JIDS Data Review & Cleanup

Why are we being asked to do this? To ensure that only accurate data is migrated into UNITY.
Why so soon? Because the project is nearing the final phase and data migration preparation begins now.

"Active Case" & "Case Close Date"

Does your state have any cases that are listed in JIDS as "Active" but that also contain a "Case Closure Date?" Use the JIDS Search feature to determine.

Using the Search feature, run a search for cases with:

- Case Status of Active, and
- Case Closure Dates of: 1/1/2010 to 1/1/2035, and
- Select YOUR state in the Sending State Field

Run a second search with YOUR state in the Receiving State/Holding State field to see if any return cases your state may have entered need reviewed.

If any such cases exist, review and determine if they are really closed and need to have the Status changed to "Closed" OR if they are truly active and need to have the "Case Closure Date" removed. Or, is it a transfer case that is no longer active but is listed as Active and needs a Case Closure Form and workflow?

In this example, the below file is listed as "Active" but has a Case Closure Date.

"Date File Entered" is in the "Future"

Do you have any cases with "Date File Entered" as a future date? Use the JIDS Search feature to determine.

Using the Search feature run a search for cases with:

- Date File Entered of: (1 day after today's day) – 1/1/2035
- Select YOUR state in the Sending State Field

Run a second search with YOUR state in the Receiving State/Holding State field to see if any return cases your state may have entered need reviewed.

If any such cases exist, review and edit the Date File Entered.

→Hint, check the Document List on the File Details page and see when the first document was uploaded to determine the approximate date the file was likely entered.

In this example, the below file has a Date File Entered in the future. The last time the file was changed was June 2020, so the Date File Entered must be prior to that date.

"Travel Permit – Testing Residence"

Does your state have any Travel Permit files that were sent to test a residence that turned into a transfer file? Does the file still show "Travel" and not "Transfer" as the type? All transfer files must be listed as "Transfer" to be migrated into UNITY correctly. Use the JIDS Search feature to determine.

Using the Search feature run a search for cases with:

- Case State as "Active"
- Type as "Travel"
- Select YOUR state in the Sending State Field

You must review each Active, Travel case. It will not be obvious from the search results, so you will have to either open the file and review the documents to see if it's a transfer file, or go to the File Details page to investigate the documents present in the case.

If it's just a travel permit for a visit and it's still active, check the To and From dates on the Form VII. If it should be closed, but the receiving state didn't complete the workflow, the sending state can change the Case Status to Closed. We do not want to migrate old travel permit cases just because they are marked Active when they should have been completed and closed out.

→Hint, you can change the Case Status to Closed while you're in the Web Viewer.

In this example, the below file is listed as an Active "Travel" file, but according to the Form VII the travel is complete. The Case Status should be "Closed."

If the Active, Travel file is actually a Transfer file, change the Case Status from "Travel" to "Transfer."

In this example, the below file is listed as "Travel" but according to the document it appears to be an Active Transfer of Supervision case. The Type should be changed to "Transfer."