

#### Travel Case Scenario

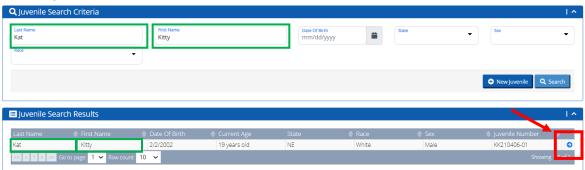
- Important Notes
  - o Complete all steps of first-time login process before completing any training scenarios
  - Any web browser can be used except Internet Explorer Do NOT Use Internet Explorer
  - One Travel Case scenario is being provided but UNITY users can enter as many travel cases for practice 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 <u>Receiving State</u> for all practice cases
- Prior to entering a new juvenile, "Search" to ensure Juvenile Profile has not already been entered
  - o If the juvenile is not located in search, select "New Juvenile" to begin your entry



• Salmon-colored fields represent Required fields



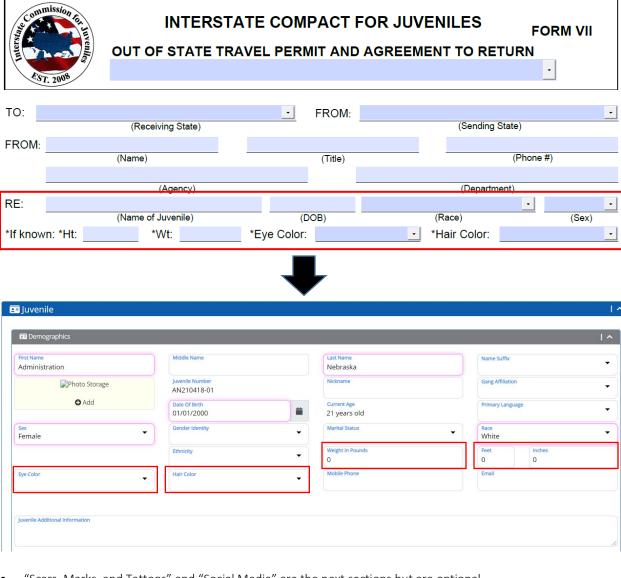
- IMPORTANT- If juvenile is located in search, select arrow icon to use previously entered Juvenile Profile
  - This is a MAJOR change from JIDS where the juvenile was entered again for each new case
  - We do <u>NOT</u> want duplicate juvenile profiles in UNITY; there should only be 1 Juvenile Profile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





#### Travel Case Scenario

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



• "Scars, Marks, and Tattoos" and "Social Media" are the next sections but are optional

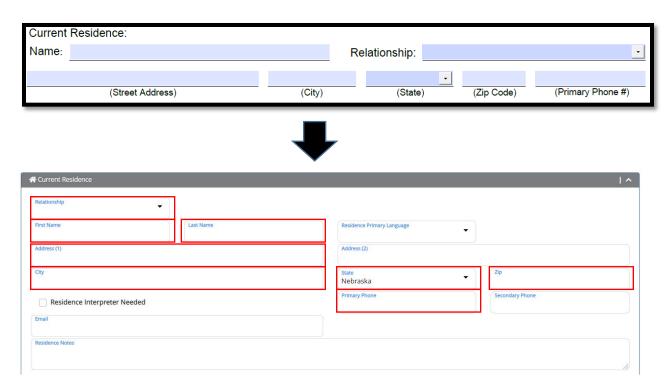




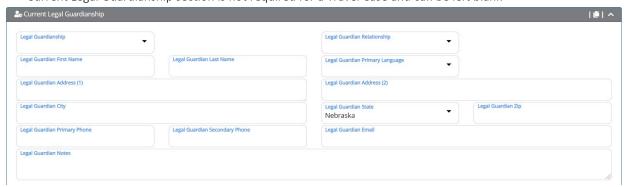


### Travel Case Scenario

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



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



• 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



### Travel Case Scenario



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



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









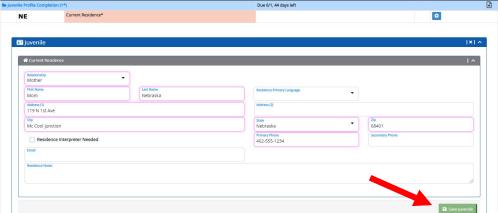
### Travel Case Scenario

Home	-
New Case File	
What type of process do you wish to initiate? Travel	
Which State is the Receiving State?  [OWA]	Sending State Nebraska
Type of Travel Permit Travel that does not exceed 90 days	
Arrival Date 06/01/2021	
◆ Create New Travel Case File	

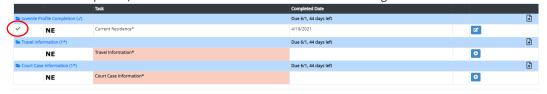
• Upon creating the "New Travel Case File", the Case Task Grid will be presented



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



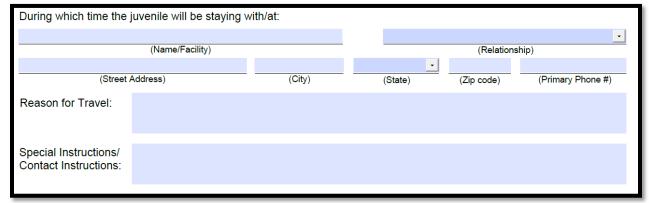
• When a task is completed, the task will have a check mark and will no longer be salmon-colored

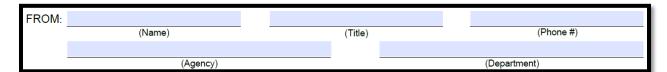




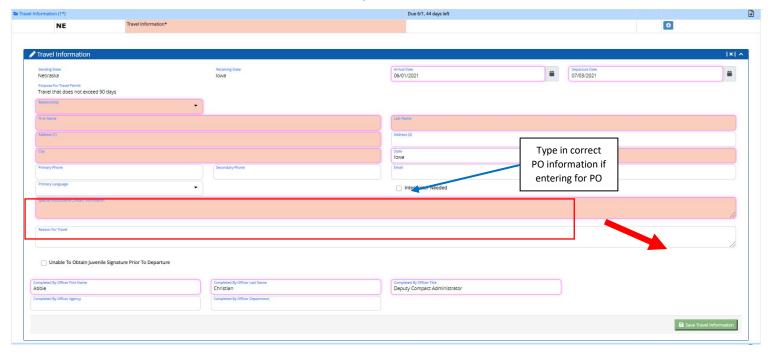
### Travel Case Scenario

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





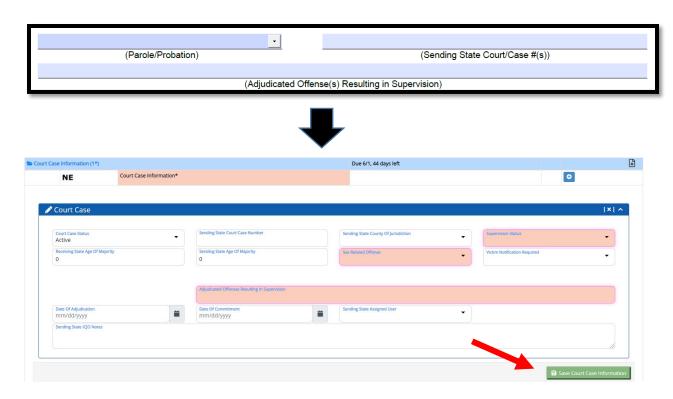






### Travel Case Scenario

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



- Upon completion of all 3 required tasks, "Generate Form VII" and "Upload Signed Form VII" tasks will be triggered
  - o 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
  - o 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 will 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 day		Due 6/1, 44 days left		<b>+</b>	
~	NE	Current Residence*	4/18/2021	<b>B</b>	
Travel Information (✓)			Due 6/1, 44 days left		<b>+</b>
~	NE	Travel Information*	4/18/2021	<b>B</b>	
	NE	Generate Form VII		8	
	NE	Upload Signed Form VII		<b>±</b>	
Court C	ase Information (🗸)		Due 6/1, 44 days left		<b>+</b>
~	NE	Court Case Information*	4/18/2021		

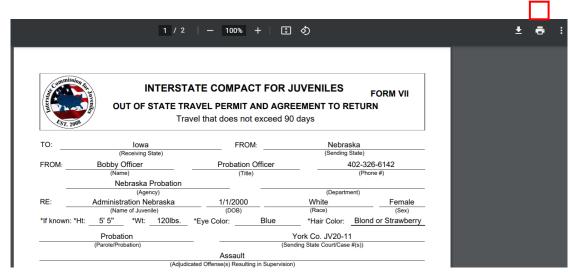


#### Travel Case Scenario

#### Step 2



#### Step 3



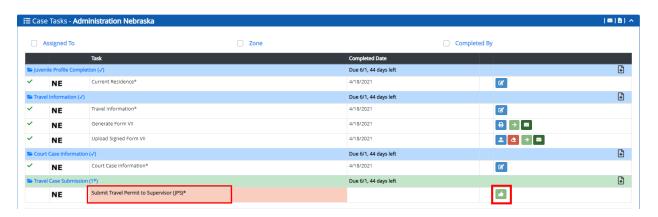
- Upload the signed Form VII under the "Upload Signed Form VII" task
  - o This task is not required in case the juvenile's signature cannot be obtained prior to departure; however, **BEST PRACTICE** is to obtain signature and upload signed permit, whenever possible
  - Ensure the signed document is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



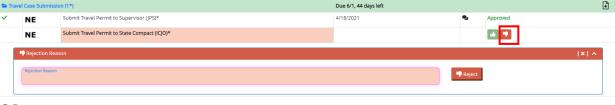
- Upon completion of all required tasks, the "Submission Step" will be triggered
  - o Submit to Supervisor role by selecting the "Green Thumbs-up" icon (approval message is optional)



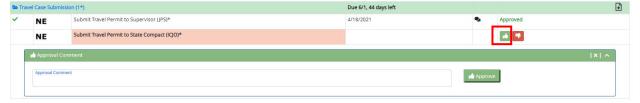
#### Travel Case Scenario



- For field staff or designated users entering the cases, the Travel Case will be submitted for review to a Supervisor/District Specialist
  - o If there are no issues, the Specialist will select the "Green thumbs-up" icon to submit to the Compact Office (approval message is optional)
  - o 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)



#### OR



- 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
  - O No further action is required by the District beyond submitting to the Compact Office

    vel Case Submission (1\*)

    NE Submit Travel Permit to Supervisor (JPS)\*

    NE Submit Travel Permit to State Compact (ICJO)\*

    NE Submit Travel Permit to Receiving State\*

    NE Compact Office will

    complete submission step

\*End of Travel Case Scenario\*