



# BADGE

Balanced Approach Data  
Gathering Environment

Court Service Unit (CSU)  
Intake Manual

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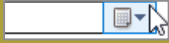

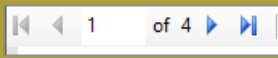

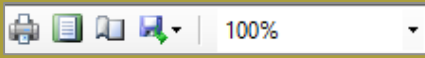







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





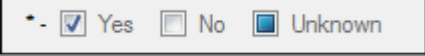
## Key/Legend

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 Module 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
 Calendar drop-down screen Button and Date Field	In order to select a date, click the <b>Calendar</b> 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/Window Control Buttons	Located in the upper right hand corner of any given screen/window, in order of appearance (from left to right): <b>Minimize</b> the screen; <b>Maximize</b> the screen; and <b>Close</b> the screen. If a component is greyed out it is not available.
 Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to <b>First Page</b> ; go to <b>Previous Page</b> ; <b>Current Page</b> displayed; <b>Total Pages</b> ; go to <b>Next Page</b> ; and go to <b>Last Page</b> .
 Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go <b>Back to Parent Report</b> ; <b>Stop Rendering</b> report; and <b>Refresh</b> report.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): <b>Print</b> ; <b>Print Layout</b> ; <b>Page Setup</b> ; click the <b>Export</b> 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 <b>Zoom</b> drop-down menu.
 Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): <b>Text Box</b> , enter text to search for; click <b>Find</b> to search for text entered in text box; and click <b>Next</b> 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.
 Info Button and/or Text in Red Font	A record with text displayed in <b>red font</b> generally indicates there is an “alert” associated with a given juvenile record. To view an alert click the red and white <b>Info</b> button or select the <i>Alerts</i> tab on the <i>Juvenile Information</i> screen.
 Icon displayed on <i>Question</i> and/or <i>Confirmation</i> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
 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.
 Icon displayed on <i>Information</i> 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
 or 	Help Button Click the <b>Help</b> button to display the <i>Help</i> screen describing the business rules related to the selected report or for additional information related to the current screen.
 or 	Close Button Click the <b>Close</b> button to close the current screen, leaving open the prior screen
	Magnifying Glass Button Click the <b>Magnifying Glass</b> button to expand a comment/textbox.
	Map It Button The <b>Map It</b> button is currently disabled across the BADGE application.
 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
<u><i>Underlined and Italicized</i></u>	Name of a screen.
<i>Italicized</i>	Name of a tab, document title, or manual title.
<b>Bolded</b>	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
<u>Underlined</u>	Name of a column header in a 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.
<b><u>Bolded and Underlined</u></b>	The manual’s main title and other titles for key sections.
<a href="#">Hyperlink</a>	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 BADGE Caseload Management module.

The BADGE application manuals are regularly updated and uploaded to DJJ’s website 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 [DJJ Acceptable Use & Information Security Agreement](#). See §[2.2-2827](#) of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§[16.1-223](#) and [16.1-300](#) 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 [DJJ-BADGE-Issues@djj.virginia.gov](mailto:DJJ-BADGE-Issues@djj.virginia.gov). If there is a need to request a change please contact the appropriate Regional Program Manager (RPM) or Superintendent.

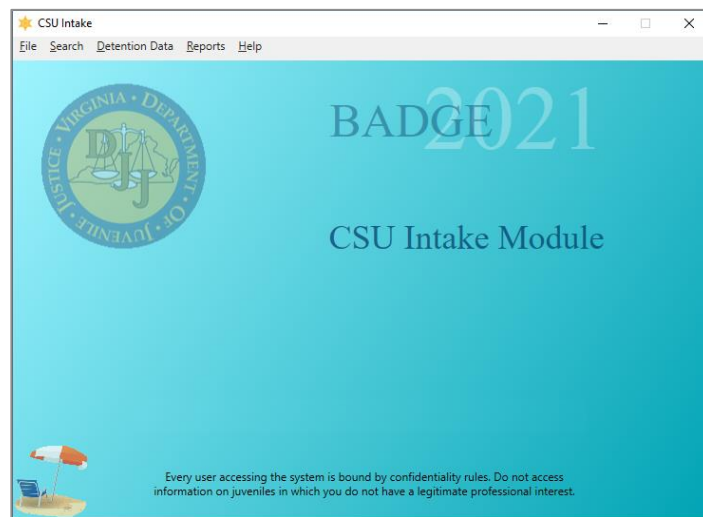
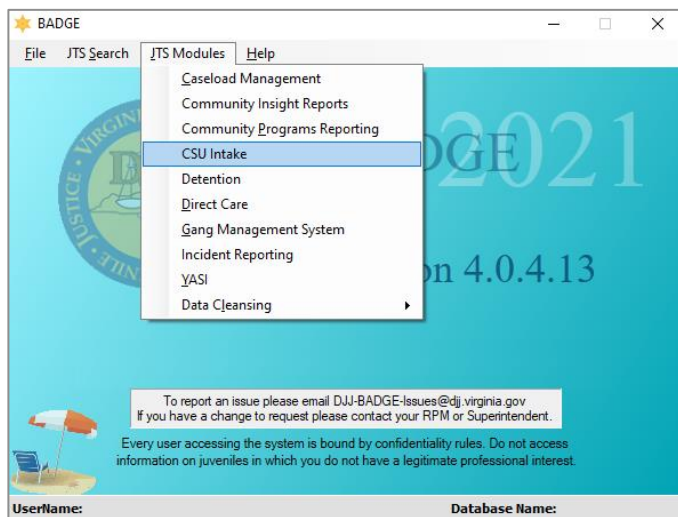
Please email [DJJ-BADGE-Passwords@djj.virginia.gov](mailto:DJJ-BADGE-Passwords@djj.virginia.gov) for assistance with BADGE login problems.

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

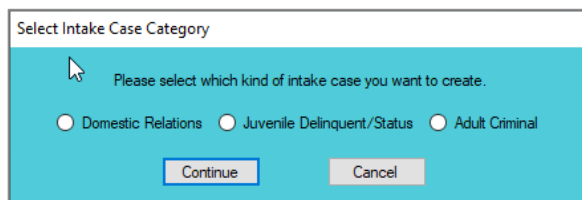
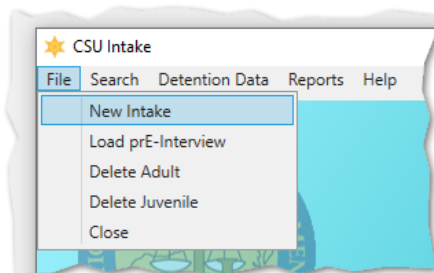
## Adding a New Intake

From the BADGE home screen:

1. (i) Click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the CSU Intake screen will appear.



2. On the CSU Intake screen (i) click the **File** menu, (ii) select the **New Intake** option from the drop-down menu, and the Select Intake Case Category screen will appear.



3. On the Select Intake Case Category screen (i) select the desired intake case category and (ii) click the **Continue** button to open either the Domestic Relations Intake, Juvenile Delinquent/Status Intake, or the Adult Criminal Intake screen.

New Intake Case Category	Intake Case Type
<a href="#">Domestic Relations Intake</a>	<a href="#">Custody Petitions</a>
	<a href="#">Support Petitions</a>
	<a href="#">Protective Orders</a>
<a href="#">Juvenile Delinquent/Status Intake</a>	<a href="#">Juvenile Intakes</a>
	<a href="#">Court Summons</a>
	<a href="#">Bench Warrants</a>
<a href="#">Adult Criminal Intake</a>	<a href="#">Adult Criminal Intake</a>

## Domestic Relations Intake

From the Domestic Relations Intake screen, a domestic relations intake can be created and custody petitions, support petitions, and/or protective orders can be filed.

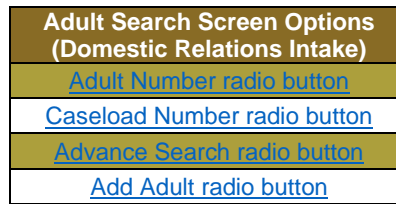
### Intake Case Tab

#### 1. Petitioner’s Information

- a. **Add Button.** On the Domestic Relations Intake screen, in the **Petitioner’s Information** section, click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a



search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed.



If the adult is not found, a message will appear advising that there are no matches.

**i. Adult Number Radio Button**

- On the Adult Search screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear. Review the information displayed on Adult Information screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the Intake Case tab of the Domestic Relations Intake screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

Adult Information Screen - Adult number and name displayed here

When creating a new domestic relations intake the **Petitioner's Information** is always entered because all **Domestic Relations Intake** actions begin with the filing of a petition by the petitioner.

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.

ii. **Caseload Number Radio Button**

1. On the *Adult Search* screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on the *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here

Adult Information Screen - Adult number and name displayed here

iii. **Advance Search Radio Button**

1. On the *Adult Search* screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
  - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
  - a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option and the **LEO Badge #** textbox will become accessible. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.

- Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to clear all the information in the search fields, click the **Clear All** button.
- In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.
- If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

- a. If the Search Results screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the Adult Information screen will

appear and display additional information for the record. Review the Adult Information screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the Adult Information screen and return to the Search Results screen. (iv) Once the correct record is identified, click the **Select** button and the Adult Information screen will appear and display additional information for the record. (v) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Domestic Relations Intake screen.

- b. If the desired adult record is readily identifiable on the Search Results screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the **Select** button and the Adult Information screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Domestic Relations Intake screen.

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
1000000000	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000001	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000002	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000003	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000004	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000005	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000006	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000007	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000008	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000009	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000010	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000011	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000012	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000013	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000014	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000015	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000016	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000017	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000018	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000019	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000020	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000021	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000022	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000023	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000024	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000025	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000026	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000027	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000028	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000029	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F
1000000030	JENNIFER		JENNIFER		ARLINGTON	01/01/1980	W	F

Adult Information

Adult Number: 1000000000 SSN: [redacted]

Adult Name: JENNIFER JENNIFER

Date of Birth: 01/01/1980 Age (Years - Months): 37-00

Race / Ethnicity: W White

Is Deceased? No Genetic Sex: Female

Adult Information | Address / Phones / Email | Employment Information | Associated Juveniles

Adult Information

Height: 5' 0" Weight: 120 Color: Eyes: Blue Hair: Brown

Marital Status: Single Is U.S. Citizen? Yes

Docket #: [redacted] (Arlington CSU)

Driver's License Information

Driver's License Number: [redacted] State License Issued: [redacted]

Close

Domestic Relations Intake

Intake Case

Petitioner's Information

Unknown? SSN: [redacted] Name: JENNIFER JENNIFER Add View Clear

Respondent's Information

Unknown? SSN: Name: Add View Clear

Juvenile's Information

SSN: Name: Add View Clear

Juvenile Number: DOB: Age (Years - Months):

Intake Case Number (ICN): Will be assigned after saving

Court District: FIPS:

Open Date: [redacted] Time: 01:23:03 PM Close Date:

Case Type: Petitioner Type:

Relationship: None (Petitioner to Juvenile) Mandatory fields displayed in bold

Worker: Keyed By: Eric J. Reinick

Save Copy Intake Case Close View / Print Intake Report View Supreme Court Details Offense History Summary Report

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

iv. **Add Adult Radio Button**

1. If an adult record does not exist a new adult record can be created. From the Adult Search screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

The **Add Adult** radio button will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the new adult number.

- a. Type the last name in the **Last Name** field.
  - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
- c. If the system finds possible matches, the Add New Adult information screen will appear.

- i. To review the possible matches, click the **Yes** button and the Adult Search screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the Please Enter ALL Available Information for New Adult screen will appear.

Refer to the [Advance Search radio button](#) section on how to conduct an **Advance Search**.

d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** fields will auto-populate with the data that was entered in the **Add Adult** radio button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - a. If the adult is deceased, (i) click the **Is Deceased?\*** checkbox and the **Approx. Date** field will become accessible. (ii) Type the approximate death date.
2. Type in the (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.
  - a. If the adult **is Deceased?\*** is checked, “Deceased” will auto-populate into the **Address** and **City/Town** fields.

3. If the adult’s address needs to remain confidential, click the **Is Address Confidential?\*** checkbox.
4. If the adult’s address is unknown, click the **Paste Unknown** hyperlink, and “Unknown” will auto-populate into the **Address**, **City/Town**, and **State** fields.

- 📌 Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- 📌 The adult’s address may need to remain confidential if a Protective Order exists.

## ii. General Information Tab

The screenshot shows a web form titled "Please Enter ALL Available Information for New Adult". The "General Information" tab is selected and highlighted with a red box. The form contains the following fields:

- Adult Information:**
  - Date of Birth (calendar icon), Age (YY-MM) (calendar icon), SSN (text),  Is Adult U.S. Citizen?\*
  - Race (Unknown dropdown), Ethnicity (Hispanic/Latino?) (Unknown dropdown)
  - Height (feet dropdown, inches dropdown), Weight (text), Eye Color (Unknown dropdown), Hair Color (Unknown dropdown)
  - Marital Status (Unknown dropdown), Docket # (text) (for Arlington CSU)
  - Driver's Lic. # (text), State Issued Driver's License (dropdown)
- Adult Phone/E-mail:**
  - Home Phone (text), Cell Phone (text), E-mail (text)

At the bottom, there are radio buttons for Yes, No, and Unknown, and Save and Cancel buttons.

- The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth** field. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
- (i) Type the adult's Social Security number in the **SSN** field. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?\*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If located at the **Arlington CSU**, input the **Docket #**.
- Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

## iii. Employment Information Tab


The screenshot shows the same web form as above, but with the "Employment Information" tab selected and highlighted with a red box. The form contains the following fields:

- Adult Employment Information:**
  - Status (Unknown dropdown), Approx. Date (text)
  - Employer (text)
  - Job Title (text)
  - Is Adult Law Enforcement Officer?\*
  - Law Enforcement Officer Badge Number (text)
- Adult Employer Address / Phone Number:**
  - Address (text)
  - Zip Code (text) Find City by Zip Code
  - City/Town (text)
  - State (Unknown dropdown) Same as Home
  - Phone (text), Phone Extension (text)

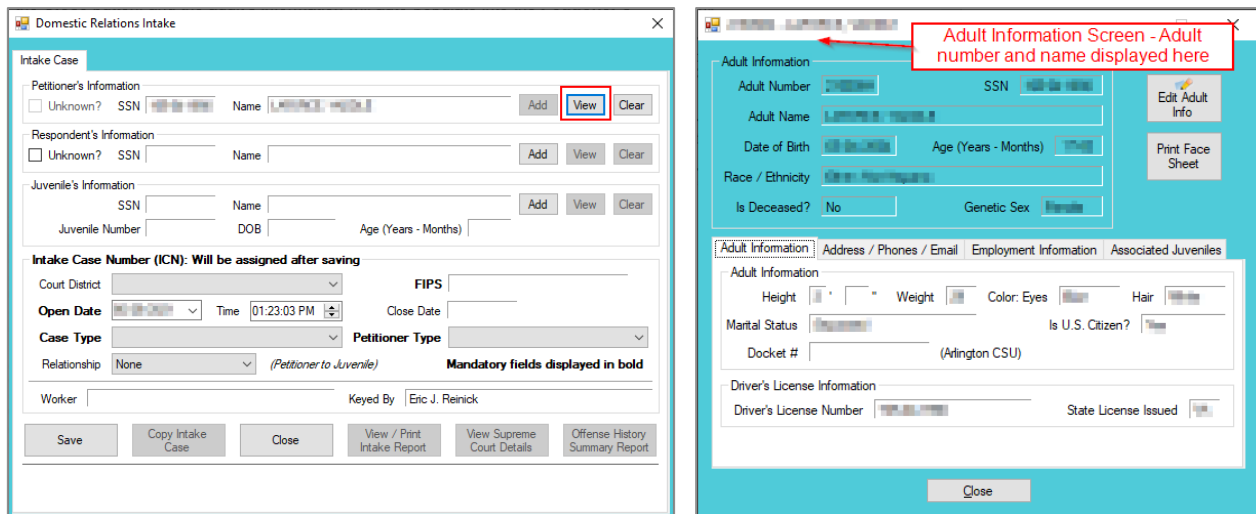
At the bottom, there are radio buttons for Yes, No, and Unknown, and Save and Cancel buttons.

- (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**

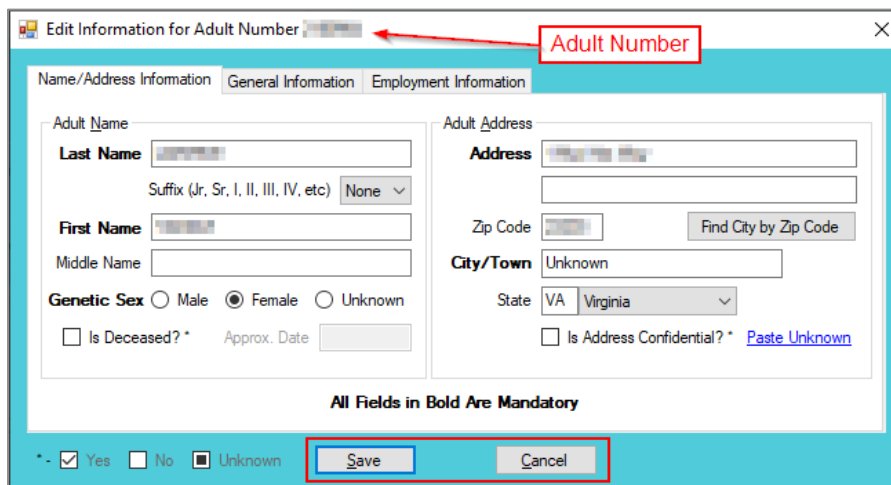
- Officer?\*** checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.
2. Type in the adult's employment (i) **Address** and (ii) **Zip Code**. (iii) Click the **Find City by Zip Code** button and the **City/Town** and **State** fields will auto-populate. Type in the adult's work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
  3. 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.
  4. (i) Click the **Save** button, and the Adult Information screen will appear displaying the data entered in the preceding steps. Review the Adult Information screen to ensure the information is correct. (ii) Click the **Close** button to return to the Intake Case tab of the Domestic Relations Intake screen.

 Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

- b. **View Button.** On the Domestic Relations Intake screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's Adult Information screen will appear.
  - i. (i) On the Adult Information screen click the **Edit Adult Info** button and the Edit Information for Adult Number screen will appear. On the Edit Information for Adult Number screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the Adult Information screen. On the Adult Information screen (iii) click the **Close** button to return to the Domestic Relations Intake screen.



 Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.





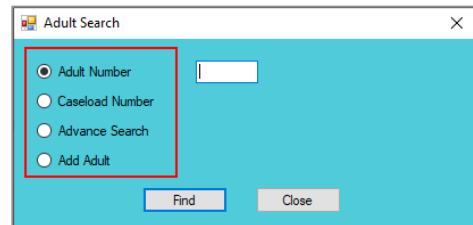
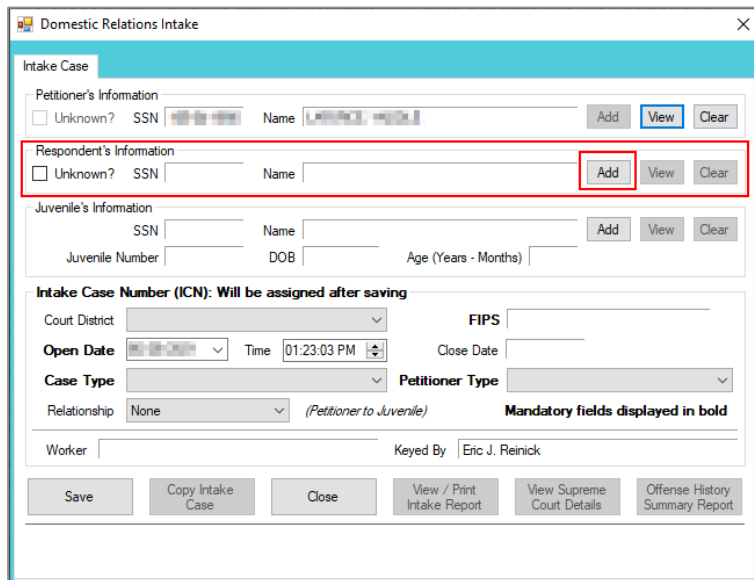
- c. **Clear Button.** On the *Domestic Relations Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.



2. **Respondent's Information**

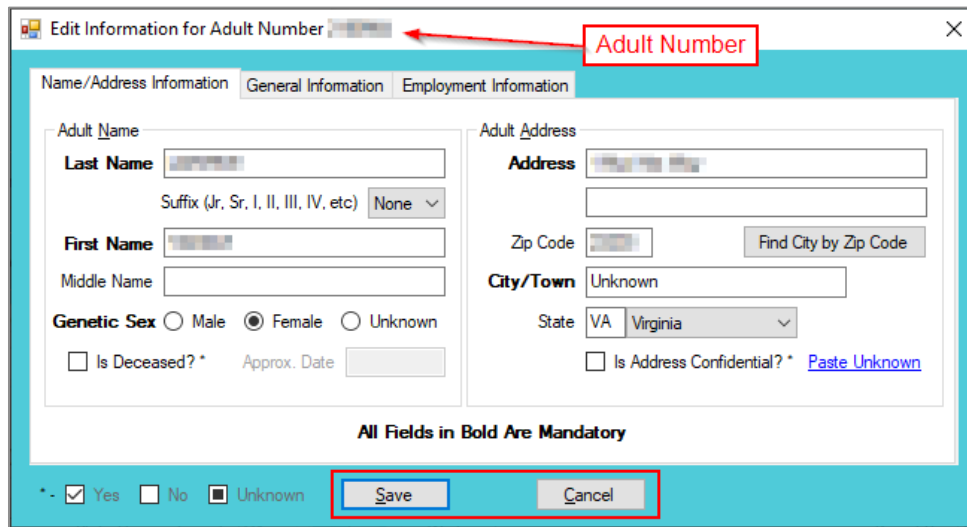
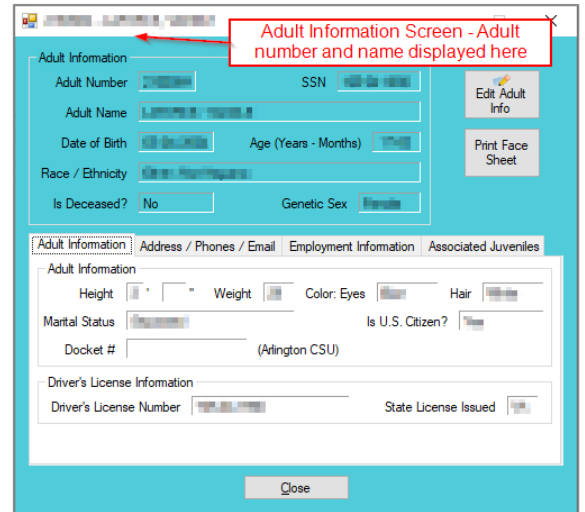
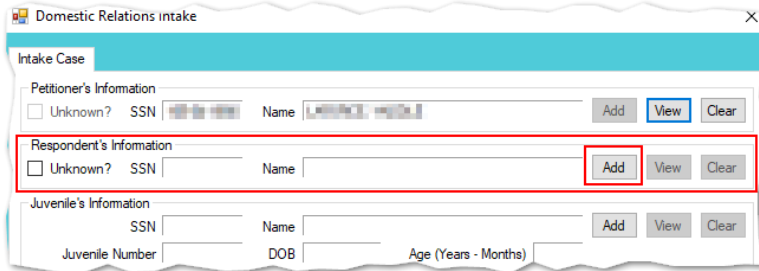
- a. **Add Button.** On the *Domestic Relations Intake* screen, in the **Respondent's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. When a search is performed and a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed. 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.
  - i. See the instructions detailed in the **Petitioner's Information** section for instructions related to the following *Adult Search* screen options:

<b>Adult Search Screen Options (Domestic Relations Intake)</b>
<a href="#">Adult Number radio button</a>
<a href="#">Caseload Number radio button</a>
<a href="#">Advance Search radio button</a>
<a href="#">Add Adult radio button</a>

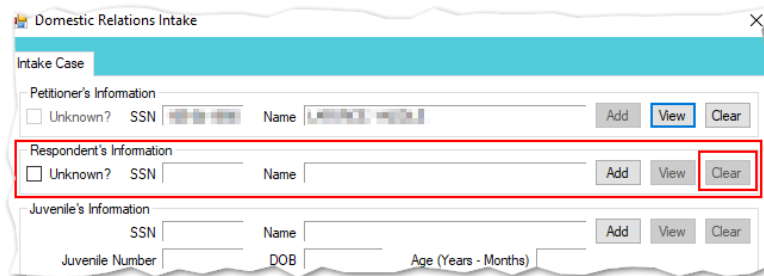


Refer to the [Petitioner's Information](#) section on how to navigate the *Adult Search* screen.

- b. **View Button.** On the *Domestic Relations Intake* screen, in the **Respondent's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.
  - i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Domestic Relations Intake* screen.



- c. **Clear Button.** On the Domestic Relations Intake screen, in the **Respondent's Information** section, click the **Clear** button to remove the data from the **Respondent's Information** fields on the *Intake Case* tab.



3. **Juvenile's Information**

- a. **Add Button.** On the Domestic Relations Intake screen, in the **Juvenile's Information** section, click the **Add** button and the Find Juvenile screen will appear. This screen consists of multiple juvenile search options detailed in the [BADGE Login & Search Manual](#).

i. **Add Juvenile tab.**

- 1. If a search does not return any results and a juvenile record is determined to not exist, select the *Add Juvenile* tab to create a new juvenile record.

Refer to the [BADGE Login & Search Manual](#) for instructions on how to search for a juvenile.

**Domestic Relations Intake**

**Intake Case**

Petitioner's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

Respondent's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

**Juvenile's Information**  
 SSN [ ] Name [ ] Add View Clear  
 Juvenile Number [ ] DOB [ ] Age (Years - Months) [ ]

**Intake Case Number (ICN): Will be assigned after saving**

Court District [ ] FIPS [ ]  
 Open Date [ ] Time [01:23:03 PM] Close Date [ ]  
 Case Type [ ] Petitioner Type [ ]  
 Relationship [None] (Petitioner to Juvenile) Mandatory fields displayed in bold  
 Worker [ ] Keyed By [Eric J. Reinick]

Save Copy Intake Case Close View / Print Intake Report View Supreme Court Details Offense History Summary Report

**Find Juvenile**

Find Juvenile Direct Care Population Detention Population **Add Juvenile**

**Search by**  
 Juvenile Number  
 DC Number  
 Intake Case Number  
 Caseload Number  
 Advance Search  
 Previous Selections

Juvenile Number [ ]

Last Name [ ]  Use Wildcard  
 Name Suffix  Include None  
 First Name [ ]  Use Wildcard  
 Include Alternative First Name Spellings  
 Alias [ ] SSN [ ]  
 DOB / Age  DOB  Age [ ]  
 Street Address [ ] (Full or Partial)  
 ZIP Code [ ] Phone [ ] (Home, Cell, or Work)  
 Find Juveniles with Commitment(s) to the State Clear All

Show Last Results Find Cancel

- The *Find Juvenile* screen and the *Add Juvenile* screen are the same screen. The screen name will change from the *Find Juvenile* screen to the *Add Juvenile* screen when the *Add Juvenile* tab is selected.

**Add Juvenile**

Find Juvenile Direct Care Population Detention Population **Add Juvenile**

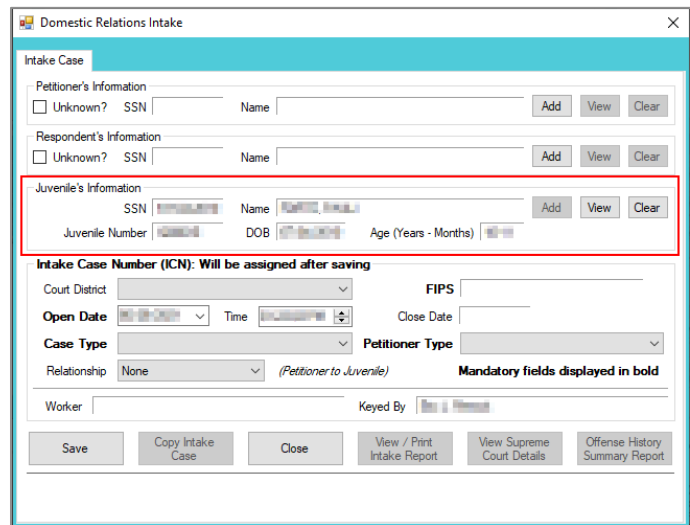
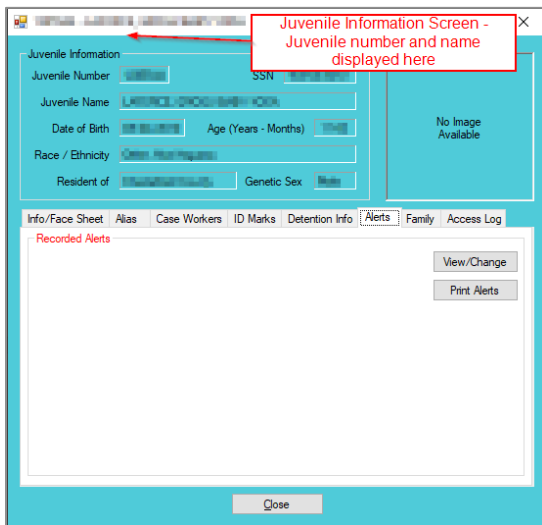
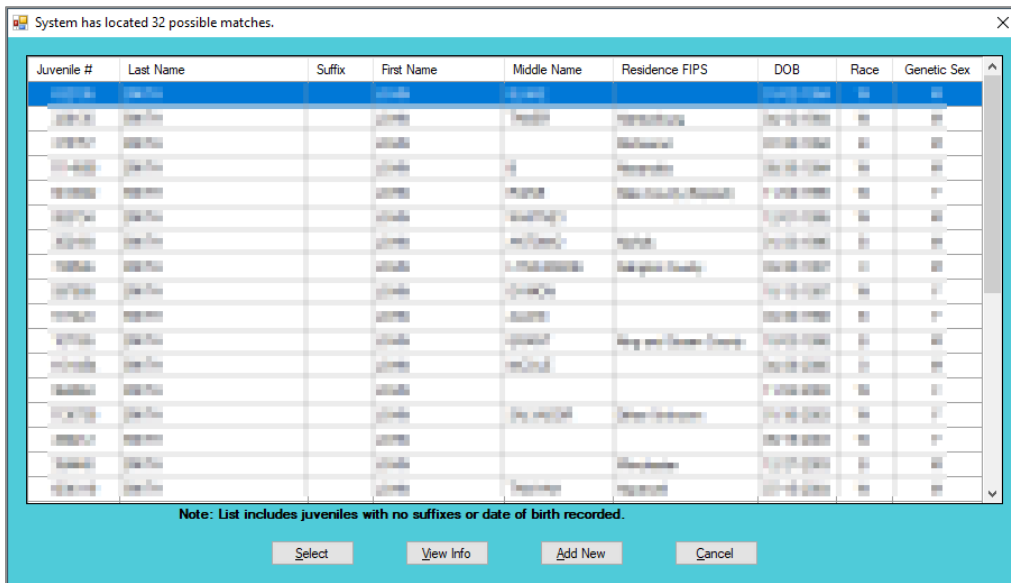
**Please enter juvenile's legal name (do not use nicknames) and date of birth, if known**

Last Name [ ] (Required)  
 Name Suffix [ ]  
 First Name [ ] (Required)  
 Date of Birth [ ] Age (YY-MM) [ ]

Show Last Results Add Cancel

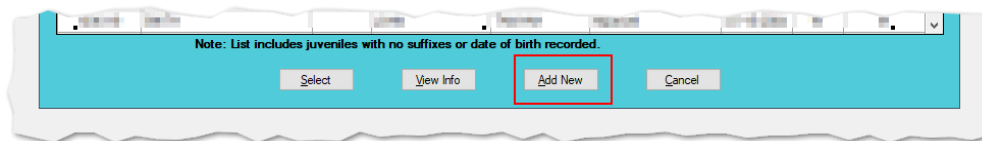
- On the *Add Juvenile* tab type in the **Last Name**.
  - The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- Type in the (i) **First Name** and the (ii) **Date of Birth**. The **Age (YY-MM)** field will auto-populate based on the **Date of Birth** entered. (iii) Click the **Add** button.
- (a) If the system does not find a possible juvenile name match the *Please Enter ALL Available Information for New Juvenile* screen will appear. See the *Please Enter ALL Available Information for New Juvenile* screen section. (b) If the system finds possible juvenile name matches, the *System has located X possible matches* (i.e., *Search Results*) screen will appear.
  - If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear and display additional information for the record. Review the *Juvenile Information* screen to ensure the correct juvenile is identified, (iii) click the **Close** button to exit the *Juvenile Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Juvenile Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

- ii. If the desired juvenile record is readily identifiable on the Search Results screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select** button and the Juvenile Information screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the Juvenile Information screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the Intake Case tab of the Domestic Relations Intake screen.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile Information screen.

- iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the **Add New** button on the System has located X possible matches (i.e., Search Results) screen and the Please Enter ALL Available Information for New Juvenile screen will appear.



**d. Please Enter ALL Available Information for New Juvenile Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family Information* tabs.

### i. Name/Address Information Tab

1. The **Last Name**, **Suffix** (if applicable), and **First Name** information will auto-populate with the data that was entered in the *Add Juvenile* tab. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - a. If the juvenile is deceased, (i) click the **Is Deceased?\*** checkbox and the **Address** and **City/Town** fields will auto-populate with “Deceased.”

2. Type in the (i) **Address** and (ii) **Zip Code**. (iii) Click the **Find City by Zip Code** button and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
  - a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with “Unknown.”

- b. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
- c. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.

- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

## ii. General Information Tab

1. (i) Type the juvenile's Social Security number in the **SSN** field. If the juvenile has submitted a DNA sample, (ii) click the **Is DNA Taken?\*** checkbox. Select the juvenile's (iii) **Race** and (iv) **Ethnicity** from the drop-down menus. (v) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (vi) Type in the juvenile's approximate **Weight** (in pounds), select the (vii) **Eye Color** and (viii) **Hair Color** from the drop-down menus, (ix) type the juvenile's **School** name, and (x) select the juvenile's **Grade** from the drop-down menu.
2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.
3. If the juvenile has a driver's license or any government issued identification card, (i) select the **Type** and (ii) **Status** from the appropriate drop-down menus. (iii) Enter the license or identification card number in the **License #** field and (iv) select the issuer from the **State Issued** drop-down menu.
4. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.

- In order to enter **Is DNA Taken?**\* information, verify the information with the clerk's office.

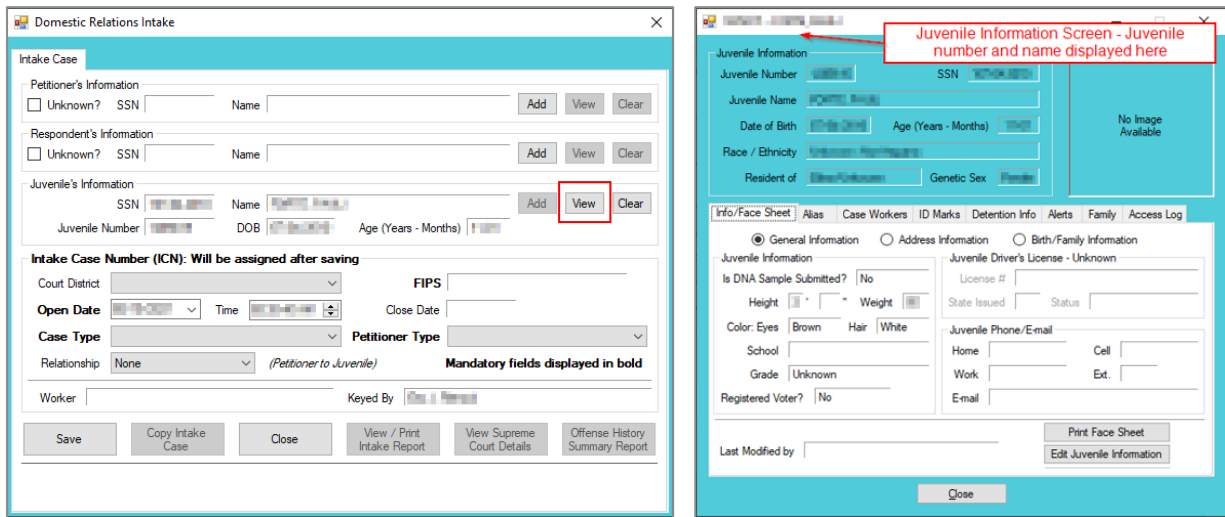
iii. **Birth/Family Information Tab**

- The **Date of Birth** will auto-populate from the *Add Juvenile* tab. If the **Date of Birth** is not listed, enter it at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation or select the **State of Birth** from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
- If the juvenile's birth certificate is used for **Birth Verification**, type in the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, the field will auto-populate with "Unknown."
- (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- (i) Click the **Save** button, and the *Juvenile Information* screen will appear. Review the *Juvenile Information* screen to ensure the information is correct, click the **Close** button and the juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

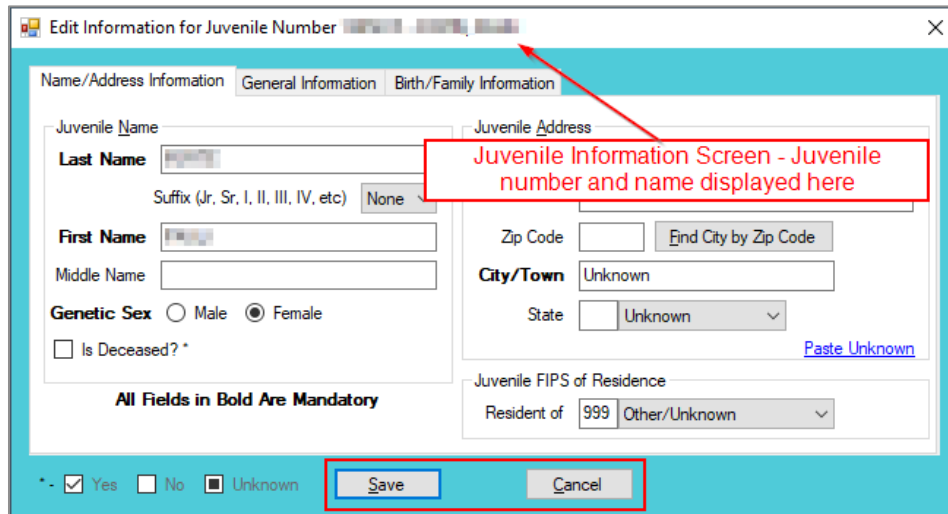
Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Juvenile Information* screen.

- View Button.** On the *Domestic Relations Intake* screen, in the **Juvenile's Information** section, click the **View** button and the *Juvenile Information* screen will appear.

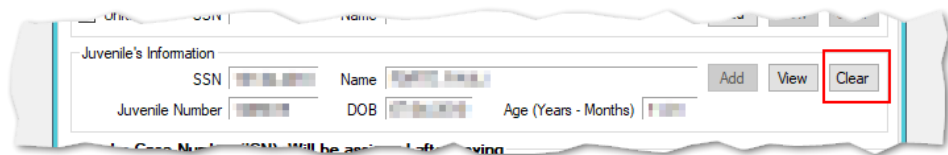
- i. (i) On the *Info/Face Sheet* tab of the Juvenile Information screen click the **Edit Juvenile Information** button and the Edit Information for Juvenile Number screen will appear. On the Edit Juvenile Information for Juvenile Number screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to the Juvenile Information screen. On the Juvenile Information screen (iii) click the **Close** button to return to the Domestic Relations Intake screen.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile Information screen.



- c. **Clear Button.** On the Domestic Relations Intake screen, in the **Juvenile's Information** section, click the **Clear** button to remove the data from the **Juvenile's Information** fields on the *Intake Case* tab.

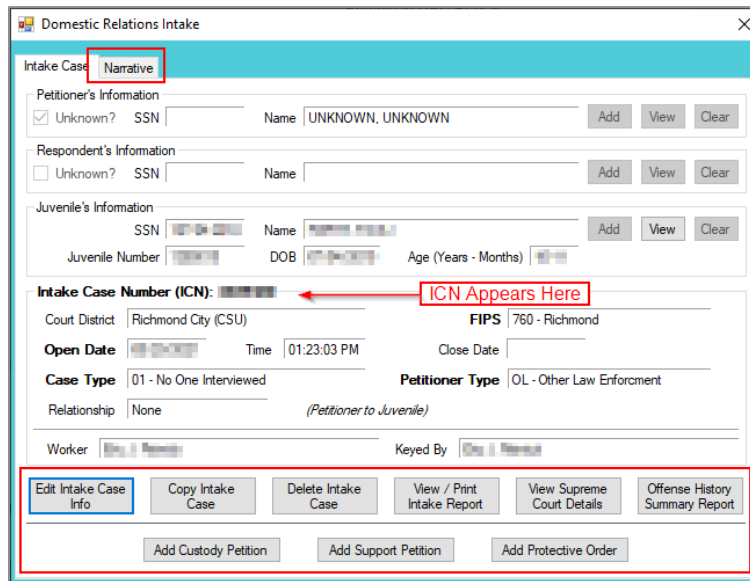
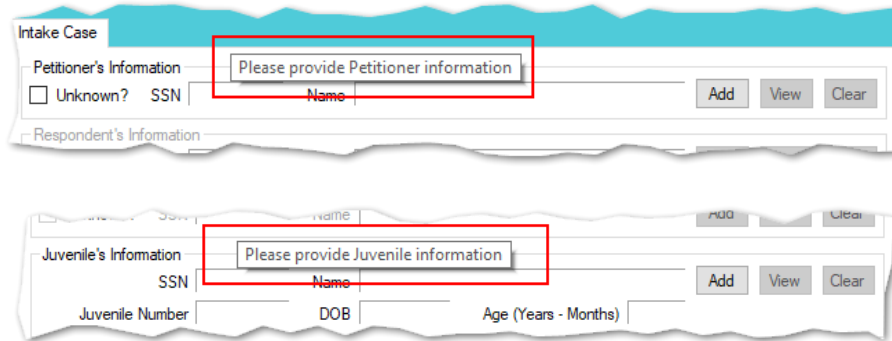


#### 4. Intake Case Number (ICN)



- a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.
- b. **Court District**
  - i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.
- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.
- c. **FIPS**
  - i. In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.
- d. **Open Date**
  - i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
- e. **Time**
  - i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.
- f. **Close Date**
  - i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For domestic relations intakes, the **Offense Decision** field is located on the *Custody Petition* tab, the *Support Petition* tab, and the *Protective Order* tab.
- The **Close Date** field will not auto-populate if **07 -Diversion** or **14- Pending** is selected in the **Offense Decision** field on the *Custody Petition* tab; the close date will not auto-populate until a final disposition is entered.
- g. **Case Type**
  - i. Select the **Case Type** from the drop-down menu.
- **Case Type** is a mandatory field.
- h. **Petitioner Type**
  - i. Select the **Petitioner Type** from the drop-down menu.
- **Petitioner Type** is a mandatory field.
- i. **Relationship**

- i. The **Relationship** of the petitioner to juvenile will auto-populate to **None**. To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
- j. **Worker**
  - i. The **Worker** will auto-populate to the name of the person creating the intake.
- k. **Keyed By**
  - i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.
- l. Click the **Save** button and the **Intake Case Number** will generate. If the **Petitioner's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info**, **Add Custody Petition**, **Add Support Petition**, and **Add Protective Order**.



Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

### Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Domestic Relations Intake Action Buttons					
<a href="#">Edit Intake Case Info Button</a>	<a href="#">Copy Intake Case Button</a>	<a href="#">Delete Intake Case</a>	<a href="#">View / Print Intake Report</a>	<a href="#">View Supreme Court Details</a>	<a href="#">Offense History Summary Report</a>

1. **Edit Intake Case Info Button**

- a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.

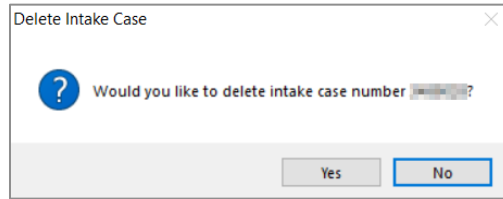
2. **Copy Intake Case Button**

- a. (i) Click the **Copy Intake Case** button and the *Copy Domestic Relations Intake Case* screen will appear. All available document types will be auto-selected in the **Check All Documents You Want to Copy** section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the *Copy Intake Case* information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the **Juvenile's Information**, or the **Respondent's Information**, or both, using the **Clear** and **Add** buttons. (iv) Click the **Save** button.

- In order to copy an intake case, the user **MUST** select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user **MUST** also change either the **Juvenile's Information**, the **Respondent's Information**, or both in order to copy the case.

3. Delete Intake Case Button

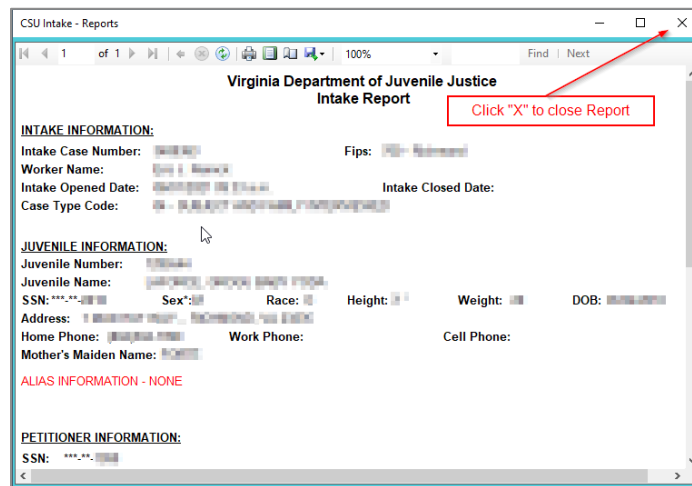
- a. (i) Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the *Domestic Relations Intake* screen.



■ The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

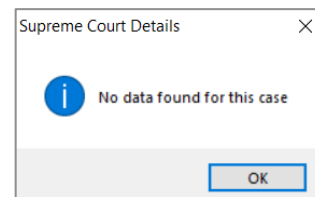
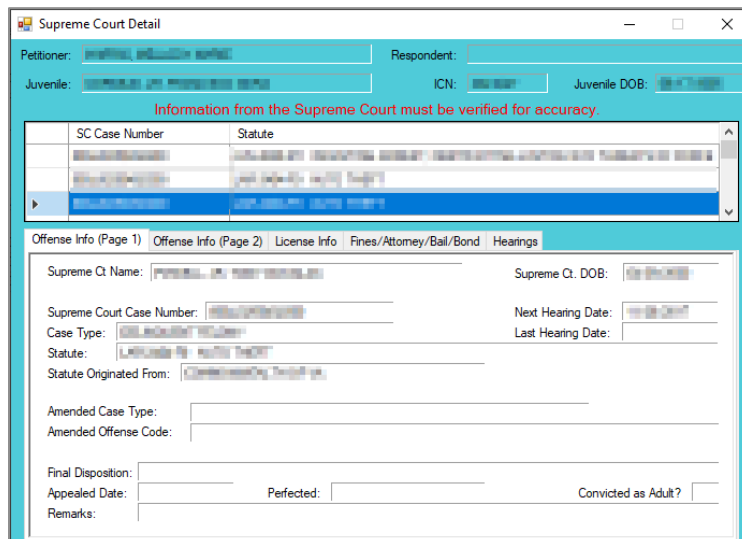
4. View / Print Intake Report Button

- a. (i) Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the *Domestic Relations Intake* screen.



5. View Supreme Court Details Button

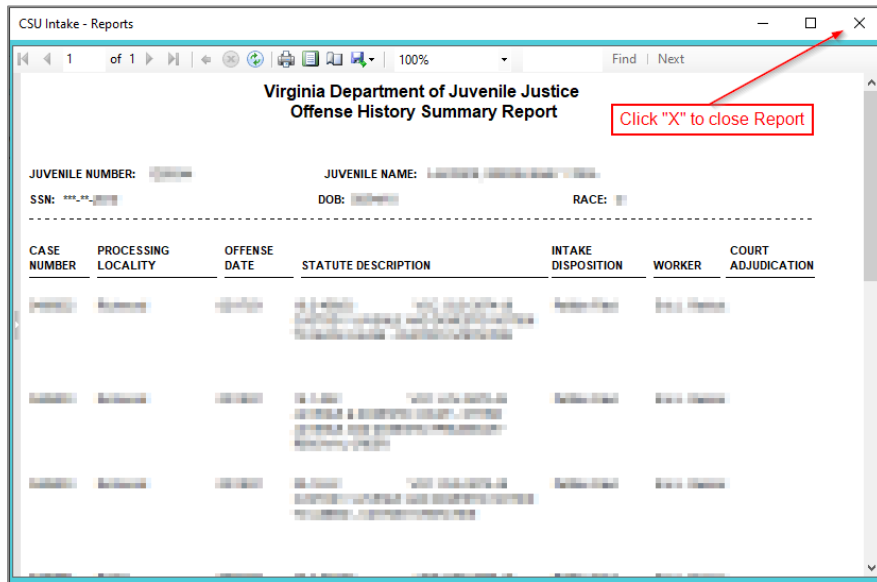
- a. Click the **View Supreme Court Details** button and the *Supreme Court Detail* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* information screen will appear indicating no data found for the specified intake case.



■ The amount of information found on the Supreme Court Details screen may vary depending on the court jurisdiction.

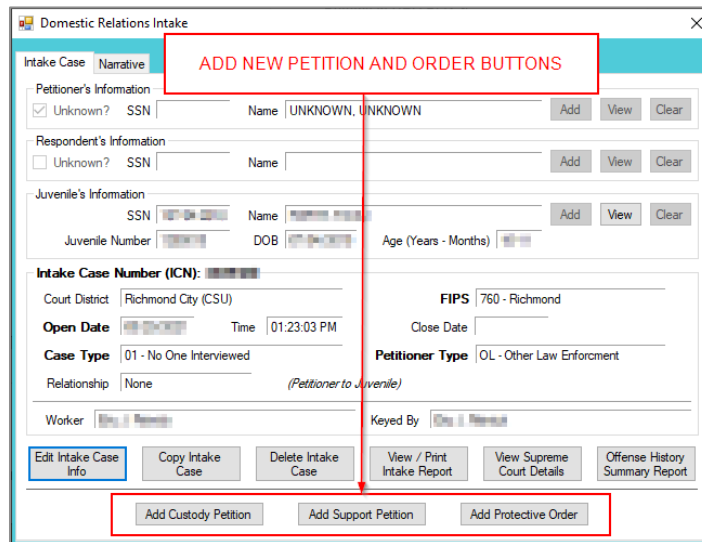
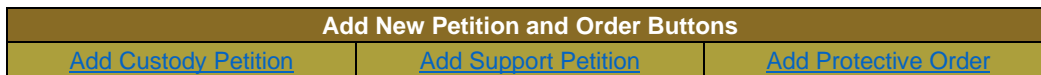
6. **Offense History Summary Report Button**

- a. Click the **Offense History Summary Report** button and the CSU Intake – Reports screen will appear.
  - (ii) Click the **X** button in the upper right corner to close the report and return to the Domestic Relations Intake screen.



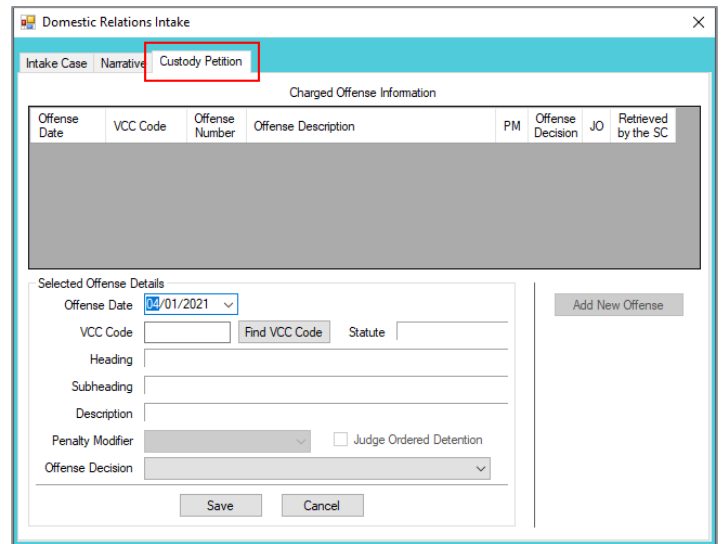
**Add New Petitions and Orders**

At the bottom of the Intake Case tab, three buttons allow the user to add a new petition or order.



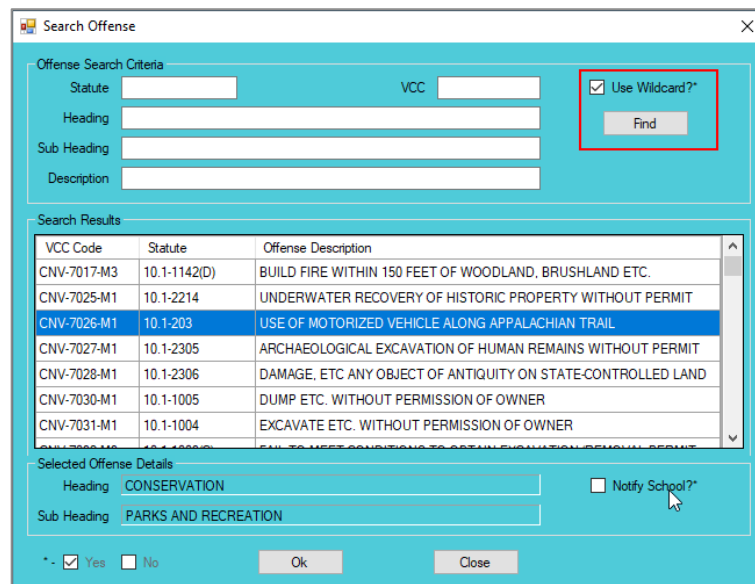
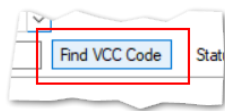
1. **Add Custody Petition Button—Domestic Relations Intake Screen, Intake Case Tab**

- a. Click the **Add Custody Petition** button and the Custody Petition tab will appear on the Domestic Relations Intake screen.

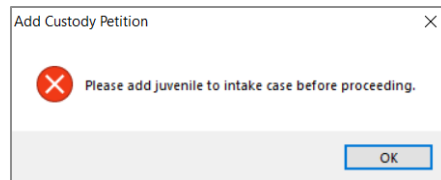


**b. Custody Petition Tab—Domestic Relations Intake Screen**

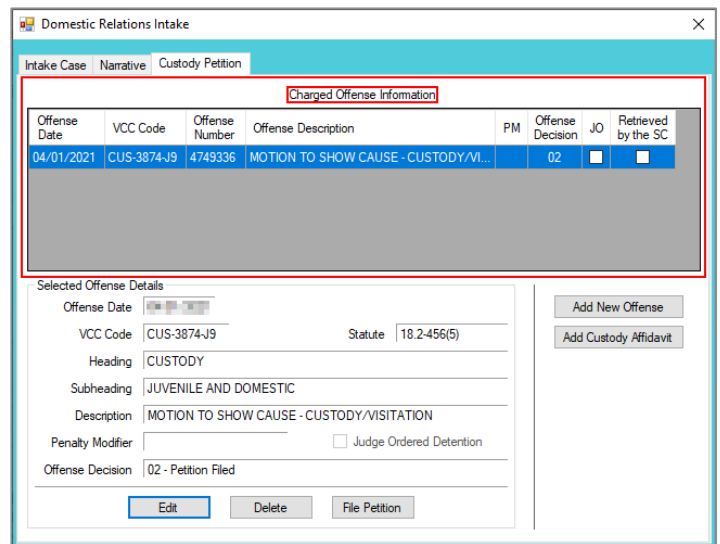
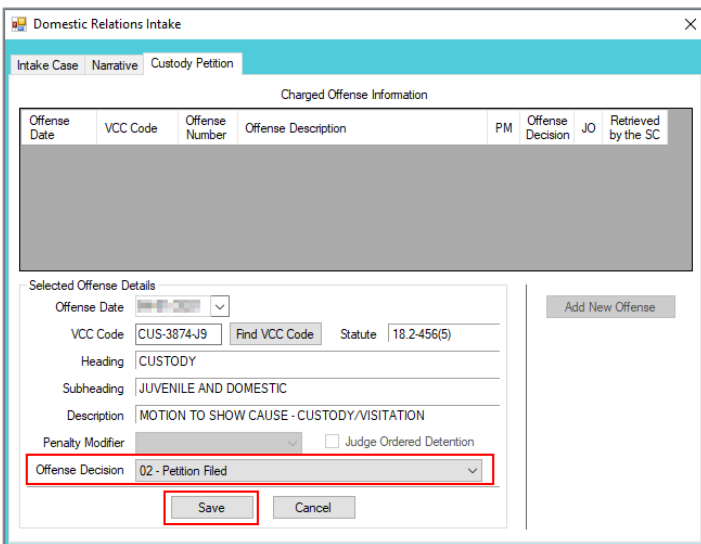
- i. The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear.
  - 1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the Custody Petition tab on the Domestic Relations Intake screen.



■ A juvenile must be added to the **Juvenile’s Information** section on the *Intake Case* tab in order to file a custody petition. If a juvenile was not added prior to clicking the **Add Custody Petition** button, an error screen will appear.



- Visitation petitions should be created under the *Custody Petition* tab.
  - Click the **Find** button on the Search Offense screen to select a custody-related offense without entering any information into the search fields.
- iii. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible and the **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected. The **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the Domestic Relations Intake screen.



iv. **Add New Offense Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Custody Petition* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

- Multiple VCCs can be added to a petition/order.
- Once a Custody Petition has been created and saved the **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the Domestic Relations Intake screen. Follow the hyperlinks for more instruction: [Edit button](#), [Delete button](#), and [File Petition button](#).
- The **Add Custody Affidavit** button will appear on the *Custody Petition* tab when the **Save** button is clicked and one of the following has been selected from the **Offense Decision** drop-down menu: “02 – Petition Filed,” “10 – Consent Agreement Signed,” or “15 – Consent Signed/Petition Filed.”

v. **Add Custody Affidavit Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.
2. **Custody Affidavit Tab**
  - a. The *Custody Affidavit* tab contains the **Add**, **Edit**, **Copy**, **Delete**, and **View/Print** buttons.

Buttons on the <i>Custody Affidavit</i> Tab of the <u>Domestic Relations Intake</u> Screen				
<a href="#">Add Button</a>	<a href="#">Edit Button</a>	<a href="#">Copy Button</a>	<a href="#">Delete Button</a>	<a href="#">View/Print Button</a>

The screenshot shows the 'Domestic Relations Intake' window with the 'Custody Affidavit' tab selected. Below the tab, there is a table titled 'Custody Affidavits Attached to the Intake Case' with columns for 'Affidavit #', 'Child's Name', and 'Child's Current Address'. Below the table, a row of buttons is visible: 'Add', 'Edit', 'Copy', 'Delete', and 'View/Print'. The 'Add' button is highlighted with a red rectangular box.

- b. **Add Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
- i. Click the **Add** button on the *Custody Affidavit* tab and the *Custody Affidavit* screen will appear.
  - ii. **Custody Affidavit Screen**
    1. The *Custody Affidavit* screen consists of the *Affidavit Data* tab, the *Address Information* tab, and the *Affidavit Data (continue)* tab.

Tabs on the <u><i>Custody Affidavit</i></u> Screen		
<a href="#">Affidavit Data Tab</a>	<a href="#">Address Information Tab</a>	<a href="#">Affidavit Data (continue) Tab</a>

The screenshot shows the 'Custody Affidavit' window with the 'Affidavit Data' tab selected. The form contains the following fields and elements:

- in re:** [Text Field] [Paste Juvenile's Name](#)
- CHILD'S NAME** [Text Field] v. [Text Field]
- I, LAFORCE, YADDLE** the undersigned affiant, state the following information under oath:
- Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or liberty of a party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this information should be disclosed.
- 1. The child presently resides at:** [Paste Juvenile's Address](#)
- [Text Field]
- The child commenced residing there on [Calendar] and has resided there continuously to this date.
- Subscribed and sworn before me on [Calendar]
- Intake Case Number (ICN) [Text Field]
- Save** and **Cancel** buttons.

Enter the data for all three tabs on the *Custody Affidavit* screen prior to clicking the **Save** button.

2. **Affidavit Data Tab—Custody Affidavit Screen**
  - a. The petitioner and respondent names will auto-populate into the affidavit.
  - b. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
  - c. Place a checkmark in the **Certain information has been omitted...**checkbox if required.
  - d. Select the **The child commenced residing there on** date from the calendar drop-down screen.
  - e. The **Subscribed and sworn before me on** date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down



screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The **Intake Case Number (ICN)** will auto-populate.

- For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

### 3. Address Information Tab—Custody Affidavit Screen

- a. If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type in the time the child lived at the address in the **Time Resided** textbox, (iii) select the date the juvenile started residing at the address from the **From** calendar drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar drop-down screen.
- b. Type in the **Address Where Child Resided**. If the juvenile lived at the petitioner's or respondent's current address click either (a) the **Paste Petitioner's Address** hyperlink or (b) the **Paste Respondent's Address** hyperlink and the selected address information will auto-populate this area.
- c. Type in the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
- d. Type in the **Current Address of Person with Whom Child Resided**. If the address is the petitioner's or respondent's current address click either (a) the **Paste Petitioner's Address** hyperlink or (b) the **Paste Respondent's Address** hyperlink and the selected address information will auto-populate this area.
- e. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
- f. To edit existing address information (i) select an address and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields at the bottom of the screen will become accessible. (iii) Edit the information as required and (iv) click the **Done** button when the edits are completed.
- g. In order to delete address information, (i) select an address and the row will be highlighted in blue. (ii) Click the **Delete** button.

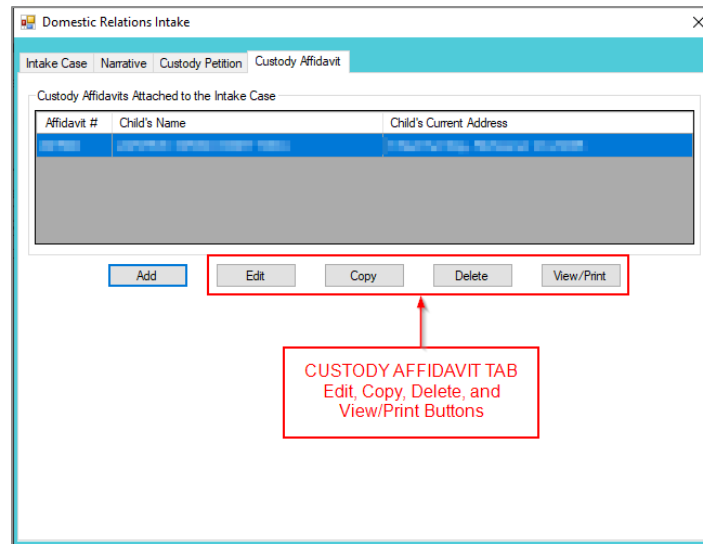
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 YEARS," etc.
- For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "BOTH" into the **First** textbox and "PARENTS" in the **Last** textbox.

**4. Affidavit Data (continue) Tab—Custody Affidavit Screen**

- a. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button to save the custody affidavit and return to the *Custody Affidavit* tab on the Domestic Relations Intake screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

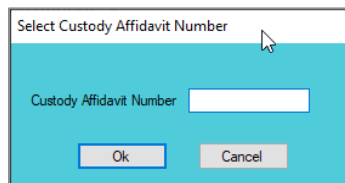
**c. Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

- i. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue, (ii) click the **Edit** button, and the *Custody Affidavit* screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



d. **Copy Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

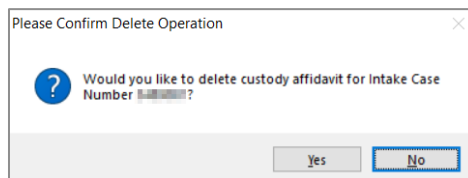
- i. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in **blue**. (ii) Click the **Copy** button, and the Select Custody Affidavit Number screen will appear.



- ii. Verify the **Custody Affidavit Number** displayed matches the affidavit number to be copied, (iii) click the **Ok** button, and the Custody Affidavit screen will appear. (iv) Edit the information and (v) click the **Save** button when the changes are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

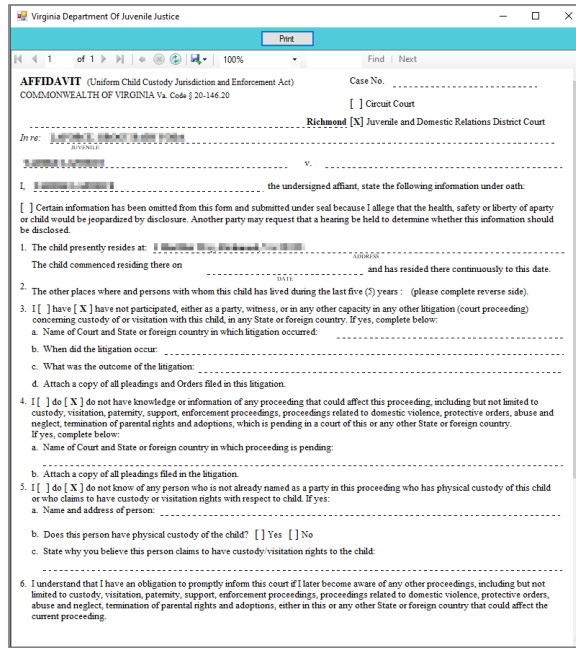
e. **Delete Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

- i. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in **blue**. (ii) Click the **Delete** button, and the Please Confirm Delete Operation screen will appear. (iii) Click the **Yes** or **No** button to return to the Custody Affidavit tab.



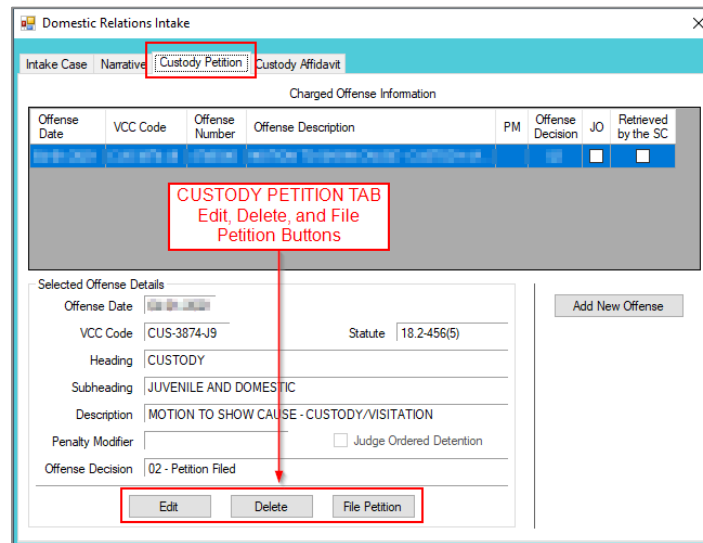
f. **View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

- i. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in **blue**. (ii) Click the **View/Print** button, and the completed custody affidavit will appear in the Virginia Department of Juvenile Justice report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the Custody Affidavit tab.



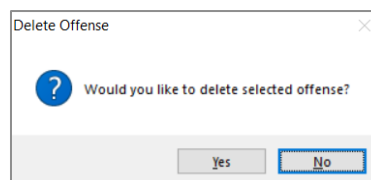
vi. **Edit Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



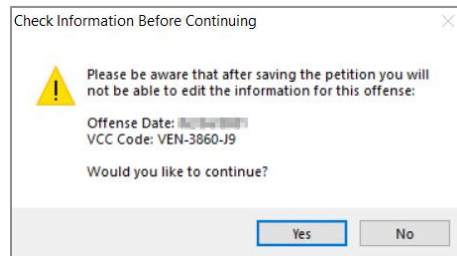
vii. **Delete Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the Delete Offense screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the *Custody Petition* tab.



viii. **File Petition Button—Domestic Relations Intake Screen, Custody Petition Tab**

1. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.



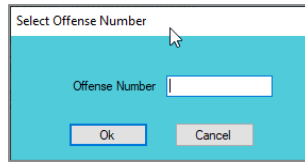
2. If the information is complete, click the **Yes** button. Either the *Petition screen* OR the *Foster Care Petition* screen will appear (see note below).

Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

The *Foster Care Petition* screen will appear when the **File Petition** button is selected on the *Domestic Relations Intake* screen, *Custody Petition* tab and the **VCC Code** field is "CUS-8110-JP." If the **VCC Code** field is not "CUS-8110-JP" the *Petition* screen will appear.

### 3. Petition Screen

- a. All the information in the **Domestic Relations Intake** and **Offense Information** sections will auto-populate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the *Petition* screen was opened. To change the date, select the date from the calendar drop-down screen. To change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. If required, edit or add to the information in the **Offense Text** textbox.
- d. The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.

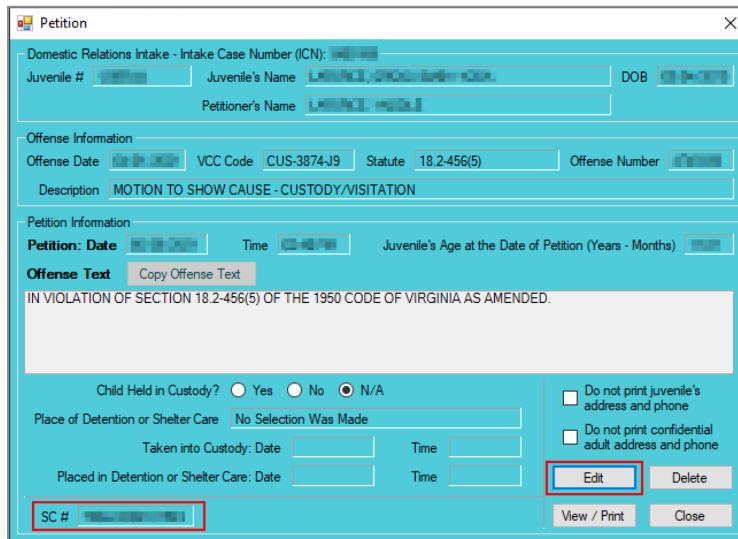


- e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.
- f. If the juvenile’s information needs to remain confidential, click the **Do not print juvenile’s address and phone** checkbox.
- g. If the adult’s information needs to remain confidential, click the **Do not print confidential adult address and phone** checkbox. This feature will **ONLY** work if the **Is Address Confidential?\*** checkbox is selected on the Adult Information screen.



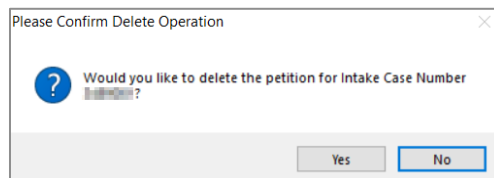
Refer to the [Petitioner’s Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

- h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.
- i. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.



On the Petition screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

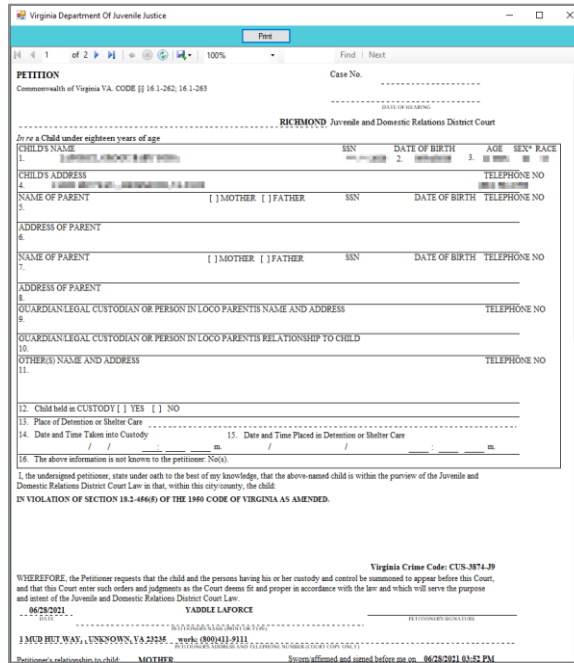
- j. In order to delete the petition, click the **Delete** button, and the Please Confirm Delete Operation screen will appear. When the petition is deleted the Custody Petition tab in the Domestic Relations Intake screen will appear.



- k. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear on the Virginia Department of Juvenile Justice report viewer screen. View, print, or save the custody petition from the report viewer screen.

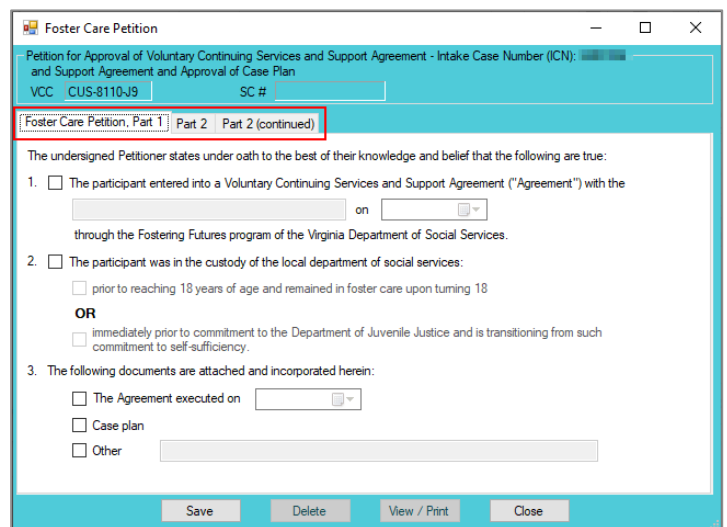
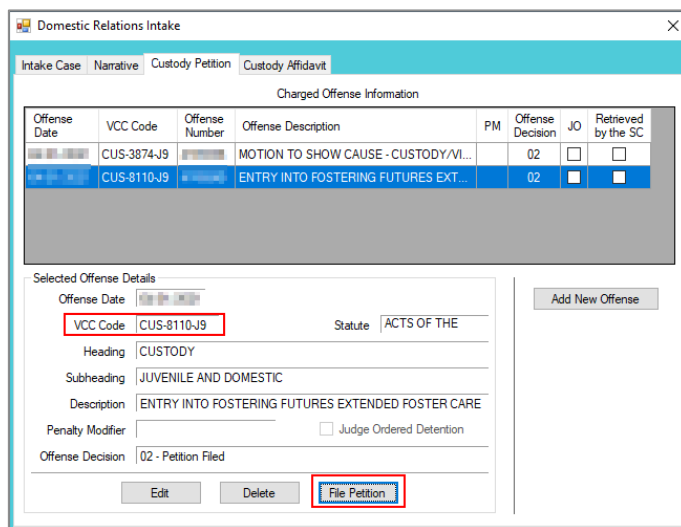
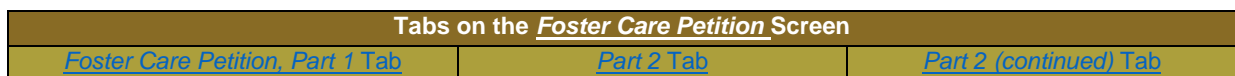
- Printing the same petition multiple times will not change the **SC #**.

- Click the **X** in the upper right corner to close the report viewer screen and return to the Petition screen. Click the **Close** button to exit the Petition screen and return to the Domestic Relations Intake screen.



**4. Foster Care Petition Screen**

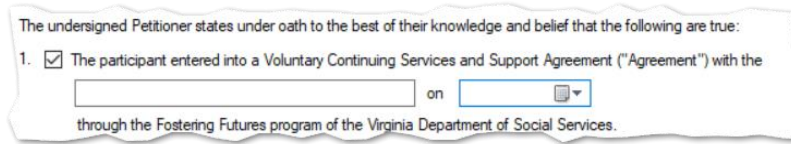
- If “CUS-8110-J9” is selected for the **VCC Code**, the Foster Care Petition screen will appear. The Foster Care Petition screen is used for juveniles who turn 18 while in foster care and either wish to continue with foster care services or who opted out of services and wish to opt back in. This screen lists the VCC and SC #, and consists of the Foster Care Petition, Part 1 tab, the Part 2 tab, and the Part 2 (continued) tab.



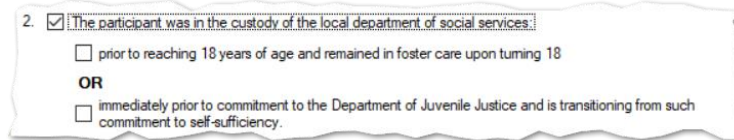
**i. Foster Care Petition, Part 1 Tab**

- If the participant entered into a Voluntary Continuing Service and Support Agreement through the Fostering Futures program of the Virginia Department of Social Services,

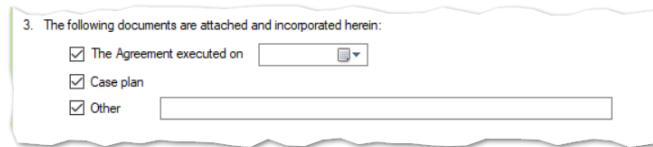
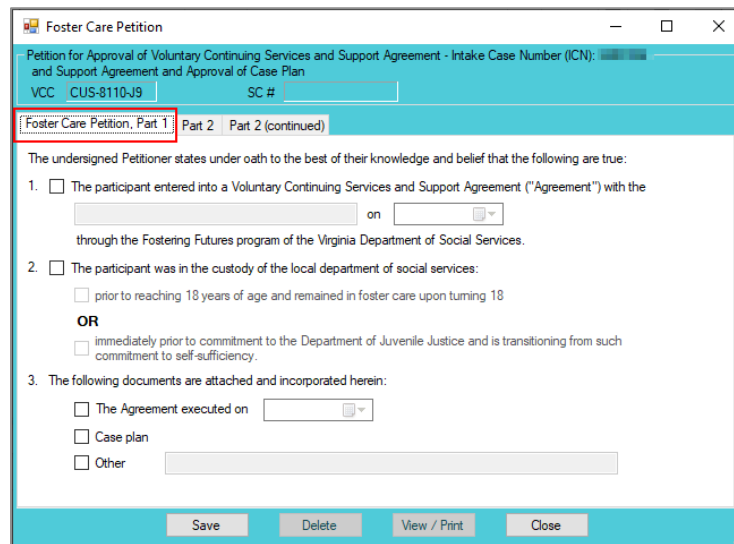
(i) place a checkmark in the checkbox on item 1. (ii) On item 1, enter the party who the juvenile entered into the agreement with in the textbox and (iii) select the date from the calendar drop-down screen field.



2. If the participant was in the custody of the local department of social services, (i) place a checkmark in the checkbox on item 2. (ii) Place a checkmark at either (a) the **prior to reaching 18 ...** checkbox OR (b) the **immediately prior to commitment ...** checkbox.



3. If documents are attached and incorporated, place a checkmark in all relevant checkboxes: (a) the **The agreement executed on ...** checkbox (if selected, select the date from the calendar drop-down screen), (b) the **Case plan** checkbox, and/or (c) the **Other** checkbox (if selected, add a description in the text field).

ii. **Part 2 Tab**

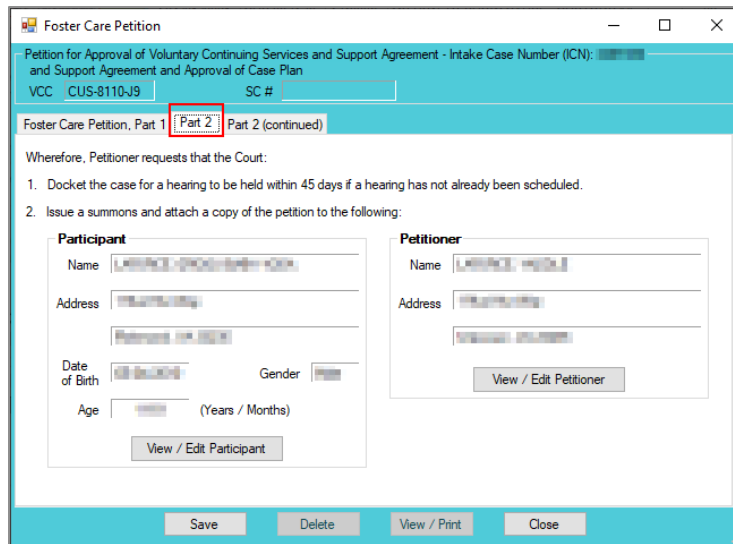
1. **View / Edit Participant Button**

a. Click the **View / Edit Participant** button to view or edit the participant’s information and the Juvenile Information screen will appear.

2. **View / Edit Petitioner Button**

a. Click the **View / Edit Petitioner** button to view or edit the petitioner’s information and the Adult Information screen will appear.



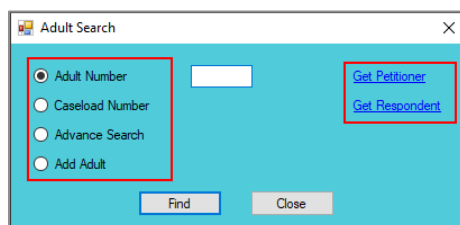


Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Juvenile and Adult Information screens.

iii. **Part 2 (continued) Tab**

1. If the court directed other persons to have notice of the hearing add the **Other Person to be notified**.
  - a. **Add Button**
    - i. Click the **Add** button, and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**.
    - ii. If a search is performed and a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed. Ultimately, 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. Follow the hyperlinks in the table for instructions on how to use the Adult Search screen options detailed in the **Petitioner’s Information section**.

Adult Search Screen Options (Domestic Relations Intake)
<a href="#">Adult Number radio button</a>
<a href="#">Caseload Number radio button</a>
<a href="#">Advance Search radio button</a>
<a href="#">Add Adult radio button</a>





b. **View Button**

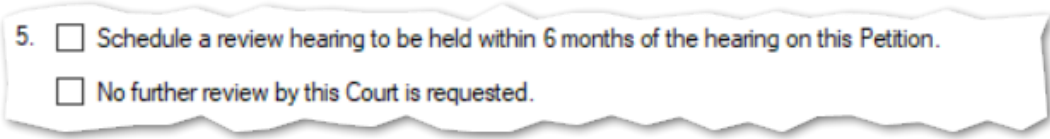
- i. Click the **View** button to view the person’s information, and the Adult Information screen will appear.

c. **Clear Button**

- i. Click the **Clear** button to clear the information from the **Other Person to be notified** section(s).


-  Refer to the [BADGE Login & Search Manual](#) for instructions on using the *Adult Search* screen.
-  Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.

2. On item 5, place a check mark in either (a) the **Schedule a review ...** checkbox or (b) the **No further review ...** checkbox.



3. Enter the (i) **Local DSS** and (ii) **Agency Case No.** into the corresponding text fields. The **Petition Date** and **Worker Name** will auto-populate. To change the **Petition Date**, select the date from the calendar drop-down screen. (iii) Click the **Save** button.

4. **Edit Button**
  - a. After the petition has been created, the **Edit** button will be accessible. (i) Click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button.

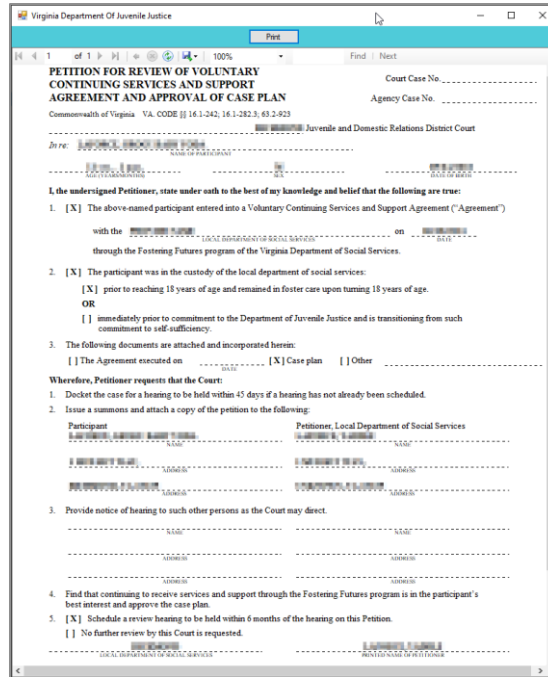
 On the *Foster Care Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

5. **Delete Button**

- a. Click the **Delete** button to delete the petition and the Please Confirm Delete Operation screen will appear. To continue the deletion click the **Yes** button; to cancel click the **No** button.

6. **View / Print Button**

- a. Click the **View / Print** button, and the Virginia Department of Juvenile Justice report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the Foster Care Petition screen.

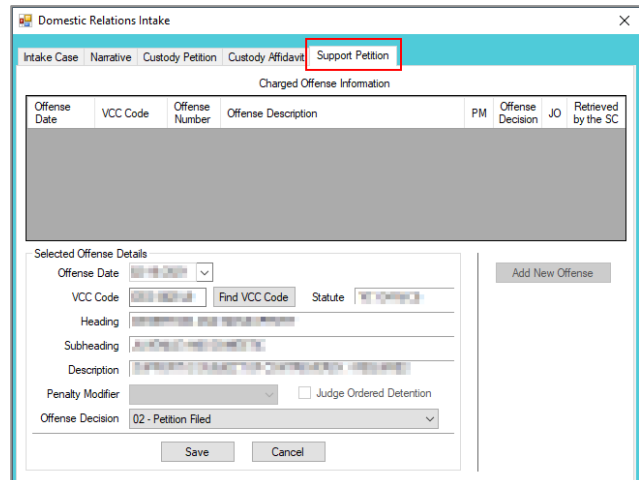
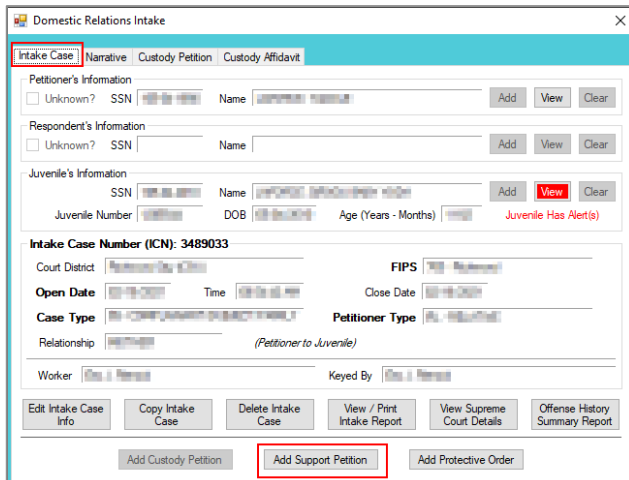


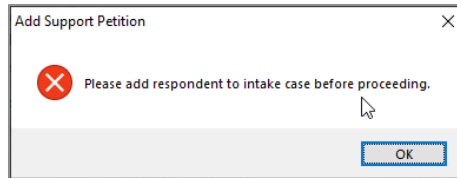
7. **Close Button**

- a. Click the **Close** button and to return to the Domestic Relations Intake screen.

2. **Add Support Petition Button—Domestic Relations Intake Screen, Intake Case Tab**

- a. Click the **Add Support Petition** button and the Support Petition tab will appear on the Domestic Relations Intake screen. If the petitioner's, respondent's, or juvenile's information is missing, a warning will be displayed in the Add Support Petition screen prompting the user to enter the required data prior to proceeding.



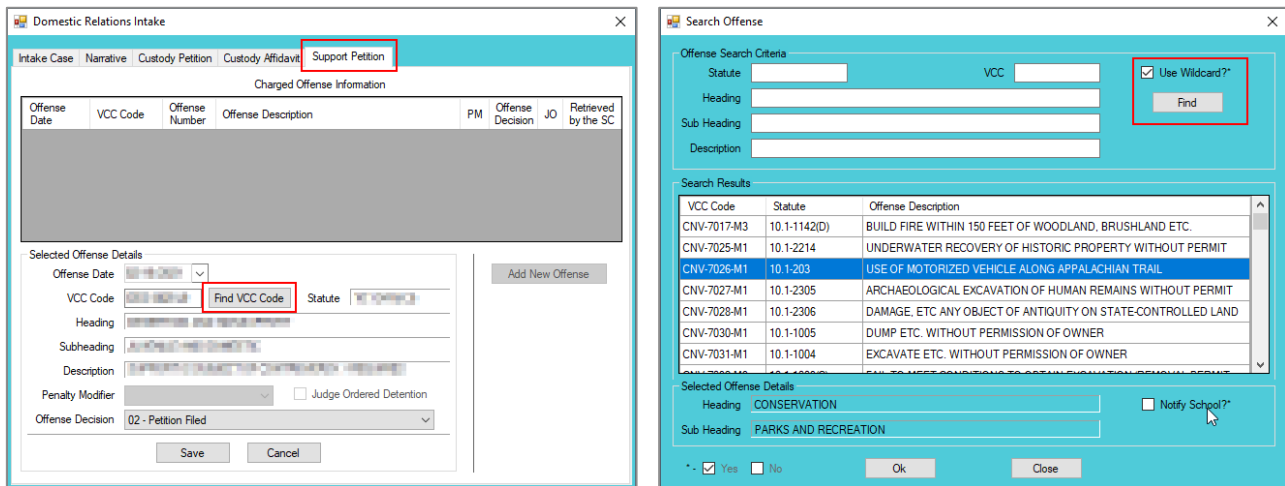


**b. Support Petition Tab—Domestic Relations Intake Screen**

i. The **Offense Date, VCC Code, Statute, Heading, Subheading, Description, and Offense Decision** fields will auto-populate.

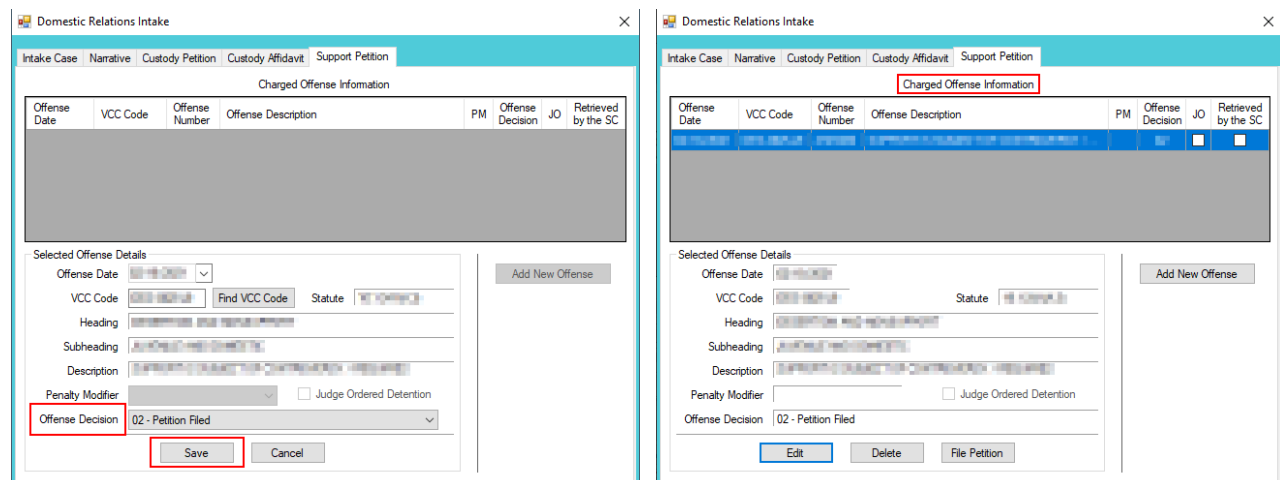
1. To add a different **VCC Code**, (i) click the **Find VCC Code** button, and the Search Offense screen will appear. Search for an offense by **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use Wildcard?\*** checkbox will be selected automatically and can be deselected if not using. (ii) Click the **Find** button and a list of VCCs and Offense Decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in **blue**, (iv) click the **Ok** button to return to the *Support Petition* tab.

Multiple VCCs can be added to a petition/order.



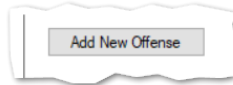
Click the **Find** button to select a support-related offense without entering any information into the search fields.

- ii. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible. The **Edit, Delete, and File Petition** buttons will also appear on the bottom of the Domestic Relations Intake screen.



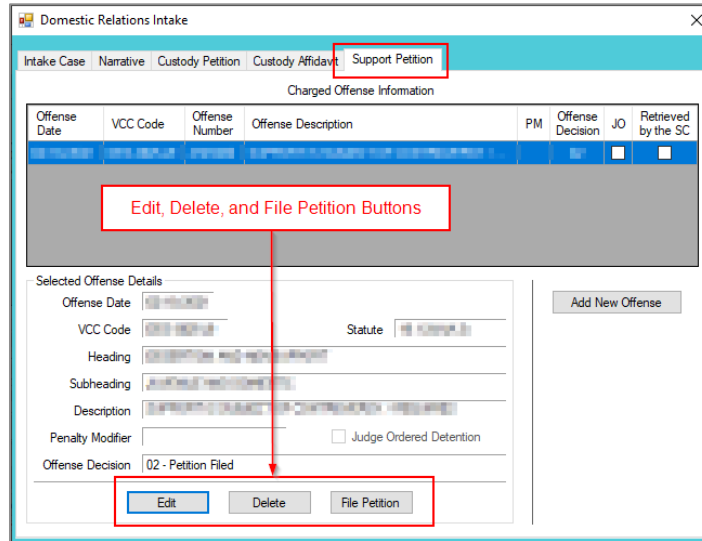
iii. **Add New Offense Button—Domestic Relations Intake Screen, Support Petition Tab**

1. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



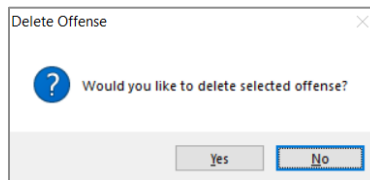
iv. **Edit Button—Domestic Relations Intake Screen, Support Petition Tab**

1. (i) Select an offense, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



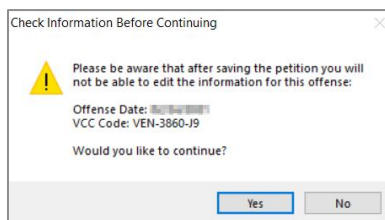
v. **Delete Button—Domestic Relations Intake Screen, Support Petition Tab**

1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the Delete Offense screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the *Custody Petition* tab.



vi. **File Petition Button—Domestic Relations Intake Screen, Support Petition Tab**

1. Click the **File Petition** button and the Check Information Before Continuing screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.



Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of

the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

2. **Support Petition Screen**

- a. If the information is complete, click the **Yes** button, and the Support Petition screen will appear. This screen consists of the *Petitioner and Respondent Information*, *Support Petition (SP) – Part 2*, *SP – Part 3*, *SP – Part 4*, and *SP – Part 5* tabs.

Tabs on the <i>Support Petition</i> Screen				
<a href="#"><u>Petitioner and Respondent Information tab</u></a>	<a href="#"><u>Support Petition (SP) – Part 2 tab</u></a>	<a href="#"><u>SP – Part 3 tab</u></a>	<a href="#"><u>SP – Part 4 tab</u></a>	<a href="#"><u>SP – Part 5 tab</u></a>

i. **Petitioner and Respondent Information Tab—Support Petition Screen**

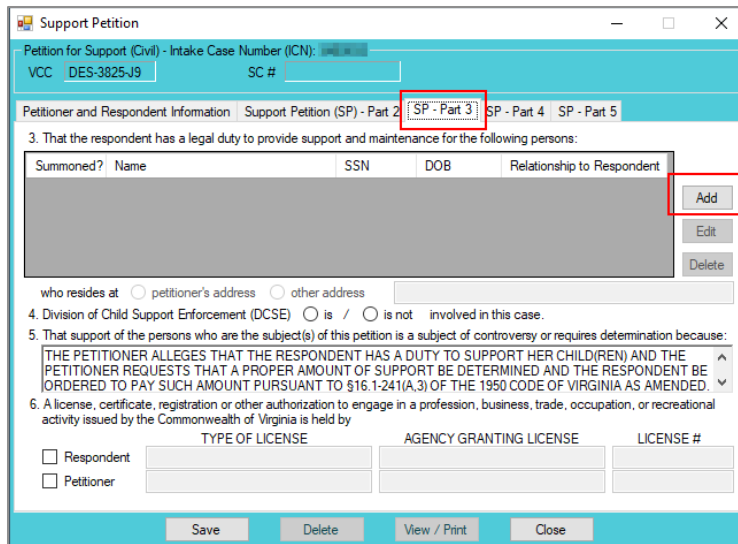
1. All the information on the *Petitioner and Respondent Information* tab will auto-populate.
2. In order to view or edit the petitioner’s information, click the **View/Edit Petitioner** button, and the Adult Information screen will appear.
3. In order to view or edit the respondent’s information, click the **View/Edit Respondent** button, and the Adult Information screen will appear.



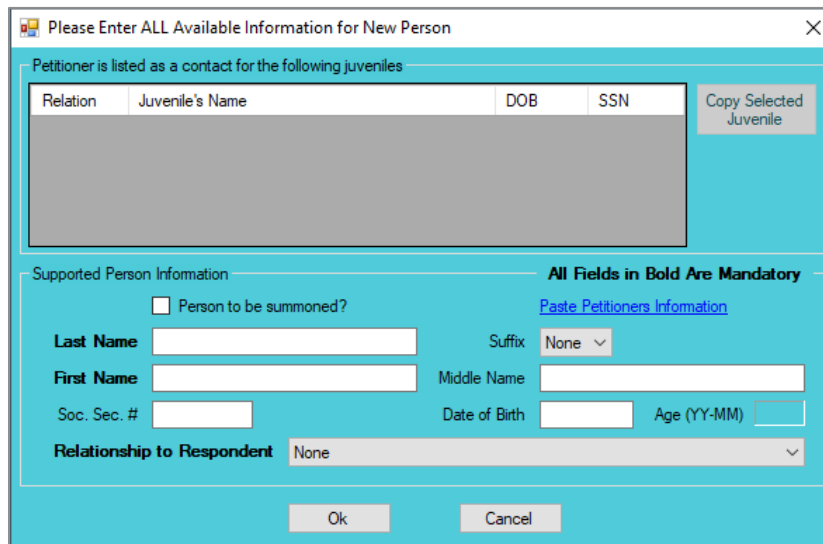
Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.

4. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.
  5. The **Worker Name** will auto-populate to the name of the employee entering in the petition information.
- ii. **Support Petition (SP) - Part 2 Tab—Support Petition Screen**
1. (i) Click the option that applies to the petitioner at the top of the screen, the **not applicable** option is selected automatically, and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

iii. **SP - Part 3 Tab—Support Petition Screen**



1. Click the **Add** button and the Please Enter ALL Available Information for New Person screen will appear.

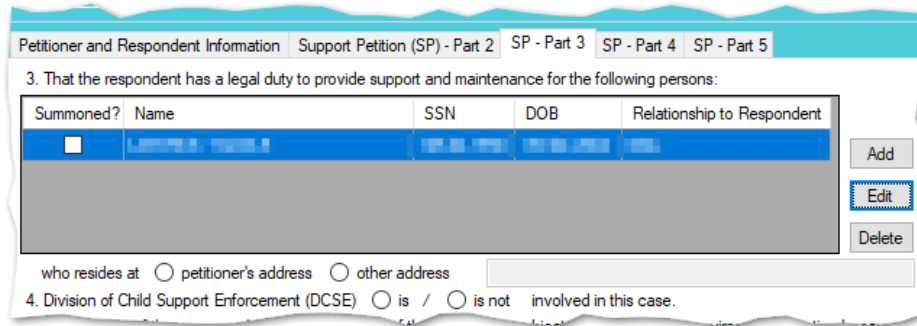


- a. If the petitioner is listed as a contact for any juveniles in BADGE, the juveniles will be listed in the **Petitioner is listed as a contact for the following juveniles** section.
  - i. If the juvenile for whom the support is being sought is listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) select the juvenile, and the row will be highlighted in blue, (ii) click the **Copy Selected Juvenile** button, and the information will auto-populate into the fields, and (iii) select the juvenile's relationship to the respondent from the **Relationship to Respondent** drop-down menu. For example, if the respondent is the male juvenile's father, "Son" would be selected as the relationship to the respondent.
- b. If the juvenile should be summoned to court, click the **Person to be summoned?** checkbox.
- c. If the petitioner is not listed as a contact for any juveniles in BADGE, or if the juvenile for whom the support is being sought is not listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) type in the **Last Name**, (ii) select a suffix from the drop-down menu, and type in the (iii) **First Name**, (iv) **Middle Name**, (v) **Soc. Sec. #**, and (vi) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (vii) Select the juvenile's



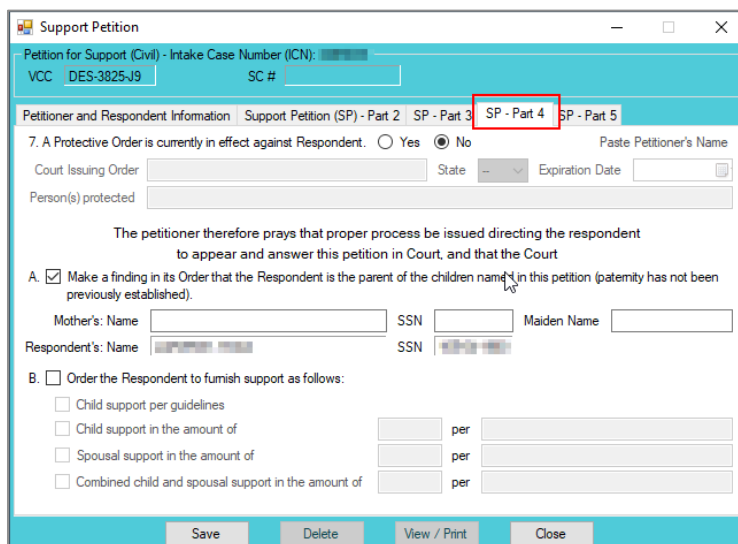
relationship to the respondent from the **Relationship to Respondent** drop-down menu.

- d. Click the **Ok** button to return to the *SP - Part 3* tab. The person for whom the support is being sought will appear in the section under item **3. That the respondent ....**



- If the petitioner's information needs to be added to the **Support Person Information** section, click the **Paste Petitioners Information** hyperlink and the information will auto-populate at the bottom of the screen.
- If the petitioner is not listed as a contact for juveniles in BADGE, the **Petitioner is listed as a contact for the following juveniles** section will be blank and the **Copy Selected Juvenile** button will not be accessible.

2. To add another juvenile, (i) click the **Add** button and (ii) repeat the steps above.
  3. In order to edit an existing juvenile, (i) select a juvenile, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the Edit Information for Supported Person screen will appear, (iii) edit the information, and (iv) click the **Ok** button when the edits are completed.
  4. In order to delete a juvenile from the section under item **3. That the respondent ...**, (i) select a juvenile, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.
  5. Click all the options that apply to the petitioner on the *SP - Part 3* tab. If the selected options require additional information, add the information at this time.
- iv. **SP - Part 4 Tab—Support Petition Screen**
1. (i) Click the option that applies to the petitioner at the top of the screen and (ii) check all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.



v. **SP - Part 5 Tab—Support Petition Screen**

- (i) Click the option that applies to the petitioner at the top of the screen and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.
- Type the petitioner's additional requests in the textbox.

Support Petition

Petition for Support (Civil) - Intake Case Number (ICN): [redacted]

VCC DES-3825-J9 SC # [redacted]

Petitioner and Respondent Information | Support Petition (SP) - Part 2 | SP - Part 3 | SP - Part 4 | **SP - Part 5**

B. Order the Respondent to furnish support as follows (Continued from Part 4):

Support for a child who is (i) severely and permanently mentally or physically disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full-time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) unable to live independently and support himself and (iii) residing in the home of the parent seeking support.

Support for a parent in necessitous circumstances

in the amount of [ ] per [ ]  as determined by the court.

C. Enter an order or require the Respondent to enter into an agreement creating a wage assignment or income deduction to enforce any orders entered in the case as the responding court deems appropriate.

D. Order that all payments be made  directly to the payee /  to or through the VA DSS or its contractors /  N/A

E.  Provide in the order that Respondent furnish health insurance coverage, including dental and vision care coverage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents.

F.  Provide in the order that parents share the cost of any reasonable and necessary unreimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes.

G.  Provide in the order that the parents pay, in proportion to their gross incomes, any reasonable and necessary unpaid expenses of the mother's pregnancy and delivery of a child born during the 6 months before the commencement of this initial child support proceeding.

H.  Require the Respondent to post a performance bond.

I. [ ]

Petitioner further requests the granting of such other and further relief as the law provides.

Save Delete View / Print Close

#### vi. Save Button

- Click the **Save** button and the **SC #** will auto-populate.

#### vii. Edit Button

- In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

Support Petition

Petition for Support (Civil) - Intake Case Number (ICN): [redacted]

VCC DES-3825-J9 SC # [redacted]

Petitioner and Respondent Information | Support Petition (SP) - Part 2 | SP - Part 3 | SP - Part 4 | SP - Part 5

B. Order the Respondent to furnish support as follows (Continued from Part 4):

Support for a child who is (i) severely and permanently mentally or physically disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full-time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) unable to live independently and support himself and (iii) residing in the home of the parent seeking support.

Support for a parent in necessitous circumstances

in the amount of [ ] per [ ]  as determined by the court.

C. Enter an order or require the Respondent to enter into an agreement creating a wage assignment or income deduction to enforce any orders entered in the case as the responding court deems appropriate.

D. Order that all payments be made  directly to the payee /  to or through the VA DSS or its contractors /  N/A

E.  Provide in the order that Respondent furnish health insurance coverage, including dental and vision care coverage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents.

F.  Provide in the order that parents share the cost of any reasonable and necessary unreimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes.

G.  Provide in the order that the parents pay, in proportion to their gross incomes, any reasonable and necessary unpaid expenses of the mother's pregnancy and delivery of a child born during the 6 months before the commencement of this initial child support proceeding.

H.  Require the Respondent to post a performance bond.

I. [ ]

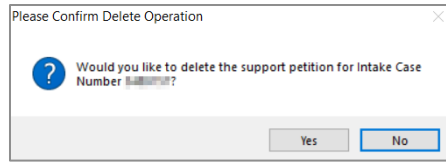
Petitioner further requests the granting of such other and further relief as the law provides.

**Edit** Delete View / Print Close

- On the *Support Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

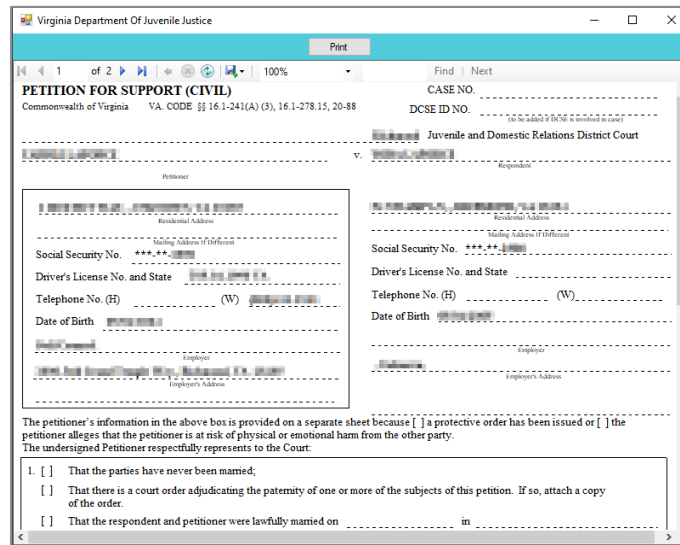
#### viii. Delete Button

- In order to delete the petition, click the **Delete** button, and the *Please Confirm Delete Operation* screen will appear. If the petition is deleted, the *Custody Petition* tab in the *Domestic Relations Intake* screen will be displayed.



ix. **View / Print Button**

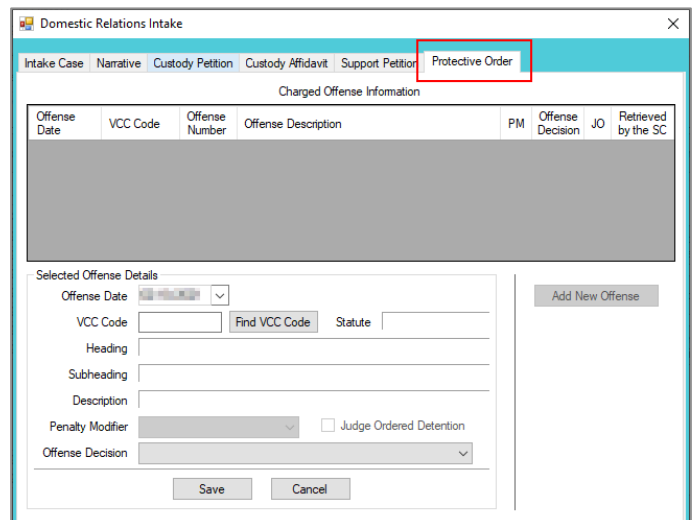
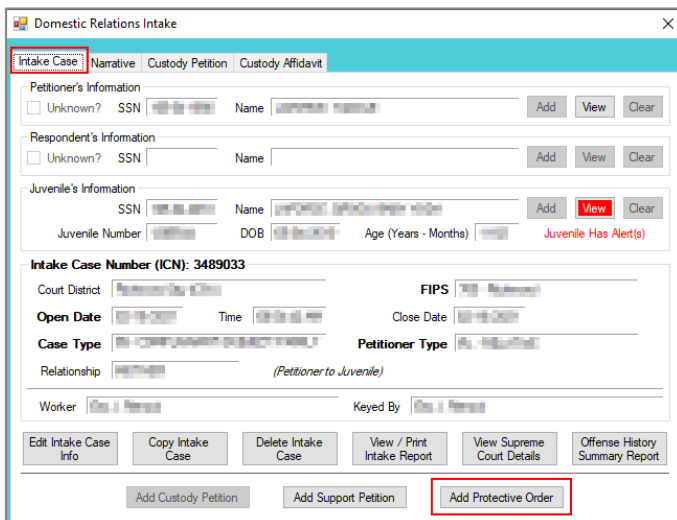
1. In order to view or print the **Petition for Support (Civil)** related to the intake case, click the **View / Print** button, and the Virginia Department of Juvenile Justice report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the Support Petition screen.



■ Printing the same petition multiple times will not change the **SC #**.

x. **Close Button**

1. In order to exit the Support Petition screen and return to the Domestic Relations Intake screen, click the **Close** button.
3. **Add Protective Order Button—Domestic Relations Intake Screen, Intake Case Tab**
  - a. Click the **Add Protective Order** button and the Protective Order tab will appear on the Domestic Relations Intake screen.



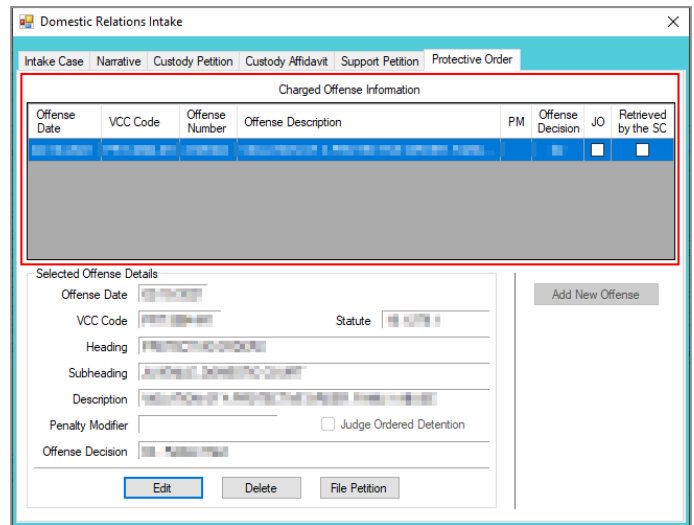
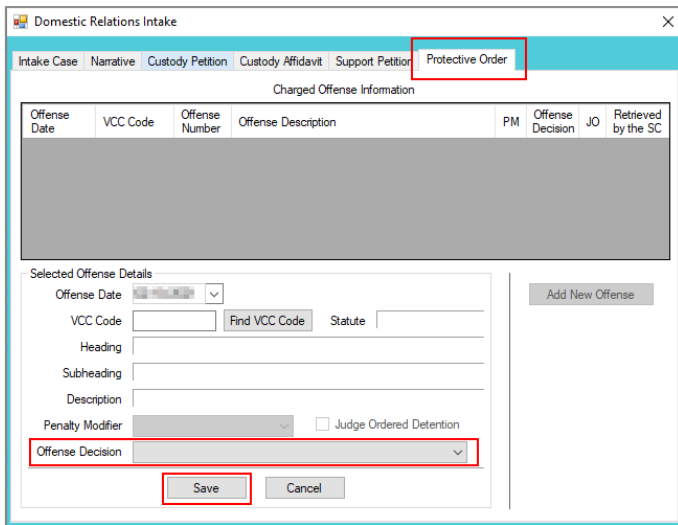
b. **Protective Order Tab—Domestic Relations Intake Screen**

- i. The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear.
  1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute, VCC, Heading, Sub-Heading, or Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the Protective Order tab on the Domestic Relations Intake screen.

The left screenshot shows the 'Domestic Relations Intake' window with the 'Protective Order' tab selected. A table titled 'Charged Offense Information' is visible, and the 'Find VCC Code' button is highlighted with a red box. The right screenshot shows the 'Search Offense' window. The 'Find' button is highlighted with a red box. Below the search criteria, a table of search results is shown with the row for VCC Code CNV-7026-M1 highlighted in blue. The 'Notify School?' checkbox is also visible.

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the Search Offense screen to select a custody-related offense without entering any information into the search fields.
- The following VCCs require the petitioner or respondent to be UNDER the age of 18: **PRT-3861-J9**, **PRT-3862-J9**, and **PRT-3863-J9**. If the petitioner or respondent is over the age of 18, or if their age is not provided, a warning will appear.

- iii. (i) Select the **Offense Decision** from the drop-down menu, (ii) click the **Save** button, and the saved information will appear in the **Charged Offense Information** section. The **Add New Offense** button will remain inaccessible. The **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the **Add Custody Affidavit** button will not appear. The **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the Domestic Relations Intake screen.



iv. **Add New Offense Button—Domestic Relations Intake Screen, Protective Order Tab**

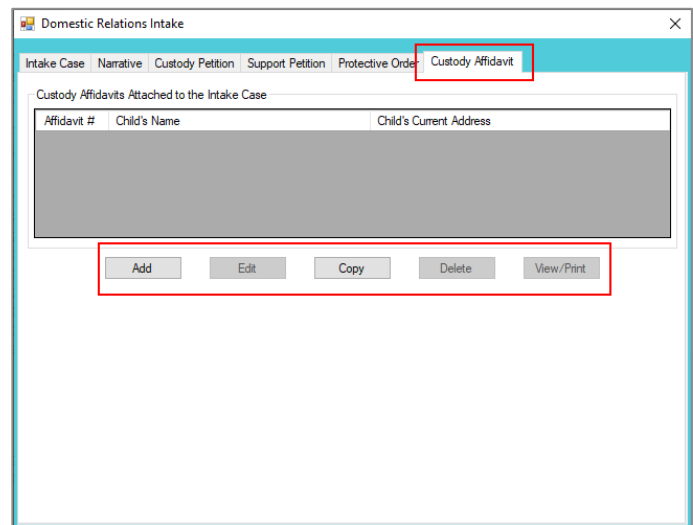
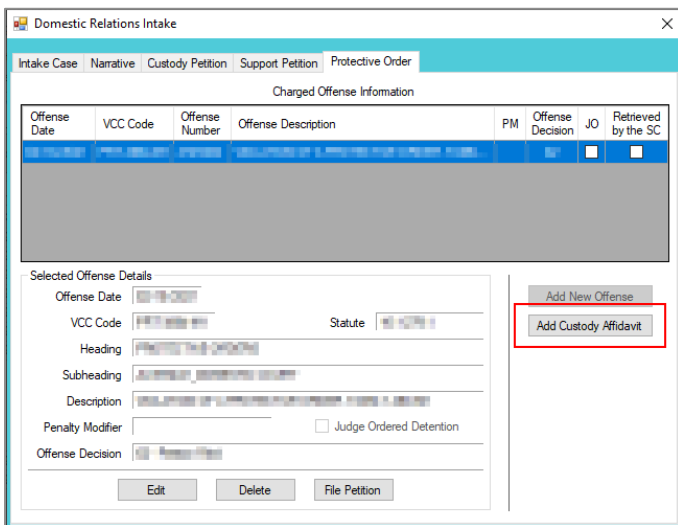
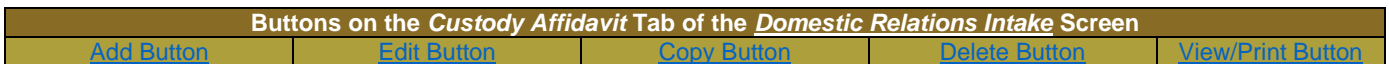
1. The **Add New Offense** button is greyed out and is not accessible.

v. **Add Custody Affidavit Button—Domestic Relations Intake Screen, Protective Order Tab**

1. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.

2. **Custody Affidavit Tab**

a. The *Custody Affidavit* tab contains the **Add, Edit, Copy, Delete, and View/Print** buttons.



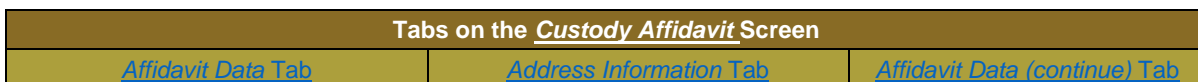
■ The **Add Custody Affidavit** button may appear depending upon the **Offense Decision** selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the **Add Custody Affidavit** button will not appear.

b. **Add Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

i. Click the **Add** button on the *Custody Affidavit* tab and the *Custody Affidavit* screen will appear. The petitioner and respondent names will auto-populate into the affidavit.

ii. **Custody Affidavit Screen**

1. The *Custody Affidavit* screen consists of the *Affidavit Data* tab, the *Address Information* tab, and the *Affidavit Data (continue)* tab.



**CUSTODY AFFIDAVIT**

In re:  [Paste Juvenile's Name](#)

CHILD'S NAME

v.

I,  the undersigned affiant, state the following information under oath:

Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or liberty of a party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this information should be disclosed.

1. The child presently resides at: [Paste Juvenile's Address](#)

The child commenced residing there on  and has resided there continuously to this date.

Subscribed and sworn before me on  Intake Case Number (ICN)

## 2. Affidavit Data Tab—Custody Affidavit Screen

- The petitioner and respondent names will auto-populate into the affidavit.
- Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
- Place a checkmark in the **Certain information has been omitted...**checkbox if required.
- Select the **The child commenced residing there on** date from the calendar drop-down screen.
- The **Subscribed and sworn before me on** date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down screen. The time will auto-populate to the time the *Custody Affidavit* screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The **Intake Case Number (ICN)** will auto-populate to the assigned ICN.

**CUSTODY AFFIDAVIT**

In re:  [Paste Juvenile's Name](#)

CHILD'S NAME

v.

I,  the undersigned affiant, state the following information under oath:

Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or liberty of a party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this information should be disclosed.

1. The child presently resides at: [Paste Juvenile's Address](#)

The child commenced residing there on  and has resided there continuously to this date.

Subscribed and sworn before me on  Intake Case Number (ICN)

For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

## 3. Address Information Tab—Custody Affidavit Screen

- If the juvenile has not lived at the current address for at least five years, (i) click the **Add** button, (ii) type the time the child lived at the address in the **Time Resided** textbox, (iii) select the date the juvenile started residing at the address

- from the **From** calendar drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar drop-down screen.
- Type the **Address Where Child Resided**. If the juvenile lived at the petitioner's current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile lived at the respondent's current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  - Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
  - Type the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
  - (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
  - In order to edit existing address information, (i) select an address, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
  - In order to delete address information, (i) select an address, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.

The screenshot shows the 'Custody Affidavit' application window with the 'Address Information' tab selected. The main heading is '2. The other places where and persons with whom this child has lived during the last five (5) years:'. Below this is a table with the following columns: 'Time Resided', 'From', 'To', 'Child's Address', and 'Person Resided with'. The table area is currently empty. Below the table are several input fields: 'Time Resided:' with a dropdown menu; 'Person with Whom Child Resided' with 'Name: First' and 'Last' textboxes; 'Address Where Child Resided' with 'Address:', 'City:', and 'State:' textboxes; and 'Current Address of Person with Whom Child Resided' with 'Address:', 'City:', and 'State:' textboxes. At the bottom of the form are buttons for 'Add', 'Edit', 'Delete', 'Save', and 'Cancel'.

- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 YEARS," etc.
- For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "BOTH" into the **First** textbox and "PARENTS" in the **Last** textbox.

#### 4. Affidavit Data (continue) Tab—Custody Affidavit Screen

- (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the **Save** button to save the custody affidavit and return to the *Custody Affidavit* tab on the *Domestic Relations Intake* screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

**c. Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

- i. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue, (ii) click the **Edit** button, and the Custody Affidavit screen will appear, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

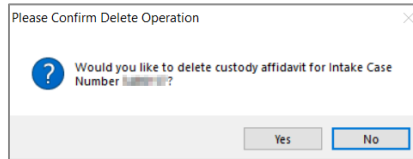
**d. Copy Button—Domestic Relations Intake Screen, Custody Affidavit Tab**

- i. In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the **Copy** button, and the Select Custody Affidavit Number screen will appear.

- ii. Verify the **Custody Affidavit Number** displayed matches the affidavit number to be copied, (iii) click the **Ok** button, and the Custody Affidavit screen will appear. (iv) Edit the information and (v) click the **Save** button when the changes are completed. The copied affidavit with the new information will appear in the **Custody Affidavits Attached to the Intake Case** section.

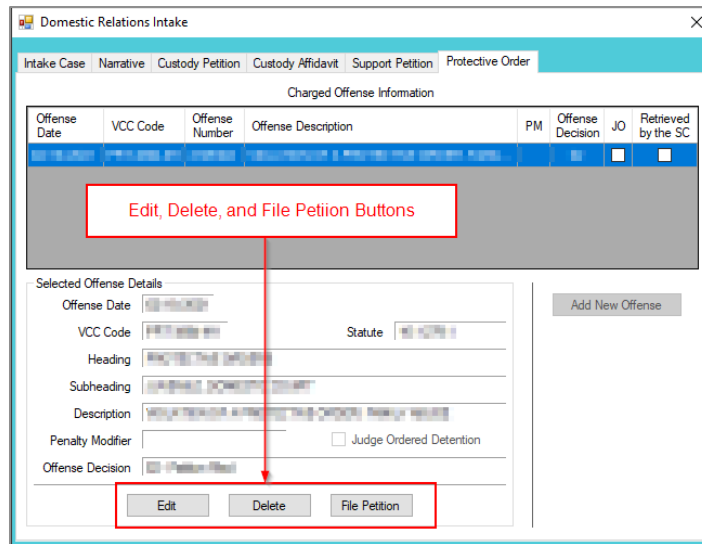


- e. **Delete Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
- In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in **blue**. (ii) Click the **Delete** button, and the Please Confirm Delete Operation screen will appear. (iii) Click the **Yes** or **No** button to return to the Custody Affidavit tab.



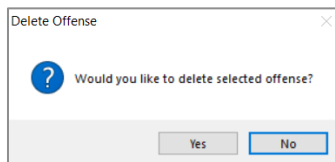
- f. **View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab**
- In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in **blue**. (ii) Click the **View/Print** button, and the completed custody affidavit will appear in the Virginia Department of Juvenile Justice report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the Custody Affidavit tab.

- vi. **Edit Button—Domestic Relations Intake Screen, Protective Order Tab**
- (i) Select an offense, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



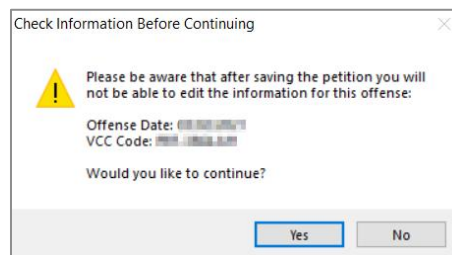
**vii. Delete Button—Domestic Relations Intake Screen, Protective Order Tab**

1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button and the Delete Offense screen will appear. (iii) Click the **Yes** or **No** button on the confirmation screen to return to the *Protective Order* tab.



**viii. File Petition Button—Domestic Relations Intake Screen, Protective Order Tab**

1. Click the **File Petition** button and the Check Information Before Continuing screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.



2. If the information is complete, click the **Yes** button and the Petition for Protective Order – Family Abuse screen will appear.

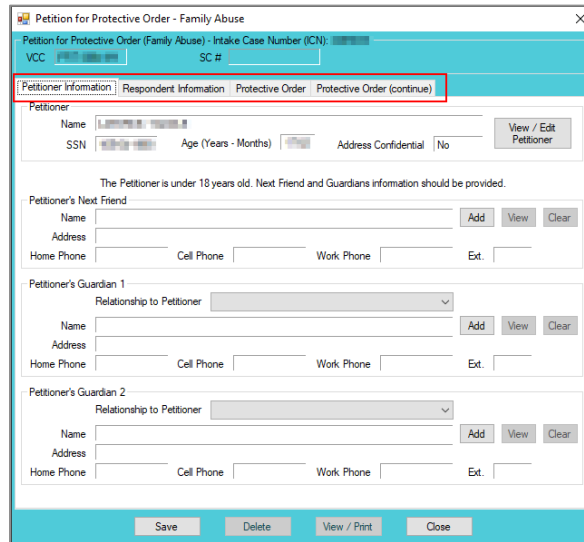
Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

**3. Petition for Protective Order – Family Abuse Screen**

- a. This screen lists the VCC and SC #, and consists of the *Petitioner Information* tab, the *Respondent Information* tab, the *Protective Order* tab, and the *Protective Order (continue)* tab.

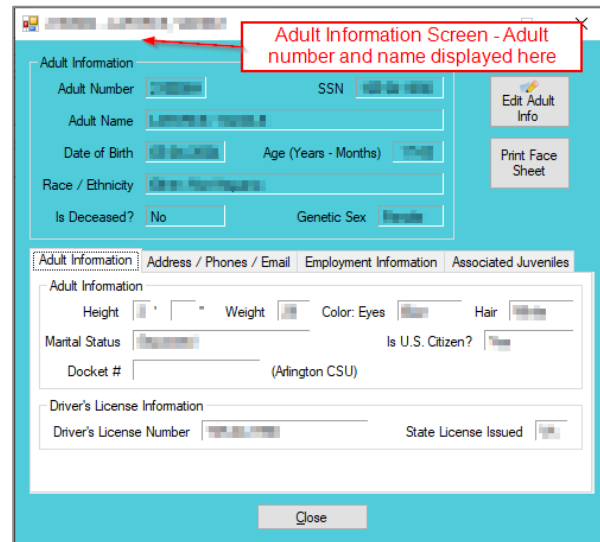
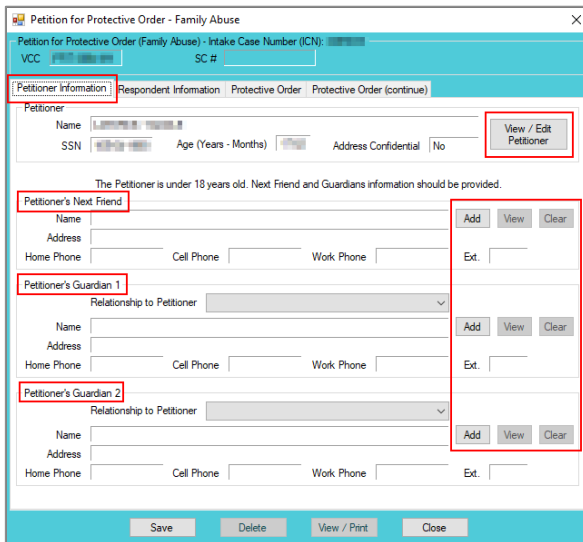
**Tabs on the *Petition for Protective Order – Family Abuse* Screen**

<a href="#">Petitioner Information Tab</a>	<a href="#">Respondent Information Tab</a>	<a href="#">Protective Order Tab</a>	<a href="#">Protective Order (continue) Tab</a>
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**i. Petitioner Information Tab**

1. The **Petitioner** information will auto-populate. In order to view or edit the petitioner’s information, (i) click the **View/Edit Petitioner** button, and the Adult Information screen will appear; (ii) click the **Close** button to return to the Petitioner Information tab.



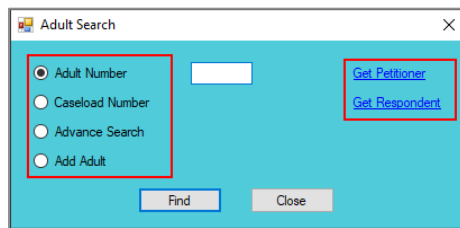
Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

2. If the petitioner is under the age of 18, the **Petitioner’s Next Friend** and **Petitioner’s Guardian** sections will be accessible. If the petitioner is over the age of 18, the **Petitioner’s Next Friend** and **Petitioner’s Guardian** sections will not be accessible.
  - a. **Add Button**
    - i. Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a petitioner or a respondent exist, the **Get Petitioner** or **Get Respondent** hyperlinks can be

used to select and auto-populate the information for the petitioner or respondent.

- ii. If a search is performed and a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed. Ultimately, 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. Follow the hyperlinks in the table for instructions on how to use the Adult Search screen options detailed in the **Petitioner’s Information section**.

<b>Adult Search Screen Options (Domestic Relations Intake)</b>
<a href="#">Adult Number radio button</a>
<a href="#">Caseload Number radio button</a>
<a href="#">Advance Search radio button</a>
<a href="#">Add Adult radio button</a>

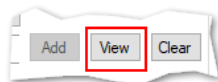


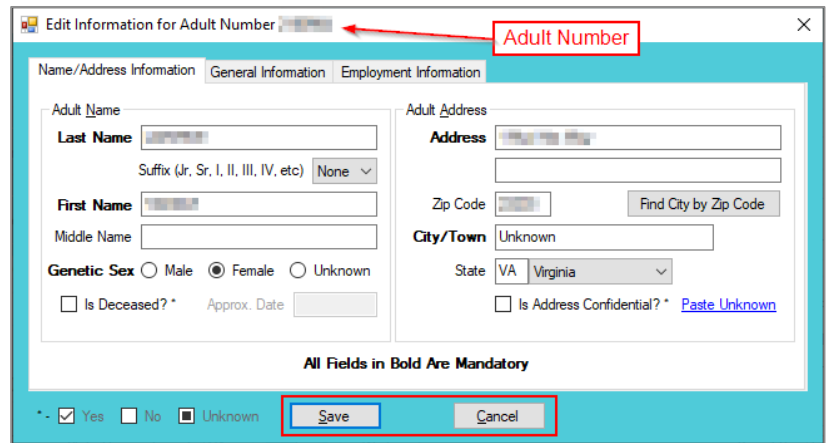
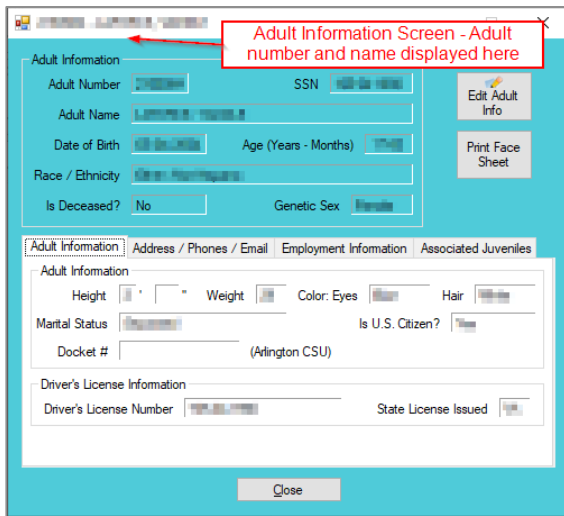
■ If the petitioner is under the age of 18, the **Petitioner’s Next Friend** and/or **Petitioner’s Guardian** information should be provided.

🖥️ Refer to the [Petitioner’s Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

**b. View Button.**

- i. (i) Click the **View** button and the petitioner’s Adult Information screen will appear. To edit an adult’s existing information (ii) click the **Edit Adult Info** button on the Adult Information screen. (iii) Click the **Save** or **Cancel** button on the Edit Information for Adult Number screen to return to the Adult Information screen. (iv) Click the **Close** button to return to the *Petitioner Information* tab.





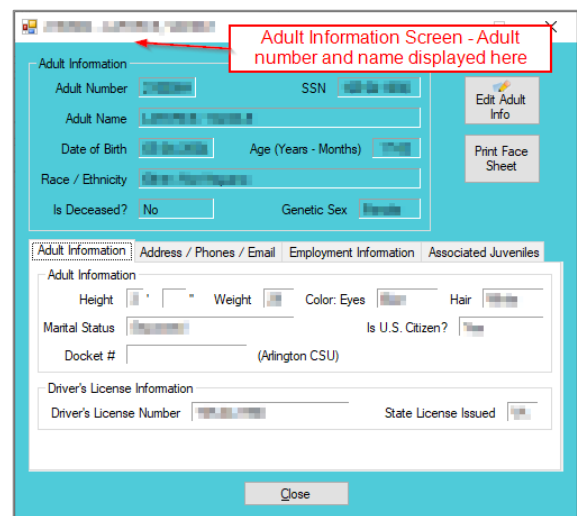
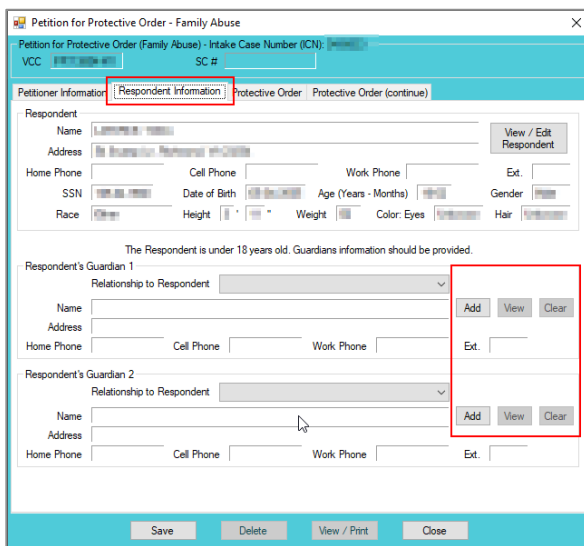
c. **Clear Button**

- i. Click the **Clear** button to remove the selected petitioner's information from the associated fields.



ii. **Respondent Information Tab**

- 1. The **Respondent** information will auto-populate. In order to view or edit the respondent's information, (i) click the **View/Edit Respondent** button, and the Adult Information screen will appear; (ii) click the **Close** button to return to the *Respondent Information* tab.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

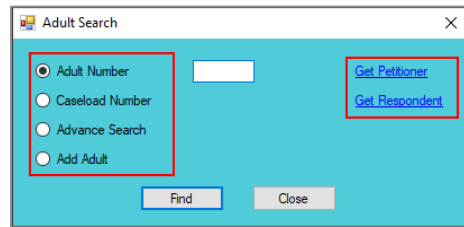
- 2. If the respondent is under the age of 18, the **Respondent's Guardian** section will be accessible. If the respondent is over the age of 18, the **Respondent's Guardian** section will not be accessible.

a. **Add Button**

- i. Click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a petitioner or a

respondent exist, the **Get Petitioner** or **Get Respondent** hyperlinks can be used to select and auto-populate the information for the petitioner or respondent.

- ii. If a search is performed and a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed. Ultimately, 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.

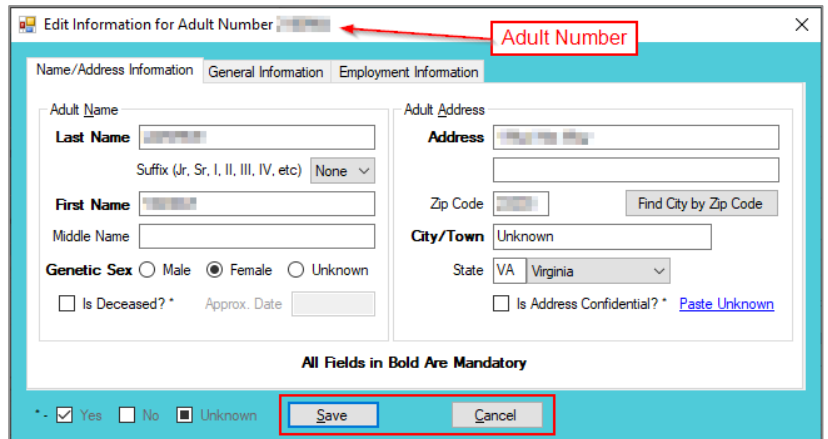
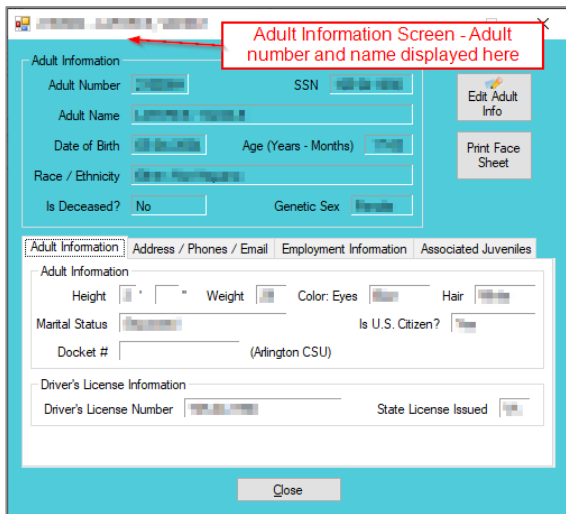


■ If the respondent is under the age of 18, the **Respondent's Guardian** information should be provided.

📖 Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

**b. View Button.**

- i. (i) Click the **View** button and the respondent's Adult Information screen will appear. To edit an adult's existing information (ii) click the **Edit Adult Info** button on the Adult Information screen. (iii) Click the **Save** or **Cancel** button on the Edit Information for Adult Number screen to return to the Adult Information screen. (iv) Click the **Close** button to return to the Petitioner Information tab.



**c. Clear Button**

- i. Click the **Clear** button to remove the selected respondent's information from the associated fields.



iii. **Protective Order Tab**

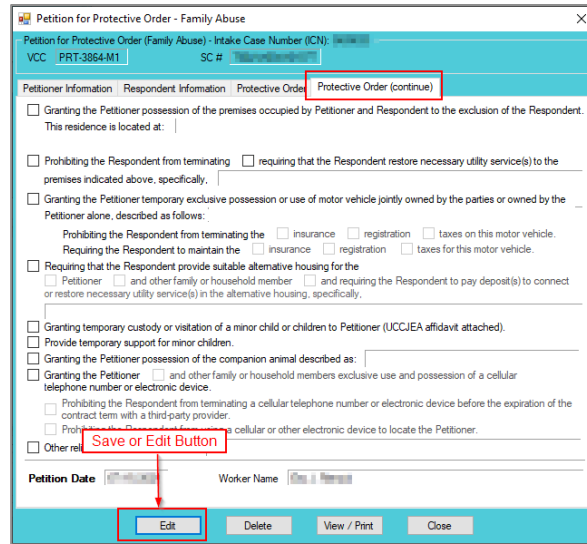
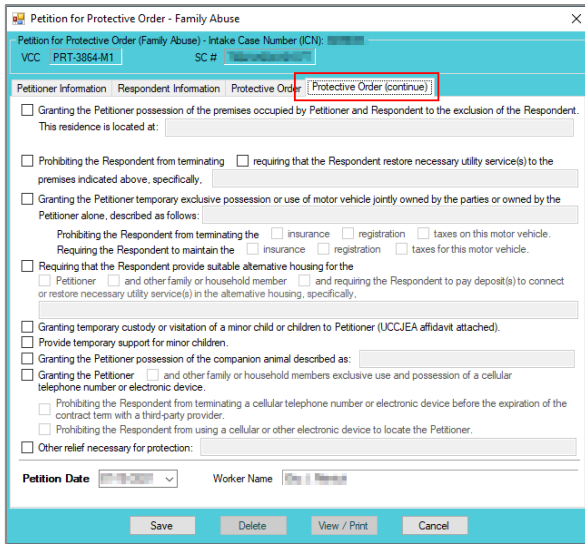
1. On the *Protective Order* tab (i) select the radio button on item 1 that indicates the relationship between the petitioner and respondent. On item 3, (ii) select the radio button that indicates if other cases (a) have or (b) have not been filed in Virginia courts. Below item 6, in the petitioner request area (iii) place a checkmark to select either (a) a **preliminary protective order** or (b) a **protective order**. (iv) Select all other applicable items on the *Protective Order* tab. If a selected option requires additional information, add the information at this time.

The screenshot shows the 'Protective Order' tab of the 'Petition for Protective Order - Family Abuse' form. The form includes fields for 'VCC' (PRT-3864-M1) and 'SC #'. The 'Protective Order' section contains several questions with radio buttons and checkboxes. Question 1 asks for the relationship between the petitioner and respondent, with options like 'Petitioner is the Respondent's' and 'Petitioner and Respondent'. Question 2 asks if the respondent has committed acts of family abuse. Question 3 asks if other cases involving the parties have been filed in Virginia courts. Question 4 asks if an Emergency Protective Order (EPO) is in effect. Question 5 asks if a Preliminary Protective Order or a Protective Order is currently in effect. Question 6 asks if the petitioner knows or has reason to know that the respondent owns or otherwise possesses firearms. The form also includes a section for 'PETITIONER, THEREFORE, RESPECTFULLY REQUESTS THAT' with checkboxes for 'a preliminary protective order' and 'a protective order', and a text area for 'Please indicate what type(s) of the protective orders have been requested'. At the bottom, there are 'Save', 'Delete', 'View / Print', and 'Close' buttons.

The screenshot shows the 'Protective Order (continue)' tab of the 'Petition for Protective Order - Family Abuse' form. The form includes fields for 'VCC' (PRT-3864-M1) and 'SC #'. The 'Protective Order (continue)' section contains several questions with radio buttons and checkboxes. Question 1 asks for the relationship between the petitioner and respondent, with options like 'Petitioner is the Respondent's' and 'Petitioner and Respondent'. Question 2 asks if the respondent has committed acts of family abuse. Question 3 asks if other cases involving the parties have been filed in Virginia courts. Question 4 asks if an Emergency Protective Order (EPO) is in effect. Question 5 asks if a Preliminary Protective Order or a Protective Order is currently in effect. Question 6 asks if the petitioner knows or has reason to know that the respondent owns or otherwise possesses firearms. The form also includes a section for 'PETITIONER, THEREFORE, RESPECTFULLY REQUESTS THAT' with checkboxes for 'a preliminary protective order' and 'a protective order', and a text area for 'Please indicate what type(s) of the protective orders have been requested'. At the bottom, there are 'Save', 'Delete', 'View / Print', and 'Close' buttons.

iv. **Protective Order (continue) Tab**

1. Click to place a checkmark in all applicable options. If a selected option requires additional information, add the information at this time.
2. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.
3. The **Worker Name** will auto-populate to the name of the logged on employee entering in the petition information.
4. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.



**b. Edit Button**

- i. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

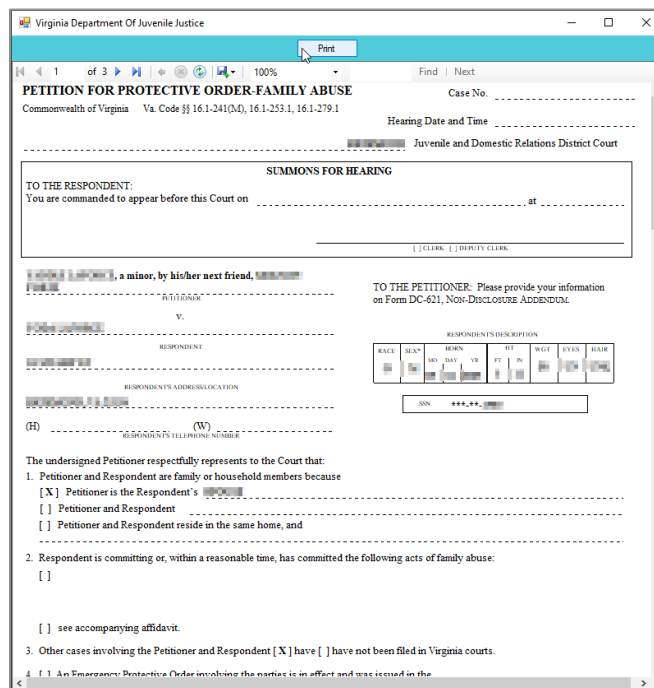
On the *Petition for Protective Order – Family Abuse* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

**c. Delete Button**

- i. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

**d. View/Print Button**

- i. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the custody petition from the report viewer screen. Click the **X** in the upper right corner to close the report viewer screen and return to the *Petition* screen.



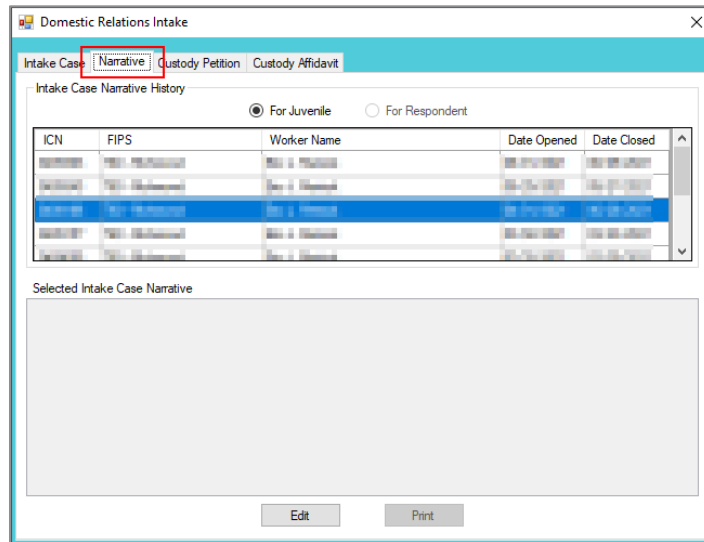
**e. Close Button**



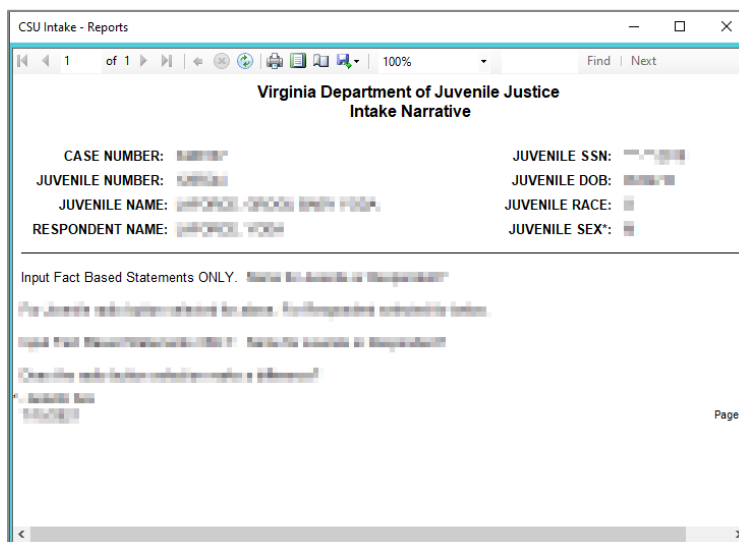
- i. In order to exit the *Petition for Protective Order – Family Abuse* screen and return to the *Domestic Relations Intake* screen, click the **Close** button.

**4. Narrative Tab—Domestic Relations Intake Screen**

- a. Click the *Narrative* tab.
- b. The **For Juvenile** radio button will be selected automatically. (i) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Edit** button and the **Selected Intake Case Narrative** textbox will become accessible. (iii) Type a detailed description of the intake in the textbox and (iv) click the **Save** button when the notes are complete.



- c. (i) Select the **For Respondent** radio button. (ii) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (iii) Click the **Edit** button and the **Selected Intake Case Narrative** textbox will become accessible. (iv) Type a detailed description of the intake in the textbox and (v) click the **Save** button when the notes are complete.
- d. **Print Button**
  - i. To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the *CSU Intake – Reports* report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the *Narrative* tab.



- The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court.
- Notes must be fact-based statements ONLY.

## Juvenile Delinquent / Status Intake

From the Juvenile Delinquent/Status Intake screen, a new juvenile intake can be created, and court summons and bench warrants can be filed.

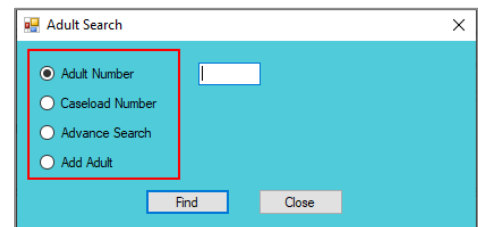
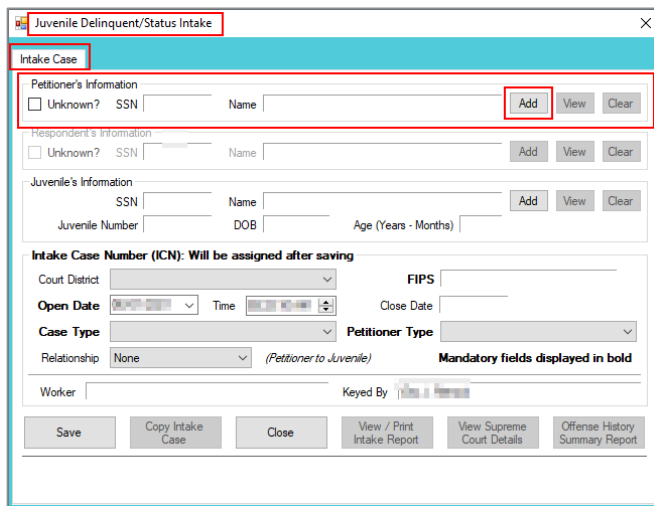
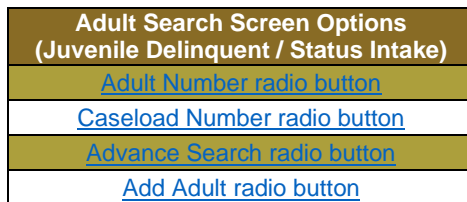
- When creating a new delinquent intake, the **Juvenile's Information** must be entered because all related **Juvenile Delinquent/Status Intake** actions begin with the filing of a petition against a juvenile.

From the BADGE home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the CSU Intake screen will appear. On the CSU Intake screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the Select Intake Case Category screen will appear. On the Select Intake Case Category screen (v) select the **Juvenile Delinquent/Status** option and (vi) click the **Continue** button to open the Juvenile Delinquent/Status Intake screen, *Intake Case* tab. For additional detail see the Adding a New Intake section.

### Intake Case Tab

#### 1. Petitioner's Information

- Add Button.** On the Juvenile Delinquent/Status Intake screen, in the **Petitioner's Information** section, click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed.

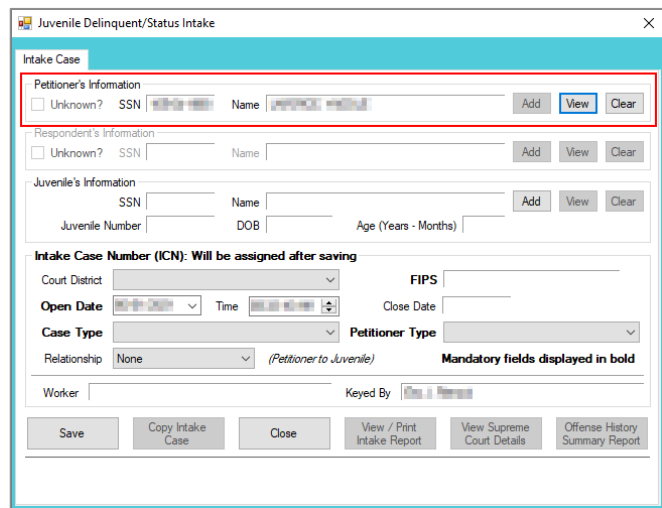
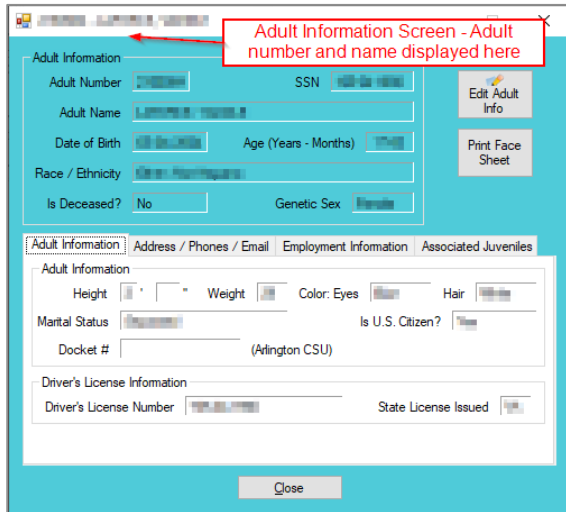
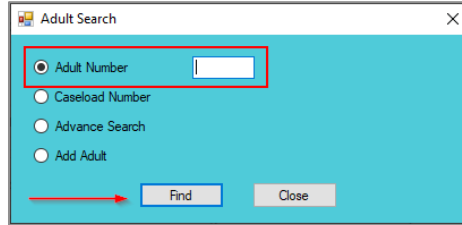


- If the adult is not found, a message will appear advising that there are no matches.

#### i. Adult Number Radio Button

- On the Adult Search screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear. Review the information displayed on Adult Information screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the Juvenile Delinquent/Status Intake screen. If a

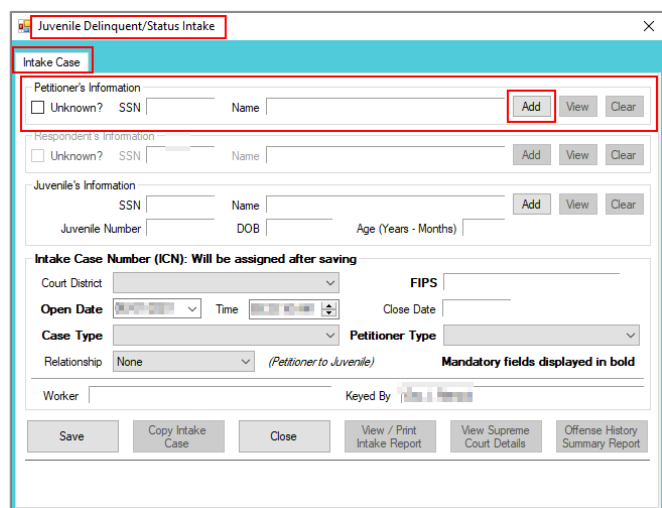
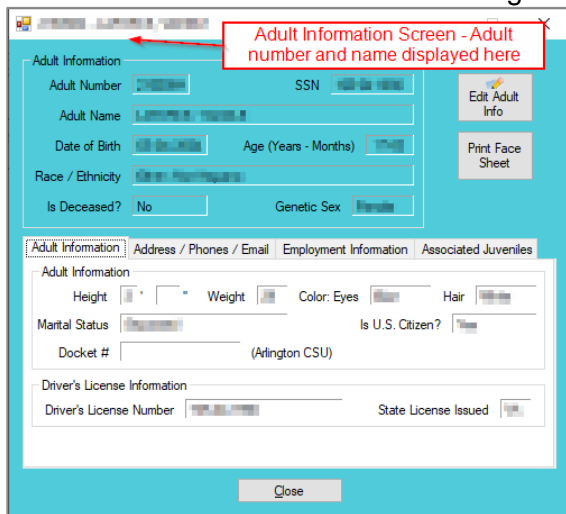
match is not found the Adult Search information screen will inform the user the search criteria should be changed.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

ii. **Caseload Number Radio Button**

1. On the Adult Search screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the Adult Information screen will appear. Review the information displayed on the Adult Information screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the Intake Case tab of the Juvenile Delinquent/Status Intake screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.



iii. **Advance Search Radio Button**

1. On the Adult Search screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
  - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
  - a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option and the **LEO Badge #** textbox will become accessible. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.

- Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to clear all the information in the search fields, click the **Clear All** button.
- In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.
- If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

- a. If the Search Results screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the Adult Information screen will

appear and display additional information for the record. Review the Adult Information screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the Adult Information screen and return to the Search Results screen. (iv) Once the correct record is identified, click the **Select** button and the Adult Information screen will appear and display additional information for the record. (v) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Juvenile Delinquent/Status Intake screen.

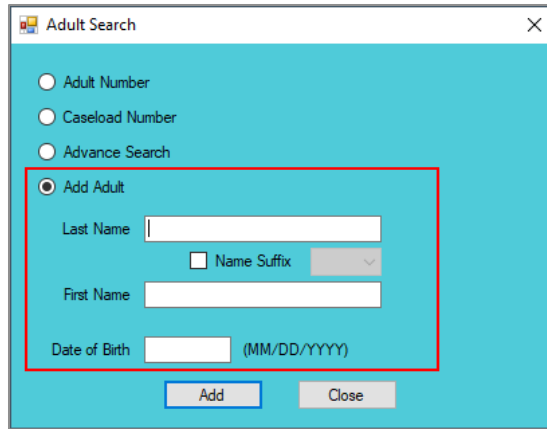
- b. If the desired adult record is readily identifiable on the Search Results screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the **Select** button and the Adult Information screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Juvenile Delinquent/Status Intake screen.

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
100000	JENNINGS		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
100001	JENNINGS		JANE	DAVID	ARLINGTON	02/02/1981	F	F
100002	JENNINGS		JAMES	DAVID	ARLINGTON	03/03/1982	M	M
100003	JENNINGS		JULIA	DAVID	ARLINGTON	04/04/1983	F	F
100004	JENNINGS		JACK	DAVID	ARLINGTON	05/05/1984	M	M
100005	JENNINGS		JESSICA	DAVID	ARLINGTON	06/06/1985	F	F
100006	JENNINGS		JASON	DAVID	ARLINGTON	07/07/1986	M	M
100007	JENNINGS		JANET	DAVID	ARLINGTON	08/08/1987	F	F
100008	JENNINGS		JAMES	DAVID	ARLINGTON	09/09/1988	M	M
100009	JENNINGS		JANICE	DAVID	ARLINGTON	10/10/1989	F	F
100010	JENNINGS		JAMES	DAVID	ARLINGTON	11/11/1990	M	M
100011	JENNINGS		JANICE	DAVID	ARLINGTON	12/12/1991	F	F
100012	JENNINGS		JAMES	DAVID	ARLINGTON	01/01/1992	M	M
100013	JENNINGS		JANICE	DAVID	ARLINGTON	02/02/1993	F	F
100014	JENNINGS		JAMES	DAVID	ARLINGTON	03/03/1994	M	M
100015	JENNINGS		JANICE	DAVID	ARLINGTON	04/04/1995	F	F
100016	JENNINGS		JAMES	DAVID	ARLINGTON	05/05/1996	M	M
100017	JENNINGS		JANICE	DAVID	ARLINGTON	06/06/1997	F	F
100018	JENNINGS		JAMES	DAVID	ARLINGTON	07/07/1998	M	M
100019	JENNINGS		JANICE	DAVID	ARLINGTON	08/08/1999	F	F
100020	JENNINGS		JAMES	DAVID	ARLINGTON	09/09/2000	M	M
100021	JENNINGS		JANICE	DAVID	ARLINGTON	10/10/2001	F	F
100022	JENNINGS		JAMES	DAVID	ARLINGTON	11/11/2002	M	M
100023	JENNINGS		JANICE	DAVID	ARLINGTON	12/12/2003	F	F
100024	JENNINGS		JAMES	DAVID	ARLINGTON	01/01/2004	M	M
100025	JENNINGS		JANICE	DAVID	ARLINGTON	02/02/2005	F	F
100026	JENNINGS		JAMES	DAVID	ARLINGTON	03/03/2006	M	M
100027	JENNINGS		JANICE	DAVID	ARLINGTON	04/04/2007	F	F
100028	JENNINGS		JAMES	DAVID	ARLINGTON	05/05/2008	M	M
100029	JENNINGS		JANICE	DAVID	ARLINGTON	06/06/2009	F	F
100030	JENNINGS		JAMES	DAVID	ARLINGTON	07/07/2010	M	M

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

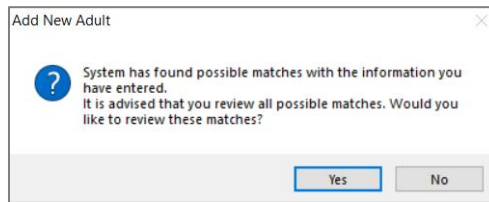
**iv. Add Adult Radio Button**

- 1. If an adult record does not exist a new adult record can be created. From the Adult Search screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

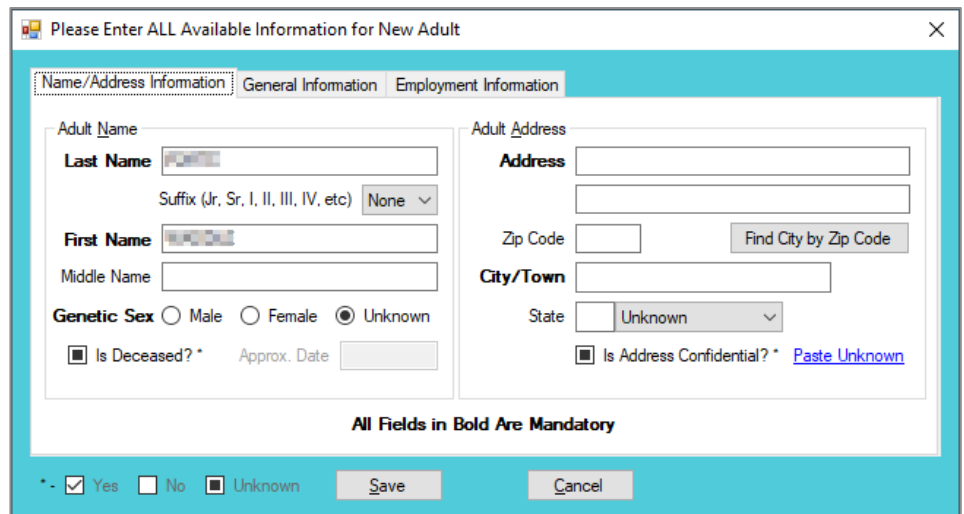
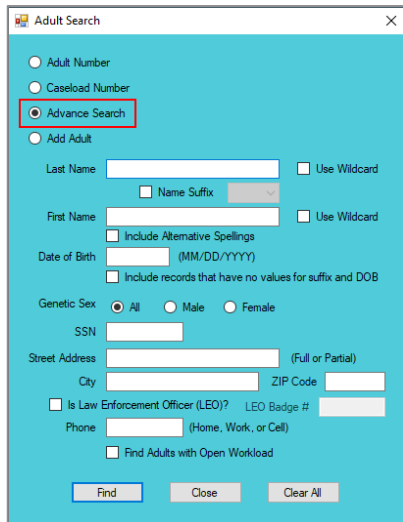


The **Add Adult** radio button will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the newly assigned adult number.

- a. Type the last name in the **Last Name** field.
  - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
- c. If the system finds possible matches, the Add New Adult information screen will appear.



- i. To review the possible matches, click the **Yes** button and the Adult Search screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the Please Enter ALL Available Information for New Adult screen will appear.



Refer to the [Advance Search radio button](#) section on how to conduct an **Advance Search**.

d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** fields will auto-populate with the data that was entered in the **Add Adult** radio button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - a. If the adult is deceased, (i) click the **Is Deceased?\*** checkbox and the **Approx. Date** field will become accessible. (ii) Type the approximate death date.
2. Type in the (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.
  - a. If the adult **is Deceased?\*** is checked, “Deceased” will auto-populate into the **Address** and **City/Town** fields.

3. If the adult’s address needs to remain confidential, click the **Is Address Confidential?\*** checkbox.
4. If the adult’s address is unknown, click the **Paste Unknown** hyperlink, and “Unknown” will auto-populate into the **Address**, **City/Town**, and **State** fields.

- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- The adult’s address may need to remain confidential if a Protective Order exists.

## ii. General Information Tab

The screenshot shows a web form titled "Please Enter ALL Available Information for New Adult". The "General Information" tab is selected and highlighted with a red box. The form contains the following fields:

- Adult Information:**
  - Date of Birth (calendar icon), Age (YY-MM) (calendar icon), SSN (text),  Is Adult U.S. Citizen?\*
  - Race (Unknown dropdown), Ethnicity (Hispanic/Latino?) (Unknown dropdown)
  - Height (feet dropdown, inches dropdown), Weight (text), Eye Color (Unknown dropdown), Hair Color (Unknown dropdown)
  - Marital Status (Unknown dropdown), Docket # (text) (for Arlington CSU)
  - Driver's Lic. # (text), State Issued Driver's License (dropdown)
- Adult Phone/E-mail:**
  - Home Phone (text), Cell Phone (text), E-mail (text)

At the bottom, there are radio buttons for Yes, No, and Unknown, and Save and Cancel buttons.

1. The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth** field. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
2. (i) Type the adult's Social Security number in the **SSN** field. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?\*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If located at the **Arlington CSU**, input the **Docket #**.
3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

## iii. Employment Information Tab

The screenshot shows the same form as above, but with the "Employment Information" tab selected and highlighted with a red box. The form contains the following fields:

- Adult Employment Information:**
  - Status (Unknown dropdown), Approx. Date (text)
  - Employer (text), Job Title (text)
  - Is Adult Law Enforcement Officer?\*
  - Law Enforcement Officer Badge Number (text)
- Adult Employer Address / Phone Number:**
  - Address (text)
  - Zip Code (text) Find City by Zip Code
  - City/Town (text)
  - State (Unknown dropdown) Same as Home
  - Phone (text), Phone Extension (text)


At the bottom, there are radio buttons for Yes, No, and Unknown, and Save and Cancel buttons.

1. (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.

2. 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. Type in the adult’s work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
3. 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.
4. (i) Click the **Save** button, and the Adult Information screen will appear displaying the data entered in the preceding steps. Review the Adult Information screen to ensure the information is correct. (ii) Click the **Close** button to return to the Intake Case tab of the Juvenile Delinquent/Status Intake screen.

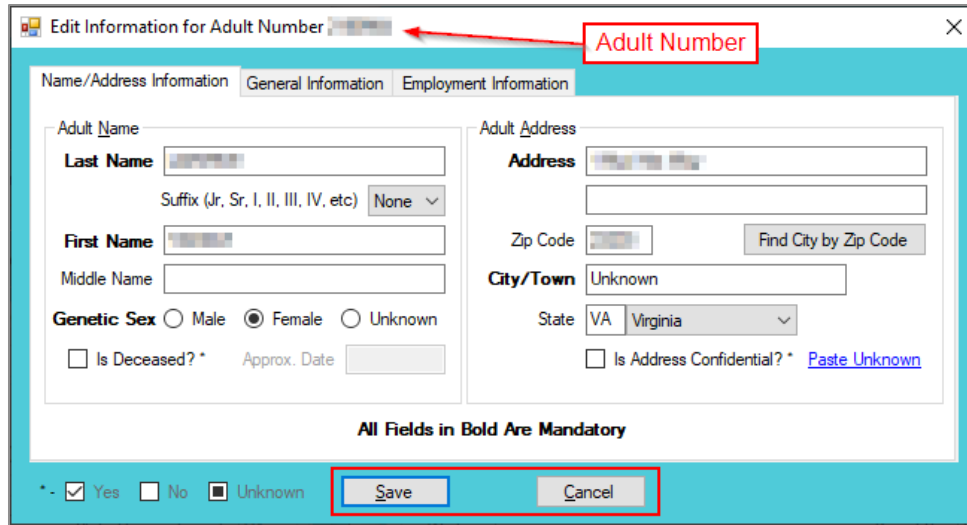
 Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

- b. **View Button.** On the Juvenile Delinquent/Status Intake screen, in the **Petitioner’s Information** section, click the **View** button and the petitioner’s Adult Information screen will appear.
  - i. (i) On the Adult Information screen click the **Edit Adult Info** button and the Edit Information for Adult Number screen will appear. On the Edit Information for Adult Number screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the Adult Information screen. On the Adult Information screen (iii) click the **Close** button to return to the Juvenile Delinquent/Status Intake screen.

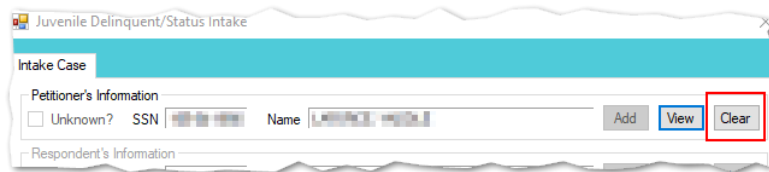
The screenshot shows the 'Juvenile Delinquent/Status Intake' form. It has several sections: 'Petitioner's Information', 'Respondent's Information', and 'Juvenile's Information'. Each section has 'Add', 'View', and 'Clear' buttons. The 'View' button in the 'Petitioner's Information' section is highlighted with a red box. Below these sections is the 'Intake Case Number (ICN): Will be assigned after saving' section with various dropdowns and text boxes. At the bottom are buttons for 'Save', 'Copy Intake Case', 'Close', 'View / Print Intake Report', 'View Supreme Court Details', and 'Offense History Summary Report'.

The screenshot shows the 'Adult Information' screen. It contains fields for 'Adult Number', 'SSN', 'Adult Name', 'Date of Birth', 'Age (Years - Months)', 'Race / Ethnicity', 'Is Deceased?', and 'Genetic Sex'. There are 'Edit Adult Info' and 'Print Face Sheet' buttons. Below this is a tabbed interface with 'Adult Information' selected, showing fields for 'Height', 'Weight', 'Color: Eyes', 'Hair', 'Marital Status', 'Is U.S. Citizen?', and 'Docket #'. At the bottom is a 'Driver's License Information' section with 'Driver's License Number' and 'State License Issued' fields. A 'Close' button is at the very bottom.

 Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.



- c. **Clear Button.** On the *Juvenile Delinquent/Status Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.



**2. Respondent's Information**

- a. The **Respondent's Information** section is greyed out and is not accessible.

Unlike domestic relations intakes, respondents are not required for a juvenile intake. Petitioners are requesting the court to settle a matter against a juvenile; therefore, the **Respondent's Information** section is inaccessible.

**3. Juvenile's Information**

- a. **Add Button.** On the *Juvenile Delinquent/Status Intake* screen, in the **Juvenile's Information** section, click the **Add** button and the *Find Juvenile* screen will appear. This screen consists of multiple juvenile search options detailed in the [BADGE Login & Search Manual](#).
  - i. **Add Juvenile tab.**
    - 1. If a search does not return any results and a juvenile record is determined to not exist, select the *Add Juvenile* tab to create a new juvenile record.

Refer to the [BADGE Login & Search Manual](#) for instructions on how to search for a juvenile.

**Juvenile Delinquent/Status Intake**

**Intake Case**

Petitioner's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

Respondent's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

**Juvenile's Information**  
 SSN [ ] Name [ ] Add View Clear  
 Juvenile Number [ ] DOB [ ] Age (Years - Months) [ ]

**Intake Case Number (ICN): Will be assigned after saving**

Court District [ ] FIPS [ ]  
 Open Date [ ] Time [ ] Close Date [ ]  
 Case Type [ ] Petitioner Type [ ]  
 Relationship [None] (Petitioner to Juvenile) Mandatory fields displayed in bold  
 Worker [ ] Keyed By [ ]

Save Copy Intake Case Close View / Print Intake Report View Supreme Court Details Offense History Summary Report

**Find Juvenile**

Find Juvenile Direct Care Population Detention Population Add Juvenile

Search by  
 Juvenile Number  
 DC Number  
 Intake Case Number  
 Caseload Number  
 Advance Search  
 Previous Selections

Juvenile Number [ ]

Last Name [ ]  Use Wildcard  
 Name Suffix  Include None  
 First Name [ ]  Use Wildcard  
 Include Alternative First Name Spellings  
 Alias [ ] SSN [ ]  
 DOB / Age  DOB  Age [ ]  
 Street Address [ ] (Full or Partial)  
 ZIP Code [ ] Phone [ ] (Home, Cell, or Work)  
 Find Juveniles with Commitment(s) to the State Clear All

Show Last Results Find Cancel

- The *Find Juvenile* screen and the *Add Juvenile* screen are the same screen. The screen name will change from the *Find Juvenile* screen to the *Add Juvenile* screen when the *Add Juvenile* tab is selected.

**Add Juvenile**

Find Juvenile Direct Care Population Detention Population Add Juvenile

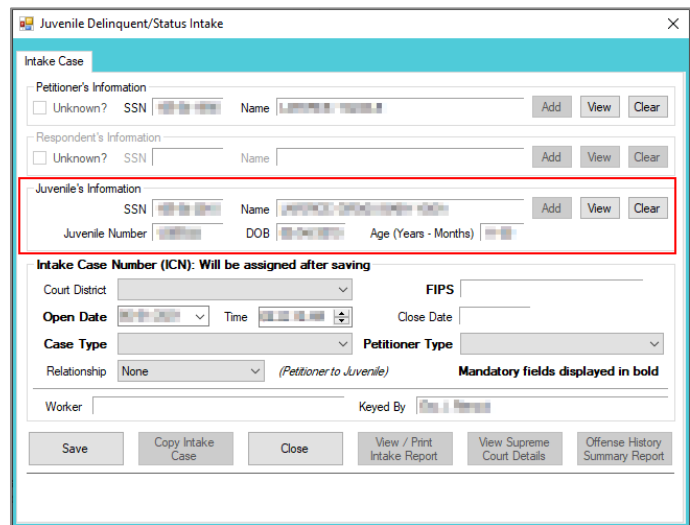
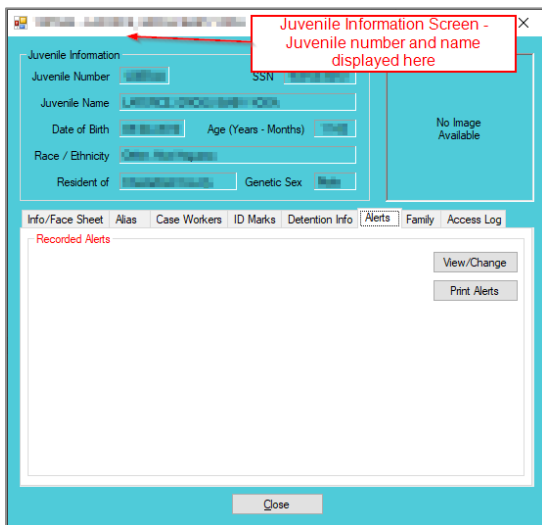
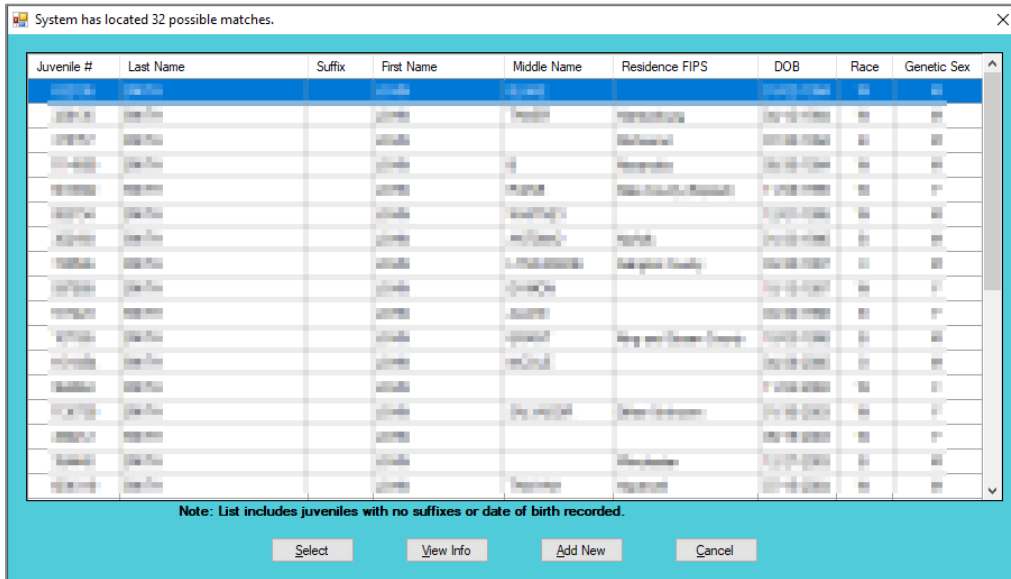
Please enter juvenile's legal name (do not use nicknames) and date of birth, if known

Last Name [ ] (Required)  
 Name Suffix [ ]  
 First Name [ ] (Required)  
 Date of Birth [ ] Age (YY-MM) [ ]

Show Last Results Add Cancel

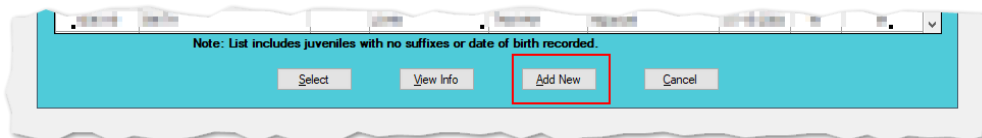
- On the *Add Juvenile* tab, type in the **Last Name**.
  - The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- Type in the (i) **First Name** and the (ii) **Date of Birth**. The **Age (YY-MM)** field will auto-populate based on the **Date of Birth** entered. (iii) Click the **Add** button.
- (a) If the system does not find a possible juvenile name match the *Please Enter ALL Available Information for New Juvenile* screen will appear. See the *Please Enter ALL Available Information for New Juvenile* screen section. (b) If the system finds possible juvenile name matches, the *System has located X possible matches* (i.e., *Search Results*) screen will appear.
  - If the *Search Results* screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the *Juvenile Information* screen will appear and display additional information for the record. Review the *Juvenile Information* screen to ensure the correct juvenile is identified, (iii) click the **Close** button to exit the *Juvenile Information* screen and return to the *Search Results* screen. (iv) Once the correct record is identified, click the **Select** button and the *Juvenile Information* screen will appear and display additional information for the record. (v) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.
  - If the desired juvenile record is readily identifiable on the *Search Results* screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select**

button and the *Juvenile Information* screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the *Juvenile Information* screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Juvenile Delinquent/Status Intake* screen.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Juvenile Information* screen.

- iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the **Add New** button on the *System has located X possible matches* (i.e., *Search Results*) screen and the *Please Enter ALL Available Information for New Juvenile* screen will appear.



**d. Please Enter ALL Available Information for New Juvenile Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Juvenile* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family Information* tabs.

i. Name/Address Information Tab

1. The **Last Name**, **Suffix** (if applicable), and **First Name** information will auto-populate with the data that was entered in the *Add Juvenile* tab. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - a. If the juvenile is deceased, (i) click the **Is Deceased?\*** checkbox and the **Address** and **City/Town** fields will auto-populate with “Deceased.”

2. Type in the (i) **Address** and (ii) **Zip Code**. (iii) Click the **Find City by Zip Code** button and the **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate.
  - a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with “Unknown.”

- b. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
- c. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.

- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

## ii. General Information Tab

1. (i) Type the juvenile's Social Security number in the **SSN** field. If the juvenile has submitted a DNA sample, (ii) click the **Is DNA Taken?\*** checkbox. Select the juvenile's (iii) **Race** and (iv) **Ethnicity** from the drop-down menus. (v) Select the **Height** from the drop-down menus. The first **Height** drop-down menu is for the height in feet and the second **Height** drop-down menu is for the remaining height in inches. (vi) Type in the juvenile's approximate **Weight** (in pounds), select the (vii) **Eye Color** and (viii) **Hair Color** from the drop-down menus, (ix) type the juvenile's **School** name, and (x) select the juvenile's **Grade** from the drop-down menu.
2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.
3. If the juvenile has a driver's license or any government issued identification card, (i) select the **Type** and (ii) **Status** from the appropriate drop-down menus. (iii) Enter the license or identification card number in the **License #** field and (iv) select the issuer from the **State Issued** drop-down menu.
4. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.

- In order to enter **Is DNA Taken?\*** information, verify the information with the clerk's office.

iii. **Birth/Family Information Tab**

- The **Date of Birth** will auto-populate from the *Add Juvenile* tab. If the **Date of Birth** is not listed, enter it at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. (i) Type the state abbreviation or select the **State of Birth** from the drop-down menu. (ii) Type in the **Birth Country** and (iii) select the **Birth Verification** from the drop-down menu.
- If the juvenile's birth certificate is used for **Birth Verification**, type in the **Birth Certif. #**. If the birth certificate number is unknown, click the **Unknown** hyperlink, the field will auto-populate with "Unknown."
- (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- (i) Click the **Save** button, and the Juvenile Information screen will appear. Review the Juvenile Information screen to ensure the information is correct, click the **Close** button and the juvenile's information will auto-populate the **Juvenile's Information** fields on the *Juvenile Delinquent/Status Intake* screen.

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

- View Button.** On the Juvenile Delinquent/Status Intake screen, in the **Juvenile's Information** section, click the **View** button and the Juvenile Information screen will appear.

- c. **Clear Button.** On the *Juvenile Delinquent/Status Intake* screen, in the **Juvenile's Information** section, click the **Clear** button to remove the data from the **Juvenile's Information** fields on the *Intake Case* tab.

#### 4. Intake Case Number (ICN)

- a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.
- b. **Court District**
- The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.
- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.
- c. **FIPS**
- In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.
- d. **Open Date**
- The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
- e. **Time**
- The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.
- f. **Close Date**
- The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For juvenile delinquent / status intakes, the **Offense Decision** field is located on the *Juvenile Intake* tab, the *Court Summons* tab, and the *Bench Warrant* tab.
- g. **Case Type**
- Select the **Case Type** from the drop-down menu.
- **Case Type** is a mandatory field.
- For **Case Type**, if **07 -Diversion** or **14- Pending** is selected for the offense decision, the close date will not auto-populate until a final disposition is entered.
- h. **Petitioner Type**



- i. Select the **Petitioner Type** from the drop-down menu.

■ **Petitioner Type** is a mandatory field.

i. **Relationship**

- i. The **Relationship** of the petitioner to juvenile will auto-populate to **None**. To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.

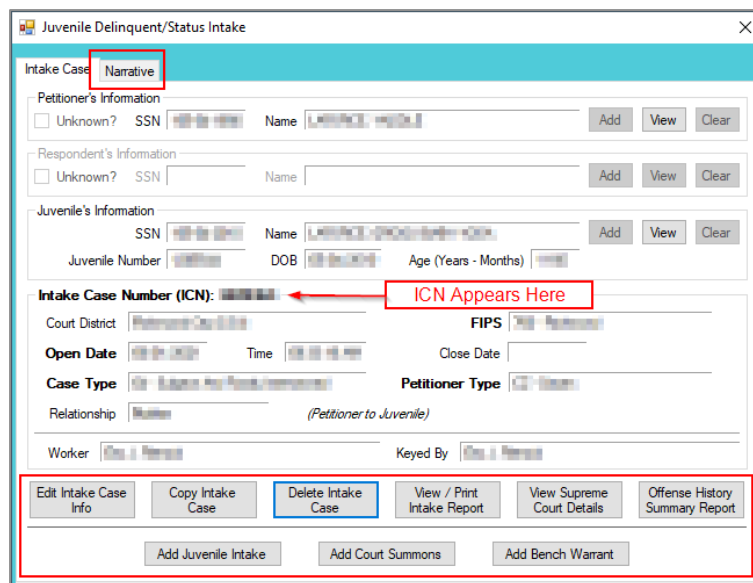
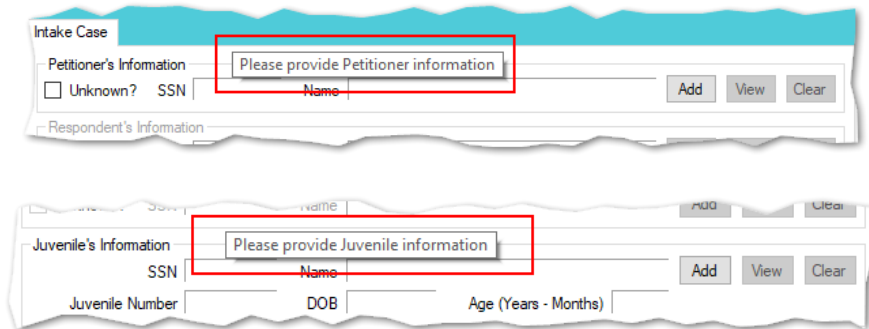
j. **Worker**

- i. The **Worker** will auto-populate to the name of the person creating the intake.

k. **Keyed By**

- i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.

- l. Click the **Save** button and the **Intake Case Number** will generate. If the **Petitioner's Information** section or the **Juvenile's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info**, **Add Juvenile Intake**, **Add Court Summons**, and **Add Bench Warrant**.

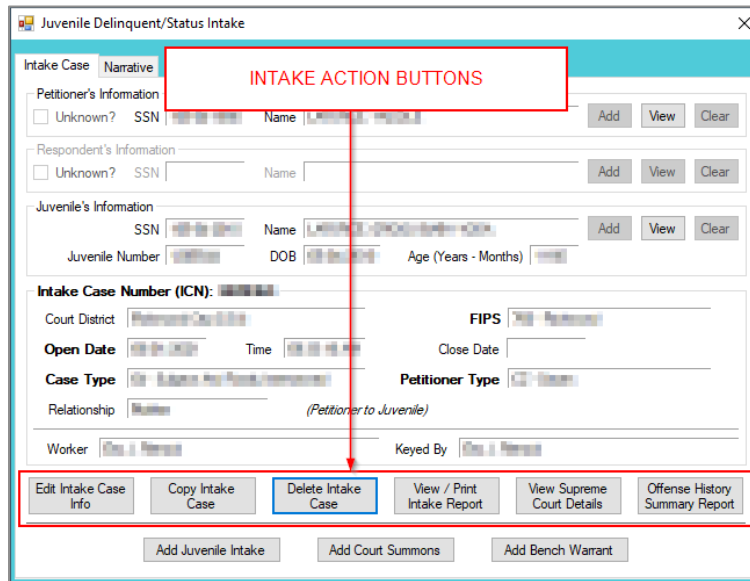


- 🖨️ Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.
- 🖨️ Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

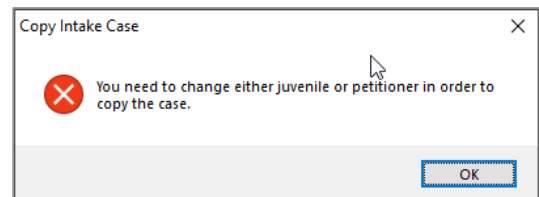
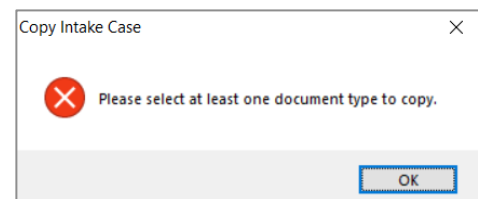
**Intake Action Buttons**

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Juvenile Delinquent / Status Intake Action Buttons					
<a href="#">Edit Intake Case Info Button</a>	<a href="#">Copy Intake Case Button</a>	<a href="#">Delete Intake Case</a>	<a href="#">View / Print Intake Report</a>	<a href="#">View Supreme Court Details</a>	<a href="#">Offense History Summary Report</a>



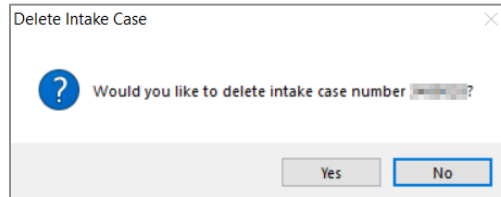
1. **Edit Intake Case Info Button**
  - a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.
2. **Copy Intake Case Button**
  - a. (i) Click the **Copy Intake Case** button and the Copy Juvenile Delinquent / Status Intake Case screen will appear. All available document types will be auto-selected in the **Check All Documents You Want to Copy** section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the Copy Intake Case information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the **Juvenile's Information**, or the **Respondent's Information**, or both, using the **Clear** and **Add** buttons. (iv) Click the **Save** button.



**In order to copy an intake case, the user MUST select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user MUST also change either the **Juvenile's Information**, the **Respondent's Information**, or both in order to copy the case.**

### 3. Delete Intake Case Button

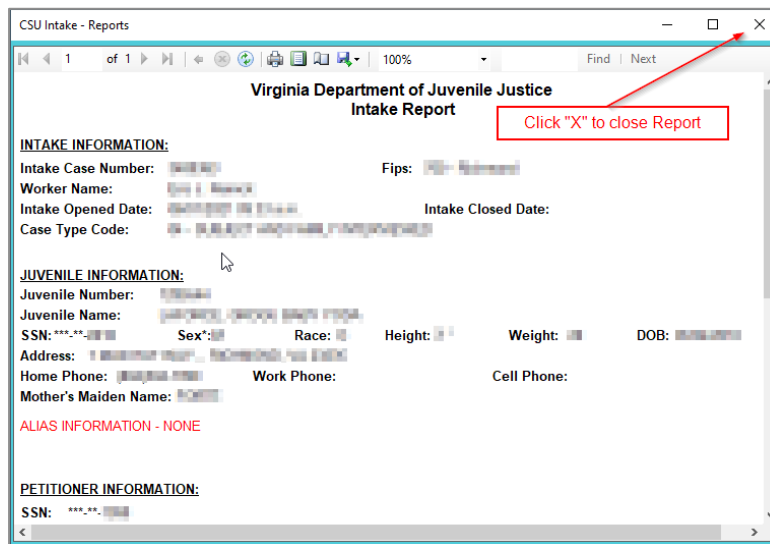
- a. (i) Click the **Delete Intake Case** button and the *Delete Intake Case* screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the *Juvenile Delinquent/Status Intake* screen.



■ The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

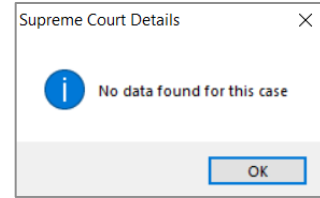
### 4. View / Print Intake Report Button

- a. (i) Click the **View/Print Intake Report** button and the *CSU Intake – Reports* screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the *Juvenile Delinquent/Status Intake* screen.



### 5. View Supreme Court Details Button

- a. Click the **View Supreme Court Details** button and the *Supreme Court Detail* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* information screen will appear indicating no data found for the specified intake case.



■ The amount of information found on the Supreme Court Details screen may vary depending on the court jurisdiction.

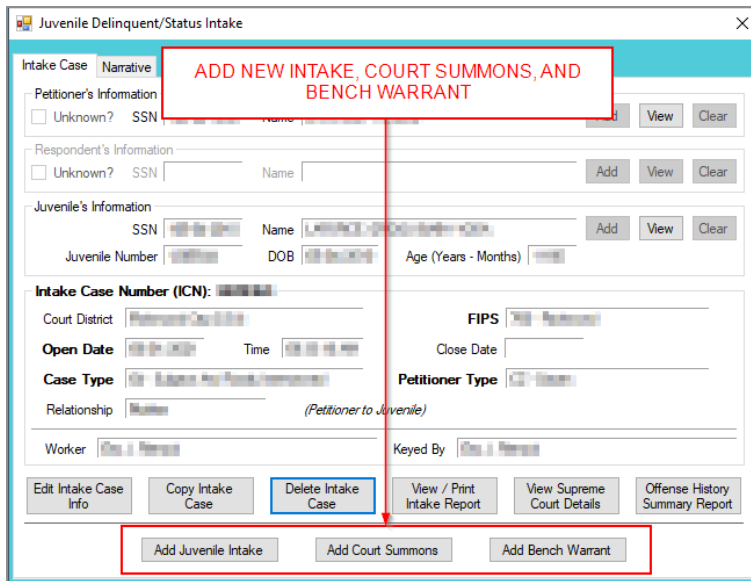
### 6. Offense History Summary Report

- a. Click the **Offense History Summary Report** button and the CSU Intake – Reports screen will appear.
  - (ii) Click the **X** button in the upper right corner to close the report and return to the Juvenile Delinquent/Status Intake screen.

### Add New Intakes, Summons, and Warrants

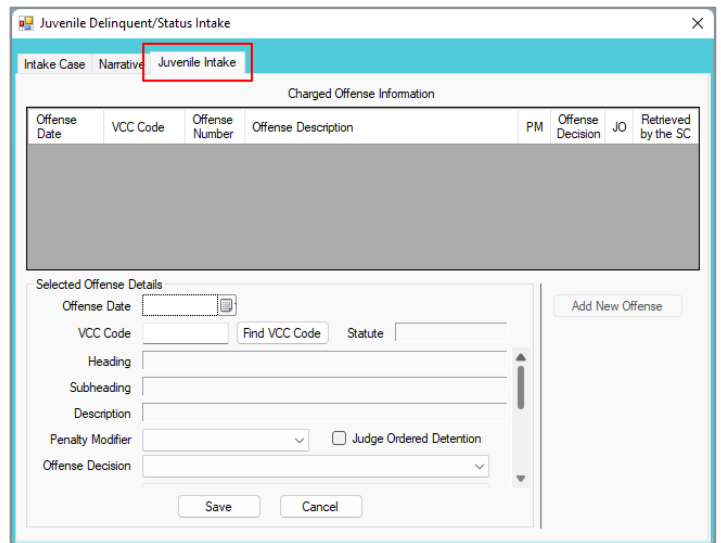
At the bottom of the *Intake Case* tab, three buttons allow the user to add a new intake, court summons, or bench warrant.





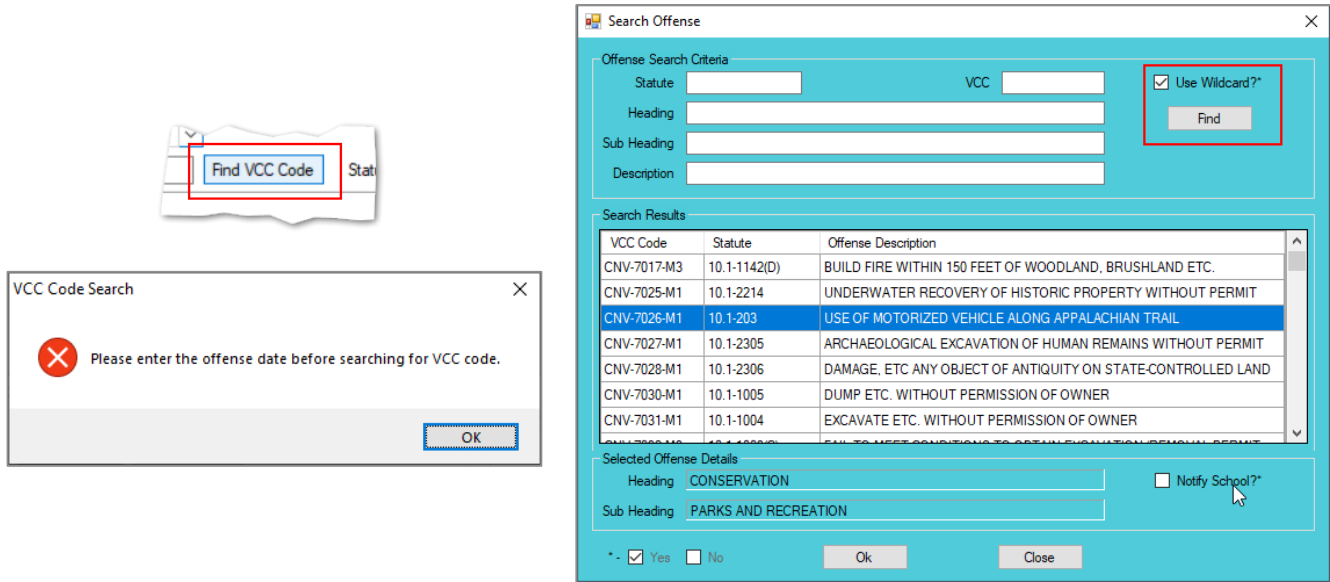
1. **Add Juvenile Intake Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab**

- a. (i) Click the **Add Juvenile Intake** button, and the *Juvenile Intake* tab will appear on the Juvenile Delinquent/Status Intake screen.



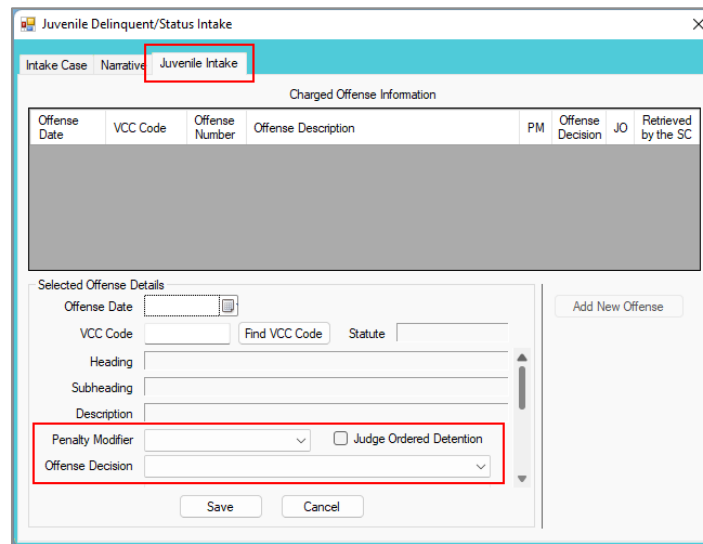
b. **Juvenile Intake Tab—Juvenile Delinquent/Status Intake Screen**

- i. Select the **Offense Date** from the calendar drop screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear. If the **Offense Date** has not been selected a warning will display on the VCC Code Search screen.
  - 1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute, VCC, Heading, Sub-Heading, or Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the *Juvenile Intake* tab on the Juvenile Delinquent/Status Intake screen.



- Multiple VCCs can be added to a petition/order.
- Click the **Find** button to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** field is checked, the juvenile’s school must be notified via a school notification letter.

iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.



1. If “01 – Resolved” is selected from the **Offense Decision** drop-down menu the **Reason Resolved** drop-down menu will become accessible. Select the **Reason Resolved** from the drop-down menu.
  - a. If “Other” is selected from the **Reason Resolved** drop-down menu the **Resolved Other** text field will become accessible. Enter appropriate information into the **Resolved Other** text field.

**Juvenile Delinquent/Status Intake**

Intake Case Narrative Juvenile Intake

Charged Offense Information

Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision	JO	Retrieved by the SC

Selected Offense Details

Offense Date: [Date Picker]

VCC Code: [Text Field] Find VCC Code Statute: [Text Field]

Offense Decision: **01 - Resolved**

- 01 - Resolved
- 02 - Petition Filed
- 03 - Petition/ Detention Order Filed
- 05 - Referred To Another Agy For Sv
- 06 - Returned To Probation Supervis
- 07 - Req'd To Participate- Diversion
- 08 - Complaint Unfounded
- 09 - Returned To Out-Of-State
- 11 - Petition/ Shelter Care Filed
- 12 - Shelter Care Only
- 13 - Detention Order Only
- 14 - Pending
- 17 - Accepted Via ICJ
- 18 - Unsuccessful Diversion/ Petition Filed
- 20 - Successful Diversion
- 21 - Unsuccessful Diversion/ No Petition Filed

**Juvenile Delinquent/Status Intake**

Intake Case Narrative Juvenile Intake

Charged Offense Information

Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision	JO	Retrieved by the SC

Selected Offense Details

Offense Date: [Date Picker]

VCC Code: [Text Field] Find VCC Code Statute: [Text Field]

Offense Decision: 01 - Resolved

Reason Resolved: **Other**

- Age of Juvenile
- Complainant/victim does not want to proceed
- CSU-specific intervention
- Family/guardian addressed appropriately
- Level of functioning/disability of juvenile prohibits diversion
- Mediated
- Restitution paid
- School addressed appropriately
- Services - Juvenile and/or family referred
- Other

**Juvenile Delinquent/Status Intake**

Intake Case Narrative Juvenile Intake

Charged Offense Information

Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision	JO	Retrieved by the SC

Selected Offense Details

Offense Date: [Date Picker]

VCC Code: [Text Field] Find VCC Code Statute: [Text Field]

Offense Decision: 01 - Resolved

Reason Resolved: Other

Resolved Other: Input text for Reason Resolved "Other"

Save Cancel

- iv. If the petitioner is LEO, (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab. (ii) Select an option from the **Requested Charge Amended** drop-down menu and, if required, (iii) enter appropriate information in the **Rationale** textbox.

**Juvenile Delinquent/Status Intake**

Intake Case Narrative Juvenile Intake

Charged Offense Information

Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision	JO	Retrieved by the SC

Selected Offense Details

Offense Date: 03/01/2022

Offense Requires School Notification

VCC Code: WPN-5261-F2 Find VCC Code Statute: 18.2-300

Requested Charge Amended: Requested Charge Was Reduced or Denied

Rationale: Rationale Entered Here

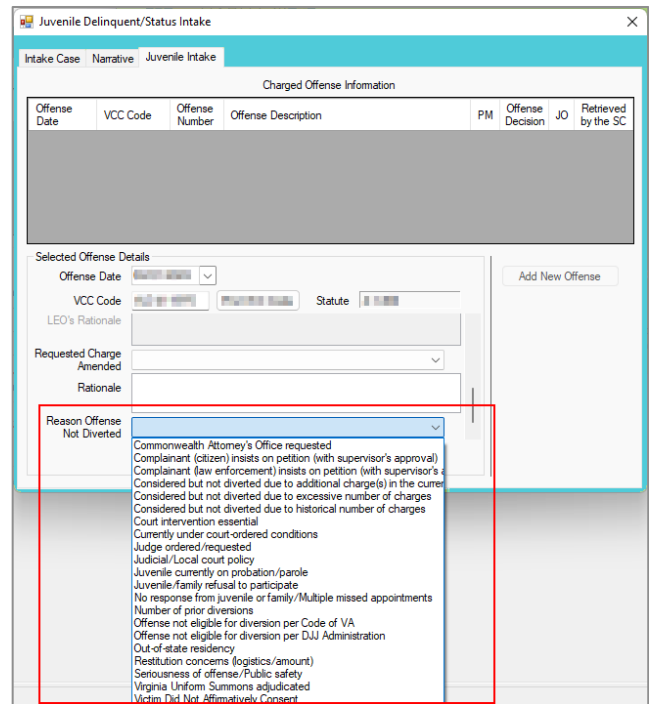
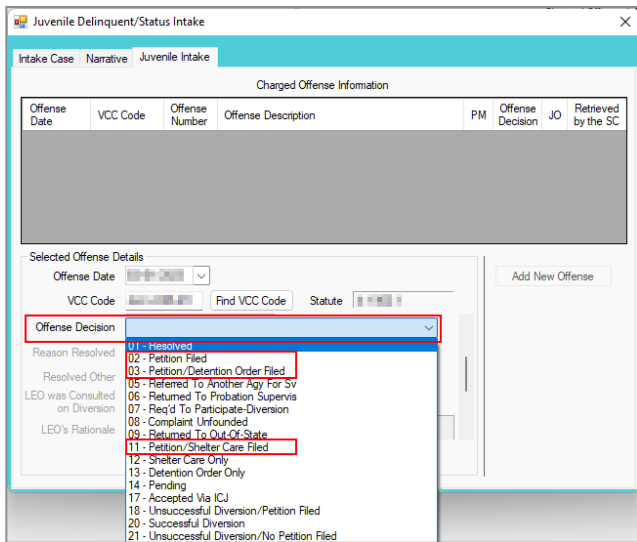
Save Cancel

- If the petitioner is not LEO the **LEO was Consulted on Diversion**, **LEO's Rationale**, **Requested Charge Amended**, and **Rationale** fields will be greyed out and inaccessible.

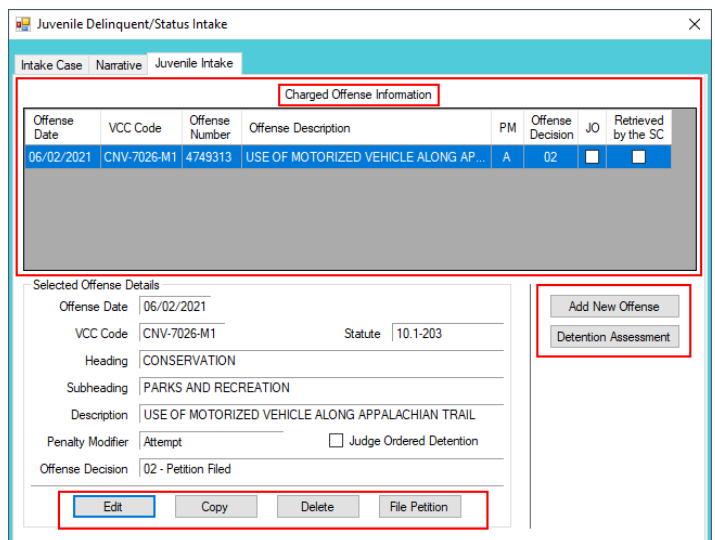
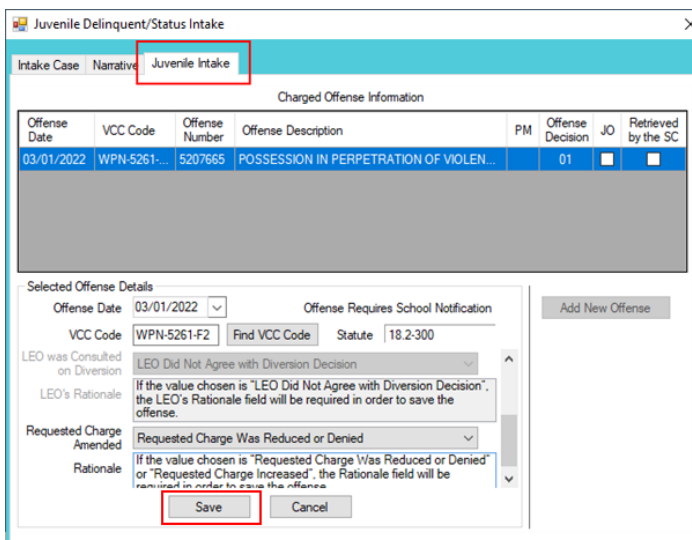
- The petitioner is a LEO (law enforcement officer) if the **Petitioner Type** equals BP, CW, FD, NC, OL, PD, SH, ST, or SR. The **Petitioner Type** field is located on the *Intake Case* tab.
  - If the value chosen for the **Requested Charge Amended** field is “Requested Charge Was Reduced or Denied” or “Requested Charge Increased”, the **Rationale** field will be required in order to save the offense.
- v. If the petitioner is LEO and the **Offense Decision** selected is “07 – Req’d To Participate-Diversion”,
- (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab.
  - (ii) Select an option from the **LEO was Consulted on Diversion** drop-down menu and, if required,
  - (iii) enter appropriate information in the **LEO’s Rationale** textbox.
  - (iv) Select an option from the **Requested Charge Amended** drop-down menu and, if required,
  - (v) enter appropriate information in the **Rationale** textbox.

- If the value chosen for the **LEO was Consulted on Diversion** field is “LEO Did Not Agree with Diversion Decision”, the **LEO’s Rationale** field will be required in order to save the offense.
- vi. If “02 – Petition Filed,” “03 – Petition/Detention Order Filed,” or “11 – Petition/Shelter Care Filed” is selected from the **Offense Decision** drop-down menu the **Reason Offense Not Diverted** drop-down menu will become accessible. Select the **Reason Offense Not Diverted** from the drop-down menu.





vii. Click the **Save** button and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment, Shelter Care Order, or Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit, Copy, Delete, and File Petition** buttons will also appear on the bottom of the *Juvenile Delinquent/Status Intake* screen.



- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.

viii. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Juvenile Intake* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.

ix. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. Click the **Detention Assessment** button, and the Detention Assessment screen will appear.



## 2. Detention Assessment Screen

- a. The Detention Assessment screen contains the *DAI Scores* tab and the *Overrides* tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

### b. DAI Scores Tab—Detention Assessment Screen

Click the **Auto Fill** button to auto-populate some of the fields.

#### i. Most Serious CURRENT Petitioned Offense Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.


#### ii. Additional CURRENT Petitioned Offenses in this Referral Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons," or "18 – Unsuccessful Diversion/Petition Filed."


iii. **Prior Adjudications of Guilt (includes continued adjudication with “evidence sufficient to finding of guilt”) Field**



1. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

 Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the **Prior Adjudications of Guilt** section.

iv. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field**

1. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

 Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

 Refer to the [BADGE Offense History Screen Manual](#) on how to navigate the Offense History screen.  
 Refer to the [BADGE Caseload Management Module Manual](#) on how to navigate the *Contacts* tab.

v. **Supervision Status Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.


vi. **History of Failure to Appear (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

 The **Failure to Appear** MUST have occurred within the past 12 months.

vii. **History of Escape/Runaways (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

 The escape/runaway incident MUST have occurred within the past 12 months.

viii. **Auto Fill Button**

1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.

ix. **Total Score Field**

1. The total score will calculate based on the selected options.

x. **Indicated Decision Field**

1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.

c. **Overrides Tab—Detention Assessment Screen**

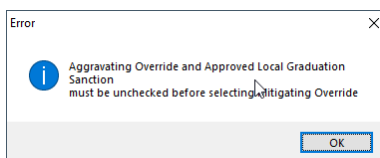
i. **Mandatory Overrides (Juvenile Must Be Detained)**

1. (i) Click the appropriate checkbox, if any, for items 1-4 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

■ If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

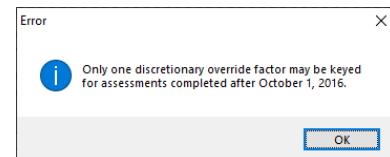
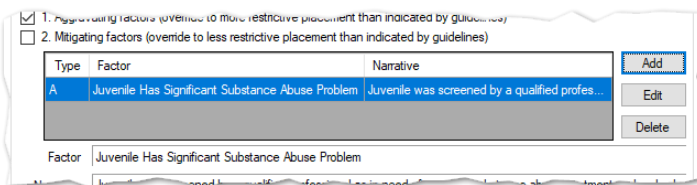
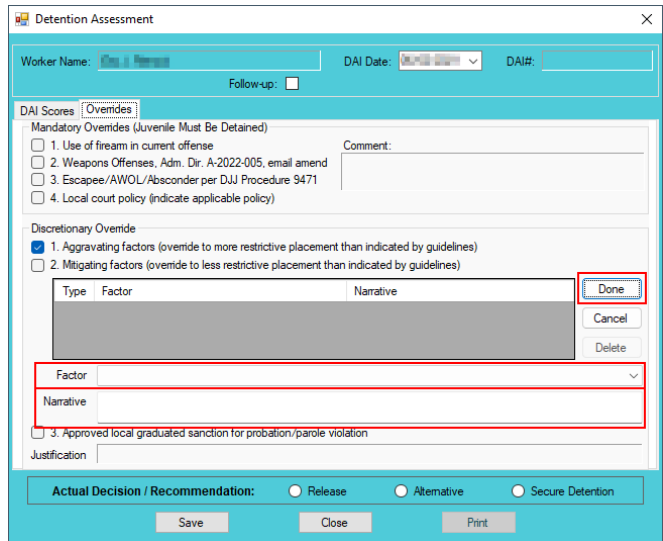
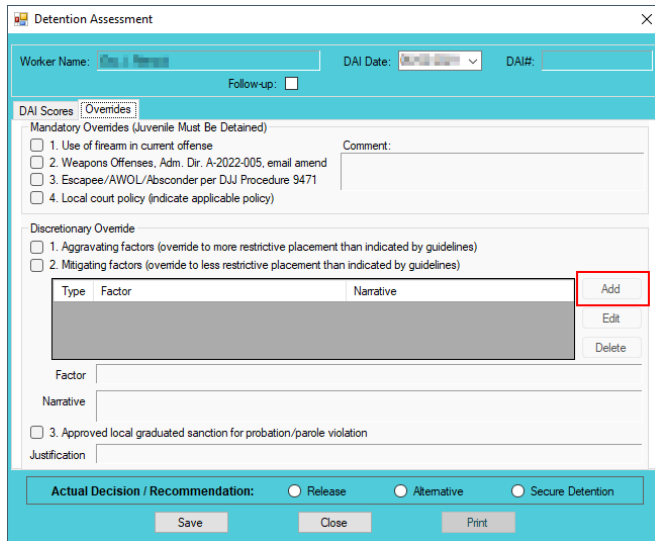
ii. **Discretionary Override**

1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
  - a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An Error screen will be displayed if an attempt is made to select both items.

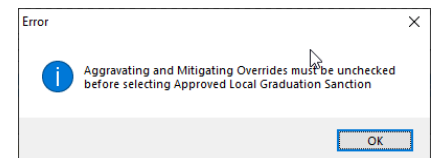
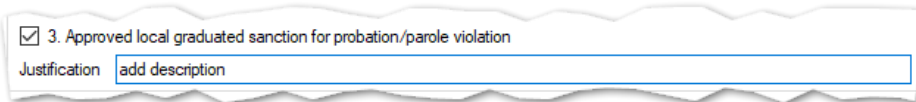


- b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an Error screen will be displayed.

- ONLY an **Aggravating factor** or a **Mitigating factor** can be added to a DAI, but not both.
- If an **Aggravating factor** is selected, select the most serious applicable aggravating factor.
- In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint **MUST** be made prior to completing the DAI.
- Information in the **Narrative** box may auto-populate based on the **Factor** selected.



- c. **Edit Button**
  - i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. **Delete Button**
  - i. Click the **Delete** button and the **Discretionary Override** will be removed.
- 2. **Approved local graduated sanction for probation/parole violation Checkbox**
  - a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an Error screen.



- d. **Actual Decision/Recommendation—Detention Assessment Screen**
  - i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

**Detention Assessment**

Worker Name: *Chris J. Peterson* DAI Date: *06/14/2023* DAI#: \_\_\_\_\_

Follow-up:

DAI Scores | **Overrides**

Mandatory Overrides (Juvenile Must Be Detained)

- 1. Use of firearm in current offense
- 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend
- 3. Escapee/AWOL/Absconder per DJJ Procedure 9471
- 4. Local court policy (indicate applicable policy)

Discretionary Override

- 1. Aggravating factors (override to more restrictive placement than indicated by guidelines)
- 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)

Type	Factor	Narrative

Factor: \_\_\_\_\_  
Narrative: \_\_\_\_\_

3. Approved local graduated sanction for probation/parole violation

Justification: \_\_\_\_\_

**Actual Decision / Recommendation:**  Release  Alternative  Secure Detention

Save Close Print

**Detention Assessment**

Worker Name: *Chris J. Peterson* DAI Date: *06/14/2023* DAI#: \_\_\_\_\_

Follow-up:

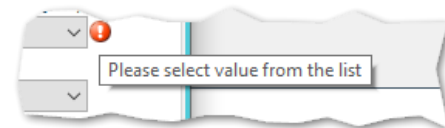
DAI Scores | **Overrides**

1. Most Serious CURRENT Petitioned Offense  
7 Category C: Other felonies
2. Additional CURRENT Petitioned Offenses in this Referral  
0 One or more status offenses OR No additional current offenses
3. Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
4. Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
5. Supervision Status  
4 Parole
6. History of Failure to Appear (within past 12 months)  
0 No petition/warrant/detention order for FTA in past 12 months
7. History of Escape/ Runaways (within past 12 months)  
0 No escapes or runaways within past 12 months

11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative

**Actual Decision / Recommendation:**  Release  Alternative  Secure Detention

Save Close Print



**Detention Assessment**

Worker Name: *Chris J. Peterson* DAI Date: *06/14/2023* DAI#: *Chris J. Peterson*

Follow-up:

DAI Scores | **Overrides**

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7 Category C: Other felonies
2. Additional CURRENT Petitioned Offenses in this Referral  
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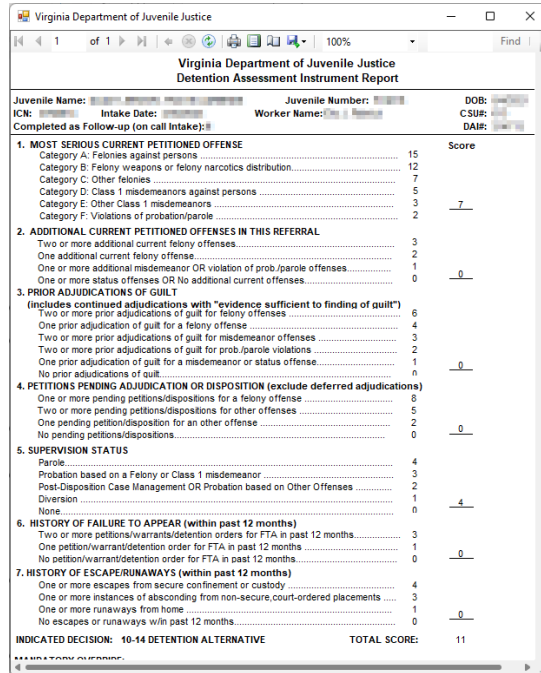
DAI Number populates when the Detention Assessment is saved.

e. **Edit Button—Detention Assessment Screen**

- i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.

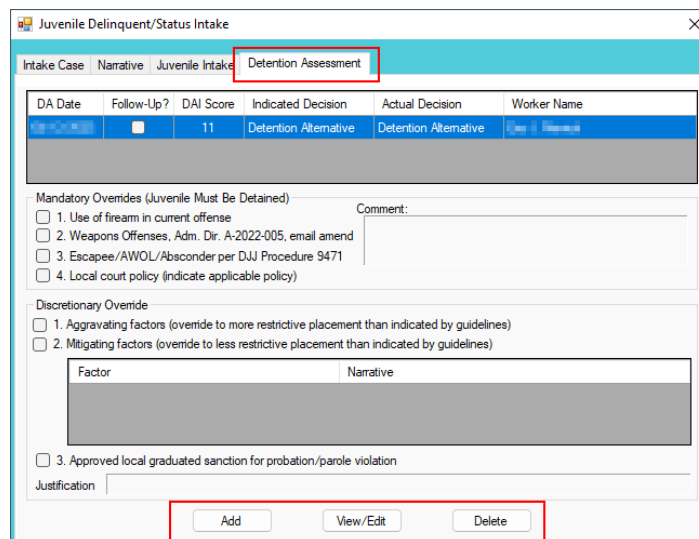
f. **Close Button—Detention Assessment Screen**

- i. Click the **Close** button and to return to the *Detention Assessment* tab on the Juvenile Delinquent/Status Intake screen.
- g. **Print Button—Detention Assessment Screen**
  - i. In order to view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the Virginia Department of Juvenile Justice report viewer screen. View, print, or save the assessment from the report viewer screen.
  - ii. Click the **X** in the upper right corner to close the report viewer screen and return to the Detention Assessment screen.



3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**

The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the Juvenile Delinquent/Status Intake screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.



a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. Click the **Add** button and the Detention Assessment screen will appear. To add a new assessment perform the steps detailed in the Detention Assessment screen section above.

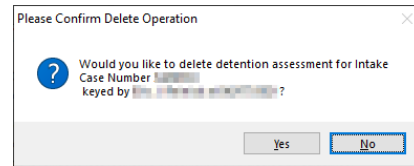
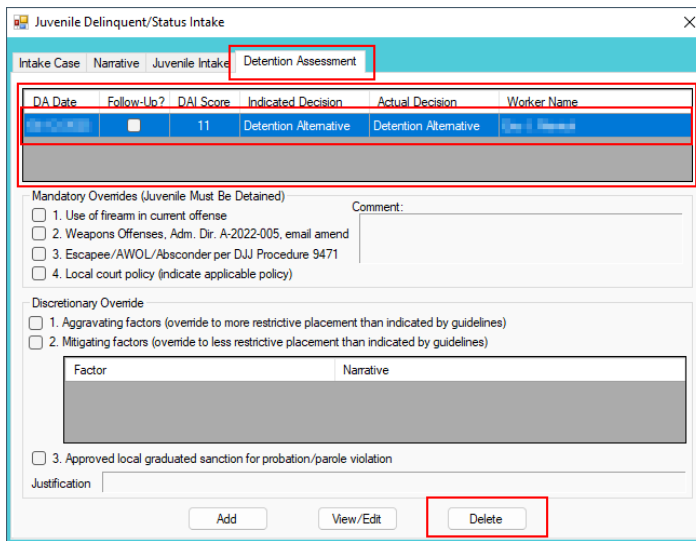
**b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the Detention Assessment screen will appear. See the steps detailed in the Detention Assessment screen section above for instructions on completing the detention assessment.

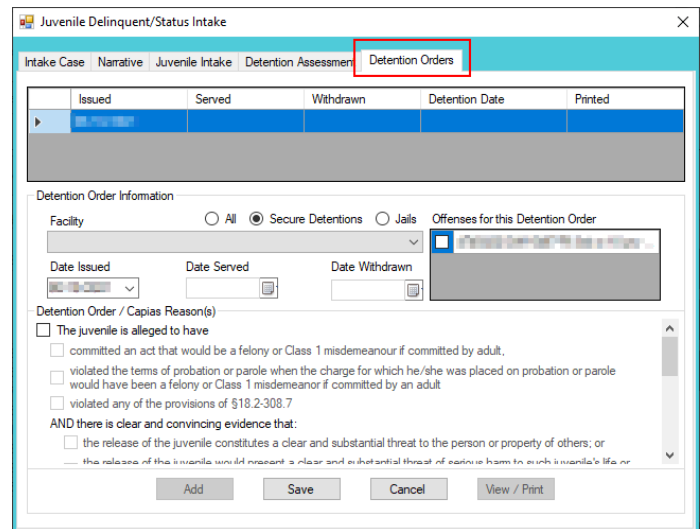
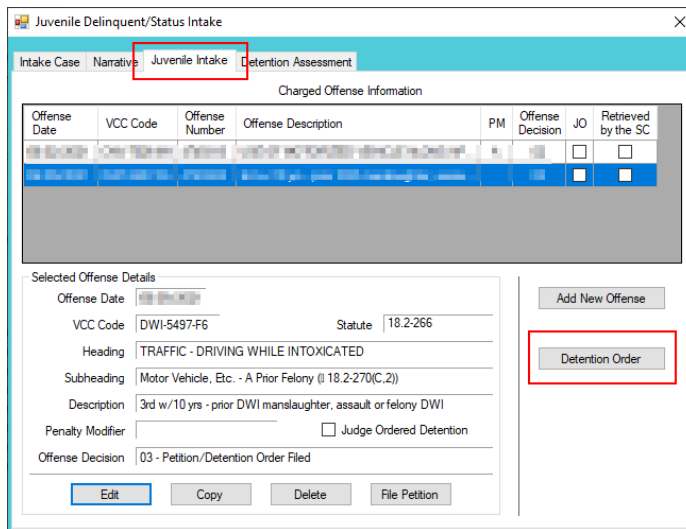
**c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the Please Confirm Delete Operation screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.



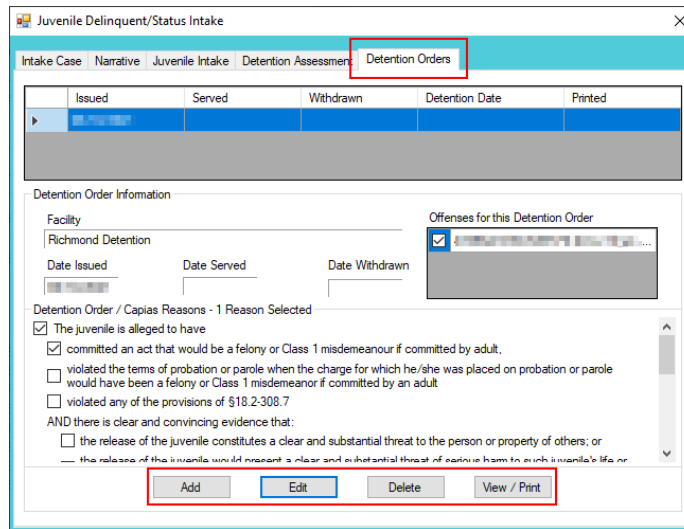


- x. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
  1. (i) Select the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.
    - a. **Detention Orders Tab**

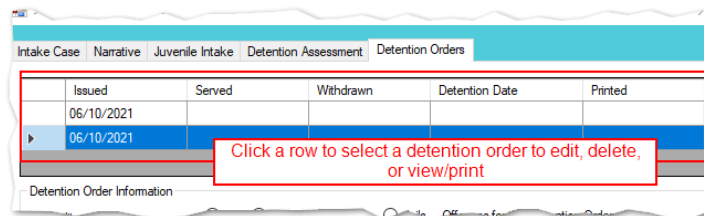


- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.
- Multiple VCCs can be added to a petition/order.

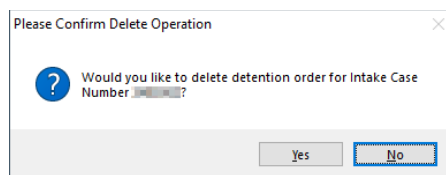
- i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.



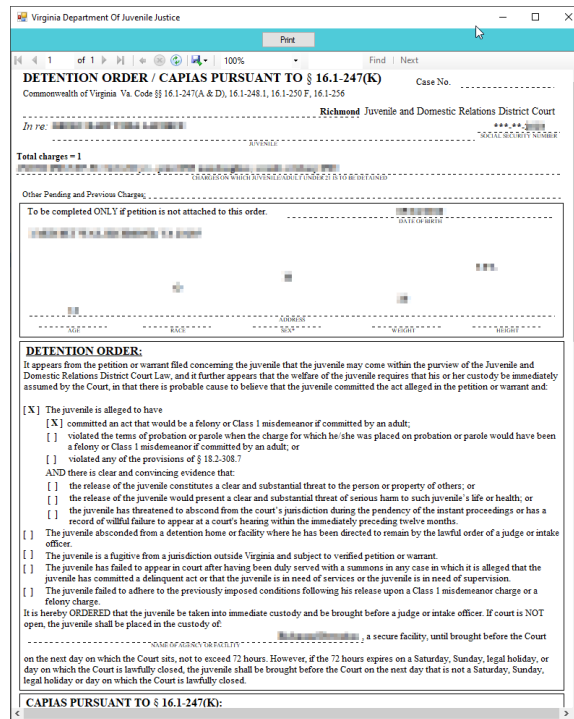
1. **Add Button**
  - a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
  - a. To edit an existing detention order (i) select an order and the row will be highlighted in **blue**. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.



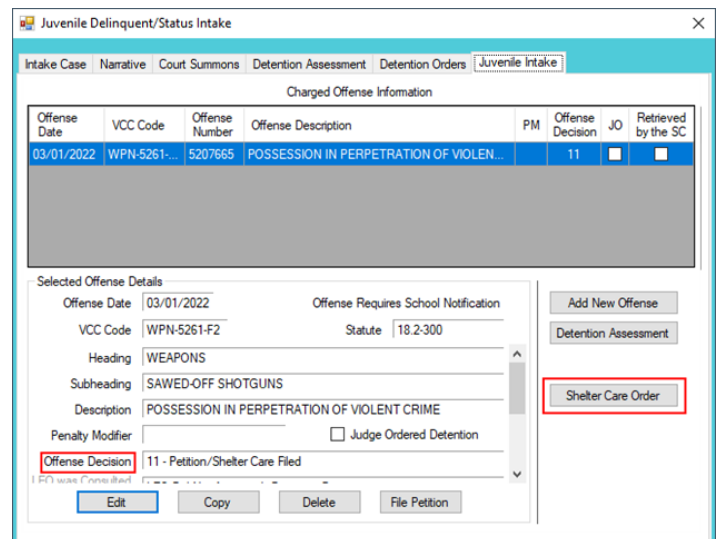
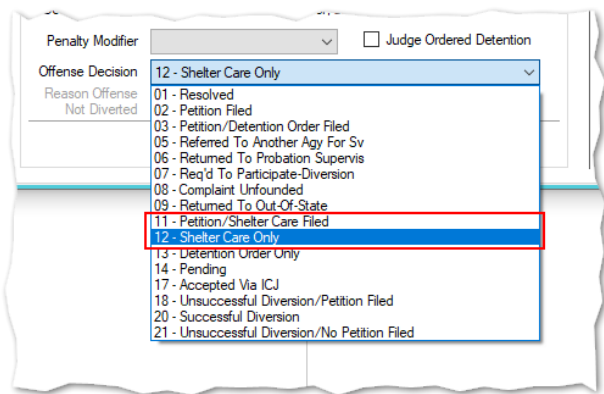
3. **Delete Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in **blue**, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.



4. **View/Print Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in **blue**, (ii) click the **View/Print** button, and the completed detention order/capias will appear.

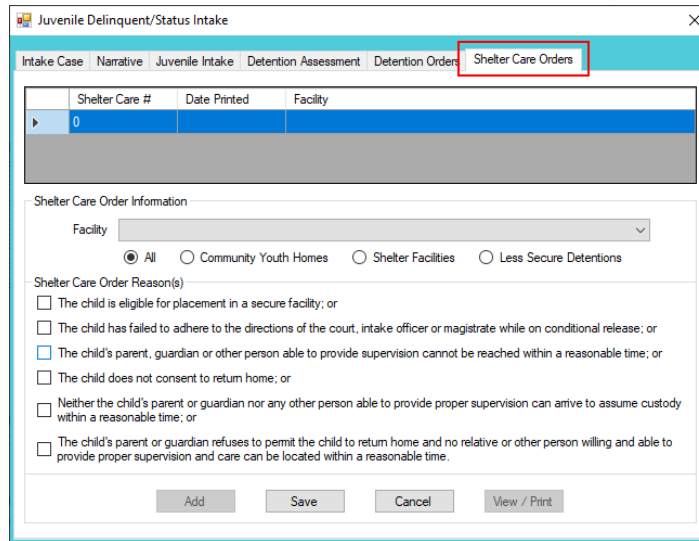


- xi. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**
  1. (i) The **Shelter Care Order** button on the *Juvenile Intake* tab will only appear when either (a) **Petition/Shelter Care Filed** or (b) **Shelter Care Only** are selected from the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.



■ A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.

2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**
  - a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

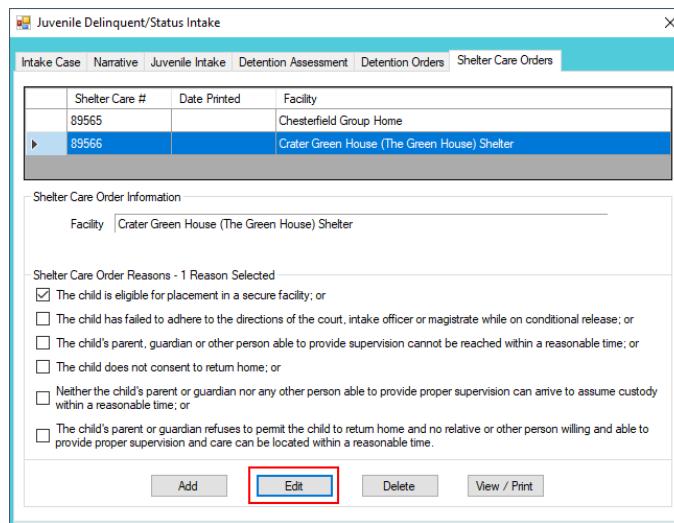


**b. Add Button**

- i. Click the **Add** button to add a new shelter care order.

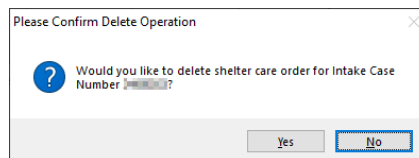
**c. Edit Button**

- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



**d. Delete Button**

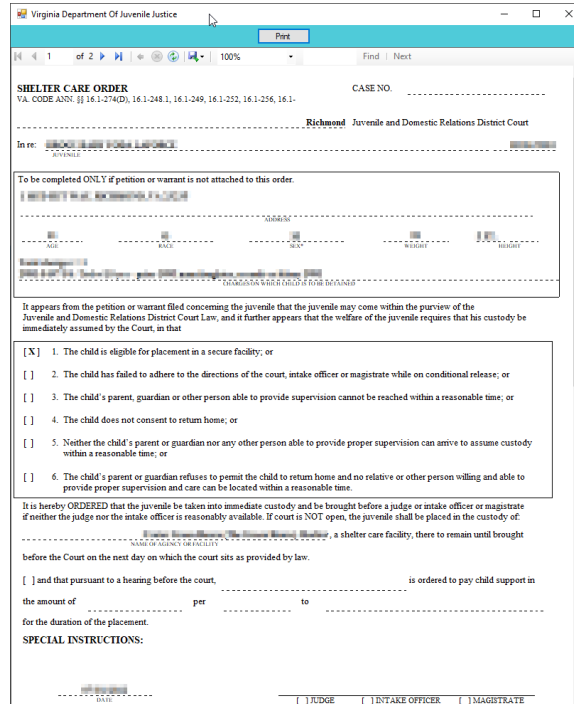
- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the Please Confirm Delete Operation screen will appear.



**e. View/Print Button**

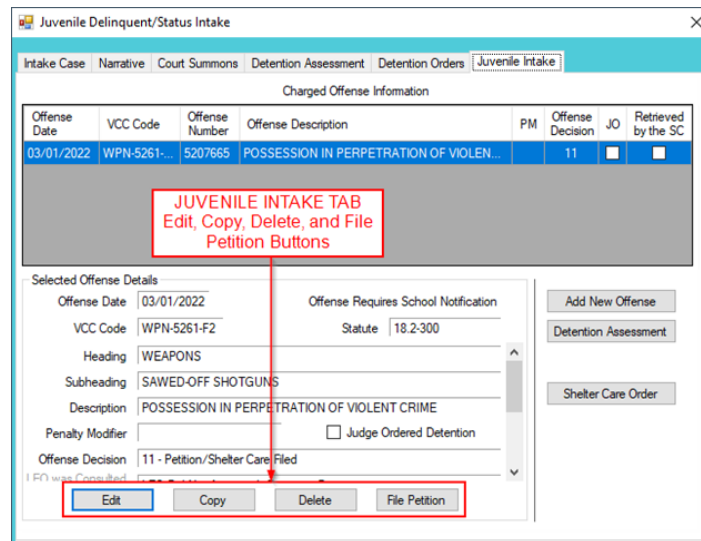
- i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the Virginia Department of Juvenile Justice report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.



**xii. Edit Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



**xiii. Copy Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

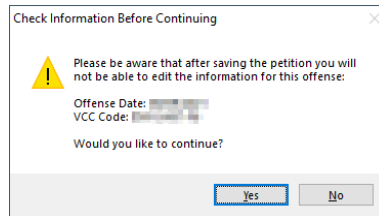
1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Copy** button and a duplication of the selected offense will be created.

**xiv. Delete Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.

**xv. File Petition Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab**

1. Click the **File Petition** button and the *Check Information Before Continuing* screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the **No** button and make the addition.



2. If the information is complete, click the **Yes** button, and the Petition screen will appear.


- Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

### 3. Petition Screen

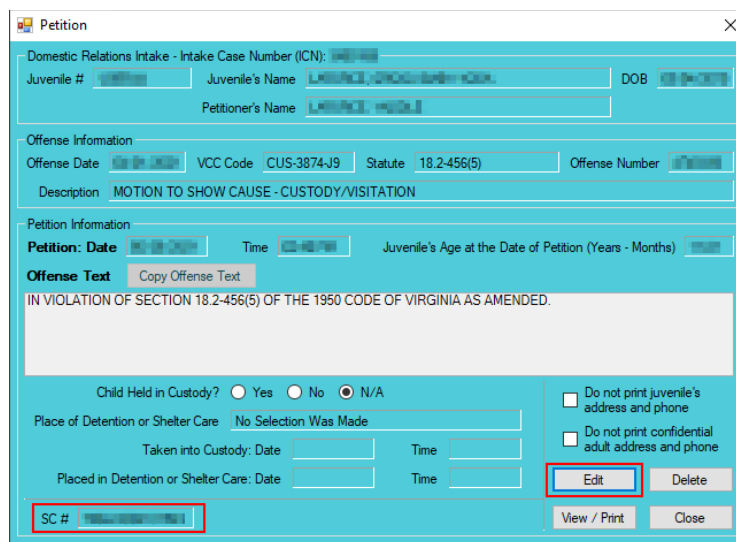
- a. All the information in the **Juvenile Intake** and **Offense Information** sections will auto-populate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the Petition screen was opened. To change the date, select the date from the calendar drop-down screen. To change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. If required, edit or add to the information in the **Offense Text** textbox.
- d. The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.


- e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.
- f. If the juvenile's information needs to remain confidential, click the **Do not print juvenile's address and phone** checkbox.

- g. If the adult's information needs to remain confidential, click the **Do not print confidential adult address and phone** checkbox. This feature will ONLY work if the **Is Address Confidential?\*** checkbox is selected on the Adult Information screen.

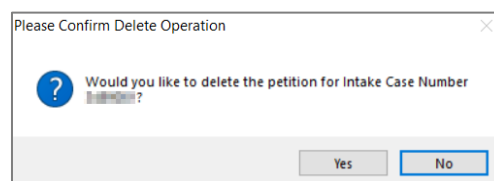
 Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

- h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.
- i. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.



 On the Petition screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

- j. In order to delete the petition, click the **Delete** button, and the Please Confirm Delete Operation screen will appear. When the petition is deleted the Juvenile Intake tab in the Juvenile Delinquent/Status Intake screen will appear.



- k. In order to view or print the petition, click the **View/Print** button, and the completed petition will appear on the Virginia Department of Juvenile Justice report viewer screen. View, print, or save the custody petition from the report viewer screen.

 Printing the same petition multiple times will not change the **SC #**.

- l. Click the **X** in the upper right corner to close the report viewer screen and return to the Petition screen. Click the **Close** button to exit the Petition screen and return to the Juvenile Delinquent/Status Intake screen.

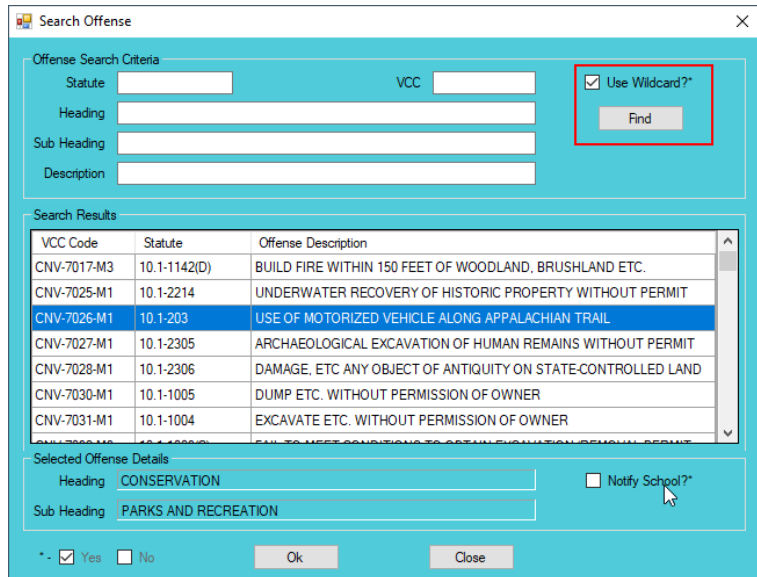
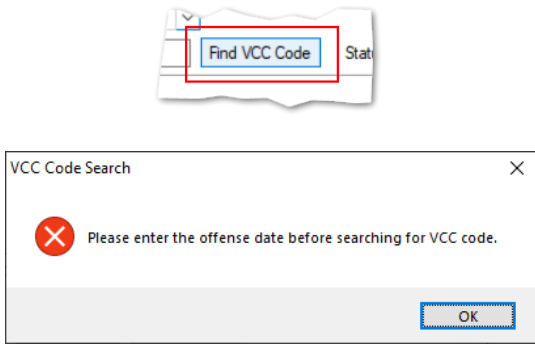
2. Add Court Summons Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab

- a. (i) Click the **Add Court Summons** button, and the *Court Summons* tab will appear on the Juvenile Delinquent/Status Intake screen.

b. Court Summons Tab—Juvenile Delinquent/Status Intake Screen

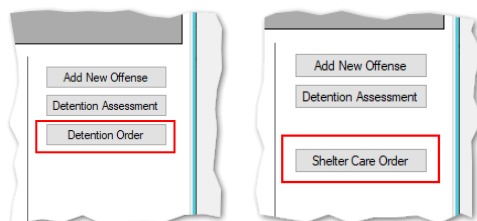
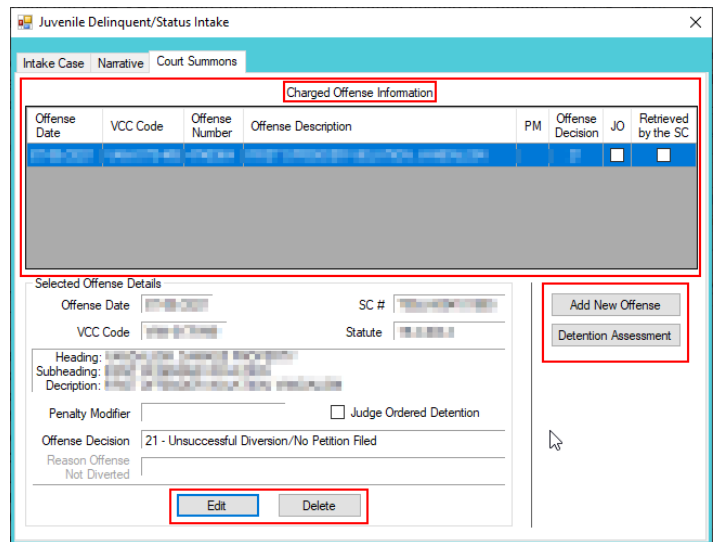
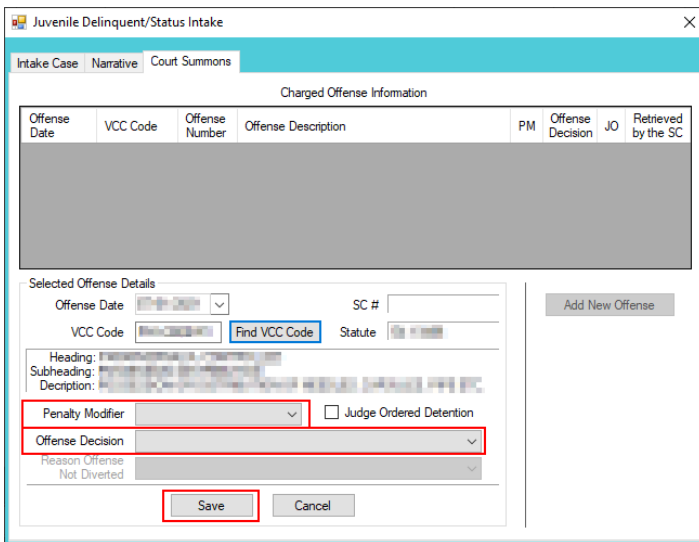
- i. Select the **Offense Date** from the calendar drop screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear. If the **Offense Date** has not been selected a warning will display on the VCC Code Search screen.
  - 1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute, VCC, Heading, Sub-Heading, or Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the *Court Summons* tab on the Juvenile Delinquent/Status Intake screen.





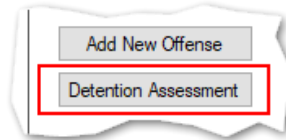
- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the Search Offense screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** field is checked, the juvenile’s school must be notified via a school notification letter.

iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus. (iii) Click the **Save** button and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment**, **Shelter Care Order**, or **Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit**, and **Delete** buttons will also appear on the bottom of the *Court Summons* tab.



- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.

- iv. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
  1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Court Summons* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.
- v. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**
  1. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear.



2. **Detention Assessment Screen**

- a. The *Detention Assessment* screen contains the *DAI Scores* tab and the *Overrides* tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

- Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI’s total score.

b. **DAI Scores Tab—Detention Assessment Screen**

- Click the **Auto Fill** button to auto-populate some of the fields.

i. **Most Serious CURRENT Petitioned Offense Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

- If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

ii. **Additional CURRENT Petitioned Offenses in this Referral Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

■ When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to “02 – Petition Filed,” “03 – Petition/Detention Order Filed,” “11 – Petition/Shelter Care Filed,” “15 – Consent Signed/Petition Filed,” “16 – Court Summons,” or “18 – Unsuccessful Diversion/Petition Filed.”

iii. **Prior Adjudications of Guilt (includes continued adjudication with “evidence sufficient to finding of guilt”) Field**



1. (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

■ Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the **Prior Adjudications of Guilt** section.

iv. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field**

1. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

■ Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

 Refer to the [BADGE Offense History Screen Manual](#) on how to navigate the Offense History screen.  
 Refer to the [BADGE Caseload Management Module Manual](#) on how to navigate the *Contacts* tab.

v. **Supervision Status Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.

vi. **History of Failure to Appear (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

■ The **Failure to Appear** MUST have occurred within the past 12 months.

vii. **History of Escape/Runaways (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

■ The escape/runaway incident MUST have occurred within the past 12 months.

viii. **Auto Fill Button**

1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
- ix. **Total Score Field**
  1. The total score will calculate based on the selected options.
- x. **Indicated Decision Field**
  1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
- c. **Overrides Tab—Detention Assessment Screen**

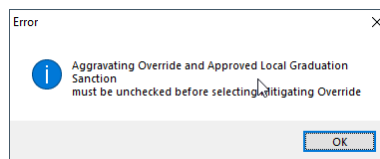
i. **Mandatory Overrides (Juvenile Must Be Detained)**

1. (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

■ If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

ii. **Discretionary Override**

1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
  - a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An Error screen will be displayed if an attempt is made to select both items.



- b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an Error screen will be displayed.

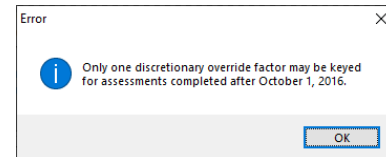
■ ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

- Select the most serious aggravating factor, if any apply to the juvenile.
- In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint **MUST** be made prior to completing the DAI.
- Information in the **Narrative** box may auto-populate based on the **Factor** selected.

The screenshot shows the 'Detention Assessment' window. Under the 'Discretionary Override' section, there are two radio buttons: '1. Aggravating factors (override to more restrictive placement than indicated by guidelines)' and '2. Mitigating factors (override to less restrictive placement than indicated by guidelines)'. Below these is a table with columns for 'Type', 'Factor', and 'Narrative'. An 'Add' button is highlighted with a red box. Below the table are fields for 'Factor' and 'Narrative', and a checkbox for '3. Approved local graduated sanction for probation/parole violation'. At the bottom, there are radio buttons for 'Actual Decision / Recommendation': 'Release', 'Alternative', and 'Secure Detention'.

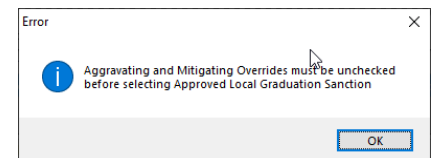
This screenshot is similar to the previous one, but the 'Done', 'Cancel', and 'Delete' buttons are highlighted with red boxes. The 'Done' button is specifically highlighted with a red box, indicating it is the next step in the process.

A close-up view of the 'Discretionary Override' table. The table has columns for 'Type', 'Factor', and 'Narrative'. The first row contains 'A', 'Juvenile Has Significant Substance Abuse Problem', and 'Juvenile was screened by a qualified profes...'. The 'Edit' button is highlighted with a blue box.

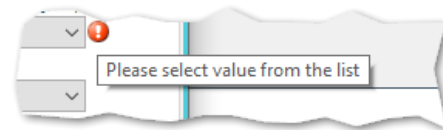


- c. **Edit Button**
  - i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. **Delete Button**
  - i. Click the **Delete** button and the **Discretionary Override** will be removed.
2. **Approved local graduated sanction for probation/parole violation Checkbox**
  - a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an Error screen.

A close-up of the 'Justification' text box. The text 'add description' is entered in the box. Above the text box is a checkbox for '3. Approved local graduated sanction for probation/parole violation'.



- d. **Actual Decision/Recommendation—Detention Assessment Screen**
  - i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

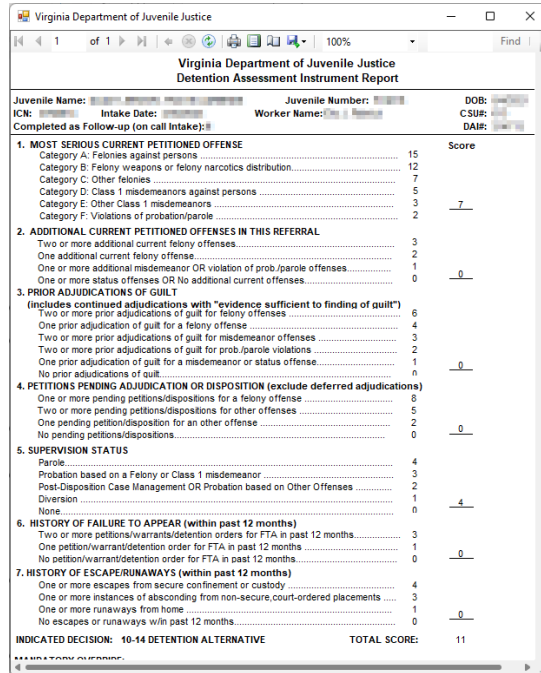


e. **Edit Button—Detention Assessment Screen**

- i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.

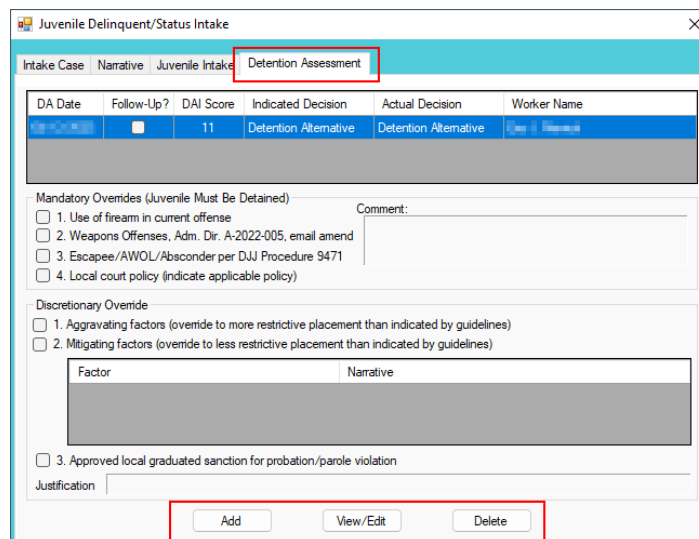
f. **Close Button—Detention Assessment Screen**

- i. Click the **Close** button and to return to the *Detention Assessment* tab on the Juvenile Delinquent/Status Intake screen.
- g. **Print Button—Detention Assessment Screen**
  - i. In order to view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the Virginia Department of Juvenile Justice report viewer screen. View, print, or save the assessment from the report viewer screen.
  - ii. Click the **X** in the upper right corner to close the report viewer screen and return to the Detention Assessment screen.



3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**

The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the Juvenile Delinquent/Status Intake screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.



a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. Click the **Add** button and the Detention Assessment screen will appear. To add a new assessment perform the steps detailed in the Detention Assessment screen section above.

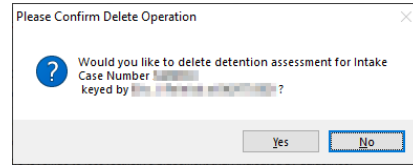
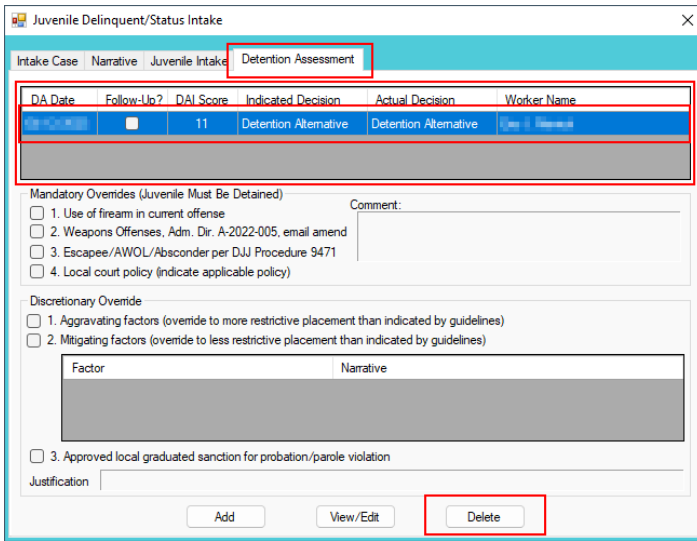
**b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the Detention Assessment screen will appear. See the steps detailed in the Detention Assessment screen section above for instructions on completing the detention assessment.

**c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the Please Confirm Delete Operation screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

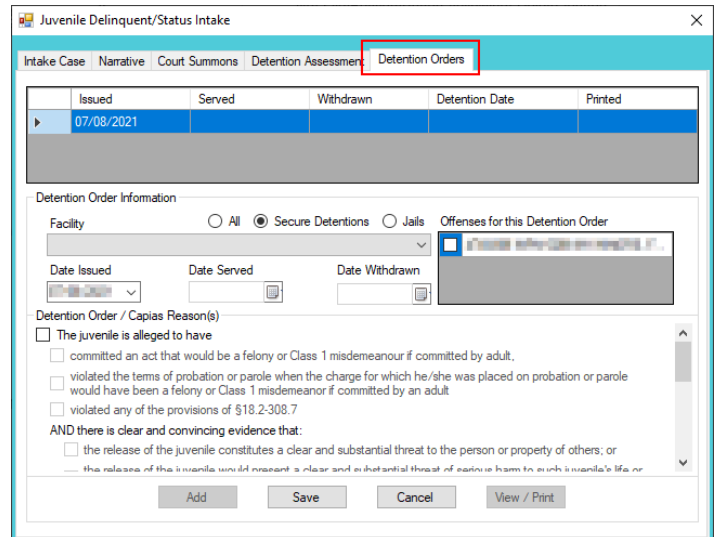
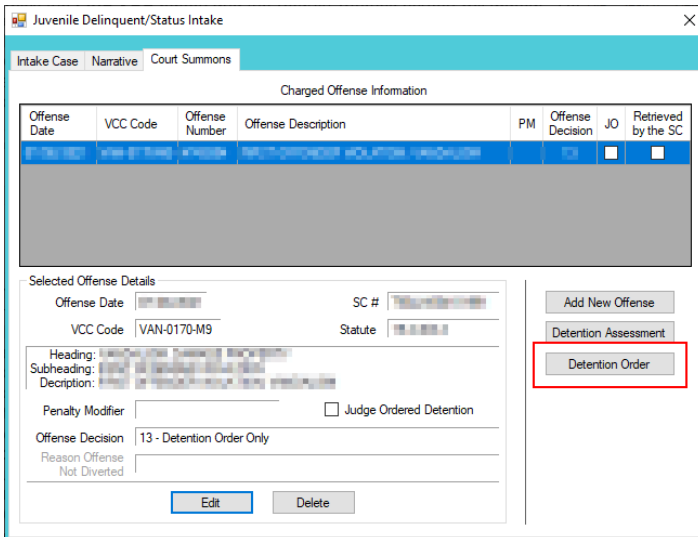




vi. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**

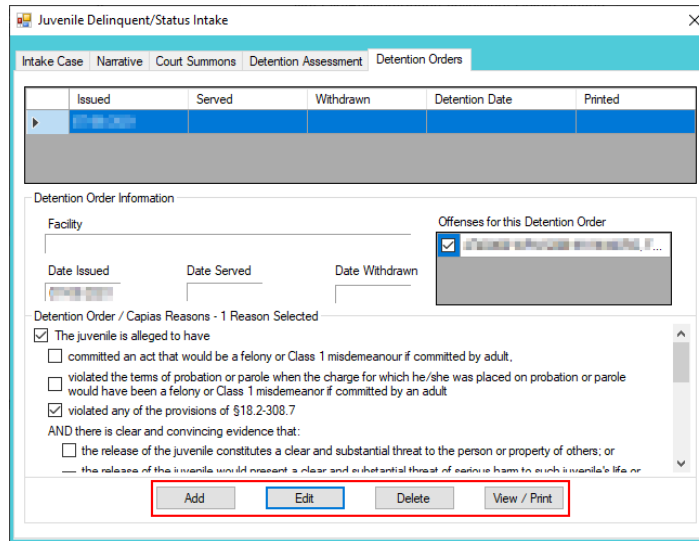
1. (i) Select the *Court Summons* tab on the *Juvenile Delinquent/Status Intake* screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.

a. **Detention Orders Tab**

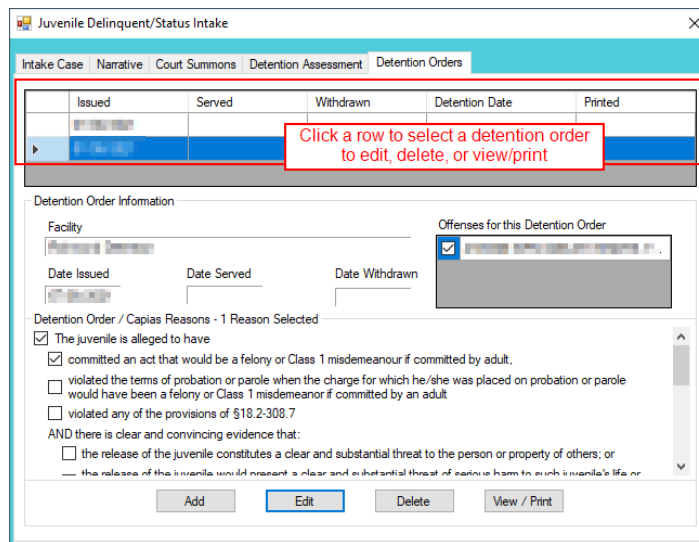


- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.
- Multiple VCCs can be added to a petition/order.

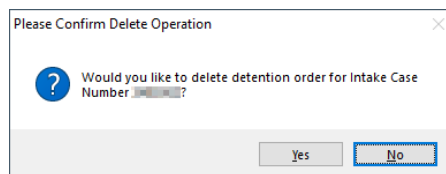
- i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.



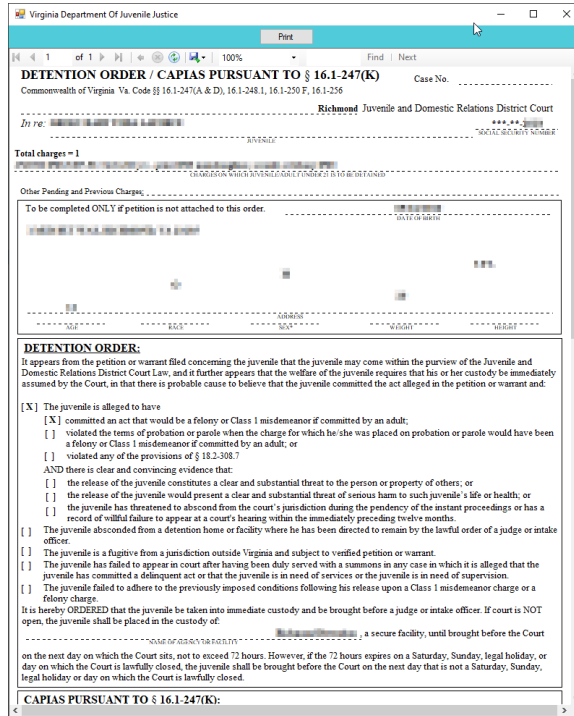
1. **Add Button**
  - a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
  - a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.



3. **Delete Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.

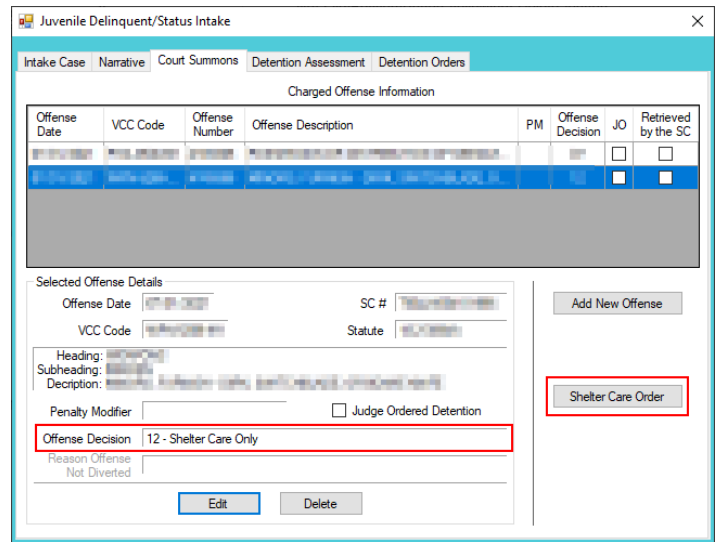
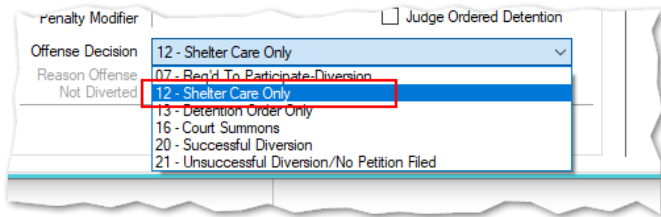


4. **View/Print Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **View/Print** button, and the completed detention order/capias will appear.



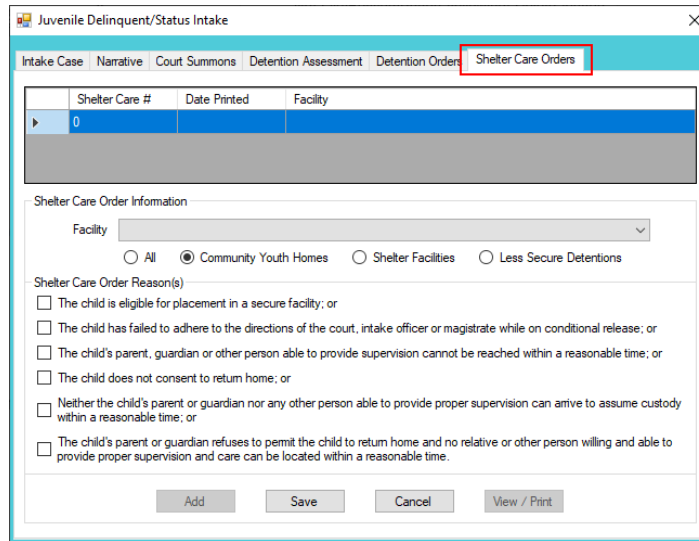
vii. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**

1. (i) To display the **Shelter Care Order** button on the *Court Summons* tab select **Shelter Care Only** from the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.



■ A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.

2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**
  - a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

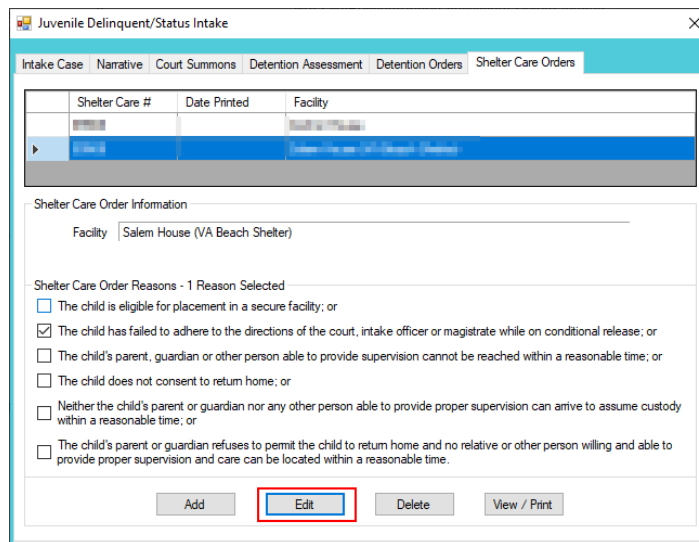


**b. Add Button**

- i. Click the **Add** button to add a new shelter care order.

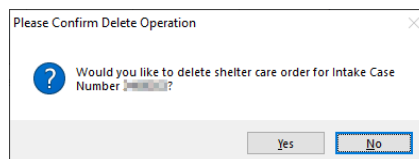
**c. Edit Button**

- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



**d. Delete Button**

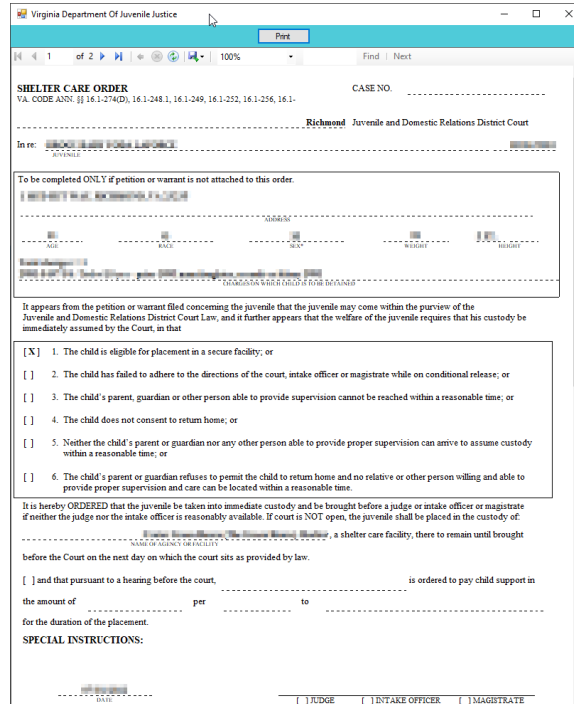
- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the Please Confirm Delete Operation screen will appear.



**e. View/Print Button**

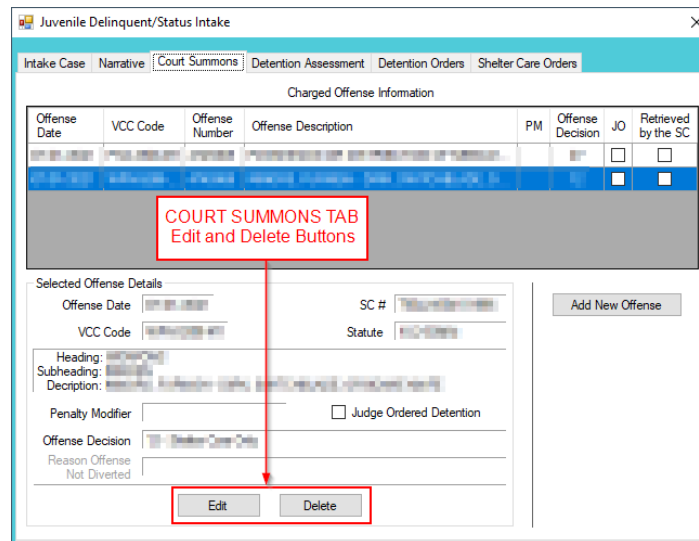
- i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the Virginia Department of Juvenile Justice report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.



viii. **Edit Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



ix. **Delete Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab**

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.

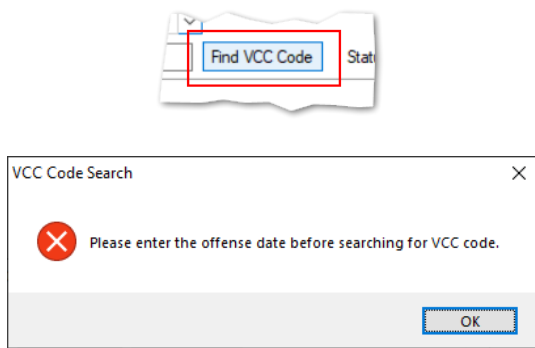
3. **Add Bench Warrant Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab**

- a. (i) Click the **Add Bench Warrant** button, and the *Bench Warrant* tab will appear on the Juvenile Delinquent/Status Intake screen.

Multiple VCCs can be added to a petition/order.

**b. Bench Warrant Tab—Juvenile Delinquent/Status Intake Screen**

- i. Select the **Offense Date** from the calendar drop screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear. If the **Offense Date** has not been selected a warning will display on the VCC Code Search screen.
  1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute, VCC, Heading, Sub-Heading, or Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the Bench Warrant tab on the Juvenile Delinquent/Status Intake screen.

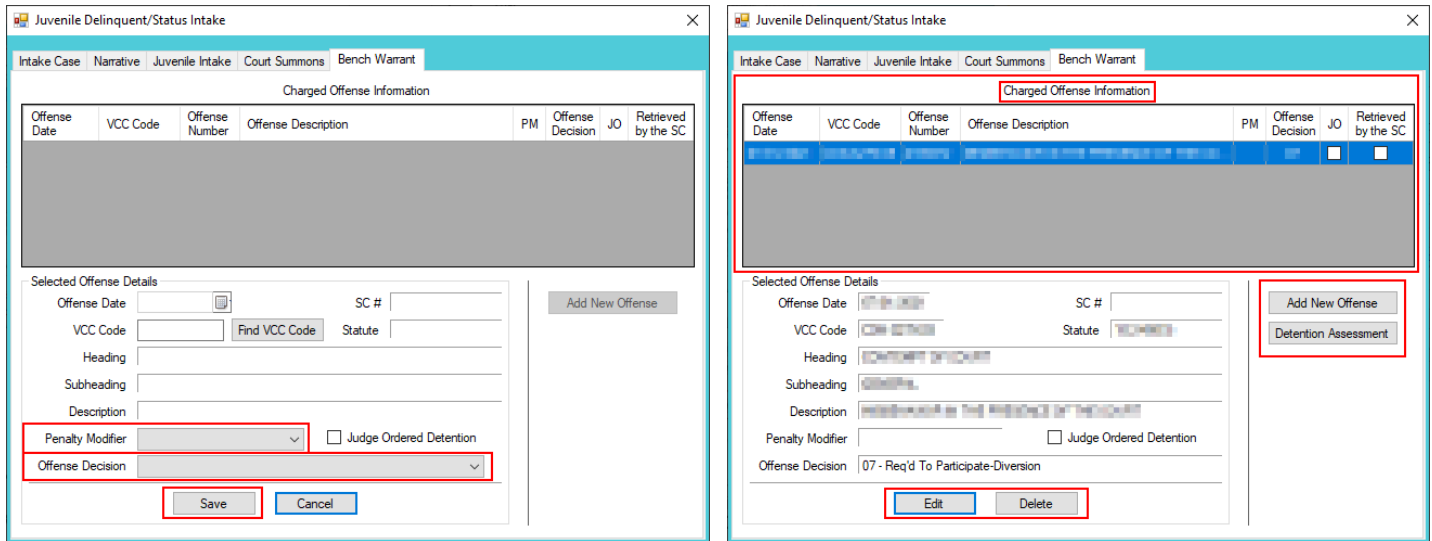


VCC Code	Statute	Offense Description
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT
CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL
CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND
CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER
CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER

- Click the **Find** button on the Search Offense screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?\*** field is checked, the juvenile's school must be notified via a school notification letter.

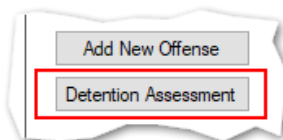
- iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus. (iii) Click the **Save** button and the saved information will appear in the **Charged Offense**

**Information** section. Once saved, the **Add New Offense** button will become accessible, and the **Detention Assessment**, **Shelter Care Order**, or **Detention Order** buttons may appear depending upon the **Offense Decision** selected. The **Edit**, and **Delete** buttons will also appear on the bottom of the *Bench Warrant* tab.



- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.

- iv. **Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
  1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Bench Warrant* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.
- v. **Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
  1. Click the **Detention Assessment** button, and the *Detention Assessment* screen will appear.



2. **Detention Assessment Screen**

- a. The *Detention Assessment* screen contains the *DAI Scores* tab and the *Overrides* tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

- Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

## b. DAI Scores Tab—Detention Assessment Screen

- Click the **Auto Fill** button to auto-populate some of the fields.

### i. Most Serious CURRENT Petitioned Offense Field

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

- If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

### ii. Additional CURRENT Petitioned Offenses in this Referral Field

- This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

- When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons," or "18 – Unsuccessful Diversion/Petition Filed."

### iii. Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field

- (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the *Offense History* screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

- Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the **Prior Adjudications of Guilt** section.

### iv. Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field



1. (i) Select the appropriate option from the drop-down menu and (ii) review the Offense History screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

Refer to the [BADGE Offense History Screen Manual](#) on how to navigate the Offense History screen.

Refer to the [BADGE Caseload Management Module Manual](#) on how to navigate the *Contacts* tab.

v. **Supervision Status Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.

vi. **History of Failure to Appear (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

The **Failure to Appear** MUST have occurred within the past 12 months.

vii. **History of Escape/Runaways (within past 12 months) Field**

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Offense History screen, and select the appropriate option from the drop-down menu.

The escape/runaway incident MUST have occurred within the past 12 months.

viii. **Auto Fill Button**

1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.

ix. **Total Score Field**

1. The total score will calculate based on the selected options.

x. **Indicated Decision Field**

1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.

c. **Overrides Tab—Detention Assessment Screen**

The screenshot shows the 'Detention Assessment' window. At the top, there are fields for 'Worker Name', 'DAI Date', and 'DAI#'. Below these are 'Mandatory Overrides (Juvenile Must Be Detained)' with four checkboxes: '1. Use of firearm in current offense', '2. Weapons Offenses, Adm. Dir. A-2022-005, email amend', '3. Escapree/AWOL/Absconder per DJJ Procedure 9471', and '4. Local court policy (indicate applicable policy)'. There is a 'Comment' field next to these. Below that is 'Discretionary Override' with two checkboxes: '1. Aggravating factors (override to more restrictive placement than indicated by guidelines)' and '2. Mitigating factors (override to less restrictive placement than indicated by guidelines)'. A table with columns 'Type', 'Factor', and 'Narrative' is present, with 'Add', 'Edit', and 'Delete' buttons. Below the table are fields for 'Factor' and 'Narrative'. At the bottom, there is a checkbox for '3. Approved local graduated sanction for probation/parole violation' and a 'Justification' field. The 'Actual Decision / Recommendation' section has three radio buttons: 'Release', 'Alternative', and 'Secure Detention'. At the very bottom are 'Save', 'Close', and 'Print' buttons.

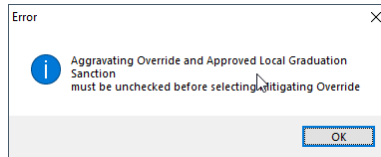
i. **Mandatory Overrides (Juvenile Must Be Detained)**

- 1. (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

■ If **Local Court Policy** is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

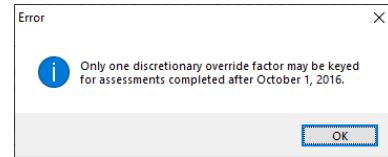
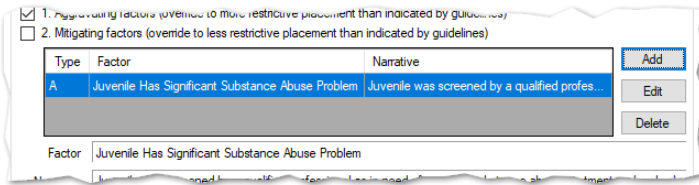
ii. **Discretionary Override**

- 1. **Aggravating factors** are overrides for a more restrictive placement than indicated by guidelines. **Mitigating factors** are overrides for a less restrictive placement than indicated by guidelines.
  - a. If necessary, click the appropriate checkbox for either item 1, **Aggravating factors** or item 2, **Mitigating factors**. An Error screen will be displayed if an attempt is made to select both items.

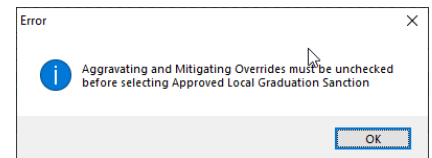
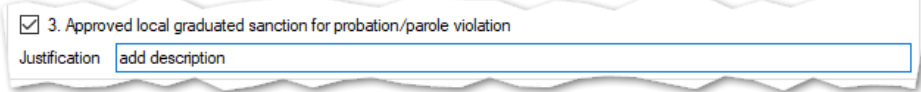


- b. (i) Click the **Add** button to access the **Factor** drop-down menu. (ii) Select the most applicable **Factor** from the drop-down menu and, depending upon the **Factor** selected, the **Narrative** text field may auto-populate. (iii) Add text or update the **Narrative** text field as required. (iv) Click the **Done** button and the information will save as a new **Discretionary Override** entry. If the user attempts to create an additional **Discretionary Override** an Error screen will be displayed.

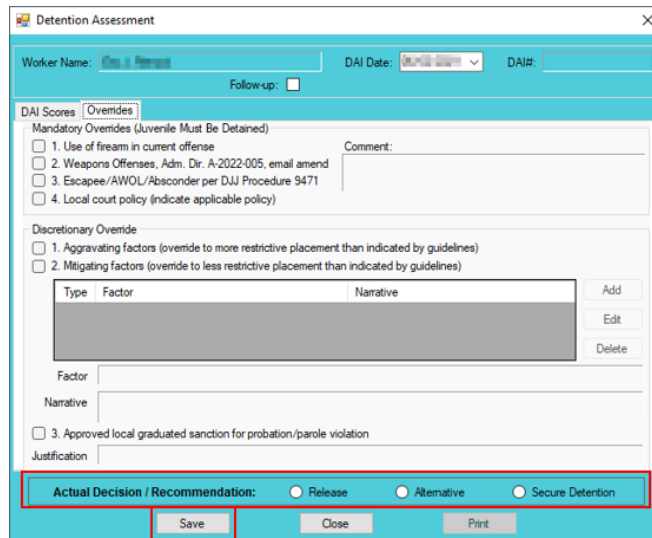
- ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.
- If an **Aggravating** factor is selected, select the most serious applicable aggravating factor.
- In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint **MUST** be made prior to completing the DAI.
- Information in the **Narrative** box may auto-populate based on the **Factor** selected.



- c. **Edit Button**
  - i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. **Delete Button**
  - i. Click the **Delete** button and the **Discretionary Override** will be removed.
- 2. **Approved local graduated sanction for probation/parole violation Checkbox**
  - a. If necessary, (i) click the item 3, **Approved local graduated sanction for probation/parole violation** checkbox and (ii) provide a brief description in the **Justification** text box. This item cannot be selected if either item 1, **Aggravating factors** or item 2, **Mitigating factors** have been selected; attempting to do so will display an Error screen.



- d. **Actual Decision/Recommendation—Detention Assessment Screen**
  - i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.



Detention Assessment

Worker Name: *Chris J. Parnass* DAI Date: *10/10/2023* DAI#: \_\_\_\_\_

Follow-up:

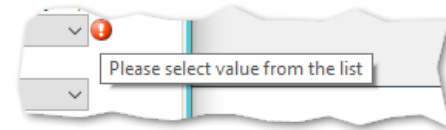
DAI Scores | Overrides

- Most Serious CURRENT Petitioned Offense  
7 Category C: Other felonies
- Additional CURRENT Petitioned Offenses in this Referral  
0 One or more status offenses OR No additional current offenses
- Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
- Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
- Supervision Status  
4 Parole
- History of Failure to Appear (within past 12 months)  
0 No petition/warrant/detention order for FTA in past 12 months
- History of Escape/ Runaways (within past 12 months)  
0 No escapes or runaways within past 12 months

11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative

Actual Decision / Recommendation:  Release  Alternative  Secure Detention

Save Close Print



Detention Assessment

Worker Name: *Chris J. Parnass* DAI Date: *10/10/2023* DAI#: *Chris J. Parnass*

Follow-up:

DAI Scores | Overrides

- Most Serious CURRENT Petitioned Offense  
7 Category C: Other felonies
- Additional CURRENT Petitioned Offenses in this Referral  
0 One or more status offenses OR No additional current offenses
- Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
- Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
- Supervision Status  
4 Parole
- History of Failure to Appear (within past 12 months)  
0 No petition/warrant/detention order for FTA in past 12 months
- History of Escape/ Runaways (within past 12 months)  
0 No escapes or runaways within past 12 months

11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative

Actual Decision / Recommendation:  Release  Alternative  Secure Detention

Save Close Print

DAI Number populates when the Detention Assessment is saved.

e. **Edit Button—Detention Assessment Screen**

- Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.

f. **Close Button—Detention Assessment Screen**

- Click the **Close** button and to return to the *Detention Assessment* tab on the *Juvenile Delinquent/Status Intake* screen.

g. **Print Button—Detention Assessment Screen**

- In order to view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the *Virginia Department of Juvenile Justice* report viewer screen. View, print, or save the assessment from the report viewer screen.
- Click the **X** in the upper right corner to close the report viewer screen and return to the *Detention Assessment* screen.

Category	Score
1. MOST SERIOUS CURRENT PETITIONED OFFENSE	7
2. ADDITIONAL CURRENT PETITIONED OFFENSES IN THIS REFERRAL	0
3. PRIOR ADJUDICATIONS OF GUILT	0
4. PETITIONS PENDING ADJUDICATION OR DISPOSITION	0
5. SUPERVISION STATUS	4
6. HISTORY OF FAILURE TO APPEAR (within past 12 months)	0
7. HISTORY OF ESCAPE/RUNAWAYS (within past 12 months)	0
<b>TOTAL SCORE</b>	<b>11</b>

3. **Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen**

The *Detention Assessment* tab displays the assessment(s) completed using the **Detention Assessment** button on the *Juvenile Delinquent/Status Intake* screen, *Juvenile Intake* tab. At the bottom of the *Detention Assessment* tab, three buttons allow the user to add, view/edit, or delete a detention assessment.

DA Date	Follow-Up?	DAI Score	Indicated Decision	Actual Decision	Worker Name
	<input type="checkbox"/>	11	Detention Alternative	Detention Alternative	

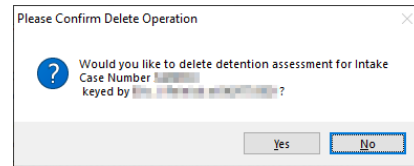
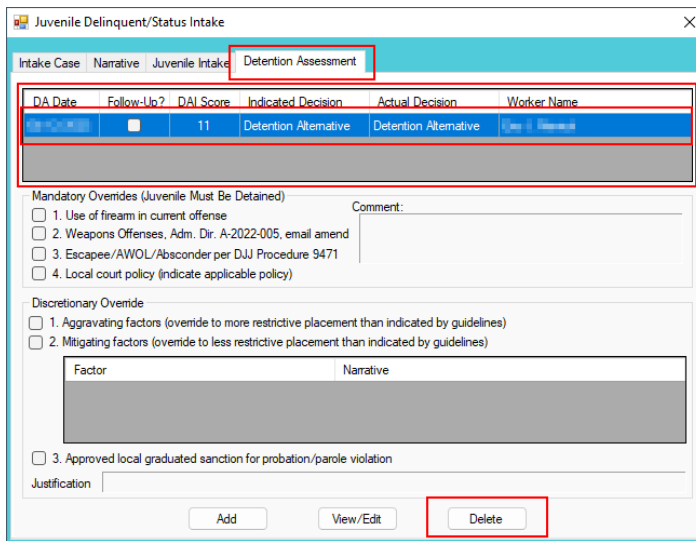
- a. **Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**
  - i. Click the **Add** button and the *Detention Assessment* screen will appear. To add a new assessment perform the steps detailed in the *Detention Assessment* screen section above.

**b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

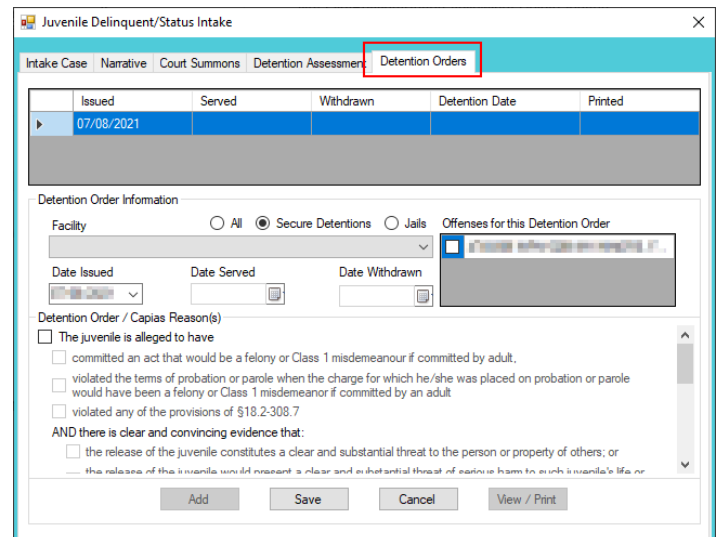
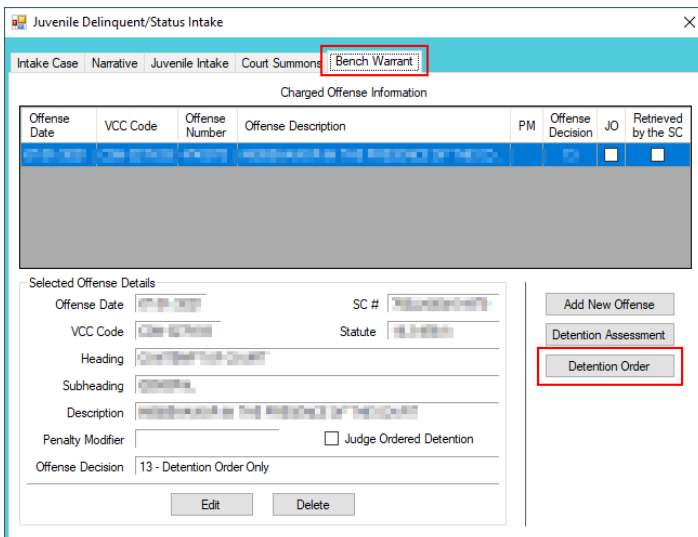
- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **View/Edit** button, and the *Detention Assessment* screen will appear. See the steps detailed in the *Detention Assessment* screen section above for instructions on completing the detention assessment.

**c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab**

- i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Please Confirm Delete Operation* screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

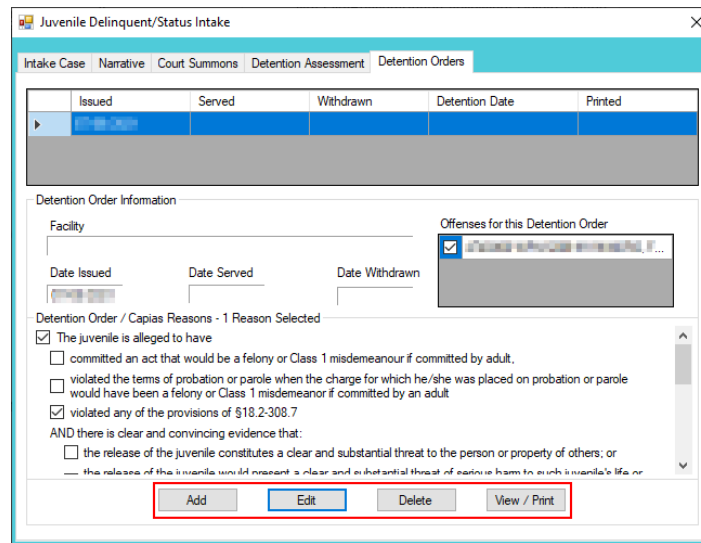


- vi. **Detention Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**
  - 1. (i) Select the *Bench Warrant* tab on the *Juvenile Delinquent/Status Intake* screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear.
    - a. **Detention Orders Tab**

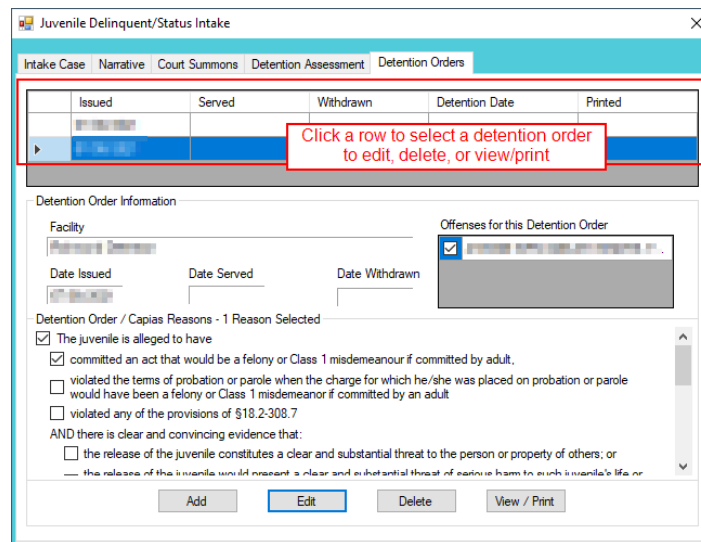


- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “03 – Petition/Detention Order Filed” or “13 – Detention Order Only” is selected.
- The **Detention Order** button will appear if the **Judge Ordered Detention** checkbox is selected.
- Multiple VCCs can be added to a petition/order.

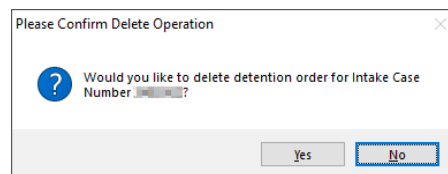
- i. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the **Date Issued** calendar drop-down screen. (iii) Place a checkmark in the appropriate **Offenses for this Detention Order** checkbox(es). The **Date Served** and **Date Withdrawn** will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate **Detention Order / Capias Reason(s)** checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the **Save** button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and **View / Print** buttons will become accessible.



1. **Add Button**
  - a. To add a new detention order click the **Add** button and complete the immediately preceding steps.
2. **Edit Button**
  - a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

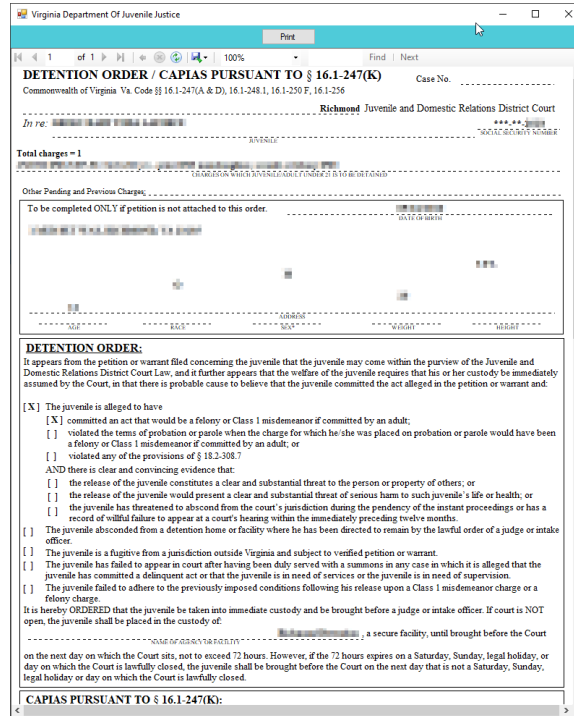


3. **Delete Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **Delete** button, and the Please Confirm Delete Operation screen will appear.



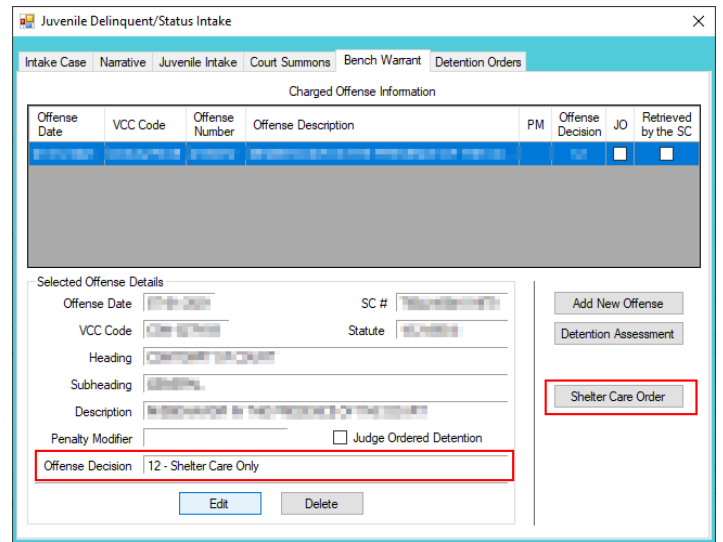
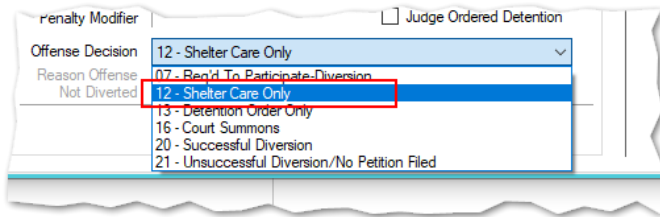
4. **View/Print Button**
  - a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **View/Print** button, and the completed detention order/capias will appear.





vii. **Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**

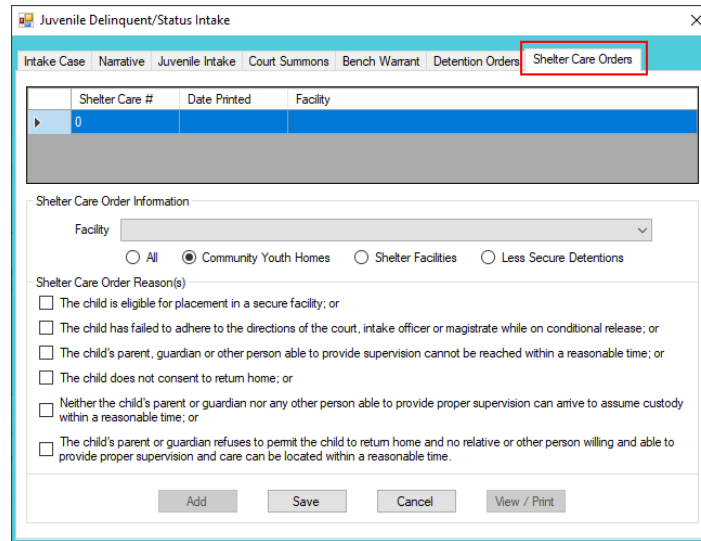
1. (i) To display the **Shelter Care Order** button on the *Bench Warrant* tab select **Shelter Care Only** form the **Offense Decision** drop-down menu. Once displayed, (ii) click the **Shelter Care Order** button and the *Shelter Care Orders* tab will appear.



■ A **Shelter Care Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** “11 – Petition/Shelter Care Filed” or “12 – Shelter Care Only” is selected.

2. **Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen**

- a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

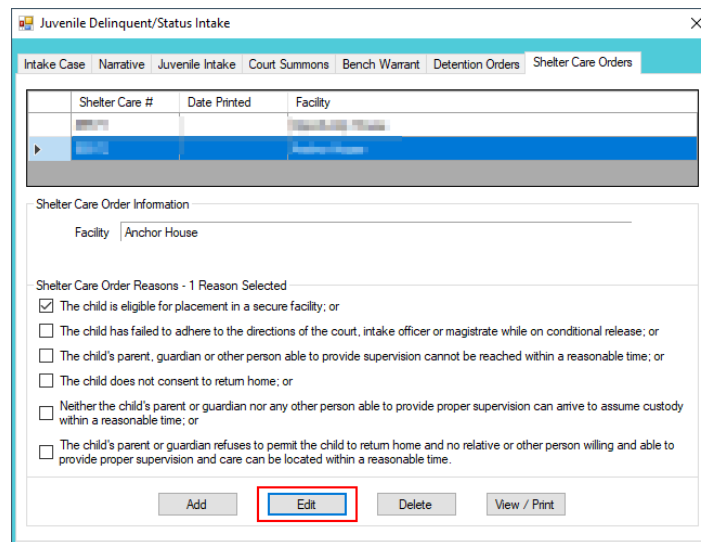


**b. Add Button**

- i. Click the **Add** button to add a new shelter care order.

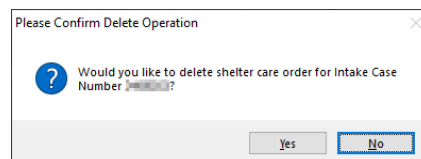
**c. Edit Button**

- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.



**d. Delete Button**

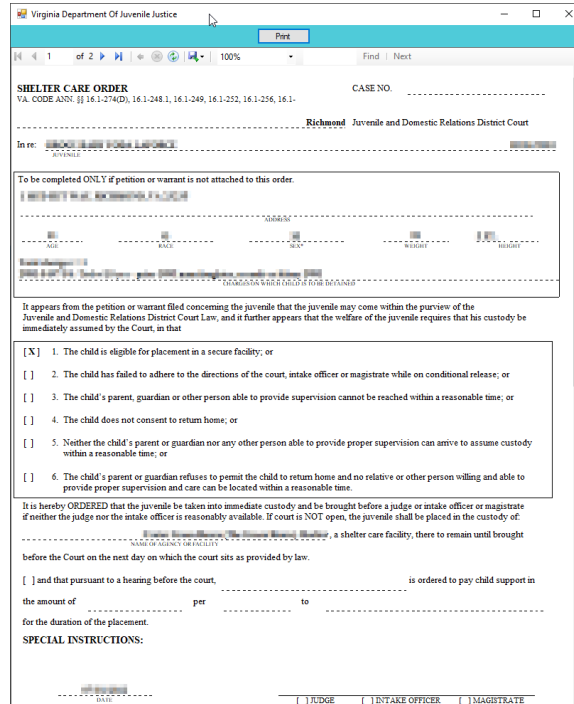
- i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the Please Confirm Delete Operation screen will appear.



**e. View/Print Button**

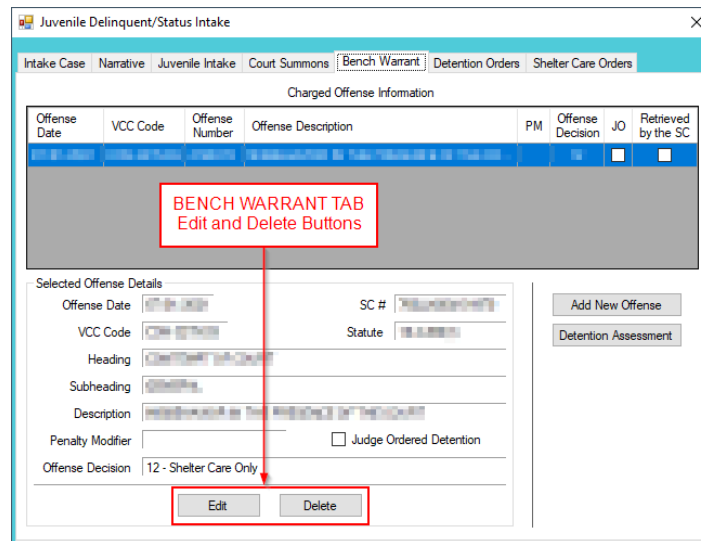
- i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the **View / Print** button and the shelter care order will appear in the Virginia Department of Juvenile Justice report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click

the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.



viii. **Edit Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

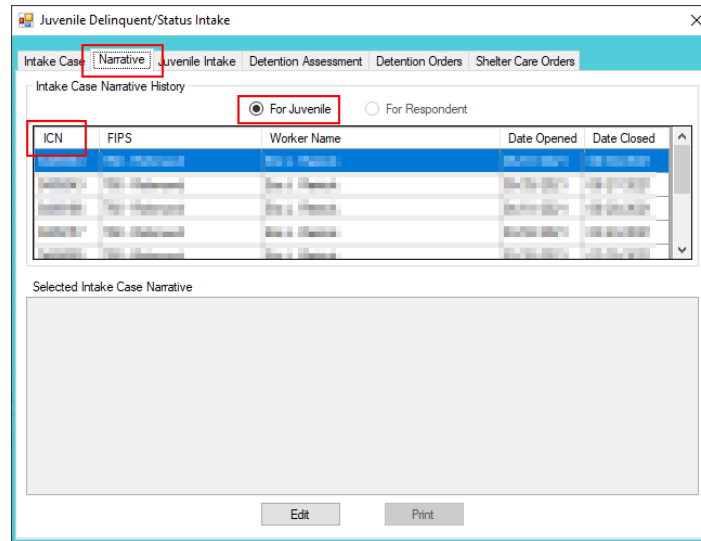


ix. **Delete Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab**

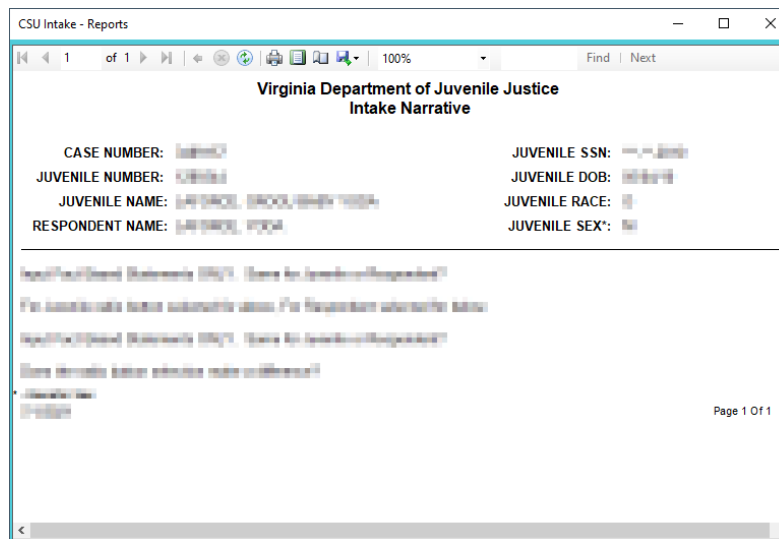
1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.

4. **Narrative Tab—Juvenile Delinquent/Status Intake Screen**

- a. Click the *Narrative* tab.
- b. The **For Juvenile** radio button will be selected automatically. (i) Click on the row containing the ICN (Intake Case Number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Edit** button and the **Selected Intake Case Narrative** textbox will become accessible. (iii) Type a detailed description of the intake in the textbox and (iv) click the **Save** button when the notes are complete.



- c. The **Respondent’s Information** section is greyed out and is not accessible.
- d. **Print Button**
  - i. To view or print the intake narrative (i) click on the row containing the ICN associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the *CSU Intake – Reports* report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the *Narrative* tab.



- The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court.
- Notes must be fact-based statements ONLY.

## Adult Criminal Intake

From the *Adult Criminal Intake* screen, an adult criminal intake can be created.

- Adult criminal intakes are not conducted at every CSU.

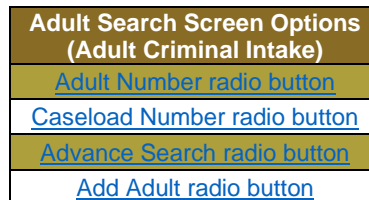
From the *BADGE* home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the *CSU Intake* screen will appear. On the *CSU Intake* screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the *Select Intake Case Category* screen will appear. On the *Select Intake Case Category* screen (v) select the **Adult Criminal** option and (vi) click the

**Continue** button to open the Adult Criminal Intake screen, *Intake Case* tab. For additional detail see the Adding a New Intake section.

## Intake Case Tab

### 1. Petitioner's Information

- a. **Add Button.** On the Adult Criminal Intake screen, in the **Petitioner's Information** section, click the **Add** button and the Adult Search screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the Adult Search information screen will appear and inform the user the search criteria should be changed.



The screenshot shows the 'Adult Criminal Intake' window with the 'Intake Case' tab selected. The 'Petitioner's Information' section is highlighted with a red border and contains an 'Add' button also highlighted with a red box. Other sections include Respondent's Information, Juvenile's Information, and Intake Case Number (ICN) details.

The screenshot shows the 'Adult Search' window with the 'Adult Number' radio button selected and highlighted by a red box. There is an empty text input field next to it. 'Find' and 'Close' buttons are at the bottom.

■ If the adult is not found, a message will appear advising that there are no matches.

### i. Adult Number Radio Button

1. On the Adult Search screen (i) click the **Adult Number** radio button, (ii) type in the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear. Review the information displayed on Adult Information screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the Adult Criminal Intake screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.

This screenshot is similar to the previous one but includes a red arrow pointing to the 'Find' button, indicating the next step in the process.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.





## ii. Caseload Number Radio Button

1. On the *Adult Search* screen (i) click the **Caseload Number** radio button, (ii) type in the **Caseload Number**, (iii) click the **Find** button, and the *Adult Information* screen will appear. Review the information displayed on the *Adult Information* screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the *Adult Criminal Intake* screen. If a match is not found the *Adult Search* information screen will inform the user the search criteria should be changed.

## iii. Advance Search Radio Button

1. On the *Adult Search* screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

2. Either (a) type the full last name in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
  - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
3. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
  - a. If the date of birth is not known, click the **Include records that have no values for suffix and DOB** checkbox.
5. Select the **Genetic Sex** by clicking one radio button for **All**, **Male**, or **Female**.
6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
7. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
8. Search using the adult's city by typing it into the **City** textbox.
9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option and the **LEO Badge #** textbox will become accessible. (ii) Type the badge number in the **LEO Badge #** field.
11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
13. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen. If a match is not found the Adult Search information screen will inform the user the search criteria should be changed.

-  Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
-  In order to clear all the information in the search fields, click the **Clear All** button.
-  In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.
-  If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

- a. If the Search Results screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the Adult Information screen will

appear and display additional information for the record. Review the Adult Information screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the Adult Information screen and return to the Search Results screen. (iv) Once the correct record is identified, click the **Select** button and the Adult Information screen will appear and display additional information for the record. (v) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Adult Criminal Intake screen.

- b. If the desired adult record is readily identifiable on the Search Results screen (i) select the adult record, and the row will be highlighted in blue. (ii) Click the Select button and the Adult Information screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the Adult Information screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the Adult Criminal Intake screen.

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
1000000000	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000001	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000002	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000003	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000004	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000005	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000006	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000007	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000008	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000009	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000010	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000011	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000012	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000013	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000014	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000015	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000016	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000017	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000018	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000019	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000020	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000021	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000022	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000023	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000024	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000025	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000026	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000027	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000028	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000029	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M
1000000030	JENNIFER		JOHN	DAVID	ARLINGTON	01/01/1980	M	M

Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.

iv. **Add Adult Radio Button**

- 1. If an adult record does not exist a new adult record can be created. From the Adult Search screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.



The **Add Adult** radio button will create a new adult record with a unique **Adult Number**. All information pertaining to this adult will be found under the newly assigned adult number.

- a. Type the last name in the **Last Name** field.
  - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the dropdown menu.
- b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
- c. If the system finds possible matches, the Add New Adult information screen will appear.

- i. To review the possible matches, click the **Yes** button and the Adult Search screen will appear with the **Advance Search** radio button preselected and the **Last Name**, **Name Suffix** (if applicable), **First Name**, and **Date of Birth** fields auto-populated with the data that was entered in the **Add Adult** radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the Please Enter ALL Available Information for New Adult screen will appear.

Refer to the [Advance Search radio button](#) section on how to conduct an **Advance Search**.

d. **Please Enter All Available Information for New Adult Screen**

If the system does not find any possible matches, the *Please Enter ALL Available Information for New Adult* screen will appear. This screen consists of the *Name/Address Information*, *General Information*, and *Employment Information* tabs.

i. **Name/Address Information Tab**

1. The **Last Name**, **Suffix** (if applicable), **First Name**, and **Date of Birth** fields will auto-populate with the data that was entered in the **Add Adult** radio button fields. (i) Type the **Middle Name** and (ii) select the **Genetic Sex**.
  - a. If the adult is deceased, (i) click the **Is Deceased?\*** checkbox and the **Approx. Date** field will become accessible. (ii) Type the approximate death date.
2. Type in the (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.
  - a. If the adult **is Deceased?\*** is checked, “Deceased” will auto-populate into the **Address** and **City/Town** fields.

3. If the adult’s address needs to remain confidential, click the **Is Address Confidential?\*** checkbox.
4. If the adult’s address is unknown, click the **Paste Unknown** hyperlink, and “Unknown” will auto-populate into the **Address**, **City/Town**, and **State** fields.

- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- The adult’s address may need to remain confidential if a Protective Order exists.

## ii. General Information Tab

Please Enter ALL Available Information for New Adult

Name/Address Information **General Information** Employment Information

Adult Information

Date of Birth  Age (YY-MM)  SSN   Is Adult U.S. Citizen?\*

Race  Ethnicity (Hispanic/Latino?)

Height ' " Weight  Eye Color  Hair Color

Marital Status  Docket #  (for Arlington CSU)

Driver's Lic. #  State Issued Driver's License

Adult Phone/E-mail

Home Phone  Cell Phone  E-mail

\* -  Yes  No  Unknown

1. The **Date of Birth** will auto-populate with the date that was entered in the **Add Adult** radio button **Date of Birth** field. If the **Date of Birth** is not listed, type it in at this time. The **Age (YY-MM)** will auto-populate based on the **Date of Birth** field. Select the (i) **Race** and (ii) **Height** from the drop-down menus. The first **Height** drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate **Weight** (in pounds), (iii) select the **Marital Status** from the drop-down menu, (iv) type the adult's **Driver's Lic. #**, and (v) select the state of issuance from the **State Issued Driver's License** drop-down menu.
2. (i) Type the adult's Social Security number in the **SSN** field. If the adult is a U.S. Citizen, click the **Is Adult U.S. Citizen?\*** checkbox. Select the (ii) **Ethnicity**, (iii) **Eye Color**, and (iv) **Hair Color** from the drop-down menus. If located at the **Arlington CSU**, input the **Docket #**.
3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

## iii. Employment Information Tab

Please Enter ALL Available Information for New Adult

Name/Address Information General Information **Employment Information**

Adult Employment Information

Status  Approx. Date

Employer

Job Title

Is Adult Law Enforcement Officer?\*

Law Enforcement Officer Badge Number

Adult Employer Address / Phone Number

Address

Zip Code

City/Town

State  [Same as Home](#)


Phone  Phone Extension

\* -  Yes  No  Unknown

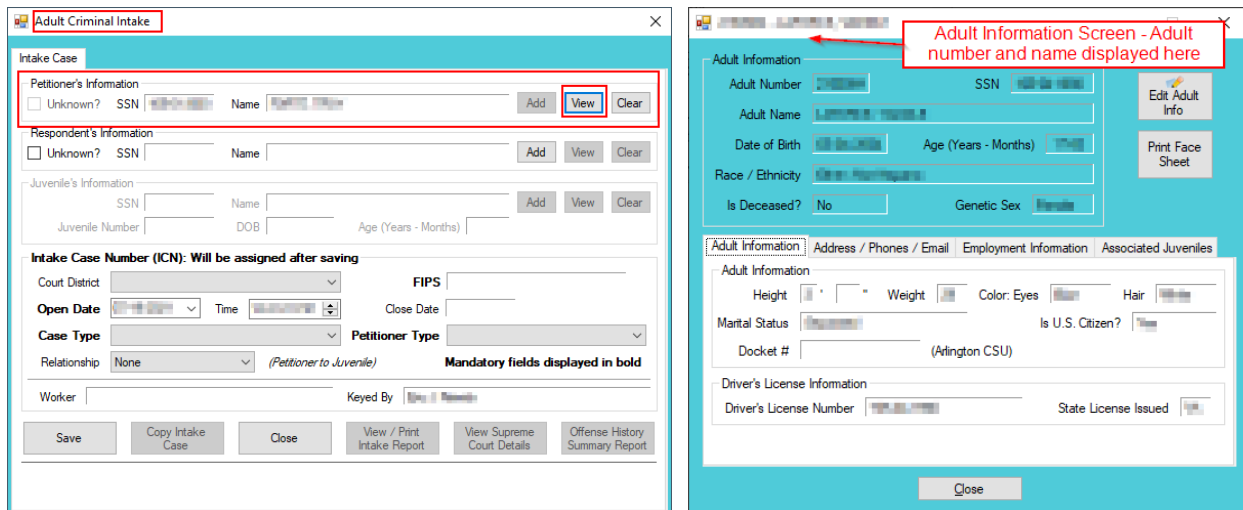
1. (i) Select the adult's employment status from the **Status** drop-down menu and type in the selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If the adult is a law enforcement officer (v) check the **Is Adult Law Enforcement**

**Officer?\*** checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.

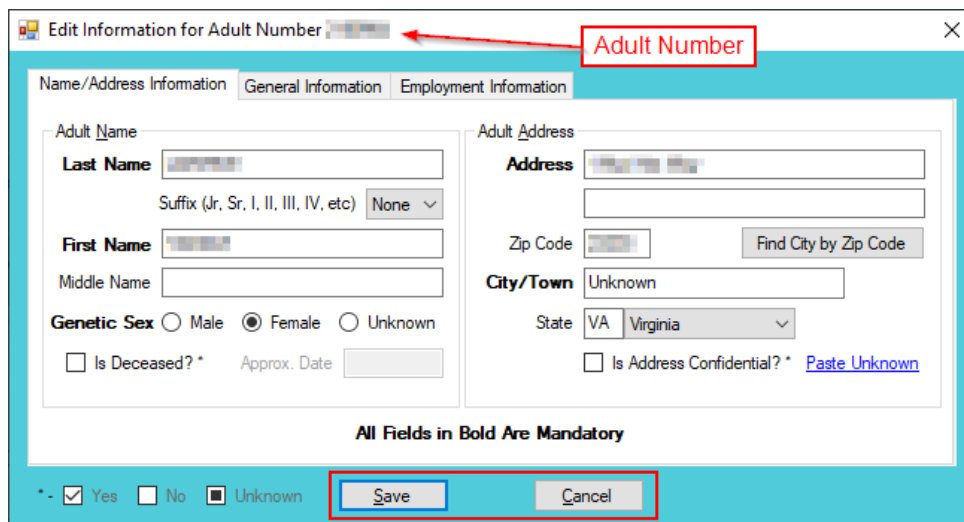
2. Type in the adult's employment (i) **Address** and (ii) **Zip Code**. (iii) Click the **Find City by Zip Code** button and the **City/Town** and **State** fields will auto-populate. Type in the adult's work (iv) **Phone** number and (v) **Phone Extension** (if applicable).
3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.
4. (i) Click the **Save** button, and the Adult Information screen will appear displaying the data entered in the preceding steps. Review the Adult Information screen to ensure the information is correct. (ii) Click the **Close** button to return to the Intake Case tab of the Adult Criminal Intake screen.

 Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

- b. **View Button.** On the Adult Criminal Intake screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's Adult Information screen will appear.
  - i. (i) On the Adult Information screen click the **Edit Adult Info** button and the Edit Information for Adult Number screen will appear. On the Edit Information for Adult Number screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the Adult Information screen. On the Adult Information screen (iii) click the **Close** button to return to the Adult Criminal Intake screen.



 Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the Adult Information screen.



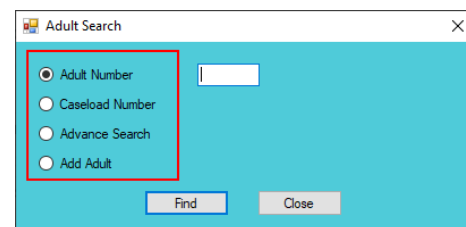
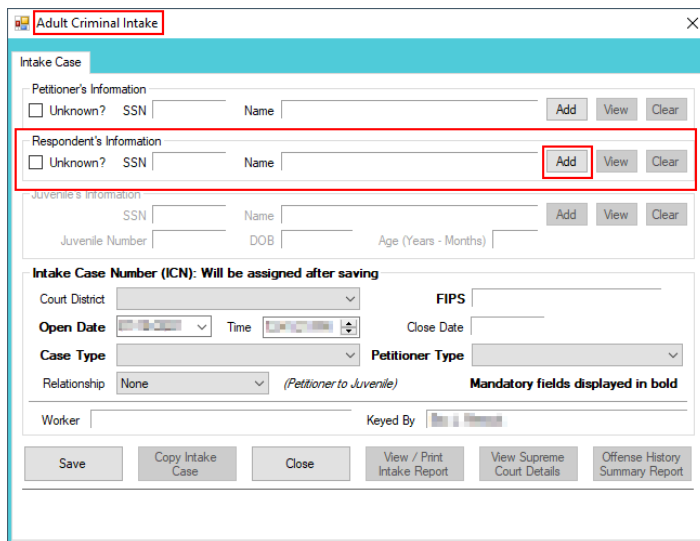
- c. **Clear Button.** On the *Adult Criminal Intake* screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.




2. **Respondent's Information**

- a. **Add Button.** On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **Add** button and the *Adult Search* screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. When a search is performed and a match is not found the *Adult Search* information screen will appear and inform the user the search criteria should be changed. 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.
  - i. See the instructions detailed in the **Petitioner's Information** section for instructions related to the following *Adult Search* screen options:

<b>Adult Search Screen Options (Adult Criminal Intake)</b>
<a href="#">Adult Number radio button</a>
<a href="#">Caseload Number radio button</a>
<a href="#">Advance Search radio button</a>
<a href="#">Add Adult radio button</a>



 Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

- b. **View Button.** On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **View** button and the petitioner's *Adult Information* screen will appear.
  - i. (i) On the *Adult Information* screen click the **Edit Adult Info** button and the *Edit Information for Adult Number* screen will appear. On the *Edit Information for Adult Number* screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the *Adult Information* screen. On the *Adult Information* screen (iii) click the **Close** button to return to the *Adult Criminal Intake* screen.

- c. **Clear Button.** On the *Adult Criminal Intake* screen, in the **Respondent's Information** section, click the **Clear** button to remove the data from the **Respondent's Information** fields on the *Intake Case* tab.

- For a new respondent, click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.
- If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.

3. **Juvenile's Information**

- a. The **Juvenile's Information** section is greyed out and is not accessible.

- Unlike domestic relations intakes or juvenile delinquent / status intakes, the juvenile's information is not required for an adult criminal intake. Petitioners are requesting the court to settle a matter against an adult; therefore, the **Juvenile's Information** section is inaccessible.

## 4. Intake Case Number (ICN)

Adult Criminal Intake

Intake Case

Petitioner's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

Respondent's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

Juvenile's Information  
 SSN [ ] Name [ ] Add View Clear  
 Juvenile Number [ ] DOB [ ] Age (Years - Months) [ ]

Intake Case Number (ICN): Will be assigned after saving

Court District [ ] FIPS [ ]

Open Date [ ] Time [ ] Close Date [ ]

Case Type [ ] Petitioner Type [ ]

Relationship [None] (Petitioner to Juvenile) Mandatory fields displayed in bold

Worker [ ] Keyed By [ ]

Save Copy Intake Case Close View / Print Intake Report View Supreme Court Details Offense History Summary Report

Adult Criminal Intake

Intake Case

Petitioner's Information  
 Unknown? SSN [ ] Name [ ] Add View Clear

Respondent's Information  
 Unknown? SSN [ ] Name [UNKNOWN, UNKNOWN] Add View Clear

Juvenile's Information  
 SSN [ ] Name [ ] Add View Clear

- a. The **Intake Case Number (ICN)** will auto-generate after the intake is saved.
- b. **Court District**
  - i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.
- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the drop-down menu.
- c. **FIPS**
  - i. In some jurisdictions the **FIPS** code will auto-populate based upon the selection in the **Court District** field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the **FIPS** drop-down menu. The selected **FIPS** should represent the locality the offense occurred in or be based upon which **FIPS** has jurisdiction over the case.
- d. **Open Date**
  - i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
- e. **Time**
  - i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.
- f. **Close Date**
  - i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For adult criminal intakes, the **Offense Decision** field is located on the *Adult Criminal Intake* tab.
- g. **Case Type**
  - i. Select the **Case Type** from the drop-down menu.
- **Case Type** is a mandatory field.
- For **Case Type**, if **07 -Diversion** or **14- Pending** is selected for the offense decision, the close date will not auto-populate until a final disposition is entered.
- h. **Petitioner Type**
  - i. Select the **Petitioner Type** from the drop-down menu.
- **Petitioner Type** is a mandatory field.
- i. **Relationship**

- i. The **Relationship** of the petitioner to juvenile will auto-populate to **None**. To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
- j. **Worker**
  - i. The **Worker** will auto-populate to the name of the person creating the intake.
- k. **Keyed By**
  - i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.
- l. Click the **Save** button and the **Intake Case Number** will generate. If the **Petitioner's Information** section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: **Edit Intake Case Info** and **Add Adult Criminal Intake**.

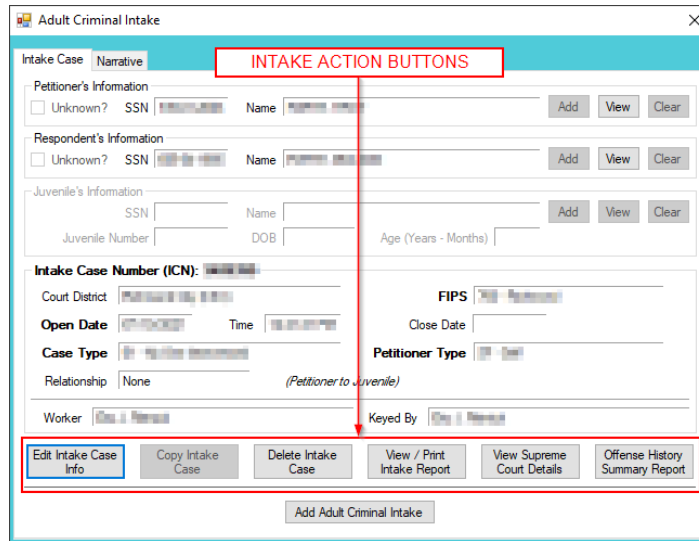
- Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Adult Information* screen.
- Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

### Intake Action Buttons

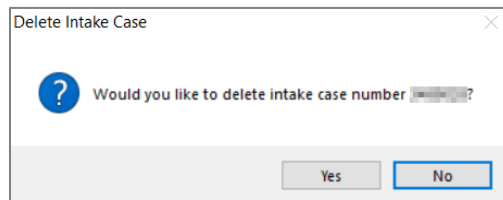
Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Adult Criminal Intake Action Buttons					
<a href="#">Edit Intake Case Info Button</a>	<a href="#">Copy Intake Case Button</a>	<a href="#">Delete Intake Case</a>	<a href="#">View / Print Intake Report</a>	<a href="#">View Supreme Court Details</a>	<a href="#">Offense History Summary Report</a>



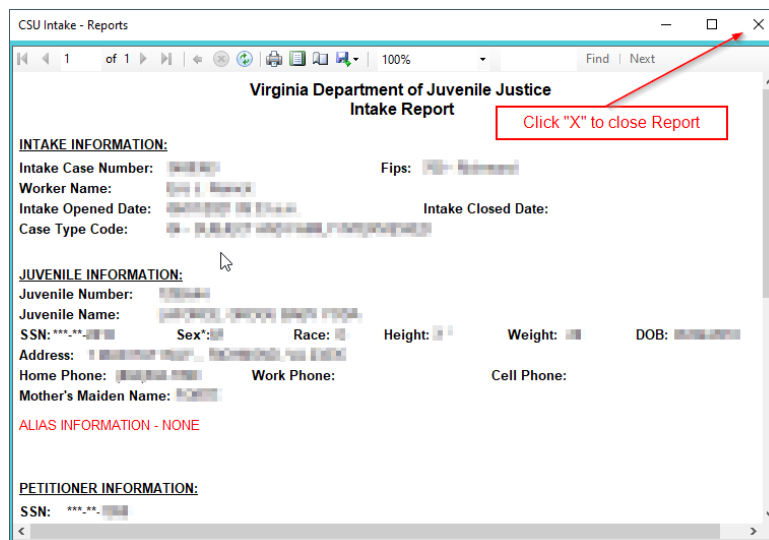


1. **Edit Intake Case Info Button**
  - a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.
2. **Copy Intake Case Button**
  - a. The **Copy Intake Case** button is greyed out and is not accessible.
3. **Delete Intake Case Button**
  - a. (i) Click the **Delete Intake Case** button and the Delete Intake Case screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the Adult Criminal Intake screen.



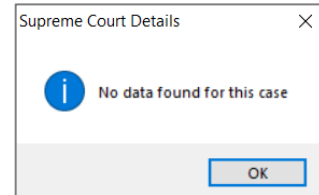
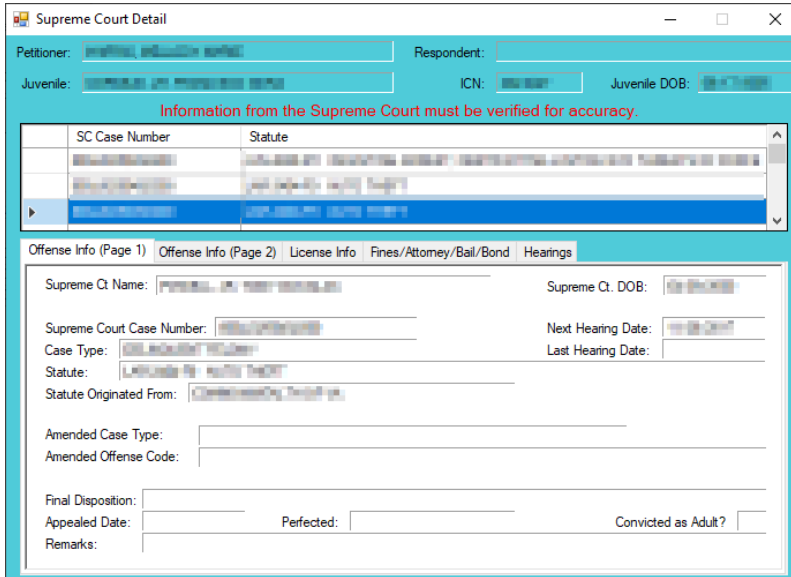
■ The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

4. **View / Print Intake Report Button**
  - a. (i) Click the **View/Print Intake Report** button and the CSU Intake – Reports screen will appear. (ii) Click the **X** button in the upper right corner to close the report and return to the Adult Criminal Intake screen.



5. **View Supreme Court Details Button**

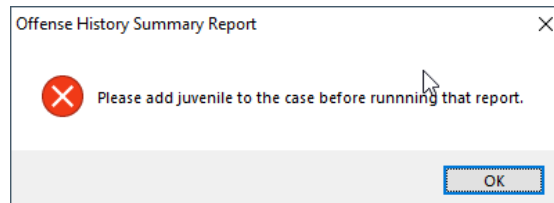
- a. Click the **View Supreme Court Details** button and the *Supreme Court Detail* screen will appear. If there is no information entered by the Supreme Court, the *Supreme Court Details* information screen will appear indicating no data found for the specified intake case.



■ The amount of information found on the *Supreme Court Details* screen may vary depending on the court jurisdiction.

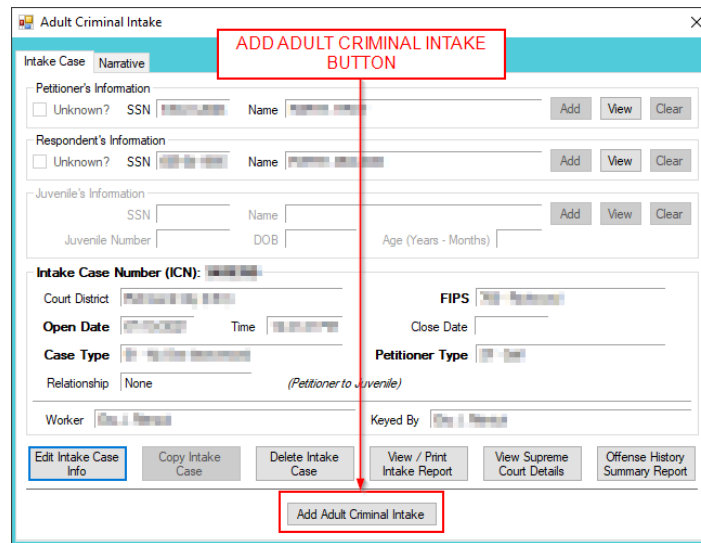
6. **Offense History Summary Report Button**

- a. (i) Click the **Offense History Summary Report** button and the *Offense History Summary Report* screen will display a message stating a juvenile must be added to the case to access the report. Juveniles cannot be added to an adult criminal intake case, therefore this feature is not valid. (ii) Click the **OK** button to return to the *Adult Criminal Intake* screen.



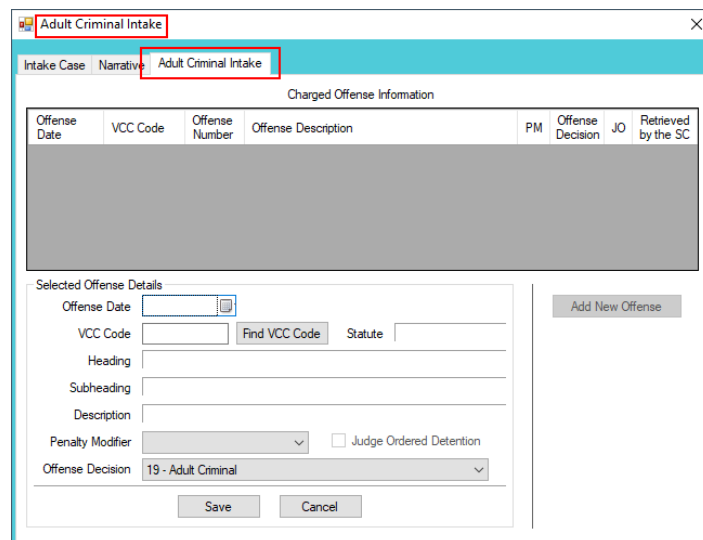
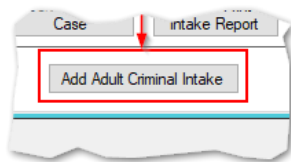
**Add New Intakes**

At the bottom of the *Intake Case* tab, a button allows the user to add a new adult criminal intake.



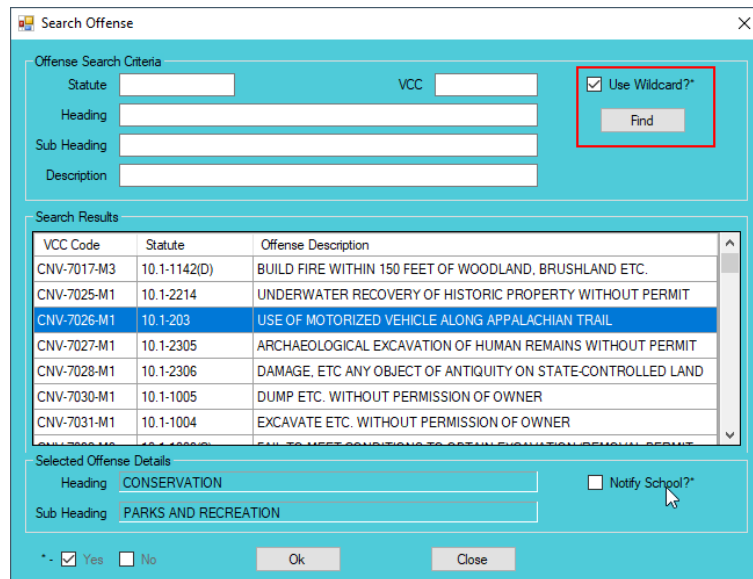
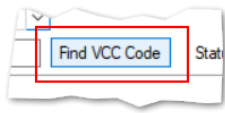
1. **Add Adult Criminal Intake Button—Adult Criminal Intake Screen, Intake Case Tab**

- a. Click the **Add Adult Criminal Intake** button and the *Adult Criminal Intake* tab will appear on the Adult Criminal Intake screen.

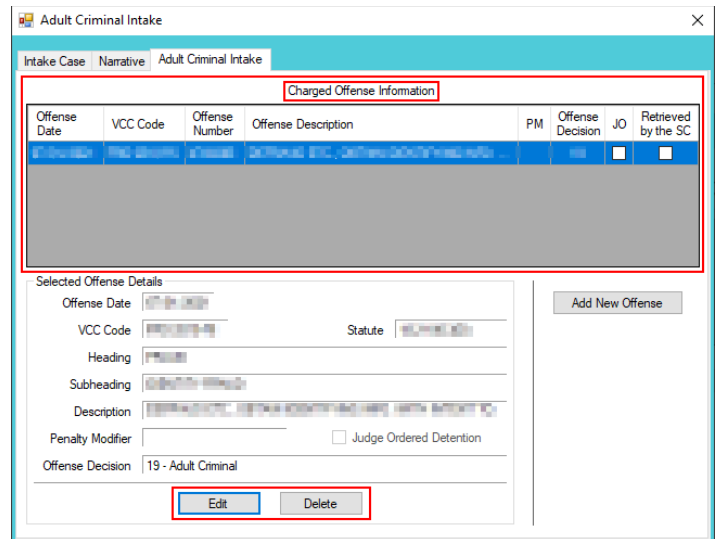
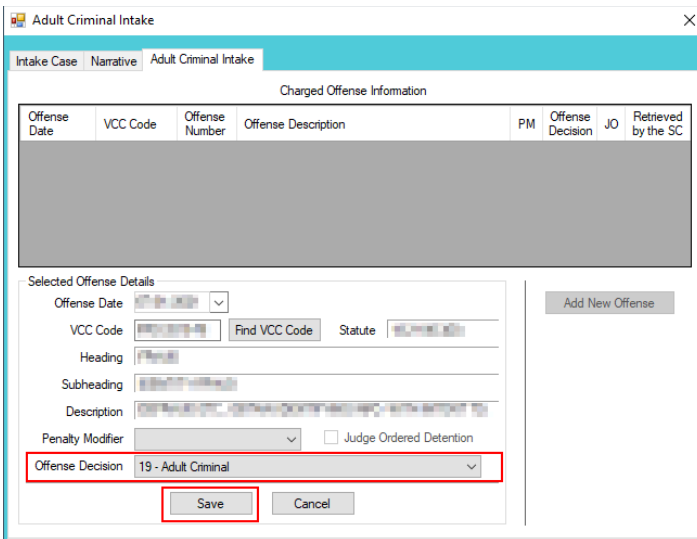


b. **Adult Criminal Intake Tab—Adult Criminal Intake Screen**

- i. Select the date using the **Offense Date** calendar drop-down screen.
- ii. Click the **Find VCC Code** button and the Search Offense screen will appear.
  - 1. Locate the desired offense from those displayed in the **Search Results** table or search for an offense by (i) typing the **Statute, VCC, Heading, Sub-Heading, or Description** into the corresponding field(s). The **Use Wildcard?\*** checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the **Find** button and the **Search Results** section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the **Ok** button to return to the *Adult Criminal Intake* tab on the Adult Criminal Intake screen.



- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen.
  - Click the **Find** button on the *Search Offense* screen to select an offense without entering any information into the search fields.
- iii. If applicable, select the **Penalty Modifier** from the drop-down menu.
  - iv. The **Offense Decision** will default to “19 - Adult Criminal.” Click the **Save** button, and the saved information will appear in the **Charged Offense Information** section. Once saved, the **Add New Offense** button will become accessible, and the **Edit** and **Delete** buttons will also appear on the bottom of the *Adult Criminal Intake* screen.

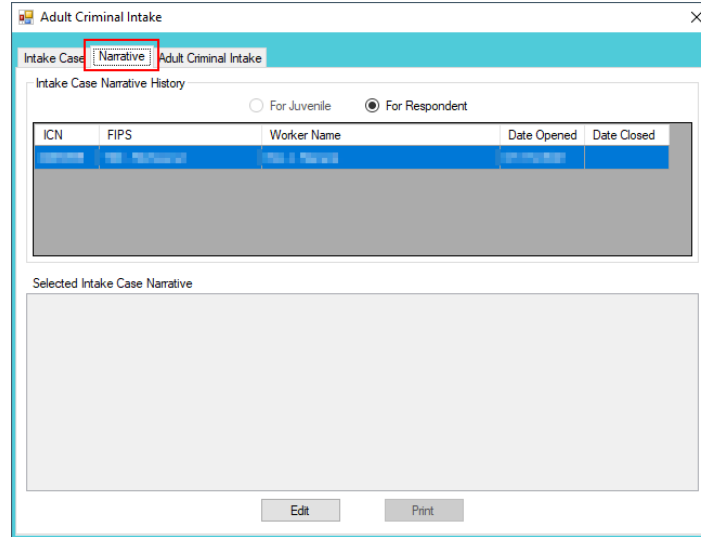


- v. **Add New Offense Button—Adult Criminal Intake Screen, Adult Criminal Intake Tab**
  1. If another offense needs to be added to the petition/order, (i) click the **Add New Offense** button on the *Adult Criminal Intake* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.
- vi. **Edit Button**
  1. To edit an offense (i) select an offense in the **Charged Offense Information** section and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the **Selected Offense Details** section will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.
- vii. **Delete Button**
  1. In order to delete an offense, (i) select an offense in the **Charged Offense Information** section and the row will be highlighted in blue. (ii) Click the **Delete** button.

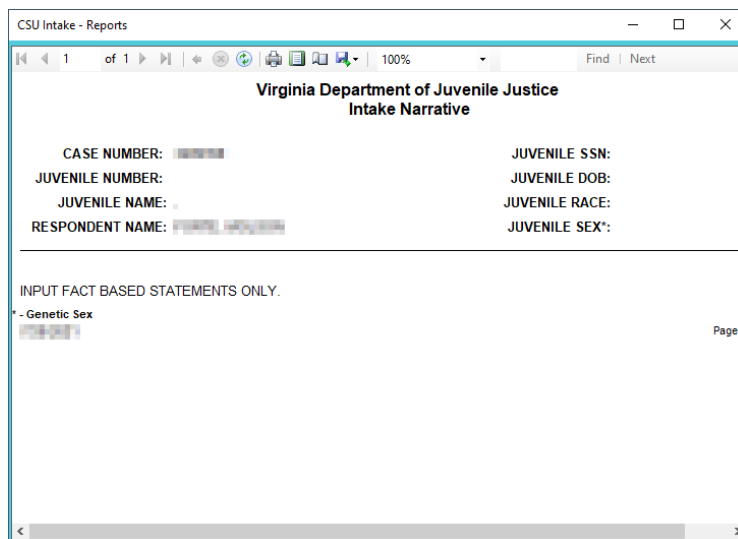
- Multiple VCCs can be added to a petition/order.
- Once an Adult Criminal Intake has been created and saved the **Edit** and **Delete** buttons will also appear on the bottom of the Adult Criminal Intake screen.

2. **Narrative Tab—Adult Criminal Intake Screen**

- a. Click the *Narrative* tab.
- b. The **For Juvenile** section is greyed out and is not accessible.



- c. (i) Select the **For Respondent** radio button. (ii) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (iii) Click the **Edit** button and the **Selected Intake Case Narrative** textbox will become accessible. (iv) Type a detailed description of the intake in the textbox and (v) click the **Save** button when the notes are complete.
- d. **Print Button**
  - i. To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the CSU Intake – Reports report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the *Narrative* tab.



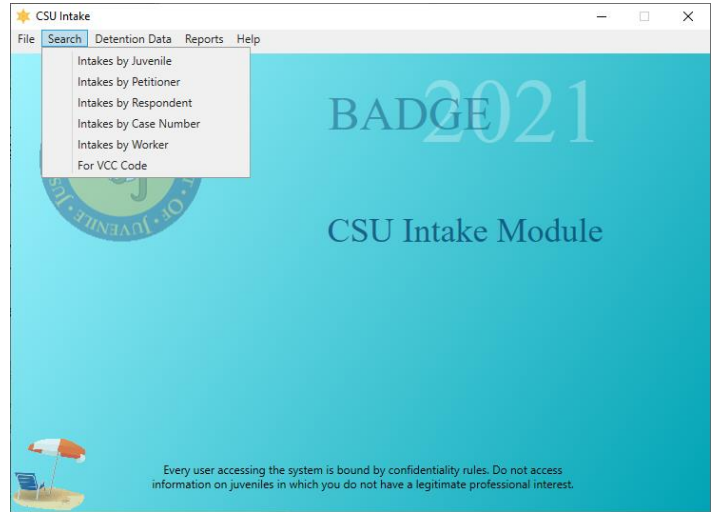
- The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court.

- Notes must be fact-based statements ONLY.

## CSU Intake Search

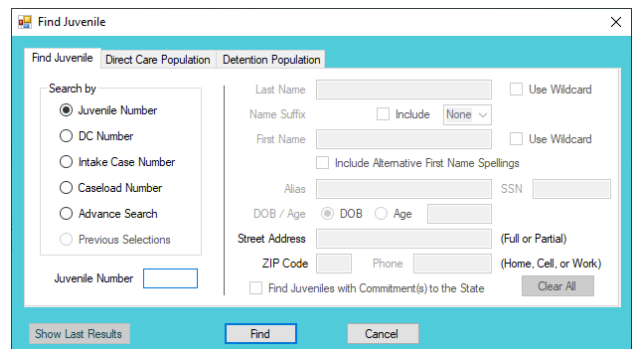
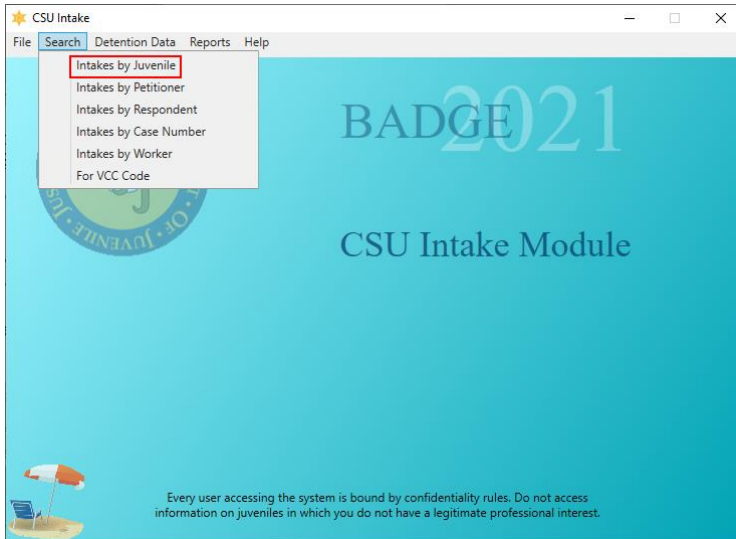
There are several methods to search for existing intakes. From the CSU Intake screen, (i) click the **Search** menu.

CSU Intake Search	Search Type
<a href="#">Intakes by Juvenile</a>	Find Juvenile
<a href="#">Intakes by Petitioner</a>	Adult Search
<a href="#">Intakes by Respondent</a>	Adult Search
<a href="#">Intakes by Case Number</a>	Search by Intake Case Number
<a href="#">Intakes by Worker</a>	Intake Cases for Specified User
<a href="#">For VCC Code</a>	Offense Code Browser

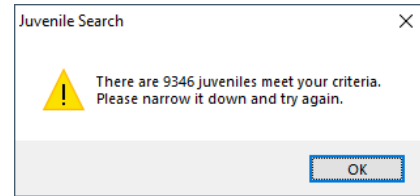
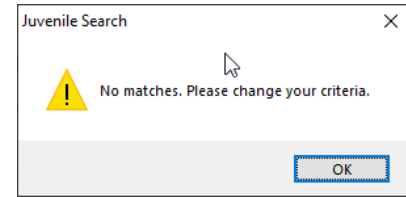


### 1. Intakes by Juvenile

- (i) Click the **Search** menu, (ii) select the **Intakes by Juvenile** option, and the Find Juvenile screen will appear. (iii) Select the desired **Search by** radio button on the Find Juvenile screen and (iv) enter the related information in the appropriate text field (**Juvenile Number** is used in example below). (v) Click the **Find** button, and the Search Results screen will appear. The Juvenile Search information screen will appear if there are not any or too many search results.



Juvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex
100001	JOHNSON		JOHN	MICHAEL	Illinois State	01/01/1980	M	M
100002	SMITH		JANE	ELIZABETH	Illinois State	02/15/1985	F	F
100003	WILSON		JAMES	ROBERT	Illinois State	03/20/1990	M	M
100004	DAVIS		JULIA	MARIE	Illinois State	04/10/1988	F	F
100005	GARCIA		JUAN	ANTONIO	Illinois State	05/05/1992	M	M
100006	MARTINEZ		JESSICA	ANN	Illinois State	06/18/1987	F	F
100007	RODRIGUEZ		MIGUEL	ANGEL	Illinois State	07/22/1991	M	M
100008	LOPEZ		SARAH	JOHANNA	Illinois State	08/01/1989	F	F
100009	GONZALEZ		DANIEL	LEON	Illinois State	09/15/1993	M	M
100010	HARRIS		EMILY	GRACE	Illinois State	10/08/1986	F	F



- b. (i) On the Search Results screen, select a juvenile record and the row will be highlighted in blue. (ii) Click the **Select** button and the Intake History screen will appear for the selected juvenile.

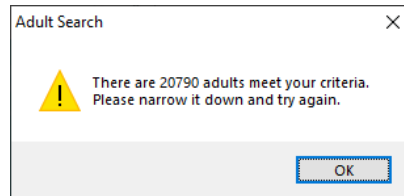
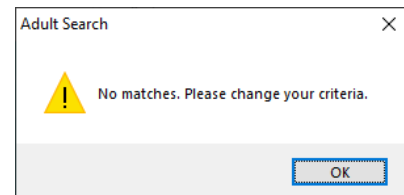
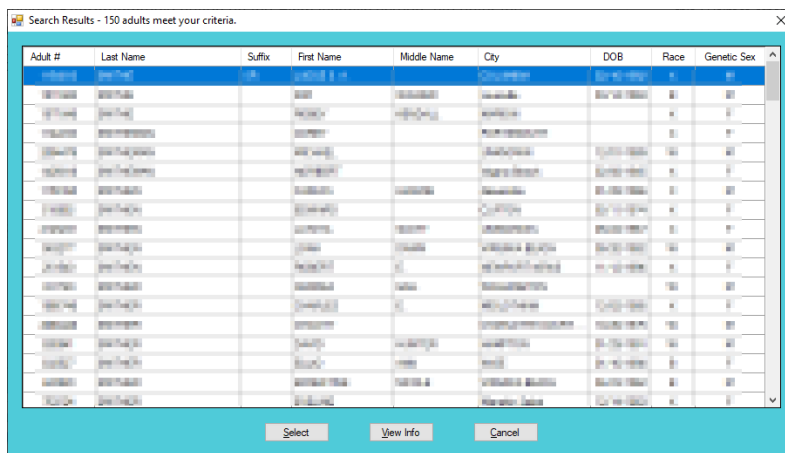
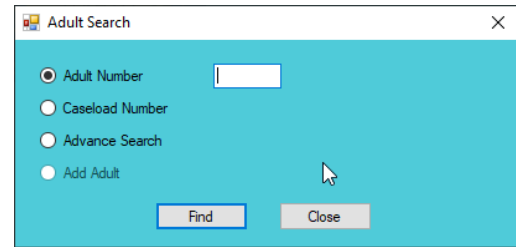
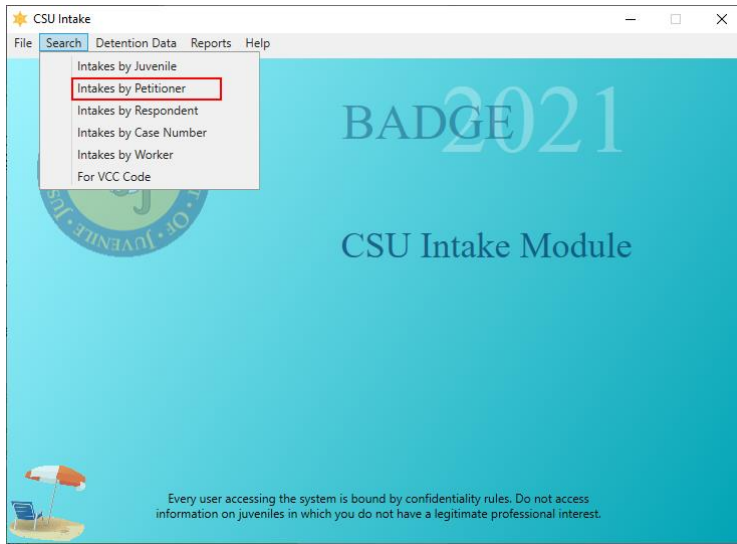
ICN	FIPS	Opened	Closed	Worker
JO	VCC Code	PM	Off. Dec.	Adjudication
<input type="checkbox"/>	000-0000-00	0000-0000	00	
<input type="checkbox"/>	000-0000-00	0000-0000	00	

Refer to the [BADGE Login & Search Manual](#) for instructions on how to search for a juvenile.

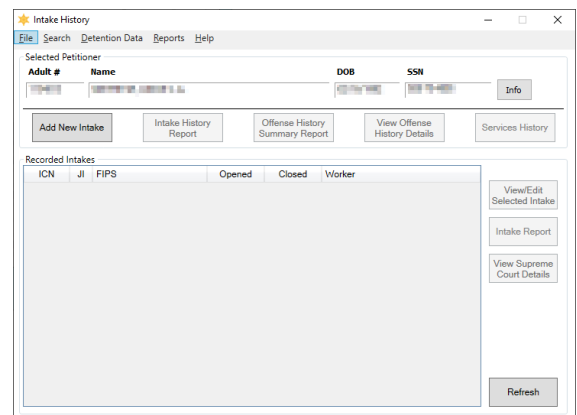
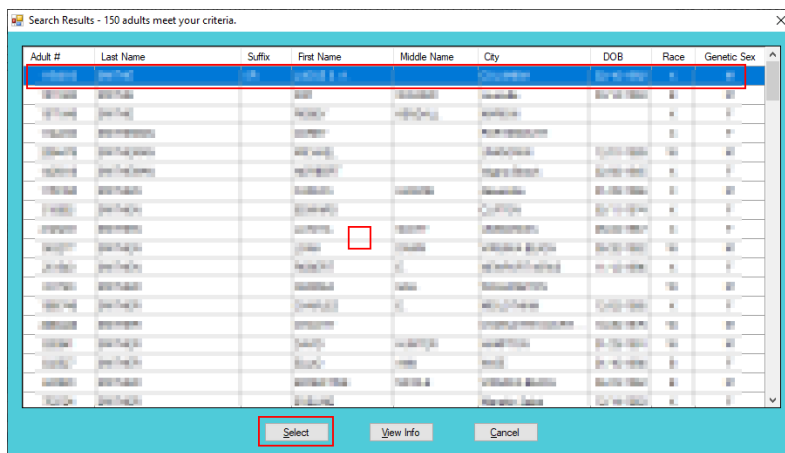
If only one juvenile is found the Intake History screen will be displayed immediately, the Search Results screen will not display.

2. **Intakes by Petitioner**

- a. (i) Click the **Search** menu, (ii) select the **Intakes by Petitioner** option, and the Adult Search screen will appear. (iii) Select the appropriate search radio button on the Adult Search screen and (iv) enter the related information in the appropriate text field (**Adult Number** is used in example below). (v) Click the **Find** button, and the Search Results screen will appear. The Adult Search information screen will appear if there are not any or too many search results.



b. (i) On the Search Results screen, select an adult record and the row will be highlighted in blue. (ii) Click the **Select** button and the Intake History screen will appear for the selected adult.



Refer to the [BADGE Login & Search Manual](#) for instructions on how to search for an adult.

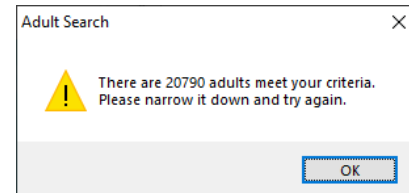
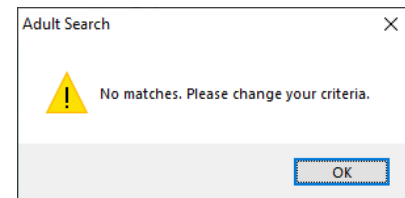
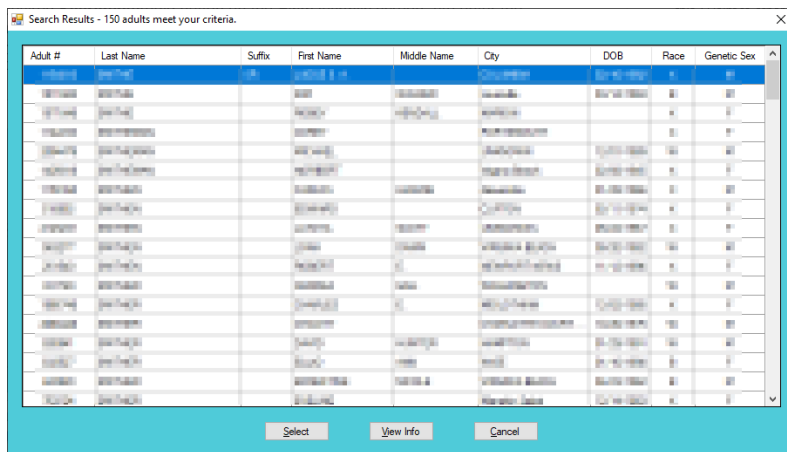
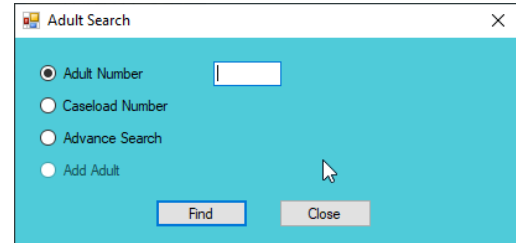
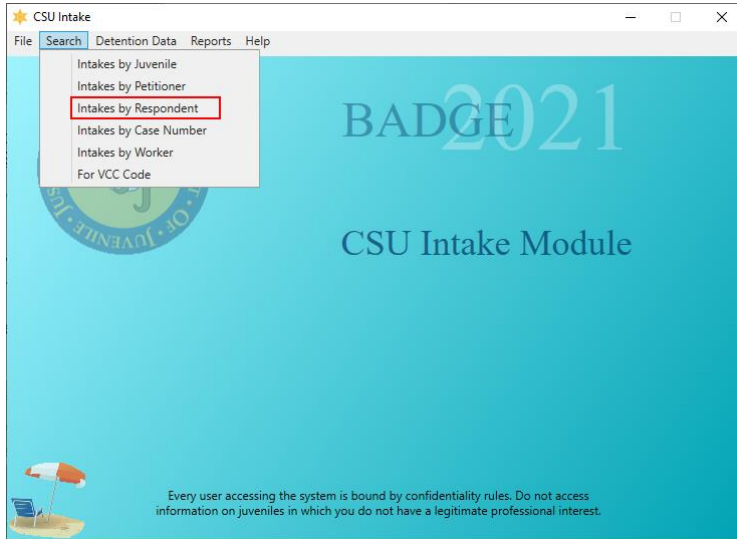
If only one adult is found the Intake History screen will be displayed immediately, the Search Results screen will not display.

### 3. Intakes by Respondent

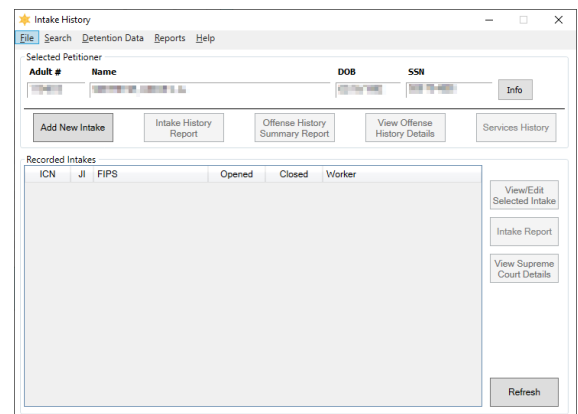
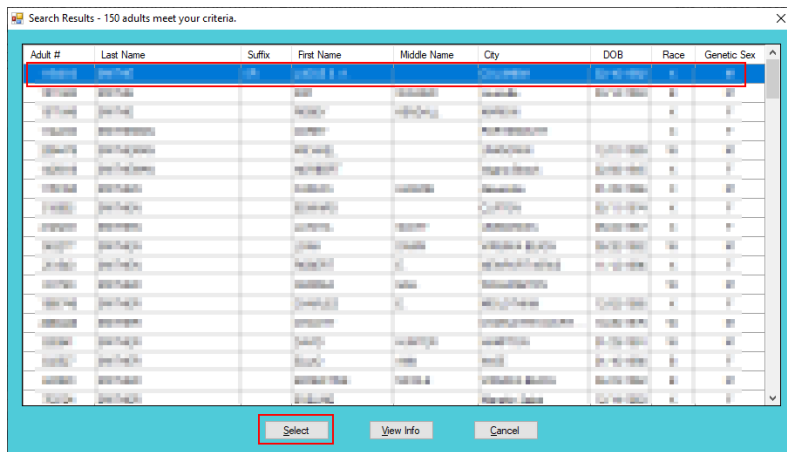
a. (i) Click the **Search** menu, (ii) select the **Intakes by Respondent** option, and the Adult Search screen will appear. (iii) Select the appropriate search radio button on the Adult Search screen and (iv) enter the related information in the appropriate text field (**Adult Number** is used in example below). (v) Click the



Find button, and the Search Results screen will appear. The Adult Search information screen will appear if there are not any or too many search results.



- b. (i) On the Search Results screen, select an adult record and the row will be highlighted in blue. (ii) Click the **Select** button and the Intake History screen will appear for the selected adult.

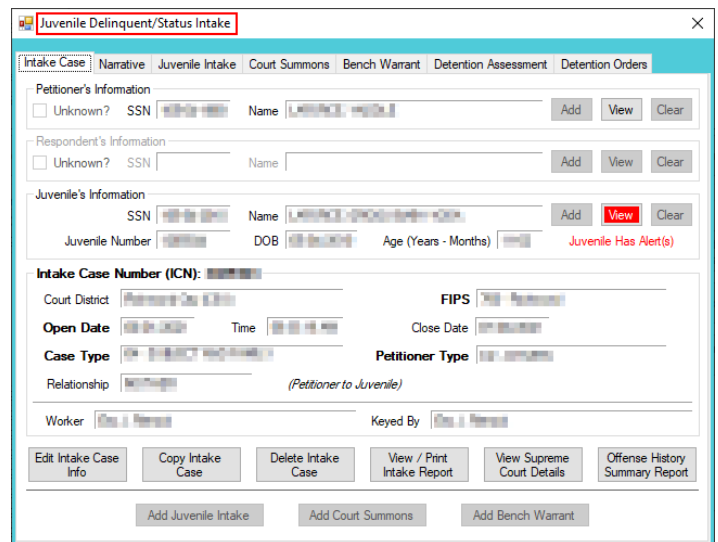
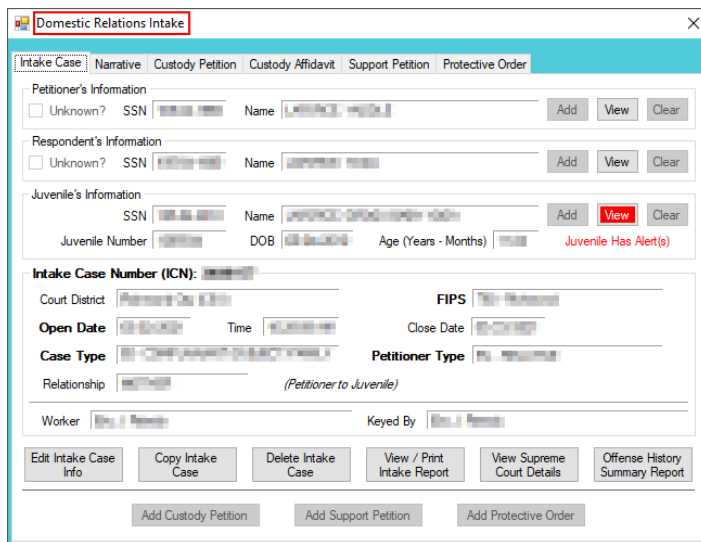
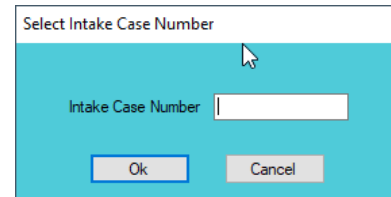
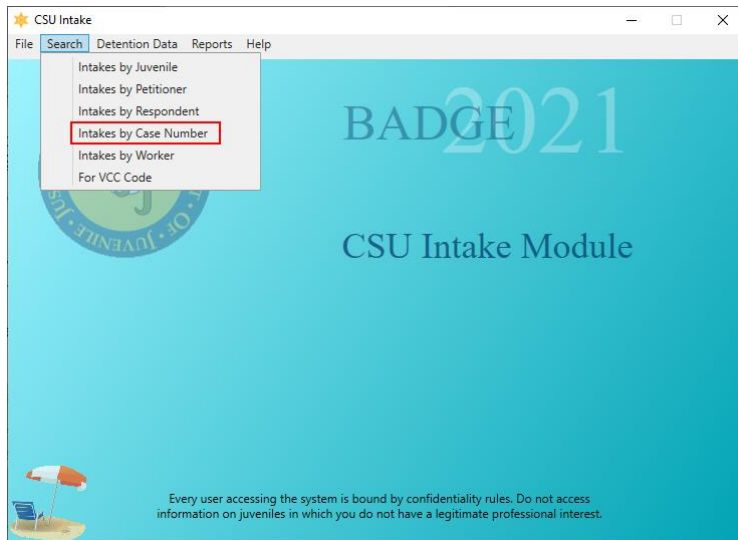


Refer to the [BADGE Login & Search Manual](#) for instructions on how to search for an adult.

If only one adult is found the Intake History screen will be displayed immediately, the Search Results screen will not display.

4. Intakes by Case Number

- a. (i) Click the **Search** menu, (ii) select the **Intakes by Case Number** option, and the Select Intake Case Number screen will appear. (iii) Enter the **Intake Case Number** in the text field. (iv) Click the **Ok** button, and either the Domestic Relations Intake screen, the Juvenile Delinquent/Status Intake screen, or the Adult Criminal Intake screen will appear. The Intake Case Was Not Found information screen will appear if the intake case number does not exist.



■ The **Case Number** is NOT the same as the **Juvenile Number**.

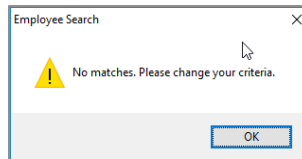
5. **Intakes by Worker**

- a. (i) Click the **Search** menu, (ii) select the **Intakes by Worker** option, and the Intake Cases for Specific User screen will appear. The **Intake User** field will auto-populate to the logged-on user's name.
- b. To search for another worker's caseload click the **Change User** button and the Employee Search screen will appear

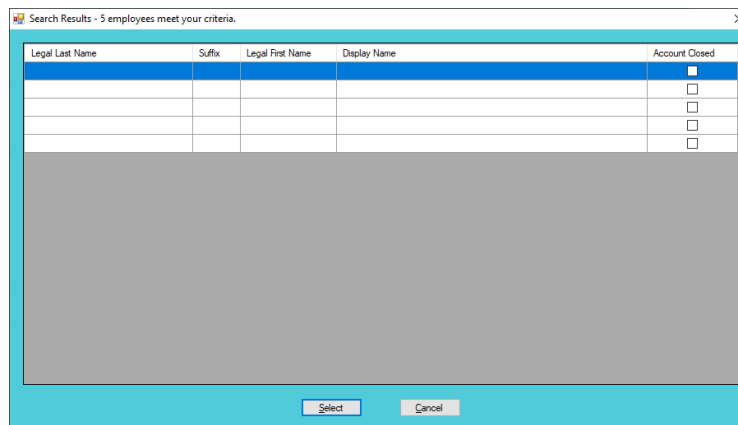
i. **Employee Search Screen**

- 1. In the Employee Search screen either (a) type the full last name in in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match. The **Name Suffix** checkbox is automatically left

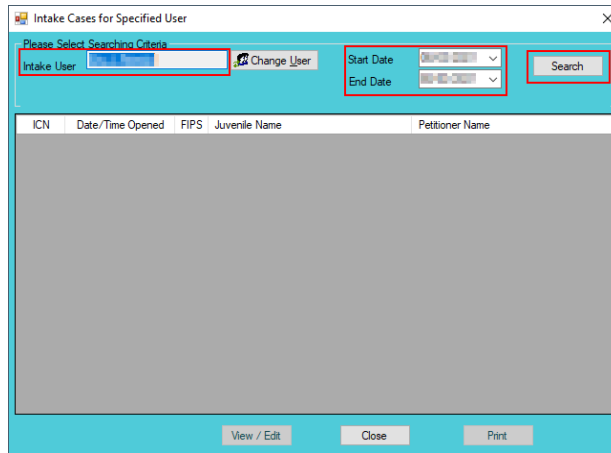
- unchecked for none, if desired (iii) click the checkbox in order to select a suffix from the drop-down menu.
2. Either (a) type the full first name in in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
  3. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.
  4. Click the **Find** button, and one of the following three actions will occur:
    - a. The Employee Search screen will appear stating “No matches. Please change your criteria.”



- b. The Search Results screen will appear with all user name matches.

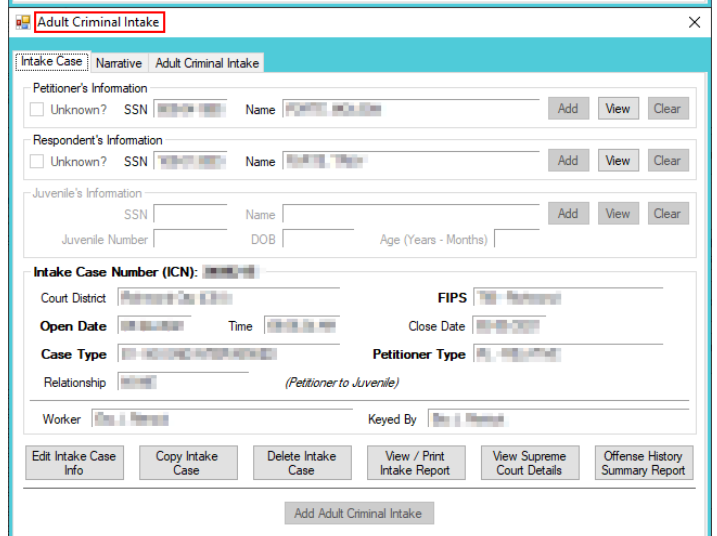
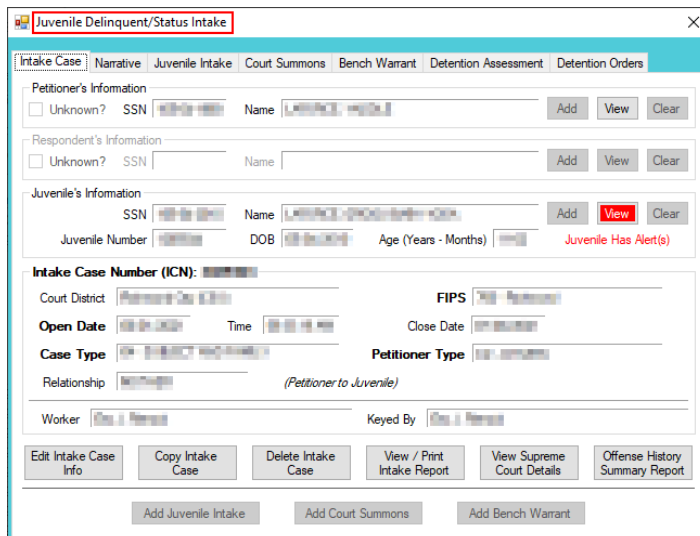
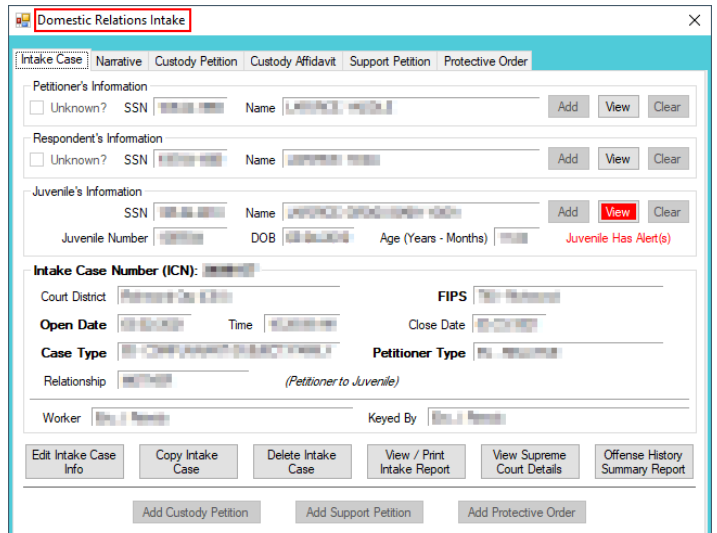
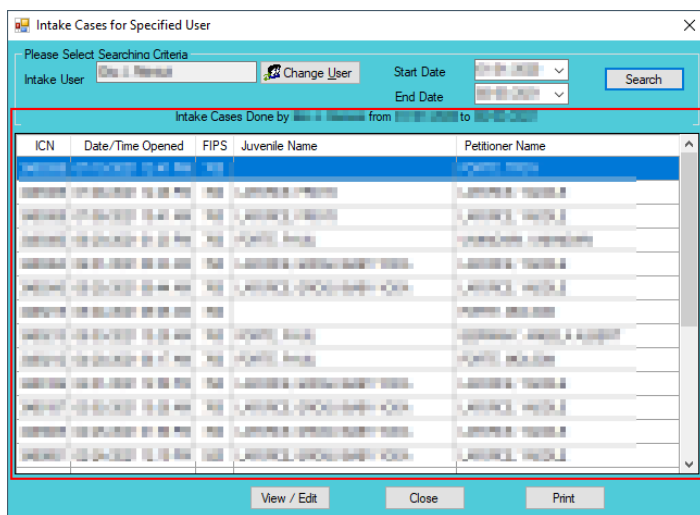


- i. On the Search Results screen, (i) click on the desired user’s name to highlight the row in **blue**, (ii) click the **Select** button and to return the Intake Cases for Specified User screen where the **Intake User** text field will now be populated with the selected employee name.
    - ii. On the Intake Cases for Specified User screen select the (i) **Start Date** and (ii) **End Date** from the calendar drop-down screens. (iii) Click the **Search** button and a list of **Intake Cases Done by [the user] from [start date] to [end date]** will be displayed.
  - c. The Intake Cases for Specified User screen will display with the selected name in the **Intake User** text field. Select the (i) **Start Date** and (ii) **End Date** from the calendar drop-down screens. (iii) Click the **Search** button, and a list of **Cases assigned to and released from [the user] within the last 30 days** will be displayed.



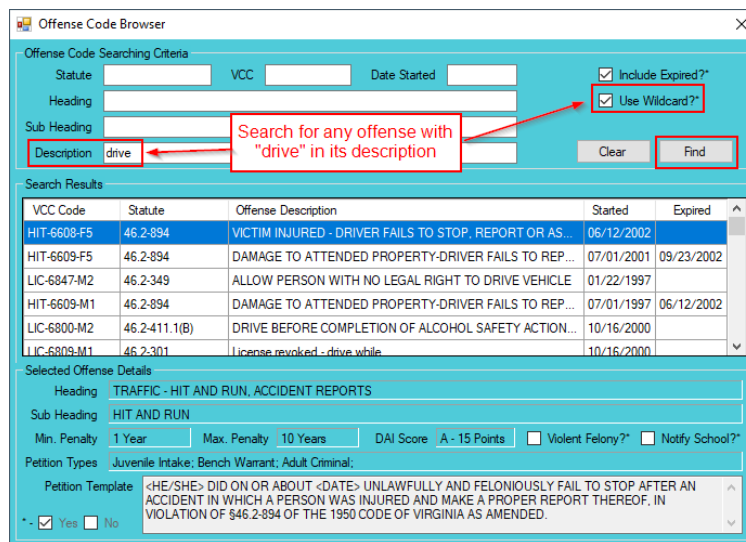
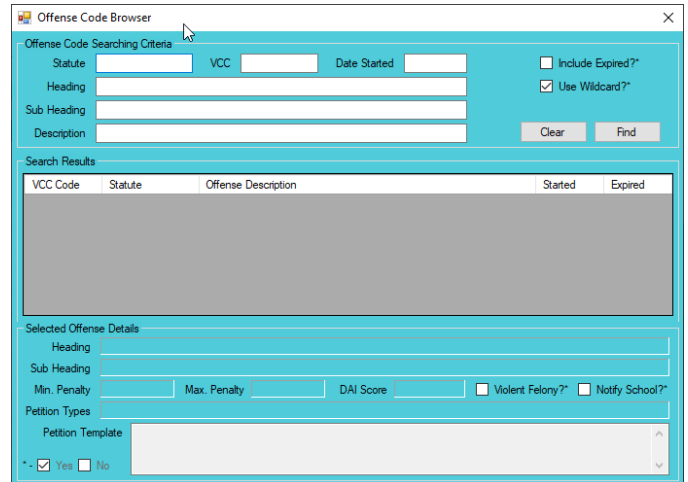
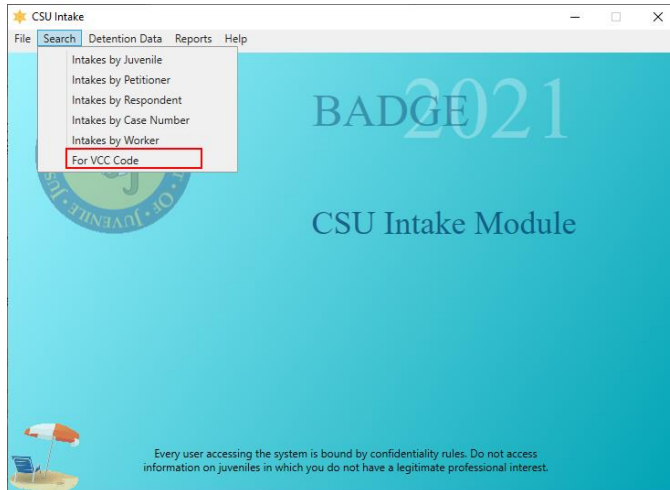
In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.

- c. On the Intake Cases for Specified User (i) select an intake case and the row will be highlighted in blue. (ii) Click the **View/Edit** button and either the Domestic Relations Intake screen, the Juvenile Delinquent/Status Intake screen, or the Adult Criminal Intake screen will appear.



6. For VCC Code

- a. (i) Click the **Search** menu, (ii) select the **For VCC Code** option, and the *Offense Code Browser* screen will appear. From this screen offenses can searched for by (iii) typing partial search parameters in one or more of the search criteria fields: **Statute**, **VCC**, **Date Started**, **Heading**, **Sub Heading**, and **Description**. Select the **Include Expired?\*** checkbox to include expired statutes in the search. Select the **Use Wildcard?\*** checkbox if partial information is input into any search criteria fields. (iii) Click the **Find** button and all matches will display in the **Search Results** section of the screen.

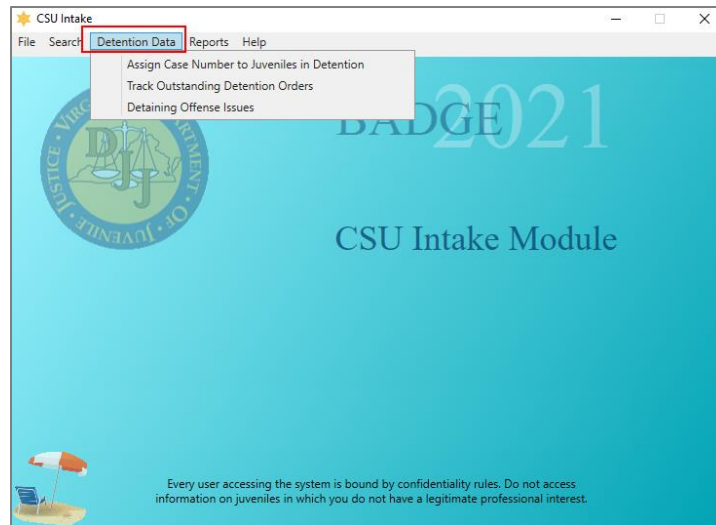


- To display ALL VCCs leave all **Offense Code Searching Criteria** blank, select the **Use Wildcard?\*** checkbox, and click the **Find** button.

**Detention Data**

This menu provides users with three different tools to assist with data cleaning and case organization. From the *CSU Intake* screen, (i) click the **Detention Data** menu and (ii) select the appropriate option.

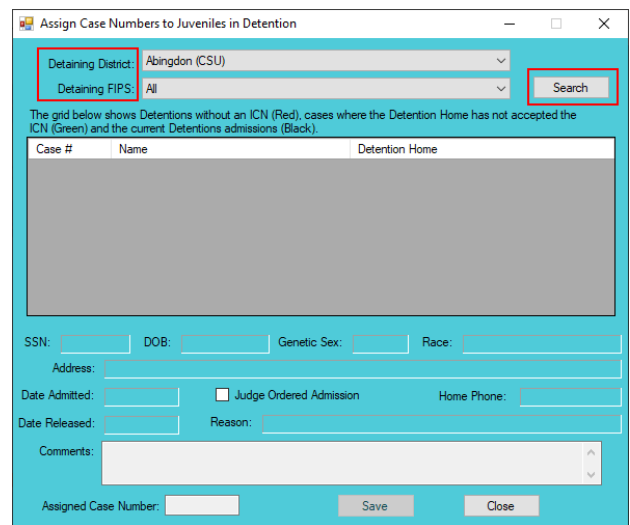
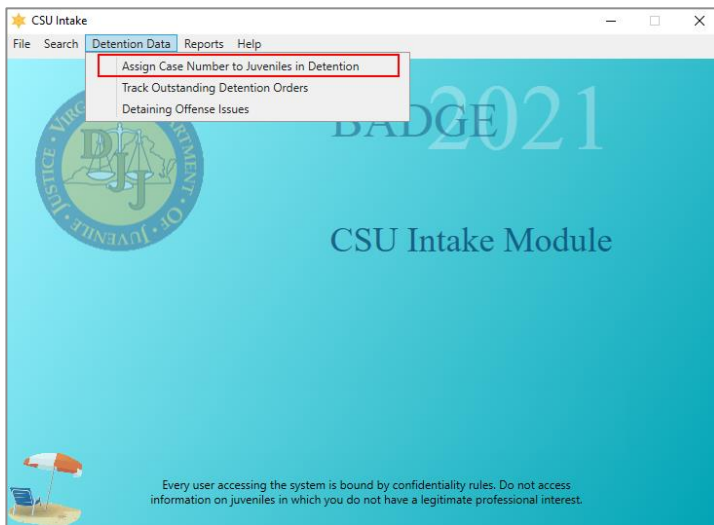
CSU Intake / Detention Data Screens	Screen Summary
<a href="#">Assign Case Numbers to Juveniles in Detention</a>	The screen displays Detentions without an ICN (red), cases where the detention home has not accepted the ICN (green), and the current detention admissions in (black).
<a href="#">Track Outstanding Detention Orders</a>	The screen displays Outstanding Detention Orders and Orders Served within the past 30 days.
<a href="#">Detaining Offense Issues</a>	The screen displays any intakes that contain issues, such as missing offense information.



■ A juvenile may be detained without an ICN when the juvenile is sent to detention directly from court.

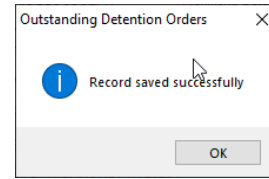
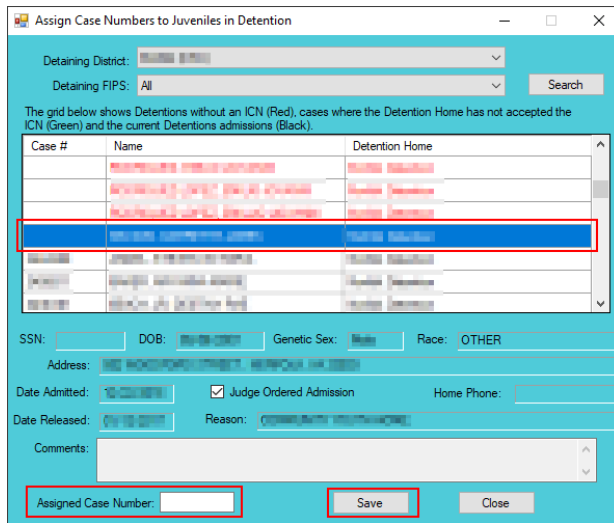
1. **Assign Case Number to Juveniles in Detention**

- a. (i) Select the **Assign Case Number to Juveniles in Detention** option from the drop-down menu and the Assign Case Numbers to Juveniles in Detention screen will appear. Select the (ii) **Detaining District** and (iii) **Detaining FIPS** from the drop-down menus and (iv) click the **Search** button.
- b. The results of the search will be displayed in the grid on the Assign Case Numbers to Juveniles in Detention screen. The grid will list the detentions without an ICN in **red**, cases where the detention home has not accepted the ICN in **green**, and the current detention admissions in **black**.



■ The **Detaining District** and **Detaining FIPS** may auto-populate.

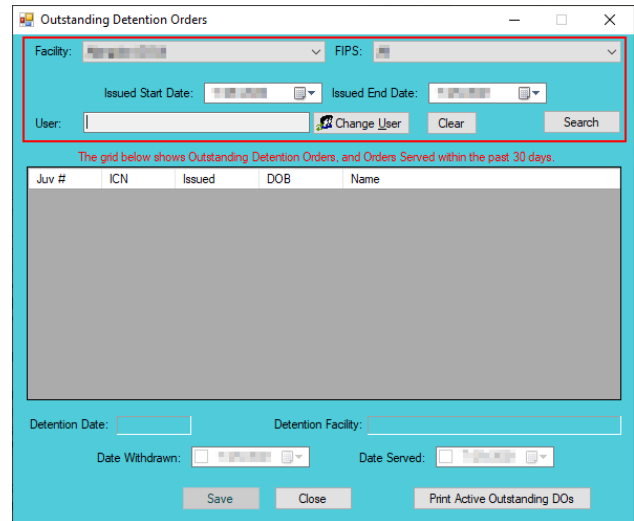
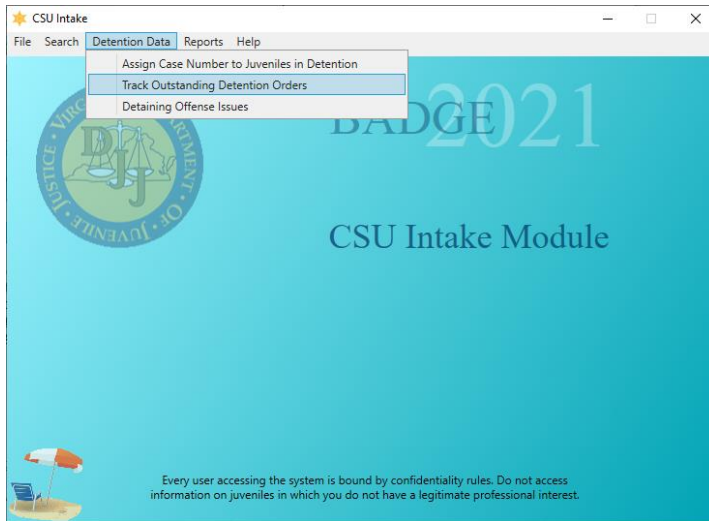
- c. In order to assign a case number to a case without an ICN, (i) select a case, and the row will be highlighted in **blue**. (ii) Type the **Assigned Case Number** in the text box at the lower left corner of the screen. (iii) Click the **Save** button and the Outstanding Detention Orders screen will display and indicate if the record was saved. (iv) Click the **OK** button to close the Outstanding Detention Orders screen. (v) Click the **Close** button on the Assign Case Numbers to Juveniles in Detention screen to return to the CSU Intake screen.



- Click the **Case #** in the column header to sort the search results by ICN. The cases missing an ICN will be grouped together.
- After ICNs are assigned to all the cases, contact the detaining detention home(s) to verify the information in order to generate a juvenile number in the Detention Module and thereby associate the detention admission with the ICN.

**2. Track Outstanding Detention Orders**

- (i) Select the **Track Outstanding Detention Orders** option from the drop-down menu, and the Outstanding Detention Orders screen will appear. Select the (ii) **Facility** and (iii) **FIPS** from the drop-down menus. Select the (iv) **Issued Start Date** and (v) **Issued End Date** from the calendar drop-down screens. If required, search by **User** by clicking the **Change User** button and clear the **User** field by clicking the **Clear** button. (vi) Click the **Search** button.

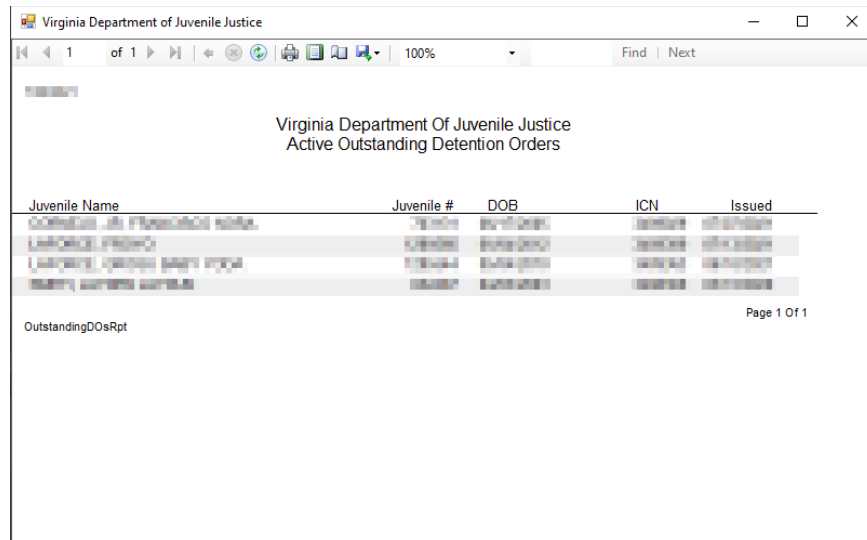


Refer to the [Intakes by Worker](#) section for information on how to use the **Change User** button and the Employee Search screen.

- The grid on the Outstanding Detention Orders screen will display outstanding detention orders and orders served within the past 30 days.
  - If the juvenile was served the detention order, but was not taken to detention, (i) select a juvenile record, and the row will be highlighted in **blue**. (ii) Select the **Date Served** from the calendar drop-down screen and (iii) click the **Save** button.
  - If the intake officer needs to withdraw the detention order, (i) select a juvenile record, and the row will be highlighted in **blue**. (ii) Select the **Date Withdrawn** from the calendar drop-down screen and (iii) click the **Save** button.

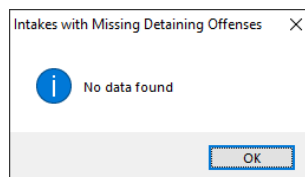
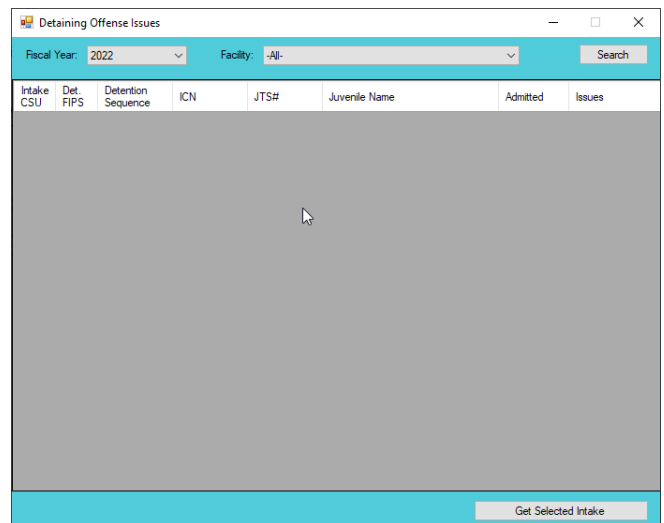
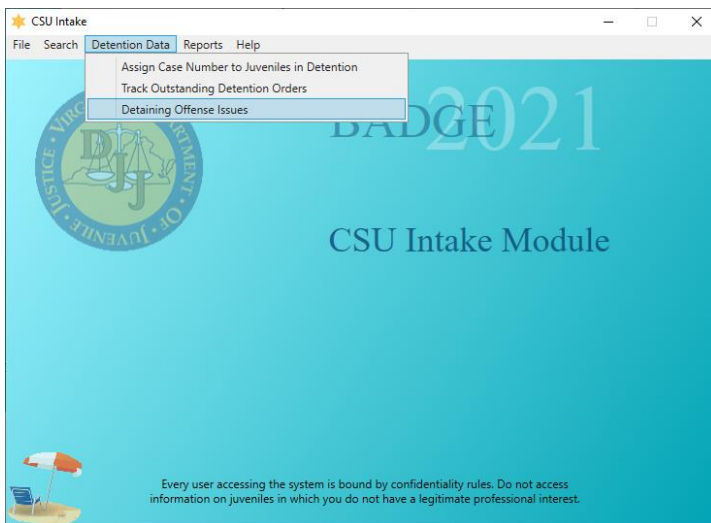


- c. (i) Click the **Print Active Outstanding DOs** button and the Virginia Department of Juvenile Justice screen will appear and display a report listing active outstanding detention orders. (ii) Click the **X** button in the upper right corner to close the report and return to the Outstanding Detention Orders screen.



3. **Detaining Offense Issues**

- a. (ii) Select the **Detaining Offense Issues** option from the drop-down menu, and the Detaining Offense Issues screen will appear. Select the (ii) **Fiscal Year** and (iii) **Facility** from the drop-down menus and (iv) click the **Search** button.

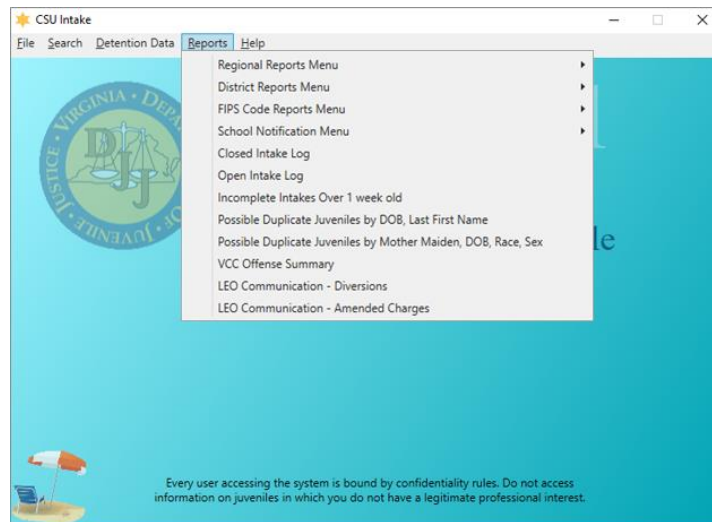


- b. The results will display any intakes with missing offense issues, non-secure DAI issues, and missing DAI issues. If no issues are found the Intakes with Missing Detaining Offenses information screen will appear and inform the user no data found.
- c. In order to review an intake case, (i) select an intake case record and the row will be highlighted in blue. (ii) Click the **Get Selected Intake** button, and the selected intake case will appear.

Intake CSU	Det. FIPS	Detention Sequence	ICN	JTS#	Juvenile Name	Admitted	Issues
1001	1001	1001	1001	1001	John Doe	10/10/2020	Missing Offense
1002	1002	1002	1002	1002	Jane Smith	10/10/2020	Missing Offense
1003	1003	1003	1003	1003	Mike Johnson	10/10/2020	Missing Offense
1004	1004	1004	1004	1004	Sarah Brown	10/10/2020	Missing Offense
1005	1005	1005	1005	1005	David Wilson	10/10/2020	Missing Offense
1006	1006	1006	1006	1006	Emily Davis	10/10/2020	Missing Offense
1007	1007	1007	1007	1007	Chris Miller	10/10/2020	Missing Offense
1008	1008	1008	1008	1008	Alexander Lee	10/10/2020	Missing Offense
1009	1009	1009	1009	1009	Isabella Garcia	10/10/2020	Missing Offense
1010	1010	1010	1010	1010	Ethan Martinez	10/10/2020	Missing Offense
1011	1011	1011	1011	1011	Sophia Hernandez	10/10/2020	Missing Offense
1012	1012	1012	1012	1012	Liam King	10/10/2020	Missing Offense
1013	1013	1013	1013	1013	Mia White	10/10/2020	Missing Offense
1014	1014	1014	1014	1014	Noah Black	10/10/2020	Missing Offense
1015	1015	1015	1015	1015	Aria Gray	10/10/2020	Missing Offense

## Reports

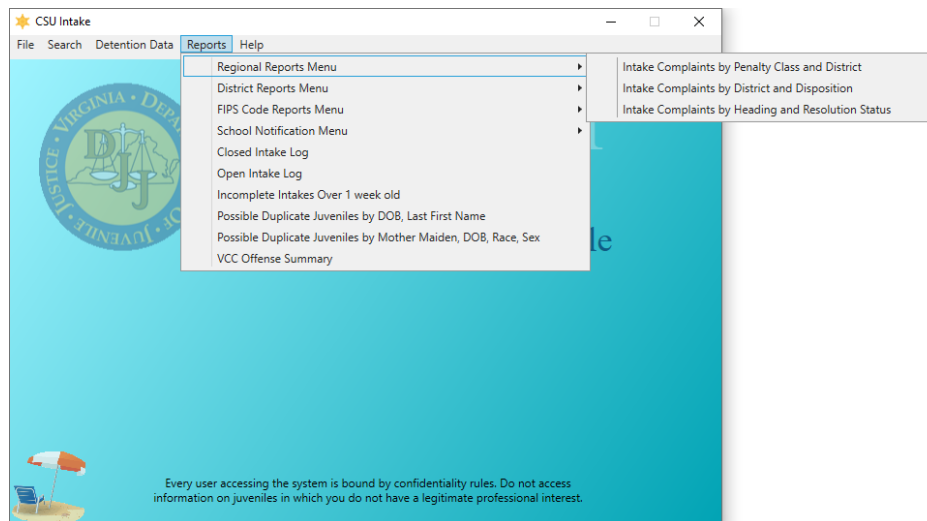
This menu provides users with various reports on different levels. From the CSU Intake Module screen, (i) click the **Reports** menu, (ii) select a report, and the selected report will generate.



CSU Intake / Reports—Type	Report Name	Report Summary
Regional Reports Menu	<a href="#">Intake Complaints by Penalty Class and District</a>	Lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information.
	<a href="#">Intake Complaints by District and Disposition</a>	Lists number of intake complaints for each Offense Decision by district.
	<a href="#">Intake Complaints by Heading and Resolution Status</a>	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
District Reports Menu	<a href="#">Intake Complaints by Penalty Class and Disposition</a>	Lists the number of intake complaints for each penalty class and Offense Decision.
	<a href="#">Intake Complaints by Worker and Disposition</a>	Lists the worker name and the number of intake complaints for each Offense Decision.
	<a href="#">Intake Cases by Worker and Petition Type</a>	Lists the number of intake cases by worker and petition type.
	<a href="#">Intake Cases by Worker</a>	Lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information.
FIPS Code Reports Menu	<a href="#">Intake Complaints by Heading and Resolution Status</a>	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
	<a href="#">Total Intake Complaints</a>	Lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information.
	<a href="#">Intake Complaints by Penalty Class and Disposition</a>	Lists the number of intake complaints for each penalty class and Offense Decision.

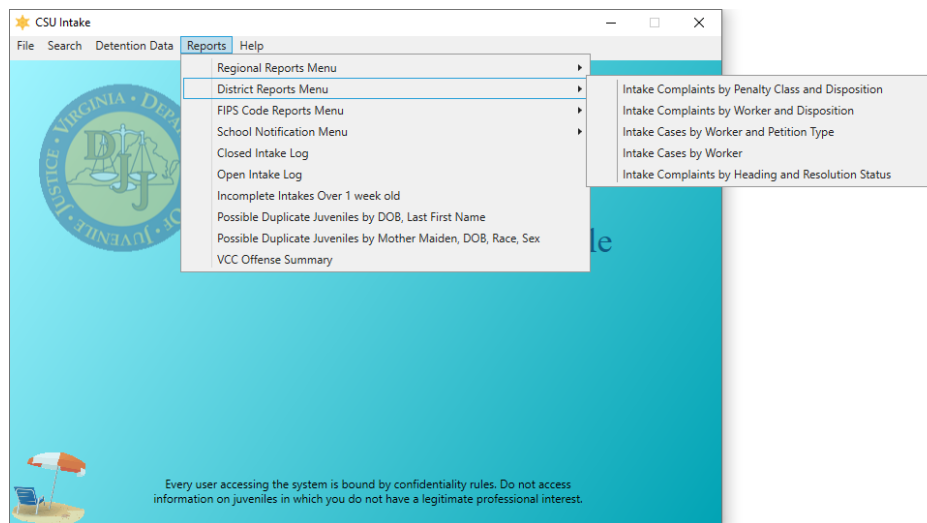
CSU Intake / Reports—Type	Report Name	Report Summary
	<a href="#">Intake Complaints by Worker and Disposition</a>	Lists the worker name and the number of intake complaints for each Offense Decision.
	<a href="#">Intake Cases by Worker and Petition Type</a>	Lists the number of intake cases by worker and petition type.
	<a href="#">Intake Cases by Worker</a>	Lists the worker, domestic relations/child welfare, juvenile, and total intake information.
	<a href="#">Intake Complaints by Heading and Resolution Status</a>	Lists the VCC Heading, referred to court, detention order, diverted, and other information.
<a href="#">School Notification Menu</a>	<a href="#">Outstanding School Notifications</a>	Lists the intake officer, ICN, intake open date, the juvenile's name, and code section information.
	<a href="#">Print School Notification Letters</a>	Lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
	<a href="#">Re-Print School Notification Letters</a>	Lists the juvenile's name, date of birth, address, name of the intake lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
<a href="#">Closed Intake Log</a>	Closed Intake Log	Lists the worker name, intake number, name, Social Security Number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information.
<a href="#">Open Intake Log</a>	Open Intake Log	Lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information.
<a href="#">Incomplete Intakes Over 1 week old</a>	Incomplete Intakes Over 1 week old	Lists the case number, worker name, date opened, and keyed by information.
<a href="#">Possible Duplicate Juveniles by DOB, Last First Name</a>	Possible Duplicate Juveniles by DOB, Last First Name	Lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information.
<a href="#">Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex</a>	Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	Lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information.
<a href="#">VCC Offense Summary</a>	VCC Offense Summary	Lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information.
<a href="#">LEO Communication – Diversions</a>	LEO Communication – Diversions for [selected CSUs/FIPS and specified period]	Displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert.
<a href="#">LEO Communication – Amended Charges</a>	LEO Communication – Amended Charges for [selected CSUs/FIPS and specified period]	Displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or increased.

## Regional Reports Menu



1. **Intake Complaints by Penalty Class and District**
  - a. The **Intake Complaints By Penalty Class And District** report lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu** option, (iii) select the **Intakes by Penalty Class And District** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.
2. **Intake Complaints by District and Disposition**
  - a. The **Intake Complaints By District and Intake Disposition** report lists number of intake complaints for each Offense Decision by district. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu** option, (iii) select the **Intakes by District and Disposition** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.
3. **Intake Complaints by Heading and Resolution Status**
  - a. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **Regional Reports Menu** option, (iii) select the **Intakes by Heading and Resolution Status** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **Region Name** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.

## District Reports Menu



1. **Intake Complaints by Penalty Class and Disposition**
  - a. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the **Reports** menu, (ii) click the **District Reports Menu** option, (iii) select the **Intakes by Penalty Class and Disposition** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **District Code** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.
2. **Intake Complaints by Worker and Disposition**
  - a. The **Intake Complaints By Worker and Intake Disposition** report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the **Reports** menu, (ii) click the **District Reports Menu** option, (iii) select the **Intakes by Worker and Disposition** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **District Code** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.

### 3. Intake Cases by Worker and Petition Type

- a. The **Intake Cases by Worker and Petition Type** report lists the worker and petition type information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu** option, (iii) select the **Intakes Cases by Worker and Petition Type** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **District Code** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.

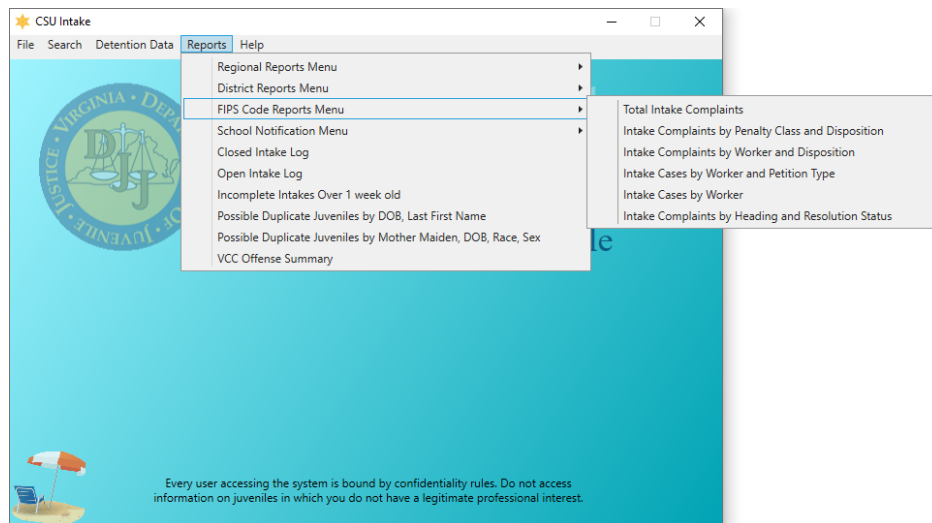
### 4. Intake Cases by Worker

- a. The **Intake Cases by Worker** report lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu** option, (iii) select the **Intake Cases by Worker** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **District Code** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.

### 5. Intake Complaints by Heading and Resolution Status

- a. The **Intake Complaints By Heading And Resolution Status** report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **District Reports Menu** option, (iii) select the **Intakes by Heading and Resolution Status** option, and the CSU Intake – Reports screen will appear. Select the (iv) **Start Date** and (v) **End Date** from the calendar drop-down screens. (vi) Select the **District Code** from the drop-down menu. (vii) Click the **Generate Report** button and the report will appear.

## FIPS Code Reports Menu



### 1. Total Intake Complaints

- a. The **Total Intakes Complaints** report lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Total Intake Complaints** option, and the CSU Intake – Reports screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

### 2. Intake Complaints by Penalty Class and Disposition

- a. The **Intake Complaints By Penalty Class and Intake Disposition** report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Intake Complaints by Penalty Class and Disposition** option, and the CSU Intake – Reports screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

### 3. Intake Complaints by Worker and Disposition

- a. The **Intake Complaints by Worker and Disposition** report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the **Reports** menu, (ii) click the **FIPS Code**

**Reports Menu** option, (iii) select the **Intake Complaints by Worker and Disposition** option, and the *CSU Intake – Reports* screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

#### 4. Intake Cases by Worker and Petition Type

- a. The **Intake Cases by Worker and Petition Type** report lists the worker and petition type information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Intake Cases by Worker and Petition Type** option, and the *CSU Intake – Reports* screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

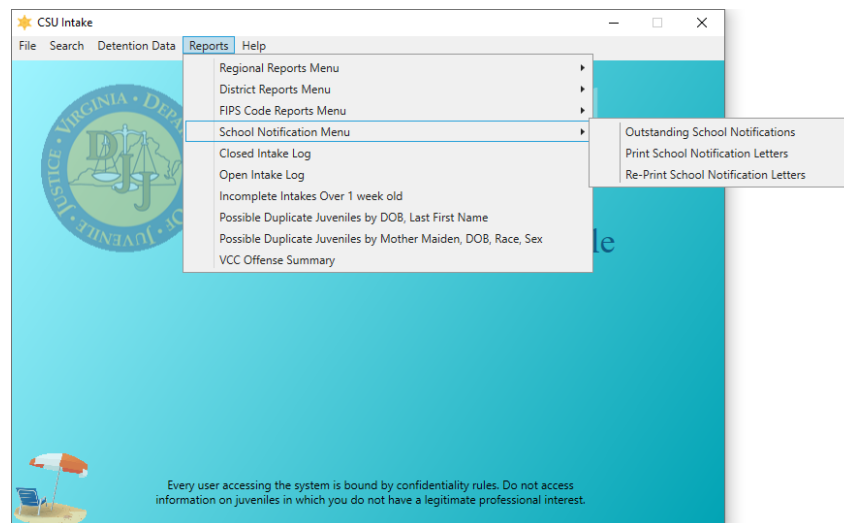
#### 5. Intake Cases by Worker

- a. The **Intake Cases by Worker** report lists the worker, domestic relations/child welfare, juvenile, and total intake information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Intake Cases by Worker** option, and the *CSU Intake – Reports* screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

#### 6. Intake Complaints by Heading and Resolution Status

- a. The **Intake Complaints by Heading and Resolution Status** report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu**, (iii) select **Intakes Complaints by Heading and Resolution Status** option from the drop-down menu, and the *CSU Intake – Reports* screen will appear, (iv) select the **FIPS Code** from the drop-down menu, select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens, (vii) click the **Generate Report** button, and the report will appear.
- b. The **Intake Complaints by Heading and Resolution Status** report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the **Reports** menu, (ii) click the **FIPS Code Reports Menu** option, (iii) select the **Intakes Complaints by Heading and Resolution Status** option, and the *CSU Intake – Reports* screen will appear. (iv) Select the **FIPS Code** from the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button and the report will appear.

### School Notification Menu



#### 1. Outstanding School Notifications

- a. The **Outstanding School Notifications** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu** option, (iii) select the **Outstanding School Notifications** option, and the *CSU Intake – Reports* screen will appear. (iv) Select the **FIPS Code** from the drop-down menu and the **Worker** field will auto-populate to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the *Employee Search* screen. To display all the workers

for the selected FIPS code that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.

## 2. Print School Notification Letters

- a. The **Print School Notification Letters** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu** option, (iii) select the **Print School Notification Letters** option, and the CSU Intake – Reports screen will appear. (iv) Select the **FIPS Code** from the drop-down menu and the **Worker** field will auto-populate to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the Employee Search screen. To display all the workers for the selected FIPS code that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.

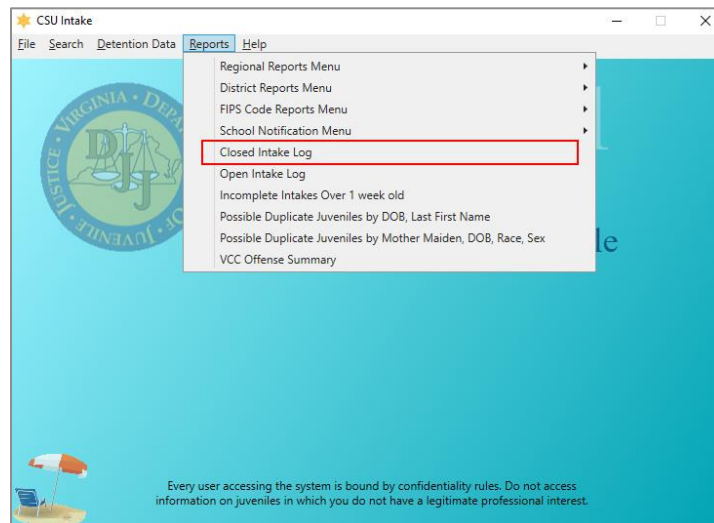
## 3. Re-Print School Notification Letters

- a. The **Re-Print School Notification Letters** report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the **Reports** menu, (ii) click the **School Notification Menu** option, (iii) select the **Re-Print School Notification Letters** option, and the CSU Intake – Reports screen will appear. (iv) Select the **FIPS Code** from the drop-down menu and the **Worker** field will auto-populate to the logged-on user's name. To change the **Worker**, (v) click the **Change User** button to perform a search using the Employee Search screen. To display all the workers for the selected FIPS code, that meet the report criteria, (vi) click the **All** checkbox adjacent to the **Change User** button. (vii) Click the **Generate Report** button and the report will appear.



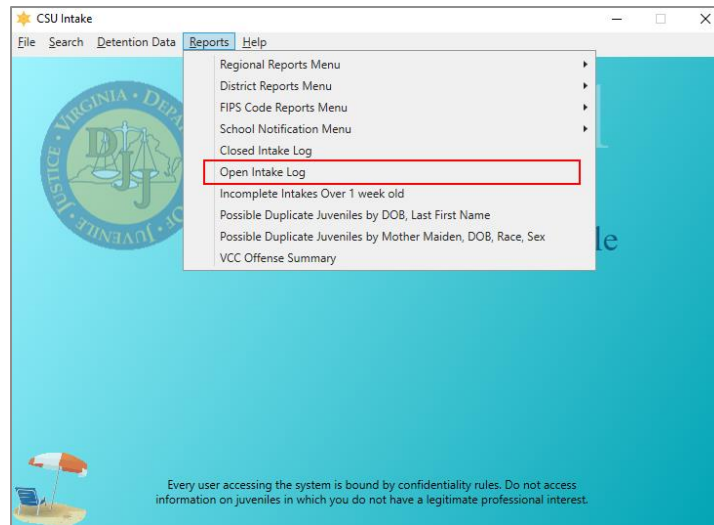
Refer to the [Intakes by Worker](#) section for information on how to use the **Change User** button and the Employee Search screen.

## Closed Intake Log



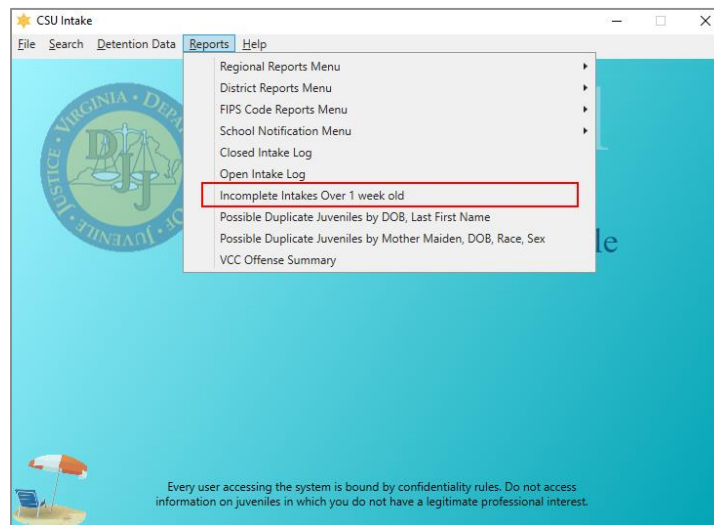
1. The **Closed Intake Log** report lists the worker name, intake number, name, Social Security number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Closed Intake Log** option, and the CSU Intake – Reports screen will appear. (iii) Select the **FIPS Code** from the drop-down menu and (iv) select the **Closed Date** from the calendar drop-down screen. (v) Click the **Generate Report** button and the report will appear.

## Open Intake Log



- The **Open Intake Log** report lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information. (i) Click the **Reports** menu, (ii) select the **Open Intake Log** option, and the CSU Intake – Reports screen will appear. (iii) Select the **FIPS Code** from the drop-down menu. (iv) Click the **Generate Report** button and the report will appear.

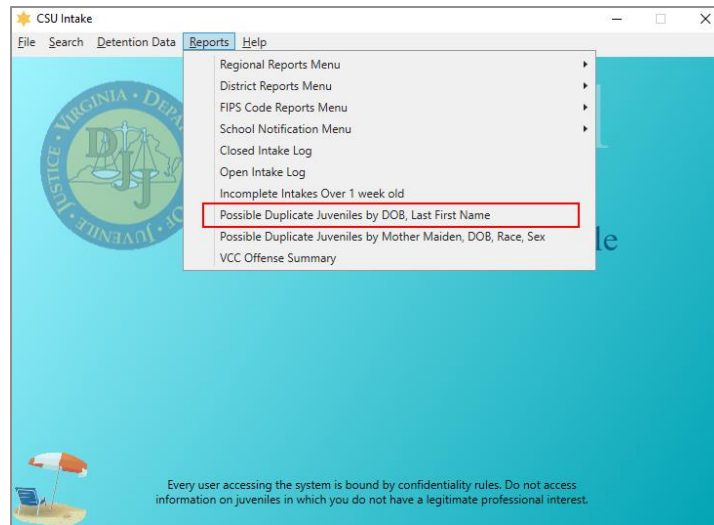
### **Incomplete Intakes Over 1 week old**



- The **Incomplete Intakes Over 1 week old** report lists the case number, worker name, date opened, and keyed by information. (i) Click the **Reports** menu, (ii) select the **Incomplete Intakes Over 1 week old** option, and the CSU Intake – Reports screen will appear. (iii) Select the **FIPS Code** from the drop-down menu. (iv) Click the **Generate Report** button and the report will appear.

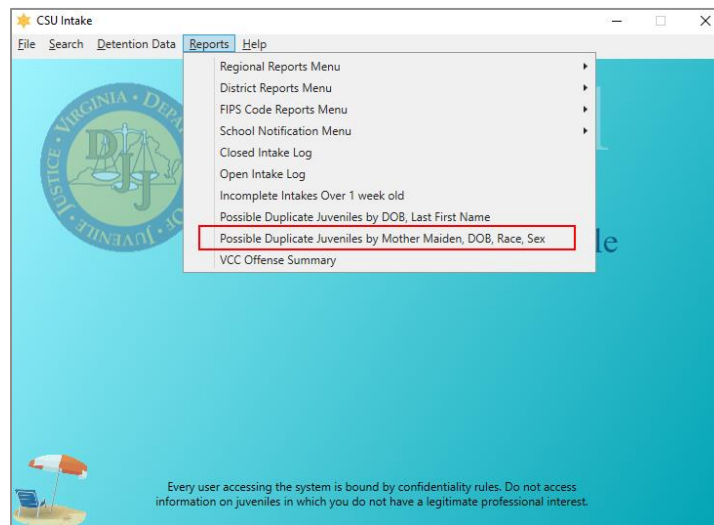
### **Possible Duplicate Juveniles by DOB, Last First Name**





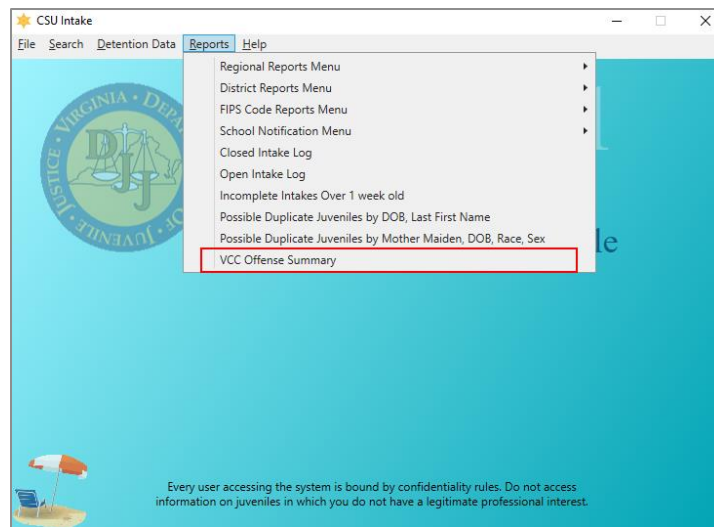
1. The **Possible Duplicate Juveniles by DOB, Last First Name** report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by DOB, Last First Name** option, and the CSU Intake – Reports screen will appear. (iii) Select the **District Code** from the drop-down menu. (iv) Click the **Generate Report** button and the report will appear.

### **Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex**



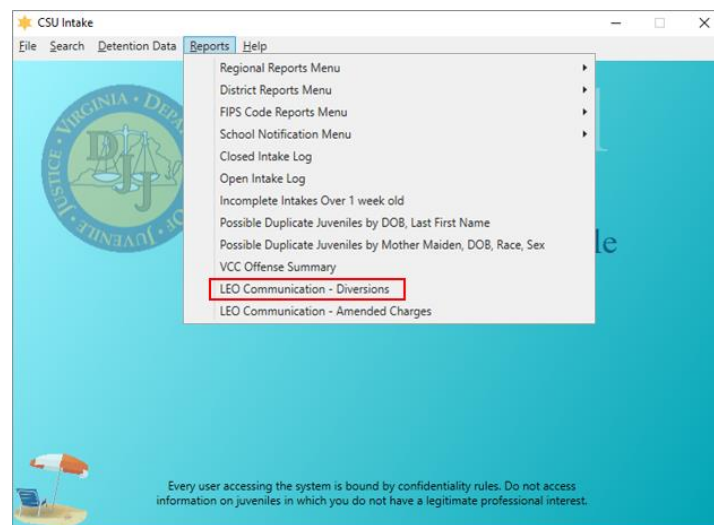
1. The **Possible Duplicate Juveniles by Mother Maiden Name, DOB, Race, Sex** report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the **Reports** menu, (ii) select the **Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex** option, and the CSU Intake – Reports screen will appear. (iii) Select the **District Code** from the drop-down menu. (iv) Click the **Generate Report** button and the report will appear.

### **VCC Offense Summary**



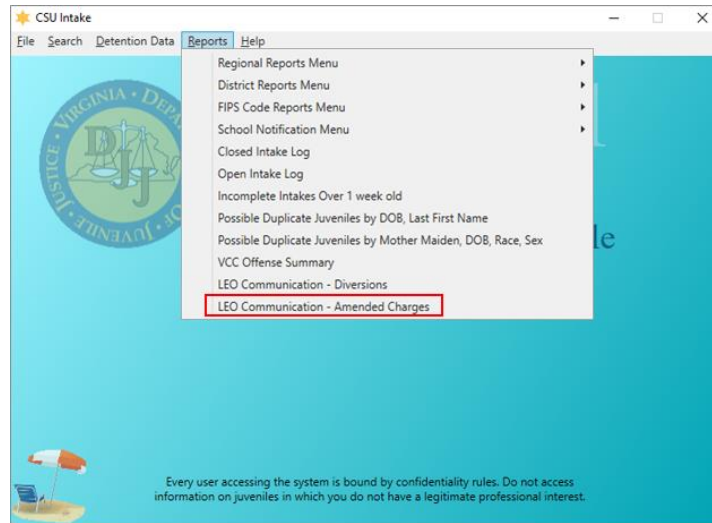
1. The **VCC Offense Summary** report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the **Reports** menu, (ii) select the **VCC Offense Summary** option, and the **Intake Report Parameters** screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Select the **Sort by** option from the drop-down menu. (viii) Click the **Generate Report** button, and the report will appear.

### LEO Communication – Diversions



1. The **LEO Communication - Diversions** report displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert. Each report will also have a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
  - (i) Click the **Reports** menu, (ii) select the **LEO Communication - Diversion** option, and the **Intake Report Parameters** screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

### LEO Communication – Amended Charges



1. The **LEO Communication - Amended Charges** report displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or was increased. Each report also displays a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
  - a. (i) Click the **Reports** menu, (ii) select the **LEO Communication - Amended Charges** option, and the *Intake Report Parameters* screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

## Appendix

### A. Adding an “Unknown” Individual

Do NOT file a petition with an Unknown Petitioner. The petitioner is the individual filing the complaint; therefore, the petitioner’s identity should be known. A petition may be saved with an Unknown Respondent, but it is highly recommended that a petition with an Unknown Respondent is NOT filed, as filed petitions cannot be updated.

When adding an “Unknown” individual to a petition:

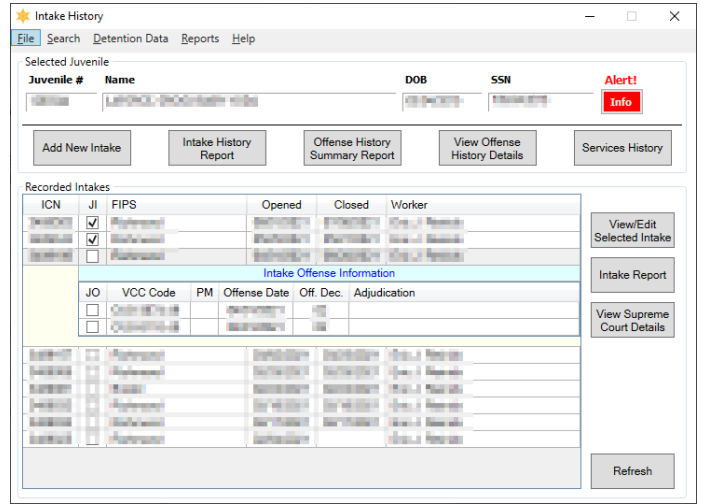
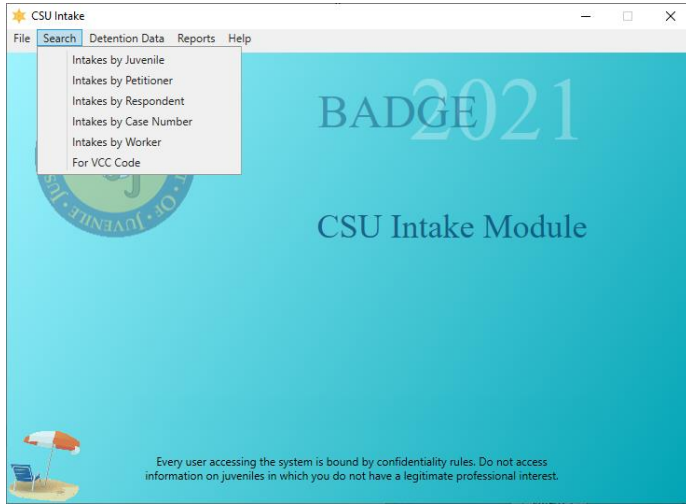
1. If the **petitioner’s** identity is not known, click the **Unknown** checkbox and “UNKNOWN, UNKNOWN” will auto-populate the corresponding **Name** field.

- a. An Unknown Adult can also be added using the corresponding **Add** button. (i) Click the **Add** button and the Adult Search screen will appear. On the Adult Search screen (ii) click the **Adult Number** radio button, (iii) type “1” into the **Adult Number** field, and (iv) click the **Find** button. The user will be returned to the *Intake Case* tab where the **Unknown?** checkbox will be auto-selected and “UNKNOWN, UNKNOWN” will auto-populate the corresponding **Name** field.

2. If the **respondent’s** identity is not known, click the **Unknown** checkbox and “UNKNOWN, UNKNOWN” will auto-populate the corresponding **Name** field.

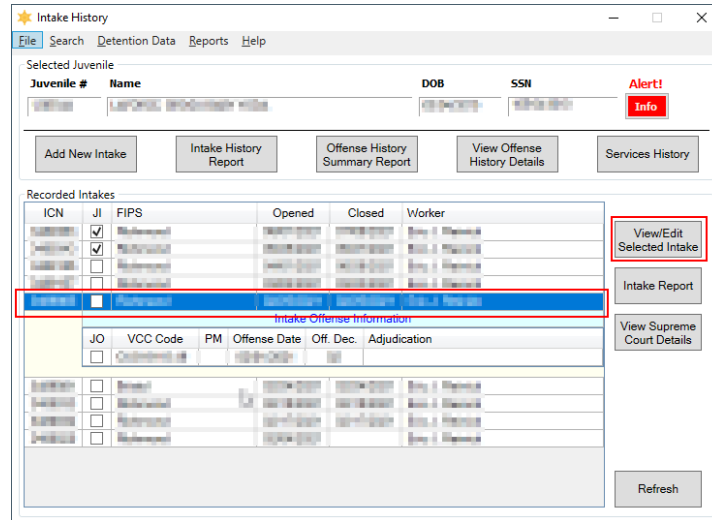
- a. An Unknown Adult can also be added using the corresponding **Add** button. (i) Click the **Add** button and the Adult Search screen will appear. On the Adult Search screen (ii) click the **Adult Number** radio button, (iii) type “1” into the **Adult Number** field, and (iv) click the **Find** button. The user will be returned to the Intake Case tab where the **Unknown?** checkbox will be auto-selected and “UNKNOWN, UNKNOWN” will auto-populate the corresponding **Name** field.

3. Once the identity is known for a previously unknown individual on a saved petition, search for the intake, and the Intake History screen will appear.



Refer to the [CSU Intake Search](#) section on how to search for an intake.

- a. (i) Select the appropriate intake and the row will be highlighted in blue. (ii) Click the **View/Edit Selected Intake** and the Select Intake Case Category screen will appear. (iii) Select an intake category, (iv) click the **Ok** button, and the intake with appear.



- b. (i) Click the **Edit Intake Case Info** button, (ii) click the **Clear** button or remove the checkmark from the **Unknown?** Checkbox, and the “UNKNOWN, UNKNOWN” from the **Name** field will be cleared.

c. (i) Click the **Add** button, and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult and an adult record is determined to not exist, proceed with adding a new adult.

- Refer to the [Intake Case Tab](#) section for information on how to add an existing/new adult record to a domestic relations intake.
- Refer to the [Petitioner's Information](#) section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.
- Refer to the [Intake Case Tab](#) section (in Adult Criminal Intake) for information on how to add an existing/new adult record to an adult criminal intake.

4. An unknown adult cannot be deleted if they have multiple intakes and/or juveniles associated with them; all associated records will have to be updated before the unknown adult can be deleted.

### B. Document Revisions

Date	Item	Details
06/2017	Gender Field Name	The "Gender" field name in BADGE has been changed to "Genetic Sex." This change will only impact the name of the field, not the values.
06/2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from Father, Mother, Guardian, Other 1, and Other 2 to Parent 1, Parent 2, Guardian, Other 1 and Other 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.
08/2017	Appendix A	Instructions on how to add an "Unknown" individual to a petition was added to the manual.
09/2017	Intake Case Tab	A field has been added to the Intake Case tab to allow you to specify the relationship of a petitioner to the juvenile. This field will print on the DC-511 petition in the signature section.
09/2017	Detention Orders	A checkbox has been added to the Detention Orders tab if the order is being issued because the juvenile is alleged to have "violated any of the provisions § 18.2-308.7." This new detention reason and the associated checkbox have been added to the DC-529 detention order.
10/2017	Advance Search – Adult Search Screen	This screen has been updated and added Street Address (Full or Partial), and Zip Code to the search.
10/2017	Change User Button - Employee Search Screen	The screen has been updated and removed the Phone (Work, Cell, or Fax) from the search options.
10/2017	Find Juvenile Screen - Advance Search	The screen has been updated and added Street Address (Full or Partial) and Zip Code to the search.
10/2017	Intake Disposition Field	The "Intake Disposition" field name in BADGE has been changed to "Offense Decision." This change will only impact the name of the field, not the values.

Date	Item	Details
10/2018	Intake Case Reports	Intake Cases by Worker and Petition Type reports were added to the District Reports Menu and the FIPS Code Reports Menu.  Previous titles of the reports found under the Regional Reports Menu, District Reports Menu, and FIPS Code Reports Menu were updated to clarify that they pull data related to intake complaints.
01/2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
01/2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name field and (ii) the search for a phone applies to a home, work, or cell phone.
03/2019	Intake Cases by Worker Report – District Reports	The <b>Intake Cases by Worker</b> Report was added under the <b>District Reports</b> Menu.
03/2019	Intake Cases by Worker Report – FIPS CODE Report	The <b>Intake Cases by Worker</b> Report was added under the <b>FIPS Code Report Menu</b> .
07/2019	Ethnicity Field	Changed the <b>Ethnicity</b> fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
07/2019	Domestic Relations Intake – Custody Petition Button	The Fostering Futures petition (DC-595; Petition for Approval of Voluntary Continuing Services and Support Agreement) was added.
11/2021	Formatting changes to entire document	See Style Manual for up to date document formatting requirements. Changes made include decreasing Margins to “Narrow”. Move “Notepad Bullets” from margins to document body. Change table formatting requirements and increase all table sizes to utilize increased usable page space.
11/2021	Edits for accuracy, clarity, formatting, spelling, and grammar to entire document.	Update screen shots to include current representation of BADGE, add screen shots where they are missing or add clarity to the manual, update instructions that are lacking detail or missing steps, correct spelling and grammar, and fix any formatting irregularities.
11/2021	Domestic Relations Intake	Removed abortion petition information from manual.
11/2021	1) Domestic Relations Intake, Add New Petitions and Orders and 2) Juvenile Del./Status Intake, Add New Intakes, Summons, and Warrants	Change notes to direct the user to contact the Juvenile & Domestic Relations District Court, instead of the Supreme Court, if a petition must be changed (i.e. delete old and create new).
11/2021	Immigration Status Alerts	Remove Ice Notification pop-up box. The alerts in BADGE that are generated in response to immigration status questions were revised as follows: 1) DJJ staff are no longer required or authorized to report illegal immigrant information to the U.S. Department of Homeland Security. 2) DJJ staff are no longer required or authorized to report suspected illegal immigrant information to the U.S. Department of Homeland Security.
11/2021	Petition Language Changes	<p>DC - 383 Petition for Protective Order. 1) Removed "A" from before Respondent in #2. 2) Added a field (#5) to indicate if the respondent owns or otherwise possess firearms</p> <p>DC - 595 Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 1) Changed the petition title to "Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 2) Changed the language from "Foster care plan" to "case plan" and added an "Other" option under the attached documents section. 3) Changed the language about docketing the case for a hearing from "as soon as practicable" to "to be held within 45 days". 4) Changed the language under #4 from "Agreement filed with a foster care plan" to "case plan"</p> <p>DC - 610 Petition for Support (Civil). 1) Changed the language under #7 from "court issuing the order" to "issuing court" (This only shows on the printed petition). 2) Changed the layout of field D. 3) Added a field (G.) to request that the mother's pregnancy and delivery expenses be paid. 4) Revised the previous fields G. and H. to H. and I., respectively</p> <p>DC - 611 Petition for Protective Order - Family Abuse. 1) Removed "A" from before Respondent in #2. 2) Added a field (#6) to indicate if the respondent owns or otherwise possess firearms</p>



Date	Item	Details
12/2021	Juvenile Voter Registration Status	Add a new field to the Juvenile Information Screen on the Info/Face Sheet tab to collect juvenile voter registration. The new field also appears on the Please Enter All Available Information for New Juvenile Screen, General Information tab. The field will be called "Registered Voter" with yes/no radio button options. The "Arlington CSU Social File #" field has been removed in order to create more space on the screen for the new field.
03/2022	Juvenile Delinquent / Status Intake	<p>Add four new fields to the Juvenile Delinquent/Status Intake Screen, Intake Case Tab.</p> <p>For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR), two new fields have been added to record if the charge requested by the LEO was or was not reduced, denied, or increased and if so, why. Fields: <b>Requested Change Amended</b> and <b>Rationale</b>.</p> <p>For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR) and the Offense Decision is '07 – Req'd to Participate in Diversion', several new fields have been added for which input is required. Fields: <b>Requested Change Amended</b> and <b>Rationale</b>, and <b>LEO was Consulted on Diversion</b> and <b>LEO's Rationale</b>.</p>
03/2022	Reports	<p>Add two new reports:</p> <p><b>LEO Communication – Diversions</b></p> <p><b>LEO Communication – Amended Charges</b></p>
04/2023	Juvenile Delinquent / Status Intake	For the Juvenile Delinquent/Status Intake screen, Juvenile Intake tab: Add a drop-down menu that will be a required field when "Resolved" (offense decision code 01: Resolved) is chosen as an offense decision. If "Other" is selected, a comment box will be available. The comment box is required if "Other" is selected. Add <b>Reason Offense Not Diverted</b> that is accessible if the offense decision is "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed".
04/2023	Mandatory Overrides	<p>Updates made to Overrides and DAI Scores tabs on the Detention Assessment screen (accessible via Detention Assessment Button on Juvenile Delinquent/Status Intake screen, Juvenile Intake tab).</p> <p>Overrides tab: Create a new mandatory override titled "Weapons Offenses, Adm. Dir. A-2022-005, email amend."</p> <p>DAI Scores tab (and Printed DAI Report): when determining the value for items 1 and 2 only include offenses where the disposition code is equal to '02-Petition Filed', '03-Petition/Detention Order Filed', '11-Petition/Shelter Care Filed', '15-Consent Signed/Petition Filed', '16-Court Summons', or '18-Unsuccessful Diversion/Petition Filed.'</p>
04/2023	BADGE Version at last update	BADGE Version at last <i>BADGE CSU Intake Module Manual</i> update: <b>Version 4.0.5.6</b> .