



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

**SUBJECT: MINIMUM STANDARDS FOR DATA ENTRY
 [Registration Wizard]**

PROCEDURE NUMBER: 99-001

EFFECTIVE DATE: JULY 1, 1999

**REVISED DATE: September 19, 2000; July 18, 2001, February 2002,
 January 6, 2005, September 2012, January 2015, June 2015**

PROGRAM AREA (S): DETENTION SCREENING, INTAKE, PROBATION

POLICY/PROCEDURE:

Throughout JJIS there are asterisks indicating mandatory (*), required (**), and recommended data fields. JJIS will not allow user to continue the registration if a mandatory (*) data field is incomplete. If a required (**) data field is incomplete, it will appear on the score card at the end of the wizard. If a recommended data field is incomplete, the user is still allowed to continue.

The following guidelines represent the minimum data entry requirements for creating a New Youth/Referral via the Registration Wizard regardless of Program Component.

DETENTION SCREENING

1. Referral must be entered into the Juvenile Justice Information System (JJIS) by the department or the provider at the time of receipt. If JJIS is down, the New Youth/Referral must be entered into JJIS as soon as JJIS comes back up.
2. The staff entering the referral into JJIS will use the Intake Web Registration Wizard for the appropriate screening process, completing all mandatory fields (*) and completing required data fields (**) as able.
3. The admit date/time should reflect the actual date and time of the youth's admission to the screening process and not the time that the referral is being entered into JJIS.
4. Upon completion of the Registration Wizard and all appropriate forms, the youth will be released from the screening process in the system. The release date/time should reflect the actual date and time of youth's release from the screening process (may require DIO assistance).

YOUTH NOT IN CUSTODY

1. Referral must be entered into the Juvenile Justice Information System (JJIS) by the department or the provider within two (2) working days of receipt.
2. The staff entering the referral into JJIS will use the Intake Web Registration Wizard for the appropriate screening process, completing all mandatory fields (*) and completing required data fields (**) as able.
3. The admit date/time should reflect the date/time stamp that the department received the referral and not the date/time that the referral is being entered into system.
4. Upon completion of the Registration Wizard, the youth will be released from the screening process in the system.