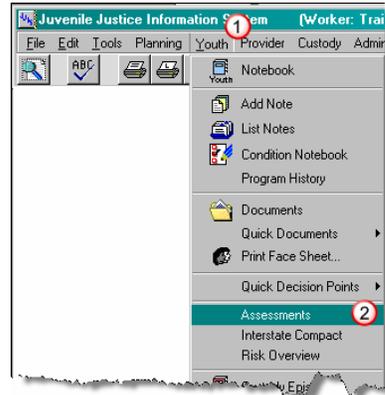




Build a JCP Risk Assessment

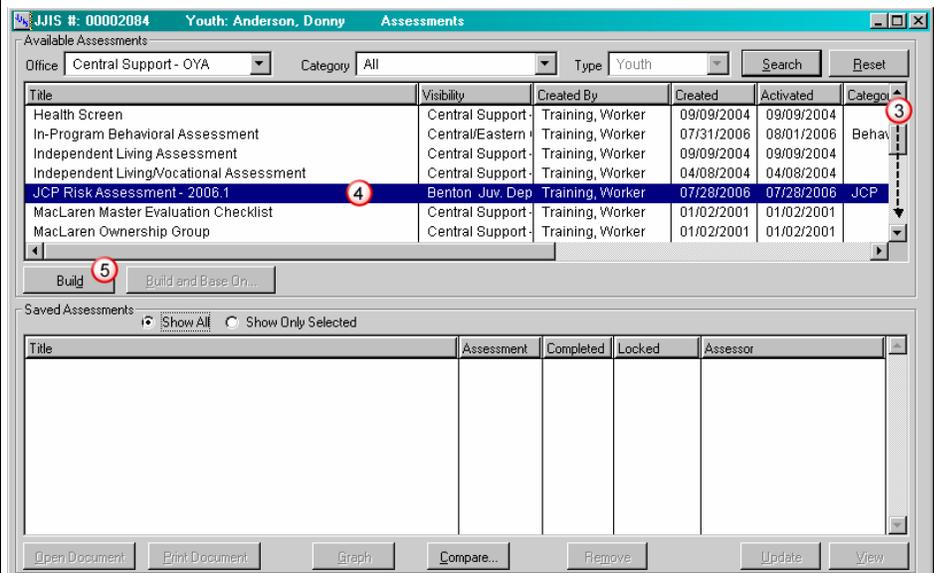
Open a Youth Notebook or select the youth's name from a list of youth

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.

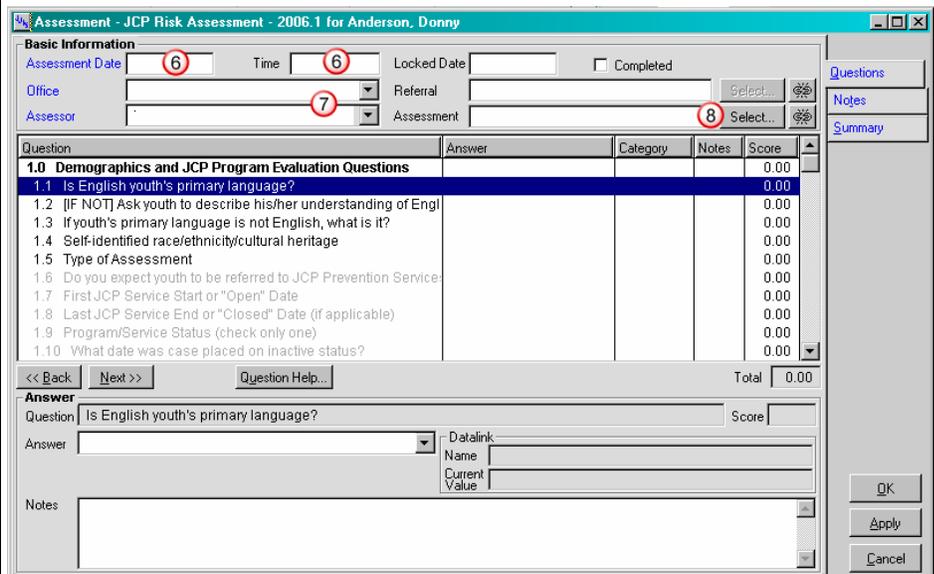


A new Assessment screen opens.

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.

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.

The screenshot shows the 'Assessment - JCP Risk Assessment - 2006.1 for Anderson, Donny' window. The 'Basic Information' section includes fields for Assessment Date, Time, Locked Date, and a 'Completed' checkbox. Below this is a table of questions with columns for Question, Answer, Category, Notes, and Score. Question 1.1 is selected. The 'Answer' section below the table shows a dropdown menu for the question 'Is English youth's primary language?' and a 'Notes' text area. Navigation buttons like '<< Back', 'Next >>', and 'Question Help...' are visible. A 'Total' score of 0.00 is shown at the bottom right.

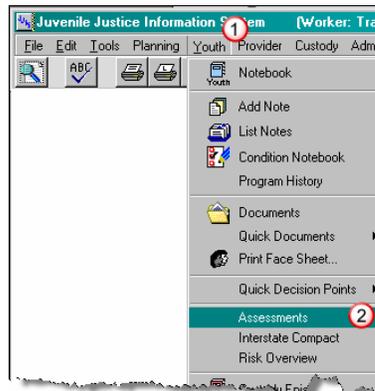
This screenshot shows the same software interface as the previous one, but with the 'Completed' checkbox in the 'Basic Information' section checked. The 'Assessment Date' field now contains a date, and the 'Locked Date' field is populated with the current date. The 'Next >>' button is highlighted with a red circle.

Build a JCP Risk Reassessment

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

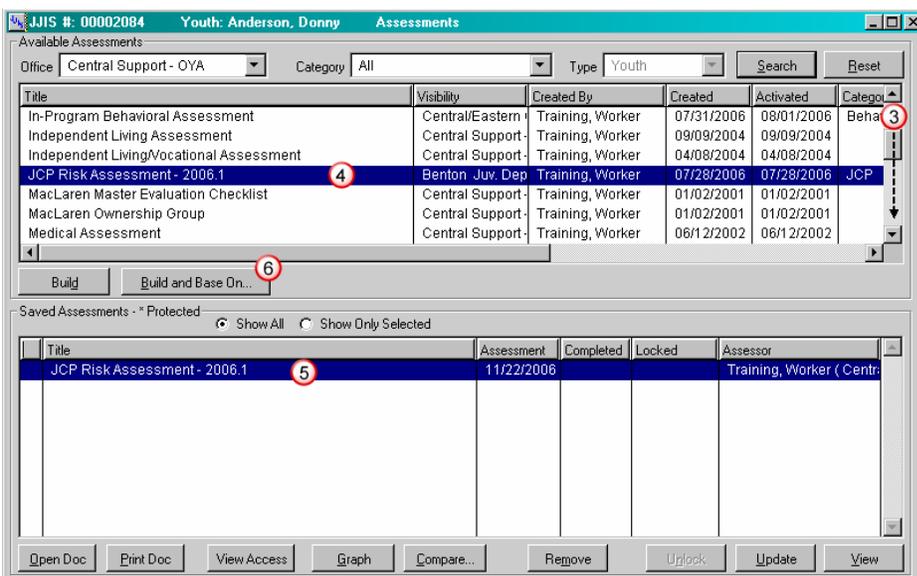
For a selected youth record or from an open Youth Notebook

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



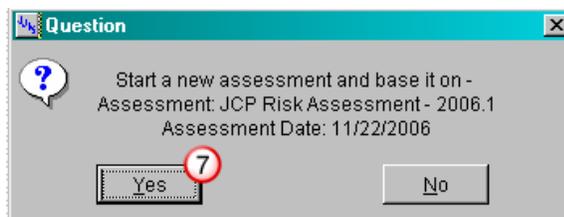
The Assessments List opens.

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**.

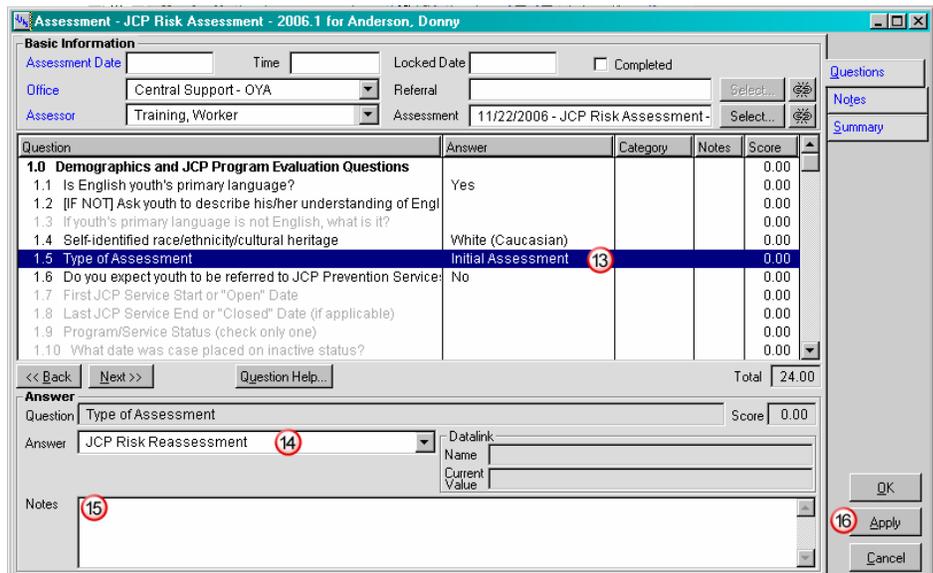
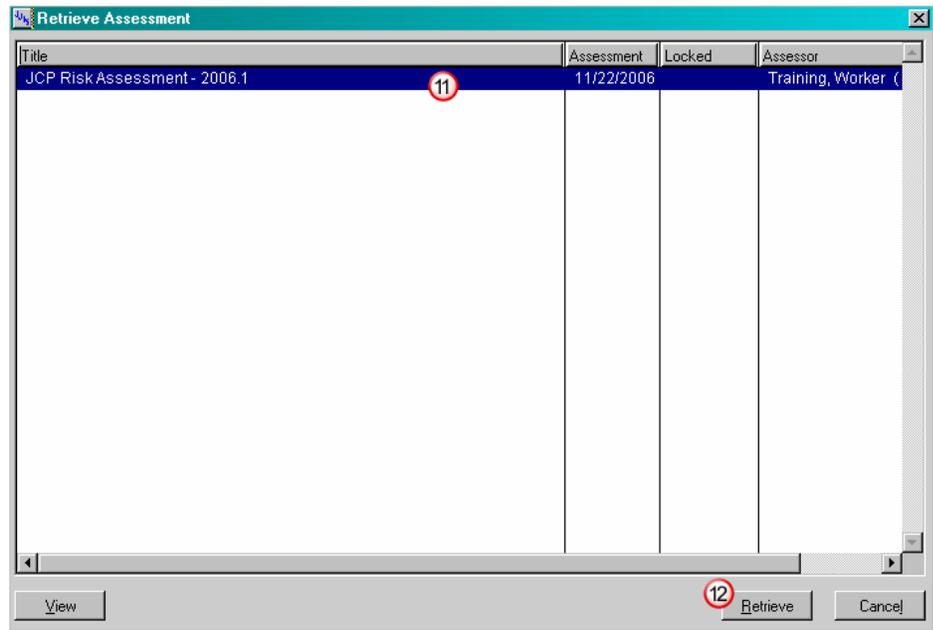
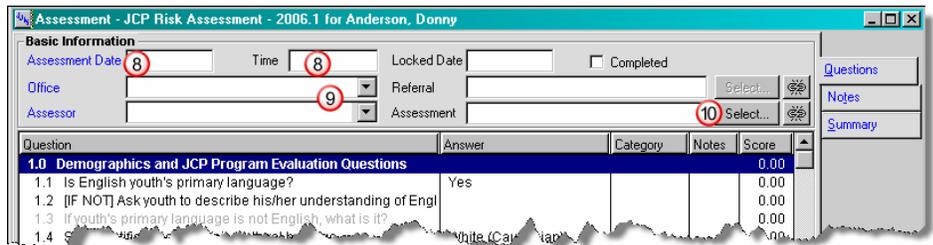
Some answers from the previous Assessment pre-fill in the new assessment. Details of the answers appear in the lower portion of the screen.

- 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.

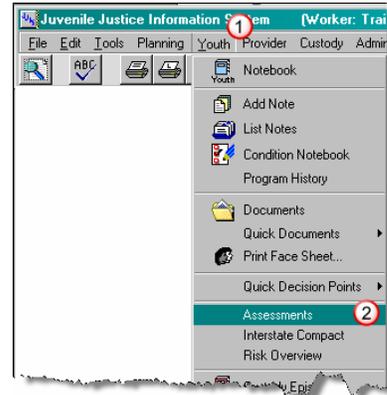




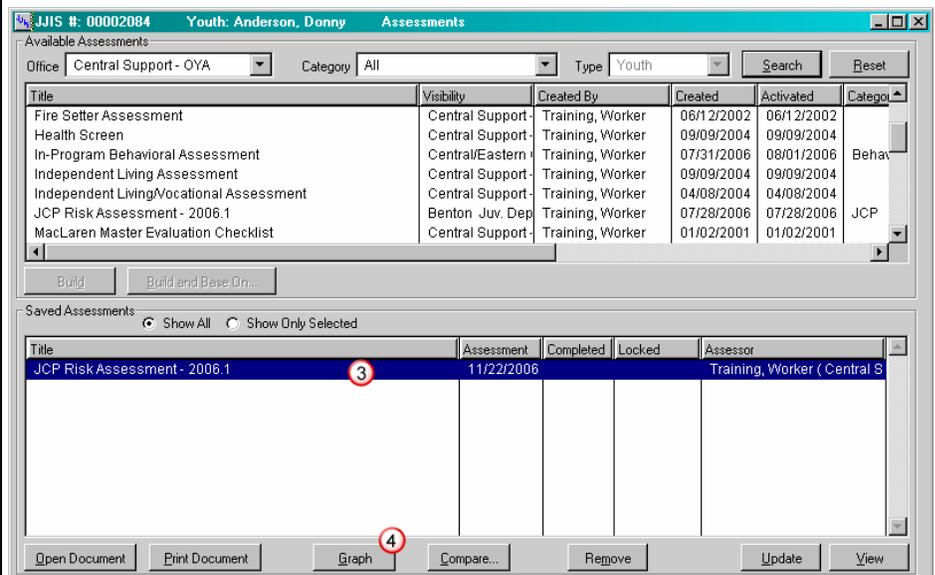
Graph a JCP Assessment (Youth Menu)

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

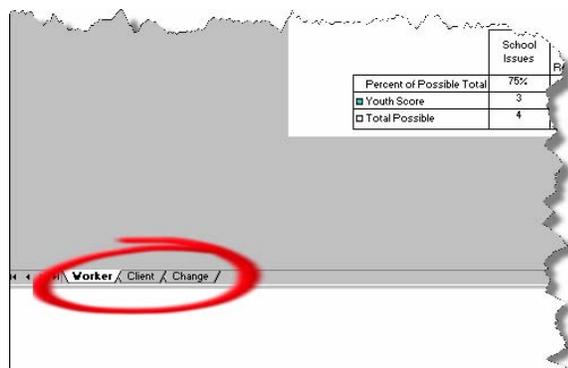
1. Select the **Youth** menu.
2. Select **Assessments** from the drop-down menu.



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.



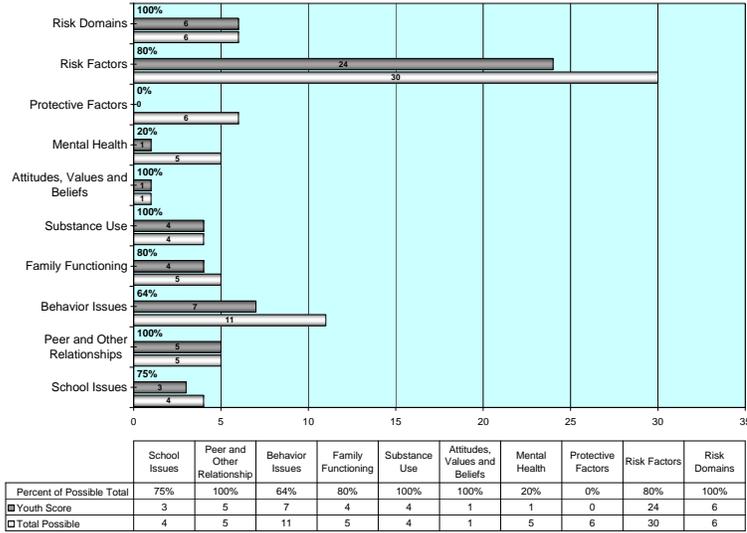
Click on a Chart tab at the bottom of the spreadsheet screen to view each of the three graphs available for the JCP Assessment.



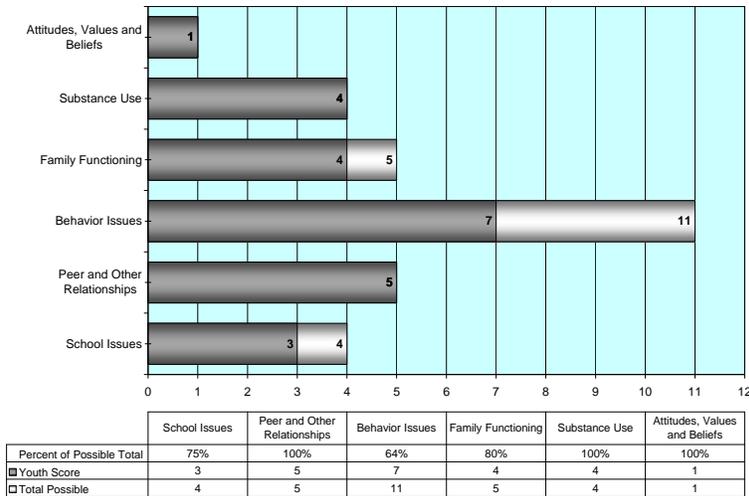


Graph a JCP Assessment (Youth Menu)

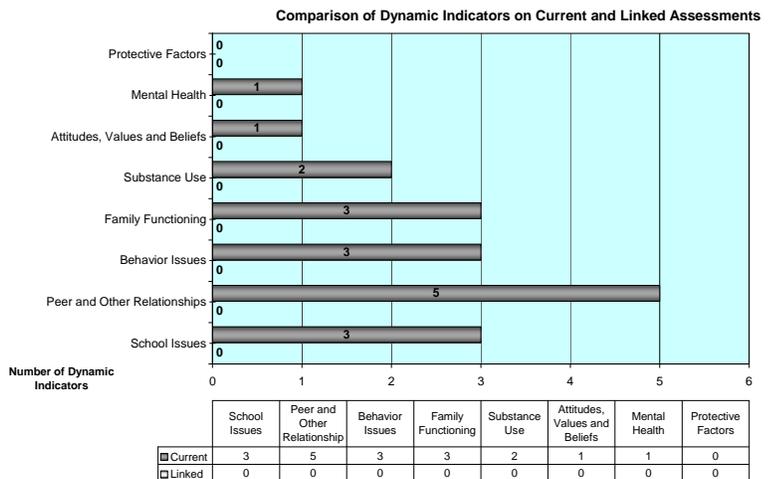
Youth: Anderson, Donny JJIS # 00002084
11/22/2006 - JCP Risk Assessment - 2006.1



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



Youth: Anderson, Donny JJIS # 00002084
Current: 11/22/2006 - JCP Risk Assessment - 2006.1
Linked: None





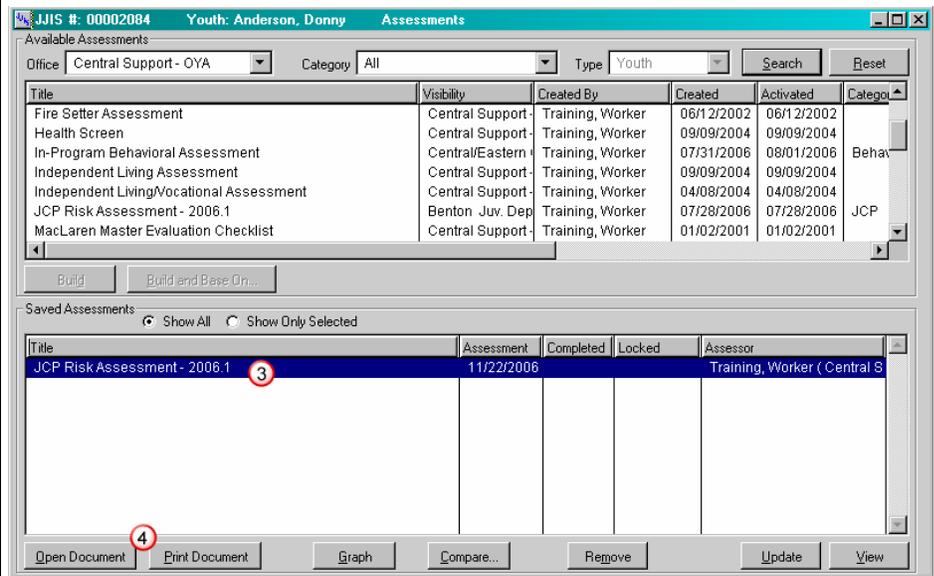
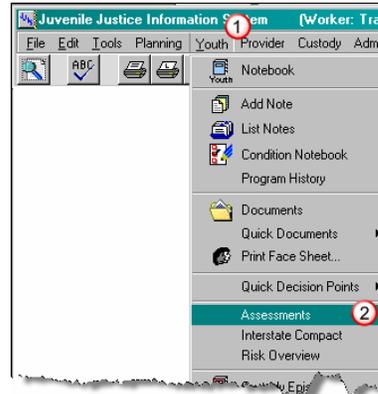
Print a JCP Assessment

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 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.

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.

