



Storyboard- Entering a Probation/Diversion/ Aftercare Discharge

This storyboard demonstrates how to enter Probation, Diversion and Aftercare Discharge JJ court orders.

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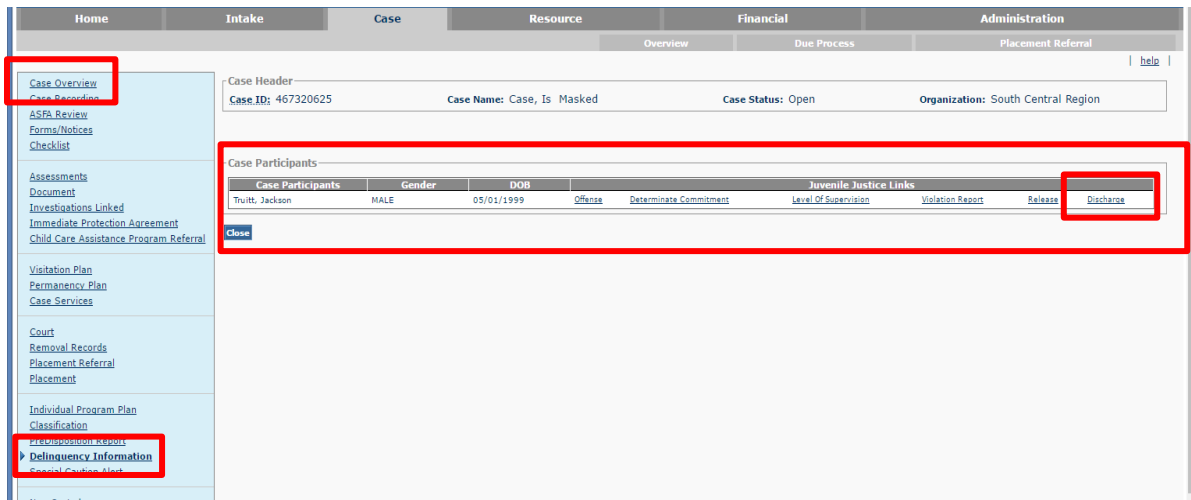
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Entering JJ Discharge Delinquency Information

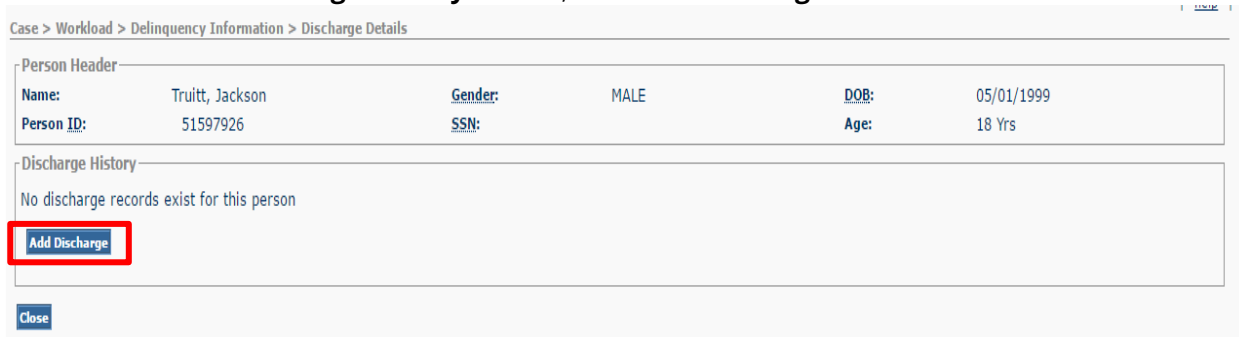
To Discharge a youth from **Probation** or **Diversion** in TFACTS a **Discharge Request** should be entered under the **Delinquency Information** link, and a **Discharge JJ** Court Order must be entered under the **Court** link. To discharge from **Aftercare**, only a **Discharge JJ** Court Order needs to be entered under the **Court** link.

Once the **Discharge JJ** order is linked, the **JJ Probation** assignment will no longer appear on the workload; therefore, we will first discuss what is needed on the **Delinquency Information** link.

- From the **Case Overview** screen, click on the **Delinquency Information** link from the left navigation menu
- In the **Delinquency Information** screen, click the **Discharge** link to enter the discharge information



- Under the **Discharge History** section, click **Add Discharge**



- In the **Discharge Details** section, choose the **Current Status** option that best fits which discharge type you need. Discharge options discussed in this storyboard are **Probation**, **Diversion**, and **Aftercare**. We will choose **Probation** for this demonstration.

Case > Workload > Delinquency Information>Discharge Details | help |

Person Header

Name:	Truitt, Jackson	Gender:	MALE	DOB:	05/01/1999
Person ID:	51597926	SSN:		Age:	18 Yrs

Discharge Details

Current Status: *	<div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> Mapping Default Aftercare Custody - Determinate Custody - Indeterminate Diversion ICJ Probation </div>	ST
JJ Discharge CFTM Date: *	<input type="text"/>	Link CFTM
Recommended By:	<input type="text"/>	Recommended Discharge Date: *
Office Location:	<input type="text"/>	<input type="text"/>
Discharge Summary: *	<input type="text"/>	

- Enter **JJ Discharge CFTM Date**, **Recommended Discharge Date**, and the **Discharge Summary**
- Click **Link CFTM** to link the **Discharge JJ CFTM** if one has been entered.
- Click **Apply**
- Enter the **Discharge Summary** narrative. This narrative must be a comprehensive synopsis of the youth's supervision period from the date of the Probation or Custody date to the end of the case. See Policy **13.31 Discharge of Delinquent Youth from Probation/Aftercare** for what must be addressed in the summary
- Under the **Approval Tracking** section, enter the **Date Submitted to Court**, the **Court Decision**, and the **Court Decision Date**
- Enter the date the request was submitted to Central Office under **Date Submitted to Regional/Central Office**
- Central Office will enter the **Regional/Central Office Decision** and the **Regional/Central Office Decision Date**
- Click **Save**

TFACTS Storyboard -Entering a Probation/Diversion/Aftercare Discharge

Case > Workload > Delinquency Information>Discharge Details | help |

Person Header

Name:	Truitt, Jackson	Gender:	MALE	DOB:	05/01/1999
Person ID:	51597926	SSN:		Age:	18 Yrs

Discharge Details

Current Status: * Probation

JJ Discharge CFTM Date: * 05/01/2017 [Link CFTM](#) **Recommended Discharge Date:** * 06/01/2017

Recommended By: Flagiello, Renay
Office Location: 13 DCS Employee-Active ST
South Central, TN 00000

Discharge Summary: *
Discharge Summary Narrative here.....must be a comprehensive synopsis of the youth's supervision period from the date of the Probation or Custody date to the end of the case. See Policy 13.31 Discharge of Delinquent Youth from Probation/Aftercare for what must be addressed in the summary.

Spell Check

Approval Tracking

Date Submitted to Court:	05/01/2017	Court Decision:	Approved	Court Decision Date:	05/01/2017
Date Submitted to Regional / Central Office:	05/01/2017	Regional / Central Office Decision:	Approved	Regional / Central Office Decision Date:	05/01/2017

Court Notified Date:
Victim Notification Requested Date:
Victim Notification Date:
ICJ Notified Date:

The discharge is now displayed in the **Discharge History** screen. Once the discharge request has been entered under the **Delinquency Information** link, the **Discharge JJ Court Order** is entered under the **Court** link in the **Case Court Actions** section discussed in our next section.

- Click **Close**

Your data has been saved [close confirmation](#)

Case > Workload > Delinquency Information > Discharge Details

Person Header

Name:	Truitt, Jackson	Gender:	MALE	DOB:	05/01/1999
Person ID:	51597926	SSN:		Age:	18 Yrs

Discharge History

	Discharge CFTM Date	Recommended Discharge Date	Court Decision	Regional / Central Office Decision	
select report	05/01/2017	06/01/2017	Approved	Approved	documents

Continue to next sub topic

Navigating to the Case Court Actions Screen

- From the **Case Overview** screen, click **Court**
- The **Case Members Legal History** screen appears; click **Case Court Actions**

The screenshot shows the 'Case Members Legal History' screen. On the left is a navigation menu with 'Case Overview' and 'Court' highlighted with red boxes. The main content area has 'Case Court Actions' highlighted with a red box. Below this, there is a 'Case Header' section with fields for Case ID, Case Name, Case Status, and Organization (Smoky Mountain Region). A 'Case Members' section contains the text 'No Court records have been created for this case.' and a 'Close' button.

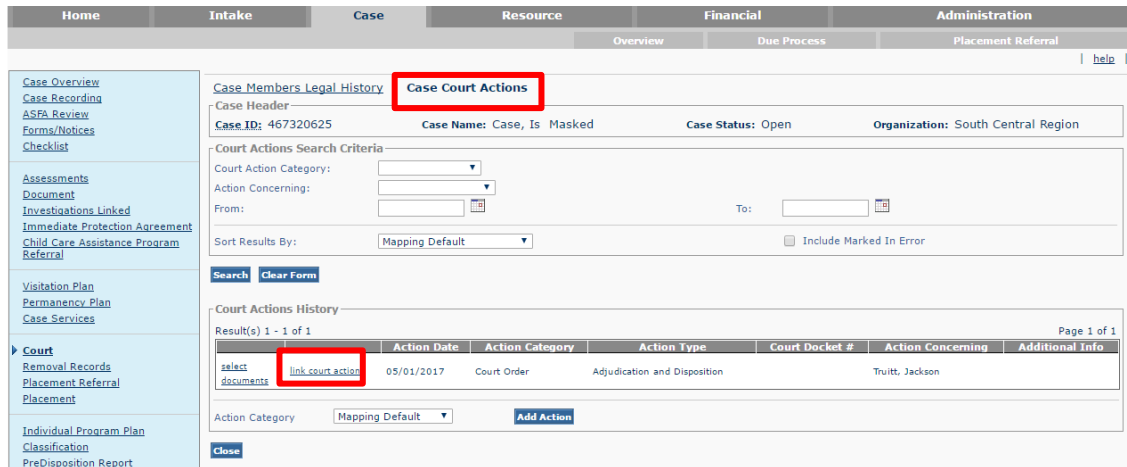
- The **Case Court Actions** screen is displayed
- Click **Search** to view any existing Court Actions or to add a new Court Action

The screenshot shows the 'Case Court Actions' search screen. The 'Case Court Actions' tab is highlighted with a red box. The 'Case Header' section shows Case ID: 2E, Case Name: (, Case Status: , and Organization: Smoky Mountain Region. Below this is the 'Court Actions Search Criteria' section with fields for Court Action Category, Action Concerning, From, To, and Sort Results By (Mapping Default). There is an 'Include Marked In Error' checkbox. At the bottom, there are 'Search' and 'Clear Form' buttons, with 'Search' highlighted by a red box, and a 'Close' button.

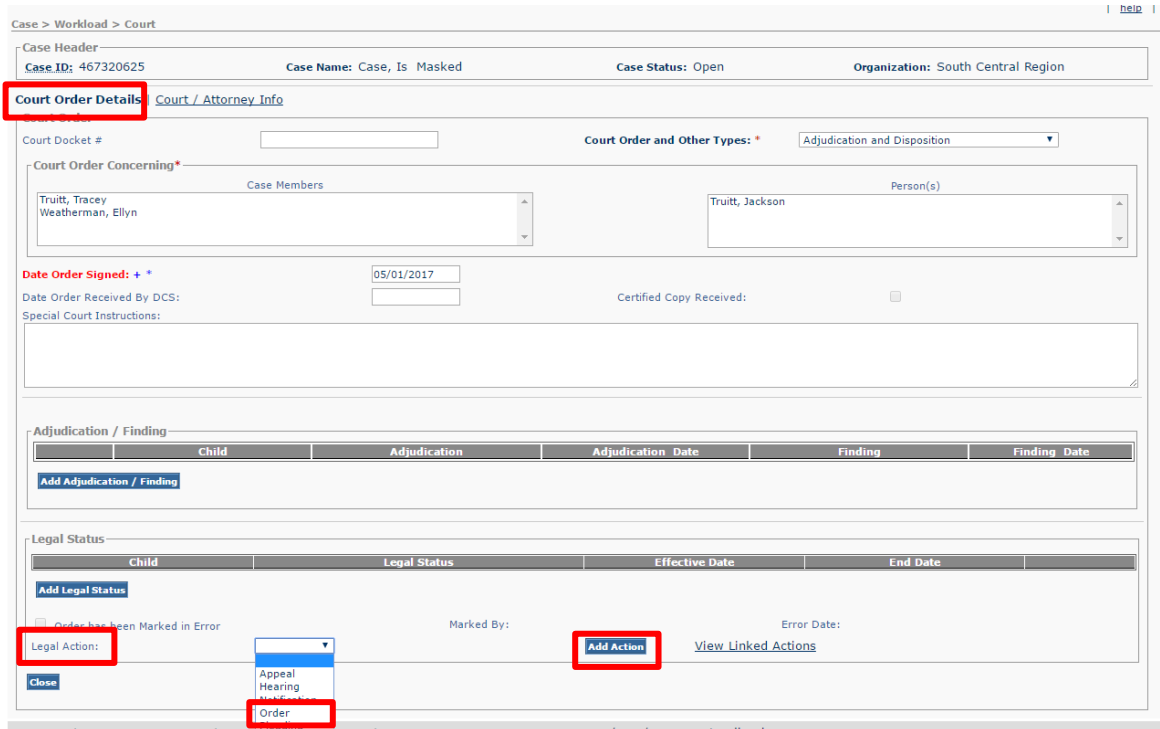
Continue to the next sub topic

Linking Probation and Diversion Discharge Orders

- Under the **Case Court Actions** tab, locate the originating order under the **Court Actions History** list
- Click the **Link Court Actions** link on the line of the originating Court Order
- **NOTE:** In our example we are using a **Probation** order (Adjudication and Disposition is the Court Order type). These steps are the same whether you are ending Probation or Diversion.



- Scroll to the bottom of the **Court Order Details** screen
- Click the **Legal Action** drop down, choose **Order**
- Click **Add Action**



Continue to next sub topic

Adding Court Order Details

From the **Court Order Details** screen, enter the **Discharge Court Order** information in the following fields:

- **Court Docket #** - Enter docket number if appropriate (not a required field)
- **Court Order and Other Types** – Select **Discharge JJ**
- **Case Members** section will list all case members in the family case on the left. Select the youth’s name that the Order is concerning, click **Add** button. The case member will now appear in the **Person(s)** section on the right
- **Date Order Signed** – Enter the date the youth discharged
- **Date Order Received by DCS** – Enter the date the order was received by DCS (not a required field)
- **Certified Copy Received** – Checkmark if appropriate
- **Special Court Instructions** – Enter comments as needed (not a required field)
- Click **Apply**

The screenshot shows the 'Court Order Details' screen in the TFACTS system. The breadcrumb trail is 'Case > Workload > Court'. The case header includes 'Case ID: 467320625', 'Case Name: Case, Is Masked', 'Case Status: Open', and 'Organization: South Central Region'. The 'Court Order Details' section is highlighted with a red box. Below it, the 'Court Order' section contains several fields: 'Court Docket #' (empty), 'Court Order and Other Types: *' (set to 'Discharge JJ'), 'Court Order Concerning*' (with 'Case Members' and 'Person(s)' sub-sections). The 'Case Members' list includes 'Truitt, Jackson' and 'W...', with an 'Add >' button. The 'Person(s)' list includes 'Truitt, Jackson' and a '< Remove' button. Other fields include 'Date Order Signed: + *' (05/11/2017), 'Date Order Received By DCS:' (empty), 'Special Court Instructions:' (empty), and 'Certified Copy Received:' (checkbox). Red boxes highlight the 'Court Order Details' tab, the 'Discharge JJ' dropdown, the 'Add >' button, the 'Date Order Signed' field, the 'Certified Copy Received' checkbox, and the 'Special Court Instructions' text area.

Continue to next sub topic

Adding the Court / Attorney Info

When linking Court Orders, the existing original Court Order's **Court/Attorney Info** (County, Court, and Judge) will automatically display under the **Court/Attorney Info** screen. If a different County, Court or Judge handled the Discharge JJ order, this can be updated using the following steps.

- Click **Court / Attorney Info**
- **County** – Use the dropdown to select the appropriate selection
- **Out of State** – Check-mark if appropriate
- **Court** – Use the dropdown to select the Court
- **Court Address, City, State, and Zip** auto populates based upon Court selected
- **Judge Name** – Select from dropdown list (this is not a required field)
- **Attorney / Representative** – This section allows you to add an **Attorney** or **Court Representative** if needed (this is not a required field)
 - **Type** – Use the dropdown to select the role of Representative
 - **Name** - Click **Person Search** and select/add the appropriate person
 - **Represents** – Use the dropdown to select the appropriate person
 - Click **Add**
- Click **Apply** (Warning: Do not click Save during the linking of an order, only Apply)
- Click **Court Order Details** to complete the remainder of the court order

Case > Workload > Court

Case Header

Case ID: 286 Case Name: Coop, Case Status: Organization: Smoky Mountain Region

Court Order Details **Court / Attorney Info**

Court

County: * Jefferson Out Of State

Court: + * Jefferson County Juvenile Court

Judge Name: Dennis Edward "Will" Roach II

Court Address: 710 PO BOX
DANDRIDGE, TN 37725-0710 City: DANDRIDGE
State: Tennessee Zip Code: 0710

Attorney / Representative

Type: Name: Person Search Represents:

Add

Attorney Type	Name	Represents
/ Defense		

Apply Save Cancel

Continue to next sub topic

Adding an Adjudication/Finding

- On the **Court Order Details** screen, click **Add Adjudication / Finding**

The screenshot shows a table with columns: Child, Adjudication, Adjudication Date, Finding, and Finding Date. Below the table is a button labeled 'Add Adjudication / Finding', which is highlighted with a red box.

- Person Concerning** – Select the youth from the dropdown
- Adjudication Type and Adjudication Date**- not applicable when entering Release or Discharge Orders
- Finding** – Select **Discharge JJ**
- Finding Date** – This date should match the **Discharge** date
- Comments** – if appropriate (not a required field)
- Click **OK**

The screenshot shows the 'Adjudication / Court Findings Details' screen. The 'Person Concerning' dropdown is set to 'Truitt, Jackson'. The 'Finding' dropdown is set to 'Discharge - (JJ)'. The 'Finding Date' is set to '05/11/2017'. The 'OK' button at the bottom left is highlighted with a red box.

The **Court Order Details** screen displays

- Click **Save** to complete the linking of the order

The screenshot shows three buttons: 'Apply', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

NOTE: You may have to refresh the **Case Court Actions** screen to view the **Discharge JJ** order once completed.

Continue to next sub topic

Confirming the Linked Order

- If you wish to confirm that the two orders are successfully linked, click **Link Court Action** link for the Order the Discharge was linked to (in our example, we would click **Link Court Action** for the **Adjudication and Disposition** order).

Case Court Actions

Case ID: 467320625 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region

Court Actions Search Criteria

Court Action Category: [Dropdown]
 Action Concerning: [Dropdown]
 From: [Text] To: [Text]
 Sort Results By: Mapping Default [Dropdown] Include Marked In Error

Search Clear Form

Court Actions History

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

select documents	link court action	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
	link court action	05/01/2017	Court Order	Adjudication and Disposition		Truitt, Jackson	
	link court action	05/11/2017	Court Order	Discharge JJ		Truitt, Jackson	

Action Category: Mapping Default [Dropdown] Add Action

Close

- Scroll to the bottom of the screen
- Click **View Linked Actions** link

Child Legal Status Effective Date End Date

Add Legal Status

Order has been Marked in Error Marked By: [Text] Error Date: [Text]

Legal Action: [Dropdown] Add Action View Linked Actions

Close

- NOTE:** You can confirm the order is linked here. Notice that there is an **Unlink** option if the wrong order was linked. Do not click the **Unlink** option if the order is linked correctly
- Click **Close**

Case > Workload > Court

Case ID: 467320625 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region

Originating Court Action
 Category: Court Order Action Type: Adjudication and Disposition Court Docket #: [Text]

Linked Court Actions

Unlink	Date	Category	Type	Docket #	Action Concerning	Additional Info.
Unlink	05/11/2017	Court Order	Discharge JJ		Truitt Jackson	

Close

- Click **Close** again to return to the **Case Court Actions** screen

Child Legal Status Effective Date End Date

Add Legal Status

Order has been Marked in Error Marked By: [Text] Error Date: [Text]

Legal Action: [Dropdown] Add Action View Linked Actions

Close

- NOTE:** The **JJ Probation** assignment should automatically end once the **Discharge JJ** order has been linked to the originating Court Order.

Continue to the next sub-topic

Linking Discharge JJ Orders to End Aftercare

Discharge JJ orders ending **Aftercare** episode are handled slightly different from other **Discharge JJ** orders (such as Probation or Diversion).

When a JJ Custodial episode ends, a **Release JJ** order is entered and linked to the **Originating** Court Custody Order. In the **Adjudication/Finding** section of that **Release JJ** order, the **Finding** is either **Release (JJ)** or **Released to Aftercare (JJ)**. If the youth has **Aftercare** services, once they are completed, a **Discharge JJ** Order is linked to the **Release JJ** order to end the Aftercare episode.

IMPORTANT: If the youth is Released from Custody and Discharged the same day, then the Finding would simply have been Release JJ and there is no Aftercare.

- If **Aftercare** services were provided once those services are completed the **Discharge JJ** Order would be linked to the **Release JJ** Order
- If there were no **Aftercare** services (the Finding would have been Release JJ) and both the **Release JJ** order and the **Discharge JJ** order are linked to the Originating Court Custody Order

The directions for linking the Aftercare **Discharge JJ** order are basically the same as we have discussed earlier in this storyboard.

- If the youth received **Aftercare** services, search for the **Release JJ** order under **Case Court Actions**
- Click the **Link Court Action** for the **Release JJ** order

The screenshot shows the TFACTS Case Court Actions interface. The 'Case Court Actions' tab is selected and highlighted with a red box. The 'Court' menu item in the left sidebar is also highlighted with a red box. The main content area shows search criteria and a table of court actions. One action is highlighted with a red box: 'link court action' on 01/15/2017.

Case ID	Case Name	Case Status	Organization
10400220	Case, Is Masked	Open	South Central Region

Case ID	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
10400220	01/15/2017	Court Order	Release JJ		Bahls, Humberto	

- Scroll to the bottom of the screen
- Click the **Legal Action** drop down, choose **Order**
- Click **Add Action**

TFACTS Storyboard - Entering a Probation/Diversion/Aftercare Discharge

Case > Workload > Court

Case Header
 Case ID: 10400220 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region

Court Order Details | Court / Attorney Info

Court Order
 Court Docket # [] Court Order and Other Types: * [Release JJ]

Court Order Concerning*
 Case Members: Bahls, Darcie; Weathers, Wally; Onitsuka, Dominica; Onitsuka, Valentina
 Person(s): Bahls, Humberto

Date Order Signed: + * [01/15/2017]
 Date Order Received By DCS: [] Certified Copy Received:

Special Court Instructions: []

Adjudication / Finding

Child	Adjudication	Adjudication Date	Finding	Finding Date
[Add Adjudication / Finding]				

Legal Status

Child	Legal Status	Effective Date	End Date
[Add Legal Status]			

Order has been Marked in Error Marked By: [] Error Date: []

Legal Action: [Order] [Add Action] [View Linked Actions](#)

[Close]

- Complete the Court Order fields as described on pages 7-9 (**Adding Court Details**, **Adding Court/Attorney Info**, and **Adding an Adjudication/Finding sections**) to enter the **Discharge JJ** Court Order.
- Once the Aftercare **Discharge JJ** order is linked to the **Release JJ** order, you will be returned to the **Case Court Actions** screen where you can then view both orders.
- The linking process is complete. Notice the dates for **Release JJ** and **Discharge JJ** are **different** which indicates that Aftercare services were provided.

Home Intake Case Resource Financial Administration

Overview Due Process Placement Referral

Case Members Legal History | Case Court Actions

Case Header
 Case ID: 10400220 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region

Court Actions Search Criteria
 Court Action Category: []
 Action Concerning: []
 From: [01/01/2017] To: [05/18/2017]
 Sort Results By: [Mapping Default] Include Marked In Error

[Search] [Clear Form]

Court Actions History

Result(s) 1 - 2 of 2

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select documents link court action	01/15/2017	Court Order	Release JJ		Bahls, Humberto	
select documents link court action	05/17/2017	Court Order	Discharge JJ		Bahls, Humberto	

Action Category: [Mapping Default] [Add Action]

[Close]

- If the youth was **Released** from Custody and **Discharged** on the **same date** with no Aftercare services provided, locate the **Custody Removal** originating Court Custody Order under **Case Court Actions**.

TFACTS Storyboard - Entering a Probation/Diversion/Aftercare Discharge

- Click the **Link Court Action** for the **Custody Removal** record

Case Overview
Case Recording
ASFA Review
Forms/Notices
Checklist

Assessments
Investigations Linked
Document
Immediate Protection Agreement
Child Care Assistance Program Referral

Visitation Plan
Permanency Plan
Case Services

Court
Removal Records
Placement Referral
Placement

Individual Program Plan
Classification
PreDisposition Report

Case Members Legal History
Case Court Actions

Case Header
Case ID: 10400220 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region

Court Actions Search Criteria
Court Action Category: Bahls, Humberto
Action Concerning: Bahls, Humberto
From: 07/01/2015 To: 07/01/2015
Sort Results By: Mapping Default Include Marked In Error

Search Clear Form

Court Actions History
Results 1 - 1 of 1 Page 1 of 1

link court action	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select documents	07/01/2015	Court Order	Custody Removal (Initial)		Bahls, Humberto	

Action Category: Mapping Default Add Action

Close

- Scroll to the bottom of the screen
- Click the **Legal Action** drop down, choose **Order**
- Click **Add Action**

Legal Status

Child	Legal Status	Effective Date	End Date
Bahls, Humberto	DCS Custody - Court Ordered	07/24/2015	01/15/2017

Add Legal Status

Order has been Marked in Error Marked By: Error Date:

Legal Action: Order Add Action View Linked Actions

Close

- Complete the Court Order fields for adding the **Release JJ** Order
- Upon completion of entry of the **Release JJ** Order, return to **Case Court Actions** and again locate the **Custody Commitment** Order.
- Click the **Link Court Action** for the **Custody Removal** record
- Scroll to the bottom of the screen
- Click the **Legal Action** drop down, choose **Order**
- Click **Add Action**
- Complete the Court Order field for adding the **Discharge JJ** Order
- When finished with the linking, the **Case Court Actions** screen should look like the screen below if the **Release JJ** and **Discharge JJ** occurred on the same date.

Case Services

Court
Removal Records
Placement Referral
Placement

Individual Program Plan
Classification
PreDisposition Report
Delinquency Information
Special Caution Alert

Non-Custody

Case Members Legal History
Case Court Actions

Court Actions Search Criteria
Court Action Category: Bahls, Humberto
Action Concerning: Bahls, Humberto
From: 07/01/2015 To: 07/01/2015
Sort Results By: Mapping Default Include Marked In Error

Search Clear Form

Court Actions History
Results 1 - 3 of 3 Page 1 of 1

link court action	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select documents	07/01/2015	Court Order	Custody Removal (Initial)		Bahls, Humberto	
select documents	07/24/2015	Court Order	Discharge JJ		Bahls, Humberto	
select documents	07/24/2015	Court Order	Release JJ		Bahls, Humberto	

Action Category: Mapping Default Add Action

Close

You have completed this storyboard