



Virginia Department of Juvenile Justice

# BADGE

Balanced Approach Data  
Gathering Environment

Caseload Management  
Module Manual

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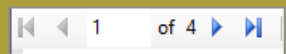

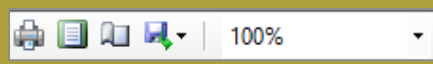
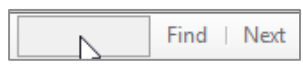
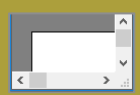





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





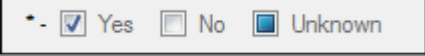
## Key/Legend

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 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.
“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 is 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.

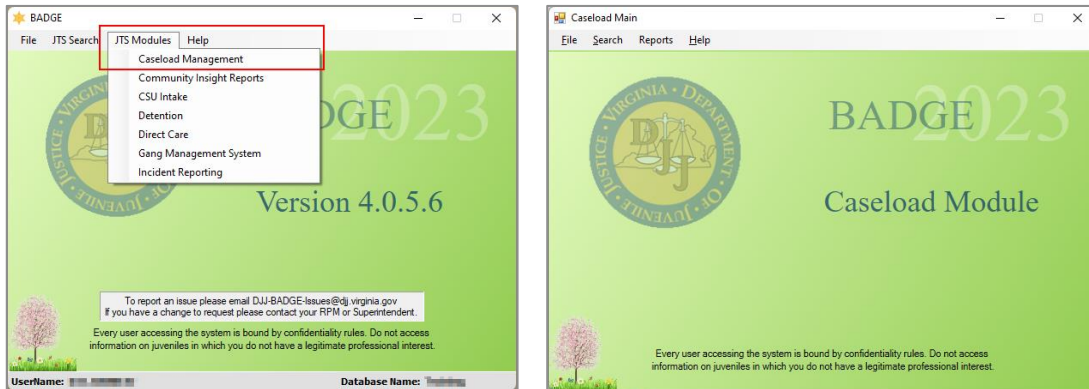
Please email [DJJ-BADGE-Passwords@djj.virginia.gov](mailto:DJJ-BADGE-Passwords@djj.virginia.gov) for assistance with BADGE login problems.

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

# Caseload Management Module

## Access the Module

From the BADGE home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Caseload Management** option from the drop-down menu, and the Caseload Main screen will appear.

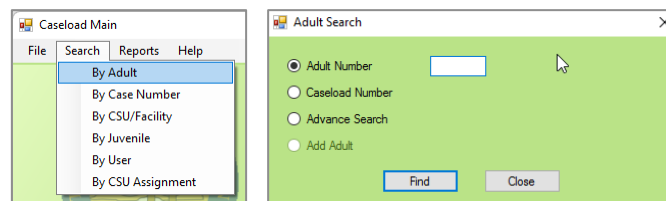


## Search

Click the **Search** drop-down menu option on the Caseload Main screen to access the various methods available to search for an existing caseload.

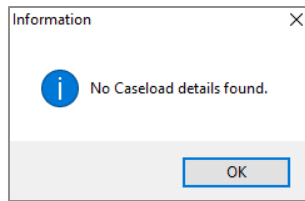
Search for an Existing Caseload by:	Additional Guidance/Instruction
<a href="#">By Adult</a>	<a href="#">BADGE Login &amp; Search Manual</a> <a href="#">Caseload Details Screen</a>
<a href="#">By Case Number</a>	<a href="#">Caseload Details Screen</a>
<a href="#">By CSU/Facility</a>	<a href="#">Caseload Details Screen</a>
<a href="#">By Juvenile</a>	<a href="#">BADGE Juvenile &amp; Adult Information Screens Manual</a> <a href="#">Caseload Details Screen</a>
<a href="#">By User</a>	<a href="#">Caseload Details Screen</a> <a href="#">BADGE Juvenile &amp; Adult Information Screens Manual</a> <a href="#">Change the Worker AND/OR the Supervisor Assigned to a Case</a>
<a href="#">By CSU Assignment</a>	<a href="#">Caseload Details Screen</a>

### 1. By Adult

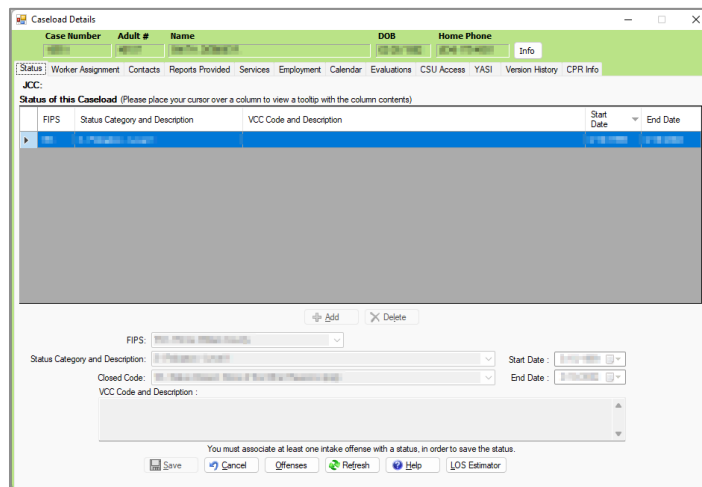
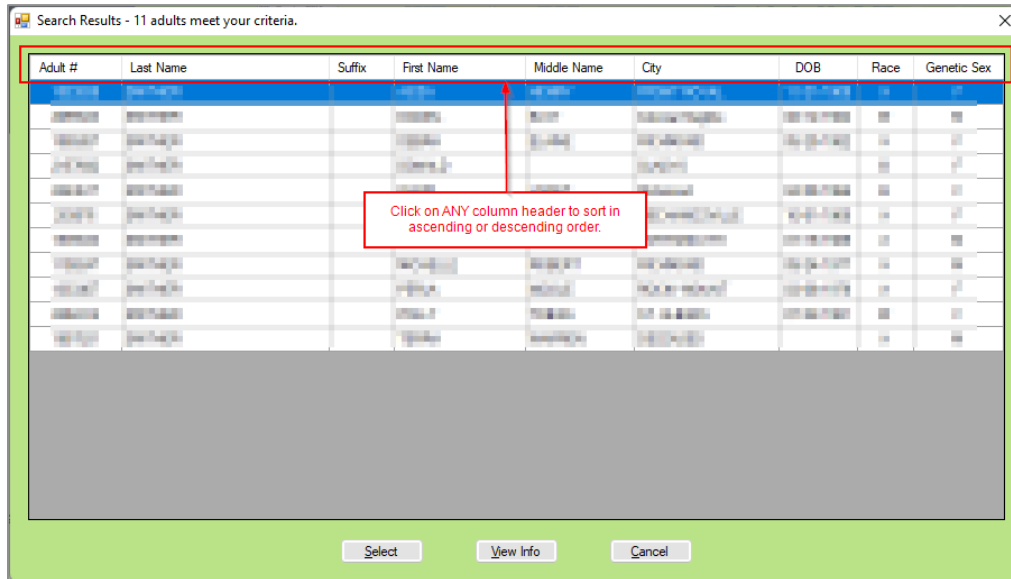


- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By Adult** option, and the Adult Search screen will appear. (iii) Select the desired radio button on the Adult Search screen (**Adult Number**, **Caseload Number**, or **Advance Search**), (iv) enter the appropriate search data in the text fields provided, (v) click the **Find** button, and one of the following three screens will appear:
  - i. The Information screen will appear stating “No Caseload details found.”





- ii. The Caseload Details screen will appear with the results for the adult searched on.
- iii. The Search Results screen will appear with any potential matches.
- 1. On the Search Results screen (i) select the desired adult's name highlighting the row in blue, (ii) click the **Select** button and the Caseload Details screen will appear with the results for the adult selected from the search results.




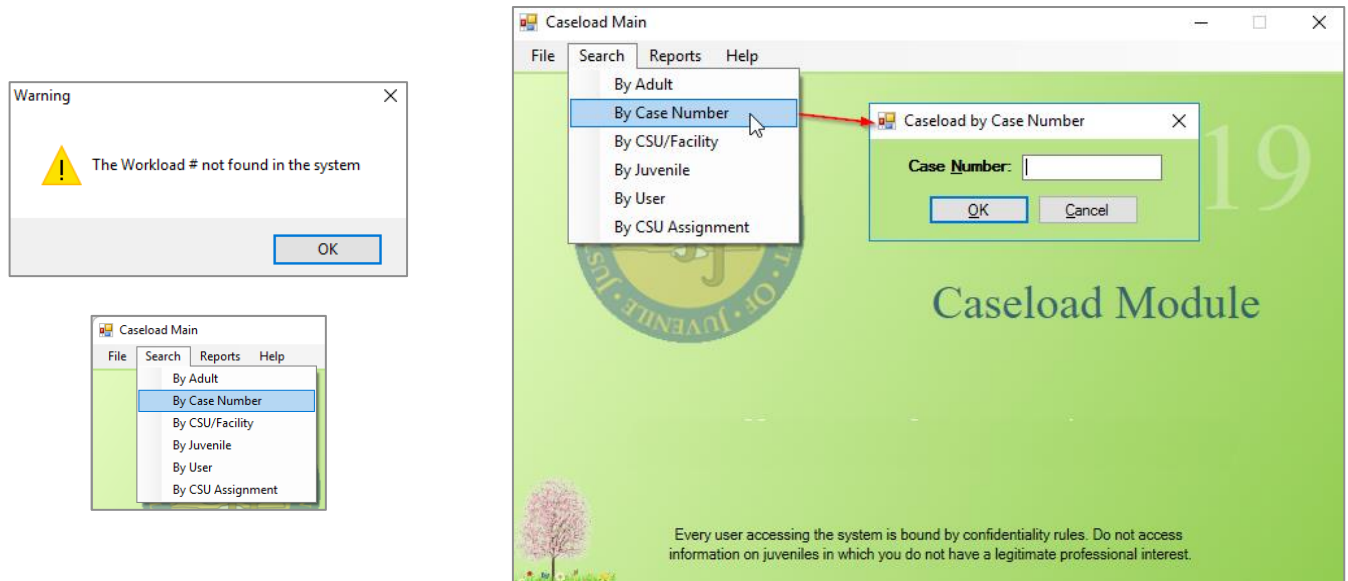
Refer to the [BADGE Login & Search Manual](#) for instructions on using the Adult Search screen.  
 Refer to the [Caseload Details Screen](#) section for instructions on using the Caseload Details screen.

- Please note—all potentially sensitive data has been removed from all screen images presented in this manual. For example, in the Search Results screen image above, the data for all 22 records have been removed.
- Click on column headers to sort data in ascending or descending order whenever the BADGE application presents data in a tabular format.
- The **Caseload Number**, the **Intake Case Number**, the **Adult Number**, and the **Juvenile Number** are all unique identifiers and are not interchangeable.

## 2. By Case Number

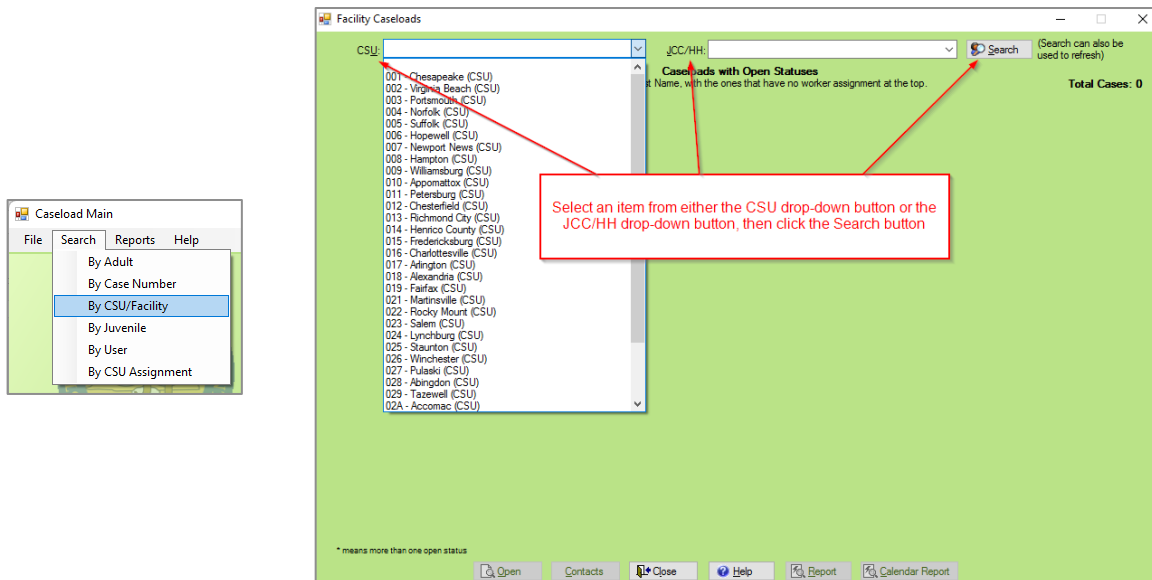
- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By Case Number** option, and the Caseload by Case Number screen will appear. (iii) Type the case number in the **Case Number** text field, (iv) click the **OK** button and the Caseload Details screen will appear with the results for the case number entered.
  - i. If the case number entered in the **Case Number** text field does not exist the Warning screen will appear, click the **OK** button to return to the Caseload by Case Number screen to search again.

 Refer to the [Caseload Details Screen](#) section for instructions on using the Caseload Details screen.

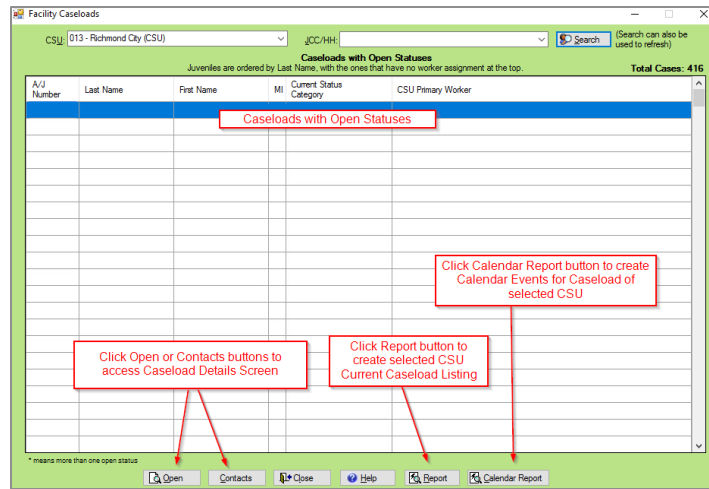


## 3. By CSU/Facility

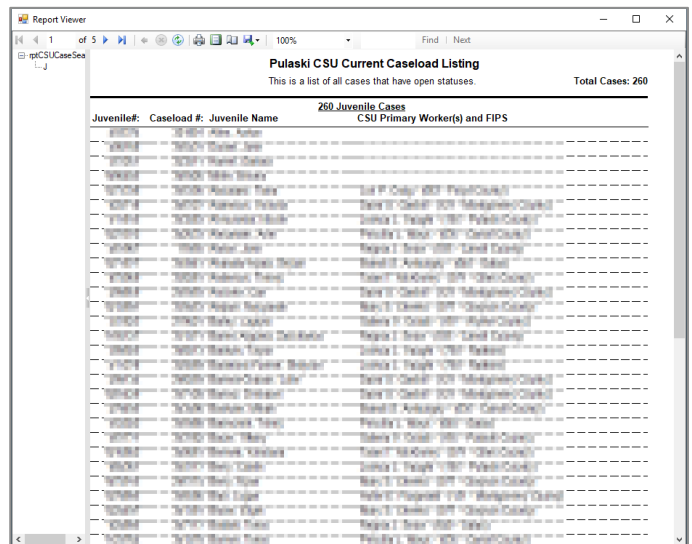
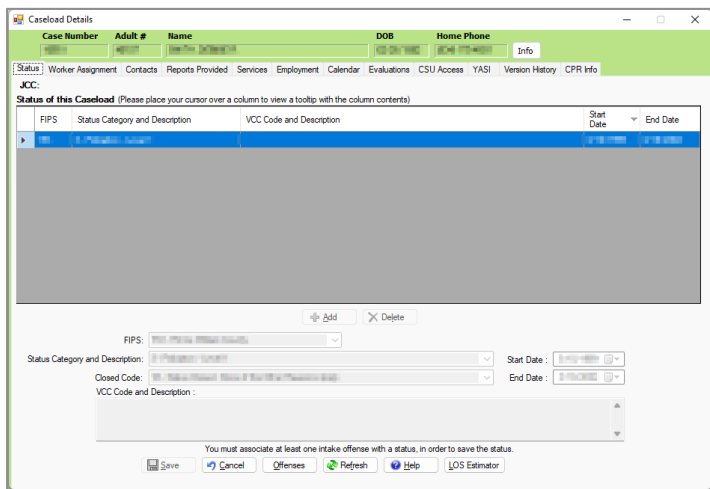
- a. From the Caseload Main screen (i) click the **Search** drop-down menu option, (ii) click the **By CSU/Facility** option, and the Facility Caseloads screen will appear.



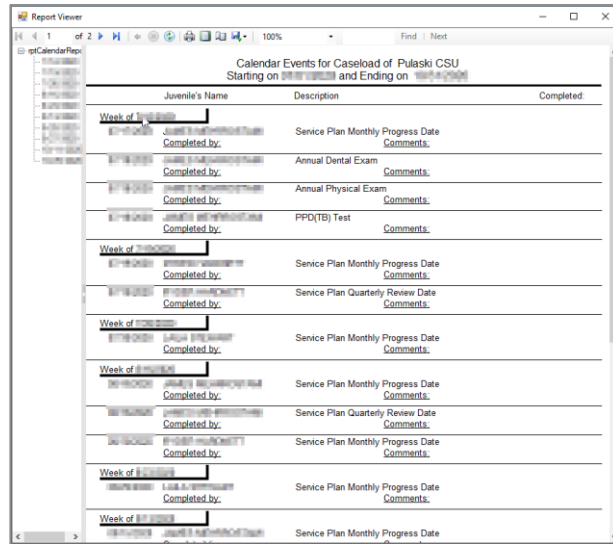
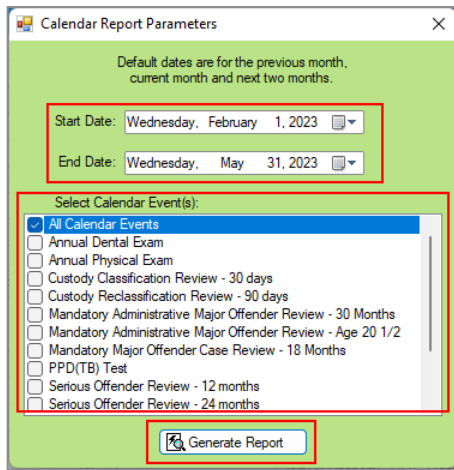
- i. **By CSU**—to select a CSU from the Facility Caseloads screen (i) click the **CSU** drop-down menu option, (ii) select a CSU from the list of CSUs presented, (iii) click the **Search** button, and a list of **Caseloads with Open Statuses** will be displayed on the Facility Caseloads screen.



1. **Open and Contacts** buttons.
  - a. From the list of **Caseloads with Open Statuses (CSU)** on the *Facility Caseloads* screen, (i) select the desired record with the cursor to highlight the row in **blue**, (ii) click the **Open** button or the **Contacts** button on the bottom of the screen, and the *Caseload Details* screen will appear.
2. **Report** button.
  - a. From the list of **Caseloads with Open Statuses** on the *Facility Caseloads* screen click the **Report** button on the bottom of the screen and the *Report Viewer* screen will appear with a report listing all cases with an open status. The report will be generated for the selected CSU and each record will display Juvenile #, Caseload #, Juvenile Name, and CSU Primary Worker(s) and FIPS.

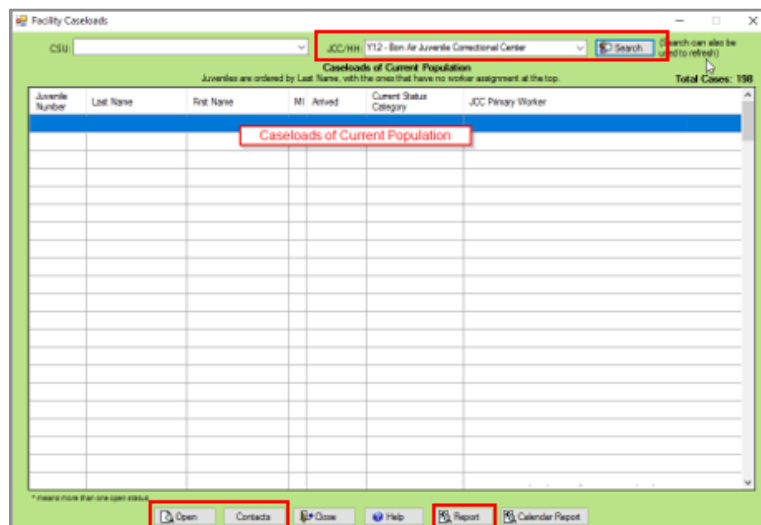


3. **Calendar Report** button.
  - a. From the list of **Caseloads with Open Statuses** on the *Facility Caseloads* screen (i) click the **Calendar Report** button on the bottom of the screen and the *Calendar Report Parameters* screen will appear. On the *Calendar Report Parameters* screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the *Report Viewer* screen will appear with a report listing all selected calendar events for the selected period. The CSU calendar events will be listed by date, grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments.



The **Calendar Events** report, created by using the **Calendar Report** button, will ONLY display events for DJJ committed youth for both search types: **By CSU** and **By JCC/HH**.

- ii. **By JCC/HH**—to select a JCC/HH from the Facility Caseloads screen (i) click the **JCC/HH** drop-down menu option, (ii) select a JCC/HH from the list of JCC/HHs presented, (iii) click the **Search** button, and a list of **Caseloads of Current Population** will be displayed on the Facility Caseloads screen.

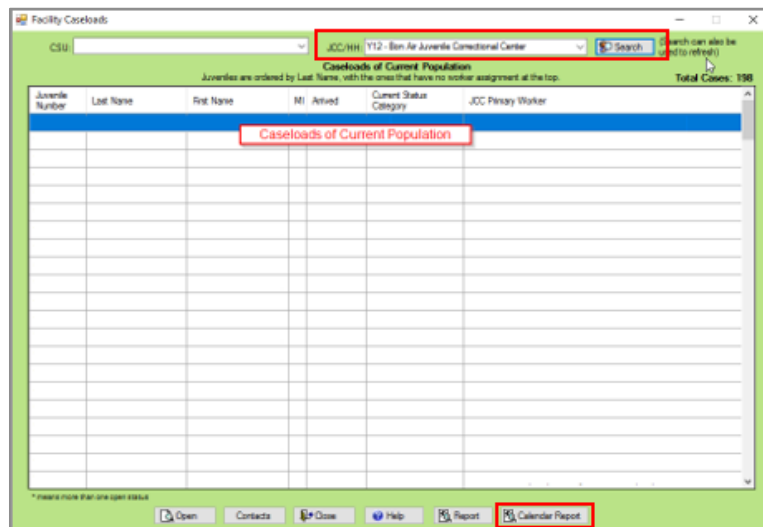


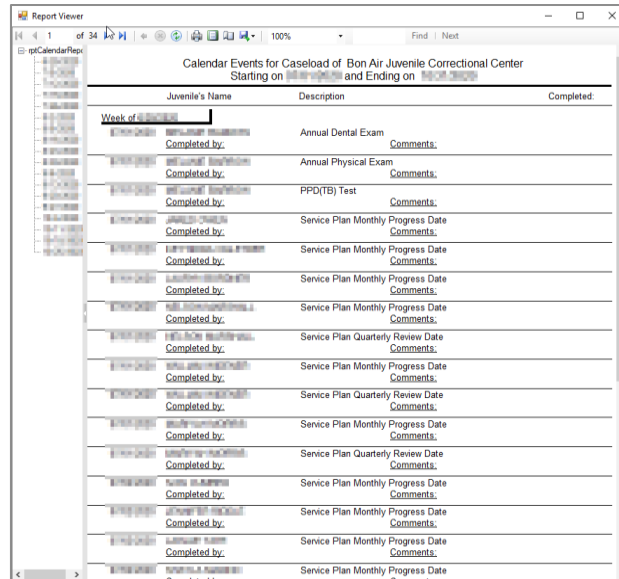
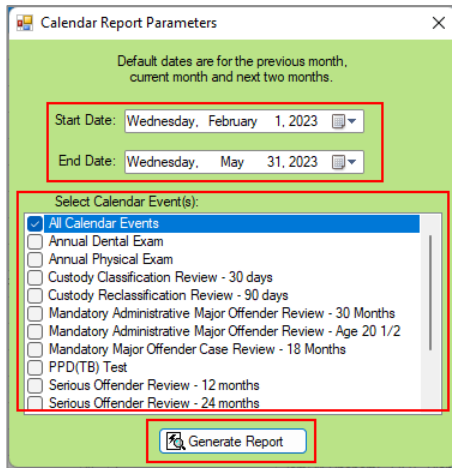
1. **Open** and **Contacts** buttons.
  - b. From the list of **Caseloads of Current Population (JCC/HH)** on the Facility Caseloads screen, (i) select the desired record with the cursor to highlight the row in blue, (ii) click the **Open** button or the **Contacts** button on the bottom of the screen, and the Caseload Details screen will appear.
2. **Report** button.
  - a. From the list of **Caseloads of Current Population** on the Facility Caseloads screen click the **Report** button on the bottom of the screen and the Report Viewer screen will appear with a report of caseloads of the current population listing all cases for the selected JCC/HH by Juvenile #, Caseload #, Juvenile Name, Arrived, and JCC Primary Worker(s).

**Bon Air Juvenile Correctional Center Current Caseload Listing**  
 This is a list of all cases for juveniles in the current population Total Cases: 198

Juvenile #	Caseload #	Juvenile Name	Arrived	JCC Primary Worker(s)
00001	00001	Anderson, James	01/01/2010	Michael Anderson (Bon Air) James Anderson (Bon Air)
00002	00002	Allen, John	01/01/2010	James Allen (Bon Air)
00003	00003	Allen, Robert	01/01/2010	Michael Smith (Bon Air) Robert Allen (Bon Air)
00004	00004	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00005	00005	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00006	00006	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00007	00007	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00008	00008	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00009	00009	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00010	00010	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00011	00011	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00012	00012	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00013	00013	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00014	00014	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00015	00015	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00016	00016	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00017	00017	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00018	00018	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00019	00019	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00020	00020	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00021	00021	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00022	00022	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00023	00023	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00024	00024	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00025	00025	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00026	00026	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00027	00027	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00028	00028	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00029	00029	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)
00030	00030	Allen, Robert	01/01/2010	Tom A. Simpson (Bon Air) Robert Allen (Bon Air)

3. **Calendar Report** button.
  - a. From the list of **Caseloads with Open Statuses** on the *Facility Caseloads* screen (i) click the **Calendar Report** button on the bottom of the screen and the *Calendar Report Parameters* screen will appear. On the *Calendar Report Parameters* screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the *Report Viewer* screen will appear with a report listing all selected calendar events for the selected period. The JCC/HH calendar events will be listed by date, grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments.

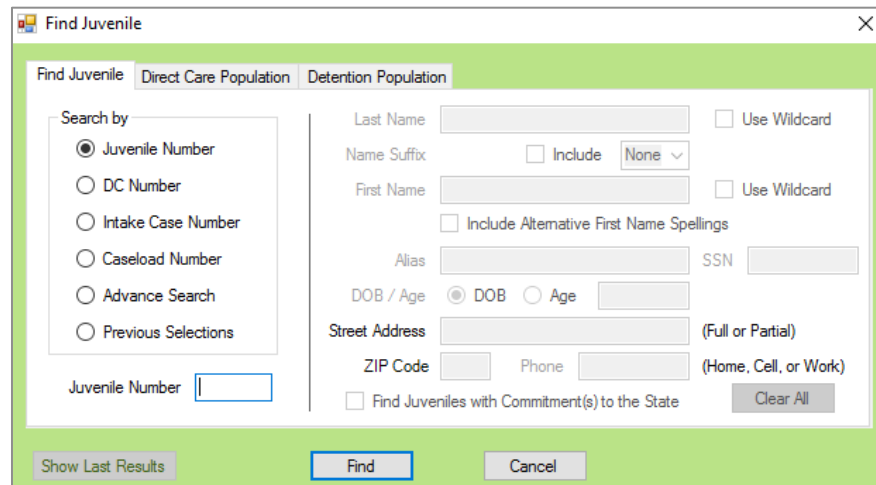
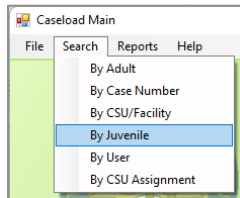




Refer to the [Caseload Details Screen](#) section for instructions on using the [Caseload Details](#) screen.

4. **By Juvenile**

- a. From the [Caseload Main](#) screen (i) click the **Search** drop-down menu option, (ii) select the **By Juvenile** option, and the [Find Juvenile](#) screen will appear, (iii) search for a juvenile by selecting an option in the **Search by** area on the [Find Juvenile](#) tab, (iv) click **Find**, and the [Search Results](#) screen will appear, (v) select the juvenile's name, and the row will be highlighted in blue, (vi) click the **Select** button, and the [Caseload Details](#) screen will appear.



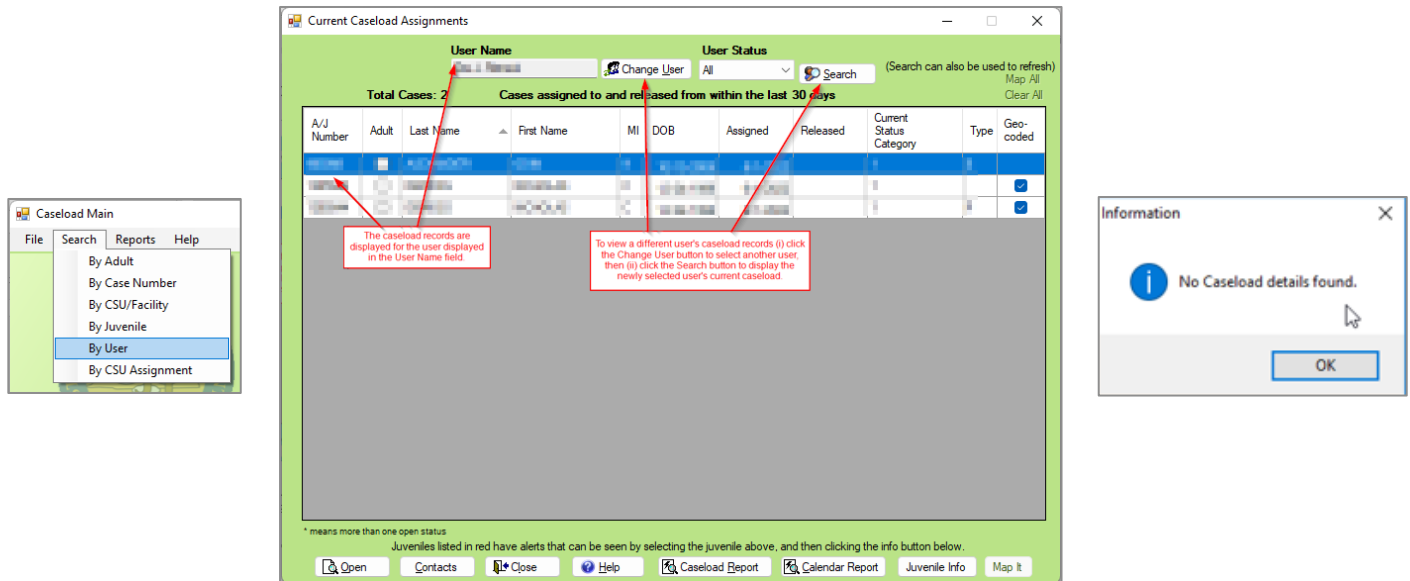
Refer to the [BADGE Login & Search Manual](#) for instructions on using the [Find Juvenile](#) screen.

Refer to the [Caseload Details Screen](#) section for instructions on using the [Caseload Details](#) screen.

5. **By User**

a. **Current Caseload Assignments for Logged on User Name**

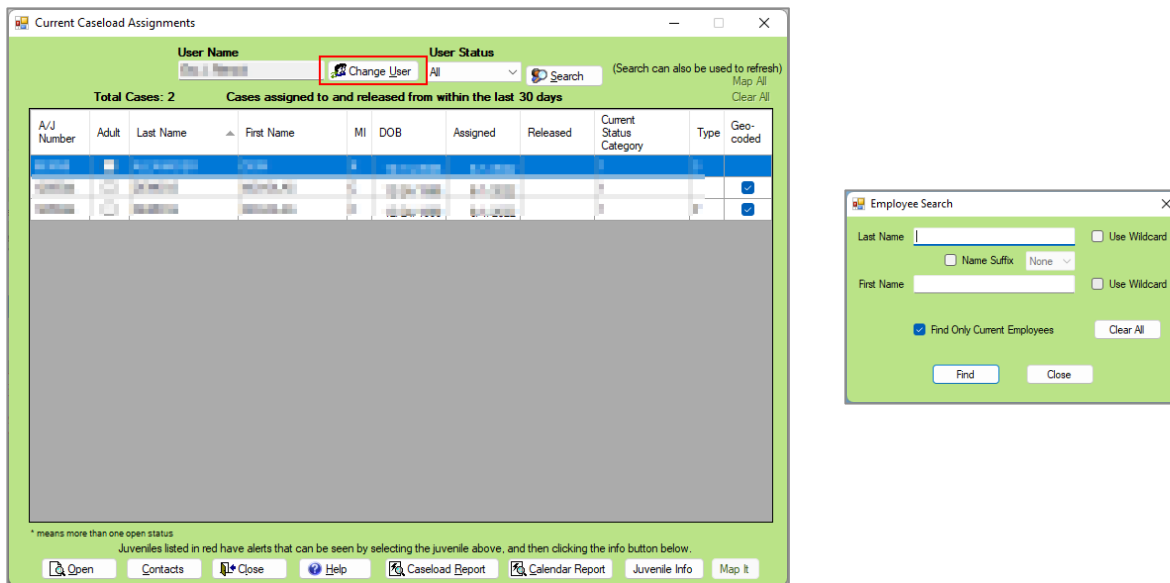
- i. From the [Caseload Main](#) screen (i) click the **Search** drop-down menu option, (ii) select the **By User** option, and the [Current Caseload Assignments](#) screen will appear populated with the caseloads associated with the user name that is currently logged onto the BADGE application. If the user name used to logon to the BADGE application does not have any cases associated with it an [Information](#) screen will appear stating "No Caseload details found."
  1. To filter the results displayed on the [Current Caseload Assignments](#) screen by user status, (i) select the desired status from the **User Status** drop-down option ("All," "Assigned To," or "Supervised By"), click the **Search** button, and the filtered results will appear.



- The **User Name** will default to the user logged onto the BADGE application.
- The cases that are listed have been assigned to and released from the user's caseload within the last 30 days.

**b. Current Caseload Assignments for Another User Name – Change User Button**

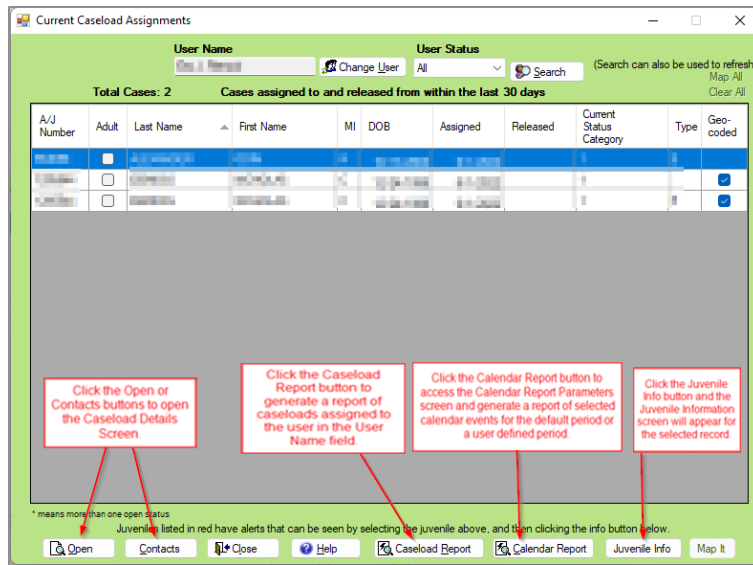
- i. To search for another worker's caseload click the **Change User** button and the Employee Search screen will appear.



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:

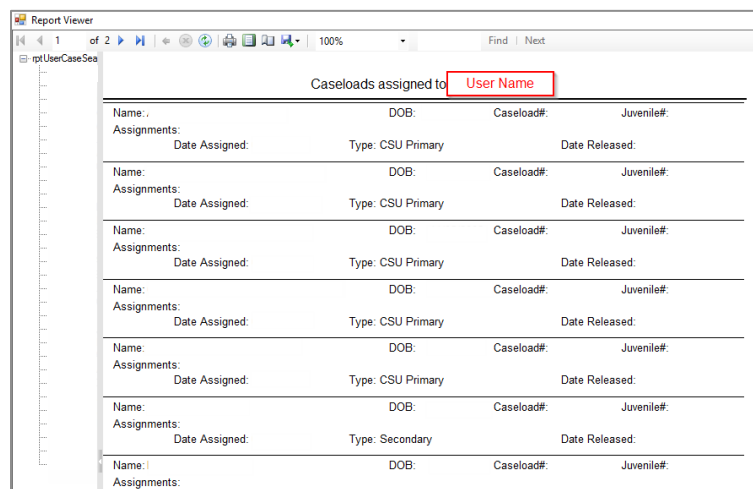






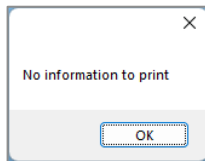
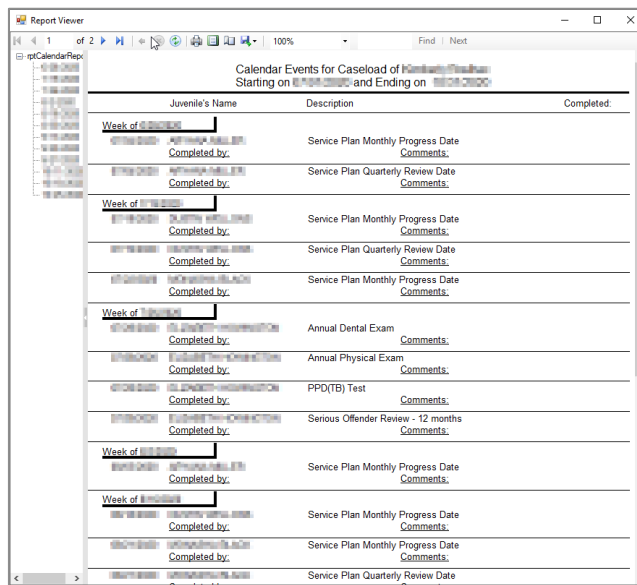
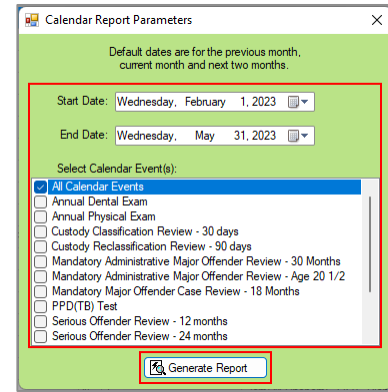
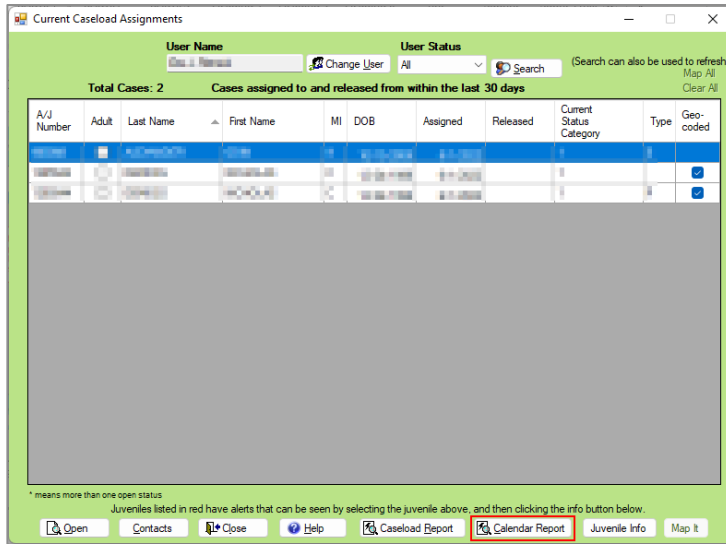
d. **Caseload Report** button.

- i. From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen click the **Caseload Report** button on the bottom of the screen and the Report Viewer screen will appear with a report of caseloads assigned to the user name listing all cases by Name, DOB, Caseload #, Juvenile #, Assignments, Date Assigned, Type, and Date Released.



e. **Calendar Report** button.

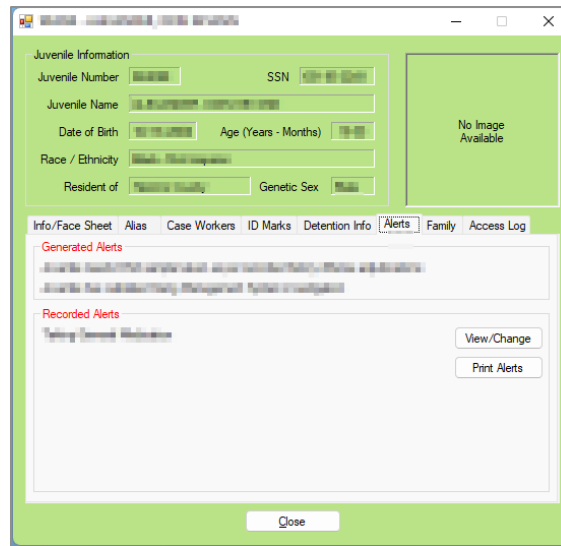
- i. From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen (i) click the **Calendar Report** button on the bottom of the screen and the Calendar Report Parameters screen will appear. On the Calendar Report Parameters screen (ii) use the default start and end dates or change the date parameters using the **Start Date** and **End Date** calendar drop-down screens. (iii) Click to place a checkmark next to the desired items in the **Select Calendar Event(s)** window, and (iv) click the **Generate Report** button and the Report Viewer screen will appear with a report listing all selected calendar events for the selected period. If there are calendar events assigned to the user name they will be listed by date and grouped by week, and display Juvenile's Name, Description, Completed, Completed by, and Comments. If no events exist a screen will appear stating "No information to print."



- The **Calendar Report** button will only generate a report for juveniles that are in direct care.
- The **Map It** button is currently disabled across the BADGE application.

f. **Juvenile Info** button.

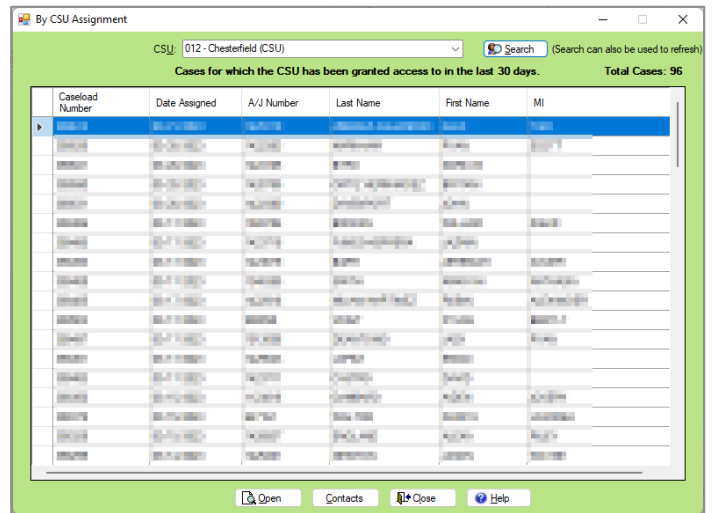
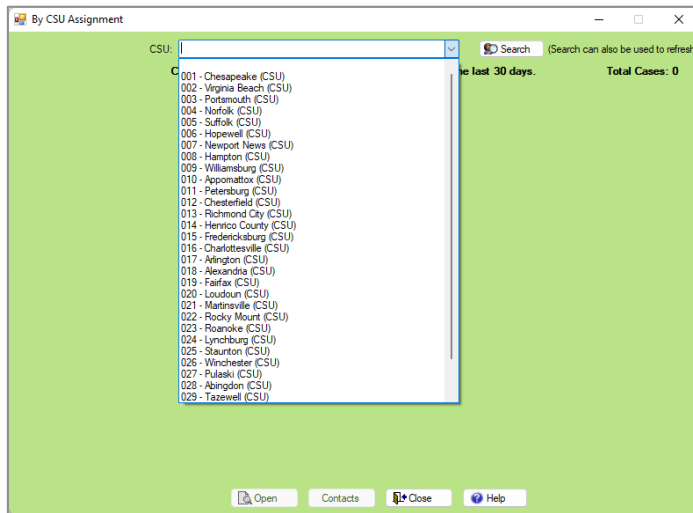
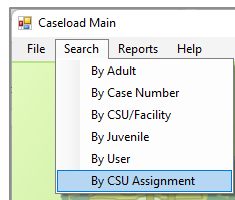
- i. From the list of **Cases assigned to and released from [the user name] within the last 30 days** on the Current Caseload Assignments screen (i) select the desired record with the cursor to highlight the row in **blue**, (ii) click the **Juvenile Info** button, and the Juvenile Information screen will appear.



Refer to the [BADGE Juvenile & Adult Information Screens Manual](#) for instructions on using the *Juvenile Information* screen and for instructions on editing and correcting a youth’s address.

**6. By CSU Assignment**

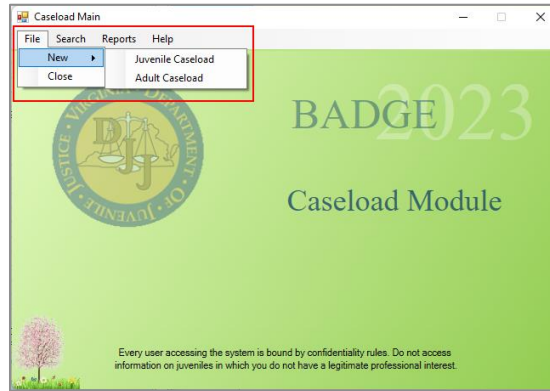
- a. From the *Caseload Main* screen (i) click the **Search** drop-down menu option, (ii) click the **By CSU Assignment** option, and the *By CSU Assignment* screen will appear, (iii) select a **CSU** from the drop-down menu, (iv) click the **Search** button, and the cases the selected CSU has been granted access to in the last 30 days will be listed. (v) Select a juvenile’s name, and the row will be highlighted in blue and (vi) click the (a) **Open** button and the *Caseload Details* screen *Status* tab will appear or click the (b) **Contacts** button and the *Caseload Details* screen *Contacts* tab will appear.



Cases that the CSU has been granted access to in the last 30 days will be displayed on the *By CSU Assignment* screen.

**Add a New Caseload**

- (i) Click the **File** drop-down menu option on the *Caseload Main* screen, (ii) select the **New** menu option, (iii) then select either **Juvenile Caseload** or **Adult Caseload**.

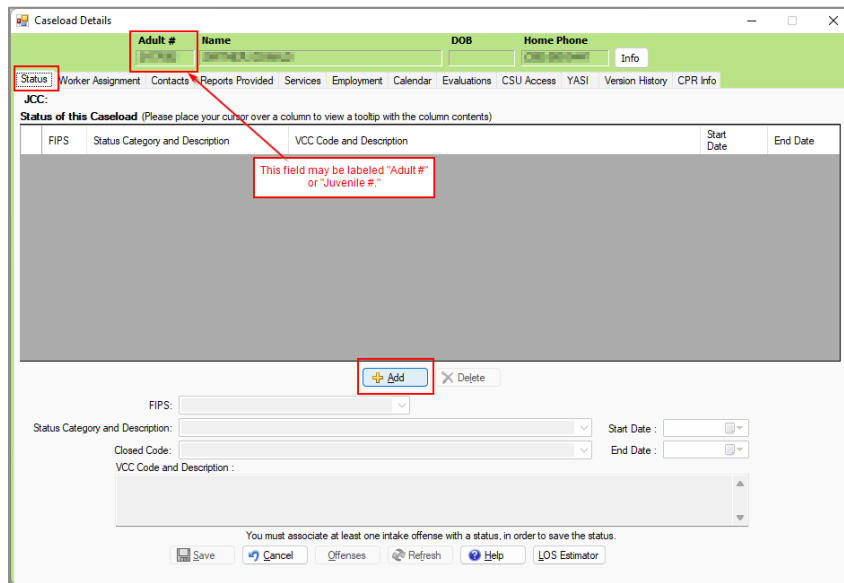


**1. Add a New Juvenile Caseload**

To add a new juvenile caseload (i) select the **Juvenile Caseload** option from the **File / New** menu options and the Find Juvenile screen will appear. (ii) Follow the instructions in the [Search / By Juvenile Section](#) to find and select the appropriate juvenile record and (iii) the Caseload Details screen will open to the *Status* tab where a caseload may be added by clicking the **Add** button. For detail, see the instructions in the [Caseload Details / Status Tab Section](#).

**2. Add a New Adult Caseload**

To add a new adult caseload (i) select the **Adult Caseload** option from the **File / New** menu options and the Adult Search screen will appear. (ii) Follow the instructions in the [Search / By Adult Section](#) to find and select the wanted adult record and (iii) the Caseload Details screen will open to the *Status* tab where a caseload may be added by clicking the **Add** button. For detail, see the instructions in the [Caseload Details / Status Tab Section](#).

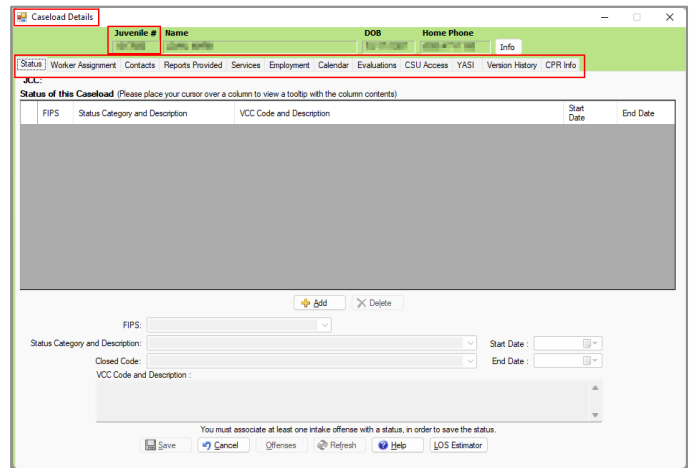
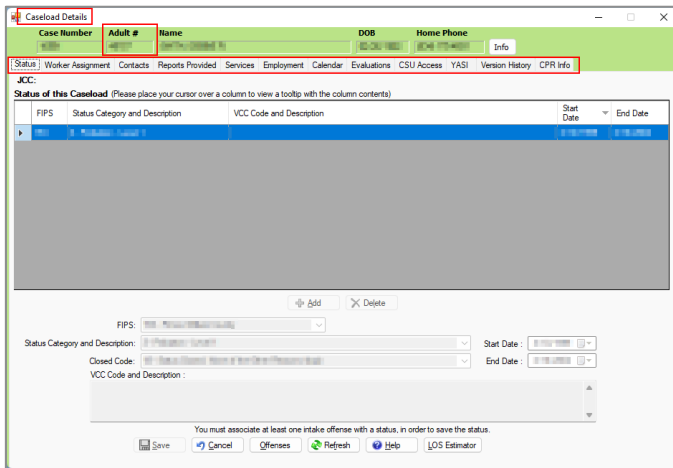


- Refer to the [BADGE Login & Search Manual](#) for instructions on using the Find Juvenile screen and the Adult Search screen.
- Refer to the [Caseload Details Screen](#) section for instructions on using the Caseload Details screen.

**Caseload Details Screen**

The Caseload Details screen is accessed by way of the search methods detailed in the [Search section](#) above.

The top of the Caseload Details screen provides the user the following **juvenile** or **adult** caseload information: the **Case Number**, the **Juvenile #** or the **Adult #**, **Name**, **DOB**, and **Home Phone**. If any alerts exist for the juvenile a **red Info** button will be displayed with an **“Alert!”** caption. Clicking the **Info** button will display the *Alert tab* on the Juvenile Information screen.



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

The **Juvenile OR Adult** Information at the top of the screen cannot be edited from the *Caseload Details* screen.

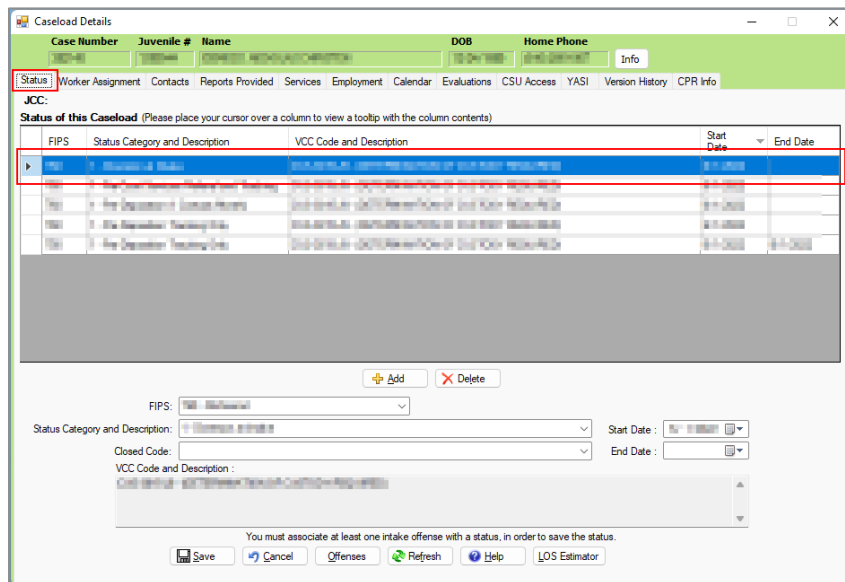
The *Caseload Details* screen consists of the following tabs:

Caseload Details Screen Tabs	Tab Summary
<a href="#">Status</a>	This tab lists all the current and past case statuses, and the statuses' relevant information to include FIPS, Status Category and Description, VCC and Description, Start Date, and End Date in a tabular format. A new status can be added to an existing case or an existing status can be edited/deleted.
<a href="#">Worker Assignment</a>	This tab shows the workers assigned to the selected juvenile's case. The tab displays the worker name, worker type, date assigned, worker status, supervisor name, and date released information. This screen allows primary and secondary workers to be added, edited, or deleted to or from a case.
<a href="#">Contacts</a>	This tab lists all the contacts, the worker's name, contact date, person contacted, contact type, contacted place, purpose of contact, and the worker's facility information.
<a href="#">Reports Provided</a>	This tab lists the names of the worker completing the report, the date of the report, and indicates if the report was ordered by a judge.
<a href="#">Services</a>	This tab lists all the current and past services received, the opened date, service type, provider type, an indication of whether a service event was recorded, and the closed date information.
<a href="#">Employment</a>	This tab lists the selected juvenile's employment information, such as employer and supervisor information, employment start and end dates, CTE Course, and closed reason information.
<a href="#">Calendar</a>	This tab lists all the system generated calendar events for the selected juvenile, event date, description, date completed, completed by, and related comments information. Users cannot add custom entries.
<a href="#">Evaluations</a>	This tab lists the date the evaluation was created, evaluation type, level of substance use, the total risk score, decision regarding supervision level (if applicable), information for parole and probation discharge evaluations, parole supervision risk re-assessment, and the Screening for Experiences and Strengths (SEAS) for the selected juvenile.
<a href="#">CSU Access</a>	This tab lists the CSUs that have access to update the juvenile's case, the date the access was granted, facility name, who the access is granted by, and the reason information.
<a href="#">YASI</a>	This tab lists the YASI ID, date administered, assessment type, who completed it, risk and protective levels, mental health flags, and violence aggression flags information for YASI full assessments, pre-screen assessments, and pre-adjudications.

Caseload Details Screen Tabs	Tab Summary
<a href="#">Version History</a>	This tab lists of the history of the tables edited or viewed in the Caseload Module and displays the data impacted, operation, date/time, and staff completing the action information.
<a href="#">CPR Info</a>	This tab provides a summary of information found in the Community Programs Reporting (CPR) system for services in which the juvenile was enrolled to including the program ID, program name, assigned date, admit date, release date, program type, provider, placing FIPS, release reason, service date, units provided, and service comments.

1. **Status Tab**

The Caseload Details screen will typically open to the *Status* tab. The **Status of this Caseload** area on the *Status* tab displays all the current and past case statuses in tabular format to include FIPS, Status Category and Description, VCC Code and Description, Start Date, and End Date. Columns can be sorted by clicking on the column header. Click on a row and the selected row will be highlighted in blue. The information for the selected row will be displayed in the corresponding data fields in the lower half of the screen where the status of the caseload can be edited (see [Edit an Existing Status](#) below for editing information).



a. **Add Button**

- i. To add an additional status (i) click the **Add** button, and the fields at the bottom of the screen will become accessible. Select the desired (ii) **FIPS** and (iii) **Status Category and Description** from the respective drop-down field options, and (iv) select the **Start Date** from the drop-down calendar screen.
- ii. In order to input or associate a **VCC Code and Description** with the status, click the **Offenses** button, and the Offense History screen will appear.

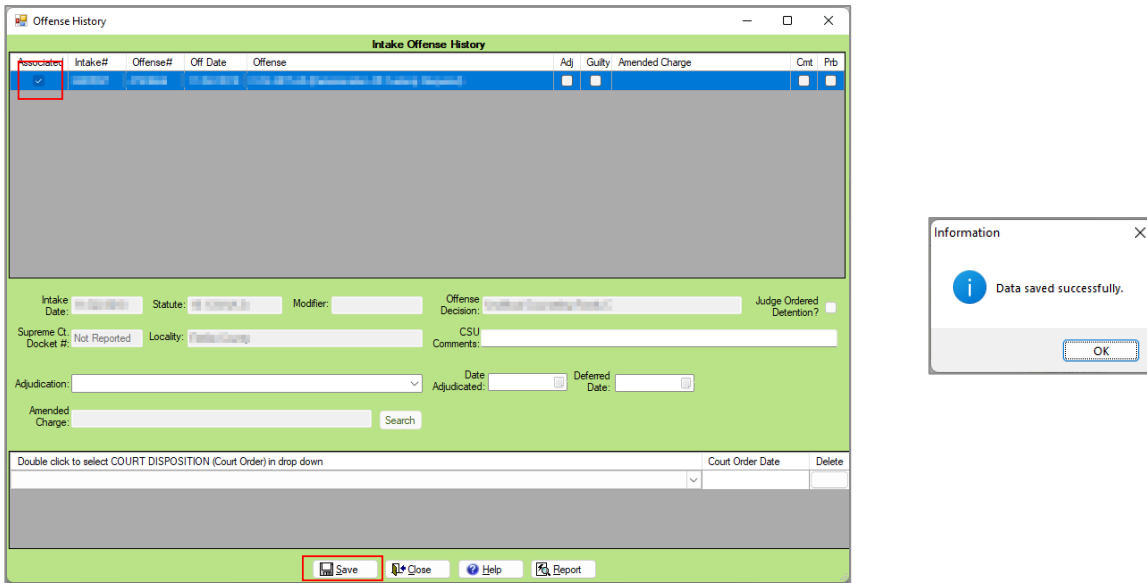


Refer to the [BADGE Offense History Screen Manual](#) for instructions on using the *Offense History* screen.

A second status cannot be added while another status is open for the same FIPS, with the exception of “1 - Pre-Disposition (1 Contact/Month).”

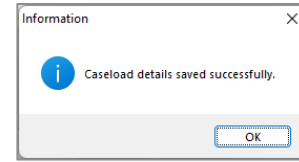
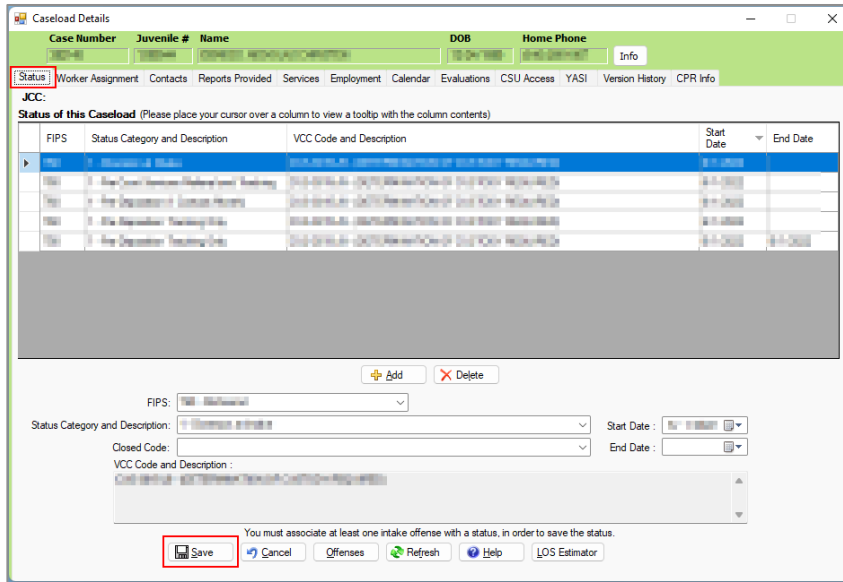
**1. Associate an Offense**

- a. In order to associate an offense with a **Status**, (i) select an offense by clicking the corresponding **Associated** checkbox, and the row will be highlighted in **blue**, (ii) click the **Save** button, and an *Information* screen confirming the data was saved successfully will appear, and (iii) click the **OK** button.
- b. In order to associate multiple offenses under the selected **Status**, repeat the steps above.



- The **Associated** column is available ONLY when the action being performed is associating or linking an offense to another piece of data (e.g., case status or SDM).
- ONLY associate an offense if it is linked to the selected **Status** on the *Status* tab.
- If an offense is being associated to a **Probation (Prb checkbox)** or **Committed to DJJ (Cmt checkbox)** status, the appropriate disposition(s) MUST be added.
- Every **Status** must be associated with at least one offense through the *Offense History* screen.

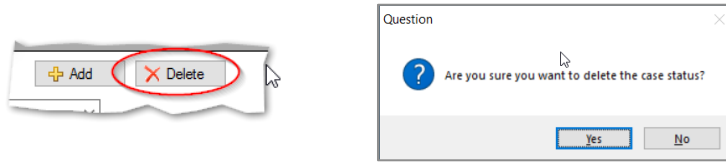
- c. (i) Click the **Close** button, and the user will return to the *Status* tab in the *Caseload Details* screen, (ii) click the **Save** button, and the associated offense(s) will appear in the **VCC Code and Description** section at the bottom of the screen and a new row containing the same information will be created in the table under the **Status of the Caseload** area.



- When closing a case, the **End Date** should match the **Date Released** in the *Worker Assignment* tab for the most recent primary caseworker.
- If an incorrect **Status** is selected, an error message will appear.

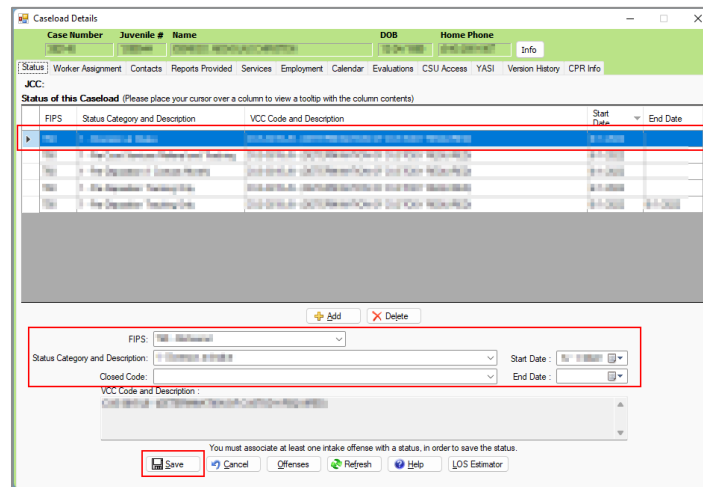
**b. Delete Button**

- i. (i) Select a status, and the row will be highlighted in blue, then (ii) click the **Delete** button and a Question screen will appear requesting confirmation of the delete command, (iii) click the **Yes** button and the record will be removed from the table.



**c. Edit an Existing Status**

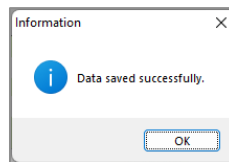
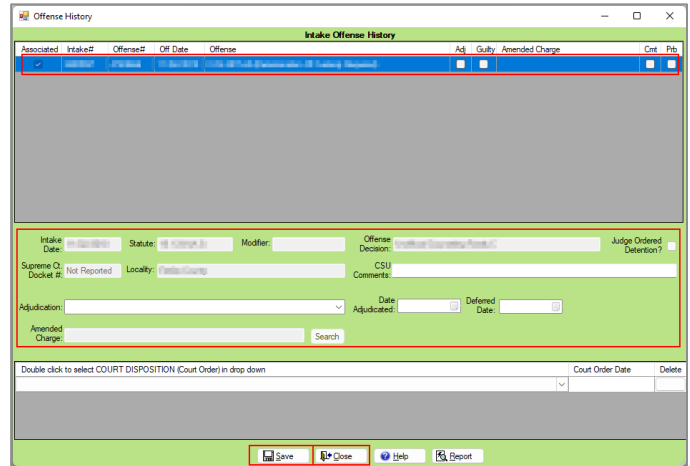
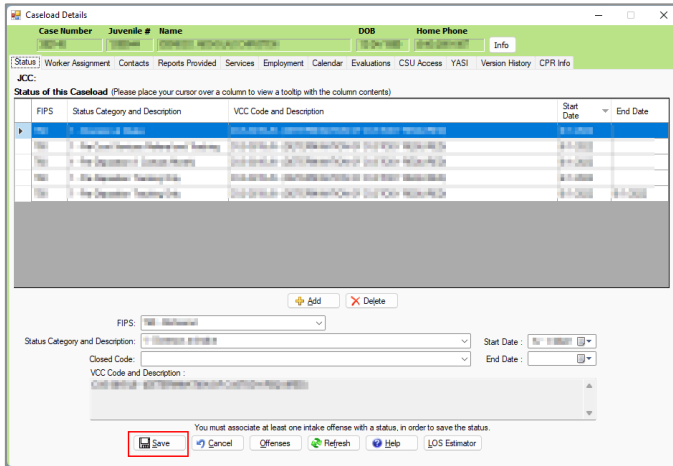
- i. In the **Status of this Caseload** area on the *Status* tab of the Caseload Details screen (i) select the desired status row and the row will be highlighted in blue. When a row is selected, the status data for that row will populate the data fields in the lower half of the Caseload Details screen, (ii) edit the data fields as necessary.



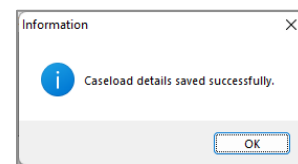
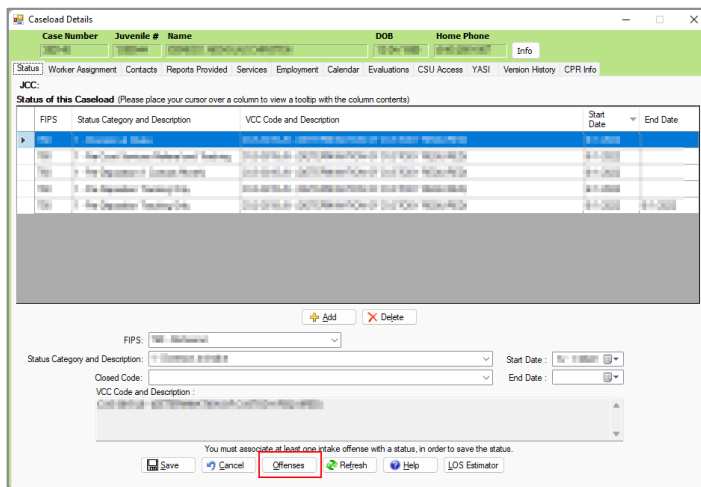
- ii. If the **VCC Code and Description** data requires editing (i) click the **Offenses** button to open the Offense History screen. On the Offense History screen, (ii) select the desired offense row and the



row will be highlighted in blue. When a row is selected, the offense data will populate the data fields in the lower half of the Offense History screen, (iii) edit the data fields as necessary. Click the (iv) **Save** button which will open an Information screen stating the data has been saved and (v) click the **OK** button. (vi) Click the **Close** button on the Offense History screen to return to the Caseload Details screen.



- iii. (i) Click the **Save** button on the Caseload Details screen which will open an Information screen stating caseload details have been saved. (ii) Click the OK button to return to the Caseload Details screen.



Refer to the [BADGE Offense History Screen Manual](#) for instructions on using the Offense History screen.

d. **Cancel Button**

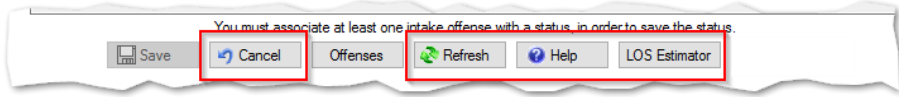
- i. Click the **Cancel** button and any unsaved information will be cleared.

e. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

f. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen contains instructions on how to add a new status to a case, edit a current status of a case, and delete a case status of a case.



**g. LOS Estimator Button**

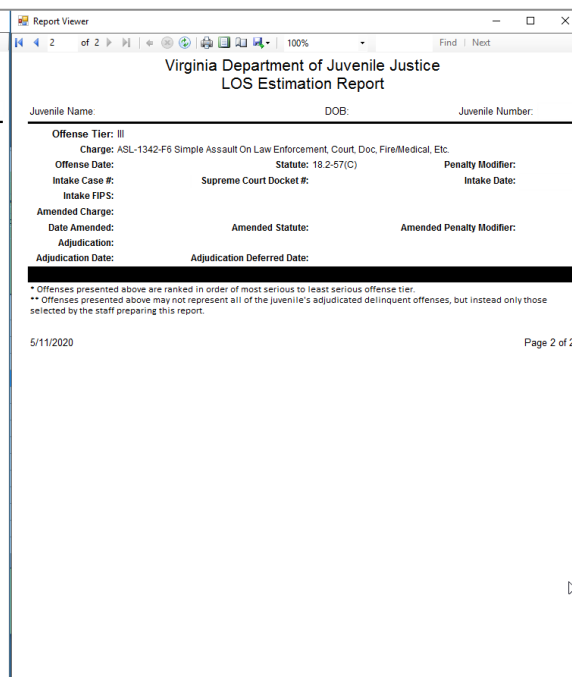
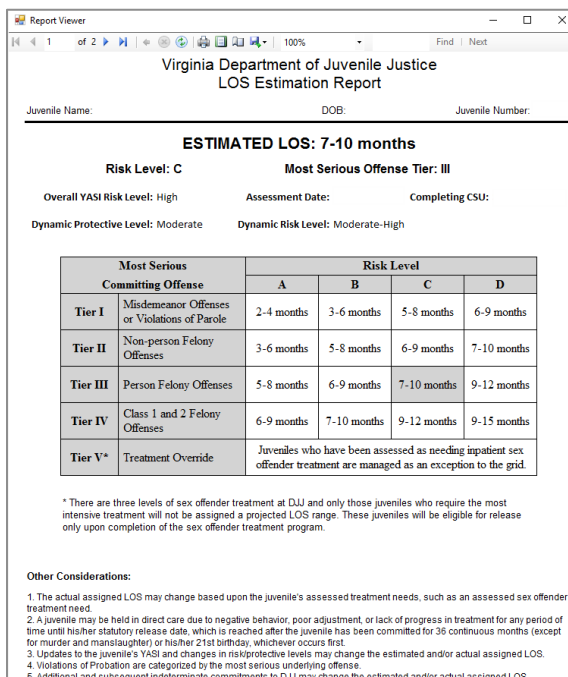
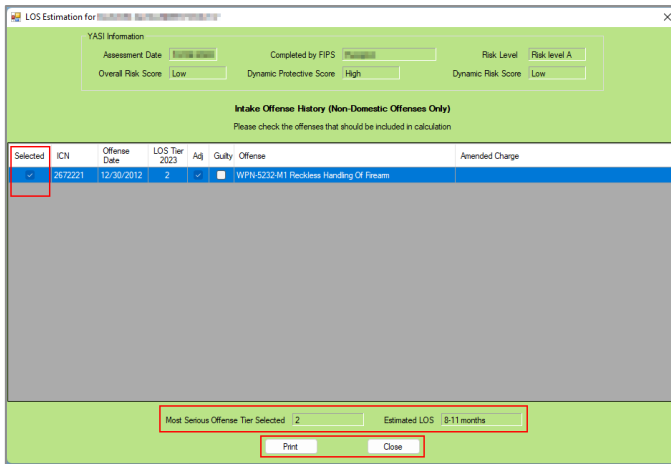
- i. Click the **LOS Estimator** button and the LOS Estimation screen will appear. At the top of this screen is found the summary of the most recent **YASI Information** for the juvenile to include: **Assessment Date, Completed by FIPS, Risk Level, Overall Risk Score, Dynamic Protective Score, and Dynamic Risk Score.**
- ii. Click the **Selected** checkbox accompanying the desired offense(s). Select **ONLY** the offense(s) that is being considered for the juvenile’s commitment or potential commitment in order for the appropriate offense(s) to be included in the LOS estimation. Once the desired checkboxes have been selected the **Most Serious Offense Tier Selected** and the **Estimated LOS** will be displayed on the bottom of the LOS Estimation screen.

**1. Print Button**

- a. Click the **Print** button to generate a **LOS Estimation Report** which will list the Estimated LOS, Risk Level, Most Serious Offense Tier, and other related information.

**2. Close Button**

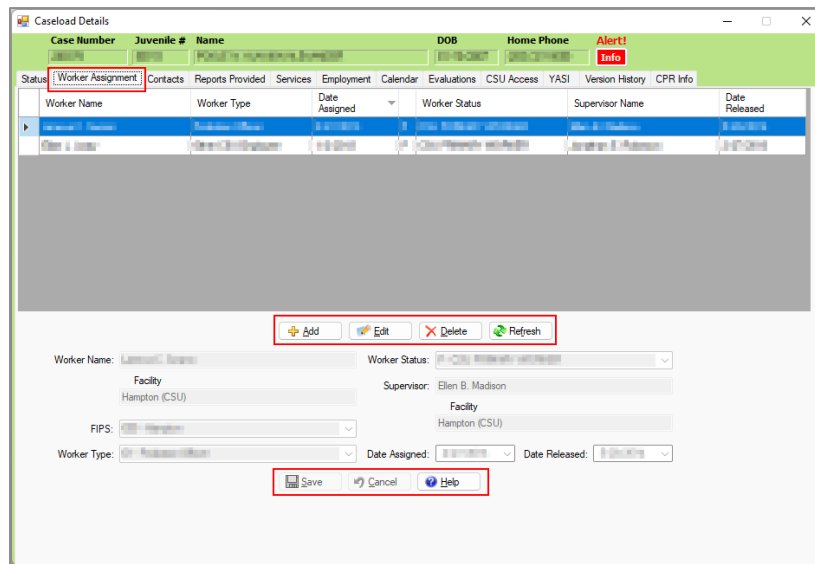
- a. Click the **Close** button to be returned to the Caseload Details screen.



- A juvenile’s LOS cannot be estimated if a YASI assessment is not completed.
- The **Most Serious Offense Tier Selected** and the **Estimated LOS** fields at the bottom of the screen will change based on the most serious Selected offense(s).
- The **LOS Estimation Report** is to be included with (i) pre-dispositional reports where an indeterminate commitment is being recommended and (ii) commitment packets.

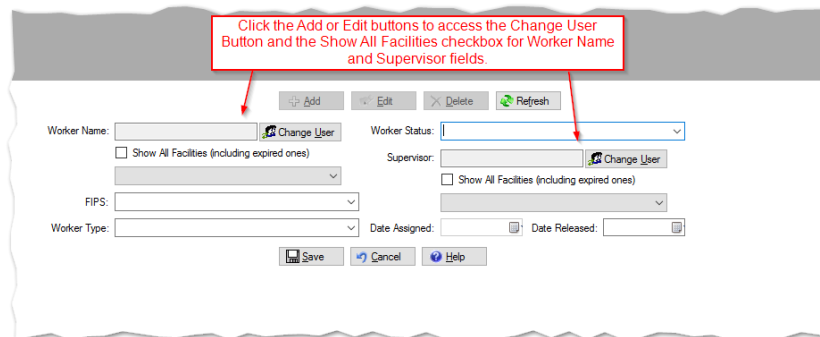
2. **Worker Assignment Tab**

The Caseload Details screen Worker Assignment tab shows the workers assigned to the selected juvenile’s case. The tab displays Worker Name, Worker Type, Date Assigned, Worker Status, Supervisor Name, and Date Released information. This screen allows primary and secondary workers to be added to, edited, or deleted from a case.



a. **Add Button**

- i. To assign a new worker (i) click the **Add** button to access the fields at the bottom of the screen. The names in the **Worker Name** and **Supervisor** fields will auto-populate with the user name that is currently logged onto the BADGE application. Select the desired (ii) **FIPS**, (iii) **Worker Type**, and (iv) **Worker Status** from the respective drop-down menus. (v) Select the **Date Assigned** from the drop-down calendar screen and (vi) click the **Save** button.



- Multiple primary workers can be added to a single case as long as they are from different FIPS. Multiple secondary workers can be added to a single case regardless of FIPS.


Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

b. **Edit Button**

- i. (i) Select a worker’s name, and the row will be highlighted in **blue**. (ii) Click the **Edit** button to access the fields at the bottom of the screen for the selected user, (iii) edit the information as

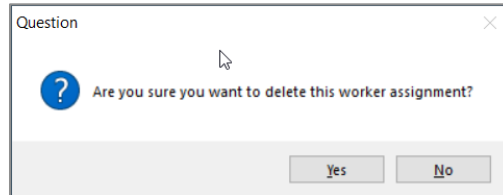
required, and (iv) click the **Save** button when the edits are completed.

- The **Supervisor** should NOT be edited unless added in error.
- In order to change the assigned worker or supervisor, the existing entry MUST be closed out and a new assignment MUST be created.
- When a juvenile is released from direct care, the assigned workers and supervisors will receive an email notification.

 Refer to [Appendix A](#) to change the supervisor and/or the worker assigned to a case.

**c. Delete Button**

- i. (i) Select a worker's name, and the row will be highlighted in blue. (ii) Click the **Delete** button and a Question screen will appear requesting confirmation of the delete command, (iii) click the **Yes** button and the record will be removed from the table.



**d. Refresh Button**

- i. Click the **Refresh** button to display the most current information.

**e. Help Button**

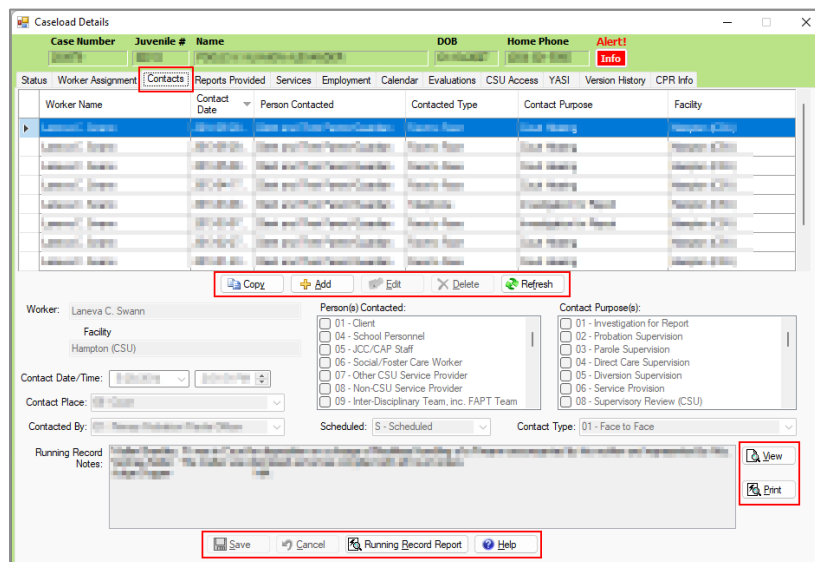
- i. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete a worker.

■ Only users with sufficient privileges can add, edit, or delete workers and their data.

**3. Contacts Tab**

The Caseload Details screen Contacts tab lists all documented case contacts. The tab displays the Worker Name, Contact Date, Person Contacted, Contact Type, Contact Purpose, and Facility information. The tab allows users to copy, add, edit, or delete a contact.

■ The Contacts tab can be directly accessed from the Current Caseload Assignment screen by clicking the **Contacts** button.



**a. Copy Button**

- i. On the Contacts tab of the Caseload Details screen (i) select the desired contacts entry to be copied and the row will be highlighted in blue. (ii) Click the **Copy** button and a duplicate entry of the

selected contacts entry will be created. (iii) Edit the contacts information as needed in the lower half of the screen and (iv) click the **Save** button.

#### b. Add Button

- i. To add a new contact entry (i) click the **Add** button and the fields at the bottom of the screen will become accessible. The name in the **Worker** field will auto-populate with that of the current user. Select the (ii) **Contact Date/Time** from the drop-down calendar screen and time field buttons. Select the (iii) **Contact Place**, (iv) **Contacted By**, (v) **Scheduled**, and (vi) **Contact Type** fields from the respective drop-down field options. (vii) Select the desired **Person(s) Contacted** and (viii) **Contact Purpose(s)** checkboxes (more than one may be selected for each). (ix) Type a detailed narrative of the contacts entry in the **Running Record Notes** textbox and (x) click the **Save** button.

#### c. Edit Button

- i. On the *Contacts* tab of the *Caseload Details* screen (i) select the desired contacts entry to be edited and the row will be highlighted in **blue**, (ii) click the **Edit** button and the data fields in the lower half of the screen will become accessible. (iii) Edit the information as necessary and (iv) click the **Save** button when the edits are completed.

Click the Copy, Add, or Edit buttons to access the Change User Button and the Show All Facilities checkbox.

Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

#### d. Delete Button

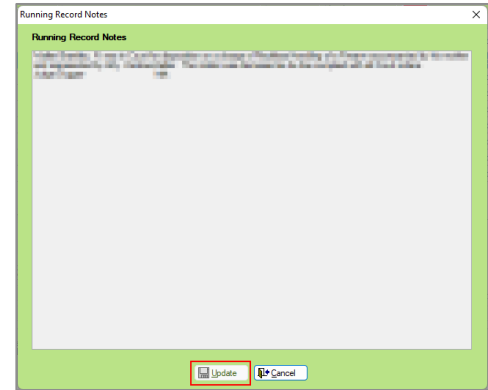
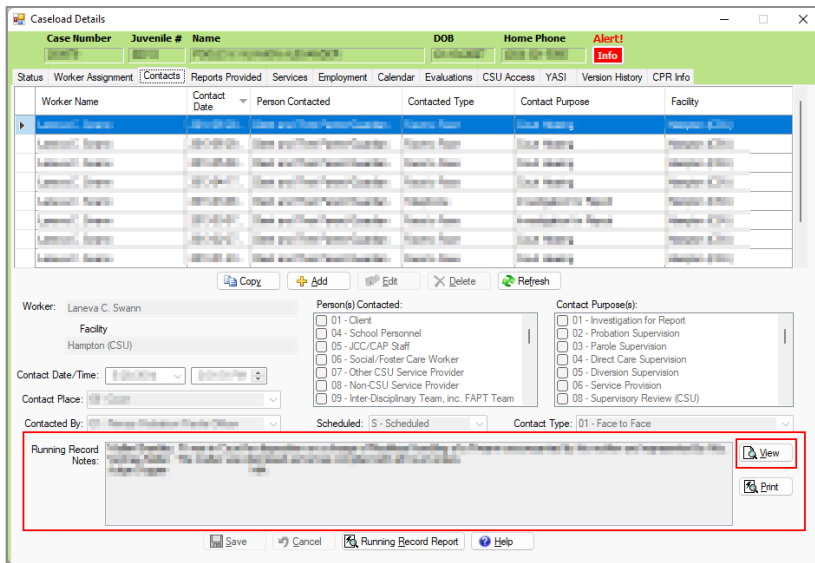
- ii. (i) Select a contact, and the row will be highlighted in **blue**, and (ii) click the **Delete** button and a **Question** screen will appear requesting confirmation of the delete command, (iii) click the **Yes** button and the record will be removed from the table.

#### e. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed.

#### f. View Button

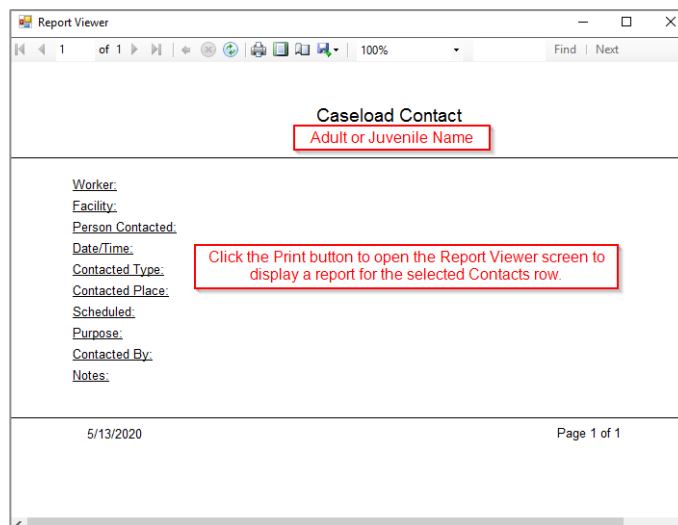
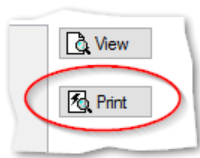
- i. On the *Contacts* tab of the *Caseload Details* screen (i) select the desired contacts entry to be viewed and the row will be highlighted in **blue**, (ii) click the **View** button to open the **Running Record Notes** in a separate *Running Record Notes* screen. (iii) Edit the notes as necessary and (iv) click the **Update** button.



- Information in the Running Record Notes textbox must be as detailed as possible.
- Click the View button to view all the text in the Running Record Notes textbox.

**g. Print Button**

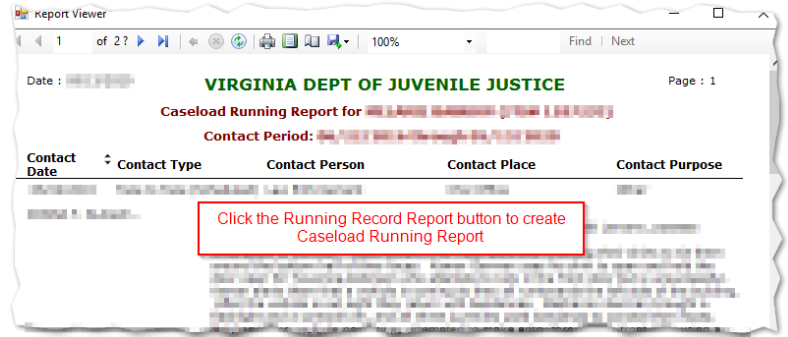
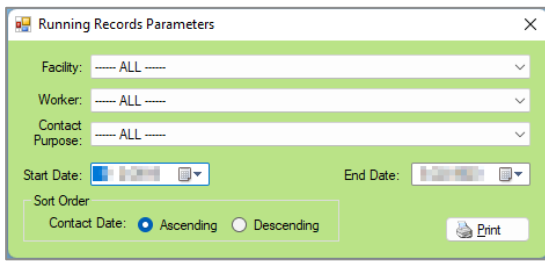
- i. On the *Contacts* tab of the *Caseload Details* screen (i) select the desired contacts entry to be viewed and the row will be highlighted in blue, (ii) click the **Print** button to open the *Report Viewer* screen to display a report for the selected *Contacts* record.



- Click the **Print** button to print a specific contact entry.

**h. Running Record Report Button**

- i. (i) Click the **Running Record Report** button, and the *Running Records Parameters* screen will appear. Select the (ii) **Facility**, (iii) **Worker**, and (iv) **Contact Purpose** from the drop-down field options and select the (v) **Start Date** and (vi) **End Date** from the drop-down calendar screens. (vii) Click the desired **Ascending** or **Descending** radio button to set the report **Contact Date Sort Order**. (viii) Click the **Print** button and the *Report Viewer* screen will appear displaying the report.

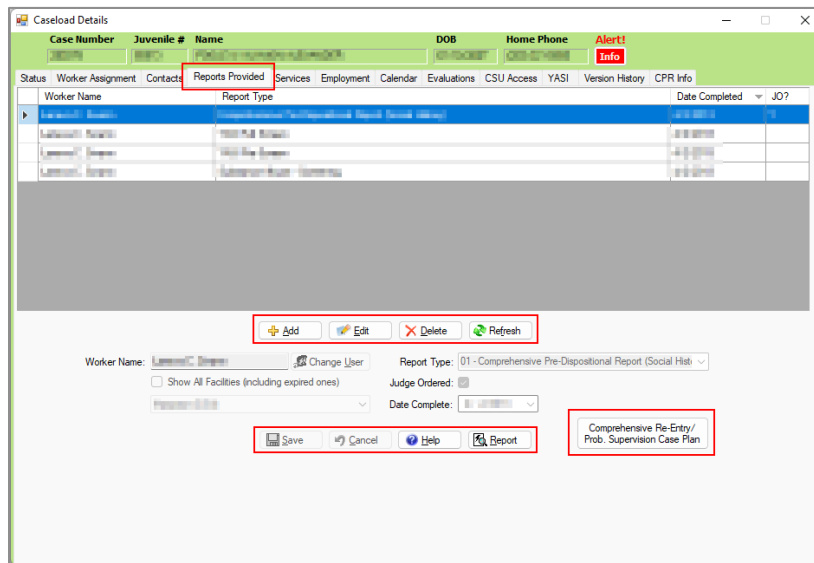


i. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen provides instructions on how to copy, add, edit, and delete a record from the *Contacts* tab.

4. **Reports Provided Tab**

The Caseload Details screen *Reports Provided* tab lists all reports provided for the individual selected. The tab displays the Worker Name, Report Type, Date Completed, and JO?. The tab allows users to add, edit, or delete a record.



■ “JO?” indicates if a report was ordered by a judge, (Y) yes or (N) no.

a. **Add Button**

- i. To add a new entry (i) click the **Add** button and the fields at the bottom of the screen will become accessible and the name in the **Worker Name** field will auto-populate with that of the current user. Select the (ii) **Report Type** and (iii) **Facility** from the respective drop-down field options. (iv) Click to place a checkmark in the **Judge Ordered** checkbox if applicable. Select the (v) **Date Completed** from the drop-down calendar screen. (vi) Click the **Save** button and a new record will be created and displayed in the *Reports Provided* table.

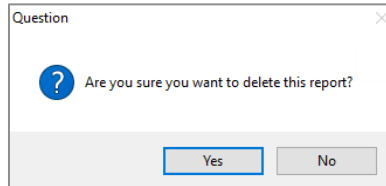
Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.  
 Refer to the [BADGE Terms & Concepts Manual](#) for descriptions of the more than 30 available **Report Types**.

b. **Edit Button**

- i. On the *Reports Provided* tab of the Caseload Details screen (i) select the desired record to be edited and the row will be highlighted in blue, (ii) click the **Edit** button and the data fields in the lower half of the screen will become accessible. (iii) Edit the information as necessary and (iv) click the **Save** button when the edits are completed.

**c. Delete Button**

- ii. On the *Reports Provided* tab of the *Caseload Details* screen (i) select the desired record to be deleted and the row will be highlighted in blue, (ii) click the **Delete** button and a Question screen will appear requesting confirmation of the delete command, (iii) click the **Yes** button and the record will be removed from the table.



**d. Refresh Button**

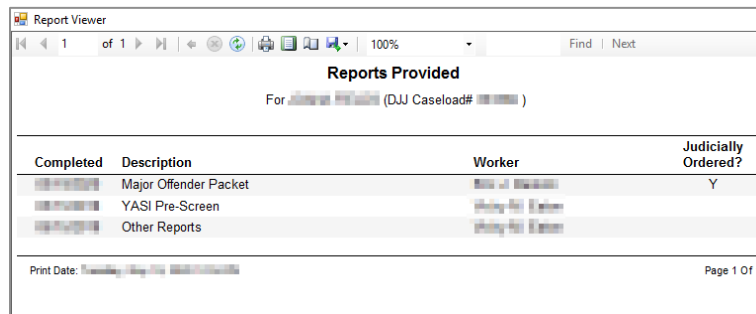
- i. Click the **Refresh** button on the *Reports Provided* tab to ensure the most current information is being displayed on the *Reports Provided* tab.

**e. Help Button**

- i. Click the **Help** button on the *Reports Provided* tab and the Help screen will appear. The Help screen provides instructions on how to add, edit, and delete a record from the *Reports Provided* tab.

**f. Report Button**

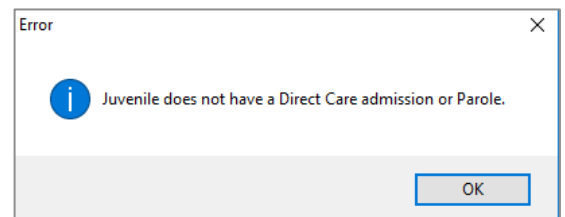
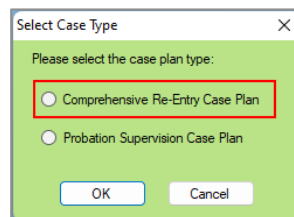
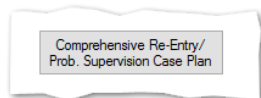
- i. Click the **Report** button on the *Reports Provided* tab to generate a **Reports Provided** report for the Juvenile which will list Completed (date), Description, Worker, and if a report was Judicially Ordered.



**g. Comprehensive Re-Entry/ Prob. Supervision Case Plan Button**

**i. Comprehensive Re-Entry Case Plan**

1. (i) Click the **Comprehensive Re-Entry/ Prob. Supervision Case Plan** button, and the Select Case Type screen will appear. (ii) Click the **Comprehensive Re-Entry Case Plan** radio button, (iii) click the **OK** button, and the Comprehensive Re-Entry Case Plan screen will appear (if the juvenile does not have a direct care admission record an Error screen will appear). (iv) Select either the *JCC* or *CSU* tab as required.



**In order to add a Comprehensive Re-Entry Case Plan, the juvenile must have a Direct Care admission.**

- a. Complete the case plan on the selected *JCC* or *CSU* tab by entering the required data in the appropriate fields and selecting the appropriate checkbox and radio button options.

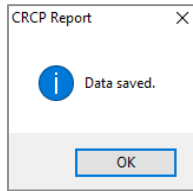


i. **View Buttons on CSU tab**

1. If inputting data on the CSU tab, (i) check the checkbox to access the **Placement not available narrative** textbox. If desired, (ii) click the adjacent **View** button to open the **Placement not available** textbox in a separate *Placement not available narrative* screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the *Placement not available narrative* screen.
2. (i) Select the **Yes** radio button for **Discretionary Override?** to access the **Discretionary Override Rationale** textbox. If desired, (ii) click the adjacent **View** button to open the **Discretionary Override Rationale** textbox in a separate *Discretionary Override* screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the *Discretionary Override* screen.
  - a. **Discretionary Override Level**
    - i. If the **Yes** radio button is selected for the **Discretionary Override?** option the **Discretionary Override Level** must also be selected or the case plan cannot be saved.

**b. Save Button**

- i. (i) Click the **Save** button on the Comprehensive Re-Entry Case Plan screen and the CRCP Report screen will appear stating the data has been saved. (ii) Click the **OK** button on the CRCP Report screen to return to the Comprehensive Re-Entry Case Plan screen.

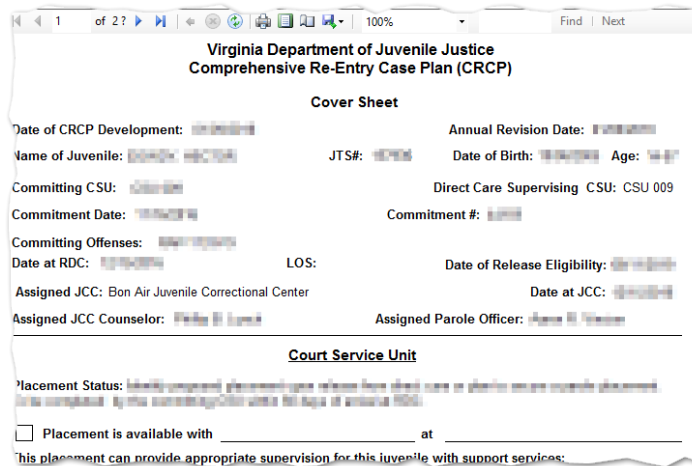
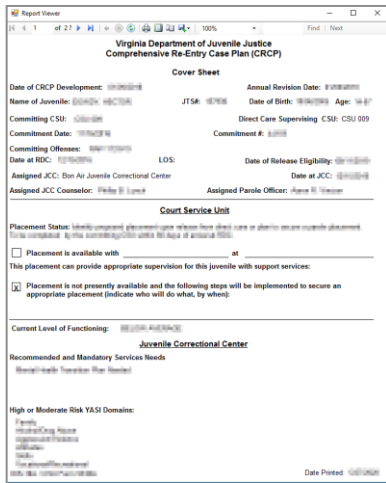


**c. Cancel Button**

- i. Click the **Cancel** button on the Comprehensive Re-Entry Case Plan screen and unsaved information will be cleared.

**d. Print Button**

- i. Click the **Print** button on the Comprehensive Re-Entry Case Plan screen and the completed **Comprehensive Re-Entry Case Plan** will appear.



**e. Delete Button**

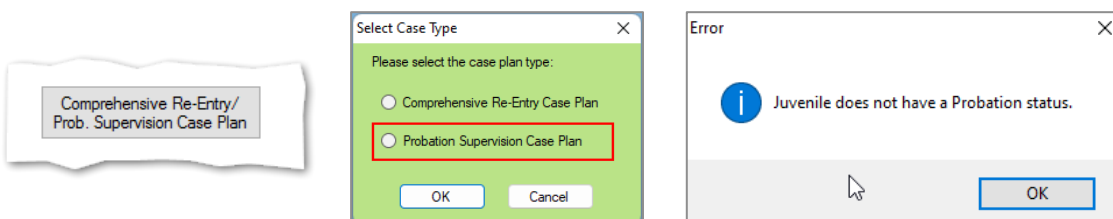
- i. Click the **Delete** button on the Comprehensive Re-Entry Case Plan screen and the user will return to the Reports Provided tab on the Caseload Details screen.

**f. Close Button**

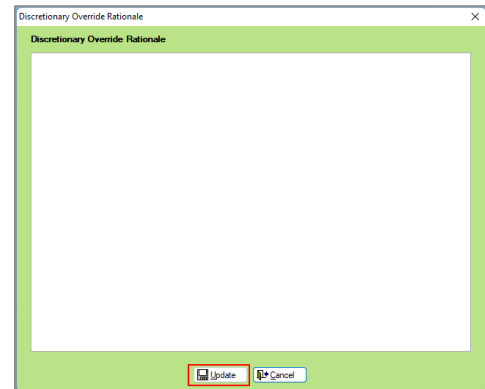
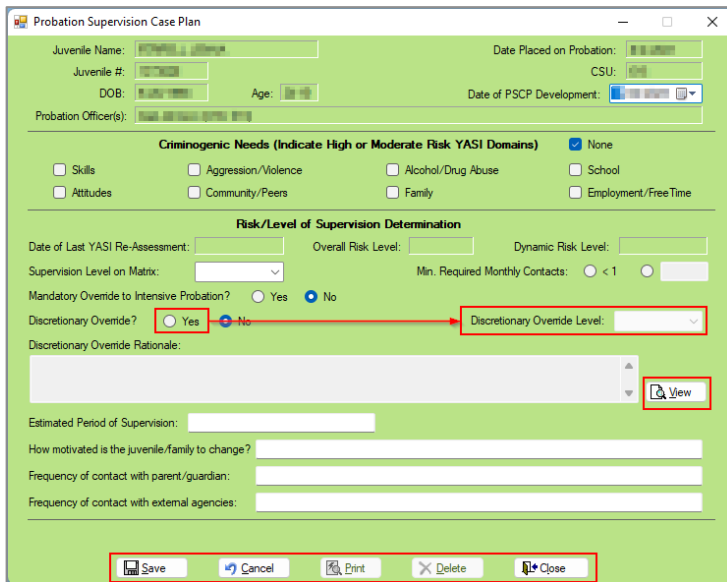
- i. Click the **Close** button on the Comprehensive Re-Entry Case Plan screen the user will return to the Reports Provided tab on the Caseload Details screen.

**ii. Probation Supervision Case Plan**

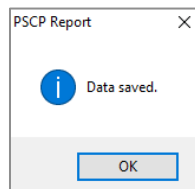
- 1. (i) Click the **Comprehensive Re-Entry/ Prob. Supervision Case Plan** button, and the Select Case Type screen will appear. (ii) Click the **Probation Supervision Case Plan** radio button, (iii) click the **OK** button, and the Probation Supervision Case Plan screen will appear (if the juvenile does not have a probation status record an Error screen will appear).



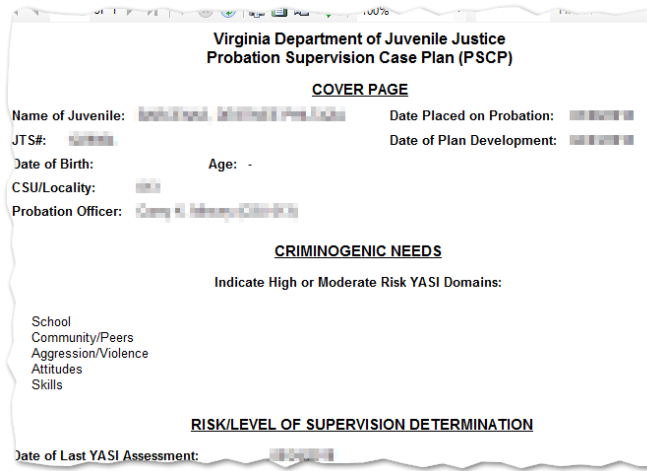
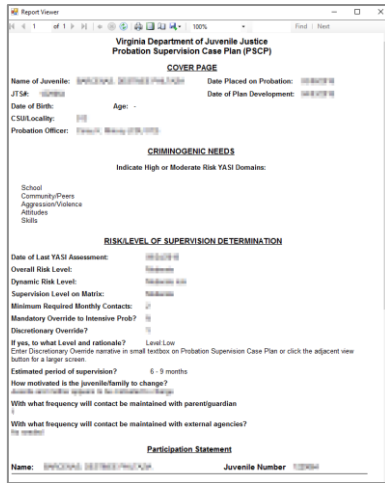
- In order to add a **Probation Supervision Case Plan**, the juvenile must have a probation status.
  - a. Complete the case plan on the Probation Supervision Care Plan screen by entering the required data in the appropriate fields and selecting the appropriate checkbox and radio button options.
    - i. **View Button**
      - 1. (i) Select the **Yes** radio button for **Discretionary Override?** to access the **Discretionary Override Rational** textbox. If desired, (ii) click the adjacent **View** button to open the **Discretionary Override Rationale** textbox in a separate Discretionary Override Rationale screen. (iii) Add or edit the notes in the textbox or the expanded screen as necessary. If using the expanded screen (iv) click the **Update** button when complete to save text and close the Discretionary Override Rational screen.
    - ii. **Discretionary Override Level**
      - 1. If the **Yes** radio button is selected for the **Discretionary Override?** option the **Discretionary Override Level** must also be selected or the case plan cannot be saved.



- b. **Save Button**
  - i. (i) Click the **Save** button on the Probation Supervision Case Plan screen and the PSCP Report screen will appear stating the data has been saved. (ii) Click the **OK** button on the PSCP Report screen to return to the Probation Supervision Case Plan screen.



- c. **Cancel Button**
  - i. Click the **Cancel** button on the Probation Supervision Case Plan screen and unsaved information will be cleared.
- d. **Print Button**
  - i. Click the **Print** button on the Probation Supervision Case Plan screen and the completed **Probation Supervision Case Plan** will appear in the Report Viewer screen.



e. **Delete Button**

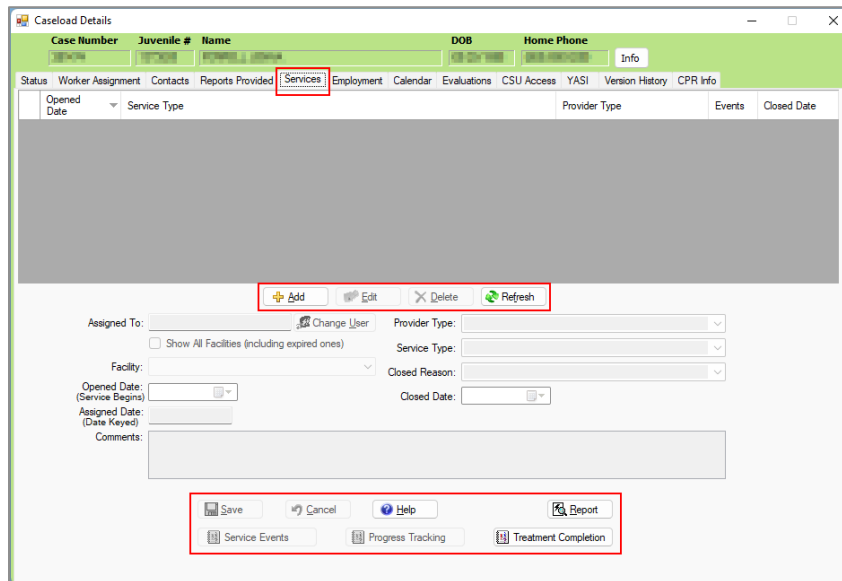
- i. Click the **Delete** button on the Probation Supervision Case Plan screen and the user will return to the Reports Provided tab on the Caseload Details screen.

f. **Close Button**

- i. Click the **Close** button on the Probation Supervision Case Plan screen the user will return to the Reports Provided tab on the Caseload Details screen.

5. **Services Tab**

The Caseload Details screen Services tab lists all the current and past services received for the juvenile. The tab displays the Opened Date, Service Type, Provider Type, Events (Y/N indicator of whether a service event was recorded), and the Closed Date. The tab allows users to add, edit, or delete a services record, add service events, track event progress, and record treatment completion.

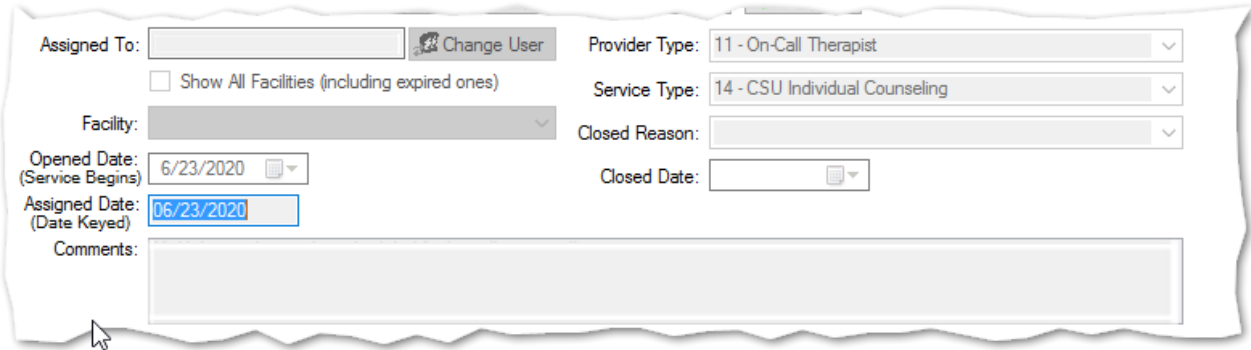


a. **Add Button**

- i. (i) Click the **Add** button to access the fields in the lower half of the screen and the **Assigned To** field will auto-populate with the current user's name. Select the (ii) facility (if other than the auto-populated default) from the **Facility** drop-down menu. (iii) Select the **Opened Date (Service Begins)** from the drop-down calendar screen. Select the (iv) **Provider Type**, (v) **Service Type**, and (vi) **Closed Reason** (if applicable) from the respective drop-down menus. (vii) Select the **Closed Date** (if applicable) from the drop-down calendar screen and (viii) type a detailed narrative of the service in the **Comments** textbox.
- ii. Click the **Save** button, the **Assigned Date (Date Keyed)** field will auto-populate with the current

date, and a new services record/row will be created and displayed in the upper half of the *Services* tab.

 Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.



The screenshot shows a form with the following fields and values:

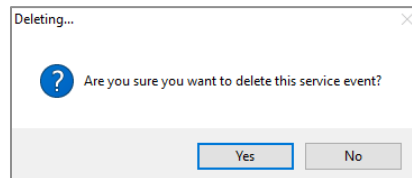
- Assigned To: [Text Field] **Change User** button
- Provider Type: 11 - On-Call Therapist
- Service Type: 14 - CSU Individual Counseling
- Facility: [Dropdown]
- Opened Date (Service Begins): 6/23/2020
- Assigned Date (Date Keyed): 06/23/2020
- Comments: [Text Area]

#### b. **Edit Button**

- i. (i) Select a service in the upper half of the *Services* tab, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information in the lower half of the *Services* tab as required, and (iv) click the **Save** button when the edits are completed.

#### c. **Delete Button**

- i. (i) Select a service in the upper half of the *Services* tab, and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Deleting* screen will appear, click the **Yes** button to delete the service event record and return to the *Service Events* screen.



 To delete a service all associated service events must be deleted first.

#### d. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

#### e. **Cancel Button**

- i. Click the **Cancel** button and any unsaved information will be cleared.

#### f. **Help Button**

- i. Click the **Help** button and the *Help* screen will appear. The *Help* screen lists instructions on how to add, edit, and delete a service event.

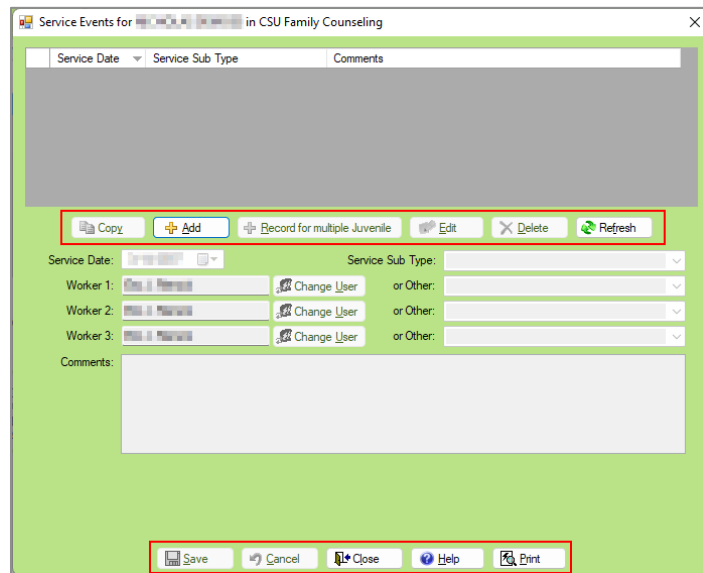
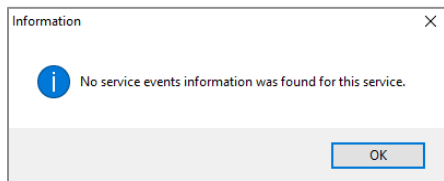
#### g. **Report Button**

- i. The **Services Provided** report lists the service information related to a specific juvenile. Click the **Report** button and the *Report Viewer* screen will appear with the report.

Opened	Description	Assigned To	Provided By
	CSU Electronic Monitoring	Jury, J. Anthony	Non-CSU Service Provider
	Closed: [Date]	Reason Closed: Service Successfully Completed	
No Service Events			
	CSU Supervise Community Service	Jury, J. Anthony	Non-CSU Service Provider
	Closed: [Date]	Reason Closed: Service Successfully Completed	
No Service Events			
	CSU Life Skills	Jury, J. Anthony	Non-CSU Service Provider
	Closed: [Date]	Reason Closed: [Text]	
No Service Events			

**h. Service Events Button**

- i. Click the **Service Events** button and the *Service Events* screen will appear. The *Service Events* screen will list the Service Date, Service Sub Type, and any Comments.
  - 1. If no service events exist for the selected service, clicking the **Service Events** button will display an *Information* screen stating no events were found. Click the **Ok** button and the *Service Events* screen will appear.



**ii. Copy Button**

- 1. If a service event entry already exists, it may be copied and edited. (i) Click on the desired service event in the upper half of the screen and the row will be highlighted in blue. (ii) Click the **Copy** button and a duplicate entry of the selected service event will be created, (iii) edit the information as required in the lower half of the screen, and (iv) click the **Save** button.

**iii. Add Button**

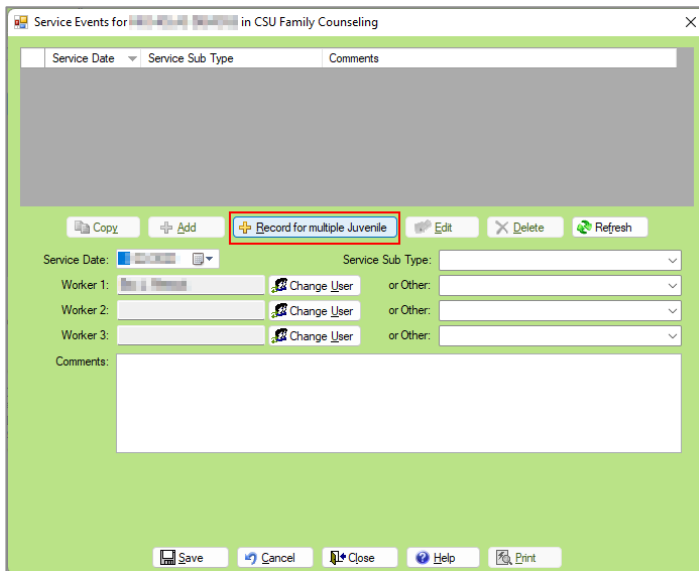
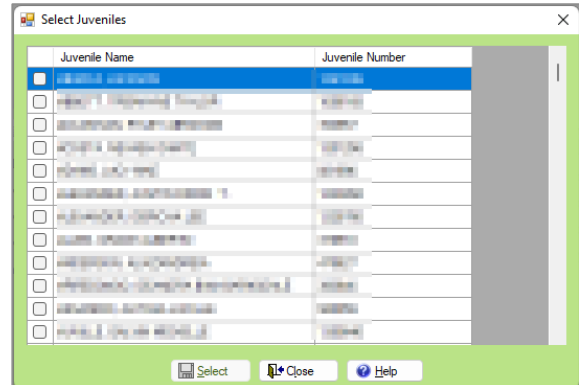
- 1. (i) Click the **Add** button and the fields in the lower half of the screen will become accessible. (ii) Select the **Service Date** from the drop-down calendar screen, select the (iii) **Service Sub Type** and/or the (iv) **or Other** from their respective drop-down menus, (v) type any important information about the service event in the **Comments** textbox, and (vi) click the **Save** button.
  - b. The **Service Date** must be the date the service was provided. If a user attempts to save a service event for a date prior to the service opened date or a future date an error will be generated.


- c. The **Worker 1** field will auto-populate with the current user's name. To change the user in the **Worker 1** field, click the **Change User** button.
- d. Click the **Change User** button adjacent to each field to add **Worker 2** and **Worker 3** if applicable.

 Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

#### iv. Record for multiple Juvenile Button

1. When the same service event is applicable to multiple juveniles a service event can be recorded for multiple juveniles at the same time. (i) Either (a) click the **Add** button or (b) select a service event record and click the **Copy** button. Either action will initiate a new record and make the fields in the lower half of the screen accessible. (ii) Follow the steps outlined in either (a) the [Copy button](#) or (b) the [Add button](#) sections immediately above to update the newly created record. (iii) Prior to clicking the **Save** button click the **Record for multiple Juvenile** button and the [Select Juveniles](#) screen will appear. (vi) Select one or more juveniles by placing a check mark in the boxes adjacent to the juveniles' names as needed and (vii) click the **Select** button to return to the [Service Events](#) screen. (viii) Click the **Save** button and the record will be applied to the currently open juvenile record as well as to the selected juveniles' caseloads.

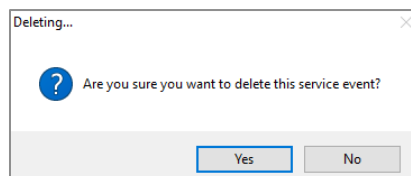
 The [Select Juveniles](#) screen will display a list of all juveniles that are available for the same service event.

#### v. Edit Button

1. (i) Select a service event on the upper half of the [Service Events](#) screen, and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the lower half of the screen will become accessible, (iii) edit the information as required, and (iv) click the **Save** button when the edits are completed.

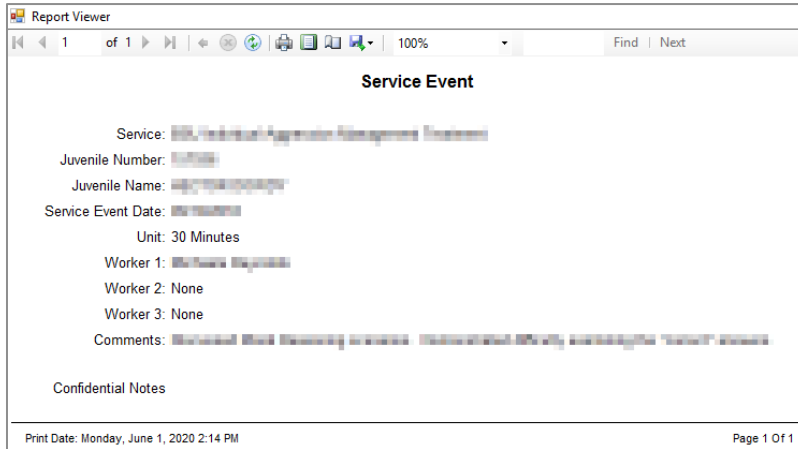
#### vi. Delete Button

1. (i) Select a service event, and the row will be highlighted in blue. (ii) Click the **Delete** button and the [Deleting](#) screen will appear, click the **Yes** button to delete the service event record and return to the [Service Events](#) screen.



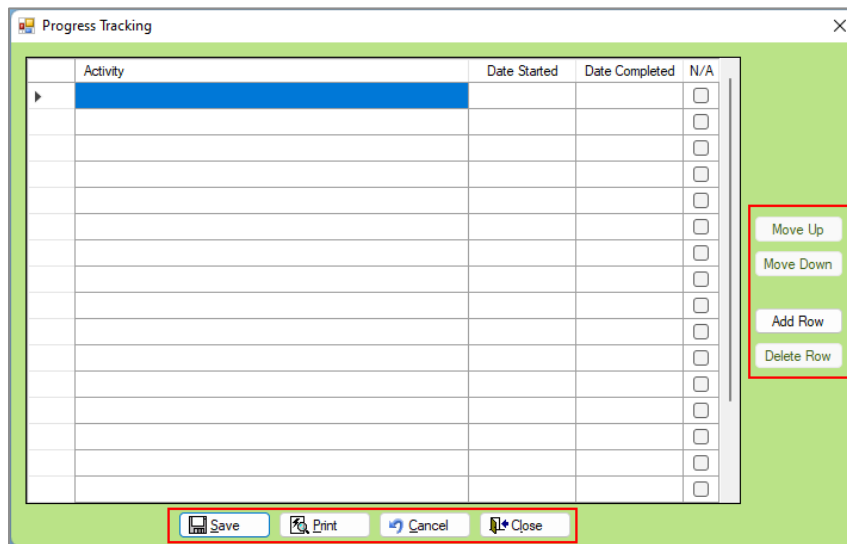
#### vii. Refresh Button

1. Click the **Refresh** button to ensure the most current information is being displayed.
- viii. **Close Button**
  1. Click the **Close** button to exit the Service Events screen and return to the Services tab on the Caseload Details screen.
- ix. **Help Button**
  1. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete a service event.
- x. **Print Button**
  1. Click the **Print** button and the Report Viewer screen will appear displaying the **Service Event** report for the juvenile's selected service event.



i. **Progress Tracking Button**

- i. Click the **Progress Tracking** button on the Caseload Details screen Services tab and the Progress Tracking screen will appear. The Progress Tracking screen displays the Activity, Date Started, Date Completed, and if the activity is N/A (whether applicable or not).



- Juveniles participating in some treatment programs will have auto-populated information in the Progress Tracking screen.
- ii. In order to add activity information, (i) double click the **Activity** field in the desired row and input information about the service progress, select the (ii) **Date Started** and (iii) **Date Completed** from the drop-down calendar screens by double clicking in each field, (iv) place a check mark in the checkbox of the **N/A** field if necessary, and (v) click the **Save** button.
- iii. **Move Up/Move Down Buttons**
  1. In order to change the order of the activities (i) click the field containing the arrow in the column adjacent to the desired **Activity** and the row will be highlighted in blue. (ii) Click either the (a)



**Move Up** button or (b) **Move Down** button until the activity is located in the desired position. (iii) Click the **Save** button.

iv. **Add Row Button**

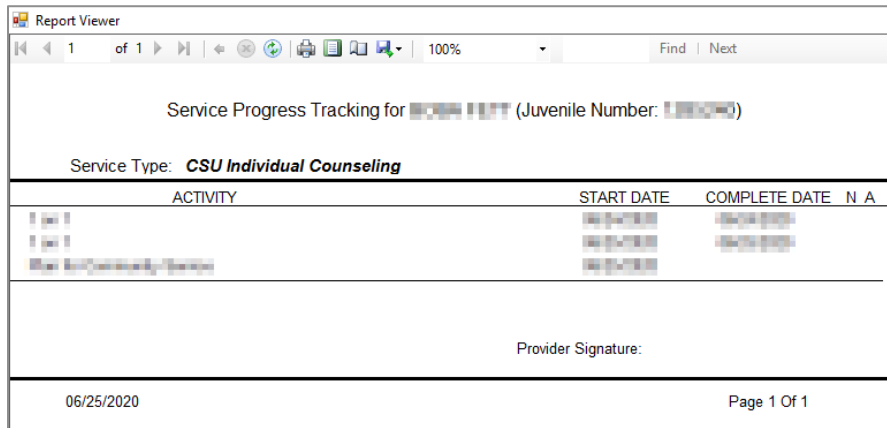
1. Click the **Add Row** button to add an additional row to the table for another activity entry.

v. **Delete Row Button**

1. (i) Click on the desired activity highlighting the **Activity** field in blue and placing a small arrow in the adjacent field. (ii) Click the arrow adjacent to the desired activity on the left hand side of the screen and the entire row will be highlighted in blue. (iii) Click the **Delete Row** button to remove the row and (iv) click the **Save** button.

vi. **Print Button**

1. Click the **Print** button and the *Report Viewer* screen will appear displaying the **Service Progress Tracking** report. The report displays a list of the activities related to the specific juvenile.

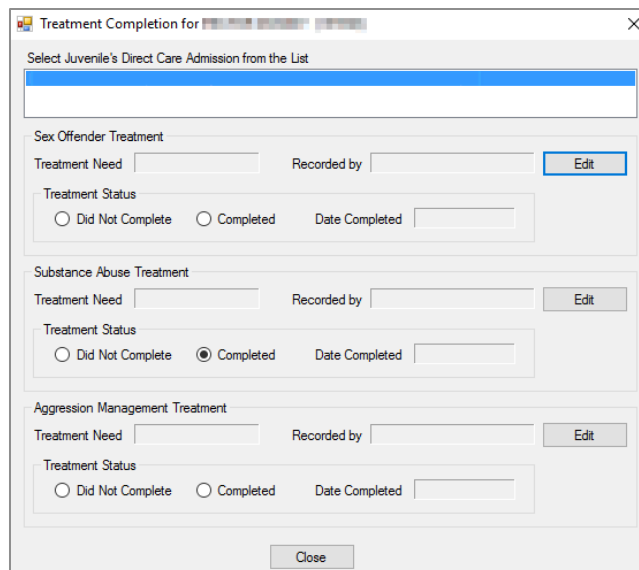
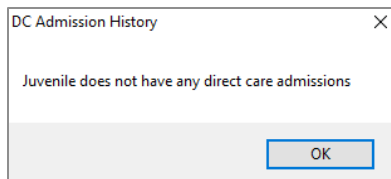


vii. **Close Button**

1. Click the **Close** button and the user will return to the *Services* tab in the *Caseload Details* screen.

j. **Treatment Completion Button**

i. Click the **Treatment Completion** button on the *Caseload Details* screen *Services* tab and either (a) the *Treatment Completion* screen will appear allowing the user to proceed or (b) the *DC Admission History* screen will be displayed and the user will be required to click the **OK** button to return to the *Services* tab. This *Treatment Completion* screen details the different treatments types the juvenile may be undergoing (sex offender, substance abuse, and aggression management), treatment needs, workers inputting the data, and treatment statuses information.



- The juvenile must have a direct care admission in order to access the *Treatment Completion* screen.
- If the juvenile has completed the treatment, a date will be documented in the **Date Completed** field.

## ii. Edit Button

1. (i) Click on the desired direct care admission from the list (if more than one) in the text box at the top of the screen, and the row will be highlighted in blue. (ii) Click the **Edit** button for the desired treatment option (sex offender, substance abuse, or aggression management) and the **Save**, **Cancel**, and **Clear** buttons will appear and the user will be able to edit the data in the selected treatment area. Select (iii) the **Treatment Need** from the drop-down menu, (iv) click the appropriate radio button option for **Treatment Status** and (v) use the calendar drop-down screen to enter the **Date Completed**, if required. (vi) Click the **Save** button when the edits are completed and the **Recorded by** field will be populated with the current user's name.

The screenshot shows a window titled "Treatment Completion for [Name]". At the top, it says "Select Juvenile's Direct Care Admission from the List" and shows a list with one entry: "DC Number: [Number] (Received by [Name] - Has not been released)". Below this are three treatment sections: "Sex Offender Treatment", "Substance Abuse", and "Aggression Management Treatment". Each section has a "Treatment Need" dropdown, a "Recorded by" field, and "Treatment Status" radio buttons. The "Sex Offender Treatment" section has a "Date Completed" calendar field. A red box highlights the "Save", "Cancel", and "Clear" buttons. A red arrow points from a text box to the "Save" button. The text box contains the text: "Clicking the Edit button will make the Save, Cancel, and Clear buttons appear for the selected treatment."

### a. Cancel Button

- i. Click the **Cancel** button to discard changes and close the accessible fields.

### b. Clear Button

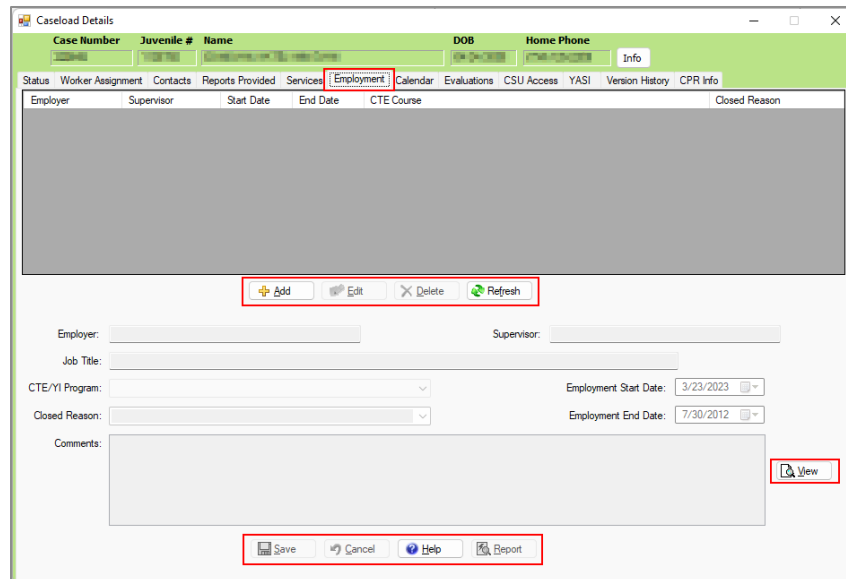
- i. Click the **Clear** button and the **Recorded by**, **Treatment Status** radio buttons, and **Date Completed** information will be cleared.

## iii. Close Button

1. Click the **Close** button to return to the *Caseload Details* screen *Services* tab.

## 6. Employment Tab

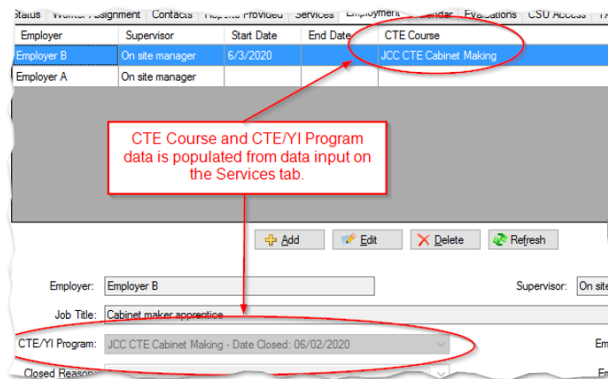
The *Caseload Details* screen *Employment* tab displays the following employment information for the selected juvenile: Employer, Supervisor, Start Date, End Date, CTE Course, and Closed Reason. This screen allows users to maintain the employment records of a juvenile.



- Enter the **Closed Reason** and **Employment End Date** when applicable.
- Information in the **Comments** textbox can be edited by clicking the **View** button.

**a. Add Button**

- i. Click the (i) **Add** button, and the fields in the lower half of the screen on the *Employment* tab will become accessible. Input the data for the (ii) **Employer**, (iii) **Supervisor**, and (iv) **Job Title** fields. If required, (v) select the **CTE/YI Program** from the drop-down menu. (vi) Select the **Employment Start Date** from the drop-down calendar screen. If applicable, select the (vii) **Closed Reason** from the drop-down menu and the (viii) **Employment End Date** from the drop-down calendar screen. Input any important information about the employment record in the (ix) **Comments** textbox. (x) Click the **Save** button to save the record.



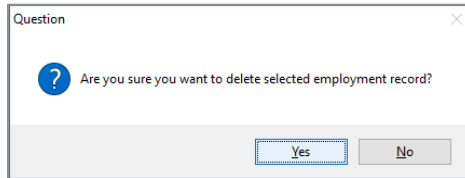
- The **CTE/YI Program** drop-down menu will list any available Career and Technical Education or Youth Industries programs associated with the juvenile. For a **CTE/YI Program** option to exist on the *Employment* tab it must first have been entered on the *Services* tab and contain a date in the **Closed Date** field. If the aforementioned qualifications exist, option(s) will be available for selection in the **CTE/YI Program** drop-down menu.
- If a **CTE/YI Program** is selected on the *Employment* tab, the date in the **Employment Start Date** field cannot be less than the CTE/YI program end date, i.e. the **Closed Date** on the *Services* tab.

**b. Edit Button**

- i. (i) Select a record in the upper half of the *Employment* tab and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields in the lower half of the screen will become accessible. (iii) Edit the information as needed and (iv) click the **Save** button when the edits are completed.

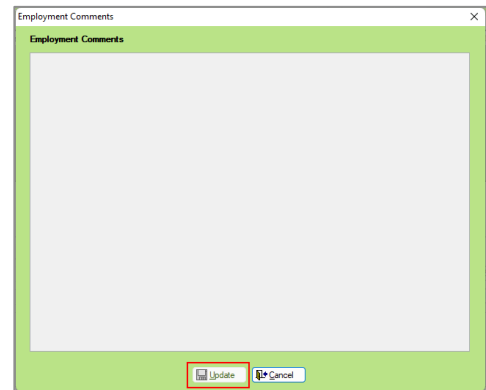
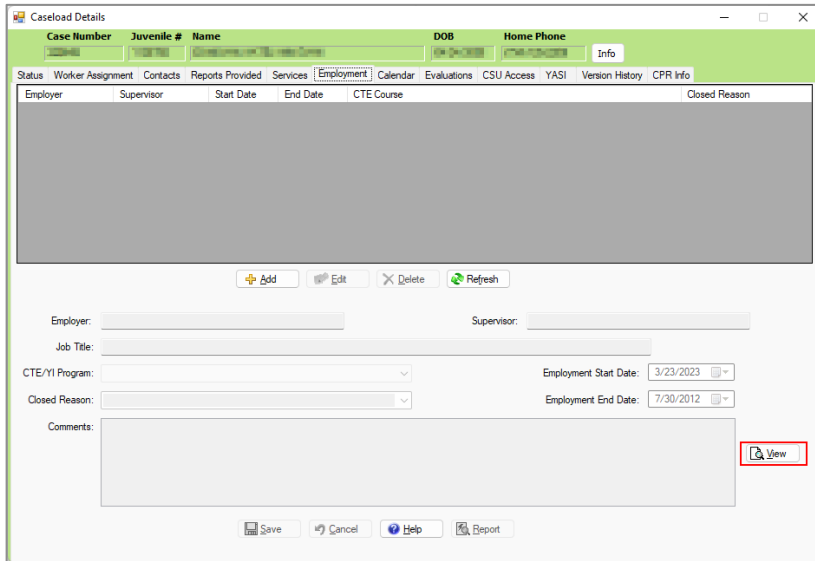
**c. Delete Button**

- i. (i) Select a record in the upper half of the *Employment* tab and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Question* screen will appear. (iii) Click the **Yes** button to remove the record and return to the *Employment* tab.



**d. View Button**

- i. (i) Click the **View** button and the Employment Comments screen will appear. This screen also allows the user to view and/or edit the information contained in the in the **Comments** textbox. (ii) Either (a) click the **Update** button to save any changes and return to the *Employment* tab or (b) click the **Cancel** button to return to the *Employment* tab.



**e. Refresh Button**

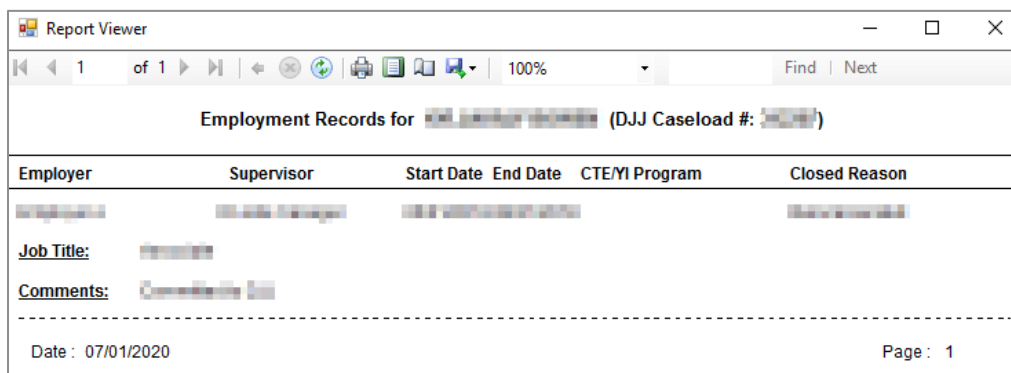
- i. Click the **Refresh** button to ensure the most current information is being displayed on the *Employment* tab.

**f. Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to add, edit, and delete an employment record.

**g. Report Button**

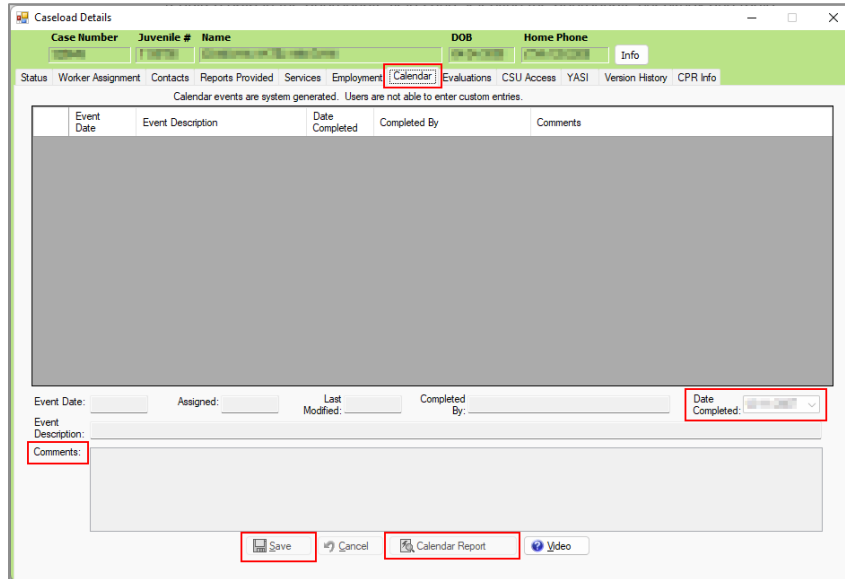
- i. Click the **Report** button and the Report Viewer screen will appear displaying the **Employment Records** report. The report lists the employment information recorded for the specified juvenile.



**7. Calendar Tab**

The Caseload Details screen *Calendar* tab displays the following calendar event information for the selected juvenile: Event Date, Event Description, Date Completed, Completed By, and Comments.

Calendar entries are system generated; users cannot add calendar event entries but may edit certain fields.



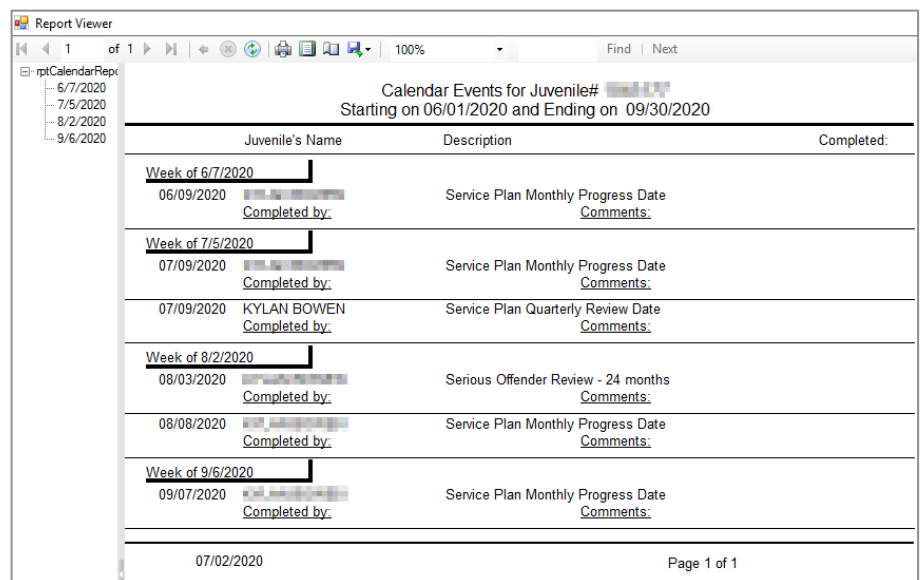
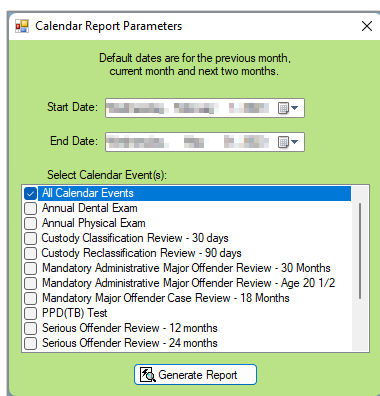
- The **Event Date**, **Assigned**, and the **Event Description** are system-generated fields. Only the **Date Completed** field and the information in the **Comments** textbox can be edited directly by the user. The **Last Modified** and **Completed By** fields are auto-populated by the application with the current date and logged on user's name when the user clicks the **Save** button.
- Calendar event information is applicable to committed youth only.

**a. Edit an Existing Calendar Event**

- (i) Select a calendar event, and the row will be highlighted in blue, (ii) edit the **Date Completed** and **Comments** fields in the lower half of the *Calendar* tab as required, and (iii) click the **Save** button when the edits are complete. When saved the edited event will be moved to the bottom of the calendar events list. The list of events can be sorted by clicking on any column header.

**b. Calendar Report Button**

- (i) Click the **Calendar Report** button and the *Calendar Report Parameters* screen will appear. Select the (ii) **Start Date** and (iii) **End Date** from the drop-down calendar screens and (iv) select the desired event types from the **Select Calendar Event(s)** window. (v) Click the **Generate Report** button and the *Report Viewer* screen will appear displaying the **Calendar Events** report for the specified juvenile.



### c. Video Button

- i. This button is non-functioning.

## 8. Evaluations Tab

The *Caseload Details* screen *Evaluations* tab lists all the evaluations performed for the juvenile. The tab displays the Date Created, Eval. Type, Substance Abuse, Total Score, and Decision. The tab allows users to add, view, edit, or delete evaluations for parole or probation discharges and the Screening for Experiences and Strengths (SEAS).

Date Created	Eval. Type	Substance Abuse	Total Score	Decision
	ACE	N/A	1	N/A
	PRO	NO USE	N/A	N/A

Buttons: Add, Delete, Report, Refresh

Please answer these questions as they relate to the last 60 days the youth was under PROBATION supervision.

Discharge Date: [Calendar]

The Juvenile's School Attendance: [01 - ENROLLED, REGULARLY ATTENDING]

The Juvenile's Employment Performance: [07 - NOT REQUIRED TO WORK]

The Juvenile's Substance Use (Including Alcohol and Illegal drugs): [01 - NO USE]

During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time:

Buttons: Save, Cancel, Help

### a. Add Button

- i. (i) Click the **Add** button and the *Please Select Evaluation Type* screen will appear. Click (ii) the hyperlink to complete the desired evaluation type.

Please Select Evaluation Type

[Parole Discharge Evaluation](#)

[Probation Discharge Evaluation](#)

[SEAS Ages 7-12](#)

[SEAS Ages 13-21](#)

### 1. Parole Discharge Evaluation Hyperlink

- a. (i) Click the **Parole Discharge Evaluation** hyperlink and the fields in the lower half of the screen will become accessible. (ii) Select the **Discharge Date** from the drop-down calendar screen. Select the (iii) **The Juvenile's School attendance**, (iv) **The Juvenile's Employment Performance**, and (v) **The Juvenile's Substance Use (Including Alcohol and Illegal drugs)** from the corresponding drop-down menus. If applicable, (vi) select the **During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time** checkbox. (vii) Click the **Save** button and the parole "PAR" evaluation record will appear in the table in the upper half of the *Evaluations* tab.

## 2. Probation Discharge Evaluation Hyperlink

- a. (i) Click the **Probation Discharge Evaluation** hyperlink and the fields in the lower half of the screen will become accessible. (ii) Select the **Discharge Date** from the drop-down calendar screen. Select the (iii) **The Juvenile's School attendance**, (iv) **The Juvenile's Employment Performance**, and (v) **The Juvenile's Substance Use (Including Alcohol and Illegal drugs)** from the corresponding drop-down menus. If applicable, (vi) select the **During the Period of Supervision, the Juvenile has resided at the same physical location for 75% of the time** checkbox. (vii) Click the **Save** button and the probation "PRO" evaluation record will appear in the table in the upper half of the *Evaluations* tab.

■ Parole and probation discharged evaluations are to be completed with respect to the last 60 days of the youth's supervision.

## 3. SEAS Ages 7-12 AND SEAS Ages 13-21 Hyperlinks

The SEAS contain the same questions for both groups, ages 7-12 and ages 13-21. The SEAS questions are designed for each specified age range and, as a result, the verbiage contained in the SEAS does differ slightly for each group.

- a. After determining the age of the juvenile click either the **SEAS Ages 7-12** hyperlink OR the **SEAS Ages 13-21** hyperlink and the fields in the lower half of the screen will become accessible.
  - i. **Part A: Demographic Information and Part B: Rapport Building**
    1. In **Part A** select the appropriate radio button for (i) **Who is answering these questions?**, (ii) **Was a parent or caregiver present during the session?**, and (iii) **Youth's Preferred Language**. If "Other" is selected for **Youth's Preferred Language**, (iv) enter the language in the **Other** field.
    2. The objective of **Part B** of the screening tool is to develop trust with the juvenile. The interviewer should ask the juvenile several informal questions to increase the juvenile's comfort level with the interviewer prior to discussing any forms of victimization. The interviewer is NOT required to write down or record answers to these informal questions.

SEAS Ages 7-12, Part A and B

SEAS Ages 13-21, Part A and B

ii. Part C: Identifying Victimization

1. At the top of **Part C**, select the **Yes** or **No** radio button for **Did you explain to the youth (i) the voluntary nature of the SEAS, (ii) that you are mandated to report child abuse and neglect, and (iii) the limits of confidentiality?** If the **No** radio button is selected, the rest of the SEAS will be inaccessible.
2. For all questions in (i) **Item 1** and (ii) **Item 2** select the appropriate radio button responses (**Skip, No, Yes, or Yes within 30 days**).
  - a. If the **Yes** or **Yes within 30 days** radio buttons are selected in response to a question in **Item 1** or **Item 2** the **Perpetrated by Caregiver / Family Member** field will become accessible. Select the appropriate **Yes** or **No** radio button.

SEAS Ages 7-12, Part C, Items 1 and 2

SEAS Ages 13-21, Part C, Items 1 and 2

- If the juvenile's **Part C** score is one or more AND additional interventions or services are indicated, follow standard agency practices OR refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If the juvenile's response to any questions in **Part C, Item 2**, is "Yes within 30 days," AND/OR a caregiver/family member is indicated as the perpetrator 1) flag the juvenile as a possible safety concern AND 2) follow agency practices for assessing crisis intervention.
- If the score for **Part C** is zero, **Part D** will be greyed out and inaccessible, and the interviewer should proceed to **Part E**. To complete **Part D**, at least one question in **Part C** must have a "Yes" response.

iii. Part D: Reactions to Possible Victimization

1. For all questions in (i) **Item 3** and (ii) **Item 4** select the appropriate radio button responses (**Skip, Never, Rarely, Sometimes, Often, or Always**).
2. For all questions in **Item 5** select the appropriate radio button responses (**Skip, No, or Yes**).



SEAS Ages 7-12, Part D, Items 3-5

SEAS Ages 13-21, Part D, Items 3-5

Part D: Reactions to Possible Victimization

3. Based on what you just told me, how often have you:

	Skip	Never	Rarely	Sometimes	Often	Always
3a. Had a hard time paying attention or concentrating?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3b. Had trouble sleeping/soothing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3c. Felt on the lookout for danger?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3d. Felt sad or down?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3e. Felt upset, like you wanted to scream or hit someone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3f. Not wanted to eat or wanted to eat more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3g. Found yourself wanting to be left alone more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3h. Used drugs or alcohol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. How often have any of these issues made your life difficult:

	Skip	Never	Rarely	Sometimes	Often	Always
4a. At school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. At home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Have you ever:

	Skip	No	Yes
5a. Tried to hurt yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5b. Tried to hurt others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5c. Felt like you wanted to stop living?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part D: Reactions to Possible Victimization

3. Based on what you just told me, how often have you:

	Skip	Never	Rarely	Sometimes	Often	Always
3a. Had trouble concentrating?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3b. Had trouble sleeping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3c. Felt on guard for danger?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3d. Felt depressed or down?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3e. Felt irritable, with angry outbursts or aggressive behavior?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3f. Had a loss of appetite or wanted to eat more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3g. Found yourself isolating yourself from others more than usual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3h. Used drugs or alcohol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. How often have any of these issues made your life difficult:

	Skip	Never	Rarely	Sometimes	Often	Always
4a. At school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. At home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4c. At work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4d. In relationships?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Have you ever:

	Skip	No	Yes
5a. Tried to hurt yourself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5b. Tried to hurt others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5c. Felt like you wanted to end your life?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- a. If the **Yes** radio button is selected for any question in **Item 5**, BADGE will display a message on the screen in red text that says: “Provide immediate intervention based on DJJ’s trauma response protocol.”

Provide immediate intervention based on DJJ’s trauma response protocol.

■ If the juvenile’s response to any questions in Part D, items 3 or 4, is “Often” or “Always,” OR if the juvenile’s response to any questions in Part D, item 5, is “Yes,” 1) flag the juvenile as a possible safety concern AND 2) follow agency practices for assessing crisis intervention.

iv. **Part E: Protective Factors and Score**

- 1. For all questions in **Item 6** select the appropriate radio button responses (**Skip, No, Yes** or **N/A**).

v. **SEAS Score**

This item is read only and will display the following information:

- 1. **Part C: Total Score**—Sum of responses for questions in **Item 1** and **Item 2** where the responses are equal to “Yes” (1pt) and “Yes within 30 days” (2pts).
- 2. **Part C: Within 30 Days**—Sum of responses for questions in **Item 1** and **Item 2** where the response is equal to “Yes within 30 days” (2pts).
- 3. **Part C: Perpetrated by Parent/Caregiver**—Sum of responses for the **Perpetrated By** follow-up questions for questions in **Item 1** and **Item 2** where the response is equal to “Yes” (1pt).
- 4. **Part D: Answered Often or Always**—Sum of responses for questions in **Item 3** and **Item 4** where the responses are equal to “Often” (1pt) or “Always” (1pt).
- 5. **Part D: Answered Yes**—Sum of responses for question in **Item 5** where the responses are equal to “Yes” (1pt).

SEAS Ages 7-12, Part E and Score

SEAS Ages 13-21, Part E and Score

Part E: Protective Factors

6. Do you feel strong support from:

	Skip	No	Yes	N/A
6a. Parents or the people who take care of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6b. Extended family? Aunts, uncles, cousins,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6c. Friends or their families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6d. Teachers, coaches or other adults at	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6e. Mentor or someone who teaches you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6f. Church, mosque, or temple?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	16	Part D: Answered Often or Always	0
Part C: Within 30 Days	10	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	4		

Part E: Protective Factors

6. Do you feel strong support from:

	Skip	No	Yes	N/A
6a. Parents/Caregivers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6b. Extended family?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6c. Friends or their families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6d. Teachers, coaches, or other people at	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6e. Mentor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6f. Church, mosque, or temple?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Screening for Experiences and Strengths (SEAS) - Score

Part C: Total Score	11	Part D: Answered Often or Always	0
Part C: Within 30 Days	2	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	3		

SEAS Ages 7-12, Score and notes for Part C and D

Screening for Experiences and Strengths (SEAS) - Score			
Part C: Total Score	16	Part D: Answered Often or Always	0
Part C: Within 30 Days	10	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	4		

**Part C:**

- If a total score is one (1) or more and additional interventions or services are indicated, follow standard agency practices or refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If any events occurred in the last 30 days **AND / OR** a caregiver is indicated as the perpetrator, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

**Part D:**

- If there is an "Often" or "Always" response to any question in Part D, items 3 or 4, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.
- If there is a "Yes" response to any question in Part D, item 5, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

SEAS Ages 13-21, Score and notes for Part C and D

Screening for Experiences and Strengths (SEAS) - Score			
Part C: Total Score	11	Part D: Answered Often or Always	0
Part C: Within 30 Days	2	Part D: Answered Yes	0
Part C: Perpetrated by Parent/Caregiver	3		

**Part C:**

- If a total score is one (1) or more and additional interventions or services are indicated, follow standard agency practices or refer to DJJ's SEAS Trauma Screening Tool and Response Protocol.
- If any events occurred in the last 30 days **AND / OR** a caregiver is indicated as the perpetrator, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

**Part D:**

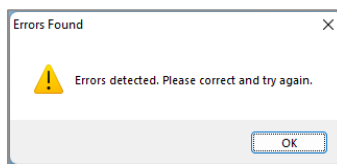
- If there is an "Often" or "Always" response to any question in Part D, items 3 or 4, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.
- If there is a "Yes" response to any question in Part D, item 5, flag as a possible safety concern. Follow agency practices for assessing crisis intervention.

vi. Follow-up/Next Steps

1. Select the appropriate radio button for **No Interventions Needed OR Interventions Needed**.
  - a. If the **No Interventions Needed** radio button is selected, the rest of the fields under the **Follow-up/Next Steps** section will be inaccessible to the user except for the **Referral Comments** field.
  - b. If the **Interventions Needed** radio button is selected (i) place a check mark in the **DJJ Interventions Provided** checkbox, if required, and (ii) select the **Declined** or **Accepted** radio button.
    - i. If the **Accepted** radio button is chosen place check marks in the appropriate checkboxes for (i) **Educational Materials**, (ii) **Mentoring**, (iii) **Counseling Services**, and/or (iv) **Other (specify)**. If **Other (specify)** is checked, (v) enter appropriate text in the corresponding text field.
  - c. If the **Interventions Needed** radio button is selected (i) place a check mark in the **Referral for additional services or interventions** checkbox, if required, and (ii) select the **Declined** or **Accepted** radio button.
    - i. If the **Accepted** radio button is chosen, use the **Date** calendar drop-down screen to enter the date the referral was accepted. If the **Declined** radio button is selected the **Date** field will be inaccessible.
2. Enter any additional information in the **Referral Comments** text field.
3. Select the **Date Administered** using the calendar drop-down screen.
4. (i) Click the **Save** button and the "SEAS 7 to 12" or the "SEAS 13 to 21" evaluation record will appear in the table in the upper half of the *Evaluations* tab. If any errors exist the *Errors Found* screen will appear, (ii) click the **OK** button to return to the *Evaluations* tab on the *Caseload Details* screen.

SEAS Ages 7-12, Follow-up/Next Steps

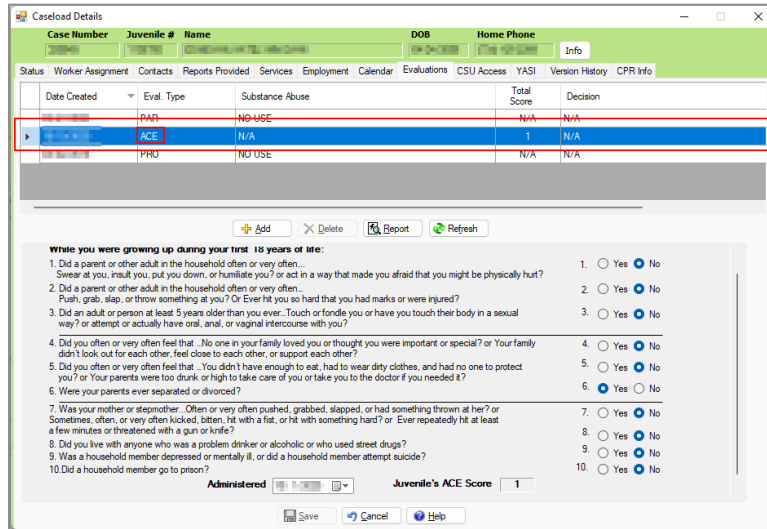
SEAS Ages 13-21, Follow-up/Next Steps



2. Adverse Childhood Experiences (view only)

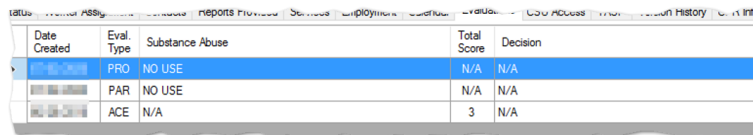
- a. Adverse Childhood Experiences (ACE) evaluations have been supplanted by the SEAS and are no longer actively performed. However, pre-existing ACE evaluations can still be viewed.

- i. To view an ACE evaluation select an existing “ACE” evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. The evaluation questions and responses, date administered, and juvenile’s score will display in the lower half of the screen. To generate a report see the **Report Button** section (below).



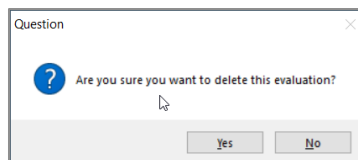
**b. Edit an Existing Evaluation**

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. The appropriate evaluation fields, radio buttons, and/or check boxes will appear in the lower half of the screen as determined by the Eval. Type column (“PRO,” “PAR,” “SEAS 7 to 12,” or “SEAS 13 to 21”) and become accessible. (ii) Edit the evaluation information in the lower half of the screen as required and (iii) click the **Save** button when the edits are completed.



**c. Delete Button**

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. (ii) Click the **Delete** button and the Question screen will appear. (iii) Click the **Yes** button to remove the record and return to the *Evaluations* tab.



**d. Report Button**

- i. (i) Select an evaluation in the upper half of the *Evaluations* tab and the row will be highlighted in blue. The appropriate evaluation fields, radio buttons, and/or check boxes will appear in the lower half of the screen as determined by the Eval. Type column (“PRO,” “PAR,” “SEAS 7 to 12,” “SEAS 13 to 21,” or “ACE”). (ii) Click the **Report** button and the report for the selected evaluation type will appear.

Report Viewer

1 of 1

100%

Find | Next

**PAROLE DISCHARGE EVALUATION**

Name: [REDACTED] DOB: [REDACTED] CSU: [REDACTED]

Workload #: [REDACTED] Juvenile #: [REDACTED]

JCC Release Date: [REDACTED] Discharge Date: [REDACTED]

WITHIN THE LAST 60 DAYS PRIOR TO RELEASE FROM PAROLE SUPERVISION, DESCRIBE:

- The juvenile's school attendance.  
01 ENROLLED, REGULARY ATTENDING
- The juvenile's employment performance.  
01 EMPLOYED REGULARY
- The juvenile's substance use (including alcohol and illegal drugs).  
01 NO USE
- During the period of supervision, the juvenile has resided at the same physical location for 75% of the time.  YES

Report Viewer

1 of 1

100%

Find | Next

**PROBATION DISCHARGE EVALUATION**

Name: [REDACTED] DOB: [REDACTED] CSU: [REDACTED]

Workload #: [REDACTED] Juvenile #: [REDACTED]

JCC Release Date: [REDACTED] Discharge Date: [REDACTED]

WITHIN THE LAST 60 DAYS PRIOR TO RELEASE FROM PROBATION SUPERVISION, DESCRIBE:

- The juvenile's school attendance.  
01 ENROLLED, REGULARY ATTENDING
- The juvenile's employment performance.  
01 EMPLOYED REGULARY
- The juvenile's substance use (including alcohol and illegal drugs).  
01 NO USE
- During the period of supervision, the juvenile has resided at the same physical location for 75% of the time.  YES

Report Viewer

1 of 2

100%

Find | Next

**VIRGINIA HEALS**

**Screening for Experiences and Strengths (SEAS) Ages 7-12**

Part A: Demographic Information

Juvenile Name: [REDACTED] Juvenile Number: [REDACTED]

Agency Name: Virginia Department of Juvenile Justice Administered Date: [REDACTED]

**DEMOGRAPHIC INFORMATION**

AGE (in years): [REDACTED] RACE/ETHNICITY: [REDACTED] YOUTH'S PREFERRED LANGUAGE: [REDACTED]

Genetic Sex: [REDACTED]

**SCREENING**

These questions can be addressed to a child/youth or, for younger children, to the parent/caregiver, who answers in terms of their concerns for the child.

Who is answering these questions? (check all that apply)  Child/Youth  Parent/Caregiver  Both

Was a parent or caregiver present during the session?  Yes  No

Part B: Rapport Building. Many of the topics brought up in the screening tool are sensitive topics and often difficult to discuss. For this reason, we strongly encourage that the interviewer ask the child or youth a few informal questions to increase their comfort level with them prior to discussing any forms of victimization. The objective of this section in the screening tool is to develop trust. You do NOT need to write down or record their answers to these questions.

Part C: Identifying Victimization. I am interested in learning about your life experiences so we can work together to identify your strengths and I know how to best support you. I am going to use the things we talk about to complete a social history report on you and your family. The social history format and process I will be using is the same one that is conducted on every youth across the state. The Judge, Commonwealth's Attorney, and your attorney will have access to this report.

I need to let you know that as a probation officer I am what is called a mandated reporter. This means if I become aware of you or any child being hurt or not being taken care of, I must report it to social services to make sure that everyone is safe. If I believe that you might hurt yourself or someone else, I must report it to someone who can help.

Sometimes very scary or upsetting things happen, and these things may involve people you know and love. I am going to ask you some questions today to find out if any scary or upsetting things have happened to you. If you feel uncomfortable answering these questions, you can also tell me you want to stop. The information you share with me is completely up to you. If you do NOT want to answer a question, just say 'skip'.

Item	FOLLOW-UP QUESTIONS:	Answer Choices:	Answer Choices:
	If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it occurred from a caregiver/family member?"	S = Skip 0 = No 1 = Yes 2 = Yes within 30 days	Perpetrated by a Caregiver/ Family Member? (0 = No; 1 = Yes)
1	<b>Have you ever been in a place where you saw or heard:</b>		
a	Physical fighting between neighbors or people at school?	No	No
b	Physical fighting between family members?	No	No

Report Viewer

1 of 2

100%

Find | Next

**VIRGINIA HEALS**

**Screening for Experiences and Strengths (SEAS) Ages 13-21**

Part A: Demographic Information

Juvenile Name: [REDACTED] Juvenile Number: [REDACTED]

Agency Name: Virginia Department of Juvenile Justice Administered Date: [REDACTED]

**DEMOGRAPHIC INFORMATION**

AGE (in years): [REDACTED] RACE/ETHNICITY: [REDACTED] YOUTH'S PREFERRED LANGUAGE: [REDACTED]

Genetic Sex: [REDACTED]

**SCREENING**

These questions should be addressed to the youth/young adult, or for younger or less mature youth, to the parent/caregiver who answers in terms of their concerns for the child.

Who is answering these questions? (check all that apply)  Child/Youth  Parent/Caregiver  Both

Was a parent or caregiver present during the session?  Yes  No

Part B: Rapport Building. Many of the topics brought up in the screening tool are sensitive topics and often difficult to discuss. For this reason, we strongly encourage that the interviewer ask the child or youth a few informal questions to increase their comfort level with them prior to discussing any forms of victimization. The objective of this section in the screening tool is to develop trust. You do NOT need to write down or record their answers to these questions.

Part C: Identifying Victimization. I am interested in learning about your life experiences so we can work together to identify your strengths and I know how to best support you. I am going to use the things we talk about to complete a social history report on you and your family. The social history format and process I will be using is the same one that is conducted on every youth across the state. The Judge, Commonwealth's Attorney, and your attorney will have access to this report.

I need to let you know that as a probation officer I am what is called a mandated reporter. This means if I become aware of you or any child being hurt or not being taken care of, I must report it to social services to make sure that everyone is safe. If I believe that you might hurt yourself or someone else, I must report it to someone who can help.

Sometimes very scary or upsetting things happen, and these things may involve people you know and love. I am going to ask you some questions today to find out if any scary or upsetting things have happened to you. If you feel uncomfortable answering these questions, you can also tell me you want to stop. The information you share with me is completely up to you. If you do NOT want to answer a question, just say 'skip'.

Item	FOLLOW-UP QUESTIONS:	Answer Choices:	Answer Choices:
	If YES, ask "has it happened in the last 30 days?" If it occurred in the last 30 days, score as 2. If any responses are YES, ask "has it occurred from a caregiver/family member?"	S = Skip 0 = No 1 = Yes 2 = Yes within 30 days	Perpetrated by a Caregiver/ Family Member? (0 = No; 1 = Yes)
1	<b>Have you ever been in a place where you saw or heard:</b>		
a	Physical fighting between neighbors or people at school?	Yes within 30 days	No
b	Physical violence, including domestic violence?	No	No

Report Viewer

1 of 1

100%

Find | Next

**Virginia Department of Juvenile Justice**

**Adverse Childhood Experiences**

Name: [REDACTED] Administered Date: [REDACTED]

Juvenile Number: [REDACTED]

- Did a parent or other adult in the household often or very often... Swear at you, insult you, put you down, or humiliate you? or act in a way that made you afraid that you might be physically hurt? NO
- Did a parent or other adult in the household often or very often... Push, grab, slap, or throw something at you? Or Ever hit you so hard that you had marks or were injured? NO
- Did an adult or person at least 5 years older than you ever... Touch or fondle you or have you touch their body in a sexual way? or attempt or actually have oral, anal, or vaginal intercourse with you? NO
- Did you often or very often feel that... No one in your family loved you or thought you were important or special? or Your family didn't look out for each other, feel close to each other, or support each other? NO
- Did you often or very often feel that... You didn't have enough to eat, had to wear dirty clothes, and had no one to protect you? or Your parents were too drunk or high to take care of you or take you to the doctor if you needed it? NO
- Were your parents ever separated or divorced? NO
- Was your mother or stepmother... Often or very often pushed, grabbed, slapped, or had something thrown at her? or Sometimes, often, or very often kicked, bitten, hit with a fist, or hit with something hard? or Ever repeatedly hit at least a few minutes or threatened with a gun or knife? NO
- Did you live with anyone who was a problem drinker or alcoholic or who used street drugs? YES
- Was a household member depressed or mentally ill, or did a household member attempt suicide? YES
- Did a household member go to prison? YES

Total ACE Score: 3

e. Refresh Button

i. Click the **Refresh** button to ensure the most current information is being displayed.

f. Cancel Button

i. Click the **Cancel** button to cancel any changes made prior to clicking the **Save** button.

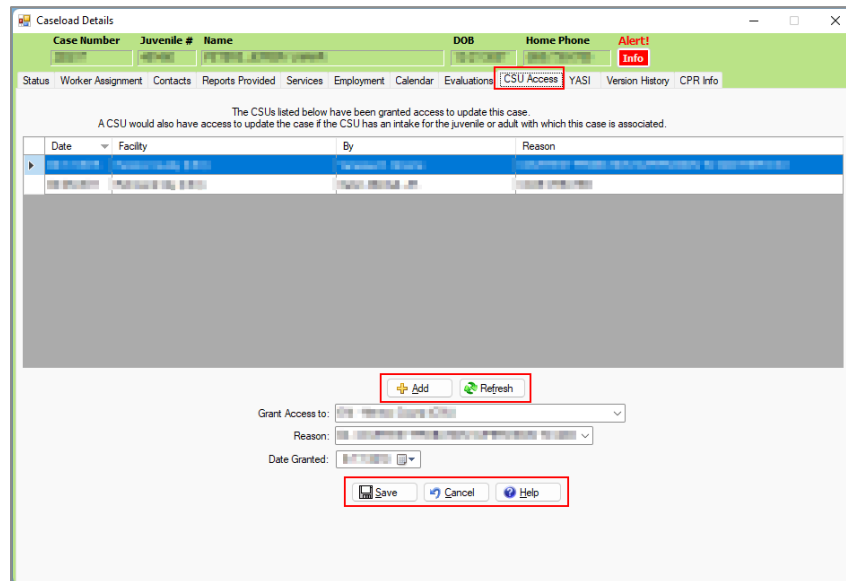
g. Help Button

i. Click the **Help** button and the Help screen will appear. The Help screen lists instructions on how to

add, edit, and delete an evaluation.

## 9. CSU Access Tab

The *Caseload Details* screen *CSU Access* tab lists the CSUs that have been granted access to update the juvenile's case. The tab displays the Date, Facility, By (user name), and Reason columns. The tab allows a user with sufficient privileges to add or edit the CSUs that have access to the case.



Users cannot update the **Reason** field if it is **01 – Case Created**.

### a. Add Button

- i. (i) Click the **Add** button, and the fields at the bottom of the screen will become accessible. Select the (ii) **Grant Access to** and the (iii) **Reason** from the respective drop-down menus. (iv) Select the **Date Granted** from the drop-down calendar screen and (v) click the **Save** button.

### b. Edit an Existing CSU Access record

- i. (i) Select an access record in the upper half of the *CSU Access* tab and the row will be highlighted in blue and the fields at the bottom of the screen will become accessible. (ii) Edit the CSU access information in the lower half of the screen as required and (iii) click the **Save** button when the edits are completed.

### c. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed.

### d. Cancel Button

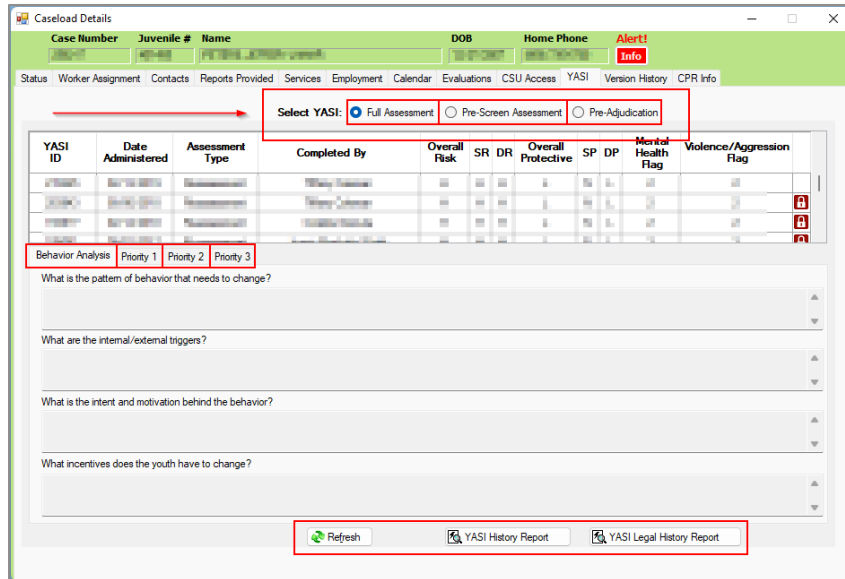
- i. Click the **Cancel** button to cancel any changes made prior to clicking the **Save** button.

### e. Help Button

- i. Click the **Help** button and the *Help* screen will appear. The *Help* screen lists instructions on how to add or edit CSU access to the case.

## 10. YASI Tab

The *Caseload Details* screen *YASI* tab will display a juvenile's information for any completed **YASI Full Assessment, Pre-Screen Assessment, or Pre-adjudication** assessment.

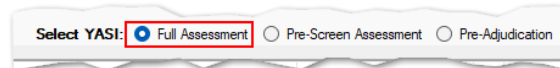


- YASI information can be viewed on the *Caseload Details* screen YASI tab OR via the *Detention Module's Detention Admission* screen YASI tab.
- Scores and risk levels from locked YASI assessments (i.e., those with an associated padlock, see image below) are prohibited from being used and a reassessment should be completed.



- 🖨 Refer to the [BADGE Detention Manual](#) for information on the *Detention Admission* screen YASI tab.
- 🖨 Refer to the [BADGE Terms & Concepts Manual](#) for descriptions of the columns contained on the upper half of the YASI tab.

**a. Full Assessment Radio Button**



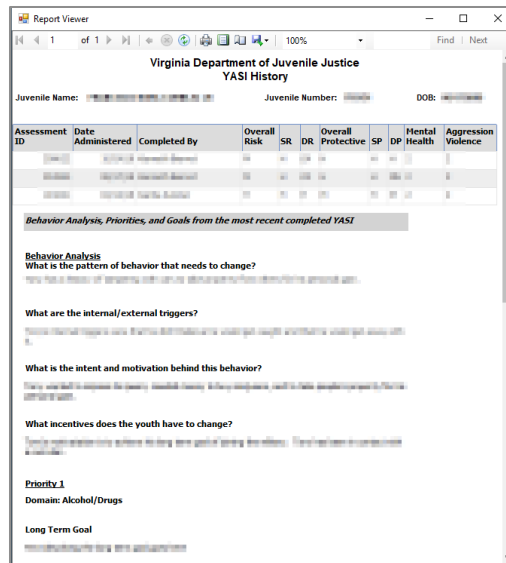
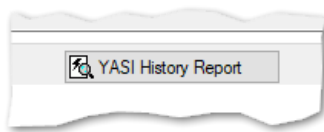
- i. When the **Full Assessment** radio button is selected the YASI tab displays the YASI ID, Date Administered, Assessment Type, Completed By, Overall Risk, SR (static risk), DR (dynamic risk), Overall Protective, SP (static protective), DP (dynamic protective), Mental Health Flag, and Violence/Aggression Flag case plan information in the columns in the upper half of the screen. The lower half of the screen consists of the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.
  - 1. Select a **Full Assessment** record in the upper half of the screen and the row will be highlighted in blue. Any existing data related to the selected record will auto-populate the text fields contained on the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.
    - a. **Behavioral Analysis Tab**
      - i. The **What is the pattern of behavior that needs to change** textbox will list all the offenses, or other problem behavior, that resulted in the juvenile’s involvement in the justice system.
      - ii. The **What are the internal/external triggers** textbox will list all the internal and/or external triggers that the juvenile has that increases their likelihood of becoming involved in criminal activity.
      - iii. The **What is the intent and motivation behind the behavior** textbox will list the juvenile’s purpose for the behavior and motivation for them to become involved in the pattern of behavior that needs to change.
      - iv. The **What incentives does the youth have to change** textbox will list the desires, abilities, reasons, needs, or anticipated outcomes that could serve as important incentives or motivating factors for the juvenile to change or adapt new behaviors.

**b. Priority 1, Priority 2, and Priority 3 Tabs**

- i. The Domain textbox will list the domain that was selected on the domain wheel as the number one priority.
- ii. The Long Term Goal textbox will list the long-term goal that the juvenile will be working on towards the domain.
- iii. The Short Term Goal textbox will list the short-term goal that the juvenile will be working on towards the domain.
- iv. The Targets textbox will list the target items that are planned to be addressed.
- v. The Protective Factors textbox will list the protective factors the juvenile has in the listed domain.
- vi. The Action Step textbox will list the planned action the parole officer will take with the juvenile.

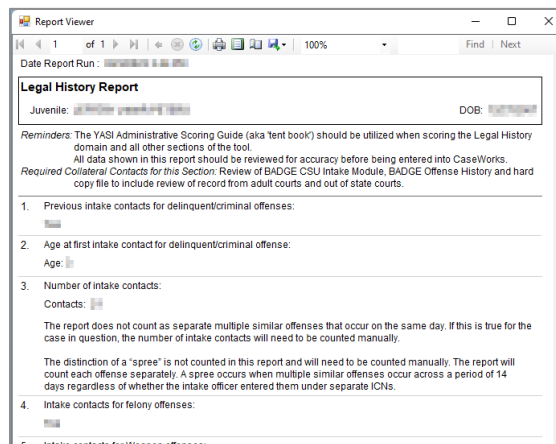
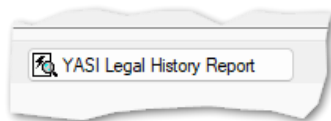
**c. YASI History Report Button**

- i. (i) Select a **Full Assessment** record in the upper half of the YASI/ tab and the row will be highlighted in **blue**. (ii) Click the **YASI History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI History** report for the selected juvenile’s record.



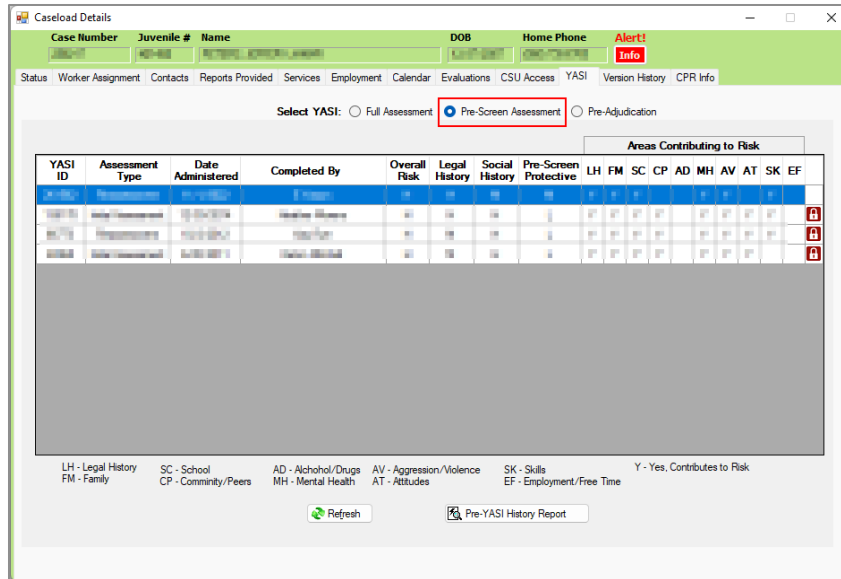
d. **YASI Legal History Report**

- i. (i) Select a **Full Assessment** record in the upper half of the YASI/ tab and the row will be highlighted in blue. (ii) Click the **YASI Legal History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **Legal History Report** for the selected juvenile's record.



b. **Pre-Screen Assessment Radio Button**

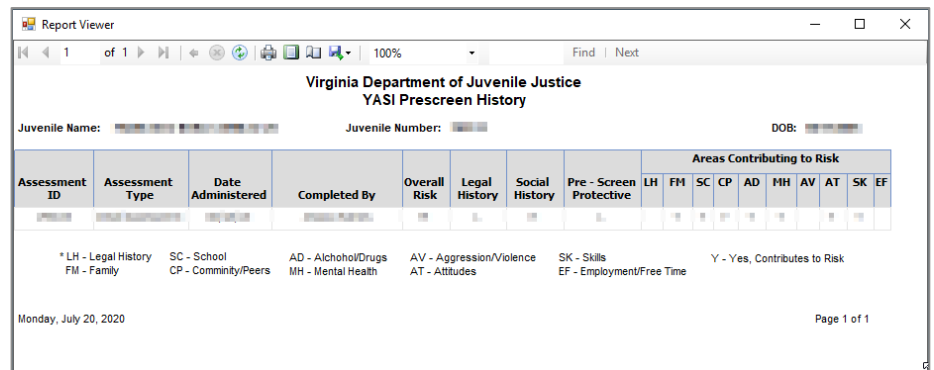
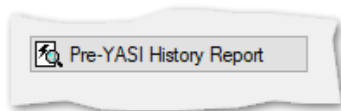




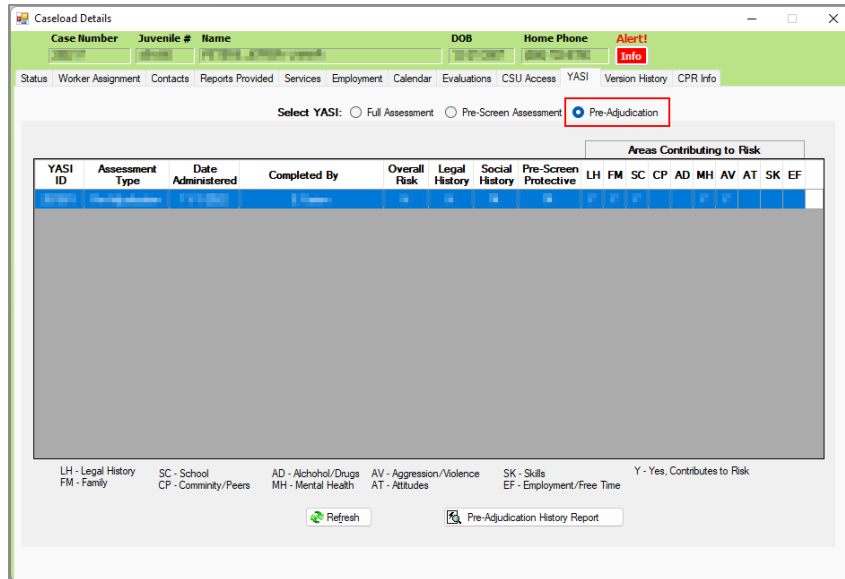
- i. When the **Pre-Screen Assessment** radio button is selected the **YASI** tab displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) columns.

1. **Pre-YASI History Report Button**

- a. (i) Select a **Pre-Screen Assessment** record on the **YASI** tab and the row will be highlighted in **blue**. (ii) Click the **Pre-YASI History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI Prescreen History** report for the selected juvenile's record.



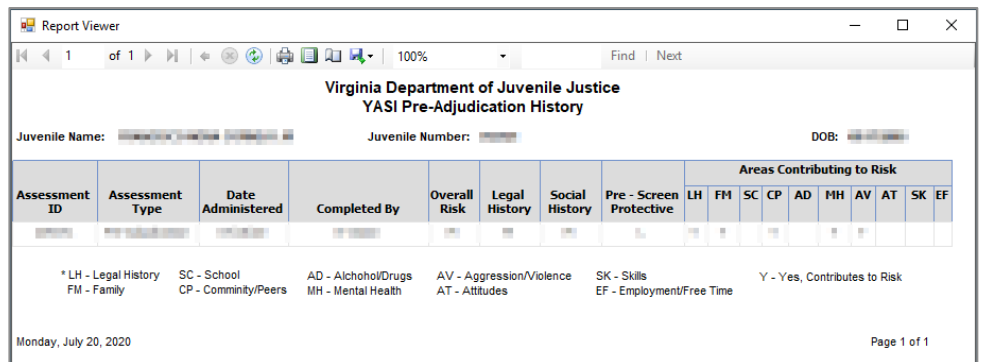
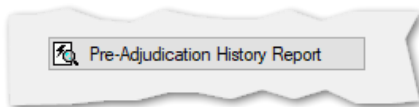
c. **Pre-Adjudication Radio Button**



- i. When the **Pre-Adjudication** radio button is selected the YASI/ tab displays the YASI ID, Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) columns.

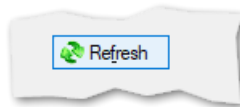
1. **Pre-Adjudication History Report Button**

- a. (i) Select a **Pre-Adjudication** record on the YASI/ tab and the row will be highlighted in blue.
- (ii) Click the **Pre-Adjudication History Report** button at the bottom of the tab and the Report Viewer screen will appear displaying the **YASI Pre-Adjudication History** report for the selected juvenile’s record.



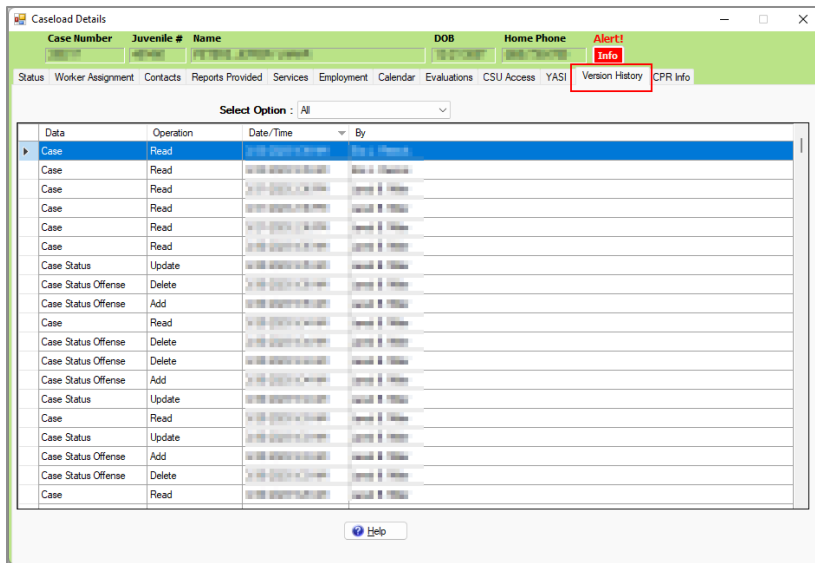
d. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.



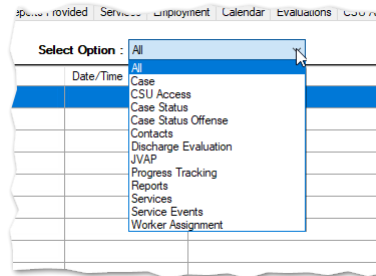
11. **Version History Tab**

The Caseload Details screen Version History tab displays the history of the data (tabs) accessed and the operations performed on that data by all users accessing a juvenile’s record. The tab displays the Data, Operation, Date/Time, and By columns. By default, all available records are displayed.



a. **Select Option Drop-Down Menu**

- i. (i) Select the specific data type (tab) from the **Select Option** drop-down menu to view only the selected data type on the *Version History* tab.



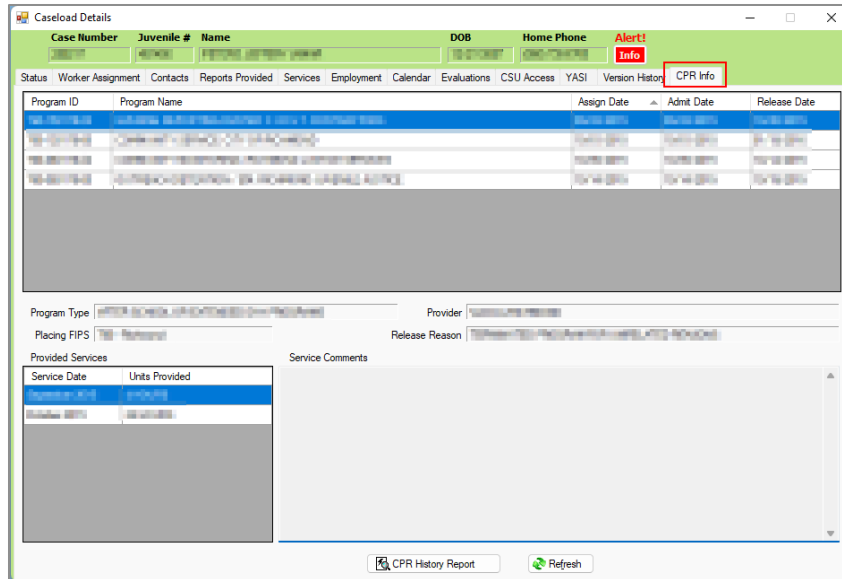
Each data type in the Data column corresponds to one of the tabs contained on the Caseload Details screen.

b. **Help Button**

- i. Click the **Help** button and the Help screen will appear. The Help screen provides a brief description of the tab and instructions on how to use the **Select Option** drop-down menu option.

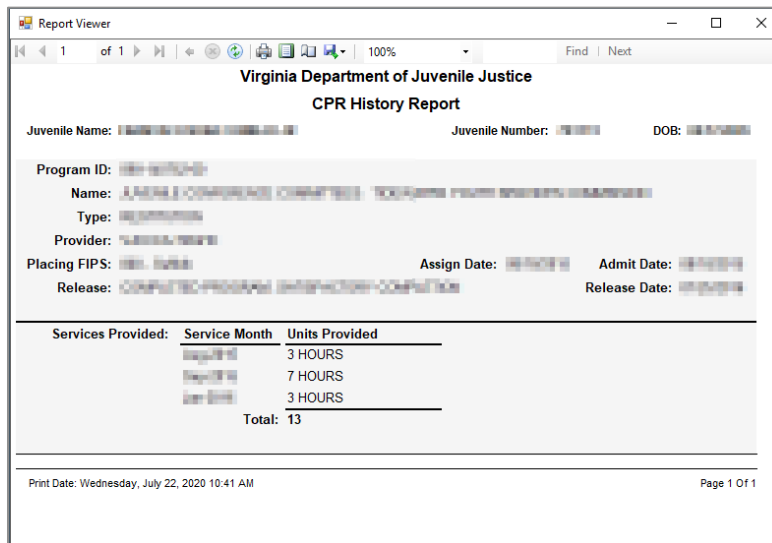
12. **CPR Info Tab**

The Caseload Details screen *CPR Info* tab provides a read-only summary of information found in the Community Programs Reporting (CPR) system for services the juvenile was enrolled in and provided through the Virginia Juvenile Community Crime Control Act (VJCCCA). The upper half of the tab displays the Program ID, Program Name, Assigned Date, Admit Date, and Release Date columns. Select a record in the upper half of the *CPR Info* tab and the row will be highlighted in blue. For the selected record, the lower half of the *CPR Info* tab will display the Program Type, Provider, Placing FIPS, Release Reason, Provided Services, and Service Comments.



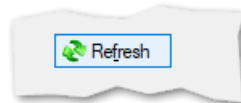
a. **CPR History Report Button**

- i. Click the **CPR History Report** button and the Report Viewer will appear displaying the **CPR History Report** for the selected juvenile's record.



b. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.



**Reports**

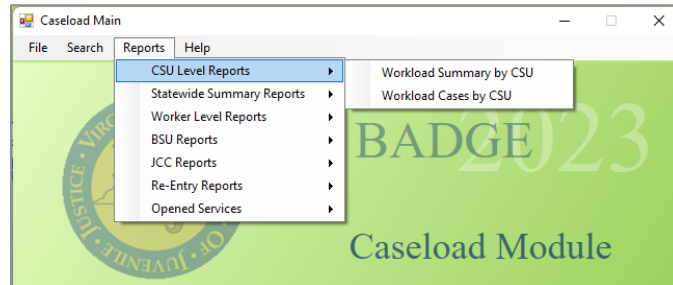
This menu provides users with various reports on different levels. From the Caseload Main screen, (i) click the **Reports** menu, and (ii) select a report.

Report Type	Report Name	Report Summary
<a href="#">CSU Level Reports</a>	<a href="#">Workload Summary by CSU</a>	Lists the count of cases by status and services.

Report Type	Report Name	Report Summary
	<a href="#">Workload Cases by CSU</a>	Lists the juvenile number, name, date of birth, race, case status, worker name, and worker phone number information for open cases.
<a href="#">Statewide Summary Reports</a>	<a href="#">Total Case Statuses</a>	Lists open statuses, closed statuses, and active statuses information by region and district.
	<a href="#">Total Reports</a>	Lists the number of various report types by region and district.
	<a href="#">Total Services</a>	Lists the number of open, closed, and active cases by various service types and by region and district.
	<a href="#">Total Workload Cases</a>	Lists the number of opened, closed, and active cases by region, district, and locality.
<a href="#">Worker Level Reports</a>	<a href="#">Caseload Directory</a>	Lists the juvenile's name, date of birth, address, phone numbers, caseload numbers, and contact information.
	<a href="#">Monthly Caseload Report</a>	Lists the names of the juveniles/adult case assigned to the worker, active case statuses, open services, and completed reports, the start date, end date, and closed date information.
	<a href="#">Caseload Summary by Worker</a>	Lists the number of statuses, reports, services, contact types, contacted by, person contacted, contacted place, contact purpose, and other information recorded by a worker during the specified timeframe.
	<a href="#">Caseload Summary by Supervisor</a>	Lists the number of statuses, reports, services, contact types, contacted by, person contacted, contacted place, contact purpose, and other information recorded by the supervision staff during the specified timeframe.
<a href="#">BSU Reports</a>	<a href="#">Management Report—Caseload Summary by Juvenile</a>	Lists the juveniles receiving contacts or services during the specified timeframe by facility and count of the sessions.
	<a href="#">Management Reports—Caseload Summary by Worker</a>	Lists the number of the juvenile's contacts and BSU related sessions.
	<a href="#">Management Report—BSU BHR Report by Juvenile</a>	Lists the service type, service event, worker information, service event comments, confidential notes, and the date for the selected juvenile.
	<a href="#">Management Report—Treatment Completion for Current Population</a>	Lists the juvenile's name, juvenile number, arrived date, and treatment completion information by facility.
	<a href="#">SIB Reviews</a>	Lists the juvenile's name, date the SIB alert was initiated, if the juvenile is on medication, prior SIB information, end date, and the review date by the level of SIB and facility.
	<a href="#">BSU Workload Indicators Report</a>	Lists the number of different types of services, visitors, vocational and education activities, staff activities, transportation and video conferences.
<a href="#">JCC Reports</a>	<a href="#">Workload Indicators Report</a>	Lists population-related information, the number of resident grievances/offenses, and combined treatment services information.
	<a href="#">Face to Face Client Contact Report</a>	Lists the juvenile's name and the last date the worker had a face-to-face contact with the juvenile.
	<a href="#">Phoenix Phase Groups</a>	Lists the facility, service date, service, service event, and the name of Worker 1, Work 2, and/or Worker 3 (if applicable).

Report Type	Report Name	Report Summary
	<a href="#">Youth Industries Reports</a>	Consist of the juvenile's timesheets, workload information, COMSTAT report, or the juvenile's recidivism information.
	<a href="#">Caseload Summary By Worker</a>	Lists the number of contacts by, place, purpose, type, reports, service events and other information.
	<a href="#">Caseload Summary By Supervisor</a>	Lists the number of contacts by, place, purpose, type, reports, service events and other information.
	Transitional Services— <a href="#">Caseload Summary By Juvenile</a>	Lists the various sessions and contacts for juveniles by facilities.
	Transitional Services— <a href="#">Caseload Summary By Worker</a>	Lists the juvenile's name, session type, and total count of sessions for each juvenile.
	<a href="#">YASI Reassessments Due</a>	Lists the juvenile number, juvenile name, early release date, last assessment date, the next assessment due date, and the number of days until the next assessment is due.
<a href="#">Re-Entry Reports</a>	<a href="#">All Juveniles Enrolled in 2<sup>nd</sup> Chance</a>	The report lists the juvenile number, name, begin date, end date, and closed code (if applicable).
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">Substance Abuse Needs</a>	The report lists the juvenile number, name, begin date, and end date (if applicable) by status (mandatory, recommended, and not applicable/not indicated).
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">Substance Abuse Received</a>	The report lists the juvenile number, name, grants begin and end date, service type, and service begin and end date.
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">Mental Health Needs</a>	The report lists the juvenile number, name, grants begin and end date, and screenings begin and end date.
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">Mental Health Received</a>	The report lists the juvenile number, name, grant begin and end date, service type, service being and end date.
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">VOP Graduated Sanction</a>	The report lists the juvenile number, name, grants begin and end date, and graduated sanction begin and end date.
	Juveniles Enrolled in 2 <sup>nd</sup> Chance – <a href="#">Parole Status</a>	The report lists the juvenile number, name, grants begin and end date, parole status, parole statuses begin and end date, and closed code.
<a href="#">Opened Services</a>	<a href="#">RSC AMIkids Services Needs</a>	The report lists the juvenile number, juvenile's name, date service keyed, and date serviced opened.
	<a href="#">RSC EBA Service Needs</a>	The report lists the juvenile number, juvenile's name, date service keyed, and date serviced opened.

## CSU Level Reports



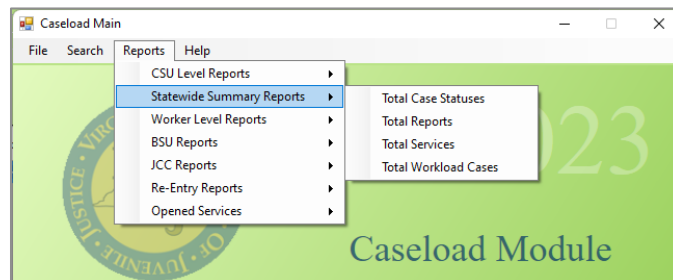
### 1. Workload Summary by CSU

- The **WORKLOAD SUMMARY BY CSU** report lists the count of cases by status and services. (i) Click the **CSU Level Reports** menu, (ii) select the **Workload Summary by CSU** option from the drop-down menu, and the Workload Summary By CSU screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker** field will not be accessible. (v) Select the **Facility** from the drop-down menu. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 2. Workload Cases by CSU

- The **Workload Cases For [facility name] (CSU)** report lists workload cases by Juv #, Juvenile Name, DOB, Race, Case Status, Worker, and Work Phone information for open cases. (i) Click the **CSU Level Reports** menu, (ii) select the **Workload Cases by CSU** option from the drop-down menu, and the Workload Cases By CSU screen will appear. The **Begin Date**, **End Date**, and **Worker** fields will not be accessible. (iii) Select the **Facility** from the drop-down menu. The **Sort By** field will not be accessible. (iv) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

## Statewide Summary Reports



### 1. Total Case Statuses

- The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE BY STATUS** report lists opened, closed, and active statuses by status type, region, and district. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Case Statuses** option from the drop-down menu, and the Total Case Statuses screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 2. Total Reports

- The **TOTAL WORKLOAD REPORTS COMPLETED BY REGION AND CSU** report lists the number of various report types by region and district. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Reports** option from the drop-down menu, and the Total Reports screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 3. Total Services

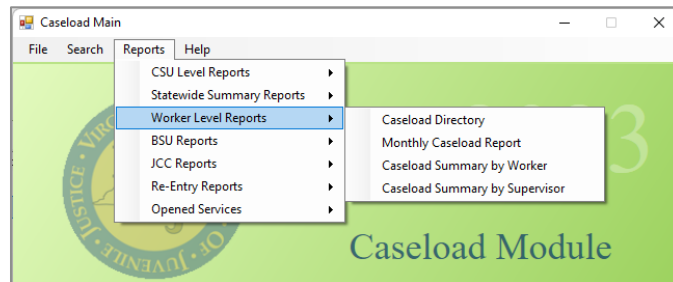
- The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE BY SERVICE** report lists the number of opened, closed, and active cases by service type, region, and district. (i) Click the **Statewide**

**Summary Reports** menu, (ii) select the **Total Services** option from the drop-down menu, and the Total Services screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 4. Total Workload Cases

- a. The **TOTAL WORKLOAD CASES OPENED, CLOSED, AND ACTIVE** report lists the number of opened, closed, and active cases by region, district, and locality. (i) Click the **Statewide Summary Reports** menu, (ii) select the **Total Workload Cases** option from the drop-down menu, and the Total Workload Cases screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

## Worker Level Reports



For each of the following report types refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

For Worker Level reports, the **Facility** field will auto-populate to "ALL". However the drop-down menu will allow the selection of any individual facility the user has been assigned to.

#### 1. Caseload Directory

- a. The **CASELOAD DIRECTORY** report lists all the juvenile cases by name, date of birth, address, phone numbers, caseload numbers, and contact information assigned to the specified user by CSU. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Directory** option from the drop-down menu, and the Caseload Directory screen will appear. The **Begin Date** and **End Date** fields will not be accessible. (iii) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (iv) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort by** field will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 2. Monthly Caseload Report

- a. The **WORKLOAD REPORT FOR [user name]** lists the juvenile/adult; active case status, open services, and completed reports; and the start, end, and closed date; for each case assigned to the user by facility. (i) Click the **Worker Level Reports**, (ii) select the **Monthly Caseload Report** option from the drop-down menu, and the Monthly Workload Report screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 3. Caseload Summary by Worker

- a. The **Workload Summary for [user name]** report lists the counts of Status, Reports, Services, Contact Type, Contact By, Person Contacted, Contact Place, and Contact Purpose by facility, for the specified period and user name. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Summary by Worker** option from the drop-down menu, and the Workload Summary by Worker screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an

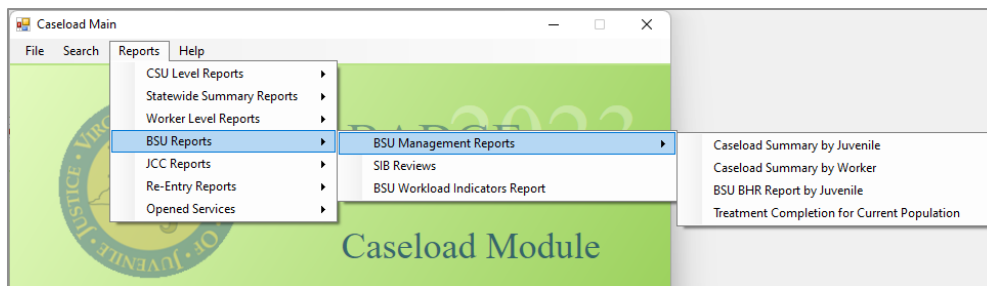


option from the **Facility** drop-down menu. The **Sort By** field will not be accessible. (v) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

#### 4. Caseload Summary by Supervisor

- a. The **Supervisor Summary for [user name]** report lists the counts of Status, Reports, Services, Contact Type, Contact By, Person Contacted, Contact Place, and Contact Purpose by facility, for the specified period and user name. (i) Click the **Worker Level Reports** menu, (ii) select the **Caseload Summary by Supervisor** option from the drop-down menu, and the *Workload Summary by Supervisor* screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (iv) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. (v) The **Facility** field will auto-populate to "ALL," to change the **Facility** select an option from the **Facility** drop-down menu. The **Sort By** field will not be accessible. (v) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

## BSU Reports



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

### 1. BSU Management Reports

#### a. Caseload Summary by Juvenile

- i. The **BSU CASELOAD BY JUVENILE AND FACILITY** report lists the count and type of contacts, reports, and sessions by facility and then by juvenile for the specified period. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Caseload Summary by Juvenile** option from the drop-down menu, and the *BSU Caseload Summary by Juvenile Report* screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

#### b. Caseload Summary by Worker

- i. The **BSU Caseload by Juvenile and Facility** report lists the number of the juvenile's contacts and BSU related sessions. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Caseload Summary by Worker** option from the drop-down menu, and the *BSU Caseload Summary by Worker Report* screen will appear, and select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the *Report Viewer* screen will appear displaying the report.

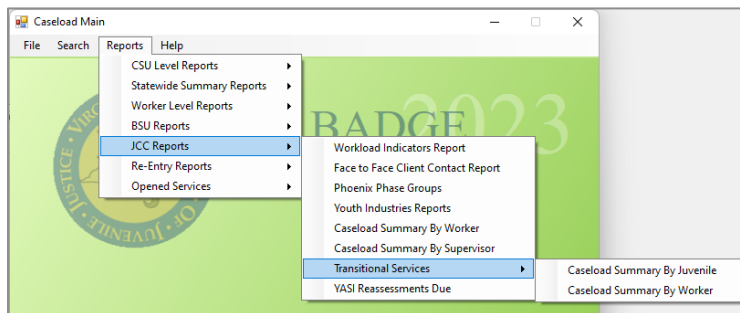
#### c. BSU BHR Report by Juvenile

- i. The **BSU BHR Report by Juvenile** report lists the service type, service event, worker information, service event comments, confidential notes, and the date for the selected juvenile. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **BSU BHR Report by Juvenile** option from the drop-down menu, and the *BSU BHR Report By Juvenile* screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vi) click the **Search** button, and the *Find Juvenile* screen will appear. (vii) Search for a juvenile, (viii) click the **Find** button, and the *Search Results* screen will appear, (ix) select a juvenile, and the row will be highlighted in blue, (x) click the **Select** button, and the **Juvenile Number** and **Name** will appear, (xi) click the **Generate** button, and the *Report Viewer* screen will appear displaying the report.

#### d. Treatment Completion for Current Population

- i. The **Treatment Completion Data for Current Population As Of [date]** report lists the juvenile's name, number, arrived date, and treatment completion information by facility. (i) Click the **BSU Reports** menu, (ii) click the **BSU Management Reports** menu, (iii) select the **Treatment Completion for Current Population** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.
2. **SIB Reviews**
  - a. The **Self Injurious Behavior (SIB) Review Report** lists the juvenile's name, initiated date, if the juvenile is on medication, prior SIB information, and the review date by facility and SIB level. (i) Click the **BSU Reports** menu, (ii) select the **SIB Reviews** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.
3. **BSU Workload Indicators Report**
  - a. The **Department of Juvenile Justice – Division of Institutions, Workload Indicators Report for [facility] – Year: [yyyy]** lists the number of services, work programs, visitors/volunteers, vocational and education activities, staff activities, transportation, and video conferencing by month. (i) Click the **BSU Reports** menu, (ii) select the **BSU Workload Indicators Report** option from the drop-down menu, and the Workload Indicators Report for BSU screen will appear. (iii) Select the **Year** by clicking the up and down arrows, (iv) select the **JCC** from the drop-down menu, (v) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

## JCC Reports



- Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.
- Refer to the [BADGE Login & Search Manual](#) on how to search for a juvenile.

1. **Workload Indicators Report**
  - a. The **Department of Juvenile Justice – Division of Institutions, Workload Indicators Report for [facility] – Year: [yyyy]** lists counts for population information, resident grievances/offenses, services, work programs, visitors/volunteers, vocational and education activities, staff activities, transportation, and video conferencing by month. (i) Click the **JCC Reports** menu, (ii) select the **Workload Indicators Report** option from the drop-down menu, and the Workload Indicators Report screen will appear. (iii) Select the **Year** by clicking the up and down arrows, (iv) select the **JCC** from the drop-down menu, (v) click the **Generate** button, and the Report Viewer screen will appear displaying the report.
2. **Face to Face Client Contact Report**
  - a. The **Resident Face to Face Client Contacts for [worker name]** report lists the juvenile's name and the contact date for the specified user and period. (i) Click the **JCC Reports** menu, (ii) select the **Face to Face Client Contact Report** option from the drop-down menu, and the JCC Face to Face Client Contact Report screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Sort By** field will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.
3. **Phoenix Phase Groups**
  - a. The **Phoenix Phase Groups** report lists the facility, service date, service, service event, and the name of Worker 1, Work 2, and/or Worker 3 (if applicable). (i) Click the **JCC Reports** menu, (ii) select the **Phoenix Phase Groups** option from the drop-down menu, and the Phoenix Phase Groups screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vi) click the **Search** button, and the Find Juvenile screen will appear. (vii) Search for a juvenile, (viii) click the

**Find** button, and the Search Results screen will appear, (ix) select a juvenile, and the row will be highlighted in blue, (x) click the **Select** button, and the **Juvenile Number** and **Name** will appear, (xi) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

#### 4. Youth Industries Reports

- a. The Youth Industries Reports screen can display the **Youth Industries Time Sheet Report**, **Youth Industries Workload Report**, **Youth Industries COMSTAT Report**, and **Youth Industries Recidivism Report**. (i) Click the **JCC Reports** menu, (ii) select the **Youth Industries Report** option from the drop-down menu, and the Youth Industries Reports screen will appear. (iii) Select the **Report Type** from the drop-down menu, select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens, (vii) click the **Run** button, and the selected report type will display in the Youth Industries Reports screen.

#### 5. Caseload Summary By Worker

- a. The **Workload Summary for [user name]** report lists the counts of Contact By, Contact Place, Contact Purpose, Contact Type, Person Contacted, and Reports by category, for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) select the **Caseload Summary By Worker** option from the drop-down menu, and the Workload Summary By Worker screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 6. Caseload Summary By Supervisor

- a. The **Supervisor Summary for [user name]** report lists the counts of Contact By, Contact Place, Contact Purpose, Contact Type, Person Contacted, Reports, and Service Events by category, for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) select the **Caseload Summary By Supervisor** option from the drop-down menu, and the Workload Summary By Supervisor screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. (v) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 7. Transitional Services

##### a. Caseload Summary By Juvenile

- i. The **TRANSITIONAL SERVICES CASELOAD BY JUVENILE AND FACILITY** report lists the count of contacts and sessions by facility and juvenile. (i) Click the **JCC Reports** menu, (ii) click the **Transitional Services** menu, (iii) select the **Caseload Summary By Juvenile** from the drop-down menu, and the Transitional Services Caseload Summary by Juvenile Report screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (vi) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

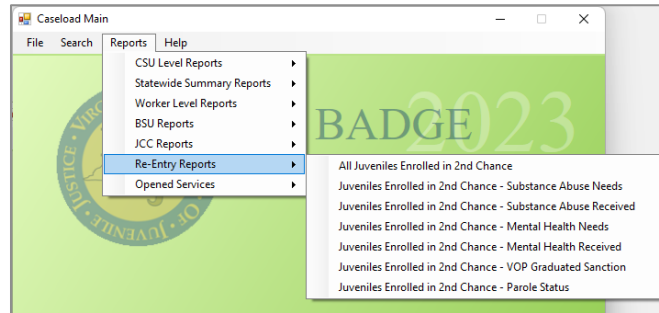
##### b. Caseload Summary By Worker

- i. The **Transitional Services Events Summary** report lists the juvenile name, session type, and total count of sessions for each juvenile for the specified period and user name. (i) Click the **JCC Reports** menu, (ii) click the **Transitional Services** menu, (iii) select the **Caseload Summary By Worker** option from the drop-down menu, and the Transitional Services Caseload Summary by Worker Report screen will appear. Select the (iv) **Begin Date** and (v) **End Date** from the drop-down calendar screens. (vi) The **Worker** field will auto-populate with the logged on user's name, to change the **Worker**, click the **Change User** button. The **Facility** and **Sort By** fields will not be accessible. (vii) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 8. YASI Reassessments Due

- a. The **Virginia Department of Juvenile Justice YASI Reassessments Due for Committed Juveniles for [facility]** report lists the Juvenile Number, Last Name, First, Middle, Early Release Date, Source, Last Assessment Date, Next Assessment Due Date, And Days Until Due. (i) Click the **JCC Reports** menu, (ii) select the **YASI Reassessments Due** option from the drop-down menu, and the YASI Reassessments Due screen will appear. The **Begin Date** and **End Date** fields will not be accessible. (iii) Select the **JCC** from the drop-down menu. The **Sort By** field will not be accessible. (iv) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

## Re-Entry Reports



### 1. All Juveniles Enrolled in 2nd Chance

- a. The **Virginia Department Of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, and Closed Code (if applicable). (i) Click the **Re-Entry Reports** menu, (ii) select the **All Juveniles Enrolled in 2nd Chance** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker** and **Facility** fields will not be accessible. (v) Select the **Sort By** option from the drop-down menu, (vi) click the **Generate** button, and the Report Viewer screen will appear displaying the report.

### 2. Juveniles Enrolled in 2nd Chance – Substance Abuse Needs

- a. The **Virginia Department Of Juvenile Justice, Substance Abuse Treatment Needs (as Assessed at RDC) of Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, and 2nd Chance Grant End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Substance Abuse Needs** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Substance Abuse Needs screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 3. Juveniles Enrolled in 2nd Chance – Substance Abuse Received

- a. The **Virginia Department Of Juvenile Justice, Substance Abuse Treatment Services Received By Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Substance Abuse Service Type, Substance Abuse Service Begin Date, and Substance Abuse Service End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Substance Abuse Received** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Substance Abuse Received screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 4. Juveniles Enrolled in 2nd Chance – Mental Health Needs

- a. The **Virginia Department Of Juvenile Justice, BSU Mental Health Screening/Assessments Needs on Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Screening/Assessment Begin Date, and Screening/Assessment End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Mental Health Needs** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Mental Health Needs screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

### 5. Juveniles Enrolled in 2nd Chance – Mental Health Received

- a. The **Virginia Department Of Juvenile Justice, Mental Health Treatment Services Received by Juveniles Enrolled in the 2nd Chance Act Grant Program** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Mental Health Service

Type, Mental Health Service Begin Date, and Mental Health Service End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Mental Health Received** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Mental Health Received screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

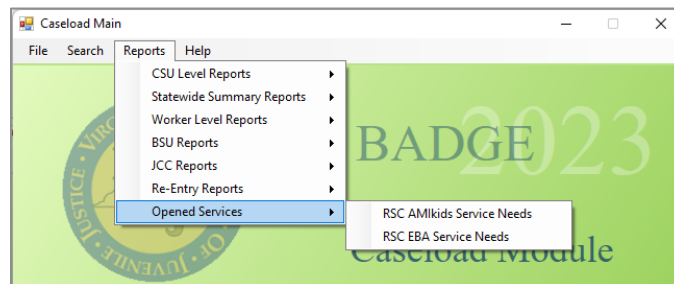
#### 6. Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction

- a. The **Virginia Department Of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program That Received a VOP Graduated Sanction** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, VOP Graduated Sanction Begin Date, and VOP Graduated Sanction End Date. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – VOP Graduated Sanction screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

#### 7. Juveniles Enrolled in 2nd Chance – Parole Status

- a. The **Virginia Department Of Juvenile Justice, Juveniles Enrolled in the 2nd Chance Act Grant Program By Parole Status** report lists the Juvenile Number, Last Name, First Name, 2nd Chance Grant Begin Date, 2nd Chance Grant End Date, Parole Status, Parole Begin Date, Parole Status End Date, and Closed Code. (i) Click the **Re-Entry Reports** menu, (ii) select the **Juveniles Enrolled in 2nd Chance – Parole Status** option from the drop-down menu, and the All Juveniles Enrolled in 2nd Chance – Parole Status screen will appear. Select the (iii) **Begin Date** and (iv) **End Date** from the drop-down calendar screens. The **Worker**, **Facility**, and **Sort By** fields will not be accessible. (v) Click the **Generate** button and the Report Viewer screen will appear displaying the report.

## Opened Services



#### 1. RSC AMIkids Services Needs

- a. The **Virginia Department Of Juvenile Justice, Opened Services for RSC AMIkids Service Needs** report lists the Juvenile Number, Last Name, Suffix, First Name, Middle, Date Service Keyed, and Date Serviced Opened. (i) Click the **Opened Services** menu, (ii) select the **RSC AMIkids Service Needs** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

#### 2. RSC EBA Service Needs

- a. The **Virginia Department Of Juvenile Justice, Opened Services for RSC EBA Service Needs** report lists the Juvenile Number, Last Name, Suffix, First Name, Middle, Date Service Keyed, and Date Serviced Opened. (i) Click the **Opened Services** menu, (ii) select the **RSC EBA Service Needs** option from the drop-down menu, and the Report Viewer screen will appear displaying the report.

## Appendix

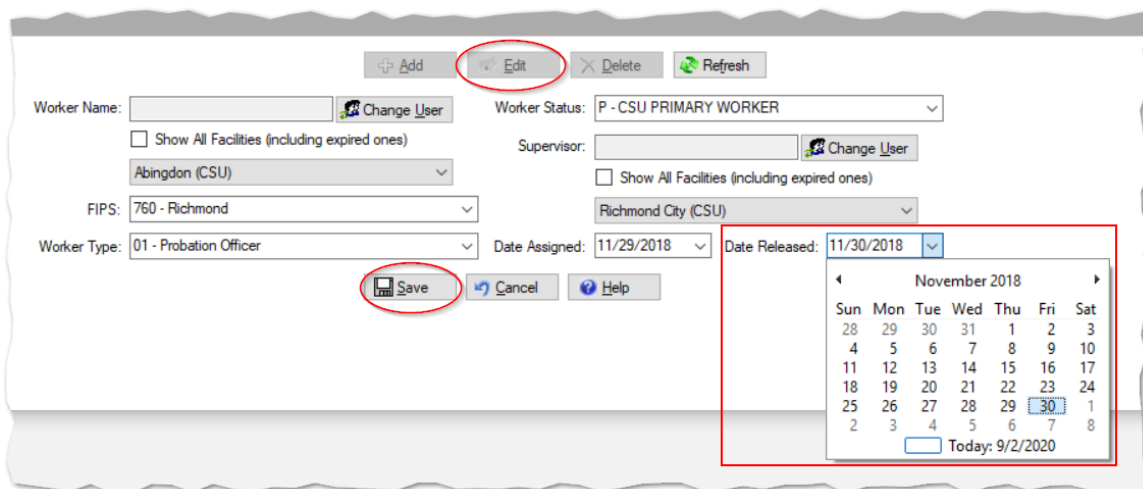
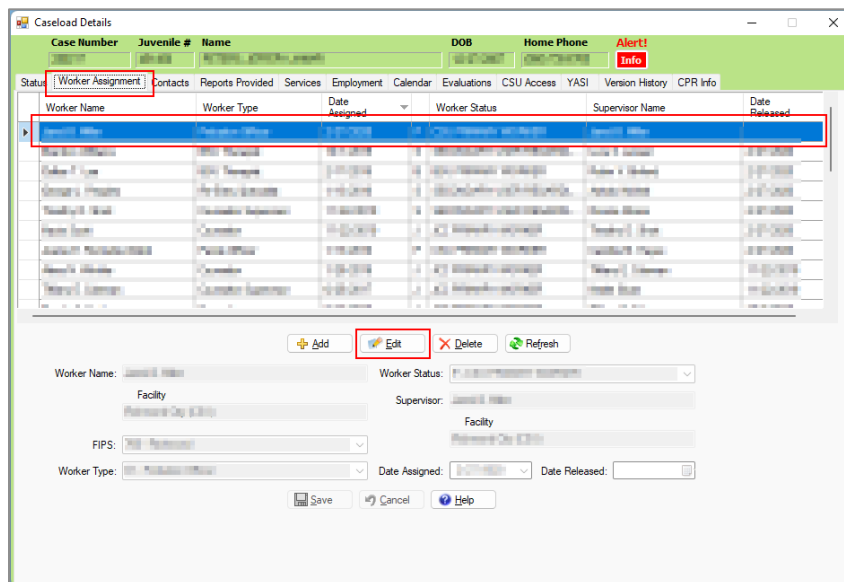
### A. Change the Worker AND/OR the Supervisor Assigned to a Case

In order to change the worker and/or supervisor assigned to a case begin on the Caseload Main screen and use any of the options located in the **Search** drop-down menu to locate the desired case. Ultimately, if a case exists that meet search parameters the Caseload Details screen will be displayed. Follow the links in the table below to access the various methods available to search for an existing caseload.

Search for an Existing Caseload by:
<a href="#">By Adult</a>
<a href="#">By Case Number</a>
<a href="#">By CSU/Facility</a>
<a href="#">By Juvenile</a>
<a href="#">By User</a>
<a href="#">By CSU Assignment</a>

#### 1. Edit Case and Update the Date Released Field.

- a. From the Caseload Details screen (i) click the **Worker Assignment** tab, (ii) select the desired row containing the appropriate worker/supervisor names to be changed, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) select the **Date Released** (the date of the worker and/or supervisor change) from the drop-down calendar screen, and (iv) click the **Save** button.

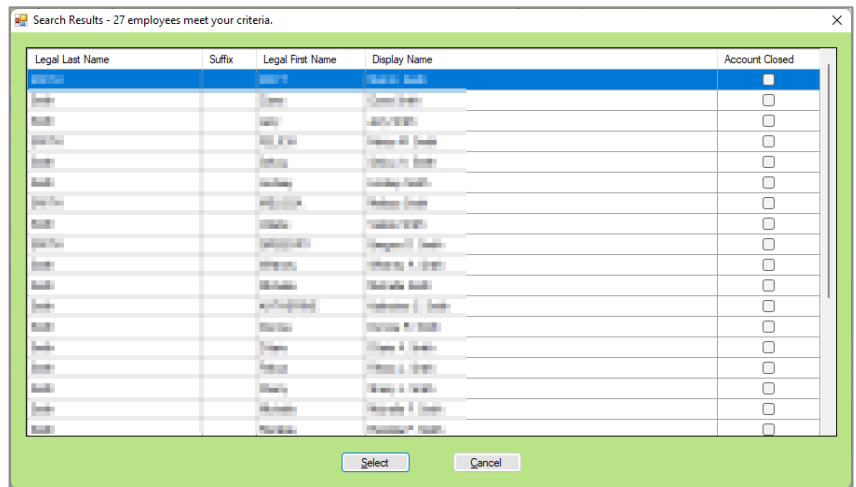
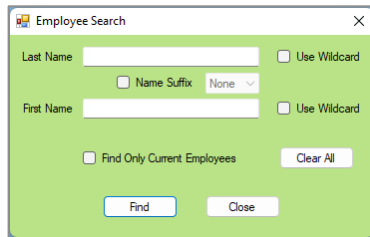
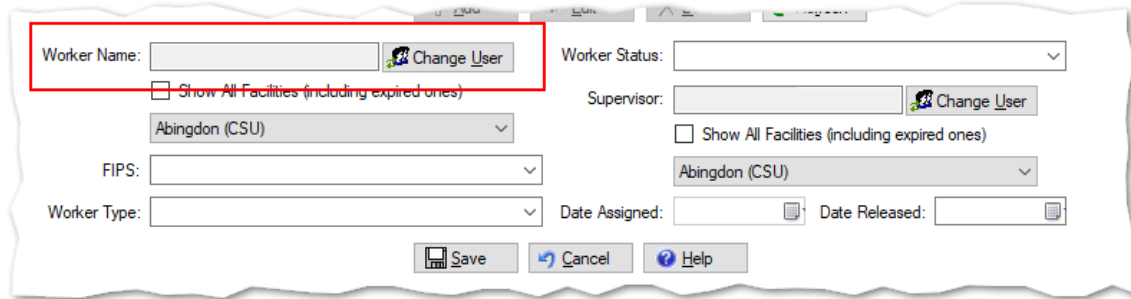


- Any user can change the assigned worker or supervisor in BADGE. Refer to local procedures for additional guidance.
- Input the **Date Released** and then **Save** the change prior to adding a new **Worker Name**.

- When a juvenile is released from direct care, the assigned workers and supervisors will receive an email notification.

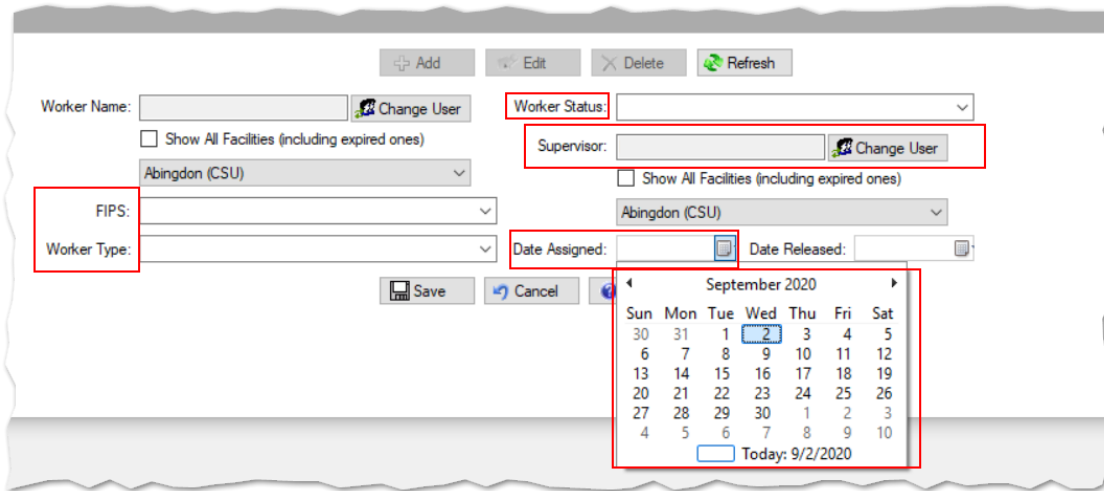
2. **Add Worker Name, Supervisor, and Related Fields**

- (i) Click the **Add** button, and the fields at the bottom of the screen will become accessible, (ii) click the **Change User** button next to the **Worker Name** field, and the Employee Search screen will appear. (iii) Input the appropriate criteria in the Employee Search screen, (iv) click the **Find** button and the Search Results screen will appear. (v) On the Search Results screen select the desired employee's name, and the row will be highlighted in blue, (vi) click the **Select** button, and the selected name will auto-populate into the **Worker Name** field on the Caseload Details screen.



Refer to the [Change User](#) button section in the **Search By User** section for instructions on using the **Change User** button.

- In the lower half of the Caseload Details screen, update the data fields as necessary. Select the (ii) **FIPS**, (iii) **Worker Type**, and (iv) **Worker Status** from the drop-down menus, (v) click the **Change User** button next to the **Supervisor** field to locate the desired supervisor name using the Employee Search screen.
- (i) Select the **Date Assigned** from the drop-down calendar screen and (ii) click the **Save** button.



**B. Document Revisions**

Revision Date	Revised Item	Revision Details
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.
07/2017	Evaluations Tab	The Adverse Childhood Experiences (ACE) trauma screen was added to the list of available evaluations.
10/2017	Current Caseload Assignments Screen	A new column called Current Status has been added to the Current Caseload Assignments and Facility Caseloads screens. This column will display the codes of all open case statuses for each juvenile. If the juvenile has multiple open case statuses, an asterisk (*) will be included before the codes. These screens can be accessed by selecting the By User and By CSU/Facility options from the Search menu in the Caseload Management module.
10/2017	Find Juvenile Screen – Advance Search	The screen has been updated and added a 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.
11/2017	Contacts Tab – Contact Purpose Field	The Contact Purpose field was converted from a drop-down menu to a click-list allowing users to select each contact purpose.
12/2017	JVAP Tab	The JVAP tab was removed from the Caseload Details Screen.
01/2018	Title Page/ Headings/ Format	The format, headings, and title page have been updated for correction.
02/2018	YASI Tab	The YASI tab was created and added to the Caseload Details Screen. The table at the top of the tab provides details on each YASI completed to include: the date administered, staff completing the assessment, risk and protective levels, mental health flags, and violence aggression flags. Highlighting a specific YASI in the table will display the Behavior Analysis, Priorities, Targets, Long-term Goals, Short-term Goals, Protective Factors, and Action Steps associated with that assessment.



Revision Date	Revised Item	Revision Details
07/2018	Map It Button – Current Caseload Assignments screen	The MAP It feature was created and added to the Current Caseload Assignments screen. The Map It button allows geocoded addresses to appear on the Map Addresses screen as points on a Google map. Users are able to open the address on Google map and print the map or directions to the address.
08/2018	Contacts Tab – Person Contacted Field	The Person Contacted field was converted from a drop-down menu to a click list allowing users to select each person that was contacted.
08/2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
10/2018	YASI Tab – Assessment Type	Pre-Screen Assessment and Pre-Adjudication were added as Assessment Types.
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.
07/2019	Reports Provided Tab - Comprehensive Re-Entry Case Plan – CSU Tab	The “How motivated is the juvenile/family to change”, Frequency of contact with parent/guardian”, and “Frequency of contact with external agencies” fields have been added.
07/2019	SDM Tab	The SDM Tab was added under Caseload Details Screen to record SDM information.
07/2019	Workload Case Statuses	Screenshots were updated to incorporate revisions to the workload case statuses.
08/2019	Parole Supervision Risk Reassessment	The Parole Supervision Risk Reassessment was removed from the Evaluations Tab.
12/2020	Formatting changes to entire document	See Style Manual for current 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.
12/2020	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	Minor Edits	Update Hyperlinks. Minor text edits – remove duplicated paragraph.
04/2023	SDM Tab	Remove tab and all SDM related references.
04/2023	Running Records Report	Update to add <b>Contact Purpose</b> drop-down menu on <i>Running Records Parameters</i> screen, accessed via <b>Running Record Report</b> button on <i>Caseload Details</i> screen’s <i>Contacts</i> tab.
04/2023	YASI Legal History Report	Update to add <b>YASI Legal History Report</b> button on <i>Caseload Details</i> screen’s <i>YASI</i> tab.
04/2023	Remove ACE/ Add SEAS	Update to add <b>SEAS Age 7-12</b> and <b>SEAS Age 13-21</b> evaluations, and remove <b>ACE</b> evaluation from the <i>Caseload Details</i> screen’s <i>Evaluations</i> tab.

Revision Date	Revised Item	Revision Details
04/2023	BADGE Version at last MAJOR update.	BADGE Version at last <i>BADGE Caseload Management Module Manual</i> update: <b>Version 4.0.5.6.</b>