

SUPREME COURT OF TENNESSEE

Administrative Office of the Courts



Juvenile Information Form JIF98 Software

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INTRODUCTION:

What is Juvenile Information Form (JIF98) Software?

The Juvenile Information Form software (JIF98) is a software application designed for older DOS based systems, yet will function on a variety of modern workstations running Microsoft Windows. JIF98 provides a means to electronically record and transfer information pertaining to juvenile court activities in order to meet statewide reporting guidelines established by the Tennessee Council of Juvenile and Family Court Judges (TCJFCJ) and adopted by the Administrative Office of the Courts (AOC).

The software is intended for use by courts that do not have existing computer systems capable of exporting juvenile court statistics which adhere to statewide guidelines.

Features and Benefits Summary:

- Look-up tables that facilitate data entry
- Backup functionality
- Basic error reporting
- Adherence to TCJFCJ reporting guidelines
- Bulk deletion of transmitted records

System Requirements:

- Microsoft Windows 95 or greater
- Disk Drive, CD Drive, or Email Access
- Optional Attached Printer (*required for options 2 and 3 from Main Menu*)
 - Option 2) Report Monthly Records to TCJFCJ
 - Option 3) Print Form

CHAPTER

1

GETTING STARTED

- Installation
- Troubleshooting

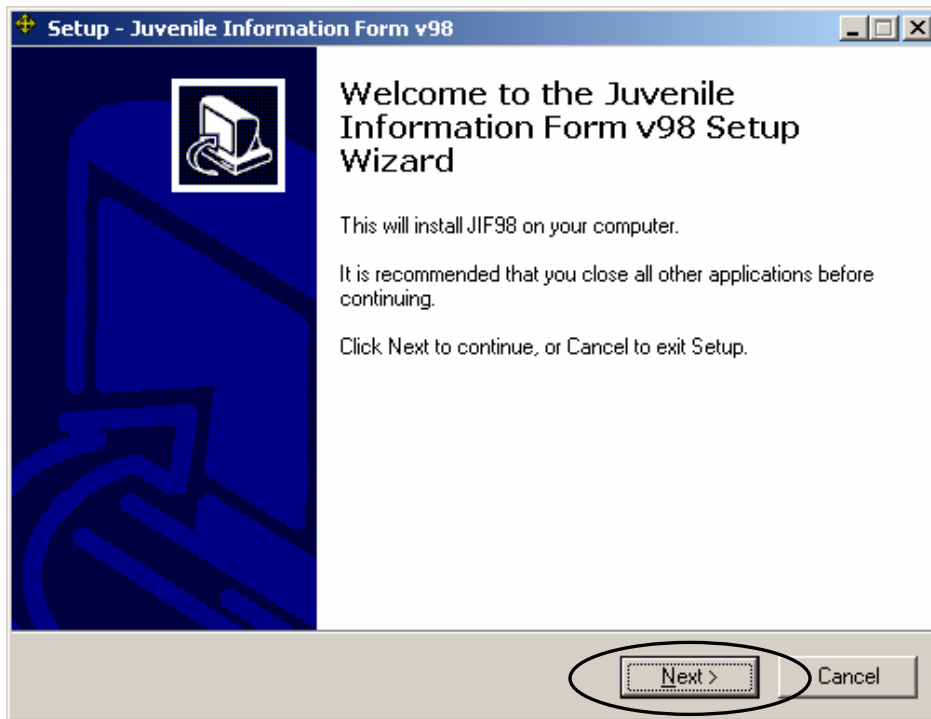
Installation of JIF98 is a simple process composed of the following steps:

WARNING:

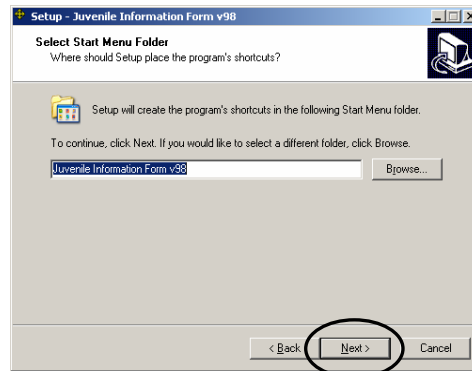
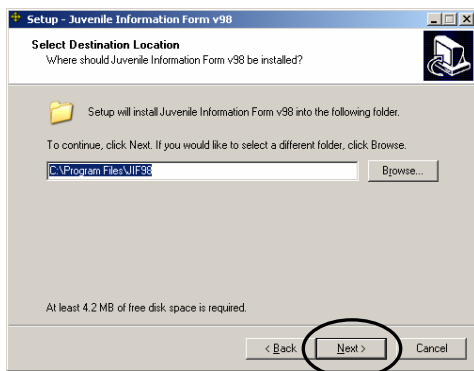
THIS WILL ERASE ANY EXISTING JIF INFORMATION

If you need to re-install please call the Administrative Office of the Courts for assistance.

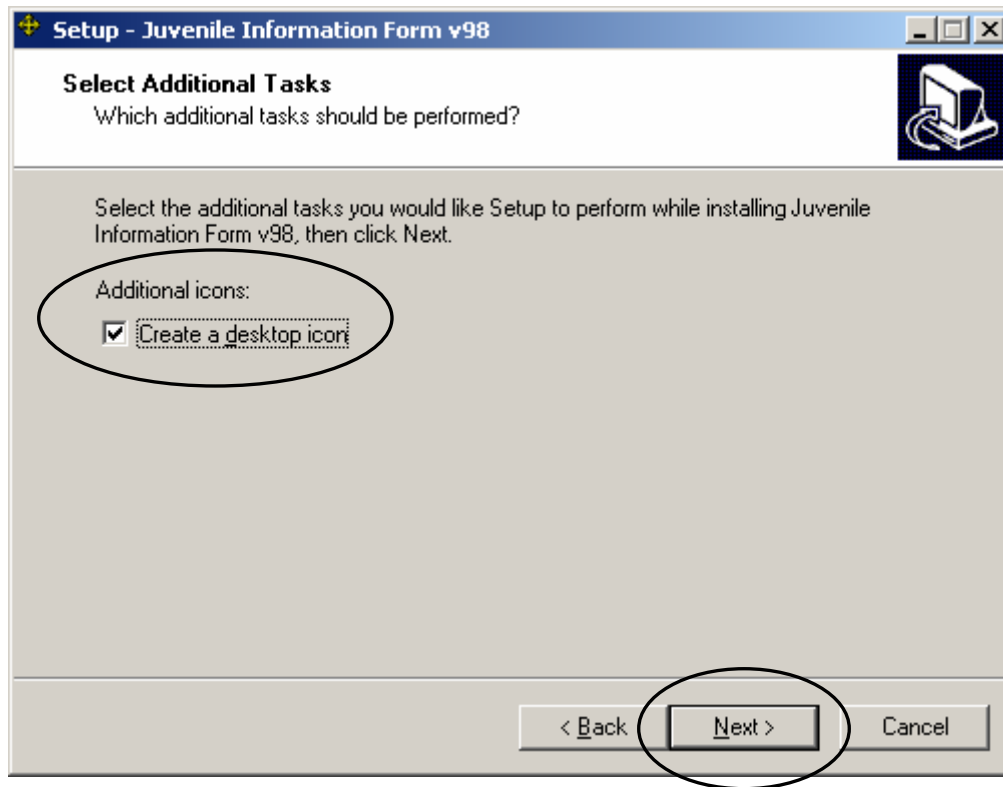
1. Double Click on the Setup.exe file found on the cd, disk or email that you were sent.
2. The following screen appears.



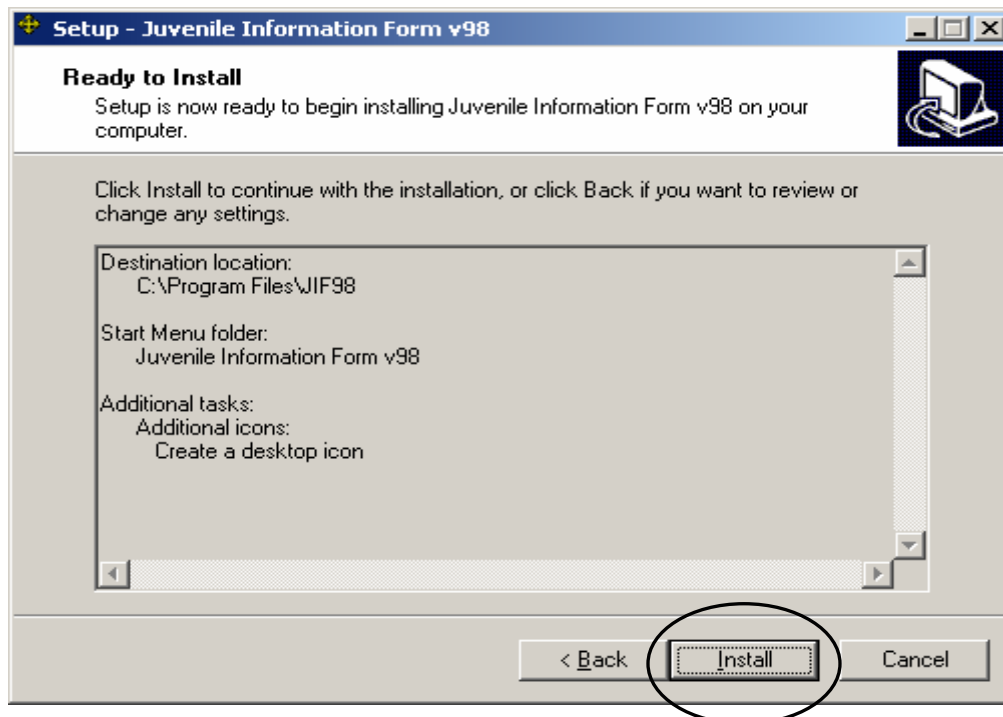
3. Click on the **Next** button.
4. Click the **Next** button on the following 2 screens that appear.



5. The following screen appears.



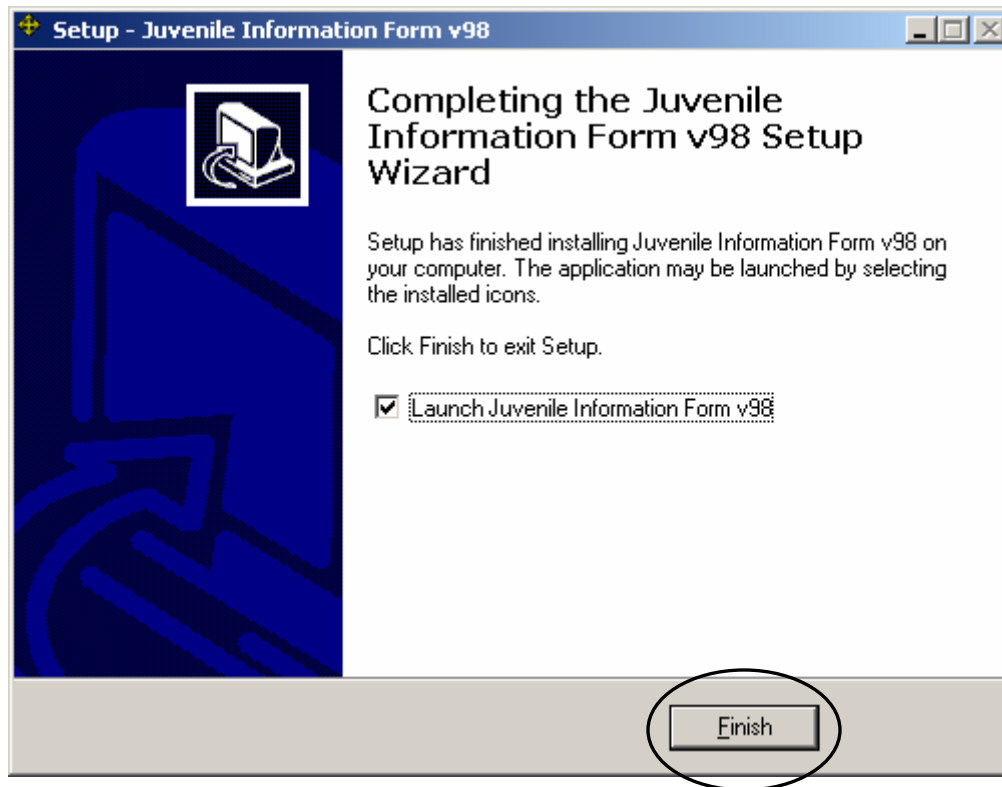
6. Make sure that the checkbox is checked.
7. Click the **Next** button.
8. Click the **Install** button.



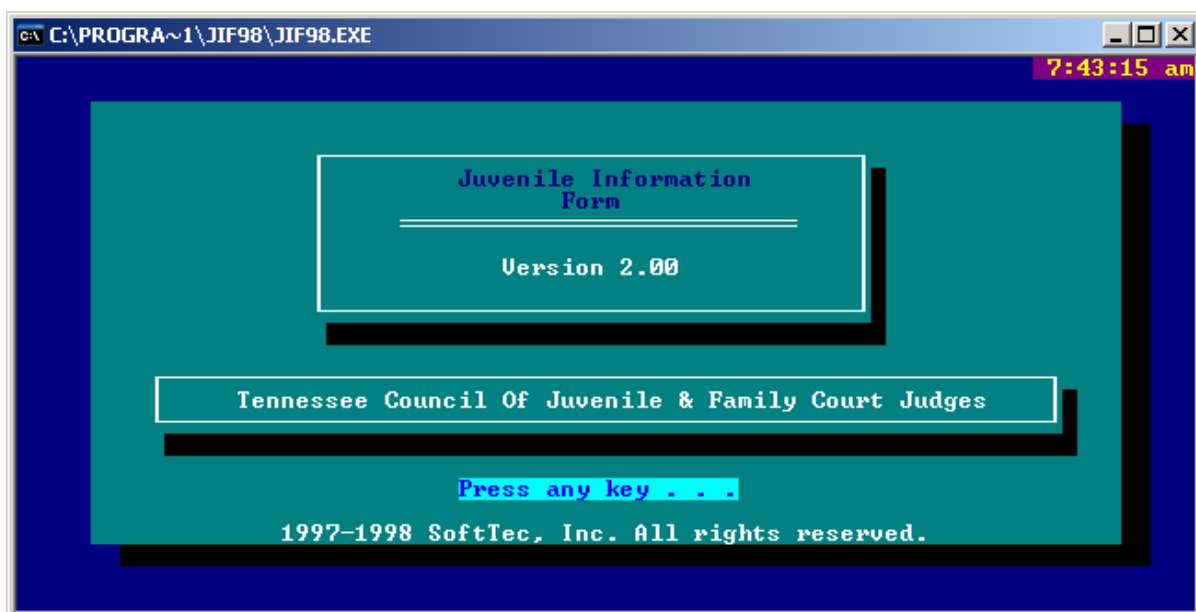
INSTALLATION

Getting Started

9. Click the **Finish** button.



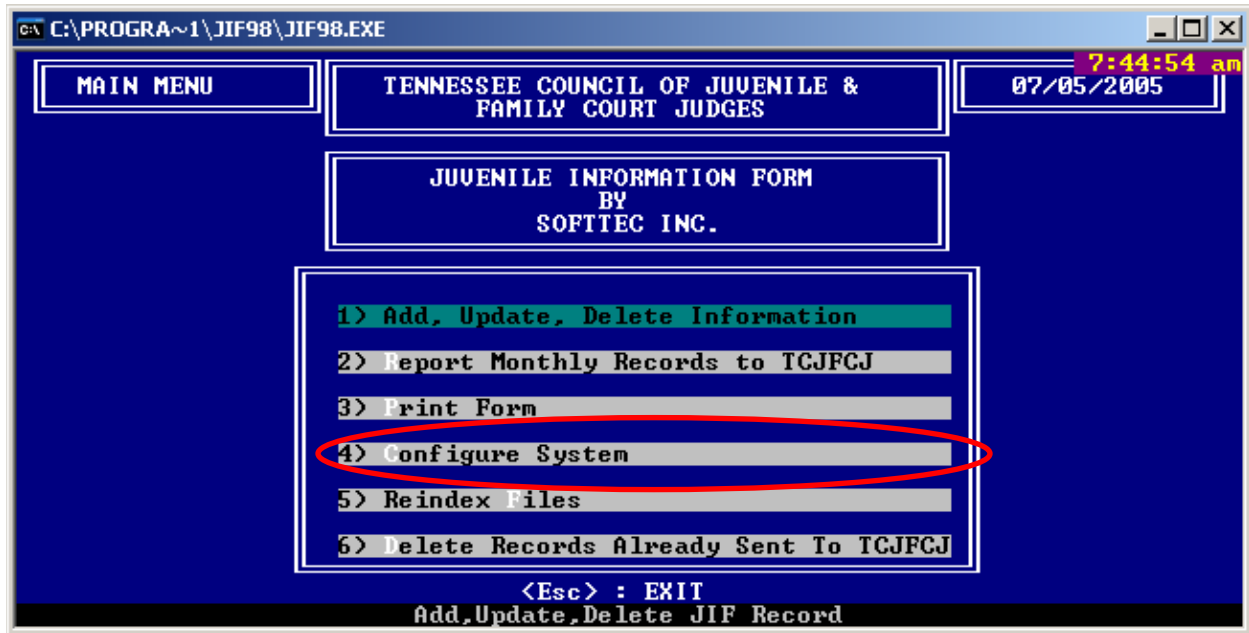
10. The JIF Program will open in a new window.
11. Press any key on your keyboard or click on the screen with your mouse.



INSTALLATION

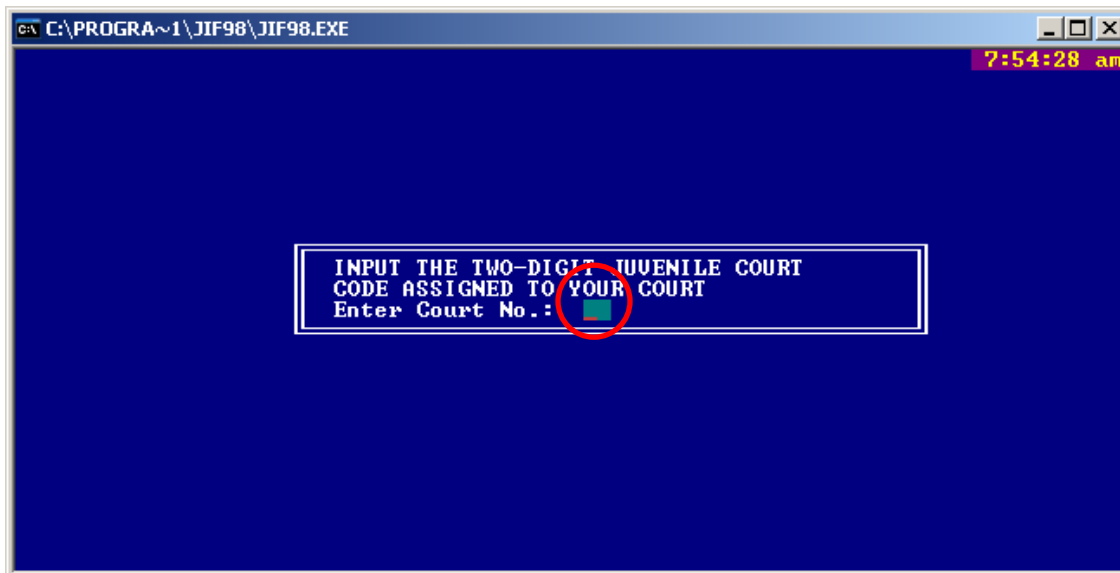
Getting Started

12. Press the letter “C” on your keyboard or click on option 4) **Configure System**



13. Type your court's two-digit code.

14. Press the **Enter** key on your keyboard.



Congratulations! Installation is now complete!

To make the JIF98 screen size larger: Go to the light blue title bar at the top of the JIF98 screen
Right click and choose Properties
Select the Font tab
Change the font to Lucinda Console and the Font Size to 24
Click OK
Select "Save properties for future windows with same title"
Click OK

How does the AOC define a Case or Record?

The AOC defines a *Case* as “All referral reasons/charges reported to the court (via complaint, petition, motion, etc.) on a given day for a given child”. Additionally, a *Record* is a complete case in its electronic form.

What if I have more than one (1) referral reason?

Each *Case* can hold up to five (5) referral reasons.

What if I have more than five (5) referral reasons?

Each *Case* can hold up to five (5) referral reasons. So, only include the top five (5) reasons in your reporting.

Whom do I contact for help with the system?

The included tutorial will guide you through the basic usage of the system. Any problems should be directed first to your local computer administrator and then to the AOC where we are always happy to assist with the JIF98 software. We may be contacted at (615) 741-2687 or (800) 448-7970.

How can I send the data to the AOC?

JIF98 is designed to save records that you would like to send into a file. The file can then be saved to a disk or cd for mailing or attached to an email that you send to us.

Sent by email to:

juvenile.reporting@tscmail.state.tn.us

Mailed to:

Administrative Office of the Courts
Attn: Juvenile Data Team
511 Union Street, Suite 600
Nashville, TN 37219

How do I fix inconsistent data errors?

Database tables benefit from periodic re-indexing. This will help the database locate specific records more easily. You can reindex your database by using option #5 on the main JIF screen.

Do you have any tips for Windows® users?

Yes. JIF98 was designed around Microsoft's older Disk Operating System (DOS). The following tips may be useful for you:

- Pressing the F1 key will display a menu of options that will help you enter data.
- The <TAB> button and the mouse may be used to progress between fields.
- Records that contain missing information, or errors, will not be sent to the AOC.
- Pressing the <ESC> key will exit any screen and the program.

TUTORIAL

- Requirements for Tutorial
- Step 1: Launching the Program
- Step 2: Adding a Case
- Step 3: Sending Cases
- Step 4: Deleting Sent Cases

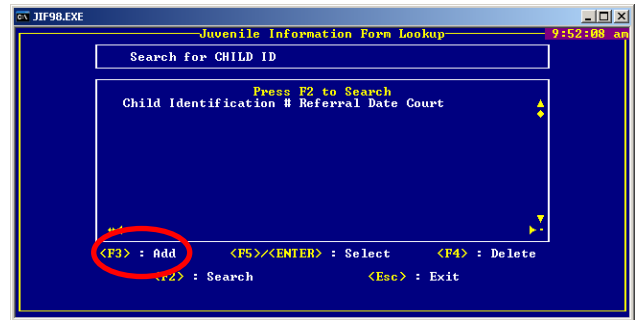
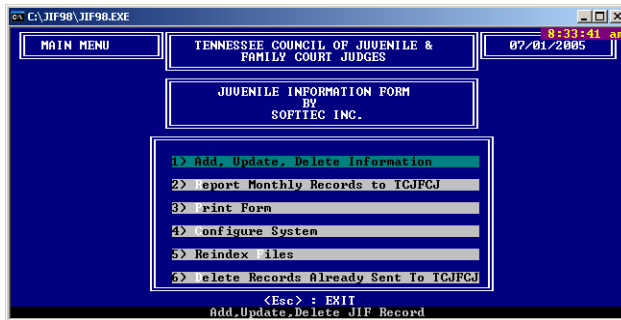
LAUNCHING THE PROGRAM

1. Double-Click on the icon (shown below) that you will find on your computer desktop.



ADDING A CASE

2. Select option #1 **Add, Update, Delete Information** from the main menu.
3. Press the **F3** key to add a case.



4. Enter a **Child Id #** -
5. Enter the actual date of the referral in the **Referral Date** field – The current date is the default in this field.
6. Fill in a complete case line.
7. You can press the **F1** key if you need help with what your options are for that field.

Screen 1:

Referrals	Referral Source	Intake Action	Amended Charge	Formal/Informal Actions	Action Executed By	Date of Disp.Of Informal Adjus.
1) 0	0	0	0	0	0	0
2) 0	0	0	0	0	0	0
3) 0	0	0	0	0	0	0
4) 0	0	0	0	0	0	0
5) 0	0	0	0	0	0	0

TUTORIAL

Learn How to Use Jif98

8. Press **<PAGE DOWN>** on the screen or press the **Page Down** key on your keyboard. This will take you to the 2nd screen and allow you to fill in the rest of the case information.

Screen 2:

9. Fill in the Case Outcomes and all remaining fields on the form (Use F1 for assistance).
10. Press **<F10>** on the screen or the **F10** key on your keyboard to save the case.
11. Type a **Y** to confirm your choice to save the record.

Juvenile Information Form Screen 2 9:58:05 am

Status : ADDITION Date : 07/05/2005

Court No.11 Child Id #. TEST001 Referral Date.07/05/2005

Detention Information : 1

Case Outcome(s) :- 1) 2) 3) 4) 5) 6) 7) 8) 9

Type Of Detention : 0 Placement After Secure Detention Hearing: 0

Demographic Information :

Date Of Birth : / / Sex Of Child : 0

Race Of Child : 0 Is Child Of Hispanic Origin : 0

Living Arrangement of Child : 0 Is Child Enrolled In School : 0

Last Grade Completed By Child : Is Child Also In Special Education : 0

<F1> : Help Save : <F10> : Save <Esc> : Exit

: <PGUP> <PGDOWN> <- Screen 1 :

SENDING CASES

1. Press the **<Esc>** option on the screen or the **Esc** button on your keyboard until the main screen is shown.
2. Select option **#2** from the main menu.

Main Menu:

MAIN MENU TENNESSEE COUNCIL OF JUVENILE & FAMILY COURT JUDGES 8:33:41 am 07/01/2005

JUVENILE INFORMATION FORM BY SOFTTEC INC.

1) Add, Update, Delete Information

2) Report Monthly Records to TCJFCJ

3) Print Form

4) Configure System

5) Reindex Files

6) Delete Records Already Sent To TCJFCJ

<Esc> : EXIT

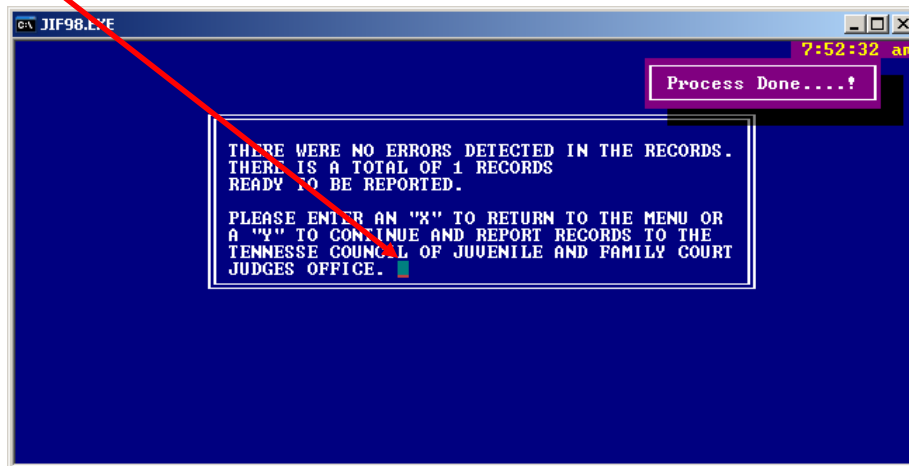
Add, Update, Delete JIF Record

2.) Report Monthly Records to TCJFCJ

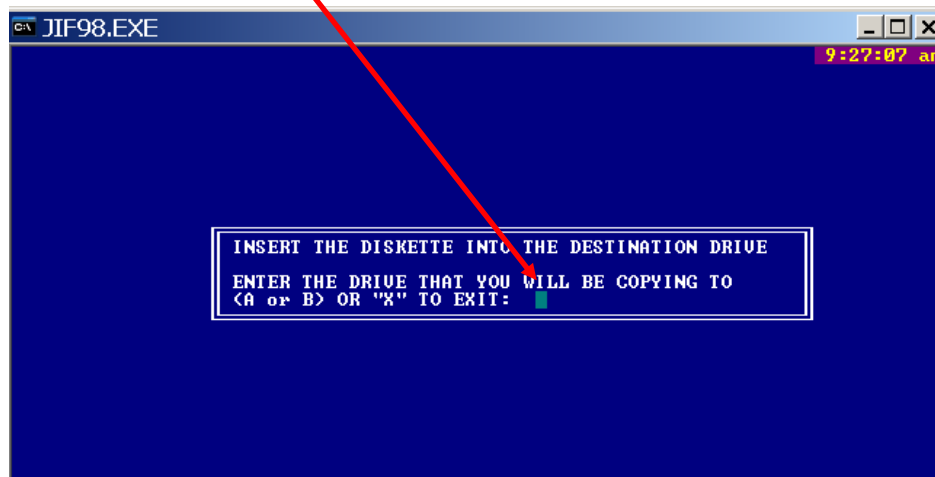
TUTORIAL

Learn How to Use Jif98

3. Type a "Y" to confirm that you want to send records your records to the TCJFCJ.



4. Put a blank disk or cd in the appropriate drive of your computer.
5. Type the drive letter for your media
 - a. You will type an A if you are using a diskette.
 - b. You will type a B if you are using a CD or your hard drive.



TUTORIAL

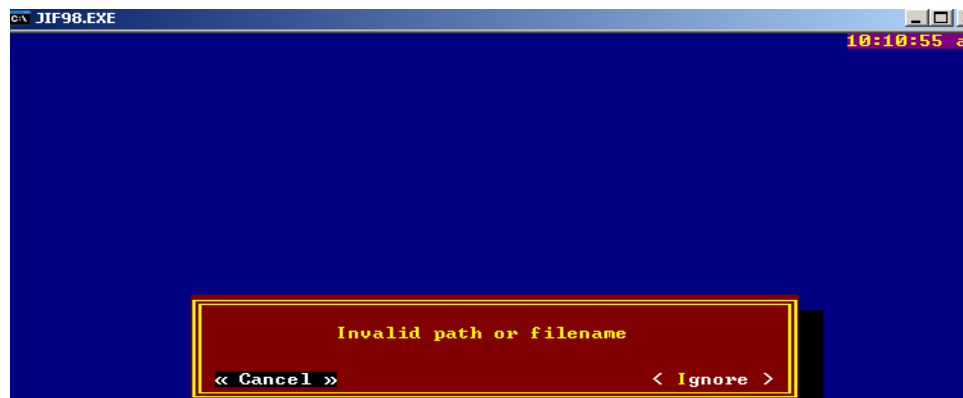
Learn How to Use Jif98

6. Type the number for the appropriate Month in the highlighted field.

Note: This will place a data file on your floppy disk if you chose drive A and then it will jump to step 9 on page 15.

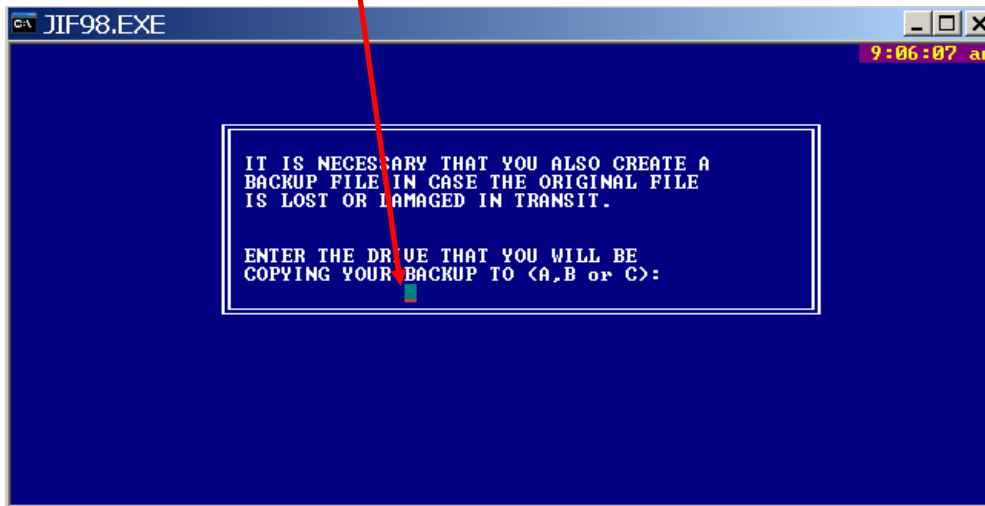


7. If you choose B for your drive letter, the system will come back with “invalid path or file name” message.



8. Type I for Ignore.

9. The system will then ask for a back up drive.



10. Type the letter “C” for your hard drive.
11. Press the **Enter** key on your keyboard.

The system will backup your data to a file on your hard drive. An example of the file name and location is:

C:\Program Files\JIF98\JIF0106.DBF

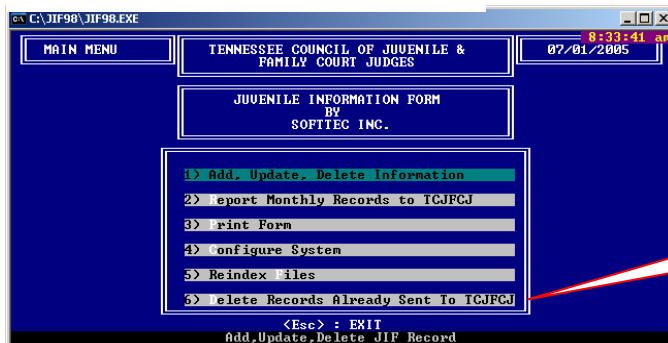
The file name is broken down as JIF (to indicate the software), the month and year of file (0106 = January of 2006) and finally the extension of .DBF (database file).

Once the file is saved to your hard drive (C:) you can save the file to a CD or email it as an attachment to the AOC at juvenile.reporting@tscmail.state.tn.us

DELETING SENT CASES (FROM YOUR SYSTEM)

1. Select option #6 from the main menu.

Main Menu:

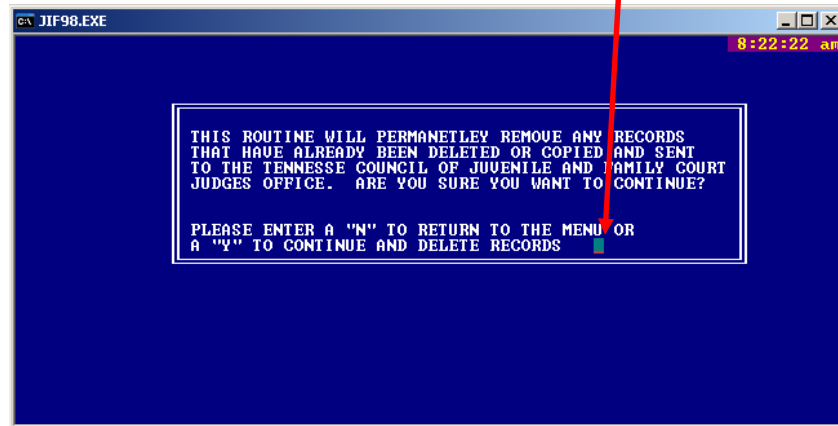


6.) Delete Records Already Sent to TCJFCJ

TUTORIAL

Learn How to Use Jif98

2. Type the letter "N" if you would like to keep your sent records in JIF98 or "Y" to confirm the deletion.



Congratulations! You have completed the tutorial successfully.

CHAPTER

3

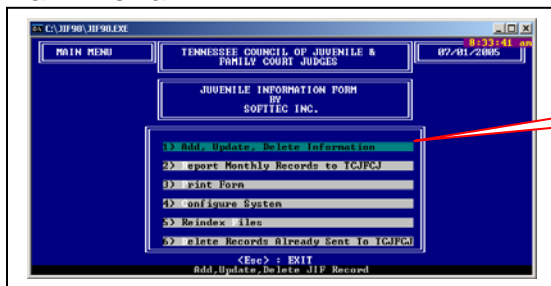
USER REFERENCE

- User Interface Layout
- Field Descriptions
- Function Keys
- Where to go for Additional Information

USER INTERFACE LAYOUT

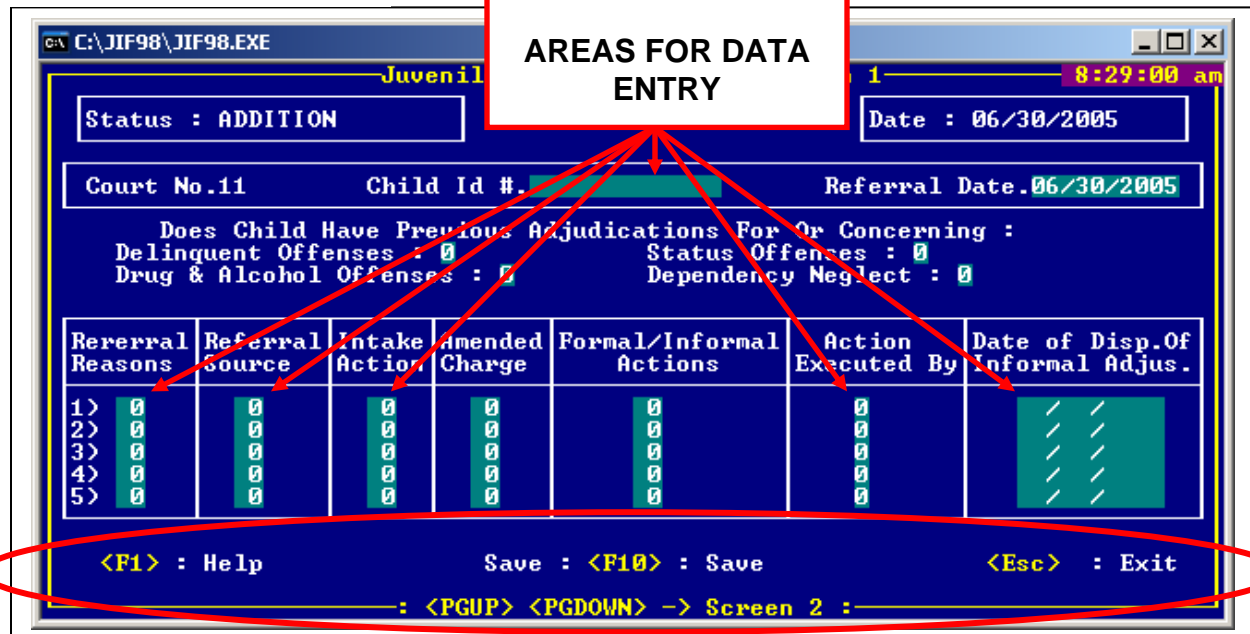
User Reference

Main Menu:

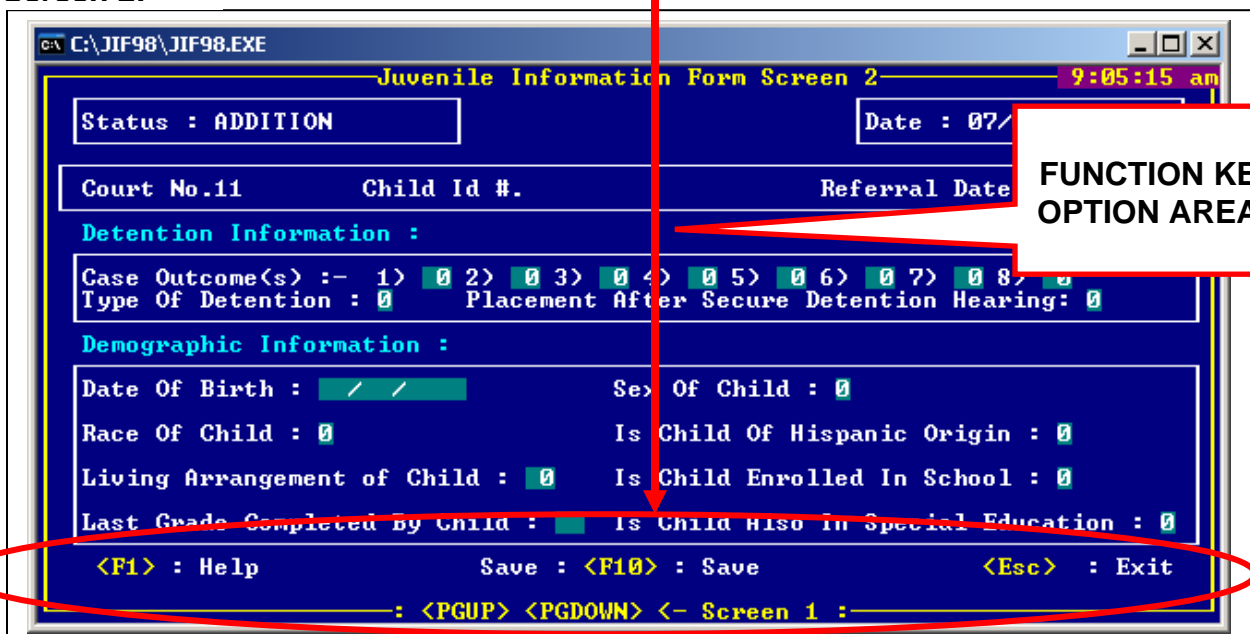


1.) Add, Update, Delete Information

Screen 1:



Screen 2:



FIELD DESCRIPTIONS

U s e r R e f e r e n c e

Child Id:

Will not allow blanks. You cannot enter the same child id with the same referral date more than once. If you attempt to add a child with the same date more than once, the system will prompt you with the message "DETAILS ALREADY ON FILE. DO YOU WANT TO EDIT THE RECORD? YES, NO ". If you choose yes, it will retrieve the record already on file and allow you to make changes to that record.

Referral Date:

Will not allow blanks and cannot be greater than the current date. If you have problems with the system accepting the date, exit and check your system date (In Windows your system date/clock can be found in the bottom right-hand side of your screen).

Court:

As mentioned in the INSTALLATION section, this field is initialized during setup. If the court number is incorrect please call 615-741-2687 or 800-448-7970 and ask for Peach McComb, Beverly Edmonds, or Cheryl Patterson for assistance.

Referral Reasons:

Referral Reason 1 will not allow for blanks. Press F1 (Help) for the lookup window for valid descriptions and codes. By entering a blank into Referral Reason 2-5, the program will terminate the entering of the case information data for those referral reasons and will take you immediately to page 2 for case outcomes. If you enter an incorrect Referral Reason, a look-up window will appear for you to select the correct Referral Reason.

Referral Source:

Press F1 for a look-up table of the valid descriptions and codes. If you enter a blank in Referral Reason 2-5, the program will skip this field and not allow you to input a Referral Source if you do not have a corresponding Referral Reason.

Intake Action:

Press F1 for look-up table of the valid descriptions and codes. If you enter a blank in Referral Reason 2-5 the program will skip this field and will not allow you to input an Intake Action if you do not have a corresponding Referral Reason.

Amended Charge:

Press F1 for a look-up table of the valid descriptions and codes. The amended charge cannot contain the same code as its corresponding Referral Reason. This field will allow for blanks. If you enter a blank in Referral Reason 2-5 the system will skip this field and will not allow you to input an Amended Charge if you do not have a corresponding Referral Reason.

Formal/Informal Action:

Press F1 for a look-up table of the valid descriptions and codes. If you enter a blank in Referral Reason 2-5, the system will skip this field and will not allow you to input a Judicial Action if you do not have a corresponding Referral Reason. A blank will print out as an error on the error report if there is a corresponding Referral Reason.

Action Executed By:

Press F1 for a lookup table of the valid descriptions and codes. If you enter a blank in Referral Reason 2-5, the system will skip this field and will not allow you to input Executed By if you do not have a corresponding Referral Reason.

FIELD DESCRIPTIONS

U s e r R e f e r e n c e

Date of Disposition of Informal Adjustment:

Must be a date greater than or equal to the Date of Referral and greater than or equal to the system date. If you enter a blank in Referral Reason 2-5, the system will skip this field and will not allow you to input a Date of Adjustment, if you do not have a corresponding Referral Reason.

Case Outcomes:

A blank in Case Outcome 1 will print out as an error on the error report. Case Outcomes will not allow the same outcome code to be used more than once per record. Press F1 for a look-up table of valid descriptions and codes. By entering a blank into Case Outcomes 2-8, the program will terminate the entering of the case outcomes and take you immediately to the next field.

Type of Detention:

Will allow "1-9" for valid detention codes. Press F1 to see a list of the detention codes.

Placement after Secure Detention Hearing:

Will allow "1-9" for valid placement codes. Press F1 to see a list of placement codes.

Date of Birth:

Must be less than or equal to the current system date.

Sex of Child:

Will allow "1" for Male, "2" for Female, or "7" for Unknown. Values other than those allowed will cause a message to be displayed.

Race of Child:

Will allow "1, 2, 3, 4, 5, or 7". Press F1 for a look-up table of valid descriptions and codes. A blank will print out as an error on the error report. If you enter anything other than "1,2,3,4,5, or 7" a message will appear telling you this is incorrect.

Is Child of Hispanic Origin:

Will allow "1" for Yes, "2" for No, or "7" for Unknown

Living Arrangement of Child:

Press F1 for a lookup table of valid descriptions and codes. A blank will print out as an error on the error report.

Is Child Enrolled in School:

Will allow "1" for Yes, "2" for No, or "7" for Unknown

Last Grade Completed By Child

Press F1 for a look-up table of valid codes and descriptions.

Is Child Also in Special Education

Will allow "1" for Yes, "2" for No, or "7" for Unknown

FUNCTION KEYS

F1 (Help):

Pressing F1 will bring up various help screens and validation tables, depending on where you are in the program. You may move around on Lookup tables by pressing “Page Up” or “Page Down”, or by using the “Arrow Up” or “Arrow Down” keys. You may also begin typing the first few characters of the value you are looking for and the system will display the correct value or the closest spelling of that value. By hitting the “Enter” key on the highlighted selection, the system will enter that value in the field.

F2 (Search):

Pressing F2 will perform a search based on a provided Child ID

F3 (Add):

Allows you to input a new record

F4 (Del):

The F4 key will delete the record from the database after prompting with “Are you sure (Y/N)?”

F5 (Edit):

Allows you to correct or update a record that has already been entered after prompting with “Are you sure you want to Save (Y/N)?”

Page Up/Page Down:

Pressing “Page Up” or “Page Down” will take you back and forth between pages of the main edit screen.

Esc (Quit):

The “Esc” key will exit the current operation and return to the previous screen. Additionally, this key can be used to exit the program from the main screen.

Enter:

Accepts the valid input

Tab:

Moves the cursor to the next field

Shift-Tab:

Moves the cursor to the previous field

GLOSSARY

Adjudication	Judicial fact finding determination (judgment) of a case (ex. guilty or not guilty).
Aftercare	The supervision given to a child for a limited period of time after they are released from commitment to a state agency.
Burglary	The unlawful entry of a structure to commit a felony or a theft.
CASA	Court Appointed Special Advocate (usually volunteers) who serve to ensure that the needs and interests of a child in child protection judicial proceedings are fully protected.
Case	All referral reasons/charges reported to the court (via complaint, petition, motion, etc.) on a given day for given child. This can also be referred to as a "Record"
Commitment	A decision by the judge that a child should be sent to a state agency for monitoring or care of the child.
Contempt of Court	A willful disobedience of a court order or willful interference with the administration of justice.
Crime Index	Includes homicide, robbery, aggravated assault, rape, larceny and burglary.
DCS	The Tennessee Department of Children's Services.
Delinquency	Acts or conduct in violation of criminal law.
Delinquent Act	An act committed by a juvenile that, if committed by an adult, would require prosecution in a criminal court. Because the act is committed by a juvenile it falls within the jurisdiction of the juvenile court.
Dependency Case	Those cases covering neglect or inadequate care on the part of parents or guardians, such as abandonment or desertion; abuse or cruel treatment; improper or inadequate conditions in the home; and insufficient care or support resulting from death, absence, or physical or mental incapacity of parents.
Detention	The placement of youth in a restrictive facility between referral to court and the first court hearing (Detention Hearing). Also, a youth may be placed in a detention facility at different points as a case progresses through the juvenile justice system.
Disposition	Definite action taken or treatment plan decided on regarding a particular case. (Ex: a course of treatment and rehabilitation).
Disposition Date	The date that the disposition (outcome) or the informal adjustment of each referral took place. This is the date on which all reports produced by TCJFCJ are based.

GLOSSARY

Informal Adjustment	A non-judicial procedure whereby the juvenile court staff, subject to court approval, makes the decision to attempt to remedy the situation alleged in the referral by giving counsel and advice to the parent(s) and child. This is a voluntary agreement in which no official finding of fact is made. Informal adjustments may be initiated with or without a petition.
Institution	Juvenile correctional or rehabilitation center.
Intake	Intake department first screens referred cases. The intake department may decide to dismiss the case for lack of legal sufficiency or to resolve the matter formally or informally.
Judge	An elected or appointed judge presiding over the juvenile court proceedings.
Juvenile	Any individual under the chronological age of eighteen (18) and that has not been previously transferred to adult court.
Larceny/Theft	The unlawful taking, carrying, leading, or riding away of property from the possession of another.
Motion	Oral or written request before, during or after court hearings on which a court issues a ruling or order.
Paternity	Determination of who is the father of a child.
Petition	A document filed in a juvenile court alleging that a juvenile is a delinquent, status offender or on the child's behalf and asking that the court assume jurisdiction over the juvenile or juvenile's case.
Pretrial Diversion	A procedure similar in nature to informal adjustment, with no official finding as to guilt, except that a judge or referee must approve any agreement.
Probation	Supervision of the child to monitor behavior after finding of guilt.
Record	All referral reasons/charges reported to the court (via complaint, petition, motion, etc.) on a given day for given child. Note: The term is synonymous with "Case"
Referee	An individual, licensed to practice law in Tennessee, who is appointed by the judge to hear cases. A referee has the same authority and powers as the judge to issue process and conduct proceedings.
Referral Date	The date the child was referred to the court on the current referral reason/charges.
Referral Source	The agency or individual filing a complaint with intake that initiates court proceedings.
Review Hearing	Held by the juvenile court to review dispositions and to determine the need to maintain placement in out-of-home care and/or jurisdiction of a child.

GLOSSARY

Robbery	The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Status/Unruly Offenses	Includes acts or types of conduct that are offenses only when committed or engaged in by a juvenile; that can be adjudicated only by a juvenile court.
Termination of Parental Rights	A legal proceeding forever severing all legal rights and obligations of the parent so that others may adopt the child.
Violent Crime Index	Includes homicide, robbery, forcible rape and aggravated assault.
YSO	Youth Services Officer – An official of the court whose duties include, but are not limited to, juvenile court intake, pre-hearing investigations, referral, supervision, detention screenings, counseling, and/or record keeping.

ADDITIONAL INFORMATION

W h e r e t o G o

The administrative support staff of the Tennessee Council of Juvenile and Family Court Judges are available to answer any questions regarding this publication.

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