



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: March 24, 2010 PCI-10-002
TO: Regional Directors and Chief Probation Officers
FROM: Rex Uberman, Assistant Secretary, Probation and Community Intervention
SUBJECT: Case Notebook Module – Note Entry

Effective June 1, 2010, the Juvenile Justice Information System (JJIS) Case Notebook Module will serve as the sole source of documentation for all case management and supervision activities in all state-operated and provider community supervision programs. The Case Notebook Module supports Probation's goal to provide intervention services in a manner that coincides with each youth's level of risk to re-offend and individual needs, and reflects the policy requirements implemented through the Intervention Plan Initiative and Florida Administrative Code. Development of the Case Notebook Module will also help eliminate the costs and security risks associated with maintaining paper field notebooks.

1. Each case note entered into the Case Notebook Module shall be entered within 72 hours of the event that is being documented.
2. After 72 hours, the case note is considered a "late entry" and must be labeled as such in the *General Narrative* section.
3. In order for the Case Notebook Module to function properly, at least one case note must be entered every 90 days for **all open cases**, regardless of legal status.
4. Additionally, at least one case note must address each open Youth Requirement and PACT Goal every 90 days for all youth on active supervision (Probation, Conditional Release, Post-Commitment Probation). This requirement does not apply to youth with "inactive" YES Plans as defined by PCI-09-003.
5. If there is not at least one case activity conducted during the 90-day period, the assumption is that the case needs to be closed. If there is no case activity during the 90-day period staff must document the status of the request to terminate probation.

This policy memorandum shall also serve to repeal PCI-09-002 effective June 1, 2010. Any technical questions related to the Case Notebook Module may be referred to your assigned Data Integrity Officer (DIO). All policy and procedural questions must be directed to Sonny Peacock at ruel.peacock@djj.state.fl.us or (850) 921-4184.

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Charlie Crist, Governor

Frank Peterman, Jr., Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.