TN Department of
Children's Services

Storyboard- Entering Probation and Judicial Diversion Episodes

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

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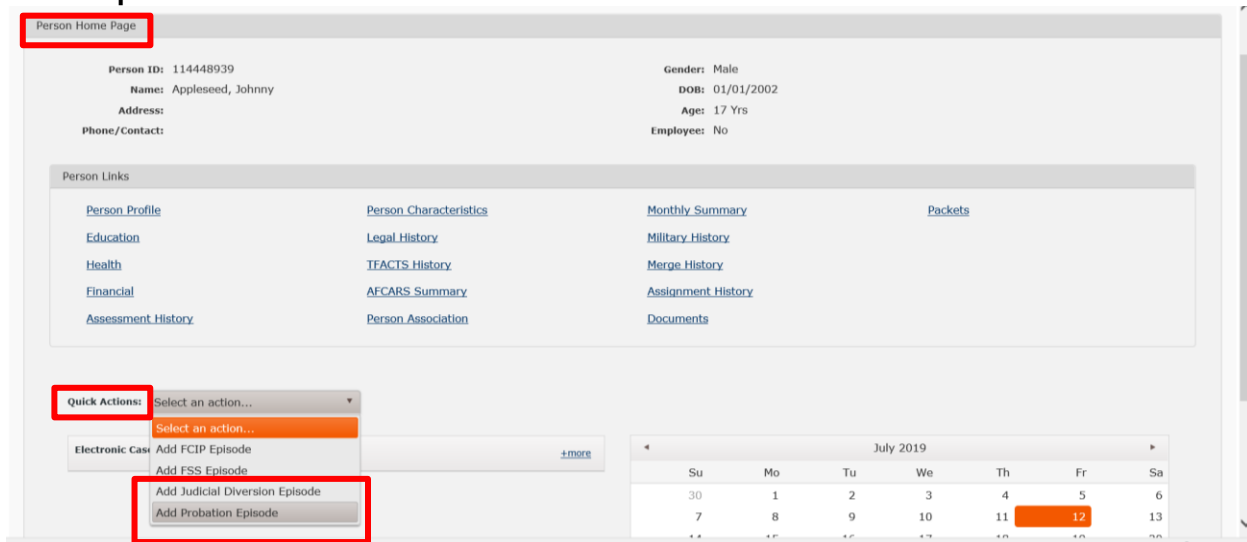
Entering Probation/Judicial Diversion Episodes

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**.
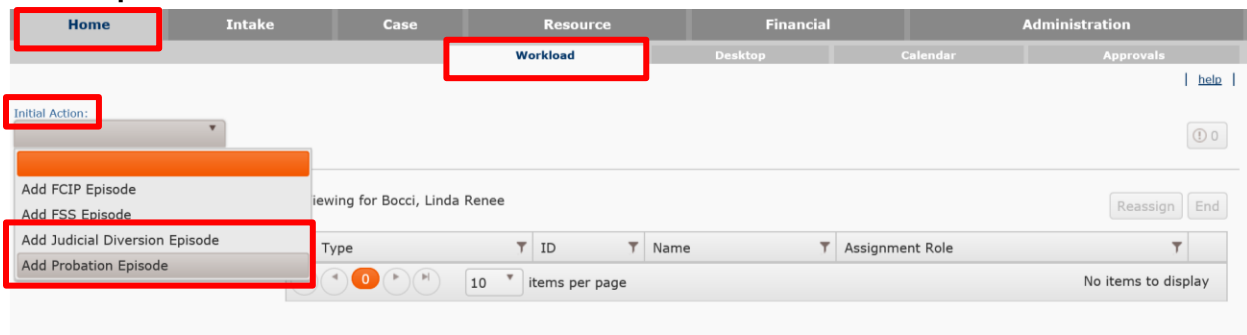
OR

- 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**.

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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.**

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.

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

- Enter one, two or all three fields for a more detailed search.

  o **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.
  o **Offense** field is a free-text field, type a word, or parts of a word, to search.
  o **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.**

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.**

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.**

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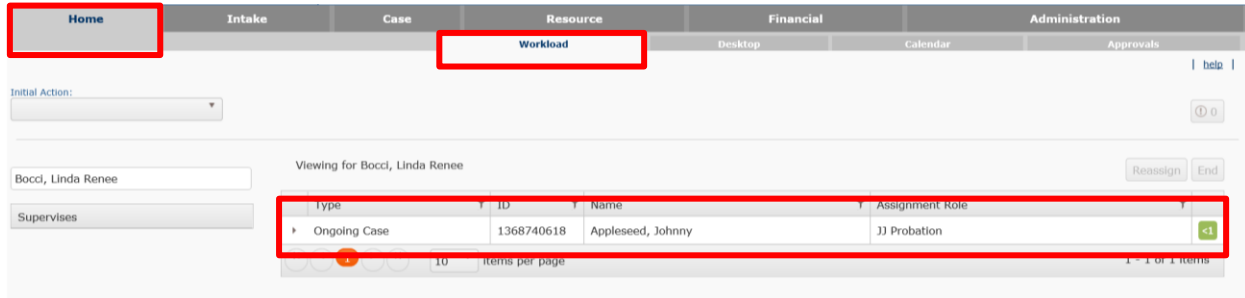
- In the family case, on the **Court** link, on **Case Court Actions**, click **Search.** The **Probation** order now displays with order type of **Adjudication and Disposition**. (If this was a **Judicial Diversion Episode**, the order type would be **Non-Custody**.)

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.
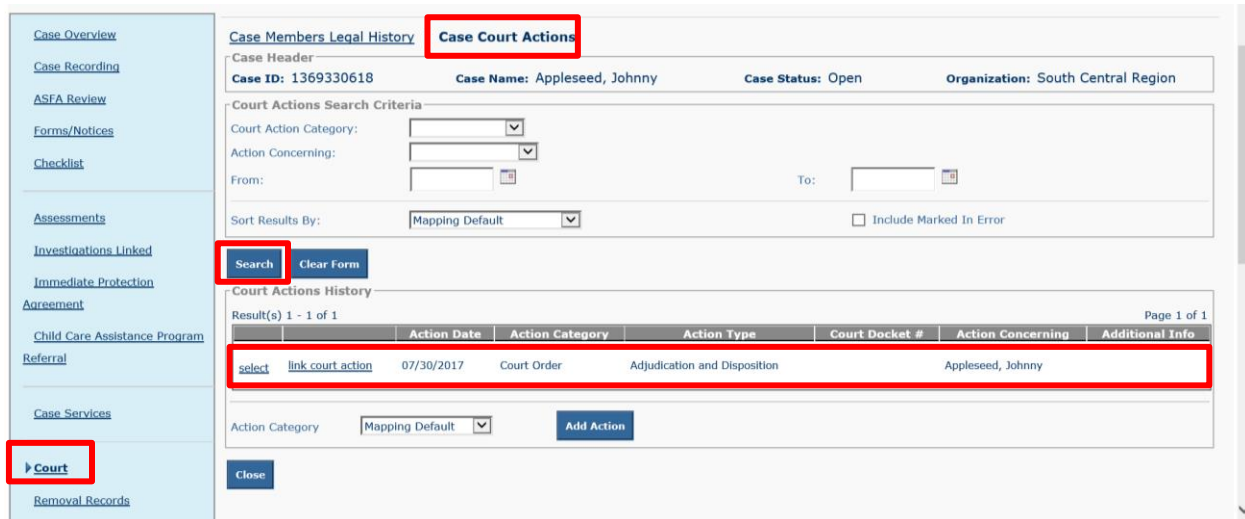
You have completed this storyboard.