



**JUVENILE TRACKING SYSTEM  
DETENTION ASSESSMENT INSTRUMENT  
PROCEDURES**

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**Department of Juvenile Justice**

## Detention Assessment Instrument Procedures

The following procedures are to be used for processing a Detention Assessment Instrument for a juvenile within the intake system.

1. Process an intake by completing a petitioner and juvenile name search query or perform a query by intake case number from the *Process Intake* screen (Figure 1).

The screenshot shows a terminal window titled "3::JTS Training - K-95" with a window title bar "PROCESS-INTAKE INTAKE01 Page-1". The main content area is a form with the following sections:

- Search Criteria:**
  - <<PETITIONER>> UNKNOWN? [ ] SSN: [ ] NAME: [ ] [ ] [ ]
  - <<RESPONDENT>> UNKNOWN? [ ] SSN: [ ] NAME: [ ] [ ] [ ]
  - <<JUVENILE>> UNKNOWN? [ ] SSN: [ ] NAME: [ ] [ ] [ ]
  - JUVENILE NUMBER: [ ] DOB: [ ] AGE: [ ]
- INTAKE-INFORMATION:**
  - INTAKE CASE NUMBER: [ ]
  - OPENED DATE: [ ] CLOSED DATE: [ ]
  - CASE TYPE CODE: [ ]
  - PETITIONER TYPE: [ ]
  - WORKER LOGON: [ ] NAME: [ ] KEYED BY: [ ]
  - NARRATIVE? [ ] FIPS: [ ]
- CASE-TRANSACTION:**
  - TRANSACTION: [ ]

At the bottom, there is a prompt: "Please press <Process Form> to select a petitioner." and a status bar with "Count: \*0" and "Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET".

Figure 1 – Process Intake Screen

2. Once the query is complete, the system will display the *Process Intake Information* screen (Figure 2).

The screenshot shows the same terminal window as Figure 1, but with search results populated. The main content area is a form with the following sections:

- Search Results:**
  - <<PETITIONER>> UNKNOWN? [ ] SSN: 011-11-1111 NAME: ANDRICK, ANTOINETTE LOUISE
  - <<RESPONDENT>> UNKNOWN? [ ] SSN: [ ] NAME: [ ] [ ] [ ]
  - <<JUVENILE>> UNKNOWN? [ ] SSN: 111-22-4444 NAME: DOE, JAMES JOHN
  - JUVENILE NUMBER: 20254 DOB: 06/10/1985 AGE: 17 YRS
- INTAKE-INFORMATION:**
  - INTAKE CASE NUMBER: 11654
  - OPENED DATE: 09/01/2002 10:09 a.m. CLOSED DATE: [ ]
  - CASE TYPE CODE: 02 COMPLAINANT INTERVIEWED
  - PETITIONER TYPE: PD POLICE DEPARTMENT
  - WORKER LOGON: BURNSAM NAME: ANN BURNS KEYED BY: BURNSAM
  - NARRATIVE? [ ] FIPS: 103 LANCASTER COUNTY
- CASE-TRANSACTION:**
  - TRANSACTION: [ ]

At the bottom, there is a prompt: "Please enter the form type you wish to process or select <list of values>" and a status bar with "Count: \*0" and "Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET".

Figure 2 – Process Intake Information Screen

## Detention Assessment Instrument Procedures (continued)

**NOTE:** Once the query is complete, the system will automatically populate the intake information in the *Process Intake Information* screen (Figure 2). If necessary, complete the **Open Date**, **Case Type Code**, **Petitioner Type** and press **<F10>** to save the record.

- From the *Process Intake Information* screen (Figure 2), press **<Page Down>** to place the cursor in the **Case Transactions** data field.
- Press **<F9>** for a list of values and select **DA** and press **<Enter>** then **<Page Down>** or enter **DA** in the **Case Transactions** data field and press **<Page Down>** to display the *Detention Assessment Instrument - Page 1* screen (Figure 3), with the cursor in the **Is this Det Assessment being completed as a follow-up to and on call Intake?** data field.

DETENTION-ASSESSMENT-INSTRUMENT DETASSMT-PAGE-1

ICN NUMBER	JUU#	LAST	FIRST	M	DOB
11654	20254	DOE	JAMES	J	06/10/1985

INTAKE DATE/TIME: 09/01/2002 10:09 a.m. WORKER: ANN BURNS CSU: 015

Is this Det Assessment being completed as a follow-up to an on call intake? █

- Most Serious Alleged Offense Score

Category A: Felonies against persons.....	15
Category B: Felony weapons and felony narcotics distribution.....	12
Category C: Other felonies.....	7
Category D: Class 1 misdemeanors against persons.....	5
Category E: Other Class 1 misdemeanors against persons.....	3
Category F: Violations of probation/parole.....	2
- Additional Charges in this Referral

Two or more additional current felony offenses.....	3
One additional current felony offense.....	2
One or more add't'l misdemeanor or violation or prob/parole offense	1
One or more status offenses or No additional current offenses	0

Please enter 'Y' or 'N' if this is a follow-up  
Count: \*1 <Replace>

UT220 Help: Alt-H Script: Alt-X info serv.djj.state.va.us TELNET

Figure 3 – Detention Assessment Instrument Page - 1 Screen

- If this a follow up to an on call Intake, enter a **Y** and press **<Enter>** or enter a **N** and press **<Enter>** to advance to the **Score** data field under **Item 1. Most Serious Alleged Offense** portion of the screen.
- Enter a score that corresponds to one of the **Categories A** through **F** and press **<Enter>** to advance to the **Score** data field under **Item 2. Additional Charges in this Referral** portion of the screen .

## Detention Assessment Instrument Procedures (continued)

7. Enter a score that corresponds to one of the **Additional Charges in this Referral** and press **<Enter>** to advance to the *Detention Assessment Instrument - Page 2* screen (Figure 4), with the cursor in the **Score** data field under the **Item 3. Prior Adjudications of Guilt** portion of the screen.

ICN NUMBER	JUJ #	LAST NAME	FIRST	M	DOB
11654	20254	DOE	JAMES	J	06/10/1985

  

3. Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")	Score
Two or more prior adjudications of guilt for felony offenses.....	6
One prior adjudication of guilt for a felony offense .....	4
Two or more prior adjudication of guilt for misdemeanor offenses..	3
Two or more prior adjudications of guilt for prob/parole viol.....	2
One prior adj of guilt for any misdemeanor or status offense.....	1
No prior adjudications of guilt.....	0

  

4. Petitions Pending Adjudication(exclude deferred adjudications)	
One or more pending petitions for a felony offense.....	8
Two or more pending petitions for other offenses.....	5
One pending petition for an other offense.....	2
No pending petitions.....	0

Please enter 6, 4, 3, 2, 1, or 0

Count: \*1

UT220 Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET

Figure 4 – Detention Assessment Instrument - Page 2 Screen

8. Enter a score that corresponds to one of the **Prior Adjudications of Guilt** and press **<Enter>** to advance to the **Score** data field under **Item 4. Petitions Pending Adjudication** portion of the screen.
9. Enter a score that corresponds to one of the **Petitions Pending Adjudication** and press **<Enter>** to advance to the *Detention Assessment Instrument - Page 3* screen (Figure 5), with the cursor in the **Score** data field under the **Item 5. Supervision Status** portion of the screen.

## Detention Assessment Instrument Procedures (continued)

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DETENTION-ASSESSMENT-INSTRUMENT          DETASSMT-PAGE-3
ICN NUMBER    JUJ #    LAST NAME    FIRST    M    DOB
11654        20254    DOE          JAMES   J    06/10/1985

5. Supervision Status                                     Score
Parole..... 4
Probation based on a Felony or Class 1 misdemeanor..... 3
Probation based on other offenses; or CHINSup; or Deferred
disposition with conditions..... 2
Informal Supervision or Intake Diversion..... 1
None..... 0

6. History of Failure to Appear (within past 12 months)
Two or more petitions/warrants/detention orders for FTA in past
12 months..... 3
One petition/warrant/detention order for FTA in past 12 months.... 1
No petition/warrant/detention order for FTA in past 12 months.... 0

Please enter 4, 3, 2, 1 or 0
Count: *1
UT220 Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET
  
```

Figure 5 – Detention Assessment Instrument - Page 3 Screen

10. Enter a score that corresponds to a **Supervision Status** and press **<Enter>** to advance to the **Score** data field under **Item 6. History of Failure to Appear** portion of the screen.
11. Enter a score that corresponds to a **History of Failure to Appear** and press **<Enter>** to advance to the *Detention Assessment Instrument - Page 4* screen (Figure 6), with the cursor in the **Score** data field under the **Item 7. History of Escape/Runaways** portion of the screen.

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DETENTION-ASSESSMENT-INSTRUMENT          DETASSMT-PAGE-4
ICN NUMBER    JUJ #    LAST NAME    FIRST    M    DOB
11654        20254    DOE          JAMES   J    06/10/1985

7. History of Escape/Runaways (within past 12 months)   Score
One or more escapes from secure confinement or custody..... 4
One or more instances of absconding from non_secure, court-ordered
placements..... 3
One or more runaways from home..... 1
No escapes or runaways w/in past 12 months..... 0

8. TOTAL SCORE.....

Indicated Decision:
** "X" all that apply below**
Mandatory Overrides: 1. Use of firearm in current offense
                    2. Escapee from a secure placement
                    3. Local court policy (indicate applicable policy)
Comment:

Please enter 4, 3, 1 or 0
Count: *1
UT220 Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET
  
```

Figure 6 – Detention Assessment Instrument - Page 4 Screen

## Detention Assessment Instrument Procedures (continued)

12. Enter a score that corresponds to a **History of Escape/Runaways** and press **<Enter>** to advance to the **Mandatory Overrides** data field.

**NOTE:** After entering a value under the **History of Escape/Runaways** and pressing **<Enter>**, the system will automatically populate the **Total Score** and **Indicated Decision** data fields.

13. In the **Mandatory Overrides** data field enter an **X** in one or more of the fields that apply or leave blank and press **<Enter>** to advance to the *Detention Assessment Instrument - Page 5* screen (Figure 7), with the cursor in the **Discretionary Override** data field.

**NOTE:** If an **X** was placed in any **Mandatory Override** data field, enter any applicable override information in the **Comment** data field. This is required for Option 3. "Local Court Policy".

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DETENTION-ASSESSMENT-INSTRUMENT DETASSMT-PAGE-5

ICN NUMBER	JUU #	LAST NAME	FIRST	M	DOB
11654	20254	DOE	JAMES	J	06/10/1985

Discretionary Override:  1. Aggravating factors (override to more restrictive placement than indicated by guidelines)  
 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)  
 3. Approved local graduated sanction for probation/parole violation

Override Justification for Probation/Parole Violation:

Actual Decision:

Please enter "X" to enter Aggravating Factors. Press <Process Form>  
Count: \*1

UT220 Help: Alt-H Script: Alt-X infoserv.djj.state.va.us TELNET

Figure 7 – Detention Assessment Instrument - Page 5 Screen

14. In **Discretionary Override** data field, enter an **X** in 1, 2, or 3 and press **<F1>** to display the *Discretionary Override Factors* screen (Figure 8).

**NOTE:** The *Discretionary Override Factors* screen (Figure 8) will only appear if an **X** were placed in 1 or 2 only. If an **X** were placed in 3, press **<Enter>** to advance to the **Override Justification for Probation/Parole Violation** data field

## Detention Assessment Instrument Procedures (continued)

DISCRETIONARY OVERRIDE FACTORS

DISCRETIONARY FACTOR:	TYPE:	
AGGRAVATING/MITIGATING NARRATIVE:		
DISCRETIONARY FACTOR:	TYPE:	
AGGRAVATING/MITIGATING NARRATIVE:		
DISCRETIONARY FACTOR:	TYPE:	
AGGRAVATING/MITIGATING NARRATIVE:		

Press <List of Values> for Pop-up list of Aggravating/Mitigating Factors  
 Count: \*1 <Replace>  
 UT220 Help: Alt-H Script: Alt-X info.serv.djj.state.va.us TELNET

Figure 8 – Discretionary Override Factors Screen

- From the *Discretionary Override Factors* screen (Figure 8) press <F9> to display the *Aggravating/Mitigating Factors* screen (Figure 9) with the cursor in the first **Factors Type** data field.

DETENTION-ASSESSMENT-INSTRUMENT DETASSMT-PAGE-5

AGGRAVATING/MITIGATING FACTORS

IC NUM	FACTORS TYPE:	A	
116	DESC:	HISTORY OF 2+ VIOLENT/ASSULTIVE OFFENSES	ctive
Dis	FACTORS TYPE:	A	tive
	DESC:	PARENT UNABLE/UNWILLING TO PROVIDE APPROPRIATE SUPERVISION	ion/
Ove	FACTORS TYPE:	A	
	DESC:	JUVENILE HAS SIGNIFICANT MENTAL HEALTH PROBLEM/MENTAL RETARD	
Act	FACTORS TYPE:	A	
	DESC:	JUVENILE HAS SIGNIFICANT SUBSTANCE ABUSE PROBLEM	
	FACTORS TYPE:	A	
	DESC:	JUVENILE DOES NOT REGULARLY ATTEND SCHOOL/WORK	
	FACTORS TYPE:	A	
	DESC:	JUVENILE HAS VIOLATED CONDITIONS OF A DETENTION ALTERNATIVE	

Count: 6 <Replace>  
 UT220 Help: Alt-H Script: Alt-X info.serv.djj.state.va.us TELNET

Figure 9 – Aggravating/Mitigating Factors Screen

## **Detention Assessment Instrument Procedures (continued)**

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16. From the *Aggravating/Mitigating Factors* screen (Figure 9), use the **<Down Arrow>** to highlight the appropriate **Factors Type**. Press **<F10>** to select the code and return to return to the *Discretionary Override Factors* screen (Figure 8) displaying the factor selected.
17. From the *Discretionary Override Factors* screen (Figure 8), press the **<Down Arrow>** to add another record or press **<F10>** to accept the changes.
18. After all records have been added press **<Esc> <F10>** to return to the *Detention Assessment Instrument - Page 5* screen (Figure 7), with the cursor in the **Discretionary Override** data field.
19. From the *Detention Assessment Instrument - Page 5* screen (Figure 7), press **<Enter>** until the cursor arrives at the **Override Justification?** data field.

**NOTE:** Complete the **Override Justification?** data field only if **Option 3, "Approved local graduated sanction for probation/parole violation"** were selected from the *Detention Assessment Instrument - Page 5* screen (Figure 7).

20. Enter the information for the **Override Justification** if required, and press **<Enter>** to advance to the **Actual Decision** data field.
21. In the **Actual Decision** data field, enter **R** for release, **A** for alternative, or **S** for secure detention and **<F10>** to save the record.
22. To return to the *Process Intake Information* screen (Figure 2) from the *Detention Assessment Instrument - Page 5* screen (Figure 7), press **<Esc> <F10>**.