

BADGE Balanced Approach Data Gathering Environment

Juvenile & Adult Information Screens User Manual

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Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to all BADGE modules while the **BADGE Juvenile & Adult Information Screens User Manual** covers this specific module.

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

In the BADGE Application

Style/Symbol/Button		Meaning	
or o		To select a date, click the Calendar drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.	
Screen/Wi	× ndow Control Buttons	Located in the upper right-hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close the screen. If a component is greyed out it is not available.	
Report Vie	of 4 V V wer 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 Vie	wer Buttons (2 of 4)	In order of appearance (from left to right): go Back to Parent Report ; Stop Rendering report; and Refresh report.	
Report Viewer Buttons (3 of 4)		In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the Zoom drop-down menu.	
Find Next Report Viewer Buttons (4 of 4)		In order of appearance (from left to right): Text Box , enter text to search for; click Find to search for text entered in text box; and click Next to find the next instance of text entered in the text box.	
× ×	Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.	
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 <i>Alerts</i> tab on the <u>Juvenile</u> <u>Information</u> screen.	
~	Icon displayed on <u>Question</u> and/or <u>Confirmation</u> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.	
0	Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.	
	Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.	
1	Icon displayed on Information Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.	

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

In the BADGE Manual

Style/Symbol	Meaning		
Underlined and Italicized	Name of a screen.		
Italicized	Name of a tab, document title, or manual title.		
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.		
Underlined	Name of a column header in 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 menu.		
Bolded and Underlined	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.		
Padlock Icon	Denotes a locked item or record that cannot be changed.		
Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.		
Reference Bullet	Refer to another page or resource for additional information.		

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information specific to each module. This manual is intended to assist those using the **Juvenile & Adult Information Screens** 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 <u>DJJ Acceptable Use & Information Security Agreement</u>. See <u>§2.2-2827</u> of the Code of Virginia for restrictions on state employee access to information infrastructure. See <u>§§16.1-223</u> and <u>16.1-300</u> 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 <u>DJJ-BADGE-Issues@djj.virginia.gov</u>. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

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

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

Juvenile and Adult Information Screens

To access the <u>Juvenile Information</u> and <u>Adult Information</u> screens the user begins by performing a juvenile or adult search.

Search for a Juvenile

 From the <u>BADGE</u> home screen (i) click the JTS Search menu, (ii) select the For Juvenile option from the drop-down menu and the <u>Find Juvenile</u> screen will appear.



Prefer to <u>Appendix A</u> for alternative methods to access the <u>Juvenile Information</u> screen.

Find Juvenile Screen

On the *Find Juvenile* screen, search for a juvenile by selecting appropriate options on one of the three available tabs: *Find Juvenile*, *Direct Care Population*, or *Detention Population*.

•	Find Juvenile	2					×
[Find Juvenile	Direct Care Population	Detention Population	1			
	Search by		Last Name	_		Use Wildcard	
	 Juve 	nile Number	Name Suffix	Include	None \lor		
		lumber	First Name			Use Wildcard	
	🔘 Intak	e Case Number		Include Alternative Fir	rst Name Spellin	gs	
	⊖ Case	load Number	Alias		S	SN	
	🔿 Adva	nce Search	DOB / Age	O DOB 🔿 Age			
	Previ	ous Selections	Street Address		(F	ull or Partial)	
			ZIP Code	Phone	(H	Home, Cell, or Work)
	Juvenile N	lumber	Find Juver	niles with Commitment(s) to	o the State	Clear All	
	Show Last Re	sults	Find	Cancel			

Prefer to the BADGE Login & Search Manual for information on how to navigate the Find Juvenile screen.

Juvenile Information Screen

Once the user successfully completes a search using the <u>Find Juvenile</u> screen, the <u>Juvenile Information</u> screen will appear. The upper half of the <u>Juvenile Information</u> screen will always display the **Juvenile Number**, **SSN**, **Juvenile Name**, **Date of Birth**, **Age (Years - Months)**, **Race / Ethnicity**, **Resident of**, **Genetic Sex**, and an Image of the juvenile (if available).

BADGE Juvenile & Adult Information Screens User Manual

C III - CARDANNE, ADAMA N.	- 🗆 X
Juvenile Information Juvenile Number SSN Juvenile Name Date of Bith Age (Years - Months) Race / Ethnicity Resident of Genetic Sex Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Recorded Alerts View/Change Print Alerts	Juvenile Info Offense History Intake Direct Care Caseload Detention Incident Reporting GMS
	<u>C</u> lose

The right side of the *Juvenile Information* screen contains the following buttons:

Juvenile Information Screen Buttons	Button Summary
Juvenile Info	The Juvenile Info button displays the <i>Info/Face Sheet</i> , <i>Alias</i> , <i>Case Workers</i> , <i>ID Marks</i> , <i>Detention Info</i> , <i>Alerts</i> , <i>Family</i> , and <i>Access Log</i> tabs.
Offense History	The Offense History button displays the Juvenile's Offense History records in a table in lower half of the screen. The Juvenile's Offense History table displays the juvenile's <u>Offense Date</u> , <u>Offense Description</u> , and <u>Guilty</u> adjudication information.
Intake	The Intake button displays the Juvenile's Intake History records in a table in lower half of the screen. The Juvenile's Intake History table displays the juvenile's <u>ICN</u> , <u>JI</u> , <u>FIPS</u> , intake <u>Opened</u> and <u>Closed</u> dates, and the <u>Worker</u> name that created the intake record.
Direct Care	The Direct Care button displays the Juvenile's Direct Care Admissions records in a table in lower half of the screen. The Juvenile's Direct Care Admissions table displays the juvenile's <u>DC Number</u> , <u>Admission Date</u> , <u>Release Date</u> , and <u>Release Info</u> information.
Caseload	The Caseload button displays the Juvenile's Caseload History information in the lower half of the screen. The Juvenile's Caseload History section displays the juvenile's Caseload Number, Date of Last Contact Recorded, Number of Currently Open Services, Number of Parole Discharge Evaluations, Number of Probation Discharge Evaluations, and the Currently Open Status(es) table that contains <u>FIPS</u> , <u>Caseload Status</u> , and <u>Start Date</u> .
Detention	The Detention button displays the Juvenile's Secure Detention Admissions records in a table in lower half of the screen. The Juvenile's Secure Detention Admissions table displays the juvenile's <u>Case #</u> , <u>Opened by</u> , <u>Detaining FIPS</u> , <u>Admitted</u> and <u>Released</u> dates, and <u>Release Info</u> information.
Incident Reporting	The Incident Reporting button displays the Incident(s) Juvenile Was Involved records in a table in lower half of the screen. The Incident(s) Juvenile Was Involved table displays the IR ID, Facility, Incident, and Incident Type(s) information.
<u>GMS</u>	The GMS button displays the Gang Management System (GMS) information in the lower half of the screen. The Gang Management System (GMS) section displays the Number of Validated GMS Investigations by Gang Observations and Gang Validations, and the Gang Membership History table that contains Gang Name, Gang Set Name, and FIPS.

1. Juvenile Info Button

When the <u>Juvenile Information</u> screen appears the **Juvenile Info** button on the right will be automatically selected. The Info/Face Sheet, Alias, Case Workers, ID Marks, Detention Info, Alerts, Family, and Access Log tabs will be displayed in the lower half of the screen.

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- The data in the Juvenile Information area at the top of the <u>Juvenile Information</u> screen cannot be edited.
- The Alerts tab is always displayed first when the <u>Juvenile Information</u> screen is initially opened.
- When the user accesses the <u>Juvenile Information</u> screen from another BADGE module screen using the Info, Juvenile Info, Juvenile Information, or View Info buttons, the Juvenile Info, Offense History, Intake, Direct Care, Caseload, Detention, Incident Reporting, and GMS buttons will not appear on the <u>Juvenile Information</u> screen.
- Prefer to Appendix A for alternative methods to access the Juvenile Information screen.

a. Info/Face Sheet Tab

The *Info/Face Sheet* tab contains the following three radio buttons that may be selected to display specific information: **General Information**, **Address Information**, and **Birth/Family Information**. The *Info/Face Sheet* tab also contains the **Last Modified by** field, **Print Face Sheet** and **Edit** buttons on the bottom of the tab.

- i. General Information Radio Button
 - 1. Select the General Information Radio button to display the Juvenile Information, Juvenile Driver's License, and Juvenile Phone/E-mail sections.
 - a. Juvenile Information Section
 - i. The Juvenile Information section displays fields for Is DNA Sample Submitted?, Height (in ft. and in.), Weight, color for Eyes and Hair, School, Grade, and if the juvenile is a Registered Voter?.
 - b. Juvenile Driver's License Section
 - i. The Juvenile Driver's License section displays fields for License #, State Issued, and Status.
 - c. Juvenile Phone/E-mail Section
 - i. The Juvenile Phone/Email section displays fields for the juvenile's Home, Cell, and Work telephone numbers, and E-mail address.

		Juvenile Info
ber SSN	e te tel C	
me Ordenstein anterneten		Offense History
Sinth Carlos Month	s) No Image Available	Intake
city Million Terminani		Direct Care
t of Genetic Se	x finalit	Caseload
et Alias Case Workers ID Marks D	etention Info Alerts Family Access Log	Detention
eneral Information O Address Informati	on O Birth/Family Information	Incident Reportin
mation Juver	le Driver's License - Unknown	GMS
ple Submitted? No Lice	nse #	
' Weight State	ssued Status	
Color: Eyes Unknown Hair Unknown Juvenile Phone/E-mail		
Home	Cel Electric	
Unknown Work	Ext.	
loter? E-mai		
	Print Face Sheet	
	Print Face Sheet	

The Juvenile Driver's License section may indicate a value ("None" or "Unknown") based on the Status entered.

ii. Address Information Radio Button

1. Select the Address Information radio button to display the Current Home Address and Address History sections.

👷 1991 - Alexandra Martin, Alexandra Martina		- 🗆 X		
Juvenie Information Juvenie Number Juvenie Nume Date of Bith Age (Years - Months)	No image Available	Juvenile Info Offense History Intake		
Resident of Genetic Sex		Caseload		
Info/Face Sheet Alas Case Workens ID Marks Detention Info Alert General Information Address Information Birth/Fac	s Family Access Log mily Information	Detention Incident Reporting GMS		
Address History Show Address History				
Last Modified by Edit	Print Face Sheet	Glose		

a. Current Home Address Section

The **Current Home Address** section displays the current home address for the selected juvenile.

i. Add Button

- 1. To add a juvenile's new **Current Home Address**, click the **Add** button and the <u>*Enter*</u> <u>*Juvenile Address*</u> screen will appear.
 - a. On the <u>Enter Juvenile Address</u> screen type the (i) Address and (ii) Zip Code into the corresponding fields.
 - i. For zip codes located in Virginia, click the **Find City by Zip Code** button and the **City/Town**, **State**, and **City/County of Residence** fields will autopopulate.
 - ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **City/County of Residence** fields manually.
- 2. Click the **Save** or **Cancel** button on the <u>Enter Juvenile Address</u> screen to perform the stated action and return to the *Info/Face Sheet* tab.

😨 termina approximation procession as	– 🗆 🗙	
Juvenile Information Juvenile Number SSN Juvenile Name Date of Birth Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload	×
Info/Face Sheet Alas Case Workers ID Marks Detention Info Aletts Family Access Log General Information Address Information Birth/Family Information Current Home Address Address Hatory Show Address Hatory	Detention Zip Code End City by Zip Code Incident Reporting City/Town City/County of Residence State V City/County of Residence State State V City/County of Residence State State V	~
Print Face Sheet Last Modified by Edit Juvenile Information	<u>Save</u> <u>Cancel</u>	

ii. Edit Button

1. To edit the juvenile's **Current Home Address**, click the **Edit** button and the <u>Update</u> <u>Juvenile Address</u> screen will appear.

- a. On the <u>Update Juvenile Address</u> screen type the (i) **Address** and (ii) **Zip Code** into the corresponding fields.
 - For zip codes located in Virginia, click the Find City by Zip Code button and the City/Town, State, and City/County of Residence fields will autopopulate.
 - ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **City/County of Residence** fields manually.
- 2. Click the **Save** or **Cancel** button on the <u>Enter Juvenile Address</u> screen to perform the stated action and return to the *Info/Face Sheet* tab.

8	- • ×	
Juvenie Information Juvenie Number SSN Juvenie Name Date of Birth Age (Years - Montha) No Image Available Race / Ethnicity Besident of Benatic Sex	Jurenie Info Offense History Intake Direct Care Constant	×
Info/Face Sheet Alas Case Workers ID Marks Detention Info Alets Family Access Log General Information Address Information Birth/Family Information Current Hone Address Add Edit Address Hatory Show Address Hatory	Catevolaria	~
Pint Face Sheet Last Modified by Edit Juvenile Information	<u>Save</u> <u>Cancel</u>	

The State abbreviation and the City/County of Residence can be typed in the field instead of using the drop-down menus.
 The address fields are for the juvenile's home address and should not list the address of any placements in which the juvenile resides (e.g., Bon Air JCC or a CPP).

b. Address History Section

The Address History section lists all the recorded addresses for the selected juvenile.

- i. Show Address History Button
 - Click the Show Address History button and the juvenile's address history will be displayed in a table in the Address History section. The table displays the <u>Juvenile</u> <u>Address</u>, <u>From Date</u>, and <u>To Date</u>.



ii. Birth/Family Information Radio Button

1. Select the **Birth/Family Information** radio button to display the **Juvenile Birth Information** and **Juvenile Family Information** sections.

C III II -QUEDEREL HOMEN R.	×
Juvenile Information	Juvenile Info
Juvenile Name	Offense History
Date of Birth Carse Age (Years - Months) No Image Available	Intake
Race / Ethnicity	Direct Care
Resident of Genetic Sex	Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention
General Information Address Information Birth/Family Information	Incident Reporting
Juvenile Birth Information	GMS
State of Birth Verification None	
Birth Country Birth Certificate #	
Juvenile Family Information	
Mother's Maiden Name	
Annual Family Income	
Living with	
Print Face Sheet	
Last Modified by Edit Juvenile Information	<u>C</u> lose

- a. Juvenile Birth Information Section
 - i. The Juvenile Birth Information section displays the juvenile's State of Birth, Birth County, Verification, and Birth Certificate # fields.
- b. Juvenile Family Information Section
 - i. The Juvenile Family Information section displays the juvenile's Mother's Maiden Name, Annual Family Income, and Living with fields.

iii. Last Modified By Field

1. The **Last Modified by** field will auto-populate with the name of the user who made the most recent modifications to the juvenile information record and the date those changes occurred.

iv. Print Face Sheet Button

- 1. Click the **Print Face Sheet** button and the <u>*Report Viewer*</u> screen will appear and display the **Juvenile Face Sheet** report.
 - a. The *Juvenile Face Sheet* report contains the juvenile's demographic, caseload status, caseworker, and identifying marks information.

				Report Viewa			End Net
				a stReeSheet	Juvenile #:	Juvenile Face S Juvenile Name:	iheet
					SSN- <u>Aliasios):</u> Genetic Sex: Race:	DCB:	Javenile Picture
The server as well and			- 🗆 X		Height: t. in. Hair Color:	Weight: Ibs. Eye Color:	
Juvenile Information Juvenile Number	SSN		Juvenile Info		Home Phone:	Cell Phone:	
Juvenile Name Date of Bith Age (Yea	rs - Months)	No Image Available	Intake		åddrava -		- No Image -
Race / Ethnicity Resident of	Genetic Sex		Direct Care Caseload		School	<u>Grade:</u>	
Info/Face Sheet Alias Case Workers ID	Marks Detention Info Aler	s Family Access Log	Detention		Date of Bith:		
General Information Address Juvenile Information	Information O Birth/Fa	mily Information - Unknown	GMS		Name: Address		Hen Custody: Home Ebane:
Is DNA Sample Submitted? No	License #	tus			5.514	DOB:	Work Phone: Cell Phone:
Color: Eyes Unknown Hair Unknown School	Juvenile Phone/E-mail	Cell			Parent 2 Name. Address:		Has Custority: Home Phone:
Grade	Work	Ext.			SSR	DOB.	Work Phone. Cell Phone:
Registered Voter?	Email	Print Face Sheet			Guardian <u>Namu:</u> Ashirasa		Has Custory: Home Phone: Work Phone:
care modified by	Ed	suverme momation	Liose		SSN CURRENT STATUS - No	DOB: data found	Cell Phone;
					CASE WORKERS No di	ata found	
					SIBLINGS - No data found		
					ID MARKS - No data from	d	

v. Edit Juvenile Information Button

1. Click the **Edit Juvenile Information** button and the <u>Edit Information for Juvenile Number</u> screen will appear. The <u>Edit Information for Juvenile Number</u> screen contains the <u>Name/Address</u> Information, General Information, and <u>Birth/Family</u> Information tabs. These tabs allow the user to update the juvenile's demographic information.

a. Name/Address Information Tab

The *Name/Address Information* tab contains the **Juvenile Name**, **Juvenile Address**, and **Juvenile FIPS of Residence** sections.

💀 strate - Kriek, sever speak	– 🗆 X	
Juvenie Information Juvenie Number SSN SSN	Juvenile Info	Edit Information for Juvenile Number
Juvenie Name	Offense History	Name/Address Information General Information Birth/Family Information
Date of Birth Age (Years - Months) No Image Available	Intake	Juvenile <u>N</u> ame
Race / Ethnicity	Direct Care	Last Name Address
Resident of Genetic Sex	Caseload	
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention	
General Information	Incident Reporting	First Name
Juvenile Information Juvenile Driver's License - None	GMS	Middle Name City/Town
Is DNA Sample Submitted? No License #		Genetic Sex O Male O Female State
Color: Eyes Hair Hair		Is Deceased?*
School Home Cell Cell		Juvenile FIPS of Residence
Grade Work Ext.		All Fields in Bold Are Mandatory Resident of
Registered Voter? E-mail		
Last Modified by Last M	Close	·· 🗹 Yes 🗌 No 🚍 Unknown Save Cancel

i. Juvenile Name Section

- 1. (i) Type the Last Name, (ii) select the Suffix (if applicable), (iii) type the First Name and (iv) Middle Name, and (v) select the Genetic Sex.
- 2. If the juvenile is deceased, click the **Is Deceased?*** checkbox multiple times to place the appropriate indicator in the checkbox.
- The legend for checkboxes marked by an asterisk is found on the bottom left of the *Edit Information for Juvenile Number* screen; a checkmark is **Yes**, a blank checkbox is **No**, and a dash mark is **Unknown**.

If the Is Deceased?* checkbox is selected as Yes, the Address and City/Town fields will auto-populate as "Deceased".

ii. Juvenile Address and Juvenile FIPS of Residence Sections

- (i) Type the Address and (ii) Zip code into the corresponding fields. For zip codes located in Virginia, (iii) click the Find City by Zip Code button and the City/Town, State, and Residence of fields will auto-populate.
- 2. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) select **Residence of** fields manually.

iii. Save or Cancel Buttons

1. Click the **Save** or **Cancel** button to perform the stated action and return to the *Info/Face Sheet* tab.

Edit Information for Juvenile Number				
Name/Address Information General Information Birth/Family Information				
Juvenile <u>N</u> ame Juvenile <u>A</u> ddress				
Last Name	Address			
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸				
First Name	Zip Code			
Middle Name	City/Town			
Genetic Sex 🔘 Male 🝳 Female	State			
□ Is Deceased? *	Paste Unknown			
	Juvenile FIPS of Residence			
All Helds in Bold Are Mandatory	Resident of			
• Ves No 🕒 Unknown Save	<u>C</u> ancel			

When the **Save** button is clicked a warning screen will appear if another user is making changes on the <u>Edit Information</u> screen concurrently (see screen image below). Compare the information entered with the information the other user entered and select the appropriate **Leave current DB values** OR **Submit your changes** button to either confirm or deny the other user's changes.

Name	Current DB Values	Values You Are Saving	
Last Name	5.755	2004 C	
Name Suffix	-	in the second se	
First Name	And a second sec	and the second s	
MiddleName	1000	(ACCOUNTS)	
Gender	fer.mt	(mat)	
Mother's Maiden Nam	e		1
Annual Family Income	the life	bio 10	
Living With	The state of the second second	The state of the second second	- 1
Address (1st line)	Diffuse the families	Division that functions	-1
Address (2nd line)			
Address (City)	Richmond	Richmond	
Address (State)	NY	VA	
Address (Zip Code)	23223	23227	

b. General Information Tab

The *General Information* tab contains the **Juvenile Information**, **Juvenile Driver's License**, and **Juvenile Phone/Email** sections.

Juvenile <u>I</u> nfo	omation	Juvenile <u>D</u> rive	er's License
SSN	Is DNA Taken?*	Туре	None ~
Race	×	Status	Unknown 🗸
Ethnicity(Hi	ispanic/Latino?) 🐂 🗸 🗸	License #	
Height	💽 ' 📕 🗸 " Weight 💻	State Issued	\sim
Color: Eyes	Hair V	Juvenile <u>P</u> hon	ne/E-mail
School	the second se	Home Phone	Cell Phone
Grade		Work Phone	Extention
Registered	Voter? 💽 Yes 🔘 No	E-mail	

i. Juvenile Information Section

- Type the juvenile's Social Security Number in the (i) SSN field. If DNA was taken, click the (ii) Is DNA Taken? checkbox. Select the (iii) Race, (iv) Ethnicity (Hispanic/Latino?), and (v) Height from the corresponding drop-down menus. Enter the juvenile's (vi) Weight. Select (vii) Eye Color and (viii) Hair Color from the corresponding drop-down menus. Enter the juvenile's (ix) School status and select the juvenile's (x) Grade from the drop-down menu.
- 2. Select the **Yes** or **No** radio button for **Registered Voter?** to indicate the juvenile's voter registration status.

"Unknown" is the default value that appears in the **Ethnicity** drop-down field and cannot be selected as an option by the user updating the record.

ii. Juvenile Driver's License Section

Select the juvenile's driver's license type from the (i) Type drop-down menu. If the juvenile's driver's license type is Full or Learner's, select the (ii) Status from the drop-down menu, enter the (iii) License #, and select the issuing state from the (iv) State Issued drop-down menu.

iii. Juvenile Phone/E-mail Section

1. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension** and (v) **E-mail**, if applicable.

iv. Save or Cancel Button

1. Click the **Save** or **Cancel** button to perform the stated action and return to the *Info/Face Sheet* tab.

Juvenile <u>I</u> nfo	omation	Juvenile <u>D</u> rive	er's License
SSN	Is DNA Taken?*	Туре	None ~
Race	×	Status	Unknown 🗸
thnicity(H	ispanic/Latino?) 🐂 🗸 🗸	License #	
Height	💽 ' 📕 🗸 " Weight 💻	State Issued	×
Color: Eyes	Hair Hair V	Juvenile <u>P</u> hon	ne/E-mail
School	the address of the second s	Home Phone	Cell Phone
Grade	landa V	Work Phone	Extention
Registered	Vater? 🖸 Yes 🔿 Na	E-mail	

c. Birth/Family Information Tab

The *Birth/Family information* tab contains the **Juvenile Birth Information** and **Juvenile Family Information** sections.

🖳 Edit Information for Juvenile Number 💶 💶	COLUMN TWO IS NOT	×
Name/Address Information General Information Birt	h/Family Information	
Juvenile Birth Information		
Date of Birth	Age (YY-MM)	24.00
State of Birth VA Virginia	 Birth Country 	
Birth Verification None	✓ Birth Certif. #	Unknown
Juvenile <u>F</u> amily Information		
Mother's Maiden Name		
Annual Family Income	\sim	
Living with	\sim	
*- 🗹 Yes 🗌 No 😑 Unknown 📃 Save	<u>C</u> ancel	

- i. Juvenile Birth Information
 - 1. Enter the juvenile's (i) Date of Birth, (ii) Age (YY-MM), (iii) State of Birth, (iv) Birth Country, (v) Birth Verification type, and (vi) Birth Certificate # information.
- ii. Juvenile Family Information
 - 1. Enter the (i) **Mother's Maiden Name** and select the (ii) **Annual Family Income** and the person the juvenile is (iii) **Living with** from the corresponding drop-down menus.
- iii. Save or Cancel Buttons
 - 1. Click the **Save** or **Cancel** button to perform the stated action and return to the *Info/Face Sheet* tab.

🖳 Edit Information for Ju	venile Number	No. CONT. Mark.		×
Name/Address Information	General Information Birth/	Family Information		
Juvenile <u>B</u> irth Informatio	n			
Date of Birth	10 YO 400	Age (YY-MM)	5-65	
State of Birth	VA Virginia 🗸	Birth Country		
Birth Verification	None ~	Birth Certif. #	Unknown	
Juvenile <u>F</u> amily Informat	ion			
Mother's Maiden Name				
Annual Family Income	No. 101	\sim		
Living with	Press State Sector	\sim		
*- 🗹 Yes 🗌 No 🗧	Unknown <u>S</u> ave	<u>C</u> ancel		

Leaving the State of Birth field blank will prompt the drop-down menu to auto-select "Unknown".

If the user attempts to save the record without entering the **Date of Birth** in the MM/DD/YYYY format, the <u>Illegal Date Format</u> warning screen will appear and the record will not be saved.

Illigal Date	e Format	×
	Please enter date in MM/DD/YYYY format.	
	ОК	

b. Alias Tab

- The alias tab allows the user to update the juvenile's alias information.
- i. Add Button
 - (i) Click the Add button and the Add New Alias field will become accessible. (ii) Type the alias into the Add New Alias field, (iii) click the Add New button, and the alias will appear in the Juvenile Aliases Information list field on the left of the screen.

Juvenie Hromation Juvenie Nanber SSN Juvenie Name SSN No Image Date of Birh. Age (Yean - Monthe) No Image Race / Ethnicity Genetic Sex No Info/Face Sheet Aloa Genetic Sex Info/Face Sheet Aloa Edit Uvenie Rases Information Add Edit Renove Image Add New Image Add New Image	ener trata	Children and an and a second sec	– 🗆 X
Juvenie Alases information Add Edit Remove Incl Example 1 Add New Alas	Juvenile Information Juvenile Number Juvenile Name Date of Birth Race / Ethnicity Resident of Info/Face Sheet	SSN No Image Age (Years - Morths) Genetic Sex 25 Case Workers ID Marks Detertion Info Alerts Family Access Log	- Cffense Hatory Offense Hatory Intake Direct Care Caseload Detention
	Juvenie Alases Info	xmation Add Edit Remove Add New Alas Add New Cancel	Incident Reporting GMS

ii. Edit Button

(i) Select an alias from the Juvenile Aliases Information list field and it will be highlighted in *blue*. (ii) Click the Edit button and the selected alias will become accessible in the Edit Selected Alias field. (iii) Edit the alias as necessary, (iv) click the Save button, and the updated alias will appear in the Juvenile Aliases Information list field.

iii. Remove Button

(i) Select an alias from the Juvenile Aliases Information list field and it will be highlighted in *blue*. (ii) Click the Remove button and the selected alias will appear in the Remove Selected Alias field. (iii) Click the Confirm button and the selected alias will be removed from the Juvenile Aliases Information list field.

😫 el selo- Relati grando provi	– 🗆 X	😥 el selos- lettello, alterno presid	– 🗆 X
Juvenie Information Juvenie Name Date of Bich Age (Year - Mortha) Race / Ethnicty Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload	Avenile Infomation Juvenile Number SSN Jovenile Number Date of Birth Age (Years - Months) Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload
Hrfo/Face Sheet Alas Case Workers ID Marks Detertion Info Alerts Family Access Log Avenue Alases Information Add Edit Remove Edit Selected Alas Save Cancel	Detertion Incident Reporting GMS	Info/Face Sheet Alas Case Workers ID Marks Detention Info Alerts Family Access Log Avenile Alases Information Add Edit Remove Francels Fr	Detention Incident Reporting GMS
Modification History	Close	Modification History	Close

iv. Cancel Button

1. Click the **Cancel** button when adding, editing, or removing a new or existing alias entry to cancel any changes.

Code-Artic creek		- 🗆 X
Juvenie Number Juvenie Number Date of Bith Reber / Ehnicty Reserrol Genetic Sex	No image Available	Juvenile Info Offense History Intake Direct Care Caseload
Ho/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Juvenie Alases Information Add Edit Selected Alias Exempte 1 Cancel	a Family Access Log Edit Remove Save	Detention Incident Reporting GMS

v. Modification History Button

- Click the Modification History button and the Juvenile's Aliases Modification History table will display in the lower half of the *Alias* tab. The Juvenile's Aliases Modification History table displays <u>Alias #</u>, <u>Alias</u>, <u>Recorded by</u>, <u>Action</u> ("Inserted," "Updated," or "Deleted"), and the date <u>Modified</u>.
- 2. Click the **Standard View** button to return to the **Juvenile Aliases Information** section.

8		– 🗆 X	e	-
Aventile Information Aventile Namber SSN Aventile Namber Date of Bith Age (Yeans - Montha) Race / Ethinoty Pesident of Genetic Sex	No Image Available	Juvenile Info Offense History Intake Direct Care Caseload	Aventile Information Juventile Namber SSN Juventile Name SSN Date of Bith Age (Years - Months) Race / Ethnology No Image Pesident of Genetic Sex	Jun Offer Di C
Info/Face Sheet Alas Case Workers ID Marks Detertion Info Ale Juvenile Alases Information Add Pemory Selected Alas king1 Cancel	ts Family Access Log Edit Remove Confern	Detention Incident Reporting GMS	Hfor/Face Sheet Alaq Case Workers ID Marks Detention Info Alerts Family Access Log Juvenile's Alases Modification History Add Edit Remove Alas # Alas Recorded by Action Modified	Incid
	Modification History	Close	Standard View	

An alias should be edited ONLY if a typographic error exists. An alias should be removed ONLY when an alias was added in error.

c. Case Workers Tab

The Case Workers tab displays read-only information in the **Currently Assigned Primary Caseload Workers** section. The table displays <u>Worker Name</u>, <u>Worker Type</u>, date <u>Assigned</u>, and <u>Phone #</u>.

- i. Select a record in the **Currently Assigned Primary Caseload Workers** table and the row will be highlighted in *blue*.
 - 1. For the selected record highlighted in *blue*, the read-only fields at the bottom of the **Currently** Assigned Primary Caseload Workers section will display the Worker's FIPS, Worker's Fax, Supervisor's Name, Supervisor's Phone, and Supervisor's Fax information.

Worker's FIPS will be blank for direct care staff.

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.			-	- 🗆 X
Juvenile Information Juvenile Number Juvenile Name	SSN			Juvenile Info Offense History
Date of Bith F Race / Ethnicity Resident of	Age (Years - Months) Genetic Sex	Availat	pe ke	Intake Direct Care Caseload
Info/Face Sheet Alias Currently Assigned Prima	Case Workers ID Marks Detention Info ry Caseload Workers	Alerts Family Aci	cess Log	Detention Incident Reporting
Worker Name	Worker Type	Assigned Pho	ne #	GMS
Worker's FIPS	or's Name	Worker's Fax		
Superviso	r's Phone (IIIIII IIIIII Supervisor's Fax			Close

d. ID Marks Tab

The *ID Marks* tab contains the **Juvenile Identifying Marks Information** section containing a table that displays the <u>ID Type</u>, <u>Description</u>, and <u>Last Update</u> for each identifying mark record. Users can use the **Add**, **Edit**, or **Remove** buttons to make changes to the records in this table. The *ID Marks* tab also contains the **Recorded by** field and **Modification History** button on the bottom of the tab.

·····	Contraction in the local data			– 🗆 X
huunio lofamation				
Juvenile Number		SSN THE REPORT		Juvenile Info
Juvenile Name	and a second second			Offense History
Date of Birth	Ace (Year	n - Montha)	No Image	Intake
	Age (real	s - montris)	Available	Direct Core
Race / Ethnicity				Direct Care
Resident of	G	enetic Sex		Caseload
Info/Face Sheet Alias	Case Workers ID N	Narks Detention Info Aler	ts Family Access Log	Detention
Juvenile Identifying Ma	arks Information			Incident Reporting
		Add	Edit <u>R</u> emove	CMS
ID Type	Description		Last Update	GMS
Front Photo	NUMBER OF STREET, STRE		10000	
Front Photo	avity in		00000	
Front Photo	Test 1		THE R. LEWIS	
Front Photo	Part Parts		42-16-2018	
Front Photo	The second		100 00 000	
Profile Photo			10-0-000	
Profile Photo			100000	
Recorded by	tur.		Modification History	Close

i. Juvenile Identifying Marks Information Section

1. Add Button

- a. Click the Add button, and the Add New Identifier screen will appear.
 - i. Add New Identifier Screen
 - On the <u>Add New Identifier</u> screen, (i) select **Type** from the drop-down menu and (ii) enter the description of the photo/identifying mark in the **Description** textbox. (iii) Click the **Open** button and the <u>Open</u> file explorer screen will appear.

Information in the **Description** textbox must be as detailed as possible.

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ne	- 🗆 X
Juvenile Information Juvenile Number SSN Juvenile Name	Juvenile Info Offense History Intake Direct Care Caseload
Info/Face Sheet Alas Case Workers ID Marks Detention Info Alerts Family Access Log Juvenile Identifying Marks Information Add Edt Remove	Detention Incident Reporting
ID Type Description Last Update	GMS
Recorded by Modification History	Close

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🖳 Add New Identifier	>
Identifier Type	2
Description	<u>ר</u>
	No Image Available
Image Manipulation Open Clear	5
Save Cancel	

a. On the <u>Open</u> file explorer screen (i) browse to/select the saved image file, (ii) click the **Open** button, and the image will open in the <u>Add New Identifier</u> screen.





2. Clear Button

a. On the <u>Add New Identifier</u> screen, click the **Clear** button, and the image will be removed.

3. Rotate Button

a. On the <u>Add New Identifier</u> screen, (i) click the **Rotate** button, and the image will rotate clockwise. Continue to (ii) click the **Rotate** button until the image is correctly positioned.



The Rotate and Crop buttons are not accessible unless an image is uploaded.

4. Crop Button

a. (i) Click and drag the cursor to form a *red* box around the area of the image to be cropped, then (ii) click the **Crop** button. If the cropped image does not display the correct area, (iii) click the **Revert** button and crop the image again.

R Add New Identifier X	🖳 Add New Identifier 🛛 🗙
Identifier Type Front Photo Description Image Manipulation Open Clear Rotate Crop Save Cancel	Image Manipulation Open Revet Save

The Crop button will change to the Revert button after an image area is selected and the Crop button is clicked.

- 5. Save Button
 - a. Click the **Save** button to save changes and return to the *ID Marks* tab on the <u>Juvenile Information</u> screen.
- 6. Cancel Button
 - a. Click the **Cancel** button to discard all changes and return to the *ID Marks* tab on the *Juvenile Information* screen.

Add New Identifier		3
Identifier		
Type Profile Photo	~	
Description		
Front view	× 1	
		OT S
		00
-	· ·	
mage Manipulation		
Open	Clear	
Rotate	Cron	de
Course 1	Canad	

2. Edit Button

- a. (i) Select a record in the Juvenile Identifying Marks Information table and the row will be highlighted in *blue*. (ii) Click the Edit button and the <u>Edit Identifier</u> screen will appear.
 - i. Edit Identifier Screen
 - On the <u>Edit Identifier</u> screen edit the information following the instructions outlined in the <u>Add New Identifier screen section</u> for the **Type** and **Description** fields, and the **Open**, **Clear**, **Rotate**, **Crop**, **Save**, and **Cancel** buttons.

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Edit Identifier		×
Type Front Photo	~	
Description		
Front Photo	•	00
	•	-
Image Manipulation		
Open Cle	ar	
Rotate		TP1
Save Can		
Last Updated by:		Date Updated:

Information in the **Description** textbox must be as detailed as possible. The **Rotate** and **Crop** buttons are not accessible unless an image is uploaded.

- 3. Remove Button
 - a. (i) Select a record in the Juvenile Identifying Marks Information table and the row will be highlighted in *blue*. (ii) Click the Remove button and the <u>Please Confirm</u> confirmation screen will appear. (iii) Either (a) click the Yes button to delete the identification mark OR (b) click the No button to cancel the action and return to the <u>ID Marks</u> tab on the <u>Juvenile Information</u> screen.



4. Recorded by Field

a. The **Recorded by** field will auto-populate with the name of the user who entered in the information for the selected record in the **Juvenile Identifying Marks Information** table.

	F (C control		– 🗆 X
Juvenile Information	SSN		Juvenile Info
Juvenile Name	and a second second		Offense History
Date of Birth	Age (Years - Months)	No Image Available	Intake
Race / Ethnicity	a na mana		Direct Care
Resident of	Genetic Sex		Caseload
Info/Face Sheet Alias	Case Workers ID Marks Detention Info Alerts F	amily Access Log	Detention
Juvenile Identifying Ma	arks Information	Remove	Incident Reporting
ID Type		Last Update	GMS
Front Photo			
Front Photo	activity.	10-00-000	
Front Photo	Taul B	10.05.000	
Front Photo	New Yorks	10-10-2010	
Front Photo	THE REP.	100000	
Profile Photo		1040-000	
Profile Photo		-04008	
Recorded by	1945.	Modification History	Close

- 5. Modification History Button / Standard View Button
 - Click the Modification History button to display the read-only Juvenile Identifying Marks Modification History table that displays <u>ID Type</u>, <u>Description</u>, <u>Action</u> performed, and date <u>Modified</u> for each identifying mark record.
 - b. Click the **Standard View** button to return to the **Juvenile Identifying Marks Modification** table default view.

Juvenile Number	1000	SSN			J	uvenile Info
Juvenile Name	PROFESSION AND DESCRIPTION				Of	fense History
Date of Birth	Age (Years - Months)		No Image Available		Intake
Race / Ethnicity	Net Int Tapen			, walable		Direct Care
Resident of	Name Seattle	Genetic Sex	1			Caseload
nfo/Face Sheet A	Alias Case Workers	ID Marks Detention Info	Alerts F	amily Access Log		Detention
Juvenile Identifying	g Marks Information	Add	Edit	<u>R</u> emove	Inci	dent Reportin
Juvenile Identifying	g Marks Information	Add	Edit	Remove	Inci	dent Reportin GMS
Juvenile Identifying ID Type Front Photo	g Marks Information	Add	Edt	Remove	Incid	dent Reportin GMS
Juvenile Identifying ID Type Front Photo Front Photo	g Marks Information	Add	Edit	Remove	Inci	dent Reportin GMS
Juvenile Identifying ID Type Front Photo Front Photo Front Photo	g Marks Information Description	Add	Edit	Remove	Inci	dent Reportin GMS
Juvenile Identifying Front Photo Front Photo Front Photo Front Photo Front Photo	g Marks Information Description	Add	Edit	Remove		dent Reportin GMS
Juvenile Identifying Front Photo Front Photo Front Photo Front Photo Front Photo Front Photo	g Marks Information Description	Add	Edit	Eemove	Inci	dent Reportin GMS
Juvenile Identifying ID Type Front Photo Front Photo Front Photo Front Photo Profile Photo	g Marks Information Description	Add	Edit	Remove	Inci	dent Reportin GMS

2				- 🗆 X
Juvenile Informatio Juvenile Number Juvenile Name Date of Birth Race / Ethnicity Resident of	Age (Years - Months)	No image Available		Juvenile Info Offense History Intake Direct Care Caseload
Info/Face Sheet	Alias Case Workers ID Marks Detention Info Alets ng Marks Modification History	i Family Acces	s Log nove	Detention Incident Reporting
ID Type Tattoo Tattoo Tattoo	Description Run Bun Bun	Action Mo Deleted 12/7 Inserted 12/7	dfied (6/2021) (6/2021) (6/2021)	GMS
Recorded by		Standard	View	Cose

When the **Modification History** button is selected the button becomes the **Standard View** button and vice versa.

e. Detention Info Tab

The *Detention Info* tab contains the following two radio buttons that may be selected to display specific information: **Juvenile's Detention Order History** and **Juvenile's Detention Admission History**.

- i. Juvenile's Detention Order History Radio Button
 - 1. Select the **Juvenile's Detention Order History** radio button and the table in the tab will display the juvenile's detention order history records. Each record will contain: the associated <u>ICN</u>, <u>Issuing CSU</u>, date <u>Issued</u>, date <u>Served</u>, date <u>Detained</u>, date <u>Withdrawn</u>, and <u>Detention Home</u> information.
 - a. Select a record in the **Juvenile's Detention Order History** table, the row will be highlighted in *blue*, and display the **Detaining Offense Information** sub-table. Each record in the sub-table contains JO, VCC Code, PM, Offense Date, Off. Dec, and Adjudication information.

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			= - ^
Juvenie Information Juvenie Number SSN Juvenie Name	Juvenile Info Juve Offense History	nle Information	Juvenile Info Offense History
Date of Birth Market Age (Years - Months) No Image Available Race / Ethnicity Resident of Genetic Sex	Direct Care Rac Caseload	Date of Birth Age (Years - Months) No e / Ethnicity Genetic Sex Months	Image Intake Direct Care Caseload
Info/Face Sheet Alsas Case Workers ID Marks Detertion Info Alexts Family Access Log U.Juvenile's Detertion Order Hatoy Juvenile's Detertion Admission Hatoy	Detention Info/I	Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family A Juvenile's Detention Order History	Access Log Detention
ICN Issuing CSU Issued Served Detained Withdrawn Detention Home Detaining Offense Information JO VCC Code PM Offense Date Off. Dec. Adjudication	GMS R	Issuing CSU Issued Served Detained Withdrawn Detent U Detaining Offense Information JO VCC Code PM Offense Date Off. Dec. Adjudication	ion Home GMS

- ii. Juvenile's Detention Admission History Radio Button
 - 1. Select the **Juvenile's Detention Admission History** radio button and the table in the tab will display the juvenile's detention admission history records. Each record will contain: the associated <u>ICN</u>, <u>Opened By</u>, <u>Detaining FIPS</u>, date <u>Admitted</u>, date <u>Released</u>, and <u>Release Info</u> information.
 - a. Select a record in the **Juvenile's Detention Admission History** table, the row will be highlighted in *blue*, and display the **Detaining Offense Information** sub-table. Each record in the sub-table contains <u>JO</u>, <u>VCC Code</u>, <u>PM</u>, <u>Offense Date</u>, <u>Off. Dec</u>, and <u>Adjudication</u> information.

12 40-68 - PEDRUMPHONE	– 🗆 X	Re +0+48 -19700Last Drowend	– 🗆 X
Juvenie Information Juvenie Number SSN Juvenie Name Date of Birth Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload	Juvenile Information Juvenile Number SSN Juvenile Name Age (Years - Montha) Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention Incident Reporting	Info/Face Sheet Alas Case Workers ID Marks Detertion Info Alerts Family Access Log	Detention Incident Reporting
ICN Opened by Detaining FIPS Admitted Released Release Info Detaining Offense Information JO VCC Code PM Offense Date Off Dec. Adjudication	GMS	ICN Opened by Detaining FIPS Admitted Release Info Detaining Offense Information JO VCC Code PM Offense Date Off Dec Adjudication	GMS
	Glose		Close

f. Alerts Tab

The *Alerts* tab contains the **Generated Alerts** and **Recorded Alerts** sections and provides descriptions for each alert.

i. Generated Alerts Section

1. **Generated Alerts** are automated alerts created by the BADGE system based on case-specific information that has been recorded. **Generated Alerts** are read only.

ii. Recorded Alerts

 Recorded Alerts are automated alerts created by the BADGE system based on case-specific information that has been recorded in the system. Recorded Alerts can be added, edited, or deleted by the user using the View/Change button.

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Recorded Alerts are current or expired alerts that are manually entered by a user.
 The *Alerts* tab is always displayed first when the *Juvenile Information* screen is initially opened.

a. View/Change Button

- i. Click the View/Change button and the View/Change Juvenile Alerts screen will appear.
- 1. View/Change Juvenile Alerts Screen

The <u>View/Change Alerts</u> screen contains a table that displays the <u>Alert Category</u>, <u>Alert Description</u>, <u>Initiated</u> date, <u>Expired</u> date, and <u>Comments</u> information for each alert record. Users can use the **Add New**, **Edit**, **Remove**, or **Close** buttons at the bottom of the screen to make changes to the records in this table or exit the screen.



a. Add New Button

- i. Click the **Add New** button and the fields on the bottom-half of the screen will become accessible.
- Select the (i) Alert Category and (ii) Alert Description from the corresponding drop-down menus. Select the (iii) Date Initiated and the (iv) Date Expired (when appropriate) from the corresponding drop-down calendar menus. (v) Type required information about the alert in the Comments textbox.

b. Save Button

- i. Click the **Save** button, and the alert will appear in the table at the top of the screen.
- c. Cancel Button
 - i. Click the **Cancel** button to discard any changes.

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🛃 Viev	v / Change Juven	ile Alerts				<	🛃 Viev	/ Change Juveni	ile Alerts			>
	Alert Category	Alert Description	Initiated	Expired	Comments	1		Alert Category	Alert Description	Initiated	Expired	Comments
+	Mental Health	The Party of the Association			CONTRACTOR OF STREET,		۱.	Mental Health	THE PARTY NAMES	-		Contraction of the second s
	Mental Health	And in family line.	1.1.2.1		with an estimated a logar state.			Mental Health	And in cases in a	1. 1. 2. 4		WIT as planted a top of sain.
	Offender Alerts	Think I thinks	10.00		second a second processing of the process.			Offender Alerts	Think of States	10.000		send a series in contract they are
	Mental Health	And in family line.	10.00		WHIT wants have a real-size ranks			Mental Health	And in family line.	10.00		Will added have a weak also work.
	Mental Health	weather service has	10.00	10.004	Personal BATTA submit size in a super-			Mental Health	weather the second second	0.004	10.000	Personal Brill's automitation instance.
	Medications	Terrapheness links	0.000	10.0	hand a send president behind press.			Medications	Temp Investigation	0.000	10.0	hand a second provider the biology with
Alert Alert D	Category Menta	l Heath			Date Initiated Date Expired		Alert Alert De	Category All			~	Date Initiated V
	Comments						c	omments				
Last Ch	nanged by	- Second			Date Last Changed		Last Chi	inged by				Date Last Changed
	[Add New	Edit	Delet	e Close			[Save	Edit	Delete	e Cancel

When the **Add New** button is selected the button becomes the **Save** button and vice versa.

A user with the appropriate privileges can expire an existing alert by editing the **Date Expired** field.

The Last Changed by field will auto-populate with the name of the user who made the most recent change for the selected alert and the Date Last Changed field will auto-populate with the date the most recent change was made to the selected alert.

- 2. Edit Button
 - a. (i) Select a record in the Juvenile Alerts table, and the row will be highlighted in *blue*. (ii) Click the Edit button and the Date Initiated, Date Expired, and Comments fields will become accessible in the lower half of the screen.
 - b. Edit the information as necessary by selecting the (i) **Date Initiated** and the (ii) **Date Expired** from the corresponding drop-down calendar menus. (iii) Update text information for the alert in the **Comments** textbox.
 - c. Save Button
 - i. Click the **Save** button, and the changes will appear in the alert record in the table at the top of the screen.
 - d. Cancel Button
 - i. Click the **Cancel** button to discard any changes.

🛃 Viev	w / Change Juvenile	e Alerts			×	🖳 v	ew / Change Juveni	le Alerts			×
	Alert Category	Alert Description	Initiated	Expired	Comments		Alert Category	Alert Description	Initiated	Expired	Comments
۱.	Mental Health	Test report to be set of			Contraction of the second s	E F	Mental Health	Test report to be set of			construction of a second se
-	Mental Health	And in case of the	10.00		with an extentional or impact sector.	-	Mental Health	with the local division of the local divisio	10.00	_	with an estimation of the state.
	Offender Alerts	Think I thinks	10.00		hand a second of contract the spin ter-		Offender Alerts	This of States	10.00		sense a sensety of an and an end of the pro-to-
	Mental Health	And in case of the local diversion of the loc	10.00		WHIT while basel a realizing ranks		Mental Health	West Transistion in a	10.00		WHIT which have a web also reads.
	Mental Health	weather second data.	10.000	10100	Personal Well Property Service Suprant.		Mental Health	weather search that	10.000	10.000	Personal WCP submitting topons .
	Medications	Terrap Income Test -	10.00	10 B. (1998)	hand a conclusion for the designation		Medications	Terry Income Test	10.00	10.0	hand a second provider behind provide
Aler Alert E	t Category Mental I	Health			Date Initiated Date Strategy	Ale	lert Category Menta	l Health			Date Initiated Date Expired
	Comments	neri yadini nyaini ka	10 - A 10.000A	india 1.1.a	noni denko arc'haken ofschaldelskaller en 193		Comments		in a start of the	utilde en	in on Deff. Vector du participa d'attilità fo
Last C	nanged by	area.			Date Last Changed	Last	Changed by	1.000			Date Last Changed
		Add New	Edit	Delete	Close			Save	Edit	Dele	te Cancel

- 3. Delete Button
 - a. (i) Select a record in the Juvenile Alerts table, and the row will be highlighted in blue. (ii) Click the Delete button and the <u>Delete Juvenile Alert</u> confirmation screen will appear. (iii) Either (a) click the Yes button to delete the juvenile alert record OR (b) click the No button to cancel the action and return to the <u>Alerts</u> tab on the <u>Juvenile Information</u> screen.
- 4. Close Button
 - a. Click the **Close** button to return to the *Alerts* tab on the <u>Juvenile Information</u> screen.

	Aert Description	Initiated	Expired	Comments
Mental Health	Test reasons between			and the local strategy of a second
lental Health	statements in the	10.000	_	And it is a principal of the set of
Offender Alerts	Children Stationer	10.00		parent a second proceeding of the process
Mental Health	And in family line.			And the state is an existence of the
Mental Health	weather states that .	0.004	1010.014	Personal Review and the second second second
Medications	Terry Investigation		10.0	parent a second parent or her description
			_	Date Initiated
ert Category Menta	Health			Date incates
ert Category Menta	Heath			Date Expired
ert Category Menta Description Menta Comments	Heath		and or the local	Date Expired
ert Category Menta Description	Heath		and or the last	Date Expired
ert Category Menta Description	Heath	a, 1 a.a.a.	and or last a	Date Expired

- Only the Date Expired, Date Initiated, and the information in the Comments textbox can be edited. The Date Expired and Date Initiated can ONLY be edited if a Date Expired was not previously entered.
- To edit the **Date Initiated** or **Date Expired** for an alert that has already expired, the user must delete the entry and add it again.
- The Date Expired must be after the Date Initiated.
- Information in the **Comments** textbox must be as detailed as possible.
- The **Delete** button should be used for removing an incorrect alert entry ONLY. If the alert is no longer valid, edit the alert and add the **Date Expired**.

b. Print Alerts Button

- i. Click the **Print Alerts** button and the <u>Report Viewer</u> screen will appear and display the **Juvenile Alert Report**.
 - 1. The **Juvenile Alert Report** contains <u>Juvenile Name</u>, <u>Juvenile#</u>, <u>System Generated</u> <u>Alerts</u>, <u>Current User Initiated Alerts</u>, and <u>Historical User Initiated Alerts</u> information for the juvenile.
 - a. The <u>Current User Initiated Alerts</u> and <u>Historical User Initiated Alerts</u> sections contain <u>Alert Description</u>, date <u>Initiated</u>, date <u>Expired</u>, and <u>Comments</u>.

			Ne Report Viewer		
			H 4 1 - # 1 > H 4 ⑧ 🕲 🕼 🛄 💷 🔍 + 1005	• Find	Next
			Juvenile Alert Repo	π	
			Juv	enile#:	
ne -		- 🗆 X	System Generated Alerts		
			Juvanile has calendar event due in the Caseload system		
Juvenile Information		Juvenile Info			
Juvenile Number SSN			Current User Initiated Alerts		
Juvenile Name		Offense History	Alert Description	Initiated	Expired
Date of Ridh	No Image	Intake	Comments: History of self injurious behavior		
Pale or binn Age (rears - Montris)	Available		The same the ball in the Province Terrority of T		
Race / Ethnicity		Direct Care	Requires Mental Health Services Transition Plan Comments:		
Resident of Genetic Sex		Caseload			
		Cuscious			
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts	Family Access Log	Detention	Teacher Markel Leakh Teacher Transfer The		
- Generated Alete	runny / bocos bog	Incident Reporting	Comments:		
Unicipaled Acts		incluent nepoting			
Juvenie has outstanding detention order		GMS			
Suverile has validated Gang Management. System investigation					
Juvenie has calendar event due in the Caseload system			Sex Offending History Comments:		
Recorded Alerts					
Self Injurious Behavior - Level 1	View/Change		Minteriord Days Initiated Marte		
Requires Mental Health Services Transition Plan	Direk Alexes		Alad Demoisting	Institution of	Environt
History of Violence	Print Avents		Requires Mental Health Services Transition Plan	musieu	Cxtmen
			Comments:		
		Close	Requires Mental Health Services Transition Disp.		
			Comments:		
			Requires Mestal Horkh Seniors Transition Disp.		
			Comments:		
			2/3/2022	Rep. 1 CT 1	
				Page 1 Of 1	

- The Alerts tab can also be accessed by clicking on the Alert! Info button found on various BADGE screens.
- The Alert! Info button will be red if the juvenile has documented alerts.

If the juvenile does not have any alerts, DO NOT put in an alert stating the juvenile has no alerts.

g. Family Tab

The *Family* tab contains the following three radio buttons that may be selected to display specific information: **Contacts**, **Siblings**, and **Children**.

- i. Contacts Radio Button The Contacts (Parents – Guardian – Others) section allows the user to enter information for Parent 1, Parent 2, Guardian, Other 1, and Other 2.
 - (i) Click the Contacts radio button, and the Contacts (Parents Guardian Others) section will display. Using the scroll bar on the right, (ii) scroll to the desired contact type (Parent 1, Parent 2, Guardian, Other 1, and Other 2) to view, add/edit, or remove a contact.

Reaction activity framework	– 🗆 🗙	R KINGE RETRELEMENT (FERR	- 🗆 🗙
Juvenie Information Juvenie Number SSN Juvenie Name	Juvenile Info Offense History	Juvenile Information Juvenile Number SSN Juvenile Name	Juvenile Info Offense History
Date of Bith Age (Years - Montha) No Image Available	Intake Direct Care	Date of Birth Age (Years - Months) No Image Available Rece / Ethnichy	Intake Direct Care
Resident of Genetic Sex	Caseload	Resident of Genetic Sex	Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention	Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention
Contacts Siblings Children	Incident Reporting	Contacts Siblings Children	Incident Reporting
Contacts (Parents - Guardian - Others)	GMS	Contacts (Parents - Guardian - Others)	GMS
Parent 1 Relationship Father Outlody? Edit Remove Home Work Email		Perent 1 Relationship Father Custody? Edit Remove Home Work Email	
Parent 2 Relationship Mother		Parent 2 Relationship Mother V 2 Custody? Edit Remove Home Work Email	
	Close		Qlose

2. Edit Button

a. To edit existing contact information or add new contact information, click the **Edit** button adjacent to the corresponding contact type and the **Find Adult**, **Edit Adult**, **Save**, and **Cancel** buttons will appear.

82 KUNDE - KUTREL (BREET VERME)	– 🗆 X	2 CHOR REPELIERS (MARK	- 0
Juvenie Information Juvenie Number SSN Juvenie Name Date of Birth Age (Years - Montha) No Image Available	Juvenile Info Offense History Intake	Juvenie Information Juvenie Name Date of Bith Age (Years - Months) No Image Available	Juvenile Info Offense Histor Intake
Race / Ethnicity	Direct Care Caseload	Race / Ethnicity Resident of Genetic Sex	Direct Care Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Tamity Access Log Contacts O Siblings O Onlidren Contacts (Parents - Guardian - Others) Parent 1 Relationship Father U Custody? Edit Remove Home Work Email	Incident Reporting GMS	hfor/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Contacts Siblings Children Contacts (Parents - Guardan - Others) Parent 1 Parent 1 Relationship (Father Work Email	GMS
Parent 2 Relationship Mother Custody? Edit Remove Home Work Email	Qose	Parent 2 Custody? Edit Remove Home Work Email	Close

The Edit button is used to BOTH Add or Edit contacts in the Contacts (Parents – Guardian – Others) section.

b. Find Adult Button

- i. Click the **Find Adult** button and the <u>Adult Search</u> screen will appear.
 - The <u>Adult Search</u> screen contains three adult search options allowing users to search using the Adult Number, Caseload Number, or Advance Search radio buttons. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add Adult radio button.

2. After successfully searching for or adding the adult, the user will be returned to the *Family* tab. The corresponding contact name and **Email** fields will auto-populate.

R CHO-ROUT BEER HAR	– 🗆 X	
Avenie information Avenie Number SSN Avenie Number SSN No image Avenie Number Age (Years - Months) No image Bace / Ethnicty Genetic Sex No image No for a constraint of the second of the sec	Juvenile Info Offense Hatory Intake Direct Care Caseload Detention Incident Reporting GMS	Adult Search Adult Number Caseload Number Advance Search Add Adult Find Close
Parent 2 Relationship Mother V Custody? Edit Remove Home Work Email	Qose	

- Refer to the <u>BADGE Login & Search User Manual</u> OR <u>BADGE CSU Intake Module User Manual (Adult Criminal Intake</u> <u>Section)</u> for instructions on how to search for an adult using the <u>Adult Search</u> screen.
- Befer to the Adult Information Screen section below for instructions on using the Adult Information screen.
 - ii. Select the **Relationship** from the drop-down menu.
 - iii. Custody? Checkbox
 - 1. Click the **Custody?** checkbox multiple times to place the appropriate indicator in the checkbox (a **checkmark** in the checkbox indicates the contact has custody; a **blank** checkbox indicates the contact does not have custody; and a dash mark indicates the contact's custody status is unknown or has not been determined by the court).
 - iv. Enter the (i) **Home** and (ii) **Work** telephone numbers in the corresponding fields as necessary.
 - c. Save or Cancel Buttons
 - i. Click the **Save** or **Cancel** button on the family tab to perform the stated action and the user will remain on the *Family* tab.

Cince - RCPUL (PREMISER)		- 🗆 X
Juvenile Information Juvenile Number SSN Juvenile Name Date of Bith Age (Years - Montha) Race / Ethnicty Resident of Genetic Sex	No Image Available	Juvenile Info Offense History Intake Direct Care Caseload
Irfo/Face Sheet Alias Case Workers ID Marks Detention Irfo Alerts Contacts (Parents - Guardian - Others) Parent 1 Relationship Father Home Work Email	Family Access Log nd Adult Edit Adult Save Cancel	Detention Incident Reporting GMS
Parent 2 Relationship Mother Custody? Home Work Email	Edit Remove	Glose

- The **Find Adult** button should be used when searching for an adult. The **Edit Adult** button should be used to edit an existing contact's information.
- The **Relationship** must be selected to save the contact entry.
- If the **Guardian** contact is assigned custody by DSS, click to place a check mark in the **Is DSS?** checkbox. This field is only applicable to the **Guardian** contact.

Info/Face Sheet	t Alias	Case Workers	ID Marks	Detention Info	Alerts	Family	Access Log	
		Contacts		linas O Ch	ildren			Inc
Contacts (Pare	ents - Guar	dian - Others)			indi en i			
						-		
Relationship	Mother	Y		ay ?		Eait	Hemove	
Home	0.00	Work	10.00	Email				
								1
Guardian	10.00	10.00 A 10.00			_			
Relationship	Family Gu	iardian 🗸	Custor	dy? 🗌 Is DSS?		Edit	Remove	
				_				
Home	1000	Work	100 C	Email				
and the second s					-			

d. Edit Adult Button

i. Click the **Edit Adult** button and the <u>Edit Information for Adult Number</u> screen will appear. The <u>Edit Information for Adult Number</u> screen contains the <u>Name/Address Information</u>, General Information, and <u>Employment Information</u> tabs. These tabs allow the user to update the adult's demographic information.

State - State - State - State	– 🗆 🗙	
Juvenile Information Juvenile Number SSN Juvenile Number Date of Bith Age (Years - Montha) No Image Race / Bithicity Rester of Genetic Sex	Juvenile Info Offense History Intake Direct Care	Edit Information for Adult Number Name/Address Infomation Adut Name Adut Name Adut Second
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Contacts (Parents - Guardian - Others) Parent 1 Parent 1 Find Adult Edit Adult Relationship Father Custody? Save Cancel	Detention Incident Reporting GMS	Suffix (ir, Sr, I, II, III, IV, etc) None First Name
Home Work Email Parent 2 Relationship Mother Custody? Edit Remove Home Work Email	Close	All Fields in Bold Are Mandatory Yes No Unknown Save Cancel

The Edit Adult button is only available when an adult record is associated with a contact.

1. Name/Address Information Tab

The *Name/Address Information* tab contains the **Adult Name** and **Adult Address** sections.

a. Adult Name Section

- i. Type the (i) Last Name, (ii) select the Suffix (if applicable), type the (iii) First Name, (iv) Middle Name, and (v) select the Genetic Sex.
- ii. If the adult is deceased, (i) click the Is Deceased?* checkbox multiple times to place the appropriate indicator in the checkbox and the Approx. Date field will become accessible. (ii) Type the Approx. Date of death in the field.
- iii. If the adult is engaged with DJJ in a professional capacity (e.g., DSS, school officials, LEOs), click to place the appropriate indicator in the Is Professional? checkbox.

b. Adult Address Section

- (i) Type the Address and (ii) Zip code into the corresponding fields. For zip codes located in Virginia, (iii) click the Find City by Zip Code button and the City/Town, State, and Residence of fields will auto-populate.
- ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **Residence of** fields manually.
- iii. If the adult's address is unknown, click the Paste Unknown hyperlink, and the Address, City/Town, and State fields will auto-populate with "Unknown".
- iv. If the adult's address needs to remain confidential, click the **Is Address Confidential?** checkbox multiple times to place the appropriate indicator in the checkbox.
- v. If the adult's address is the same as the juvenile for whom they are a contact, click the **Paste Juvenile's** hyperlink, and the fields will auto-populate.

c. Save or Cancel Button

i. Click the **Save** or **Cancel** button to perform the stated action and return to the *Family* tab.

Edit Information for Adult Number	×
East mormation for Addit Number in the	^
Name/Address Information General Information Employment	ent Information
Adult Name	Adult Address
Last Name	Address
Suffix (Jr, Sr, I, II, III, IV, etc) None V	
First Name	Zip Code Find City by Zip Code
Middle Name	
	State
Is Deceased?* Approx. Date	Is Address Confidential? * Paste Unknown Paste Inventer
ls Professional?	
All Fields in E	Bold Are Mandatory
	Canad
- Tes Tino Gonkhowh	

- The legend for checkboxes marked by an asterisk is found on the bottom left of the <u>Edit Information for Adult Number</u> screen; a checkmark is **Yes**, a blank checkbox is **No**, and a dash mark is **Unknown**.
- If making edits on multiple tabs in the *Edit Information for Adult Number* screen, click the **Save** button after all changes are made.
- If the adult is deceased, the Address and City/Town fields will auto-populate with "Deceased."
- After selecting the **Is Professional?** checkbox, the **Adult Address** section will become unavailable and the user will be required to enter all mandatory information on the *Employment Information* tab prior to saving the record.

2. General Information Tab

The General Information tab contains the Adult Information and Adult Phone/Email sections.

- a. Adult Information Section
 - i. (i) Enter the Date of Birth and the Age (YY-MM) will auto-populate. Select the (ii) Race and (iii) Height (in ft. and in.) from the corresponding drop-down menus. f(iv) Type the adult's approximate Weight, (v) select the Marital Status from the drop-down menu, (vi) type the adult's Driver's Lic. #, and (vii) select the state of issuance from the State Issued Driver's License drop-down menu.
 - ii. (i) Type the adult's Social Security Number in the SSN field. If the adult is a U.S. Citizen, (ii) click the Is Adult U.S. Citizen?* checkbox multiple times to place the appropriate indicator in the checkbox. Select the (iii) Ethnicity, (iv) Eye Color, and (v) Hair Color from the corresponding drop-down menus. If located at the Arlington CSU, (vi) input the Docket #.

b. Adult Phone/E-mail Section

- i. Type in the adult's (i) **Home Phone**, (ii) **Cell Phone** and (iii) **E-mail** in the corresponding fields.
- c. Save or Cancel Button
 - i. Click the **Save** or **Cancel** button to perform the stated action and return to the *Family* tab.

🚦 Edit Informati	on for Adult Number	×
Name/Address I	rformation General Information Employment Information	
Adult Informati	on	٦
Date of Birth	Age (YY- MM) SSN I I I I I I I I I I I I I I I I I I	
Race	Bhnicity (Hispanic/Latino?)	
Height	· · · Weight _ Eye Color Unknown ∨ Hair Color Unknown ∨	
Marital Status	Docket # (for Arlington CSU)	
Driver's Lic. #	State Issued Driver's License	
Adult Phone/E Home Phone	Email Cel Phone Email	
•- 🗹 Yes 🗌	No Unknown Save Gancel	

3. Employment Information Tab

The employment information tab consists of the Adult Employment Information and the Adult Employer Address/Phone Number sections.

- a. Adult Employment Information Section
 - i. (i) Select the adult's employment status from the Status drop-down menu and type in the selected status' (ii) Approx. Date, (iii) Employer name, and (iv) Job Title. If the adult is a law enforcement officer (v) check the Is Adult Law Enforcement Officer?* checkbox and (vi) input the Law Enforcement Officer Badge Number in the textbox.
- b. Adult Employer Address/Phone Number Section
 - i. Type in the adult's employment (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will autopopulate.
 - ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **Residence of** fields manually.
 - iii. Type in the adult's work (i) **Phone** number and (ii) **Phone Extension** (if applicable).
 - iv. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.

c. Save or Cancel Button

i. Click the **Save** or **Cancel** button to perform the stated action and return to the *Family* tab.

🖳 Edit Information for Adult Number	×
Name/Address Information General Information Employment	Information
Adult Employment Information Status Unknown V Aprox. Date Employer Job Title	Adult Employer Address / Phone Number Address Zp Code Find City by Zp Code
Is Adut Law Enforcement Officer?* Law Enforcement Officer Badge Number	City/Town Unknown Same as Home State Unknown Same as Home Phone Phone Extension
· • Yes No • Unknown Save	Çancel

The Unknown (dash mark) option is not available for the Is Adult Law Enforcement Officer? checkbox, the checkbox should be marked Yes (checkmark) or No (blank).

e. Save or Cancel Buttons

i. Click the **Save** or **Cancel** button on the family tab to perform the stated action and the user will remain on the *Family* tab.

Concerning and start	– 🗆 X
Juvenile Information Juvenile Number SSN Juvenile Name Date of Bith Age (Years - Months) Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Contacts Sblings Onliden Contacts (Parents - Guardian - Othens) Down 1 D	Detention Incident Reporting GMS
Relationship Father Custody? Save Cancel Home Work Email	
Parent 2 Relationship Mother Custody? Edit Remove Home Work Email	Gose

- If the **Cancel** button is clicked without saving changes or additions, the new information will be cleared.
 - 3. Remove Button
 - a. To remove a juvenile's relationship with a contact (i) click the **Remove** button adjacent to the appropriate contact and the <u>Please Confirm</u> confirmation screen will appear. (ii) Click the Yes or No button to return to the *Family* tab.

12 KINO- 8795 (1999) (AMB	– 🗆 X	
Juvenie himter SSN Juvenie Name Date of Birth Age (Years - Months) Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload	Plaza Confirm
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Contacts O Sblings O Children Contacts (Parents - Guardian - Others) Parent 1	Detention Incident Reporting GMS	Would you like to remove the relationship between the Juvenile and her Parent2 contact? Adult will not be deleted.
Relationship Father Custody? Edit Remove Home Work Email		Yes <u>No</u>
Relationship Mother V Costody? Edit Remove Home Work Email	Gose	

Removing an entry from the *Family* tab will only remove the relationship between the adult and the juvenile, it will not delete the adult from the BADGE system.

ii. Siblings Radio Button

The **Juvenile has/does not have siblings** section allows the user to view, add, edit, or remove sibling information.

- Click the Siblings radio button, and the Juvenile has/does not have siblings section will display any existing sibling records in a table at the top of the *Family* tab. The Juvenile has/does not have siblings table displays the sibling's <u>Relation</u>, <u>Sibling Name</u>, and <u>DOB</u> information.
 - a. Select a record in the **Juvenile has/does not have siblings** table and the row will be highlighted in *blue*.
 - i. For the selected record highlighted in *blue*, the fields at the bottom of the **Juvenile** has/does not have siblings section will display the selected sibling's available demographic information.

CODE-RODE (BRIEF) (BRIEF) (BRIEF)	- 0
Juvenie Information Juvenie Number SSN	Juvenile Info Offense History
Date of Bith Age (Years - Months) No Image Available	Intake Direct Care
Resident of Genetic Sex	Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention
Contacts Siblings Children	Incident Reportin
Construction of a solution of the second secon	GMS
Same Mother?* Same Mother?* Add Edt Remove Same Household?* Address Lidenam Ketheat Grade Campileted Lidenam	
Control Auericanice Controlment Inspiret Grade Competed Unknown Has Court Records?* Interpersonal Relationship Not Applicable	
N annah an	

b. Add Button

i. Click the **Add** button, and the <u>Please Enter ALL Available Information for New Sibling</u> screen will appear.

BADGE Manual

Juvenile Information		
Juvenile Number		Juvenile Info
Juvenile Name		Offense Histo
Date of Birth Age (Years - Months)	No Image Available	Intake
Race / Ethnicity		Direct Care
Resident of Genetic Sex		Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family	Access Log	Detention
🔿 Contacts 🝳 Siblings 🔵 Children		Incident Repor
Juvenile has 2 siblings		GMS
Relation Stibling Name	DOB	
	DOB Remove	

BADGE Juvenile & Adult Information Screens User Manual

<u> </u>							
🖳 Please Ente	r ALL	Available I	nformati	on for New	Sibling		>
Relation				~			Save
Last Name							Cancel
5	Suffix (,	Jr. Sr. I. II. II	I, IV, etc)	None $\!$			
First Name					😑 Has	Same Mothe	r? *
Middle Name					😑 Has	Same Father	?*
Date of Birth		A	ge (YY- N	1M)			
	🗖 Liv	ves in Same	Househo	old? *	🔭 🗹 Yes	🗌 No 🚦	Unknown
Address							
	🗖 Ha	as Court Re	cord?*	Interpersor	al Relationship	Not Applica	able \checkmark
School Attenda	ance	Unknown	\sim	Highest Gr	ade Completed	Unknown	~
Narrative							

- 1. Please Enter ALL Available Information for New Sibling Screen
 - a. On the <u>Please Enter ALL Available Information for New Sibling</u> screen, (i) select the **Relation** type from the drop-down menu. Type the sibling's (ii) Last Name, (iii) First Name, and (iv) Middle Name. (v) Select the Suffix from the drop-down menu. (vi) Type the Date of Birth using the MM/DD/YYYY format, and the Age (YY-MM) will auto-populate.
 - b. (i) Click the Lives in Same Household? Checkbox multiple times to place the appropriate indicator in the checkbox. If the checkbox is marked yes or unknown the Address field will be greyed out, if the field is marked no (ii) enter the sibling's Address in the corresponding field.
 - c. If the juvenile and the sibling have the same mother, click the **Has Same Mother?*** checkbox multiple times to place the appropriate indicator in the checkbox.
 - d. If the juvenile and the sibling have the same father, click the **Has Same Father?*** checkbox multiple times to place the appropriate indicator in the checkbox.
 - e. If the juvenile's sibling has a court record, click the **Has Court Record?*** checkbox multiple times to place the appropriate indicator in the checkbox.
 - f. Select the (i) School Attendance, (ii) Interpersonal Relationship, and (iii) Highest Grade Completed from the corresponding drop-down menus.
 - g. Enter any relevant information about the sibling into the Narrative textbox.
 - h. Save or Cancel Buttons
 - i. Click the **Save** or **Cancel** button to perform the stated action and the user will return to the *Family* tab.

🖳 Please Ente	r ALL Available Information for New Sibling	×
Relation	~	Save
Last Name		Cancel
5	Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸	
First Name	😑 Has	Same Mother? *
Middle Name	😑 Has	Same Father? *
Date of Birth	Age (YY- MM)	
	□ Lives in Same Household?* *- 🗹 Yes	🗌 No 😑 Unknown
Address		
	Has Court Record? * Interpersonal Relationship	Not Applicable \sim
School Attenda	nce Unknown 🗸 Highest Grade Completed	Unknown 🗸
Narrative		

The legend for checkboxes marked by an asterisk is found on the middle right of the <u>Please Enter ALL Available Information</u> for <u>New Sibling</u> screen; a checkmark is **Yes**, a blank checkbox is **No**, and a dash mark is **Unknown**.
Information in the **Narrative** textbox must be as detailed as possible.

c. Edit Button

- i. (i) Select a record in the Juvenile has/does not have siblings table and the row will be highlighted in *blue*. (ii) Click the Edit button and the <u>Edit Information for Sibling</u> screen will appear.
 - 1. Edit Information for Sibling Screen
 - a. On the <u>Edit Information for Sibling</u> screen edit the information following the instructions outlined in the <u>Please Enter ALL Available Information for New</u> <u>Sibling</u> screen section for all fields, checkboxes, and the **Save** and **Cancel** buttons.

Real and the second sec	– 🗆 🗙	🛃 Edit Information for 📕 🖌 🕹
Juvenie Information Juvenie Number SSN	Juvenile Info	Relation Save
Juvenie Name Date of Brth Age (Years - Months) No Inage Available	Intake	Last Name Cancel
Receivent of Cenetic Sex	Direct Care Caseload	First Name Has Same Mother? *
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention	Middle Name Has Same Father?*
Contacts O Siblings Children	Incident Reporting	Date of Birth Age (YY- MM)
Juvenile has 2 siblings Relation Sibling Name DOB	GMS	E Lives in Same Household? * *- 🗹 Yes 🗌 No 🖨 Unknown Address
Same Mother?* Same Father?* Add Edit Remove		Has Court Record?* Interpersonal Relationship Not Applicable
Same Household?* Address		School Attendance Unknown V Highest Grade Completed Unknown V
School Attendance Unknown Highest Grade Completed Unknown		Narrative
Has Court Records? * Interpersonal Relationship Not Applicable		
Narrative	Glose	

d. Remove Button

i. (i) Select a record in the Juvenile has/does not have siblings table and the row will be highlighted in *blue*. (ii) Click the Remove button and the <u>Please Confirm</u> confirmation screen will appear. (iii) Either (a) click the Yes button to delete the sibling or (b) click the No button to cancel the action and return to the <u>Family</u> tab on the <u>Juvenile Information</u> screen.

venile Information		Juvenile Info	
		Offense History	
Date of Birth	No Image Available	Intake	
Race / Ethnicity	, wallable	Direct Care	
Resident of Genetic Sex		Caseload	PI
/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Famil	Y Access Log	Detention	
🔿 Contacts 💿 Siblings 🔿 Children		Incident Reporting	
venile has 2 siblings		GMS	
Relation Sibling Name	DOB		
Real and a second	10000		
NAME OF THE OWNER OWNER OF THE OWNER	1210		
Same Mother?* Q Same Father?* Add Edit	Remove		
Same Household?* Address Hohest Grade Completed Unknown	Remove		
Same Mother?* Add Edt Same Household?* Address hool Attendance Unknown Has Court Records?* Interpersonal Relationship Nat Appl	Remove		

lease Confirm × Would you like to delete sibling? Yes

iii. Children Radio Button

The **Juvenile has/does not have children** section allows the user to view, add, edit, or remove children information.

- Click the Children radio button, and the Juvenile has/does not have children section will display any existing children records in a table at the top of the *Family* tab. The Juvenile has/does not have children table displays the <u>Child Name</u>, <u>DOB</u>, and <u>Genetic Sex</u> information.
 - a. Select a record in the **Juvenile has/does not have children** table and the row will be highlighted in *blue*.

i. For the selected record highlighted in *blue*, the **Narrative** textbox at the bottom of the **Juvenile has/does not have children** section will display any available notes.

CINC CONTRACTOR	- 🗆 🗙
Juvenie Information Juvenie Number SSN Juvenie Name	Juvenile Info Offense History
Date of Bith Age (Years - Months) No Image Available Race / Ethnicity	Intake Direct Care
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log	Detention Incident Reporting
Juvenie has 1 child Child Name DOB Genetic Sex Add Edt Remove	GMS
	Close

b. Add Button

- i. Click the **Add** button, and the <u>Please Enter ALL Available Information for New Child</u> screen will appear.
 - 1. Please Enter ALL Available Information for New Child Screen
 - a. On the <u>Please Enter ALL Available Information for New Child</u> screen, type the child's (i) Last Name, (ii) First Name, and (iii) Middle Name. (iv) Select the Suffix from the drop-down menu. (v) Type the Date of Birth using the MM/DD/YYYY format, and the Age (YY-MM) will auto-populate. (vi) Select the appropriate Genetic Sex radio button and (vii) enter any information about the child into the Narrative textbox.
 - 2. Save or Cancel Buttons
 - a. Click the **Save** or **Cancel** button to perform the stated action and the user will return to the *Family* tab.

2 KUNCH-RUTPEL (BRIEF WORK)		- 🗆 X
Juvenie Information Juvenie Number SSN Juvenie Name Date of Brith Age (Years - Months) Race / Ethnicity Resident of Genetic Sex	No Image Available	Juvenile Info Offense History Intake Direct Care Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alets O Contacts O Siblings O Children	Family Access Log	Detention Incident Reporting
Juvenile has 1 child Ohid Name DOB Namative Add E	Genetic Sex	GMS
U		Close

🖳 Please Ente	r ALL Available Information for New Child	×
Last Name		Save
S First Name	uffix (Jr, Sr, I, II, III, IV, etc) None 🗸	Cancel
Middle Name		
Date of Birth	Age (YY- MM)	
Genetic Sex	🔾 Male 🔘 Female	
Narrative		

Information in the **Narrative** textbox must be as detailed as possible.

c. Edit Button

- (i) Select a record in the Juvenile has/does not have children table and the row will be highlighted in *blue*. (ii) Click the Edit button and the <u>Edit Information for Child</u> screen will appear.
 - 1. Edit Information for Child Screen

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a. On the <u>Edit Information for Child</u> screen edit the information following the instructions outlined in the <u>Please Enter ALL Available Information for New Child</u> screen section for all fields, checkboxes, and the **Save** and **Cancel** buttons.

2 Alexandre - Alexandre Santana	– 🗆 X
Juvenile Information Juvenile Number SSN Juvenile Name Date of Bith Age (Years - Months) Race / Ethnicity Resident of Genetic Sex	Juvenie Info Offense History Intake Direct Care Caseload
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Contacts Siblings Onlidren	Detention Incident Reporting
Child Name DOB Genetic Sex DoB Genetic Sex	GMS
Nanative Add Edt Remove	
	Close

d. Remove Button

i. (i) Select a record in the Juvenile has/does not have children table and the row will be highlighted in *blue*. (ii) Click the **Remove** button and the <u>*Please Confirm*</u> confirmation screen will appear. (iii) Either (a) click the **Yes** button to delete the child or (b) click the **No** button to cancel the action and return to the <u>*Family*</u> tab on the <u>*Juvenile Information*</u> screen.

2 KING - KING AND AND	– 🗆 X	
Juvenile Information Juvenile Number SSN Juvenile Name Date of Birth Age (Years - Months) No Image Available Race / Ethnicity Resident of Genetic Sex	Juvenile Info Offense History Intake Direct Care Caseload	Please Confirm
Info/Face Sheet Alas Case Workers ID Marks Detertion Info Alerts Family Access Log Contacts O Siblings O Children	Detention Incident Reporting	? Would you like to delete child?
DOB Genetic Sex Orlid Name DOB Genetic Sex	GMS	Yes No
Add Edt Remove		
	Glose	

Use the **Remove** button to remove a child ONLY if the information is entered in error.

h. Access Log Tab

The *Access Log* tab displays read-only information in the **Users Who Have Accessed This Juvenile's Information since 02/01/2008** table. The table displays <u>Viewed by</u>, <u>View Type</u>, and <u>View Date</u>.

i. Refresh Button

1. Click the **Refresh** button to display the most current information in the **Users Who Have** Accessed This Juvenile's Information since 02/01/2008 table.

2 CIOL RUNC SHOW			– 🗆 🗙
Juvenile Information			
Juvenile Number	10.00		Juvenile Info
Juvenile Name			Offense History
Date of Birth 🛑 🔤 Age (Years - Mont	hs)	No Image Available	Intake
Race / Ethnicity			Direct Care
Resident of Genetic S	iex 📕		Caseload
Info/Face Sheet Alias Case Workers ID Marks D	Detention Info Alert	s Family Access Log	Detention
Users Who Have Accessed This Juvenile's Information	since 02/01/2008		Incident Reporting
		Hefresh	GMS
Viewed by	View Type 🔺	View Date	
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ter	Advanced	100001000	
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Re L Pend	Advanced	10.000	Clean
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When a user accesses a juvenile's record in BADGE a log entry is automatically created in the Access Log tab.

2. Offense History Button

Click the **Offense History** button on the <u>Juvenile Information</u> screen to display the **Juvenile's Offense History** records in a table in lower half of the screen. The **Juvenile's Offense History** table displays the juvenile's <u>Offense Date</u>, <u>Offense Description</u>, and <u>Guilty</u> adjudication information.

-			- 🗆 X
Juvenile Information Juvenile Number Juvenile Name Date of Birth Race / Ethnicity Black /Not H Resident of	SSN	No Image Available	Juvenile Info Offense History Intake Direct Care Caseload Detention
Offense Date Offense Description	on		Incident Reporting GMS
	View Details		Qose
Wi	en you access a record, a log entry is made		

Data cannot be edited in the Juvenile's Offense History table on the Juvenile Information screen.

a. View Details Button

i. (i) Select a record in the Juvenile's Offense History table and the row will be highlighted in *blue*.
 (ii) Click the View Details button below the Juvenile's Offense History table to open the <u>Offense History</u> screen. The <u>Offense History</u> screen displays the juvenile's complete intake offense history information.

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C CONTRACTO DE LA CARTE AL CONTRACTO	- 🗆 🗙	😪 Off	ense History				- 0	×
					Intake Offense History			
Juvenile Information		intake#	Offense#	Off Date	Offense	Adj Guilty Amended Charge	Crnt Prb	έ.,
Juvenile Number	Juvenile Into	8750 B	and the second s	areas.	The life is descent to a reaction of the system (Ready)			41
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Juvenile Name		1000	100.00	10.000	MANUAL AND A SHE REPORT			- 1
Date of Birth Age (Years - Months)	age Intake	1000	100.00	1000	10, 101-10 days in a Constant Phile Int New J			-11
AVdic	able	10.070	1000	100000	And the second second to be a second s			- 1
Race / Ethnicity	Direct Care		and the second	The second second	Marcola Contractor Contractor			-
Resident of Richmond Genetic Sex	Caseload	1.1.1	-	1000	The life of the state of the state of the state			- 1
			1000	Concession of the local division of the loca	Contraction of the second second			
Iuvonilo's Offonso History	Detention	1.00	1000	1000	Contraction of the second second			11
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Offense Date Offense Description	Guity Incident Reporting		laka.		Offerse		Judge Ordered	
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and the second state of the second		000	CL 14.		Conners.			
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AND STOLEN AND AND ADDRESS AND ADDRESS ADDRESS ADDRESS ADDRESS								
1222-225 (ALE-Officers Provider Office Provider)		Double	click to select O	OURT DISPOS	iTION (Court Order) in drop down		Court Order Date De	elete
Contraction Contraction and						~		_
THE REPORT OF THE PARTY OF THE								
View Details	Close							
When you access a record, a log entry is made					Save Street W Help	R Beport		
		4						-

Prefer to the Offense History Screen User Manual for instructions on how to navigate the Offense History screen.

3. Intake Button

Click the **Intake** button on the <u>Juvenile Information</u> screen to display the **Juvenile's Intake History** records in a table in lower half of the screen. The **Juvenile's Intake History** table displays the juvenile's <u>ICN</u>, <u>JI</u>, <u>FIPS</u>, intake <u>Opened</u> and <u>Closed</u> dates, and the <u>Worker</u> name that created the intake record.

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Juvenile Inf Juvenile N Juvenile Date o Race / Etl Resid	ormatio umber Name f Birth nnicity lent of	an	SSN		No Image Available	[Juvenile Info Offense History Intake Direct Care Caseload
Juvenile's Intake History							Detention
ICN	JI	FIPS	Opened	Closed	Worker		Incident Reporting
1200		In Jacob	the location		read to filler		GMS
Contract of		Partners 1	1010-004	1010-004	and it likes		
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1.000	Ω.	No. of Concession, Name	1. The state	8. S. S. S.	and the fields		
1000	-	Reference	Sec. and		Service Mar		
			View Details				Glose
		When you acces	ss a record, a log e	entry is made.			

Data cannot be edited in the Juvenile's Intake History table on the Juvenile Information screen.

a. View Details Button

i. (i) Select a record in the Juvenile's Intake History table and the row will be highlighted in *blue*. (ii) Click the View Details button below the Juvenile's Intake History table to open the <u>Intake History</u> screen. The <u>Intake History</u> screen displays the recorded intakes for the selected juvenile.

👻 mara	– – ×	👘 Intake History — 🗆 🔿
Juvenile Information Juvenile Namber SSN Juvenile Name Date of Binh Age (Yean - Months) Race / Ethnicty Reserved of Genetic Sex	ge ke Drect Care Caseload	Ele Search Dote SSN Juvenile Mane DOB SSN Add New Intake Intake History Offense History View Offense Services History Bacarded Intaker Summary Report View Offense Services History
Juvenile's Intake History	Detention	ICN JI FIPS Opened Closed Worker ViewEdit
ICN JI FIPS Opened Closed Worker	GMS	JO VCC Code PM Offense Date Off. Dec. Adjudication Intake Report
Dittel Press Care D. 20101 D. 20102 (Speed Care 2017) Press Care Control Contr		View Supreme Court Details
anna (C.) anna ann ann ann ann ann ann ann ann a		Description Maintenant Instantion Instantion PERSON OF manual formation Instantion Instantion Instant OF manual formation Instantion Instantion Instant OF manual formation Instantion Instantion Instant OF manual formation Instantion Instantion
Vew Detais When you access a record, a log entry is made.	Glose	Refresh

Prefer to the <u>CSU Intake Module User Manual</u> for instructions on how to navigate the <u>Intake History</u> screen.

4. Direct Care Button

Click the **Direct Care** button on the <u>Juvenile Information</u> screen to display the **Juvenile's Direct Care Admissions** records in a table in lower half of the screen. The **Juvenile's Direct Care Admissions** table displays the juvenile's <u>DC Number</u>, <u>Admission Date</u>, <u>Release Date</u>, and <u>Release Info</u> information.

12 - Carlos- R	THE COURSE OF				-		×
Juvenile Inforr Juvenile Nurr Juvenile Na Date of F Race / Ethni Resider	nation liber 201001, 201 linth 1010000, 201 linth 1010000000000000000000000000000000000	SSN Age (Years - Mor	the)	No Image Available		Juvenile In ffense Hist Intake Direct Car Caseload	fo tory Te
	Juvenile's Direct Care Admissions						
DC Number	Admission Date	Release Date	Release Info		Inc	ident Rep	orting
1079	1000					GMS	
		View DC	Info			<u>C</u> lose	
	Whe	n you access a recor	d, a log entry is made				

a. View DC Info Button

 (i) Select a record in the Juvenile's Direct Care Admissions table and the row will be highlighted in *blue*. (ii) Click the View DC Info button below the Juvenile's Direct Care Admissions table to open the <u>DC Admission History</u> screen. The <u>DC Admission History</u> screen displays the juvenile's complete direct care admissions information.

		DC Admission History for	×
		Select Juvenile's Direct Care Admission from the List	Has Alert(s)
😼 al'adar- Artigi, al'Anta paget	- 🗆 X	DC Number: 1995 Program 201 Program Program Program A	Juvenile Info
Juvenile Information			Offense History
Juvenile Number SSN SSN	Juvenile Info		For DC #
Juvenile Name	Offense History	JCC Admission Information	Admission/
Date of Birth Age (Years - Months) No Image	Intake	DC Number Admission Date	Movement
Race / Ethnicity	Direct Care	Current Status	Commitment Info & LOS
Resident of Genetic Sex	Caseload	LOS Belease Dates	Classification/ Reclassification
Juvenile's Direct Care Admissions	Detention	Indeterminate Determinate/Blended Final	Population
DC Number Admission Date Release Date Release Info	Incident Reporting	Early Release Date Discharge Date Early Release Date	Board
124 1 1 1 2 2 3	GMS	Late Release Date Blended Months Late Release Date	Chargeable Offenses
			DC Forms
		Commitment Orders Committing Offenses Movement Classification Treatment Needs	Access
		Commitment Date Committing FIPS Commitment Type Court Type	History
		THE REPORT OF A CONTRACT OF A	Resident
		10.0.01 [0.0-middl.ford [description of].	dilotanoo
		Read brandwine insurations /	Juvenile Profile
View DC Into	Llose	Reading of Sector Sector Sector 1	СТИ
when you access a record, a lug enay is made.		COURS PROMINEND DAMAGEMENT /	CIM
		Print Cose	

Data cannot be edited in the Juvenile's Direct Care Admissions table on the <u>Juvenile Information</u> screen.
 The <u>DC Admission History</u> screen will display the following message if a juvenile does not have a direct care admissions record: "Juvenile does not have any direct care admissions recorded".

Prefer to the Direct Care Module User Manual for instructions on how to navigate the DC Admission History screen.

5. Caseload Button

Click the **Caseload** button on the <u>Juvenile Information</u> screen to display the **Juvenile's Caseload History** information in the lower half of the screen. The **Juvenile's Caseload History** section displays the juvenile's **Caseload Number**, **Date of Last Contact Recorded**, **Number of Currently Open Services**, **Number of Parole Discharge Evaluations**, **Number of Probation Discharge Evaluations**, and the **Currently Open Status(es)** table that contains <u>FIPS</u>, <u>Caseload Status</u>, and <u>Start Date</u>.

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2		- 🗆 🗙	12 - 10 - 10 - 10 TO 10	and the particular		- 🗆 🗙
Juvenie Information Juvenie Number SSN Juvenie Name		Juvenile Info Offense History	Juvenile Information Juvenile Number Juvenile Name	SSN SSN		Juvenile Info Offense History
Date of Bith Age (Years - Months)	No Image Available	Intake	Date of Birth	Age (Years - Months)	No Image Available	Intake Direct Care
Resident of Genetic Sex		Caseload	Resident of	Genetic Sex		Caseload
Juvenile's Caseload Informatic Juvenile does not have any caseloads recorded Date of Last Contact Recorded Number of Parole Number of Currently Open Services Number of Probation	n Discharge Evaluations	Detention Incident Reporting GMS	Caseload Number: Date of Last Co Number of Currently	Juvenile's Caseload Informat stact Recorded Number of Parc Open Services Number of Probabili	ion De Discharge Evaluations	Detention Incident Reporting GMS
Currently Open Status(es)				Currently Open Status(es)		
Juvenile does not have any statuses opened			FIPS Reference Heatmark (Sector) Reference (Sector)	Caseload Status B. Tanandiautin, Itari J. Ang Dynamics - Lineau Norma J. Maj Dynamics - Lineau Norma B. Angelandia - Lineau Doning Dynami	Start Date	
View Caseload Info		Qose		View Caseload Info When you access a record, a log entry is ma	sde.	Close

- Data cannot be edited in the Juvenile's Caseload Information area or in the Currently Open Status(es) table on the <u>Juvenile Information</u> screen.
- A log entry is created in BADGE whenever a user accesses a juvenile's information.

a. View Caseload Info Button

(i) Select a record in the Currently Open Status(es) table and the row will be highlighted in *blue*.
 (ii) Click the View Caseload Info button below the Currently Open Status(es) table to open the <u>Caseload Details</u> screen. The <u>Caseload Details</u> screen displays the juvenile's complete caseload information.

				🖳 Ca	aseload D	etails						– 🗆 🗙
					Case Nu	mber Juvenile # Name		DOB I	Home Phone	Alert!		
					and the second	ADD: PTTER CORP.	Const.		(104) - TEN-18 (105)	Info		
	0.04040		- 🗆 X	Status	s Worker	Assignment Contacts DRT Reports Pro	wided Services Trade/Post-Sec.	Employment Cal	endar Evaluations	CSU Access	YASI Versio	on History CPR Info
Juvenile Information				JCC	Bon Air J	uvenile Correctional Center						
Juvenile Number	SSN December 20		Juvenile Info	Statu	us of this	Caseload (Please place your cursor over a c	olumn to view a tooltip with the colum	in contents)				
k wenile Name	a present state		Offense History		FIPS	Status Category and Description	VCC Code and Description				Start	End Date
Date of Bith	Acc (Years Mantha)	No Image	Intake	E.		Charles and the second second	CONTRACT OF TRACTO				area aller	
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Race / Ethnicity	the steps of		Direct Care		alat .	 The Department Linear Provid 	AND DECKE AND ADDRESS OF THE OWNER.				11000	
Resident of	Genetic Sex		Caseload		10	International In	Section (Section 4)	200 - 10 P. 40	an ann an s	1.000	1000	
		·	D 1 1		100	I for Departure Tracking Data	AND DESCRIPTION OF TAXABLE PARTY.	present particular	a sea ang ang ang	Contraction of the	200	10.000
	Juvenile's Caseload Information	n	Detention		10 C	 An equation of the set of the set 	the starts properties and	a francisk and	And the locks	- 10 M	1000	100.000
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Date of Last Contact Re	Date of Last Contact Recorded					 Nor Department Care Messagement 	MORE EVALUATE	100 C 100 C 100	n baan na Mi	100.00	1000	10.00
Number of Currently Open S	Services Number of Probation	Discharge Evaluations	dino			 Total Dependence Taxas (Technologic and Technologic and Technolog	the first paper and one	a financial and	And in cases	-	1000	10.00
					1	Her Departur Care Hangament	NUMBER OF STREET	where the set	COC Includes	 OFF. 	1000	10.00
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Income State	3 Andre Specifice Codes Specific	And and the second s				VCC Code and Description :						
						And the second s						
	View Caseload Info		Close								_	
	When you access a record, a log entry is made	e.				You must	associate at least one intake offense	with a status, in ord	ler to save the status			
						Save Canc	el Offenses 🐼 Refresh	Help	LOS Estimator			

Prefer to the Caseload Management Module User Manual for instructions on how to navigate the Caseload Details screen.

6. Detention Button

Click the **Detention** button on the <u>Juvenile Information</u> screen to display the **Juvenile's Secure Detention Admissions** records in a table in lower half of the screen. The **Juvenile's Secure Detention Admissions** table displays the juvenile's <u>Case #</u>, <u>Opened by</u>, <u>Detaining FIPS</u>, <u>Admitted</u> and <u>Released</u> dates, and <u>Release Info</u>.

a					-		×
Juvenile Information Juvenile Number Juvenile Name Date of Birth Race / Ethnicity Resident of	SSN Age (Years - Mo	onthe)		No Image Available		Juvenile In Offense His Intake Direct Ca Caseload	fo tory re
Juve	nile's Secure D	etention A	dmissions	3	L	Detention	1
Case # Opened by	Detaining FIPS	Admitted	Released	Release Info	In	cident Rep	orting
	No. 1 No. 1 No. 1 No. 1 No. 1					GMS	
	View Dete	ention Info				⊈ose	

Data cannot be edited in the **Juvenile's Secure Detention Admissions** table on the <u>Juvenile Information</u> screen.

a. View Detention Info Button

i. (i) Select a record in the Juvenile's Secure Detention Admissions table and the row will be highlighted in *blue*. (ii) Click the View Detention Info button below the Juvenile's Secure Detention Admissions table to open the <u>Detention Admission</u> screen. The <u>Detention Admission</u> screen displays the juvenile's detention information for the selected case number record and consists of the Admission, Status, MAYSI-2, Movement, Weekend Detention, and YASI tabs.

		😴 Detention Admission 👘 👘 👘	×
R	- 🗆 🗙	Admission Status MAYSI-2 Movement Weekend Detention YASI	
Juvenie Namber SSN Juvenie Namber SSN Date of Birh Age (Years-Months) Race / Birhight Genetic Sec Base / Birhight Genetic Sec Duvenie Namile's Secure Detention Admissions Case # Opened by Detaining FIPS Admited Reased Release Info	Jurenie Info Offense Hatory Intake Drect Care Caseload Detention Incident Reporting GMS	Juvenile The information is pulled from JTS. Please contact Court Service Link to make any changes . Juvenile Number SSN Last Name First Name First Name Genetic See Link Court Service Link to make any changes . Just Name First Name	
View Detertion Info When you access a record, a log entry is made.	Close	Save Cancel Refresh Admission Report	_

Refer to the <u>Detention Module Manual</u> for instructions on how to navigate the <u>Detention Admission</u> screen.

7. Incident Reporting Button

Click the **Incident Reporting** button on the <u>Juvenile Information</u> screen to display the **Incident(s) Juvenile Was Involved** records in a table in lower half of the screen. The **Incident(s) Juvenile Was Involved** table displays the <u>IR ID</u>, <u>Facility</u>, <u>Incident</u>, and <u>Incident Type(s)</u> information.

R. 			-	- 🗆 X				
Juvenile Information			1	Juvenile Info				
Juvenile Name	55N			Offense History				
Date of Birth Age (rears - Months)	No Image Available		Intake				
Race / Ethnicity				Direct Care				
Resident of	Genetic Sex			Caseload				
Incident(s) Juvenile Was Involved Detention								
IR ID Facility	Incident	Incident Type(s)		Incident Reporting				
Mindael 101. These New York	100.000	-	1	GMS				
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2010/04/05. (the Adventitional)	100.000	Market Dear Reading No. 1						
	View Report			Gose				
When you acc	ess a record, a lo	g entry is made.						

Data cannot be edited in the Incident(s) Juvenile Was Involved table on the <u>Juvenile Information</u> screen.

a. View Report Button

i. (i) Select a record in the Incident(s) Juvenile Was Involved table and the row will be highlighted in *blue*. (ii) Click the View Report button below the Incident(s) Juvenile Was Involved table to open the <u>Incident Reporting</u> screen. The <u>Incident Reporting</u> screen displays the juvenile's complete incident information for the selected IR ID record.

		Incident Reporting - X
		Facility: Fips:
😥 alexis - Plan, an Decamp	- • ×	IR ID:
Juvenile Information		🗙 Delete 🛛 🔜 Save 📄 Email 🔒 Notify DJJ Director
Juvenile Number SSN SSN	Juvenile Info	Please make sure all applicable data, on all tabs, has been filled out prior to saving the incident.
Juvenile Name	Offense History	Incident Juvenile(s) Parties Adductor Access
Date of Bith Age (Years - Months) No Image Available	Intake	Type Description Involved Notified Addendum Log
Race / Ethnicity	Direct Care	
Resident of Genetic Sex	Caseload	
	Detention	Incident Date / Time:
Incident(s) Juvenile Was Involved	Incident Reporting	1,15 DM (bh/mm am/nm)
IR ID Facility Incident Incident Type(s)		Report Date / Time:
1007 F.R., Brits Andrews, P. M.M.C. Data and Applications	GMS	Reported By: Test Title: Test
Probably, Southeasterney, Witching and Ange		n , i v Test vi Test
2016/01. Networksholm - B-3/201 Region chesterion materiance -		
2010-03. Resultation (ECHE) has been famely		Location of Incident: Test
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PARTICLE. REPORT OF A REPORT OF A PARTY AND A REPORT OF A REPORT O		
Distance, included lower (2012) that built had been in-		
View Report	Close	
When you access a record, a log entry is made.	_	
		Approve / Lock this Incident
		Locked/Approved By: This incident has yet to be approved.

Refer to the Incident Reporting Module Manual for instructions on how to navigate the Incident Reporting screen.

8. GMS Button

Click the GMS button on the <u>Juvenile Information</u> screen to display the Gang Management System (GMS) information in the lower half of the screen. The Gang Management System (GMS) section displays the Number of Validated GMS Investigations by Gang Observations and Gang Validations, and the Gang Membership History table that contains <u>Gang Name</u>, <u>Gang Set Name</u>, and <u>FIPS</u>.

BADGE Juvenile & Adult Information Screens User Manual

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	2 40 40 H H	deck goals		-		×
	Juvenile Information			Ji	uvenile In	fo
	Juvenile Name			Off	ense Hist	tory
	Date of Birth	Age (Years - Months)		Intake		
	Race / Ethnicity					e
	Resident of		Caseload			
		Detention		1		
	Number of Validat	Incident Reporting		orting		
	G	ng Observations 5	Gang Validations		GMS	
		Gang Membership History		-		
	Gang Name	Gang Set Name FIPS				
	100.00	REAL AND ADD TO A DESCRIPTION				
		View GMS Info			Glose	
		When you access a record, a log entry is made.				

- Data cannot be edited in the Gang Management System (GMS) area or in the Gang Membership History table on the <u>Juvenile Information</u> screen.
- A log entry is created in BADGE whenever a user accesses a juvenile's information.

a. View GMS Info Button

 i. (i) Select a record in the Gang Membership History table and the row will be highlighted in *blue*.
 (ii) Click the View GMS Info button below the Gang Membership History table to open the <u>Gang</u> <u>Status</u> screen. The <u>Gang Status</u> screen displays the juvenile's complete gang status information.

e prode 1000	Children press.		– 🗆 X				
Juvenile Information Juvenile Number Juvenile Name Date of Birth	SSN SSN Age (Years - Montha)	No Image Available	Juvenile Info Offense History Intake				
Race / Ethnicity Resident of	Direct Care Caseload						
- Number of Validate Gar	Gang Management System (GMS) Detertion Number of Validated GMS Investigations Incident Reporting Incident Reporting Gang Observations Image: Composite Co						
	Gang Membership History						
Gang Name	Gang Set Name FIPS						
1001	CONCIDENCE DISC (Reference Source)						
	View GMS Info		Close				

Gang Status								-		×
Juvenile # Name			DOB	000	Home Pl	hone	A	lert! nfo		
Supervision Status	100 BA 100		1000					lde	ntifiers	
Gang Status	Owner, the	a de la composición d	10401					Offen	se History	
Investigations:					Observ	ation Actior	ns			
Observation	Disposition	Validation	Disposition		Vie	"	Delet	te	Add	
+ 0+ 0.0		100	and a second		Validati	on Actions				
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11.000	1000		pandag		Assess	ment Actior	ns			
1.000			and the		Vie	W	Delet	e	Add	

Search for an Adult

1. From the <u>BADGE</u> home screen (i) click the **JTS Search** menu, (ii) select the **For Juvenile** option from the drop-down menu and the <u>Find Juvenile</u> screen will appear.



Adult Search Screen

On the <u>Adult Search</u> screen, search for an adult by selecting one of the three available radio buttons: Adult Number, Caseload Number, or Advance Search.

🖳 Adult Search			×
 Adult Number Caseload Number Advance Search Add Adult 	er 1	-	
East Name	Find	Close	

The **Add Adult** radio button in not an available option and will be greyed out.

Prefer to the BADGE Login & Search Manual for information on how to navigate the Adult Search screen.

Adult Information Screen

Once the user successfully completes a search using the <u>Adult Search</u> screen, the <u>Adult Information</u> screen will appear. The upper half of the <u>Adult Information</u> screen will always display the **Adult Number**, **SSN**, **Adult Name**, **Date of Birth**, **Age (Years - Months)**, **Race / Ethnicity**, **Is Deceased?**, and **Genetic Sex** fields.

The right side of the screen contains the Edit Adult Info and Print Face Sheet buttons.

The lower half of the <u>Adult Information</u> screen displays the Adult Information, Address / Phones / Email, Employment Information, and Associated Juveniles tabs.

😌 Eliter - Crecco, sue presi	-		×
Adult Information	Ι.		_
Adult Number SSN SSN		Edit Adult	
Adult Name		Info	
Date of Birth		Print Face	
Race / Ethnicity	ΙI	Sheet	
Is Deceased? Genetic Sex			
			-
Adult Information Address / Phones / Email Employment Information	Associ	iated Juvenile	s
Adult Information			
Height " Weight Color: Eyes Unknown	n Ha	air Unknow	n
Marital Status Unknown Is U.S. Citize	en?	Unknown	
Docket # (Arlington CSU) Is Professi	onal?		
Driver's License Information			
Driver's License Number State Lic	ense	Issued	
Close			
Gose			

1. Adult Information Tab

- a. Select the *Adult Information* tab to display the **Adult Information** and **Driver's License Information** sections.
 - i. Adult Information Section
 - 1. The Adult Information section displays fields for Height (in ft. and in.) and Weight, color for Eyes and Hair, Marital Status, Docket # (Arlington CSU), Is U.S. Citizen?, and Is Professional?.
 - ii. Driver's License Information Section
 - 1. The **Driver's License Information** section displays fields for **Driver's License Number** and **State License Issued**.

Adult Information –					
Adult Number		SSN	Jac of each		Edit Adult
Adult Name	-				Info
Date of Birth	100 B	Age (Years - M	onths)		Print Face
Race / Ethnicity	and the second second				Sheet
Is Deceased?	16.	Genetic	Sex 💼		
Height		Weight Colo	r: Eyes Unknow	ın Ha	ir Unknown
Height		Weight Colo	r: Eyes Unknow	n Ha	ir Unknown
Marital Status U	nknown		ls U.S. Citi	zen?	Unknown
Docket #		(Arlington CS	J) Is Profes	sional?	U
- Driver's License	nformation				
Direct a Decriae i	Number		State L	icense	ssued
Driver's License					
Driver's License					

When the <u>Adult Information</u> screen opens, the Adult Information tab will be displayed.

To edit the information on the Adult Information tab, refer to the Edit Adult Info Button section for instructions.

2. Address / Phones / Email Tab

- a. Select the *Address / Phones / Email* tab to display the **Current Home Address**, **Adult Phone Numbers**, and **Adult Email** sections.
 - i. Current Home Address Section
 - 1. The Current Home Address section displays fields for Address, City/Town, State, Zip Code, and Is Address Confidential?.
 - ii. Adult Phone Numbers Section
 - 1. The Adult Phone Numbers section displays fields for Home Phone and Cell Phone.
 - iii. Adult Email Section
 - 1. This section displays the field for Adult Email.

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Rame check and parts	-		×
Adult Information Adult Number SSN Adult Name Date of Birth Race / Ethnicity Is Deceased? Genetic Sex		Edit Adult Info Print Face Sheet	
Adult Information Address / Phones / Email Employment Information // Current Home Address Adult Phone Nu Address Adult Phone Nu City/Town Franktown State ZIP Code Is Address Confidential? Unknown	Associa	ated Juveniles	5
Qose			

- The information on this tab can only be edited using the **Edit Adult Info** button.
- Figure 1: Section 2: Section 1: Section for instructions to edit the information on the Address / Phones / Email tab.

3. Employment Information Tab

- a. Select the *Employment Information* tab to display the **Employment Information**, **Employer Address**, and **Employer Phone Number** sections.
 - i. Employer Information Section
 - 1. The Current Home Address section displays fields for Status, Date, Employer, Job Title, Is Adult Law Enforcement Officer?, and Law Enforcement Badge #.
 - ii. Employer Address Section
 - 1. The Employer Address section displays the field for Employer Address.
 - iii. Employer Phone Number Section
 - 1. The Employer Phone Number section displays fields for Work Phone and Extension.

	OLUGA DESIGNATION			-		×
Adult Information Adult Number Adult Name Date of Birth Race / Ethnicity Is Deceased?	Arrent Protect	SSN Age (Years - Mo Genetic S	nths)		Edit Adult Info Print Face Sheet	
Adult Information Employment Infor Status Not Employer Job Title Law Enforcemen	Address / Phones / mation Employed Date Adult Law Enforcen It Officer Badge # Yes No	Email Employm	ent Information Employer Addre Unknown Employer Phon Work Phone Extension	Associa ess e Numi	ber	5
		Close				

- The information on this tab can only be edited using the **Edit Adult Info** button.
- Befer to the Edit Adult Info Button section for instructions to edit the information on the Employment Information tab.

4. Associated Juveniles Tab

- a. Select the Associated Juveniles tab to display the Juvenile's Associated with Adult table at the top of the Associated Juveniles tab. The Juvenile's Aliases Modification History table displays <u>Relation</u>, <u>Juvenile's Name</u>, <u>Juvenile #</u>, and <u>DOB</u>.
 - i. Select a record in the **Juvenile's Associated with Adult** table and the row will be highlighted in *blue*.
 - 1. For the selected record highlighted in *blue*, the read-only fields at the bottom of the *Associated Juveniles* tab will display the **Address**, **City/Town**, and **State** information.

	COLUMN SHOE		-		×
– Adult Information Adult Number Adult Name	Arman Arman Province	SSN		Edit Adult Info	
Date of Birth Race / Ethnicity	Age (Years - Months)		Print Face Sheet	
Adult Information	Address / Phones / Email	Employment Information	n Associa	ted Juvenile:	5
Relation	Juvenile's Name	-	Juvenile #	DOB	
Address City/Town	int.n			State	
		<u>Q</u> lose			

- The information on the Associated Juveniles tab can only be edited by changing the adult information in the juvenile's <u>Contacts</u> on the Family tab of the <u>Juvenile Information</u> screen.
- The Year Month field will auto populate based on the information in the Date of Birth field.
- Refer to the <u>Contacts Radio Button</u> section for instructions on how to edit adult information for Juveniles Associated with Adult.

5. Edit Adult Info Button

- a. Click the Edit Adult Info button and the Edit Information for Adult Number screen will appear.
 - i. Edit Information for Adult Number Screen
 - The <u>Edit Information for Adult Number</u> screen contains the Name/Address Information, General Information, and Employment Information tabs. These tabs allow the user to update the adult's demographic information.

			🖳 Edit Information for Adult Number	×
		×	Name/Address Information General Information Employm	ment Information
Aduit Information Aduit Number Aduit Name Date of Birth Age (SSN	Edit Adult Info	Adult Nome Last Name Suffix (Jr, Sr, I, II, III, IV, etc) Name First Name Medde Name	Adult Address Address Zip Code Find City by Zip Code City/Town
Race / Ethnicity Is Deceased?	Genetic Sex	Sheet	Genetic Sex Male Female Unknown Is Deceased?* Approx. Date Is Professional? All Fields in	State VA Verginia Bold Are Mandatory
			*- 🗹 Yes 🗌 No 😑 Unknown 🛛 Save	Cancel

Edit Information for Adult Number Screen Tabs	Tab Summary
Name/Address Information	The Name/Address Information_tab allows the user to edit the Adult Name, Genetic Sex, deceased status, professional status, and Adult Address information.
General Information	The General Information tab allows the user to edit the Adult Information and Adult Phone/Email sections. The Adult Information section includes Date of Birth, Race, Ethnicity, Height, Weight, eye and hair color, SSN, Driver's Lic. #, citizenship status, and Docket #.
Employment Information	The <i>Employment Information</i> tab allows the user to edit Adult Employment Information and Adult Employer Address/Phone Number sections. The Adult Employment Information section includes Status , approximate start date of employment, and law enforcement officer status.

1. Name/Address Information Tab

The Name/Address Information tab contains the Adult Name and Adult Address sections.

a. Adult Name Section

i. Type the (i) Last Name, (ii) select the Suffix (if applicable), type the (iii) First Name, (iv) Middle Name, and (v) select the Genetic Sex.

- ii. If the adult is deceased, (i) click the Is Deceased?* checkbox multiple times to place the appropriate indicator in the checkbox and the Approx. Date field will become accessible. (ii) Type the Approx. Date of death in the field.
- iii. If the adult is engaged with DJJ in a professional capacity (e.g., DSS, school officials, LEOs), click to place the appropriate indicator in the **Is Professional?** checkbox.

b. Adult Address Section

- i. (i) Type the Address and (ii) Zip code into the corresponding fields. For zip codes located in Virginia, (iii) click the Find City by Zip Code button and the City/Town, State, and Residence of fields will auto-populate.
- ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **Residence of** fields manually.
- iii. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and the **Address**, **City/Town**, and **State** fields will auto-populate with "Unknown".
- iv. If the adult's address needs to remain confidential, click the **Is Address Confidential**? checkbox multiple times to place the appropriate indicator in the checkbox.

c. Save or Cancel Button

i. Click the **Save** or **Cancel** button to perform the stated action and return to the <u>Adult</u> <u>Information</u> screen.

Name/Address Information General Information Employr	ment Information	
Adult Name	Adult Address	
Last Name	Address	
Suffix (Jr, Sr, I, II, III, IV, etc) $$\rm None \ \lor$		
First Name	Zip Code	Find City by Zip Code
Middle Name	City/Town	
Genetic Sex 🔾 Male 🔘 Female 🔘 Unknown	State	VA Virginia ~
Is Deceased? * Approx. Date		Is Address Confidential?* Paste Unknown
Is Professional?		
All Fields in	Bold Are Mand	latory
• 🖉 Yaa 🗋 Ma 🗖 Halaasuun Saua		man

- The legend for checkboxes marked by an asterisk is found on the bottom left of the *Edit Information for Adult Number* screen; a checkmark is **Yes**, a blank checkbox is **No**, and a dash mark is **Unknown**.
- If the Is Deceased? checkbox is selected the Address and City/Town fields will auto-populate with "Deceased".
- After selecting the **Is Professional?** checkbox, the **Adult Address** section will become unavailable and the user will be required to enter all mandatory information on the *Employment Information* tab prior to saving the record.
- **Unknown** (dash mark) is not an available option for the **Is Professional?** checkbox.
- If the **Approx. Date** is not entered using the MM/DD/YYYY format, the <u>Illegal Date Format</u> warning screen will appear prompting the user to use the correct format.
- If making edits on multiple tabs in the <u>Edit Information for Adult Number</u> screen, click the **Save** button after all changes are made.

Befer to the *Employment Information* tab section for instructions on how to enter the adult's employment information.

2. General Information Tab

The **General Information** tab contains the **Adult Information** and **Adult Phone/Email** sections.

- a. Adult Information Section
 - i. (i) Enter the Date of Birth and the Age (YY-MM) will auto-populate. Select the (ii) Race and (iii) Height (in ft. and in.) from the corresponding drop-down menus. (iv) Type the adult's approximate Weight (in pounds), (v) select the Marital Status from the drop-down menu, (vi) type the adult's Driver's Lic. #, and (vii) select the state of issuance from the State Issued Driver's License drop-down menu.
 - ii. (i) Type the adult's Social Security number in the SSN field. If the adult is a U.S. Citizen,
 (ii) click the Is Adult U.S. Citizen?* checkbox multiple times to place the appropriate indicator in the checkbox. Select the (iii) Ethnicity, (iv) Eye Color, and (v) Hair Color from the corresponding drop-down menus. If located at the Arlington CSU, (vi) input the Docket #.
- b. Adult Phone/E-mail Section

- i. Type in the adult's (i) **Home Phone**, (ii) **Cell Phone** and (iii) **E-mail** in the corresponding fields.
- c. Save or Cancel Button
 - i. Click the **Save** or **Cancel** button to perform the stated action and return to the *Family* tab.

Name/Address I	formation General Information Employm	ent Information	
Date of Birth	Age (YY- MM)	SSN	Is Adult U.S. Citizen? *
Race		Ethnicity (Hispanic/Latino?)	Unknown 🗸
Height	🔲 🗸 ' 📕 🗸 '' Weight 165	Eye Color	Hair Color
Marital Status	Unknown ~	Docket #	(for Arlington CSU)
Driver's Lic. #		State Issued Driver's License	×
Adult Phone/E Home Phone	Cell Phone	E-mail	

- If making edits on multiple tabs in the *Edit Information for Adult Number* screen, click the **Save** button after all changes are made.
 - 3. Employment Information Tab

The employment information tab consists of the Adult Employment Information and the Adult Employer Address/Phone Number sections.

- a. Adult Employment Information Section
 - i. (i) Select the adult's employment status from the Status drop-down menu and type in the selected status' (ii) Approx. Date, (iii) Employer name, and (iv) Job Title. If the adult is a law enforcement officer (v) check the Is Adult Law Enforcement Officer?* checkbox and (vi) input the Law Enforcement Officer Badge Number in the textbox.
- b. Adult Employer Address/Phone Number Section
 - i. (i) Type in the adult's employment (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate.
 - ii. For non-Virginia zip codes enter (i) **City/Town**, (ii) **State**, and (iii) **Residence of** fields manually.
 - iii. Type in the adult's work (i) Phone number and (ii) Phone Extension (if applicable). If the adult works from home, click the Same as Home hyperlink, and the Address, Zip Code, City/Town, and State information will auto-populate.
- c. Save or Cancel Button
 - i. Click the **Save** or **Cancel** button to perform the stated action and return to the *Family* tab.

Name/Address Information General Information Employment	Information]
Status Unknown Aprox. Date Employer	Address Zp Code Rnd City by Zp Code
Is Aduit Law Enforcement Officer?* Law Enforcement Officer Badge Number	State VA Same as Home Phone Phone Extension
- 🖸 Yes 🗋 No 📮 Unknown 🛛 Save	Cancel

- If the **Approx. Date** is not entered using the MM/DD/YYYY format, the <u>Illegal Date Format</u> warning screen will appear prompting the user to use the correct format.
- The Unknown (dash mark) option is not available for the Is Adult Law Enforcement Officer? checkbox, the checkbox should be marked Yes (checkmark) or No (blank).

6. Print Face Sheet Button

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- a. Click the **Print Face Sheet** button and the <u>Report Viewer</u> screen will appear and display the **Adult Face Sheet** report.
 - i. The Adult Face Sheet report contains <u>Adult #, Adult Name, SSN, DOB, Is Deceased?</u>, <u>Marital Status</u>, Is U.S. Citizen?, <u>Race</u>, Is Hispanic?, <u>Genetic Sex</u>, <u>Height</u>, <u>Weight</u>, <u>Hair Color</u>, <u>Eye Color</u>, <u>Home Phone</u>, <u>Cell Phone</u>, <u>Is Professional?</u>, and <u>Address</u> for the adult.

Adult Information					-		
Adult Number			SSN			Edit Adult	
Adult Name		A (Y	am Mantha	A	Г		1
Race / Ethnicity		Age (Te	ars - Moriuns	5)		Sheet	
Is Deceased?		G	enetic Sex				
Height Hantal Status	Unknown	Weight 📕	Color: Eye	s Is U.S. Citiz	Haii zen? L	n Inne	_
Docket #		(Arlingt	on CSU)	Is Profess	sional?		
Driver's License Driver's License	Information Number			State Li	cense Is	sued	

4 1 of 1 ptAdultFaceShe	▶ ▶ + ⊗ 🚱 🖨 🖬 🕮	3 🗐 • 100%	• F	ind Next	
-		A	dult Face Sheet		
_	Adult #:	Adu	it Name:		
	SSN Marial Status: Bace Height: ft. in. Hare Phone: Is Professional?. Address:	ls Hispanic?-	DOB: Unknown Weight: 1 Eye Color: Cell Phone:	is Deceased? Is U.S. Crizen?. Genetic Sex	
-	1/13/2022				Page 1 Of

Appendix

A. Alternative Methods to Access the Juvenile Information Screen

The <u>Juvenile Information</u> screen can be accessed through other BADGE modules by clicking the **Info**, **Juvenile Info**, **Juvenile Information**, or **View Info** buttons located on various BADGE module screens. Detailed below are several examples for each BADGE module and screen where a specific button is located.

The examples provided below are not a comprehensive list of all BADGE screens that contain the the **Info**, **Juvenile Info**, **Juvenile Information**, or **View Info** buttons, these buttons are also located on other BADGE screens that are not presented below.

Juvenile Information Button Variations

- 1. Info Button.
 - a. The Info button can be found in the following BADGE modules on the following screens: <u>Caseload</u> <u>Management</u> module, <u>Caseload Details</u> screen; <u>CSU Intake</u> module, <u>Intake History</u> screen; and the <u>Gang Management System</u> module, <u>Gang Status</u> screen.

	🔺 Intake History	– 🗆 🗙
Karakan Den Hannakan	File Search Detention Data Reports Help	
Case number Suvenine # name Dob nome Phone Alert:	Calculated Instantia	
Status Worker Assignment Contacts DRT. Reports Provided Services Trade/Post-Sec. Employment Calendar Evaluations CSII Access YASI. Version History C	CPR Ma	Al
JCC: Bon Air Juvenile Correctional Center	Juvenne # Name Dob SSN	Alert:
Status of this Caseload (Please place your cursor over a column to view a tootip with the column contents)	The last man that are seen as	Info
FIPS Status Category and Description VCC Code and Description Stat End D	Date	
Fig. 10. A subset of the second se	Add New Intake Intake History Offense History View Offense	Services History
B) I have been been by the . As the set of the boot that the set of the set o	Report Summary Report History Details	
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B) It has been to be the second state of th	Recorded intakes	
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Gang Status							-		×
Juvenile # Na	Juvenile # Name			DO	B	Home Pho	ne	Alert! Info	
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POORD POORD	No. of the		(and a)		Assess	w [Delete	Add	

2. Juvenile Info button

a. The Juvenile Info button can be found in the following BADGE modules on the following screens: <u>Direct Care</u> module, <u>DC Admission History</u> screen and the <u>Incident Reporting</u> module, <u>IR - Juvenile</u> <u>Information</u> screen.

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DC Admission History	a and a second provide			
elect Juvenile's Direct Care Admissi	on from the List	an Manual I	A	Has Alert(
			v	Offense Histor
				For DC #
JCC Admission Information DC Number	Serious Offender	Admission	Date Date	Admission/ Movement
Current Status	E-South Transford Two	•		Commitment Info & LOS
LOS Release Dates				Classification. Reclassification
Indeterminate	Determinate/Blen	ded	Final	Population Board
Late Release Date	Blended Months	Late Release	Date Date	Chargeable Offenses
				DC Forms
Commitment Orders Committing O	ffenses Movement Classi	fication Treatment Needs		Access
Commitment Date Committing F	IPS	Commitment Type	Court Type	History
A DECKER AND A DECKER	et -	فيوقدون يؤر تعرف		Resident
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Incident(s) Invi	olved Intake Offense(s)		
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3. Juvenile Information button

a. The **Juvenile Information** button can be found in the <u>Detention</u> module, <u>Secure Detention Population</u> screen.

🖁 Secure Detention Population — 🗆 🗙														
		Facility	e falge families		~	Cu	rent Popu	lation 📃 H	ousing Unit		-		~	
Current Population Including Juveniles Released within the Last 10 Days														
Juveniles with Alerts are marked in Red Admissions with Pending ICN Assignments are marked in green									_					
		Juv #	Juvenile's Name	-	DOB	Race	Genetic Sex	Status	Wknd	Off Site	Risd	FIPS	DAI Indicated Decision	
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	-	17.0			10.010.000	10.0		International Property	18	ц.	18-	×.	Table Start	
	+	1.00	Princip Interest		100.00	100		And Designed in Property	18	8	18-	100	_	_
	+	_	Contraction of the local distance of the loc		10.00	100		And the short fit fragme	12	÷.	12-		No. of Concession, Name	_
	+	-10	and standard strends in a stand	-	-	122	12	And in case of the lateral	18-	8	12		-	-
	+		Contraction of the second second	-	10.05.000	100		Section and the Party of	181	12	17.		Sec. 1	-
	t		Reasonal Manager		10-10-200	14		And Installant Property	18	18-	Hi-	100	Sec. 1	
			And the second second		100.001	10.00		Automation at the second	181	18	18-	-	_	
		1.14	NORM OF THE REAL		1446-004	145	1	Inclusion at	181	tir.	të-	100	Sec. 1	
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		Admission	Information						Current	Macerr	ient		-	
		Admis	sion # Intake C	ee #		Jate of A	transion	and the second second	Placen	tent Da	te 💷			
		Release	Date		x.				Rele	ase Da	te			
		Juvenile	s Age MAYS	or Comple	180				Ho	using U	nt			
	Dete	ention Admissi Information	on Admission Report		Juvenile Infor	mation		Offense History F	lesidential T	ransfer			Close	

4. View Info button

a. The **View Info** button can be found in various BADGE modules when viewing search results on the <u>Search Results</u> screen.

luvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex
1000	ALC: NO.		10000	1000	ALC: NOT THE OWNER.	101000		
1000	DOM: N		1010	TRANSPORT.	August County	BAR DA	10	
100	444		where the	10000	No. of Concession, Name	E-12-60		
10000					Television (
-	1000		Accesso-	100	ingen danst	1000		
1000	200		MARK TRADES	a.	Number of Street	1000000	1	
1000	A. (0.18)		100		Part of Control of Con	BARRIES,		
1000	14.00		provident sectors	10.00	Partnersh	for the state of		
1000	ALC: NOT ALC		1000	1000	replace family	0.000	100	11
120.00	ALC: NO.		10,000		Name and Address of the Owner o	B-11-004	-	
1000	No. of Concession, Name of	100	101 (PT	1000	The second second	101000	1	
Property lies	10,700		1983	100000	Contraction in the	100000		1
1000	provident (100	1000	1000	tire and		
1000	101.00		10.00	100000	(Spring)	6470 BBB		11
12100	1040		-6.00	100.000	No.44	10 To (10)		1
12.000	10.000		10,000	1000000	Party Sector 10	10100	12	
1000	Park P		1940	1000	Reads like	10.00	10	
Table 1	and the lot of the lot		and a		Calencer County	in these	181	

Juvenile Information Screen Variations

 When the user accesses the <u>Juvenile Information</u> screen from another BADGE module screen using any of the aforementioned buttons, the Juvenile Info, Offense History, Intake, Direct Care, Caseload, Detention, Incident Reporting, and GMS buttons will not appear on the <u>Juvenile Information</u> screen.

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Buttons available when accessing via JTS Search menu.

•	41.000	ALC: NOT THE CAPPER					-		×
Juver Juve Ju Rac	venie Irfomation venie Number SSN Avvenie Name No Image Available No Image Available Rece / Ehricky Resident of Genetic Sex						Juvenile Info Offense History Intake Direct Care Caseload		
Incident(s) Juvenile Was Involved									1
IR ID	ID Facility Incident Incident Type(s)					١	Incide	ent Repo	orting
	6 B.B.	an haarma na maanna ha						GMS	
100		Berlin Brende Connell	1000	Carls Development	April House and	ľ			
1000		No. of Academic Street, Street	10.00 Million	States and	the second se				
		Annual State	-	the loss of					
100	Definition of	Read in the second second	10000	Section 1	and the second second second				
100		In the Institute Control	1.10.000	land been	April 1 March 10				
10.00	the state of the second second of the state of the second s								
	der Culture	Der Brührenbergenzig	ALC: NO	Dated Service	Send Provide Str.				
			View Report					Close	
	When you access a record, a log entry is made.								

Buttons unavailable when accessing via other BADGE module screens.



B. Document Revisions

Date	ltem	Details
06/2017	Gender Field Name	The "Gender" field name in BADGE has been changed to "Genetic Sex." This change will only affect the name of the field, not the values.
06/2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from "Father" and "Mother" to "Parent 1" and "Parent 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.
10/2017	Name/Address Information Tab – Edit Information Screen	A checkbox has been added to Juvenile Information to allow you to indicate if a juvenile is deceased. When the checkbox indicates "Yes," the Address and City/Town fields will automatically display "Deceased," and the residence FIPS will display code "996" and "DECEASED." Any screens or reports in the system that include the juvenile's address or residence FIPS will then display these values. A system-generated alert will also appear for the juvenile indicating, "Juvenile is Deceased."
01/2017	Table of Contents, Hyperlinks, Key and Legend	Update Table of Contents to new format, correct all Hyperlinks, and fix the Key and Legend under Scroll Bar.
07/2018	Map It button / Map Addresses screen – Info/Face Sheet tab	The Map It feature has been added to the Info/Face sheet tab. The Map It button allows geocoded addresses to appear on the Map Addresses screen as points on a Google map. Users are able to open the address on Google map and print the map or directions to the address.
05/2019	Juvenile Information screen – Juvenile Button – Access Log tab	The Juvenile Information screen in BADGE has been updated to display the Library of Virginia series under which a juvenile record was expunged. The series information will be listed in View Type column in the row for System Expungement. The date that the record was expunged will also be listed in the View Date column.
07/2019	Ethnicity Field	Changed the Ethnicity fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
12/2024	Entire Manual	Complete manual revision. Formatting changes were made per <i>BADGE Style Manual</i> . Content updated to reflect current state of the <i>BADGE Juvenile & Adult Information</i> screens. Added Appendix A .
12/2024	BADGE Version at last update	BADGE Version at last BADGE Juvenile & Adult Information Screens Manual update: Version 4.0.5.13.