

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**.

Person ID: 58516965 Add Collateral Contact Name: Applesed, Johnny Add Consultation Address Add Collateral Contact Add Collateral Contact Add Consultation Add Consultation Add External Assessment Add Consultation Add FCIP Episode Add FSS Episode Add FSS Episode Add FSS Episode Add Health Service Confirmation Health Add IPA Person Sessent FEnd Judicial Diversion Episode Add IPA Person Association Violation Episode Violation Detail	erson Home Page			Select an action	
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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

Non-Custody Episode Header	
Type: Probation	Begin Date: 07/30/2017
End Probation Episode	
Out of State:	
End Date: • 08/08/2017	
End Reason: * Successful - Discharge *	
Save	

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- 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:	Court Address: 123 Cour Street
End Date: • 08/08/2017	City: Destin
End Reason: Successful - Discharge	State: Florida 🔹
Court: * Destin Juvenile Court	Zip Code: 62458 X
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		End Judicial D	Diversion Episod	
Out of State: End Date: * End Reason: *	08/08/2017 IIII		End Date: * End Reason: *	08/08/2017
Save Cancel	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	 Save Cance	I <u>P & TRANN</u> G	Successful - Aged Out Successful - Discharge Successful - Emancipation Unsuccessful - Aged Out Unsuccessful - Discharge Unsuccessful - Discharge Unsuccessful - Runaway 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. <u>DO NOT USE</u>.
- **Unsuccessful Aged Out-** Youth aged out at age 18 or 19 without successfully completing all program requirements or was on runaway.

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- **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 <u>+more</u> link if the record does not display on the **Person Home Page.**

Person Ib: 11448939 Gender: Male Name: Appleseed, Johnny D08: 01/01/2002 Address: Page: 17 Yrs Phone/Contact: Employee: No										
Name: Applesed, Johnny D08: 01/01/2002 Address: Age: 17 Yrs Phone/Contat: Employe: No	Person ID: 114448939			Gender: Mai	e					
Address: Age: 17 Ys Phone/Contat: Employee: No erson Links Person Profile Person Characteristics Monthly Summary Persote Person Profile Person Characteristics Monthly Summary Persote Education Legal History Military History Person Herge History Health TACTS History Merge History Sessment History Verson Association Select an action Person Association Documents Verson Yall Verson Yall Verson Yall Electronic Case File Immer July 2019 Verson Yall Select an action Sull No Tu We Th Fr Select an action Select on Clonand Profile Immer July 2019 Verson Yall Sull No Tu We Th Fr Select No Select an action Immer Sull No Tu We Th Fr Select No Select an action Profile Spoole - Marry	Name: Appleseed, Johnny			DOB: 01/	01/2002					
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If the **Electronic Case File** (<u>+more</u>) option is chosen:

- Enter the applicable **Event Type** of either **Probation Episode** or **Judicial Diversion Episode**.
- Click Search.
- Click <u>Select</u> 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 Cr	teria		
Fr	Event Type(s): Probation Episode X		
	To Date: Include 'Created In Error' events:		
Search Clear Form			
Search Results			View Full Narrative
Event Date 🔻	Event Summary	' Status	▼ End Date ▼
select 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 <u>Court</u> link
 - o Click the <u>Case Court Actions</u> tab
 - o 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 Recording	Case ID: 1369330618	Case Name: Appleseed, Jo	ohnny Case Status: (Open Orga	anization: South Central Region	
ASFA Review	Court Actions Search Criter	ia				
Forms/Notices	Court Action Category:	~				
Checklist	Action Concerning: From:		то:			
Assessments	Sort Results By:	Mapping Default		Include Marked In	1 Error	
Investigations Linked	Search Clear Form					
Immediate Protection	Court Actions History					_
Aareement	Result(s) 1 - 2 of 2				Page 1	of 1
Child Care Assistance Program		Action Date Action Category	Action Type	Court Docket # Ac	tion Concerning Additional In	fo
<u>eferral</u>	select link court action 0	7/30/2017 Court Order	Adjudication and Disposition	Apple	eseed, Johnny	
Case Services	select link court action 0	8/08/2017 Court Order	Discharge JJ	Apple	eseed, Johnny	
Court	Action Category Mapping	Default 🔽 Add Action	•			
Placement Referral	Close					

You have completed this storyboard