NCJIS

Juvenile Diversion Case Management System

Creating a Case Plan Template

January 2016

Purpose of the document

The document demonstrates the steps involved in creating/editing a template for the Case plan report in the Juvenile Diversion Case Management System (JDCMS).

Figure 1: Starting Point

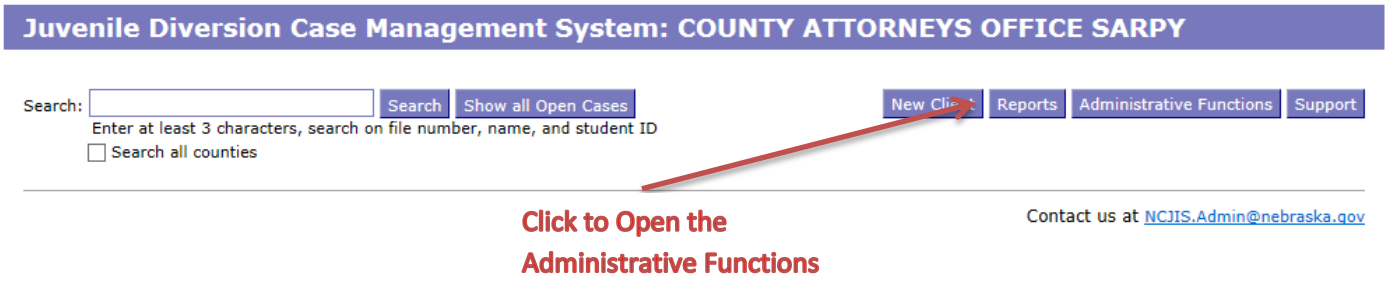


Figure 2: Administrative Functions

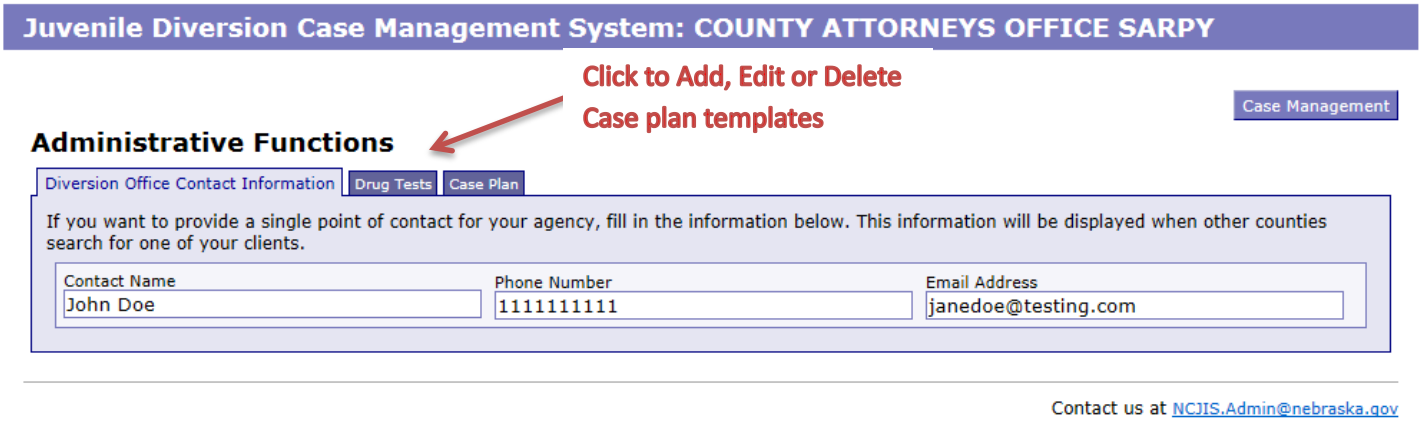


Figure 3: Case Plan

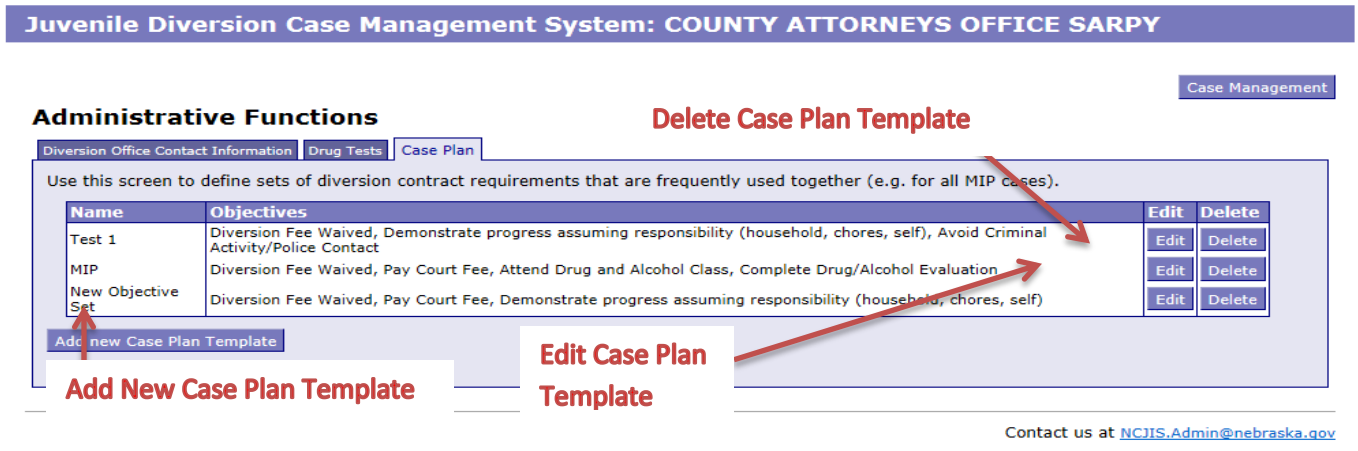
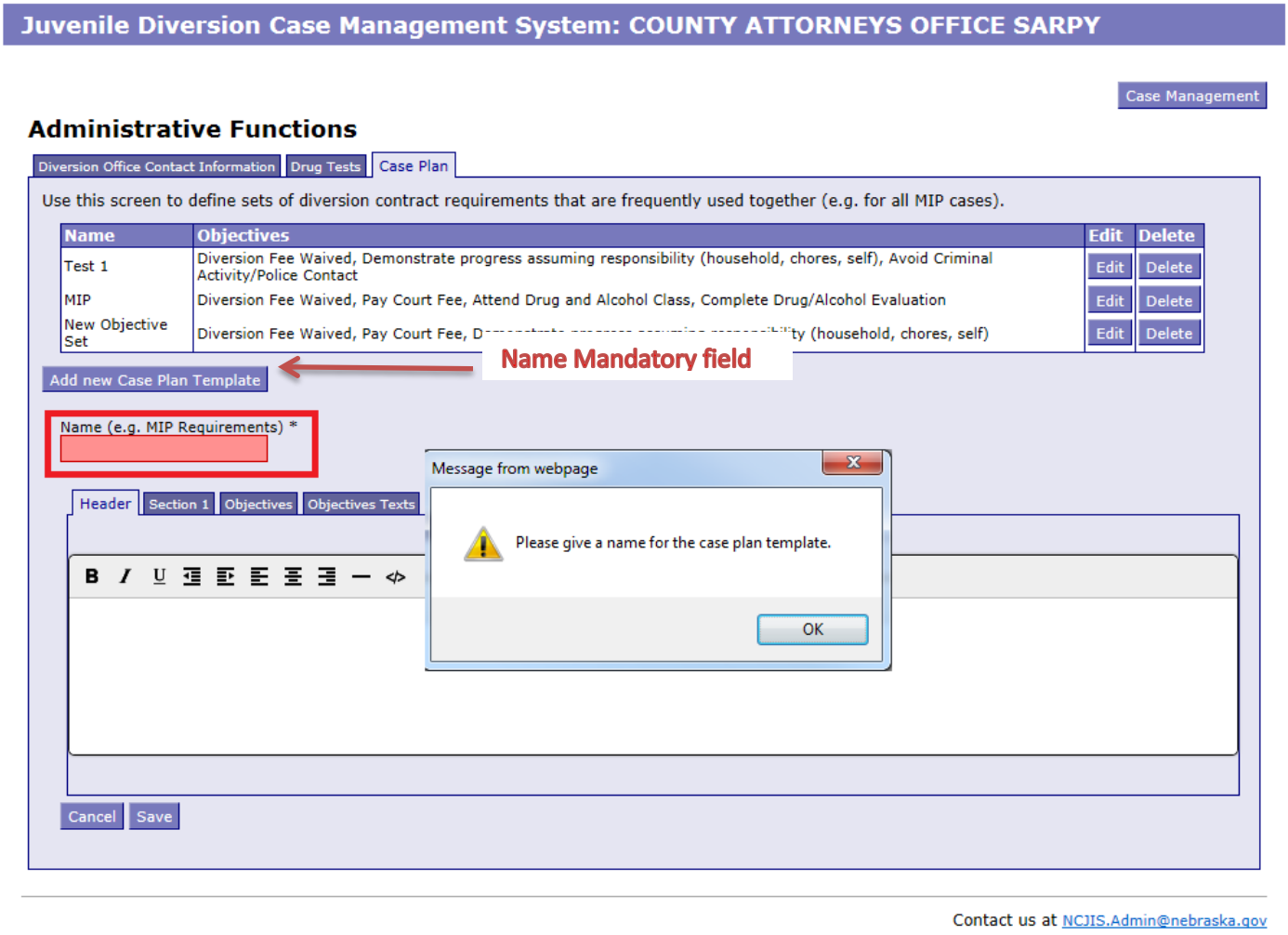
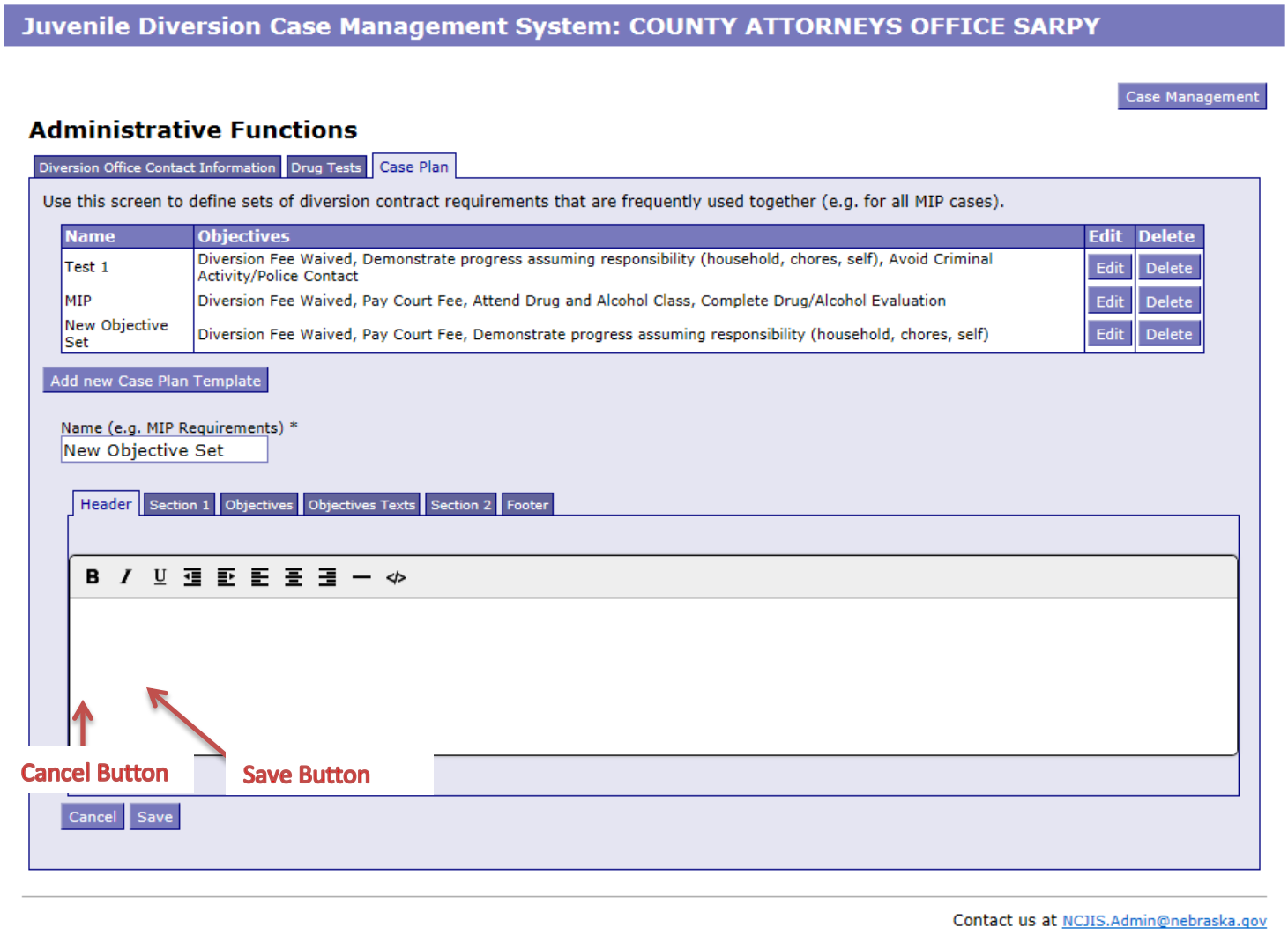


Figure 4: Add/Edit Case Plan Template- Template Name Mandatory



- Name of the case plan template is a mandatory field.
- The browser alerts the user if the case plan template name is missing.

Figure 5: Add/Edit Case Plan Template - Save and Cancel buttons

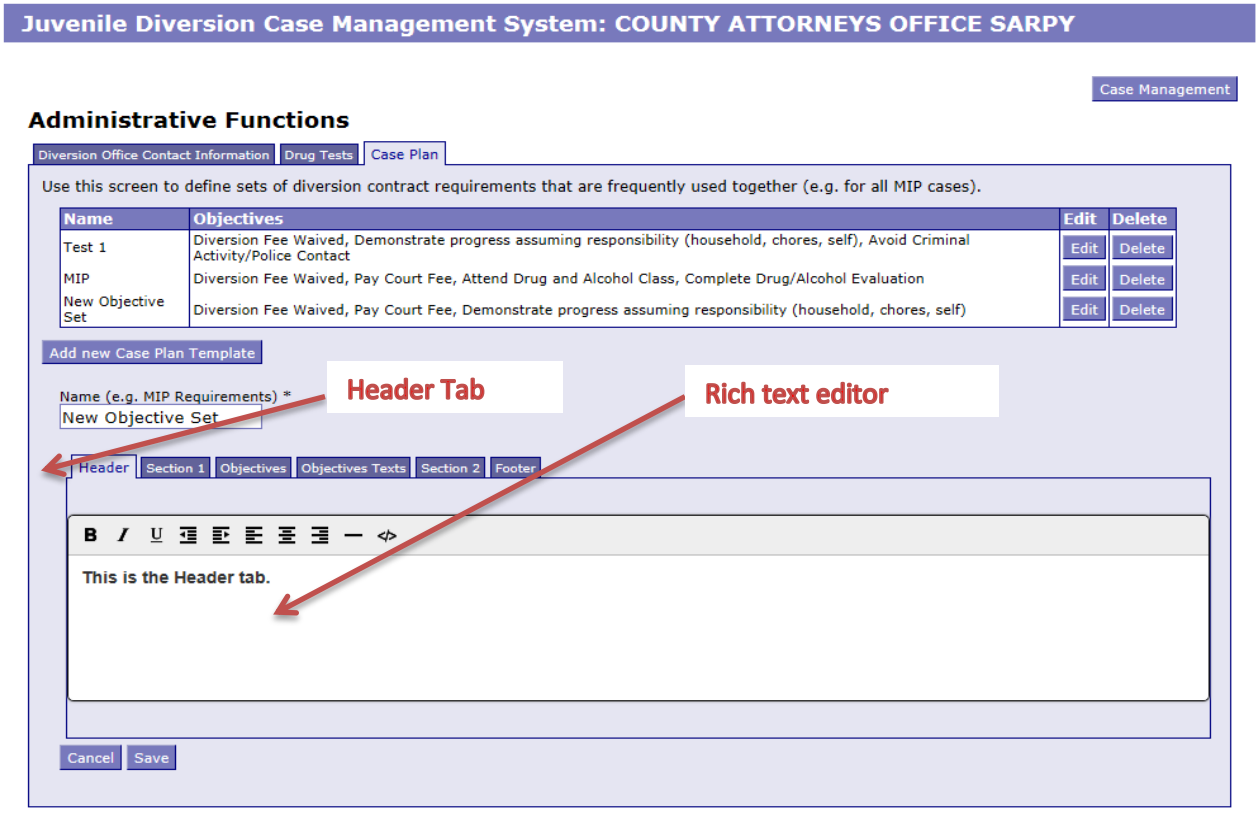


- Clicking on the save button will save the new objective set.
- Click on the cancel button to close the form. Please note all changes will be lost if the user clicks the cancel button.

Tabs in Add/Edit Case Plan Template Form

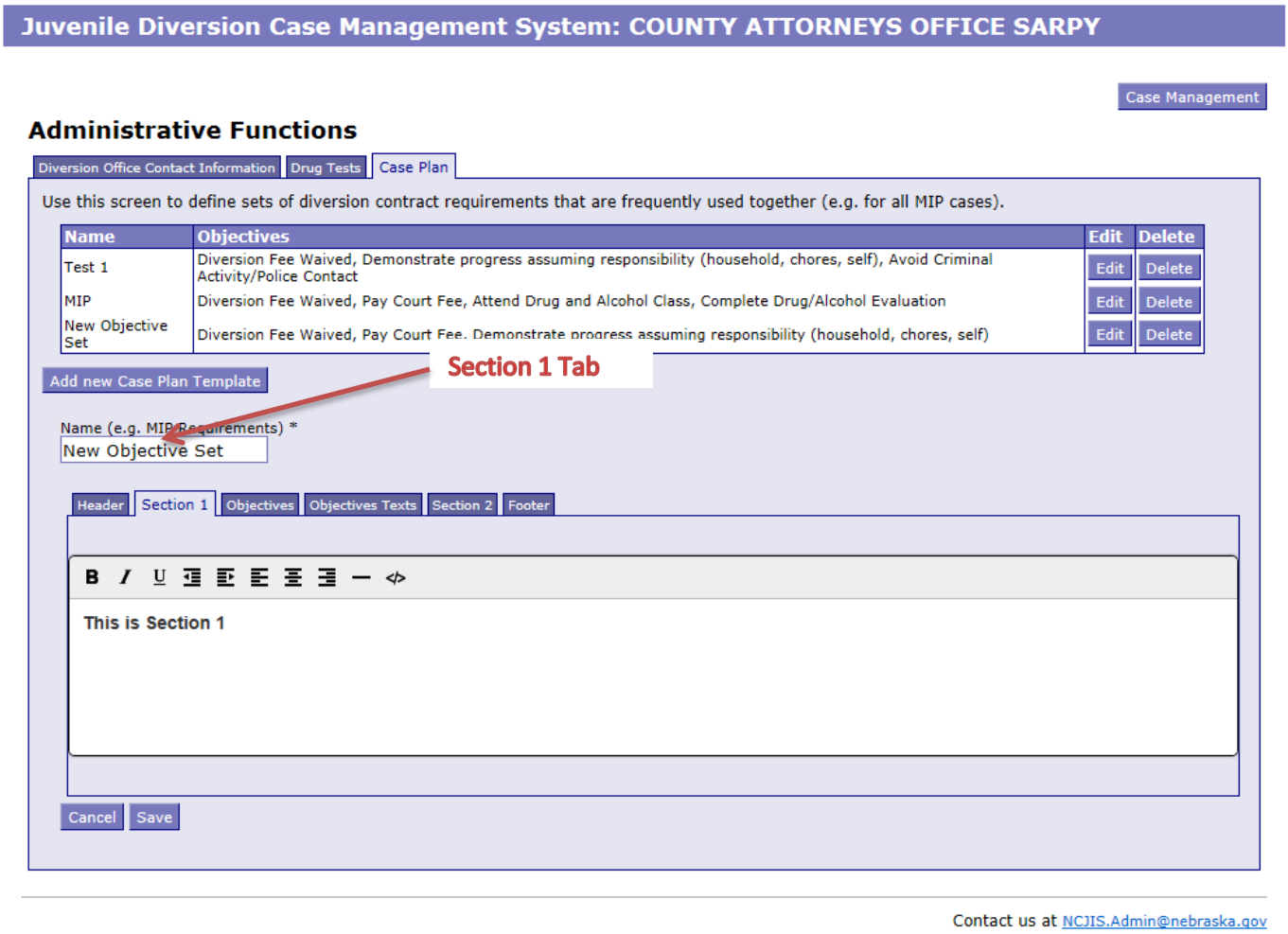
- The case plan template form is comprised of 5 tabs which record the different information of the template:
  - Header Tab
  - Section 1 Tab
  - Objectives Tab
  - Objectives Text Tab
  - Section 2 Tab
  - Footer Tab
- The **Rich text editor** used in the tabs enables the users to display or edit rich content in the case plan report.
- The **Rich text editor** provides the users with options like bold, italics, underline, left and right indentation, left, right and center alignments and adding lines.

Figure 6: Add/Edit Case Plan Template- Header Tab



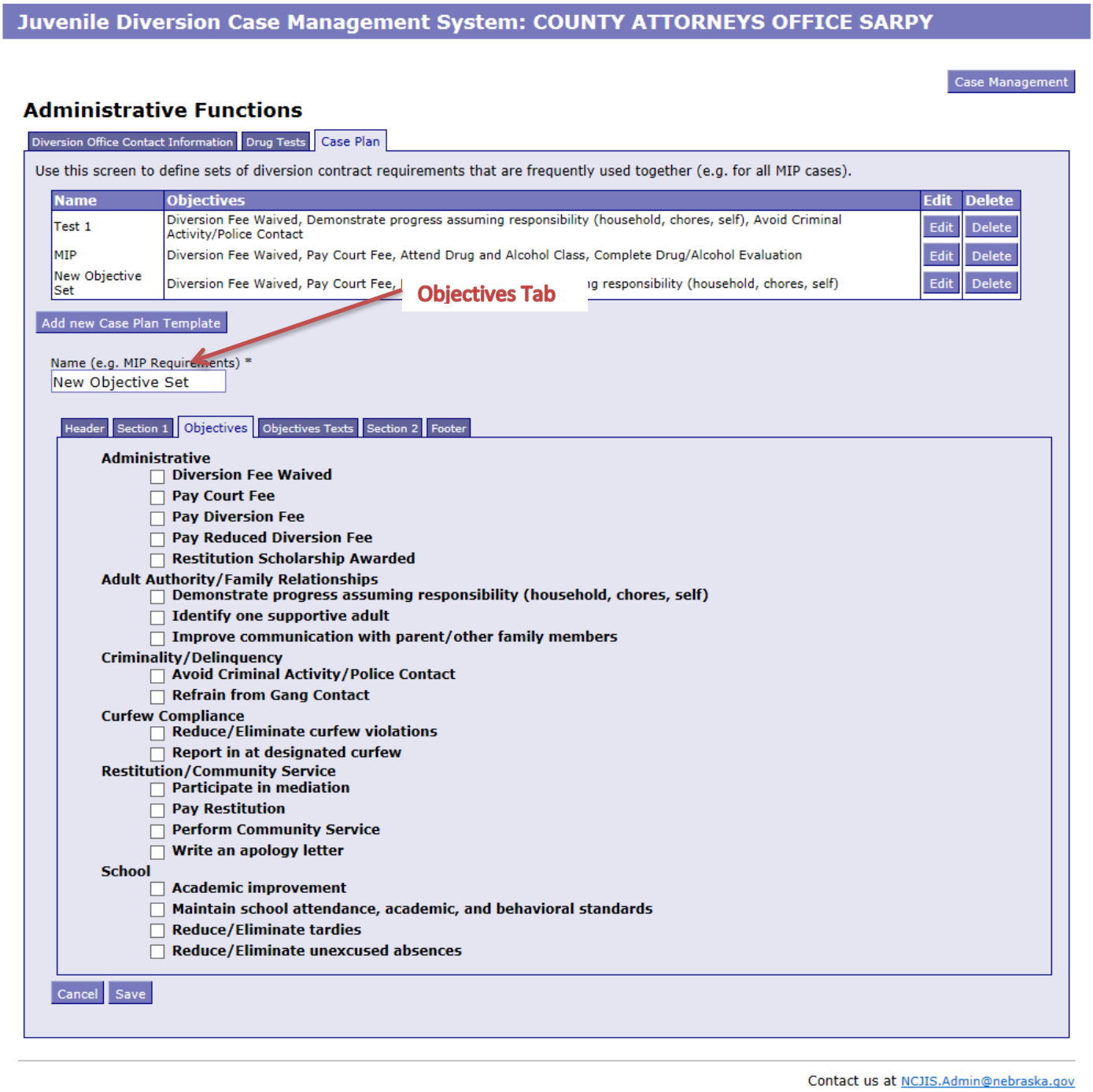
- The **Header Tab** contains a Rich text editor to capture the head section which goes at the top of the case plan report.
- This section could be used to put the diversion program letter head and contact information.

Figure 7: Add/Edit Case Plan Template- Section 1 Tab



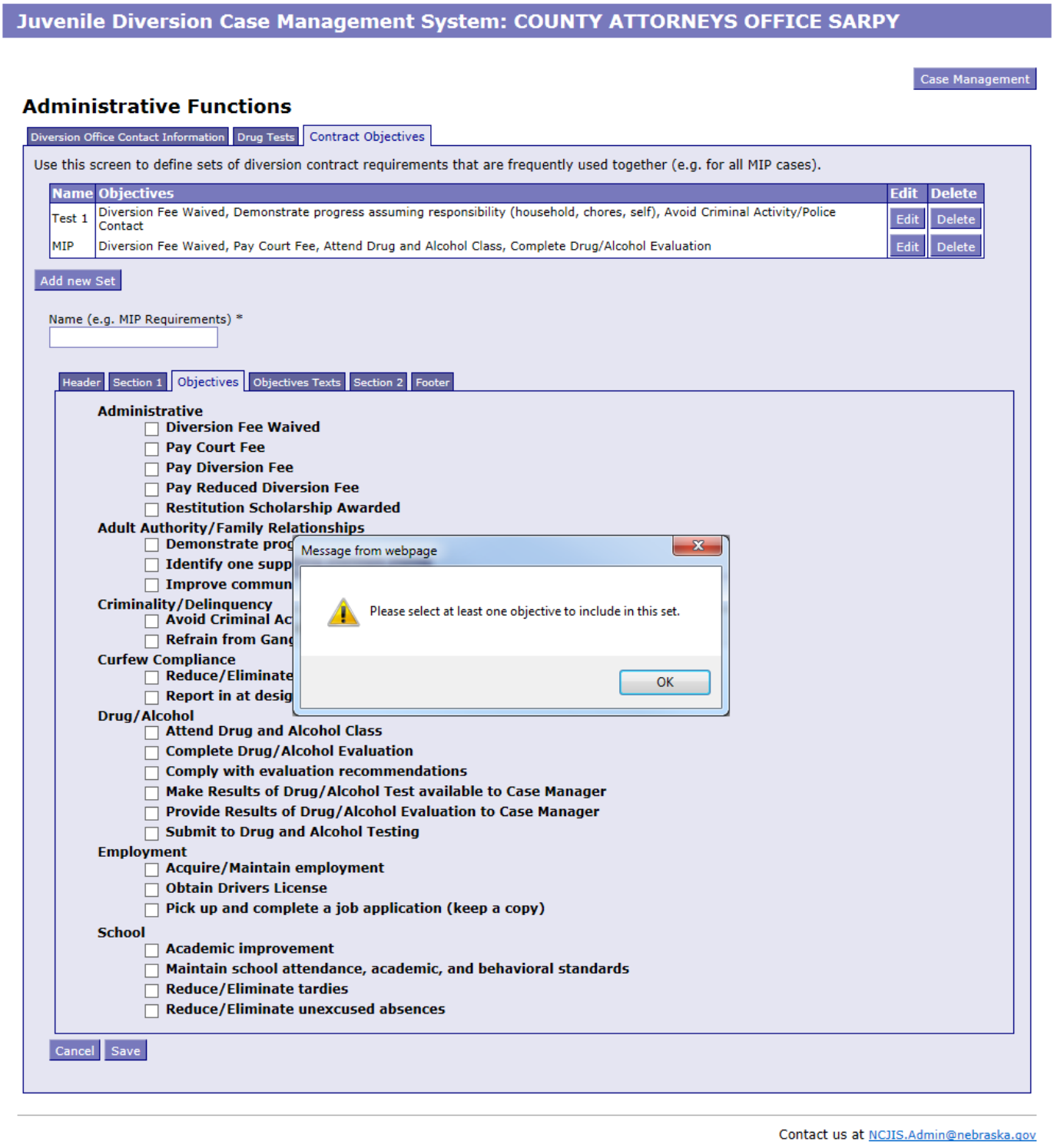
- The **Section 1** tab content goes right after the client information. This section can be used to generate standard introductory language for every case plan.
- Client information will automatically be generated onto the case plan.

Figure 8: Add/Edit Case Plan Template- Objectives Tab



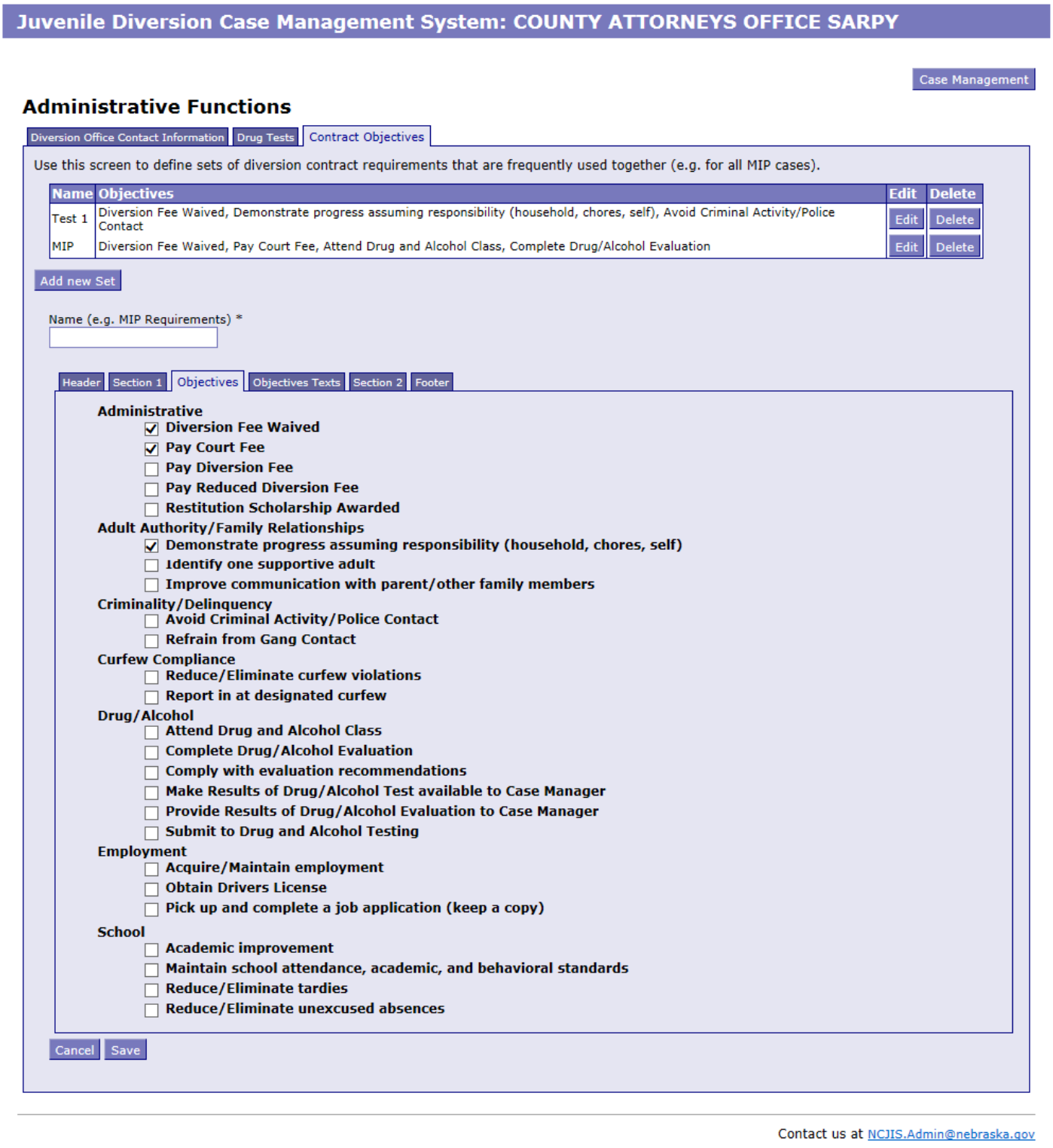
- The Objectives tab captures all diversion requirements for an individual.

Figure 9: Add/Edit Case Plan Template- At least one Objective Required



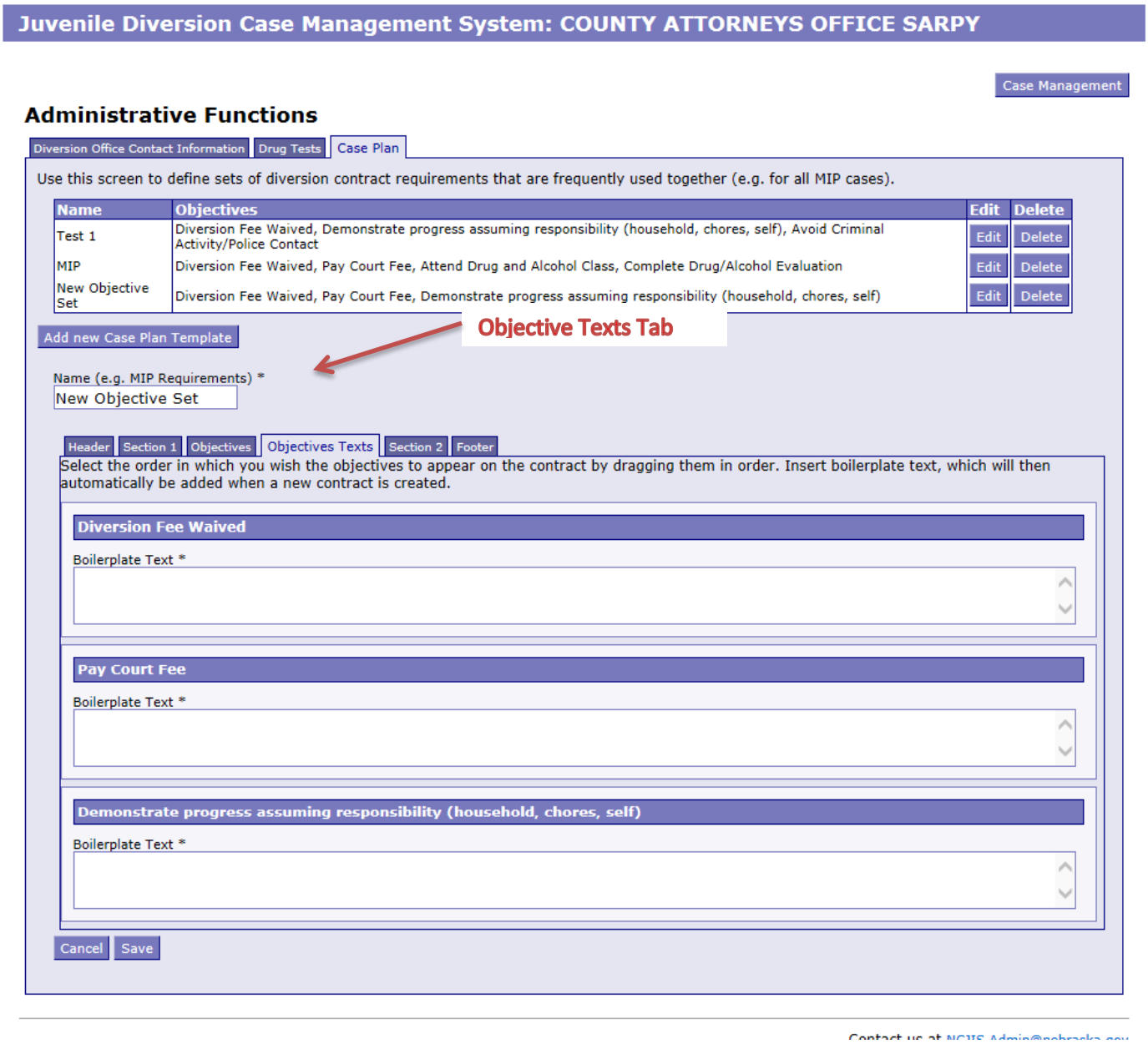
- At least one objective has to be selected to create a case plan template.

Figure 10: Add/Edit Case Plan Template- Objectives Selection



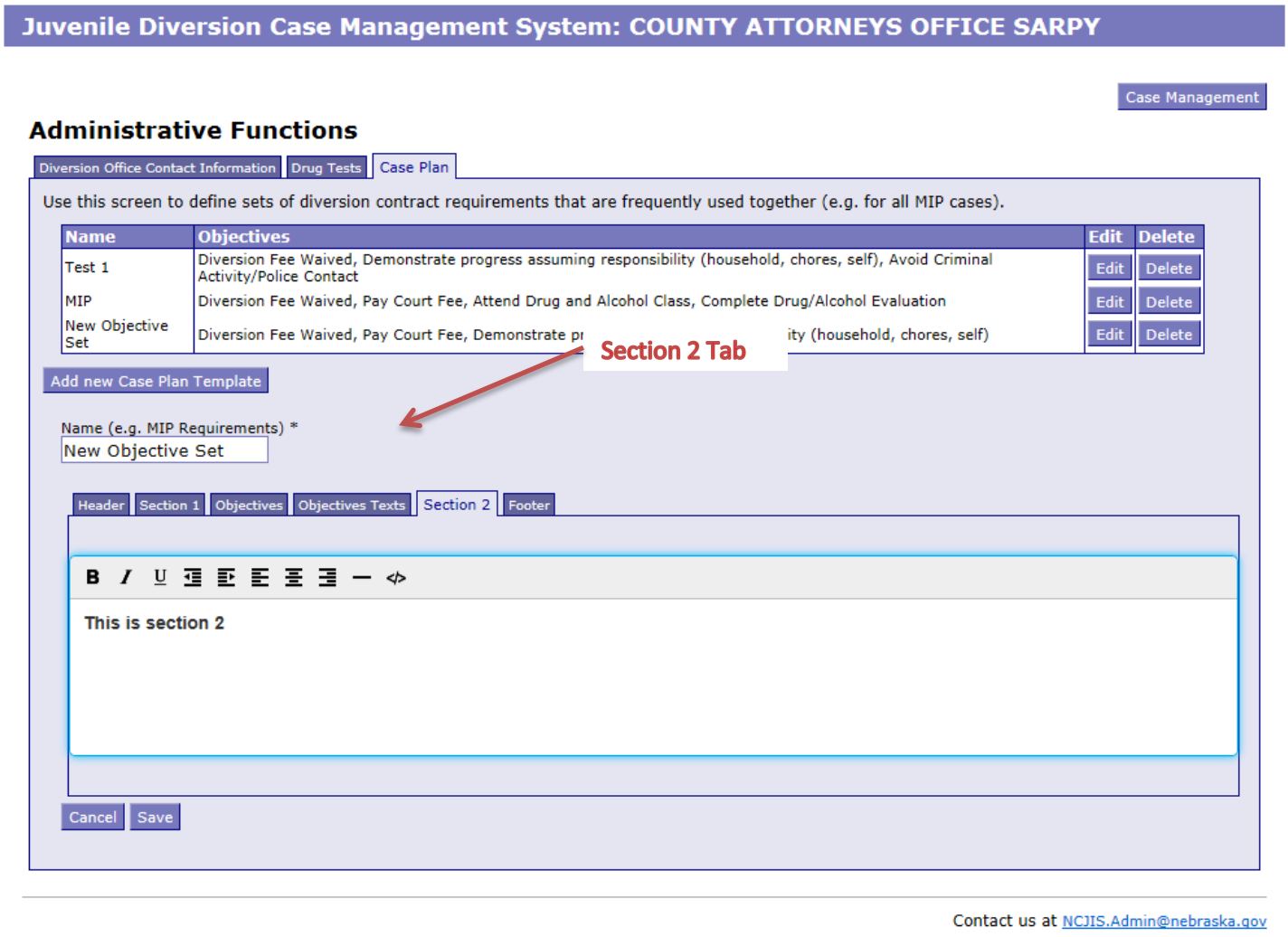
- Put a checkmark next to the objectives desired to be automatically generated for all plans using this particular case plan template.

Figure 11: Add/Edit Case Plan Template-Objectives Texts Tab



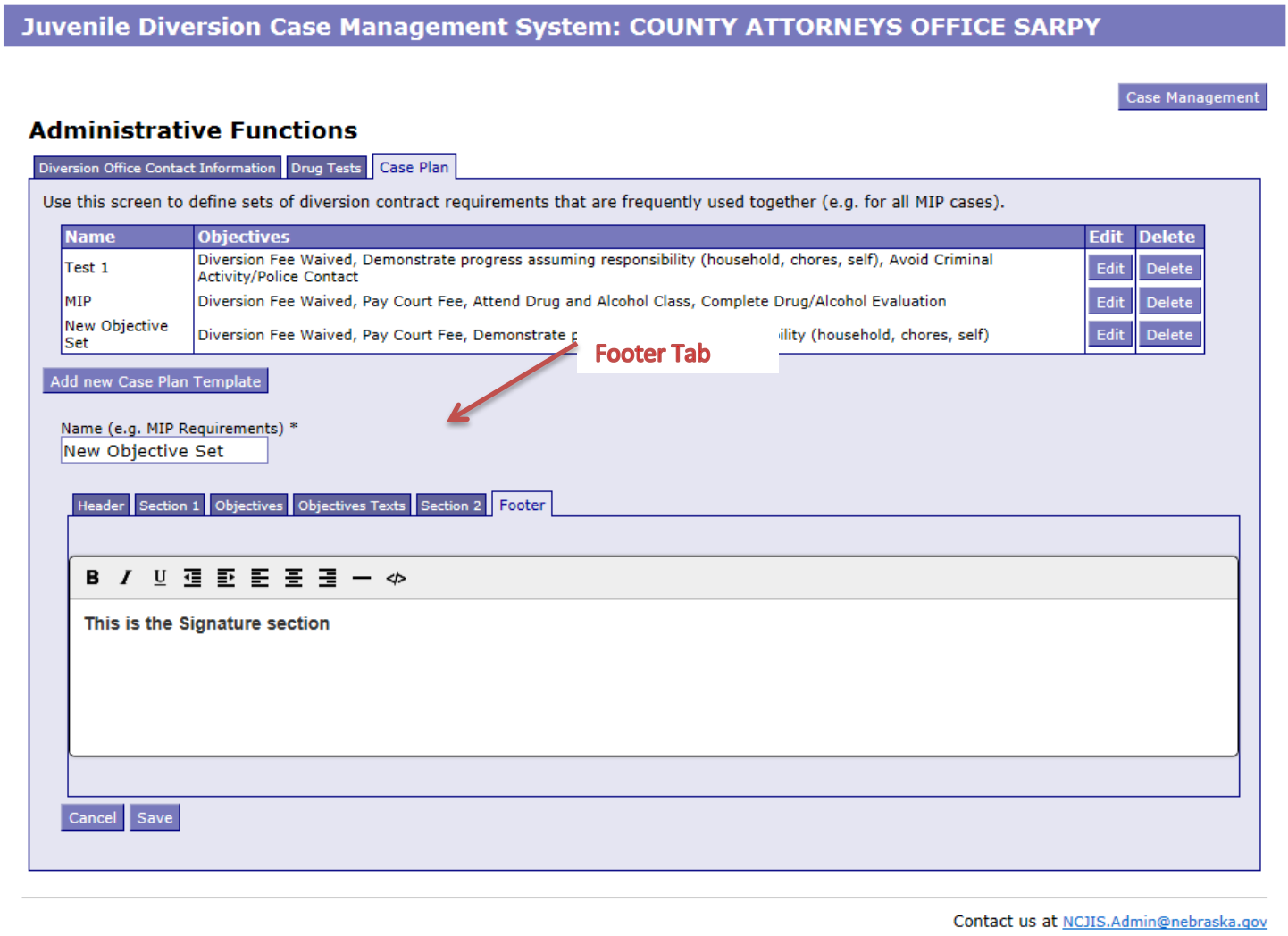
- The "Objective Texts" tab contains the boiler plate text that can be added to be associated with each objective selected by the user in the previous tab.
- The objectives selected along with their respective boiler plate text are displayed after section 1 in the case plan report.
- The "Objectives" and "Objective Texts" tabs will generate onto the document as "Individualized Diversion Requirements."

Figure 12: Add/Edit Case Plan Template- Section 2 Tab



- The **Section 2** follows the objectives and objectives text sectio in the case plan report.
- This section is used to generate standard language each diversion case plan would have, if desired.
- Examples of language in section 2 could be parent/guardian requirements, release of information, notice of right to review with counsel, sealing records information, other notices, etc.

Figure 13: Add/Edit Case Plan Template- Footer Tab



- This **Footer section** is the last section of the Case plan report.
- This section can be used to add the signature of the individuals and the parents/guardians, etc.

Figure 14: Case Plan Report Template

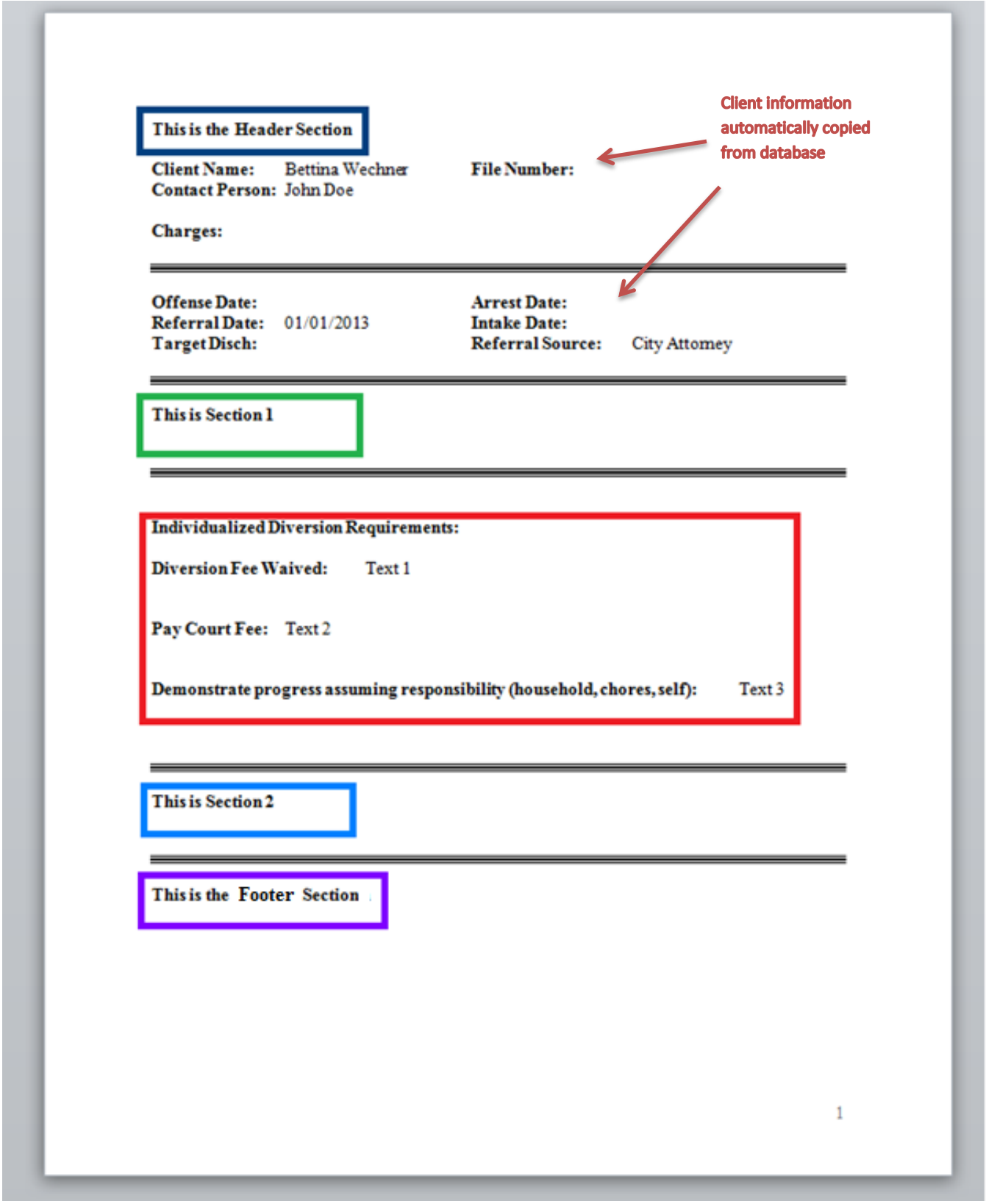
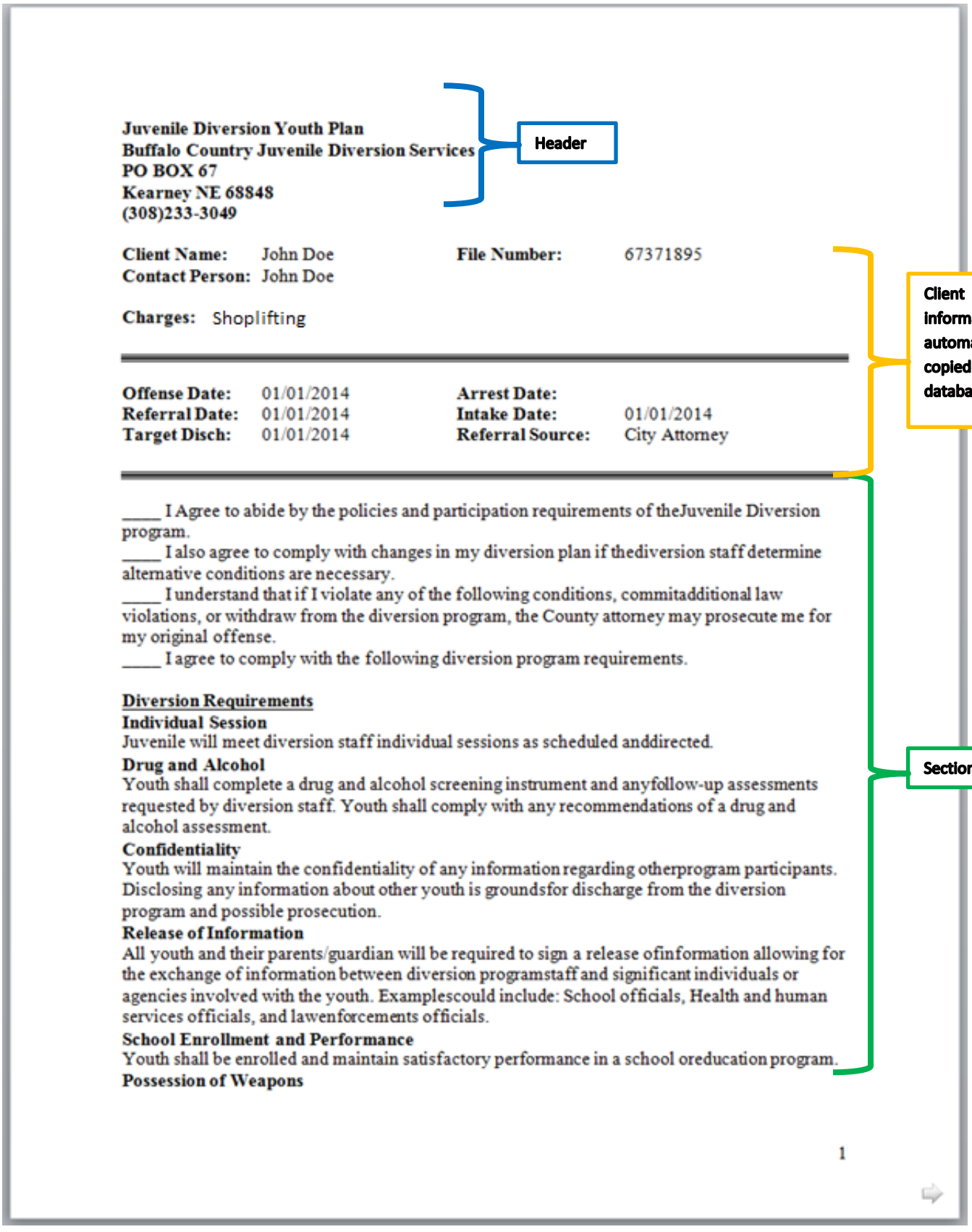


Figure 15: Example Case Plan Report



Juvenile Diversion Youth Plan
Buffalo Country Juvenile Diversion Services
PO BOX 67
Kearney NE 68848
(308)233-3049

Header

Client Name: John Doe **File Number:** 67371895
Contact Person: John Doe

Charges: Shoplifting

Offense Date: 01/01/2014 **Arrest Date:**
Referral Date: 01/01/2014 **Intake Date:** 01/01/2014
Target Disch: 01/01/2014 **Referral Source:** City Attorney

Client information automatically copied from database

____ I Agree to abide by the policies and participation requirements of theJuvenile Diversion program.
____ I also agree to comply with changes in my diversion plan if thediversion staff determine alternative conditions are necessary.
____ I understand that if I violate any of the following conditions, commitadditional law violations, or withdraw from the diversion program, the County attorney may prosecute me for my original offense.
____ I agree to comply with the following diversion program requirements.

Diversion Requirements

Individual Session
Juvenile will meet diversion staff individual sessions as scheduled anddirected.

Drug and Alcohol
Youth shall complete a drug and alcohol screening instrument and anyfollow-up assessments requested by diversion staff. Youth shall comply with any recommendations of a drug and alcohol assessment.

Confidentiality
Youth will maintain the confidentiality of any information regarding otherprogram participants. Disclosing any information about other youth is groundsfor discharge from the diversion program and possible prosecution.

Release of Information
All youth and their parents/guardian will be required to sign a release ofinformation allowing for the exchange of information between diversion programstaff and significant individuals or agencies involved with the youth. Examplescould include: School officials, Health and human services officials, and lawenforcements officials.

School Enrollment and Performance
Youth shall be enrolled and maintain satisfactory performance in a school oreducation program.

Possession of Weapons

Section 1

1

Any youth who uses, possesses, or attempts to conceal a weapon will immediately be dismissed from the diversion program and referred to the county attorney to determine whether youth shall be prosecuted for original/additionalcharges.

Individualized Diversion Requirements:

Diversion Fee Waived: Text 1

Demonstrate progress assuming responsibility (household, chores, self): Text 2

Avoid Criminal Activity/Police Contact: Text 3

Requirements for Parents/Guardians:
Parents must attend the initial interview.
Parents must report to diversion offices/administrator when their youth actsinappropriate.
Parents must support their youth's participation and provide transportationto program activities such as community service sites and educational programsites.

I understand and agree that the county attorney, the city attorney or his/her designates may make available to any court-affiliated agency or agencies specified in the agreement, all records, notes, or data of any kind that are made out regarding my participation, compliance, or lack thereof with the juvenile diversion program.

_____ _____ _____
First Name Last Name Date

As the parent/guardian of the above juvenile, I acknowledge my consent and support of their participation in the juvenile diversion program in accordance with the above terms and conditions of this juvenile youth plan.

_____ _____ _____
First Name Last Name Date

_____ _____ _____
First Name Last Name Date

2

Objectives and Objectives Text

Section 2

Footer

For policy issues, certificate, or log-in questions,
contact Amy Hoffman
Juvenile Diversion Program Administrator
(402) 471-3846

For technology problems,
contact UNO JDCMS helpdesk
(402) 554-6042