



# UNITY IN-STATE TRAINING OUTLINE

**UNITY Model:** Model 1 (Full Rollout)

**Audience:** JPO/JPS

**Time:** 1 hour 15 minutes

**Agenda:**

**Welcome and Introduction**

**Announcements:**

- Go live date for UNITY- May 19<sup>th</sup>
- JIDS cut off date May 12<sup>th</sup> 4:30 PM.
- New forms start May 13<sup>th</sup>.
- An email with the new forms and reminder for the cut off will go out on May 12<sup>th</sup> . Keep a close eye we will not accept old forms.
- More directions about what to do in the week without a system, look for email with details at the beginning of May.
- Note we are learning the system at the same time you are, we may not have all the answers to your questions yet.

**Objectives:**

- Familiarize JPO/JPS with how to find their assignments, review the alerts, emails, ways to access master task list, how to find/send different case communication.

**Live system view- flow through the following:**

- Sorting master task list.
- Show supervisors how to assign out cases to their PO
- Review the questions- flow set up of UNITY- in sync with rules
- Go through transfer process with travel as example since it is the most common case scenario. Note UNITY is juvenile based- once in always in- always start with a search; If the juvenile does not have a master file in UNITY, you will need to create one.
- Note the early juvenile file set up- new information collection not previously on forms; new requirement for information about legal guardian. The data you are entering feeds the forms.
- During the flow. Discuss applicable rules. Reminder to generate forms/upload documents- look for the green checks.
- Send example without uploaded document, have it returned with comment
- Show where comments would appear when cases are approved/denied.
- Discuss case communications box and usage – direct it to someone
- Discuss documents box for migrated cases.



# UNITY IN-STATE TRAINING OUTLINE

- Show an accepted case with home evaluation. Discuss events dropdown options. These dropdowns change based on if you are the sending/receiving state and what step the case is on in the system

## **Wrap up Reminders:**

Make sure by go live you have completed all LMS courses. Keep an eye out on the site, there may be other training courses available at that site as time goes on. More videos on rules and so forth will always be a resource for you on that site anytime. Don't lose your log in information.

Go back and review LMS training videos for detailed walk through of TR and TP or use user manuals. Access the training the videos on the rules.

Use fictional juvenile information. Reminder of forms for practice upload. Link in chat

Reminder of help form submission.

Reminder: Browser agnostic, Microsoft edge- make sure you are using an updated browser. Do not use internet explorer.

Reminder- three websites ICJ Talent LMS (for videos); UNITY Training Site (to practice cases); At go live- UNITY website; links in chat