



UNITY TRAINING SITE

Travel Case Scenario

- Important Notes
 - Complete all steps of first-time login process before completing any training scenarios
 - Any web browser can be used except Internet Explorer – **Do NOT Use Internet Explorer**
 - One Travel Case scenario is being provided but UNITY users can enter as many travel cases for practice as they choose
 - If additional cases are entered, please note the following:
 - Do **NOT** use real juvenile data or documents
 - Select **[Your Counter State]** as the **Receiving State** for all practice cases
- Prior to entering a new juvenile, “Search” to ensure Juvenile Profile has not already been entered
 - If the juvenile is not located in search, select “New Juvenile” to begin your entry

- Salmon-colored fields represent Required fields


- **IMPORTANT**- If juvenile is located in search, select arrow icon to use previously entered Juvenile Profile
 - This is a **MAJOR** change from JIDS where the juvenile was entered again for each new case
 - We do **NOT** want duplicate juvenile profiles in UNITY; there should only be 1 Juvenile Profile for the juvenile



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- Upon creating the New Juvenile, the next step will be to enter information into the Juvenile Profile
 - Demographic information from the Form VII-Travel Permit will need to be entered in this section
 - Information previously entered will pre-populate and have a “pink halo” around the field to indicate the field was required



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

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

FROM: (Name) (Title) (Phone #)

(Agency) (Department)

RE: (Name of Juvenile) (DOB) (Race) (Sex)

*If known: *Ht: *Wt: *Eye Color: *Hair Color:



Juvenile

Demographics

First Name
Administration

Middle Name

Last Name
Nebraska

Name Suffix

Photo Storage
Add

Juvenile Number
AN210418-01

Nickname

Gang Affiliation

Date Of Birth
01/01/2000

Current Age
21 years old

Primary Language

Sex
Female

Gender Identity

Race
White

Ethnicity

Weight In Pounds
0

Feet
0

Inches
0

Eye Color

Hair Color

Mobile Phone

Email

Juvenile Additional Information

- “Scars, Marks, and Tattoos” and “Social Media” are the next sections but are optional

Scars, Marks and Tattoos

Scar Mark Tattoo

Description

No data available!

New Scar Mark Tattoo

Social Media

Social Media Type

Login

No data available!

New Social Media



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- The next step will be to enter information into the “Current Residence” section of the Juvenile Profile
 - Current Residence information from the Form VII-Travel Permit will need to be entered in this section

Current Residence:

Name: Relationship:

(Street Address) (City) (State) (Zip Code) (Primary Phone #)



Current Residence

Relationship

First Name Last Name

Address (1)

City

☐ Residence Interpreter Needed

Email

Residence Notes

Residence Primary Language

Address (2)

State Zip

Primary Phone Secondary Phone

- Current Legal Guardianship section is not required for a Travel Case and can be left blank

Current Legal Guardianship

Legal Guardianship

Legal Guardian First Name Legal Guardian Last Name

Legal Guardian Address (1)

Legal Guardian City

Legal Guardian Primary Phone Legal Guardian Secondary Phone

Legal Guardian Notes

Legal Guardian Relationship

Legal Guardian Primary Language

Legal Guardian Address (2)

Legal Guardian State Legal Guardian Zip

Legal Guardian Email

- Upon entering all of the above-listed information in the Juvenile Profile, ensure to save by clicking on “Save Juvenile” button at bottom of page



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Travel Case Scenario

Case Number	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed
No data available!						

[+ New Case File](#)

[Save Juvenile](#)

- After saving Juvenile Profile, "New Case File" can be selected for entry of the Travel Case

Case Number	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed
No data available!						

[+ New Case File](#)

[Save Juvenile](#)

- The Case Type Selector will be presented
 - All information needed for the Case Type selector can be found on the Form VII-Travel Permit

INTERSTATE COMPACT FOR JUVENILES **FORM VII**

OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN

Travel - Travel that does not exceed 90 days

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

Permission is granted to the above-named juvenile to visit the State of (Receiving State)

from (Arrival Date) until (Departure Date)





UNITY TRAINING SITE

Travel Case Scenario

Home

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Iowa

Sending State
Nebraska

Type of Travel Permit
Travel that does not exceed 90 days

Arrival Date
06/01/2021

Departure Date
07/03/2021

Less than 90 days (32 days)

Create New Travel Case File

- Upon creating the “New Travel Case File”, the Case Task Grid will be presented

Case Tasks - Administration Nebraska

Assigned To	Task	Completed Date	Completed By
NE	Juvenile Profile Completion (1*)	Due 6/1, 44 days left	
NE	Current Residence*	Due 6/1, 44 days left	
NE	Travel Information (1*)	Due 6/1, 44 days left	
NE	Court Case Information (1*)	Due 6/1, 44 days left	

Send Data Source: [v] Create Event: [v] Receiving State Invo: [v] Create Event: [v]

? Help

- The first task is “Current Residence”; the “Plus” icon is selected to enter the data
 - Note-If the current residence was entered at the Juvenile Profile section, the information will pre-populate; After reviewing the data, click on “Save Juvenile” to complete the task

Juvenile Profile Completion (1*) Due 6/1, 44 days left

NE Current Residence*

Relationship: Mother

First Name: Mom Last Name: Nebraska

Address (1): 119 N 1st Ave

City: Mc Cool Junction

State: Nebraska Zip: 68401

Primary Phone: 402-555-1234 Secondary Phone:

Residence Notes:

Save Juvenile

- When a task is completed, the task will have a check mark and will no longer be salmon-colored

Task	Completed Date
Juvenile Profile Completion (✓)	Due 6/1, 44 days left
NE Current Residence*	4/18/2021
NE Travel Information (1*)	Due 6/1, 44 days left
NE Court Case Information (1*)	Due 6/1, 44 days left



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Travel Case Scenario

- The “Plus” icon will again be selected for the next task, “Travel Information”
 - Travel Information from the Form VII-Travel Permit will need to be entered in this task
 - **NOTE:** Information relating to the Officer who is completing the travel permit will pre-populate with the User’s login information
 - If the case is being entered for the PO, ensure the PO’s information is manually entered

During which time the juvenile will be staying with/at:

<input type="text"/>		<input type="text"/>		
(Name/Facility)		(Relationship)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Street Address)	(City)	(State)	(Zip code)	(Primary Phone #)

Reason for Travel:

Special Instructions/
Contact Instructions:

FROM:

(Name) (Title) (Phone #)

(Agency) (Department)



Travel Information (1*) Due 6/1, 44 days left

NE Travel Information*

Travel Information

Sending State: Nebraska Receiving State: Iowa

Arrival Date: 05/01/2021 Departure Date: 07/03/2021

Purpose For Travel Permit: Travel that does not exceed 90 days

Relationship:

First Name: Last Name:

Address (1): Address (2):

City: State: Iowa

Primary Phone: Secondary Phone: Email:

Primary Language: ☐ Interpreter Needed

Special Instructions/Contact Information:

Reason For Travel:

☐ Unable To Obtain Juvenile Signature Prior To Departure

Completed By Officer First Name: Abbie Completed By Officer Last Name: Christian Completed By Officer Title: Deputy Compact Administrator

Completed By Officer Agency: Completed By Officer Department:

Save Travel Information



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Travel Case Scenario

- The “Plus” icon will again be selected for the next task, “Court Case Information”
 - Court Case Information from the Form VII-Travel Permit will need to be entered in this task

(Parole/Probation)

(Sending State Court/Case #(s))

(Adjudicated Offense(s) Resulting in Supervision)



- Upon completion of all 3 required tasks, “Generate Form VII” and “Upload Signed Form VII” tasks will be triggered
 - For Field Users who are entering the Travel Case for their own juvenile, the “Printer” Icon and the “Green arrow” icon for the Generate Form VII task can be selected
 - Field staff completing their own entry do not need to complete the Form VII-Travel Permit Form prior to entry into UNITY because the system will generate the form with all data pre-populated and the form can be printed out to obtain the required signatures

Step 1

Juvenile Profile Completion (✓)		Due 6/1, 44 days left	
✓	NE	Current Residence*	4/18/2021
Travel Information (✓)		Due 6/1, 44 days left	
✓	NE	Travel Information*	4/18/2021
	NE	Generate Form VII	
	NE	Upload Signed Form VII	
Court Case Information (✓)		Due 6/1, 44 days left	
✓	NE	Court Case Information*	4/18/2021



UNITY TRAINING SITE


Travel Case Scenario

Step 2

Juvenile Profile Completion (✓)		Due 6/1, 44 days left	
✓	NE	Current Residence*	4/18/2021
Travel Information (✓)		Due 6/1, 44 days left	
✓	NE	Travel Information*	4/18/2021
✓	NE	Generate Form VII	4/18/2021
	NE	Upload Signed Form VII	
Court Case Information (✓)		Due 6/1, 44 days left	
✓	NE	Court Case Information*	4/18/2021

Step 3

1 / 2 | 100% + | [Icons]



INTERSTATE COMPACT FOR JUVENILES
FORM VII
OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN
Travel that does not exceed 90 days

TO: Iowa (Receiving State) FROM: Nebraska (Sending State)

FROM: Bobby Officer (Name) Probation Officer (Title) 402-326-6142 (Phone #)

Nebraska Probation (Agency) (Department)

RE: Administration Nebraska (Name of Juvenile) 1/1/2000 (DOB) White (Race) Female (Sex)

*If known: *Ht: 5' 5" *Wt: 120lbs. *Eye Color: Blue *Hair Color: Blond or Strawberry

Probation (Parole/Probation) York Co. JV20-11 (Sending State Court/Case #(s))

Assault (Adjudicated Offense(s) Resulting in Supervision)

- Upload the signed Form VII under the "Upload Signed Form VII" task
 - This task is not required in case the juvenile's signature cannot be obtained prior to departure; however, **BEST PRACTICE** is to obtain signature and upload signed permit, whenever possible
 - Ensure the signed document is properly labeled when saved to computer for uploading; the document label will appear in UNITY and cannot be edited

Task	Completed Date
Juvenile Profile Completion (✓)	Due 6/1, 44 days left
✓ NE Current Residence*	4/18/2021
Travel Information (✓)	Due 6/1, 44 days left
✓ NE Travel Information*	4/18/2021
✓ NE Generate Form VII	4/18/2021
NE Upload Signed Form VII	

Document Upload

Upload Choose File Form IA and VI - Application...ervices and Waiver 2020.pdf 141.686 KB Form IA and VI - Application for Services and Waiver application/pdf Save Document

- Upon completion of all required tasks, the "Submission Step" will be triggered
 - Submit to Supervisor role by selecting the "Green Thumbs-up" icon (approval message is optional)



UNITY TRAINING SITE

Travel Case Scenario

Case Tasks - Administration Nebraska

Assigned To Zone Completed By

Task	Completed Date	
Juvenile Profile Completion (✓)	Due 6/1, 44 days left	
✓ NE Current Residence*	4/18/2021	
Travel Information (✓)	Due 6/1, 44 days left	
✓ NE Travel Information*	4/18/2021	
✓ NE Generate Form VII	4/18/2021	
✓ NE Upload Signed Form VII	4/18/2021	
Court Case Information (✓)	Due 6/1, 44 days left	
✓ NE Court Case Information*	4/18/2021	
Travel Case Submission (1*)	Due 6/1, 44 days left	
NE Submit Travel Permit to Supervisor (JPS)*		

- For field staff or designated users entering the cases, the Travel Case will be submitted for review to a Supervisor/District Specialist
 - If there are no issues, the Specialist will select the “Green thumbs-up” icon to submit to the Compact Office (approval message is optional)
 - If issues are found, the Specialist will select “Red thumbs-down” icon to send back to the PO for correction (Rejection message is required to advise what needs to be corrected)

Travel Case Submission (1*) Due 6/1, 44 days left

✓ NE	Submit Travel Permit to Supervisor (JPS)*	4/18/2021	Approved
NE	Submit Travel Permit to State Compact (ICJO)*		

Rejection Reason

Rejection Reason

Reject

OR

Travel Case Submission (1*) Due 6/1, 44 days left

✓ NE	Submit Travel Permit to Supervisor (JPS)*	4/18/2021	Approved
NE	Submit Travel Permit to State Compact (ICJO)*		

Approval Comment

Approval Comment

Approve

- IMPORTANT NOTE:** For districts where the specialist is completing all entry/review, the Specialist will need to complete both above submission steps of “Submit Travel Permit to JPS” and “Submit Travel Permit to State Compact (ICJO)” – click “Green thumbs-up icon” twice.
- Upon submission to “State Compact (ICJO)”, the NE Compact Office will review and submit the travel permit to the Receiving State
 - No further action is required by the District beyond submitting to the Compact Office

Travel Case Submission (1*) Due 6/1, 44 days left

✓ NE	Submit Travel Permit to Supervisor (JPS)*	4/18/2021	Approved
✓ NE	Submit Travel Permit to State Compact (ICJO)*	4/18/2021	Approved
NE	Submit Travel Permit to Receiving State*		

NE Compact Office will complete submission step

End of Travel Case Scenario