

PRE-POST DISPOSITION REPORT

ELECTRONIC SIGNATURE ENHANCEMENT

September 2018

This latest enhancement to JJIS allows users to use Electronic Signatures to complete the PDR entirely in JJIS.

Below are the new Check Boxes that will be used to complete the process: “Completed” and “Approved”.

NEED FOR DNA TESTING BASED ON OFFENSE TYPE

For irregular charges, such as "Prosecution Previously Deferred", make sure this box is checked if required due to the underlying offense.

COST-OF-CARE AND RELATED FEES HAVE BEEN DISCUSSED WITH YOUTH AND PARENT/GUARDIAN. IF APPLICABLE, A FINANCIAL AFFIDAVIT IS ATTACHED



Completed

Approved

Save & Exit

Save

Cancel

Completed - This will prompt for an Electronic Signature on the form. Completed should only be selected when the report is ready for Sr. JPO/JPOS review. **If report is incomplete, then “Save & Exit” should be selected.**

Approved - This is the Supervisory Review, and it will prompt for an Electronic Signature on the form. If form is incomplete and/or needs further editing by JPO/Sr. JPO, then approver SHOULD NOT mark “Approve”. Instead unmark the “Completed” box so edits can be made.

JPO - Completed Electronic Signature

Electronic Signature

By clicking **Elec.Sign and Save**, I agree that the signature will be the electronic representation of my signature.

Confirm Your Name and Credentials for Electronic Signature.

Tiffany Riely

Enter Your JJIS Password for Confirmation.

Password:

Note:
If you choose 'Elec.Sign and Save' no one else will be allowed to modify what you have entered in.
Do this when you are completely finished filling out your portion.

- ▶ Once “Completed” is selected, a pop-up box will appear which will require your Electronic Signature. Type in your JJIS password and click the “Elec.Sign and Save” button.
- ▶ This will lock the form for editing and return the user to the New Web Forms Home Page.

JPO - Completed (After Electronic Sign and Save)

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Completed

Approved

Save & Exit

Save

Cancel

Last Updated By: Riely, Tiffany on 9/18/2018 11:40 AM



Riely, Tiffany 09/18/2018 11:39 AM
Signature/Title of Person Completing Form Date

The form will now show the Electronic Signature, and is ready for Supervisory Review/Approval.

JPO - Editing a Completed PDR

- ▶ Once you mark the PDR as “Completed” and it has your Electronic Signature, you will not be able to go in and edit the form. If you try clicking on “Edit” next to the generated form, you will receive the following error message at the top of the New Web Forms Home Page.

Access is denied! You do not have permissions to edit the form.

- ▶ The “Completed” box must be UNMARKED by a Sr. JPO/JPOS for edits to be made.

Sr. JPO PDR Completion

- ▶ As discussed earlier, the Sr. JPO's will also have the ability to approve PDR's. Although the option is available, SR. JPO'S SHOULD NEVER APPROVE THEIR OWN PDR'S AND SHOULD ALWAYS GET APPROVAL FROM A JPOS OR HIGHER!



Completed Approved Approved

Save & Exit Save Cancel

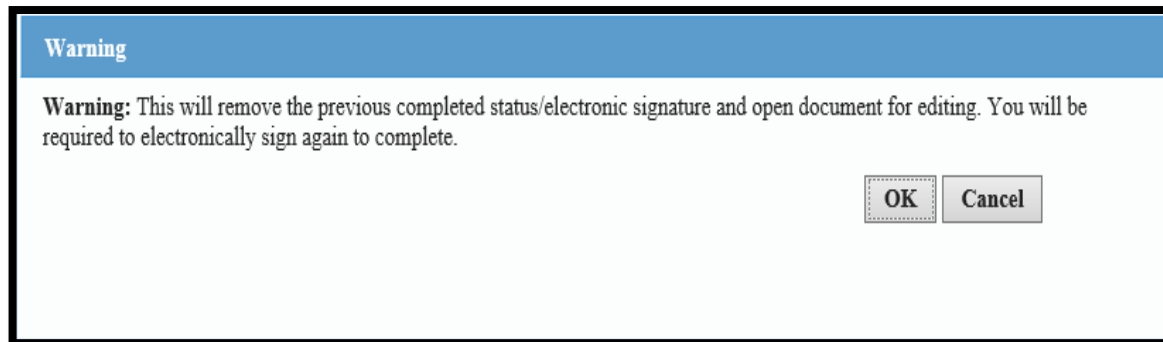
Sr. JPO/JPOS PDR Review

- ▶ Once the PDR is completed by the JPO, you have the option to review and approve or review and UNMARK it as “Completed” so corrections/edits can be made by the JPO.



A screenshot of a form with a black border. It contains two radio buttons: the first is checked and labeled "Completed", and the second is unchecked and labeled "Approved". To the right of the radio buttons are three buttons: "Save & Exit", "Save", and "Cancel".

- ▶ To allow the JPO to edit the document, UNMARK the completed button and the pop-up below will appear. Click “OK” to proceed with removing the electronic signature and allow for edits. Click “Cancel” to return to the form.



A screenshot of a warning dialog box with a blue header bar containing the word "Warning". The main text area contains the following text: "Warning: This will remove the previous completed status/electronic signature and open document for editing. You will be required to electronically sign again to complete." At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Sr. JPO/JPOS - Approved Electronic Signature

NEED FOR DNA TESTING BASED ON OFFENSE TYPE

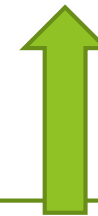
For irregular charges, such as "Prosecution Previously Deferred", make sure this box is checked if required due to the underlying offense.

COST-OF-CARE AND RELATED FEES HAVE BEEN DISCUSSED WITH YOUTH AND PARENT/GUARDIAN. IF APPLICABLE, A FINANCIAL AFFIDAVIT IS ATTACHED

Completed Approved

Last Updated By: Riely, Tiffany on 9/18/2018 11:40 AM

<u>Riely, Tiffany</u>	<u>09/18/2018 11:39 AM</u>
Signature/Title of Person Completing Form	Date



- ▶ Once the Supervisory Review of the PDR is complete, the “Approved” check box should be selected.

Sr. JPO/JPOS - Approved Electronic Signature

Electronic Signature

By clicking **Elec.Sign and Save**, I agree that the signature will be the electronic representation of my signature.

Confirm Your Name and Credentials for Electronic Signature.

Tiffany Riely

Enter Your JJIS Password for Confirmation.

Password:

Note:
If you choose 'Elec.Sign and Save' no one else will be allowed to modify what you have entered in.
Do this when you are completely finished filling out your portion.

A pop-up box will appear which will require your Electronic Signature. Type in your JJIS password and click the “Elec.Sign and Save” button. This will lock the form for editing and return the user to the New Web Forms Home Page.

Electronic Signature Display on PDR (PDF)

Competency Development:

NEED FOR DNA TESTING BASED ON OFFENSE TYPE

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Riely, Tiffany

JPO/Case Manager

Tiffany M Riely

Signature

09/18/2018 11:39 AM

Date

Riely, Tiffany

JPO/Case Manager Supervisor

Tiffany M Riely

Signature

09/18/2018 12:34 PM

Date

This form will remain locked unless the “Approved” check box is removed by a Sr. JPO/JPOS. If unapproved, the form will require another “Approved” and Electronic Signature to capture/approve edits made to the form.

Sr.JPO/JPOS - Editing Approved PDR's

Once the form has been approved, if an approver, clicks on “Edit”, the form will display in its original format, but all fields will be greyed out (View Only) except the “Approve” button.

Edit	Delete	View Report	Ref#	Youth Name	Created Date Time	Created By	Modified Date Time	Modified By	Report Type
			4214178		9/18/2018 10:27:00 AM	Riely, Tiffany	9/18/2018 12:34:00 PM	Riely, Tiffany	PRE-DISPOSITION REPORT

Accountability:
Items to include in the narrative :
Include goals such as restitution, community service, consequences of crimes classes, apology letters, essays, etc.

Narrative: +

You have 7500 characters remaining ... [Check Spelling](#) [Save](#)

Competency Development:
Items to include in the narrative :
Include goals associated with significant criminogenic needs as identified by the Positive Achievement Change Tool (PACT).

Narrative: +

You have 7500 characters remaining ... [Check Spelling](#) [Save](#)

NEED FOR DNA TESTING BASED ON OFFENSE TYPE
For irregular charges, such as "Prosecution Previously Deferred", make sure this box is checked if required due to the underlying offense.


COST-OF-CARE AND RELATED FEES HAVE BEEN DISCUSSED WITH YOUTH AND PARENT/GUARDIAN. IF APPLICABLE, A FINANCIAL AFFIDAVIT IS ATTACHED

Completed **Approved** [Save & Exit](#) [Save](#) [Cancel](#)

Last Updated By: Riely, Tiffany on 9/18/2018 12:34 PM

Riely, Tiffany 09/18/2018 11:39 AM
Signature/Title of Person Completing Form Date

Riely, Tiffany 09/18/2018 12:34 PM
Signature/Title of Person Approving Form Date



By UNMARKING the approve button, it allows the Sr. JPO/JPOS to make changes to the document, but not the JPO. The “Completed” button must also be unmarked for the JPO to make any changes as discussed earlier.

Viewing Approved PDR's (PDF)

- Once the document is completed and approved, the users can click on "View Report" to print a PDF copy of the electronically signed document.

Edit	Delete	View Report	Ref#	Youth Name	Created Date Time	Created By	Modified Date Time	Modified By	Report Type
			4214178		9/18/2018 10:27:00 AM	Riely, Tiffany	9/18/2018 12:34:00 PM	Riely, Tiffany	PRE-DISPOSITION REPORT

Commitment History

Placement	Admit Date	Admit Reason	Release Date	Release Reason
Residential Alternative Mentally Challenged Non-Secure	03/02/2017	New Commitment	09/25/2017	Program Completed-With Supervision
Bartow Youth Academy Non-Secure	02/17/2015	New Commitment	08/13/2015	Program Completed-No Supervision

Recommendation:

Serious offender eligibility, if the youth is adjudicated: SHO Maximum-risk IRT

Alternative Sanctions

Probation DJJ-Supervised Other:

Commitment: Min Non-Secure High Max

The Department's estimated cost for the placement and services being recommended in this Pre-Disposition Report is \$0.00. Pursuant to Florida Statute, the Court may order the parents/guardians (or the youth, in some cases) to pay a nominal portion of this cost, not to exceed \$1 per day for probation supervision or home detention, or \$5 per day for residential commitment or secure detention.

Intervention Plan:

Public Safety:

Accountability:

Competency Development:

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Riely, Tiffany JPO/Case Manager	Tiffany M Riely Signature	09/18/2018 10:40 AM Date
Riely, Tiffany JPO/Case Manager Supervisor	Tiffany M Riely Signature	09/18/2018 11:07 AM Date

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If you have any questions, please
contact your local DIO.

www.djj.state.fl.us/partners/data-integrity-jjis