



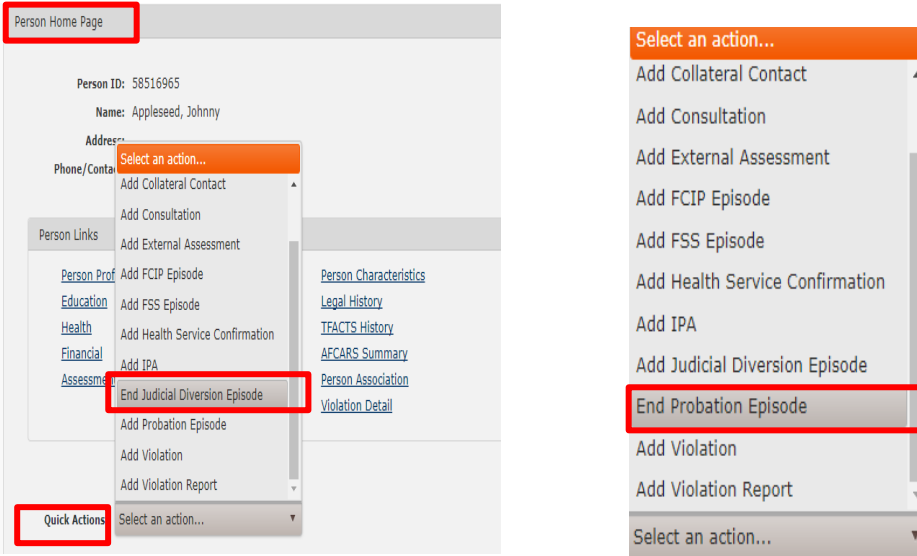
# Storyboard- Discharging a Probation or Judicial Diversion Episode

This storyboard demonstrates how to discharge a Probation or Judicial Diversion episode.

# Discharging a Probation or Judicial Diversion Episode

To discharge a **Probation** or **Judicial Diversion** episode from the youth's **Person Home Page**:

- Click the **Quick Actions** drop down and select the appropriate choice, either **End Probation Episode** or **End Judicial Diversion Episode**.



The **End Probation Episode** or **End Judicial Diversion Episode** screen displays.

- Enter the **End Date** and **End Reason** fields. (The **End Reason** of **Successful-Discharge** was chosen for this example.)
- Click **Save**



## TFACTS Storyboard – Discharging a Probation or Diversion Episode

- The **Out of State** check box may be used for non-Tennessee courts. **Court** name (required) and **Court Address, City, State,** and **Zip Code** are all free-text fields.
- Once applicable fields are entered, click **Save**.

Person Homepage

Non-Custody Episode Header

Type: Probation Begin Date: 07/18/2018

End Probation Episode

Out of State:

End Date: \* 08/08/2017

End Reason: \* Successful - Discharge

Court: \* Destin Juvenile Court

Court Address: 123 Cour Street

City: Destin

State: Florida

Zip Code: 62458

Save Cancel

General definitions of **End Reasons** are listed below:

**End Probation Episode End Reasons** and **End Judicial Diversion Episode End Reasons** are slightly different in some areas. See comparison.

End Probation Episode

Out of State:

End Date: \* 08/08/2017

End Reason: \*

Save Cancel

HOME | HELP & TRAINING

- Successful - Aged Out
- Successful - Discharge
- Successful - Emancipation
- TFACTS Conversion
- Unsuccessful - Aged Out
- Unsuccessful - Discharge
- Unsuccessful - Placed into DCS Custody
- Unsuccessful - Runaway
- Unsuccessful - Transferred to Adult
- Unsuccessful - Transferred to Community/Court Probation

End Judicial Diversion Episode

End Date: \* 08/08/2017

End Reason: \*

Save Cancel

HOME | HELP & TRAINING

- Successful - Aged Out
- Successful - Discharge
- Successful - Emancipation
- Unsuccessful - Aged Out
- Unsuccessful - Discharge
- Unsuccessful - Placed into DCS Custody
- Unsuccessful - Runaway
- Unsuccessful - Transferred to Adult
- Unsuccessful - Transferred to Community/Court Probation
- Unsuccessful - Transferred to Probation

- **Successful Aged Out**- Youth aged out at age 18 or 19 after completing all program requirements.
- **Successful Discharge**- Youth was discharged after completing all program requirements.
- **Successful Emancipation**- Youth was emancipated after completing all program requirements.
- **TFACTS Conversion**- Found only under **Probation** list, used for older conversion cases. DO NOT USE.
- **Unsuccessful Aged Out**- Youth aged out at age 18 or 19 without successfully completing all program requirements or was on runaway.

TFACTS Storyboard – Discharging a Probation or Diversion Episode

- **Unsuccessful-Discharge** –Youth was discharged but did not complete all program requirements.
- **Unsuccessful- Placed into DCS Custody**- Youth entered DCS Custody.
- **Unsuccessful- Runaway**- Youth was on runaway at time of discharge.
- **Unsuccessful- Transferred to Adult**- Youth was transferred to an adult agency, program, or to adult court.
- **Unsuccessful-Transferred to Community/Court Probation**- Youth was transferred to **Community/Court Probation**.
- **Unsuccessful- Transferred to Probation**- Found only under **Judicial Diversion** list, for youth transferring from **Judicial Diversion** to **Probation**.

On the **Person Home Page**, under **Electronic Case File**, the **End Date** for the episode displays.

- The **Electronic Case File** (ECF) is accessed with the **+more** link if the record does not display on the **Person Home Page**.

The screenshot shows the 'Person Home Page' for a user with ID 114448939. Personal details include Name: Appleseed, Johnny; DOB: 01/01/2002; Age: 17 Yrs; Gender: Male; Employee: No. A grid of links provides access to various records like Profile, Education, Health, Financial, Assessment History, Characteristics, Legal History, TFACTS History, AFCARS Summary, Person Association, Monthly Summary, Military History, Merge History, Assignment History, and Documents. Below this is a 'Quick Actions' dropdown. The 'Electronic Case File' section features a table with a '+more' link. The table lists a probation episode from 07/30/2017 to 08/08/2017. To the right is a calendar for July 2019, with the 12th highlighted in orange.

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

## TFACTS Storyboard – Discharging a Probation or Diversion Episode

If the **Electronic Case File (+more)** option is chosen:

- Enter the applicable **Event Type** of either **Probation Episode** or **Judicial Diversion Episode**.
- Click **Search**.
- Click **Select** to view the episode, or click **Close**.

**NOTE:** Upon discharge of episode, the **JJ Probation** (or **Judicial Diversion**) assignment automatically ends. Route the family case for closure when there are no additional services being provided to this family (check for any other case assignments).

Electronic Case File Search Criteria

From Date:  To Date:

Event Type(s): Probation Episode X

Include 'Created In Error' events:

Search Clear Form

Search Results [View Full Narrative](#)

Event Date	Event Summary	Status	End Date
07/30/2017	Probation Episode - Maury County Juvenile Court - Lovell, George Logan - (07/30/2017 - 08/08/2017)	Closed	08/08/2017

10 items per page 1 - 1 of 1 items

Close Print

- To confirm closure of the Probation or Judicial Diversion episode navigate to the family case
  - Click the **Court** link
  - Click the **Case Court Actions** tab
  - Click **Search**

Once the **Probation** or **Judicial Diversion Episode** is discharged, a **Discharge JJ** court order displays and is automatically linked to the original **Probation** or **Judicial Diversion** order.

Case Overview Case Members Legal History **Case Court Actions**

Case Header  
Case ID: 1369330618 Case Name: Appleseed, Johnny Case Status: Open Organization: South Central Region

Court Actions Search Criteria  
Court Action Category:  Action Concerning:   
From:  To:   
Sort Results By: Mapping Default  Include Marked In Error

Search Clear Form

Court Actions History

Result(s) 1 - 2 of 2 Page 1 of 1

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select link court action	07/30/2017	Court Order	Adjudication and Disposition		Appleseed, Johnny	
select link court action	08/08/2017	Court Order	Discharge JJ		Appleseed, Johnny	

Action Category: Mapping Default  Add Action

Close

**You have completed this storyboard**