



INTERSTATE COMMISSION FOR JUVENILES

TRAINING TOOLKIT



2021

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Introduction

The Interstate Commission for Juveniles (the Commission) is developing a new data system for tracking interstate juvenile movement: The Uniform Nationwide Interstate Tracking for Youth (UNITY) system. The UNITY Training Site is now live! The final transition from JIDS to UNITY will be in May 2021.

Because more than 4,000 users throughout the nation need UNITY Training, the Commission has developed a multi-pronged training strategy. First, the Commission provided a series of On Demand training courses available online at www.ICJ.TalentLMS. The Commission released the UNITY Training Site, User Manuals, and Training Toolkit. All resources are available online.

This Training Toolkit was developed to provide resources and materials to support states who chose to provide instructor-led trainings using the UNITY Training Site. Additional scenarios and resources may be added, based on input from Commission members.

Phased Rollout of Training Resources

UNITY Training Resources are being rolled out in phases. The first portions of the UNITY Training Site, UNITY User Manuals, and UNITY Toolkit were released in early April. During the first week, only UNITY Coordinators and other ICJ staff had access. Additional components are being released in the weeks that follow, one topic at a time. This design is intended to promote progressive learning.

|  UNITY TRAINING SITE ROLLOUT UNITY Training Site and other training resources are being rolled out in phases. The first portions of the UNITY Training Site, User Manuals, and Training Toolkit will be released on April 5th to UNITY Coordinators and ICJJs. Additional components will be released in the weeks that follow one topic at a time. | UNITY COORDINATORS & ICJJs | | JPS & JPO |
|---|-------------------------------|---|-----------------------------|
| | April 5 | Administration Juvenile Profiles Travel | _____ |
| | April 12 | _____ | Juvenile Profiles Travel |
| | April 19 | Transfer of Supervision | Transfer of Supervision |
| | April 26 | Returns | Returns |

UNITY User Manuals

Two UNITY User Manuals are now available. The *UNITY State ICJO Administrator Manual* and *UNITY ICJO/JPS/JPO User Manual* were developed by Optimum Technologies, the vendor developing UNITY. They will be available to users logged into UNITY (Training or Production Site), in the Resources section.

UNITY State ICJO Administrator Manual

The *UNITY State ICJO Administrator Manual* is intended for State ICJO Coordinators who will have the role as system administrator for their state users in the UNITY system. It will include how to configure zones, create new users, add consents, news items, and resources for their state. This manual will also highlight certain functions in UNITY built specifically for State ICJOs, such as the ICJO Master Task List, as well as the User Directory, which provides more visibility to other state user contacts exclusively for State ICJOs.

UNITY ICJO/JPS/JPO User Manual

The *UNITY ICJO/JPS/JPO User Manual* is intended for all users in the UNITY system who will be creating juveniles, cases, and managing case workflow. These users will include JPO, JPS, and State ICJO roles. All common elements of the UNITY system will be described, including how to login and navigate through the system, menu listing, home page tiles, and updating user profiles. The Master Task List and User Directory pages will be presented from a JPO/JPS perspective. The manual will also include step-by-step instructions on how to create a juvenile, case, and manage task workflow.

Using the UNITY Training Site

The UNITY Training Site is an interactive virtual environment where learners can test new skills without impacting actual juvenile cases. The site will include all 50 states, the District of Columbia, and the U.S. Virgin Islands. It will be available 24/7. There is no set time limit and advance reservations are not required.

Juvenile Data

In order to protect juvenile confidentiality, data will *not* be migrated from JIDS to the Training Site. Furthermore, learners are prohibited from using data regarding real juveniles, especially those subject to the ICJ.

Instead, learners will create and work with fictional juveniles and cases. Sample scenarios are provided in this toolkit. Each ICJO will select which scenarios to use for training purposes, if any. Fictional Placeholder Documents are also provided, so that they may be uploaded as needed. These documents should not be considered complete. They simply serve as PDFs to be uploaded when necessary. Learners may use other fictional names and documents, at their own discretion.

Juvenile Profiles

As part of the training experience, users create corresponding juvenile profiles, cases, and events. States personalize cases by adding fictitious demographics and using Sending State (SS) or Home/Demanding

State (HS/DS) as juvenile’s last name (i.e., John Test Kentucky, Demetrius Test Maryland, and Maria Test Illinois). Other fictional names may be used at the learners discretion.

Using Scenarios

In this Toolkit, scenarios are presented for each of the case types (Travel, Transfer of Supervision, and Return). For each case type, the first scenario directs the learner to create a new juvenile profile. That juvenile profile will be used for all related cases and events in that section. You may create additional profiles and scenarios as you see fit. Just be sure to use fictional data.

UNITY Counter Accounts

“Counter accounts” are available to state ICJ offices, so that each state can conduct trainings independently. Each state has a designated counter account to use as the Receiving/Holding State (RS/HS).

Each “counter account” functions as an ICJO Admin Account and act as a Model 3 state (for the sake of simplicity during training). This allows users to work through cases as both the Sending and Receiving State without having to coordinate with another state. Counter accounts are named to make their function clear (i.e., ky-oh-icjo@counter.org).

For Example:

Kentucky and Ohio have been paired for "counter accounts." The Kentucky ICJO staff person can log into their own ICJO account AND their state’s counter account, ky-oh-icjo@counter.org.

The “Counter Account” will be set up as follows:

| | |
|------------|---|
| Login Name | ky-oh-icjo@counter.org |
| First Name | First Name of the “KY UNITY Coordinator” |
| Last Name | Last Name of the “KY UNITY Coordinator” |
| User Role | ICJO Admin |
| Time Zone | Time Zone of “Sending / Home Demanding” State |
| Email | Email of the “KY UNITY Coordinator” |

Training Partners

States may able to conduct trainings in collaboration with a partner state. If states wish to coordinate with another state to work through cases, states may reach out to another state to coordinate such training.

UNITY Models

States will navigate and perform tasks in the Training Site the same way they will the live site.

Model 1 States

Model 1 is the full rollout model. Each state ICJ Office should 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. When training and initiating the case from the “Counter Account” the ICJO will need to complete steps that would be completed by a JPO or JPS for the sake of training expediency.

Model 2 States

Model 2 is the limited rollout model. Each state ICJ Office should 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.

Model 3 States

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.

Information to share with JPSs and JPOs

This section highlights information some state ICJ Offices are sharing with users, often via email. Thanks to state ICJ offices for sharing your work.

UNITY Training Site Rollout

On April 12, 2021 all registered users were granted access to the [UNITY Training Site](#). The site was developed to be a replica of the actual UNITY site and will function identical to the UNITY site. It was designed for users to be able to put in to practice what they have learned from the training modules completed through the LMS, [ICJ.TalentLMS](#).

The rollout of the UNITY Training Site will occur in phases as follows:

- April 12: Users received two (2) emails to log into the UNITY Training Site; Users will gain access to create and work with the Travel Permit process.
- April 19: Users will gain access to create and work with the Transfer Case process.
- April 26: Users will gain access to create and work with the Return Case process; At this time, all functions will be live through the UNITY Training Site.

Time Limit and Access

The UNITY Training Site will be available 24/7, even after UNITY goes live. Users are encouraged to access the Training Site at any time to practice skills.

Technical Specifications

UNITY can be accessed from any device with a modern browser and internet access. The follow is a list of supported web browsers and versions:

- Microsoft Edge (Version 84 and above)
- Google Chrome (Version 80 and above)
- Mozilla Firefox (Version 78 and above)

Please note: Internet Explorer is not supported as it is no longer being actively developed by Microsoft and does not support new web standards adopted by modern browsers.

Help and Support

If you notice a problem or have an issue while using the UNITY Training Site, please contact your State ICJ Compact Office or view [this video](#) for instructions on how to enter the issue into your state's system support center. Each state has its own entry point for system issues and entries are monitored by state ICJ Offices and the ICJ National Office.

Training

All users will have access to the UNITY Training Site regardless of the completion of the training modules through [ICJ.TalentLMS](#). Users are encouraged to complete the UNITY training modules through the LMS, ICJ.TalentLMS prior to practicing on the UNITY Training Site. After watching the video, some users may find it useful to listen to the video (playing in a second browser window) while practicing in the UNITY Training site.

State Compact Offices may offer one-on-one or group trainings to assist users in becoming more efficient within the UNITY system. For more information, contact your state ICJ Office.

Feedback

It is important that you practice on the UNITY Training Site prior to UNITY "go-live" in May. This will give you an opportunity to test out your skills, as well as offer feedback to your [UNITY Coordinator](#) on features that could be changed or fine-tuned for more efficient operation. Your feedback is welcome and all suggestions will be brought to the attention of the development team.

Models and Roles

Please ensure you are aware of the rollout method for your state. This will either be Model 1 (full field rollout), Model 2 (partial rollout), or Model 3 (only ICJ Compact Office will use). Your role in ICJ case management will likely remain much the same.

UNITY retains the JIDS roles of JPO, JPS and ICJO.

Data and Placeholder Documents

Please be aware that adding real juvenile documents (probation orders, etc.) is **prohibited on the UNITY Training Site**. In addition, case specific documents should be uploaded as part of a Case Task and should not be uploaded in the Juvenile Documents section, as those documents are visible to all UNITY users, regardless of state or user group. Additionally, any UNITY user can delete documents placed into the Juvenile Documents section.

The Training Committee developed a wide range of sample documents available for uploading to the Training Site. They are [available for download](#) from the [UNITY Training Toolkit](#).

Updates and Enhancements

When updates or enhancements are made to UNTY, they will take effect in the UNITY Training Site first. You will have the opportunity to practice on the Training Site and familiarize yourselves with the changes prior to implementing them within the actual UNITY site.

Training Scenarios

ICJO Administration

Scenario 1A: New User Account Setup

What's happening:

- ❑ A new Juvenile Probation Officer (JPO) was hired and needs access to UNITY.
- ❑ The state ICJ Office (ICJO) will enter their information in UNITY to create a new account.
- ❑ **Note:** Only the Role "ICJO Admin" has the rights to create a new account

What to do:

- ❑ Search to ensure the user does not already have an account.
- ❑ If they do not, create a new user profile using fictional information.

Where to start:

Home :: > Users

User Search

User Search Criteria

Last Name: First Name: Email: Status: Not Deleted

State: Kentucky Zone: User Role:

User Search Results

| Last Name | First Name | Role | Zone | Email | State |
|---------------|------------|------------|------|-------|----------|
| Officer | Joe | JPO | | | Kentucky |
| Super | Jane | JPS | | | Kentucky |
| KentuckyAdmin | Mary | ICJO Admin | | | Kentucky |


Go to page: 1 Row count: 10 Showing 1-3 of 3

Scenario 1B: Add a contact from User Directory

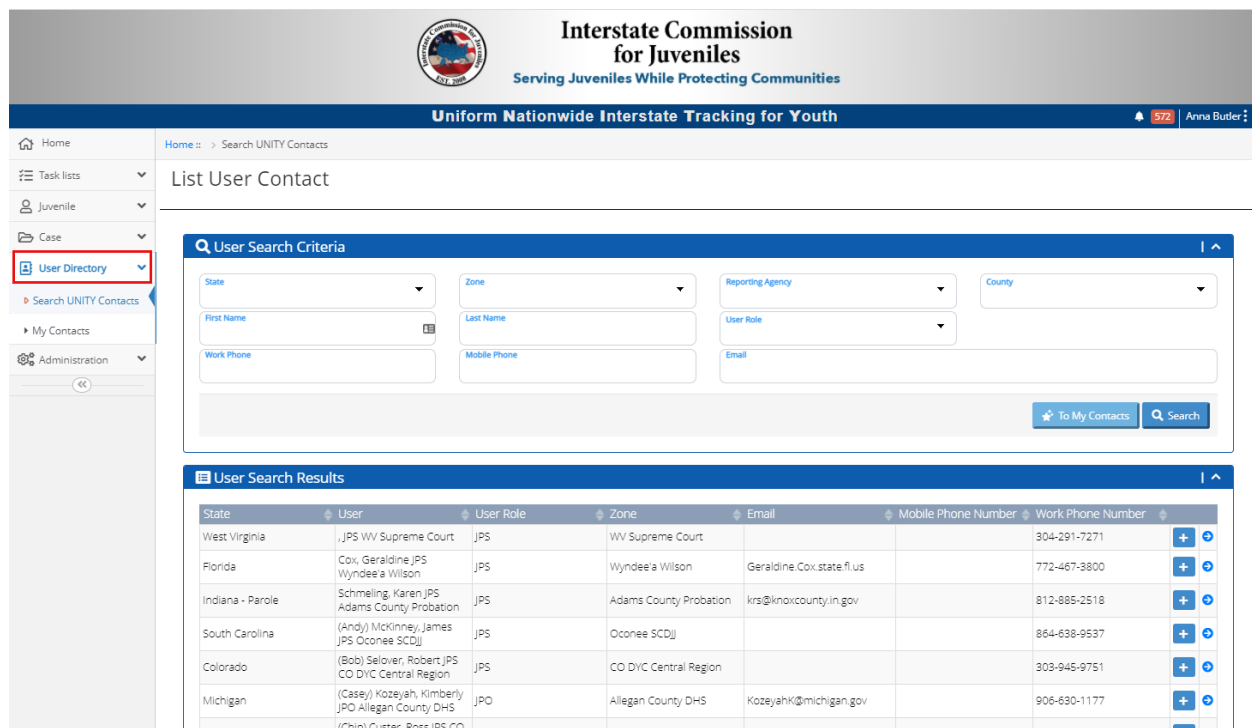
What's happening:

- ☐ A new Juvenile Parole Supervisor (JPS) has been hired.
- ☐ You would like to add her to your UNITY contacts.
- ☐ Note:
 - ICJO users can add any contact from any state to their My Contacts list.
 - JPS and JPO users can only add contacts from their own state.

What to do:

- ☐ Go to the User Directory and search for UNITY users using the search criteria.
- ☐ When the search results appear, select the blue plus sign icon to add the user to your My Contacts list.
- ☐ Go to the “My Contacts” list to review the added user.
- ☐ While in the “My Contacts List” remove them from your contact list by selecting the  icon.

Where to start:



Interstate Commission for Juveniles
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home > Search UNITY Contacts

List User Contact

User Search Criteria

State: [dropdown] Zone: [dropdown] Reporting Agency: [dropdown] County: [dropdown]

First Name: [text] Last Name: [text] User Role: [dropdown]

Work Phone: [text] Mobile Phone: [text] Email: [text]

To My Contacts Search

User Search Results

| State | User | User Role | Zone | Email | Mobile Phone Number | Work Phone Number | |
|------------------|--|-----------|------------------------|---------------------------|---------------------|-------------------|-----|
| West Virginia | JPS WV Supreme Court | JPS | WV Supreme Court | | | 304-291-7271 | + - |
| Florida | Cox, Geraldine JPS Wyndee'a Wilson | JPS | Wyndee'a Wilson | Geraldine.Cox.state.fl.us | | 772-467-3800 | + - |
| Indiana - Parole | Schmeling, Karen JPS Adams County Probation | JPS | Adams County Probation | krs@knoxcounty.in.gov | | 812-885-2518 | + - |
| South Carolina | (Andy) McKinney, James JPS Oconee SCDJ | JPS | Oconee SCDJ | | | 864-638-9537 | + - |
| Colorado | (Bob) Selover, Robert JPS CO DYIC Central Region | JPS | CO DYIC Central Region | | | 303-945-9751 | + - |
| Michigan | (Casey) Kozeyah, Kimberly JPO Allegan County DHS | JPO | Allegan County DHS | KozeyahK@michigan.gov | | 906-630-1177 | + - |
| | (Choi) Custer, Ross JPS CO | JPS | | | | | + - |

Related resource:

- ☐ On Demand Course: **UNITY: User Directory (U-103)** available at <https://icj.talentlms.com/>

Juvenile Profiles

Scenario 2A: Add a New Juvenile to UNITY

What's happening:

- ❑ A new juvenile, John Test [Insert State Name], has entered your caseload.
- ❑ You need to add the new juvenile to the UNITY system.

What to do:

- ❑ Search to see if John Test [Insert State Name] is already in UNITY.
- ❑ Create a New Juvenile Profile for John Test [Insert State Name].
- ❑ When creating a juvenile profile, enter all known profile information. For training scenarios, use fictional information only.

Where to start:

| Last Name | First Name | Date Of Birth | Current Age | State | Race | Sex | Juvenile Number |
|-----------|------------|---------------|--------------|-------|------------------|--------|-----------------|
| Campbell | Aaerion | 9/28/2001 | 18 years old | OH | Other, Specify - | Female | AC180809-01 |
| Smith | Aallah | 9/26/1998 | 21 years old | AK | Black | Male | AG151026-01 |
| Thompson | Aaron | 9/6/1994 | 25 years old | CT | Black | Male | AT130930-01 |
| Frenche | ADana | 8/9/2000 | 19 years old | MD | Black | Female | AP180515-02 |
| Frenche | ADana | 8/9/2000 | 19 years old | MD | Black | Female | AP180516-01 |
| Frenche | ADana | 8/9/2000 | 19 years old | OH | Black | Female | AP180717-01 |
| Davis | Adrean | 2/6/2001 | 19 years old | MO | Black | Male | AD161212-01 |
| Sargeant | A'ishah | 10/7/2002 | 17 years old | OH | Black | Female | AS171002-01 |
| Johnson | A'ahn | 1/27/2000 | 20 years old | LA | Black | Male | AJ160711-01 |

Related resource:

- ❑ On Demand Courses: **UNITY: Overview (U-100)** and **UNITY: Travel Permit – Model 1 2 & 3 (U-105)** available at <https://icj.talentlms.com/>

Travel

Scenario 3A: Create a Travel Permit Case

What's happening:

- ❑ JPO requests Travel Permit for John Test [Insert State Name], who is visiting grandparents during summer break.
- ❑ Sending State initiates Travel Permit (visit not to exceed 90 days) for John Test [Insert State Name].

What to do:

- ❑ Search Juveniles for John Test [Insert State Name] to use existing file created under Scenario 2A.
- ❑ Initiate a New Case File > Travel Case > Does Not exceed 90 Days.
- ❑ Process the travel permit to close without any added Events.

Where to start:

The screenshot shows the 'Search Juveniles' interface. On the left is a navigation menu with options: Home, Task lists, Juvenile, Search, New Juvenile, Case, User Directory, and Administration. An orange arrow points to the 'Search' option in this menu. The main content area has a header 'Search Juveniles' and a 'Juvenile Search Criteria' section. This section contains input fields for 'Last Name' (Test Kentucky), 'First Name' (John), 'Date Of Birth' (mm/dd/yyyy), 'State', 'Sex', and 'Race'. An orange arrow points to the 'Search' button in the bottom right of the criteria section. Below the criteria is a 'Juvenile Search Results' table.

| Last Name | First Name | Date Of Birth | Current Age | State | Race | Sex | Juvenile Number |
|-----------|------------|---------------|--------------|-------|---------------------------|--------|-----------------|
| o | Aaerio | 1/16/1958 | 63 years old | WI | Asian or Pacific Islander | Male | AC180809-01 |
| LLN | Aalla | 5/31/2020 | 0 years old | WI | Black | Female | AG151026-01 |

Juvenile Documents

No Documents have been added.

+ New Document

Cases


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

+ New Case File

Save Juvenile

Changes

? Help



Interstate Commission
for Juveniles
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Kentucky

Type of Travel Permit
Travel that does not exceed 90 days

Arrival Date
11/06/2020

Departure Date
11/20/2020

Less than 90 days (14 days)

Create New Travel Case File

? Help

Related resource:

- On Demand Course: **UNITY: Travel Permit- Model 1 2 & 3 (U-105)** available at <https://icj.talentlms.com/>

Scenario 3B: Event – Delete a Travel Permit

What's happening:

- ☐ Parent informs JPO that John Test [Insert State Name] cannot travel because COVID-19 test is positive and he is very sick.
- ☐ Sending State (SS) has not yet sent the case to Receiving State (RS).

What to do:

- ☐ Beginning with juvenile created in Scenario 3A, process the case from JPO > JPS > SS ICJO.
- ☐ At the SS ICJO state, trigger an event to “Delete” the travel case.
- ☐ Work through the process to finalize the deletion.

Where to start:

The screenshot displays the 'Case Tasks' interface. It features a table with columns: Task, Assigned to, Zone, and Completed Date. The tasks are grouped into sections: Juvenile Profile Completion, Travel Information, Court Case Information, and Travel Case Submission. The 'Travel Case Submission' section is highlighted in green. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A red box highlights the 'Delete Travel Case' option in the 'Sending State Events' dropdown, with a yellow arrow pointing to it. Another yellow arrow points to the 'Request for Sex Offender Registration Requirements' option.

| Task | Assigned to | Zone | Completed Date |
|--|-------------------------|------------------|----------------|
| Juvenile Profile Completion (✓) | JPO | | |
| OH Current Residence* | Supervisor Smith | South | 10/7/2020 |
| Travel Information (✓) | JPO | | |
| OH Travel Information* | Supervisor Smith | South | 10/7/2020 |
| OH Generate Form VII | Nate Lawison | | 10/7/2020 |
| OH Upload Signed Form VII | Nate Lawison | | |
| Court Case Information (✓) | JPO | | |
| OH Court Case Information* | Supervisor Smith | South | 10/7/2020 |
| Travel Case Submission (1*) | JPO | | |
| OH Submit Travel Permit to Supervisor (JPS)* | Nate Lawison | | 3/29/2021 |
| OH Submit Travel Permit to State Compact (ICJO)* | JPS of North - Unit One | North - Unit One | 3/29/2021 |
| OH Submit Travel Permit to Receiving State* | ICJO | | |

Available Sending State Events

Sending State Events: [Dropdown] Create Event

Receiving State Events: [Dropdown] Create Event

Available Receiving State Events

Delete Travel Case

Request for Sex Offender Registration Requirements

Request for Victim Notification Assistance

? Help

Related resource:

- ☐ On Demand Course: **UNITY: Travel Permit Events- Delete & Withdraw Travel Case (U-108)** at <https://icj.talentlms.com/>

Scenario 3C: Event – Change in Arrival or Departure Date

What's happening:

- ❑ JPO requests Travel Permit for John Test [Insert State Name], who has recovered and is visiting grandparents during winter break.
- ❑ After Sending State (SS) initiates Travel Permit (visit not to exceed 90 days) for John Test [Insert State Name], JPO advises that John's departure date has been changed.

What to do:

- ❑ Initiate Travel Case for John Test [Insert State Name] > Does Not exceed 90 Days.
- ❑ Process the case to the Receiving State (RS).
 - JPO will notify RS that there is a date change regarding the arrival and departure date.
- ❑ Trigger the Event "Notification of Travel Date Change – Departure from Receiving State" and process.
- ❑ Complete the process to case closure.

Where to start:

The screenshot displays the 'Case Tasks' interface. At the top, there are four filter checkboxes: 'Assigned To', 'Zone', 'Completed By', and 'Completed Date', all of which are checked. Below these filters is a table with the following columns: Task, Assigned to, Zone, Completed by, Completed Date, and a status column. The table contains several rows, including 'Juvenile Profile Completion (✓)', 'Travel Information (✓)', 'Court Case Information (✓)', and 'Travel Case Submission (1*)'. The 'Travel Case Submission (1*)' row is highlighted in green and shows a status of 'Due 3/11, 4 days overdue'. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A red box highlights the 'Create Event' button for the 'Sending State Events' dropdown. A dropdown menu is open, showing a list of events: 'Delete Travel Case', 'Notification of Travel Date Change – Arrival Date & Departure Date' (highlighted in blue), 'Notification of Travel Date Change – Arrival in Receiving State', 'Notification of Travel Date Change – Departure from Receiving State', 'Request for Sex Offender Registration Requirements', 'Request for Victim Notification Assistance', and 'Withdraw Travel Case'.

| Task | Assigned to | Zone | Completed by | Completed Date | Status |
|--|----------------|---------|--------------|--------------------------|----------|
| Juvenile Profile Completion (✓) | JPO | | | | |
| Travel Information (✓) | JPO | | | | |
| Court Case Information (✓) | JPO | | | | |
| Travel Case Submission (1*) | JPO | | | Due 3/11, 4 days overdue | |
| ✓ KY Submit Travel Permit to Supervisor (JPS)* | JPO of KY-ICJO | KY-ICJO | Anna Butler | 3/15/2021 | Approved |
| ✓ KY Submit Travel Permit to State Compact (ICJO)* | JPS of KY-ICJO | KY-ICJO | Anna Butler | 3/15/2021 | Approved |
| ✓ KY Submit Travel Permit to Receiving State* | ICJO | | Anna Butler | 3/15/2021 | Approved |
| OH Receiving State Review & Acknowledgment* | ICJO | | | | |

Sending State Events: [Create Event]

Receiving State Events: [Create Event]

Notification of Travel Date Change – Arrival Date & Departure Date

Scenario 3D: Event – Request for Sex Offender Registration Requirements

What's happening:

- ❑ A travel permit is requested for John Test [Insert State Name] who will be visiting family in another state and has been adjudicated on a sex-related offense.
- ❑ An “Event - Request for Sex Offender Registration Requirements” must be initiated by the Sending State (SS).

What to do:

- ❑
- ❑ Initiate Travel Case for John Test [Insert State Name] > Does Not exceed 90 Days.
- ❑ Before the Sending State (SS) submits the travel permit to the Receiving State (RS), trigger the “Event - Request for Sex Offender Registration Requirements.”
- ❑ Perform 2 processes in order to complete.

Where to start:

The screenshot displays the 'Case Tasks' interface. At the top, there are filters for 'Assigned To', 'Zone', 'Completed By', and 'Completed Date'. Below these is a table with columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table lists several tasks, including 'Juvenile Profile Completion', 'Travel Information', and 'Court Case Information'. Below the table, there are two sections for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A dropdown menu is open under the 'Sending State Events' section, showing a list of events. The event 'Request for Sex Offender Registration Requirements' is highlighted in blue.

| Task | Assigned to | Zone | Completed by | Completed Date |
|--|-------------|---------|--------------|------------------------|
| Juvenile Profile Completion JuvenileProfileCurrentResidenceHeader 40723 (1*) | JPO | | | Due 2/25, 15 days left |
| KY Current Residence* JuvenileProfileSlashCurrentResidenceSlash 40724 | Anna Butler | KY-ICJO | | |
| Travel Information TravelPermitHeader 40725 (1*) | JPO | | | Due 2/25, 15 days left |
| KY Travel Information* TravelPermitDataEntry 40726 | Anna Butler | KY-ICJO | | |
| Court Case Information CourtCaseTravelHeader 40727 (1*) | JPO | | | Due 2/25, 15 days left |
| KY Court Case Information* CourtCaseTravel 40728 | Anna Butler | KY-ICJO | | |

Sending State Events: [Create Event]

Receiving State Events: [Create Event]

Dropdown Menu (Sending State Events):

- Delete Travel Case
- Notification of Travel Date Change - Arrival Date & Departure Date
- Notification of Travel Date Change - Arrival in Receiving State
- Notification of Travel Date Change - Departure from Receiving State
- Request for Sex Offender Registration Requirements**
- Request for Victim Notification Assistance
- Withdraw Travel Case

Transfer of Supervision

Scenario 4A: Transfer of Supervision: Relocation Prior to Acceptance

What's happening:

- ☐ Demetrius Test [Insert State Name] is a juvenile probationer with a non-sex related offense. He is relocating to the Receiving State (RS) to live with grandma.
- ☐ The juvenile is currently residing in the Sending State (SS) but will be relocating prior to acceptance of supervision and will need a travel permit.
- ☐ The juvenile's legal guardian is remaining in the Sending State (SS).

What to do:

- ☐ Set up a new Juvenile Profile for Demetrius Test [Insert State Name].
- ☐ Initiate a New Case File
- ☐ Process the Transfer Case until the Sending State (SS) completes the Home Evaluation information task and the first Quarterly Progress Report task is added.

Where to start:

| New Case File | | | |
|--|--|---------------------------|---------------------------------|
| What type of process do you wish to initiate? Transfer of Supervision | | | |
| Which State is the Receiving State? Ohio | | Sending State Kentucky | |
| Type of Transfer Relocation for greater than 90 days | | | |
| Present Location Kentucky | Proceeding To RS Prior To Acceptance Of TOS Yes | | Supervision Status Probation |
| Maximum Date of Parole/Probation 01/01/2025 | Greater than 90 days (1388 days) | | Sex-Related Offense No |
| + Create New TOS Case File | | | |

Scenario 4B: TOS Event: Add Court Case

What's happening:

- ☐ A pending case for Demetrius Test [Insert State Name] was resolved in the Sending State which resulted in an extension in supervision.
- ☐ The Maximum Probation Expiration Date changed.

What to do:

- ☐ Use the profile and existing transfer case for Demetrius Test [Insert State Name].
- ☐ Generate the "Add Court Case Event."
- ☐ Upload new Court Case documentation.
- ☐ Follow through to completion of "Receiving State Acknowledges Court Case" step.

Where to start the TOS Event:

The screenshot displays a web interface for managing TOS events. At the top, there is a table of events with columns for status, state, description, date, and action. The first two rows show 'Approved' events for 'KY' and 'OH'. Below this is a section for 'Quarterly Progress Report' with a due date of 6/27, 79 days left. The main section is titled 'Available Sending State Events' and features a dropdown menu for 'Sending State Events' and a 'Create Event' button. A yellow arrow points to the 'Add Court Case' option in the dropdown menu. Other options in the menu include 'Case Closure Notification', 'Request for New Home Evaluation', 'Travel Plan', 'TSA Identification', 'Updated Referral Request', 'Warrant Issued by Sending State', and 'Withdraw TOS Case'.

| Status | State | Description | Date | Action |
|--------|-------|--|-----------|----------|
| ✓ | KY | Finalize Home Evaluation: Supervision APPROVED* FinalizeHomeEvaluationSupervisionApproved 60854 | 3/29/2021 | Approved |
| ✓ | OH | Sending State Acknowledges Finalize Home Evaluation: Supervision APPROVED* ReceivingStateAcknowledgesFinalizeHomeEvaluationSupervisionAPPROVED 60859 | 3/29/2021 | Approved |

Quarterly Progress Report QuarterlyProgressReportGenericHeader 60855 (2*) Due 6/27, 79 days left

| State | Description | Date | Action |
|-------|--|------|--------|
| KY | QPR Review Current Residence* QPRReviewCurrentResidenceGeneric 60856 | | View |
| KY | Quarterly Progress Report* QuarterlyProgressReportGeneric 60857 | | View |
| KY | Progress Report Documentation ProgressReportDocumentationGeneric 60858 | | |

Available Sending State Events

Sending State Events ▼ Create Event Receiving State Events ▼ Create Event

- Add Court Case
- Case Closure Notification
- Request for New Home Evaluation
- Travel Plan
- TSA Identification
- Updated Referral Request
- Warrant Issued by Sending State
- Withdraw TOS Case

Scenario 4C: TOS: Quarterly Progress Report

What's happening:

- ☐ A Quarterly Progress Report is due for Demetrius Test [Insert State Name].

What to do:

- ☐ As the Receiving State, open the Transfer case for Demetrius Test [Insert State Name].
- ☐ Expand the Quarterly Progress Report sections, fill out, save, and submit to the Sending State.
- ☐ Follow through to completion of "Sending State Acknowledges QPR" step.

Where to start the Quarterly Progress Report:

| Quarterly Progress Report QuarterlyProgressReportGenericHeader 60855 (2*) | | ICJO | | Due 6/27, 79 days left | |
|---|--|------------------|-----------|------------------------|--|
| KY | QPR Review Current Residence* QPRReviewCurrentResidenceGeneric 60856 | JPO of KY-Zone 1 | KY-Zone 1 | | |
| KY | Quarterly Progress Report* QuarterlyProgressReportGeneric 60857 | JPO of KY-Zone 1 | KY-Zone 1 | | |

Quarterly Progress Report | x | ^

Supervising Agent Last Personal Contact With Juvenile
mm/dd/yyyy

Supervision Level

Maximum Expiration Date
08/27/2021

Current Residence Is Updated With Juveniles Current Address

SUMMARY OF ADJUSTMENT IN THE HOME (including family relationships, compliance with home rules, and overall general attitude towards curr...

SUMMARY OF SCHOOL AND/OR EMPLOYMENT PERFORMANCE (including any attendance, behavioral and/or disciplinary concerns)

STATUS OF COURT-ORDERED CONDITIONS OF SUPERVISION (treatment/counseling, community service, etc.)

ACTION PLAN TO REMEDY ANY DELINQUENT COURT-ORDERED CONDITIONS (including length of time to complete task)

Returns

Scenario 5A: Voluntary Return of a Runaway

What's happening:

- ☐ Maria Test [Insert State Name], age 14, has been detained as a runaway from another state.
- ☐ Local law enforcement officials notified the state ICJ Office of her detention and the need for return.

What to do:

- ☐ Set up a new Juvenile Profile for Maria Test [Insert State Name].
- ☐ Initiate a Return case where the juvenile has been apprehended.
- ☐ The "Home/Demanding Confirmation" Return Type and "Return Type confirmation" is "Runaway"
- ☐ The "Form III Court Hearing Information" is "Signed Form III"
- ☐ Process the Return Case until closed by the "Home / Demanding State."

Where to start the return process:

New Case File

What type of process do you wish to initiate?
Return

Which State is the Holding State?
Ohio

Which State is the Home/Demanding State?
Kentucky

What is the reason for the return case?
Juvenile has been apprehended

Create New Return Case File

Return Case Details ReturnCaseDetailsHeader 43499 (3*)

KY / OH Home/Demanding State Information* HomeSlashDemandingStateInformation 43500

Home/Demanding State Information

Return Type
Runaway

Individual Entity Seeking Return
Demanding Court

Home State State Age Of Majority
0

Court Hearing Information

Court Date

01/28/2021

Court Time

10:00 AM

Court Hearing Results

Signed Form III

Court Notes

Save

Return Type Confirmation

Return Type

Runaway

Save

20

Scenario 5B: Event – Request to Apprehend Juvenile— Holding State Unable to Locate Juvenile

What's happening:

- ☐ Maria Test [Insert State Name] has run away from home again. Her parents have reported her as a runaway to local law enforcement officials.
- ☐ Her parents believe she is at her boyfriend's house in a neighboring state.

What to do:

- ☐ As the Home/Demanding State, begin with juvenile created in Scenario 3A, initiate a Return case "Request to apprehend juvenile."
- ☐ Process the case to close where the Holding State is unable to locate the juvenile.

Where to start:

New Case File

What type of process do you wish to initiate?
Return

Which State is the Holding State?
Ohio

Which State is the Home/Demanding State?
Kentucky

What is the reason for the return case?
Request to apprehend Juvenile

Create New Return Case File

KY Result – Request to Apprehend* ResultRequesttoApprehend 63086 JPO

Result – Request to Apprehend

Request To Apprehend
Unable to Locate Juvenile

Unable To Locate Information

Save

Scenario 5C: Event – Juvenile Apprehended, Non-Voluntary Return, Refusal to Sign Form III

What's happening:

- ❑ Maria Test [Insert State Name] was reported as a runaway, then apprehended by local law enforcement officers at her boyfriend's home in a neighboring state.

What to do:

- ❑ Beginning with juvenile created in Scenario 3A, initiate a Return case as the Holding State where the juvenile has been apprehended.
- ❑ The "Home/Demanding Confirmation" Return Type and "Return Type confirmation" is "Runaway."
- ❑ The "Form III Court Hearing Information" is "Refusal to Sign Form III."
- ❑ Complete the "Requisition" section.
- ❑ Process the Return Case until closed by the "Home / Demanding State."
- ❑ Process the case to close.
- ❑ This scenario highlights how decisions made control subsequent options presented.

Where to start:

New Case File

What type of process do you wish to initiate?
Return

Which State is the Holding State?
Ohio

Which State is the Home/Demanding State?
Kentucky

What is the reason for the return case?
Juvenile has been apprehended

+ Create New Return Case File

Return Case Details ReturnCaseDetailsHeader 43499 (3*)

KY / OH Home/Demanding State Information* HomeSlashDemandingStateInformation 43500

Home/Demanding State Information

Return Type
Runaway

Individual Entity Seeking Return
Demanding Court

Home State State Age Of Majority
0

Court Hearing Information

Court Date
2/28/2021

Court Time
10:00 PM

Court Hearing Results
Refusal to sign Form III

Court Notes

| Non-Voluntary Return NonVoluntaryReturnHeader 63589 (1*) | | Due 6/8, 60 days left | |
|--|---|-----------------------|--|
| ✓ OH | Return Type Confirmation (This task cannot be changed after save)* ReturnTypeConfirmation 63590 | 4/9/2021 | |
| OH | Requisition Information* Requisition 63594 | | |

Requisition

Return Type: Runaway

Individual Entity Seeking Return: Legal Guardian

Court Of Jurisdiction In Holding State:

Requisitioning Court Or Agency In Home Demanding State:

Current Age: 16 years old

Legal Guardian

Legal Guardian Relationship:

Legal Guardian First Name:

Legal Guardian Last Name:

Legal Guardian Address 1:

Legal Guardian Address 2:

Legal Guardian City:

Legal Guardian State: Ohio

Legal Guardian Zip:

Legal Guardian Primary Language:

Legal Guardian Primary Phone:

Legal Guardian Secondary Phone:

Legal Guardian Email:

Legal Guardian Notes:

Website Resources

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