

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 Or, is it a transfer case that is no longer active but is listed as Active and needs a Case Closure Form and workflow?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	
* Juvenile's Last Name	
* DOB	03/08/2004
* Race	White
* Sex	Male
* Status	Parole
* Type	Transfer
* Sex Related Offense?	Yes
Sending State Compact Office Assign	
Receiving State Compact Office Assign	
JIDS #	
* 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)	
* From (Sending State or Home/Demanding State)	
* Case Status	Active
Case Closure Date	12/14/2020
Workflow Status	
Human Trafficking	



“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 folders for JIDS, TRAVEL (1), and FORM VII (1). Below the tree, the Case Status is set to 'Active'. The main area shows the Interstate Compact for Juveniles Form VII. The form includes fields for To (Georgia), From (Florida), and dates (01/10/2020 to 01/18/2020). The Reason for Visit is 'Visiting father'. The Case Status dropdown menu is highlighted with a yellow arrow, and the Save button is also highlighted with a yellow arrow.

INTERSTATE COMPACT FOR JUVENILES FORM VII
OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN

☐ VACATION/VISIT ONLY ☐ VISIT FOR TESTING RESIDENCE ☐ PLACEMENT IN RESIDENTIAL FACILITY

To: Georgia From: Florida
(Receiving State) (Sending State)

Permission is granted to the above-named juvenile to visit the State of Georgia
from 01/10/2020 (Date) until 01/18/2020 (Date)

Reason for Visit: Visiting father

Special Instructions/Other Comments: Make contact with JPO upon arrival and return.

Juvenile's Statement of Understanding
I, Florida recognize I am under the legal custody/jurisdiction or supervision of the State of Florida. I hereby agree to comply with the rules and regulations of the Interstate Compact for Juveniles and the laws of the sending and receiving state including the above conditions and instructions. I understand my failure to comply with these conditions may result in a warrant or requisition being issued for my arrest or return.

☒ I have read, or ☐ have had read and explained to me, the Statement of Understanding.

Witnessed by: (Signature of Caseworker or Probation/Parole Officer) (Date)

Approved by: (Signature of Supervisor) (Date)

ICJ Travel Permit | Rev. 11-14-16

Save

File Information Notes

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 web application interface. On the left, a file explorer shows a folder named 'TRANSFER (6)' containing several files, including 'Form IA & VI-Applications for Services and Waiver'. The 'Type' field for this file is highlighted with a red box. On the right, the document viewer shows the 'INTERSTATE COMPACT FOR JUVENILES' form, which is an 'APPLICATION FOR COMPACT SERVICES'. The form includes fields for 'TO: Wisconsin' and 'FROM: Illinois', and a section for 'Form VI MEMORANDUM OF UNDERSTANDING AND WAIVER'. The 'Type' field in the file list is highlighted with a red box.

File List (Left Panel):

- JIDS
- 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)
- FORM VII (2)
- e. Form VII- Travel Permit
- Form VII- Travel Permit

Document Viewer (Right Panel):

INTERSTATE COMPACT FOR JUVENILES FORM IA/VI
APPLICATION FOR SERVICES AND WAIVER

Form IA APPLICATION FOR COMPACT SERVICES

TO: Wisconsin (Receiving State) FROM: Illinois (Sending State)

I, _____, hereby apply for supervision as a parolee or probationer to the Interstate Compact for Juveniles. I understand that supervision in the receiving state makes it likely that there will be certain differences between the supervision that I would receive in this state and supervision that I will receive in the state to which I am applying to relocate or reside. In order to receive the advantages of supervision under the Interstate Compact for Juveniles, I hereby acknowledge and accept such differences in the standards of supervision as may be provided by the receiving state.

In view of the above, I do hereby apply for permission to be supervised on ☐ parole ☒ probation in Wisconsin (Receiving State).

Form VI MEMORANDUM OF UNDERSTANDING AND WAIVER

I, _____, realize that the grant of ☐ parole ☒ probation and especially the privilege to leave the State of Illinois to go to the State of Wisconsin is a benefit to me.

Therefore, I promise:

- That I will make my home with _____ (Name, Relationship, and Address) until a change of residence is authorized by the proper authorities in the receiving state.
- That I will obey the terms and conditions of ☐ parole ☒ probation as set by both the sending and receiving states.
- That I will return at any time to the sending state if asked to do so by the ☐ parole ☒ probation authorities in that state.

I further understand that if I fail to keep these promises, I may be returned to the sending state, and I hereby waive any right that I may have to contest my return to the sending state. I have read the above, or have had the above read and explained to me, and I understand its meaning and agree thereto. I understand and accept that a failure to comply with these terms and conditions may result in sanctions in both the sending and/or receiving state.

(Juvenile's Signature) _____ (Date) _____ (Witness Signature) _____ (Date) _____

Pursuant to the Interstate Compact for Juveniles and the ICJ Rules, permission is hereby granted to the above-named juvenile to apply for a transfer of supervision to the State of Wisconsin (Receiving State).

(Date) _____ SIGNED: (If probation, sending state's JUDGE; If parole, sending state's COMPACT OFFICIAL)

Save

ICJ FORM IA/VI | Rev. 07-01-18