

# 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 Or, is it a transfer case that is no longer active but is listed as Active and needs a Case Closure Form and workflow?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.*

Project: JIDS

* Juvenile's First Name	<input type="text"/>
* Juvenile's Last Name	<input type="text"/>
* DOB	03/08/2004
* Race	White
* Sex	Male
* Status	Parole
* Type	Transfer
* Sex Related Offense?	Yes
Sending State Compact Office Assign	<input type="text"/>
Receiving State Compact Office Assign	<input type="text"/>
JIDS #	<input type="text"/>
* Date File Entered	11/02/2020
Minimum Parole/Probation Expiration Date	11/25/2021
Maximum Parole/Probation Expiration Date	03/08/2025
* To (Receiving State or Holding State)	<input type="text"/>
* From (Sending State or Home/Demanding State)	ia
* Case Status	Active
Case Closure Date	12/14/2020
Workflow Status	<input type="text"/>
Human Trafficking	<input type="text"/>



## “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.*

Project: JIDS

* Juvenile's First Name	<input type="text"/>
* Juvenile's Last Name	<input type="text"/>
* DOB	<input type="text"/>
* Race	Hispanic/Latino
* Sex	Male
* Status	Probation
* Type	Travel
* Sex Related Offense?	No
Sending State Compact Office Assign	<input type="text"/>
Receiving State Compact Office Assign	<input type="text"/>
JIDS #	<input type="text"/>
* Date File Entered	10/01/2021
Minimum Parole/Probation Expiration Date	<input type="text"/>
Maximum Parole/Probation Expiration Date	<input type="text"/>
* To (Receiving State or Holding State)	<input type="text"/>
* From (Sending State or Home/Demanding State)	<input type="text"/>
* Case Status	Closed
Case Closure Date	06/25/2020
Workflow Status	<input type="text"/>
Human Trafficking	<input type="text"/>
Last Changed	6/25/2020 1:23:00 PM

# “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.”*

The screenshot displays the JIDS web viewer interface. On the left, a sidebar shows a file tree with 'JIDS' containing 'TRAVEL (1)' and 'FORM VII (1)'. Below the tree, the 'Case Status' is set to 'Active' in a dropdown menu. Other fields include 'Case Closure Date', 'Workflow Status', and 'Human Trafficking'. A blue 'Save' button is located at the bottom of the sidebar, with a yellow arrow pointing to it. The main area shows a document titled 'INTERSTATE COMPACT FOR JUVENILES FORM VII'. The document includes fields for 'To: Georgia (Receiving State)' and 'From: Florida (Sending State)'. The 'Reason for Visit' is 'Visiting father'. The 'Special Instructions/Other Comments' section contains 'Make contact with JPO upon arrival and return.' The 'Juvenile's Statement of Understanding' section is partially visible. At the bottom of the document, there are signature lines for 'Witnessed by:' and 'Approved by:'. A 'Save' button is also present at the bottom of the document viewer.

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."*

The screenshot displays a software interface for document management. On the left, a sidebar shows a file tree under 'JIDS'. The tree includes folders for 'TRANSFER (6)', 'FORM IV (1)', 'FORM IA/VI (2)', 'e. Form IA & VI-Applications for Services and Waiver', 'Page 0002', 'FORM V (1)', 'ORDER OF ADJUDICATION/COMMITMENT (1)', 'CONDITIONS OF SUPERVISION (1)', 'Page 0001', 'TRAVEL (2)', and 'FORM VII (2)'. Under 'TRAVEL (2)', there are two files: 'e. Form VII- Travel Permit'. Below the file tree, there are several dropdown menus: 'Male', '\* Status' (set to 'Probation'), '\* Type' (set to 'Travel' and highlighted with a red box), '\* Sex Related Offense?' (set to 'Yes'), and 'Sending State Compact Office Assign'. At the bottom of the sidebar are 'File', 'Information', and 'Notes' buttons.

The main window shows a document viewer for 'INTERSTATE COMPACT FOR JUVENILES FORM IA/VI'. The document is titled 'APPLICATION FOR SERVICES AND WAIVER' and 'APPLICATION FOR COMPACT SERVICES'. It includes fields for 'TO: Wisconsin (Receiving State)' and 'FROM: Illinois (Sending State)'. The text of the document includes a declaration of understanding and a list of promises. At the bottom, there is a 'Save' button and a footer that reads 'ICJ FORM IAW | Rev. 07-01-18'. The top of the viewer has a toolbar with 'Share' and 'Sign In' buttons, and a page indicator '1 / 1'.