



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: PREVENTION WEB
PROCEDURE NUMBER: 12- 001
EFFECTIVE DATE: March 9, 2012; June 2015
PROGRAM AREA (S): Prevention

POLICY/ PROCEDURE:

The provider is responsible for accurately updating JJIS Web – Prevention Module on all youth receiving services from a Prevention provider. These rules govern all staff entering data into the Prevention Web. All youth referred for Prevention services will be entered into the JJIS Web - Prevention Web. Data entered in the Prevention Web should not be shared with outside agencies unless approved by Headquarters

Registration Wizard

Conduct a Comprehensive Search to ensure Youth is not already in JJIS. A comprehensive search is defined as a thorough exhaustive search using at least 3 different search options and one of them to include a minimum of two characters [first and last name] to ensure that a youth does not already exist in the JJIS database.

If Youth IS NOT Found:

If the youth is not found, add a new youth by clicking the *Add a New Youth* button. You will then begin the six step registration wizard.

If Youth IS Found:

If the youth is found in JJIS, you will *select* the youth, review the alerts and alias page and click on *Program Registration*.

You will complete a six (6) step wizard. Throughout JJIS you will see asterisks indicating mandatory (*), required (**), and recommended data fields. JJIS will not allow user to continue the registration if you omit a mandatory (*) data field. If you omit a required (**) data field, you will receive a score card at the end of the wizard. If you omit a recommended data field, nothing happens.

Admit Date - when services commence [however you define as long as you are consistent]

SSN - do NOT enter without source documentation

School - must enter

Family Member - must enter at least 1 parent/guardian

On the last step, you must view the Score Card by clicking the button. After viewing, printing, and closing the score card, the **complete** button will become available. Once the complete button is clicked, the new youth will appear in the Youth Listing for the program under Current Placement Census. If youth is not appearing on Current Placement Census, check Incomplete Admission Registrations.

Module - Maintenance

To maintain a youth's information, Youth **MUST** be on your active census; select the youth so their name appears as the Active Youth in the upper left corner of the screen. These areas should be updated anytime new information is obtained or changes occur. To update an area click on the section of the modules list, and then edit what is needed. This is where you would access the PAT module.

Reports [available for current date OR a specified date range].

Prevention Active - a listing of all youth currently enrolled in the program.

Prevention Served - a listing of all youth who received services from this program during the selected time frame.

Prevention Youth Referred to DJJ - an alphabetical listing of all youth served by this program, including a field indicating if the youth was referred to DJJ after completion of the program.

Prevention Resource Directory - a complete listing of all DJJ Prevention and Civil Citation programs available in each circuit.

Prevention Date of Data-Entry - an alphabetical listing of all youth served by the program, including what date the data was entered into JJIS.

Prevention Assessment Tool reports are also available for programs using the PAT.

Timeframes

Youth's placement must be entered into JJIS within three (3) business days of youth's admittance to the program.

Youth's release **MUST** be recorded in JJIS within three (3) business days of the program service completion or termination.

Prevention Assessment Tool (PAT)

If required, a PAT assessment must be completed and entered into JJIS within 7 days of admission; a second PAT must be entered prior to releasing youth from census

Permissions

Permission to enter data into the Prevention Web will be granted only to individuals who have NT/Citrix/VPN access and complete JJIS Prevention Web training. Permissions will be based on the facility/program in which the individual is employed.

Permission to enter PAT will be granted only to individuals who have NT/Citrix/VPN access; complete JJIS Prevention Web, Motivational Interviewing and PAT trainings. Permissions will be based on the facility/program in which the individual is employed