



Storyboard- Entering Probation and Judicial Diversion Episodes

This storyboard demonstrates how to enter Probation and Judicial Diversion Episodes.

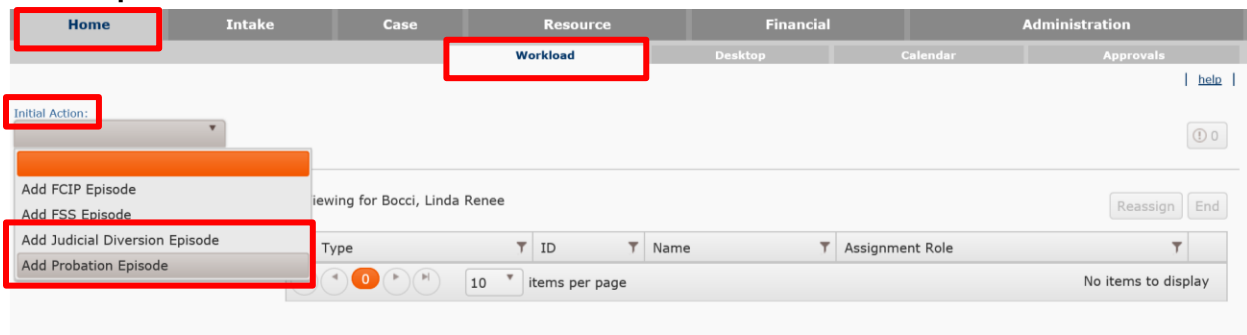
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Entering Probation/Judicial Diversion Episodes

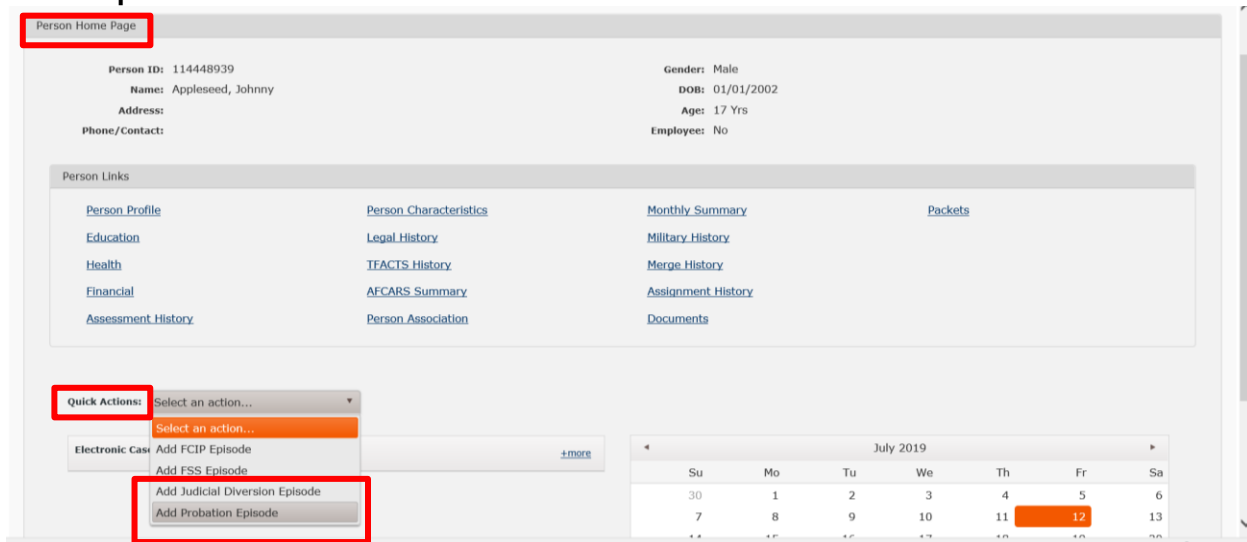
There are two ways to open a **Probation** or **Judicial Diversion** type episode depending on whether the youth already exists in TFACTS or needs to be added as a new person. An intake is no longer needed either way.

- Perform a **Person Search** for the youth.
- If the youth doesn't exist in TFACTS, navigate to the **Home/Workload** screen.
- Click the **Initial Action** drop-down.
- Choose the appropriate action, either **Add Probation Episode** or **Add Judicial Diversion Episode**.



OR

- If the youth already exists in TFACTS, click **Select** by the name.
- On the youth's **Person Home Page**, click the **Quick Actions** drop-down.
- Choose the appropriate action, either **Add Probation Episode** or **Add Judicial Diversion Episode**.



Continue to the next sub-topic

Adding a Probation or Judicial Diversion Episode

Whether adding from the **Home/Workload** screen for a new youth or adding to an existing youth's **Person Home Page**, the following steps will be the same.

In this demonstration, the youth had a TFACTS record. On the youth's **Person Home Page**, under **Quick Actions**, **Add Probation Episode** is chosen.

- The **Add Probation Episode** (or **Add Judicial Diversion Episode**) screen appears.
- Enter the required information in the **Begin Date**, **County**, **Court**, and **Judge's Name** fields (**Judge's Name** is not a required field).
- Enter **Comments** as needed (not required).
- Enter **Assign To** by typing the worker's **last name, first name** and select worker from the list.
- Do not click **Save** yet.
- Click **Add** under **Offense List**.

Person Header

Name: Appleseed, Johnny Gender: Male DOB: 01/01/2002
Person ID: 114448939 SSN: Age: 17 Yrs

Add Probation Episode

Out of State:

Begin Date : * 07/30/2017

County : * Maury

Court : * Maury County Juvenile Court

Judge's Name : Lovell, George Logan

Offense List *

Offense Category	Offense	TCA Code	Class
No items to display			

Add delete

Comments:
Comments entered here

Assign To : * Bocci, Linda Renee

Save Cancel

NOTE: The **Out of State** check box may be used for non-Tennessee courts. Name of **Court** (required), **Judge's Name**, **Court Address**, **City**, **State**, and **Zip Code** are all free-text fields.

Home > Workload

Person Header

Name: Appleseed, Johnny Gender: Male DOB: 01/01/2004
 Person ID: 114508939 SSN: Age: 15 Yrs

Add Probation Episode

Out of State:

Begin Date: * 07/30/2017

Court: * Destin Juvenile Court

Judge's Name: Judge Anthony Brock

Court Address: 123 Cour Street

City: Destin

State: Florida

Zip Code: 62458

Offense List *

In the **Offense Search Criteria** screen there are three search options.

- Enter one, two or all three fields for a more detailed search.
 - **Offense Category** field provides a drop down of all types of offenses; the **Offense Category** of **Status** was used to search for all **Status**-type offenses.
 - **Offense** field is a free-text field, type a word, or parts of a word, to search.
 - **TCA Code** field allows the offense's code number to be entered.
- Click **Search**.
- Click to highlight the **Offense** line. Multiple offenses may be chosen by clicking either the Shift key or Ctrl key.
- Click **Choose**.

Offense Search Criteria

Offense Category: Status Offense: TCA Code: | Help

Search Clear

Search Results

Offense Category	Offense	TCA Code	Class
Status	Juv. Status-Unruly/Ungover	N/A	Misdemeanor
Status	Juvenile Status-Truancy	N/A	Misdemeanor
Status	Juv. Status-Curfew	N/A	Misdemeanor
Status	Juv. Status-Alcohol	N/A	Misdemeanor
Status	Prohib Viol Of Runaway Statutes	37-2-507	Misdemeanor
Status	Violating A Valid Court Order (Vco)	37-1-114(b)	Notapplicable
Status	Compulsory School Attendance - Penalty	49-6-3009	Misdemeanor
Status	Juvenile Status-Runaway	N/A	Misdemeanor

10 items per page 1 - 8 of 8 items

Choose Cancel

To add an additional offense, perform a detailed search with the search criteria seen below using the **Offense Category**, the **Offense** (free text) field, and the **TCA Code** field.

- Click **Search**.
- Click to highlight the **Offense** line.
- Click **Choose**.

Offense Search Criteria | [help](#) |

Offense Category: Property Offense: Vandalism

TCA Code: 39-14-408

Search

Search Results

Offense Category	Offense	TCA Code	Class
Property	Fac Vandalism - \$10,000-\$60,000	39-14-408	Felony
Property	Vandalism - \$10,000-\$60,000	39-14-408	Felony
Property	Consp Vandalism - \$60,000 Or More	39-14-408	Felony
Property	Fac Vandalism - \$1,000-\$10,000	39-14-408	Felony
Property	Vandalism - \$1,000-\$10,000	39-14-408	Felony
Property	Vandalism - \$60,000 Or More	39-14-408	Felony
Property	Mailbox Vandalism	39-14-412	Misdemeanor
Property	Att Vandalism - \$1,000-\$10,000	39-14-408	Felony
Property	Vandalism (Up To \$500)	39-14-408	Misdemeanor
Property	Vandalism - \$500-\$1,000	39-14-408	Felony

1 - 10 of 10 Items

Choose

On the **Add Probation Episode** screen, the three **Offenses** that were added now display.

NOTE: If an **Offense** needs to be deleted, choose the line and click **Delete**.

- Add any additional offenses by clicking the **Add** button.
- If the order is complete, click **Save**.

Person Header

Name: Appleseed, Johnny Gender: Male DOB: 01/01/2002
 Person ID: 114448939 SSN: Age: 17 Yrs

Add Probation Episode

Out of State: County: * Maury

Begin Date: * 07/30/2017 Court: * Maury County Juvenile Court

Judge's Name: Lovell, George Logan

Offense List *

Offense Category	Offense	TCA Code	Class
Status	Juvenile Status-Truancy	N/A	Misdemeanor
Status	Juv. Status-Curfew	N/A	Misdemeanor
Property	Vandalism - \$1,000-\$10,000	39-14-408	Felony

10 items per page 1 - 3 of 3 Items

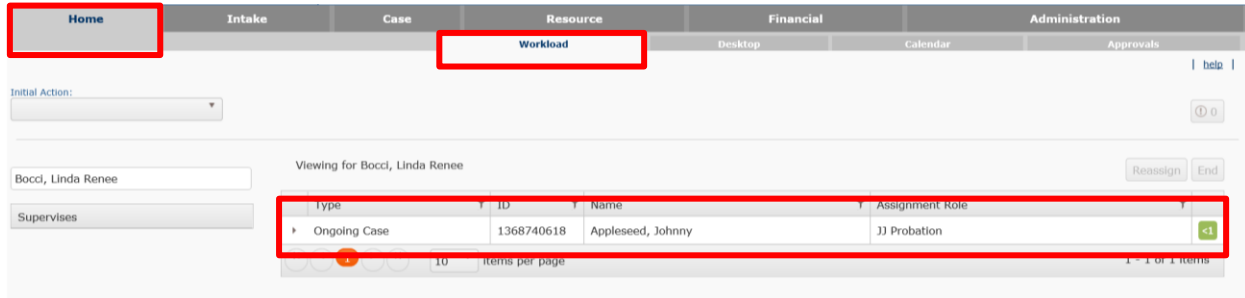
Comments:
Comments entered here.....

Assign To: Bocci, Linda Renee

Save

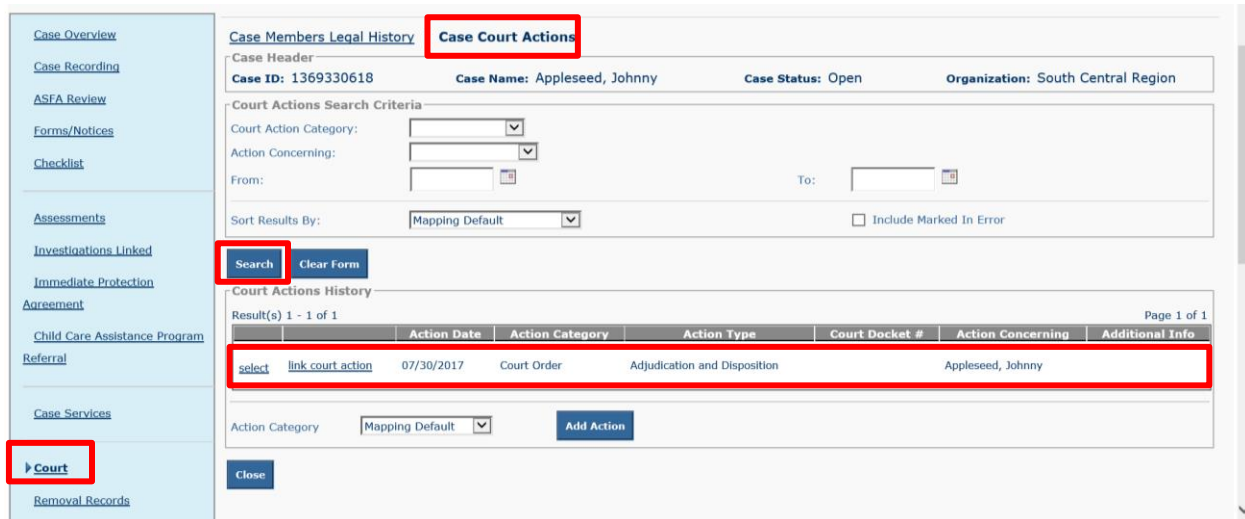
The **Person Home Page** displays.

- Navigate to the **Home/Workload** screen, the **JJ Probation** assignment displays. If this has been a **Judicial Diversion Episode**, a **Judicial Diversion** assignment type would display.



- In the family case, on the **Court** link, on **Case Court Actions**, click **Search**. The **Probation** order now displays with order type of **Adjudication and Disposition**. (If this was a **Judicial Diversion Episode**, the order type would be **Non-Custody**.)

NOTE: Once the **Probation (or Judicial Diversion) Episode** is discharged (see the **Discharging Probation and Judicial Diversion Episodes** storyboard) a **Discharge JJ** court order appears and is automatically linked to the original **Probation (or Judicial Diversion)** order.



You have completed this storyboard.