Storyboard

Adding an Additional Order and Offense to Probation & Judicial Diversion Episodes

This storyboard demonstrates how to enter an additional order & offense to Probation & Judicial Diversion Episodes.

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Step 1:   Locating the Probation & Judicial Diversion Episode

From the **Person Home Page** for the youth:
1. From **Electronic Case File**, click **+more** link
2. From the **Electronic Case File Search** screen, click the **Event Type** drop down and choose **Probation Episode** or **Judicial Diversion Episode**
3. Click **Search**
4. Click **select** for the appropriate episode

Step 2:   Adding an Additional Order

From the **Episode Detail** screen:
1. Click **Court Order List**
The **Court Order List** screen displays all court orders associated with the selected episode
2. Click **Add**
The **Add Court Order** screen displays

NOTE: The **Out of State** check box may be used for non-Tennessee courts and displays only for Probation Episodes. **Date Order Signed** and **Court** are required fields. **Judge's Name, Court, Address, City, State**, and **Zip Code** are all free-text fields.

For Tennessee courts:
1. Enter **Date Order Signed**-required
2. Select **County-**required
3. Select **Court**-required
4. Select **Judge's Name**-not required

Step 3:   Adding an Additional Offense

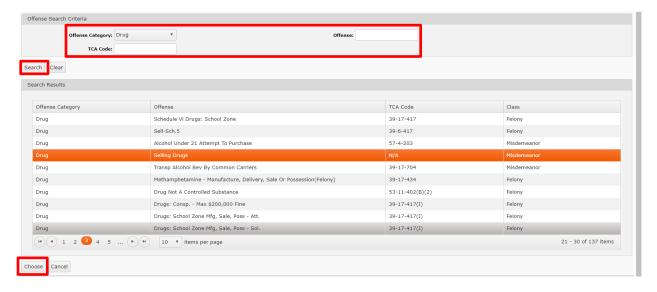**Note**: At least one offense is required to save the court order.

Still within the **Add Court Order** screen:
1. Click **Add** in **Offense List** section
The **Offense Search Criteria** screen displays

2. Enter appropriate **Offense Search Criteria**
   a. **Offense Category** - provides a drop down of all categories of offenses
   b. **Offense** - a free-text field, type a word, or parts of a word to search
   c. **TCA Code** - allows for a search by TCA code
3. Click **Search**
4. Click to highlight the **Offense(s)** - multiple offenses may be chosen by clicking either the Shift key or Ctrl key
5. Click **Choose**
6. Repeats steps #2-5 until all **Offenses** display in the **Offense List**

If an **Offense** was chosen in error:
1. Click to highlight the **Offense**
2. Click **Delete**
3. Click **OK** to confirm
The selected offense should no longer display in the **Offense List**
4. Enter applicable **Comments**

Note: There will not be an assignment option for secondary orders.

5. Click **Save**
The **Court Order List** screen displays
6. Confirm the new **Non-Custody** court order type displays

Note: The **Additional Info** column indicates the **Initial Court Order** for the episode. Also note that when any of the court orders are selected, the **Discharge** and **Mark in Error** buttons are enabled.

7. Click **Close**

Note: The court orders may also be viewed in the ongoing family case; click **Court** link, **Case Court Actions**, and then click **Search**. The court orders will display in the **Court Actions History** list.

You have completed this storyboard.