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 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.

Kassessment - JCP Risk Assessment - 2006.1 for Anderson, Do	nny	_ 🗆 🗵
Basic Information Assessment Date 6 Time 6 Locked Office Referral Assessor Assessor	Date Completed	Select (**) Select (**) Select (**)
Question	Answer Category Note	
1.1 Is English youth's primary language? 1.2 (IF NOT] Ask youth to describe his/her understanding of Engl 1.3 If youth's primary language is not English, what is it? 1.4 Self-identified race/ethnicity/cultural heritage 1.5 Type of Assessment 1.6 Do you expect youth to be referred to JCP Prevention Service 1.7 FirstJCP Service Start or "Open" Date 1.8 LastJCP Service End or "Closed" Date (if applicable) 1.9 Program/Service Status (check only one) 1.10 What date was case placed on inactive status?		0.00 0.00
Answer Question Is English youth's primary language?		Score
Answer 💌	Datalink	

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.
- 10. Click **Question Help** for additional information about the question.
- 11. Answer each question appropriately. JJIS automatically assigns a predetermined 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.
- 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.

Assessment - JLP Hisk As	ssessment - 2006. I for Ande	erson, Donny				
ssessment Date	Time	Locked Date	Completed			Questions
ffice	•	Referral		Se	elect 🧱	
ssessor	· · · · · · · · · · · · · · · · · · ·	Assessment			elect. Čź	Notes
		1				<u>S</u> ummary
estion	D Brogram Evoluation Quar	Answer	Lategory	Notes	Score	11
1.1 Is English youth's prin	nandanguage?				0.00	1
1.2 [IF NOT] Ask youth to a	lescribe his/her understandi	na of Enal			0.00	
1.3 If youth's primary lang	uage is not English, what is i	t?			0.00	
1.4 Self-identified race/eth	nicity/cultural heritage				0.00	
1.5 Type of Assessment					0.00	
1.6 Do you expect youth to	be referred to JCP Preventio	on Service:			0.00	
1.7 First JCP Service Star 1.9 Loot JCP Service Star	t or "Open" Date 	(a)			0.00	
1.0 East JCF Service End 1.9 Program/Service State	ie (check only one)	(e)			0.00	
1.10 What date was case	placed on inactive status?				0.00	il –
Back Next>>	Question Help(10)	I		T.	otal 0.00	-
nswer						
uestion Is English youth's	primary language?			So	ore	
nswer	(11)	Datalink				
	•	Name				
		Current Value				OK
otes 🦳						
(12)						Apply
-						
					~	<u>C</u> ance

🔩 Assessment -	JCP Risk Assessment - 2006.1 for Ande	rson, Donny		<u> </u>
Basic Informatio	n	(5)		
Assessment Date	Time	Locked Date 🔽 Completed		Questions
Office	Central Support - OYA 💌	Referral	Select 🔅	Notes
Assessor	Training, Worker 💽	Assessment	Select 🧩	Summary
Durantino - mart	an	Answer Category Category	ves_lScr~~\[▲	- Constant

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 dropdown menu.



JJIS #: 00002084 Youth: Anderson, Donny Asses Available Assessments	sments				
Office Central Support - OYA Category All		▼ Type You	Jth 💌	<u>S</u> earch	<u>R</u> eset
Title	Visibility	Created By	Created	Activated	Catego
In-Program Behavioral Assessment	Central/Eastern	Training, Worke	er 07/31/2008	6 08/01/2006	Beha
Independent Living Assessment	Central Support -	Training, Worke	er 09/09/2004	1 09/09/2004	
Independent Living/Vocational Assessment	Central Support	Training, Worke	er 04/08/2004	4 04/08/2004	
JCP Risk Assessment - 2006.1 (4)	Benton Juv. Dep	Training, Worke	er 07/28/2008	6 07/28/2006	JCP
MacLaren Master Evaluation Checklist	Central Support	Training, Worke	er 01/02/2001	01/02/2001	
MacLaren Ownership Group	Central Support -	Training, Worke	er 01/02/2001	01/02/2001	
Medical Assessment	Central Support-	Training, Worke	er 06/12/2002	2 06/12/2002	
Wed Assessments - "Protected Show All C Show Dnly Selec	ted	ant Considered	Laskad Ilass		1
ICP Rick Accoccment 2008 1	Assessm 11(22)	ent Lompleted	Locked Ass	essor	Contr
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
I           Open Doc         Print Doc         View Access         Graph	Compare	Re <u>m</u> ove	Unlock	<u>U</u> pdate	⊻iew



The Assessments List opens.

- Scroll through the list of Available Assessments in the upper half of the screen.
- Select the JCP Risk Assessment-2006.1 template in the upper half of the screen.

By default, the Show All radio button (③) is selected and the Saved Assessments list in the lower half of the screen displays <u>all</u> saved assessments. Select an assessment template in the upper half of the screen and select Show Only Selected (④) to display only assessments based on the selected template.

- 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.

- 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.





Assessment	JCP Risk Assessment - 2006.1 for	Anderson, Donny			
Assessment Date	n Time	Locked Date	Completed		Questions
Office	Central Support - OYA	Referral		Select 👾	Netes
Assessor	Training, Worker	Assessment 11/22/2	006 - JCP Risk Assessm	nent- Select 🧩	Comment
Question		Answer	Category	Notes Score	<u>Summary</u>
1.0 Demograph 1.1 Is English	nics and JCP Program Evaluation ( vouth's primary language?	Questions		0.00	]
1.2 [IF NOT] A: 1.3 If youth's p	sk youth to describe his/her unders rimary language is not English, wh	tanding of Engl at is it?		0.00	
1.4 Self-identi	fied race/ethnicity/cultural heritage	White (Cau	asian)	0.00	
1.6 Do you exp 1.7 First IOD (	sessment pect youth to be referred to JCP Prev	vention Service: No	isment (13)	0.00	
1.7 FirstJCP 8 1.8 LastJCP 8	Service Start or "Open" Date Service End or "Closed" Date (if app Service Status (shashsarbusys)	licable)		0.00	
1.9 Program/s 1.10 What dat	e was case placed on inactive statu	ıs?		0.00	1
< <u>B</u> ack <u>N</u> ext	>> Question Help			Total 24.00	
Juestion Type o	fAssessment			Score 0.00	1
Answer JCP R	isk Reassessment 🔞	Datalink Name			
		Current Value			<u>о</u> к
Notes (15)				<u> </u>	6 Apply
				<b>v</b>	<u>C</u> ancel

# 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 dropdown 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.

- Alon Anderson, Donny Asse	ssments				
Available Assessments					
Office Central Support - OYA Category All		Type Youth	<b>T</b>	<u>S</u> earch	<u>R</u> eset
Title	Visibility	Created By	Created	Activated	Catego
Fire Setter Assessment	Central Support	Training, Worker	06/12/2002	06/12/2002	
Health Screen	Central Support	Training, Worker	09/09/2004	09/09/2004	
In-Program Behavioral Assessment	Central/Eastern	Training, Worker	07/31/2006	08/01/2006	Behav
Independent Living Assessment	Central Support	Training, Worker	09/09/2004	09/09/2004	
Independent Living/Vocational Assessment	Central Support	Training, Worker	04/08/2004	04/08/2004	
JCP Risk Assessment - 2006.1	Benton Juv. Dep	Training, Worker	07/28/2006	07/28/2006	JCP
MacLaren Master Evaluation Checklist	Central Support	Training, Worker	01/02/2001	01/02/2001	▼
Build and Base On					
Saved Assessments					
Show All C Show Only Selected					
Title	Assessment	Completed Locked	Assessor		<b>A</b>
JCP Risk Assessment - 2006.1 (3)	11/22/200	6	Trainin	g, Worker ( Ce	ntral S
					~
Open Document Print Document Graph	Compare	Remove		Update	⊻iew



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 Current: 11/22/2006 - JCP Risk Assessment - 2006.1 Linked: None



## 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 dropdown menu.
- 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).



JJIS #: 00002084 Youth: Anderson, Donny Assessments	
Available Assessments	
Uthice Central Support - OYA Category   All	Vigre Youth <u>Search Heset</u>
Title Visibility	Created By Created Activated Categor
Fire Setter Assessment Central Supp	ort Training, Worker 06/12/2002 06/12/2002
Health Screen Central Supp	ort Training, Worker 09/09/2004 09/09/2004
In-Program Behavioral Assessment Central/Easte	rn Training, Worker 07/31/2006 08/01/2006 Behav
Independent Living Assessment Central Supp	ort Training, Worker 09/09/2004 09/09/2004
Independent Living/Vocational Assessment Central Supp	ort Training, Worker 04/08/2004 04/08/2004
JCP Risk Assessment - 2006.1 Benton Juv. E	Dep Training, Worker 07/28/2006 07/28/2006 JCP
MacLaren Master Evaluation Checklist Central Supp	ort Training Worker 01/02/2001 01/02/2001
Build Build and Base On	
Saved Assessments      Show All      Show Only Selected	
Title	ent Completed Locked Assessor
JCP Risk Assessment - 2006.1 6 11/22/2	2006 Training, Worker ( Central S
<b>3</b>	
(4)	
<u>Open Document</u> <u>Print Document</u> <u>Graph</u> <u>Compare</u>	Remove Update View

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

OPTION: Use keyboard shortcuts "Alt–B" for Back & "Alt-N" for Next.

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

JCP Risk Assessment - 200	6.1 - Document for: JCP Risk	Assessment - 2006.1		
ile <u>E</u> dit(7)sert Fo <u>r</u> mat <u>T</u> ool	s Table			
	▶ B I <u>U</u> A	ABC	Locked Date	
eq Section JCP Risk Assessment 2 JCP Assessment - Linke JCP Scores	New Page A 006.01 Hear ad Assessme JCP Risk N	Next>>> Build Document Category Juven Document JCP R eeds Assessment	ile Crime Prevention 💌 tisk Assessment - 2006.1 - Docur 💌	Build
	Yo	uth Information		
Youth Name:	Donny Anderson	JJIS #:	00002084	$\neg l$
DOB:	05/05/1990	Age:	16	
Sex:	Male	Primary Language:	English	
Race:	White	Ethnicity:	Unknown	
County of Jurisdiction:	Marion			
Primary Worker:	Jennings, Mary	Phone #:	(503)399-5514	
	Ass	essment Results		
	Training Worker	Office	Central Support - OYA	
Assessor:	Tiannig, worker	omee.		