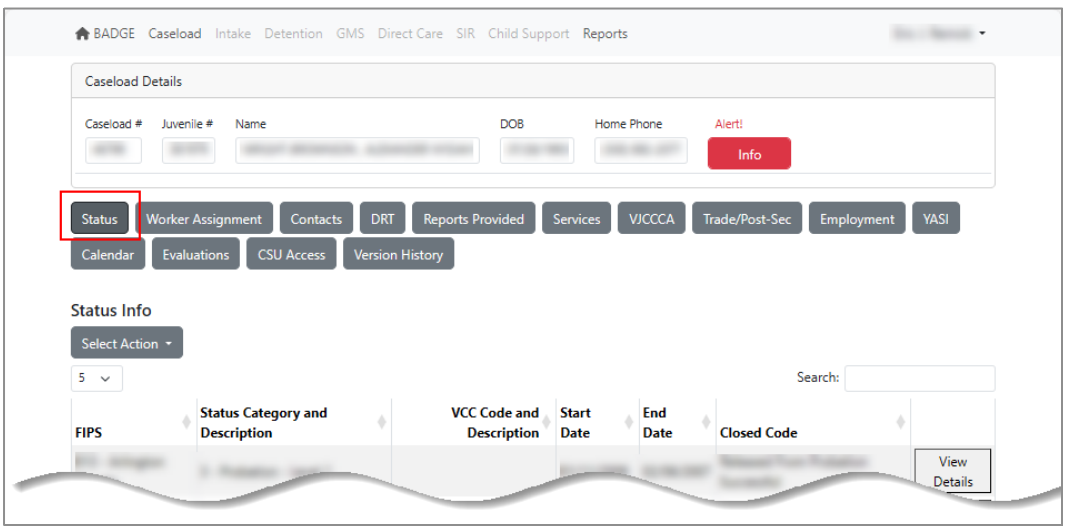
a. If **Search By Number** is selected, the user will click the **Search By** drop down menu to select one of three search options: **Juvenile Number**, **DC Number**, or **Intake Case Number**.



2. (i) Search for a juvenile by entering or selecting the necessary option(s) in the *Caseload - Search By Juvenile* window, as determined by the preceding search options selected. (ii) Click the **Search** button, and the search result(s) will appear in a table on the bottom of the *Caseload - Search By Juvenile* window. The table will display Juvenile #, Full Name, Residence FIPS, DOB, Race, Genetic Sex, and SSN for each record.
   a. Click the **Select** hyperlink adjacent to the desired record and the *Caseload Details* window will appear.



Performing a **Juvenile Search - By Number** will return a single record result if found, whereas **Advanced Search**, **Direct Care Population** search, and **Detention Population** search are likely to return multiple records.

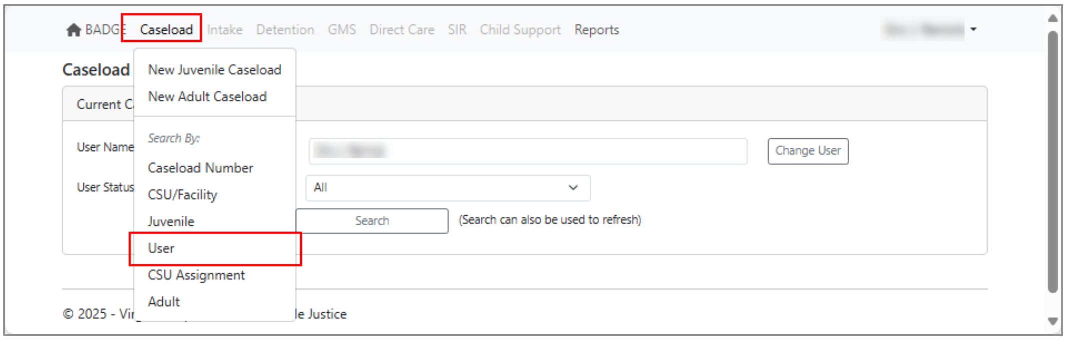


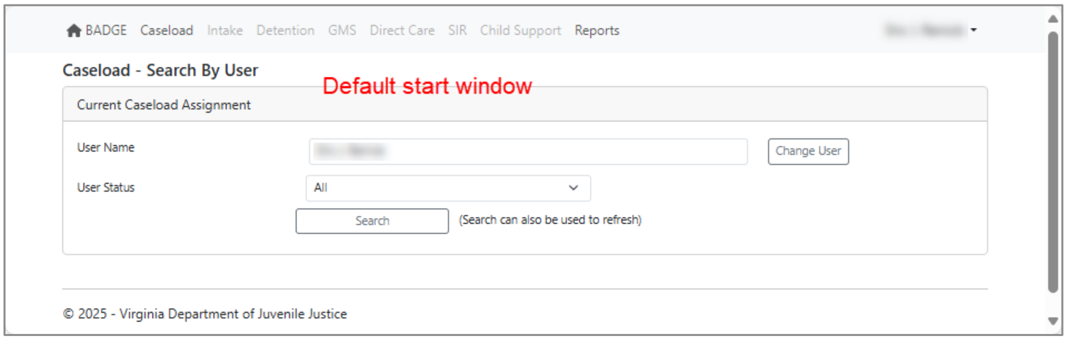
Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

4. **User**

   a. Click the **User** option from the **Caseload** menu **Search By** section and the *Caseload - Search By User* window will appear with the logged-on user's name in the **User Name** field by default.

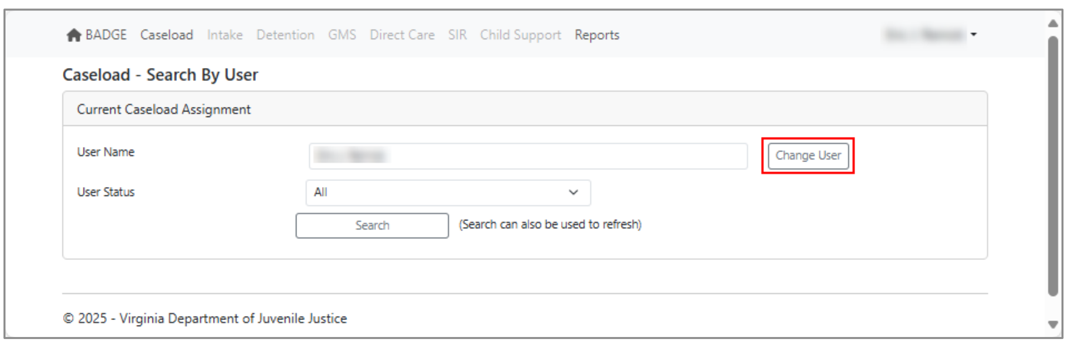
The *Caseload - Search By User* window is the default start window when a user initially logs onto BADGE.
The **User Name** field will always default to the user logged onto the BADGE application.

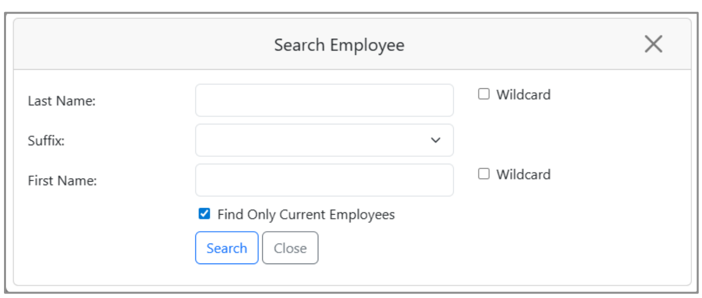




i. **Caseload - Search By User**

1. (i) (a) Proceed with the default logged-on user's name in the **User Name** field or (i) (b) click the **Change User** button to select the **User Name** for a different employee and the _Search Employee_ pop-up window will appear.





a. **Search Employee Pop-up Window**

i. In the _Search Employee_ pop-up window either (i) (a) type the full last name in in the **Last Name** text field for an exact name match or (i) (b) 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. (iii) If desired, select a suffix from the **Suffix** drop-down field.

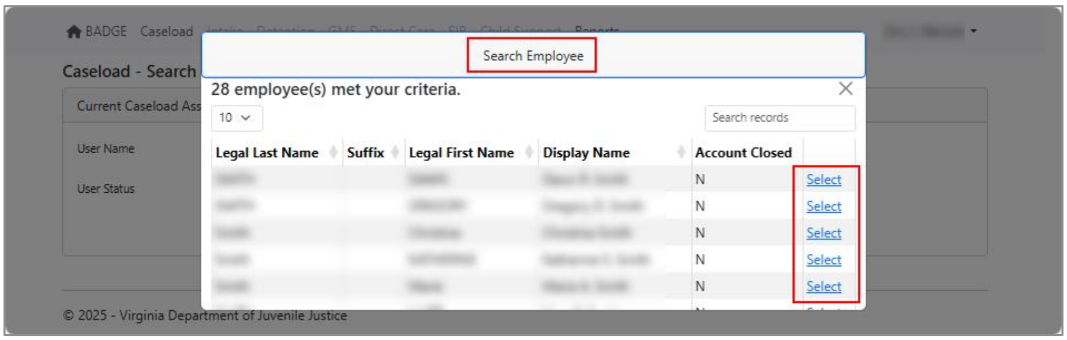
ii. Either (i) (a) type the full first name in in the **First Name** text field for an exact name match or (i) (b) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.

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

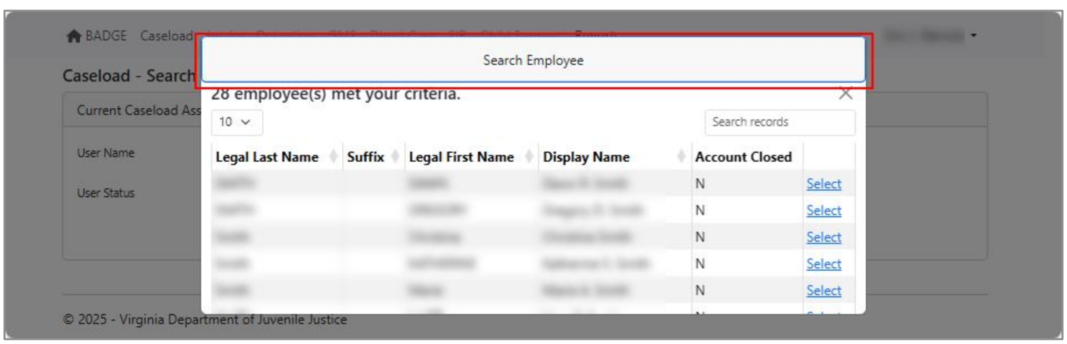
iii. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.

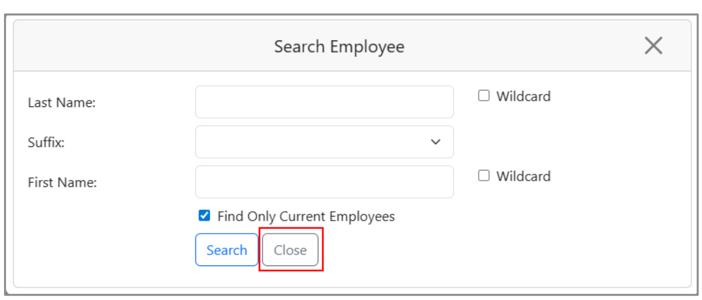
iv. Click the **Search** button and the search result(s) will appear in a table on the bottom of the *Search Employee* pop-up window. If no results are returned the following statement will appear, "No matches. Please change your criteria and search again."

1. From the search results, click the **Select** hyperlink adjacent to the desired employee name and the *Caseload - Search By User* window will appear with the employee's name selected in the **User Name** search field.



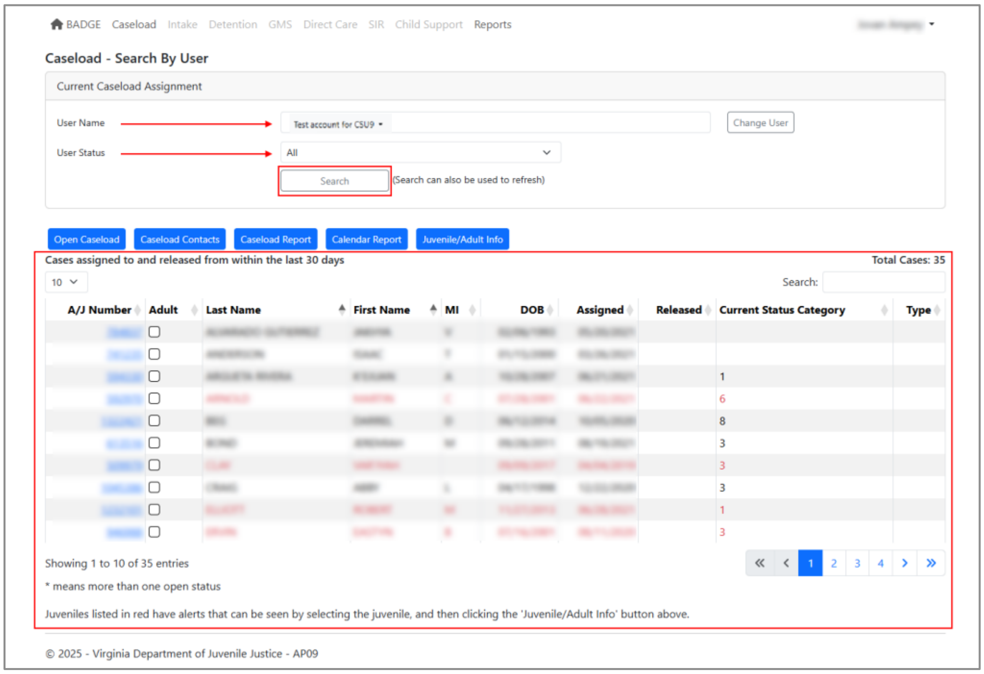
2. To perform a new search or to close the *Search Employee* pop-up window without selecting a record (i) click the *Search Employee* pop-up window header to reset the *Search Employee* pop-up window and (ii) (a) perform a new search following the instructions detailed above or (ii) (b) click the **Close** button to return to the *Caseload - Search By User* window.





2. After selecting the **User Name** following the preceding instructions, (i) select the desired status from the **User Status** drop-down field ("All," "Assigned To," or "Supervised By"), (ii) click the **Search** button, and the results will appear in the **Current Caseload Assignment** table on the *Caseload - Search By User* window. The table will display A/J Number, Adult (indicator), Last

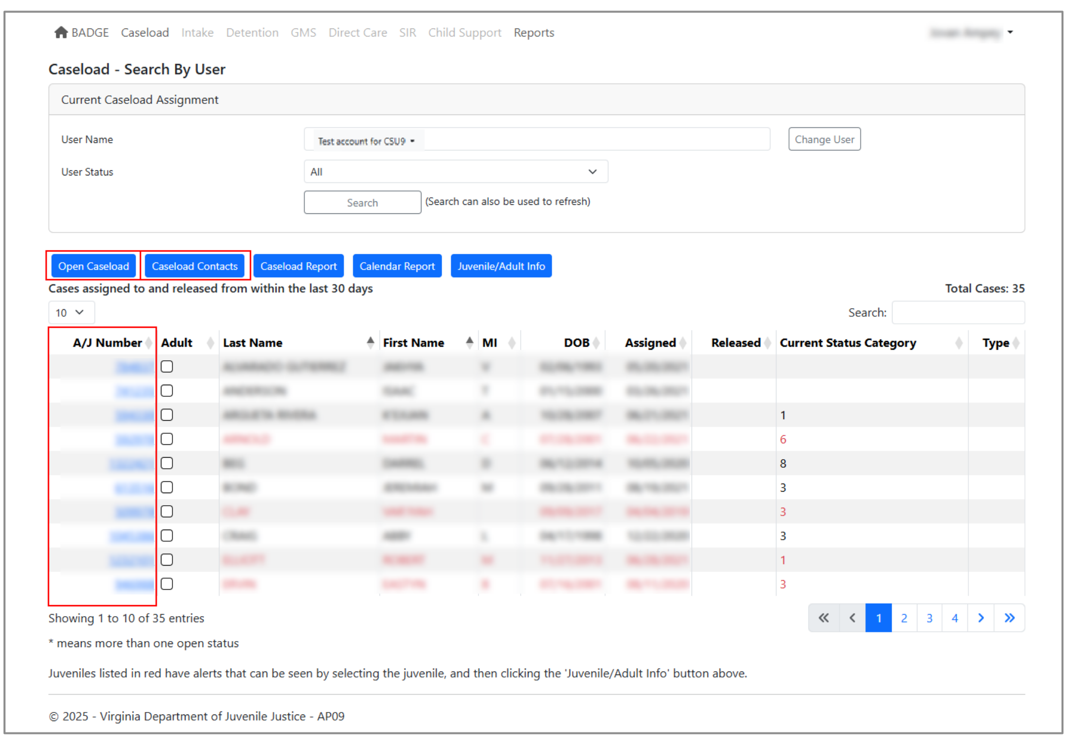
Name, First Name, MI, DOB, Assigned, Released, Current Status Category, and Type for each record.

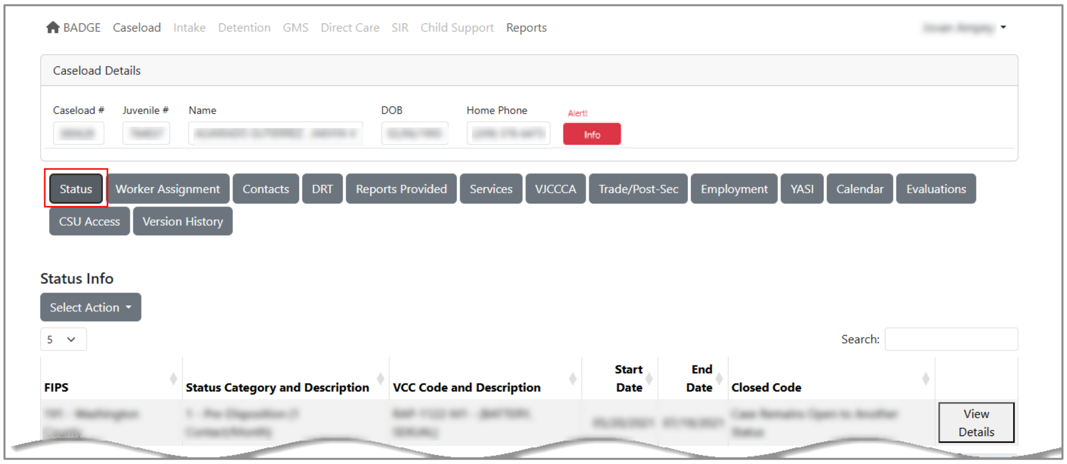


a. **Open Caseload, Caseload Contacts Buttons, and A/J Number Hyperlinks**

i. From the **Current Caseload Assignment** table on the *Caseload - Search By User* window, select the desired record and the row will be highlighted in blue.

1. Click the **Open Caseload** button and the *Caseload Details* window will appear and display the *Status* tab.
2. Click the **Caseload Contacts** button and the *Caseload Details* window will appear and display the *Contacts* tab.
3. Click the desired hyperlink in the **A/J Number** column and the *Caseload Details* window will appear and display the *Status* tab.

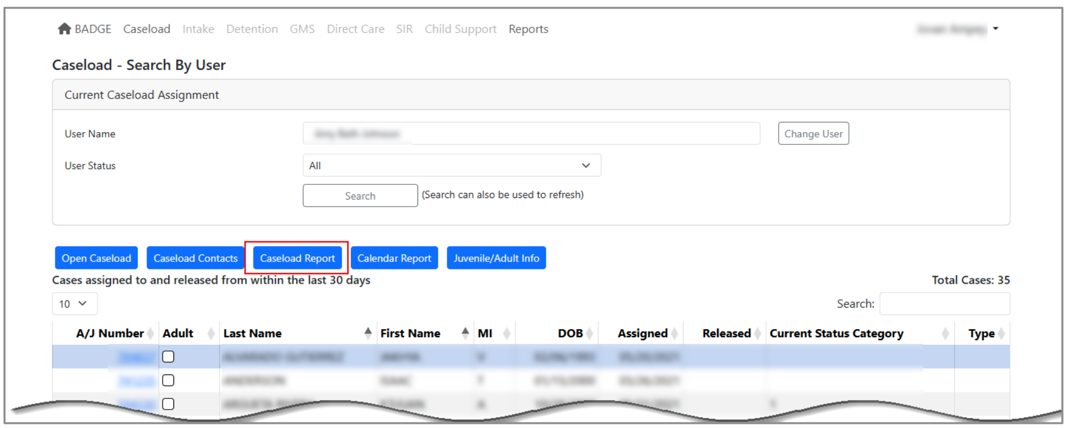


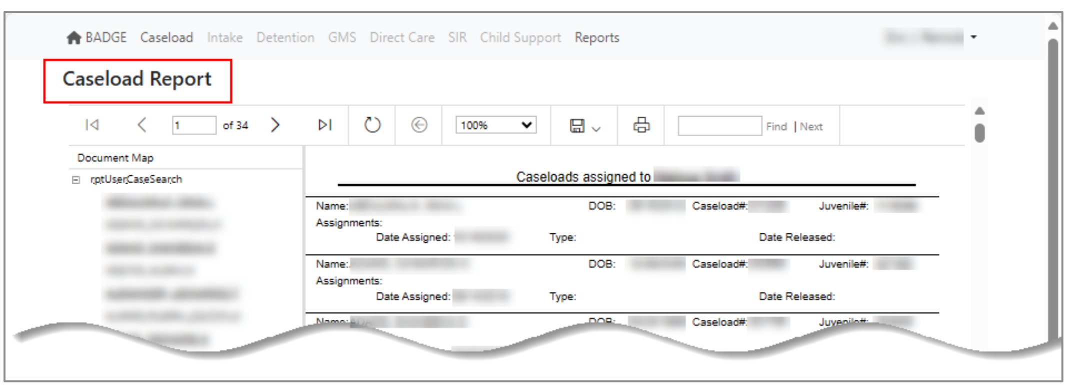


Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

b. **Caseload Report Button**

i. From the **Current Caseload Assignment** table on the *Caseload - Search By User* window, click the **Caseload Report** button and the *Caseload Report* window will appear with the *Caseloads Assigned to [User Name]* report listing all cases by Name, DOB, Caseload #, Juvenile #, Assignments, Date Assigned, Type, and Date Released.



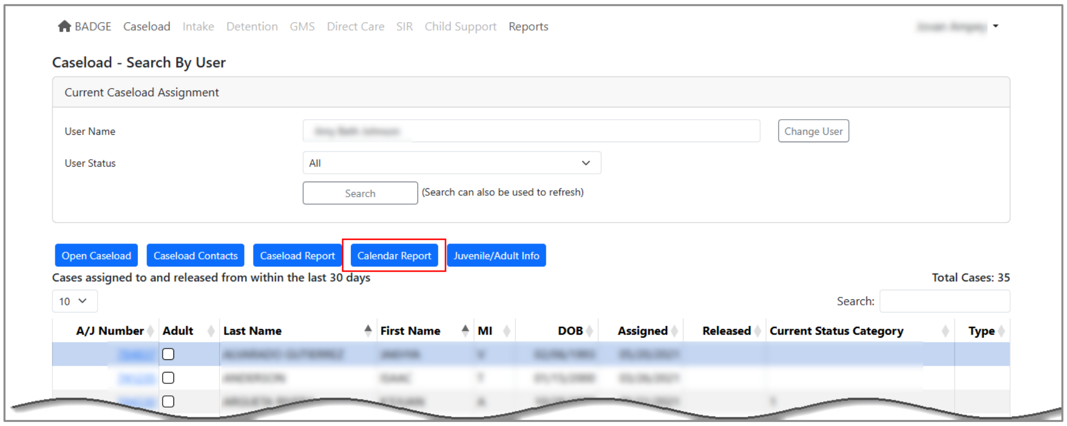


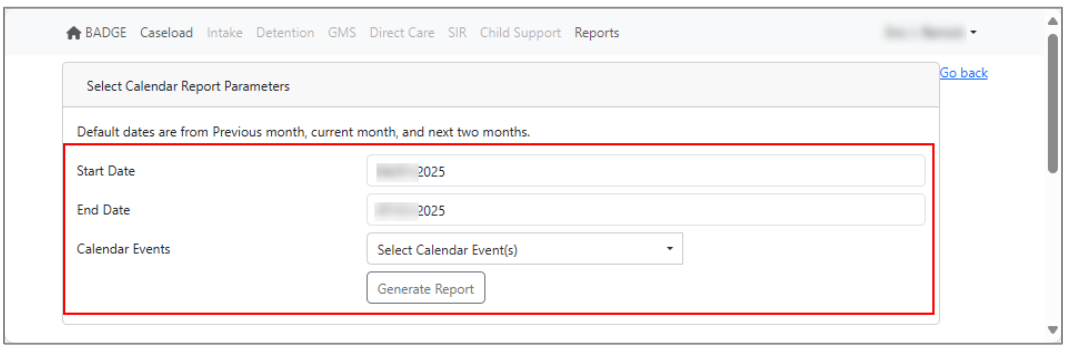
c. **Calendar Report Button**

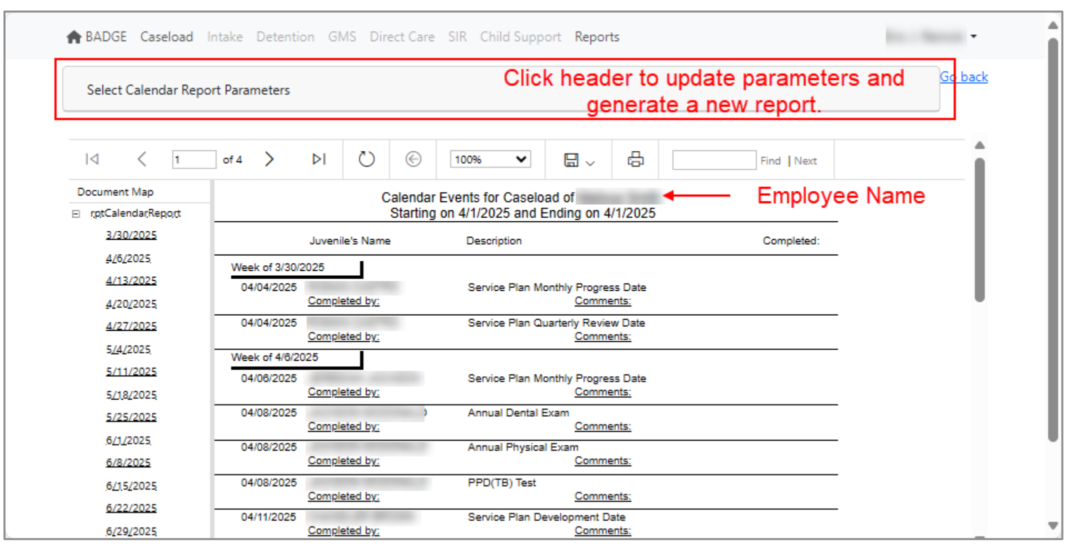
i. From the **Current Caseload Assignment** table on the *Caseload - Search By User* window, click the **Calendar Report** button and the *Select Caseload Report Parameters* window will appear.

1. On the *Select Calendar Report Parameters* window (i) (a) use the default start and end dates (previous, current, and next two months) or (i) (b) change the date parameters using the **Start Date** and **End Date** calendar drop-down fields. (ii) Click

to place a check mark next to the desired items in the **Select Calendar Event(s)** drop-down field. (iii) Click the **Generate Report** button and the *Calendar Events for Caseload of [User Name]* report will appear listing all selected calendar events for the selected period. The calendar events will be listed by date, grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments.







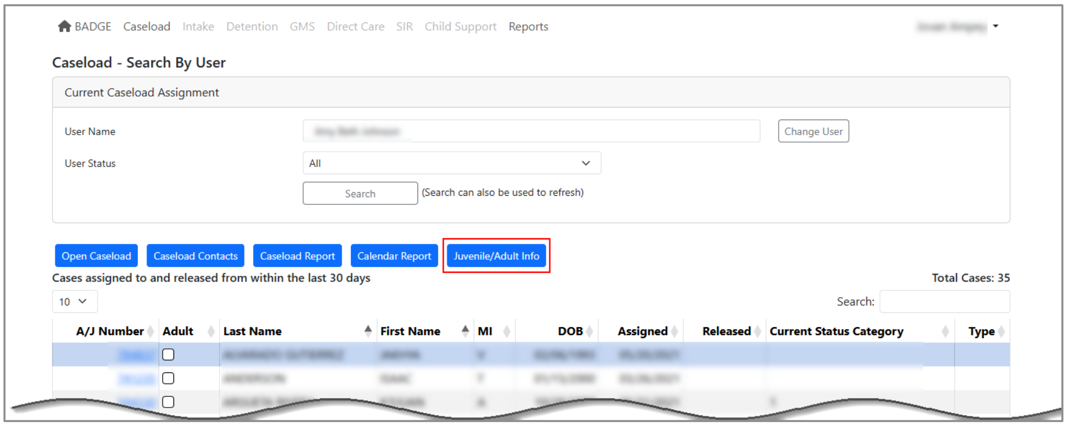
The *Calendar Events* report, created by using the **Calendar Report** button, will ONLY display events for juveniles in direct care.

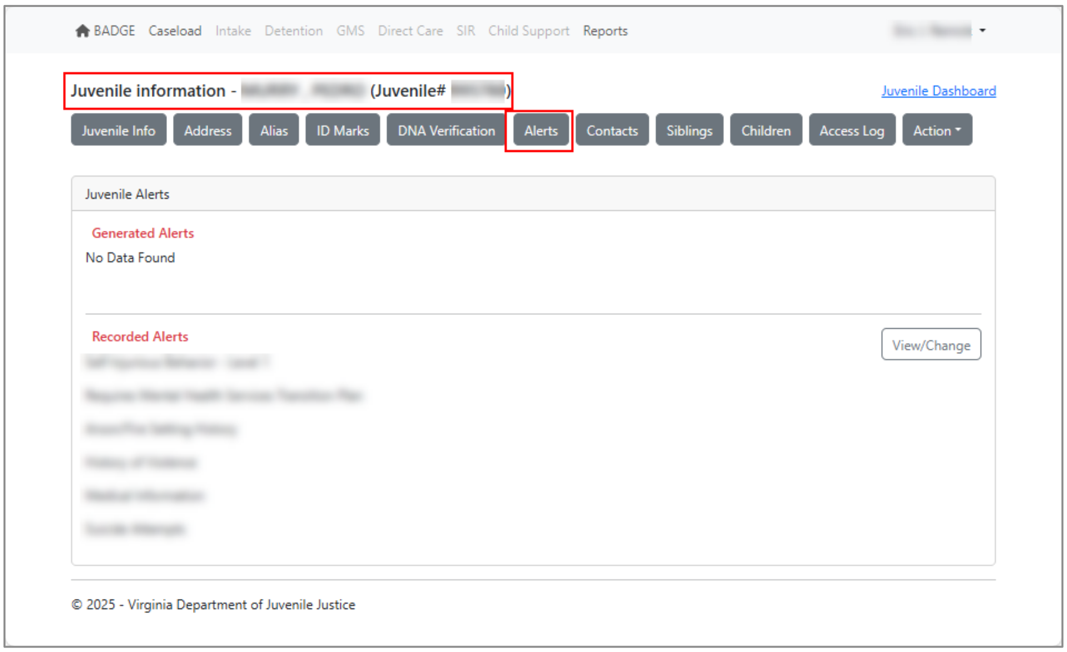
d. **Juvenile/Adult Info Button**

i. From the **Current Caseload Assignment** table on the *Caseload - Search By User* window, select the desired record and the row will be highlighted in blue.

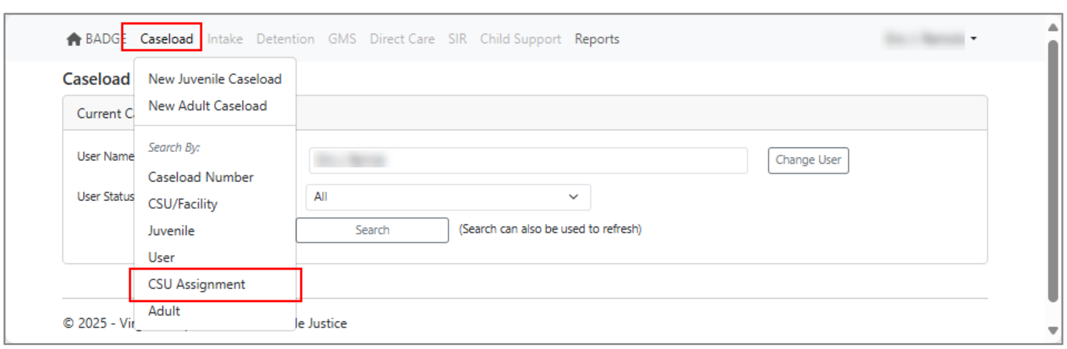
1. Click the **Juvenile/Adult Info** button and the *Juvenile Information* module window will appear and display the *Alerts* tab.

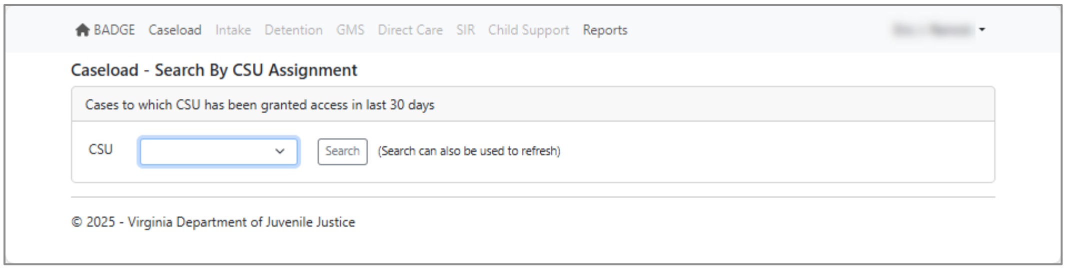
Refer to the [Juvenile / Adult Search & Information Manual] for instructions on using the ***Juvenile Information*** window.





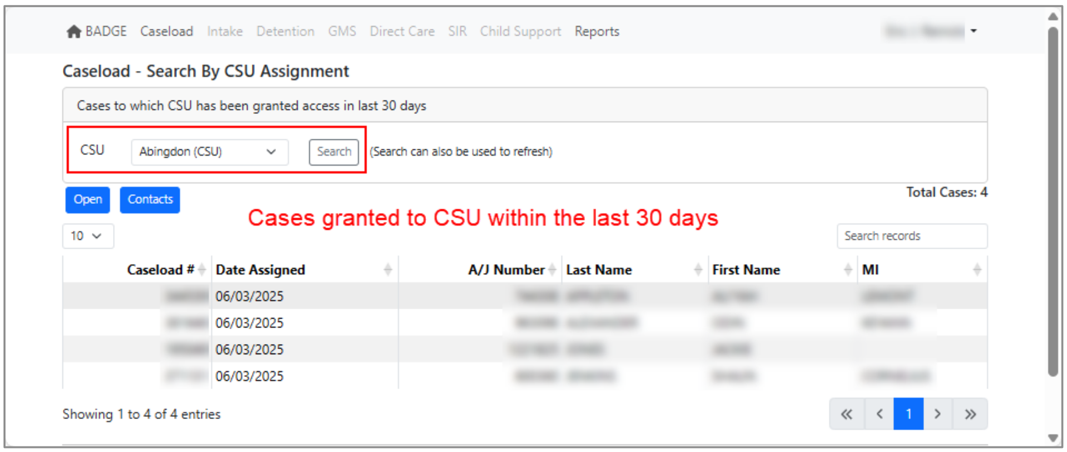
5. **CSU Assignment**
   a. Click the **CSU Assignment** option from the **Caseload** menu **Search By** section and the ***Caseload - Search By CSU Assignment*** window will appear. The window allows users to search a specified CSU for cases to which it has been granted access within the last 30 days.





i. **Caseload - Search By CSU Assignment**

1. (i) Click the **CSU** drop-down field and select the desired CSU from the list, (ii) click the **Search** button, and the **Cases to which CSU has been granted access in the last 30 days** table will be displayed on the *Caseload - Search By CSU Assignment* window. The table will display Caseload #, Date Assigned, A/J Number, Last Name, First Name, and MI for each record.

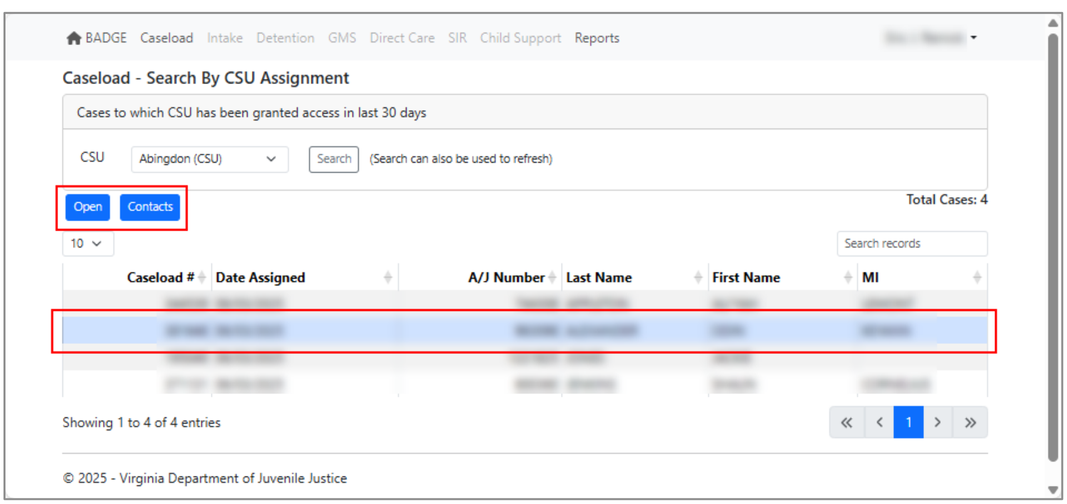


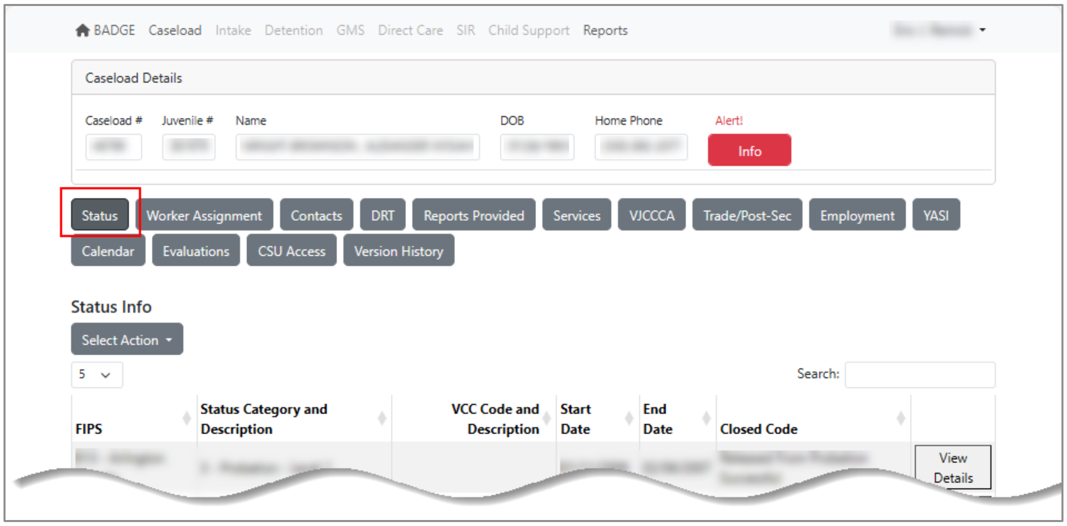
The cases that are listed have been assigned to and released from the user's caseload within the last 30 days.

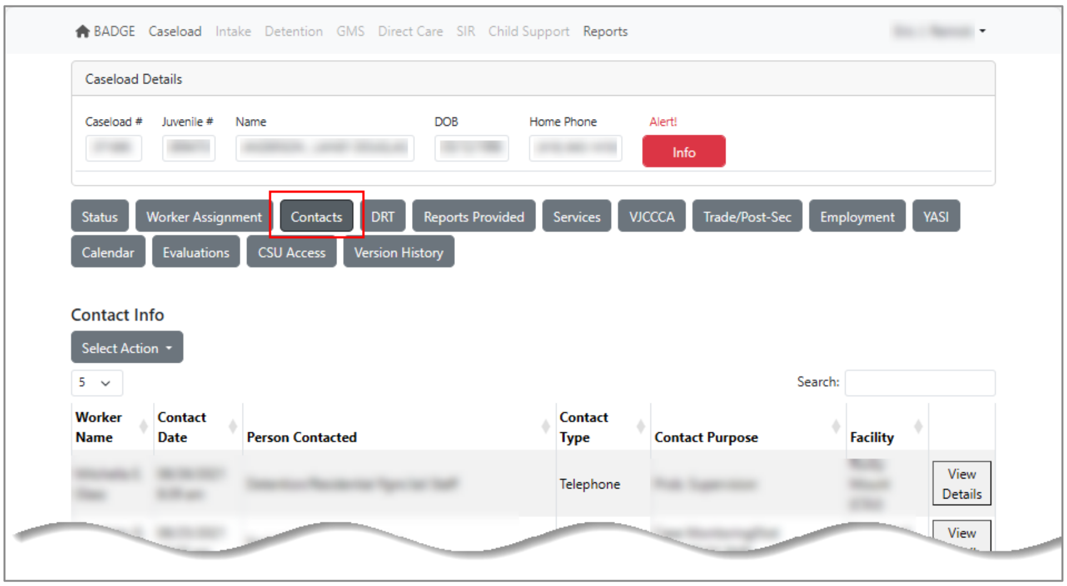
a. **Open and Contacts Buttons**

i. From the **Cases to which CSU has been granted access in the last 30 days** table on the *Caseload - Search By CSU Assignment* window, select the desired record and the row will be highlighted in blue.

1. Click the **Open** button and the *Caseload Details* window will appear and display the *Status* tab.
2. Click the **Contacts** button and the *Caseload Details* window will appear and display the *Contacts* tab.

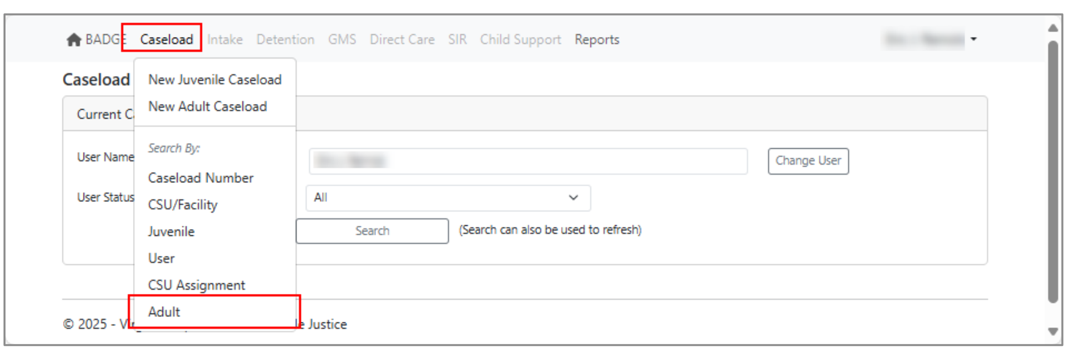






Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

6. **Adult**
   The *Caseload - Search by Adult* window allows the user to search for a juvenile using the following options: **Search By Number** (**Adult Number** and **Caseload Number**) and **Advanced Search**.
   a. To access the various search options, click the **Adult** option from the **Caseload** menu **Search By** section and the *Caseload - Search By Adult* window will appear.



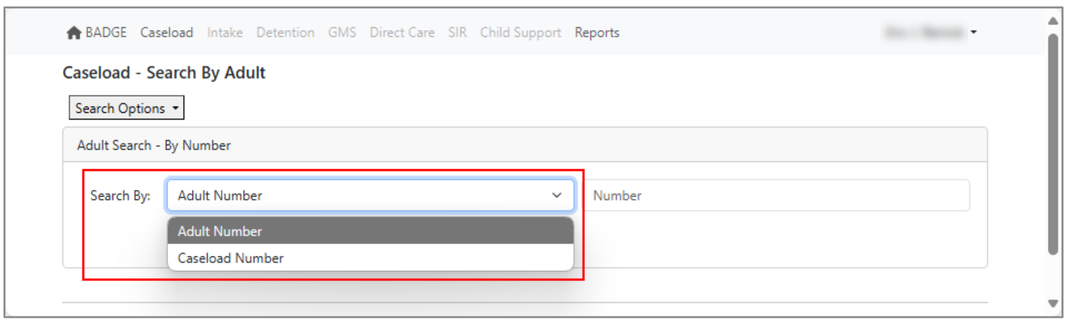
When the **Adult** search option is selected from the **Caseload** menu **Search By** section, the **Adult Search - Advanced** window will be displayed on the *Caseload - Search By Adult* window by default

i. **Caseload - Search By Adult**

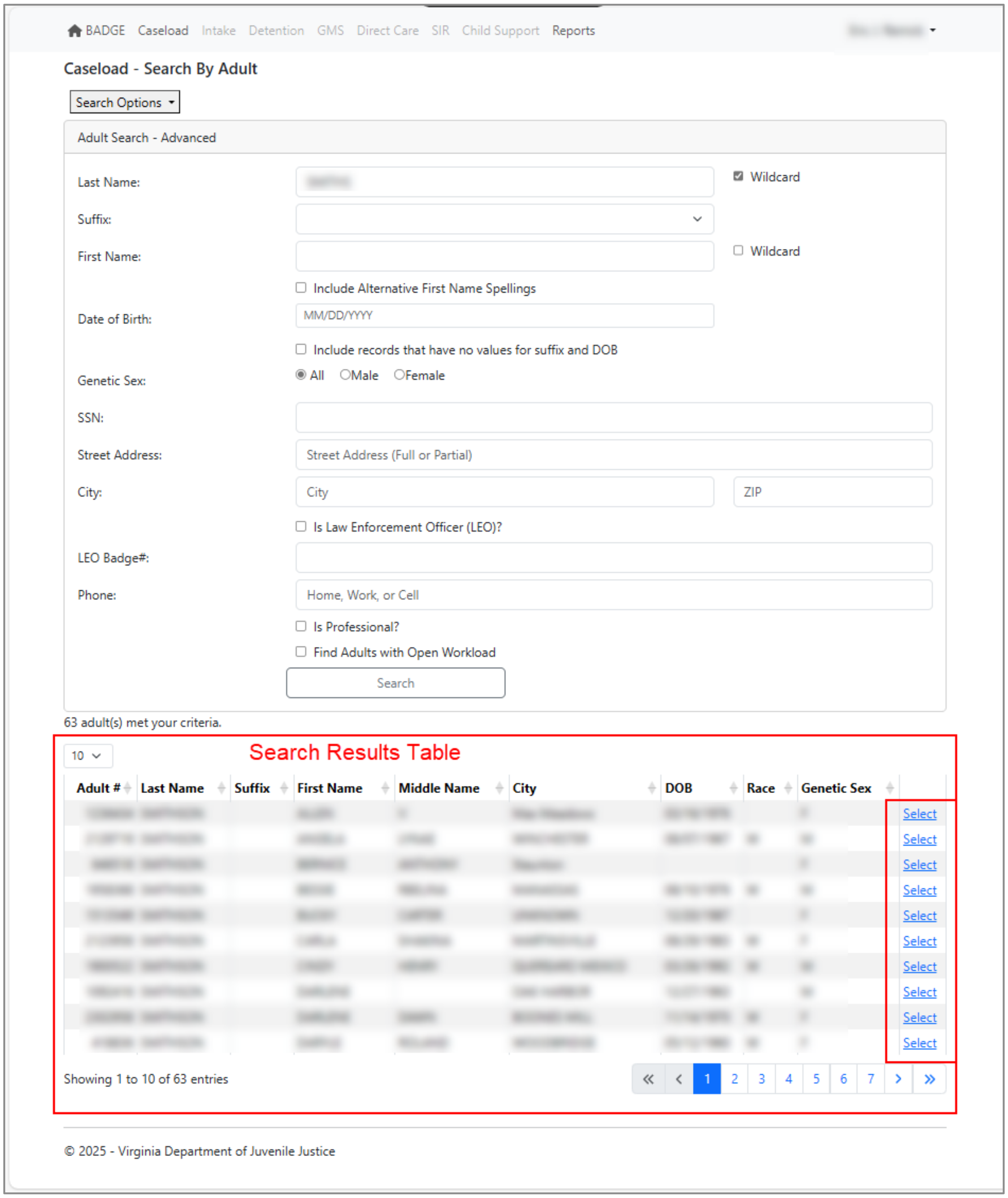
1. Click the **Search Options** drop-down menu to select one of two search options: **Search By Number** and **Advanced Search**.

Refer to the Juvenile / Adult Search & Information Manual for detailed instructions to **Search for an Adult** using the following options: **Search By Number** (**Adult Number** and **Caseload Number**) and **Advanced Search**.

   a. If **Search By Number** is selected, the user will click the **Search By** drop down menu to select one of two search options: **Adult Number** or **Caseload Number**.



2. (i) Search for an adult by entering or selecting the necessary option(s) in the *Caseload - Search By Adult* window, as determined by the preceding search options selected. (ii) Click the **Search** button, and the search result(s) will appear in a table on the bottom of the *Caseload - Search By Adult* window. The table will display Adult #, Last Name, Suffix, First Name, Middle Name, City, DOB, Race, and Genetic Sex for each record.
   a. Click the **Select** hyperlink adjacent to the desired record and the *Caseload Details* window will appear.



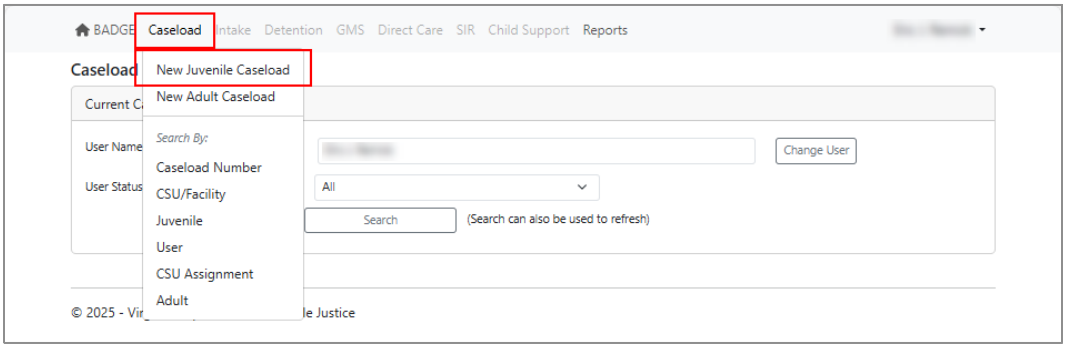
- Performing an **Adult Search - By Number** will return a single record result if found, whereas the **Advanced Search** is likely to return multiple records.
- The **Caseload Number**, the **Intake Case Number**, the **Adult Number**, and the **Juvenile Number** are all unique identifiers and are not interchangeable.

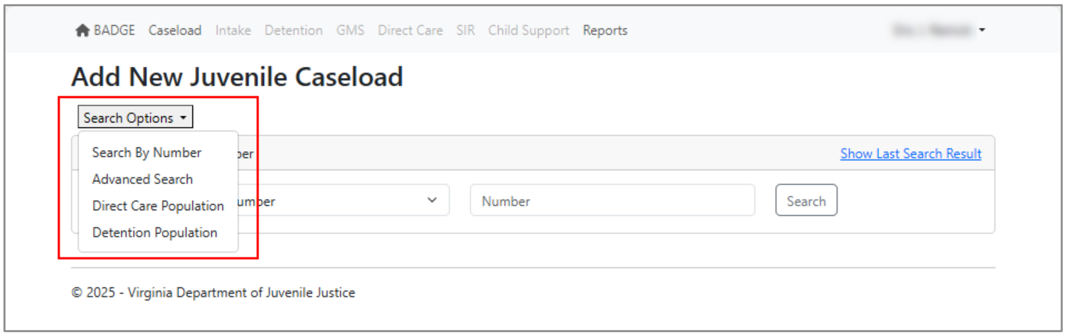
Refer to the Caseload Details Window section for instructions on using the *Caseload Details* window.

Add a New Caseload

1. New Juvenile Caseload

a. To add a new juvenile caseload (i) select the **New Juvenile Caseload** option from the **Caseload** menu and the *Add New Juvenile Caseload* window will appear. (ii) Follow the instructions in the Search By Juvenile section to perform a juvenile search.



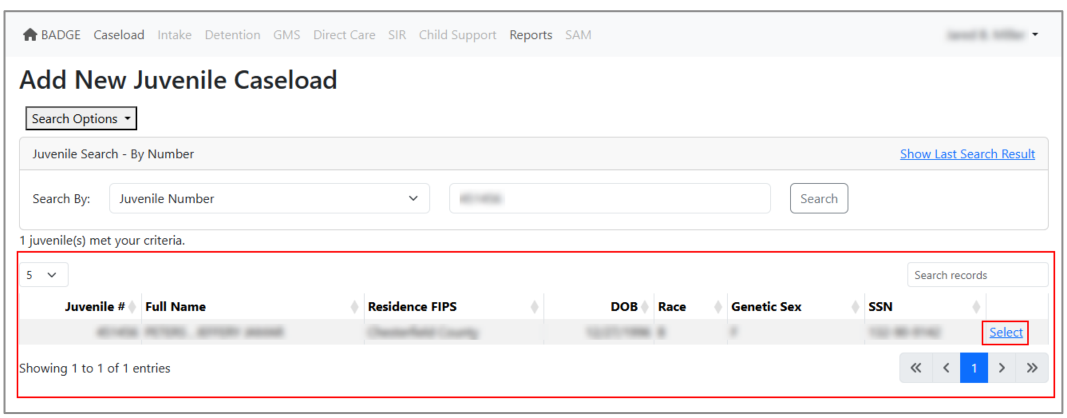


The user must have appropriate permissions to view and select the **Add New** option from the **Select Action** drop-down menu. Additionally, to add a new caseload for a juvenile, the CSU must have an intake with the juvenile or adult with whom the case is associated or be granted access to the case.

b. **Add New Juvenile Caseload Window**

i. Once the juvenile search has been performed, the search result(s) will appear in a table on the bottom of the *Add New Juvenile Caseload* window. The table will display Juvenile #, Full Name, Residence FIPS, DOB, Race, Genetic Sex, and SSN for each record.

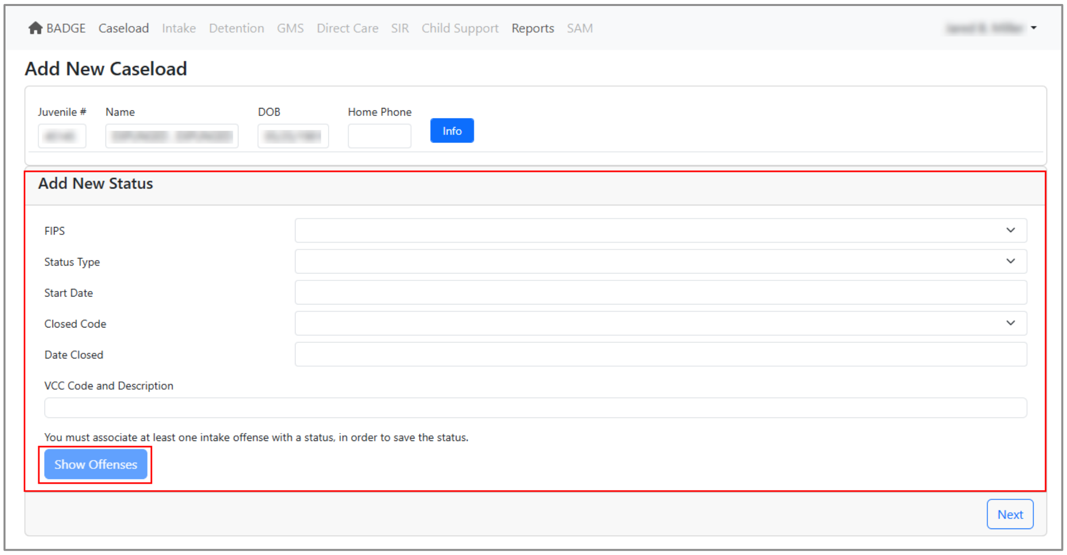
ii. Click the **Select** hyperlink adjacent to the desired record and the *Add New Status* form will appear in the *Add New Caseload* window.



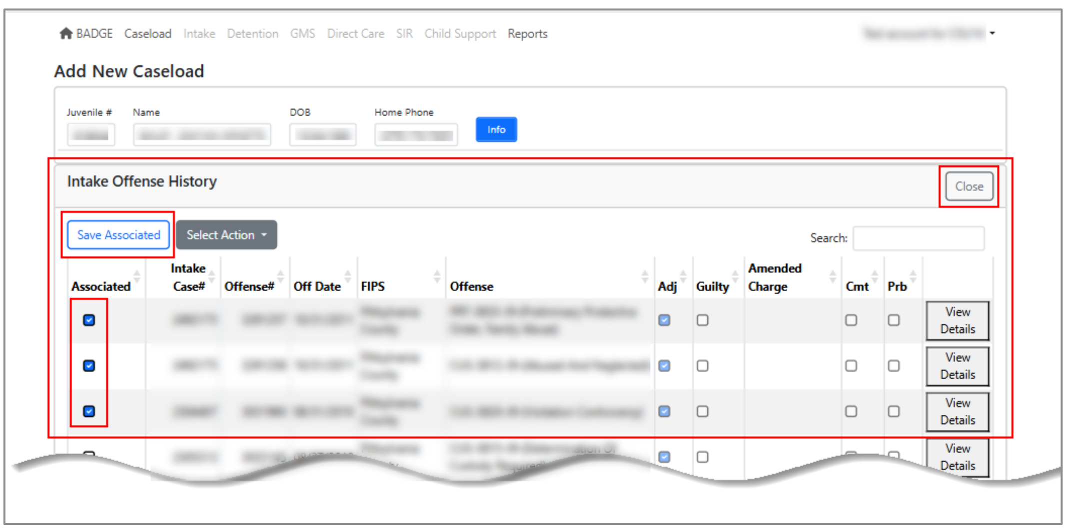
If a caseload already exists for the juvenile, when the user clicks the **Select** hyperlink adjacent to the desired record the *Caseload Details* window will open and display the *Status* tab in lieu of the *Add New Status* form.

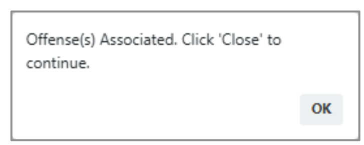
iii. **Add New Caseload Window / Add New Status Form**

1. Select the desired (i) **FIPS**, (ii) **Status Type**, (iii) **Start Date**, (iv) **Closed Code**, and (v) **Date Closed** (if required) from the corresponding drop-down field or calendar options.
2. To input or associate a **VCC Code and Description** with the status, click the **Show Offenses** button, and the juvenile's *Intake Offense History* form will appear.

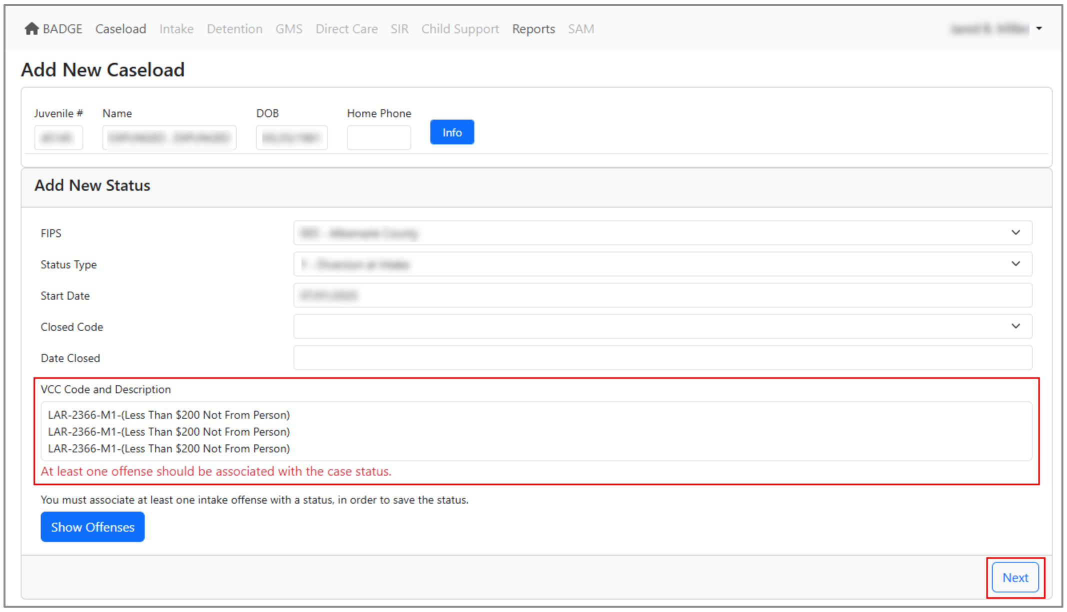


3. **Add New Caseload Window / Intake Offense History Form**
   a. **Associate an Offense**
      i. To associate offenses with a **Status** on the juvenile's _Intake Offense History_ form, (i) place a check mark in the corresponding **Associated** checkbox(es), (ii) click the **Save Associated** button, and a window will appear confirming the "Offense(s) Associated." (iii) Click the **OK** button on the window to return to the juvenile's _Intake Offense History_ window.
      ii. Click the **Close** button on the juvenile's _Intake Offense History_ window to return to the _Add New Status_ window. The associated offenses will be displayed in the **VCC Code and Description** field.



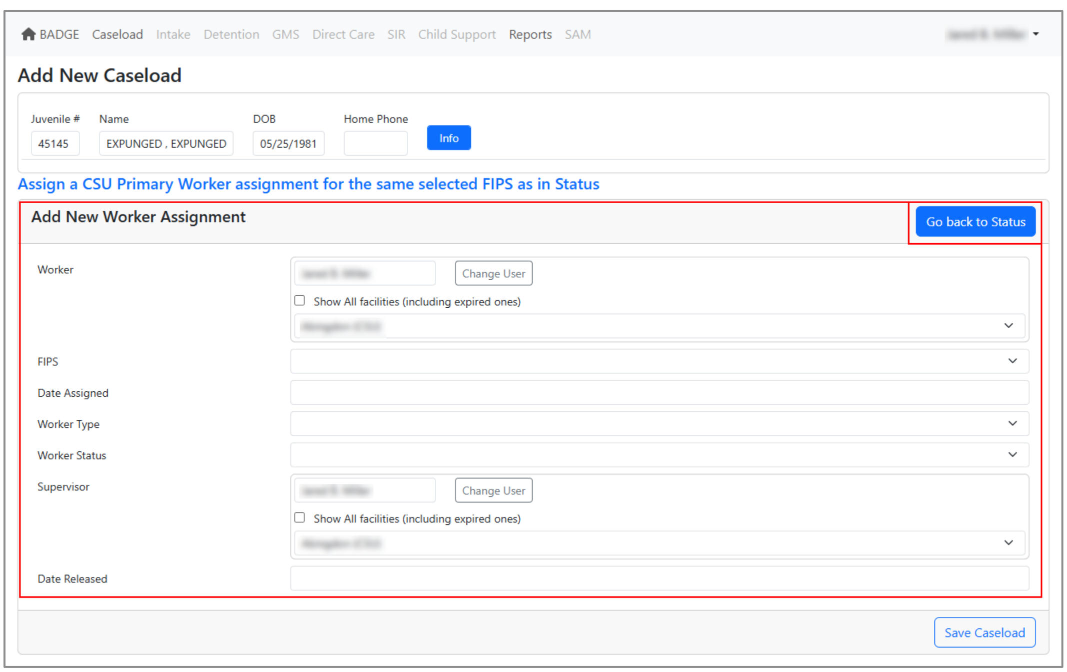


4. After offenses have been associated with the status, click the **Next** button on the _Add New Status_ form and the _Add New Worker Assignment_ form will appear.

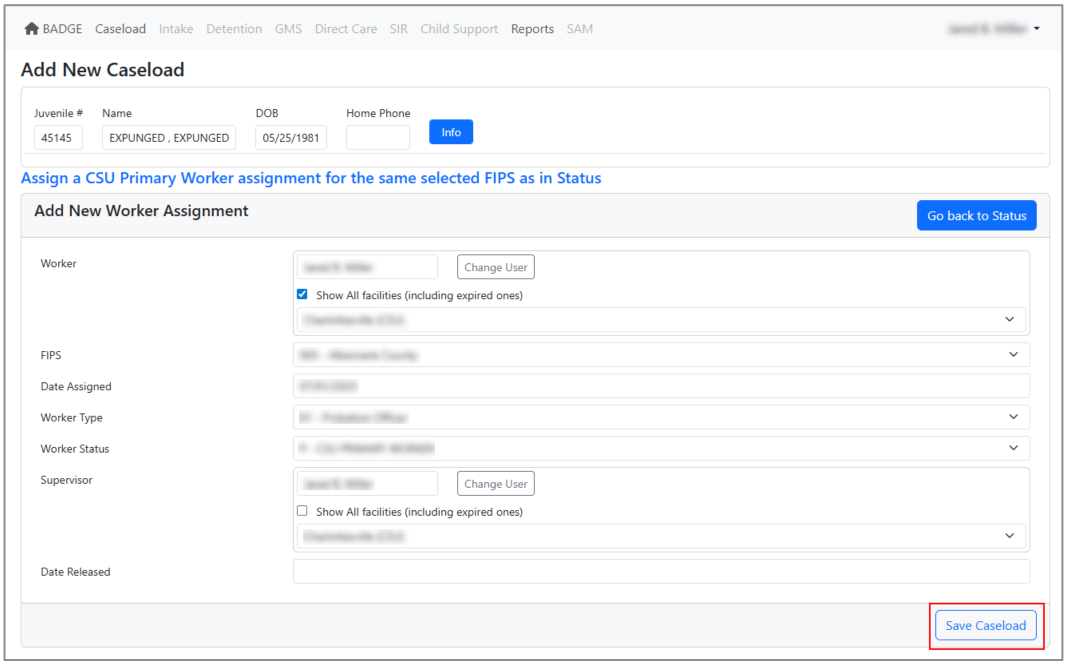


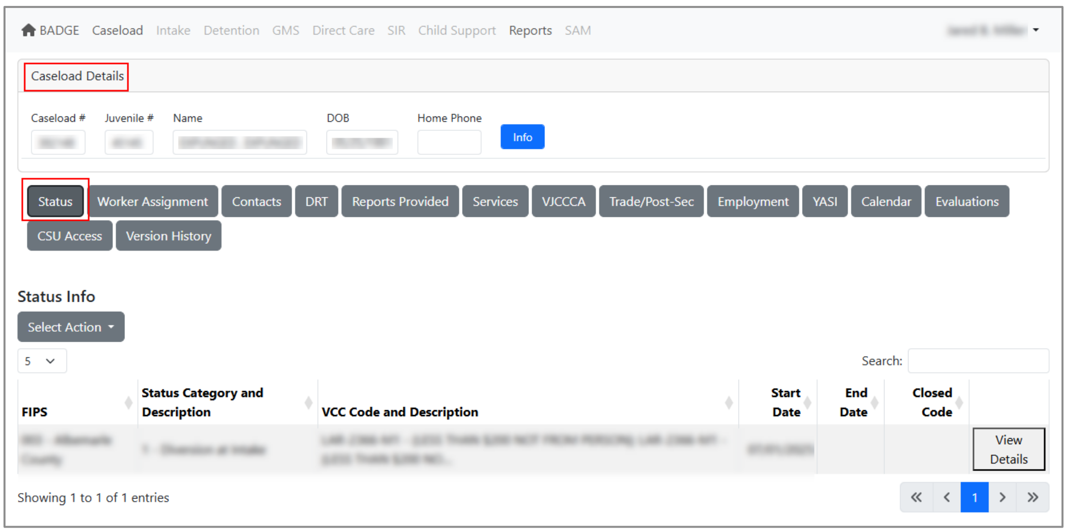
Refer to the Offense History Manual for instructions on using the *Offense History* window.

5. **Add New Caseload / Add New Worker Assignment Form**
   a. The **Worker** and **Supervisor** fields will default to the logged-on user's name. Click **Change User** button beside each field and follow the instructions outlined in the Search By User section to select a different worker and/or supervisor.
   b. If the worker is assigned to more than one facility, choose the correct one from the drop-down field below the **Show All facilities (including expired ones)** checkbox.
      i. To show all facilities, select the **Show All facilities (including expired ones)** checkbox.
   c. Select the desired (i) **FIPS**, (ii) **Date Assigned**, (iii) **Worker Type**, (iv) **Worker Status**, and **Date Released** (if required) from the corresponding drop-down field or calendar drop-down field options.
   d. Click the **Go back to Status** button to return to the *Add New Status* form.



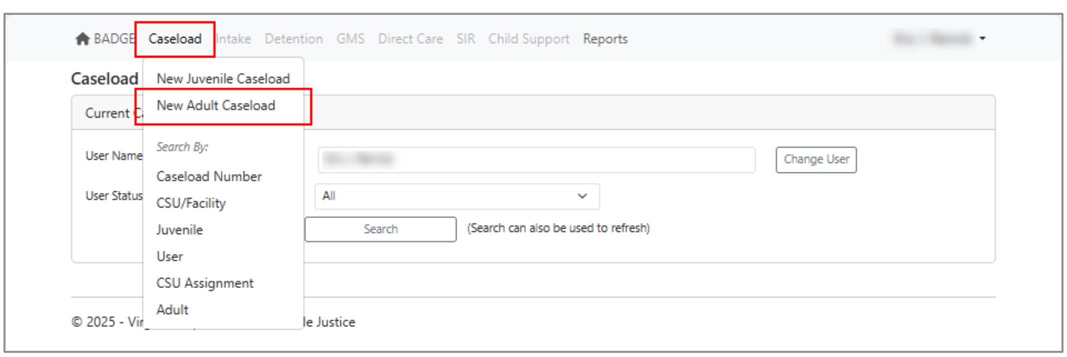
   e. Click the **Save Caseload** button and the *Caseload Details* window will appear and display the *Status* tab.





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

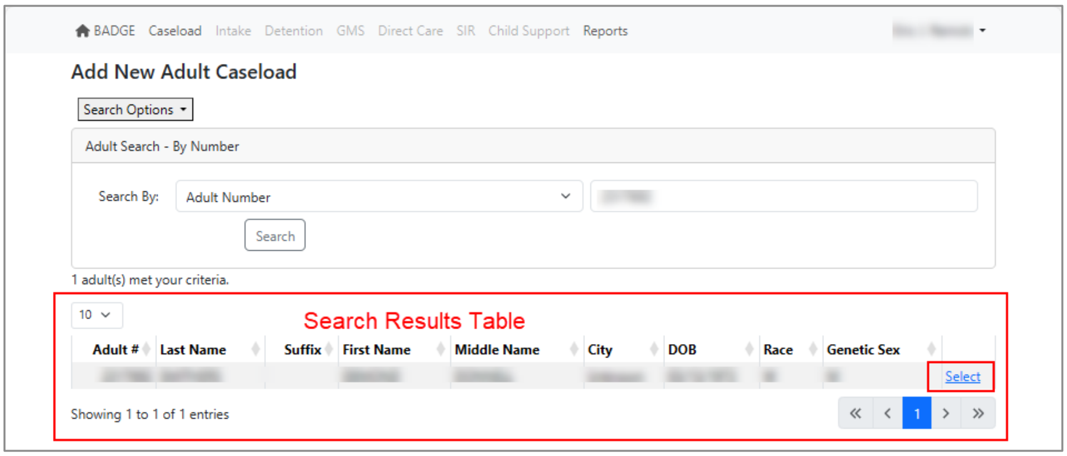
2. **New Adult Caseload**
   a. To add a new adult caseload (i) select the **New Adult Caseload** option from the **Caseload** menu and the *Add New Adult Caseload* window will appear. (ii) Follow the instructions in the [Search By Adult](#) section to perform an adult search.



b. **Add New Adult Caseload Window**

i. Once the adult search has been performed the search result(s) will appear in a table on the bottom of the *Add New Adult Caseload* window. The table will display Adult #, Last Name, Suffix, First Name, Middle Name, City, DOB, Race, and Genetic Sex for each record.

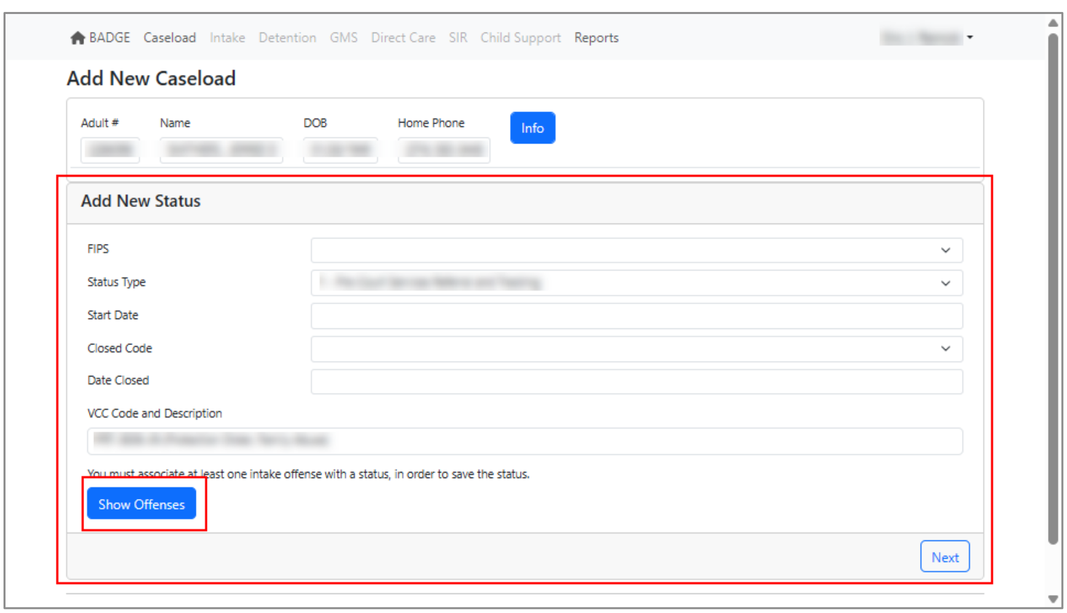
ii. Click the **Select** hyperlink adjacent to the desired record and the *Add New Status* form will appear in the *Add New Caseload* window.



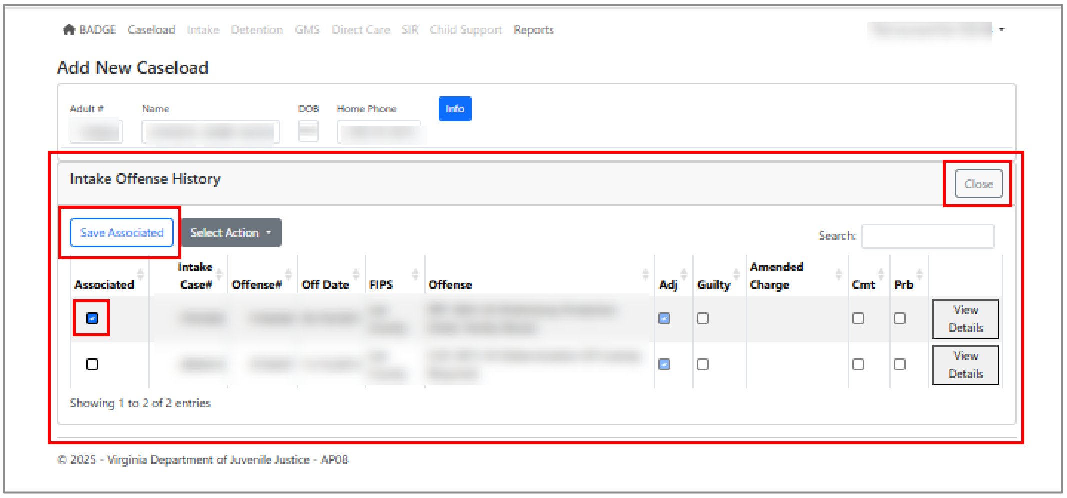
If a caseload already exists for the adult, when the user clicks the **Select** hyperlink adjacent to the desired record the *Caseload Details* window will open and display the *Status* tab in lieu of the *Add New Status* form.

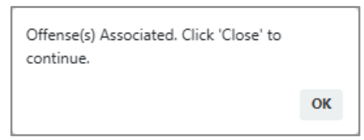
iii. **Add New Caseload Window / Add New Status Form**

1. Select the desired (i) **FIPS**, (ii) **Status Type**, (iii) **Start Date**, (iv) **Closed Code**, and (v) **Date Closed** (if required) from the corresponding drop-down field or calendar options.
2. To input or associate a **VCC Code and Description** with the status, click the **Show Offenses** button, and the adult's *Intake Offense History* form will appear.

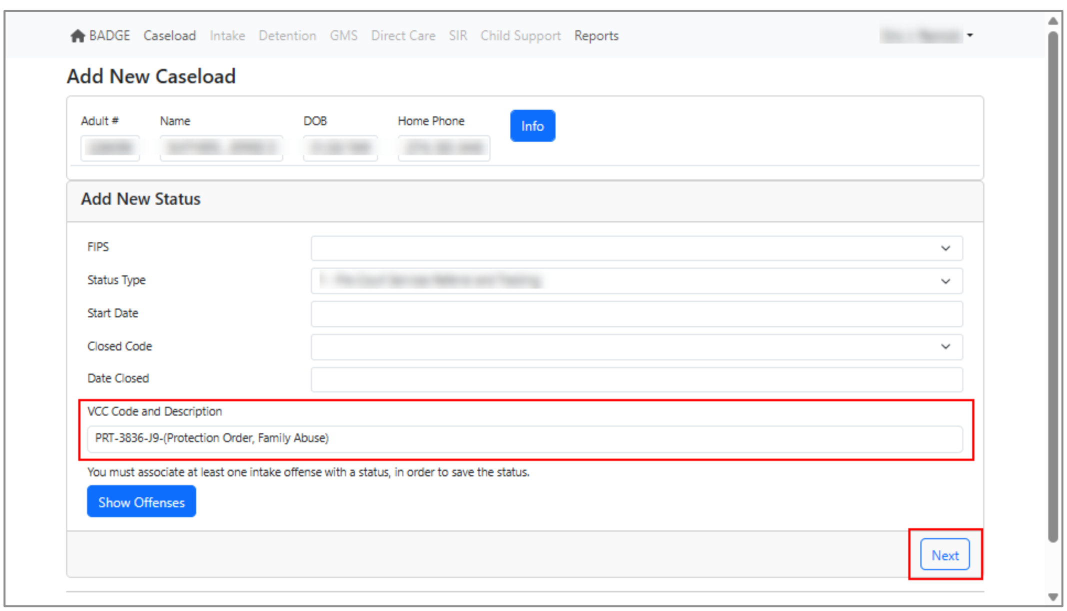


3. **Add New Caseload Window / Intake Offense History Form**
   a. **Associate an Offense**
      i. To associate offenses with a **Status** on the adult's *Intake Offense History* form, (i) place a check mark in the corresponding **Associated** checkbox(es), (ii) click the **Save Associated** button, and a window will appear confirming the "Offense(s) Associated." (iii) Click the **OK** button on the window to return to the adult's *Intake Offense History* form.
      ii. Click the **Close** button on the adult's *Intake Offense History* window to return to the *Add New Status* form. The associated offenses will be displayed in the **VCC Code and Description** field.



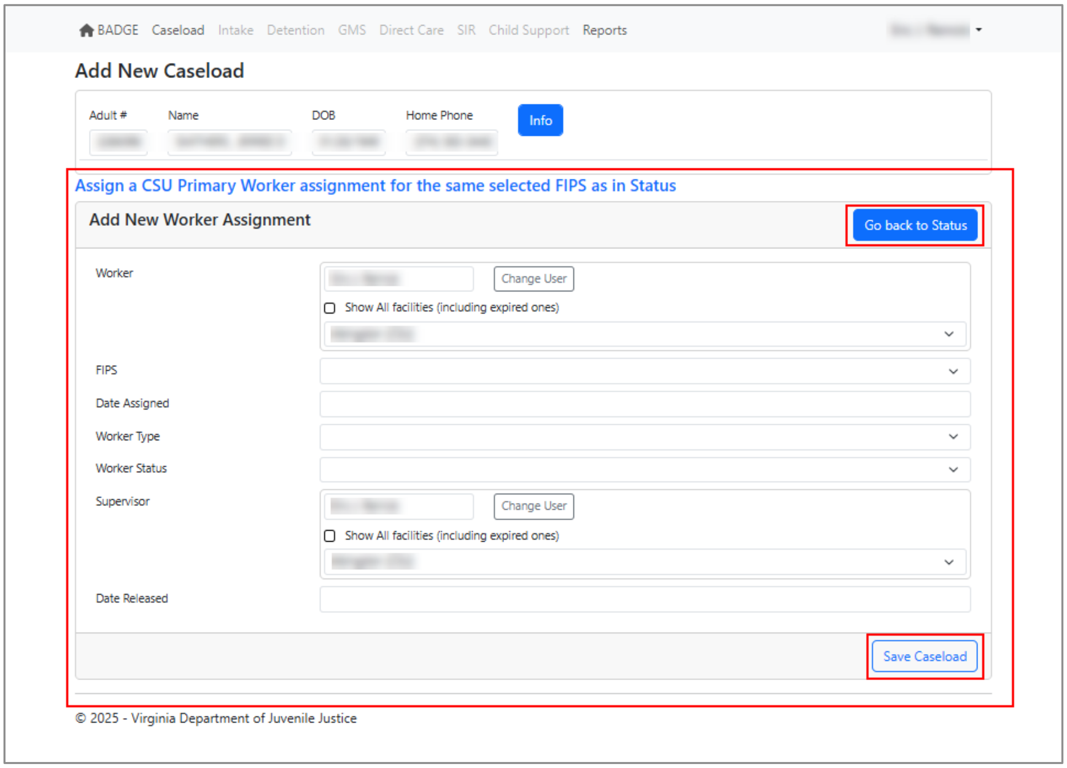


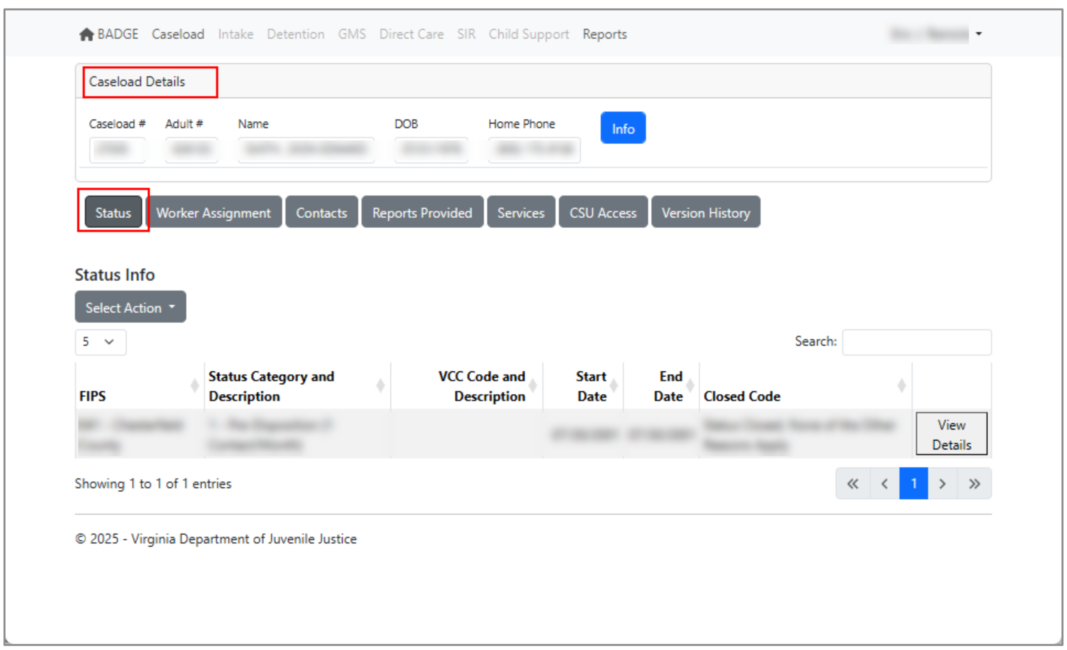
4. After offenses have been associated with the status, click the **Next** button on the *Add New Status* form and the *Add New Worker Assignment* form will appear.



5. **Add New Caseload / Add New Worker Assignment Form**
   a. The **Worker** and **Supervisor** fields will default to the logged-on user's name. Click the **Change User** button beside each field and follow the instructions outlined in the Search By User section to select a different worker and/or supervisor.
   b. If the worker is assigned to more than one facility, choose the correct one from the drop-down field below the **Show All facilities (including expired ones)** checkbox.
      i. To show all facilities, select the **Show All facilities (including expired ones)** checkbox.

c. Select the desired (i) **FIPS**, (ii) **Date Assigned**, (iii) **Worker Type**, (iv) **Worker Status**, and **Date Released** (if required) from the corresponding drop-down field or calendar drop-down field options.
d. Click the **Go back to Status** button to return to the *Add New Status* form.
e. Click the **Save Caseload** button and the *Caseload Details* window will appear and display the *Status* tab.



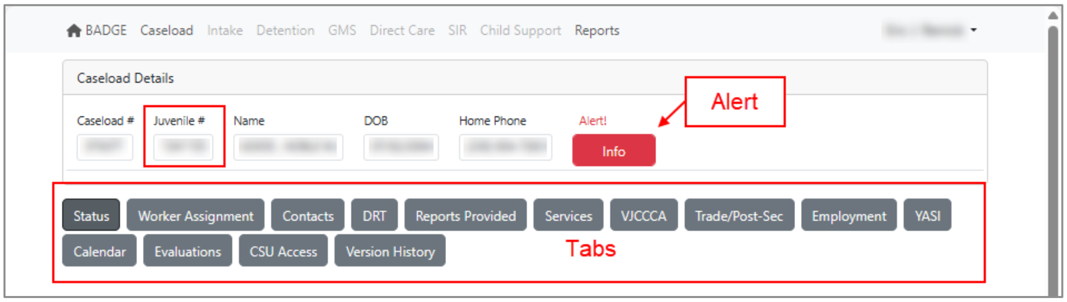


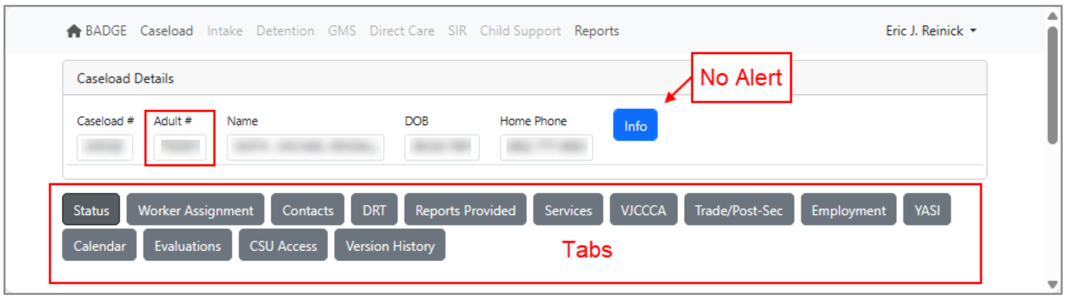
Caseload Details Window

The *Caseload Details* window is accessed using the instructions detailed in the Search By and Add a New Caseload sections above.

The top of the *Caseload Details* window displays the following **juvenile** or **adult** caseload information:

Caseload #, **Juvenile #** or **Adult #**, **Name**, **DOB**, and **Home Phone**. If any alerts exist for the juvenile the **Info** button will be colored red and display an "Alert!" caption. For a juvenile record, clicking the **Info** button will always display the *Alert tab* on the *Juvenile Information* window. For an adult record, clicking the **Info** button will display the *Adult Information* window.





Refer to the Juvenile / Adult Search & Information Manual for instructions on using the *Juvenile Information* and *Adult Information* windows.

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

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

Caseload Details Window Tabs	Tab Summary
Status	This tab lists all the current and past case statuses, and the statuses' relevant information. 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. This tab 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.
VJCCCA	This tab provides a summary of information found in the Community Programs Reporting (CPR) system for services in which the juvenile was enrolled.

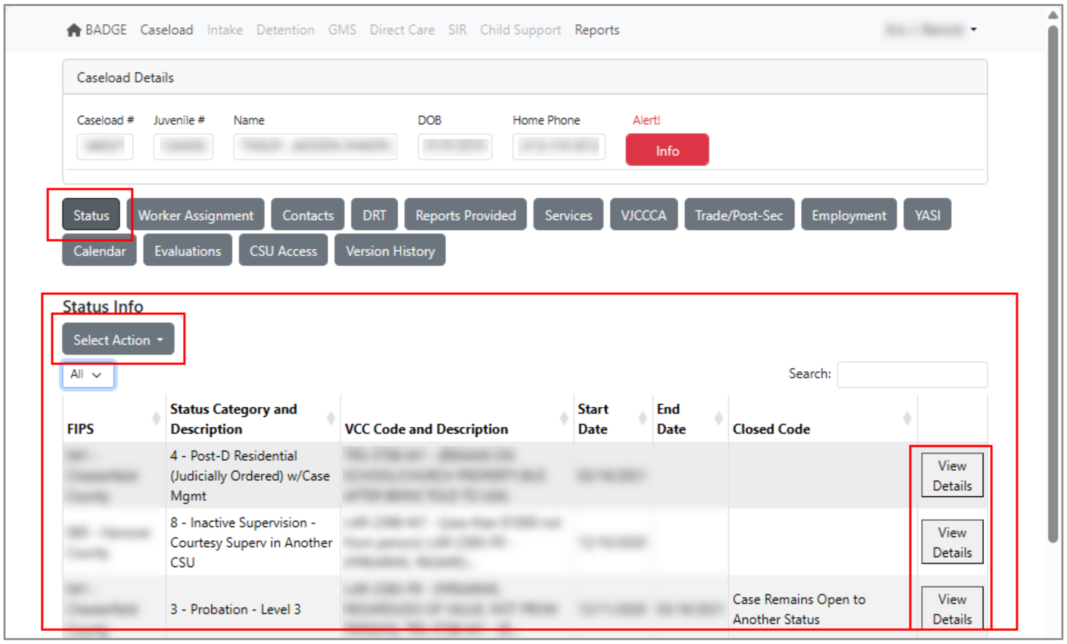
Caseload Details Window Tabs	Tab Summary
Trade/Post-Sec	This tab lists the selected juvenile's education and training information.
Employment	This tab lists the selected juvenile's employment information.
YASI	This tab lists read-only information related to YASI Full Screens, Pre-Screens, and Pre-Adjudication Screens completed on the juvenile.
Calendar	This tab lists all the system generated calendar events for the selected juvenile. Users cannot add custom entries.
Evaluations	This tab displays information related to evaluations entered for the juvenile, such as Parole/Probation Discharge Evaluations, SEAS, and G.R.E.A.T.
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.
Version History	This tab lists 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.

For adult cases, only the *Status*, *Worker Assignment*, *Contacts*, *Reports Provided*, *Services*, *CSU Access*, and *Version History* tabs are available.

1. **Status Tab**
   The *Caseload Details* window will typically open to the *Status* tab. The **Status Info** table on the bottom of the *Status* tab displays all the current and past case statuses to include FIPS, Status Category and Description, VCC Code and Description, Start Date, End Date, and Closed Code.

   The **Select Action** drop-down menu button allows the user to perform the following actions: **Add New** and **LOS Estimator**.

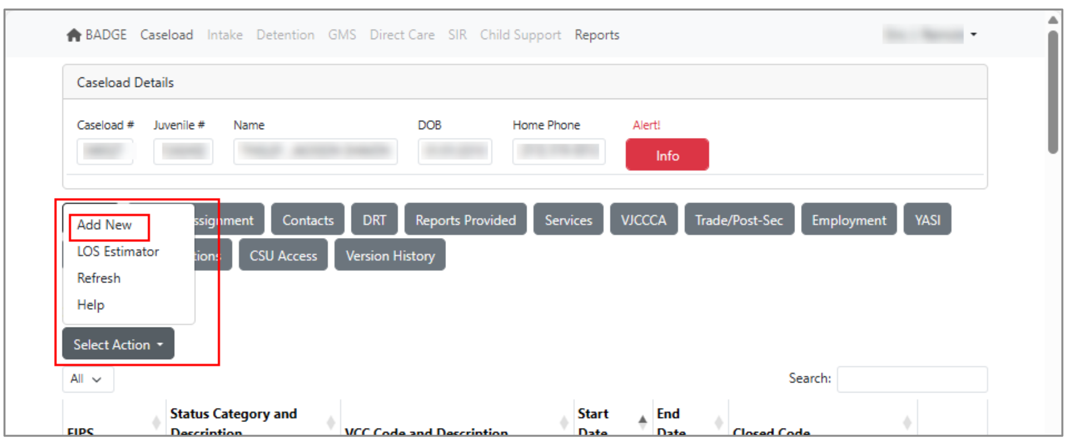
   The **View Details** button allows the user to access the *View Status Details* (if the status is closed) and *Edit Status* (if the status is open) windows, access the **Intake Offense History** table and add, edit, or delete an **Offense History Details** record.

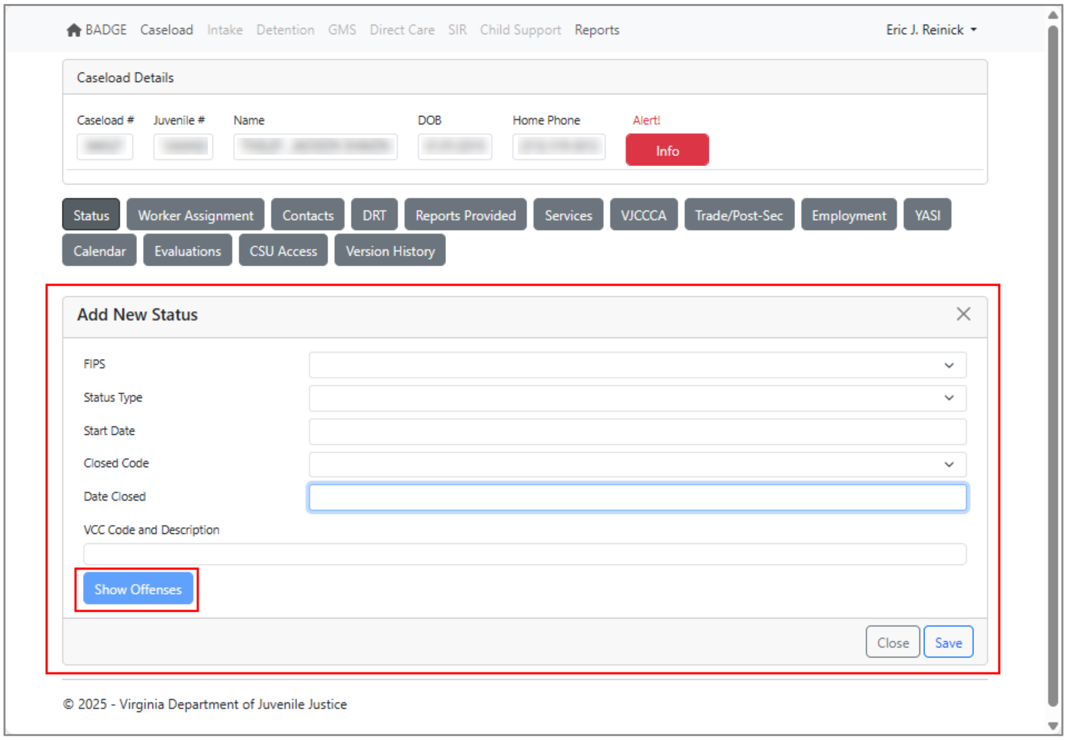


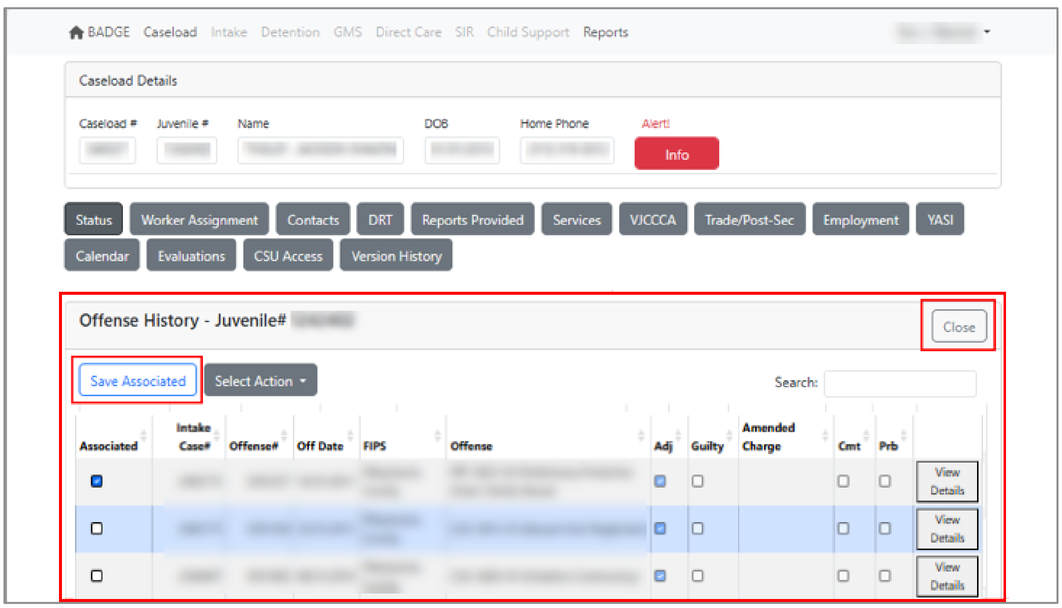
a. **Select Action - Add New**
To add a status, select the **Add New** option from the **Select Action** drop-down menu button and the *Add New Status* window will appear on the bottom of the *Status* tab.

i. **Add New Status Window**

1. Select the desired (ii) **FIPS**, (iii) **Status Type**, (iv) **Start Date**, (v) **Closed Code**, and (vi) **Date Closed** (if required) from the respective drop-down field or calendar options.
    a. To input or associate a **VCC Code and Description** with the status, click the **Show Offenses** button, and the juvenile's *Intake Offense History* window will appear on the bottom of the *Status* tab.







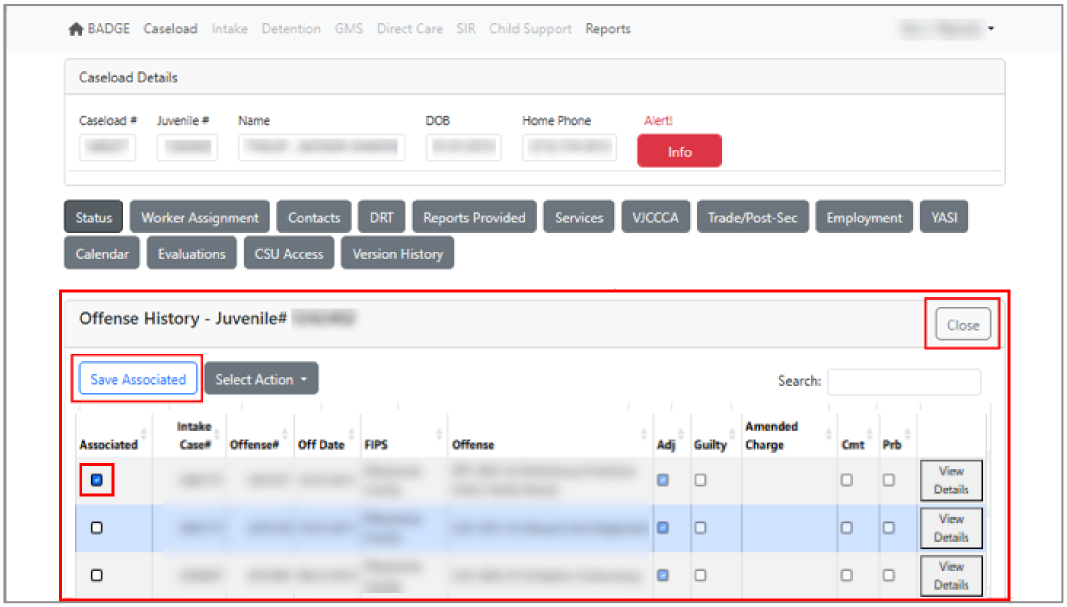
Refer to the Offense History Manual for instructions using the *Offense History* window.

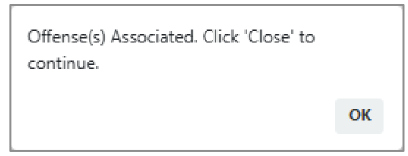
A second status (**Status Category and Description** field) cannot be added while another status is open for the same FIPS, except for the following Status Types: **1 - Pre-Disposition (1 Contact/Month)**, **1 - Diversion at Intake**, **1 - Pre-Disposition Tracking Only**, and **1 - Pre-Court Services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

b. **Associate an Offense**

ii. To associate offenses with a **Status** on the juvenile's *Intake Offense History* window, (i) place a check mark in the corresponding **Associated** checkbox(es), (ii) click the **Save Associated** button, and a window will appear confirming the "Offense(s) Associated." (iii) Click the **OK** button on the window to return to the juvenile's *Offense History* window.

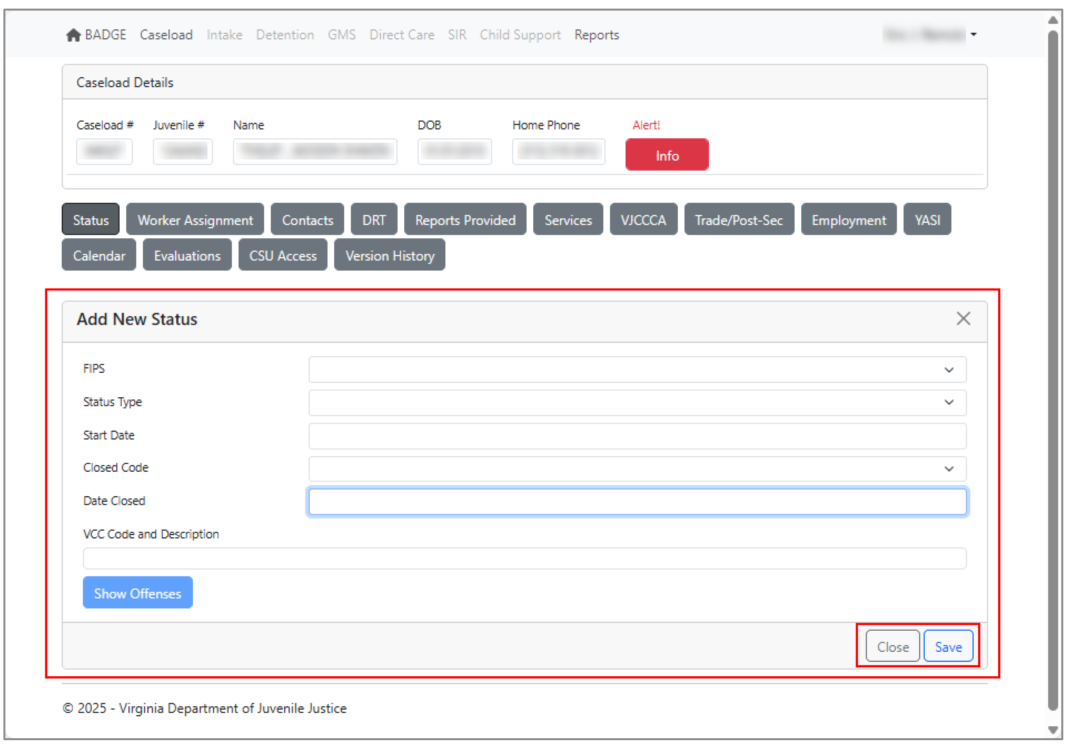
iii. Click the **Close** button on the juvenile's *Offense History* window to return to the *Add New Status* window.

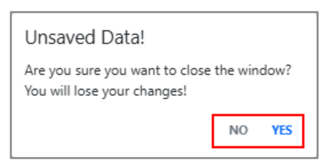




Refer to the Edit Offense History section for instructions to edit the associated offense(s)', offense history.

2. **Close Button**
   a. From the *Add New Status* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Status* window or (ii) (b) click the **YES** button to discard the changes and return to the **Status Info** table on the *Status* tab.





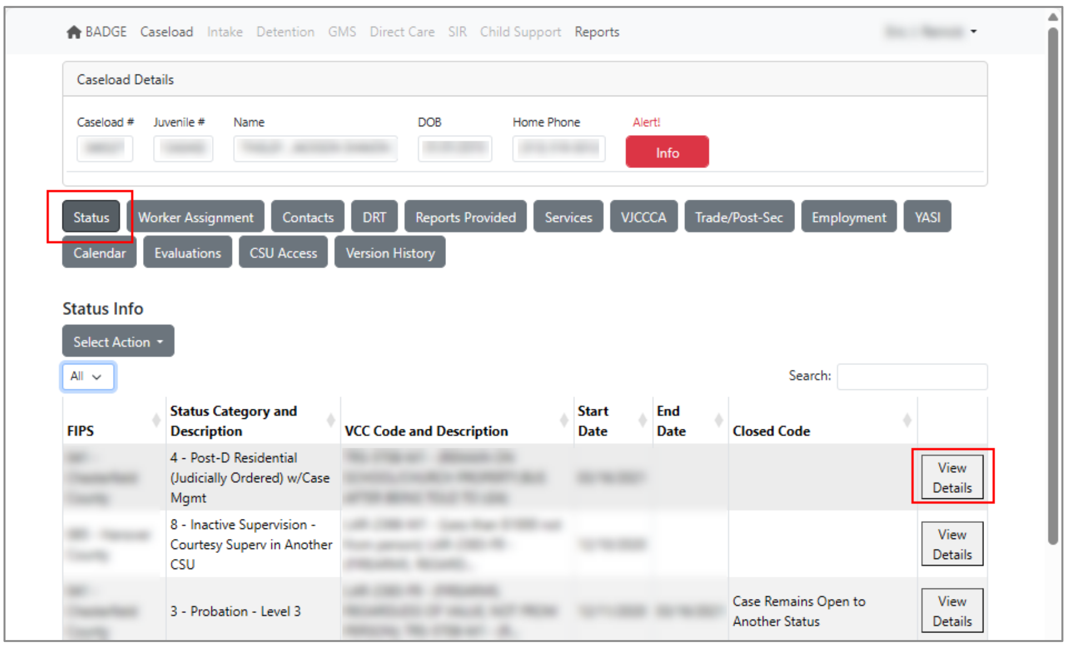
3. **Save Button**
   b. From the *Add New Status* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Status Info** table on the *Status* tab.

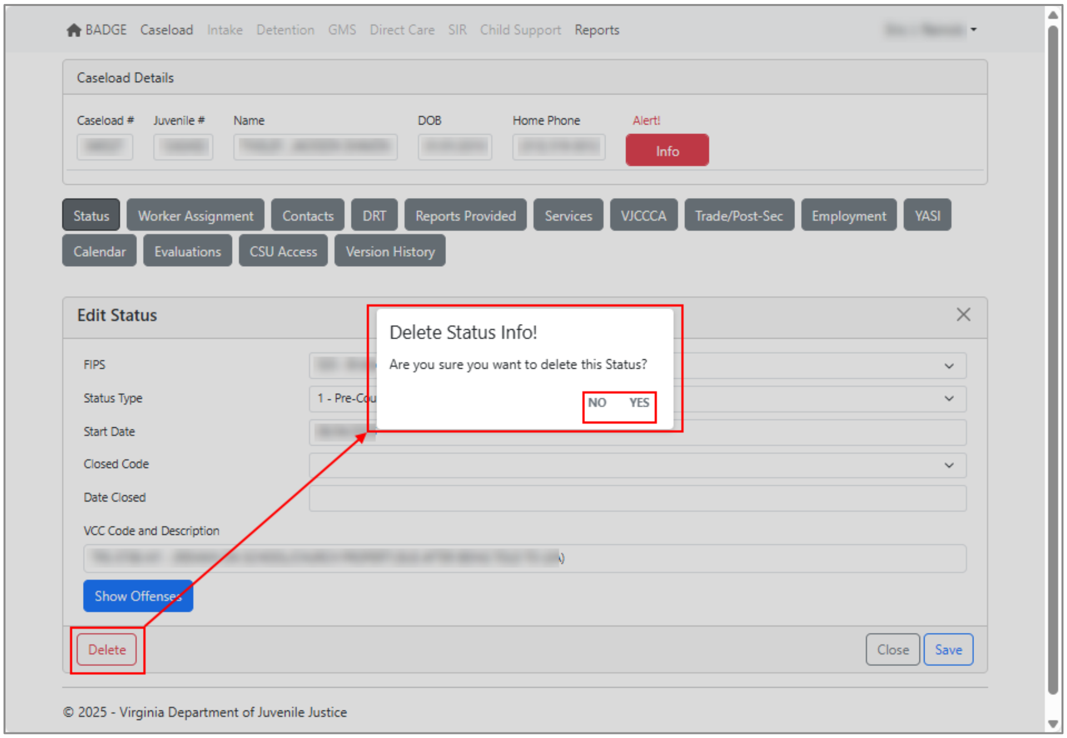
- The **Associated** column is available ONLY when the action being performed is associating or linking an offense to another piece of data (e.g., case status or DRT).
- ONLY associate an offense if it is linked to the selected **Status** on the *Status* tab.
- If an offense is being associated with 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 *Intake Offense History* screen.
- When closing a case, the **End Date** should match the **Date Released** in the *Worker Assignment* tab for the most recent primary caseworker.

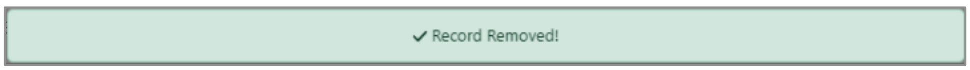
e. **View Details Button / Edit OR Delete an Existing Status**

iii. **Delete an Existing Status / Edit Status Window**

1. On the *Status* tab **Status Info** table (i) click the **View Details** button adjacent to the status record to be deleted and the *Edit Status* window will appear. On the *Edit Status* window, (ii) click the **Delete** button and the *Delete Status Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Status* window or (iii) (b) click the **YES** button to delete the status record, a “Record Removed!” notification will briefly appear, and the user will return to the **Status Info** table on the *Status* tab.

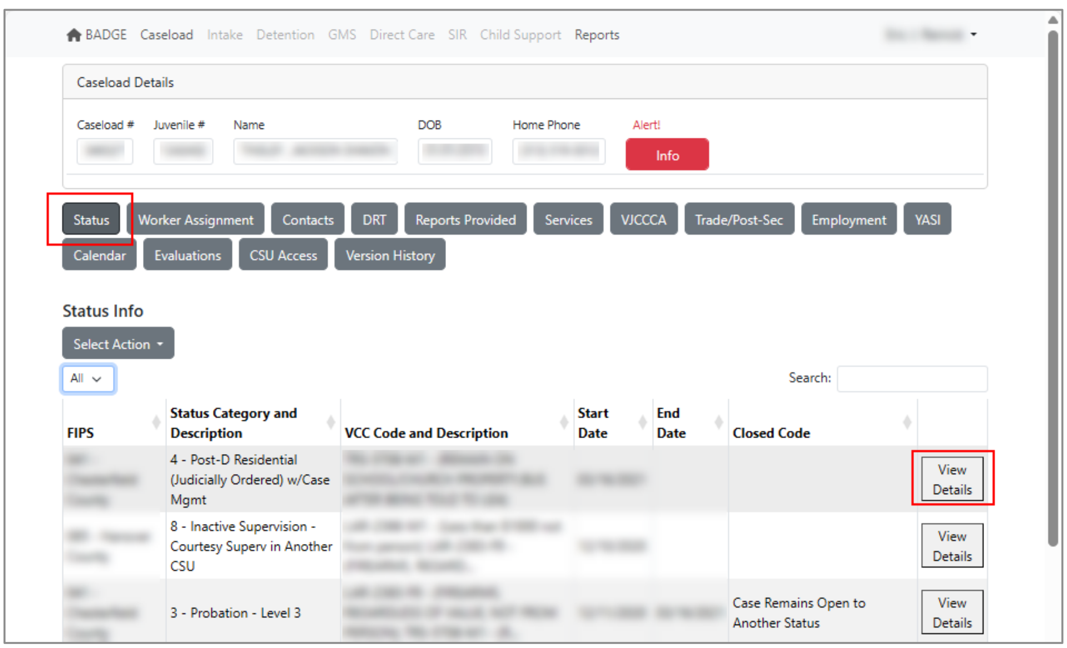


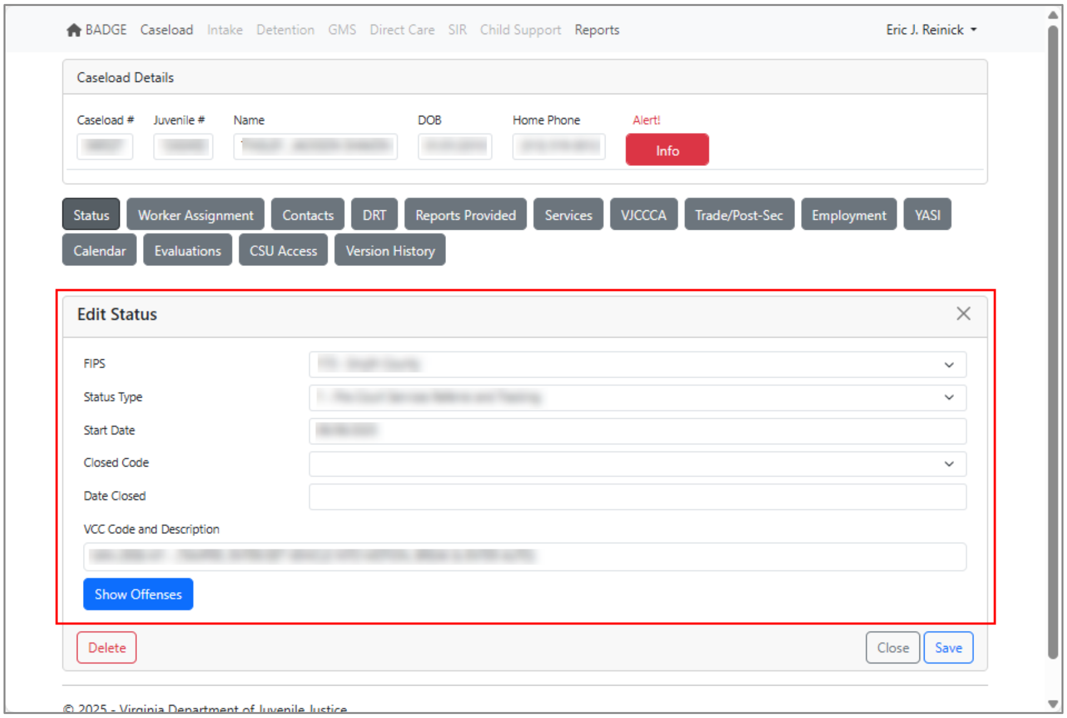




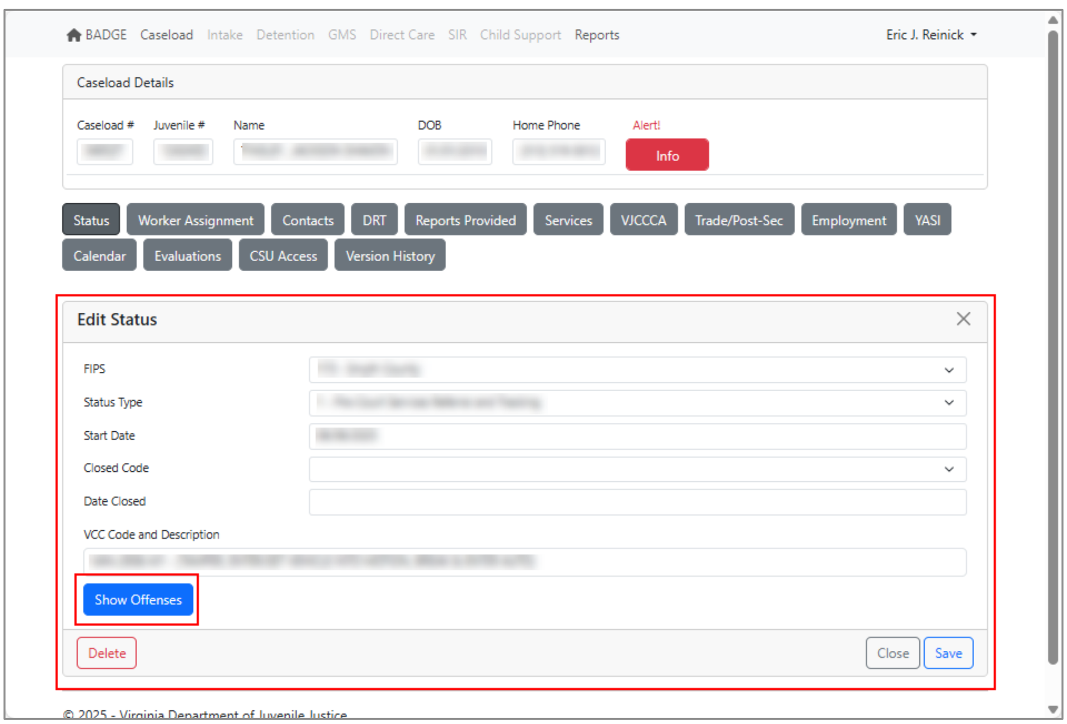
iv. **Edit an Existing Status / Edit Status Window**

1. On the *Status* tab **Status Info** table click the **View Details** button adjacent to the status record to be edited and the *<u>Edit Status</u>* window will appear. The *<u>Edit Status</u>* window mirrors the *<u>Add New Status</u>* window. To edit the status, follow the instructions detailed in the <u>Add New Status Window</u> section above.

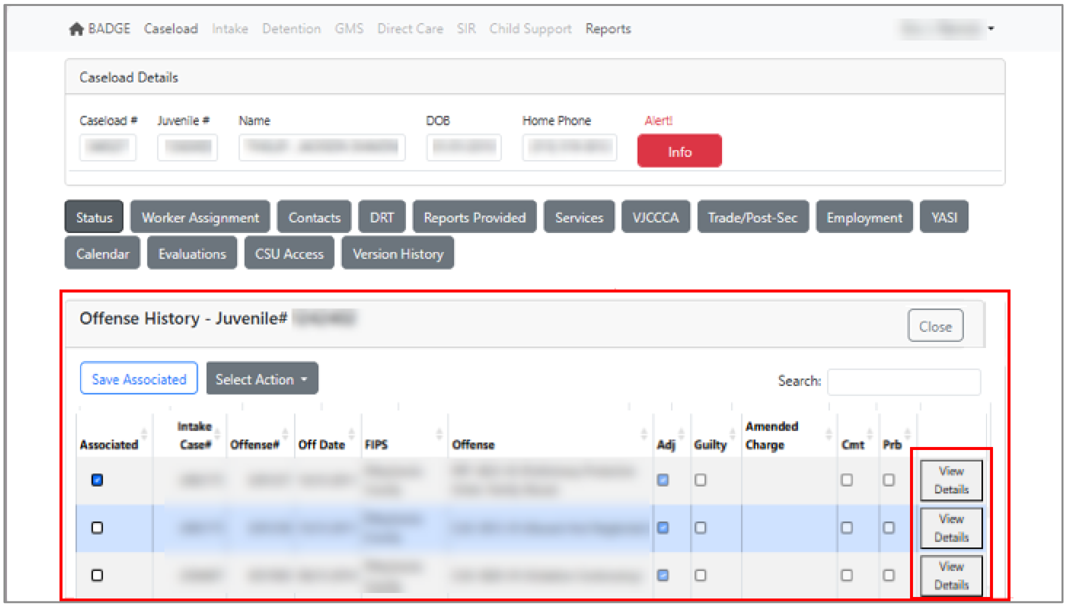




2. **Edit Offense History**
    a. If the **VCC Code and Description** data and the associated offense(s) require editing, from the *Edit Status* window click the **Show Offenses** button to open the *Intake Offense History* window.

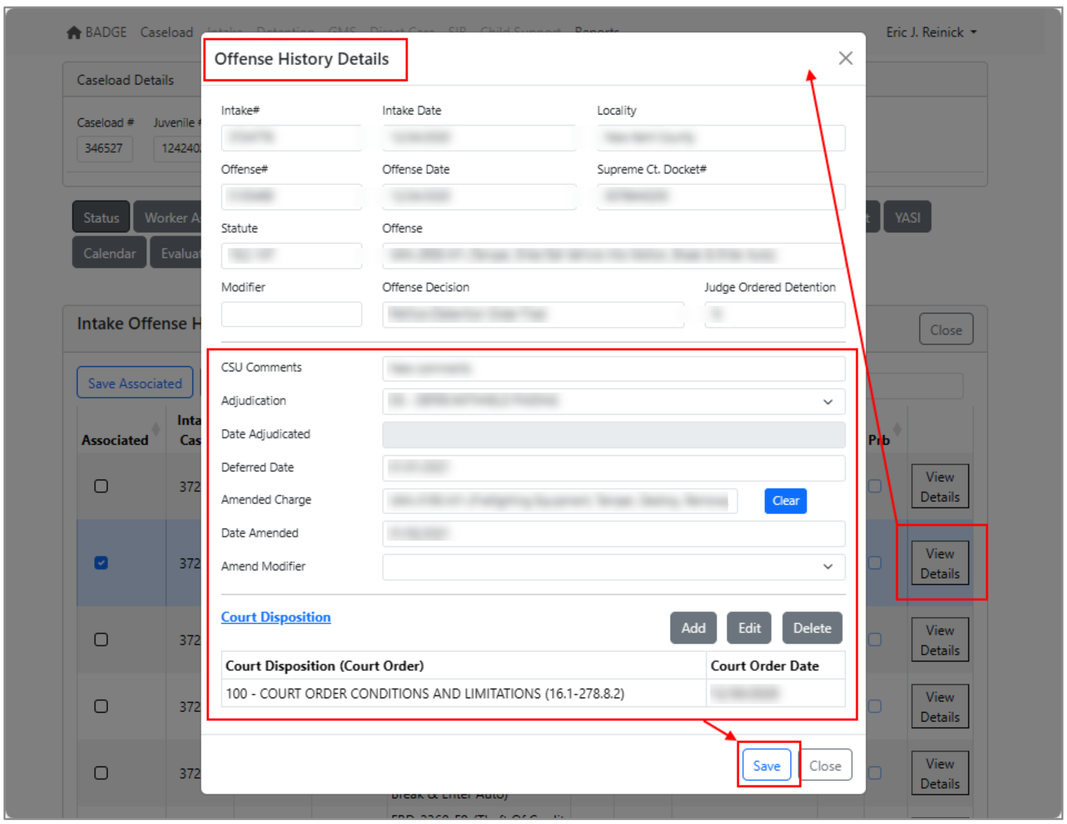


b. **Intake Offense History Window**
    i. On the juvenile's *Intake Offense History* window, click the **View Details** button adjacent to the offense record to be edited and the **Offense History Details** form will appear.

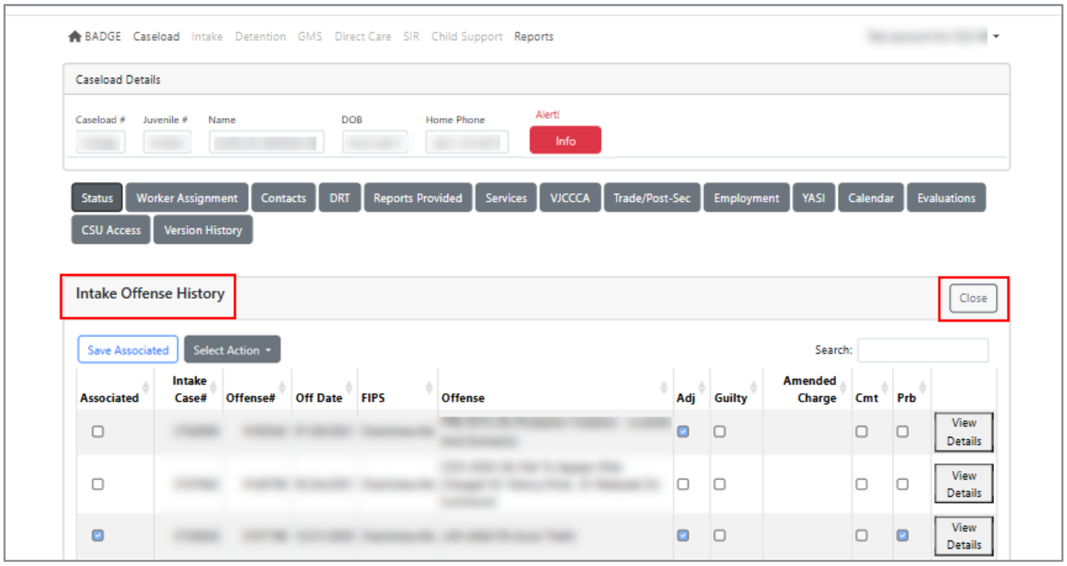


ii. **Offense History Details Form**

1. (i) Edit the data fields in the lower half of the **Offense History Details** form as necessary. (ii) Click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the *Intake Offense History* window.

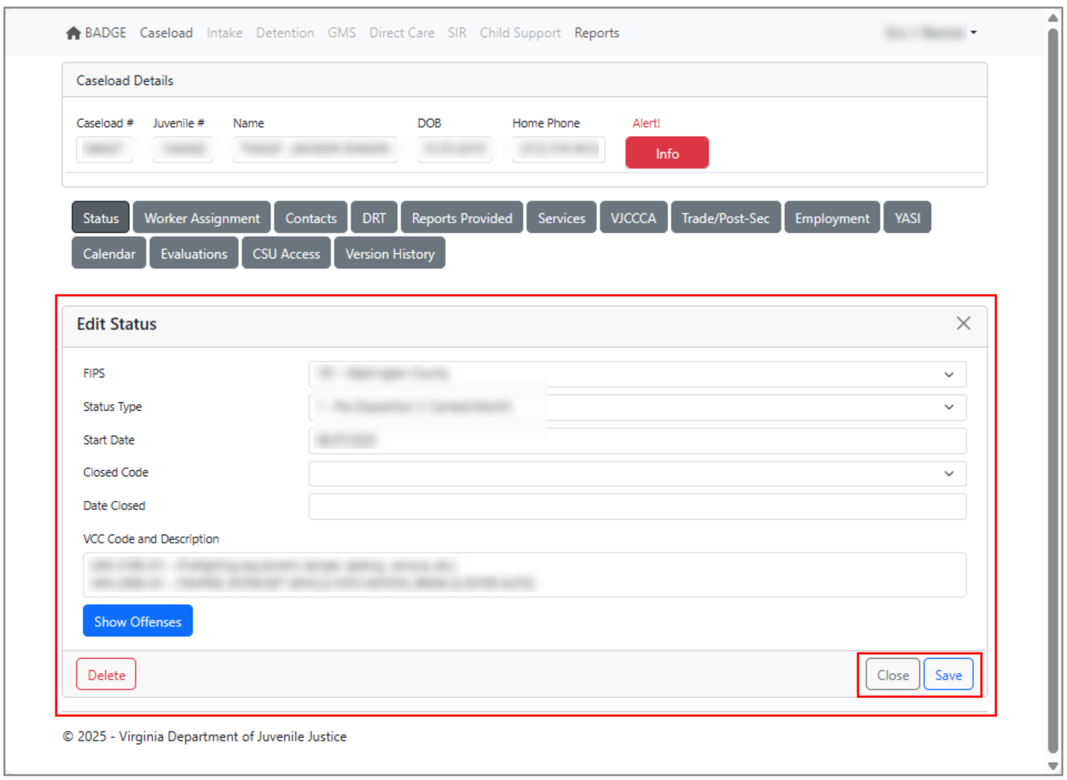


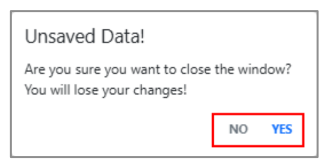
iii. Click the **Close** button on the *Intake Offense History* window and the user will return to the *Edit Status* window.



c. **Close Button**

i. From the _Edit Status_ window, (i) click the **Close** button and the _Unsaved Data!_ warning window will appear. (ii) (a) Click the **NO** button to return to the _Edit Status_ window or (ii) (b) click the **YES** button to discard the changes and return to the **Status Info** table on the *Status* tab.





d. **Save Button**

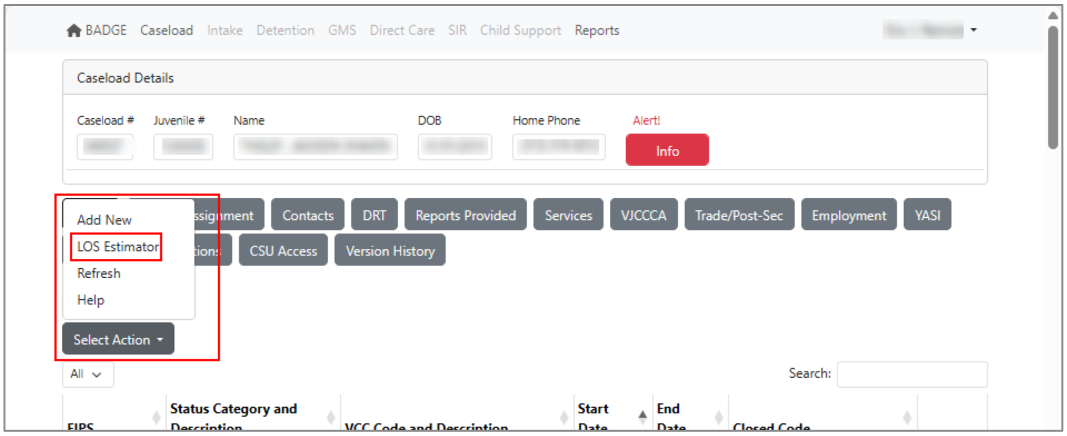
ii. From the _Edit Status_ window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Status Info** table on the *Status* tab.

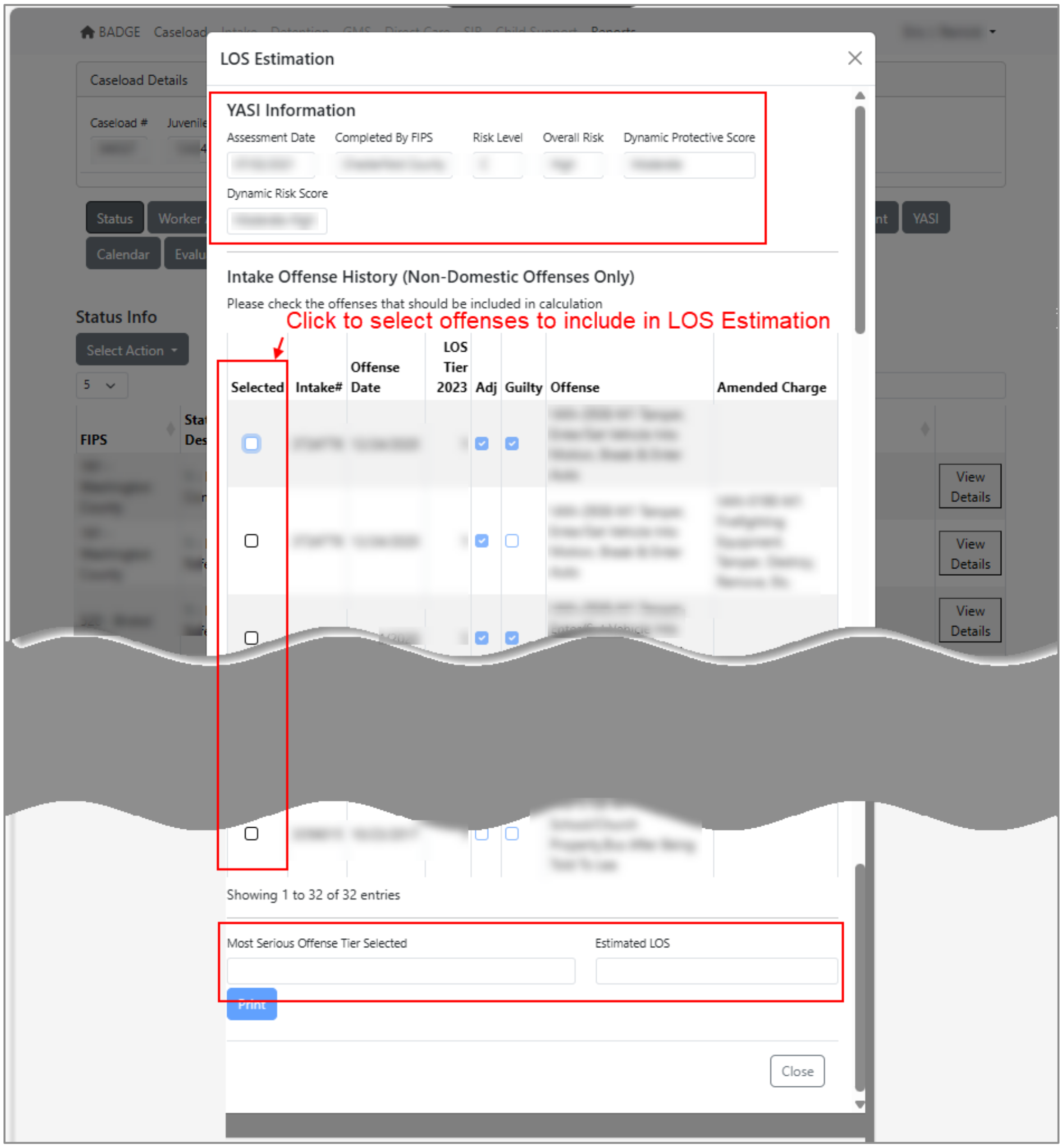
Refer to the Offense History Manual for instructions on using the _Offense History_.

f. **Select Action - LOS Estimator**

i. Select the **LOS Estimator** option from the **Select Action** drop-down menu button and the *LOS Estimation* window will appear. The top of the window displays the most recent **YASI Information** for the juvenile to include, **Assessment Date**, **Completed by FIPS**, **Risk Level**, **Overall Risk**, **Dynamic Protective Score**, and **Dynamic Risk Score**.

ii. Click the **Selected** checkbox beside the desired offense(s). Select ONLY the offense(s) that are 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* window.

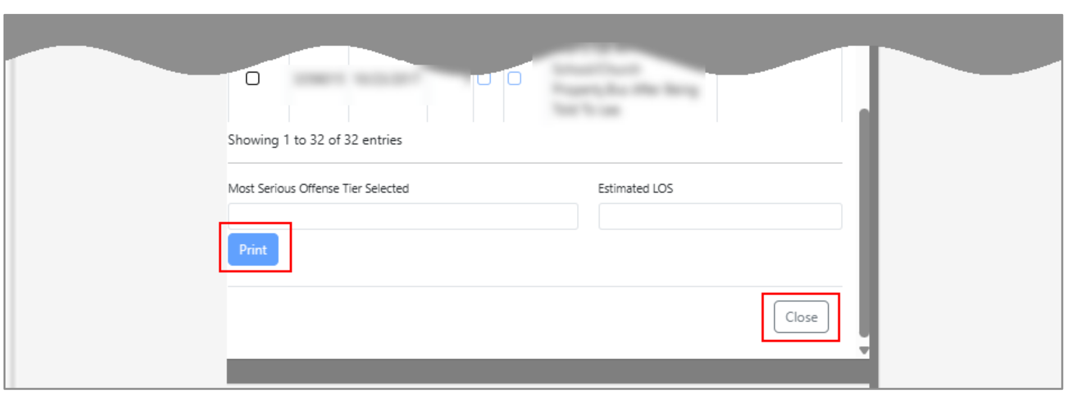


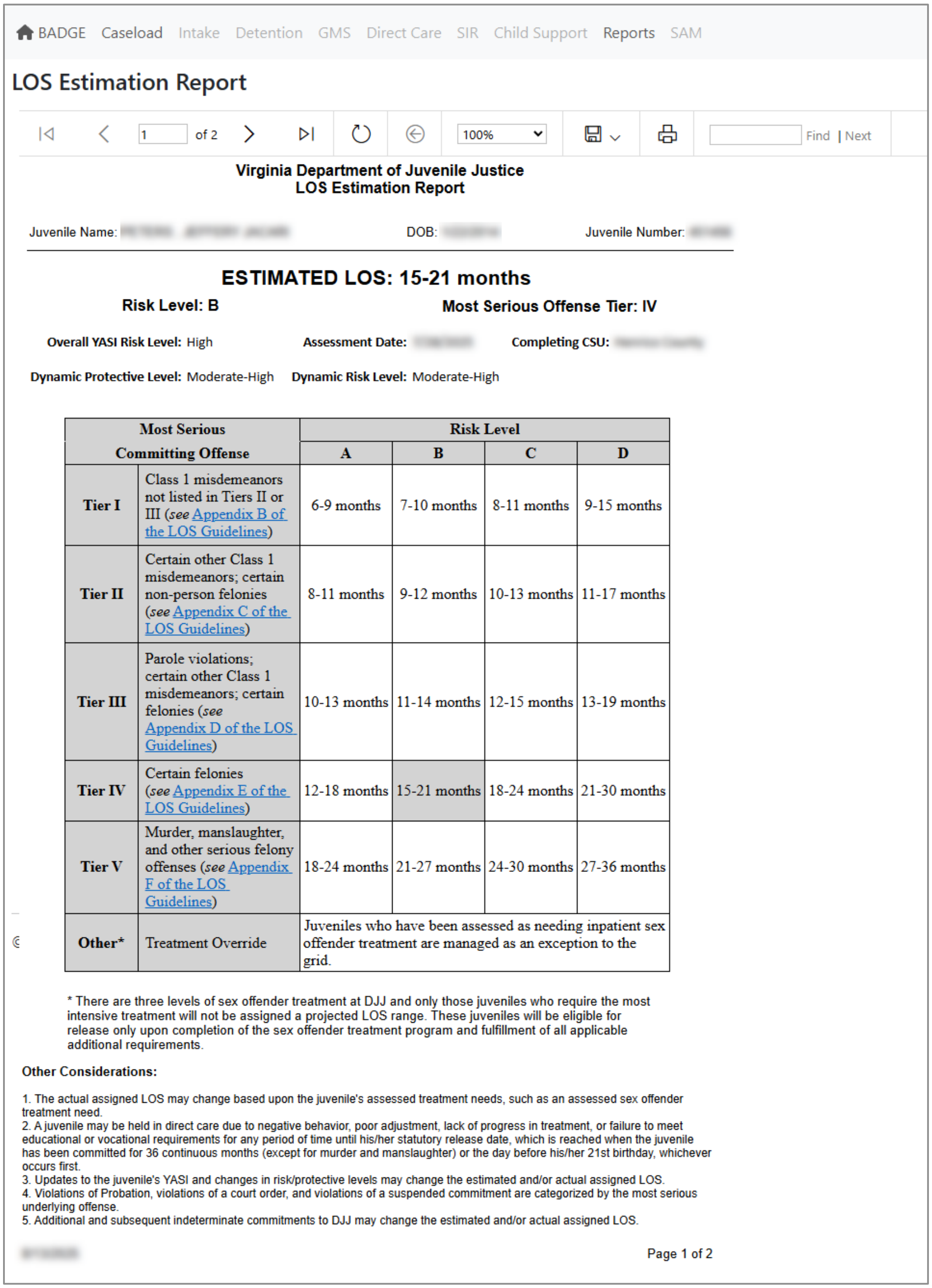


1. **Print Button**
   a. Click the **Print** button to generate a *LOS Estimation Report* which will list the Estimated LOS, Risk Level, Most Serious Offense Tier, and other related information.
2. **Close Button**
   a. Click the **Close** button to return to the **Status Info** table on the *Status* tab.

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 window will change based on the most serious selected offense(s).





BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

LOS Estimation Report

1 of 2 100% Find | Next

Virginia Department of Juvenile Justice
LOS Estimation Report

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

ESTIMATED LOS: 15-21 months

Risk Level: B **Most Serious Offense Tier: IV**

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

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

Most Serious Committing Offense		Risk Level A	B	C	D
Tier I	Class 1 misdemeanors not listed in Tiers II or III (*see* Appendix B of the LOS Guidelines)	6-9 months	7-10 months	8-11 months	9-15 months
Tier II	Certain other Class 1 misdemeanors; certain non-person felonies (*see* Appendix C of the LOS Guidelines)	8-11 months	9-12 months	10-13 months	11-17 months
Tier III	Parole violations; certain other Class 1 misdemeanors; certain felonies (*see* Appendix D of the LOS Guidelines)	10-13 months	11-14 months	12-15 months	13-19 months
Tier IV	Certain felonies (*see* Appendix E of the LOS Guidelines)	12-18 months	15-21 months	18-24 months	21-30 months
Tier V	Murder, manslaughter, and other serious felony offenses (*see* Appendix F of the LOS Guidelines)	18-24 months	21-27 months	24-30 months	27-36 months
Other*	Treatment Override	Juveniles 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 and fulfillment of all applicable additional requirements.

Other Considerations:

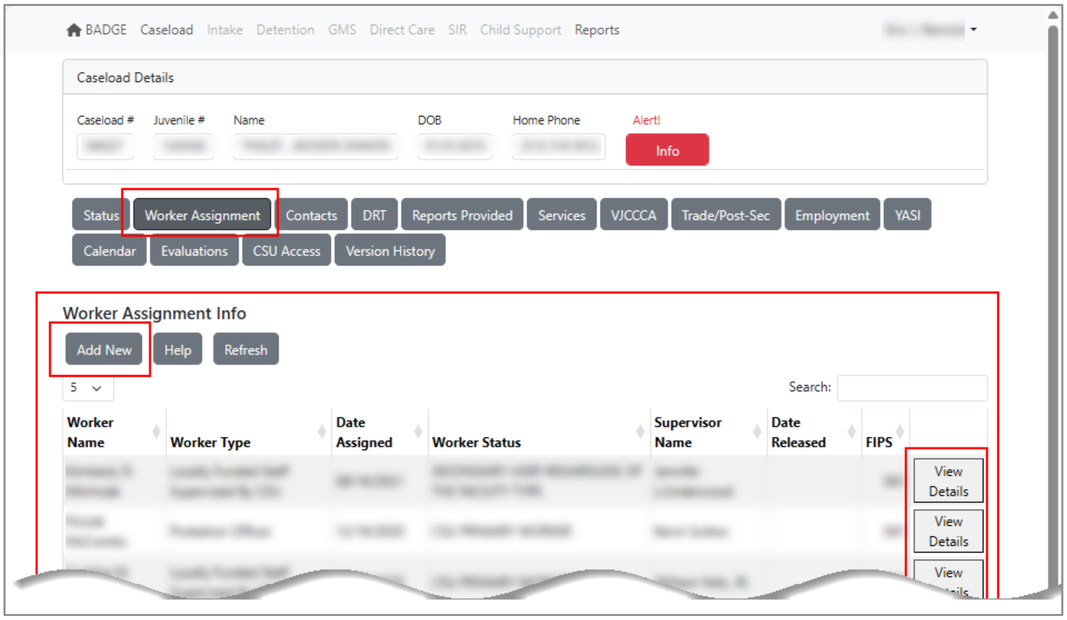
1. The actual assigned LOS may change based upon the juvenile's assessed treatment needs, such as an assessed sex offender treatment need.
2. A juvenile may be held in direct care due to negative behavior, poor adjustment, lack of progress in treatment, or failure to meet educational or vocational requirements for any period of time until his/her statutory release date, which is reached when the juvenile has been committed for 36 continuous months (except for murder and manslaughter) or the day before his/her 21st birthday, whichever occurs first.
3. Updates to the juvenile's YASI and changes in risk/protective levels may change the estimated and/or actual assigned LOS.
4. Violations of Probation, violations of a court order, and violations of a suspended commitment are categorized by the most serious underlying offense.
5. Additional and subsequent indeterminate commitments to DJJ may change the estimated and/or actual assigned LOS.

[illegible] Page 1 of 2

2. **Worker Assignment Tab**
The **Worker Assignment Info** table on the bottom of the *Worker Assignment* tab displays the workers assigned to the selected juvenile's case. The table displays Worker Name, Worker Type, Date Assigned, Worker Status, Supervisor Name, Date Released, and FIPS information. This window allows primary and secondary workers to be added to, edited, or deleted from a case.

The **Add New** button allows the user to access the *Add New Worker Assignment* pop-up form to add a new **Worker Assignment** record.

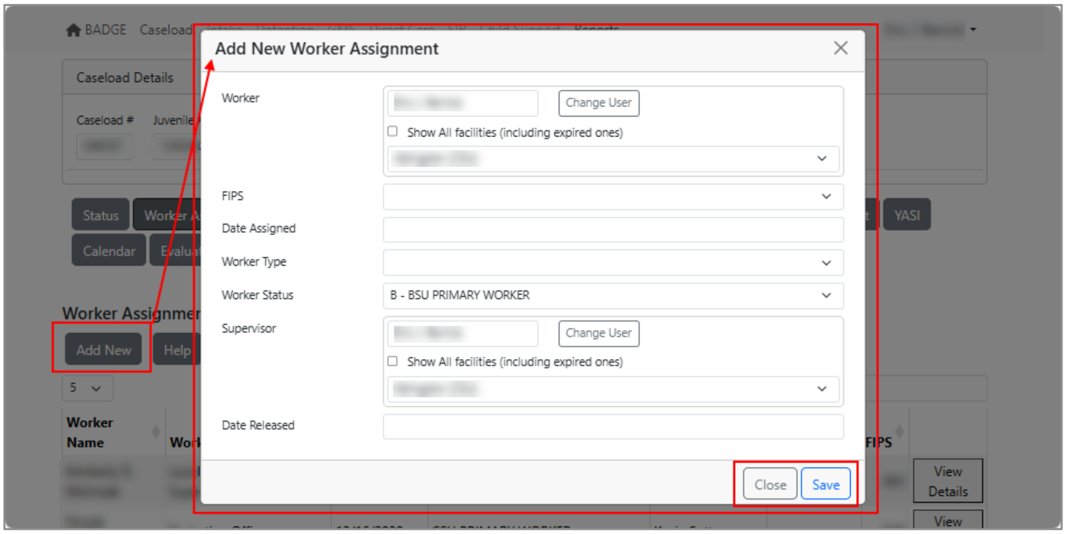
The **View Details** button allows the user to access the *Edit Worker Assignment* pop-up form to view, edit, or delete a **Worker Assignment** record.

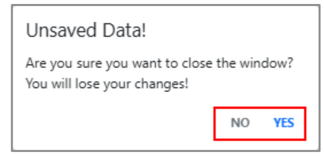


a. **Add New Button**
   i. To assign a new worker click the **Add New** button and the *Add New Worker Assignment* pop-up form will appear.
   ii. The name in the **Worker** field will auto-populate with the name of user who is currently logged onto the BADGE application and the **Supervisor** field will auto-populate with the name of that user's assigned supervisor. Click the **Change User** button adjacent to the **Worker** or **Supervisor** field to select a name for a different employee.

Refer to the Caseload - Search By User section for instructions on using the **Change User** button.

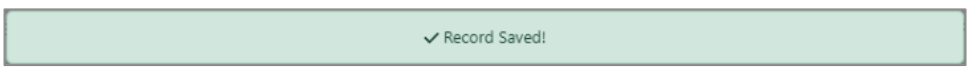
   iii. Select the desired (i) **FIPS**, (ii) **Worker Type**, and (iii) **Worker Status** from the corresponding drop-down fields. Select the (iv) **Date Assigned** and the (v) **Date Released** (if required) from the corresponding calendar drop-down fields.
   iv. **Close Button**
      a. From the *Add New Worker Assignment* pop-up form, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Worker Assignment* pop-up form or (ii) (b) click the **YES** button to discard the changes and return to the **Worker Assignment Info** table on the *Worker Assignment* tab.





v. **Save Button**

a. From the *Add New Worker Assignment* pop-up form, click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the **Worker Assignment Info** table on the *Worker Assignment* tab.

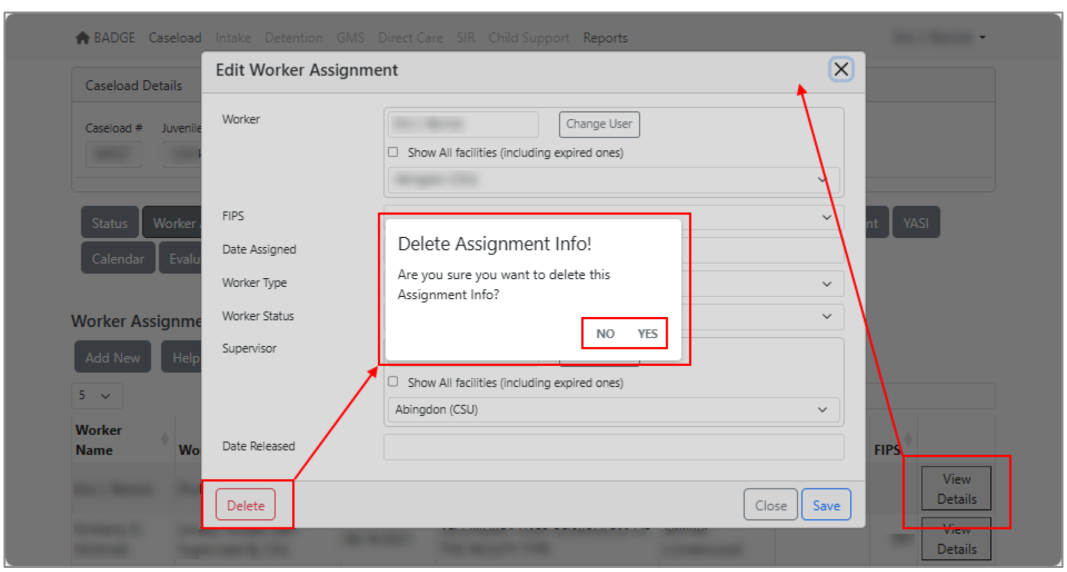


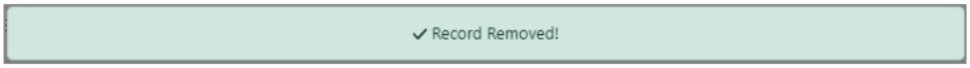
Multiple primary workers can be added to a single case if they are from different FIPS. Multiple secondary workers can be added to a single case regardless of FIPS.

b. **View Details Button / Edit OR Delete an Existing Worker Assignment**

i. **Delete an Existing Worker Assignment / Edit Worker Assignment Pop-up Form**

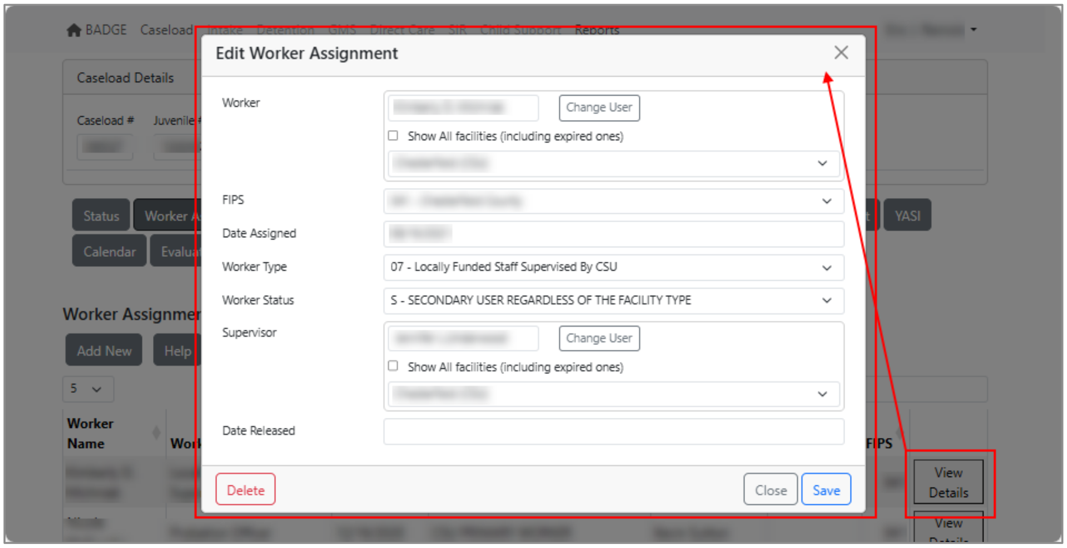
1. On the *Worker Assignment* tab **Worker Assignment Info** table (i) click the **View Details** button adjacent to the worker assignment record to be deleted and the *Edit Worker Assignment* pop-up form will appear. On the *Edit Worker Assignment* pop-up form, (ii) click the **Delete** button and the *Delete Assignment Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Worker Assignment* pop-up form or (iii) (b) click the **YES** button to delete the worker assignment record, a “Record Removed!” notification will briefly appear, and the user will return to the **Worker Assignment Info** table on the *Worker Assignment* tab.





ii. **Edit an Existing Worker Assignment / Edit Worker Assignment Pop-up Form**

1. On the *Worker Assignment* tab **Worker Assignment Info** table (i) click the **View Details** button adjacent to the worker assignment record to be edited and the *Edit Worker Assignment* pop-up form will appear. The *Edit Worker Assignment* pop-up form mirrors the *Add New Worker Assignment* pop-up form. To edit the worker assignment, (ii) follow the instructions detailed in the Add New Button section above.



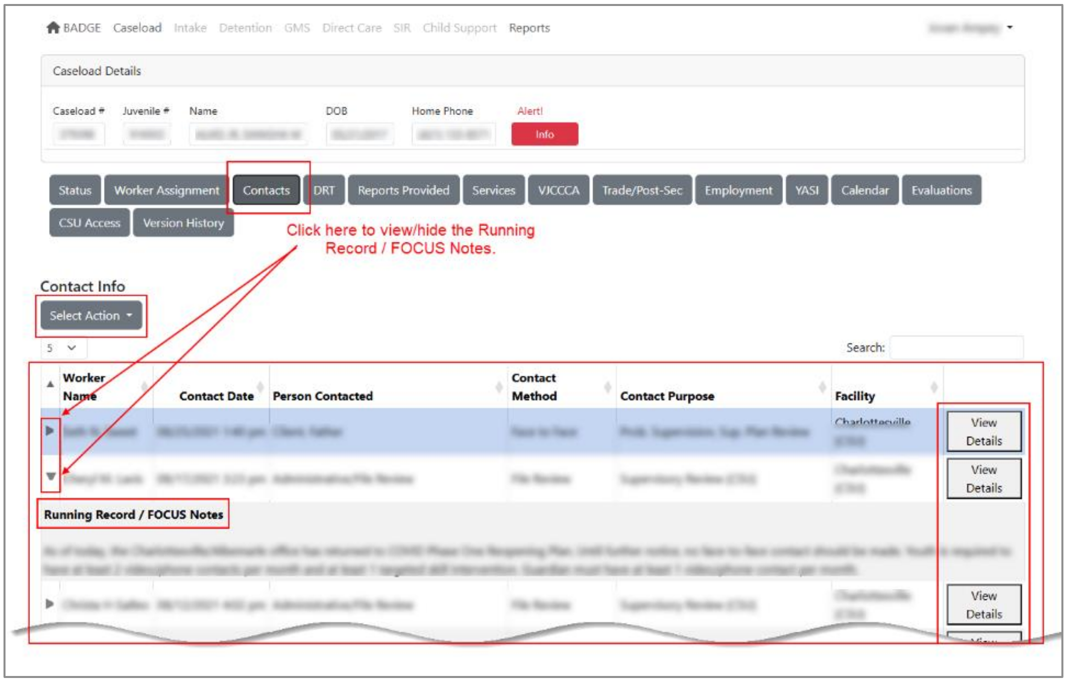
- The **Supervisor** should NOT be edited unless added in error.
- To change the assigned worker or supervisor, the existing entry MUST be closed out and a new assignment MUST be created.
- Only users with sufficient privileges can add, edit, or delete workers and their data.

3. **Contacts Tab**

The **Contact Info** table on the bottom of the *Contacts* tab displays all documented case contacts. The table displays the Worker Name, Contact Date, Person Contacted, Contact Method, Contact Purpose, and Facility information.

The **Select Action** drop-down menu button allows the user to perform the following actions: **Add New Contact**, **Copy Contact**, **Print Selected Contact**, **Running Record Report**, **Refresh** and **Help**.

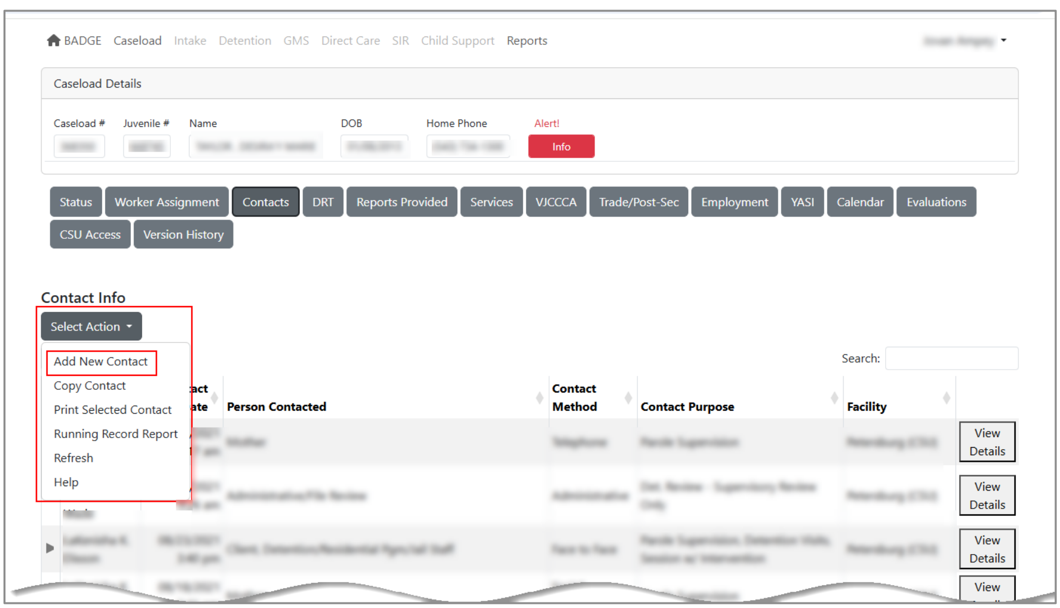
The **View Details** button allows the user to access either the *Edit Contact* (if the user originally added the contact) window or *View Contact Details* (if another user added the contact) window to view, edit, or delete a contact info record.



- The *Contacts* tab can be directly accessed from the *Current Caseload Assignment* screen by clicking the **Caseload Contacts** button.
- Click the right-facing arrow next to the record to view the Running Records/FOCUS Notes.
- Click the down-facing arrow next to the record to hide the Running Records/FOCUS Notes.

a. **Select Action - Add New Contact**

To add a new contacts record, select the **Add New Contact** option from the **Select Action** drop-down menu button and the *Add New Contact* window will appear on the bottom of the *Contacts* tab.



i. **Add New Contact Window**

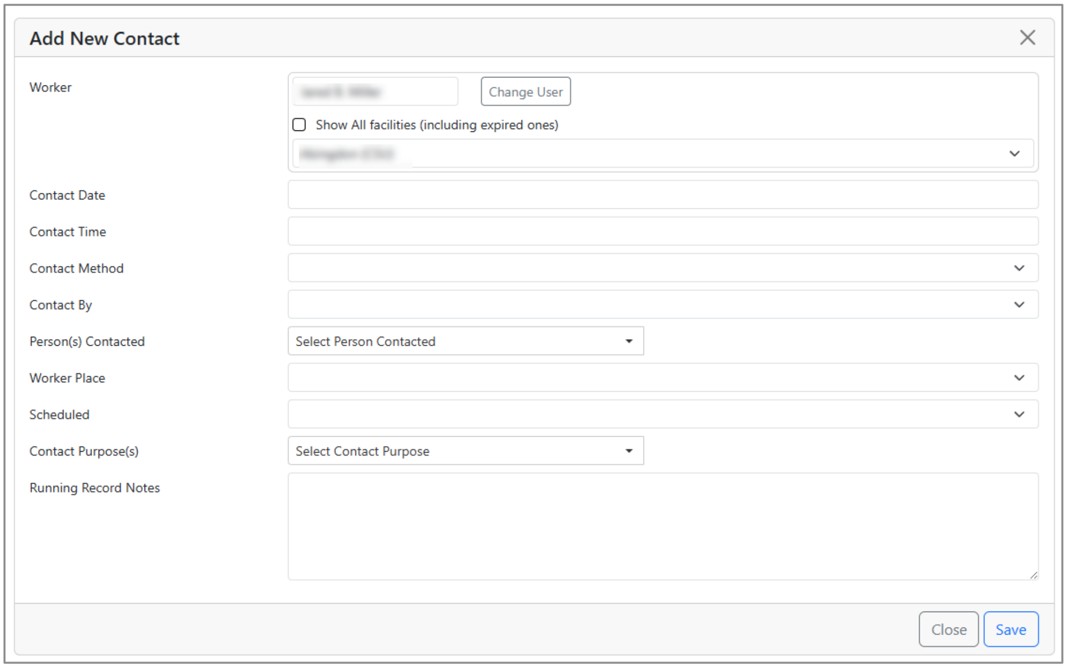
1. The name in the **Worker** field will auto-populate with the user name that is currently logged onto the BADGE application. Click the **Change User** button adjacent to the **Worker** field to select a name for a different employee.

Refer to the Caseload - Search By User section for instructions on using the **Change User** button.

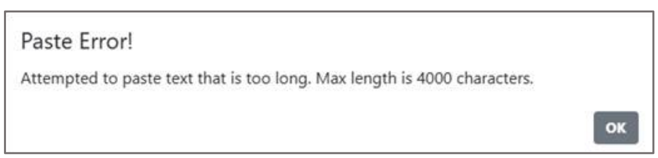
2. Select the (i) **Facility** from the corresponding drop-down field. Select the (ii) **Contact Date** and

(iii) **Contact Time** using the calendar drop-down and time field buttons.

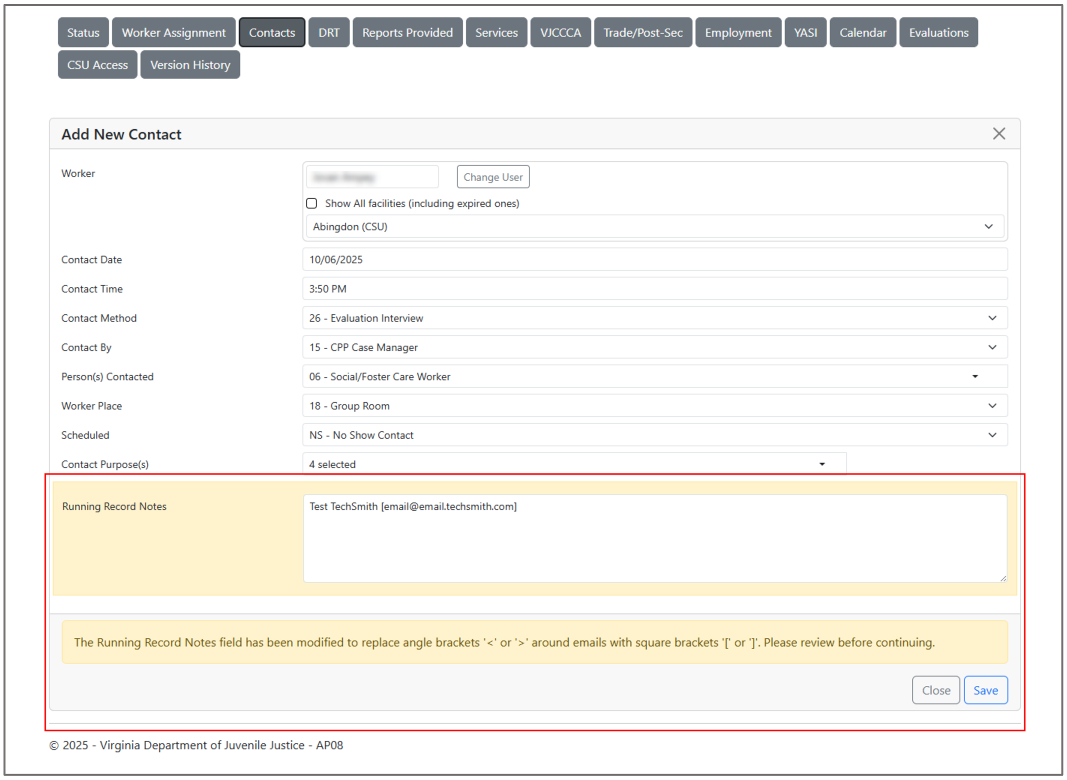
3. Select the (i) **Contact Method**, (ii) **Contact By**, (iii) **Person(s) Contacted**, (iv) **Contact Place**, and (v) **Scheduled**, and (v) **Contact Purpose(s)** from the corresponding drop-down fields.
4. Select **Contact Purpose(s)** from the corresponding drop-down field. If the user selects **Contact Purpose(s)** type “63 - FOCUS,” the user is required to click the **Focus Info** button to add information to the **Comments** textbox using the *Add Focus Data* window. See the **Focus Info Button** section immediately 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).



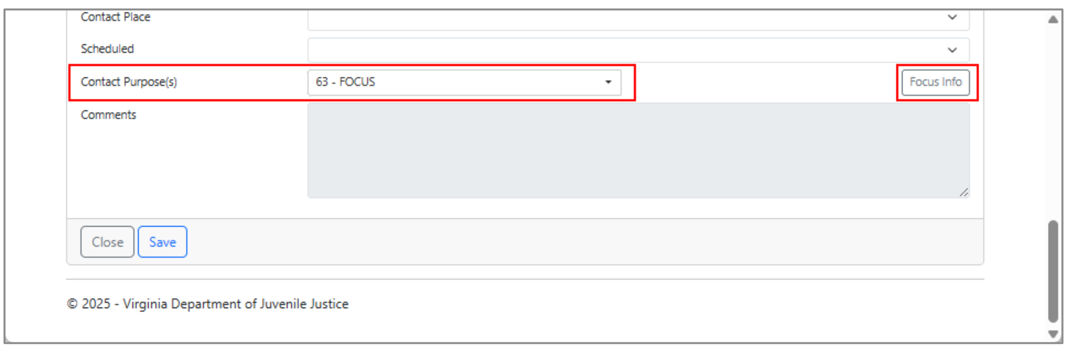
If the user attempts to paste text into the Running Record Notes field that exceeds the 4,000-character limit, an error message be displayed. Consequently, no text will be pasted into the field.



When the user copies and pastes an email address into the Running Record Notes field, the angle brackets (“<” and “>”) will be converted to square brackets (“[“ and “]”) to allow record to save.

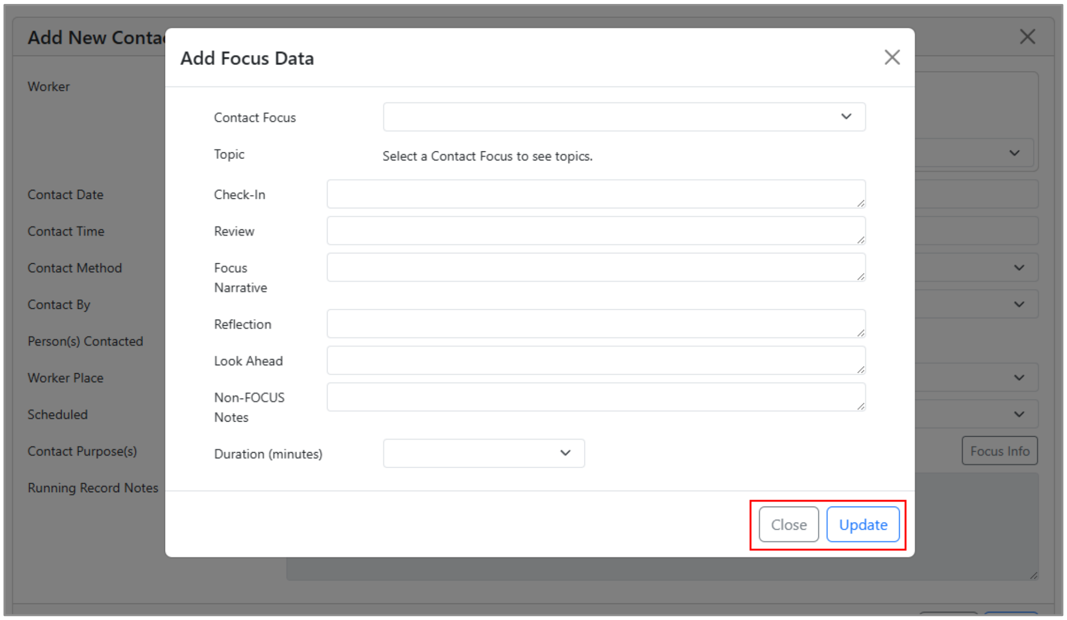
a. **Focus Info Button**

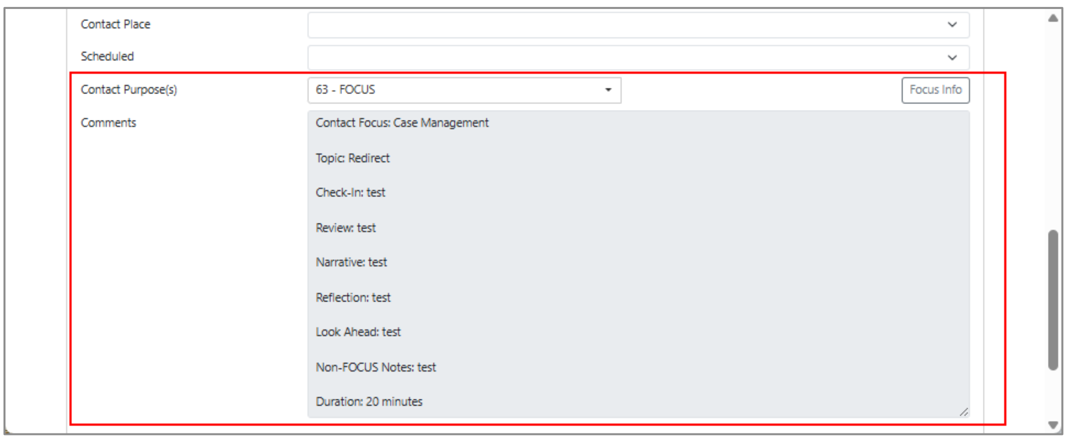
i. When the user selects **Contact Purpose(s)** type “63 - FOCUS” while adding or editing a contact record, the **Focus Info** button will become accessible. Click the **Focus Info** button and the _Add Focus Data_ window will appear.



ii. **Add Focus Data Window**

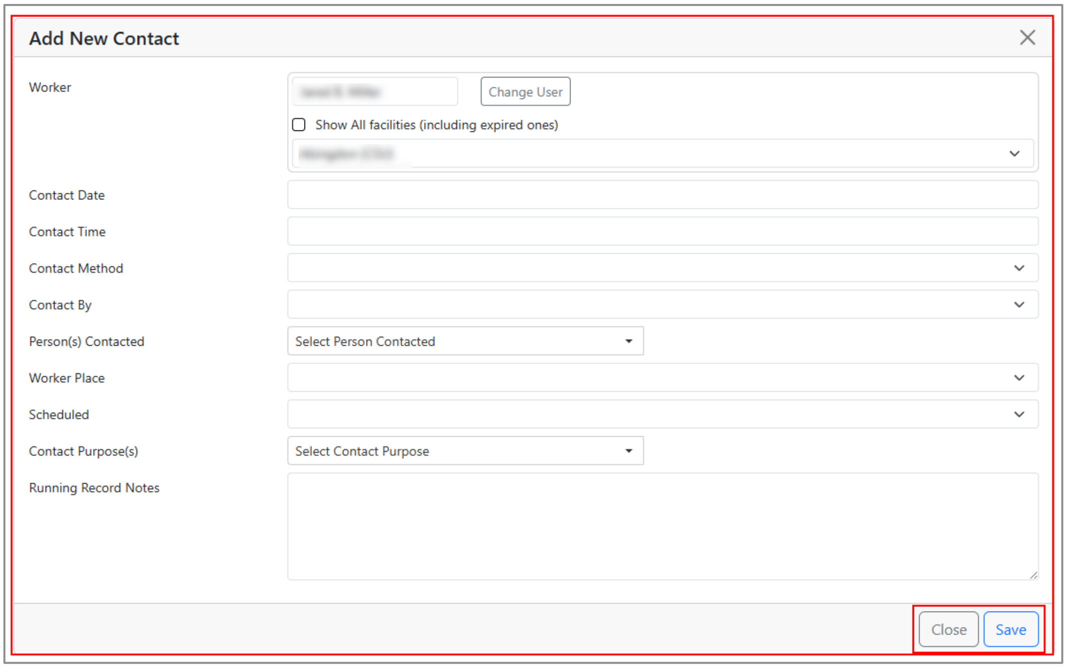
1. Select the appropriate value from the (i) **Contact Focus** and (ii) **Topic** drop-down fields. Enter text as required in the (iii) **Check-in**, (iv) **Review**, (v) **Focus Narrative**, (vi) **Reflection**, (vii) **Look Ahead**, and (viii) **Non-Focus Notes** text fields, and select a value from the (ix) **Duration (minutes)** drop-down field.
2. Click the **Update** button, a “Focus data updated…” notification will briefly appear, and the information entered on the _Add Focus Data_ window will appear in the **Comments** textbox on the _Add New Contact_ window.
3. Click the **Close** button to discard any changes and return to the _Add New Contact_ window.

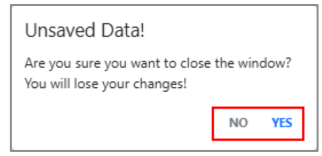




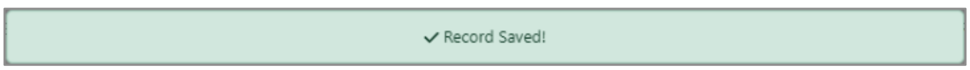
- The value selected from the **Contact Focus** drop-down field will determine the available values in the **Topic** drop-down field and the accessible text fields on the *Add Focus Data* window.
- When the user clicks the **Focus Info** button, any existing data in the **Comments** textbox on the *Add New Contact* window will be overwritten by the data entered on the *Add Focus Data* window when the **Update** button is clicked. To save the change to the **Comments** textbox the user must click the **Save** button on the *Add New Contact* window.

5. Type a detailed narrative of the contacts entry in the **Comments** textbox for all new contact entries that are not **Contact Purpose(s)** type “63 - FOCUS.”
6. **Close Button**
   a. From the *Add New Contact* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Contact* window or (ii) (b) click the **YES** button to discard the changes and return to the **Contact Info** table on the *Contacts* tab.



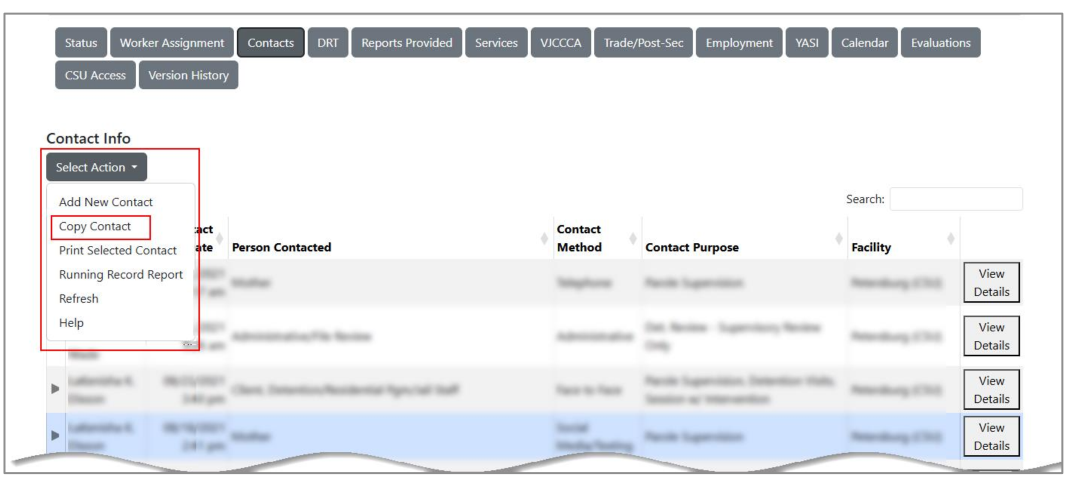


7. **Save Button**
   a. From the *Add New Contact* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Contact Info** table on the *Contacts* tab.



b. **Select Action - Copy Contact**
   i. From the **Contact Info** table on the *Contacts* tab, select the desired contact record to be copied and the row will be highlighted in blue.
   ii. Select the **Copy Contact** option from the **Select Action** drop-down menu button and the *Add New Contact* window will appear pre-populated with the information contained in the copied contact record.
   iii. To edit the contact record, follow the instructions detailed in the Add New Contact Window section above.

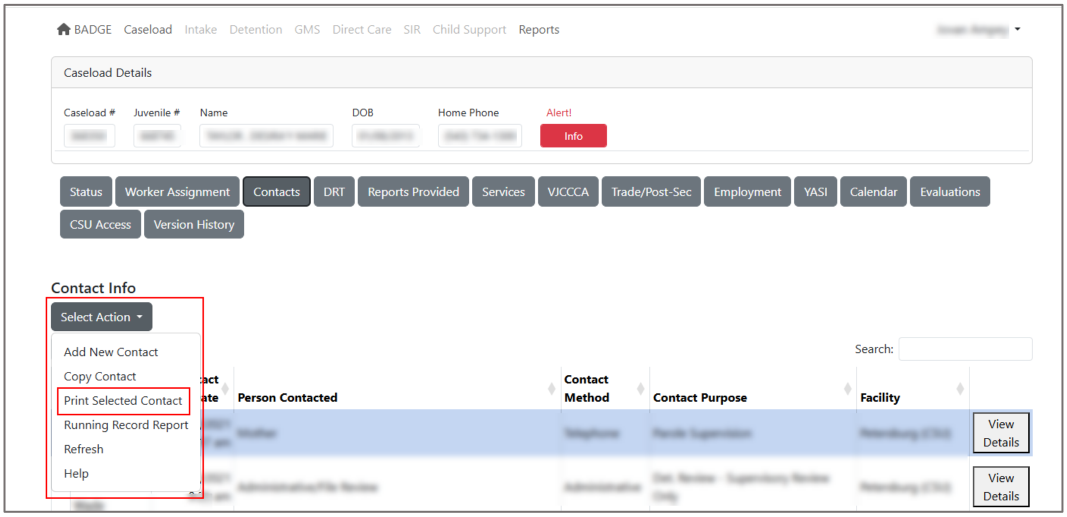
If a contact entry is copied that contains **Contact Purpose(s)** type "63 - FOCUS," the user must utilize the **Focus Info** button to access the *Add Focus Data* window and add all information as necessary. See the Focus Info Button section in the **Add New Contact Window** section above for detail.

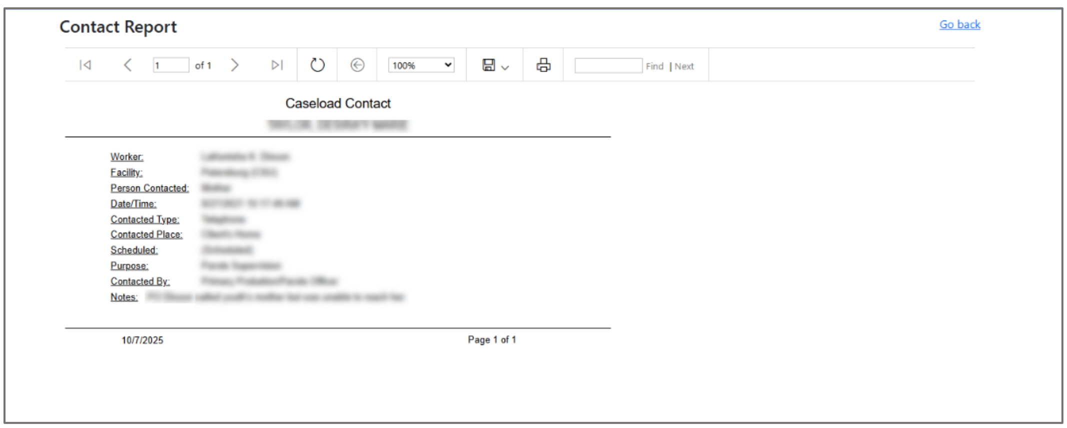


c. **Select Action – Print Selected Contact**

i. From the **Contact Info** table on the *Contacts* tab, select the desired contact record to be printed and the row will be highlighted in blue.

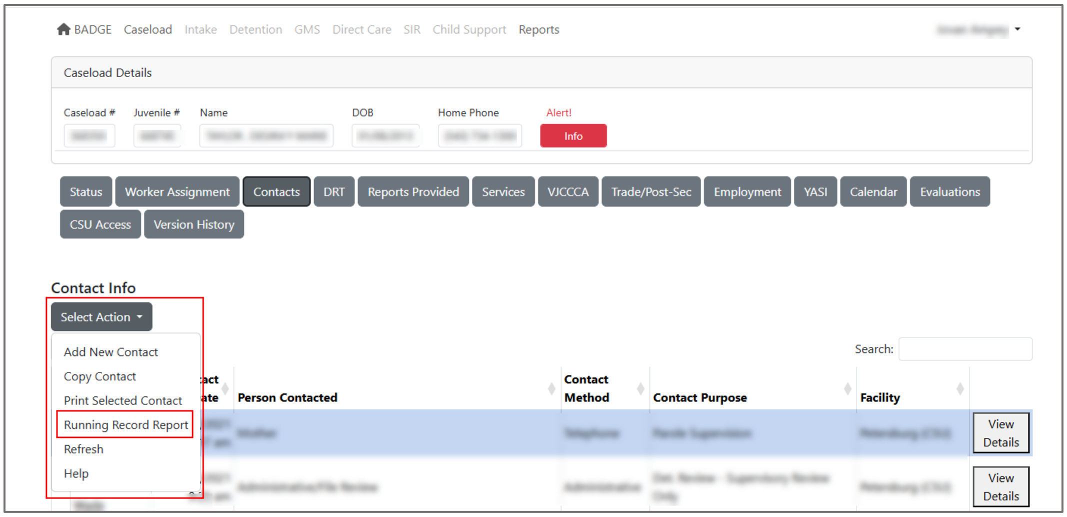
ii. To generate the *Contact Report* click the **Print Selected Contact** option from the **Select Action** drop-down menu button and the *Contact Report* window will appear displaying the **Caseload Contact** information. For each contact, the *Contact Report* will display Worker, Facility, Person Contacted, Date/Time, Contacted Type, Contacted Place, Scheduled, Purpose, Contacted By, and Notes.





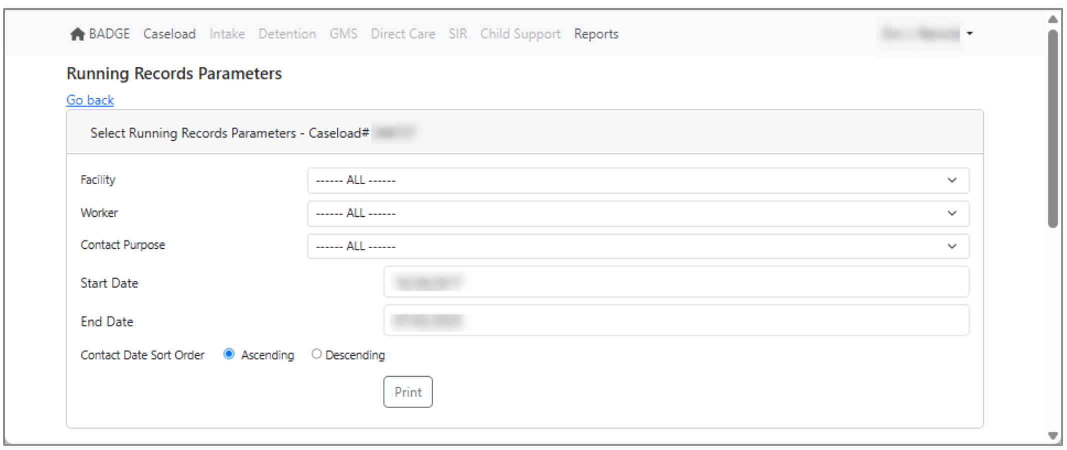
d. **Select Action - Running Record Report**

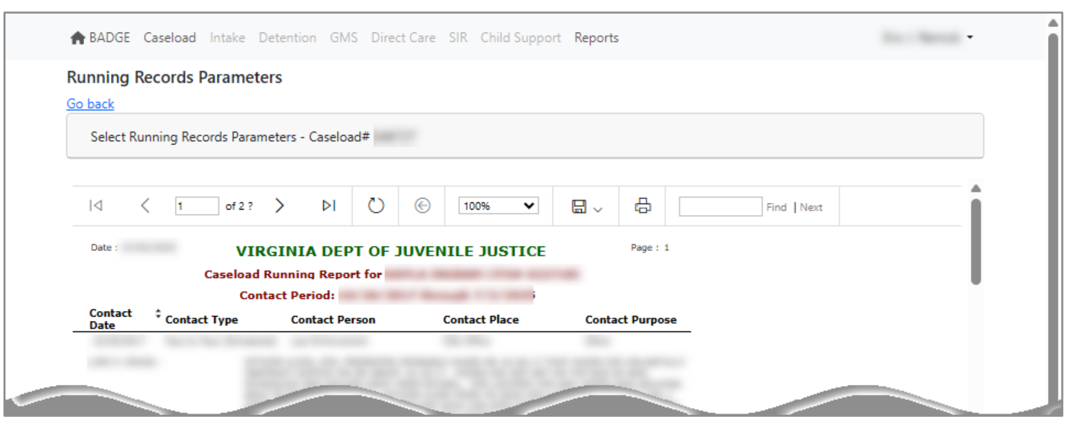
i. Select the **Running Record Report** option from the **Select Action** drop-down menu button and the *Running Record Parameters* window will appear.

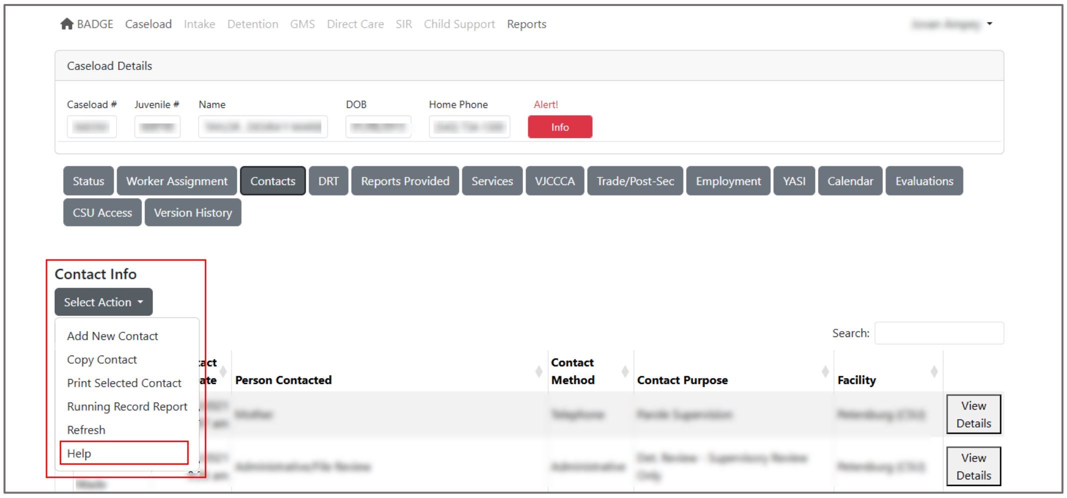


ii. Select the (i) **Facility**, (ii) **Worker**, and (iii) **Contact Purpose** from the corresponding drop-down fields. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down fields. (vii) Click the desired **Ascending** or **Descending** radio button to set the report **Contact Date Sort Order.**

iii. Click the **Print** button to generate the *Caseload Running Report for [Juvenile]*. The report will display <u>Contact Date</u>, <u>Contact Type</u>, <u>Contact Person</u>, <u>Contact Place</u>, and <u>Contact Purpose</u> for the timeframe specified.



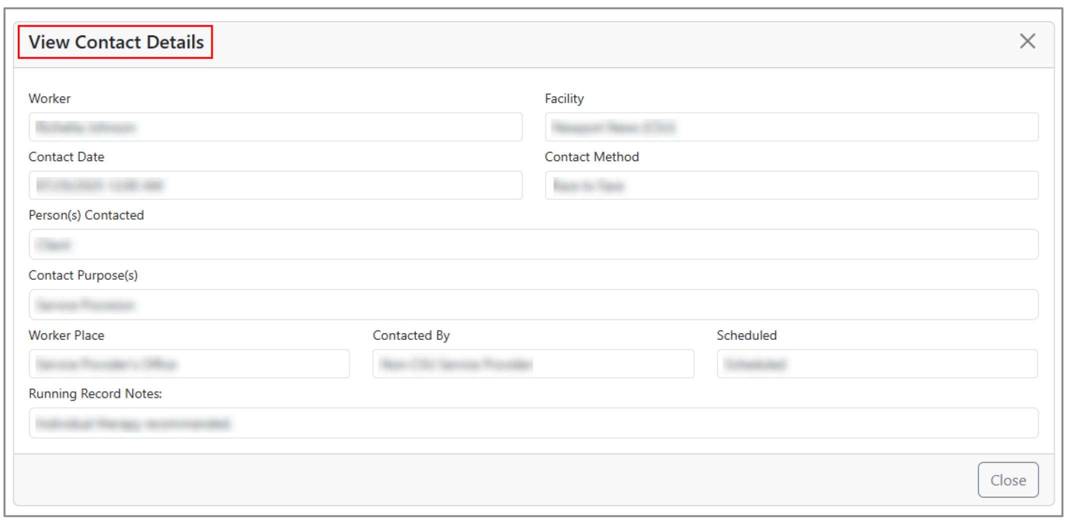




e. **View Details Button / View, Delete, OR Edit a Contact Info Record**

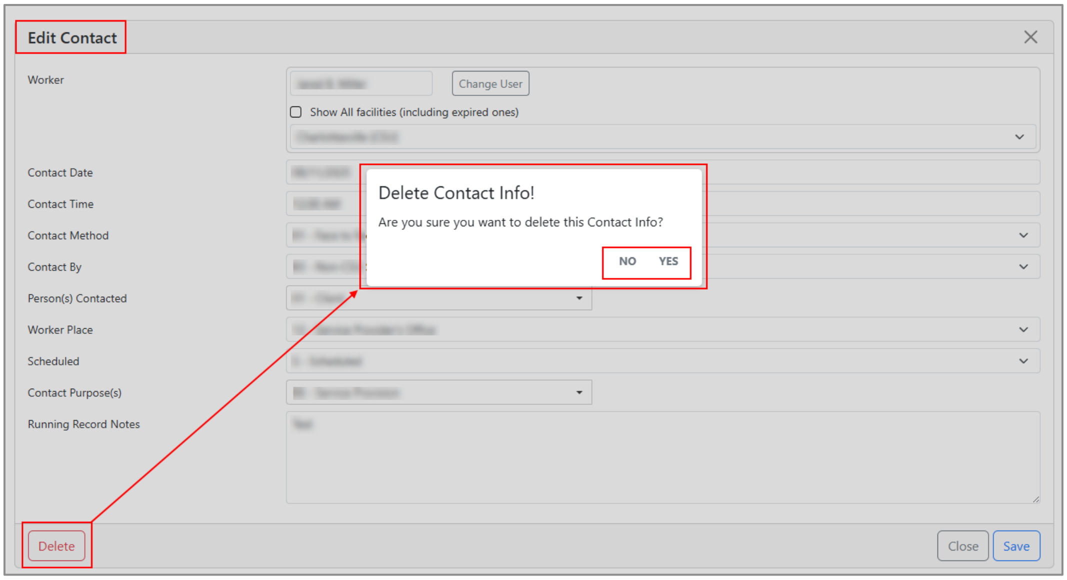
i. **View Contact Info Record / View Contact Details Window**

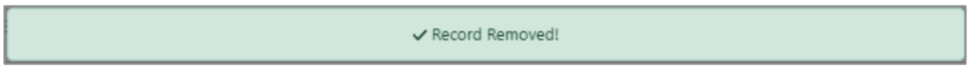
1. To view a contact info record that is locked for editing or deletion: on the *Contacts* tab **Contact Info** table (i) click the **View Details** button adjacent to the status record to be accessed and the **read-only** *View Contact Details* window will appear. (ii) Click the **Close** button and the user will return to the **Contact Info** table on the *Contacts* tab.



ii. **Delete Contact Info Record / Edit Worker Assignment Pop-up Form**

1. On the *Contacts* tab **Contact Info** table (i) click the **View Details** button adjacent to the contact info record to be deleted and the *Edit Contact* window will appear. On the *Edit Contact* window, (ii) click the **Delete** button and the *Delete Contact Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Contact* window or (iii) (b) click the **YES** button to delete the contact info record, a “Record Removed!” notification will briefly appear, and the user will return to the **Contact Info** table on the *Contacts* tab.





iii. **Edit Contact Info Record / Edit Worker Assignment Pop-up Form**

1. On the *Contacts* tab **Contact Info** table (i) click the **View Details** button adjacent to the contact info record to be edited and the *Edit Contact* window will appear. The *Edit Contact* window mirrors the *Add New Contact* window. To edit the contact info record, (ii) follow the instructions detailed in the Add New Contact Window section above.

4. **DRT Tab**

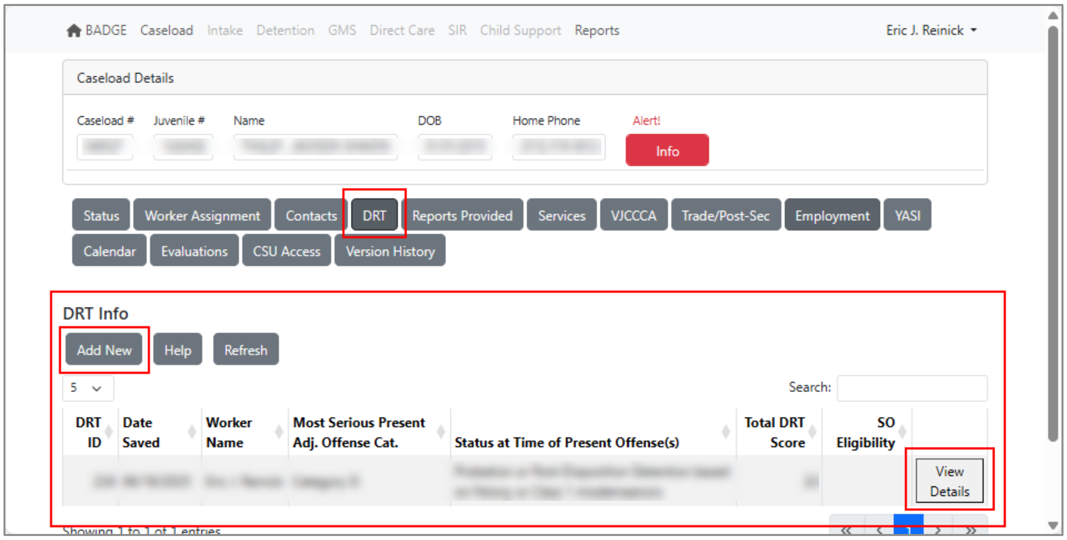
The *Caseload Details* window *DRT (Disposition Recommendation Tool)* tab is used by authorized staff to make dispositional recommendations to the court as part of the Social History Report. Users can review and revise offense information such as adjudication codes, adjudication dates, amended charges,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

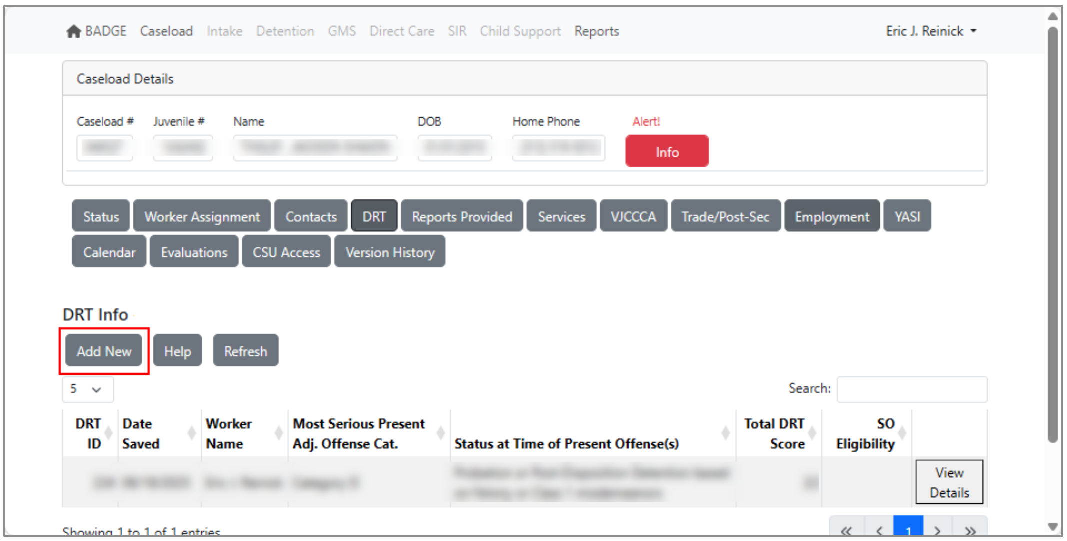
The **DRT Info** table on the *DRT* tab displays the DRT ID, Date Saved, Worker Name, Most Serious Present Adj. Offense Cat., Status at Time of Present Offense(s), Total DRT Score, and SO Eligibility information.

The **Add New** button allows the user to access the *Add New DRT* window to determine a new disposition recommendation and create a DRT record.

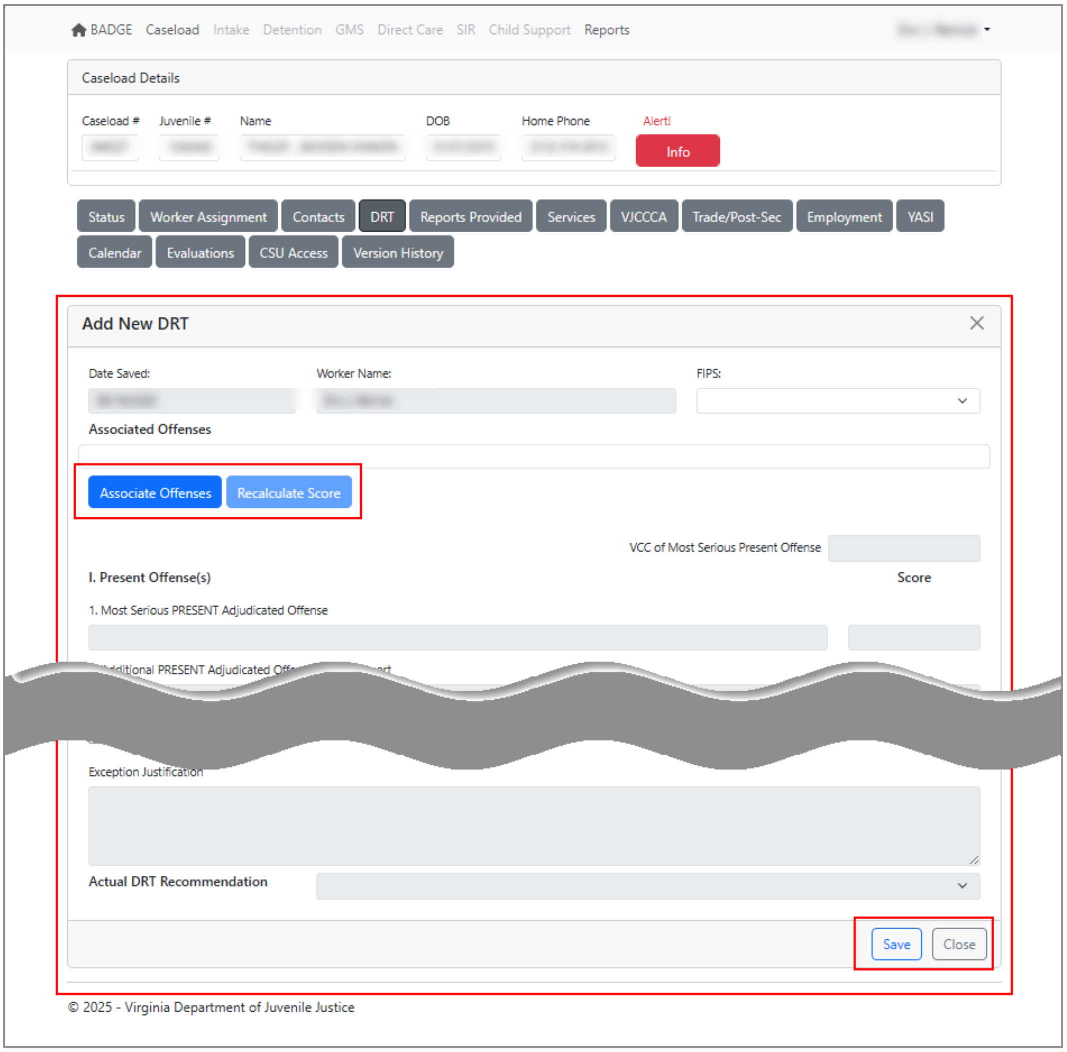
The **View Details** button allows the user to access the selected DRT record in the *DRT - ID#* window to view, edit, or delete an existing DRT record.



a. **Add New Button**
To create a new DRT, click the **Add New** button and the <u>*Add New DRT*</u> window will appear on the *DRT* tab.



i. **Add New DRT Window**
1. When the <u>*Add New DRT*</u> window appears, the **Date Saved** and **Worker Name** fields will auto-populate. Select the **FIPS** from the drop-down field button.
2. **Associate Offenses Button**
   a. To associate an offense(s) with the DRT click the **Associate Offenses** button and the <u>*Intake Offense History*</u> window will appear.

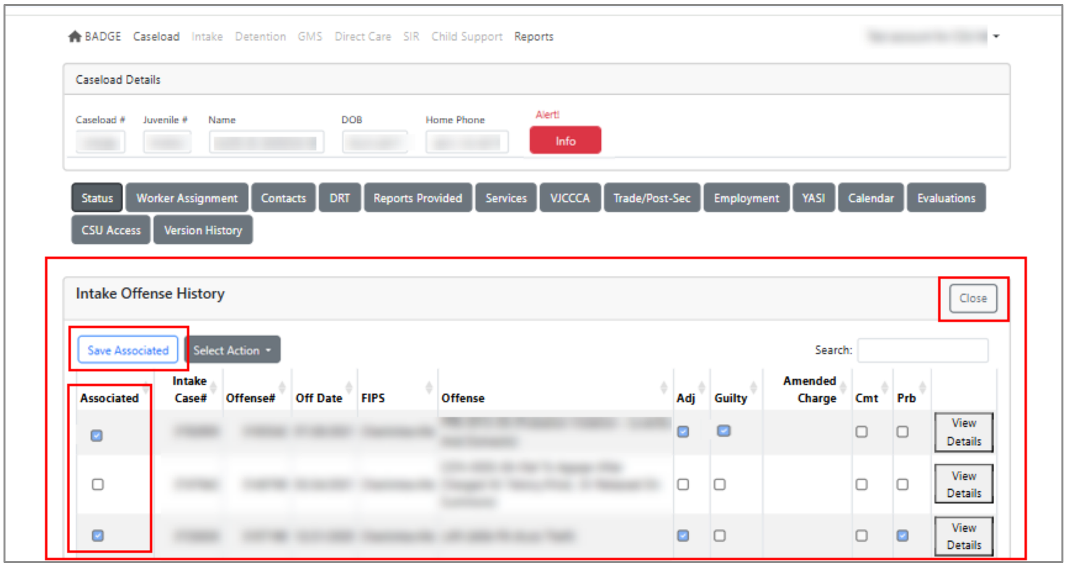


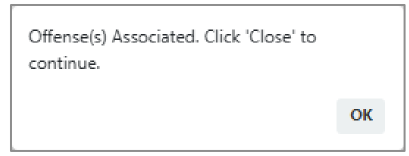
b. **Intake Offense History Window**

i. On the juvenile's *Intake Offense History* window, (i) place a check mark(s) in the corresponding **Associated** checkbox for the desired record(s), (ii) click the **Save Associated** button, and a window will appear confirming the "Offense(s) Associated." (iii) Click the **OK** button on the window to return to the *Intake Offense History* window.

ii. Click the **Close** button on the *Intake Offense History* window to return to the *Add New DRT* window.

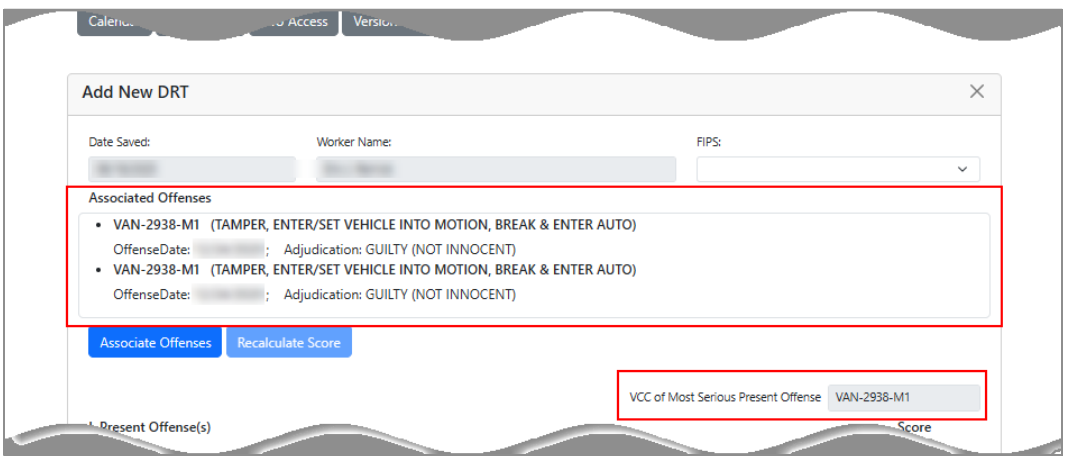
- Only **Associated Offenses** with adjudication codes "DS – Defer/Withheld Finding," "FG – Found Guilty by Circuit Court," "G – Guilty (Not Innocent)," "GA – Guilty in Absentia," or "GR – Granted" can be associated with a DRT.
- Multiple offenses can be associated with any given DRT.





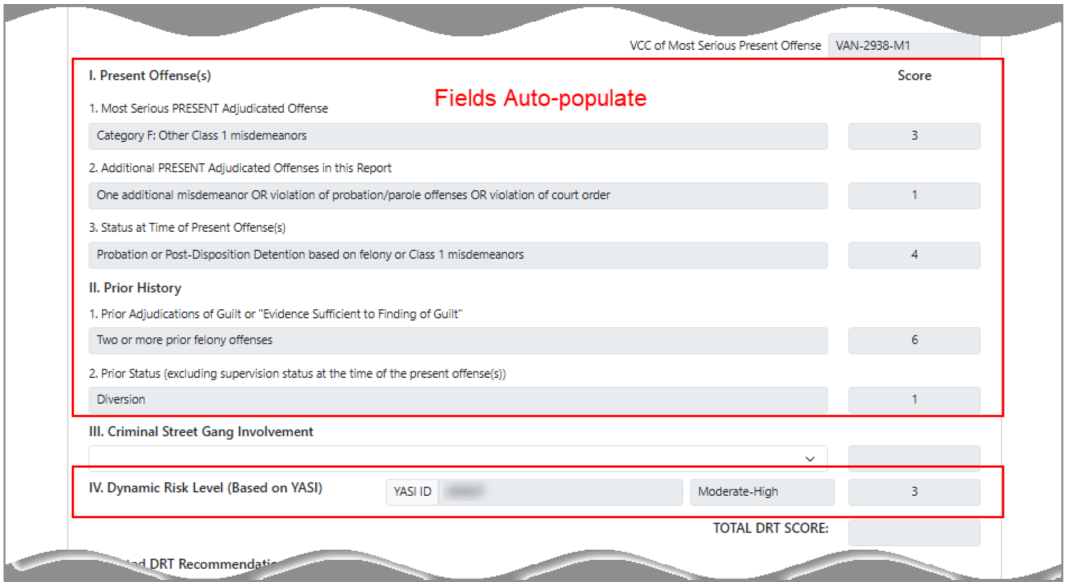
Refer to the [Edit Offense History] section for instructions to edit the associated offense(s)', offense history.
Refer to the [Offense History Manual] for instructions on using the *Offense History*.

3. When the user has completed the preceding steps to associate an offense(s) with the DRT, the **Associated Offenses** text field will auto-populate and display the associated offense information. Each associated offense record will display VCC Code, Offense Description, Offense Date, and Adjudication.
4. The **VCC of Most Serious Present Offense** field will auto-populate.

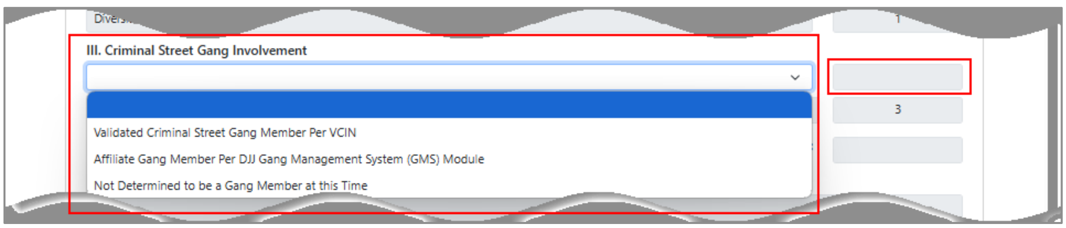


5. The fields contained in the **I. Present Offense(s)**, **II. Prior History**, and **IV. Dynamic Risk Level (Based on Yasi)** sections and corresponding **Score** fields will auto-populate.

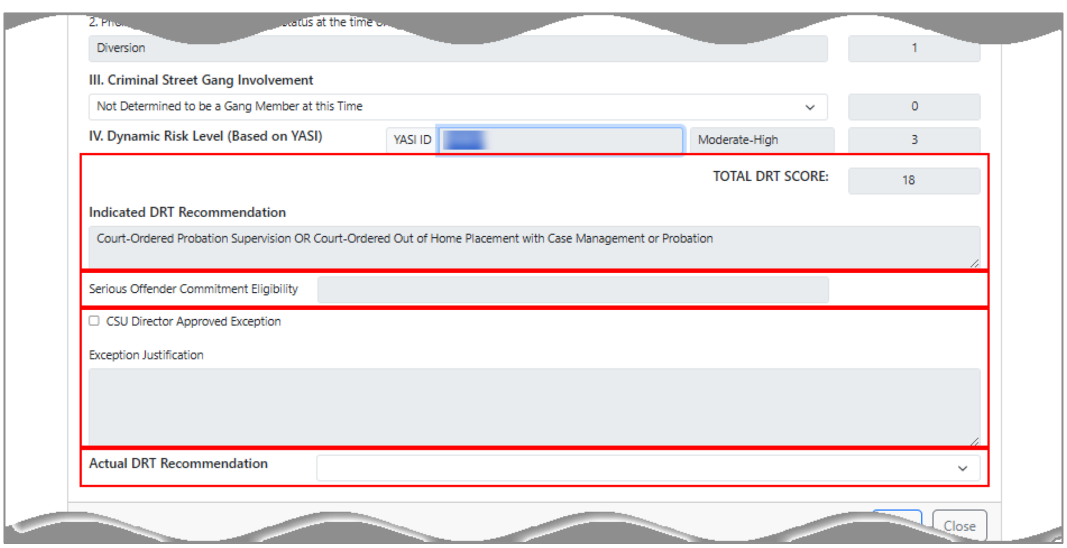
If none of the offenses selected meet BADGE system requirements for **Most Serious PRESENT Adjudicated Offense** in the **I. Present Offense(s)** section, the BADGE system will prevent the DRT record from being saved and display an error message that states: "The offenses selected do not meet the requirements 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**.



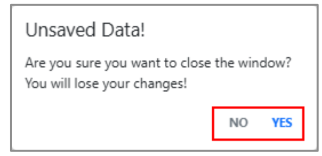
6. The user must select a value from the **III. Criminal Street Gang Involvement** drop-down menu and the corresponding **Score** field will auto-populate.



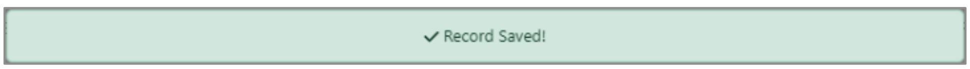
7. As the preceding items are completed the **TOTAL DRT SCORE** and **Indicated DRT Recommendation** will auto-populate.
8. If the juvenile meets the necessary criteria, the **Serious Offender Commitment Eligibility** field will auto-populate with the following statement, "The youth MAY be eligible for a serious offender commitment."
9. 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.
10. Select a value from the **Actual DRT Recommendation** drop-down menu.



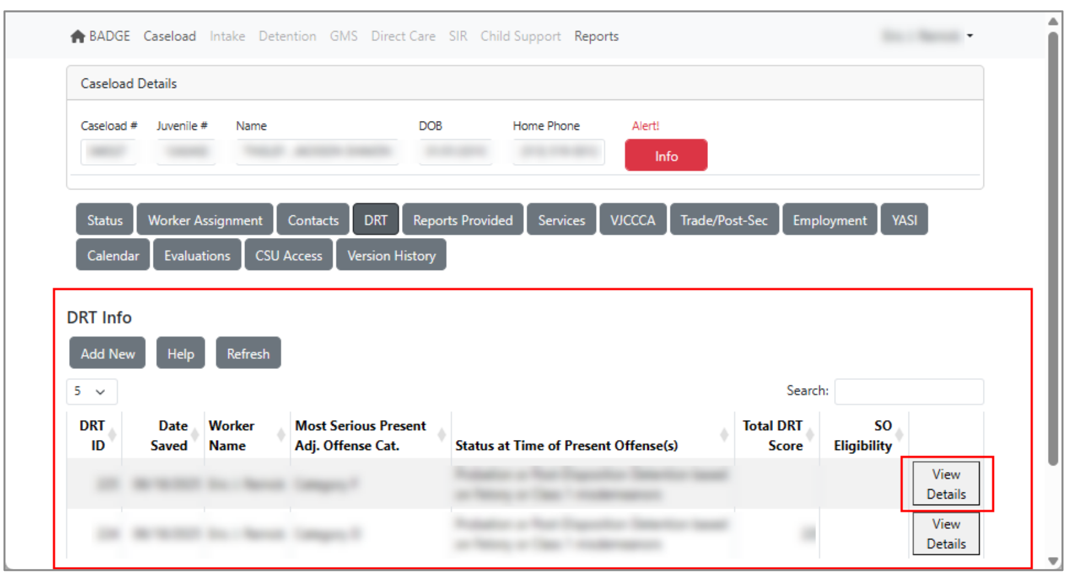
11. **Close Button**
    a. From the *Add New DRT* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New DRT* window or (ii) (b) click the **YES** button to discard the changes and return to the **DRT Info** table on the *DRT* tab.

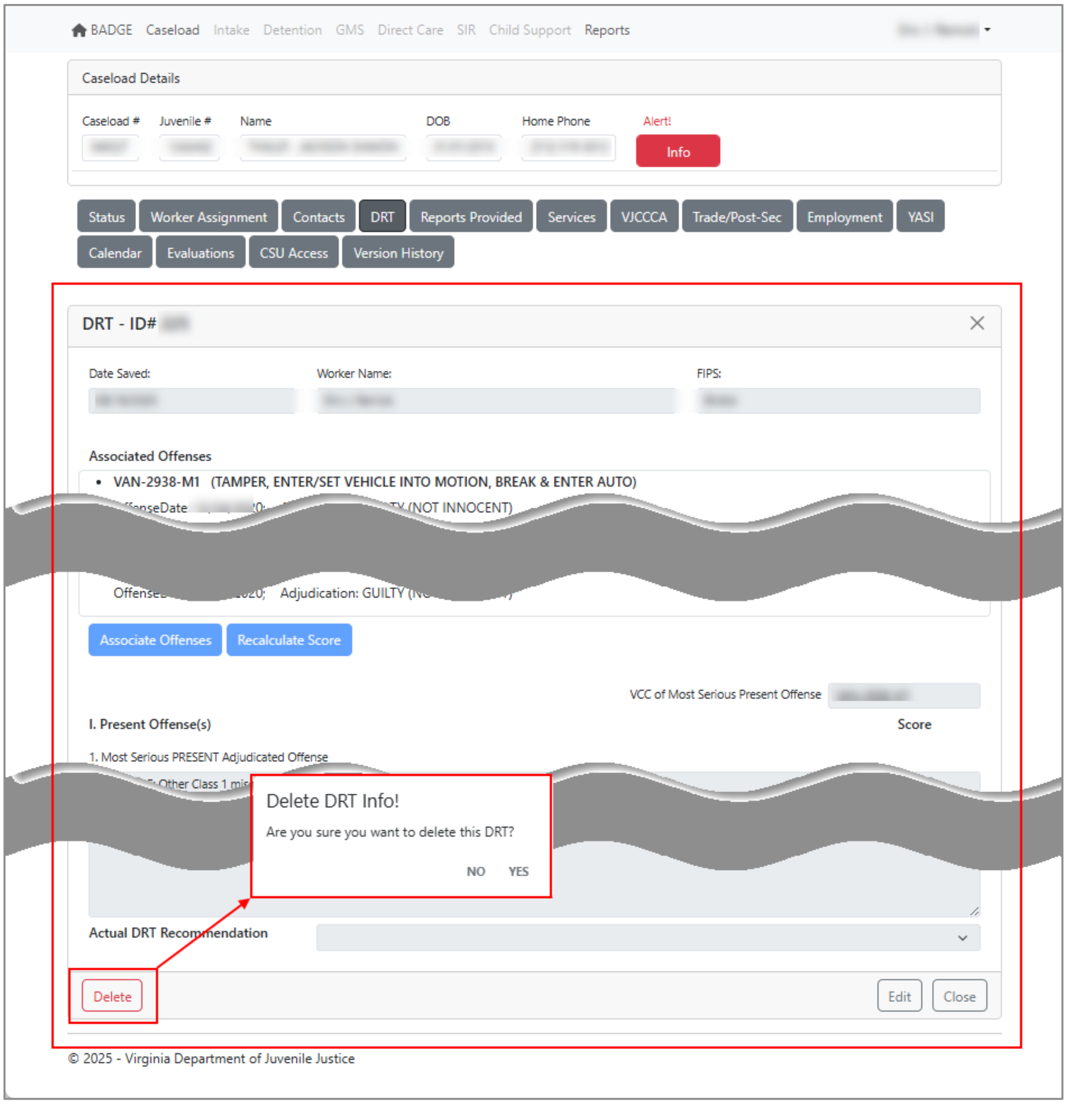


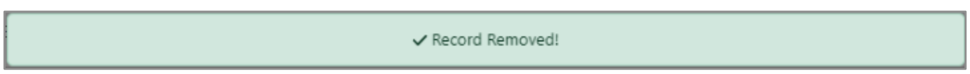
12. **Save Button**
    a. From the *Add New DRT* window, click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the **DRT Info** table on the *DRT* tab.



b. **View Details Button / Edit OR Delete an Existing DRT Info Record**
   i. **Delete a DRT Info Record / DRT - ID # Window**
      1. On the *DRT* tab **DRT Info** table (i) click the **View Details** button adjacent to the DRT Info record to be deleted and the *DRT - ID #* window will appear. On the *DRT - ID #* window, (ii) click the **Delete** button and the *Delete DRT Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *DRT - ID #* window or (iii) (b) click the **YES** button to delete the DRT Info record, a “Record Removed!” notification will briefly appear, and the user will return to the **DRT Info** table on the *DRT* tab.

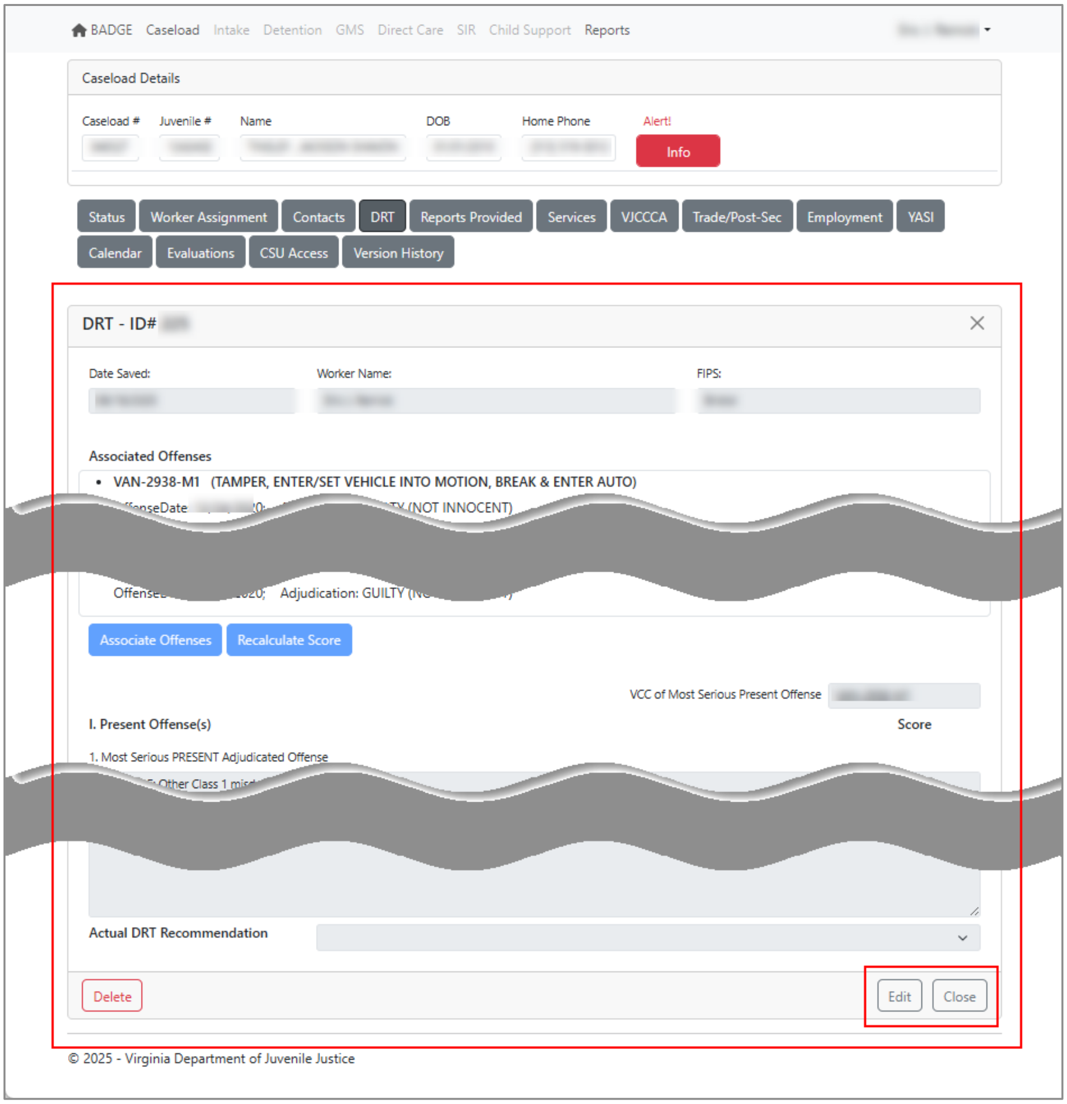






ii. **Edit a DRT Info Record / DRT - ID # Window**

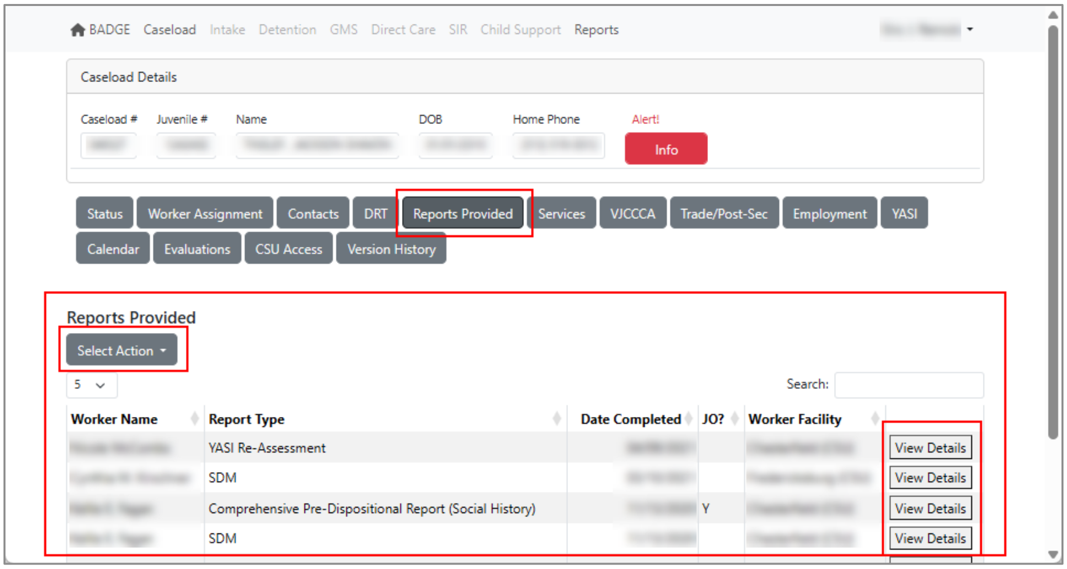
1. On the *DRT* tab **DRT Info** table (i) click the **View Details** button adjacent to the DRT Info record to be edited and the *DRT - ID #* window will appear. The *DRT - ID #* window mirrors the *Add New DRT* window. To edit the DRT Info record, (ii) follow the instructions detailed in the Add New Button section above.



5. **Reports Provided Tab**
   The **Reports Provided** table on the bottom of the *Reports Provided* tab lists all reports provided for the juvenile selected. The tab displays the Worker Name, Report Type, Date Completed, JO?, and Worker Facility. The tab allows users to add, edit, or delete a record.

   The **Select Action** drop-down menu button allows the user to perform the following actions: **Add New Report Provided**; Add new or edit **Comprehensive Re-Entry Case Plan**, **Probation Supervision Case Plan**, and **Reentry Checklist**; and generate a **Report**.

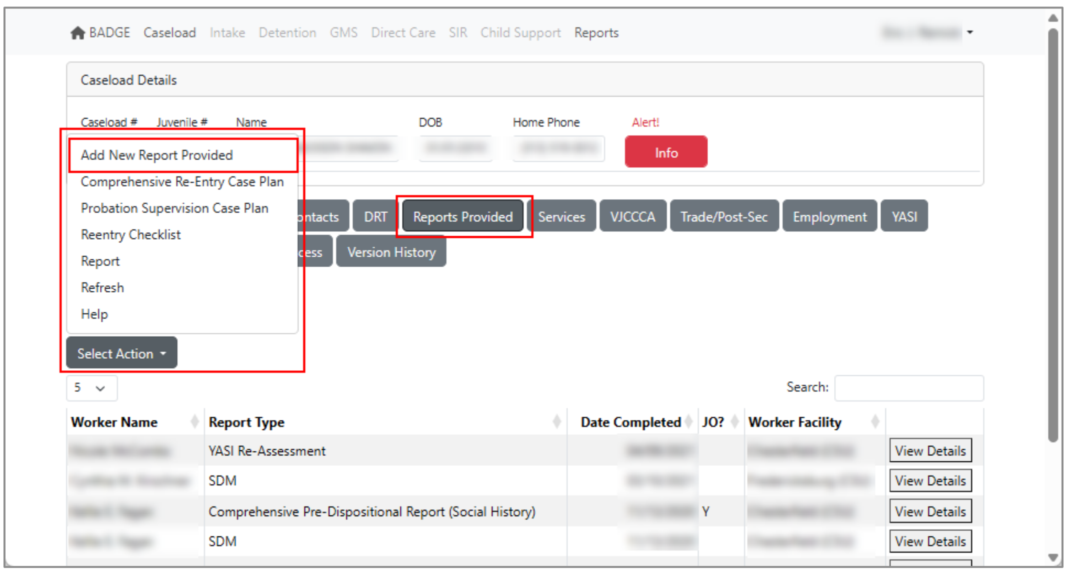
   The **View Details** button allows the user to access the *Edit Report Provided* pop-up form to view, edit certain **Reports Provided** record information, or delete a **Reports Provided** record.



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

a. **Select Action - Add New Report Provided**

i. To create a new Report Provided record, click the **Add New Report Provided** option from the **Select Action** drop-down menu button and the *Add New Report Provided* window will appear.

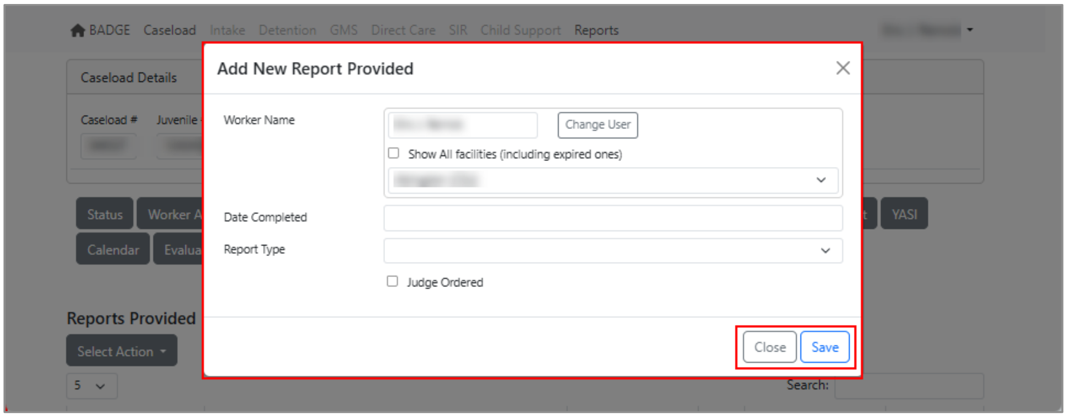


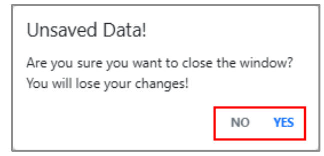
ii. The **Worker Name** and **Facility** fields will auto-populate with the name of the user who is currently logged onto BADGE and the facility with which the user is associated. Click the (i) **Change User** button adjacent to the **Worker Name** field to select a name for a different employee. Use the (ii) **Facility** drop-down field to select a different **Facility** if required.

iii. Select the desired (i) **Date Completed** from the calendar drop-down field, select the (ii) **Report Type** from the drop-down field, and place a check mark in the (iii) **Judge Ordered** checkbox if required.

iv. **Close Button**

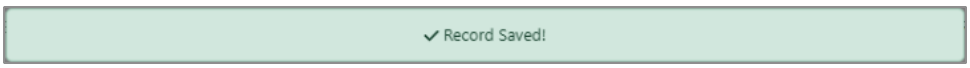
b. From the *Add New Report Provided* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Report Provided* window or (ii) (b) click the **YES** button to discard the changes and return to the **Reports Provided** table on the *Reports Provided* tab.





v. **Save Button**

a. From the *Add New Report Provided* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Reports Provided** table on the *Reports Provided* tab.

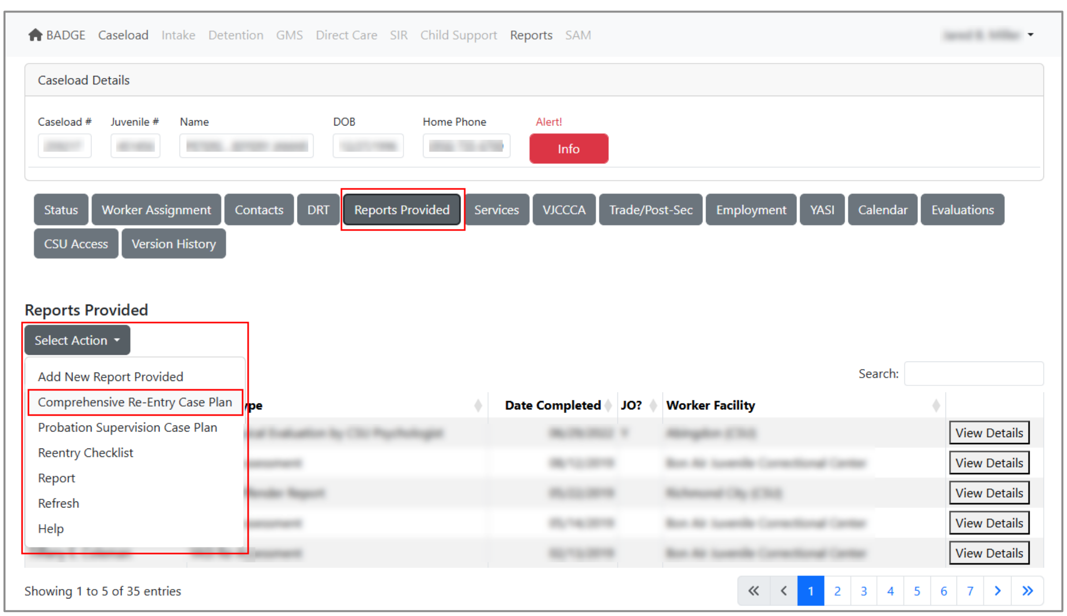


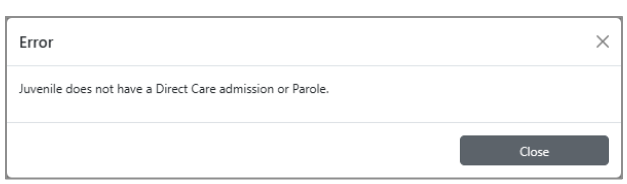
Refer to the Caseload - Search By User section for instructions on using the **Change User** button.

b. **Select Action - Comprehensive Re-Entry Case Plan (CRCP) / Add New OR Edit CRCP**

i. **Add New CRCP**

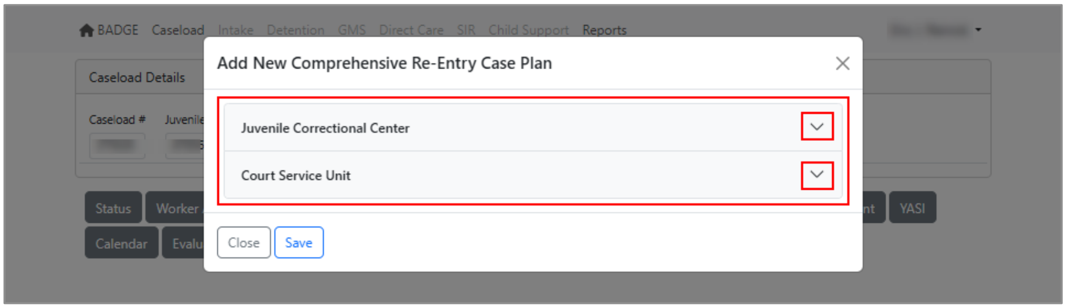
1. To create a re-entry case plan, click the **Comprehensive Re-Entry Case Plan** option from the **Select Action** drop-down menu button and the *Add New Comprehensive Re-Entry Case Plan* window will appear.
   a. If the juvenile does not have a direct care admission record an *Error* window will appear.
   b. If a CRCP already exists for the juvenile the *Edit Comprehensive Re-Entry Case Plan* window will appear. To edit a CRCP go to the Edit and Print CRCP section below.



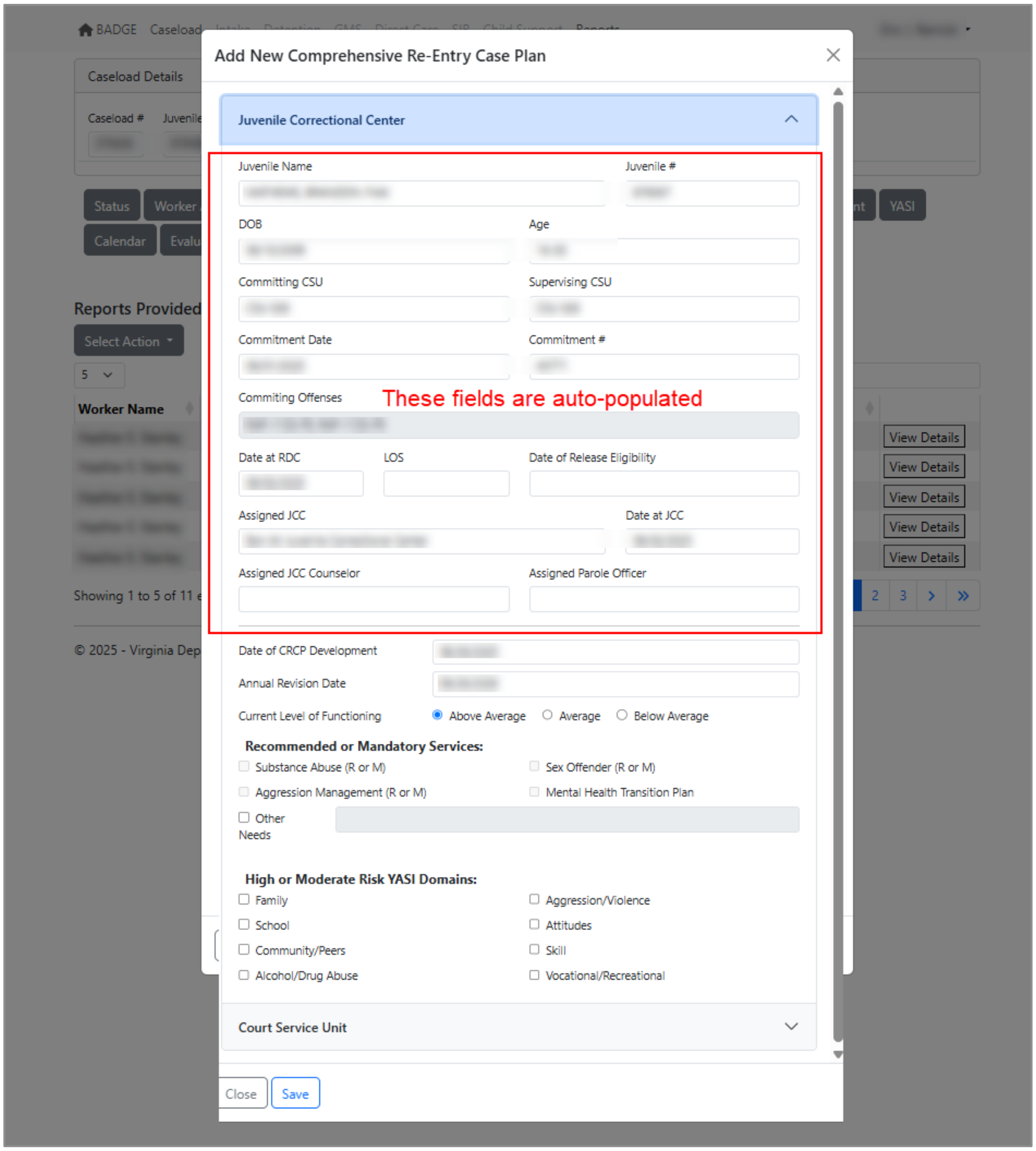


To add a **Comprehensive Re-Entry Case Plan**, the juvenile must have a direct care admission.

2. **Add New Comprehensive Re-Entry Case Plan Window**
   a. The _Add New Comprehensive Re-Entry Case Plan_ window contains two expandable forms: _Juvenile Correctional Center_ and _Court Service Unit_. The _Juvenile Correctional Center_ form will be expanded by default. Click the form header to expand or collapse the forms as needed.



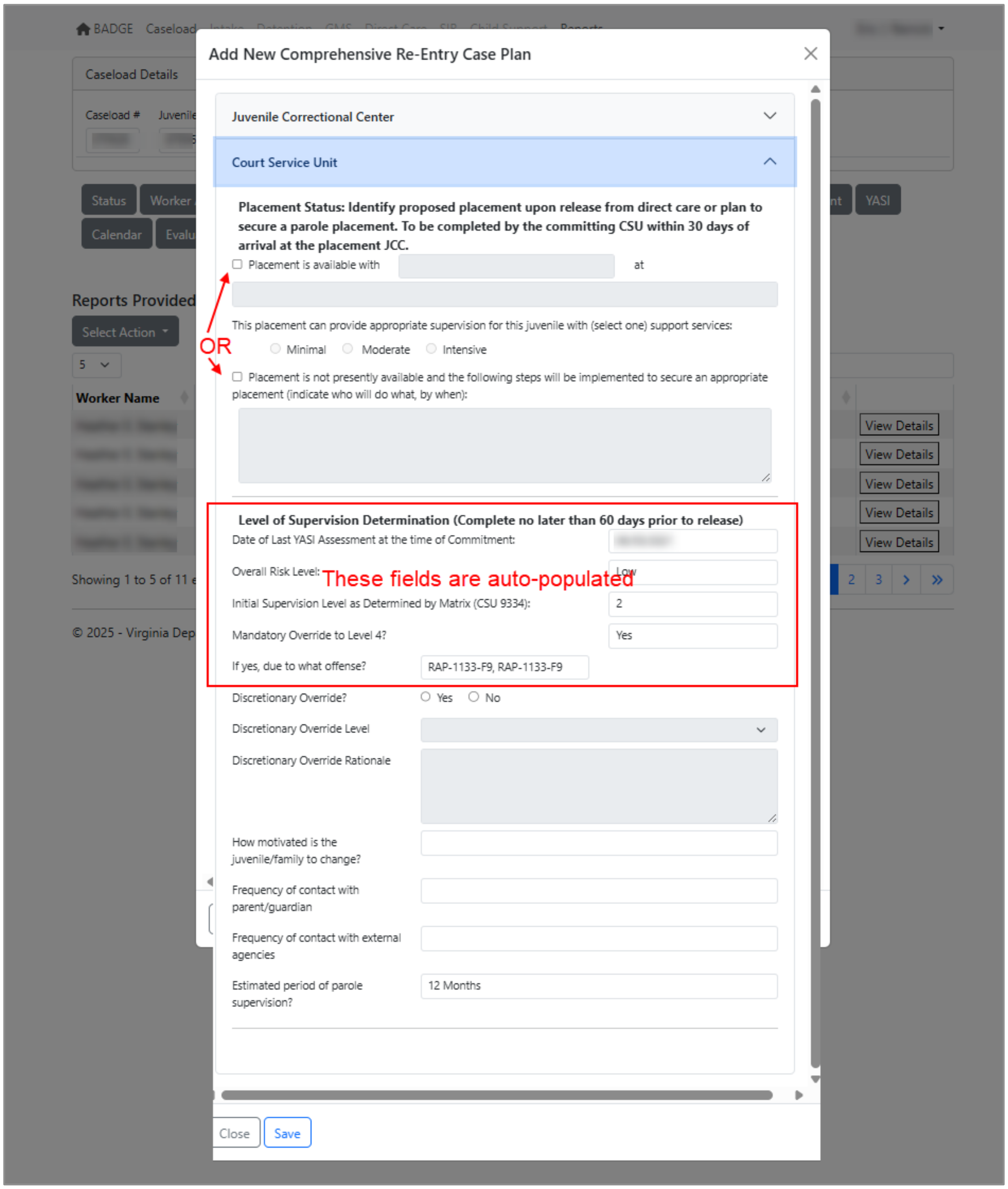
   i. **Juvenile Correctional Center Expandable Form**
      1. The fields in the upper portion of the _Juvenile Correctional Center_ expandable form will auto-populate (see the image below).
      2. The **Date of CRCP Development** field auto-populates with the current date; if needed, click the calendar drop-down field to enter a different date. The **Annual Revision Date** field will default to a date one year after the **Date of CRCP Development** field.
      3. Click the appropriate radio button for **Current Level of Functioning**.
      4. The **Recommended or Mandatory Services** checkboxes are system generated. If required, click the (i) **Other Needs** checkbox and complete the (ii) **Other Needs** text field.
      5. Click the appropriate **High or Moderate Risk YASI Domains** checkboxes.



ii. **Court Service Unit Expandable Form**

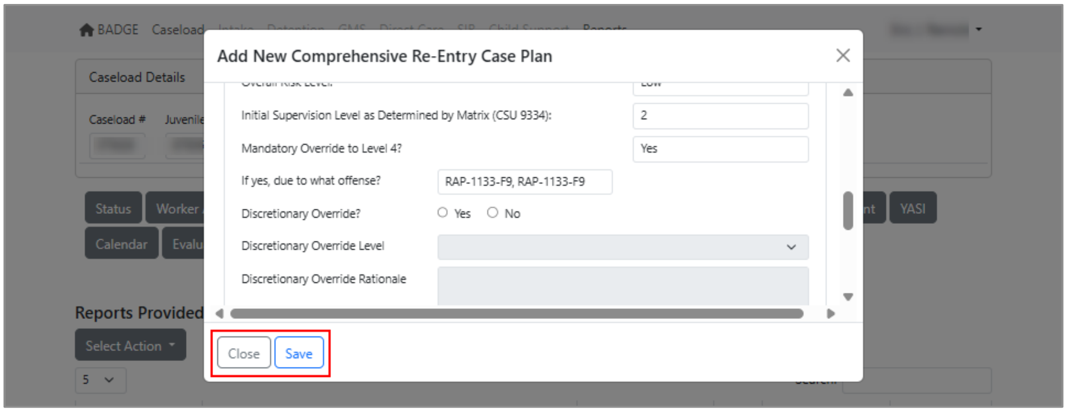
1. If inputting data on the *CSU* tab, the user must click either the (i)(a) **Placement is available with** or (i)(b) **Placement is not presently available…** checkbox.
   a. If the **Placement is available with** checkbox is selected complete the adjacent (i) **Name** and (ii) **Location** text fields.
   b. If the **Placement is not presently available…** checkbox is selected complete the corresponding text field as required.
2. The fields in the upper portion of the **Level of Supervision Determination** section will auto-populate (see the image below).
3. The **Date of CRCP Development** field auto-populates with the current date; if needed, click the calendar drop-down field to enter a different date. The **Annual Revision Date** field will default to a date one year after the **Date of CRCP Development** field.
4. Click the appropriate radio button (**Yes** or **No**) for (i) **Discretionary Override**. If yes is selected, click the appropriate item from the (ii) **Discretionary Override Level** drop-down field button, and complete the (iii) **Discretionary Override Rationale** text field.
5. Enter the appropriate text in the (i) **How motivated…**, (ii) **Frequency of contact with parent/guardian**, and (iii) **Frequency of contact with external agencies** text fields.

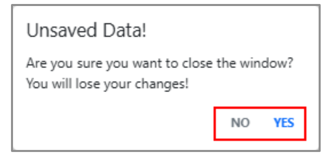
6. The **Estimated period of parole supervision** field auto-populates; if needed, enter a different value.



b. **Close Button**

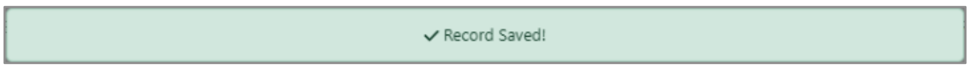
   i. From the *Add New Comprehensive Re-Entry Case Plan* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Comprehensive Re-Entry Case Plan* window or (ii) (b) click the **YES** button to discard the changes and return to the **Reports Provided** table on the *Reports Provided* tab.





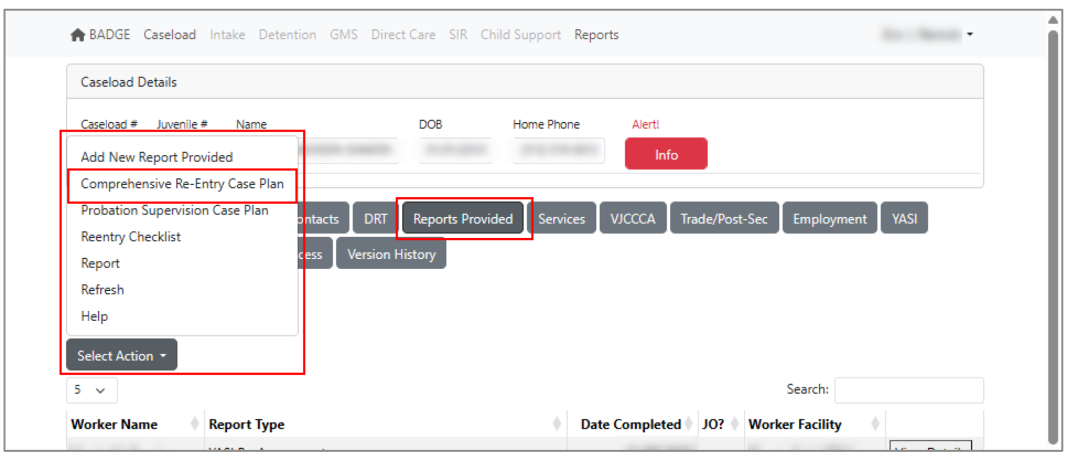
c. **Save Button**

i. From the *Add New Comprehensive Re-Entry Case Plan* window, click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the **Reports Provided** table on the *Reports Provided* tab.



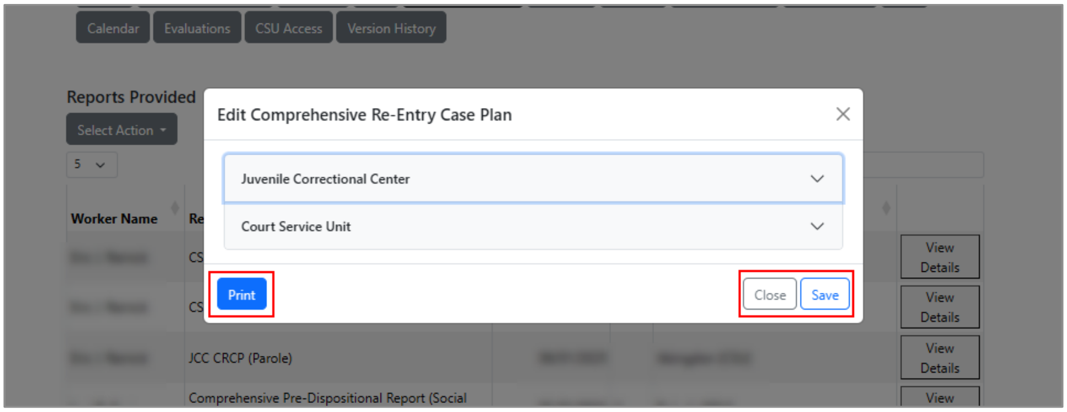
ii. **Edit and Print CRCP**

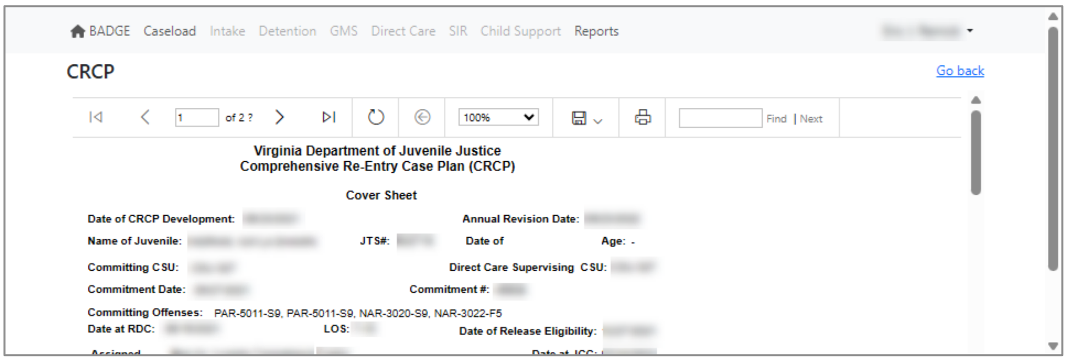
1. To **edit** a CRCP that already exists, (i) click the **Select Action** button, (ii) select the **Comprehensive Re-Entry Case Plan** option, and the *Edit Comprehensive Re-Entry Case Plan* window will appear. The *Edit Comprehensive Re-Entry Case Plan* window mirrors the *Add New Comprehensive Re-Entry Case Plan* window. To edit the CRCP record, follow the instructions detailed in the Add New CRCP section above.



2. **Print Button**

a. Click the **Print** button on the *Edit Comprehensive Re-Entry Case Plan* window to generate a *Comprehensive Re-Entry Case Plan (CRCP)* report. The report will display the information entered in the *Juvenile Correctional Center* and *Court Service Unit* forms.

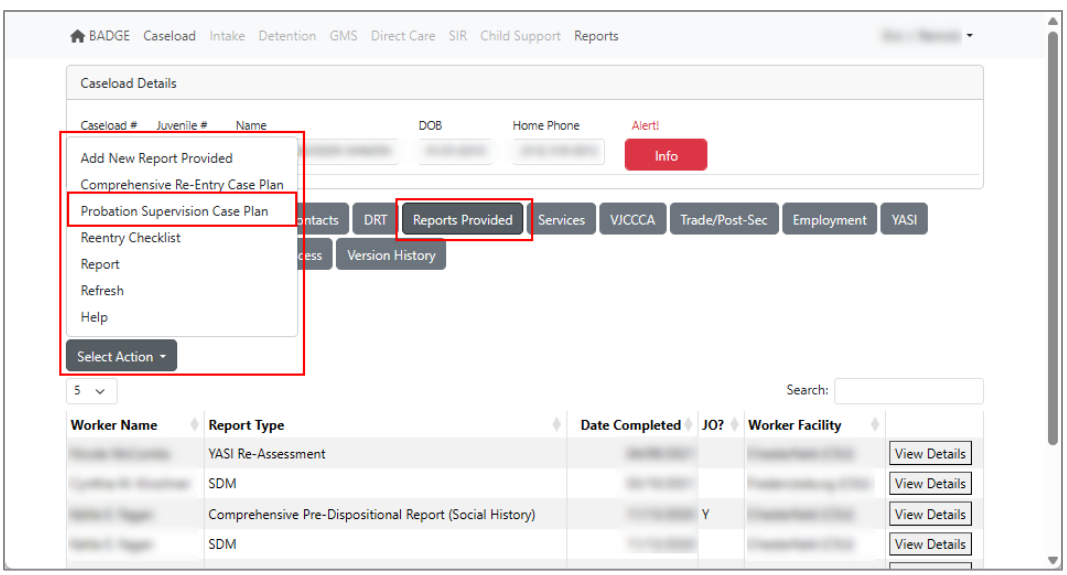


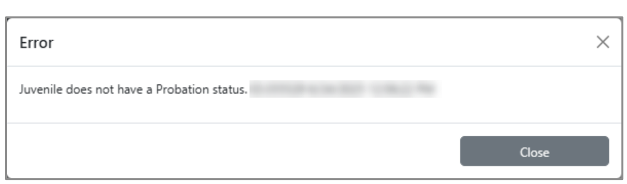


c. **Select Action - Probation Supervision Case Plan (PSCP) / Add New OR Edit PSCP**

i. **Add New PSCP**

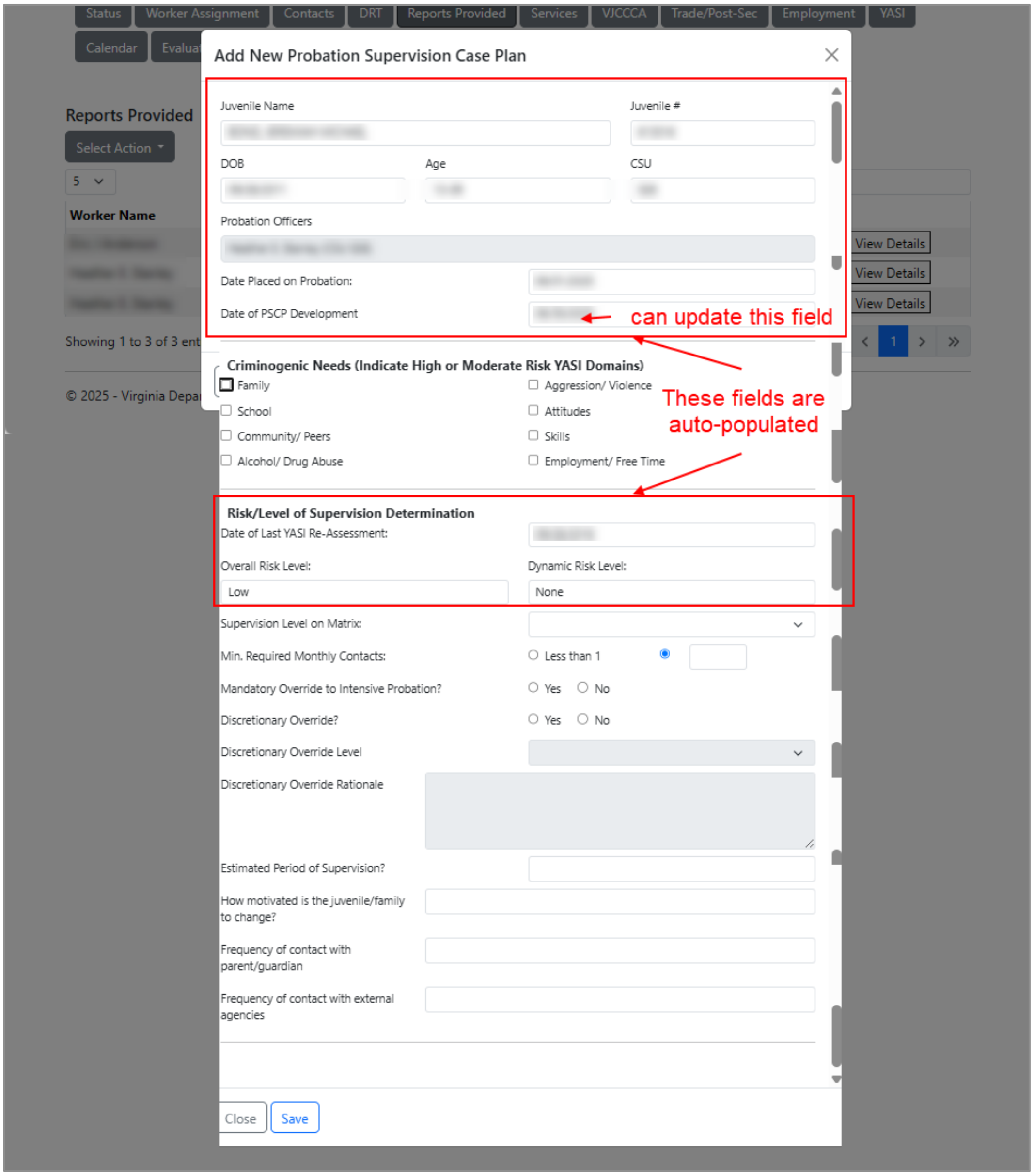
1. To create a probation supervision case plan, select the **Probation Supervision Case Plan** option from the **Select Action** drop-down menu button and the _Add New Probation Supervision Case Plan_ window will appear.
   a. If the juvenile does not have a probation status record an _Error_ window will appear.
   b. If a PSCP already exists for the juvenile the _Edit Probation Supervision Case Plan_ window will appear. To edit a CRCP go to the Edit, Delete, and Print PSCP section below.





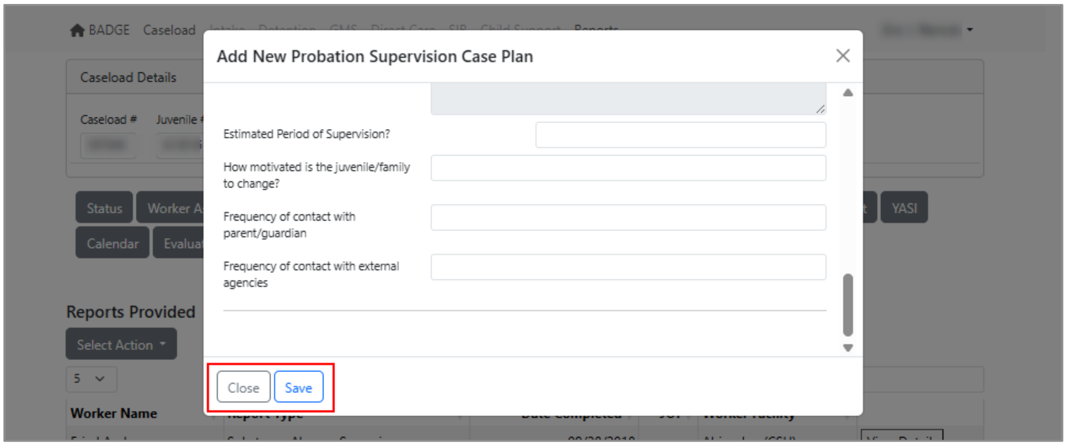
To add a **Probation Supervision Case Plan**, the juvenile must have a probation status.

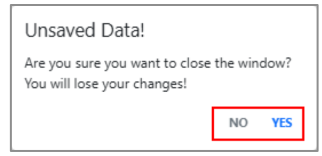
2. **Add New Probation Supervision Case Plan Window**
    a. The fields in the upper portion of the *Add New Probation Supervision Case Plan* window will auto-populate (see the image below).
    b. The **Date of PSCP Development** field auto-populates with the current date; if needed, click the calendar drop-down field to enter a different date.
    c. Click the appropriate checkboxes for **Criminogenic Needs**.
    d. Three fields in the uppermost portion of the **Risk/Level of Supervision Determination** section will auto-populate (see the image below).
    e. Select the appropriate value from the **Supervision Level on Matrix** drop-down field.
    f. Click the appropriate radio button for **Min. Required Monthly Contacts** per month.
        i. If the radio button adjacent to the blank text field is selected, enter the number of minimum contacts, equal to or greater than 1, in the text field.
    g. Click the appropriate radio button (**Yes** or **No**) for (i) **Discretionary Override**. If yes is selected, click the appropriate item from the (ii) **Discretionary Override Level** drop-down field button, and complete the (iii) **Discretionary Override Rationale** text field.
    h. Enter the appropriate text in the (i) **How motivated…**, (ii) **Frequency of contact with parent/guardian**, and (iii) **Frequency of contact with external agencies** text fields.



i. **Close Button**

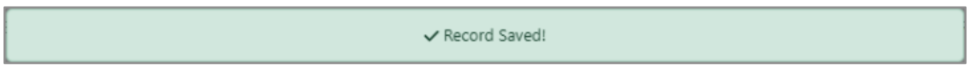
   i. From the *Add New Probation Supervision Case Plan* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Probation Supervision Case Plan* window or (ii) (b) click the **YES** button to discard the changes and return to the **Reports Provided** table on the *Reports Provided* tab.





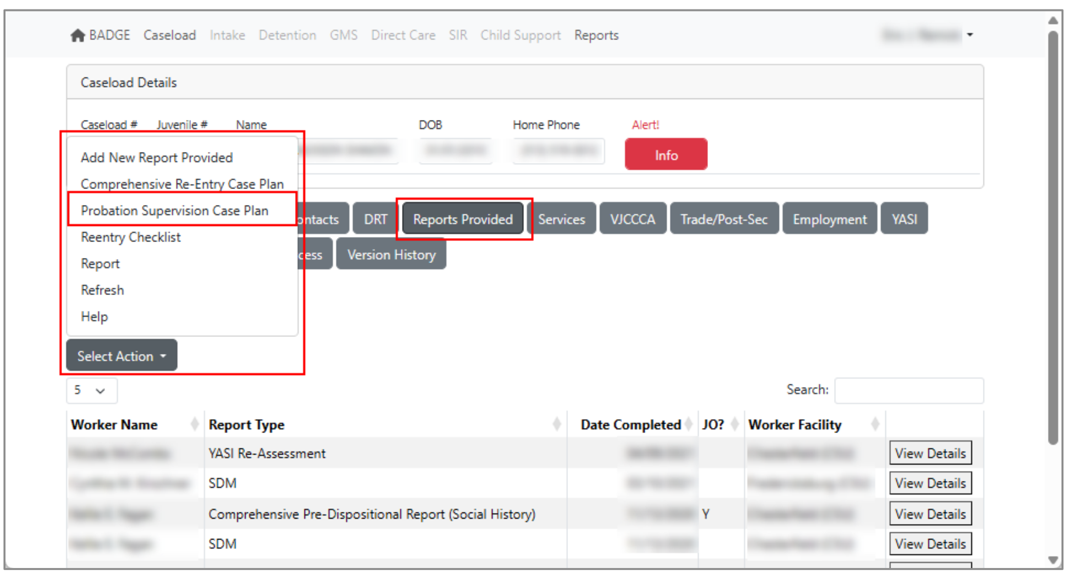
j. **Save Button**

i. From the *Add New Probation Supervision Case Plan* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Reports Provided** table on the *Reports Provided* tab.



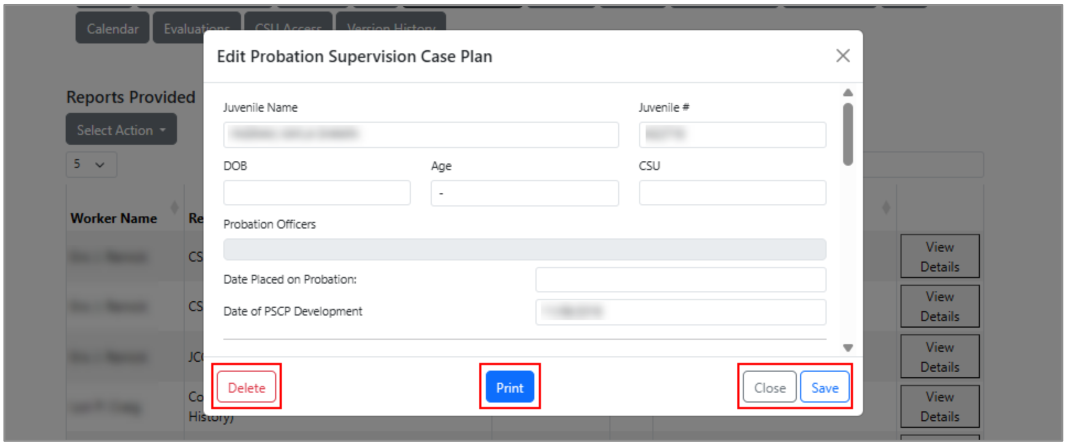
ii. **Edit, Delete, and Print PSCP**

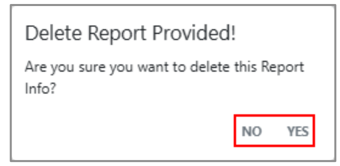
1. To **edit** a PSCP that already exists, (i) click the **Select Action** button, (ii) select the **Probation Supervision Case Plan** option, and the *Edit Probation Supervision Case Plan* window will appear. The *Edit Probation Supervision Case Plan* window mirrors the *Add New Probation Supervision Case Plan* window. To edit the PSCP record, (ii) follow the instructions detailed in the [Add New PSCP section](#) above.

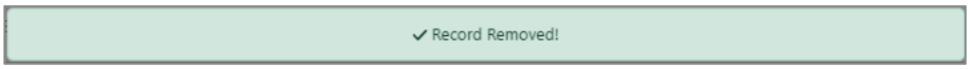


2. **Delete Button**

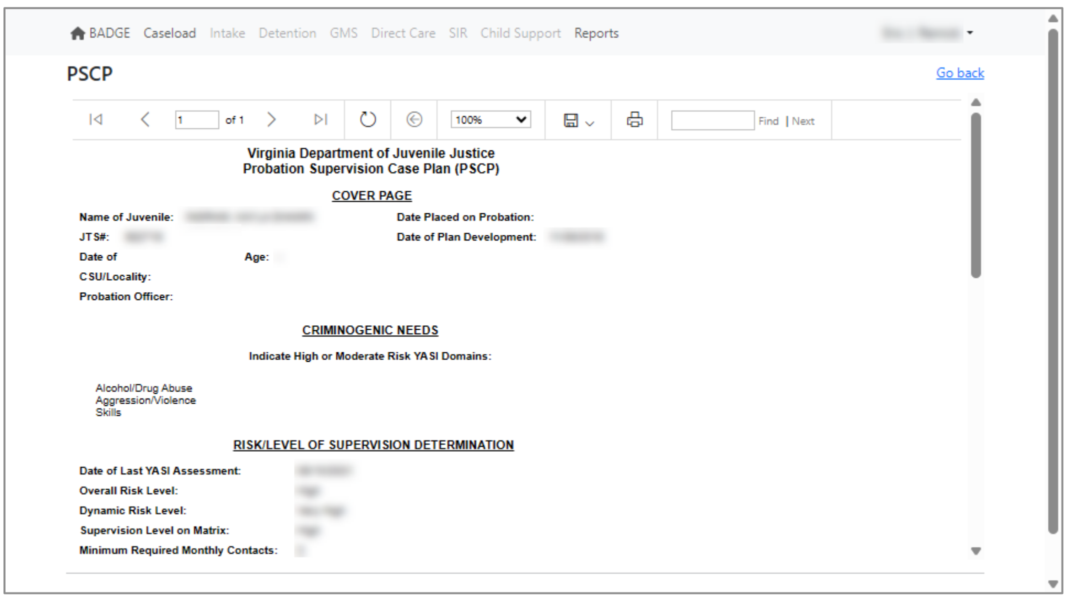
a. On the *Edit Probation Supervision Case Plan* window (i) click the **Delete** button and the *Delete Report Provided!* warning window will appear. (ii) (a) Click the **NO** button to return to the *Edit Probation Supervision Case Plan* window or (iii) (b) click the **YES** button to delete the Report Provided record, a "Record Removed!" notification will briefly appear, and the user will return to the **DRT Info** table on the *DRT* tab.



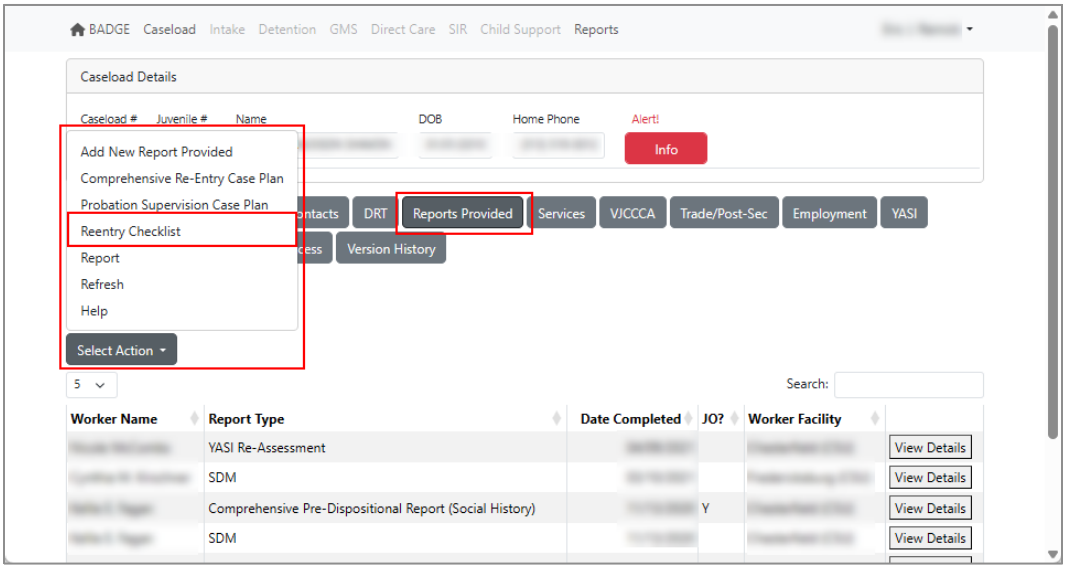


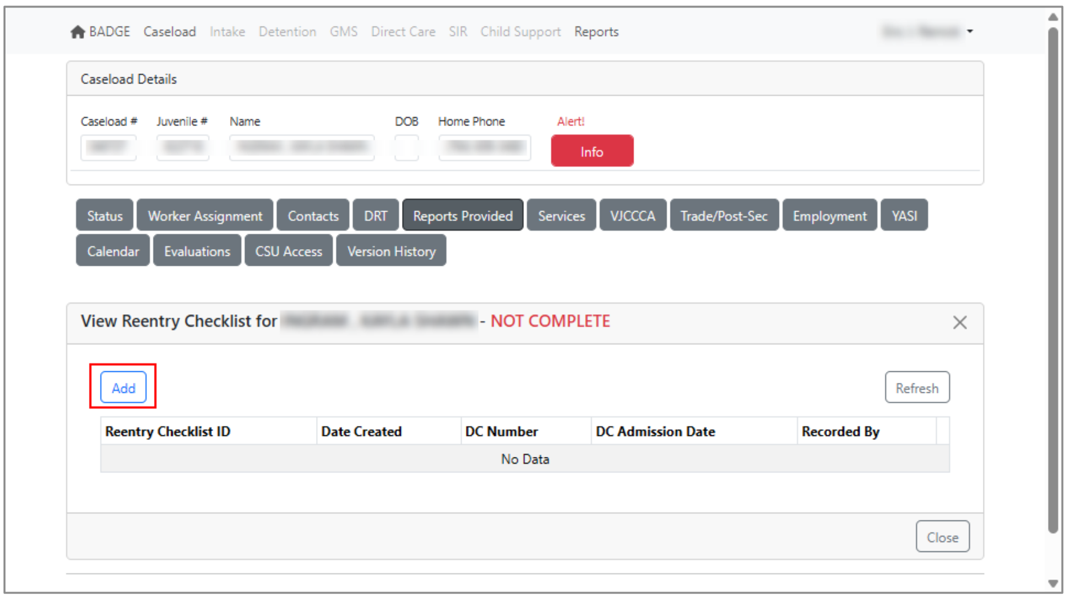


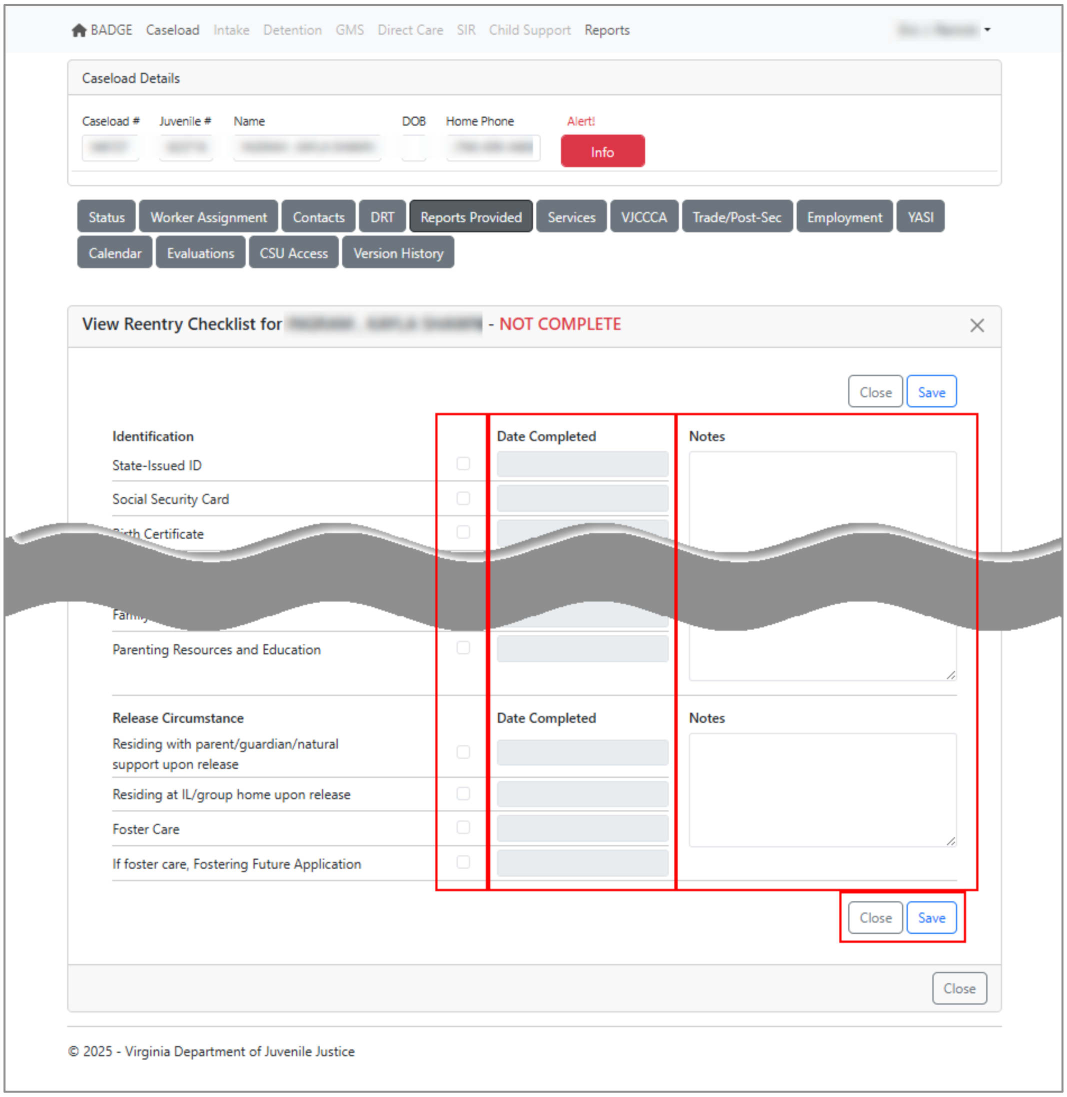
3. **Print Button**
   a. Click the **Print** button on the *Edit Probation Supervision Case Plan* window to generate a *Probation Supervision Case Plan (PSCP)* report. The report will display the information contained in the *Edit Probation Supervision Case Plan* window.



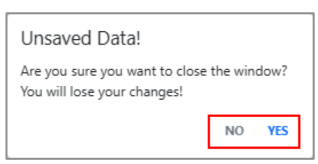
d. **Select Action - Reentry Checklist**
   i. To add a new reentry checklist, select the **Reentry Checklist** option from the **Select Action** drop-down menu button and the *View Reentry Checklist for [Juvenile]* window will appear.
   ii. **View Reentry Checklist for [Juvenile] Window**
      1. **Add Button**
         a. Click the **Add Button** and the *View Reentry Checklist for [Juvenile]* window will expand to display the entire checklist form. The checklist form contains several checklist items in each of the following sections: **Identification**, **Employment Services**, **Personal Development**, **Health Care**, **Education/Vocational Training**, **Supportive Services**, **Transportation**, **Family**, and **Release Circumstance**.
         b. In each section of the checklist, (i) click the checkbox adjacent to each completed item and the **Date Completed** and **Notes** fields will become available. (ii) Use the **Data Completed** calendar drop-down field to enter the appropriate date, and (iii) type any required text in the **Notes** text field.


BADGE
Caseload
Intake
Detention
GMS
Direct Care
SIR
Child Support
Reports
Caseload Details
Caseload #
Juvenile #
Name
DOB
Home Phone
Alert!
Info
Add New Report Provided
Comprehensive Re-Entry Case Plan
Probation Supervision Case Plan
Reentry Checklist
Report
Refresh
Help
Select Action
ntacts
DRT
Reports Provided
Services
VJCCCA
Trade/Post-Sec
Employment
YASI
cess
Version History
5
Search:
Worker Name
Report Type
Date Completed
JO?
Worker Facility
YASI Re-Assessment
SDM
Comprehensive Pre-Dispositional Report (Social History)
Y
SDM
View Details
View Details
View Details
View Details

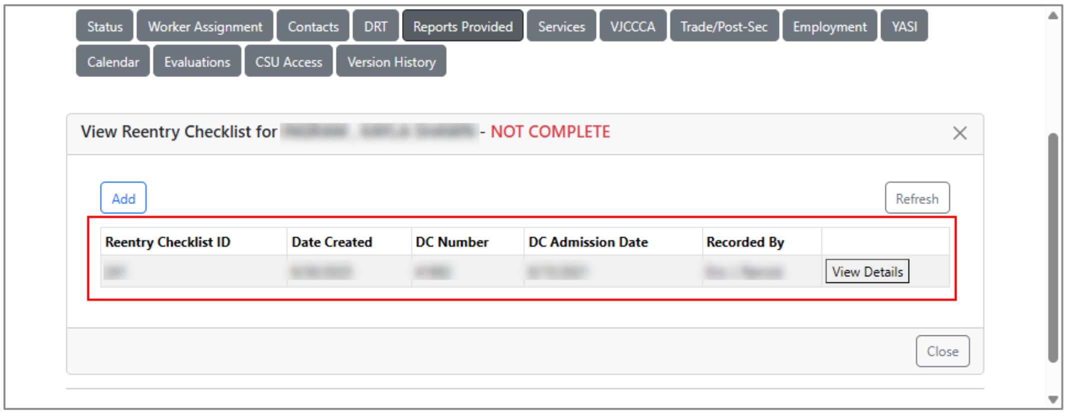

BADGE
Caseload
Intake
Detention
GMS
Direct Care
SIR
Child Support
Reports
Caseload Details
Caseload #
Juvenile #
Name
DOB
Home Phone
Alert!
Info
Status
Worker Assignment
Contacts
DRT
Reports Provided
Services
VJCCCA
Trade/Post-Sec
Employment
YASI
Calendar
Evaluations
CSU Access
Version History
View Reentry Checklist for - NOT COMPLETE
Add
Refresh
Reentry Checklist ID
Date Created
DC Number
DC Admission Date
Recorded By
No Data
Close



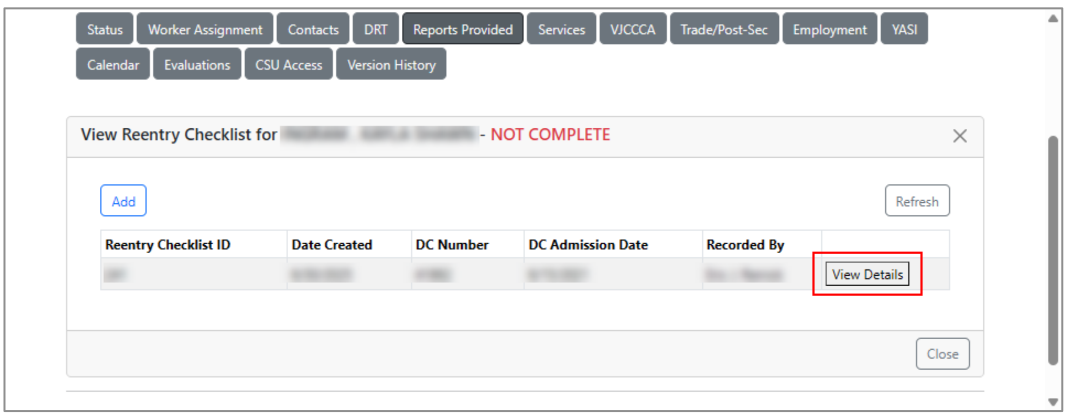
2. **Close Button**
    a. From the *View Reentry Checklist for [Juvenile]* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *View Reentry Checklist for [Juvenile]* window or (ii) (b) click the **YES** button to discard the changes and return to the **Reports Provided** table on the *Reports Provided* tab.



3. **Save Button**
    a. From the *View Reentry Checklist for [Juvenile]* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Reports Provided** table on the *Reports Provided* tab where a table will display the new record in the *View Reentry Checklist for [Juvenile]* table. The **View Reentry Checklist for [Juvenile]** table displays Reentry Checklist ID, Date Created, DC Number, DC Admission Date, and Recorded By.

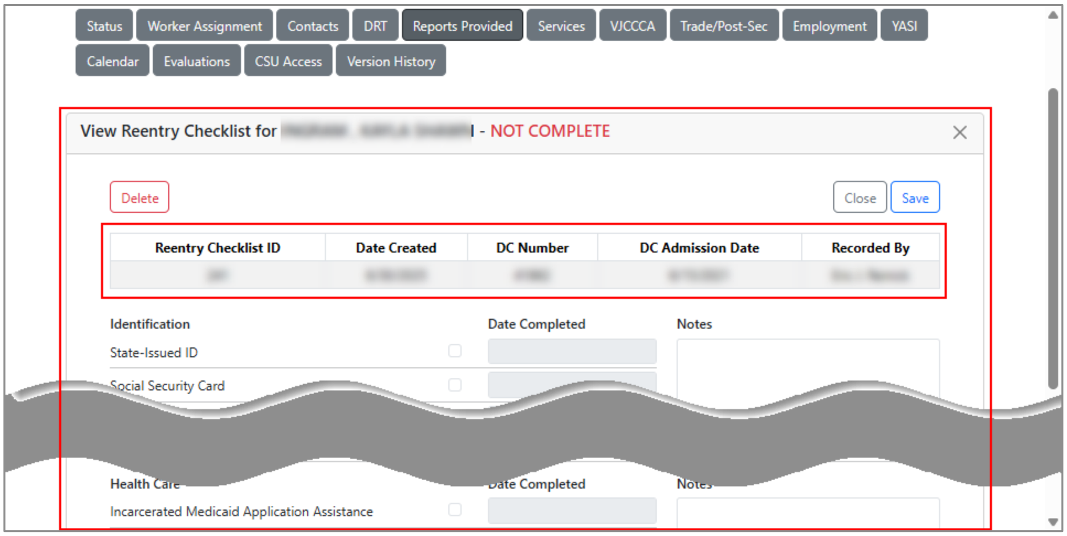


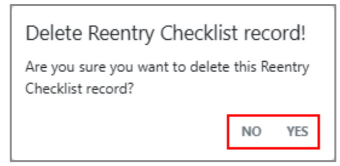
4. **View Details Button / Edit OR Delete an Existing Reentry Checklist**
   a. On the *Reports Provided* tab **View Reentry Checklist for [Juvenile]** table, click the **View Details** button adjacent to the Reentry Checklist record to be edited or deleted and the **Delete** button and editable Reentry Checklist form will display below the **View Reentry Checklist for [Juvenile]** table.

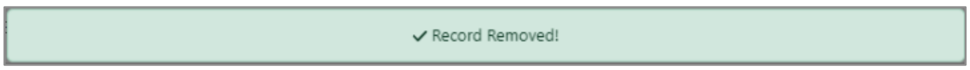


The **View Reentry Checklist for [Juvenile]** table and the **View Details** button only display when a Reentry Checklist record exists.

i. **Delete Button**
   1. (i) Click the **Delete** button and the *Delete Reentry Checklist record!* warning window will appear. (ii) (a) Click the **NO** button to return to the editable Reentry Checklist form or (ii) (b) click the **YES** button to delete the Reentry Checklist record, a "Record Removed!" notification will briefly appear, and the user will return to the *View Reentry Checklist for [Juvenile]* window on the *Reports Provided* tab.





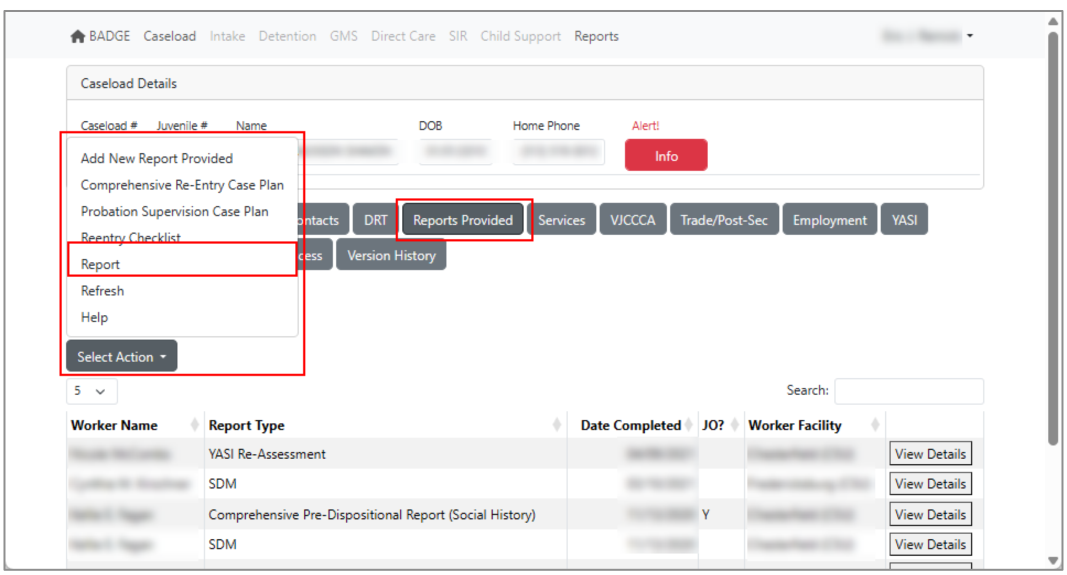


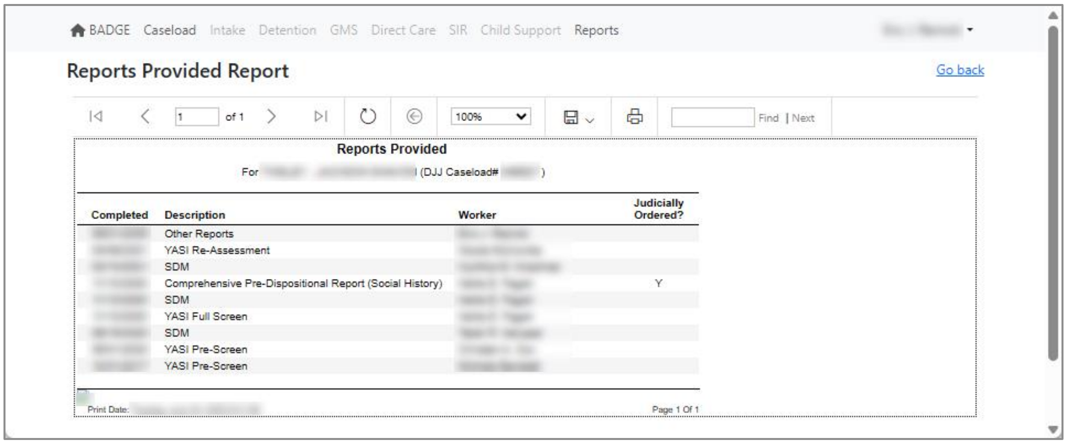
ii. **Edit the Reentry Checklist**

1. The steps to modify the editable Reentry Checklist form mirror the instructions detailed in the *View Reentry Checklist for [Juvenile]* window, Add Button section above.

e. **Select Action - Report**

i. To generate the *Reports Provided* report click the **Report** option from the **Select Action** drop-down menu button and the *Reports Provided Report* window will appear displaying the report. For each record, the *Reports Provided* report will display Completed (date), Description, Worker, and if a report was Judicially Ordered.

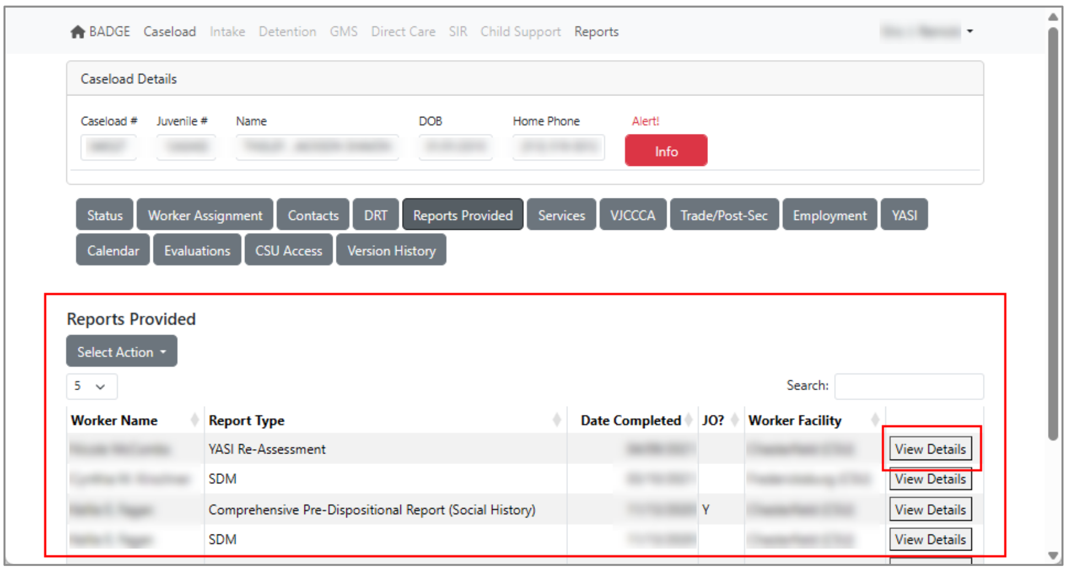




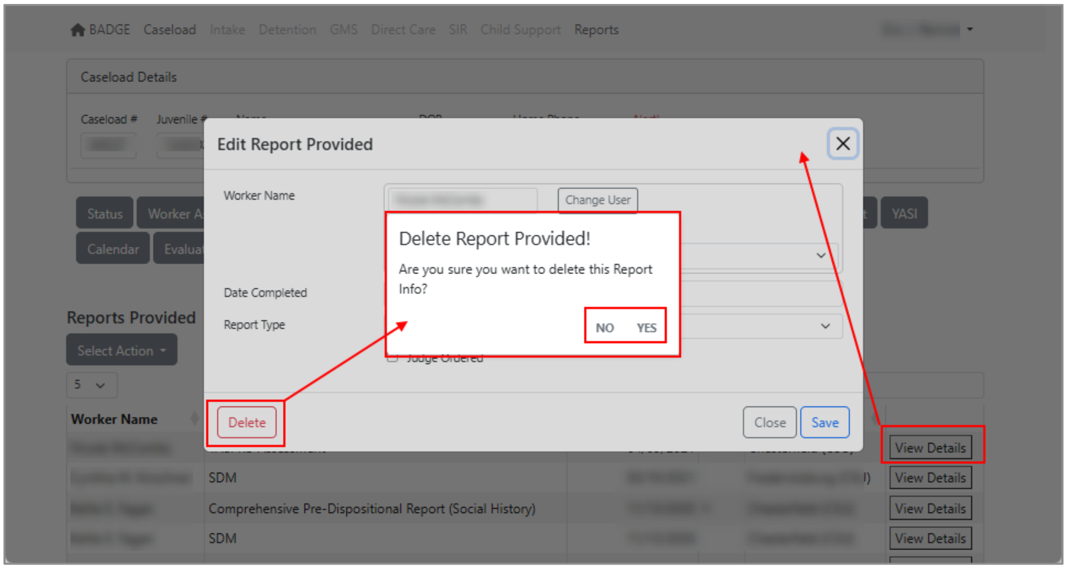
f. **View Details Button / Edit OR Delete an Existing Reports Provided Record**

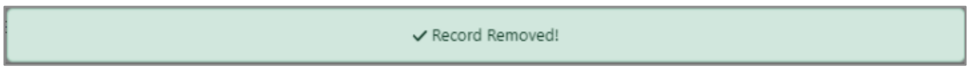
i. **Delete a Reports Provided Record / Edit Report Provided Window**

1. In the **Reports Provided** table on the *Reports Provided* tab, click the **View Details** button adjacent to the Reports Provided record to be deleted and the *Edit Report Provided* window will appear.



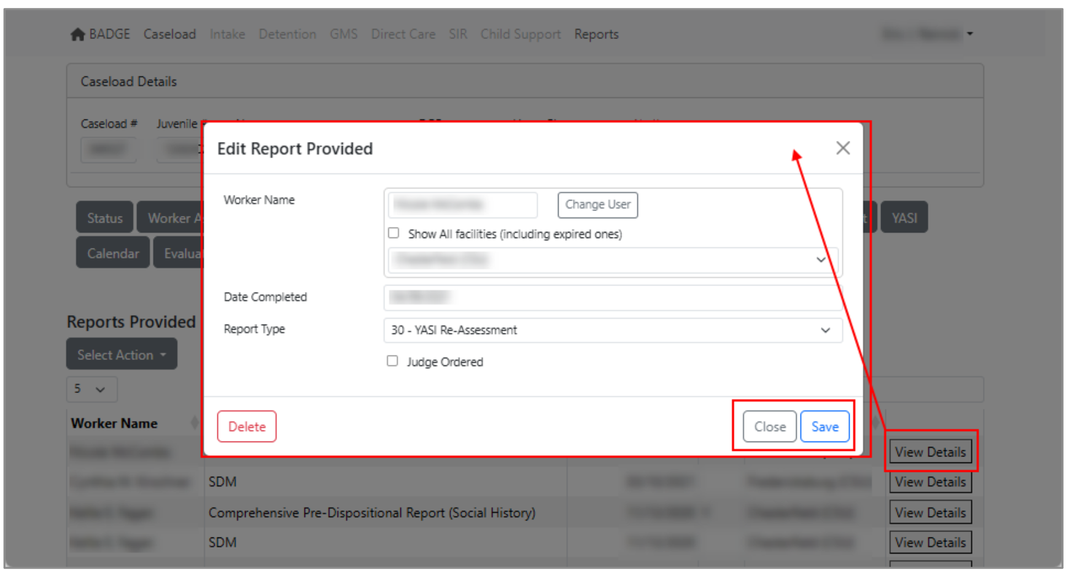
2. On the *Edit Report Provided* window, (ii) click the **Delete** button and the *Delete Report Provided!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Report Provided* window or (iii) (b) click the **YES** button to delete the Reports Provided record, a "Record Removed!" notification will briefly appear, and the user will return to the **Reports Provided** table on the *Reports Provided* tab.





ii. **Edit a Report Provided Record / Edit Report Provided Window**

1. On the *Reports Provided* tab **Reports Provided** table (i) click the **View Details** button adjacent to the Reports Provided record to be edited and the *Edit Report Provided* window will appear. The *Edit Report Provided* window mirrors the *Add New Report Provided* window. To edit the Reports Provided record, (ii) follow the instructions detailed in the Select Action - Add New Report Provided section above.

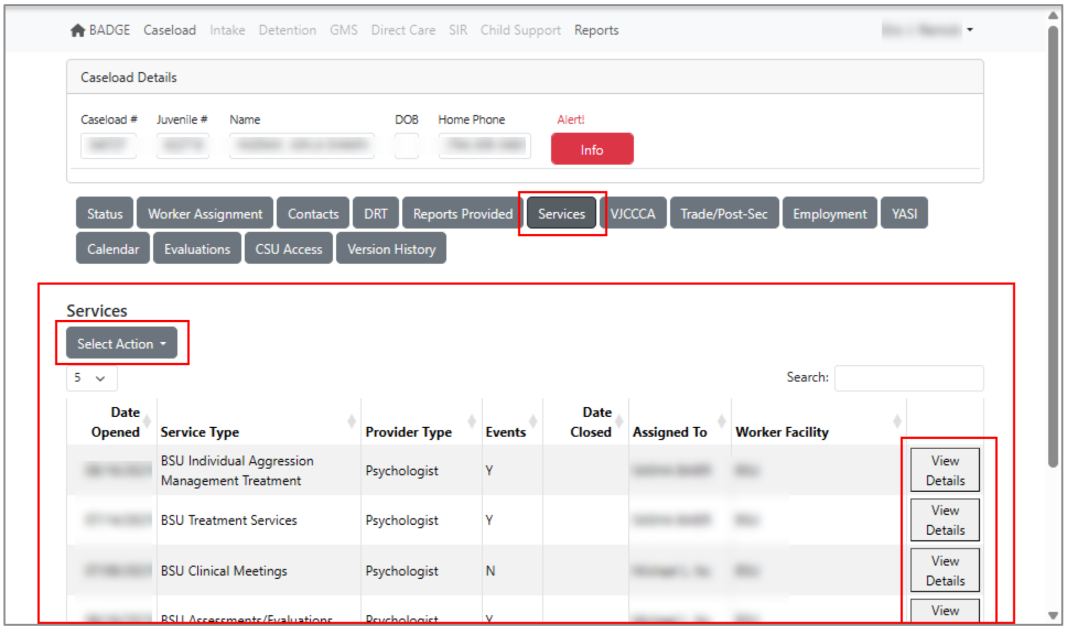


6. **Services Tab**

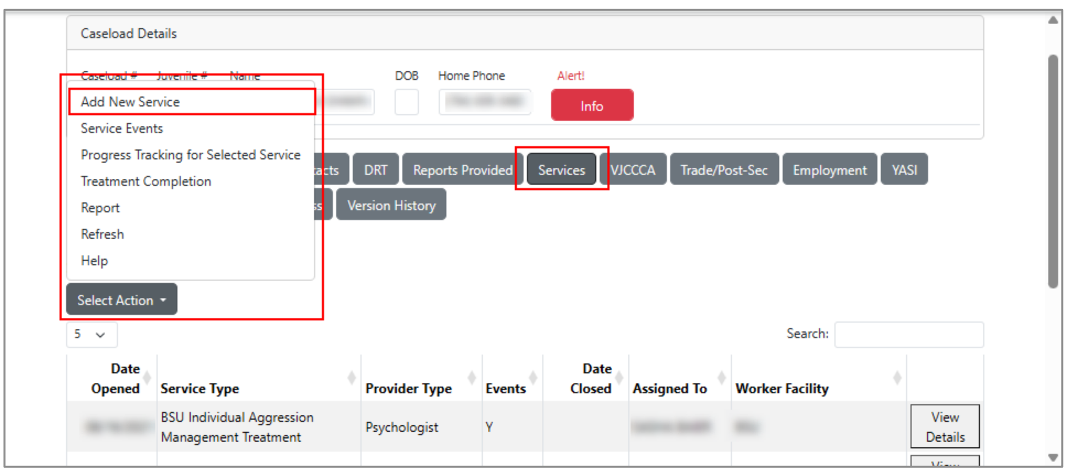
The **Services** table on the bottom of the *Services* tab displays all the current and past services received for the juvenile. The table displays the Date Opened, Service Type, Provider Type, Events (Y/N indicator of whether a service event was recorded), Date Closed, Assigned To, and Worker Facility.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

The **Select Action** drop-down menu button allows the user to perform the following actions: **Add New Service**, **Service Events**, **Progress Tracking for Selected Service**, **Treatment Completion**, **Report**, **Refresh**, and **Help**.

The **View Details** button allows the user to access the *Edit Service* pop-up window to edit a selected service entry.



a. **Select Action - Add New Service**
To add a new service record, select the **Add New Service** option from the **Select Action** drop-down menu button and the *Add New Service* window will appear.



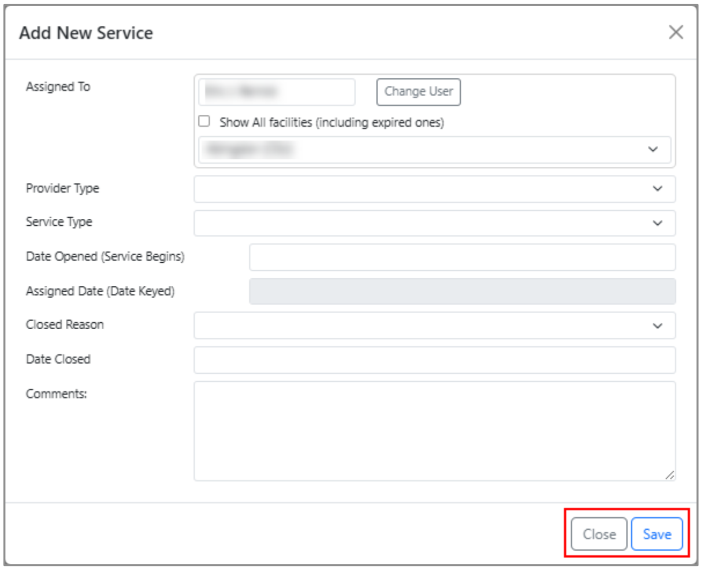
i. **Add New Service Window**

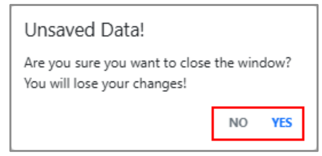
1. The name in the **Assigned To** field will auto-populate with the user name that is currently logged onto the BADGE application. Click the **Change User** button adjacent to the **Assigned To** field to select a name for a different employee.

Refer to the Caseload - Search By User section for instructions on using the **Change User** button.

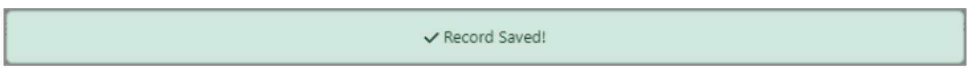
2. Select the (i) **Provider Type**, (ii) **Service Type**, and (iii) **Closed Reason** (if required) from the corresponding drop-down fields. Select the (iv) **Date Opened** and the (v) **Date Closed** (if required) from the corresponding calendar drop-down fields. The **Assigned Date (Date Keyed)** field will auto-populate. Type any necessary information in the (vi) **Comments** textbox.
3. **Close Button**
   a. From the *Add New Service* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Service* window or (ii) (b) click the **YES** button to discard the

changes and return to the **Services** table on the *Services* tab.

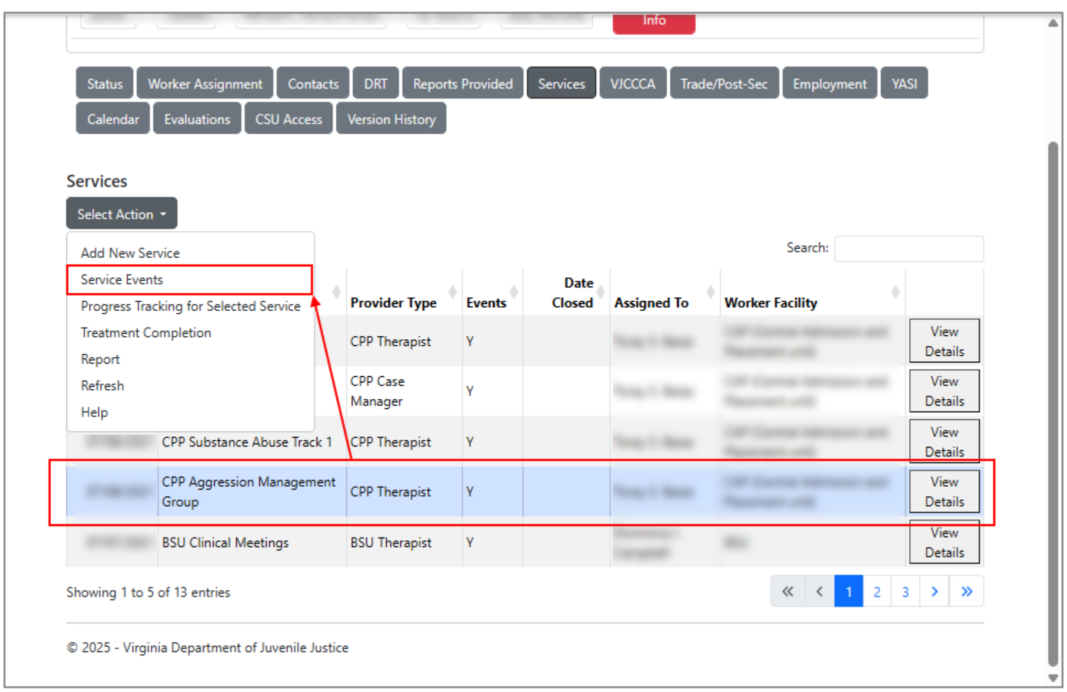


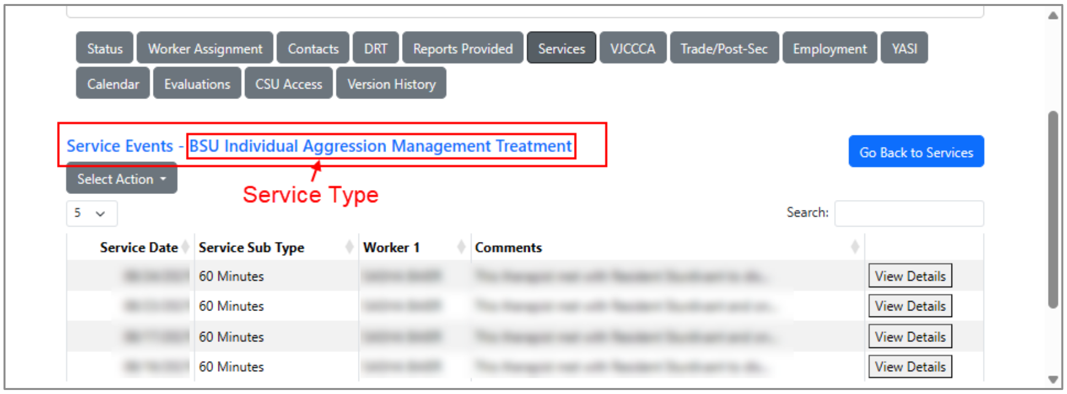


4. **Save Button**
   a. From the *Add New Service* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Services** table on the *Services* tab.



b. **Select Action - Service Events**
   i. From the **Services** table on the *Services* tab, select the desired services record and the row will be highlighted in blue.
   ii. Select the **Service Events** option from the **Select Action** drop-down menu button and the **Service Events** table will appear.



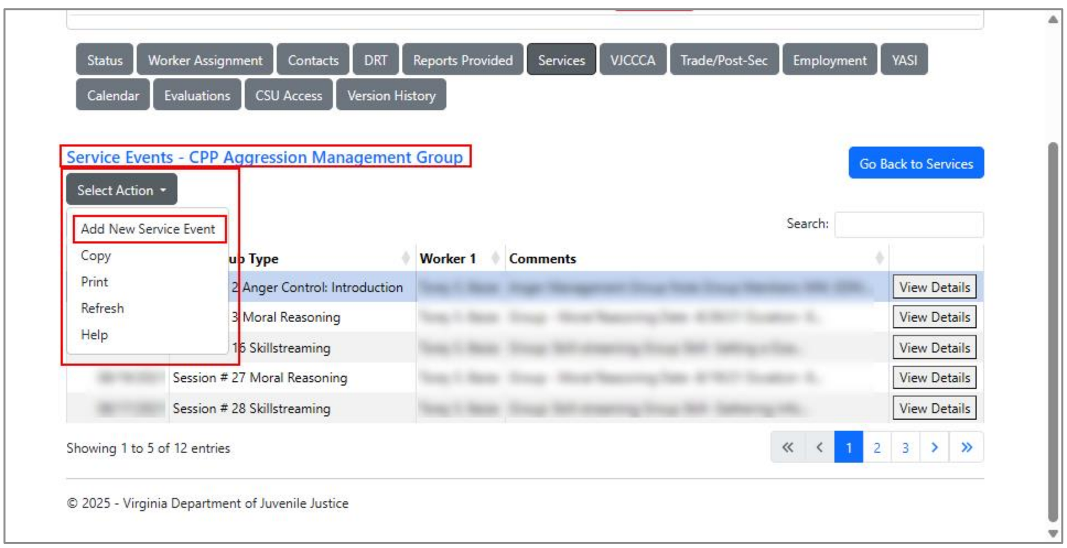


1. **Service Events - Table**
   The **Services Events -** table on the bottom of the *Services* tab displays service events for the selected service type. The table displays the <u>Service Date</u>, <u>Service Sub Type</u>, <u>Worker 1</u>, and <u>Comments</u>.

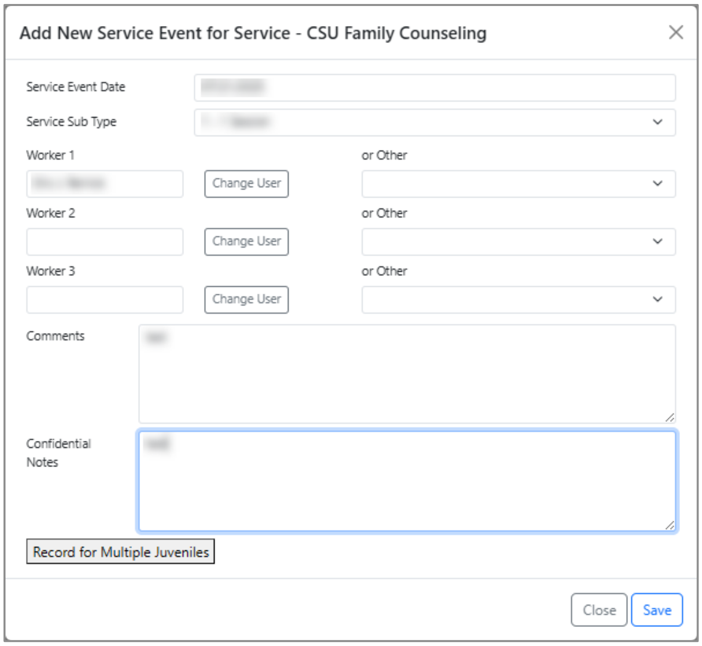
   The **Select Action** drop-down menu button allows the user to perform the following actions: **Add New Service Event**, **Copy**, **Print**, **Refresh**, and **Help**.

   The **View Details** button allows the user to view, edit, or delete a selected service event entry.

   a. **Select Action - Add New Service Event**
      To add a new service event record, select the **Add New Service Event** option from the **Select Action** drop-down menu button and the <u>*Add New Service Event for Service*</u> window will appear.



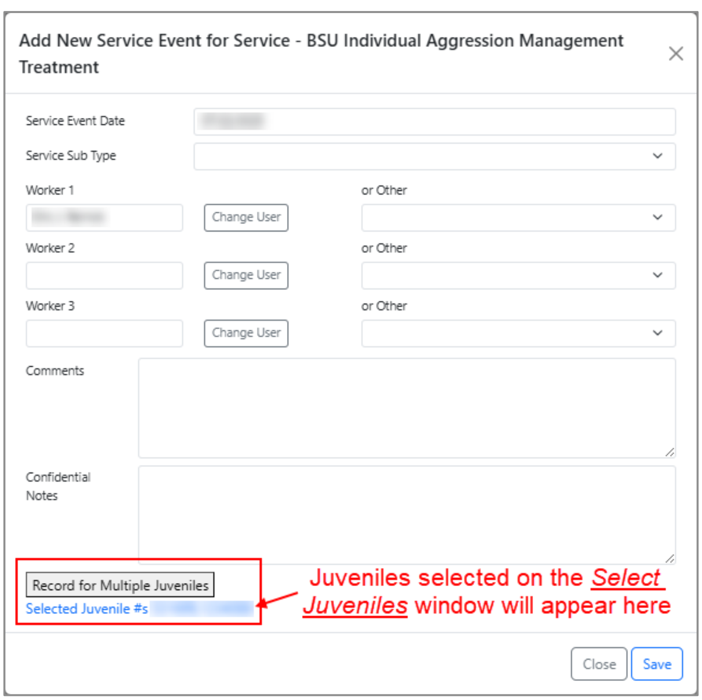
      i. **Add New Service Event for Service - Window**
         1. (i) Select the **Service Event Date** from the calendar drop-down field and select the (ii) **Service Sub Type**.
         2. The **Worker 1** field will auto-populate with the current user's name. To change the user in the **Worker 1** field, (i) click the **Change User** button. (ii) Click the **Change User** button adjacent to each field to add **Worker 2** and **Worker 3**, if applicable.
         3. The **or Other** drop-down menu lists the codes and titles for users that are not DJJ case workers. If applicable, select the **or Other** values from their corresponding drop-down fields.
         4. Type any required information about the service event in the **Comments** textbox.



The **Service Event Date** must be the date the service event 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.

Refer to the **Select Action - Copy** section below for an alternative method to add a new service event.

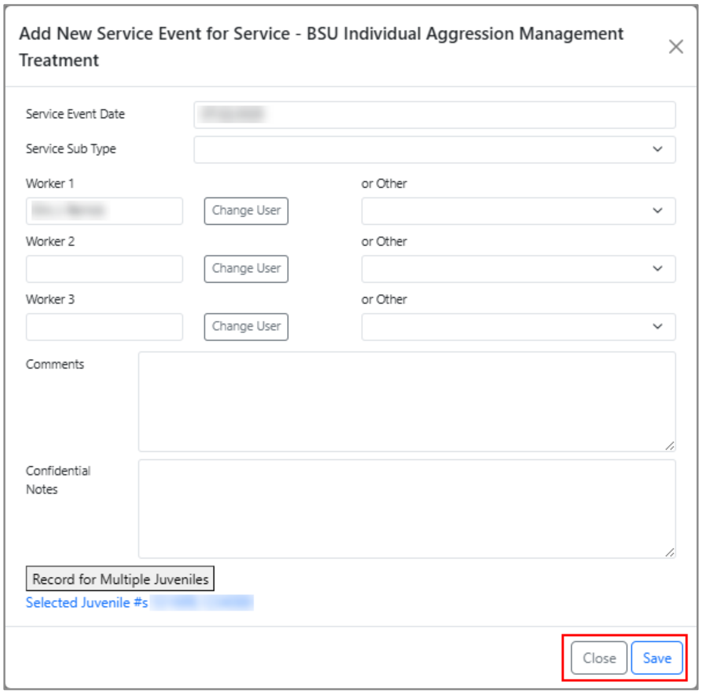
5. **Record for Multiple Juveniles Button**
   When the same service event is applicable to several juveniles, it can be recorded for multiple juveniles at the same time.
   a. Click the (i) **Record for multiple Juveniles** button and the *Select Juveniles* window will appear. (ii) Select one or more juveniles by placing a check mark in the checkbox adjacent to the juvenile name(s) as needed. Click the (iii) (a) **Hide Juvenile List** or (iii) (b) '**X**' close button to close the window and return to the *Add New Service Event for Service* window. If selected, the juvenile numbers selected will appear below the **Record for Multiple Juveniles** button.

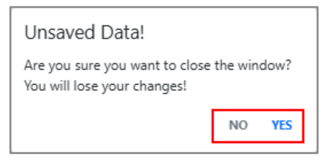


The *Select Juveniles* window will display a table of all juveniles that are available for the same service event.

b. **Close Button**

i. From the *Add New Service Event for Service* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Service* window or (ii) (b) click the **YES** button to discard the changes and return to the **Services Events** table on the *Services* tab.





c. **Save Button**

i. From the *Add New Service Event for Service* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Services Events** table on the *Services* tab.

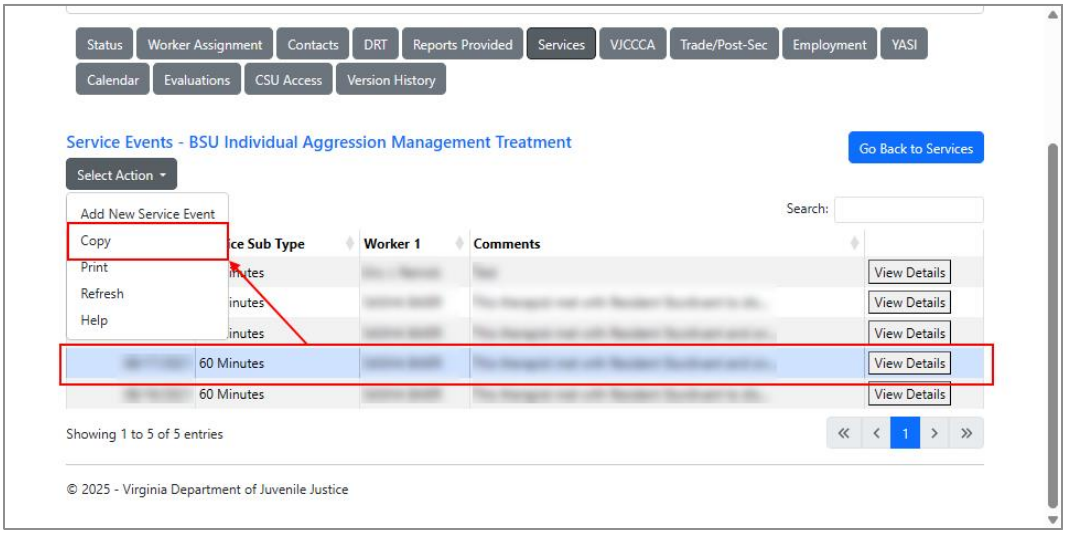
b. **Select Action - Copy**

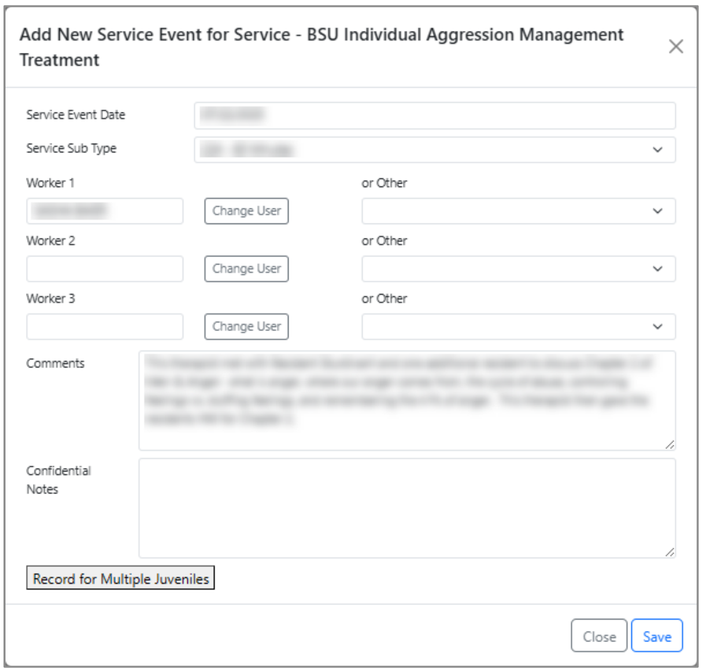
An alternative method to add a new service event is to copy and edit an existing service event.

i. From the **Services Events** table on the *Services* tab, select the desired service events record to be copied and the row will be highlighted in blue.

ii. Select the **Copy** option from the **Select Action** drop-down menu button and the *Add New Service Event for Service* window will appear.

iii. To edit the service event and save as a new service event record, follow the instructions detailed in the Select Action - Add New Service Event section above.

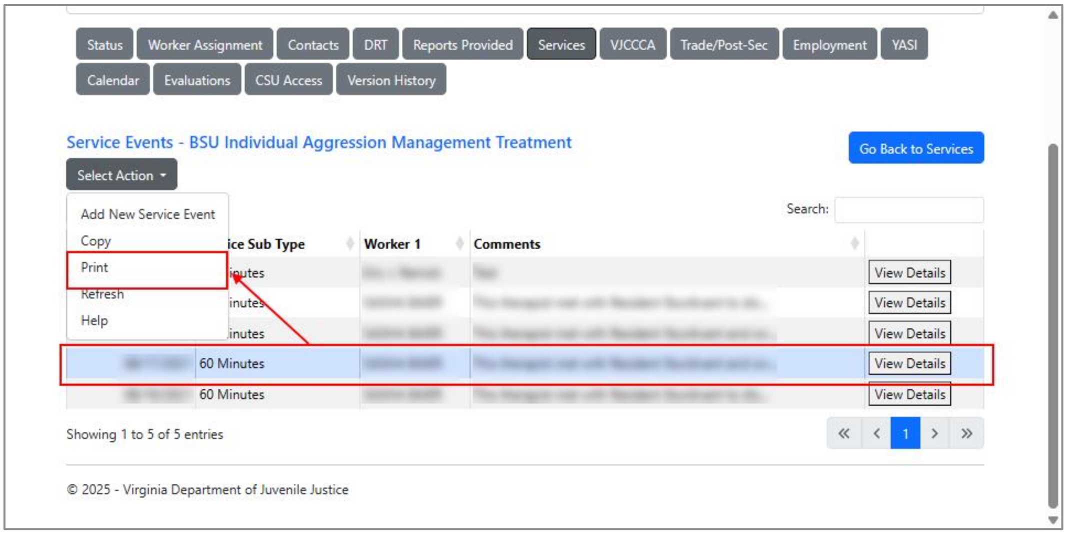


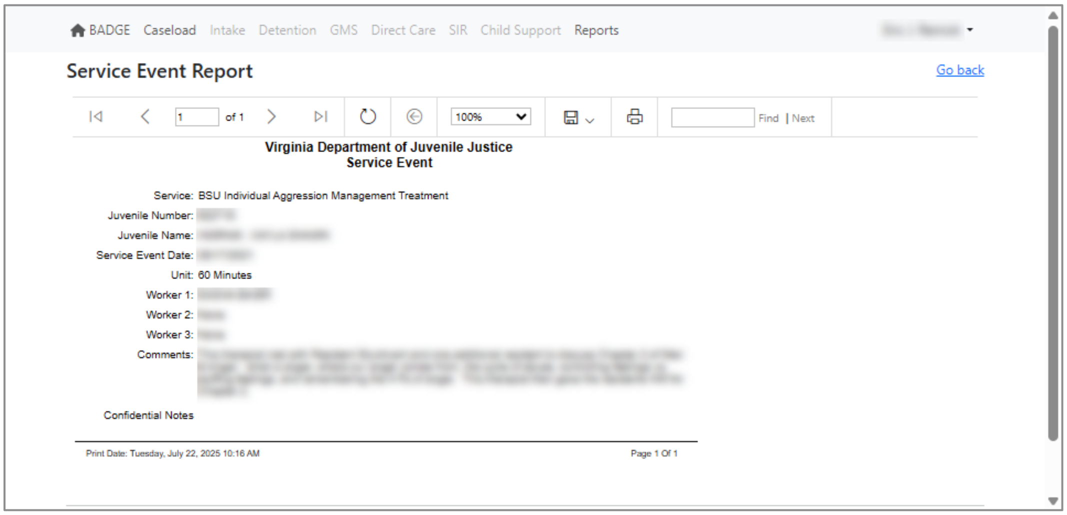


c. **Select Action - Print**

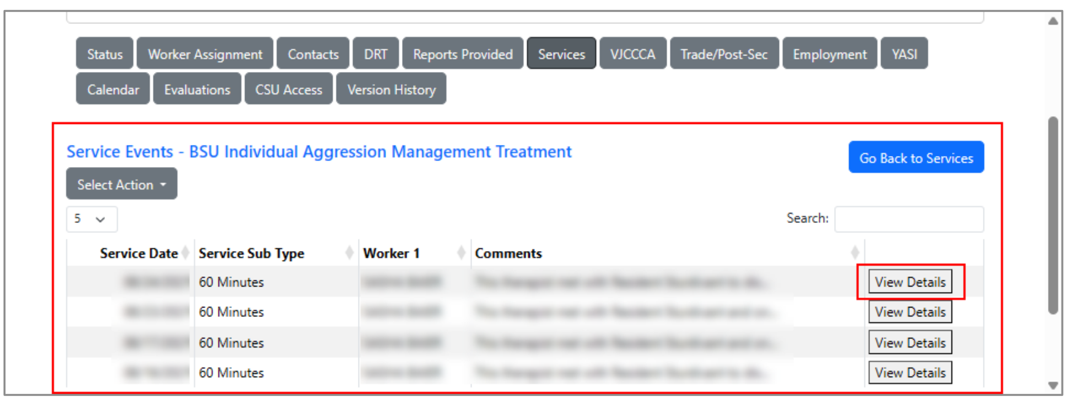
i. From the **Services Events** table on the *Services* tab, select the desired service events record to be printed and the row will be highlighted in blue.

ii. To generate the *Service Event* report, click the **Print** option from the **Select Action** drop-down menu button and the *Service Event Report* window will appear displaying the report. The *Service Event* report will display Service, Juvenile Number, Juvenile Name, Service Event Date, Unit, Worker 1, Worker 2, Worker 3, Comments, and Confidential Notes.



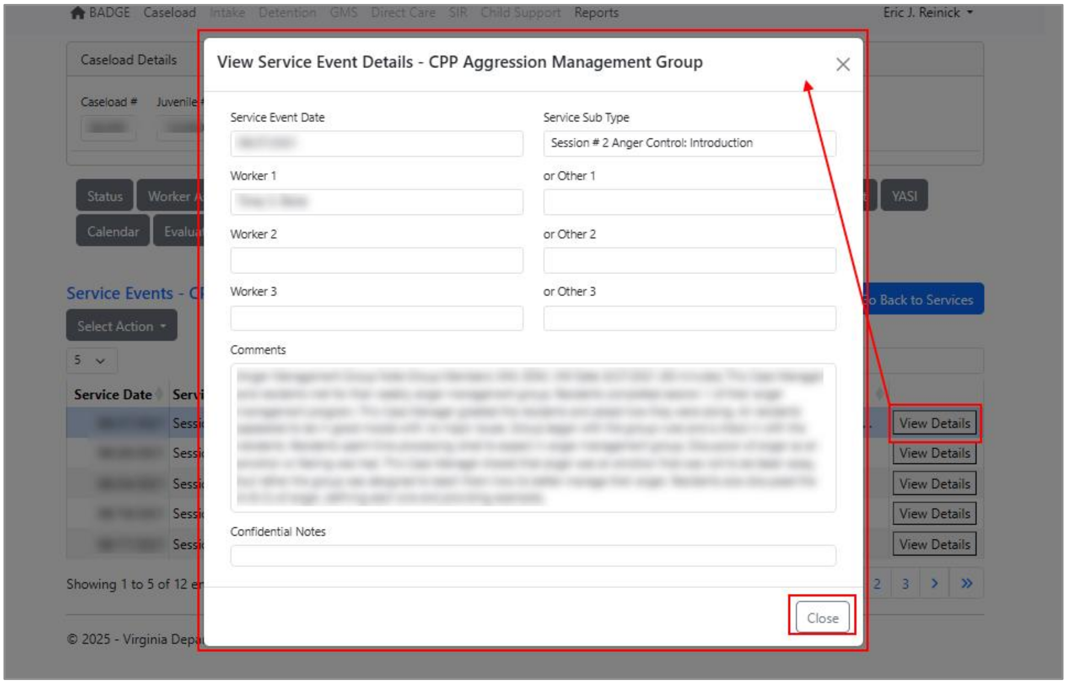


d. **View Details Button / View, Delete, OR Edit a Service Events Record**



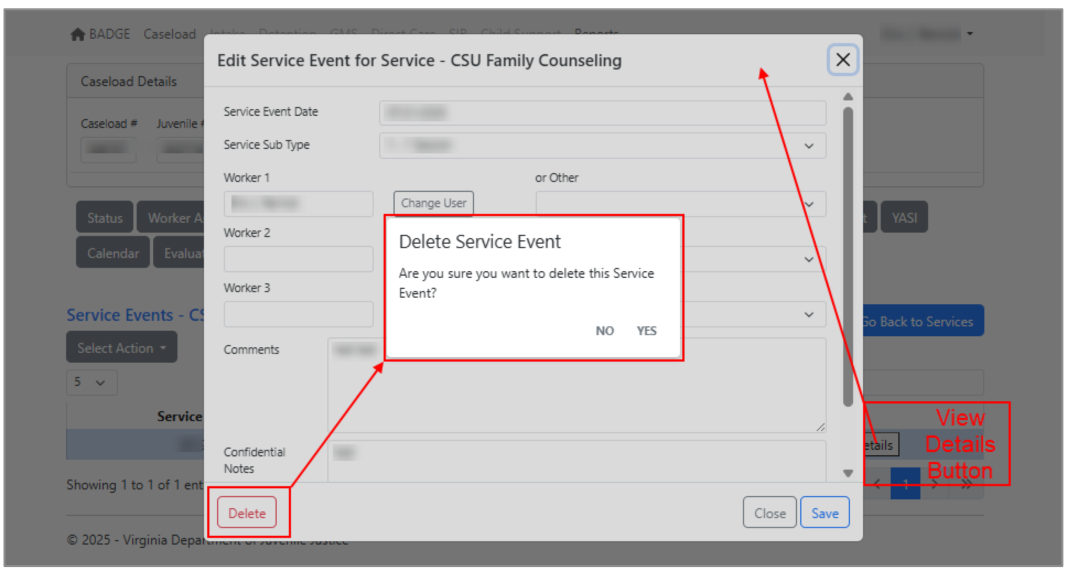
i. **View Service Events Record / View Service Event Details Window**

1. To view a service events record that **is locked** for editing or deletion: on the *Services* tab **Service Events** table (i) click the **View Details** button adjacent to the service events record to be accessed and the **read-only** *View Service Event Details* window will appear. (ii) Click the **Close** button and the user will return to the **Service Events** table on the *Services* tab.



ii. **Delete Service Events Record / Edit Service Event Details Window**

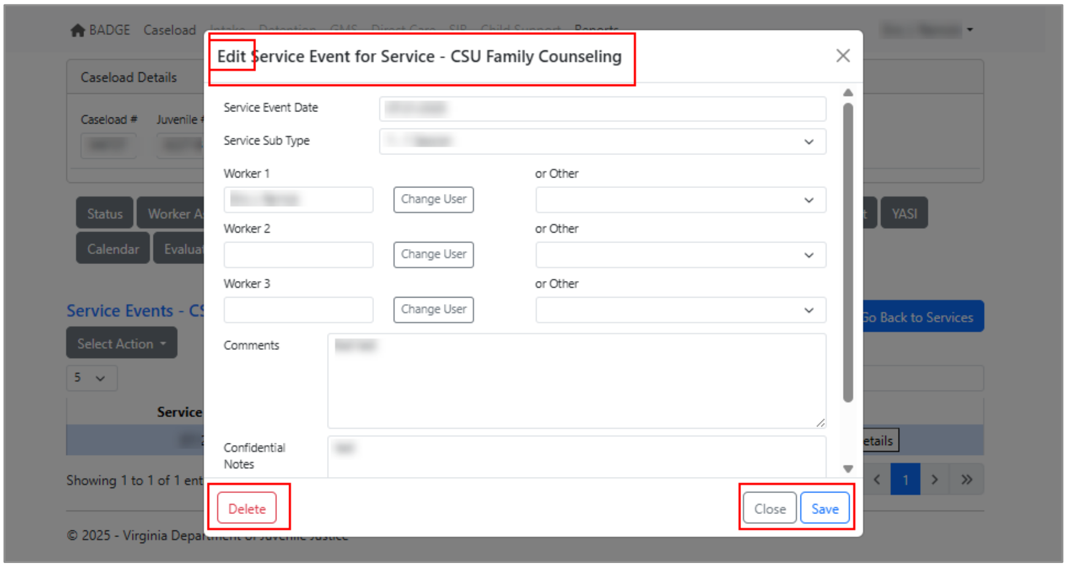
1. On the *Services* tab **Service Events** table (i) click the **View Details** button adjacent to the service events record to be deleted and the *Edit Service Event Details* window will appear. On the *Edit Service Event Details* window, (ii) click the **Delete** button and the *Delete Service Event* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Service Event Details* window or (iii) (b) click the **YES** button to delete the contact info record, a "Record Removed!" notification will briefly appear, and the user will return to the **Services Events** table on the *Services* tab.



iii. **Edit Service Events Record / Edit Service Event Details Window**

1. On the *Services* tab **Service Events** table click the **View Details** button adjacent to the service events record to be edited and the *Edit Service Event Details* window will appear.
2. The *Edit Service Event Details* window mirrors the *Add New Service Event for*

Service window. To edit the contact info record, follow the instructions detailed in the Add New Service Event for Service Window section above.

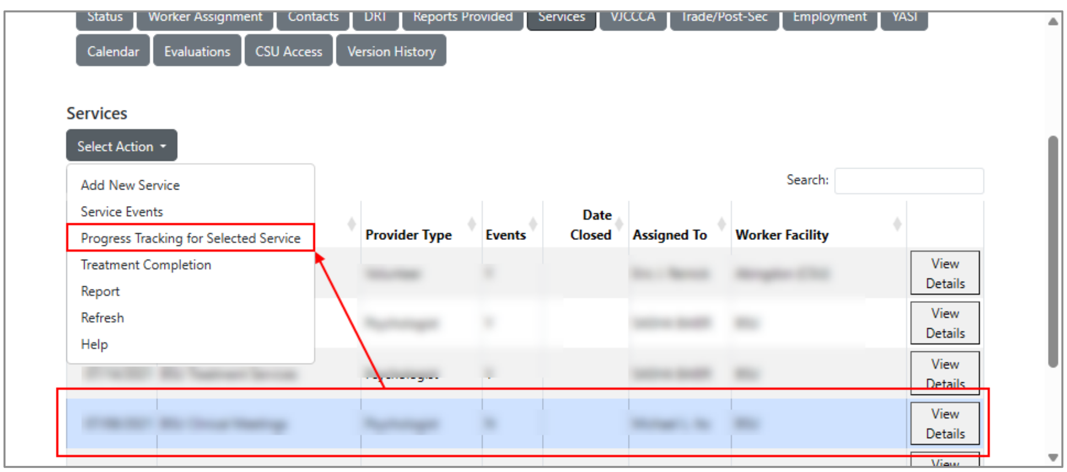


The *Edit Service Event Details* window and **Delete** button will only appear when a **Service Events** record is eligible to be edited or deleted, otherwise the record can only be viewed in the *View Service Event Details* window.

c. **Select Action - Progress Tracking for Selected Service**

i. From the **Services** table on the *Services* tab, select the desired services record and the row will be highlighted in blue.

ii. Select the **Progress Tracking for Selected Service** option from the **Select Action** drop-down menu button and the *Edit Progress Tracking Info* window, containing the **Progress Tracking Info** table, will appear. The **Progress Tracking Info** table displays the Activity, Date Started, Date Completed, and if the activity is N/A (whether applicable or not).



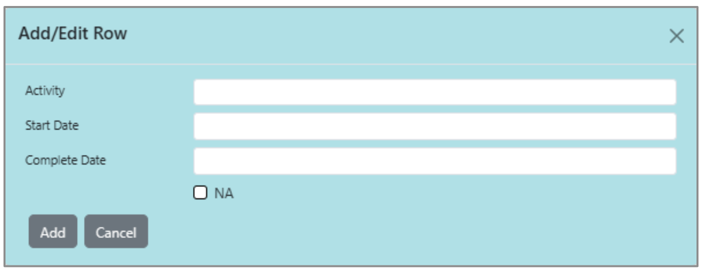
Juveniles participating in some treatment programs will have auto-populated information in the **Progress Tracking Info** table.

1. **Edit Progress Tracking Info Window**

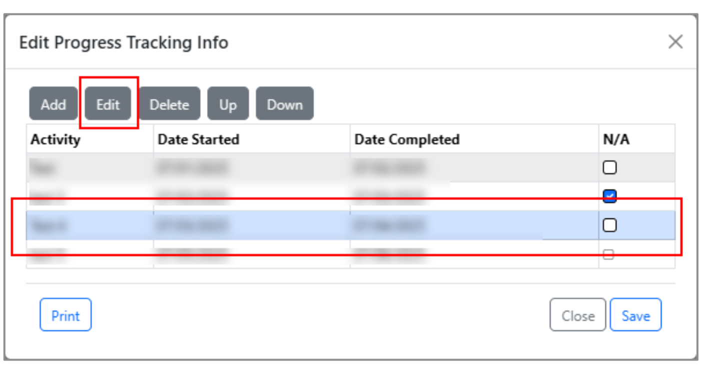
a. **Add Button**

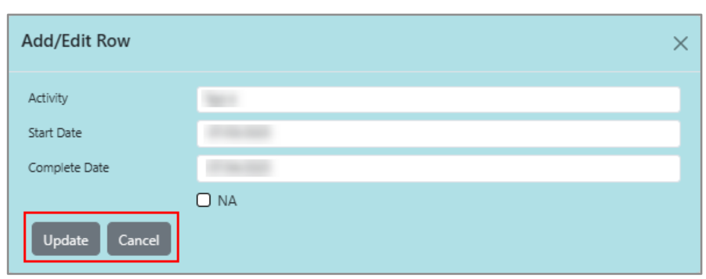
i. To add an activity entry, click the **Add** button and the *Add/Edit Row* window will appear.

ii. **Add/Edit Row Window**
   1. Enter required text in the (i) **Activity** field. Select the (ii) **Start Date** and (iii) **Complete Date** from the calendar drop-down fields. Place a check mark in the (iv) **N/A** checkbox if necessary.
   2. **Add Button**
      a. Click the **Add** button to close the _Add/Edit Row_ window and return to the _Edit Progress Tracking Info_ window where the activity will appear in the **Progress Tracking Info** table.
   3. **Cancel Button**
      a. Click the **Cancel** button to discard changes and return to the _Edit Progress Tracking Info_ window.



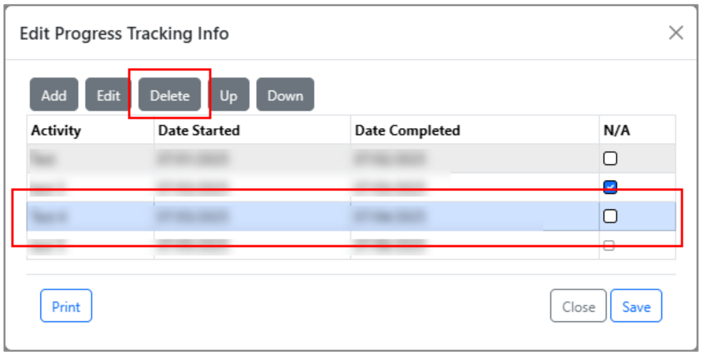
b. **Edit Button**
   i. From the **Progress Tracking Info** table on the _Edit Progress Tracking Info_ window, select the activity record to be edited and the row will be highlighted in blue.
   ii. Click the **Edit** button and the _Add/Edit Row_ window will appear.
   iii. **Add/Edit Row Window**
      1. Update the (i) **Activity**, (ii) **Start Date**, and (iii) **Complete Date** fields, and the (iv) **N/A** checkbox as required.
      2. **Update Button**
         a. Click the **Update** button to close the _Add/Edit Row_ window and return to the _Edit Progress Tracking Info_ window where the activity will appear in the **Progress Tracking Info** table.
      3. **Cancel Button**
         a. Click the **Cancel** button to discard changes and return to the _Edit Progress Tracking Info_ window.





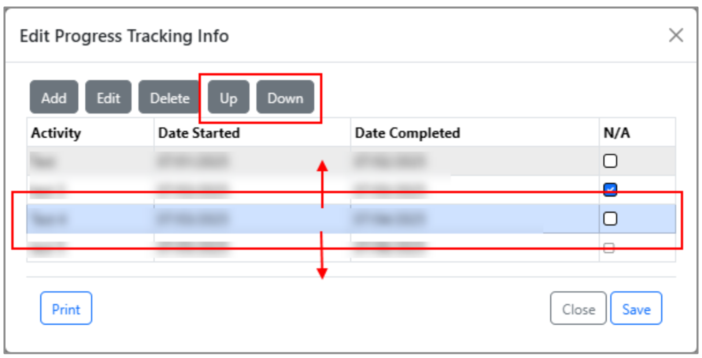
c. **Delete Button**

i. From the **Progress Tracking Info** table on the *Edit Progress Tracking Info* window, (i) select the activity record to be edited and the row will be highlighted in blue. (ii) Click the **Delete** button to remove the activity record. The record will be removed immediately, and no warning screen will appear.



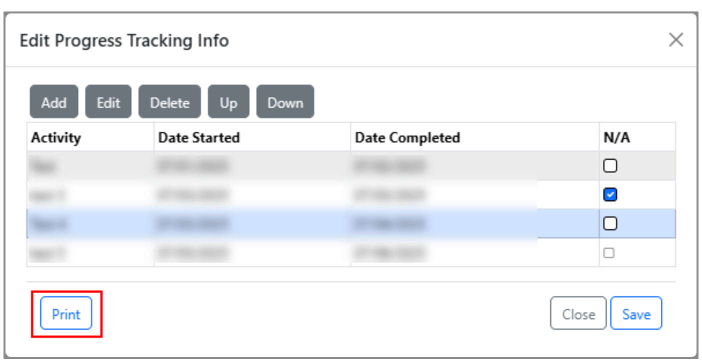
d. **Up Button and Down Button**

i. To change the order of the activities (i) select the activity record to be moved and the row will be highlighted in blue. Click either the (ii) (a) **Up** button or the (ii) (b) **Down** button until the activity record is in the desired position.



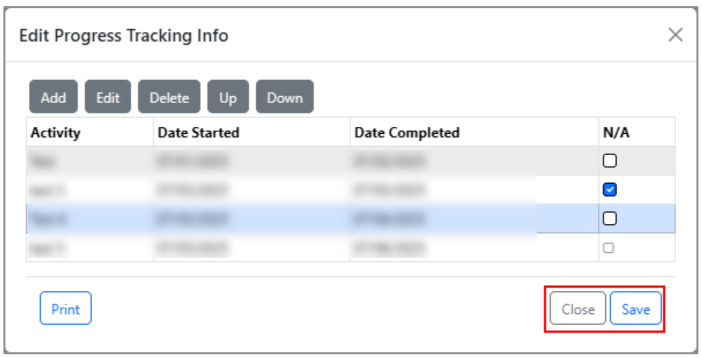
e. **Print Button**

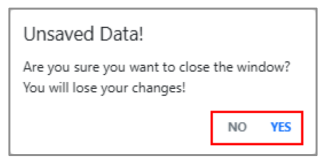
i. Click the **Print** button to generate the *Service Progress Tracking for [Juvenile]* report. The *Service Progress Tracking for [Juvenile]* report will display Juvenile Name, Juvenile Number, Service Type, Activity, Start Date, Complete Date, and N A.



f. **Close Button**

i. Click the **Close** button and the _Unsaved Data!_ warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the _Edit Progress Tracking Info_ window or (ii) (b) click the **YES** button to discard the changes and return to the **Services** table on the *Services* tab.





g. **Save Button**

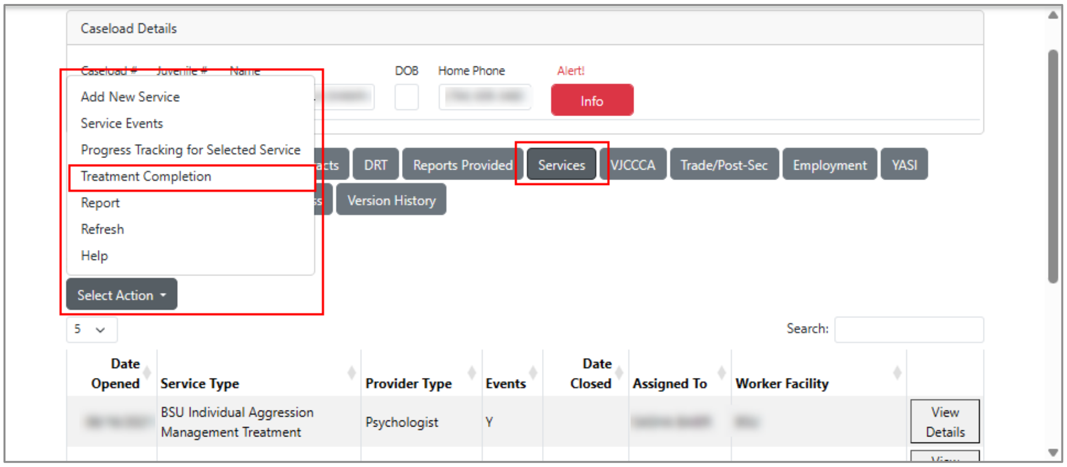
i. Click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Services** table on the *Services* tab.

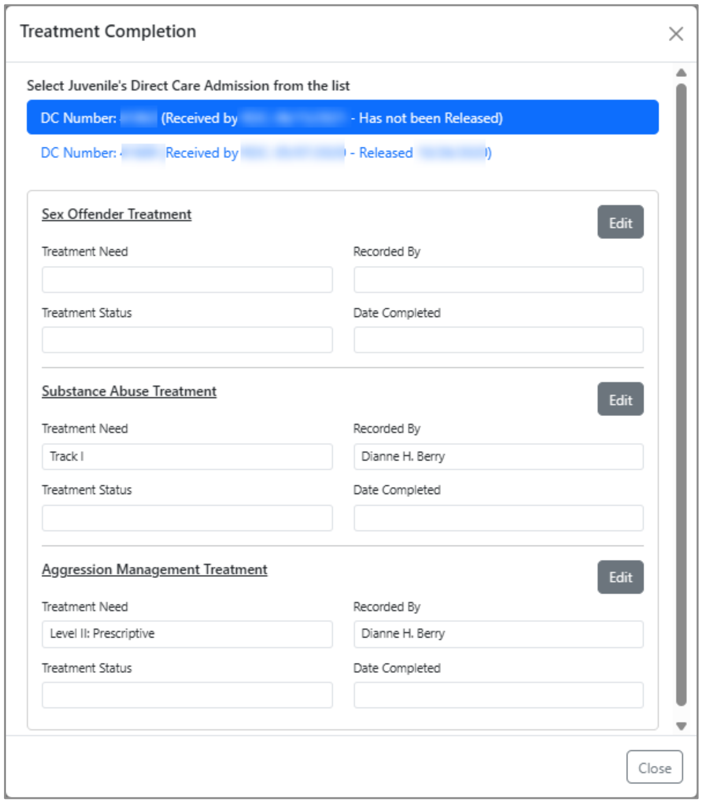
d. **Select Action - Treatment Completion**

i. From the **Services** table on the *Services* tab, select the **Treatment Completion** option from the **Select Action** drop-down menu button and the _Treatment Completion_ window will appear.

1. **Treatment Completion Window**

The _Treatment Completion_ window details the different treatments types the juvenile may be undergoing (sex offender, substance abuse, and aggression management), treatment needs, worker inputting the data, and treatment status information.



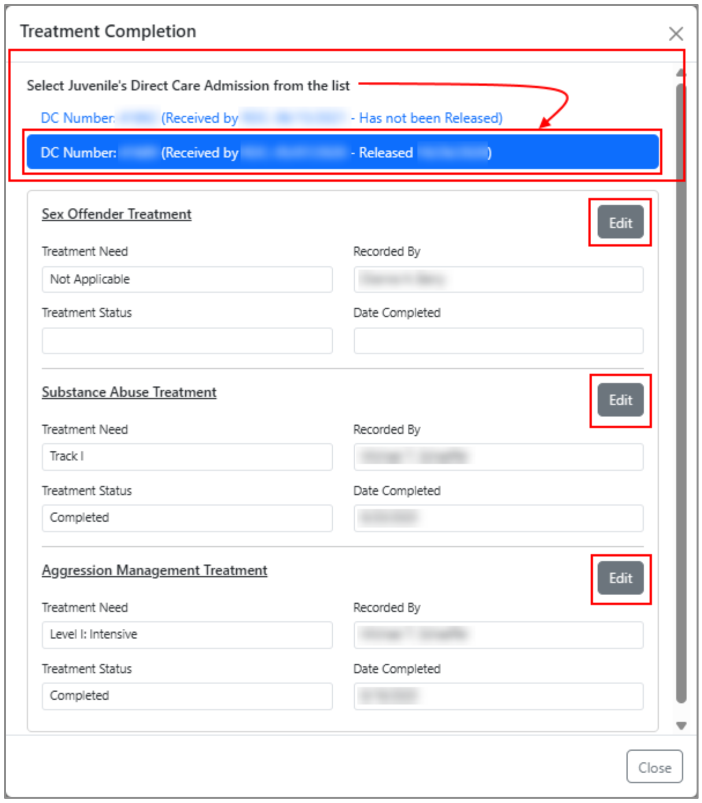


The juvenile must have a direct care admission to access the *Treatment Completion* window.
If the juvenile has completed the treatment, a date will be documented in the **Date Completed** field.

a. On the *Treatment Completion* window select the desired direct care admission from the list at the top of the window (if more than one) and the row will be highlighted in blue. Any existing treatment information will auto-populate the **Sex Offender Treatment**, **Substance Abuse Treatment**, and **Aggression Management Treatment** sections.

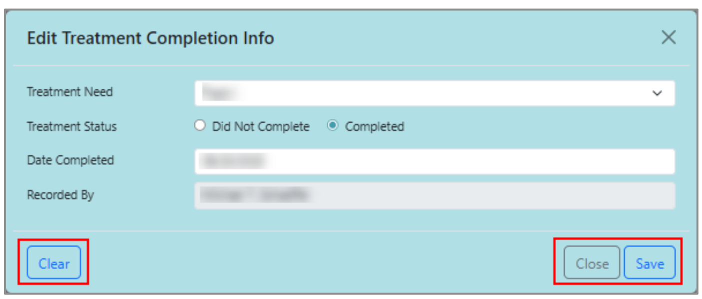
b. **Edit Button**

   i. To add or edit treatment information, click the **Edit** button for the desired treatment option (sex offender, substance abuse, or aggression management) and the *Edit Treatment Completion Info* window will appear.

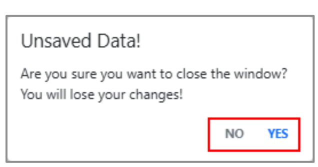


ii. **Edit Treatment Completion Info Window**

1. Select (i) the **Treatment Need** from the drop-down menu, (ii) click the appropriate radio button option for **Treatment Status** and (iii) use the calendar drop-down field to enter the **Date Completed**, if required. The **Recorded By** field will auto-populate when the record is saved.



2. **Clear Button**
   a. Click the **Clear** button and the **Treatment Status** radio buttons, **Date Completed**, and **Recorded by** information will be cleared.
3. **Close Button**
   a. (i) Click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Edit Treatment Completion Info* window or (ii) (b) click the **YES** button to discard the changes and return to the *Treatment Completion* window.

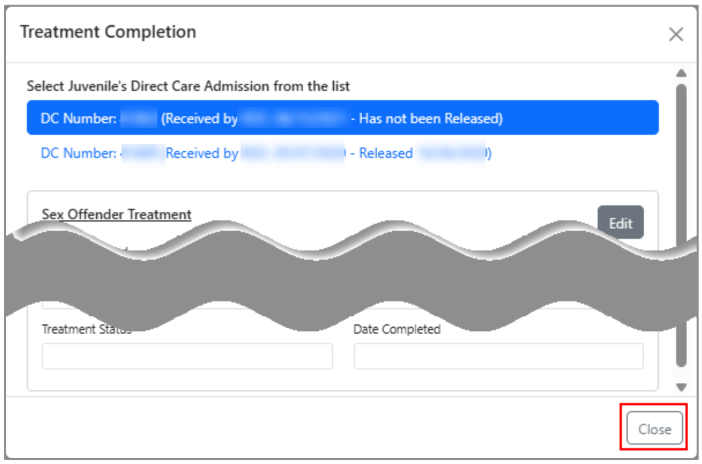


4. **Save Button**

a. Click the **Save** button when the edits are completed, a “Record Saved!” notification will briefly appear, the user will return to the *Treatment Completion* window, and the **Recorded by** field for the modified treatment will be auto-populated with the current user’s name.

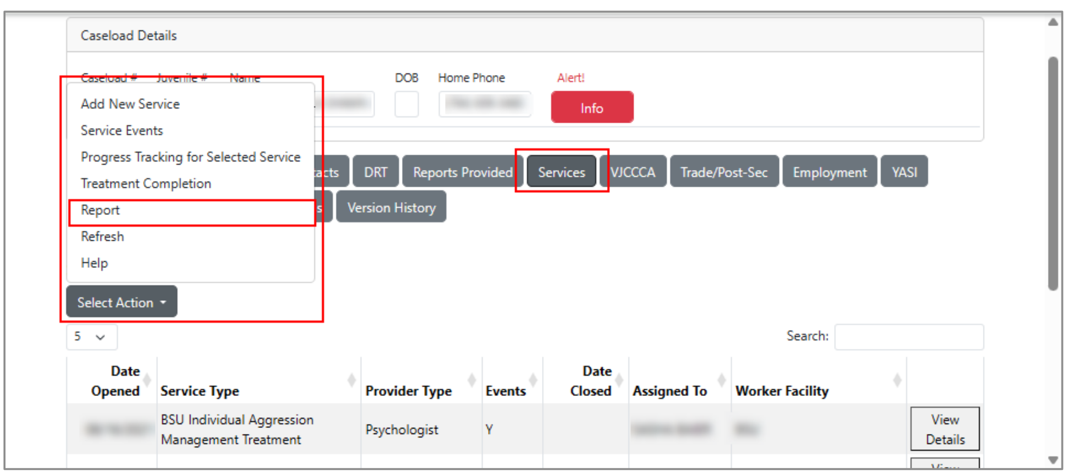
c. **Close Button**

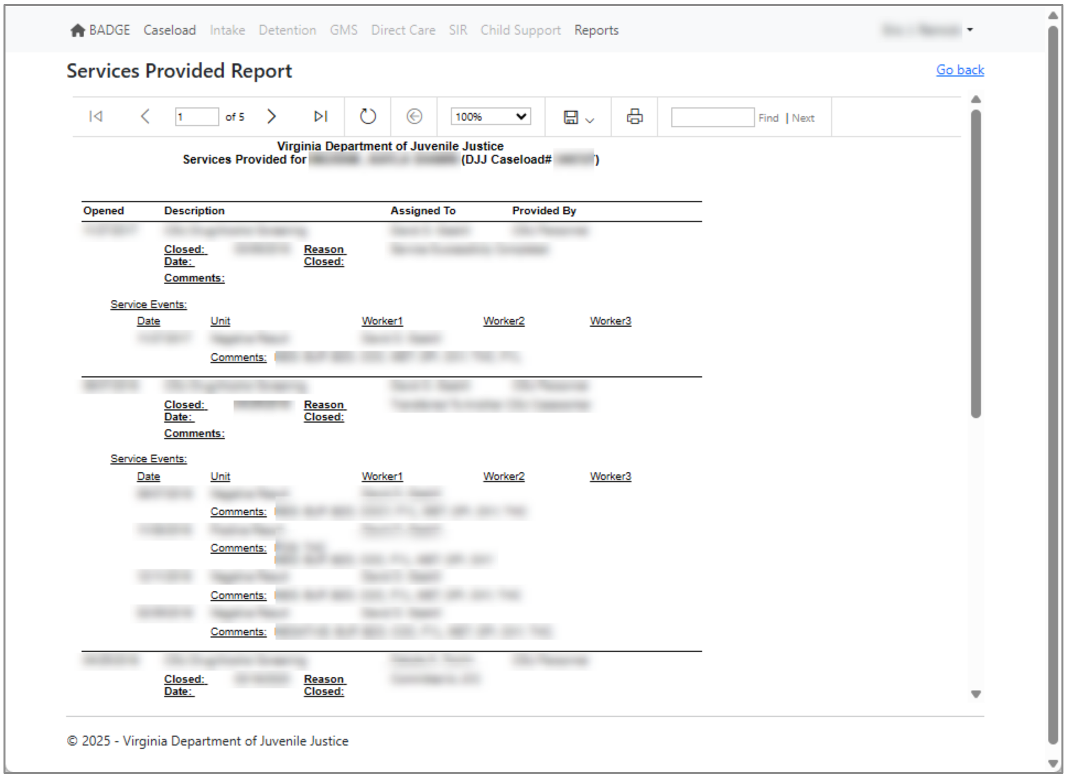
i. From the *Treatment Completion* window, click the **Close** button and the user will return to the **Services** table on the *Services* tab.



e. **Select Action - Report**

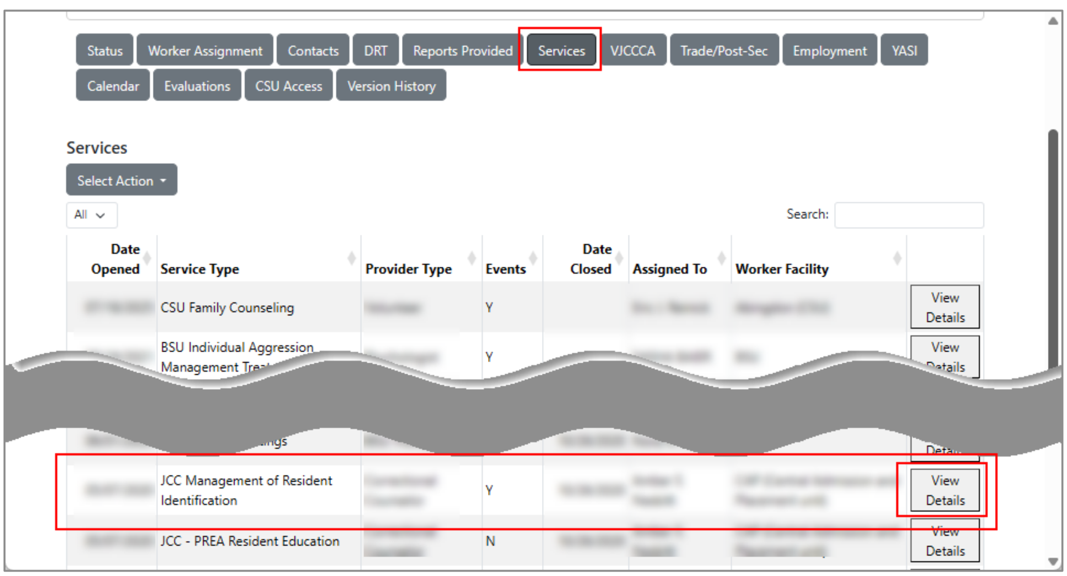
i. **Select** the **Report** option from the **Select Action** drop-down menu button and the *Services Provided Report* window will appear and display the *Services Provided for [Juvenile]* report. The report will display the Juvenile Name, Caseload Number, Opened (date), Description, Assigned To, Provided By, Closed Date, Reason Closed, Comments, Service Events, Date, Unit, Worker 1, Worker 2, Worker 3, and Comments (for service events).





f. **View Details Button / Edit a Services Record**

i. To edit a services record: on the *Services* tab **Services** table click the **View Details** button adjacent to the services record to be edited and the <u>*Edit Service*</u> window will appear.



1. **Edit Service Window**

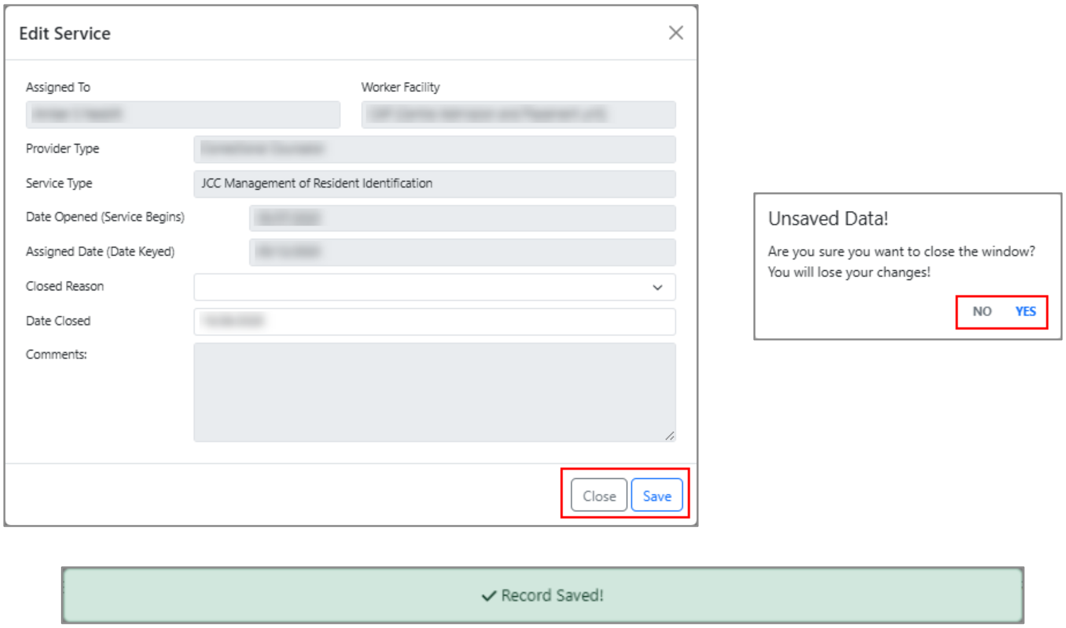
   a. (i) Select the **Closed Reason** using the drop-down field button and (ii) enter the **Date Closed** using the calendar drop-down field. These are the only two fields that can be edited on the <u>*Edit Service*</u> window.

   b. **Close Button**

      i. Click the **Close** button and the <u>*Unsaved Data!*</u> warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the <u>*Edit Service*</u> window or (ii) (b) click the **YES** button to discard the changes and return to the **Services** table on the *Services* tab.

   c. **Save Button**

i. Click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the **Services** table on the *Services* tab.

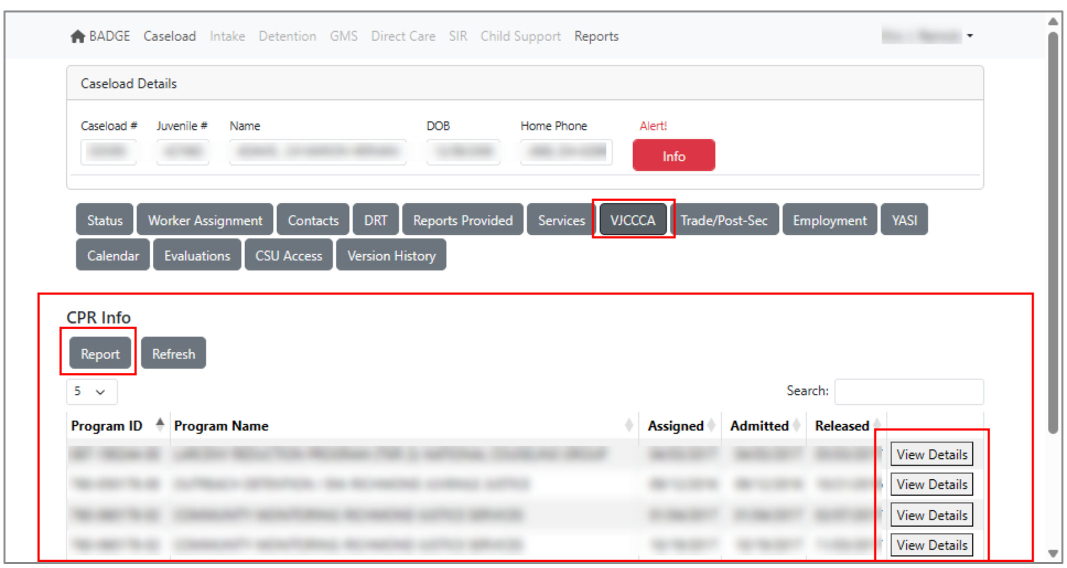


7. **VJCCCA Tab**
The *VJCCCA* tab provides a read-only summary of information found in the Community Programs Reporting (CPR) system for services the juvenile was enrolled in and provided through the Virginia Juvenile Community Crime Control Act (VJCCCA).

The **VJCCCA Info** table on the *VJCCCA* tab displays the <u>Program ID</u>, <u>Program Name</u>, <u>Assigned</u> (date), <u>Admitted</u> (date), and <u>Released</u> (date) for each CPR record.

The **Report** button allows the user to generate a *CPR History Report*.

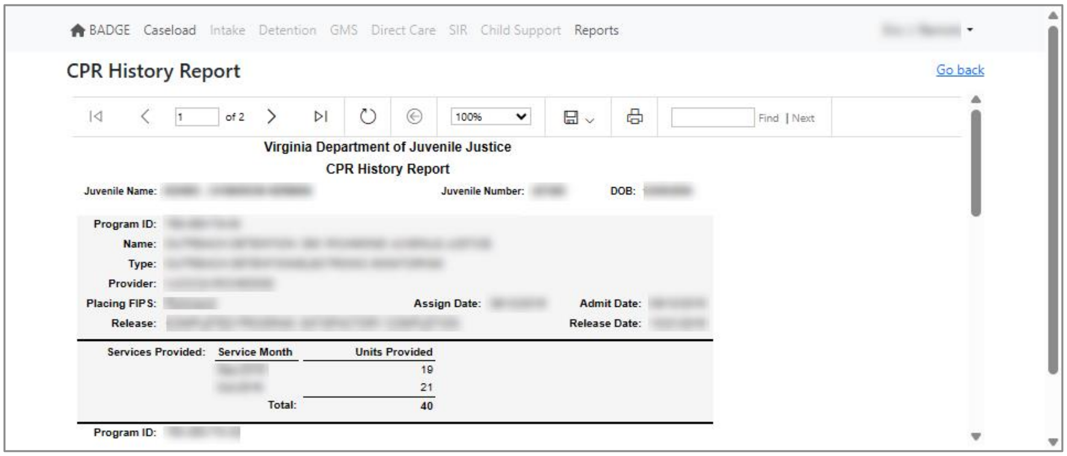
The **View Details** button allows the user to access the <u>*View CPR Details*</u> pop-up window.



a. **Report Button**

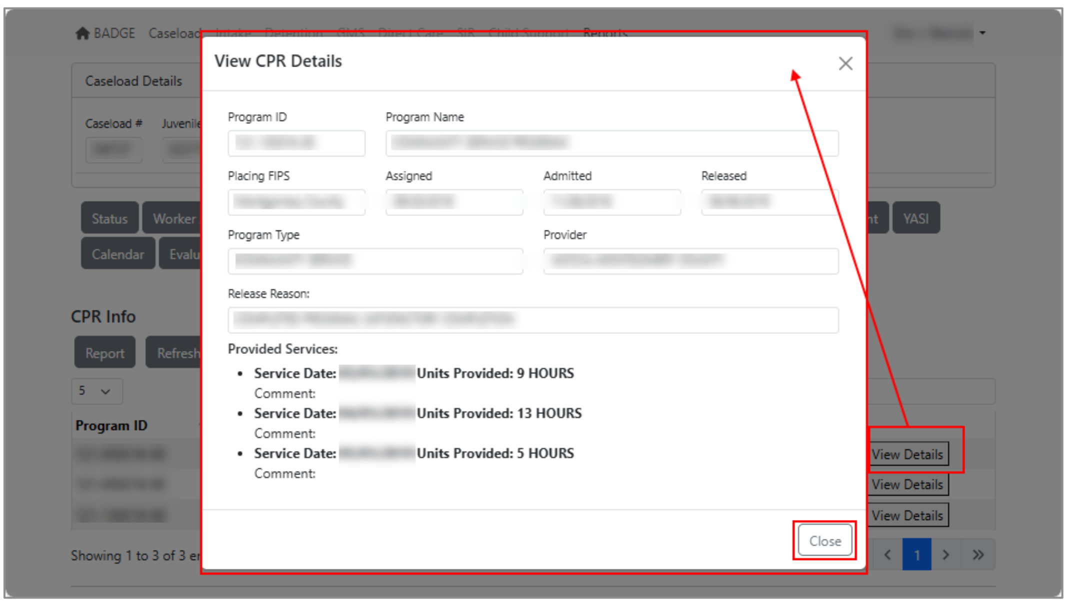
i. Click the **Report** button to generate the *CPR History Report* which will display the <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>DOB</u>, <u>Program ID</u>, <u>Name</u>, <u>Type</u>, <u>Provider</u>, <u>Placing FIPS</u>, <u>Assign Date</u>, <u>Admit</u>

Date, Release, Release Date, and Services Provided for all VJCCCA programs in which the juvenile was enrolled.



b. **View Details Button**

i. On the *VJCCCA* tab **VJCCCA Info** table, click the **View Details** button adjacent to the program record to be viewed and the *View CPR Details* window will appear. The read-only information on the *View CPR Details* window mirrors the information provided in the *CPR History Report* but is provided only for the selected CPR program record.

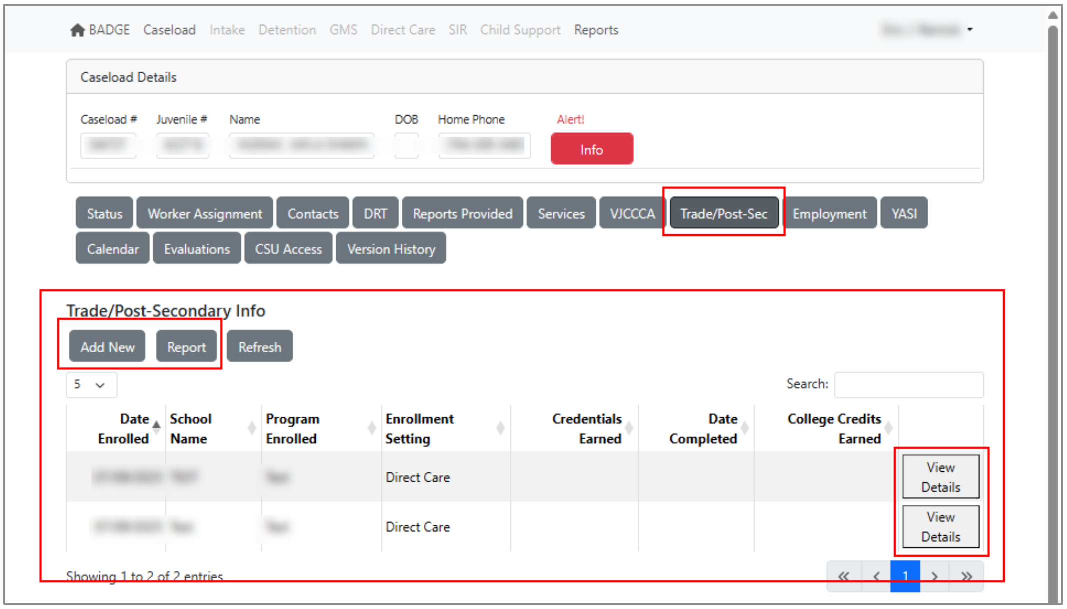


8. **Trade/Post-Sec. Tab**

The **Trade/Post-Secondary Info** table on the *Trade/Post-Sec.* tab displays all trade and post-secondary education information for the selected juvenile. The table displays the Date Enrolled, School Name, Program Enrolled, Enrollment Setting, Credentials Earned, Date Completed, and College Credits Earned.

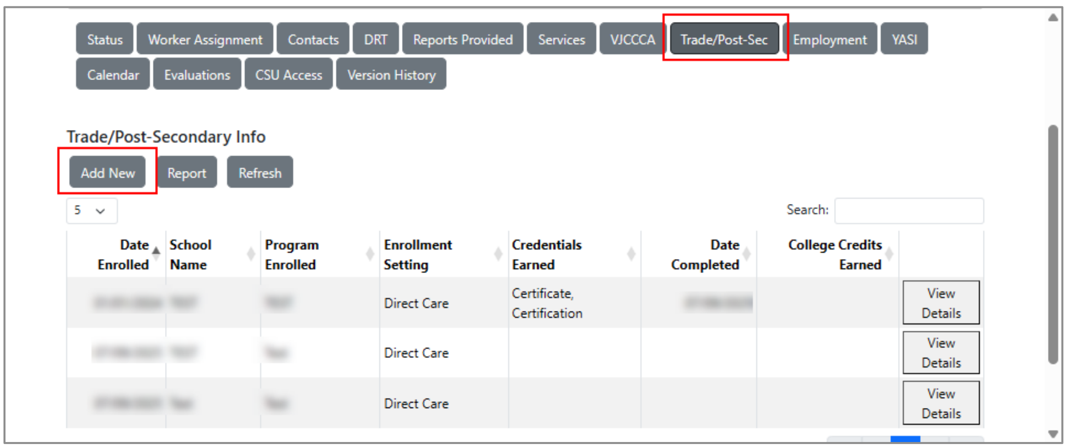
The buttons on the **Trade/Post-Secondary Info** table allow the user to **Add New** trade/post-secondary info records and generate a trade/post-secondary info **Report**.

The **View Details** button allows the user to edit or delete a trade/post-secondary info record.



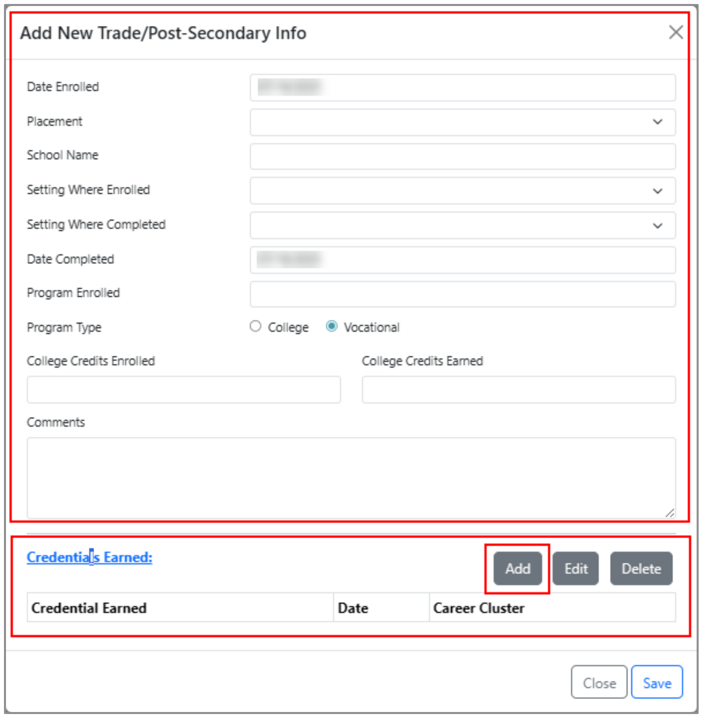
a. **Add New Button**

i. To create a new trade/post-secondary info record click the **Add New** button and the *Add New Trade/Post-Secondary Info* pop-up form window will appear.



1. **Add New Trade/Post-Secondary Info Window**

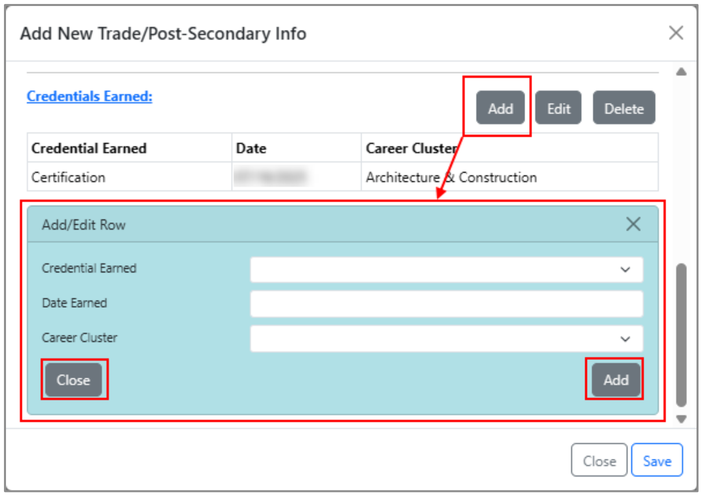
a. (i) Select the **Date Enrolled** from the drop-down calendar field. (ii) Select the **Placement** from the corresponding drop-down field. (iii) Input the **School/Name**. Select the (iv) **Setting Where Enrolled** and (v) **Setting Where Completed** from the corresponding drop-down fields. (vi) Select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



b. **Credentials Earned Table**
The **Credentials Earned** table on the _Add New Trade/Post-Secondary Info_ window displays credential earned information for the selected juvenile. The table displays the Credential Earned, Date, and Career Cluster.

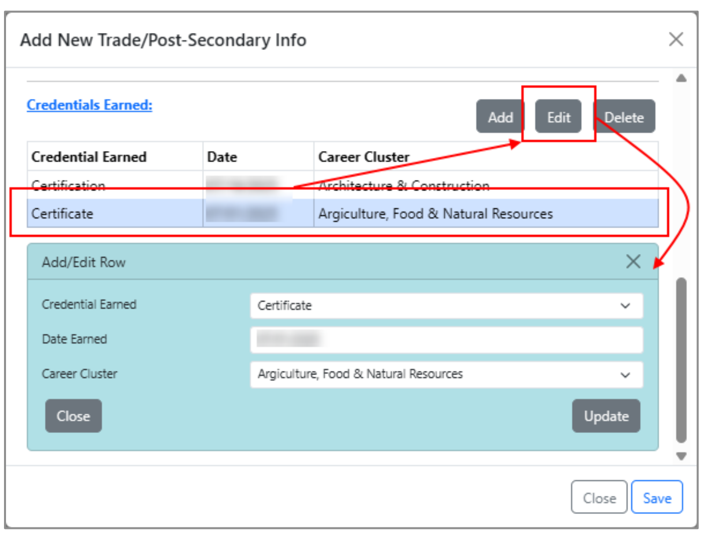
The buttons in the **Credentials Earned** section allow the user to **Add**, **Edit**, or **Delete** a credentials earned record.

i. **Add Button**
1. (i) Click the **Add** button located in the **Credentials Earned** section and the _Add/Edit Row_ form will appear. Select the (ii) **Credential Earned** and the (iii) **Career Cluster** from the corresponding drop-down fields and select the (iv) **Credential Earned Date** from the calendar drop-down field.
2. **Close Button**
   a. Click the **Close** button in the _Add/Edit Row_ form to cancel all changes and remain on the _Add New Trade/Post-Secondary Info_ window (no cancelation warning will display).
3. **Add Button**
   a. Click the **Add** button in the _Add/Edit Row_ form to add the record to the **Credentials Earned** table and remain on the _Add New Trade/Post-Secondary Info_ window (no add confirmation will display).



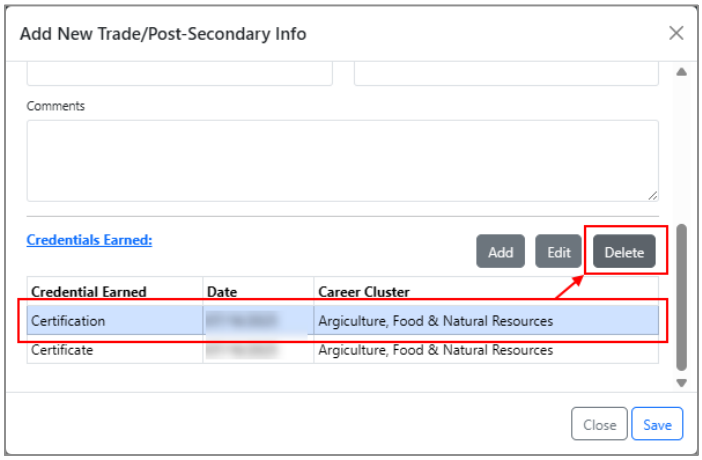
ii. **Edit Button**

1. From the **Credentials Earned** table on the *Add New Trade/Post-Secondary Info* window, select the desired credential earned record to be edited and the row will be highlighted in blue.
2. (i) Click the **Edit** button located in the **Credentials Earned** section and the *Add/Edit Row* form will appear. Select the (ii) **Credential Earned** and the (iii) **Career Cluster** from the corresponding drop-down fields and select the (iv) **Credential Earned Date** from the calendar drop-down field.
3. **Close Button**
   a. Click the **Close** button in the *Add/Edit Row* form to cancel all changes and remain on the *Add New Trade/Post-Secondary Info* window (no cancelation warning will display).
4. **Update Button**
   a. Click the **Update** button in the *Add/Edit Row* form to add the record to the **Credentials Earned** table and remain on the *Add New Trade/Post-Secondary Info* window (no add confirmation will display).



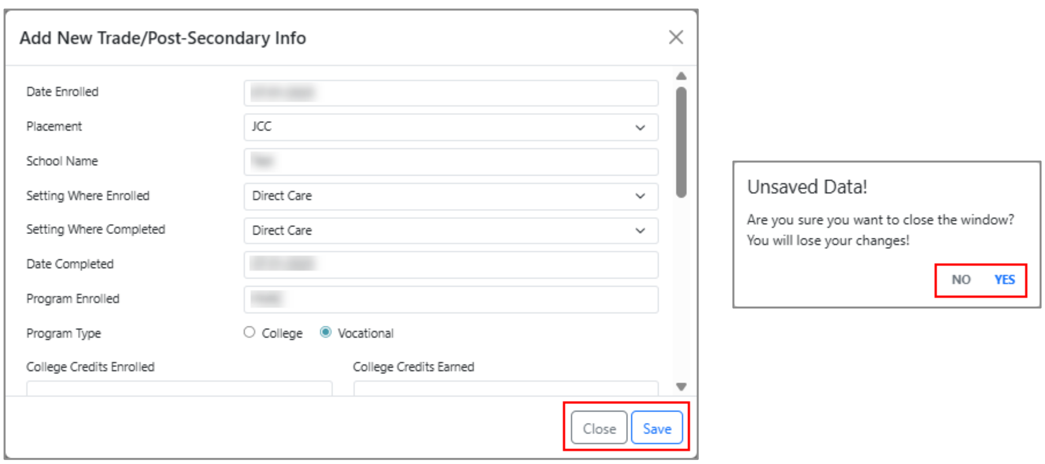
iii. **Delete Button**

1. From the **Credentials Earned** table on the *Add New Trade/Post-Secondary Info* window, select the desired credential earned record to be deleted and the row will be highlighted in blue.
2. Click the **Delete** button located in the **Credentials Earned** section and the credential earned record with be removed from the **Credentials Earned** table (no deletion warning will display).



c. **Close Button**

i. From the *Add New Trade/Post-Secondary Info* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New Trade/Post-Secondary Info* window or (ii) (b) click the **YES** button to discard the changes and return to the **Trade/Post-Secondary Info** table on the *Trade/Post-Sec* tab.



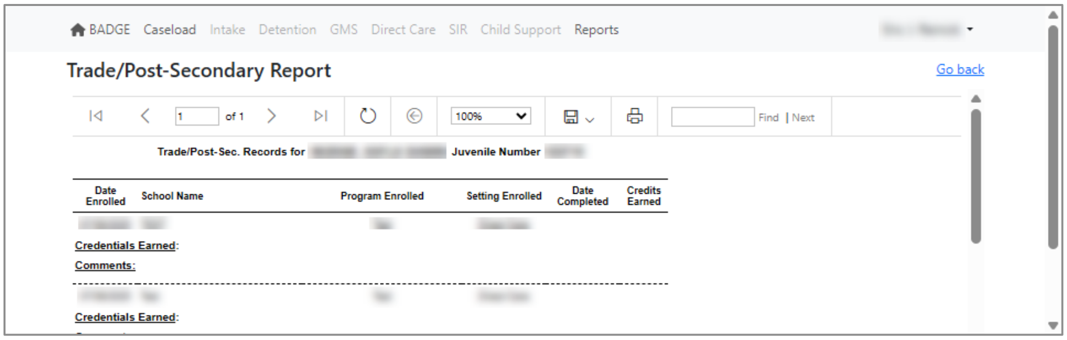
d. **Save Button**

i. From the *Add New Trade/Post-Secondary Info* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Trade/Post-Secondary Info** table on the *Trade/Post-Sec* tab.

- The **Credentials Earned** table fields and windows are accessible when the user clicks the **Add** button on the **Trade/Post-Secondary Info** table followed by clicking the **Add** button above the **Credentials Earned** table on the *Add New Trade/Post-Secondary Info* window. If no information is entered, these fields will be blank.
- The **Setting Where Enrolled**, **Program Enrolled**, and **Program Type** fields are required to add a Trade/Post-Secondary record.
- The **College Credits Enrolled** and **College Credits Earned** numerical values cannot exceed 21.

b. **Report Button**

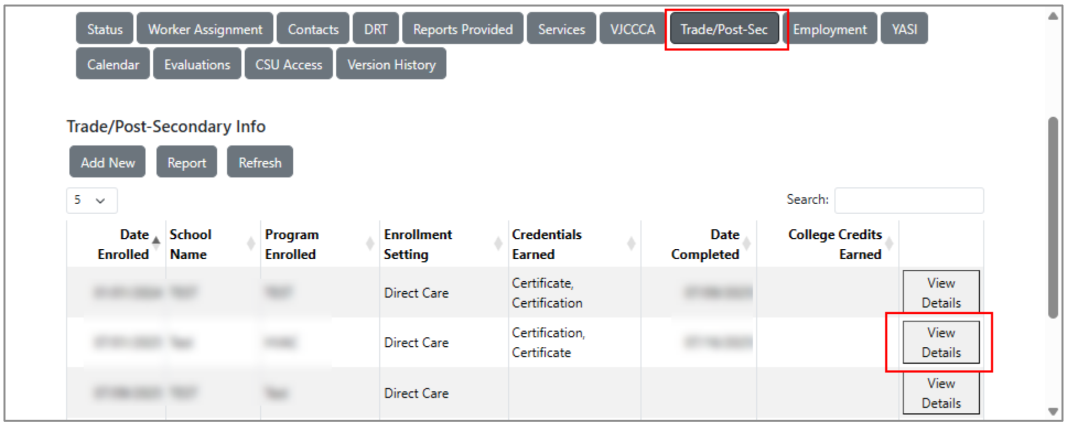
i. Click the **Report** button on the *Trade/Post-Sec.* tab to generate a **Trade/Post-Sec. Records** report for the juvenile which will list Date Enrolled, School Name, Program Enrolled, Setting Enrolled, Date Completed, Credits Earned, Credentials Earned, and Comments.

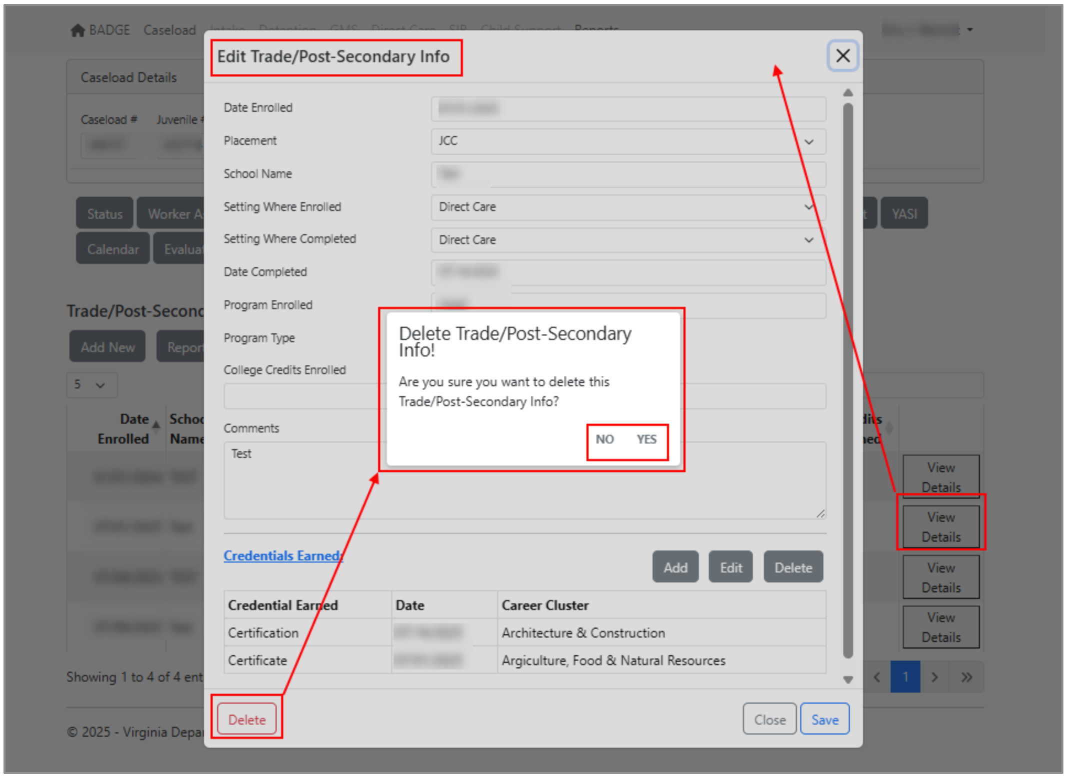


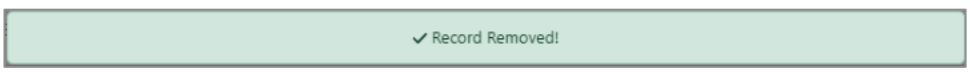
c. **View Details Button / Edit OR Delete an Existing Trade/Post-Secondary Info Record**

i. **Delete a Trade/Post-Secondary Info Record / Edit Trade/Post-Secondary Info Window**

1. On the *Trade/Post-Sec* tab **Trade/Post-Secondary Info** table (i) click the **View Details** button adjacent to the record to be deleted and the *Edit Trade/Post-Secondary Info* window will appear. On the *Edit Trade/Post-Secondary Info* window, (ii) click the **Delete** button and the *Delete Trade/Post-Secondary Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Trade/Post-Secondary Info* window or (iii) (b) click the **YES** button to delete the trade/post-secondary info record, a "Record Removed!" notification will briefly appear, and the user will return to the **Trade/Post-Secondary Info** table on the *Trade/Post-Sec* tab.

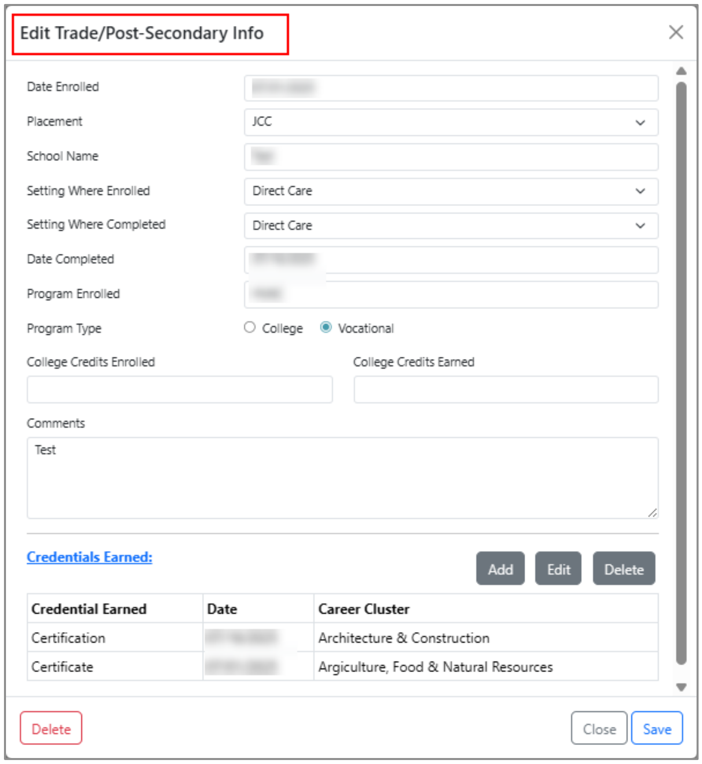






ii. **Edit a Trade/Post-Secondary Info Record / Edit Trade/Post-Secondary Info Window**

1. On the *Trade/Post-Sec* tab **Trade/Post-Secondary Info** table (i) click the **View Details** button adjacent to the record to be edited and the *Edit Trade/Post-Secondary Info* window will appear. The *Edit Trade/Post-Secondary Info* window mirrors the *Add New Trade/Post-Secondary Info* window. To edit the record, (ii) follow the instructions detailed in the Add New Trade/Post-Secondary Info Window section above.

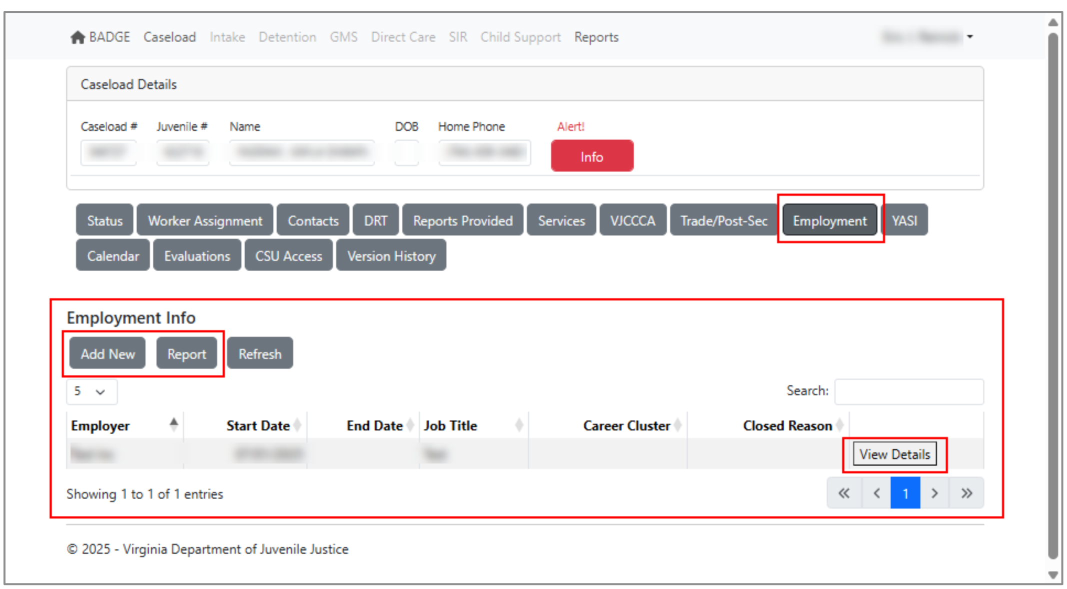


9. **Employment Tab**

The **Employment Info** table on the *Employment* tab displays all the available employment information for the juvenile. The table displays the <u>Employer</u>, <u>Start Date</u>, <u>End Date</u>, <u>Job Title</u>, <u>Career Cluster</u> and <u>Closed Reason</u> information for each record.

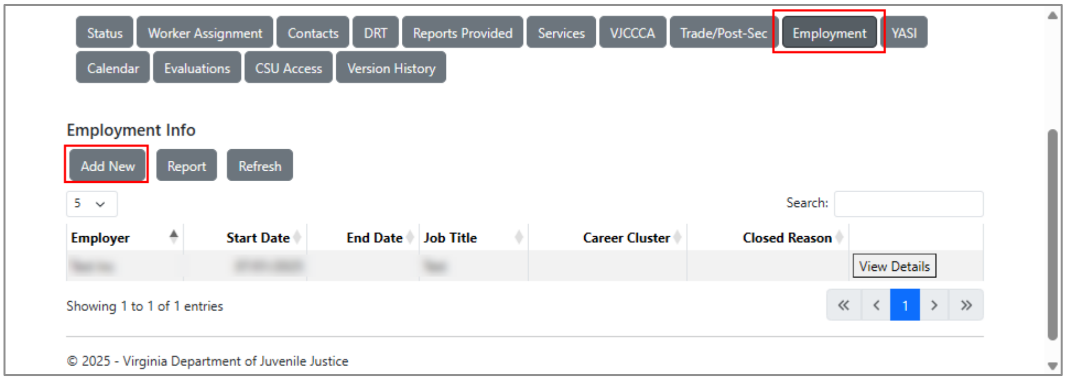
The buttons on the **Employment Info** table allow the user to **Add New** employment info records and generate an employment info **Report**.

The **View Details** button allows the user to edit or delete an employment info record.



b. **Add New Button**

i. To create a new employment info record, click the **Add New** button and the *<u>Add New Employment Info</u>* pop-up form window will appear.

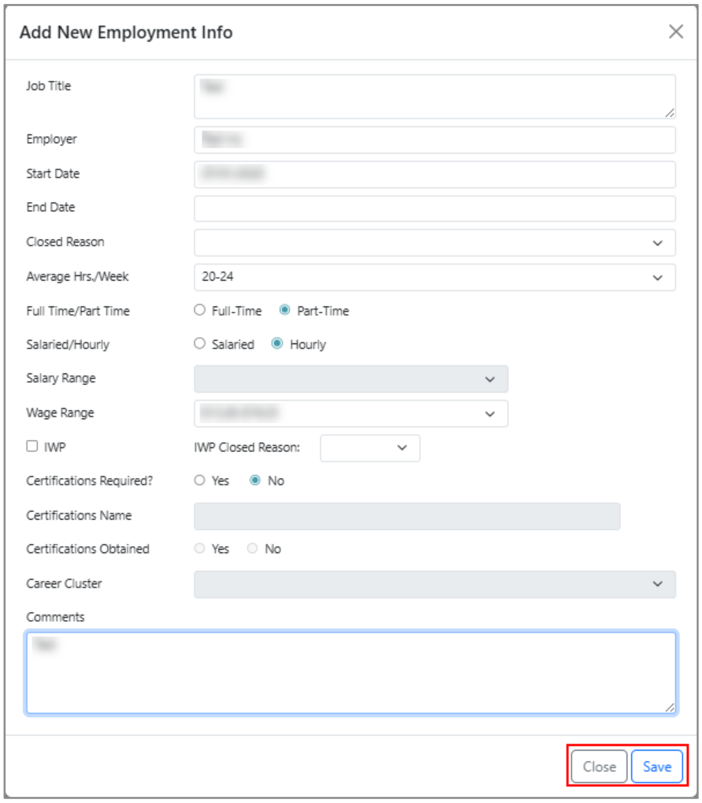


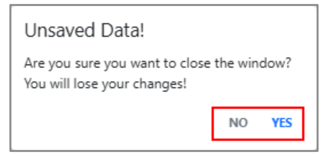
1. **Add New Employment Info Window**
   a. Enter the data for the (i) **Job Title** and (ii) **Employer** in the corresponding text fields. Select the employment (iii) **Start Date** and (iv) **End Date** (if applicable) using the corresponding calendar drop-down fields. (v) Input the data for the **Closed Reason** field (if applicable).
   b. Select the (i) **Average Hrs./Week** using the drop-down field button. Select the appropriate (ii) **Full Time/Part-Time** and (iii) **Salaried**/**Hourly** using the corresponding radio buttons. Select the (iv) (a) **Salary Range** or (iv) (b) **Wage Range** from the corresponding drop-down field buttons. (v) Click the **IWP** checkbox (if applicable) and select the (vi) **IWP Closed Reason** from the drop-down field button (if applicable).
   c. Select the appropriate **Certifications Required** radio button.
      i. 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.
   d. Input any additional information about the employment record in the **Comments** textbox.

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.

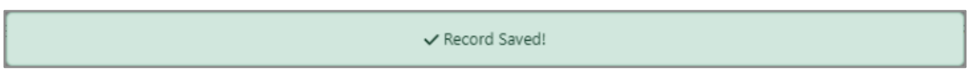
   e. **Close Button**
      i. From the _Add New Employment Info_ window, (i) click the **Close** button and the _Unsaved Data!_ warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the _Add New Employment_ window or (ii) (b) click the **YES** button to discard the changes and return to the **Employment Info** table on the *Employment* tab.





f. **Save Button**

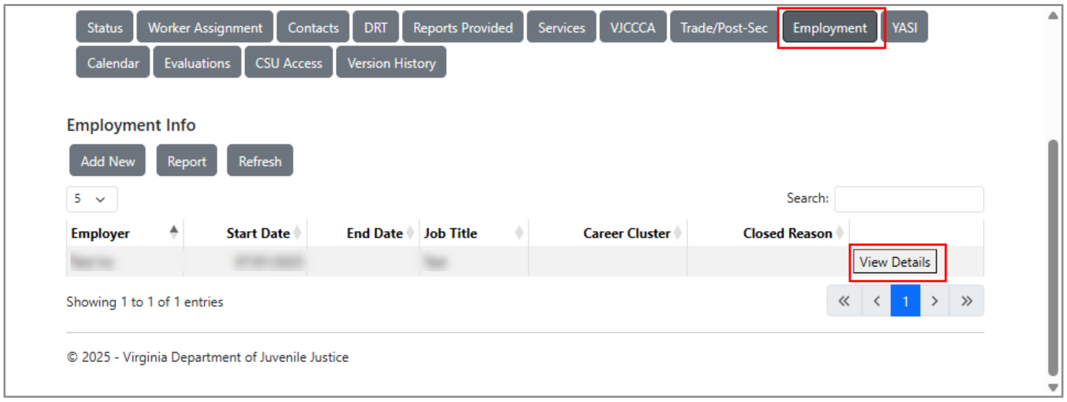
i. From the *Add New Employment Info* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Employment Info** table on the *Employment* tab.



c. **Report Button**

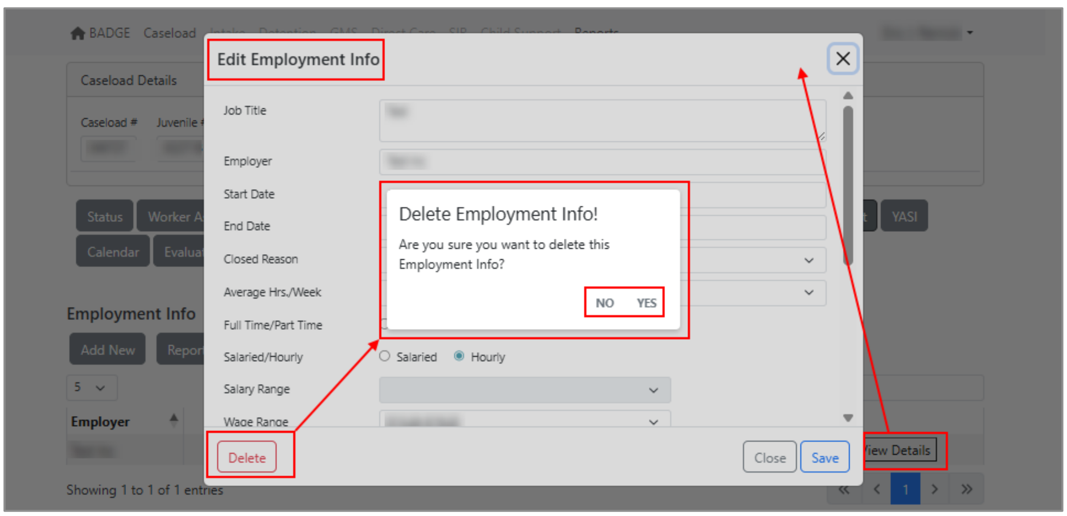
i. Click the **Report** button to generate the *Employment Records for [Juvenile Name]* report. The report will display: Job Title, Start Date, End Date, Closed Reason, Full-time/Part-time, and Comments.

d. **View Details Button / Edit OR Delete an Existing Employment Info Record**



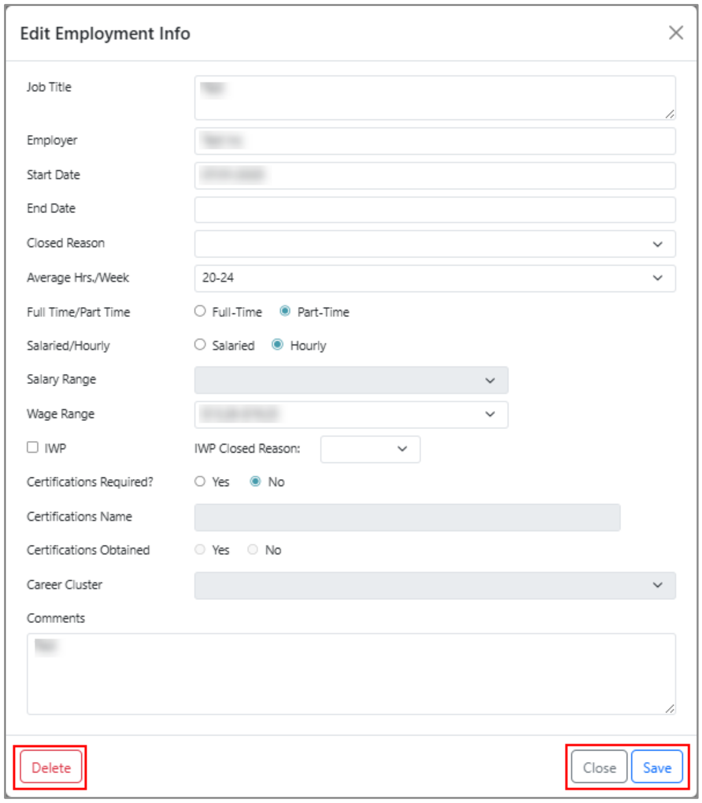
i. **Delete an Employment Info Record / Edit Employment Info Window**

1. On the *Contacts* tab **Employment Info** table (i) click the **View Details** button adjacent to the employment info record to be deleted and the *Edit Employment Info* window will appear. On the *Edit Employment Info* window, (ii) click the **Delete** button and the *Delete Employment Info!* warning window will appear. (iii) (a) Click the **NO** button to return to the *Edit Employment Info* window or (iii) (b) click the **YES** button to delete the employment info record, a "Record Removed!" notification will briefly appear, and the user will return to the **Employment Info** table on the *Employment* tab.



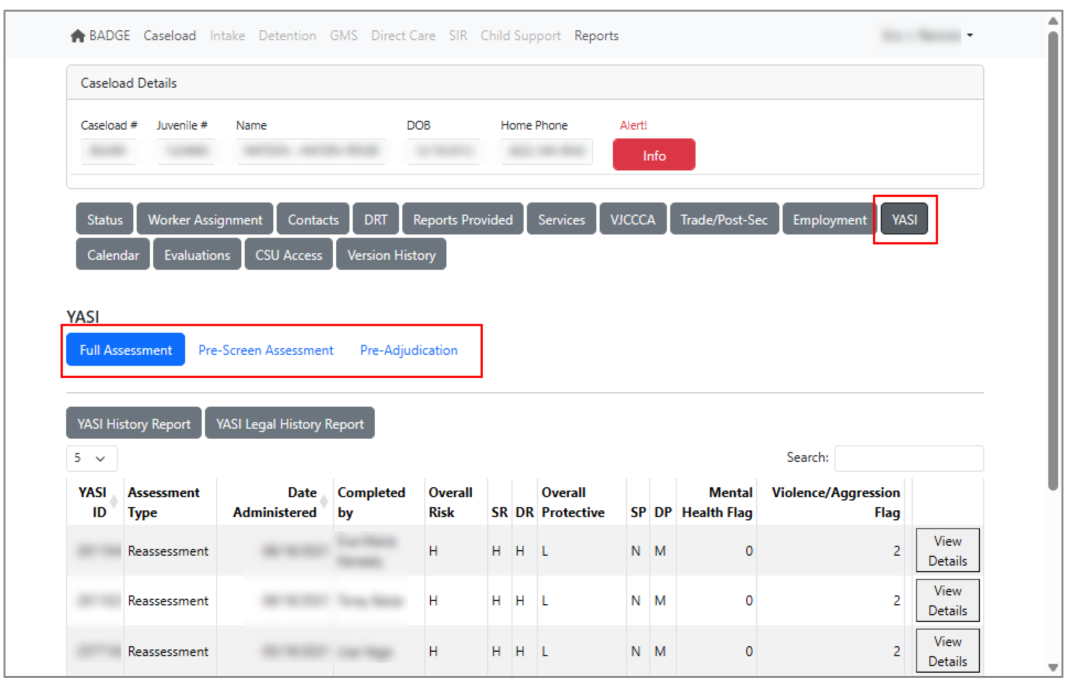
ii. **Edit Contact Info Record / Edit Worker Assignment Pop-up Form**

1. On the *Employment* tab **Employment Info** table (i) click the **View Details** button adjacent to the employment info record to be edited and the *Edit Employment Info* window will appear. The *Edit Employment Info* window mirrors the *Add New Employment Info* window. To edit the employment info record, (ii) follow the instructions detailed in the [Add New Employment Info Window](#) section above.



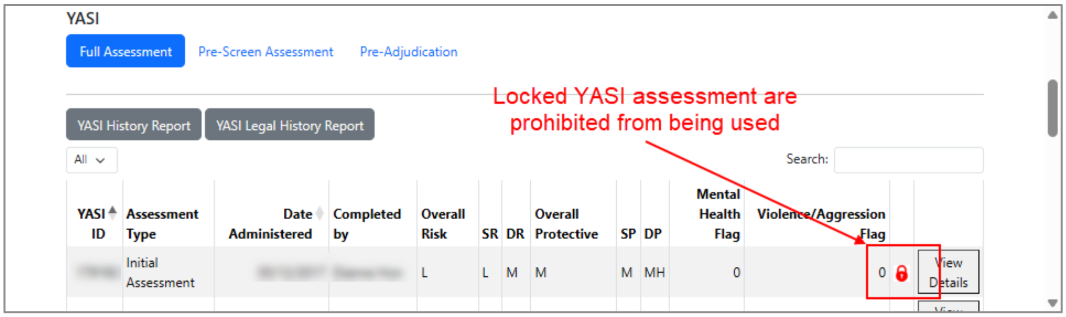
10. **YASI Tab**

The *YASI* tab will display information on any YASI **Full Assessment**, **Pre-Screen Assessment,** or **Pre-adjudication** assessment completed for the juvenile.



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

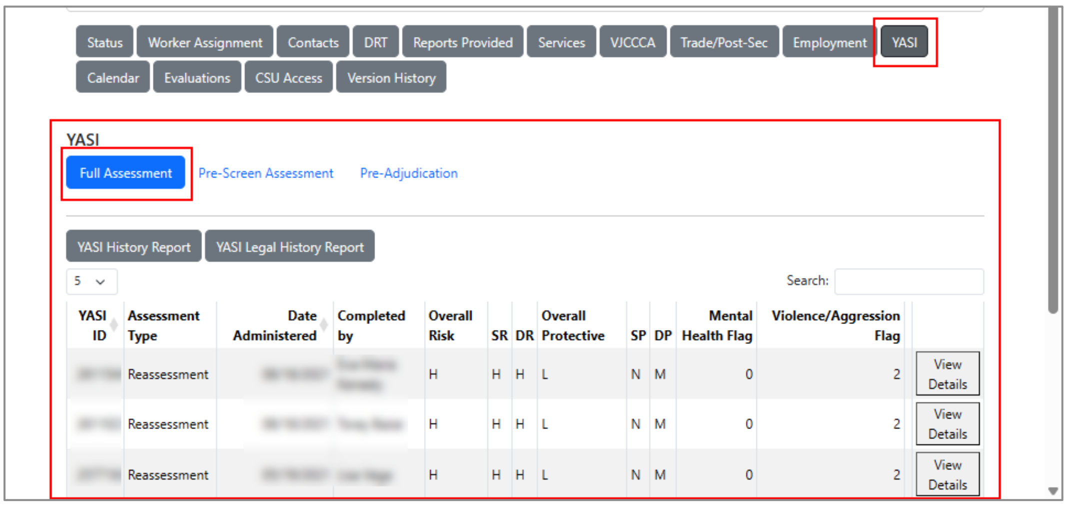
Scores and risk levels from locked YASI assessments (i.e., those with an associated padlock, see image below) are prohibited from being used and a reassessment should be completed.



Refer to the [BADGE Detention Manual] for information on the *Detention Admission* screen *YASI* tab.
Refer to the [BADGE Terms & Concepts Manual] for descriptions of the columns contained on the upper half of the *YASI* tab.

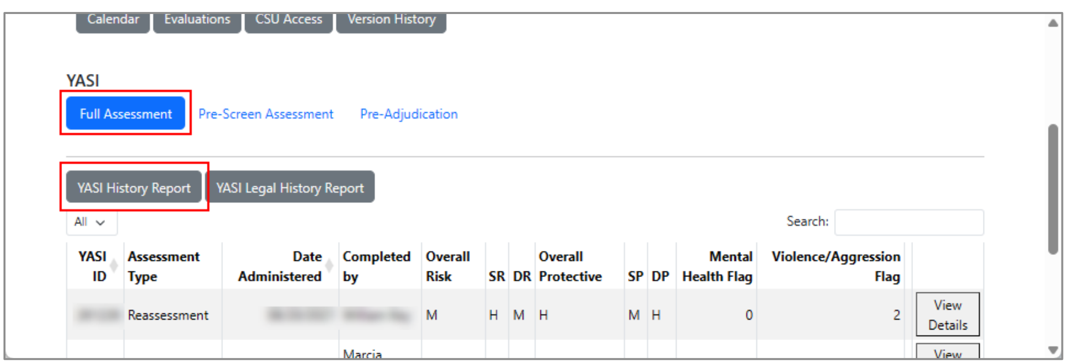
a. **Full Assessment Tab**

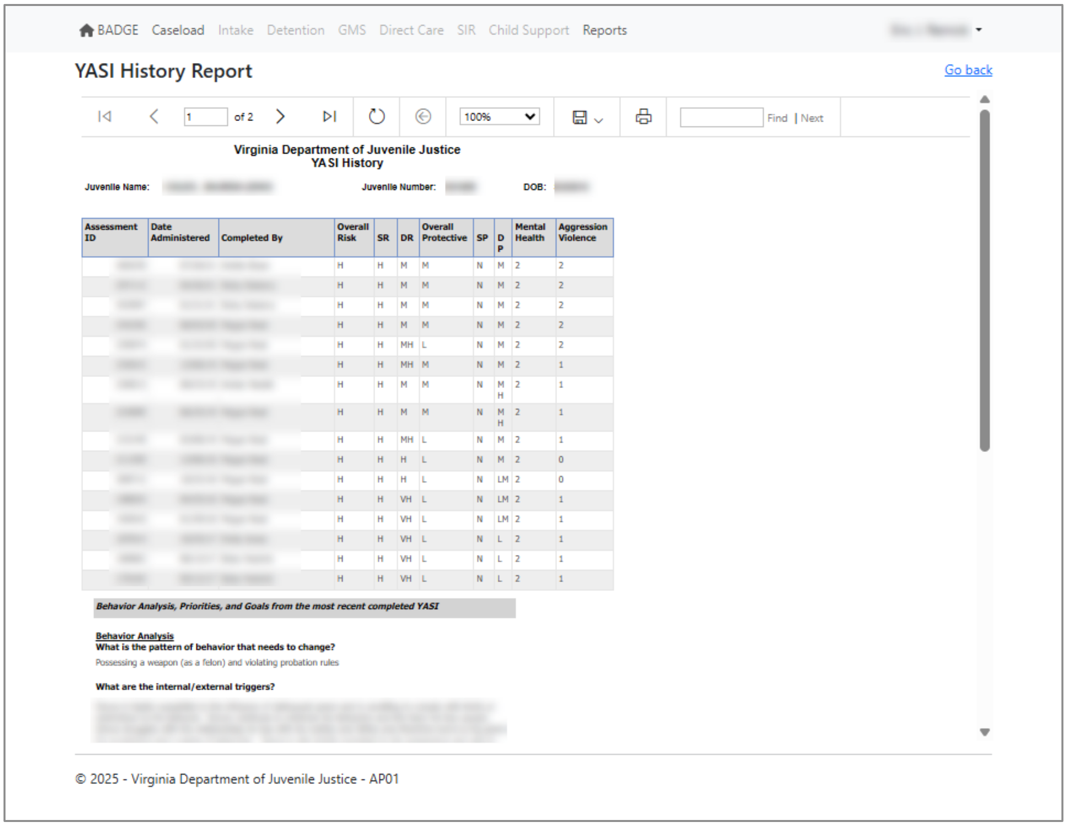
i. When the *YASI* tab is selected, the *Full Assessment* tab is selected by default and will display the **YASI Full Assessment** table. The table displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, SR (static risk), DR (dynamic risk), Overall Protective, SP (static protective), DP (dynamic protective), Mental Health Flag, and Violence/Aggression Flag information for each YASI assessment.



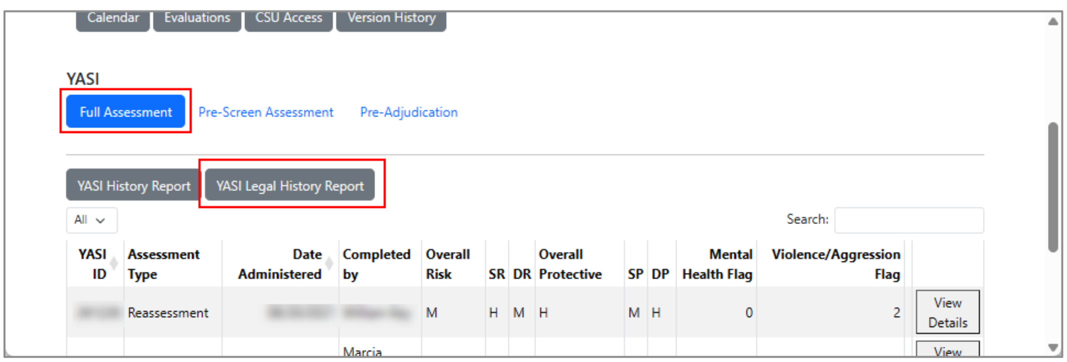
1. **YASI History Report Button**

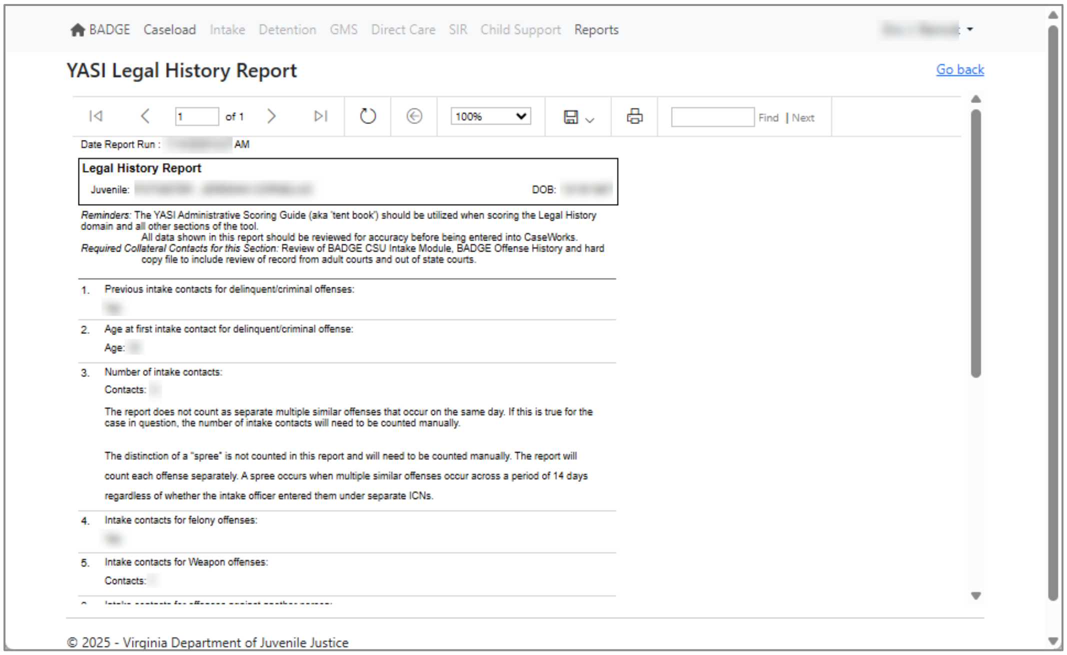
a. On the *YASI* tab **YASI Full Assessment** table, click the **YASI History Report** button to generate the *YASI History Report*. The information on the *YASI History Report* mirrors the information displayed on the **YASI Full Assessment** table.



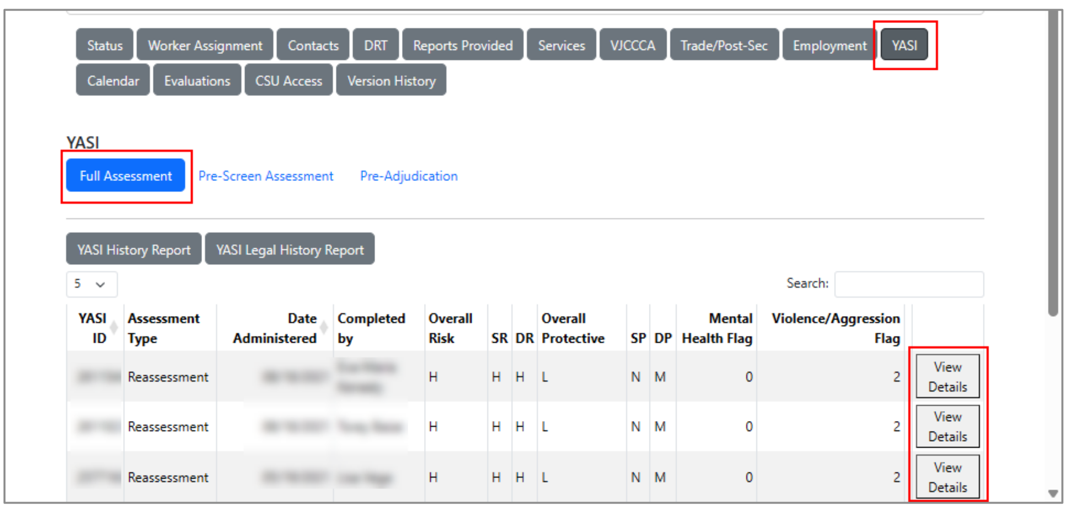


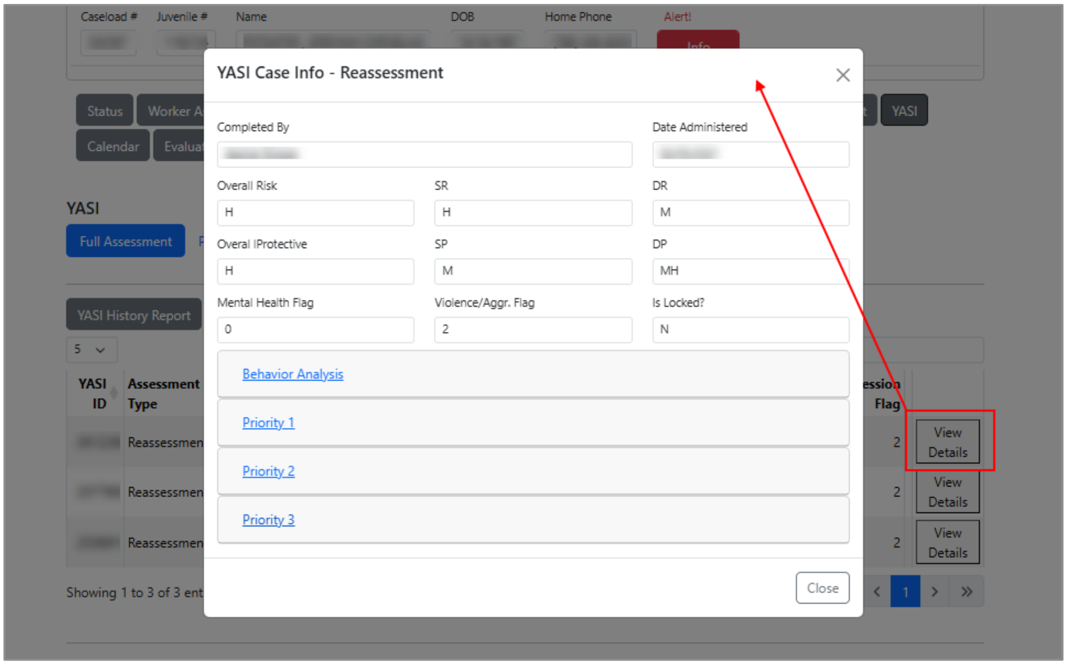
2. **YASI Legal History Report**
   a. On the *YASI* tab **YASI Full Assessment** table, click the **YASI Legal History Report** button to generate the *YASI Legal History Report*. The *YASI Legal History Report* displays previous intake contacts for offenses, age at first intake contact, number of intake contacts, intake contacts for felony offenses, intake contacts for weapon offenses, intake contacts for offenses against another person, intake contacts for felony-level offenses against another person, placements, juvenile detention, DJJ Custody, escapes, failures-to-appear, and number of violations of probation, parole, and diversion.





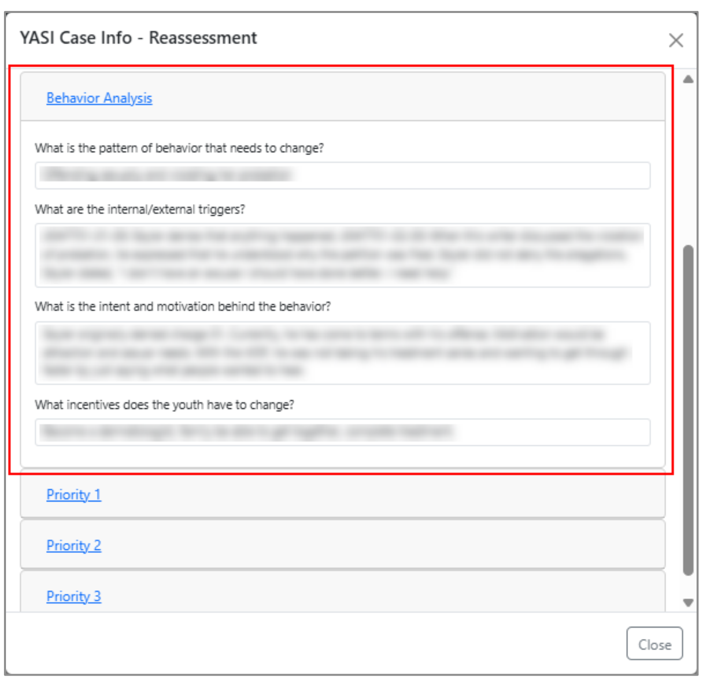
3. **View Details Button**
    a. On the *YASI* tab **YASI Full Assessment** table, click the **View Details** button adjacent to the assessment record to be viewed and the *YASI Case Info - [Assessment Type]* window will appear. The *YASI Case Info* window displays the **YASI Full Assessment** table information at the top of the window as well as expandable forms for *Behavior Analysis*, *Priority 1*, *Priority 2*, and *Priority 3*.





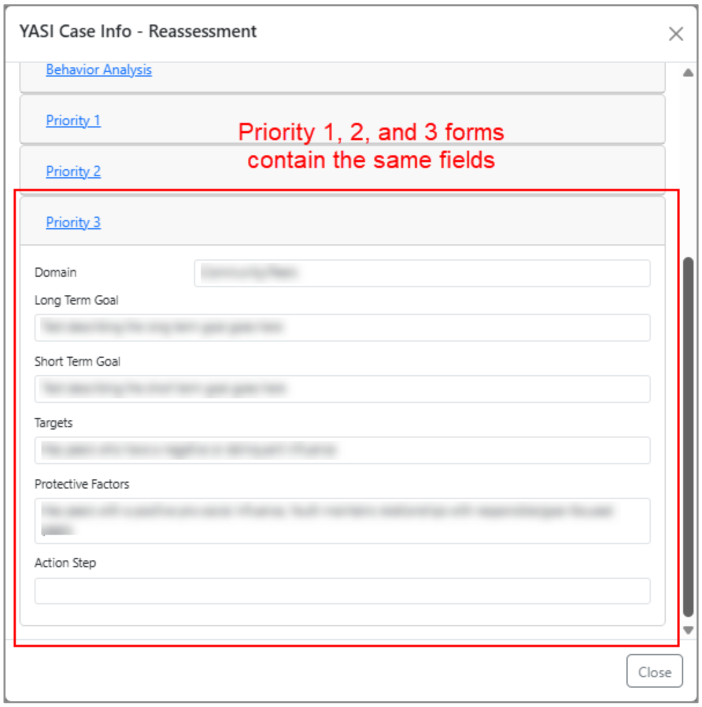
i. **Behavioral Analysis Form**

1. 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.
2. 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.
3. 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.
4. 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.



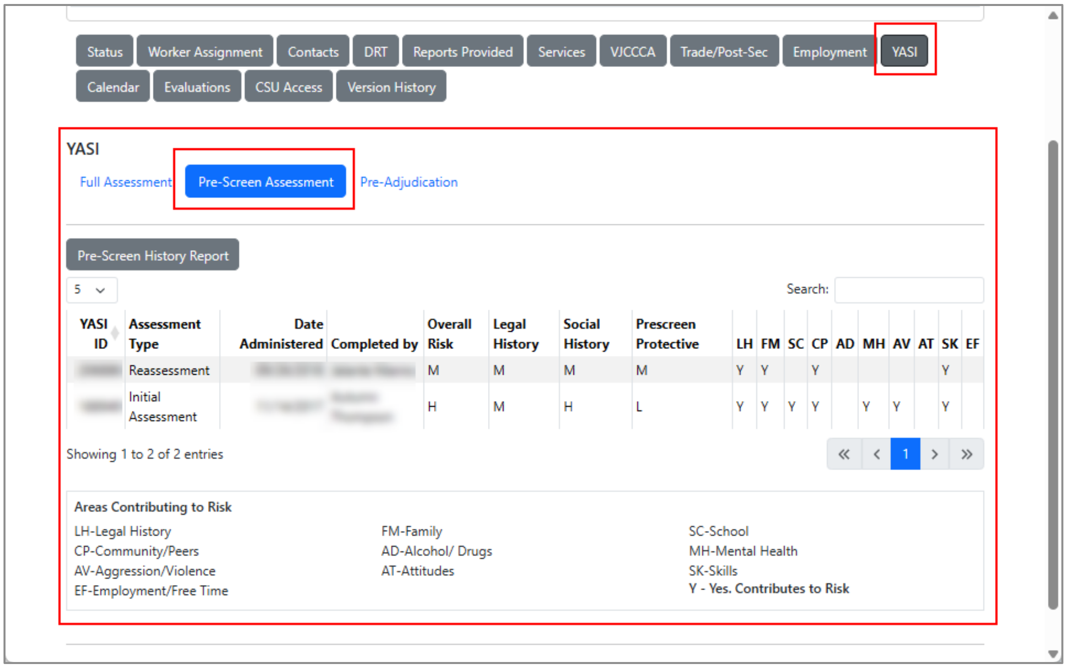
ii. **Priority 1, Priority 2, and Priority 3 Forms**

1. The **Domain** textbox will list the domain that was selected on the domain wheel as the number one, number two, or number three priority, accordingly.
2. The **Long Term Goal** textbox will list the long-term goal that the juvenile will be working on towards the domain.
3. The **Short Term Goal** textbox will list the short-term goal that the juvenile will be working on towards the domain.
4. The **Targets** textbox will list the target items that are planned to be addressed.
5. The **Protective Factors** textbox will list the protective factors the juvenile has in the listed domain.
6. The **Action Step** textbox will list the planned action the parole officer will take with the juvenile.

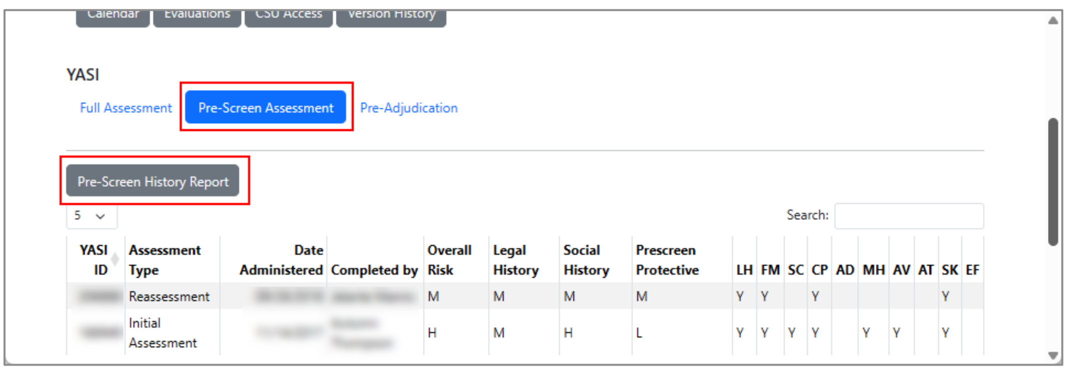


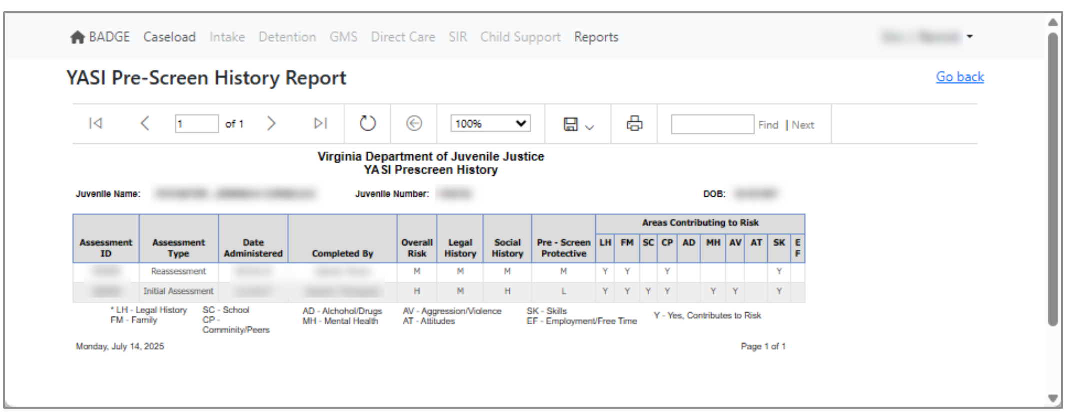
b. **Pre-Screen Assessment Tab**

i. On the *YASI* tab, select the *Pre-Screen Assessment* tab to display the **YASI Pre-Screen Assessment** table. The table displays the <u>YASI ID</u>, <u>Assessment Type</u>, <u>Date Administered</u>, <u>Completed By</u>, <u>Overall Risk</u>, <u>Legal History</u>, <u>Social History</u>, <u>Prescreen Protective</u>, and areas contributing to risk (<u>LH</u>, <u>FM</u>, <u>SC</u>, <u>CP</u>, <u>AD</u>, <u>MH</u>, <u>AV</u>, <u>AT</u>, <u>SK</u>, and <u>EF</u>) columns.

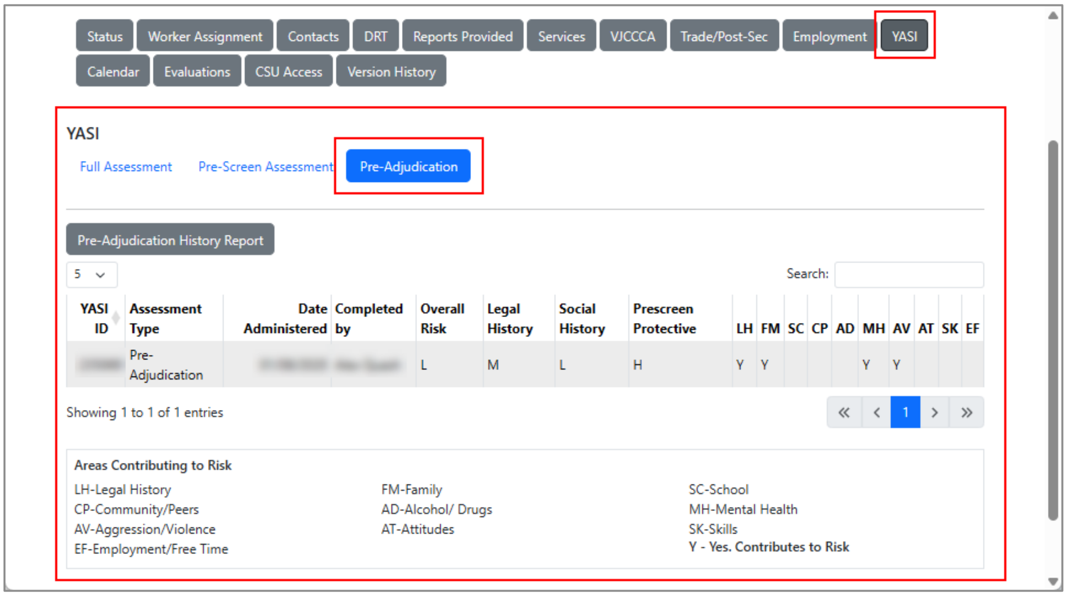


1. **Pre-Screen History Report Button**
   a. On the *YASI* tab **Pre-Screen Assessment** table, click the **Pre-Screen History Report** button to generate the *YASI Prescreen History* report. The information on the *YASI Prescreen History* report mirrors the information displayed on the **YASI Pre-Screen Assessment** table.

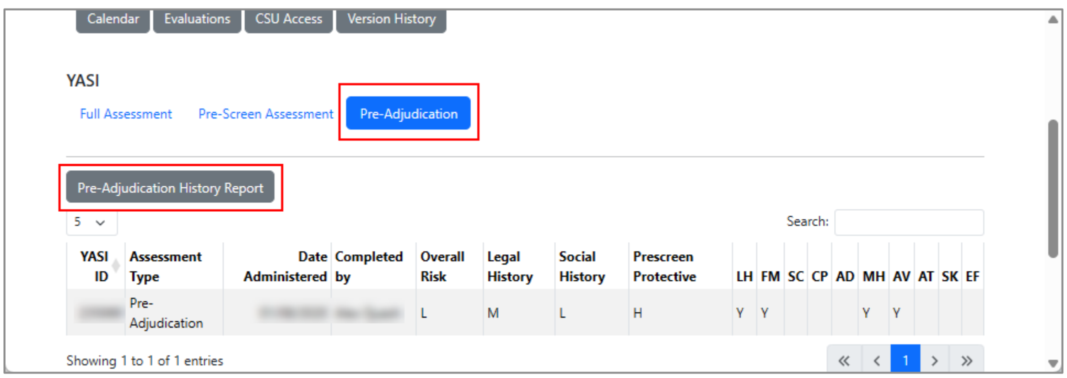


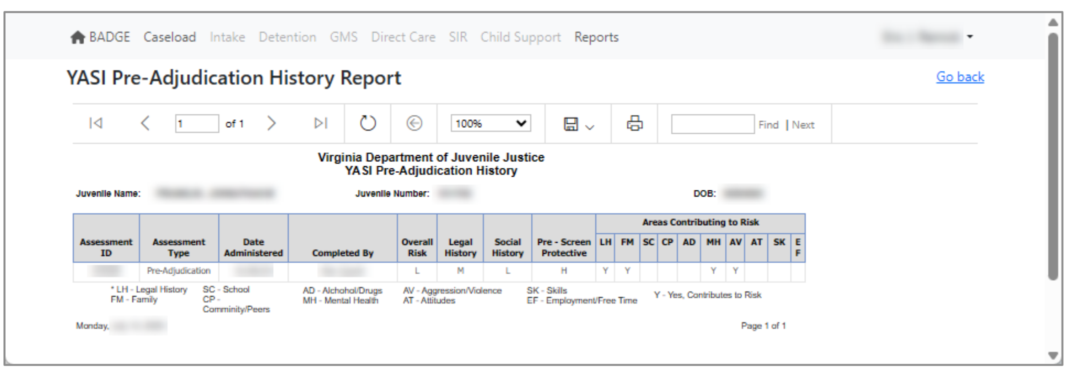


c. **Pre-Adjudication Tab**
   i. On the *YASI* tab, select the *Pre-Adjudication* tab to display the **YASI Pre-Adjudication** table. The table displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Prescreen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) columns.



1. **Pre-Adjudication History Report Button**
   a. On the *YASI* tab **Pre-Adjudication** table, click the **Pre-Adjudication History Report** button to generate the *YASI Pre-Adjudication History* report. The information on the *YASI Pre-Adjudication History* report mirrors the information displayed on the **YASI Pre-Adjudication** table.



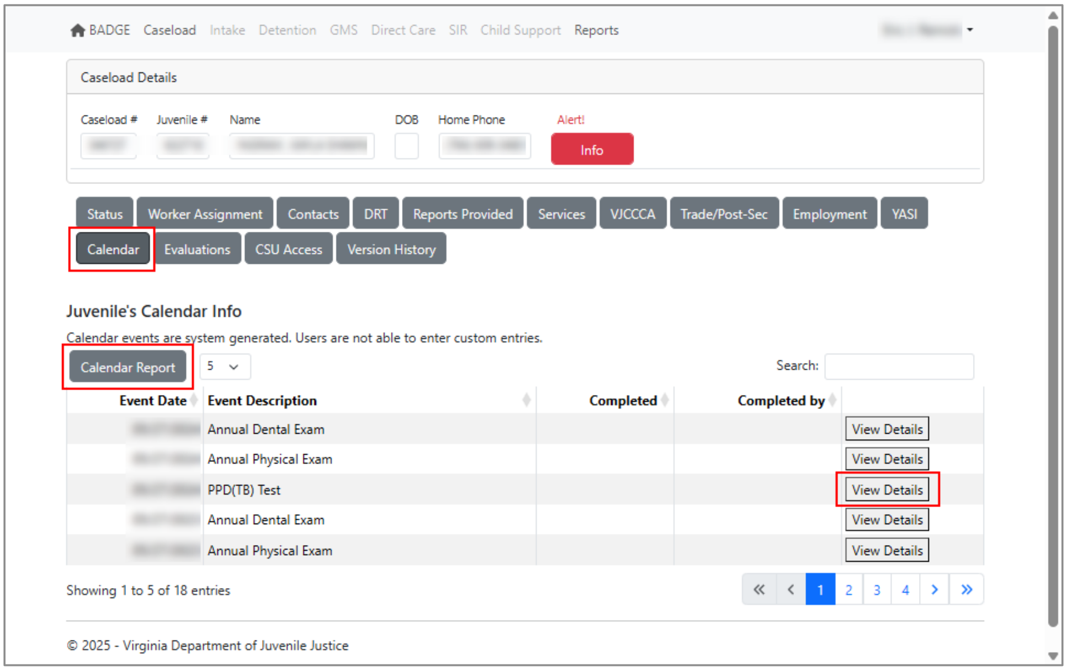


11. **Calendar Tab**

The **Juvenile's Calendar Info** table on the *Calendar* tab displays the following calendar event information for the selected juvenile: <u>Event Date</u>, <u>Event Description</u>, <u>Completed</u> (date), and <u>Completed By</u>. Calendar entries are system generated; users cannot add calendar event entries but may edit certain fields.

The **Calendar Report** button allows the user to generate a *Calendar Entries for Juvenile#* report.

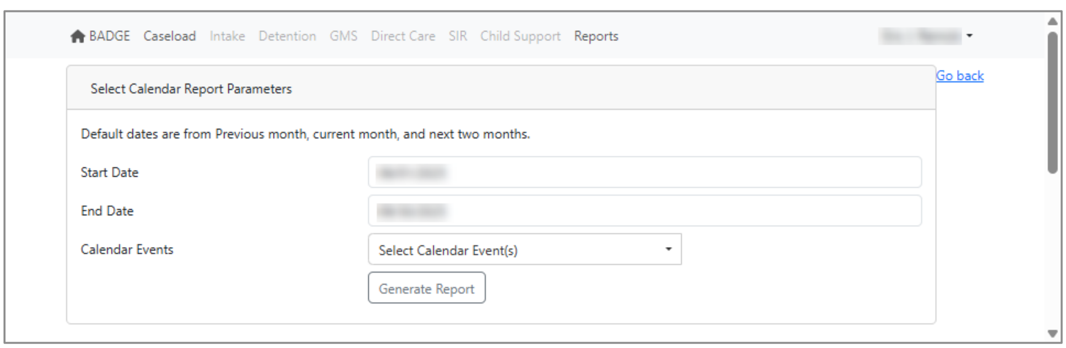
The **View Details** button allows the user to access the <u>*Edit Juvenile Calendar*</u> pop-up window to edit a selected calendar entry.

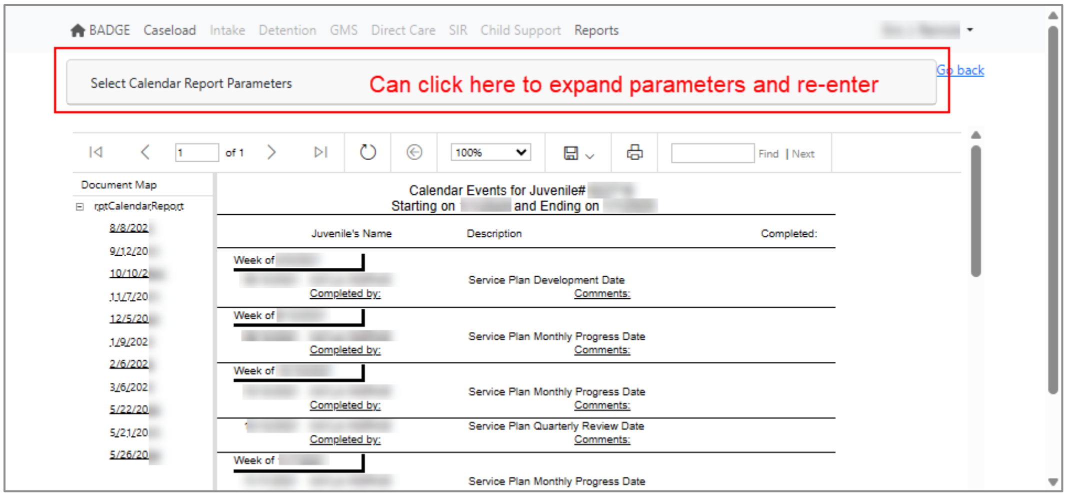


a. **Calendar Report Button**

i. Click the **Calendar Report** button and the <u>*Select Calendar Report Parameters*</u> window will appear.

1. On the <u>*Select Calendar Report Parameters*</u> window (i) (a) use the default start and end dates (previous, current, and next two months) or (i) (b) change the date parameters using the **Start Date** and **End Date** calendar drop-down fields. (ii) Click to place a check mark next to the desired items in the **Select Calendar Event(s)** drop-down field. (iii) Click the **Generate Report** button and the report will appear listing all selected calendar events for the selected period. The *Calendar Events for Juvenile#* report will list events by date, grouped by week, and display <u>Juvenile's Name</u>, <u>Description</u>, <u>Completed</u>, <u>Completed by</u>, and <u>Comments</u>.





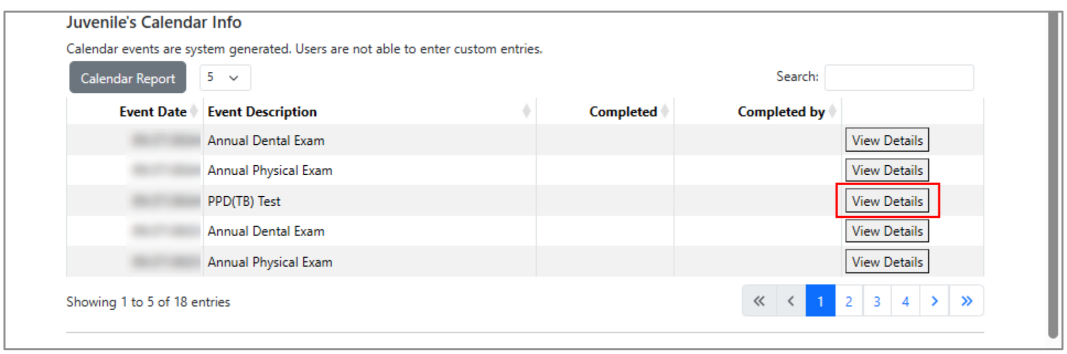
Click the **Select Calendar Report Parameters** header button to change the **Start Date**, **End Date**, or update **Select Calendar Event(s)**, and generate a new report.

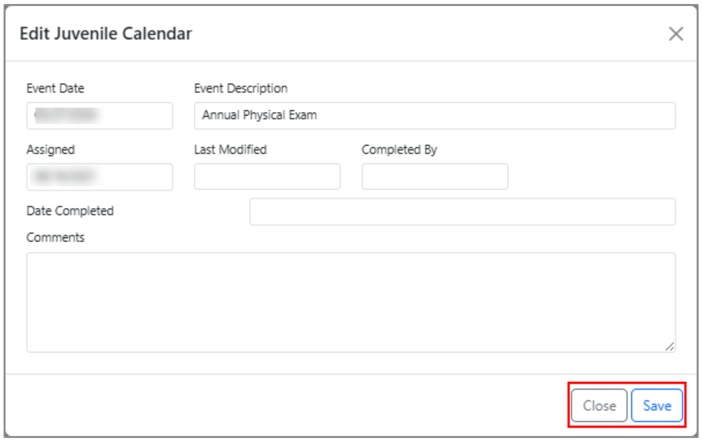
b. **View Details Button / Edit Juvenile Calendar**

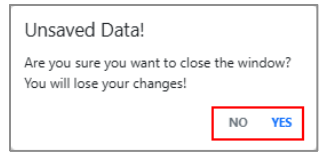
i. On the *Calendar* tab **Juvenile's Calendar Info** table click the **View Details** button adjacent to the calendar record to be edited and the *Edit Juvenile Calendar* window will appear.

ii. **Edit Juvenile Calendar Window**

1. (i) Enter the **Date Completed** using the calendar drop-down field and (ii) enter required text in the **Comments** field.
2. **Close Button**
   a. From the *Edit Juvenile Calendar* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Edit Juvenile Calendar* window or (ii) (b) click the **YES** button to discard the changes and return to the **Juvenile's Calendar Info** table on the *Calendar* tab.
3. **Save Button**
   a. From the *Edit Juvenile Calendar* window, click the **Save** button when the edits are complete and the **Last Modified** and **Completed By** fields will auto-populate, a "Record Saved!" notification will briefly appear, and the user will return to the **Juvenile's Calendar Info** table on the *Calendar* tab.







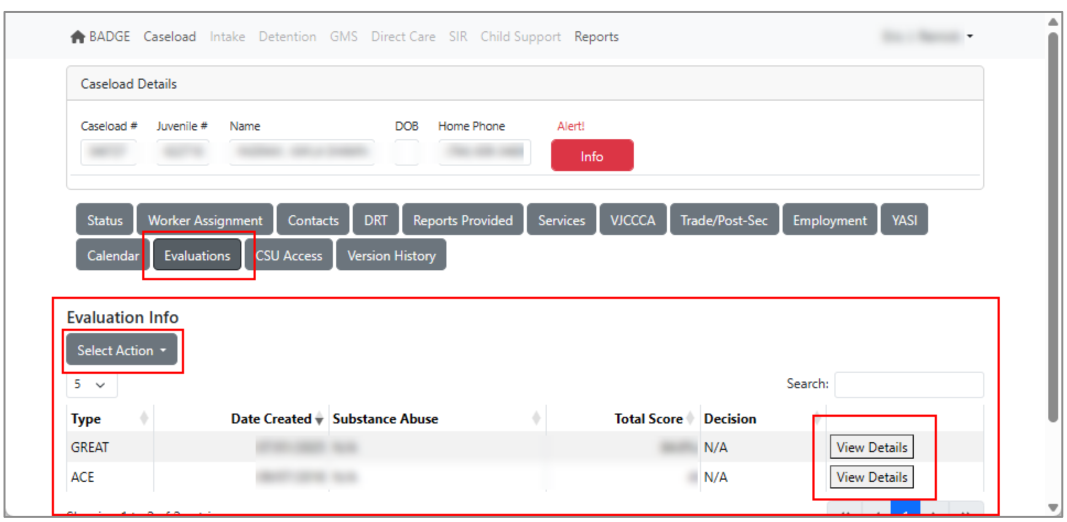
- The **Event Date**, **Assigned**, and the **Event Description** are system-generated fields. Only the **Date Completed** field and the information in the **Comments** textbox can be edited directly by the user. The **Last Modified** and **Completed By** fields are auto-populated by the application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

12. **Evaluations Tab**

The **Evaluation Info** table on the *Evaluations* tab displays all the evaluations performed for the juvenile. The table displays the Type, Date Created, Substance Abuse, Total Score, and Decision information for each record.

The **Select Action** drop-down menu button allows the user to perform the following actions: **Add G.R.E.AT. Final Exam**, **Add Parole Discharge Evaluation**, **Add Probation Discharge Evaluation**, **Add SEAS Ages 7-12**, **Add SEAS Ages 13-21**, **Report**, **Refresh**, and **Help**.

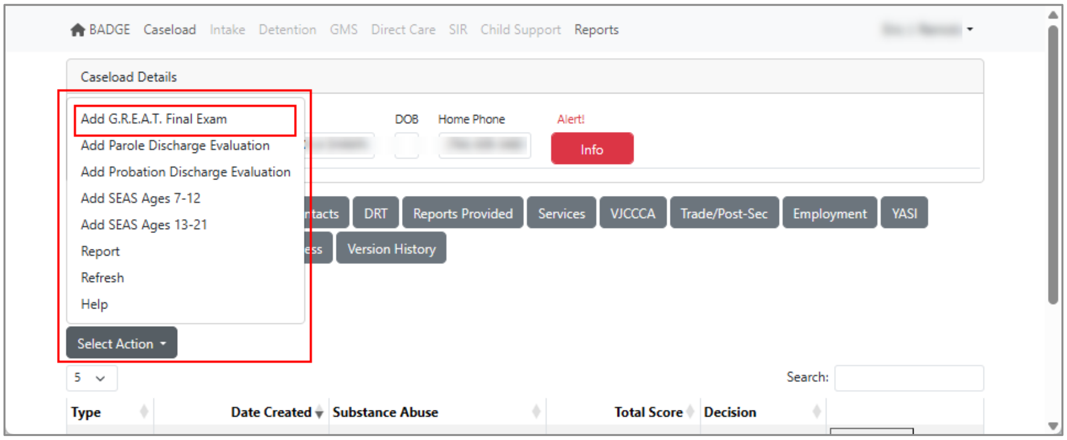
The **View Details** button allows the user to edit or delete an evaluation information record.

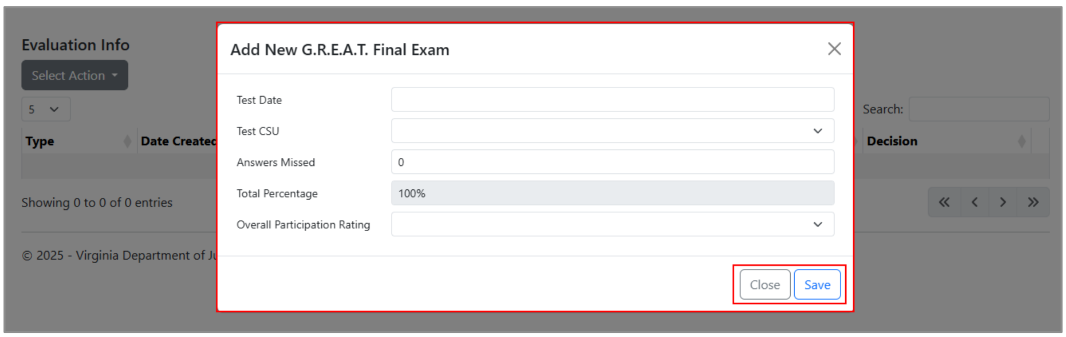


a. **Select Action - Add G.R.E.A.T. Final Exam**
To add a G.R.E.A.T. final exam evaluation, select the **Add G.R.E.A.T Final Exam** option from the **Select Action** drop-down menu button and the *Add New G.R.E.A.T. Final Exam* window will appear.
i. **Add New G.R.E.A.T. Final Exam Window**
1. (i) Select the **Test Date** from the calendar drop-down field. (ii) Select the **Test CSU** from the corresponding drop-down field button. (iii) Select the number of items missed in the **Answers Missed** field and the **Total Percentage** field will auto-populate. (v) Select the juvenile's

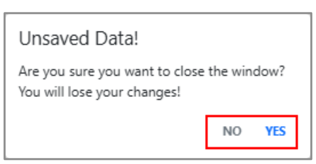
participation rating from the **Overall Participation Rating** drop-down field.

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

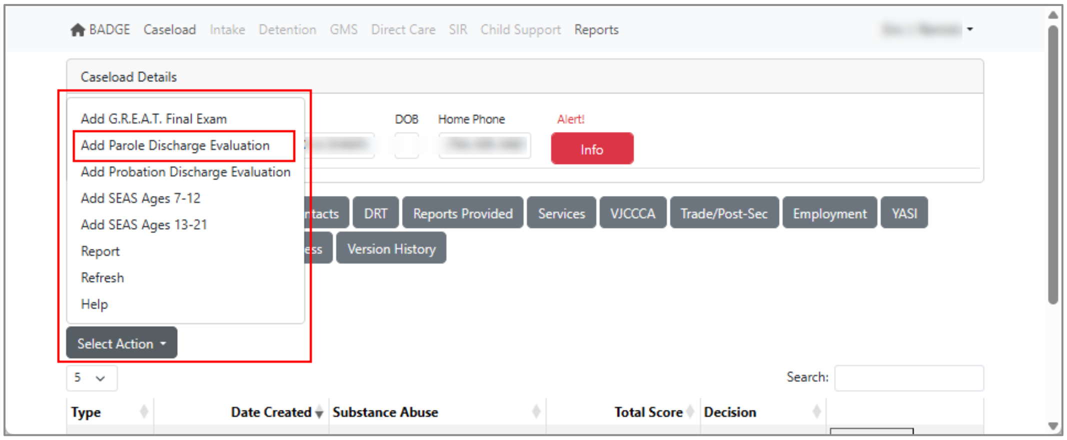




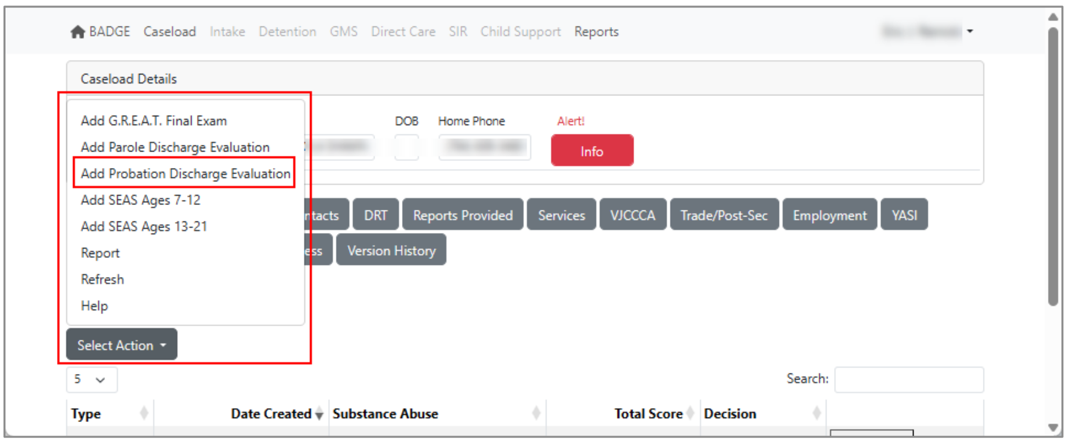
2. **Close Button**
   a. From the *Add New G.R.E.A.T. Final Exam* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear. (ii) (a) Click the **NO** button to return to the *Add New G.R.E.A.T. Final Exam* window or (ii) (b) click the **YES** button to discard the changes and return to the **Evaluation Info** table on the *Evaluations* tab.
3. **Save Button**
   a. From the *Add New G.R.E.A.T. Final Exam* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Evaluation Info** table on the *Evaluations* tab.



b. **Select Action - Add Parole Discharge Evaluation OR Select Action - Add Probation Discharge Evaluation**
   To add a parole OR probation discharge evaluation, select the required option, **Add Parole Discharge Evaluation** OR **Add Probation Discharge Evaluation**, from the **Select Action** drop-down menu button and the *Add New Discharge Evaluation* window will appear.

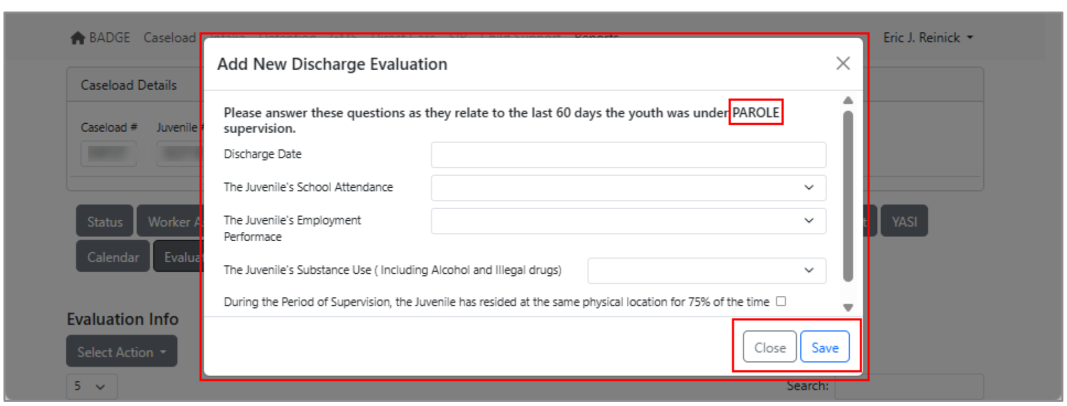


OR

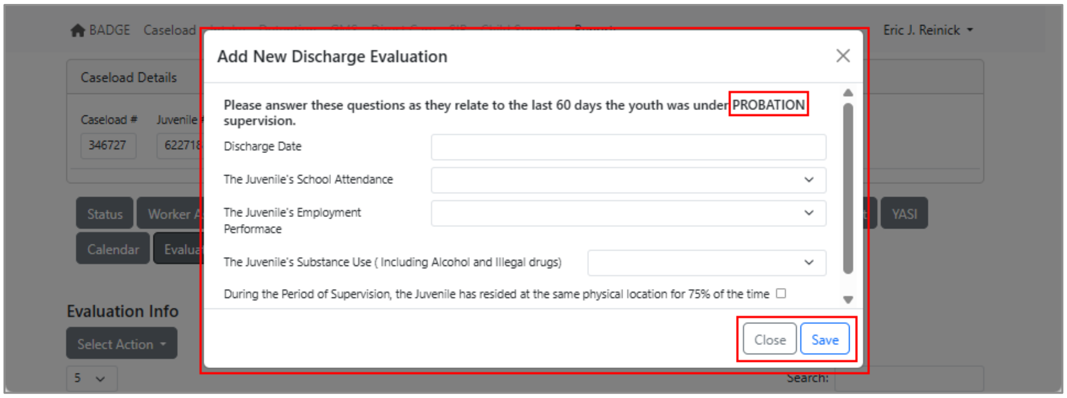


i. **Add New Discharge Evaluation Window**

1. (i) Select the **Discharge Date** from the calendar drop-down field. Select the (ii) **The Juvenile's School Attendance**, (iii) **The Juvenile's Employment Performance**, and (iv) **The Juvenile's Substance Use (Including Alcohol and Illegal drugs)** from the corresponding drop-down fields. If applicable, (v) select the **During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time** checkbox.

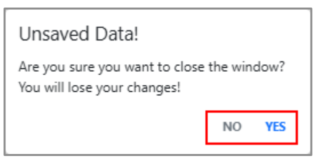


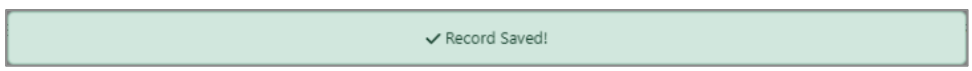
OR



Discharge evaluations are to be completed as they relate to the last 60 days of the juvenile's parole or probation supervision.

2. **Close Button**
   a. From the *Add New Discharge Evaluation* window, (i) click the **Close** button and the *Unsaved Data!* warning window will appear. (ii) (a) Click the **NO** button to return to the *Add New Discharge Evaluation* window or (ii) (b) click the **YES** button to discard the changes and return to the **Evaluation Info** table on the *Evaluations* tab.
3. **Save Button**
   a. From the *Add New Discharge Evaluation* window, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **Evaluation Info** table on the *Evaluations* tab.

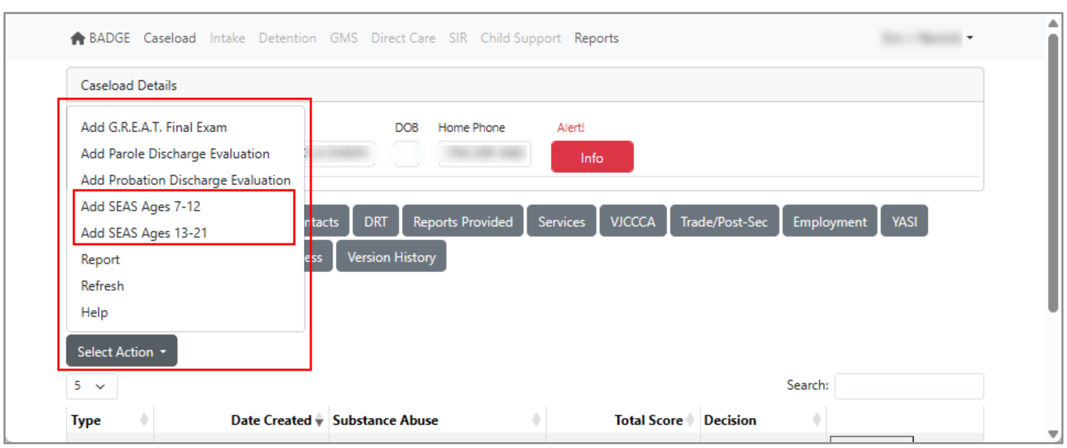




In the **Evaluation Info** table, parole evaluations are type **PAR** and probation evaluations are type **PRO**.

c. **Select Action - Add SEAS Ages 7-12 OR SEAS Ages 13-21**
The SEAS evaluations 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.

i. After determining the age of the juvenile click, select the required option, **Add SEAS Ages 7-12** option OR **Add SEAS Ages 13-21** option, from the **Select Action** drop-down menu button and the *Add New SEAS Evaluation* window will appear for the age group selected.

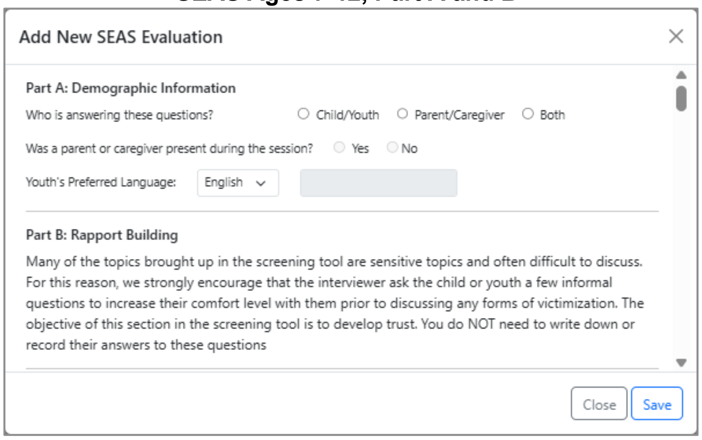


ii. **Add New SEAS Evaluation Window**
   1. **Part A: Demographic Information and Part B: Rapport Building**

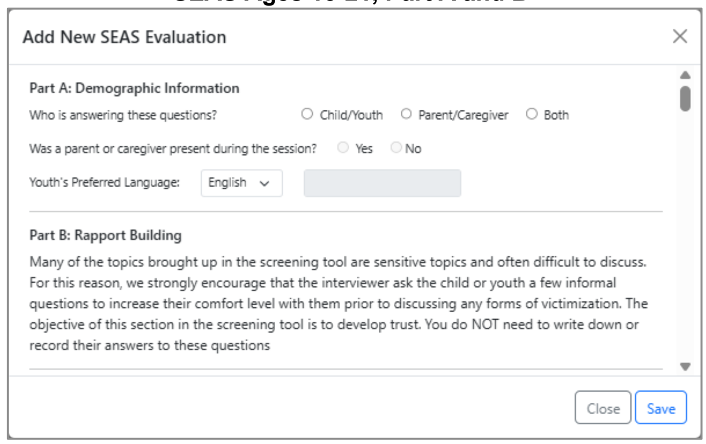
a. In **Part A** select the appropriate radio button for (i) **Who is answering these questions?**, (ii) **Was a parent or caregiver present during the session?**, and (iii) **Youth's Preferred Language**. If "Other" is selected for **Youth's Preferred Language**, (iv) enter the language in the **Other** field.

b. 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



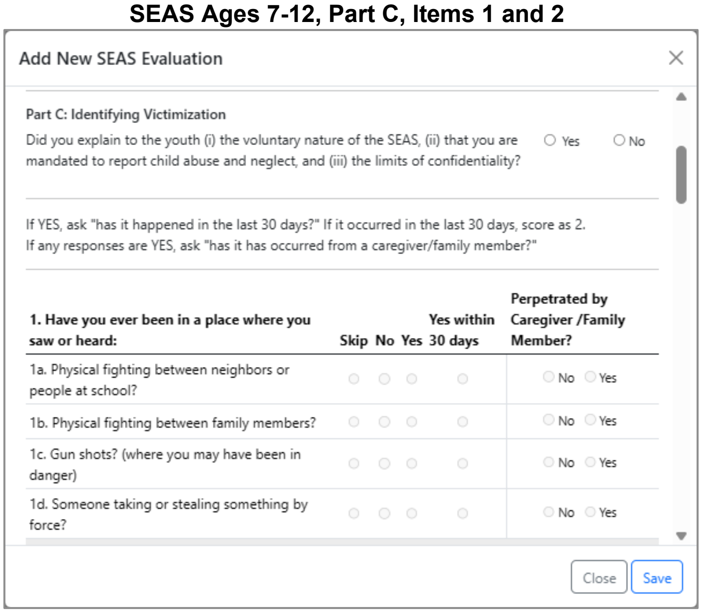
2. **Part C: Identifying Victimization**

a. 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.

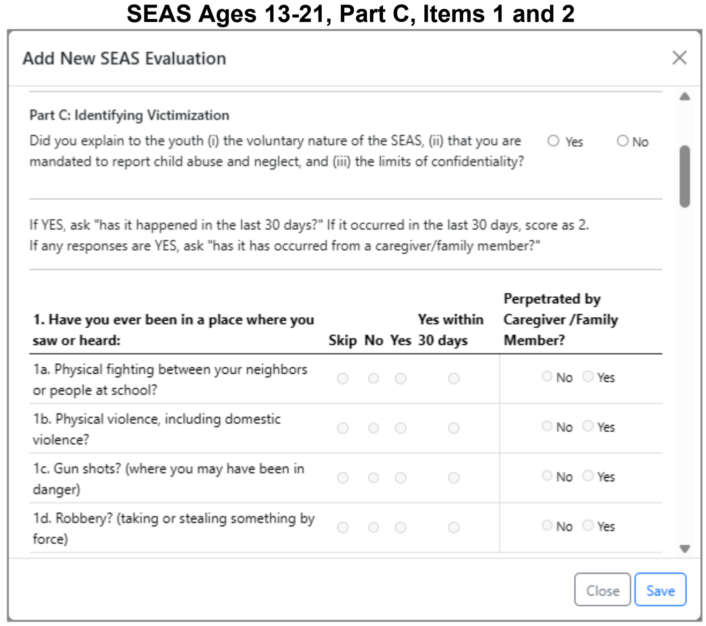
b. For all questions in (i) **Item 1** and (ii) **Item 2** select the appropriate radio button responses (**Skip**, **No**, **Yes**, or **Yes within 30 days**).

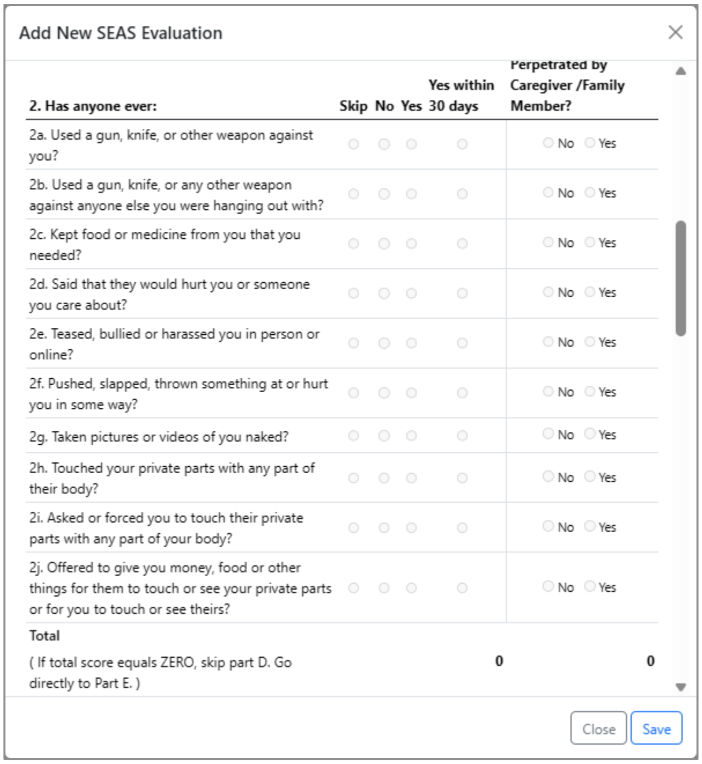
i. If the **Yes** or **Yes within 30 days** radio buttons are selected in response to a question in **Item 1** or **Item 2** the **Perpetrated by Caregiver / Family Member** field will become accessible. Select the appropriate **No** or **Yes** radio button.

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



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

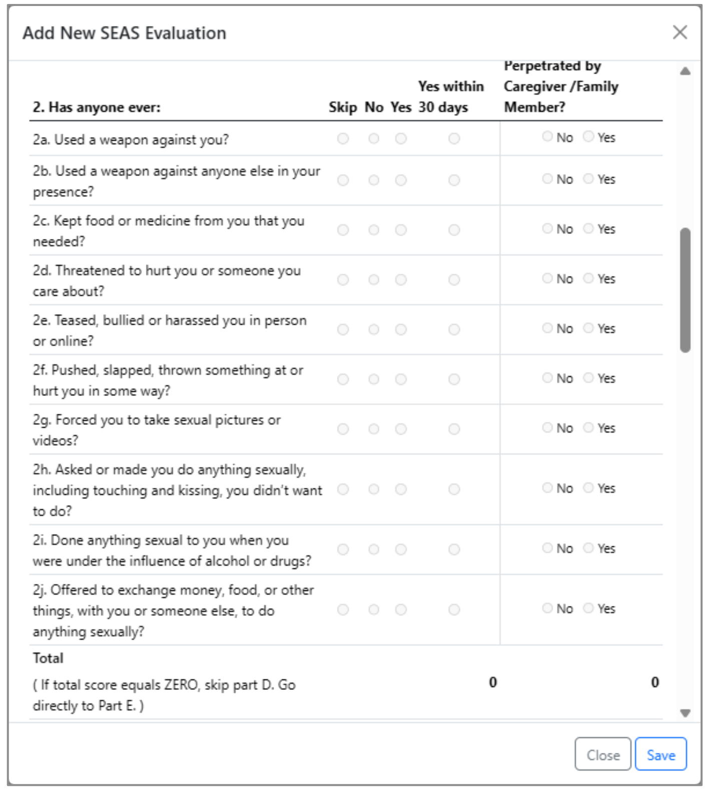




Add New SEAS Evaluation

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?	○	○	○	○	○ No ○ Yes
2b. Used a gun, knife, or any other weapon against anyone else you were hanging out with?	○	○	○	○	○ No ○ Yes
2c. Kept food or medicine from you that you needed?	○	○	○	○	○ No ○ Yes
2d. Said that they would hurt you or someone you care about?	○	○	○	○	○ No ○ Yes
2e. Teased, bullied or harassed you in person or online?	○	○	○	○	○ No ○ Yes
2f. Pushed, slapped, thrown something at or hurt you in some way?	○	○	○	○	○ No ○ Yes
2g. Taken pictures or videos of you naked?	○	○	○	○	○ No ○ Yes
2h. Touched your private parts with any part of their body?	○	○	○	○	○ No ○ Yes
2i. Asked or forced you to touch their private parts with any part of your body?	○	○	○	○	○ No ○ 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?	○	○	○	○	○ No ○ Yes
Total (If total score equals ZERO, skip part D. Go directly to Part E.)				0	0

Close Save



Add New SEAS Evaluation

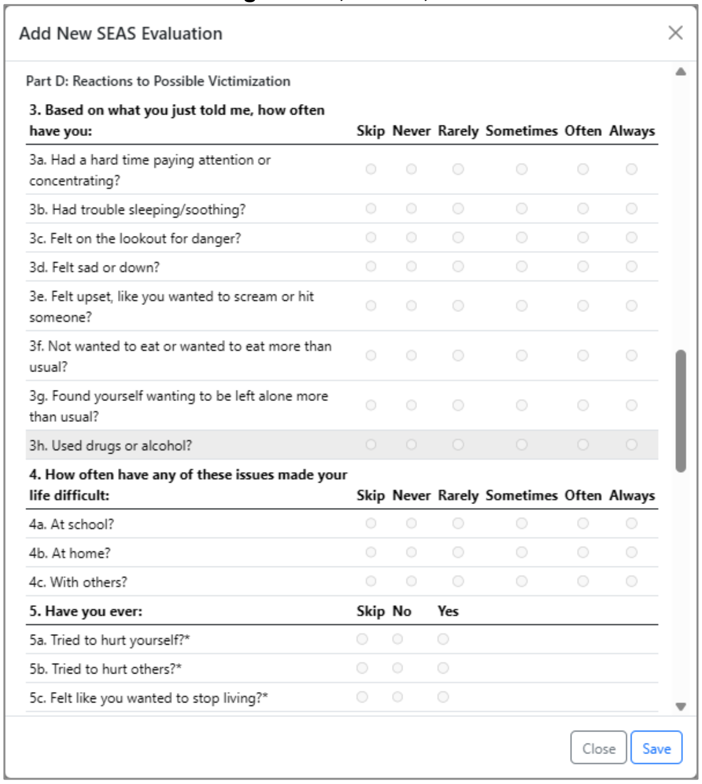
2. Has anyone ever:	Skip	No	Yes	Yes within 30 days	Perpetrated by Caregiver /Family Member?
2a. Used a weapon against you?	○	○	○	○	○ No ○ Yes
2b. Used a weapon against anyone else in your presence?	○	○	○	○	○ No ○ Yes
2c. Kept food or medicine from you that you needed?	○	○	○	○	○ No ○ Yes
2d. Threatened to hurt you or someone you care about?	○	○	○	○	○ No ○ Yes
2e. Teased, bullied or harassed you in person or online?	○	○	○	○	○ No ○ Yes
2f. Pushed, slapped, thrown something at or hurt you in some way?	○	○	○	○	○ No ○ Yes
2g. Forced you to take sexual pictures or videos?	○	○	○	○	○ No ○ Yes
2h. Asked or made you do anything sexually, including touching and kissing, you didn't want to do?	○	○	○	○	○ No ○ Yes
2i. Done anything sexual to you when you were under the influence of alcohol or drugs?	○	○	○	○	○ No ○ Yes
2j. Offered to exchange money, food, or other things, with you or someone else, to do anything sexually?	○	○	○	○	○ No ○ Yes
Total (If total score equals ZERO, skip part D. Go directly to Part E.)				0	0

Close Save

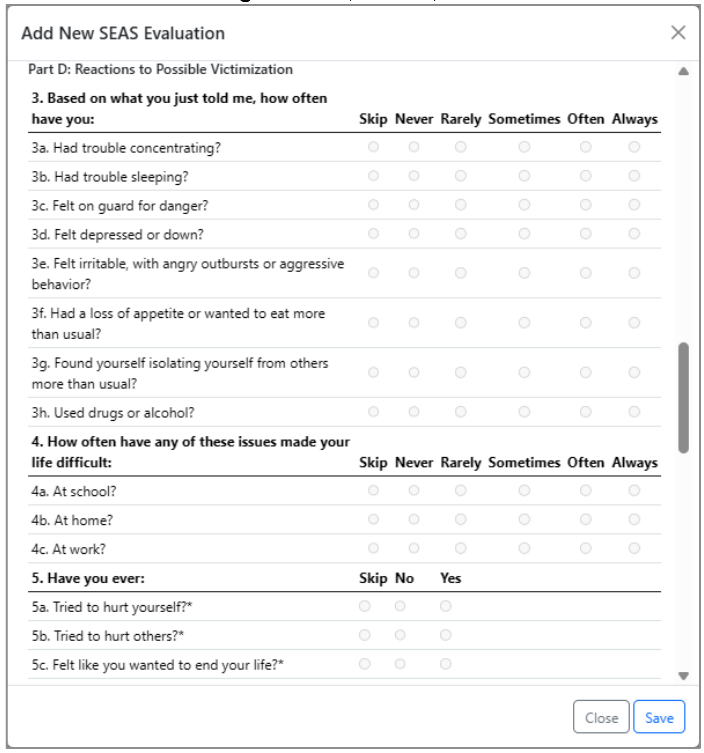
- If the juvenile's **Part C** score is one or more AND additional interventions or services are indicated, follow standard agency practices, OR refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If the juvenile's response to any questions in **Part C**, **Item 2**, is "Yes within 30 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.

3. **Part D: Reactions to Possible Victimization**
    a. For all questions in (i) **Item 3** and (ii) **Item 4** select the appropriate radio button responses (**Skip**, **Never**, **Rarely**, **Sometimes**, **Often**, or **Always**).
    b. 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



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

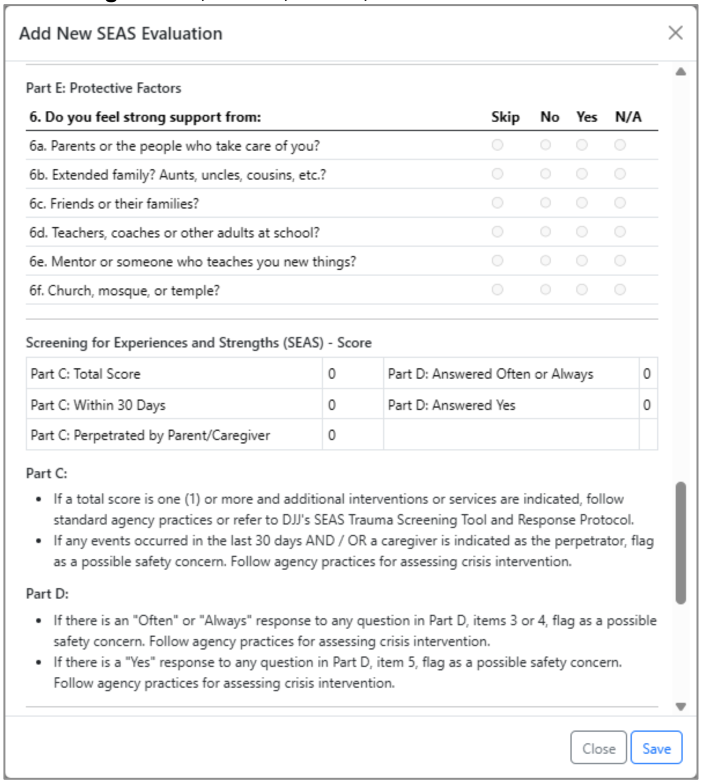


i. If the **Yes** radio button is selected for any question in **Item 5**, BADGE will display a message on the window in red text that says: "Provide immediate intervention based on DJJ's trauma response protocol."

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.

4. **Part E: Protective Factors and Score**
   a. For all questions in **Item 6** select the appropriate radio button responses (**Skip**, **No**, **Yes** or **N/A**).
5. **SEAS Score**
   This item is read only and will display the following information:
   a. **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).
   b. **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).
   c. **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).
   d. **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).
   e. **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, Score, and notes for Part C and D


Add New SEAS Evaluation

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 you?				
6b. Extended family? Aunts, uncles, cousins, etc.?				
6c. Friends or their families?				
6d. Teachers, coaches or other adults at school?				
6e. Mentor or someone who teaches you new things?				
6f. Church, mosque, or temple?				

Screening for Experiences and Strengths (SEAS) - Score

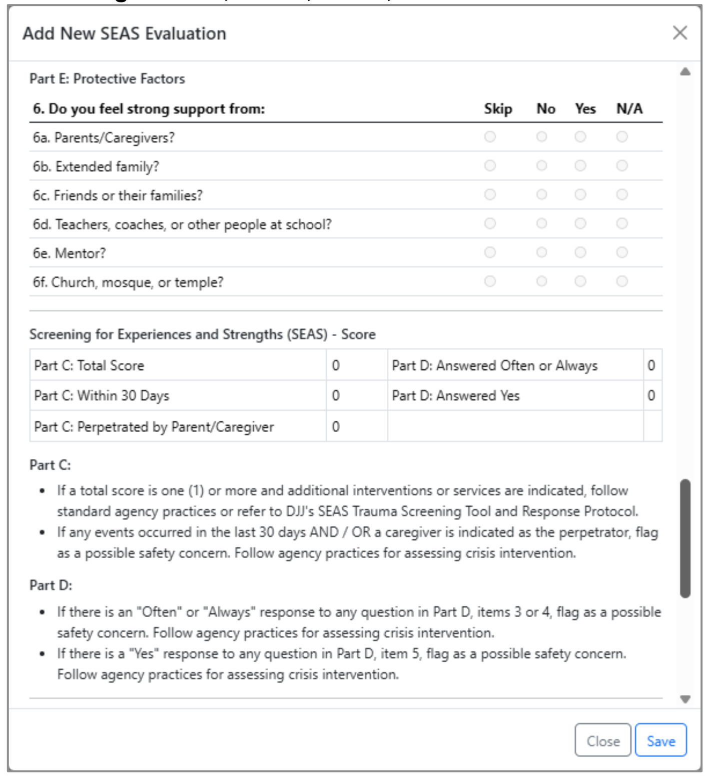
Part C: Total Score	0	Part D: Answered Often or Always	0
Part C: Within 30 Days	0	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	0		

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.

Close Save

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


Add New SEAS Evaluation

Part E: Protective Factors

6. Do you feel strong support from:	Skip	No	Yes	N/A
6a. Parents/Caregivers?				
6b. Extended family?				
6c. Friends or their families?				
6d. Teachers, coaches, or other people at school?				
6e. Mentor?				
6f. Church, mosque, or temple?				

Screening for Experiences and Strengths (SEAS) - Score

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

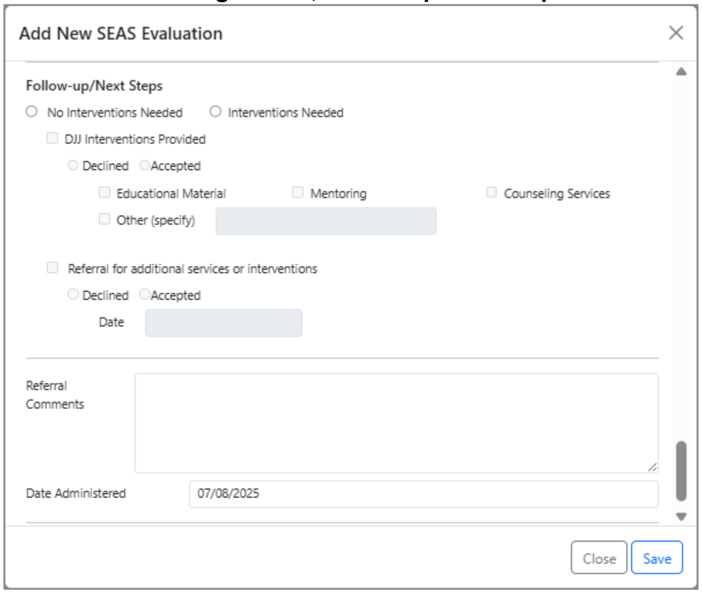
Part C:
- If a total score is one (1) or more and additional interventions or services are indicated, follow standard agency practices or refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If any events occurred in the last 30 days AND / OR a caregiver is indicated as the perpetrator, 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.

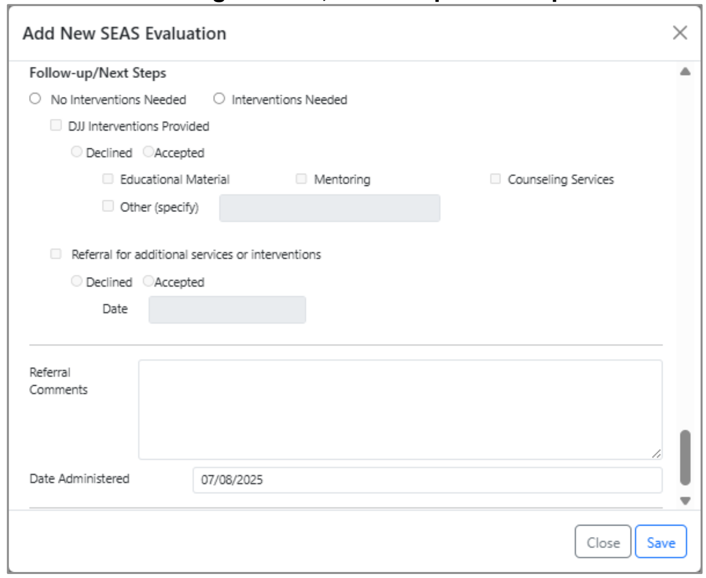
Close Save

6. **Follow-up/Next Steps**
   a. Select the appropriate radio button for **No Interventions Needed** OR **Interventions Needed**.
      i. 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.
      ii. 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.
         1. 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.
      iii. 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.
         1. If the **Accepted** radio button is chosen, use the **Date** calendar drop-down field to enter the date the referral was accepted. If the **Declined** radio button is selected the **Date** field will be inaccessible.
   b. Enter any additional information in the **Referral Comments** text field.
   c. Select the **Date Administered** using the calendar drop-down field.

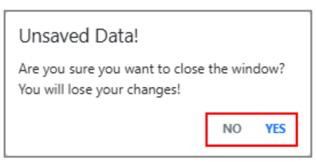
SEAS Ages 7-12, Follow-up/Next Steps

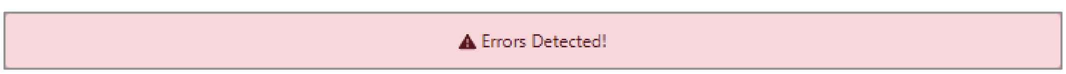


SEAS Ages 13-21, Follow-up/Next Steps



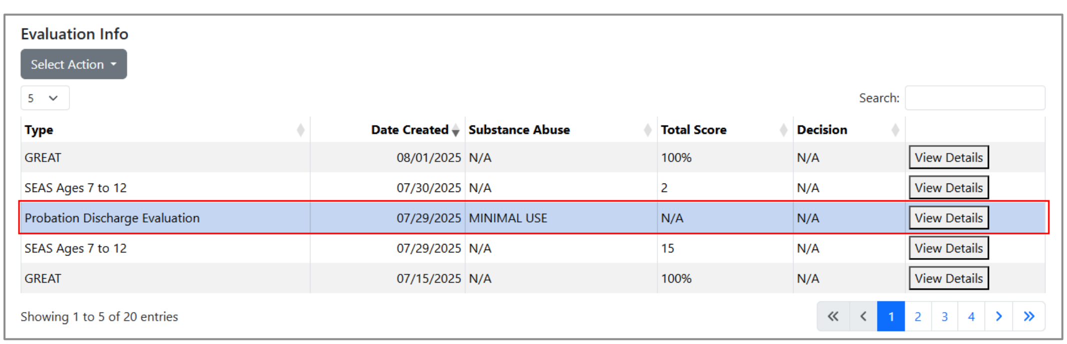
7. **Close Button**
   a. From the <u>*Add New SEAS Evaluation*</u> window, (i) click the **Close** button and the <u>*Unsaved Data!*</u> warning window will appear. (ii) (a) Click the **NO** button to return to the <u>*Add New SEAS Evaluation*</u> window or (ii) (b) click the **YES** button to discard the changes and return to the **Evaluation Info** table on the *Evaluations* tab.
8. **Save Button**
   a. From the <u>*Add New SEAS Evaluation*</u> window, click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the **Evaluation Info** table on the *Evaluations* tab.
      i. If BADGE detects any errors an “Errors Detected!” notification will briefly appear, the record will not be saved, and the user will return to the <u>*Add New SEAS Evaluation*</u> window to correct any errors.





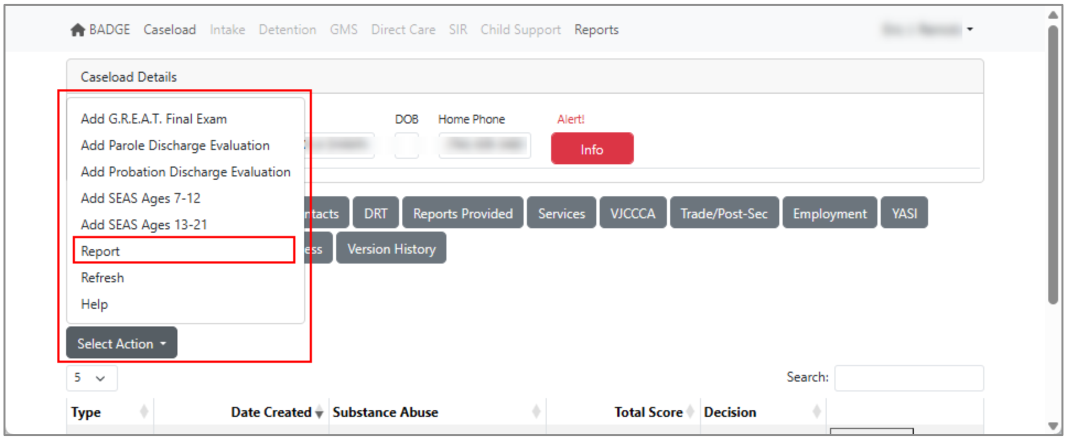
In the **Evaluation Info** table, the SEAS evaluations will display as <u>Type</u> “SEAS Ages 7 to 12” or “SEAS Ages 13 to 21.”

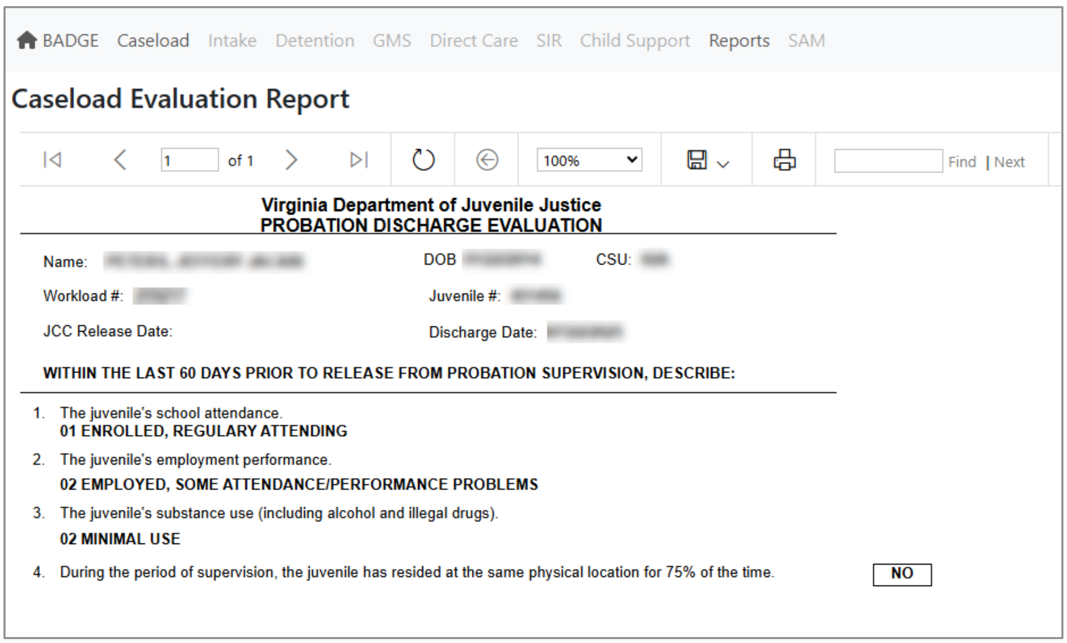
d. **Select Action - Report**
   i. From the **Evaluation Info** table on the *Evaluations* tab, select the desired evaluation record and the row will be highlighted in blue.



Type	Date Created	Substance Abuse	Total Score	Decision	
GREAT	08/01/2025	N/A	100%	N/A	View Details
SEAS Ages 7 to 12	07/30/2025	N/A	2	N/A	View Details
Probation Discharge Evaluation	07/29/2025	MINIMAL USE	N/A	N/A	View Details
SEAS Ages 7 to 12	07/29/2025	N/A	15	N/A	View Details
GREAT	07/15/2025	N/A	100%	N/A	View Details

ii. **Select** the **Report** option from the **Select Action** drop-down menu button and the *Caseload Evaluation Report* window will appear and display the report for the selected evaluation.

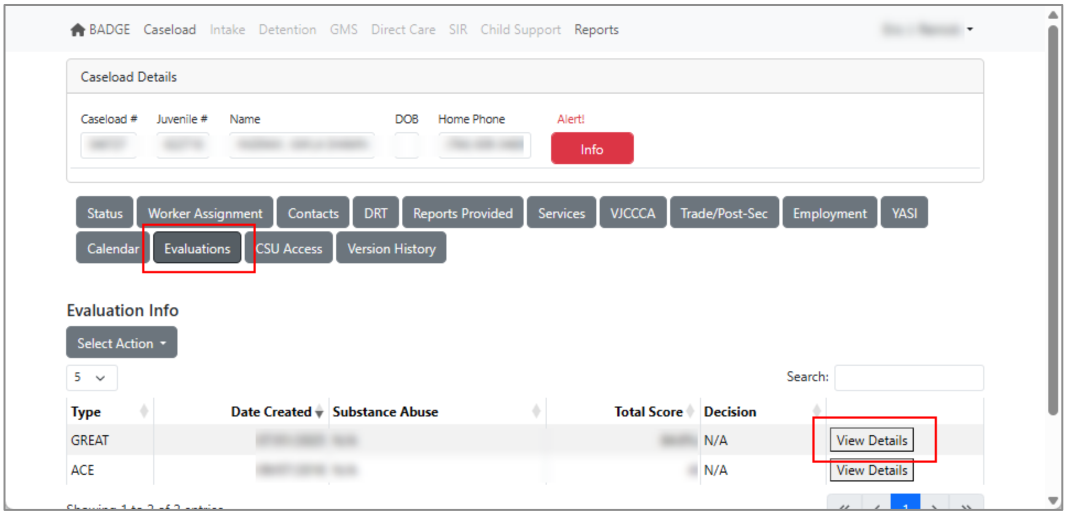




The report displayed in the *Caseload Evaluation Report* window is determined by the Type of the record selected, i.e. “SEAS Ages 7 to 12,” “SEAS Ages 13 to 21,” “GREAT,” “PRO,” or “PAR.”

e. **View Details Button / Edit OR Delete an Evaluation Info Record**

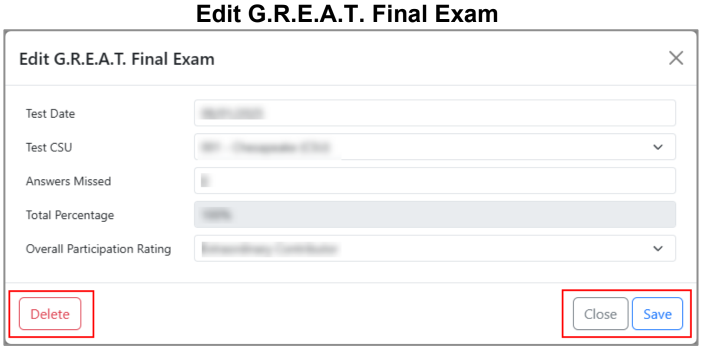
i. On the *Evaluations* tab **Evaluation Info** table, click the **View Details** button adjacent to the evaluation info record to be edited or deleted and the *Edit [Type] Evaluation* window will appear.



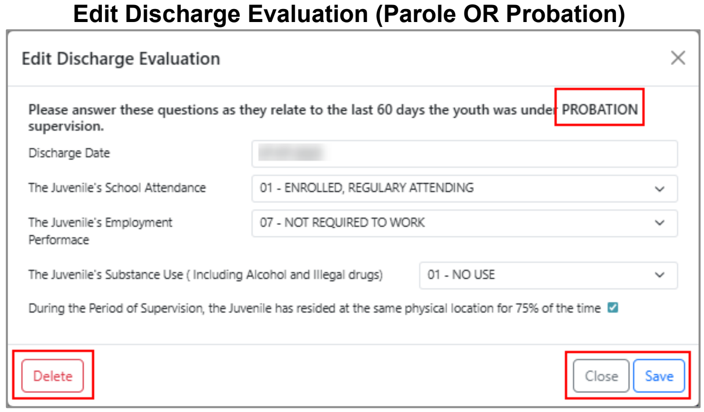
The **Evaluation Info** table and the **View Details** button only display when an evaluation record exists.

1. **Edit [Type] Evaluation Window**
   a. **Delete Button**
      i. (i) Click the **Delete** button and the *Delete Evaluation Info!* warning window will appear. (ii) (a) Click the **NO** button to return to the *Edit [Type] Evaluation window* or (ii) (b) click the **YES** button to delete the evaluation info record, a “Record Removed!” notification will briefly appear, and the user will return to the **Evaluation Info** table on the *Evaluations* tab.
   b. **Edit the [Type] Evaluation**
      i. The steps to edit the various evaluation info record types mirror the steps identified in the sections above: Add New G.R.E.A.T. Final Exam Window; Add New Discharge Evaluation Window (parole or probation); and Add New SEAS Evaluation Window (7 to 12 or 13 to 21).

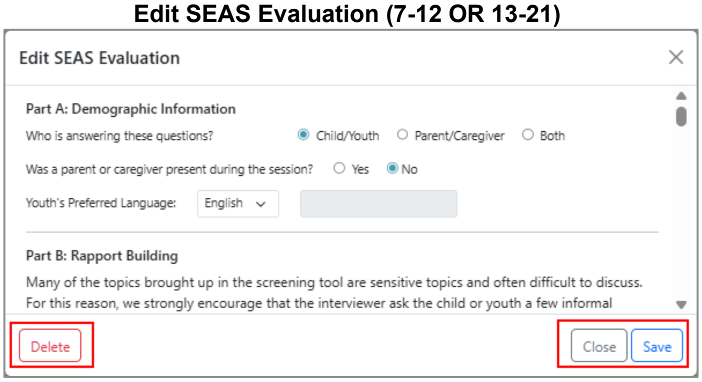
Edit G.R.E.A.T. Final Exam

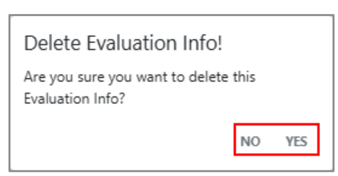


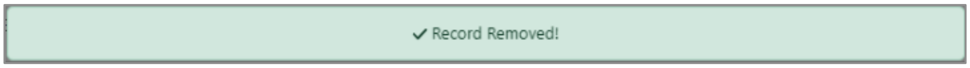
Edit Discharge Evaluation (Parole OR Probation)



Edit SEAS Evaluation (7-12 OR 13-21)



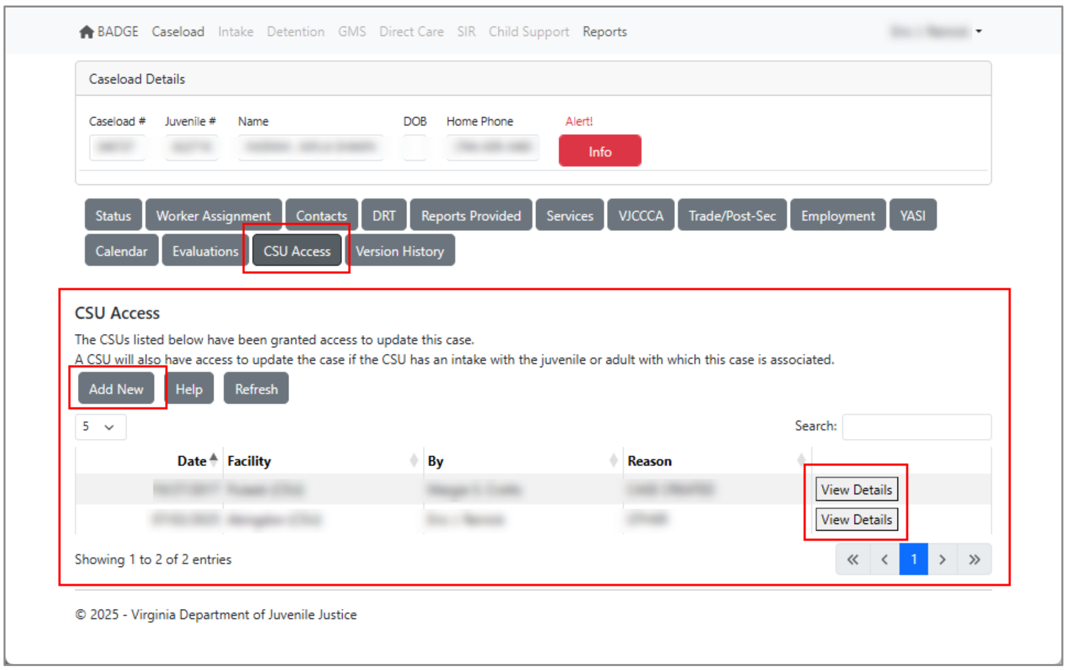




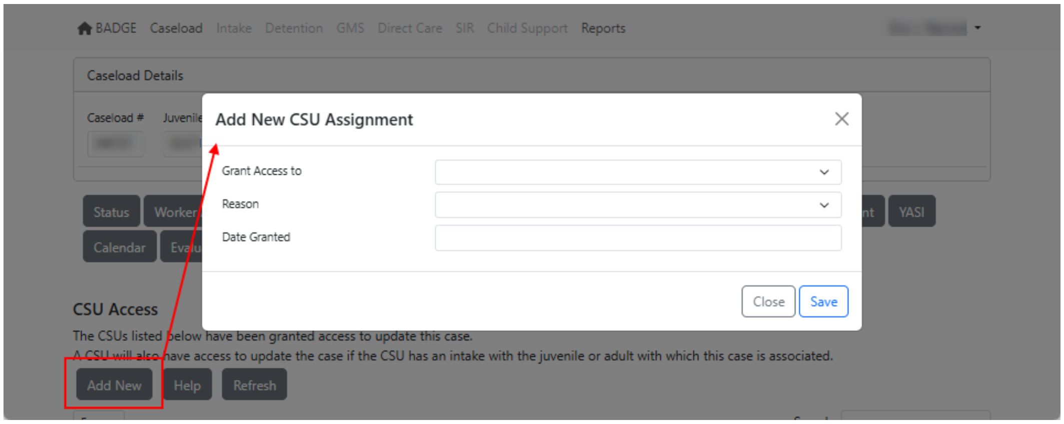
13. **CSU Access Tab**
The **CSU Access** table on the bottom of the *CSU Access* tab displays the CSUs that have been granted access to update the juvenile's case. The table displays the Date, Facility, By (granted by user name), and Reason columns. The tab allows a user with sufficient privileges to add or edit the CSUs that have access to the case.

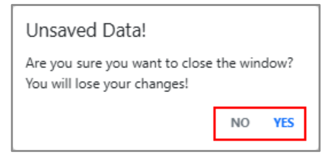
The **Add New** button allows the user to access the *Add New CSU Assignment* pop-up form to grant a CSU access to a juvenile's case.

The **View Details** button allows the user to access the *Edit CSU Assignment* pop-up form to edit access that has been granted to a CSU to access to a juvenile's case.



a. **Add New Button**
   i. To grant a CSU access, (i) click the **Add New** button and the *Add New CSU Assignment* pop-up form window will appear. Select (ii) **Grant Access to** and (iii) **Reason** from the corresponding drop-down fields. (iv) Select the **Date Granted** from the calendar drop-down field.
   ii. **Close Button**
      1. From the *Add New CSU Assignment* pop-up form, (i) click the **Close** button and the *Unsaved Data!* warning window will appear if data has been entered and not saved. (ii) (a) Click the **NO** button to return to the *Add New CSU Assignment* pop-up form or (ii) (b) click the **YES** button to discard the changes and return to the **CSU Access** table on the *CSU Access* tab.
   iii. **Save Button**
      1. From the *Add CSU Assignment* pop-up form, click the **Save** button, a "Record Saved!" notification will briefly appear, and the user will return to the **CSU Access** table on the *CSU Access* tab.

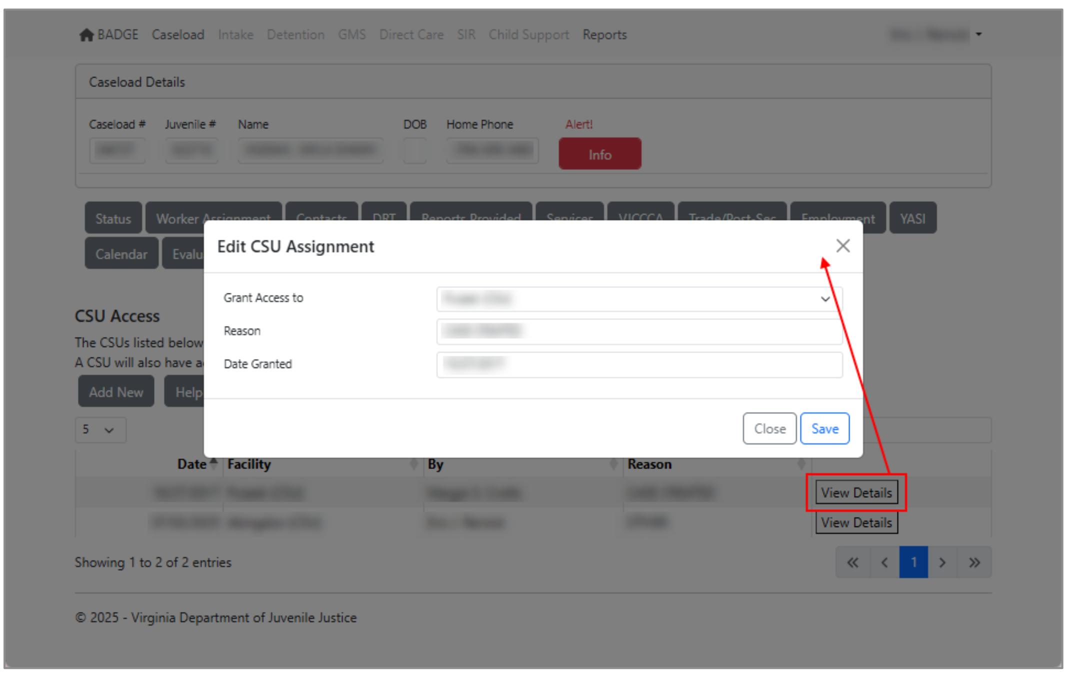




b. **View Details Button / Edit CSU Assignment Pop-up Form**

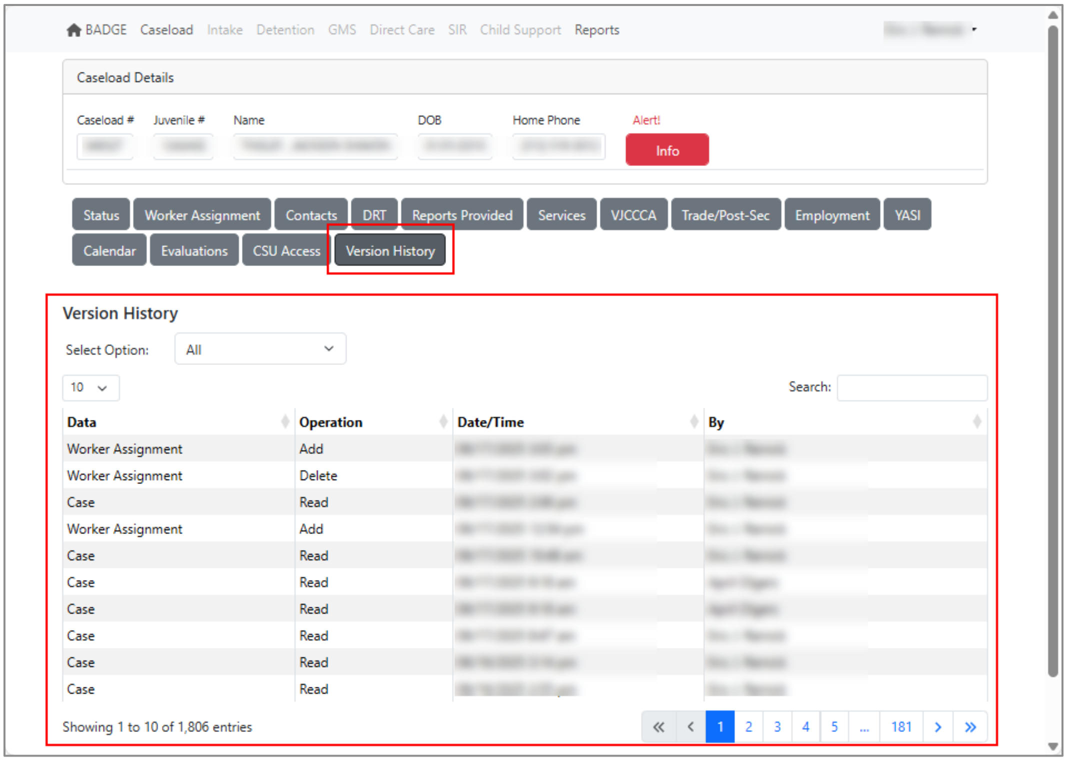
i. On the *CSU Access* tab **CSU Access** table (i) click the **View Details** button adjacent to the CSU assignment record to be edited and the *Edit CSU Assignment* pop-up form will appear. The *Edit CSU Assignment* pop-up form mirrors the *Add New CSU Assignment* pop-up form. To edit the CSU assignment, (ii) follow the instructions detailed in the **Add New Button** section on the preceding page.

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

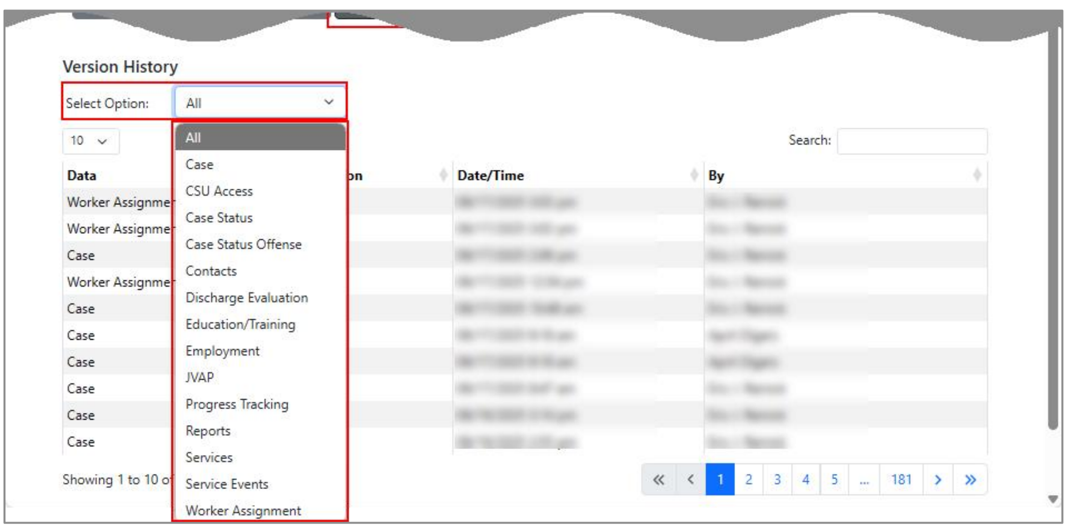


14. **Version History Tab**

The **Version History** table on the bottom of the *Version History* tab displays the history of the data 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.



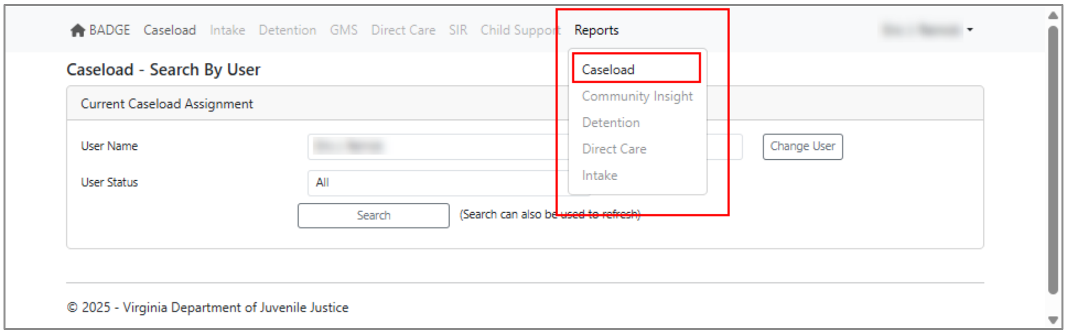
a. **Select Option Drop-down Field Button**
   i. Select the specific data type (tab) from the **Select Option** drop-down field button to view only the selected data type in the **Version History**.

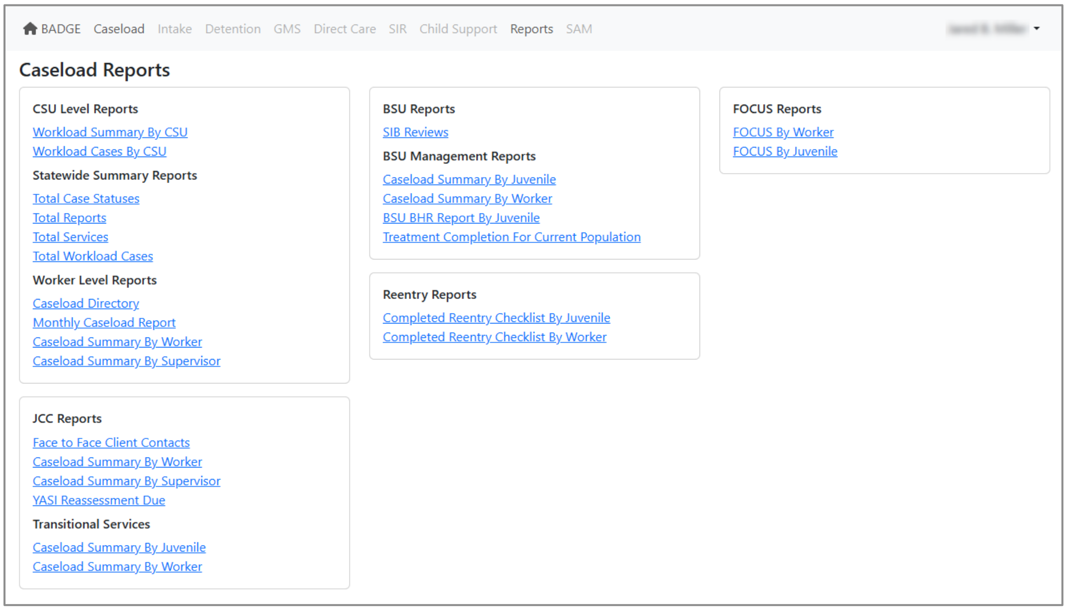


<u>Reports</u>

The **Reports** menu provides users with access to various data management reports.

From the **BADGE** application menu bar, (i) click the **Reports** menu, (ii) select the **Caseload** option, and the <u>*Caseload Reports*</u> window will appear.

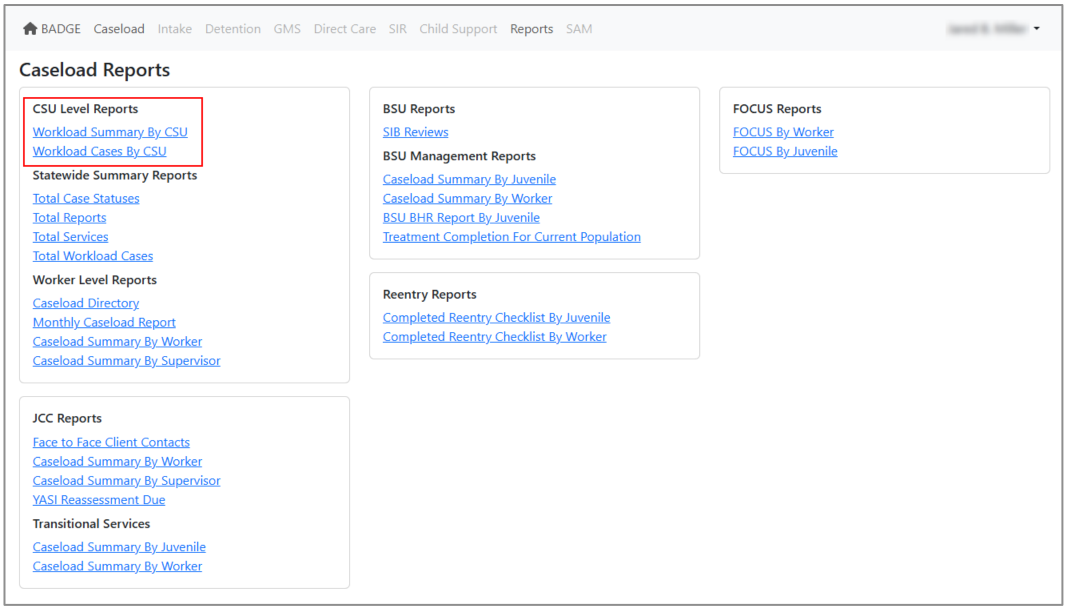




Report Type	Report Name	Report Summary
CSU Level Reports	Workload Summary by CSU	Lists the count of cases by status and services.
	Workload Cases by CSU	Lists the juvenile number, name, date of birth, race, case status, worker name, and worker phone number information for open cases.
Statewide Summary 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.

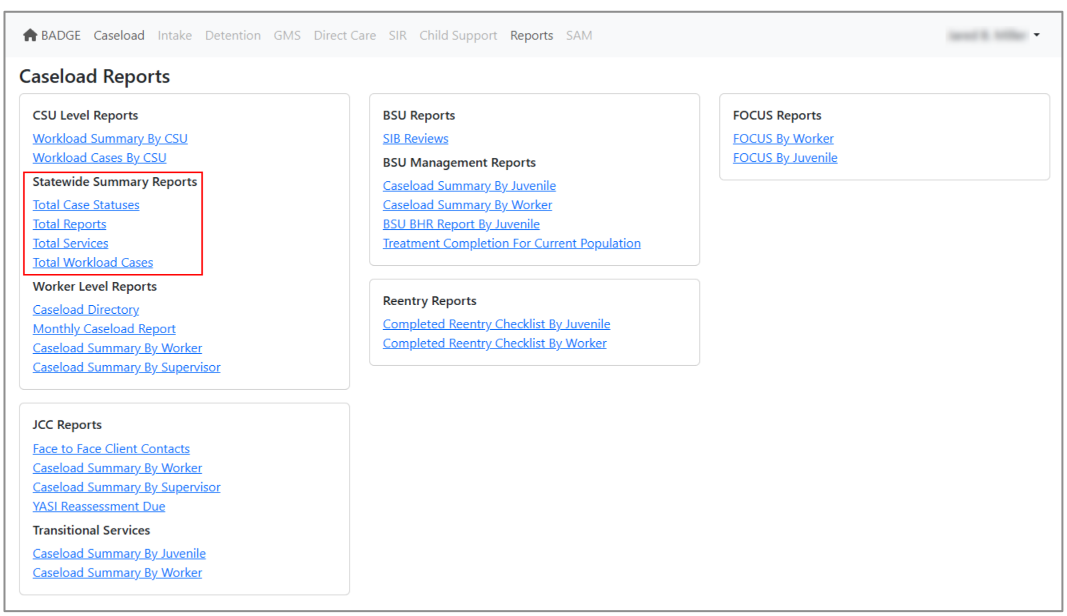
Report Type	Report Name	Report Summary
	Caseload Summary by Worker	Lists the number of statuses, reports, services, contact types, contacted by, person contacted, contacted place, contact purpose, and other information recorded by a worker during the specified timeframe.
	Caseload Summary by Supervisor	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.
JCC Reports	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.
	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.
	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.
Transitional Services	Caseload Summary By Juvenile	Lists of the various sessions and contacts for juveniles by facility.
	Caseload Summary By Worker	Lists the juvenile's name, session type, and total count of sessions for each juvenile.
BSU Reports	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 Management Reports	Caseload Summary by Juvenile	Lists the juveniles receiving contacts or services during the specified timeframe by facility and count of the sessions.
	Caseload Summary by Worker	Lists the number of the juvenile's contacts and BSU related sessions.
	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.
	Treatment Completion for Current Population	Lists the juvenile's name, juvenile number, arrived date, and treatment completion information by facility.
Reentry Reports	Completed Reentry Checklist By Juvenile	Lists Region, CSU, FIPS, DC Number, Juvenile Number, Juvenile Name, Current Placement, Identification, Employment Services, Personal Development, Health Care, Education/Vocational Training, Supportive Services, Transportation, Family, Release Circumstance, and Total.
	Completed Reentry Checklist By Worker	Lists Worker Name, Identification, Employment Services, Personal Development, Health Care, Education/Vocational Training, Supportive Services, Transportation, Family, Release Circumstance, and Total.
FOCUS Reports	FOCUS By Worker	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	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



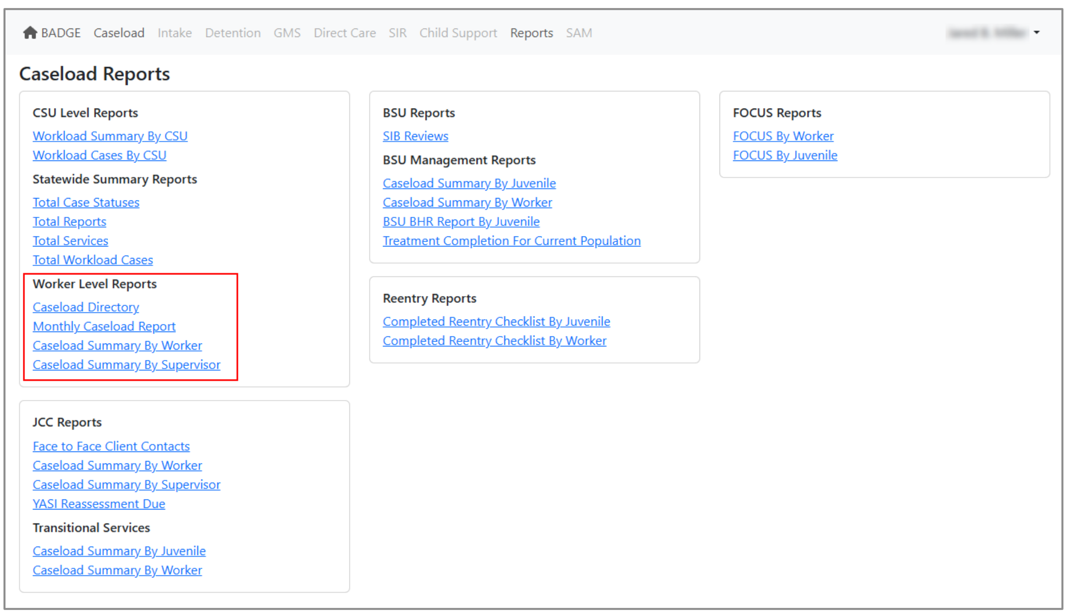
1. **Workload Summary by CSU**
   a. The *WORKLOAD SUMMARY BY CSU* report lists the count of cases by status and services. (i) Click the **Workload Summary By CSU** hyperlink and the *Caseload Reports, Workload Summary By CSU* window will appear. Select the (ii) **Facility,** (iii) **Start Date** and (iv) **End Date** from the from the corresponding drop-down field or calendar drop-down field options. (v) Click the **Generate Report** button and the report will appear.
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 **Workload Cases by CSU** hyperlink and the *Caseload Reports, Workload Cases By CSU* window will appear. (ii) Select the **Facility** from the drop-down field. (iii) Click the **Generate Report** button and the report will appear.

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 **Total Case Statuses** hyperlink and the *Caseload Reports, Total Case Statuses* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.
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 **Total Reports** hyperlink and the *Caseload Reports, Total Reports* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.
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 **Total Services** hyperlink and the *Caseload Reports, Total Services* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.
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 **Total Workload Cases** hyperlink and the *Caseload Reports, Total Workload Cases* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.

Worker Level Reports



Refer to the Caseload - Search By User section for instructions on using the **Change User** button.

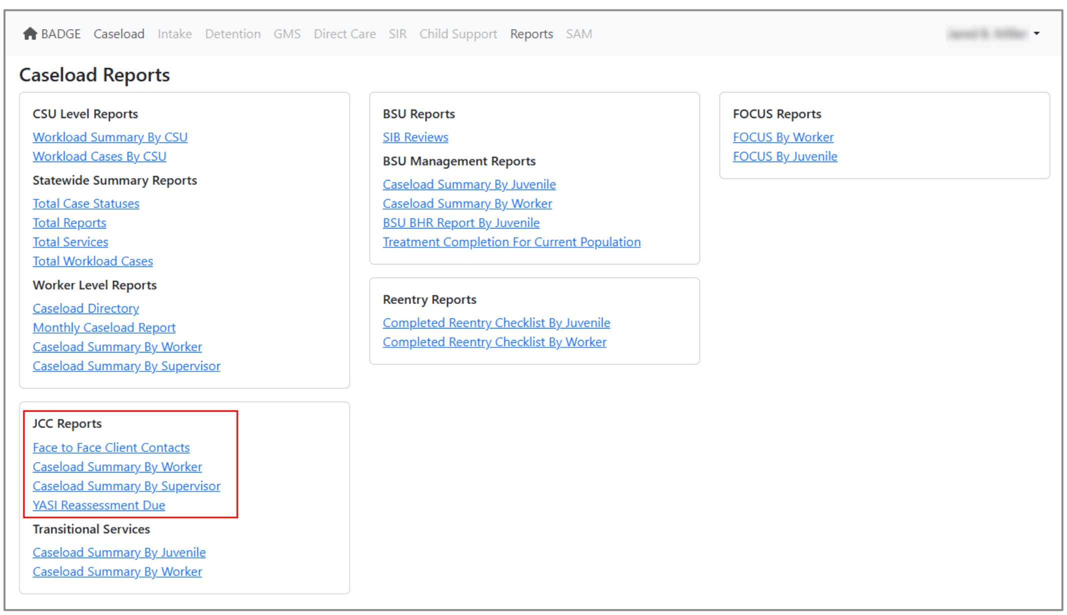
For Worker Level reports, the **Facility** field will auto-populate to “ALL”. However, the drop-down field will allow the selection of any individual facility to which the user has been assigned.

1. **Caseload Directory**
    a. The *CASELOAD DIRECTORY* report lists all the juvenile assigned to the specified user by CSU. (i) Click the **Caseload Directory** hyperlink and the *Caseload Reports, Caseload Directory* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user’s name, to change the **Worker**, click the **Change User** button. (iii) The **Facility** field will auto-populate to “All,” to change the **Facility** select an option from the **Facility** drop-down field. (iv) Click the **Generate Report** button and the report

will appear.

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 **Monthly Caseload Report** hyperlink and the *Caseload Reports, Monthly Caseload Report* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. (iii) The **Facility** field will auto-populate to "All," to change the **Facility** select an option from the **Facility** drop-down field. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down fields. (vi) Click the **Generate Report** button and the report will appear.
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 **Caseload Summary By Worker** hyperlink and the *Caseload Reports, Caseload Summary by Worker* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. (iii) The **Facility** field will auto-populate to "All," to change the **Facility** select an option from the **Facility** drop-down field. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down fields. (vi) Click the **Generate Report** button and the report will appear.
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 **Caseload Summary By Supervisor** hyperlink and the *Caseload Reports, Caseload Summary by Supervisor* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. (iii) The **Facility** field will auto-populate to "All," to change the **Facility** select an option from the **Facility** drop-down field. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down fields. (vi) Click the **Generate Report** button and the report will appear.

JCC Reports



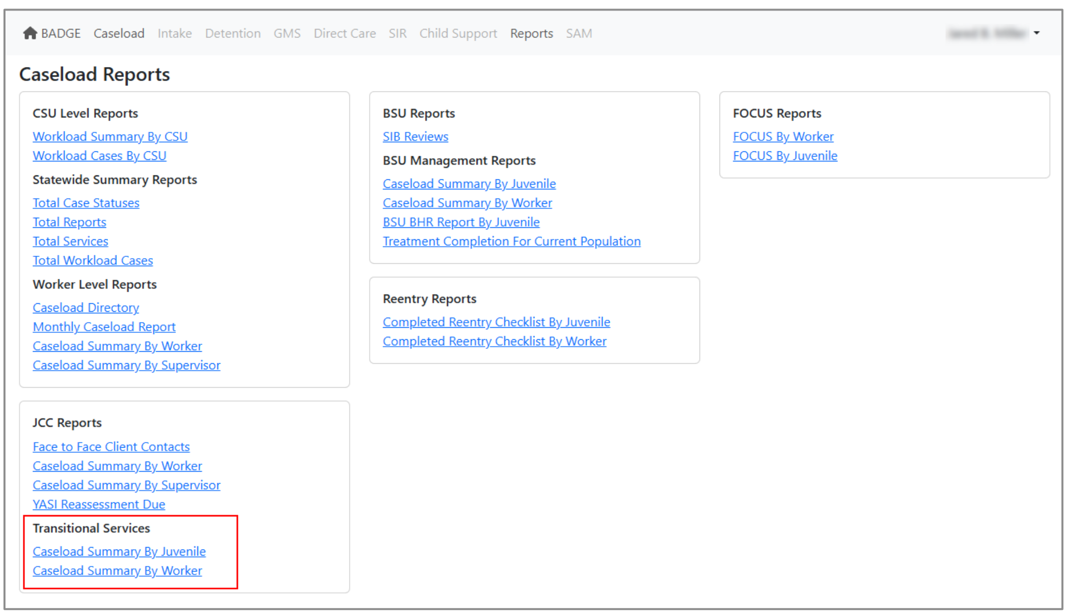
Refer to the Caseload - Search By User section for instructions on using the **Change User** button.
Refer to the Juvenile / Adult Search & Information Manual on how to search for a juvenile.

1. **Face to Face Client Contacts**
   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 **Face to Face Client Contacts** hyperlink and

the *Caseload Reports, JCC Face to Face Client Contact Report* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. Select the (iii) **Start Date** and (iv) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.

2. **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, Reports, and Service Events by category, for the specified period and user name. (i) Click the **Caseload Summary By Worker** hyperlink and the *Caseload Reports, JCC - Caseload Summary By Worker* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. Select the (iii) **Start Date** and (iv) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.
3. **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 **Caseload Summary By Supervisor** hyperlink and the *Caseload Reports, JCC - Caseload Summary By Supervisor* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. Select the (iii) **Start Date** and (iv) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.
4. **YASI Reassessments Due**
   a. The *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 **YASI Reassessment Due** hyperlink and the *Caseload Reports, YASI Reassessments Due* window will appear. (ii) Select the **Facility** from the drop-down field. (iii) Click the **Generate Report** button and the report will appear.

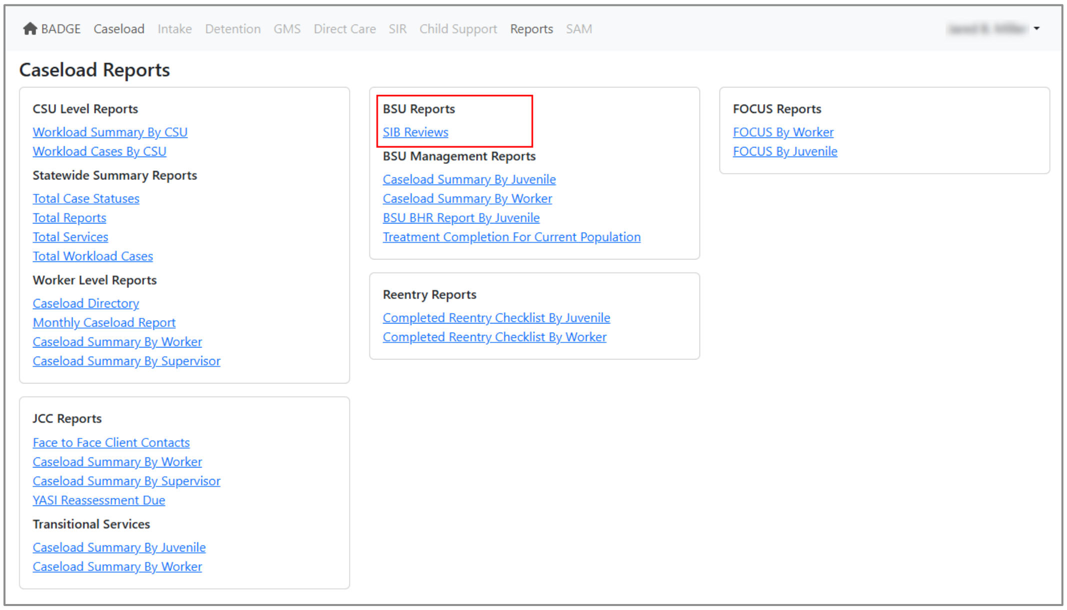
Transitional Services



1. **Caseload Summary By Juvenile**
   a. The *TRANSITIONAL SERVICES CASELOAD BY JUVENILE AND FACILITY* report lists the count of contacts and sessions by facility and juvenile. (i) Click the **Caseload Summary By Juvenile** hyperlink and the *Caseload Reports, Transitional Services Caseload Summary by Juvenile Report* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.
2. **Caseload Summary By Worker**
   a. The *TRANSITIONAL SERVICES EVENTS SUMMARY FOR [USER NAME]* 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 **Caseload Summary By Worker** hyperlink and the *Caseload Reports, Transitional Services Caseload Summary by Worker Report* window will appear. (ii) The **Worker** field will auto-populate with the logged-on user's name, to change the **Worker**, click the **Change User** button. Select the (iii) **Start Date** and (iv) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.

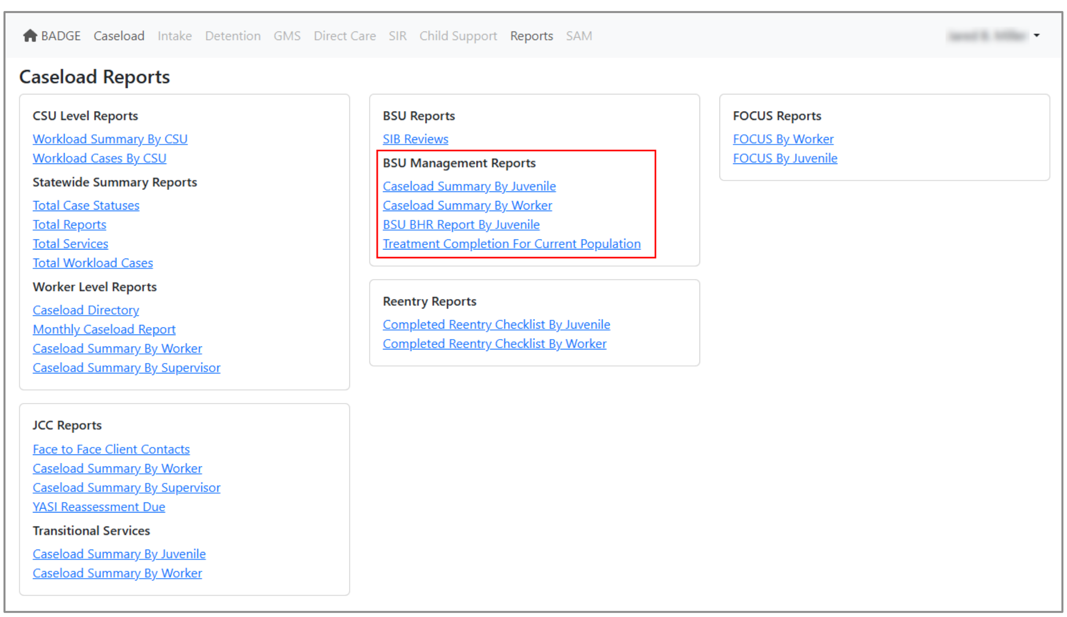
BSU Reports



Refer to the Juvenile / Adult Search & Information Manual on how to search for a juvenile.

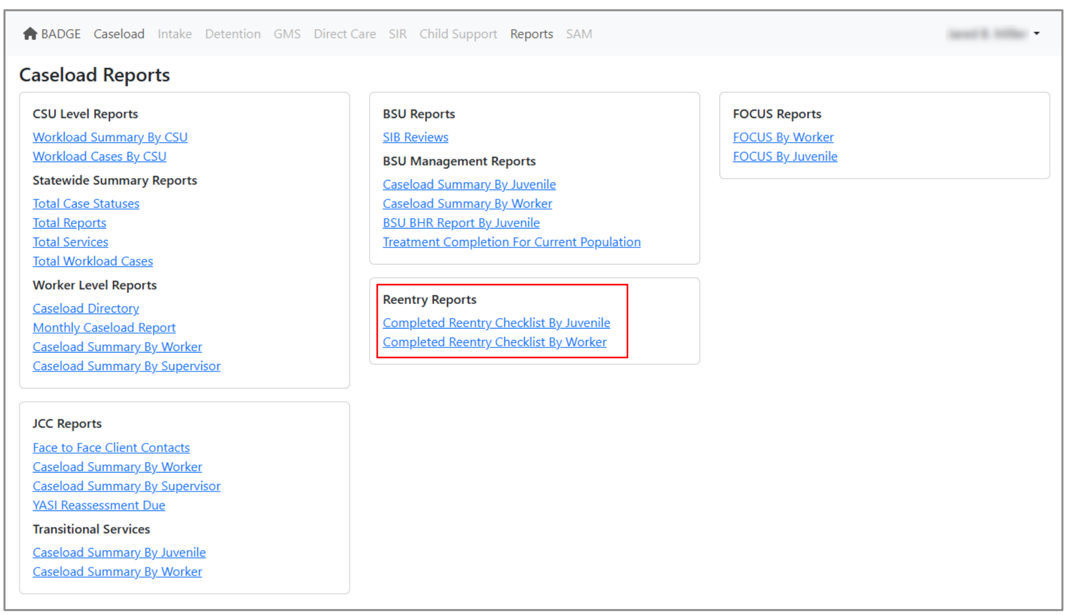
1. **SIB Reviews**
   a. The *Self Injurious Behavior (SIB) Review Report* lists the juvenile's name, initiated date, if the juvenile is on medication, prior SIB information, and the review date by facility and SIB level. (i) Click the **SIB Reviews** hyperlink and the *Caseload Reports* window will appear displaying the report.

BSU Management Reports



1. **Caseload Summary by Juvenile**
    a. The *BSU CASELOAD BY JUVENILE AND FACILITY* report lists the count and type of contacts, reports, and sessions by facility and juvenile for the specified period. (i) Click the **Caseload Summary By Juvenile** hyperlink and the *Caseload Reports, BSU Caseload Summary by Juvenile Report* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.
2. **Caseload Summary by Worker**
    a. The *BSU SERVICE EVENTS SUMMARY FOR USER* report lists the number of juvenile contacts and BSU-related sessions for the selected worker. (i) Click the **Caseload Summary By Worker** hyperlink and the *Caseload Reports, BSU Caseload Summary by Worker Report* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Generate Report** button and the report will appear.
3. **BSU BHR Report by Juvenile**
    a. The *BSU BHR REPORT BY JUVENILE* report lists the service type, service event units, worker information, service event comments, confidential notes, and the service event date for the selected juvenile. (i) Click the **BSU BHR Report By Juvenile** hyperlink and the *Caseload Reports, BSU BHR by Juvenile* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (iv) Click the **Search** button below the **Juvenile #** field and the *Juvenile Search* window will appear.
        i. Follow the instructions in the Caseload - Search By Juvenile section to locate and select the desired juvenile, once selected the **Juvenile #** and **Name** fields on the *Caseload Reports, BSU BHR by Juvenile* window will auto-populate.
    b. Click the **Generate Report** button and the report will appear.
4. **Treatment Completion for Current Population**
    a. 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 **Treatment Completion for Current Population** hyperlink and the *Caseload Reports* window will appear displaying the report.

Reentry Reports

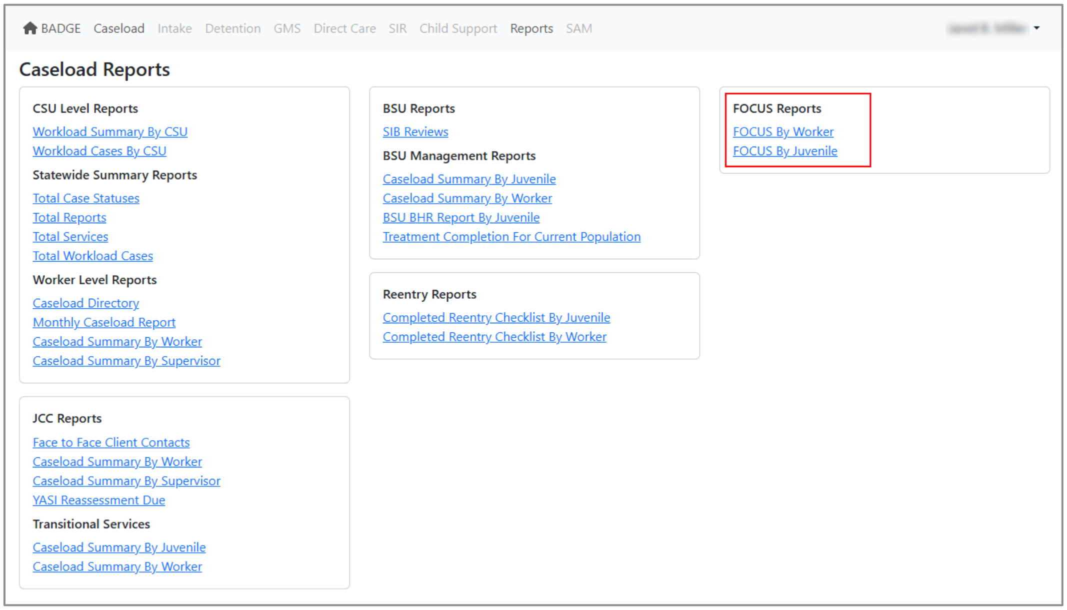


1. **Completed Reentry Checklist By Juvenile**
    a. The *Completed Reentry Checklist Tasks by Juvenile* report lists Region, CSU, FIPS, DC Number, Juvenile Number, Juvenile Name, Current Placement, Identification, Employment Services, Personal Development, Health Care, Education/Vocational Training, Supportive Services, Transportation, Family, Release Circumstance, and Total. (i) Click the **Completed Reentry Checklist By Juvenile** hyperlink and the *Caseload Reports, Completed Reentry Checklist Tasks by Juvenile* window will

appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.

2. **Completed Reentry Checklist By Worker**
   a. The *Completed Reentry Checklist Tasks by Worker* report lists Worker Name, Identification, Employment Services, Personal Development, Health Care, Education/Vocational Training, Supportive Services, Transportation, Family, Release Circumstance, and Total. (i) Click the **Completed Reentry Checklist By Worker** hyperlink and the *Caseload Reports, Completed Reentry Checklist Tasks by Worker* window will appear. Select the (ii) **Start Date** and (iii) **End Date** from the calendar drop-down fields. (v) Click the **Generate Report** button and the report will appear.

FOCUS Reports



1. **FOCUS By Worker**
   a. The *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. (i) Click the **FOCUS By Worker** hyperlink and the *Caseload Reports, FOCUS By Worker* window will appear. Select the (ii) **Facility,** (iii) **Start Date** and (iv) **End Date** from the from the corresponding drop-down field or calendar drop-down field options. (v) Click the **Generate Report** button and the report will appear.
2. **FOCUS By Juvenile**
   a. The *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. (i) Click the **FOCUS By Juvenile** hyperlink and the *Caseload Reports, FOCUS By Juvenile* window will appear. Select the (ii) **Facility,** (iii) **Start Date** and (iv) **End Date** from the from the corresponding drop-down field or calendar drop-down field options. (v) Click the **Generate Report** button and the report will appear.

Appendix

A. 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 Street Address (Full or Partial) and Zip Code have been added 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 can 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.
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.

Date	Item	Details
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 Pupose** drop-down menu on *Running Records Parameters* screen, accessed via **Running Record Report** button on *Caseload Details* screen's *Contacts* tab.
04/2023	YASI Legal History Report	Update to add **YASI Legal History Report** button on *Caseload Details* screen's *YASI* 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 *Caseload Details* screen's *Evaluations* tab.
01/2024	Employment and Education/Training Tabs	Update to revise the fields on the existing *Employment* tab and to add the *Education/Training* tab.
01/2024	Evaluations Tab Add **G.R.E.A.T**	Update to add **G.R.E.A.T Final Exam** evaluation to the *Caseload Details* screen's *Evaluations* tab.
01/2024	Screen Shots/Images	Updated images throughout document.
08/2024	Education/Training Tab	Revised the fields and user interface of the existing *Education/Training* tab on the *Caseload Details* screen. Renamed the *Education/Training* tab on the *Caseload Details* screen to *Trade/Post-Sec.* and updated screenshots throughout the manual.
12/2024	Caseload Details Screen, Status Tab	Update note to include all 4 statuses that allow a 2nd status to be opened while the 1st 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 *DRT (Disposition Recommendation Tool)* tab to the *Caseload Details* screen.
03/2025	Contacts Tab	Update to include additions to the *Contacts* tab for FOCUS Model and related reports.
03/2025	Reports	Update to include **FOCUS Reports** on *Caseload Main* screen, *Reports* tab.
08/2025	Entire Manual	Complete full manual revision for new BADGE web application.
08/2025	BADGE Version at last update.	BADGE Version at last *BADGE Caseload Manual* update: **Version 2025.8.13.1.**
10/2025	Key / Legend	Add Show/Hide Toggle and descripton to the Key/Legend. Add notes throughout manual to indicate when the show/hide feature is accessible.
10/2025	Key / Legend	Add right- and down- facing arrow buttons and descripton to the Key/Legend. Add notes throughout manual to indicate when the right- and down- facing arrow feature is accessible.
10/2025	BADGE Login Screen	Update screenshots to display BADGE update added Show/Hide Toggle feature.
10/2025	Offenses Tab	Update Intake Offense History instructions and table to show the added FIPS column.
10/2025	Running Records Report	Add Running Record Note image to dipslay character limit error message.
10/2025	Running Records Report	Update Running Record Notes images and instructions to dispay email bracket conversion.
10/2025	BADGE Web App Version at last update	BADGE Version at last *Caseload Manual* update: **Version 2025.9.30.1.**