



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.



The image shows a rollout schedule for the UNITY Training Site. It features a dark blue background with a grid of white boxes. On the left, there is a circular logo for the Interstate Commission for Juveniles (EST. 2008) and the text 'UNITY TRAINING SITE ROLLOUT'. Below this, a paragraph explains that resources are being rolled out in phases, starting on April 5th to UNITY Coordinators and ICJOs, with additional components released in subsequent weeks. The main part of the image is a table with two columns: 'UNITY COORDINATORS & ICJOS' and 'JPS & JPO'. The rows represent different dates in April, with specific topics being released to each group.

	UNITY COORDINATORS & ICJOS	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 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 ICJOs. Additional components will be released in the weeks that follow one topic at a time.

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.

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:

The screenshot displays the UNITY user management interface. On the left, the 'Administration' menu is expanded, and 'Users' is selected. The main content area is titled 'User Search' and contains a 'User Search Criteria' form with fields for Last Name, First Name, Email, State (set to Kentucky), Zone, and User Role. A 'New User' button is highlighted with a red box. Below the search criteria is a 'User Search Results' table with the following data:

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

Related resource:

- On Demand Course: **UNITY: User Management (U-106)** available at <https://icj.talentlms.com/>

Scenario 1B: Add a contact from User Directory

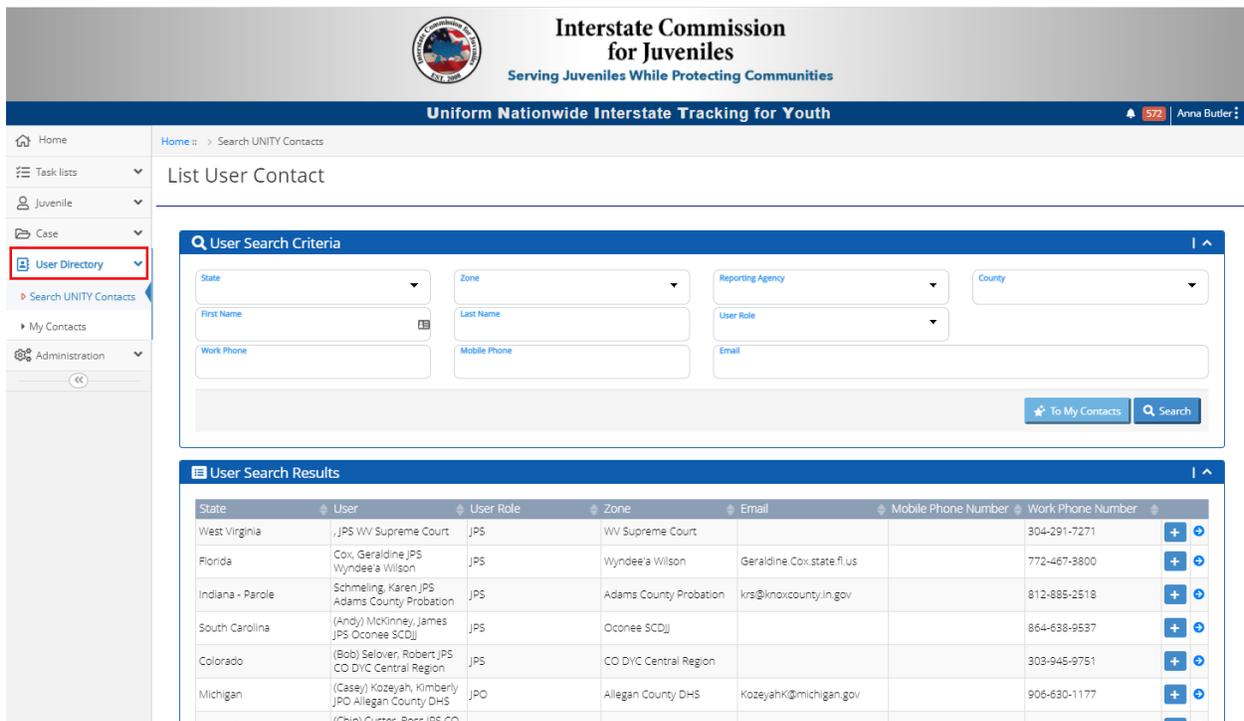
What's happening:

- 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 JPS Oconee SCDJ	JPS	Oconee SCDJ			864-638-9537	+	+
Colorado	(Bob) Selover, Robert JPS CO DYC Central Region	JPS	CO DYC Central Region			303-945-9751	+	+
Michigan	(Casey) Kozeyah, Kimberly JPO 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-107)** 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:

Interstate Commission for Juveniles
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home | Search

Search Juveniles

Q Juvenile Search Criteria

Last Name: First Name: Date Of Birth: State: Sex:

Q Juvenile Search Results

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	A'Dana	8/9/2000	19 years old	MD	Black	Female	AF180515-02
Frenche	Adana	8/9/2000	19 years old	MD	Black	Female	AF180516-01
Frenche	A'Dana	8/9/2000	19 years old	OH	Black	Female	AF180717-01
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-101)** available at <https://icj.talentlms.com/>

Travel

Scenario 3A: Create a Travel Permit Case

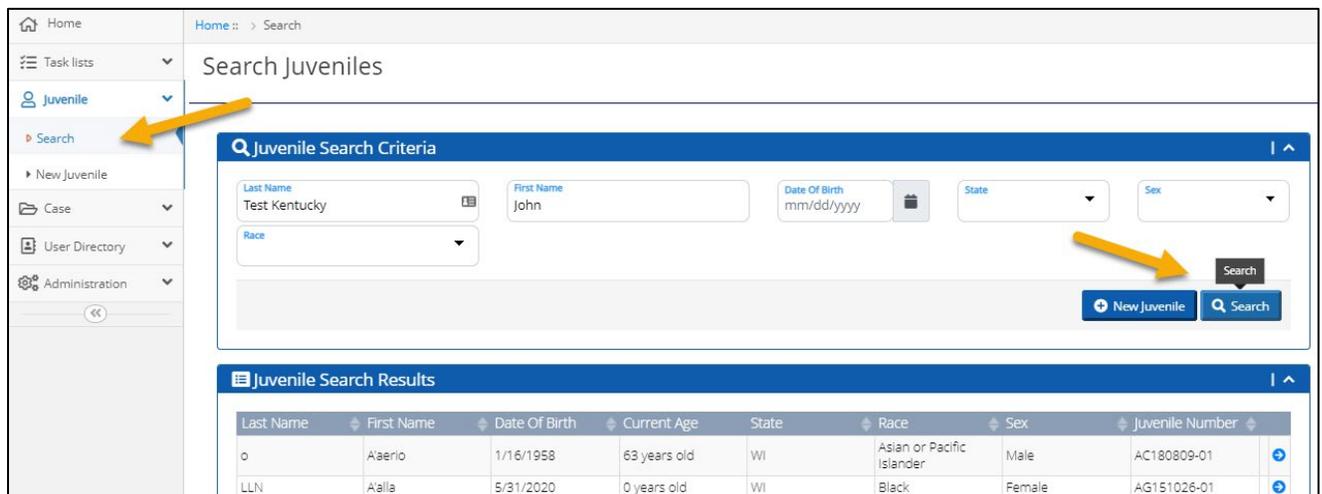
What's happening:

- 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 displays the 'Search Juveniles' interface. The left sidebar contains navigation options: Home, Task lists, Juvenile, Search, New Juvenile, Case, User Directory, and Administration. The main content area is titled 'Search Juveniles' and contains a 'Juvenile Search Criteria' form. The form includes fields for Last Name (Test Kentucky), First Name (John), Date Of Birth (mm/dd/yyyy), State, Sex, and Race. A 'Search' button is located at the bottom right of the form. Below the search criteria is a 'Juvenile Search Results' table with the following data:

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-101)** 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. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with columns: Task, Assigned to, Zone, and Completed Date. The table lists various tasks such as 'Juvenile Profile Completion', 'Travel Information', 'Court Case Information', and 'Travel Case Submission'. The 'Travel Case Submission' section is highlighted in green, and the 'Submit Travel Permit to Receiving State*' task is highlighted in orange. 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 'Available Sending State Events' dropdown, with a yellow arrow pointing to it. Another yellow arrow points to the 'Delete Travel Case' option in the 'Available Sending State Events' dropdown.

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 Lawson		10/7/2020
OH Upload Signed Form VII	Nate Lawson		
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 Lawson		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		

Related resource:

- On Demand Course: **UNITY: Travel Permit Events- Delete & Withdraw Travel Case (U-105)** 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 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 'Travel Case Submission (1*)' which is marked as '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 dropdown menu is open under the 'Receiving State Events' button, showing a list of event options: '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', and 'Withdraw Travel Case'.

Task	Assigned to	Zone	Completed by	Completed Date	
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				

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 this 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', each with a 'KY' state indicator and a 'Create Event' button. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A dropdown menu is open under the 'Sending State Events' dropdown, showing a list of event types, with 'Request for Sex Offender Registration Requirements' highlighted in red.

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:

Receiving 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 software interface with a table of events and a dropdown menu. The table lists several events, including 'Finalize Home Evaluation: Supervision APPROVED*' and 'Sending State Acknowledges Finalize Home Evaluation: Supervision APPROVED*'. Below the table, there is a section for 'Available Sending State Events' with two dropdown menus and 'Create Event' buttons. The 'Available Sending State Events' dropdown menu is open, showing a list of options: 'Add Court Case', 'Case Closure Notification', 'Request for New Home Evaluation', 'Travel Plan', 'TSA Identification', 'Updated Referral Request', 'Warrant Issued by Sending State', and 'Withdraw TOS Case'. A yellow arrow points to the 'Add Court Case' option.

✓	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	
	KY	QPR Review Current Residence* QPRReviewCurrentResidenceGeneric 60856		
	KY	Quarterly Progress Report* QuarterlyProgressReportGeneric 60857		
	KY	Progress Report Documentation ProgressReportDocumentationGeneric 60858		

Available Sending State Events

Sending State Events Receiving State Events

- 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

Supervising Agent Last Personal Contact With Juvenile min/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)