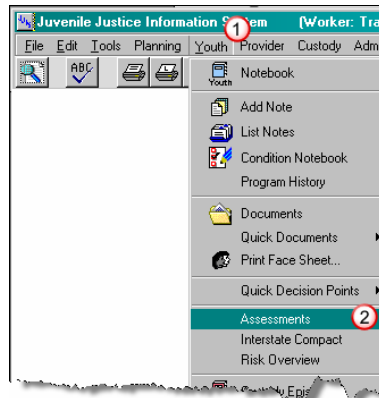




Build a JCP Risk Assessment

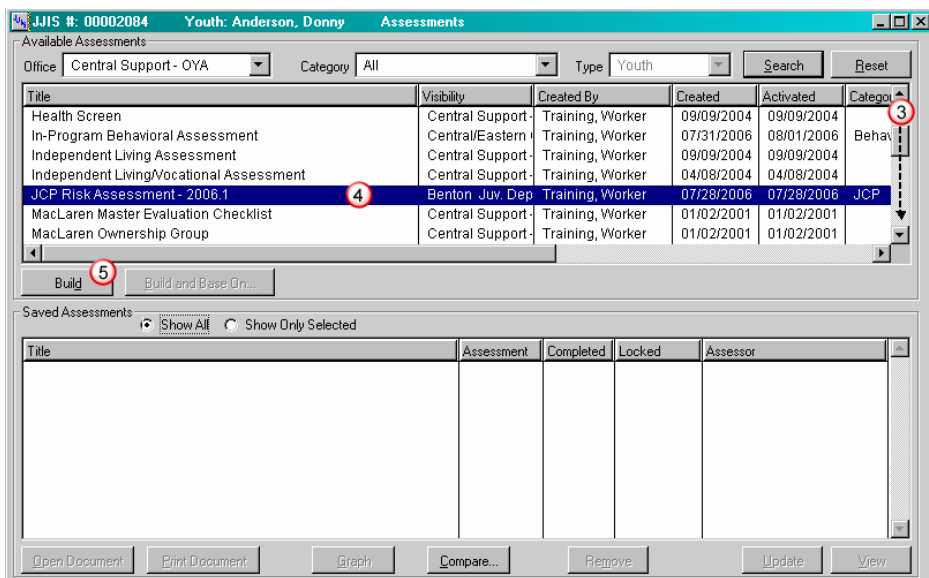
Open a Youth Notebook or select the youth's name from a list of youth

1. Select the **Youth** menu.
2. Select **Assessments** from the drop-down menu.



The Assessments List opens.

3. Scroll through the list of Available Assessments in the upper half of the screen.
4. Select the **JCP Risk Assessment-2006.1** template in the upper half of the screen.
5. Click **Build** to create a new Assessment from the selected template.

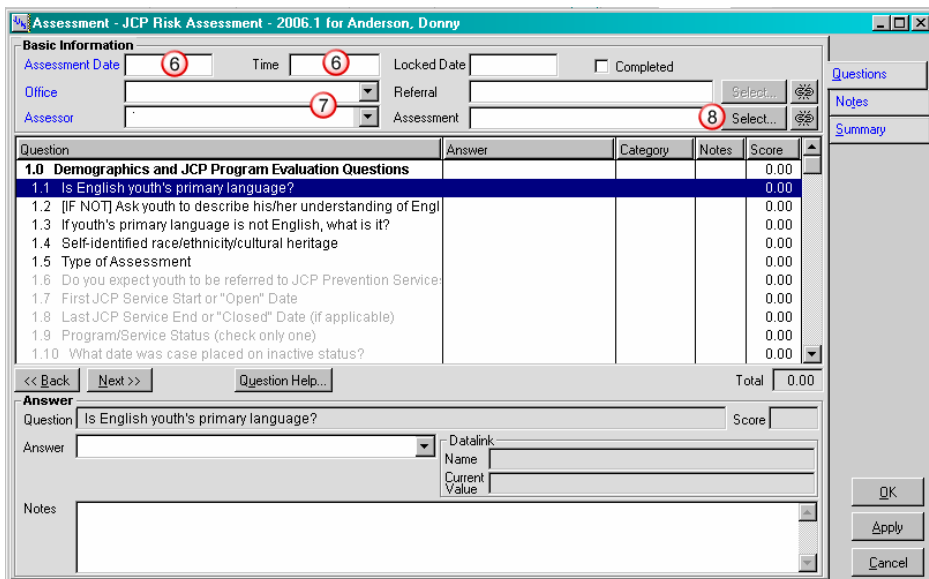


A new Assessment screen opens.

6. Enter the **Assessment Date** (and optionally, the **Time**) the Assessment was conducted.

TIP: Use the Ctrl-O shortcut to enter the current date.

7. The **Office** and **Assessor** fields default to the currently logged-on user, but different options can be selected from each drop-down list; the Assessor field is a combo box and text can also be typed directly into it.
8. Click **Select** to open a list of previous assessments and select to retrieve for linking to the current Assessment.



Build a JCP Risk Assessment

- Select the first question.
Details of the question appear in the lower portion of the screen – some questions may have pre-defined drop-down choices while others provide text area fields for typing a response.
- Click **Question Help** for additional information about the question.
- Answer each question appropriately. JJIS automatically assigns a pre-determined score for each answer.

TIP: Some questions allow multiple answers – to check multiple answers, hold down the keyboard CTRL key and select each answer that applies.

- Enter any additional relevant information in the **Notes** field.
- Move to the next question – either select the next question or click **Next**→. Click **←Back** to move back through the questions.

OPTION: Use keyboard shortcuts “Alt-B” for Back & “Alt-N” for Next.

- Click **Apply** to save the responses and continue working in the screen; or click **OK** to save the responses and exit the screen.
- If the Assessment is complete, check the **Completed** box – JJIS verifies that all mandatory questions are answered and inserts the current date in the **Locked Date** field to prevent further data entry.

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- If all questions have not been entered, JJIS prompts with a list of the questions that still need to be answered.

The Assessment can be locked and saved, but not marked as completed until all mandatory questions have been answered.

Question	Answer	Category	Notes	Score
1.0 Demographics and JCP Program Evaluation Questions				0.00
1.1 Is English youth's primary language?				0.00
1.2 (If NOT) Ask youth to describe his/her understanding of Engl				0.00
1.3 If youth's primary language is not English, what is it?				0.00
1.4 Self-identified race/ethnicity/cultural heritage				0.00
1.5 Type of Assessment				0.00
1.6 Do you expect youth to be referred to JCP Prevention Service				0.00
1.7 First JCP Service Start or "Open" Date				0.00
1.8 Last JCP Service End or "Closed" Date (if applicable)				0.00
1.9 Program/Service Status (check only one)				0.00
1.10 What date was case placed on inactive status?				0.00

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1.4 Self-identified race/ethnicity/cultural heritage				0.00
1.5 Type of Assessment				0.00
1.6 Do you expect youth to be referred to JCP Prevention Service				0.00
1.7 First JCP Service Start or "Open" Date				0.00
1.8 Last JCP Service End or "Closed" Date (if applicable)				0.00
1.9 Program/Service Status (check only one)				0.00
1.10 What date was case placed on inactive status?				0.00