



UNITY
Uniform **N**ationwide **I**nterstate **T**racking for **Y**outh

COORDINATOR WEBINAR

Wednesday, August 26, 2020

MaryLee Underwood, Joe Johnson, Abbie Christian, & Jenny Adkins



WELCOME

Jacey Rader
Commission Chairperson

Objectives

1. Ensure that UNITY Coordinators have the information, support, and tools necessary to facilitate a successful transition to UNITY
2. Help UNITY Coordinators make a decision about who will use UNITY in your state

Outline

- UNITY Coordinator Roles & Responsibilities
- UNITY Workflow
- State Structural Models
- Roll Out Models
- Transitional Discussion Elements
- State Personnel Directory Data Request
- Historical Data Policy
- Next Steps

UNITY Coordinator Role & Expectations

- Oversee the transition to UNITY in your state
- Act as the point-person for National Office contact
- Act as liaison between National Office, state Commissioner, State Council, and local jurisdictions
- Communicate with the National Office about your state's transition strategy
- Provide requested information to the National Office
- Attend UNITY webinars or Q & A sessions
- Select your state's UNITY roll-out model
- Ensure information is disseminated to your state's users
- Complete all UNITY related online training courses
- Be your state's UNITY system "Help" contact person

UNITY State Help Contact



**Interstate Commission
for Juveniles**
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

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Home :: > Search > View Case

Task lists Edit Case File

Juvenile

Case

Search

User Directory

Reports

Data Visualization

Compliance

Administration

Support Center

Transfer of Supervision Case File

Case Tasks

Case File Log

? Help

ICJO Contact for help

ICJO Contact Name:
Contact Office Number:
Contact Cell Number:
Contact Email:

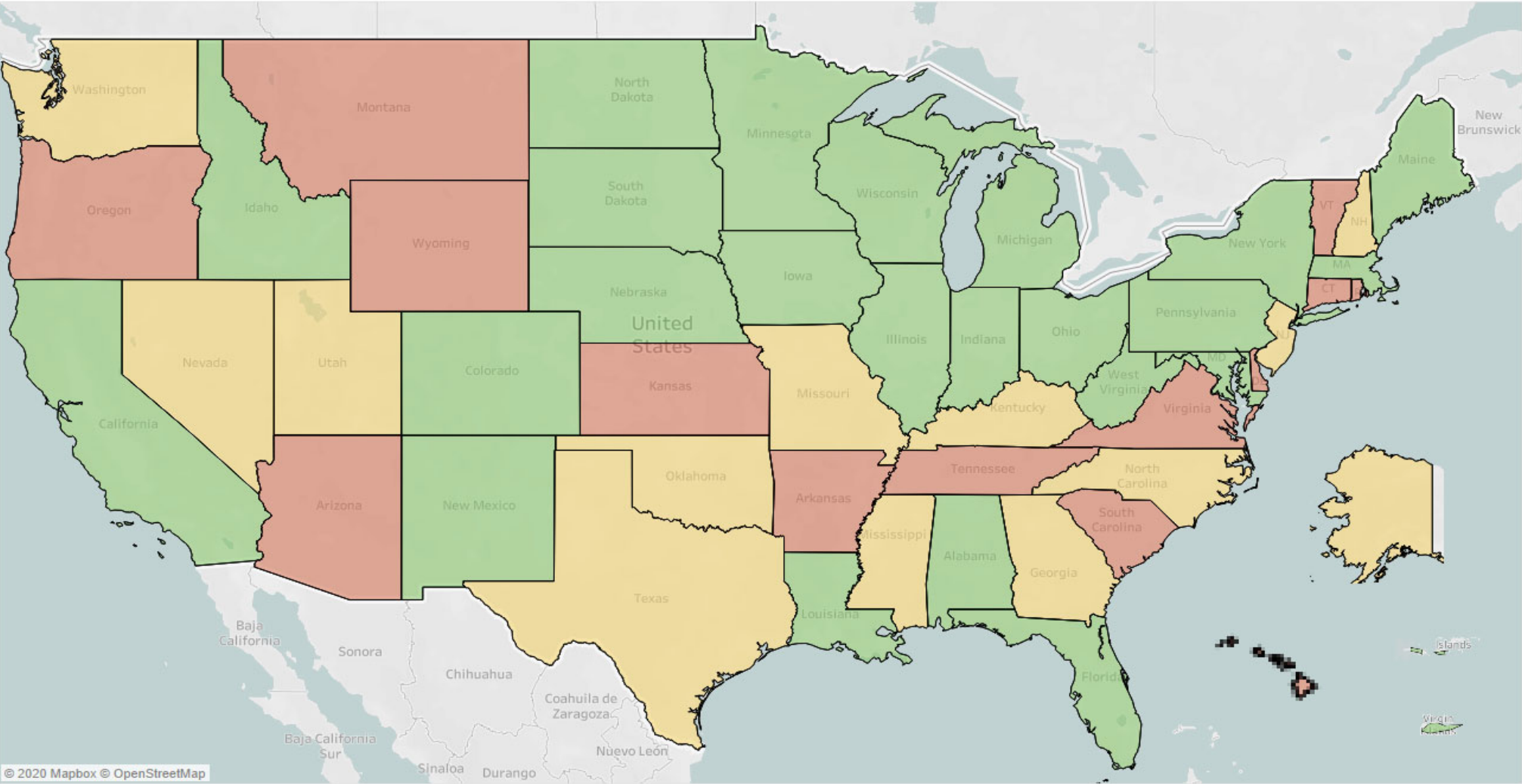
Jennifer Adkins
859-721-0796
614-743-8178
jjohnson@juvenilecompact.org

ICJO Coordinator = UNITY State Help Contact

Q & A

1. Does the Commission have a roll out strategy in mind?
2. Will there be a training site for UNITY field users to practice with the system?
3. How will current JIDS users in the field be rolled into UNITY?
4. How will future (new) users be rolled into UNITY? How will JPO or ICJ Staff turnover be addressed in the system?

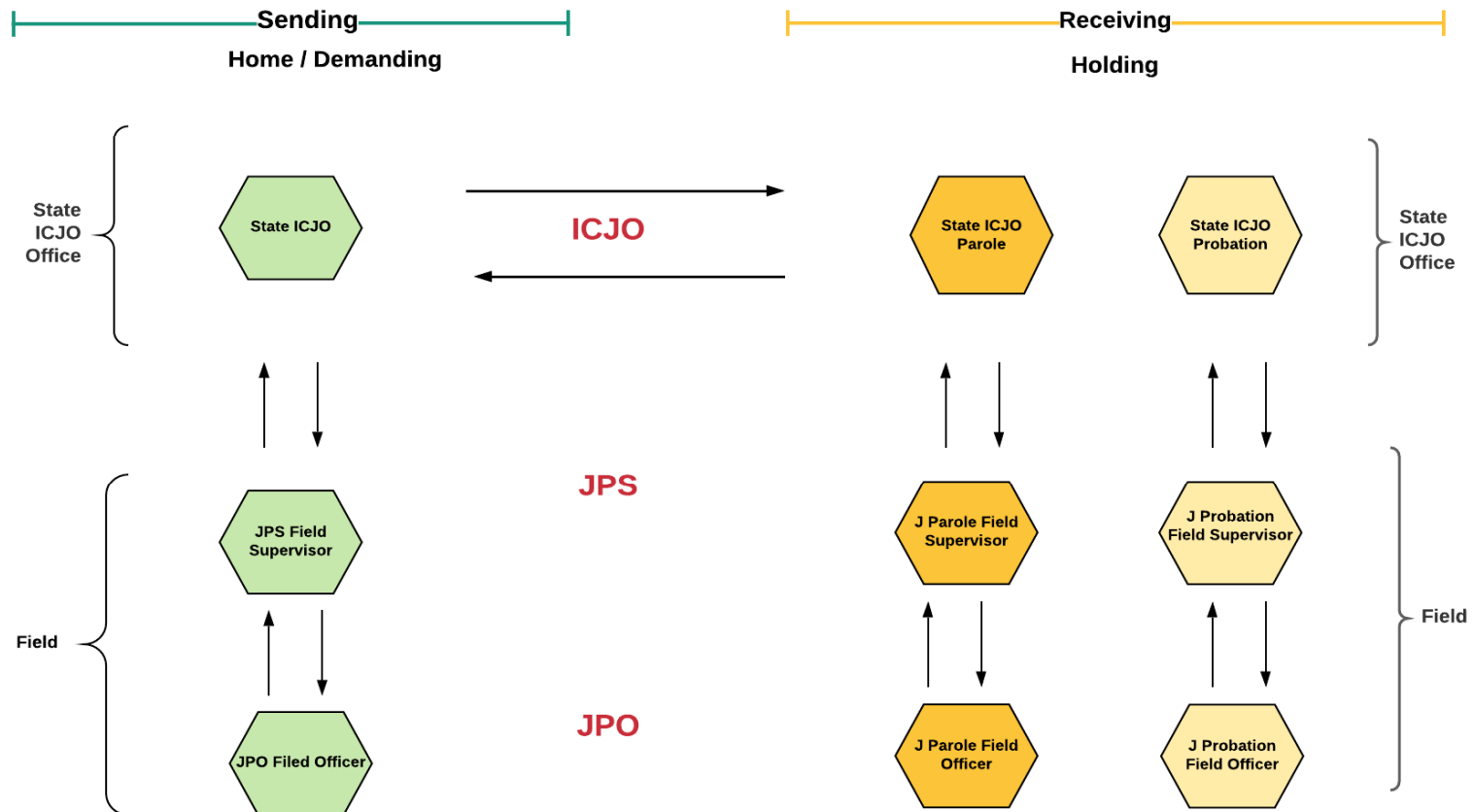
Dynamic Map of UNITY Cordinators by State & Their Current Rollout Decision



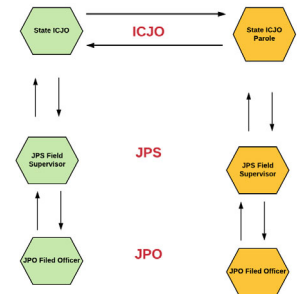
UNITY - Case Data Workflow Overview - (Not Form Workflow)

Unified Example: Parole & Probation Unified

Bifurcated Example: Parole & Probation Bifurcated
5 States: IL, IN, MA, NJ, NY



State Structural Model Examples



UNITY Model Considerations

- ❖ Each state is unique in its operational workflow processes
- ❖ UNITY: Designed to support an adaptive global model that is not complex to manage & can easily implement within each state
- Term: Zone = Borough, County, District, Office, Parish, Region, Unit, Sector, etc.....
- Review 3 Examples: Idaho, Ohio, Kentucky
To help facilitate discussion & to assist you in your state workflow model



Region 1

Region 1 (Districts 1 & 2) Liaison

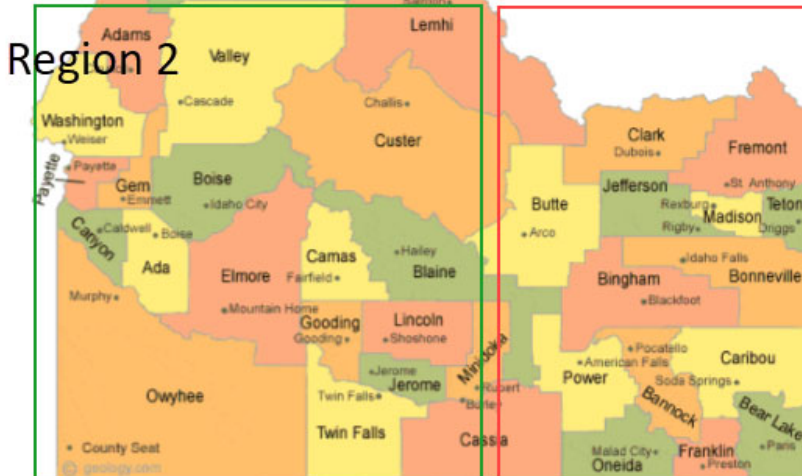
Default Zone Supervisor: Zlata Myr

Zone: Region 1 (Districts 1 & 2)

Counties:

Benewah
Bonner
Boundary
Kootenai
Shoshone
Clearwater
Idaho
Latah
Lewis
Nez Pearce

Region 3



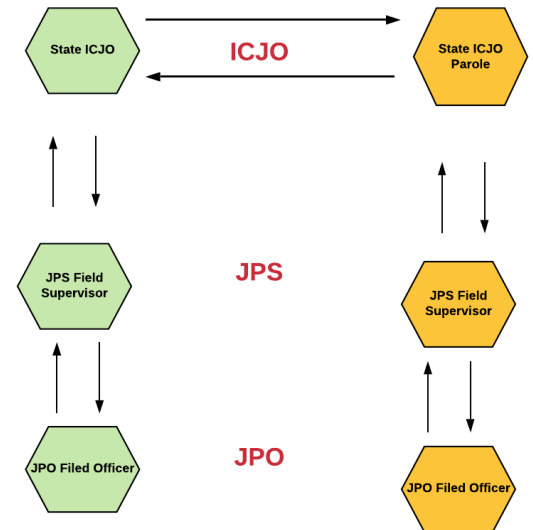
Region 2

Zone: Region 2 (Districts #'s)

Counties:
 List

Zone: Region 3 (Districts #'s)

Counties:
 List

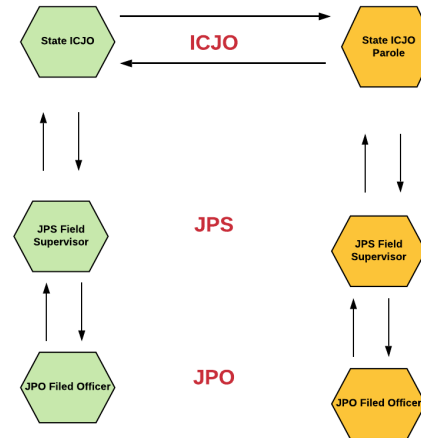




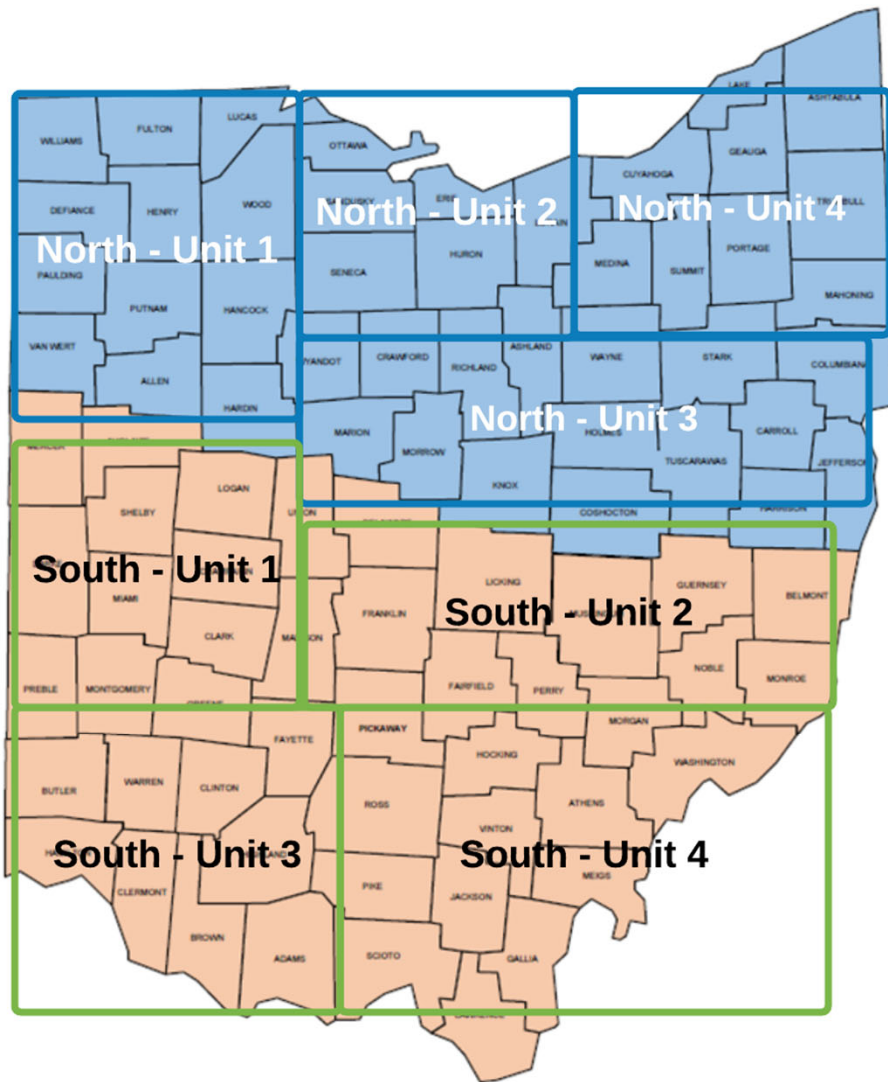
Probation

County Level

Zone Name: Probation - County
Default Zone Supervisor: Name
Supervision Type: Probation
Contain Counties: 1 Named County



Parole



Parole

North

Zone Name:
Default Zone Supervisor:
Supervision Type:

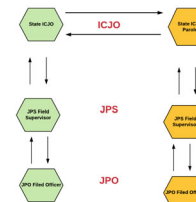
Parole North - U1
Name
Parole

Contain Counties: 12 Named Counties

Zone Name:
Default Zone Supervisor:
Supervision Type:

Parole North - U2
Name
Parole

Contain Counties: 6 Named Counties



South

Zone:
Default Zone Supervisor:
Supervision Type:

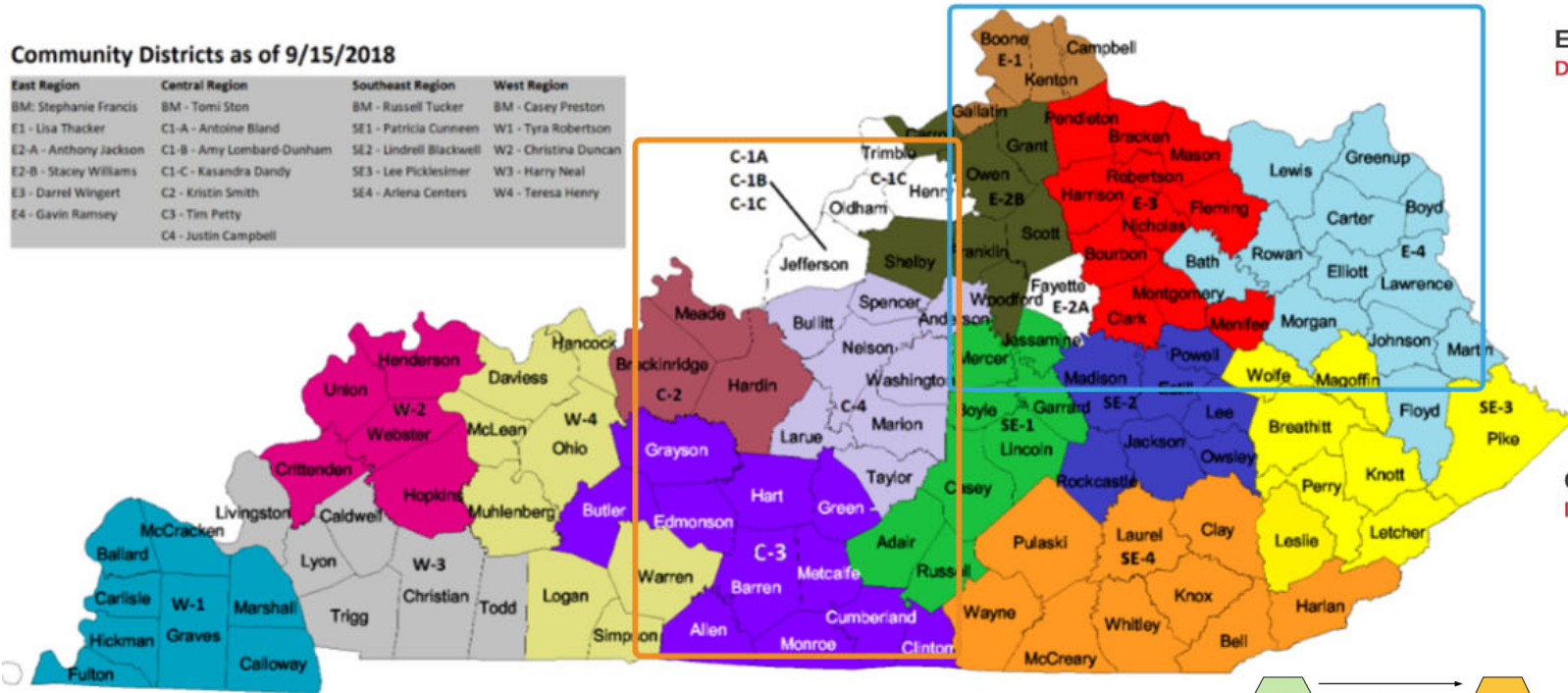
Parole South - U1
Name
Parole

Contain Counties: 11 Named Counties

Probation

Community Districts as of 9/15/2018

East Region	Central Region	Southeast Region	West Region
BM: Stephanie Francis	BM: Tomi Ston	BM: Russell Tucker	BM: Casey Preston
E1 - Lisa Thacker	C1-A - Antoine Bland	SE1 - Patricia Cunneen	W1 - Tyra Robertson
E2-A - Anthony Jackson	C1-B - Amy Lombard-Dunham	SE2 - Lindrell Blackwell	W2 - Christina Duncan
E2-B - Stacey Williams	C1-C - Kasandra Dandy	SE3 - Lee Picklesimer	W3 - Harry Neal
E3 - Darrel Wingert	C2 - Kristin Smith	SE4 - Arlena Centers	W4 - Teresa Henry
E4 - Gavin Ramsey	C3 - Tim Petty		
	C4 - Justin Campbell		



East Region Supervisor

Default Zone Supervisor: Stephanie Francis

East Region

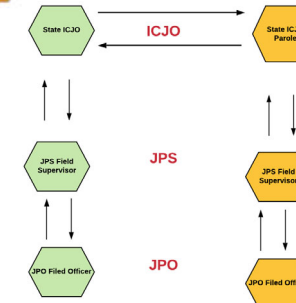
Zone: E1
Counties: 8
Zone: E2-A
Counties: 1
Zone: E2-B
Counties: 7
Zone: E3
Counties: 11
Zone: E4
Counties: 12

Central Region Supervisor

Default Zone Supervisor: Tomi Ston

Central Region

Zone: C1-A
Counties: #
Zone: C1-B
Counties: #
Zone: C1-C
Counties: #
Zone: C2
Counties: #
Zone: C3
Counties: #
Zone: C4
Counties: #



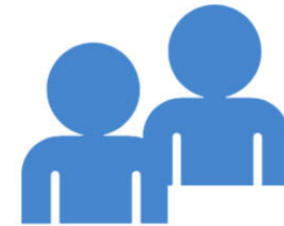
Q & A

Roll Out Model Options

1. Full Roll Out



2. Limited Roll Out



3. Compact Office Only



Model 1

Model 1 is the **Full Roll Out** model. Each state ICJ Office will have at least 2 UNITY users and will authorize one or more supervisor (JPS) and officer (JPO) users from the state's designated zones. Most initial data entry in this model is input by the JPO users who submit cases to the JPS user for review. JPS users are responsible for submitting case information between the JPO and ICJO users.

Full Roll Out

ICJO, JPS, and JPO Users



UNITY COORDINATOR RESPONSIBILITIES

- Determine & authorize ICJO, JPS, & JPO users
- Notify state personnel of updated ICJ Forms
- Ensure ICJO, JPS, & JPO users complete UNITY training

CONSIDERATIONS

- Shared data entry between ICJO, JPS, & JPO Users
- Uniform compact-to-field practices throughout state

Model 2

Model 2 is the **Limited Roll Out** model. Each state ICJ Office will have at least 2 UNITY users and will authorize one or more supervisor (JPS) users from the state's designated zones who are responsible for all juvenile compact activities for their zone. Most initial data entry in this model is input by the JPS zone users who are responsible for coordinating with officers who do not access UNITY.

Limited Roll Out

UNITY COORDINATOR RESPONSIBILITIES

- Determine & authorize ICJO & JPS zone users
- Notify state personnel of updated ICJ Forms
- Ensure ICJO & JPS zone users complete UNITY training

ICJO & JPS Users



CONSIDERATIONS

- Shared data entry between ICJO & JPS Users
- Review state ICJ policies & procedures related to how zones submit required data, documents & ICJ Forms to ICJ Office and/or JPS zone users
- Communicate state UNITY policies & procedures to zones

Model 3

Model 3 is the **Compact Office Only** model. Each state ICJ Office will have at least 2 UNITY users who are responsible for all data entry and management of juvenile compact activities for the state.

UNITY COORDINATOR RESPONSIBILITIES

- Determine & authorize ICJO users
- Notify state personnel of updated ICJ Forms
- Ensure ICJO Users complete UNITY training

Compact Office Only



CONSIDERATIONS

- All data entry into UNITY
- Review state ICJ policies & procedures related to how zones submit required data, documents & ICJ Forms to ICJ Office
- Communicate state UNITY policies & procedures to zones

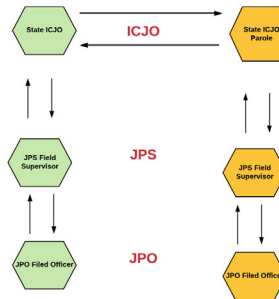
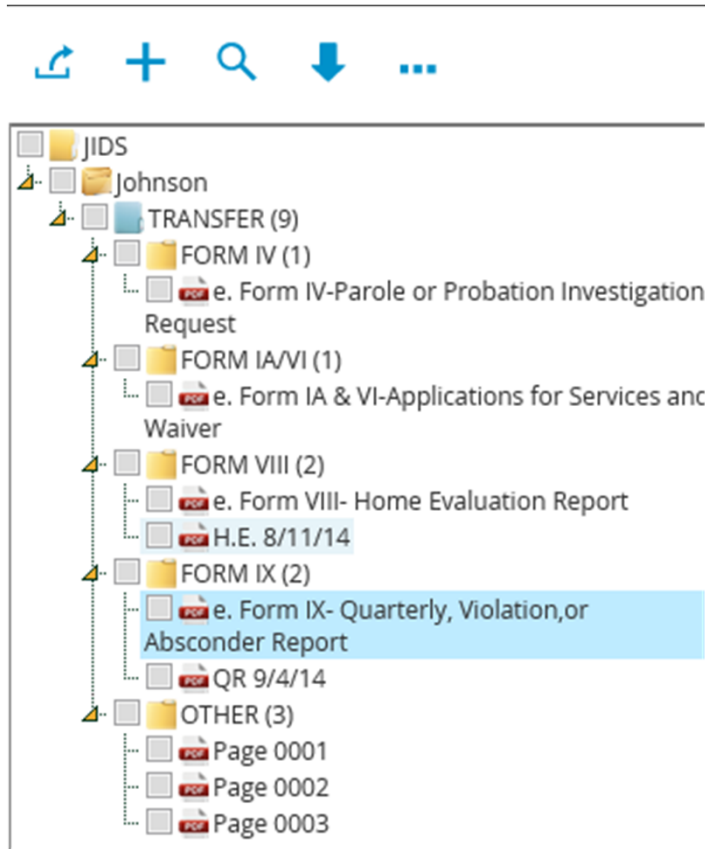
Q & A

1. Is it possible to have a group of probation chiefs, supervisors, and a few field probation officers test UNITY before making a decision to roll it out to the entire field staff?
2. Will the Local ICJ Offices/Staff still have the ability to control information (i.e., reports, referral packets, supporting documentation, etc.) input in UNITY?
3. Bifurcated state models?

Transitional Elements Discussion

1. Forms v. Digital Data
2. Files v. Cases
3. Work Centralized v. Work Distributed
 - Internal Policies & Procedures Review
4. Secondary ICJO User
5. Form Updates

Forms v. Digital Data



A screenshot of the Interstate Commission for Juveniles (ICJ) Uniform Nationwide Interstate Tracking for Youth (UNITE) web application. The interface is divided into several sections:

- Header:** Interstate Commission for Juveniles, Serving Juveniles While Protecting Communities. Uniform Nationwide Interstate Tracking for Youth.
- Left Sidebar:** Home, Task Lists, Juvenile, Case, Search, User Directory, Reports, Data Visualization, Compliance, Administration, Support Center.
- Main Content Area:**
 - Edit Case File:** Transfer of Supervision Case File. Includes links to Juvenile Profile Summary, Case Profile, Case Communications, and Case Documents.
 - Case Tasks:** A table listing tasks assigned to the user. The table has columns for Task, Status, Due Date, and Actions.

Task	Status	Due Date	Actions
Transfer of Supervision Referral (x)		Due 5/5, 138 days overdue	
✓ KY Referral Information*			
✓ KY Form VI			
✓ KY Legal And Social History			
✓ KY Supervision Summary Of On Probation For Over 30 Calendar Days			
✓ KY Clear Letter			
✓ KY School Transcripts/Records			
✓ KY Immunization Records			
✓ KY Generate Form IV			
✓ KY Submit Transfer Of Supervision To Supervisor (GPS)*	Approved		
✓ KY Submit Transfer Of Supervision To State Compact (GPS)*	Approved		
✓ KY Submit Transfer Of Supervision To Receiving State*	Approved		
Court Case (x)		Due 4/12, 135 days overdue	
✓ KY Court Case Information*			
✓ KY Petition And/or Arrest Report*			
✓ KY Order Of Adjudication And Disposition*			
✓ KY Conditions of Supervision*			
✓ KY Generate Form IV			
Travel Information (x)		Due 4/12, 135 days overdue	
Home Evaluation (x)		Due 5/24, 93 days overdue	
✓ KY Upload Signed Form VI			
✓ WV Home Evaluation Data Entry*			
✓ WV Upload Signed Conditions of Supervision			
✓ WV Generate Form VIII HOME EVALUATION REPORT			
✓ KY Upload Signed Form IV*			
✓ WV Submit Home Evaluation to Supervisor (GPS)*			

Travel Case – Form VII

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: Virgin Islands From: Virgin Islands
(Receiving State) (Sending State)

From: (Name, Title) (Agency/Department) (Phone #)
Re: test test 1/1/2003 White Female
(Juvenile's Name) (DOB) (Race/Sex)

*If known: *Ht. *Wt. *Eye Color: *Hair Color: Parole
(Offense) (Court/Agency #) (Legal Status)

Current Residence
Name:
Relationship:
Address:
Phone:

Permission is granted to the above-named juvenile to visit the State of Virgin Islands
from (Date) until (Date)

During which time the juvenile will be staying with/at:
(Name/Facility) (Relationship)
at (Full Address) (City) (State) (Zip) (Phone #)

Reason for Visit:

Special Instructions/Other Comments:

Juvenile's Statement of Understanding
I, test test, recognize I am under the legal custody/jurisdiction or supervision of the State of Virgin Islands. 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: (Juvenile's Signature) (Date)
(Signature of Caseworker or Probation/Parole Officer) (Title) (Date)

Approved by: (Signature of Supervisor)
ICJ Travel Permit | Rev. 11-14-16

Save

- State Data

- Core Juvenile Data

- Current Residence Data

- Travel Visitation Data

- Court Case Data

Interstate Commission for Juveniles
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home > Search > View Case

Edit Case File

Travel Permit Case File

Juvenile Profile Summary
Case Profile
Case Communications
Case Documents

Save Case File

Case Tasks

Task	Assigned to	Zone	Completed by	Completed Date
Travel Information (1*)	JPO	✓	Due 8/28, 2 days left	
Travel Information*	Marylee Underwood	Southeast-1	Due 9/4, 9 days left	
Court Case Travel (1*)	JPO	✓	Due 9/4, 9 days left	
Court Case Travel*	Marylee Underwood	Southeast-1	Due 9/4, 9 days left	
Juvenile Profile Current Residence (1*)	JPO	✓	Due 9/4, 9 days left	
Juvenile Profile (Current Residence)*	Marylee Underwood	Southeast-1	Due 9/4, 9 days left	

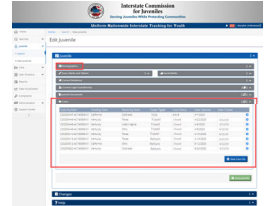
Sending State Events: Create Event

Receiving State Events: Event - The Juvenile has At Create Event

Help

Form VII is generated from these Sections

Files v. Cases



- In JIDS, each interstate Case required a separate file.
- In UNITY, each juvenile will have one Juvenile Master File and all cases will be housed within the Juvenile Master File.
- All states can see a high-level case history view. Only states involved in each case can view the case details within a Juvenile Master File.



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Uniform Nationwide Interstate Tracking for Youth

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Home :: > Search > View Juvenile

Edit Juvenile

Juvenile

Demographics

Scars, Marks and Tattoos

Social Media

Current Residence

Current Legal Guardianship

Juvenile Documents

Cases

Case Number	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed	
C20200447-AC180809-01	California	Colorado	TOS	Active	4/7/2020		+
C20200449-AC180809-01	Kentucky	Texas	Travel	Closed	4/22/2020	4/22/20	+
C20200449-AC180809-01	Kentucky	West Virginia	Travel	Closed	4/9/2020	4/22/20	+
C20200449-AC180809-01	Kentucky	Ohio	Travel	Closed	4/9/2020	4/22/20	+
C20200410-AC180809-01	Kentucky	Texas	Travel	Closed	4/10/2020	4/22/20	+
C20200413-AC180809-01	Kentucky	Texas	Return	Closed	4/13/2020	4/22/20	+
C20200512-AC180809-01	California	Ohio	Return	Closed	5/12/2020	4/22/20	+
C20200622-AC180809-01	Kentucky	Colorado	Return	Closed	6/22/2020	4/22/20	+

New Case File

Save Juvenile

Changes

Help

UNITY Juvenile View

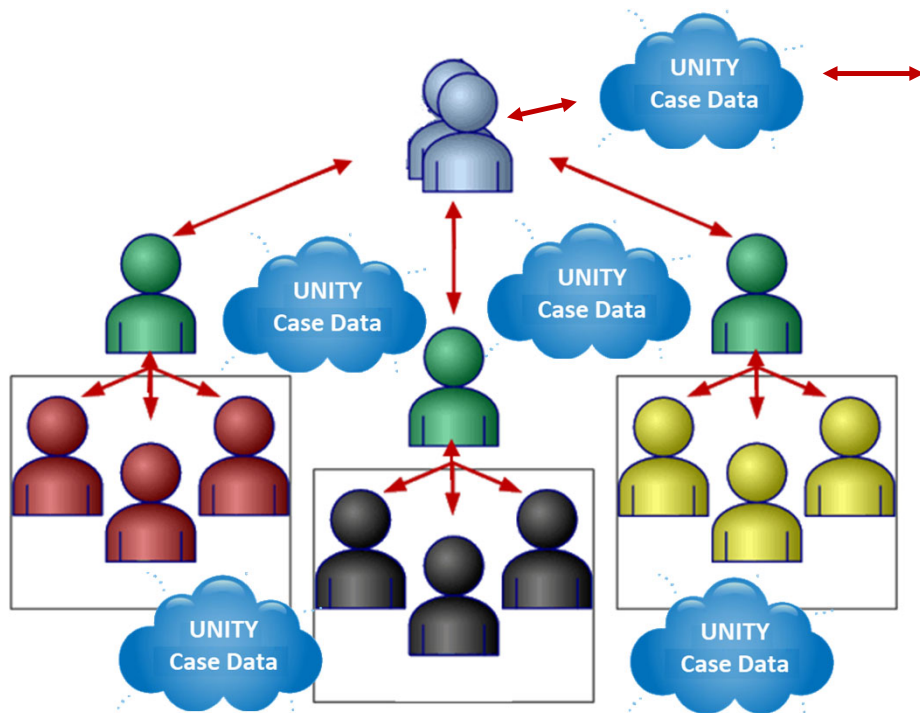
Centralized Data

- Demographics
- Scars, Marks, & Tattoos
- Social Media
- Current Residence
- Current Legal Guardianship
- Juvenile Documents
- **Cases (Case History)**

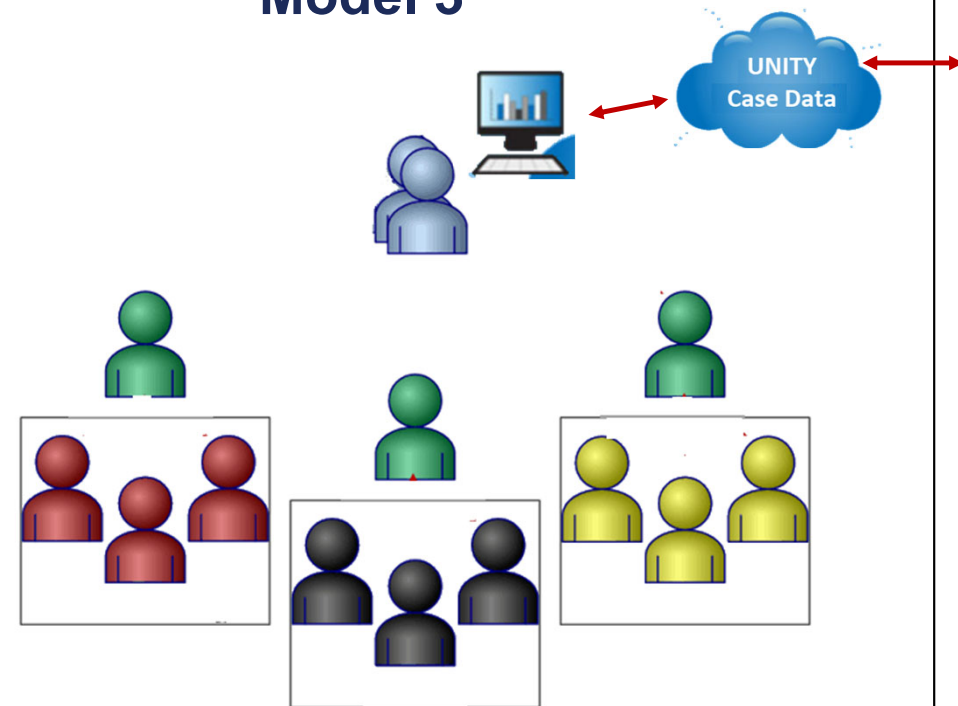
Digital Data Entry & Case Information Sharing

Work Distributed v. Work Centralized

Model 1

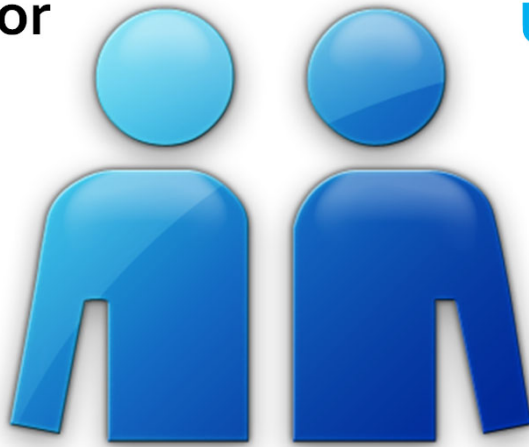


Model 3



Secondary ICJO User

UNITY - Coordinator



UNITY – Secondary Backup

ICJ Form Updates



- Final Travel Plan
- Form A
- Juvenile Rights Form
- Victim Notification Supplement Form
- Forms I, II, III, IV, V, VI, VII, VIII, IX, X
 - > Form IA/VI will be renamed to Form VI
 - > Form IX will be split into 3 versions: Quarterly Progress, Violation, and Absconder Reports

ICJ Form Updates



- **New Forms Effective on UNITY Go-live Date**
- **Ensure your state's juvenile personnel have & use updated forms**
- **PDFs Available on ICJ Website**

Q & A

State Personnel Directory Data Request

- Overview: “State “User” / “Directory” Personnel” Data Capture
- Data Needed
 - *Model 1: “Users” Workflow, Build Active Users*
 - *Model 3: “Personnel” Data & Case Accuracy, Reporting, Dropdown list availability*
 - *ICJ.TalentLMS: UNITY Training Enrollment List*

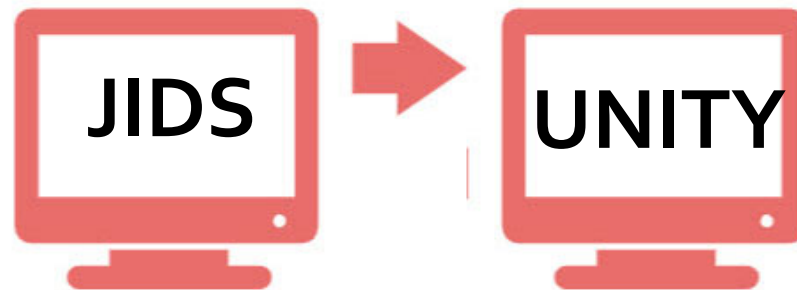


A screenshot of a web form titled "UNITY: User Profile Directory Build Out". The form contains several sections with text instructions and input fields. Key sections include "Build Out", "User Information", "Supervisor Information", "Work Information", "Email Information", and "Phone Information". Each section has a "Save" button and a "Cancel" button. The form is designed for building out user profiles in the UNITY system.

Q & A

1. How will users with active JIDS cases be transitioned to UNITY?
2. Will users have to complete a User Agreement process when the first login to UNITY?
3. Our state is concerned about confidentiality issues among county jurisdictions. Will users in one state be able to view other county's files in the same state?

Data Migration



- Active Cases only
 - Base Juvenile Info, SQL Identifiable Documents
- Potential Case Data Review (migration is Not 1:1)
- Active User Accounts are not being migrated
- JIDS available to “UNITY–Coordinator” for 1-Year
 - Historical Data Policy

Proposed Historical Data Policy 01-2020

- Only Active JIDS files will be migrated to UNITY
- The National Office will maintain an archive for 5 years from retirement of JIDS
- State ICJO Offices will have limited access to JIDS for a period of 1 year from the retirement of JIDS
 - Limited to viewing and exporting juvenile files, documents, system reports, and compliance reports.
 - No ability to add new users, juvenile files, generate forms, upload documents, or initiate new workflow
 - All field supervisor and officer accounts will be deactivated when UNITY is live
 - User Management will be deactivated
 - Requests for new ICJO Users must be sent to the National Office
- States can use this time to view and export documents & reports

Proposed Historical Data Policy 01-2020

- After 1 year from the retirement of JIDS, all ICJ Office JIDS Accounts will be deactivated
- Commissioners, Compact Administrators, Deputy Compact Administers, or Designees can submit Historical Data Requests to the national office for the following information:
 - Juvenile file details, including demographic information, case type, and states involved; and
 - ICJ Forms, including e-forms and scanned PDF versions of ICJ Forms
- Requests fulfilled within 10 business days in electronic format

Expungement requests may will be submitted according the JIDS Expungement Guidelines

Next Steps

- State Personnel Directory Data Request
 - *Due Friday, October 2*
- Roll Out Model Selection
 - *On Demand Training Module Available*
 - *Due Thursday, September 10*
- Letter for IT Departments
 - *October*
 - *System requirements*
 - *Network Protocols for System Access*
- Wednesdays @ 1 “Office Hours”
 - *Starting September 2*
 - *Graduated Schedule*
 - *Format*



Q & A