

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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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 <u>Delinquency Information</u> link from the left navigation menu
- In the **Delinquency Information** screen, click the **Discharge** link to enter the discharge information

Home	Intake	Case	Resourc	e	Fina	ancial	Admi	inistration	
								acement Refe	
Case Overview	Case Header		Case Name: Case. Is Ma	sked	Case S	itatus: Open	Organization: Sou	ith Central R	<u>help</u>
ASFA Review Forms/Notices Checklist									
Assessments	Case Participants	Gender	DOB			Juvenile Justice Li	nks		
Investigations Linked Immediate Protection Agreement Child Care Assistance Program Referral	Truitt, Jackson	MALE	05/01/1999	<u>Offense</u> <u>Determi</u>	nate Commitment	Level Of Supervision	Violation Report	<u>Release</u>	Discharge
<u>Visitation Plan</u> Permanency Plan <u>Case Services</u>									
<u>Court</u> Removal Records Placement Referral Placement									
Individual Program Plan Classification Previsionment Report Delinguency Information Sessiol Courses Alext									

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

<u>c</u>	Case > Workload > Deline	quency Information > Discharge Details				
	Person Header					
	Name:	Truitt, Jackson	Gender:	MALE	DOB:	05/01/1999
	Person ID:	51597926	SSN:		Age:	18 Yrs
	- Discharge History —					
	No discharge records	exist for this person				
	Add Discharge					
	Close					

• 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 > Delinque	ncy Information>Discharge De	tails					
Person Header							
Name:	Truitt, Jackson		Gen	der: MAI		DOB:	05/01/1999
Person ID:	51597926		SSN	¢		Age:	18 Yrs
Discharge Details							
Current Status: *							
JJ Discharge CFTM Date: *		Manning Default		Link CFTM	Recommended Discharge Date:	*	
Recommended By:		Aftercare					
Office Location:		Custody - Determinate	ST				
		Diversion					
Discharge Summary: *		ICJ					
		Probation					

- 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

Person Header										
Name:	Truitt, Jackson			Gender:	MALE	DC	DB:	05/01/1999		
Person ID:	51597926			SSN:		Ag	je:	18 Yrs		
)ischarge Details										
Current Status: *		Probation	٣							_
J Discharge CFTM Date: *		05/01/2017			Link CFTM	Recommended Discharge Date: *		06/01/2017		
ecommended By:		Flagiello,Rena	/							
Office Location:		13 DCS Emplo	yee-Active S	ST						
		Journ Central	111 00000							
ischarge Summary: *										
ischarge Summary: * Discharge Summary Narrative he	eremust be a compreh	nensive synopsis of the	youth's super-	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	of Delinguent Youth from F	Probation/Aftercare f	for what
Nischarge Summary: * Discharge Summary Narrative he nust be addressed in the summa	eremust be a compreh ary.	nensive synopsis of the	youth's super	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	of Delinquent Youth from F	Probation/Aftercare f	for what
Discharge Summary: * Discharge Summary Narrative he must be addressed in the summa	eremust be a compreh ary.	nensive synopsis of the	youth's super	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	of Delinquent Youth from F	Probation/Aftercare f	for what
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Jischarge Summary: ** Discharge Summary Narrative he must be addressed in the summa Spell Check Clear Approval Tracking	eremust be a compreh ary.	nensive synopsis of the	youth's super	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	f Delinquent Youth from F	Probation/Aftercare f	for what
Discharge Summary: * Discharge Summary Narrative he must be addressed in the summa Spell Check Clear Approval Tracking	eremust be a compreh ary.	nensive synopsis of the 3964	youth's super-	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	of Delinquent Youth from F	Probation/Aftercare f	for what
Jischarge Summary: * Discharge Summary Narrative he must be addressed in the summar SpeliCheck Clear Approval Tracking Date Submitted to Court: Court Decision:	eremust be a compref	nensive synopsis of the 3964	youth's super 05/01/2017 Approved T	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	05/01/2017	Probation/Aftercare f	for what
Discharge Summary: * Discharge Summary Narrative he must be addressed in the summar Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Recional / Ce	eremust be a compreh ary.	nensive synopsis of the	youth's super 05/01/2017 Approved ▼ 05/01/2017	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	05/01/2017	Probation/Aftercare f	for what
Discharge Summary: * Discharge Summary Narrative he must be addressed in the summar Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Ce Paeinoal / Central Office Decision:	eremust be a compreh ary. entral Office:	1964	youth's super 05/01/2017 Approved ▼ 05/01/2017	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	05/01/2017	irobation/Aftercare f	for what
Discharge Summary: ** Discharge Summary Narrative h must be addressed in the summa Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Ce Regional / Central Office Decisio	eremust be a compreh ary. entral Office: on:	19964	youth's super 05/01/2017 Approved ▼ 05/01/2017	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol Court Decision Date: Regional / Central Office Decision Date:	licy 13.31 Discharge o	05/01/2017	robation/Aftercare f	for what
Discharge Summary: ** Discharge Summary Narrative In must be addressed in the summa Spell Chuck Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Ce Regional / Central Office Decisio	eremust be a compreh ary. entral Office: on:	3964	youth's super 05/01/2017 Approved ¥ 05/01/2017 Approved ¥	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	05/01/2017	robation/Aftercare f	for what
bischarge Summary: * Discharge Summary Narrative he must be addressed in the summar Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Central Office Decisio Court Notified Date:	eremust be a compreh ary. entral Office: on:	3964	youth's super 05/01/2017 Approved V 05/01/2017 Approved V	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol	licy 13.31 Discharge o	05/01/2017	rrobation/Aftercare f	for what
bischarge Summary: * Discharge Summary Narrative he must be addressed in the summar Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Central Office Decisio Court Notified Date: inform Notification Reguested Date	eremust be a compreh ary. entral Office: on:	3964	05/01/2017 Approved V 05/01/2017 Approved V	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol Court Decision Date: Regional / Central Office Decision Date: Victim Notification Date:	licy 13.31 Discharge o	o5/01/2017	robation/Aftercare f	for what
Discharge Summary: ** Discharge Summary Narrative h must be addressed in the summa Spell Check Clear Approval Tracking Date Submitted to Court: Court Decision: Date Submitted to Regional / Ce Regional / Central Office Decisio Court Notified Date: Victim Notification Requested Date	eremust be a compreh ary. entral Office: on: ie:	3964	05/01/2017 Approved ¥ 05/01/2017 Approved ¥	vision period from	the date of the Probation o	Custody date to the end of the case. See Pol Court Decision Date: Regional / Central Office Decision Date: Victim Notification Date:	licy 13.31 Discharge o	05/01/2017	rrobation/Aftercare f	for what

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					⊠ <u>close confirmation</u>
Case > Workloa	d > Delinquency Information > Discharge Det	ails				
Person Head	er					
Name:	Truitt, Jackson	Gender:	MALE	DOB:	05/01/1999	
Person ID:	51597926	SSN:		Age:	18 Yrs	
Discharge His	story					
	Discharge CFTM Date	Recommended Discharge Date	Court Decision	Regional /	Central Office Decision	
select report	05/01/2017	06/01/2017	Approved	Approved		documents
Add Discharge						
Close						

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

Case Overview	Case Members Legal History	Case Court Actions		
Case Recording	Case ID:	Case Name: (,	Case Status:	Organization: Smoky Mountain Region
ASFA Review				
Forms/Notices	Case Members			
Checklist	No Court records have been cre	ated for this case.		
Assessments	Close			
Document				
Investigations Linked				
Immediate Protection				
Agreement				
Child Care Assistance Program				
Visitation Plan				
Permanency Plan				
Case Services				
▶ <u>Court</u>				
Removal Records				

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

Case Overview	Case Members Legal History	
Case Recording	Case ID: 28 Case Name: (Case Status: Organization: Smoky Mountain Region
ASFA Review	Court Actions Search Criteria	
Forms/Notices	Court Action Category:	
Checklist	Action Concerning:	
	From:	To:
Assessments	Sort Results By: Mapping Default	Include Marked In Error
Document	Search Clear Form	
Investigations Linked		
Immediate Protection	Close	
Agreement		

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.

			Overview	Du	e Process	Placeme	nt Referral
							<u>help</u>
Case Overview Case Recording ASFA Review	Case Members Legal History Case Header	Case Court Actions					
Forms/Notices	Case ID: 467320625	Case Name: Case, Is	Masked	Case Status: Op	ben	Organization: South C	entral Region
Checklist	Court Actions Search Criteria						
Assessments	Court Action Category:	T					
Document Investigations Linked	Action Concerning:			To:			
Child Care Assistance Program Referral	Sort Results By:	lapping Default 🔹			Include Mark	ed In Error	
Visitation Plan	Search Clear Form						
Permanency Plan	Court Actions History						
	Result(s) 1 - 1 of 1						Page 1 of 1
Court		Action Date Action Ca	egory Action	Туре (Court Docket #	Action Concerning	Additional Info
<u>Removal Records</u> <u>Placement Referral</u>	documents	05/01/2017 Court Order	Adjudication and D	isposition		Truitt, Jackson	
Placement	Action Category Mapping E	efault 🔻 🔥	Action				
Individual Program Plan							
<u>classification</u>	Close						

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

Case ID: 467320625	Case Name: Case, Is Masked	Case Status: Open	Organization: South	Central Region
urt Order Details	orney Info			
ourt Docket #		Court Order and Other Types: *	Adjudication and Disposition	¥
Court Order Concerning*				
	Case Members		Person(s)	
Truitt, Tracey Weatherman, Ellyn		Truitt, Jack	son	
ite Order Signed: + *	05/01/2017			
ate Order Received By DCS:		Certified Copy Received:		
pecial Court Instructions:				
Adjudication / Finding	Adjudication	Adjudication Date	Finding	Finding Date
Adjudication / Finding Chile Add Adjudication / Finding	Adjudication	Adjudication Date	Finding	Finding Date
Adjudication / Finding Chile Add Adjudication / Finding Legal Status	Adjudication	Adjudication Date	Finding	Finding Date
Adjudication / FindingChild	Adjudication	Adjudication Date	Finding	Finding Date
Adjudication / Finding Child Add Adjudication / Finding Legal Status Child Add Legal Status	Adjudication	Adjudication Date	Finding End Date	Finding Date
Adjudication / Finding Child Add Adjudication / Finding Legal Status Child Add Legal Status Quide Legal Status Quide Legal Status Legal Action:	Adjudication Legal Status Marku	Adjudication Date Adjudication Date Effective Date ed By: View Linked	Finding End Date Error Date: Actions	Finding Date
Adjudication / Finding Adjudication / Finding Legal Status Child Add Legal Status Child Add Legal Status Code has been Marked in Error Legal Action: Stose	Adjudication Adjudication Legal Status Marke	Adjudication Date	Finding	Finding Date

Continue to next sub topic

| <u>help</u> |

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**

Case > Workload > Court Case Header <u>Case ID:</u> 467320625	Case Name: Case, Is Masked	Case Status: Open	Organization: South Central Region	<u>help</u>
Court Order Details Court / Attorney Inf	<u>io</u>			
Court Docket #	_	Court Order and Other Types: *	Discharge JJ	
Court Order Concerning*	Members	Add > < Remove	Person(s)	
Date Order Signed: + * Date Order Received By DCS: Special Court Instructions:	05/11/2017	Certified Copy Received:		

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
 - o 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

ase > Workload	> Court			
Case Header— Case ID: 286	Case Name	: Coop,	Case Status:	Organization: Smoky Mountain Region
<u>Court Order Det</u>	ails 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			
State:	DANDRIDGE, TN 37725-0710 Tennessee	City: Zip Code:	DANDRIDGE 0710	
Attorney / Rep	resentative			
Гуре:	V	Name:	Person Search	Represents:
Add				
	Attorney Type		Name	Denrecentc
/ Defense			Hume	Koprosulto
,				
	Cancel			
Appry Save	Cancer			

Adding an Adjudication/Finding

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

Adjudication / Finding										
	Child	Adjudication	Adjudication Date	Finding	Finding Date					
Add Adjudicz	ation / Finding									
.egal Status										

- **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**

ase ID: 467320625	Case Name: Case, Is Masked	Cas	se Status: Open	Organization: South Central Region
Adjudication / Court Findings Details—				
Person Concerning:* Truitt, Jac	ckson 🔻			
Adjudication Information				
Adjudication Type:	▼	Adjudication Date:	[
Offenses				
TCA Code		Offense		Class
Add Offense				
Court Findings				
Finding:* Discharge - (JJ)	•	Finding Date:*	05/11/2017	
Comments:				
				~
ASEA Court Order Language				
ASFA Court Order Language				
1. Reasonable Efforts were made to pre-	event removal		•	
2. Reasonable Efforts could not be mad	de due to emergent circumstan	ces	•	
3. Contrary to weirare or child to rema	in in nome/community		•	
A. Reasonable Efforts are being made t	to achieve permanency		•	
B. Reasonable Efforts are not being ma	ade		T	
C. Reasonable Efforts are NOT required	ł		T	
Reason:		•		

The **Court Order Details** screen displays

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

Apply Save	Cancel					
	,					

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

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).

			Overview		Placement R	
	1					
Case Overview	Case Members Legal History	Case Court Actions				
ASFA Review	Case Header					
orms/Notices	Case ID: 467320625	Case Name: Case, Is Mas	ked Case	Status: Open	Organization: South Centr	al Region
hecklist	Court Actions Search Criteria	I				
ssessments	Court Action Category:	T				
Document	Action Concerning:					
nvestigations Linked	From:			To:		
mmediate Protection Agreement	Cart Darrolla Duy	Manufas Default		🔲 Tasluda Ma	sked In Error	
eferral	Soft Results by.	happing Default				
	Search Clear Form					
Isitation Plan						
ase Services	Court Actions History					
	Result(s) 1 - 2 of 2					Page 1
ourt		Action Date Action Category	Action Type	Court Docket #	Action Concerning A	dditional In
emoval Rec <mark>iros</mark> lacement Referral	documents	05/01/2017 Court Order	Adjudication and Dispositi	ion	Truitt, Jackson	
lacement	select the sector					
	documents	05/11/2017 Court Order	Discharge JJ		Iruitt, Jackson	
ndividual Program Plan						
reDisposition Report	Action Category Mapping	Default Add Action				
elinquency Information	Clore					
pecial Caution Alert						
Child	L	egal Status	Effective Date	e	End Date	
Add I ame Chattan						
Add Legal Status						
Add Legal Status Order has been Marked in Er	Tor	Marked By:	_	e:		
Add Legal Status Order has been Marked in Er Legal Action:	TOT	Marked By:	Add Action View	Linked Actions		
Add Legal Status Order has been Marked in Er Legal Action:	rror 	Marked By:	Add Action	Linked Actions		
Add Legal Status Order has been Marked in Er Legal Action: Close	TTOP	Marked By:	Add Action	Linked Actions		
Add Legal Status Order has been Marked in Er Legal Action: Close NOTE: Yr	nor	Marked By:	Add Action View	Linked Actions	s an U nlink	
Add Legal Status Order has been Marked in Er Legal Action: Iose NOTE: YC	ou can confirm th	Marked By:	Add Action View	Linked Actions	s an <u>Unlink</u>	
Add Legal Status Order has been Marked in Er Legal Action: • NOTE: Yc option if t	ou can confirm the wrong order	Marked By: The order is linked was linked. Do no	Add Action View here. Notice ot click the <u>U</u>	e that there is Inlink option	s an <u>Unlink</u> if the order is	
Add Legal Status Order has been Marked in Ef Legal Action:	Du can confirm the wrong order	Marked By: ne order is linked was linked. Do ne	here. Notice	Linked Actions that there is Inlink option	s an <u>Unlink</u> if the order is	
Add Legal Status Order has been Marked in Er Legal Action: NOTE: Yo option if t linked cor	Du can confirm the wrong order rectly	Marked By: ne order is linked was linked. Do ne	here. Notice	e that there is Inlink option	s an <u>Unlink</u> if the order is	
Add Legal Status Order has been Marked in Ei Legal Action: NOTE: Yc option if t linked cor Click Clos	Du can confirm th the wrong order trectly e	Marked By: ne order is linked was linked. Do ne	Add Action View	e that there is Inlink option	s an <u>Unlink</u> if the order is	
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Add Legal Status Order has been Marked in Ei Legal Action: NOTE: Yc option if t linked cor Click Clos se > Workload > Court case Header	cou can confirm the wrong order rrectly	Marked By: ne order is linked was linked. Do ne	here. Notice	unked Actions	s an <u>Unlink</u> if the order is	1
Add Legal Status Order has been Marked in Ei Legal Action: Close NOTE: Yc option if t linked cor Click Clos se > Workload > Court case Header case ID; 467320625	rror ou can confirm th the wrong order rrectly ie Case Name: Case,	Marked By: ne order is linked was linked. Do ne Is Masked	Add Action View here. Notice ot click the <u>U</u> case Status: Open	e that there is Inlink option	s an <u>Unlink</u> if the order is ^{Inization: South Central Regi}	- I
Add Legal Status Order has been Marked in Ei Legal Action: Close NOTE: Yc option if t linked cor Click Clos se > Workload > Court Case Header Case ID; 467320625 Vriginating Court Action	case Name: Case,	Marked By: ne order is linked was linked. Do ne Is Masked	Add Action View here. Notice ot click the U	e that there is Inlink option	s an <u>Unlink</u> if the order is ^{INIZATION: SOUTH Central Regi}	on
Add Legal Status Order has been Marked in Ei Legal Action: Close NOTE: Yc option if t linked cor Click Clos E > Workload > Court ase Header Case ID: 467320625 riginating Court Action Category; Court Order	Tror Tou can confirm the the wrong order rrectly ie Case Name: Case, Action Type: Ad	Marked By: The order is linked was linked. Do no Is Masked judication and Disposition	Add Action View here. Notice ot click the <u>U</u> Case Status: Open	e that there is Inlink option	s an <u>Unlink</u> if the order is nization: South Central Regi	l on
Add Legal Status Order has been Marked in Ei Legal Action: NOTE: Yc option if t linked cor Click Clos > Workload > Court ase Header ase Header ase ID: 467320625 riginating Court Action ategory; Court Order inked Court Actions	ror Du can confirm the the wrong order rrectly ie Case Name: Case, Action Type: Ad	Marked By: The order is linked was linked. Do no Is Masked judication and Disposition	Add Action View here. Notice ot click the <u>U</u> case Status: Open	e that there is Inlink option	s an <u>Unlink</u> if the order is ^{mization:} South Central Regi	on I
Add Legal Status Order has been Marked in Ei Legal Action: NOTE: Ycc option if t linked cor Click Closs E > Workload > Court Ase Header Case ID: 467320625 Friginating Court Action Category;Court Order Inked Court Actions Date	Du can confirm the the wrong order rrectly	Marked By: The order is linked was linked. Do no Is Masked judication and Disposition	Add Action View here. Notice ot click the U case Status: Open	e that there is Inlink option Court Docket #:	s an <u>Unlink</u> if the order is mization: South Central Regi	on tional Info.
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• 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:	Erro	or Date:
	Legal Action:	T	Add Action View Linked Actio	ins
۲				
	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

Home	Intake	Case	Resource		Financial	Administration
						Placement Referral
						<u>help</u>
Case Overview Case Recording ASFA Review Forms/Notices	Case Members L Case Header Case ID: 104002	egal History Ca	case Name: Case, Is Mask	ed Cas	e Status: Open	Organization: South Central Region
Checklist Assessments Document Investigations Linked Immediate Protection Agreement Child Care Assistance Program Referral	Court Actions See Court Action Categ Action Concerning: From: Sort Results By: Search Clear For	arch Criteria	V V 017 III g Default V		To: 02/01/2017	Marked In Error
Visitation Plan Permanency Plan Case Services Court Removal Records Placement Referral Placement Individual Program Plan Classification Depliceating Record	Court Actions Hit Result(s) 1 - 1 of 1 select link Action Category	Story Court action 01/: Mapping Default	ction Date Action Categories 15/2017 Court Order	jory Action Type Release 33	Court Docket #	Page 1 of 1 Action Concerning Additional Info Bahls, Humberto

• Click the Link Court Action for the Release JJ order

- 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

ase fieduei				
ase ID: 10400220	Case Name: Case, Is Masked	Case Status: Open	Organization: South Central Region	
urt Order Details Court / Attorne	ey Info			
ourt Order				
ourt Docket #		Court Order and Other Types: *	Release JJ 🔹	
Court Order Concerning*				
	Case Members		Person(s)	
Bahls, Darcie Weathers, Wally	A	Bahls, Humber	to	4
Onitsuka, Dominica				
Onitsuka, Valentina	•			1
ate Order Signed: + *	01/15/2017			
ate Order Received By DCS:		Certified Conv Received:		
nosial Court Instructional		Certified Copy Received.		
Adjudication / Finding	Adjudication	Adjudication Date	Ending Ending D	ta
Adjudication / FindingChild	Adjudication	Adjudication Date	Finding Finding Da	ite
Adjudication / Finding Child Add Adjudication / Finding	Adjudication	Adjudication Date	Finding Finding Da	ite
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Adjudication / Finding Child Add Adjudication / Finding Legal Status Child Add Legal Status	Adjudication Legal Status	Adjudication Date	Finding Date	te

- 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.

		_			Overview	Due Process	Placen	ient Referral		
								<u>he</u>		
Case Overview Case Recording ASFA Review Forms/Notices Charloit	Case Member Case Header Case ID: 104	iase Members Legal History Case Court Actions Tase Header- Tase Divide Mono200 Case Name: Case, Is Masked Case Status: Open Organization: South Central Region Case Divide Case Status Case Statu								
Assessments Document Investigations Linked Immediate Protection Agreement	Court Action C Court Action C Action Concern From:	Jourt Actions Search Criteria Jourt Action Category: Image: Constraint of the search of t								
Child Care Assistance Program Referral Visitation Plan	Sort Results B	y: 💽	lapping Default	Ŧ		Include	Marked In Error			
Permanency Plan Case Services	Court Action Result(s) 1 - 2	s History						Page 1 d		
Court			Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info		
lacement Referral	select documents	link court action	01/15/2017	Court Order	Release JJ		Bahls, Humberto			
lacement	select documents	link court action	05/17/2017	Court Order	Discharge JJ		Bahls, Humberto			
ndividual Program Plan Classification PreDisposition Report Delinguency Information	Action Categor	y Mapping D	Default 🔻	Add Action						
Special Caution Alert	Close									

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

• Click the Link Court Action for the Custody Removal record

nome	Intake	Case	Resource	Fill Fill	lancial	Administrati	011
						Placement	t Referral
	_		_				help
Case Overview Case Recording	Case Members Legal History	Case Court Actio	ns				
ASPA Review Forms/Notices	Case ID: 10400220	Case	Name: Case, Is Masked	Case 5	Status: Open	Organization: South Centr	al Region
Checklist	Court Actions Search Criteria						
Assessments Investigations Linked	Court Action Category: Action Concerning:	Bahls, Humberto	T				
Document	From:	07/01/2015	0		To: 07/01/2015		
Immediate Protection Agreement Child Care Assistance Program Referral	Sort Results By:	Mapping Default	•		📄 Include Marked I	in Error	
Visitation Plan Permanency Plan	Search Clear Form						
Case Services	Court Actions History						
Court	Result(s) 1 - 1 of 1						Page 1 of 1
Removal Records		Action Date	e Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
Placement Referral Placement	documents	07/01/2015	Court Order	Custody Removal (Initial)		Bahls, Humberto	
Individual Program Plan Classification	Action Category Ma	pping Default 🔻	Add Action				

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

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

		COULCACIONS	THStory									
ſ	h Court	Result(s) 1 - 3 c	Result(s) 1 - 3 of 3 Page 1 of 1									
V <u>court</u>				Action Date	Action Category	Action Type	e Court Docket #	Action Concerning	Additional Info			
	Placement Referral Placement	<u>select</u> documents	link court action	07/01/2015	Court Order	Custody Removal (Initial)		Bahls, Humberto				
	Individual Program Plan	<u>select</u> documents	link court action	07/24/2015	Court Order	Discharge JJ		Bahls, Humberto				
	Classification PreDisposition Report	<u>select</u> documents	link court action	07/24/2015	Court Order	Release JJ		Bahls, Humberto				
	Delinquency Information Special Caution Alert	Action Category	Mapping	Default 🔻	Add Action							
	Non-Custody	Close										

You have completed this storyboard