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 dropdown 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 dropdown 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

9. 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.

10. Click Question Help for additional information about the question.

11. 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.

12. Enter any additional relevant information in the Notes field.

13. 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.

14. Click Apply to save the responses and continue working in the screen; or click OK to save the responses and exit the screen.

15. 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.

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.

• 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.
Build a JCP Risk Reassessment

Reassessments must be linked to the most recent prior assessment for JJIS to perform automated calculations.

For a selected youth record or from an open Youth Notebook . . . .

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.

By default, the Show All radio button (⊙) is selected and the Saved Assessments list in the lower half of the screen displays all saved assessments. Select an assessment template in the upper half of the screen and select Show Only Selected (⊙) to display only assessments based on the selected template.

5. Select the appropriate JCP Assessment in the lower half of the screen. A previous JCP Screen/Assessment or Reassessment will provide the most complete “copy”. However, the Interim Review can be used if it is the most accurate record of a youth’s risks and protective factors prior to this reassessment.

6. Click Build and Base On . . . to create a new full assessment based on the previous JCP assessment.

7. Click Yes at the prompt to confirm that a new assessment is to be started and based on the selected assessment.
Build a JCP Risk Reassessment

A new Assessment screen opens.

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

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

9. 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.

10. Click **Select** to open a list of previous assessments.

11. Select the appropriate Assessment from the list to link to the current assessment.

12. Click **Retrieve**.

Some answers from the previous Assessment pre-fill in the new assessment. Details of the answers appear in the lower portion of the screen.

13. Select a question in need of an answer or an updated answer.

14. For Question 1.5, select JCP Risk Reassessment from the drop-down list.

15. Enter any additional relevant information in the **Notes** field.

16. 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.

- 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.
Graph a JCP Assessment (Youth Menu)

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.

3. Select the Assessment from the list of Saved Assessments in the lower portion of the screen.

4. Click **Graph** to export the Assessment data to an Excel spreadsheet that provides a graphical display of the answers.

Click on a Chart tab at the bottom of the spreadsheet screen to view each of the three graphs available for the JCP Assessment.
Graph a JCP Assessment (Youth Menu)

Youth: Anderson, Donny JJIS # 00002084
11/22/2006 - JCP Risk Assessment - 2006.1

Risk Domains
- Risk Factors
- Protective Factors
- Mental Health
- Attitudes, Values and Beliefs
- Substance Use
- Family Functioning
- Behavior issues
- Peer and Other Relationships
- School issues

Percent of Possible Total
- School Issues
- Peer and Other Relationships
- Behavior Issues
- Family Functioning
- Substance Use
- Attitudes, Values and Beliefs
- Mental Health
- Protective Factors
- Risk Factors
- Risk Domains

Youth Score
- Total Possible

Comparison of Dynamic Indicators on Current and Linked Assessments

School Issues
- Peer and Other Relationships
- Behavior Issues
- Family Functioning
- Substance Use
- Attitudes, Values and Beliefs
- Mental Health
- Protective Factors

Number of Dynamic Indicators
- School Issues
- Peer and Other Relationships
- Behavior Issues
- Family Functioning
- Substance Use
- Attitudes, Values and Beliefs
- Mental Health
- Protective Factors
Print a JCP 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.
3. Select the Assessment from the list of Saved Assessments in the lower portion of the screen.
4. Click Print Document to print a hard copy of the Assessment.

or

Click Open Document to open the Assessment in the JJIS Word Processor (Document Workbench).

5. Select a section of the Assessment to view or
6. Use <<Back and Next>> to move between sections of the Assessment.


7. Click the Print icon to print the Assessment or click the Print Preview icon to preview the Assessment prior to printing.