Youth Justice (YJ) Youth Programs Page

The Youth Program page is used to document which Program(s) the identified Youth is involved in. The page captures the Program, Sub Program and Provider along with the Date Referred and the Start Date of the Program. Once the Youth has finished the Program, the page allows for documentation of a Discharge Date and Discharge Reason. If the program selected for the Youth is 'County GPS Monitoring' or 'Level II', the page also tracks GPS Monitoring for the Youth. The GPS Monitoring data includes the Start Date, End Date and whether the GPS Monitoring was court-ordered.

Refresh

Access

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Search

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Notes (1)

ICPC Referrals

YJ Referrals

Caitlin C. Cake (Milwaukee County) | Log Out

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Quick Links

Note: Security is needed to access the Youth Programs Page.

<u>F</u>inancial **▼**

AA/SG Eligibility Notices and Decisions

<u>A</u>ctions **▼**

AFCARS Appeal

eWiSACWIS

Cases (568)

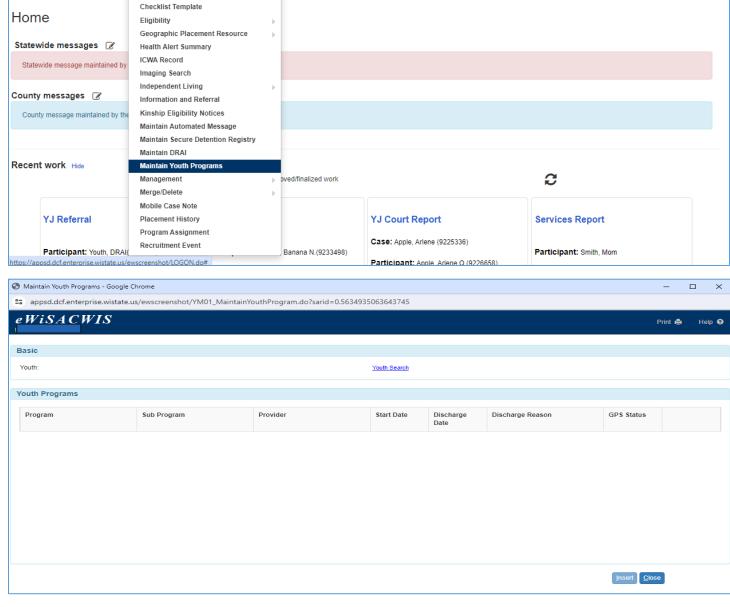
 Click on the Actions menu and locate Maintain Youth Programs to open the Maintain Youth Programs page.

Help ▼

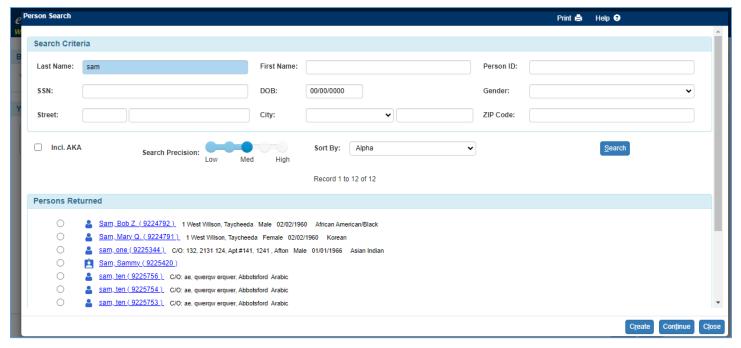
Security **▼**

Approvals

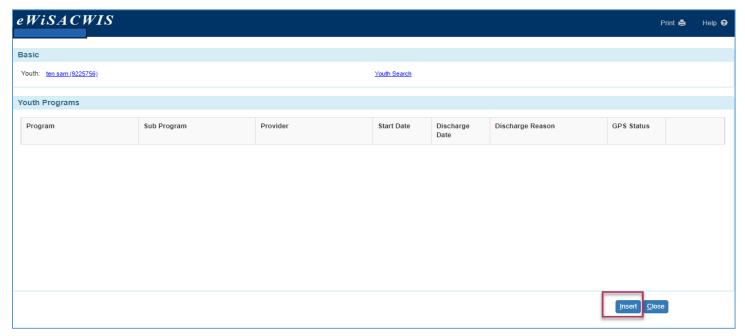
(1520)

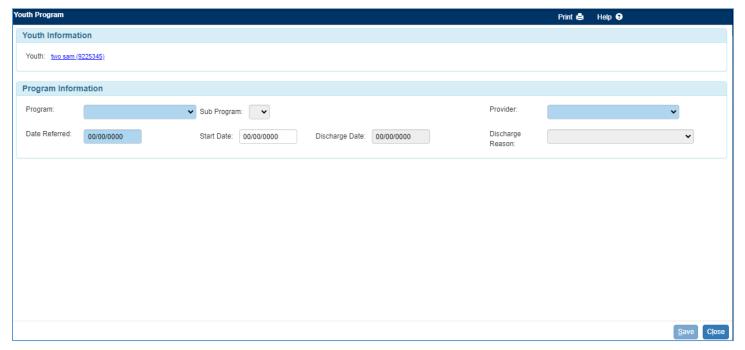


- 2. The Youth Search hyperlink can be used to search a youth.
 - a. Click Youth Search to launch Person Search.
 - b. Type in the Search Criteria. Enter the Last Name and First Name or Person ID; this will automatically do a search for persons.
 - c. Select the person by clicking the radio button to the left of the name.
 - d. Click the Continue button to capture the program details for the identified youth. select the youth and capture his details.
 - e. Click the Close button to cancel the selection.
 - f. To create new person details please refer Person Management guide.

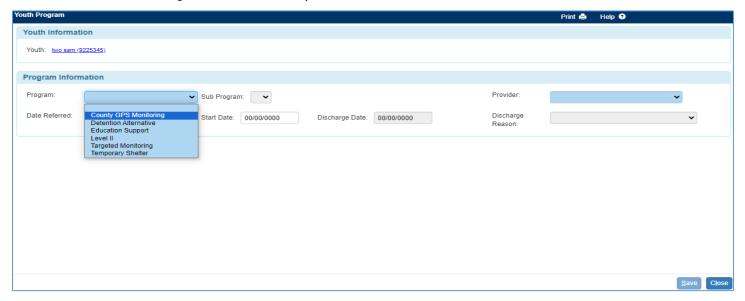


3. Click on the Insert button to capture the details on Program Information box.





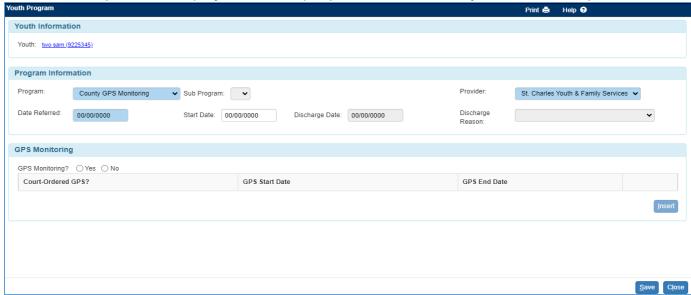
4. Select the value for Program from the drop-down menu.



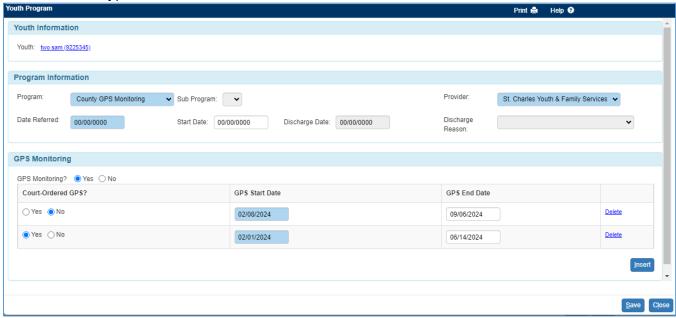
- 5. Based on the Program field selection, some, or all of the remaining fields will be enabled, and values will need to be updated based on the selection made in the Program field.
 - a. Program User-selectable drop-down used to indicate the name of the program.
 - b. Sub Program User-selectable drop-down used to indicate the name of the Sub Program for the selected Program.
 - c. Provider User-selectable drop-down used to indicate the provider of the program.
 - d. Date Referred User-entered date field used to indicate the date the youth was referred to the identified program.
 - e. Start Date User-entered date field used to indicate date the youth started the program.
 - f. Discharge Date User-entered date field used to indicate the date the youth was discharged from the program.
 - g. Discharge Reason User-selectable drop-down used to indicate the reason the youth was discharged from the program.

Note: Milwaukee is required to enter provider details on program information box and when others are not required to, this field will be disabled for them.

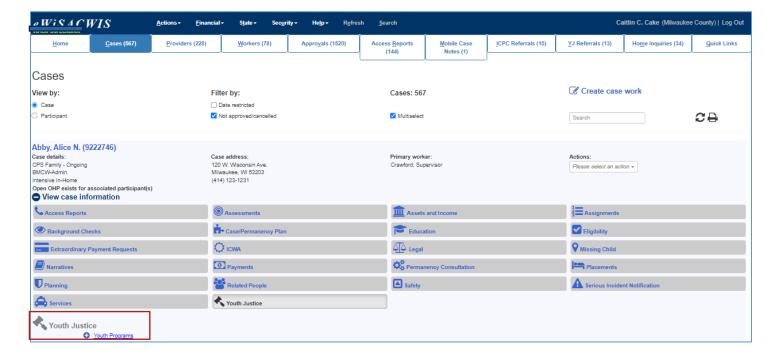
6. GPS Monitoring section displays when the program value is 'County GPS Monitoring' or 'Level II'.



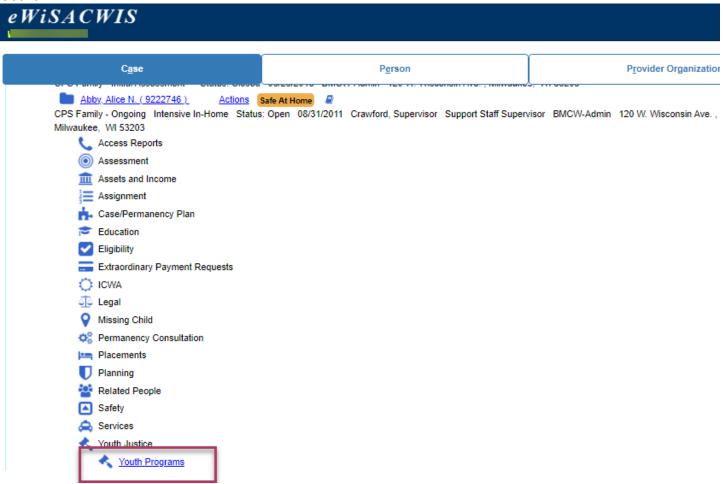
- a. GPS Monitoring? Yes/No radio buttons Indicates whether the identified youth is on GPS monitoring. If selected Yes, the Insert button is enabled to enter the GPS Start/End Dates. Enters a new row for each GPS episode.
 - Court-Ordered GPS? Yes/No radio buttons used to indicate whether the GPS monitoring was court-ordered.
 - ii. GPS Start Date indicate the start date of the GPS monitoring.
 - iii. GPS End Date indicate the start date of the GPS monitoring.
 - iv. Delete hyperlink.



- 7. Enter all the required fields and click on save.
- 8. After initial save, the <u>Youth Programs</u> will be able to be launched from the Cases tab on the Desktop, and from Case Information. The page hyperlink will be displayed when expanding Youth Justice.



The Page can also be launched from the Search tab on the Desktop, and from Case and Person Search.



Note: There is no need of supervisory approval. This is entered in by the clerical staff, and it is documentation of program referral, participation, and discharge.

Related User Guides

• Person Management