



**UNITY**

**Uniform Nationwide Interstate Tracking for Youth**

**UNITY ICJO/JPS/JPO User Manual  
Transfer of Supervision (TOS) Events**

Last Updated: October 9, 2023

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## Acronyms

<b>Acronyms</b>	<b>Description</b>
ICJ	Interstate Compact for Juveniles
UNITY	Uniform Nationwide Interstate Tracking for Youth
ICJO	State Compact Office Staff
JPS	Juvenile Parole/Probation Supervisor
JPO	Juvenile Parole/Probation Officer
SS	Sending State
RS	Receiving State
QPR	Quarter Progress Report

## Introduction

### **Welcome to the Uniform Nationwide Interstate Tracking for Youth (UNITY) System**

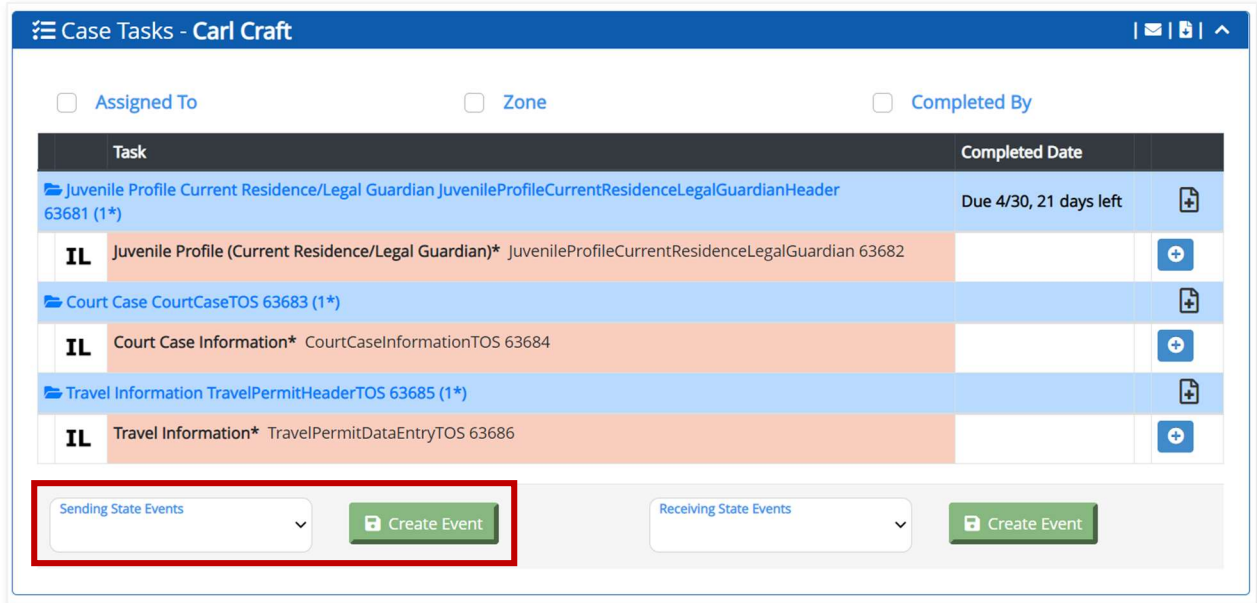
The UNITY System is a browser-based system that tracks interstate juvenile movement. UNITY has a user-friendly interface and intuitive workflows that enable the fifty states and two territories that have adopted the Interstate Compact for Juveniles (ICJ) to manage workflow and communications, as well as provide consistent service to juveniles. UNITY is the approved electronic information system by which all compact transactions are required to be transmitted by State Compact Office Staff (ICJO), Juvenile Parole/Probation Supervisors (JPS), and Juvenile Parole/Probation Officers (JPO).

This manual is intended for State ICJO, JPS, and JPO users who are responsible for primary ICJ functions in the UNITY system. This document describes the Sending and Receiving State Events available for Transfer of Supervision (TOS) cases.

First-time users are encouraged to review the General Overview User Manual to review the overall layout conventions and navigation for the UNITY system. As a prerequisite to this manual, the user should be able to create a juvenile record and be familiar with the Case module to view, search and navigate through a case file in UNITY. The steps to create a TOS case are detailed in the Transfer of Supervision User Manual.

## Sending State Events

The user in the Sending State can add an event by selecting it in the Sending State Events dropdown and clicking the **Create Event** button.



The list of events that appear in the Sending State Events dropdown is conditional and will differ based on the Case Status and the current step in the case process. Some events may only be available for open cases, and a different set of events may be available after case closure.

## Add Court Case

The user can select the Add Court Case event after the creation of the TOS case, but cannot select the event when the Case Status is Closed.

In the Sending State Events field, select Add Court Case from the Sending State Events dropdown and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are three filter buttons: 'Assigned To', 'Zone', and 'Completed By', all of which are checked. Below these is a table with the following columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table contains four rows:

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			

Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events'. The 'Sending State Events' dropdown is currently set to 'Add Court Case'. A green 'Create Event' button is located to the right of this dropdown, and it is highlighted with a red rectangular box.

When the user clicks the **Create Event** button, the Additional Court Case task appears in the Case Tasks section.

The screenshot shows the 'Case Tasks - Carl Craft' interface after the 'Create Event' button was clicked. The 'Sending State Events' dropdown is still set to 'Add Court Case'. The table now includes an additional row:

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Additional Court Case (1*)	ICJO			Due 4/19, 3 days left
<b>IL</b> Court Case Information*	JPO			
<b>IL</b> Order of Commitment	JPO			
<b>IL</b> Petition And/Or Arrest Report	JPO			
<b>IL</b> Order of Adjudication and Disposition	JPO			
<b>IL</b> Conditions of Supervision	JPO			

The 'Additional Court Case' task is highlighted in blue. Below it, the 'Court Case Information\*' task is expanded, showing a list of sub-tasks with a plus sign icon next to each. The 'Create Event' button is still visible at the bottom of the interface.

When the user clicks the **plus sign** for the Court Case Information task, the section expands to enter the Court Information. The user must enter the information related to this request in the required fields and click the **Save Court Case Information** button.

When the user clicks the **Save Court Case Information** button, the Court Case section collapses, and a green checkmark displays next to the Court Case Information task.

Based on the TOS case, the user may be required to upload additional required court documents.

Additional Court Case (1*)		ICJO		Due 4/19, 3 days left	
IL	Court Case Information*	JPO			+
IL	Order of Commitment	JPO			+
IL	Petition And/Or Arrest Report	JPO			+
IL	Order of Adjudication and Disposition	JPO			+
IL	Conditions of Supervision	JPO			+

**Note:** The submission steps are not required if the new Court Case event is completed before the initial TOS submission.

When the user completes the Court Case Information and the additional tasks, the Submit Court Case to Supervisor task appears.

Additional Court Case (1*)		ICJO			Due 4/19, 3 days left	
✓	IL	Court Case Information*	JPO		Shelby Craft	4/16/2021
	IL	Generate Form IV	JPO			
	IL	Order of Commitment	JPO			
	IL	Petition And/Or Arrest Report	JPO			
	IL	Order of Adjudication and Disposition	JPO			
	IL	Conditions of Supervision	JPO			
	IL	Submit Court Case to Supervisor (JPS)*	JPO			

The Sending State user must then complete the next submission steps to route the task to the JPS and ICJO before sending this request to the Receiving State.

Additional Court Case (1*)		ICJO				
✓	IL	Court Case Information*	JPO		Shelby Craft	4/16/2021
	IL	Generate Form IV	JPO			
	IL	Order of Commitment	JPO			
	IL	Petition And/Or Arrest Report	JPO			
	IL	Order of Adjudication and Disposition	JPO			
	IL	Conditions of Supervision	JPO			
✓	IL	Submit Court Case to Supervisor (JPS)*	JPO		Shelby Craft	4/16/2021
✓	IL	Submit Court Case to State Compact (ICJO)*	JPS		Shelby Craft	4/16/2021
✓	IL	Submit Court Case to Receiving State*	ICJO		Shelby Craft	4/16/2021
	OH	Receiving State Acknowledges Court Case*	ICJO			

Sending State Events

Create Event

Receiving State Events

Create Event

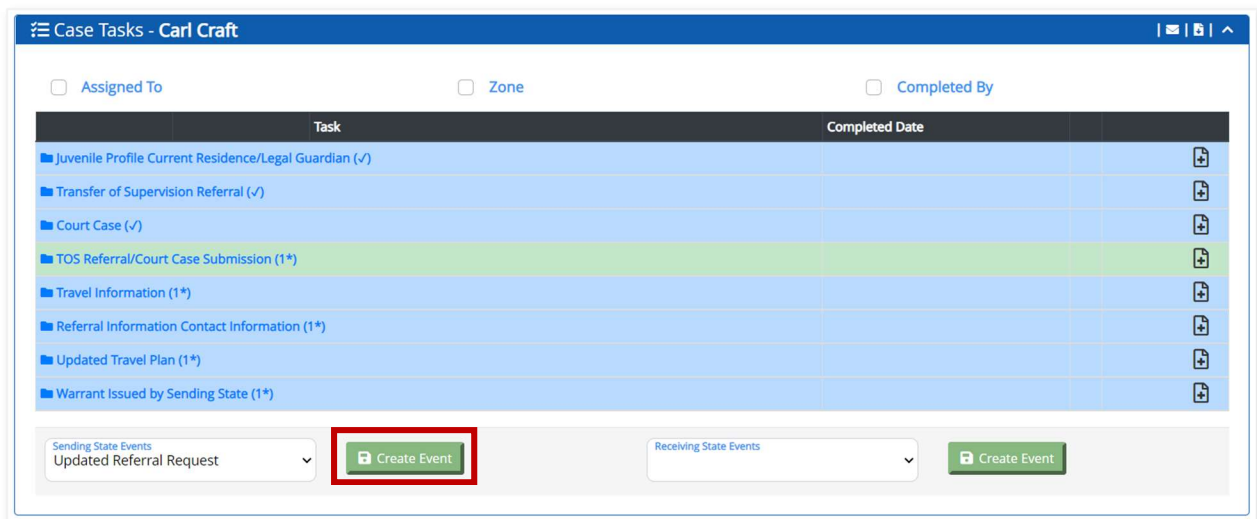
On the Receiving State side, when the user clicks the plus sign for the Receiving State Additional Court Case task, the section expands so the user can acknowledge the additional court case information.

## Updated Referral Request

The user can select the Updated Referral Request event after submission of the TOS case to the Receiving State but cannot select the event after the Receiving State submits a Supervision Decision of Acceptance to the Sending State or the Case Status is Closed if supervision is not accepted.

**Note:** The Updated Referral Request event may be used for two different reasons: (1) The juvenile moves to a different residence within the Receiving State before the initial Home Evaluation is completed or (2) the Sending State is submitting an alternative plan after the Receiving State denied supervision based on the initial referral.

In the Sending State Events field, the user selects Updated Referral Request and clicks the **Create Event** button.



When the user clicks the **Create Event** button, the Updated Referral Request task appears. The user must click the **plus sign** to complete the Updated Referral Information task. When the user clicks the **plus sign**, the section expands and the Referral section appears.

The user must complete the required (salmon-colored) fields and click the **Save Case File Referral** button.

When the user clicks the **Save Case File Referral** button, the section collapses and the Generate Form VI (optional) and Upload Signed Form VI tasks appear.

The user must complete the Upload Signed Form VI by clicking the **Upload Document** button. When the user completes the Upload Form VI task, the Submit Updated Referral Request to Supervisor (JPS) task appears.

Updated Referral Request (1*)		Due 5/2, 10 days left		
✓	IL	Updated Referral Information*	4/22/2021	
	IL	To Generate Updated Form IV Go to Court Case Section(s)		
	IL	Generate Form VI		
✓	IL	Upload Signed Form VI*	4/22/2021	
	IL	Submit Updated Referral Request to Supervisor (JPS)*		

The user must approve the Submit Updated Referral Request to Supervisor (JPS), Submit Updated Referral Request to State Compact (ICJO), and Submit Updated Referral Request to Receiving State.



When the user approves the Submit Updated Referral Request to Receiving State task, the Receiving State Updated Referral Request Review task appears.

Updated Referral Request (1*)		Due 5/2, 10 days left		
✓	IL	Updated Referral Information*	4/22/2021	
	IL	To Generate Updated Form IV Go to Court Case Section(s)		
	IL	Generate Form VI		
✓	IL	Upload Signed Form VI*	4/22/2021	
✓	IL	Submit Updated Referral Request to Supervisor (JPS)*	4/22/2021	Approved
✓	IL	Submit Updated Referral Request to State Compact (ICJO)*	4/22/2021	Approved
✓	IL	Submit Updated Referral Request to Receiving State*	4/22/2021	Approved
	OH	Receiving State Updated Referral Request Review*		

A 10 calendar day timer is triggered after the Updated Referral Request is sent to the Receiving State. If the Receiving State does not complete (accept or deny) the Updated Referral Request Review task within 10 days, the task is auto-accepted and the accept/deny icons are no longer available.

If the event is submitted due to the Receiving State denying supervision for the initial TOS submission, the Case Closure task will disappear when the user submits the Updated Referral Request. If the Receiving State denied the Receiving State Updated Referral Request Review, the Case Closure task reappears as a Sending State task.

If the event is submitted while the original Home Evaluation is pending, completion of the original Home Evaluation is no longer required if the Receiving State accepts (or UNITY auto-accepts after 10 days) the Updated Referral Request Review task.

A 45 calendar day time is triggered for the New Home Evaluation to be completed when the updated referral request is submitted. When the Receiving State approves the Receiving State Updated Referral Request Review or the task is auto-accepted after 10 days, the plus sign becomes available to enter the New Home Evaluation Information.

If the Receiving State denies the Receiving State Updated Referral Request Review task, then the New Home Evaluation disappears.

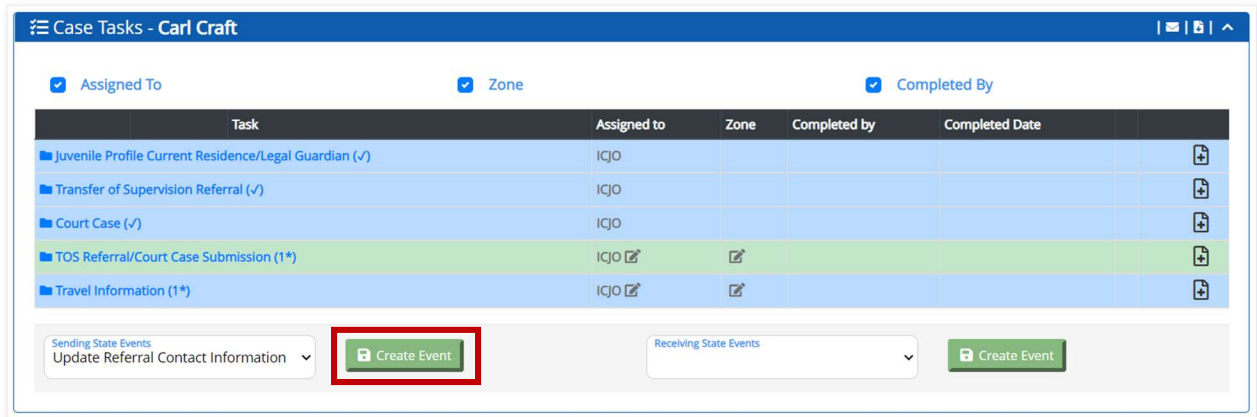
When the user completes the Home Evaluation Information task, the Generate Form VIII and Submit Home Evaluation to Supervisor (JPS) task appears.

The user must approve the Submit Home Evaluation to Supervisor (JPS), Submit Home Evaluation to State Compact (ICJO), Home Evaluation Information: Make Supervision Decision, and Submit Home Evaluation to Sending State tasks.

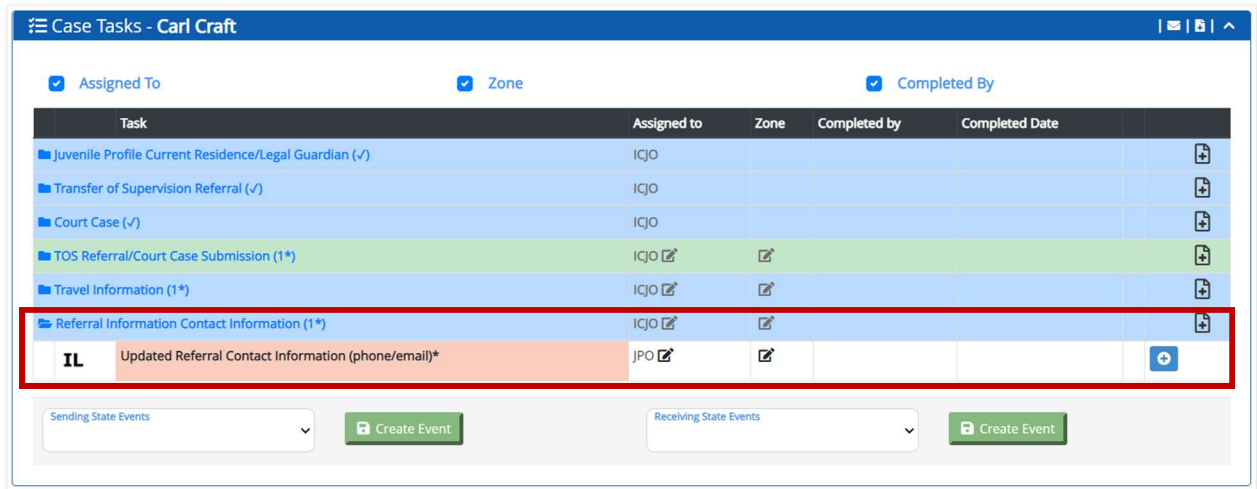
## Update Referral Contact Information

The user can select the Update Referral Contact Information event after submission of the TOS case to the Receiving State but the user cannot select the event once the Receiving State completes the Home Evaluation and submitted a Supervision Decision (accept/deny) to the Sending State.

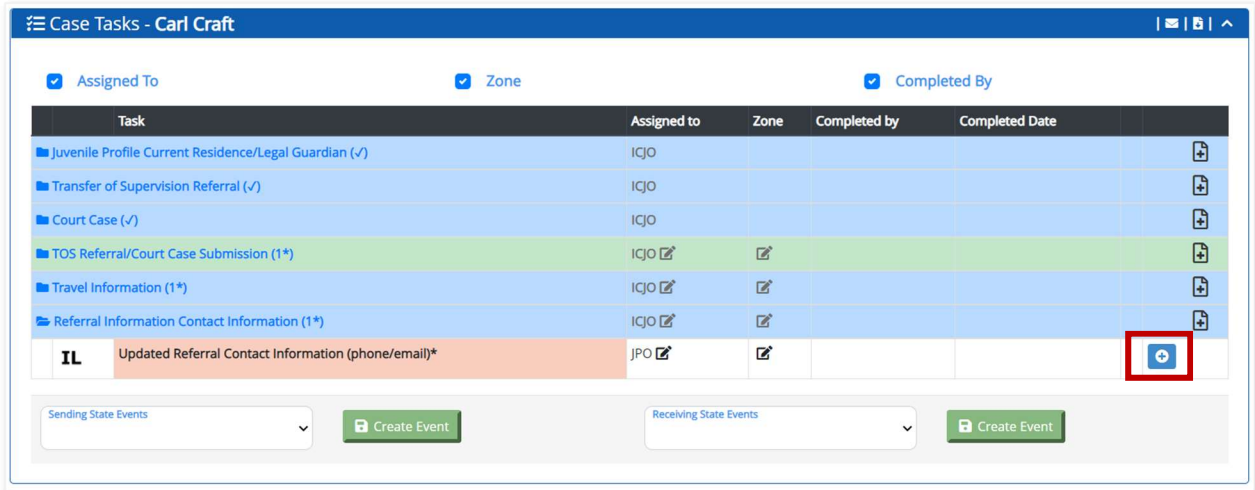
In the Sending State Events field, select Update Referral Contact Information event and click the **Create Event** button.



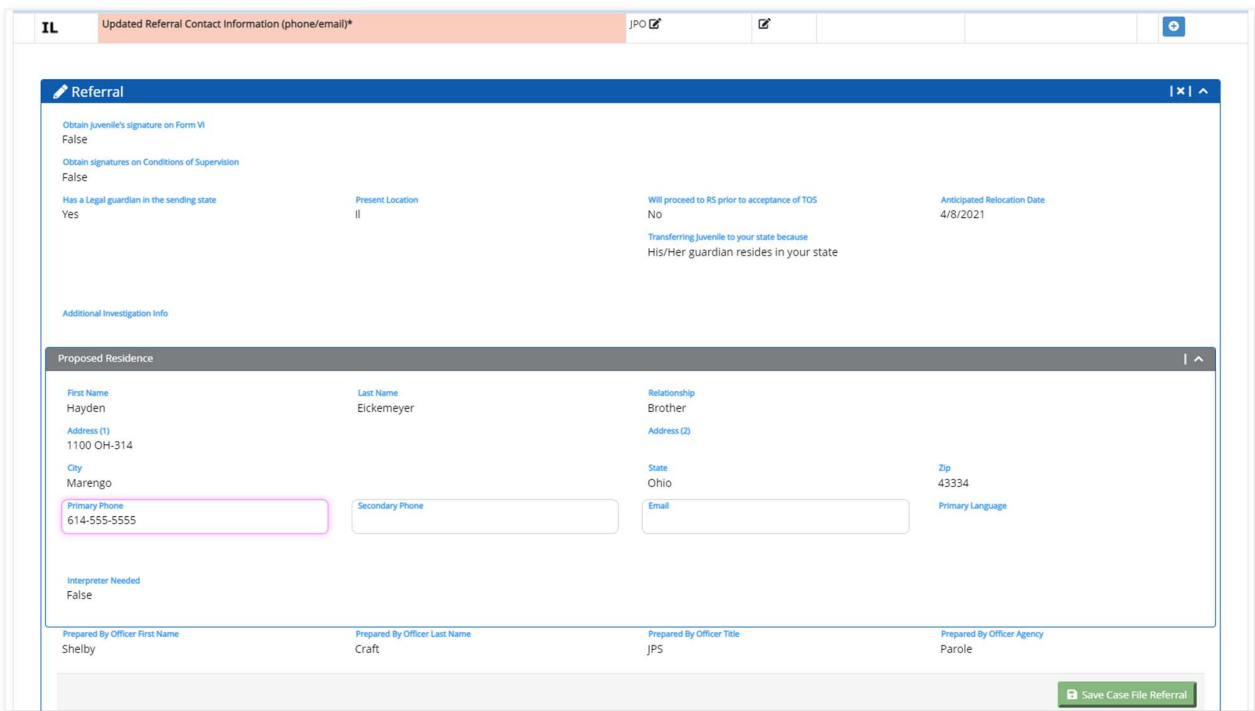
When the user clicks the **Create Event** button, the Update Referral Contact Information task appears.



The user must click the **plus sign** to complete the Updated Referral Contact Information (phone/email) task.



When the user clicks the **plus sign** the section expands and the Referral section displays.



The user can edit the phone number and email fields in the Referral section then click the **Save Case File Referral** button.

When the user clicks the **Save Case File Referral** button, the section collapses and a green checkmark displays next to the Updated Referral Contact Information (phone/email) task.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Travel Information (1*)	ICJO			
Referral Information Contact Information (1*)	ICJO			
<input checked="" type="checkbox"/> IL Updated Referral Contact Information (phone/email)*	JPO		Shelby Craft	4/20/2021
<input checked="" type="checkbox"/> IL Submit Updated Referral Information to Supervisor (JPS)*	JPO			

When the user approves the Submit Updated Referral Information to Supervisor (JPS) task, the section collapses and the Submit Updated Referral Information to Supervisor (ICJO) task appears.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Travel Information (1*)	ICJO			
Referral Information Contact Information (1*)	ICJO			
<input checked="" type="checkbox"/> IL Updated Referral Contact Information (phone/email)*	JPO		Shelby Craft	4/20/2021
<input checked="" type="checkbox"/> IL Submit Updated Referral Information to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021
<input type="checkbox"/> IL Submit Updated Referral Information to State Compact (ICJO)*	JPS			

When the user approves the Submit Updated Referral Information to State Compact (ICJO) task, the Submit Updated Referral Information to Receiving State task appears.

The screenshot shows a web application interface titled "Case Tasks - Carl Craft". It features a table with columns for Task, Assigned to, Zone, Completed by, and Completed Date. The table lists several tasks, with the last one, "Submit Updated Referral Information to Receiving State\*", highlighted with a red border. Below the table, there are two "Create Event" buttons, one for "Sending State Events" and one for "Receiving State Events".

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Travel Information (1*)	ICJO			
Referral Information Contact Information (1*)	ICJO			
✓ IL Updated Referral Contact Information (phone/email)*	JPO		Shelby Craft	4/20/2021
✓ IL Submit Updated Referral Information to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021
✓ IL Submit Updated Referral Information to State Compact (ICJO)*	JPS		Shelby Craft	4/20/2021
IL Submit Updated Referral Information to Receiving State*	ICJO			

When the user approves the Submit Updated Referral Information to Receiving State task, the Receiving State Acknowledges Updated Referral Contact Information task appears. The Receiving State is required to review and acknowledge the updated contact information.

**Note:** After the event is completed, any future generation of Form IV includes the phone number/email data from the updated information provided in Update Referral Contact Information event.

## Request for New Home Evaluation

The user can select the Request for New Home Evaluation event after the Receiving State accepts supervision.

In the Sending State Events field, select the Request for New Home Evaluation event from the Sending State Events dropdown and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are three filter buttons: 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with the following columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table lists several tasks, including 'Reopen TOS Case (1\*)'. At the bottom, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events'. The 'Sending State Events' dropdown is set to 'Request for New Home Evaluation', and the 'Create Event' button next to it is highlighted with a red box.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (✓)	ICJO			
Case Closure (2*)	ICJO			
Reopen TOS Case (1*)	ICJO			

When the user clicks the **Create Event** button, the Request for New Home Evaluation task appears in the Case Tasks section.

The screenshot shows the 'Case Tasks - Carl Craft' interface after the 'Create Event' button was clicked. The 'Request for New Home Evaluation (2\*)' task is now visible in the table and is highlighted with a red box. It has two sub-tasks: 'Reason for New Home Evaluation\*' and 'New Referral Information\*'. The 'plus sign' button next to the first sub-task is highlighted with a red box.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (✓)	ICJO			
Case Closure (2*)	ICJO			
Reopen TOS Case (1*)	ICJO			
Request for New Home Evaluation (2*)	ICJO			
IL Reason for New Home Evaluation*	JPO			
IL New Referral Information*	JPO			

The user must click the **plus sign** to complete the Reason for New Home Evaluation task. When the user clicks the **plus sign** next to the Reason for New Home Evaluation task, the

Reason New Home Evaluation Requested displays. The user must enter the reason for a new home evaluation and click the **Save** button.

The screenshot shows a software interface for entering a reason for a new home evaluation. At the top, there is a header bar with 'IL' on the left and 'Reason for New Home Evaluation\*' in the center. Below this is a sub-header 'Reason New Home Evaluation Requested'. The main area contains a large, empty text box for input. In the bottom right corner, a green 'Save' button is highlighted with a red rectangular box.

The user must click the plus sign to complete the New Referral Information task. When the user clicks the **plus sign** next to the New Referral Information task, the New Referral Information task displays. The user must enter the New Referral Information and click the **Save Case File Referral** button.

The screenshot displays a comprehensive 'Referral' form. It includes several sections:
 

- Initial Information:** Checkboxes for 'Obtain juvenile's signature on Form VI' and 'Obtain signatures on Conditions of Supervision'. Dropdowns for 'Has a Legal guardian in the sending state' (Yes) and 'Present Location' (Illinois). A dropdown for 'Will proceed to RS prior to acceptance of TOS' (Yes) and a date field for 'Anticipated Relocation Date' (04/30/2021).
- Explanation:** A text area for 'Explanation for why juvenile allowed to proceed to RS prior to acceptance' with the example text: 'Transferring Juvenile to your state because, Specify: Juvenile's guardian is ill and cannot care for the child at this time.' Another dropdown for 'Transferring Juvenile to your state because For the following reasons:'.
- Proposed Residence:** A section with fields for 'First Name' (Taylor), 'Last Name' (Craft), 'Relationship' (Aunt), 'Address (1)' (8888 OH-656), 'City' (Marengo), 'State' (Ohio), 'ZIP' (43334), 'Primary Phone' (888-888-8888), 'Secondary Phone', 'Email', and 'Primary Language'.
- Officer Information:** Fields for 'Prepared By Officer First Name' (Shelby), 'Prepared By Officer Last Name' (Craft), 'Prepared By Officer Title' (JPS), and 'Prepared By Officer Agency' (Illinois Parole Dept.).

 A green 'Save Case File Referral' button is highlighted with a red rectangular box in the bottom right corner.

When the user clicks the **Save Case File Referral** button, the section collapses and the Submit Request for New Home Evaluation to Supervisor (JPS) task appears.

When the user approves the Submit Request for New Home Evaluation to State Compact (JPS) task, the section collapses and the Submit Request for New Home Evaluation to State Compact (ICJO) task appears.



Request for New Home Evaluation (1*)		ICJO					
✓	<b>IL</b>	Reason for New Home Evaluation*	JPO	✎	Shelby Craft	4/20/2021	
✓	<b>IL</b>	New Referral Information*	JPO	✎	Shelby Craft	4/20/2021	
✓	<b>IL</b>	Submit Request for New Home Evaluation to Supervisor (JPS)*	JPO	✎	Shelby Craft	4/20/2021	Approved
	<b>IL</b>	Submit Request for New Home Evaluation to State Compact (ICJO)*	JPS	✎			

When the user approves the Submit Request for New Home Evaluation to State Compact (ICJO) task, the Submit Request for New Home Evaluation to Receiving State task appears.

Request for New Home Evaluation (1*)		ICJO					
✓	<b>IL</b>	Reason for New Home Evaluation*	JPO	✎	Shelby Craft	4/20/2021	
✓	<b>IL</b>	New Referral Information*	JPO	✎	Shelby Craft	4/20/2021	
✓	<b>IL</b>	Submit Request for New Home Evaluation to Supervisor (JPS)*	JPO	✎	Shelby Craft	4/20/2021	Approved
✓	<b>IL</b>	Submit Request for New Home Evaluation to State Compact (ICJO)*	JPS	✎	Shelby Craft	4/20/2021	Approved
	<b>IL</b>	Submit Request for New Home Evaluation to Receiving State*	ICJO	✎			

When the user approves the Submit Request for New Home Evaluation to Receiving State task, the Receiving State Decision to Conduct New Home Evaluation task appears. The Receiving State must approve or deny the task.

Request for New Home Evaluation (1*)		ICJO					
✓	<b>IL</b>	Reason for New Home Evaluation*	JPO		Shelby Craft	4/20/2021	
✓	<b>IL</b>	New Referral Information*	JPO		Shelby Craft	4/20/2021	
✓	<b>IL</b>	Submit Request for New Home Evaluation to Supervisor (JPS)*	JPO	✎	Shelby Craft	4/20/2021	Approved
✓	<b>IL</b>	Submit Request for New Home Evaluation to State Compact (ICJO)*	JPS	✎	Shelby Craft	4/20/2021	Approved
✓	<b>IL</b>	Submit Request for New Home Evaluation to Receiving State*	ICJO	✎	Shelby Craft	4/20/2021	Approved
	<b>OH</b>	Receiving State Decision to Conduct New Home Evaluation*	ICJO				

If the Receiving State approves the task, a notification is sent to the Sending State that the task is approved and the Home Evaluation task appears in the Case Tasks section.

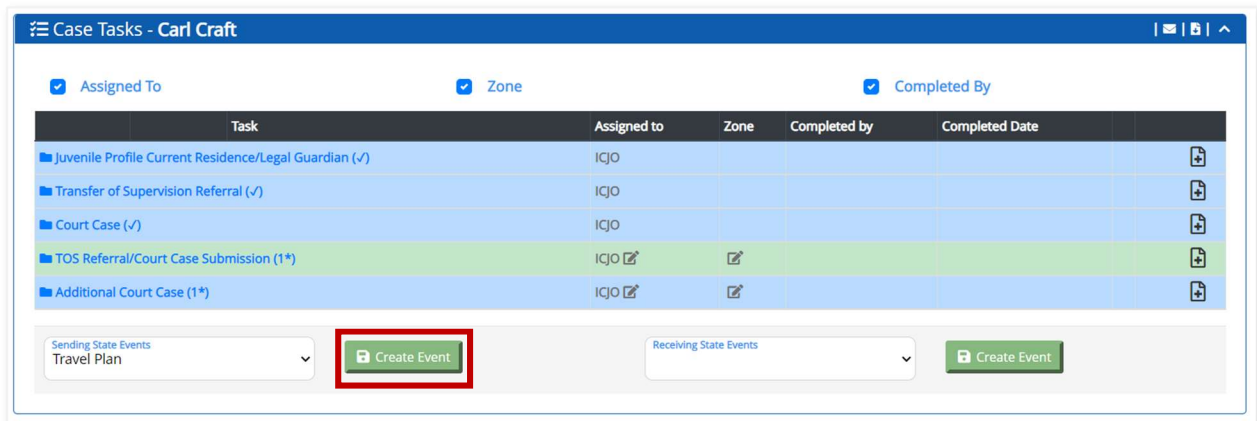
If the Receiving State denies the task, a notification is sent to the Sending State that the task is denied.



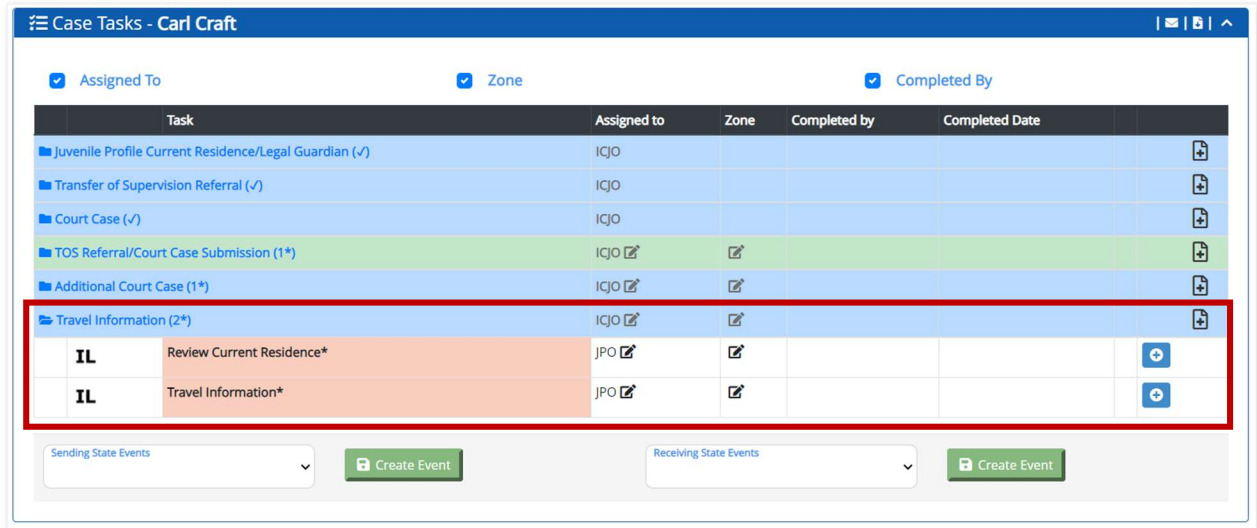
## Travel Plan

The user can select the Travel Plan event after the Receiving State submits a completed Home Evaluation and has accepted or denied supervision.

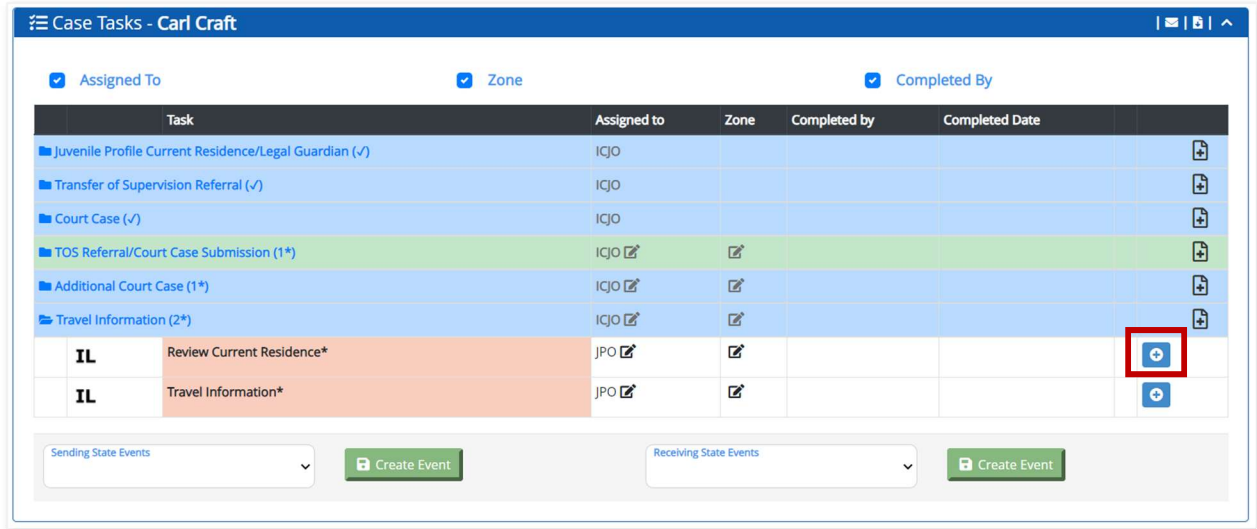
In the Sending State Events field, the user selects Travel Plan from the dropdown and clicks the **Create Event** button.



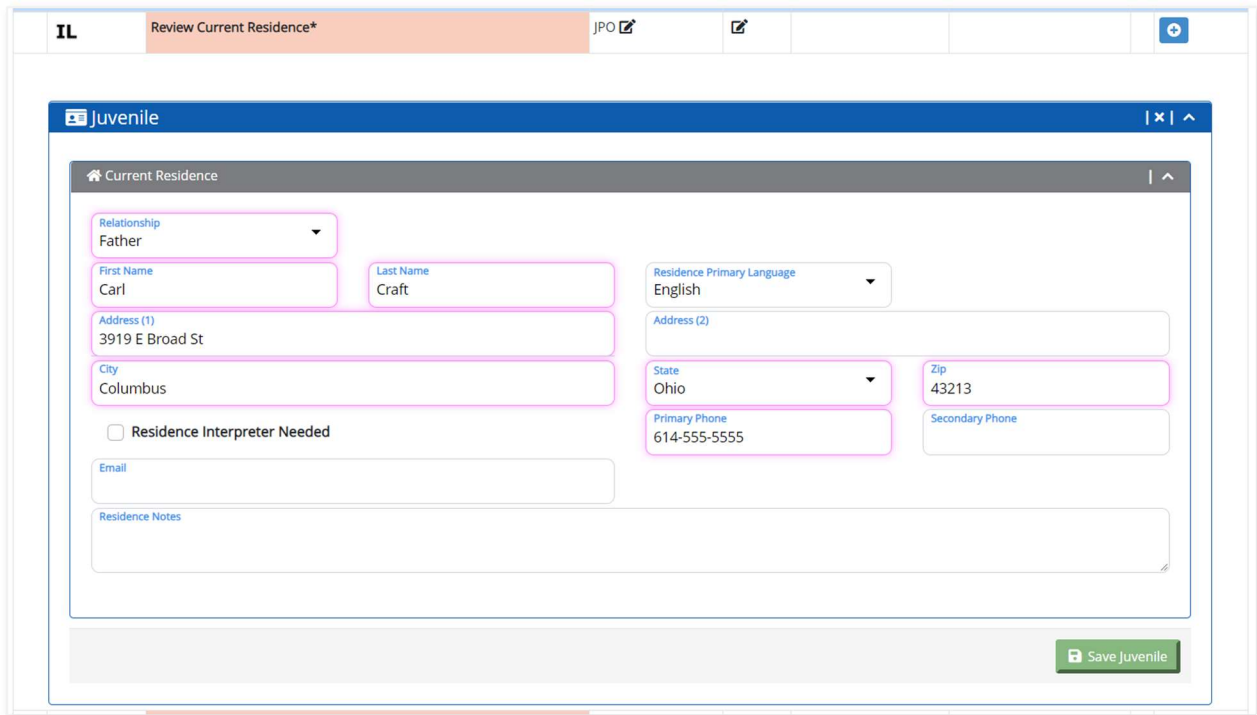
When the user clicks the **Create Event** button, the Travel Information tasks appear.



The user must click the **plus sign** to complete the Review Current Residence task.



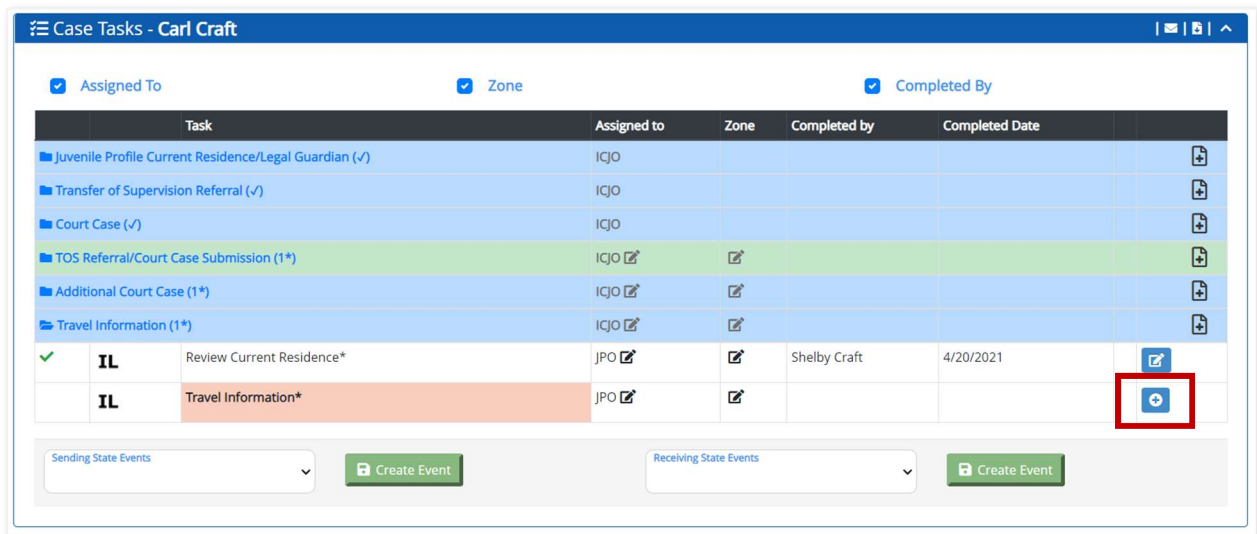
When the user clicks the **plus sign**, the section expands and the current residence information displays.



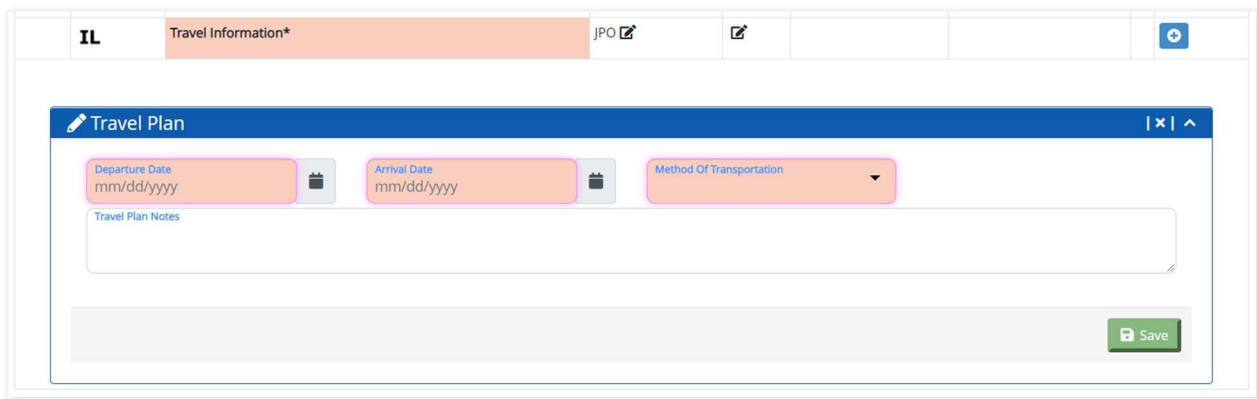
The user can review and update the current residence information and click the **Save Juvenile** button.

When the user clicks the **Save Juvenile** button, the section collapses, and the green checkmark displays next to the Review Current Residence task.

The user can click on the plus sign to complete the Travel Information task.



When the user clicks the plus sign, the section expands and the Travel Plan section displays.



The user must enter information in the required (salmon-colored) fields and click the **Save** button.

When the user clicks the **Save** button, the section collapses and a green checkmark appears next to the Travel information task.

When the Travel Information task is completed, the Travel Plan Detail and Generate Final Travel Plan tasks appear. Both tasks are optional.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Additional Court Case (1*)	ICJO			
Travel Information (1*)	ICJO			
✓ IL Review Current Residence*	JPO		Shelby Craft	4/20/2021
✓ IL Travel Information*	JPO		Shelby Craft	4/20/2021
IL Travel Plan Detail	JPO			
IL Generate Final Travel Plan	JPO			
IL Submit Travel Permit to Supervisor (JPS)*	JPO			

When the user completes the required and optional tasks, the Submit Travel Permit to Supervisor (JPS) appears.

When the user approves the Submit Travel Permit to Supervisor (JPS) task, the section collapses, and the Submit Travel Permit to Supervisor (ICJO) task appears.

✓ IL Review Current Residence*	JPO		Shelby Craft	4/20/2021
✓ IL Travel Information*	JPO		Shelby Craft	4/20/2021
IL Travel Plan Detail	JPO			
IL Generate Final Travel Plan	JPO			
✓ IL Submit Travel Permit to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021
IL Submit Travel Permit to State Compact (ICJO)*	JPS			

When the user approves the Submit Travel Permit to Supervisor (ICJO) task, the Receiving State Confirms Travel Plan task appears.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Additional Court Case (1*)	ICJO			
Travel Information (1*)	ICJO			
✓ <b>IL</b> Review Current Residence*	JPO		Shelby Craft	4/20/2021
✓ <b>IL</b> Travel Information*	JPO		Shelby Craft	4/20/2021
<b>IL</b> Travel Plan Detail	JPO			
<b>IL</b> Generate Final Travel Plan	JPO			
✓ <b>IL</b> Submit Travel Permit to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021
✓ <b>IL</b> Submit Travel Permit to State Compact (ICJO)*	JPS		Shelby Craft	4/20/2021
✓ <b>IL</b> Submit Travel Permit to Receiving State*	ICJO		Shelby Craft	4/20/2021
<b>OH</b> Receiving State Confirms Travel Plan*	ICJO			

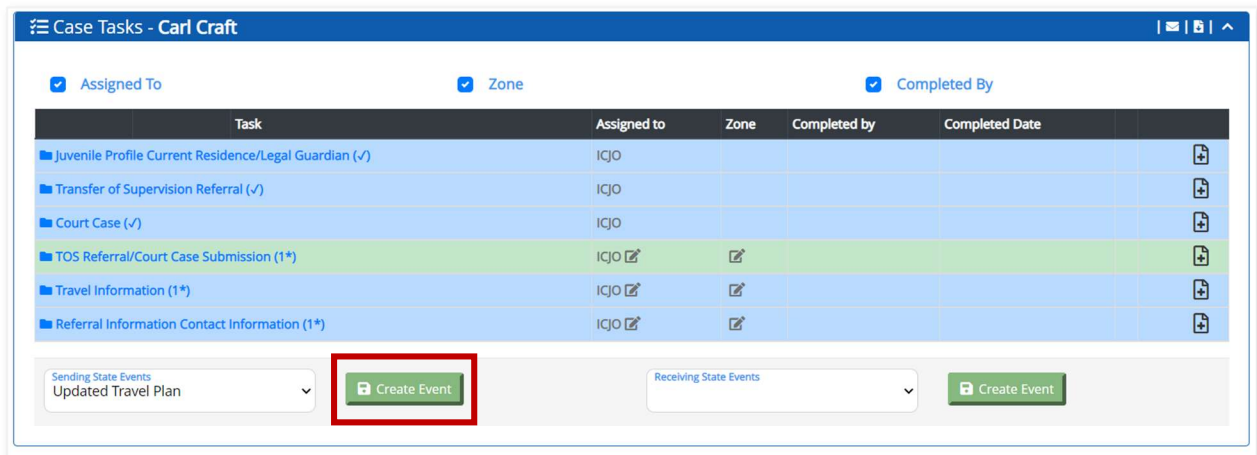
The Receiving State ICJO has the option to approve or deny the Travel Plan. If the Receiving State denies the Travel Plan, the Submit Travel Plan to Receiving State task is reactivated and the Sending State can edit the Travel Plan Information.

If the Receiving State approves the request, the event is completed.

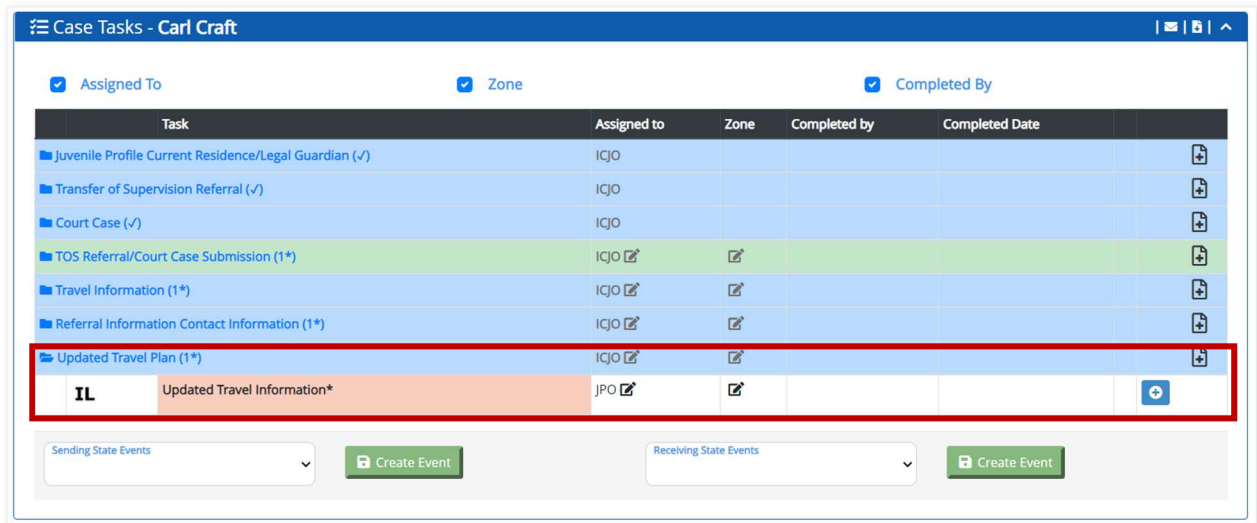
## Updated Travel Plan

The user can select the Updated Travel Plan event after the initial Travel Plan event is completed.

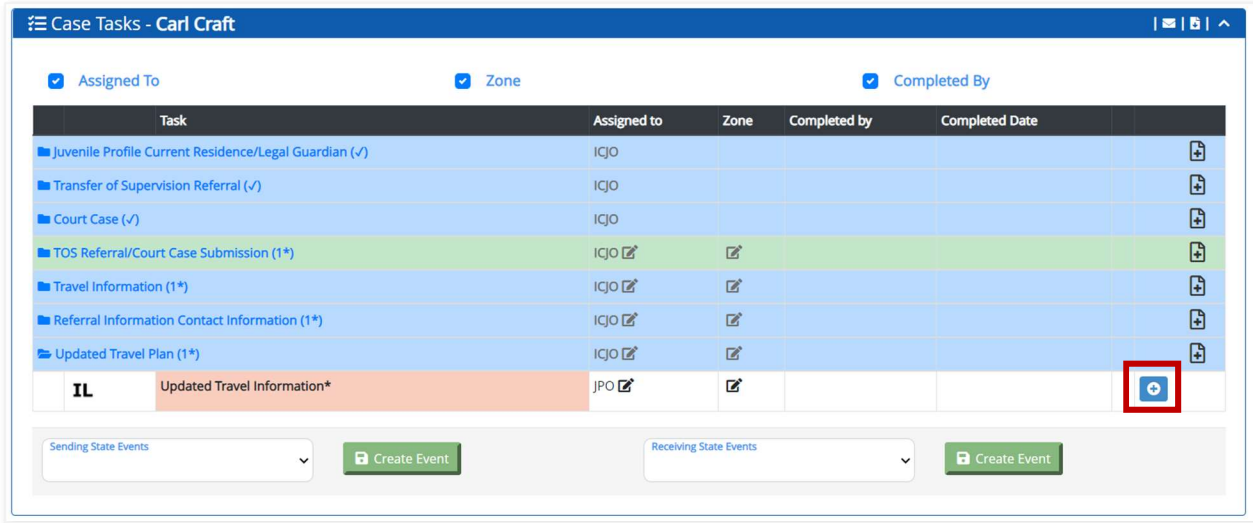
In the Sending State Events field, select Updated Travel Plan and click the **Create Event** button.



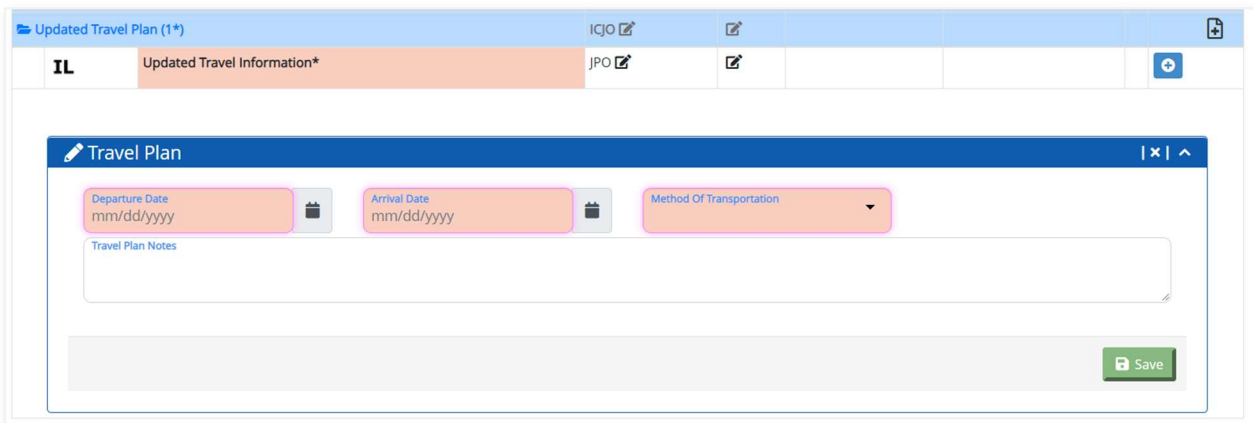
When the user clicks the **Create Event** button, the Updated Travel Plan task appears.



The user must click **plus sign** to complete the Updated Travel Information task.



When the user clicks the plus sign, the section expands and the Travel Plan section appears.



The user must enter information in the required (salmon-colored) fields and click the **Save** button.

When the user clicks the **Save** button, the section collapses and a green checkmark appears next to the Travel information task.

Updated Travel Plan (1*)		ICJO				
<input checked="" type="checkbox"/>	IL Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
<input type="checkbox"/>	IL Updated Travel Plan Detail	JPO				
<input type="checkbox"/>	IL Submit Updated Travel Plan to Supervisor (JPS)*	JPO				

Sending State Events  Receiving State Events

When the Updated Travel Information task is completed, the Updated Travel Plan Detail and task appears. This task is optional.

Updated Travel Plan (1*)		ICJO				
<input checked="" type="checkbox"/>	IL Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
<input type="checkbox"/>	IL Updated Travel Plan Detail	JPO				
<input type="checkbox"/>	IL Submit Updated Travel Plan to Supervisor (JPS)*	JPO				

Sending State Events  Receiving State Events

When the user completes the required and optional tasks, the Submit Updated Travel Plan to Supervisor (JPS) task appears.

Updated Travel Plan (1*)		ICJO				
<input checked="" type="checkbox"/>	IL Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
<input type="checkbox"/>	IL Updated Travel Plan Detail	JPO				
<input type="checkbox"/>	IL Submit Updated Travel Plan to Supervisor (JPS)*	JPO				

Sending State Events  Receiving State Events

When the user approves the Submit Updated Travel Plan to Supervisor (JPS) task, the section collapses, and the Submit Updated Travel Plan to State Compact (ICJO) task appears.

Updated Travel Plan (1*)		ICJO				
<input checked="" type="checkbox"/>	IL Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
<input type="checkbox"/>	IL Updated Travel Plan Detail	JPO				
<input checked="" type="checkbox"/>	IL Submit Updated Travel Plan to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021	Approved
<input type="checkbox"/>	IL Submit Updated Travel Plan to State Compact (ICJO)*	JPS				



When the user approves the Submit Updated Travel Plan to State Compact (ICJO) task, the Submit Updated Travel Plan to Receiving State task appears.

Updated Travel Plan (1*)		ICJO					
✓	IL	Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
	IL	Updated Travel Plan Detail	JPO				
✓	IL	Submit Updated Travel Plan to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021	Approved
✓	IL	Submit Updated Travel Plan to State Compact (ICJO)*	JPS		Shelby Craft	4/20/2021	Approved
	IL	Submit Updated Travel Plan to Receiving State*	ICJO				

When the user approves the Submit Updated Travel Plan to Receiving State task, the Receiving State Confirms Updated Travel Plan task appears.

Updated Travel Plan (1*)		ICJO					
✓	IL	Updated Travel Information*	JPO		Shelby Craft	4/20/2021	
	IL	Updated Travel Plan Detail	JPO				
✓	IL	Submit Updated Travel Plan to Supervisor (JPS)*	JPO		Shelby Craft	4/20/2021	Approved
✓	IL	Submit Updated Travel Plan to State Compact (ICJO)*	JPS		Shelby Craft	4/20/2021	Approved
✓	IL	Submit Updated Travel Plan to Receiving State*	ICJO		Shelby Craft	4/20/2021	Approved
	OH	Receiving State Confirms Updated Travel Plan*	ICJO				

The Receiving State ICJO has the option to approve or deny the Updated Travel Plan. If the Receiving State denies the Updated Travel Plan, the Updated Travel Plan to Receiving State task is reactivated and the Sending State can edit the Updated Travel Plan Information.

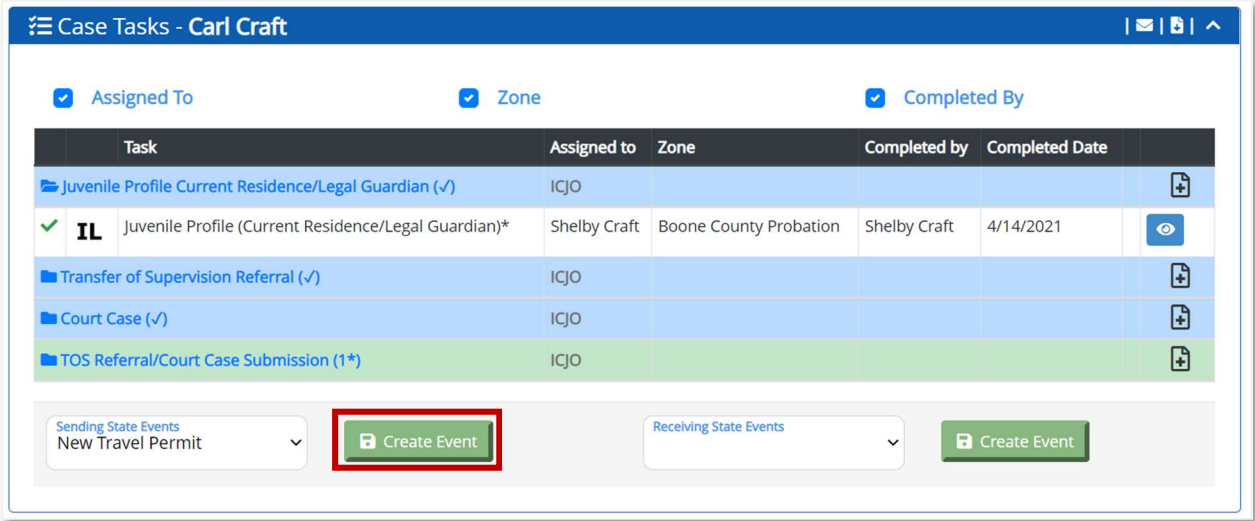
If the Receiving State approves the task, the event is completed.

## New Travel Permit

The user can select the New Travel Permit event after the submission of the TOS case to the Receiving State, but cannot select the event once the Receiving State completes the home evaluation and submits a Supervision Decision to the Sending State.

**Note:** The New Travel Permit event is only available for the Relocation for greater than 90 days and Residing in Receiving State at Time of Offense or Disposition case types.

In the Sending State Events field, select New Travel Permit from the Sending State Events dropdown and click the **Create Event** button.



When the user clicks the **Create Event** button, the Travel Information task appears in the Case Tasks section.

Case Tasks - Carl Craft

Assigned To Zone Completed By

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO				+
✓ IL Juvenile Profile (Current Residence/Legal Guardian)*	Shelby Craft	Boone County Probation	Shelby Craft	4/14/2021	👁
Transfer of Supervision Referral (✓)	ICJO				+
Court Case (✓)	ICJO				+
TOS Referral/Court Case Submission (1*)	ICJO				+
Travel Information (2*)	ICJO				+
IL Review Current Address*	Shelby Craft	Boone County Probation			+
IL Revised Travel Information*	Shelby Craft	Boone County Probation			+

Sending State Events Create Event Receiving State Events Create Event

The user can click the **plus sign** to complete the Review Current Address task.

Case Tasks - Carl Craft

Assigned To Zone Completed By

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO				+
✓ IL Juvenile Profile (Current Residence/Legal Guardian)*	Shelby Craft	Boone County Probation	Shelby Craft	4/14/2021	👁
Transfer of Supervision Referral (✓)	ICJO				+
Court Case (✓)	ICJO				+
TOS Referral/Court Case Submission (1*)	ICJO				+
Travel Information (2*)	ICJO				+
IL Review Current Address*	Shelby Craft	Boone County Probation			+
IL Revised Travel Information*	Shelby Craft	Boone County Probation			+

Sending State Events Create Event Receiving State Events Create Event

When the user clicks the **plus sign**, the Current Residence section appears.

The screenshot shows a web application window titled 'Juvenile'. Inside, there is a section for 'Current Residence' with the following fields:

- Relationship: Father
- First Name: Carl
- Last Name: Craft
- Residence Primary Language: English
- Address (1): 3919 E Broad St
- Address (2):
- City: Columbus
- State: Ohio
- Zip: 43213
- Primary Phone: 614-555-5555
- Secondary Phone:
- Residence Interpreter Needed
- Email:
- Residence Notes:

A green 'Save Juvenile' button is located at the bottom right of the form.

The user can review the Current Residence information and clicks the **Save Juvenile** button.

When the user clicks the **Save Juvenile** button, the Current Residence section collapses, and a green checkmark displays next to Review Current Address.

The screenshot shows a table titled 'Case Tasks - Carl Craft'. The table has columns for Task, Assigned to, Zone, Completed by, and Completed Date. A green checkmark is visible in the first column next to the 'Review Current Address\*' task.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Travel Information (1*)	ICJO			
✓ <b>IL</b> Review Current Address*	Shelby Craft	Boone County Probation	Shelby Craft	4/16/2021
<b>IL</b> Revised Travel Information*	Shelby Craft	Boone County Probation		

Below the table, there are two 'Create Event' buttons, each preceded by a dropdown menu for 'Sending State Events' and 'Receiving State Events'.

The user can click the **plus sign** to complete the Revised Travel Information task.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO				
Transfer of Supervision Referral (✓)	ICJO				
Court Case (✓)	ICJO				
TOS Referral/Court Case Submission (1*)	ICJO				
Travel Information (1*)	ICJO				
<input checked="" type="checkbox"/> IL Review Current Address*	Shelby Craft	Boone County Probation	Shelby Craft	4/16/2021	
<input type="checkbox"/> IL Revised Travel Information*	Shelby Craft	Boone County Probation			

When the user clicks the **plus sign**, the Travel Information section appears.

**Travel Information**

Sending State: Illinois | Receiving State: Ohio

Purpose For Travel Permit: Relocation for greater than 90 days | Relationship: [dropdown]

Arrival Date: mm/dd/yyyy | Departure Date: mm/dd/yyyy

First Name: [input] | Last Name: [input]

Address (1): [input] | Address (2): [input]

City: [input] | State: Ohio | Zip: [input]

Primary Phone: [input] | Secondary Phone: [input]

Primary Language: [dropdown] |  Interpreter Needed

Reason For Travel: [text area]

Special Instructions/Contact Information: [text area]

Unable To Obtain Juvenile Signature Prior To Departure

Completed By Officer First Name: Shelby | Completed By Officer Last Name: Craft | Completed By Officer Title: [input]

Completed By Officer Agency: [input] | Completed By Officer Department: [input]

The user must complete the required (salmon-colored) fields and click the **Save Travel Information** button.

When the user clicks the **Save Travel Information** button, the Travel Information section collapses, a checkmark appears next to the Revised Travel Information task, and the Submit Travel Permit to Supervisor (JPS) appears.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			
Travel Information (1*)	ICJO			
✓ IL Review Current Address*	Shelby Craft	Boone County Probation	Shelby Craft	4/16/2021
✓ IL Revised Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/16/2021
IL Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

When the user clicks the **Approve** button for the Submit Travel Permit to Supervisor (JPS) task, the Approval Comment box displays. Enter a comment (not required) and click the **Approve** button.

The Sending State user must then complete the next submission steps to route the task to the JPS and ICJO before sending this request to the Receiving State.

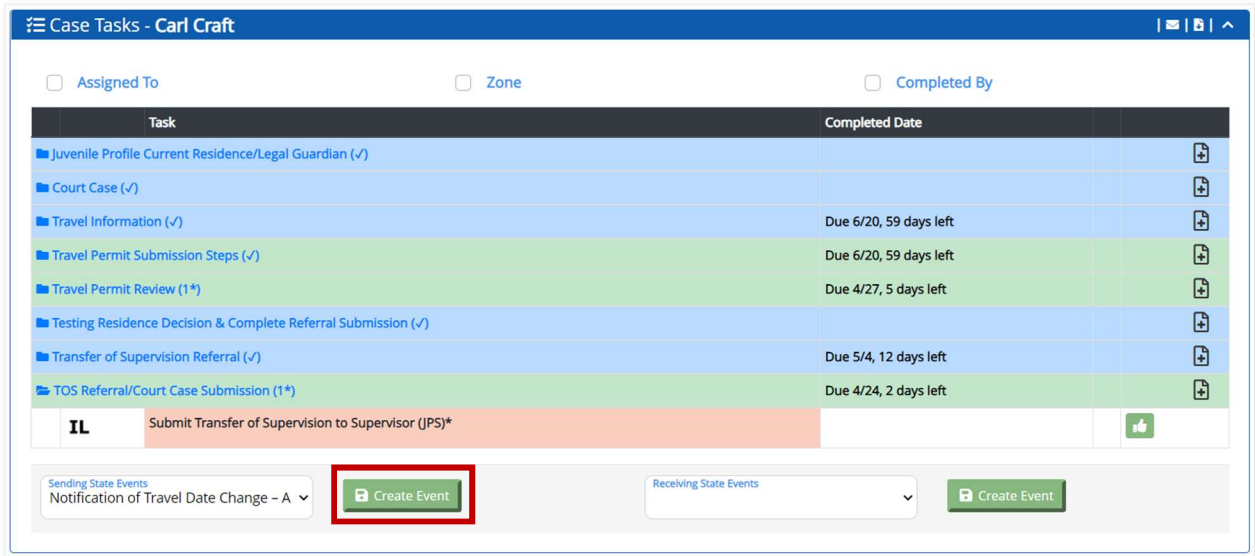
The Receiving State must acknowledge the New Travel Permit to complete the event. When the Receiving State acknowledges the Travel Permit, the event is completed.

## Notification of Travel Date Change

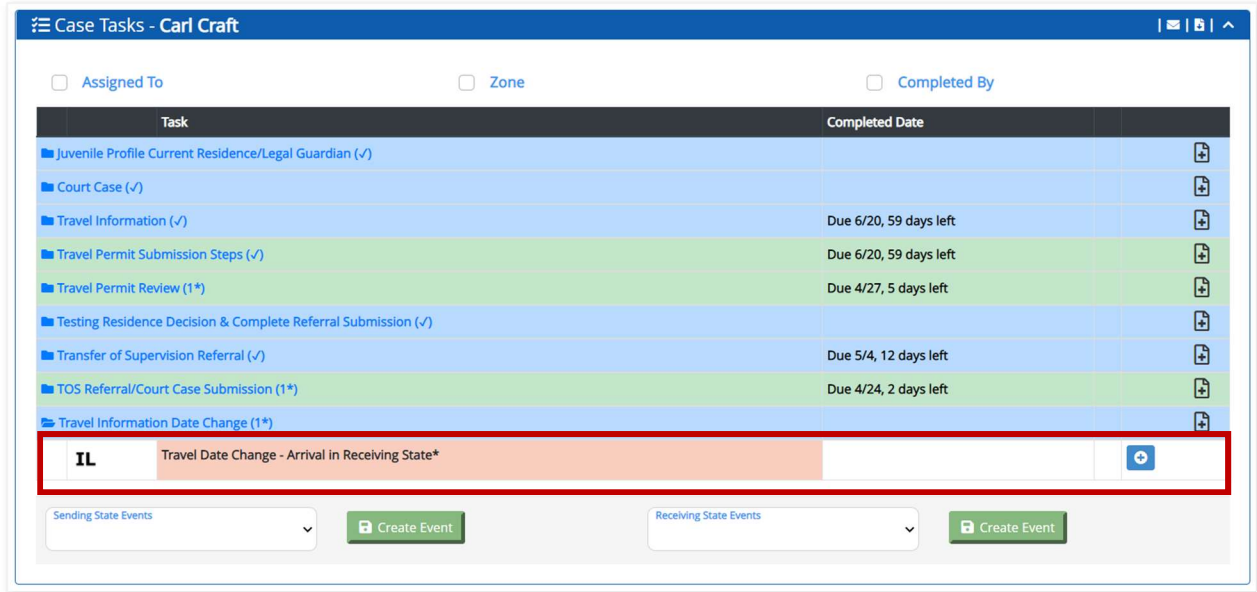
The user can select the Notification of Travel Date Change – Arrival in Receiving State event after submission of TOS or Travel Permit to the Receiving State.

The user cannot select the Travel Date Change event if the Receiving State has completed the Home Evaluation and submitted a Supervision Decision (accepted/denied) to the Sending State.

In the Sending State Events field, the user selects Travel Date Change from the dropdown and clicks the **Create Event** button.



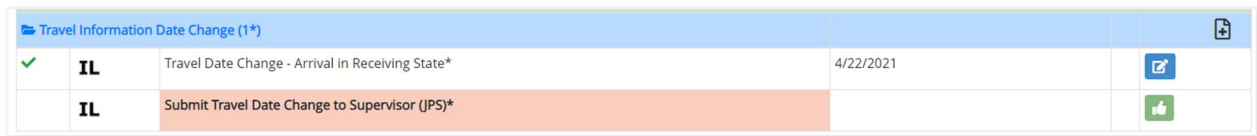
When the user clicks the **Create Event** button, the Travel Date Change – Arrival in Receiving State tasks appears.



The user must click the **plus sign** to complete the Travel Date Change – Arrival in Receiving State task. The user must enter the required information and click the **Save** button.



When the user clicks the **Save** button, the section collapses and the Submit Travel Date Change to Supervisor (JPS) task appears.





The user must approve the Submit Travel Date Change to Supervisor (JPS), Submit Travel Date Change to Supervisor (ICJO), and Receiving State Acknowledges Travel Data Change tasks.

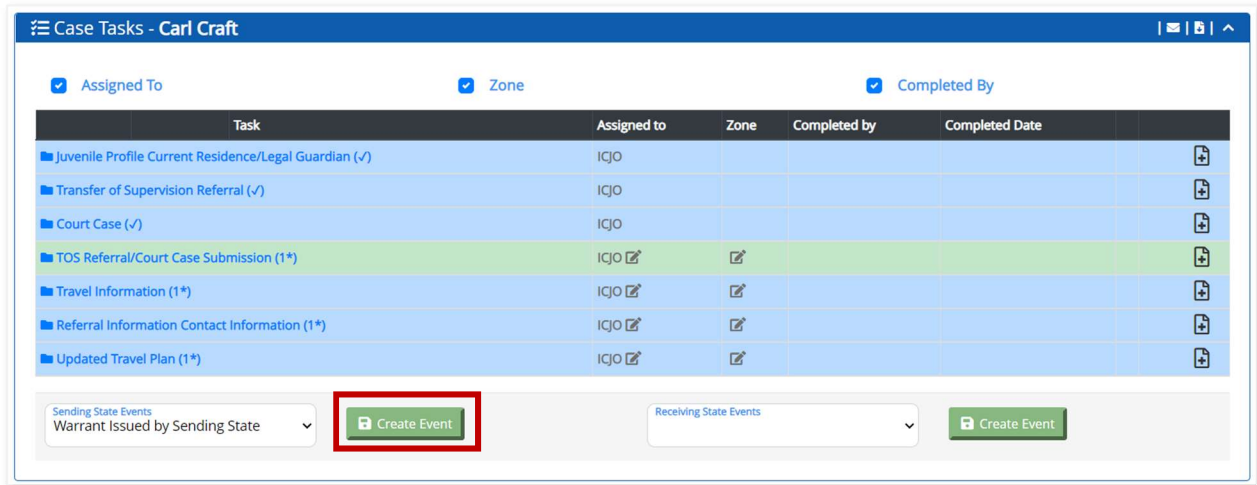
Travel Information Date Change (1*)						
✓	IL	Travel Date Change - Arrival in Receiving State*	4/22/2021			
✓	IL	Submit Travel Date Change to Supervisor (JPS)*	4/22/2021			Approved
✓	IL	Submit Travel Date Change to State Compact (ICJO)*	4/22/2021			Approved
✓	IL	Submit Travel Date Change to Receiving State*	4/22/2021			Approved
	OH	Receiving State Acknowledges Travel Date Change*				

The Receiving State must review and acknowledge the Receiving State Acknowledges Travel Date Change task. When the Receiving State approves the task, the event is completed.

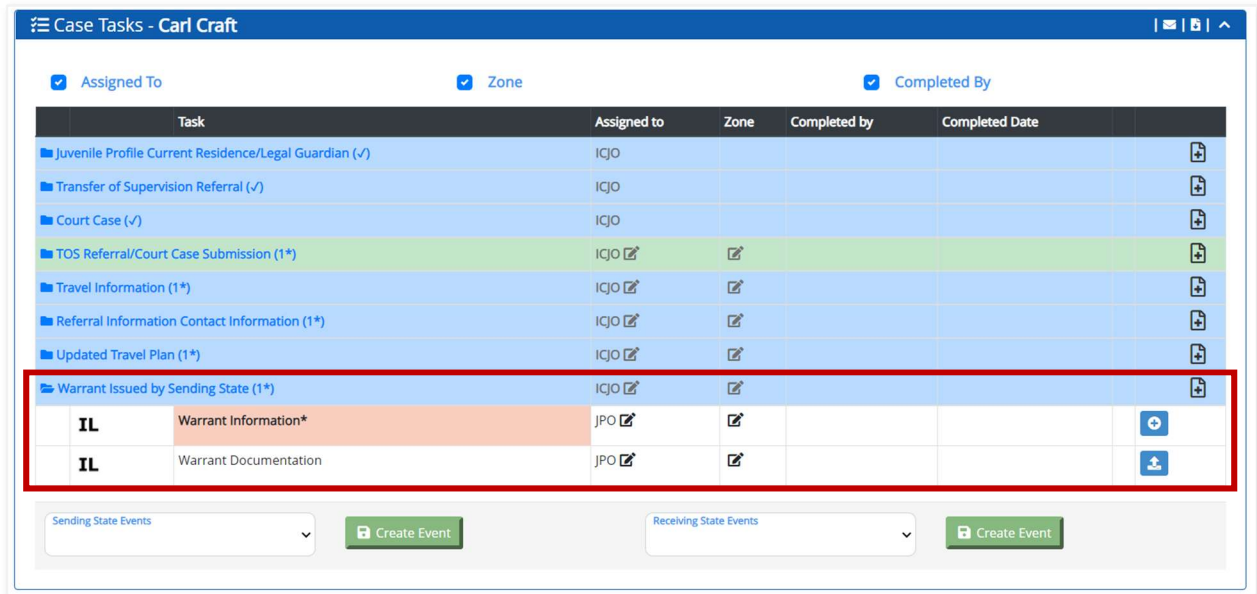
## Warrant Issued by Sending State

The user can select the Warrant Issued by Sending State event after the Receiving State submits a completed Home Evaluation.

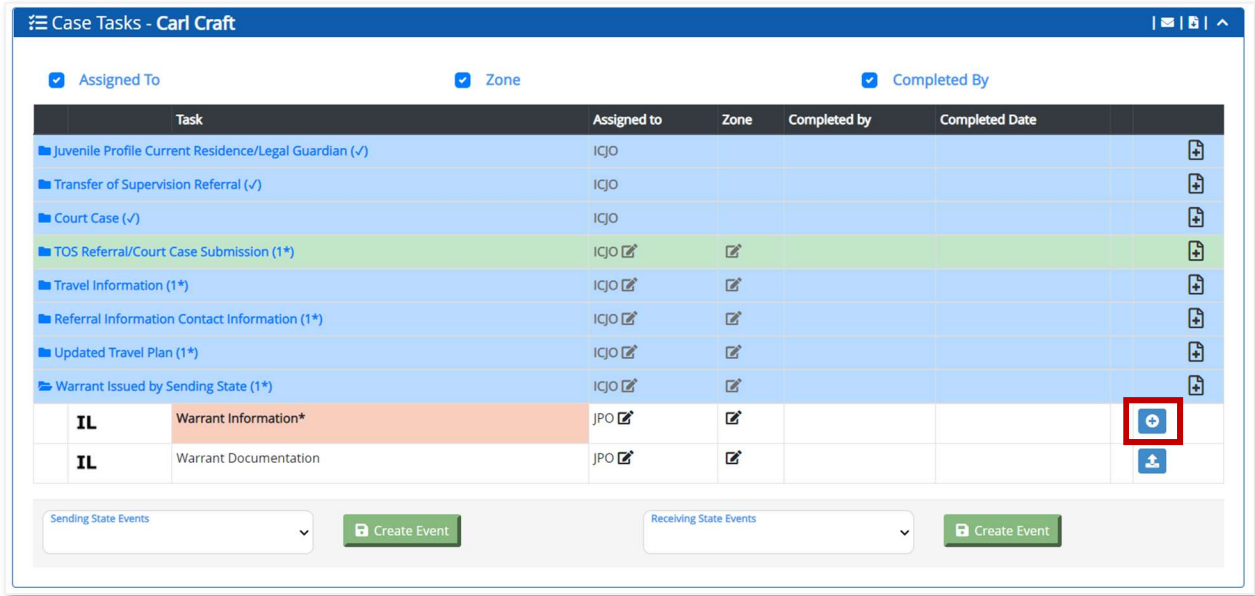
In the Sending State Events field, the user selects Warrant Issued by Sending State and clicks the **Create Event** button.



When the user clicks the **Create Event** button, the Warrant Issued by Sending State task appears.



The user must click the **plus sign** to complete the Warrant Information task.



When the user clicks the **plus sign**, the section expands and the Warrant Information section appears.



There are two workflows dependent on the choice the user selects for the Reason for Warrant field.

### Pathway 1 – Juvenile Absconder

If the user selects Juvenile Absconder in the Reason for Warrant dropdown, the user must enter information in the remaining required (salmon-colored) fields and click the **Save** button.

When the user clicks the **Save** button, the Closure Validation section collapses, a green checkmark displays next to the Warrant Information task, and a new task appears: Submit Warrant to Supervisor (JPS).

The user must approve the Submit Warrant to Supervisor (JPS) task, Submit Warrant to State Compact (ICJO) task, and the Submit Warrant to Receiving State task.

Warrant Issued by Sending State (1*)				ICJO				
✓	IL	Warrant Information*	JPO	Shelby Craft	4/20/2021			
	IL	Warrant Documentation	JPO					
✓	IL	Submit Warrant to Supervisor (JPS)*	JPO	Shelby Craft	4/21/2021			Approved
✓	IL	Submit Warrant to State Compact (ICJO)*	JPS	Shelby Craft	4/21/2021			Approved
✓	IL	Submit Warrant to Receiving State*	ICJO	Shelby Craft	4/21/2021			Approved
	OH	Receiving State Acknowledges Warrant Issued by Sending State*	ICJO					

Sending State Events:  
 Receiving State Events:

When the Sending State tasks are approved, the Receiving State Acknowledges Warrant Issued by Sending State task appears.

Warrant Issued by Sending State (1*)				ICJO				
✓	IL	Warrant Information*	JPO	Shelby Craft	4/20/2021			
	IL	Warrant Documentation	JPO					
✓	IL	Submit Warrant to Supervisor (JPS)*	JPO	Shelby Craft	4/21/2021			Approved
✓	IL	Submit Warrant to State Compact (ICJO)*	JPS	Shelby Craft	4/21/2021			Approved
✓	IL	Submit Warrant to Receiving State*	ICJO	Shelby Craft	4/21/2021			Approved
	OH	Receiving State Acknowledges Warrant Issued by Sending State*	ICJO					

Sending State Events:  
 Receiving State Events:

When the Receiving State acknowledges the Receiving State Acknowledges Warrant Issued by Sending State task, the Case Closure Notification appears for the Receiving State.

When the Receiving State approves the Case Closure Notification task, the Generate Form X task appears and the submission step tasks appear. The user in the Receiving State must approve the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Sending State task.

When the user completes the **Submit Case Closure to Sending State** task, the **Sending State Acknowledges Case Closure** task appears. The user in the Receiving State must acknowledge the **Sending State Acknowledges Case Closure** task, and the event is completed.

## Pathway 2 – Retaking initiated by Sending State

If the user selects Retaking Initiated by Sending State in the Reason for Warrant dropdown, the user must enter information in the remaining required (salmon-colored) fields and click the **Save** button.

When the user clicks the **Save** button, the Warrant Document (optional) and Submit Warrant to Supervisor (JPS) tasks appear.

Warrant Issued by Sending State (1*)		ICJO				
✓ IL	Warrant Information*	JPO		Shelby Craft	4/21/2021	
IL	Warrant Documentation	JPO				
IL	Submit Warrant to Supervisor (JPS)*	JPO				

The user must approve the Submit Warrant to Supervisor (JPS) task, Submit Warrant to State Compact (ICJO) task, and the Submit Warrant to Receiving State task.

Warrant Issued by Sending State (1*)		ICJO				
✓	IL	Warrant Information*	JPO	Shelby Craft	4/21/2021	
	IL	Warrant Documentation	JPO			
✓	IL	Submit Warrant to Supervisor (JPS)*	JPO	Shelby Craft	4/21/2021	Approved
✓	IL	Submit Warrant to State Compact (ICJO)*	JPS	Shelby Craft	4/21/2021	Approved
✓	IL	Submit Warrant to Receiving State*	ICJO	Shelby Craft	4/21/2021	Approved
	IA	Receiving State Warrant Response*	ICJO			

The Receiving State must click the **plus sign** for the Receiving State Warrant Response task.

Case Tasks - Carl Craft

Assigned To     
  Zone     
  Completed By

Task	Assigned to	Zone	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (1*)	ICJO			
Court Case (3*)	ICJO			
Travel Information (1*)	ICJO			
Warrant Issued by Sending State (1*)	ICJO			
✓ IL Warrant Information*	JPO		4/21/2021	
IL Warrant Documentation	JPO			
✓ IL Submit Warrant to Supervisor (JPS)*	JPO		4/21/2021	Approved
✓ IL Submit Warrant to State Compact (ICJO)*	JPS		4/21/2021	Approved
✓ IL Submit Warrant to Receiving State*	ICJO		4/21/2021	Approved
IA Receiving State Warrant Response*	ICJO			

Sending State Events      
 Receiving State Events

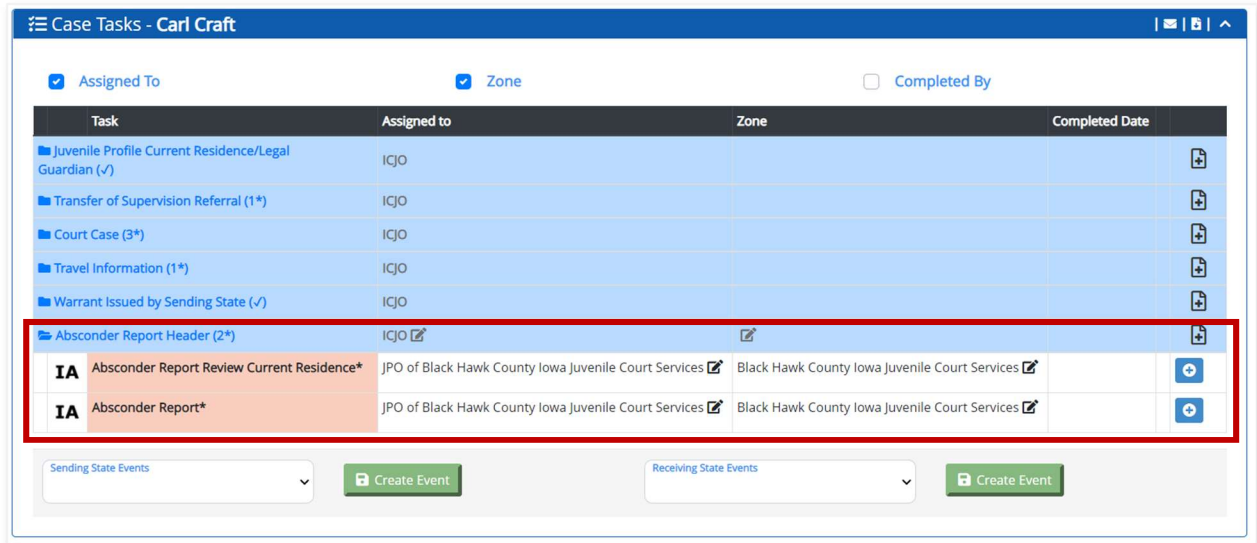
When the user clicks the **plus sign**, the section expands and the Juvenile Apprehended Details section appears.

IA	Receiving State Warrant Response*	ICJO				<input #0070c0;="" 1px="" 5px;="" 5px;"="" border:="" margin-top:="" padding:="" solid="" type="button" value="+&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/table&gt; &lt;div style="/> <p><b>Juvenile Apprehended Details</b></p> <p>Warrant Result <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>
----	-----------------------------------	------	--	--	--	--

There are three pathways dependent on the choice the user selects for the Warrant Result field.

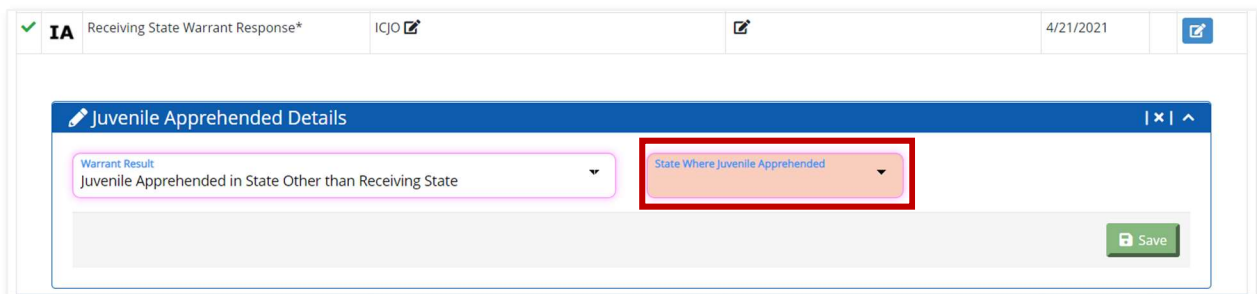
### Pathway 2A – Unable to Locate Juvenile

If the user selects Unable to Locate Juvenile in the Warrant Result dropdown, the Review Current Residence and Absconder Report tasks appear in the Case Tasks section. The workflow/steps will then follow the Absconder Report event process.



### Pathway 2B – Juvenile Apprehended in State other than Receiving State

If the user selects the Juvenile Apprehended in State other than Receiving State in the Warrant Result dropdown, the user must enter information in the state Where Juvenile Apprehended dropdown.



When the user clicks the **Save** button, the Juvenile Apprehension Details section collapses and the Submit Warrant Response to Supervisor (JPS) task appears.

The user must approve the Submit Warrant Response to Supervisor (JPS) task, Submit Warrant Response to State Compact (ICJO) task, and the Submit Warrant Response to Receiving State task.

Warrant Issued by Sending State (1*)		ICJO			
✓ IL	Warrant Information*	JPO		4/21/2021	
IL	Warrant Documentation	JPO			
✓ IL	Submit Warrant to Supervisor (JPS)*	JPO		4/21/2021	Approved
✓ IL	Submit Warrant to State Compact (ICJO)*	JPS		4/21/2021	Approved
✓ IL	Submit Warrant to Receiving State*	ICJO		4/21/2021	Approved
✓ IA	Receiving State Warrant Response*	ICJO		4/21/2021	
✓ IA	Submit Warrant Response to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Warrant Response to State Compact (ICJO)*	JPS of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Warrant Response to Sending State*	ICJO		4/21/2021	Approved
IL	Sending State Acknowledges Juvenile Apprehended in State other than Receiving State*	ICJO			

The user in the Sending State must acknowledge the Sending State Acknowledges Juvenile Apprehended in State other than Receiving State task, and the event is completed.

## Pathway 2C – Juvenile Apprehended in Receiving State

If the user selects Juvenile Apprehended in Receiving State in the Warrant Result dropdown, the Juvenile Apprehended Details and Juvenile's Availability for Retaking tasks appear. A notification is sent to the Sending State that the juvenile was apprehended in the Receiving State.

The Receiving State must complete the Juvenile Apprehended Details and Juvenile's Availability for Retaking tasks.

The user must complete the Juvenile Available for Retaking field for the Juvenile Availability for Retaking task.

When the Juvenile Available for Retaking field is saved as **No – Invalid/Incomplete Signed Form VI**, the Form III Document Information and Form III Court Hearing tasks appear. A notification is sent to the Sending State that the juvenile is not available for retaking.

When the user completes the Form III Document Information task, the Generate Form III and Generate Juvenile Rights Form tasks appear.



The results of the Form III Court Hearing determine the next steps in the process. The process follows the process outlined in Pathway 1 (Juvenile Apprehended) or Pathway 2 (Juvenile Apprehended).

If the Form III Court Hearing Results is a Signed Form III, the user follows Pathway 1 and uploads the Signed Form III. If the Form III Court Hearing Result is a Refusal to Sign Form III, the user follows Pathway 2 and submits a notification to the Sending State of the juvenile's refusal to sign Form III.

When the Juvenile Available for Retaking field is saved as **Yes – Valid/Completed Signed Form VI**, the user must complete the Submit Juvenile Available for Retaking to Supervisor (JPS), Submit Juvenile Available for Retaking to State Compact (ICJO), and Submit Juvenile Available for Retaking to Sending State tasks.

When the Submit Juvenile Available for Retaking task is completed, the Travel Plan Information and Case Closure Notification tasks appear.

A 5 business day timer is triggered for the Case Closure task. Although the Case Closure and Case Closure Notification tasks appear, the user cannot edit the data screen until the Travel Plan Information task (including the submission steps) is completed.

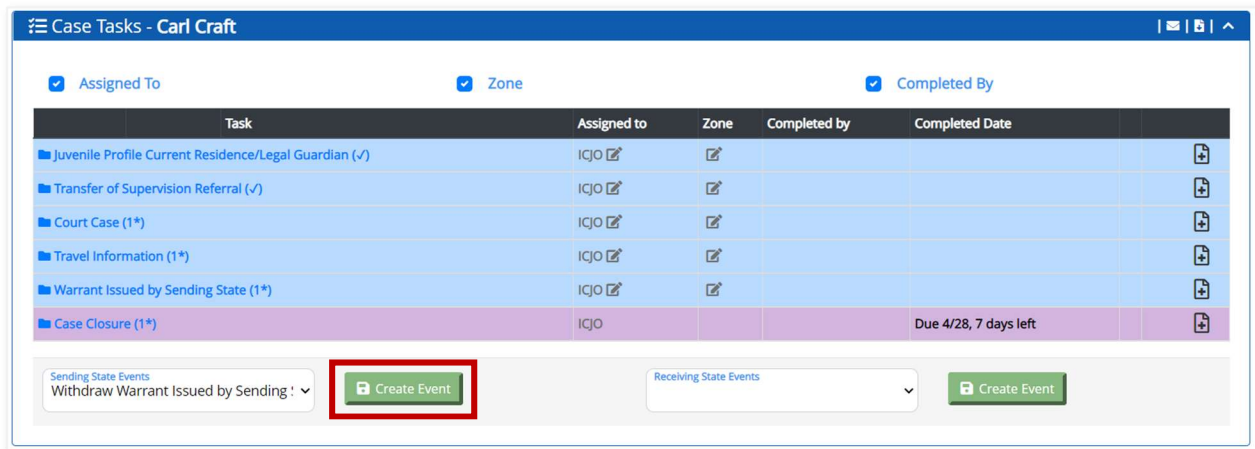
The process follows Pathway 1 (Juvenile Apprehended) at the point where a signed Form III is submitted to the Sending State.

**Note:** *Since this is a TOS case, there is a formal closure process that involves Form X.*

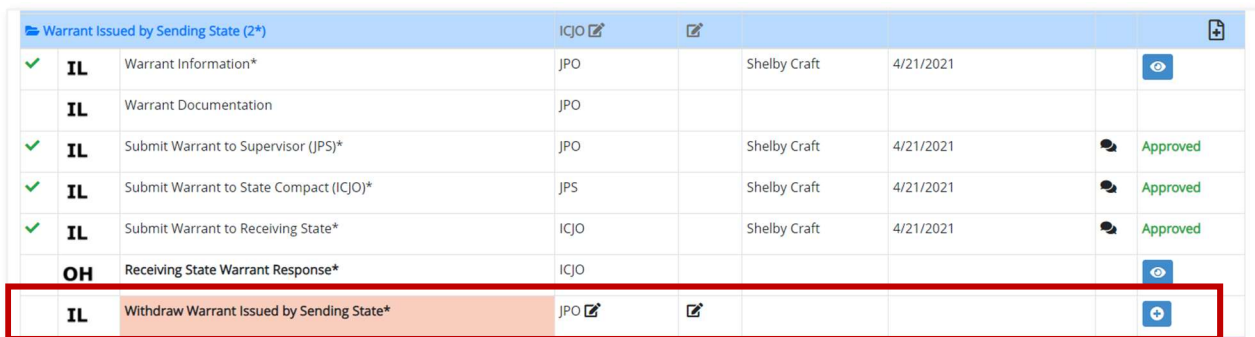
## Withdraw Warrant Issued by Sending State

The user can select the Withdraw Warrant Issued by Sending State task after the Sending State submits the Warrant Issued by Sending State to Receiving State.

In the Sending State Events field, the user selects Withdraw Warrant Issued by Sending State and clicks the **Create Event** button.



When the user clicks the **Create Event** button, the Withdraw Warrant Issued by Sending State task appears.



The user must click the **plus sign** to complete the Withdraw Warrant Issued by Sending State task.

Warrant Issued by Sending State (2*)						ICJO					
✓	IL	Warrant Information*	JPO	Shelby Craft	4/21/2021						
	IL	Warrant Documentation	JPO								
✓	IL	Submit Warrant to Supervisor (JPS)*	JPO	Shelby Craft	4/21/2021					Approved	
✓	IL	Submit Warrant to State Compact (ICJO)*	JPS	Shelby Craft	4/21/2021					Approved	
✓	IL	Submit Warrant to Receiving State*	ICJO	Shelby Craft	4/21/2021					Approved	
	OH	Receiving State Warrant Response*	ICJO								
	IL	Withdraw Warrant Issued by Sending State*	JPO								

When the user clicks the **plus sign**, the section expands and the Withdraw Warrant Issued by Sending State section appears.

IL Withdraw Warrant Issued by Sending State\* JPO

Withdraw Warrant Issued by Sending State

Reason Warrant Issued By Sending State Withdrawn

Save

The user must enter the Reason Warrant Issued By Sending State Withdrawn and click the **Save** button.

When the user clicks the **Save** button, the Reason Warrant Issued By Sending State Withdrawn section collapses, and the Submit Withdrawn Warrant to Supervisor (JPS) task appears.

Warrant Issued by Sending State (2*)						ICJO					
✓	IL	Warrant Information*	JPO	Shelby Craft	4/21/2021						
	IL	Warrant Documentation	JPO								
✓	IL	Submit Warrant to Supervisor (JPS)*	JPO	Shelby Craft	4/21/2021					Approved	
✓	IL	Submit Warrant to State Compact (ICJO)*	JPS	Shelby Craft	4/21/2021					Approved	
✓	IL	Submit Warrant to Receiving State*	ICJO	Shelby Craft	4/21/2021					Approved	
	OH	Receiving State Warrant Response*	ICJO								
✓	IL	Withdraw Warrant Issued by Sending State*	JPO	Shelby Craft	4/21/2021						
	IL	Submit Withdraw Warrant to Supervisor (JPS)*	JPO								

The user must approve the Submit Withdrawn Warrant to Supervisor (JPS) task, Submit Withdrawn Warrant to State Compact (ICJO) task, and the Submit Withdraw Warrant to Receiving State task.

When the Sending State tasks are completed, the Receiving State Acknowledges Warrant Issued by Sending State Withdrawn appears. The Receiving State must review and acknowledge the task. When the Receiving State acknowledges the task, the task is completed.

## Request for 5 Business Day Extension

The user can select the Request for 5 Business Day Extension for an active case after the Receiving State denies supervision, or during Warrant Issued by Sending State event after Receiving State completes the task to indicate juvenile is available for retaking, or after the Failed Supervision event is submitted to the Sending State.

**Note:** Only the ICJO can request an extension.

In the Sending State Events field, select Request for 5 Business Day Extension event from the Sending State Events dropdown and clicks the **Create Event** button.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (✓)	ICJO			
Case Closure (1*)	ICJO			
Reopen TOS Case (1*)	ICJO			

Sending State Events: Request for 5 business day extension **Create Event**

Receiving State Events: **Create Event**

When the user clicks the **Create Event** button, the Request for 5 Business Day Extension task appears in the Case Tasks section.

Task	Assigned to	Zone	Completed by	Completed Date
5 Business Day Extension Request*	JPO			

The user must enter the information related to this request in the required field, and click the **Save** button.

Five Business Day Extension Request

Reason For Extension Request

**Save**

When the user clicks the **Save** button, the section collapses, and the Submit Request for Extension to Receiving State event appears.

✓	IL	5 Business Day Extension Request*	JPO		Shelby Craft	4/20/2021	
	IL	Submit Request for Extension to Receiving State*	ICJO				

When the user approves the Submit request for Extension to Receiving State, the section collapses and the Receiving State Decision to Grant 5 Business Day Extension task appears.

✓	IL	5 Business Day Extension Request*	JPO		Shelby Craft	4/20/2021	
✓	IL	Submit Request for Extension to Receiving State*	ICJO		Shelby Craft	4/20/2021	Approved
	OH	Receiving State Decision to Grant 5 Business Day Extension*	ICJO				
		Reopen TOS Case (1*)	ICJO				

The request is pending at the Receiving State for review and approval/denial.

If the Receiving State approves the task, 5 business days are added to the original 5 business day deadline and a notification is sent to the Sending State.

If the Receiving State denies the task, then notification of the denial is sent to the Sending State and there are no changes to the original deadline.

## Airport Surveillance and Transport

The user can select the Airport Surveillance and Transport event after completion of the Submit Juvenile Available for Retaking to Sending State or the Submit Signed Form III to Sending State tasks in the Warrant Issued by Sending State event.

In the Sending State Events field, the user selects Airport Surveillance and Transport and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Request for Airport Surveillance & Receiving State Transport to Airport task appears.

The user must click the **plus sign** to complete the Proposed Flight Information task. When the user clicks the **plus sign**, the section expands and the Proposed Flight Information section appears. The user must enter information into the required fields and click the **Save** button.

The user must click the **plus sign** to complete the Proposed Flight Itinerary task. When the user clicks the **plus sign**, the section expands and the Proposed Flight Itinerary section appears. The user must enter information into the required fields and click the **Save** button.

When the user completes the Proposed Flight Itinerary task, the Submit Request to Supervisor (JPS) task appears.

The user must approve the Submit Request to Supervisor (JPS) task, Submit Request to State Compact (ICJO) task, and the Submit Request to Receiving State & Surveillance State(s) task.

When the Submit Request to Receiving State & Surveillance State(s) task is completed, the Receiving State Acknowledges Proposed Flight, Airport Surveillance State 1 Acknowledges Proposed Flight, and "Airport Surveillance State 2 Acknowledges Proposed Flight\*" (if applicable) tasks appear.

The Receiving State must acknowledge each of the tasks. When the Receiving State acknowledges the tasks, the Receiving State Response to Proposed Flight, Airport Surveillance State 1 Response to Proposed Flight, and Airport Surveillance State 2 Response to Proposed Flight (if applicable) tasks appear.

The user must click the **plus sign** for each task. When the user clicks the **plus sign**, the Able to Accommodate Proposed Flight section appears.

**If the user selects No in the Able to Accommodate Proposed Flight field for any task**, the Reason Unable to Accommodate field appears. The user must enter the reason and click the **Save** button.

When the user clicks the **Save** button, the Submit Request Denial to Supervisor (JPS) task appears.

The user must approve the Submit Request Denial to Supervisor (JPS) task, Submit Request Denial to State Compact (ICJO) task, and the Submit Request Denial to Sending State task.

Once any of the States complete the Submit Request Denial to Sending State task, a notification is sent to all involved states and the event ends. When any of the States denies the request the Sending State cannot move forward with a proposed flight unless all states can accommodate.

**Note:** *The event ends even if any of the States already completed the Submit Request Approval to Sending State task to indicate the State can accommodate the proposed flight. The event also ends if any of the States has not completed the task to respond to whether the State can accommodate.*

**If the user selects Yes for all of the Able to Accommodate Proposed Flight field tasks**, the Submit Request Approval to Supervisor (JPS) task appears for the Receiving State Response to Proposed Flight, Airport Surveillance State 1 Response to Proposed Flight, and Airport Surveillance State 2 Response to Proposed Flight (if applicable) tasks.

The user must approve the Submit Request Approval to Supervisor (JPS), Submit Request Approval for State Compact (ICJO), and Submit Request Approval to Sending State tasks for each task.

When the user completes the tasks, the Submit Request Approval to Sending State task appears.

When the Submit Request Approval to Sending State task is completed by all involved states, the Sending State Decision to Use Proposed Flight task appears.

The Sending State must approve or deny the Sending State Decision to Use Proposed Flight task. If the Sending State denies the task, a notification is sent to all involved states and the event is completed.

If the Sending State approves the task, a notification is sent to all involved states and the Receiving State Transport Information (optional) task, Airport Surveillance State 1 Layover Information (optional) task, and Airport Surveillance State 2 Layover Information (optional) task appears.



## Withdraw Airport Surveillance and Transport

The user can select the Withdraw Airport Surveillance and Transport event after the Submit Request to Receiving State & Surveillance State(s) task in the Airport Surveillance and Transport event is completed.

In the Sending State Events field, the user selects the Withdraw Airport Surveillance and Transport event and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Withdraw Request for Airport Surveillance & Receiving State Transport to Airport task appears.

When the user completes the Withdraw Request for Airport Surveillance & Receiving State Transport to Airport task is completed, the Submit Withdraw Request to Supervisor (JPS) task displays.

The user must approve the Submit Withdraw Request to Supervisor (JPS) task, Submit Withdraw Request to State Compact (ICJO) task, and the Submit Withdraw Request to Receiving State & Surveillance State(s) task.

When the Sending State tasks are completed, the Receiving State Acknowledges Request for Transport to Airport Withdrawn, Airport Surveillance State 1 Acknowledges Request for Surveillance Withdrawn, and Airport Surveillance State 2 Acknowledges Request for Surveillance Withdrawn tasks appear.

The Receiving State must acknowledge the Receiving State Acknowledges Request for Transport to Airport Withdrawn, Airport Surveillance State 1 Acknowledges Request for Surveillance Withdrawn, and Airport Surveillance State 2 Acknowledges Request for Surveillance Withdrawn tasks. When the Receiving State acknowledges the tasks, the event is completed.

## Case Closure Notification

The user can select the Case Closure Notification event after the Receiving State submits a completed home evaluation and accepts or denies supervision.

In the Sending State Events field, select Case Closure Notification from the Sending State Events dropdown and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are three filter checkboxes: 'Assigned To', 'Zone', and 'Completed By', all of which are checked. Below this is a table with the following columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table contains five rows of tasks, with the last row highlighted in green and indicating a due date of 4/29, 10 days left. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events'. The 'Sending State Events' dropdown is currently set to 'Case Closure Notification'. A red box highlights the 'Create Event' button next to this dropdown.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			Due 4/29, 10 days left

When the user clicks the **Create Event** button, the Case Closure Notification task appears in the Case Tasks section.

The screenshot shows the 'Case Tasks - Carl Craft' interface after the 'Create Event' button was clicked. The 'Sending State Events' dropdown is now empty. A new task, 'Case Closure (1\*)', has been added to the table and is highlighted with a red box. This task is assigned to 'Shelby Craft' in the 'Boone County Probation' zone and has a due date of 4/25, 6 days left. Below the table, the 'Sending State Events' dropdown is now empty, and the 'Create Event' button is still visible.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (1*)	ICJO			Due 4/29, 10 days left
Case Closure (1*)	ICJO			Due 4/25, 6 days left
<b>IL</b> Case Closure Notification*	Shelby Craft	Boone County Probation		

When the user clicks the **plus sign** for the Case Closure Notification task, the section expands to enter the notification information. The user must enter the information related to this request in the required fields and click the **Save Case Closure Notification** button.

The screenshot shows a web application interface for entering Case Closure Notification information. The form is titled "Case Closure" and includes the following fields and options:

- Submission Date:** 04/19/2021
- Sending State:** Illinois
- Person Submitting Case Closure Notification:** Shelby Craft
- Juvenile Name:** Carl Craft
- Case Closure Notification Submitted By:** Illinois
- Supervision Status:** Parole
- Receiving State:** Ohio

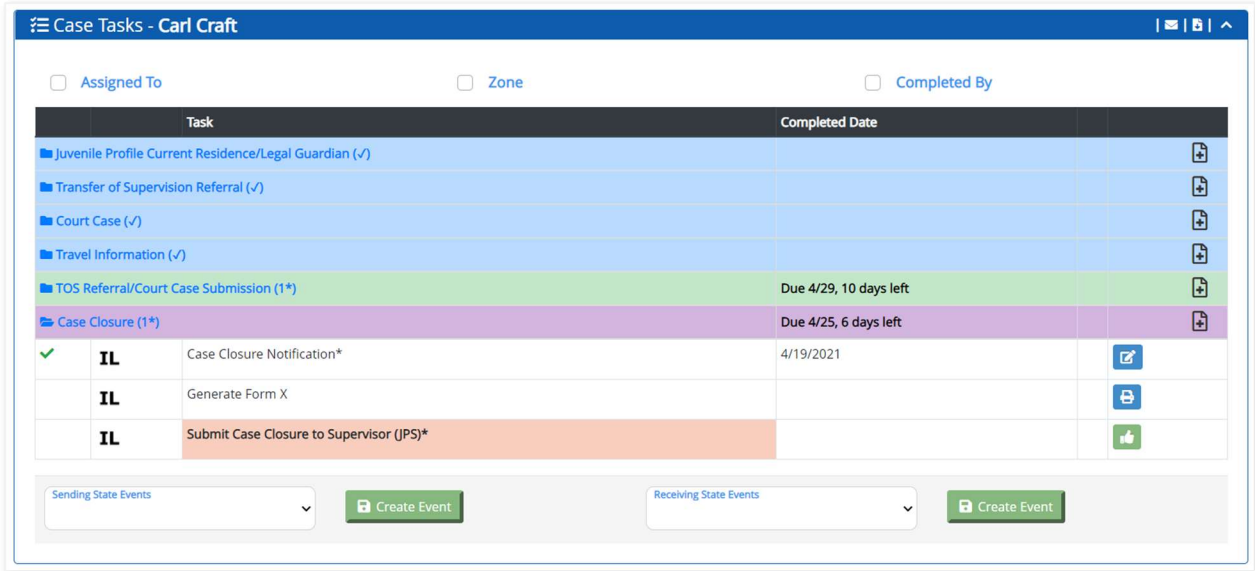
Below the form, there is a list of checkboxes for reasons for case closure:

- Adult sentence longer than juvenile sentence
- Case has expired
- Early discharge/termination from supervision granted by Sending State Jurisdiction
- Request for early discharge/termination from supervision granted by Receiving State
- Relocation Did Not Occur Within 90 Calendar Days
- Unable To Locate Juvenile
- Juvenile Has Escaped Absconded
- Juvenile Has Moved To Another State
- Juvenile Has Returned To The Sending State
- Juvenile admitted to a residential facility for a planned stay in excess of 90 calendar days
- Sole purpose of supervision is collecting restitution and/or court fines
- Other Or Additional Information

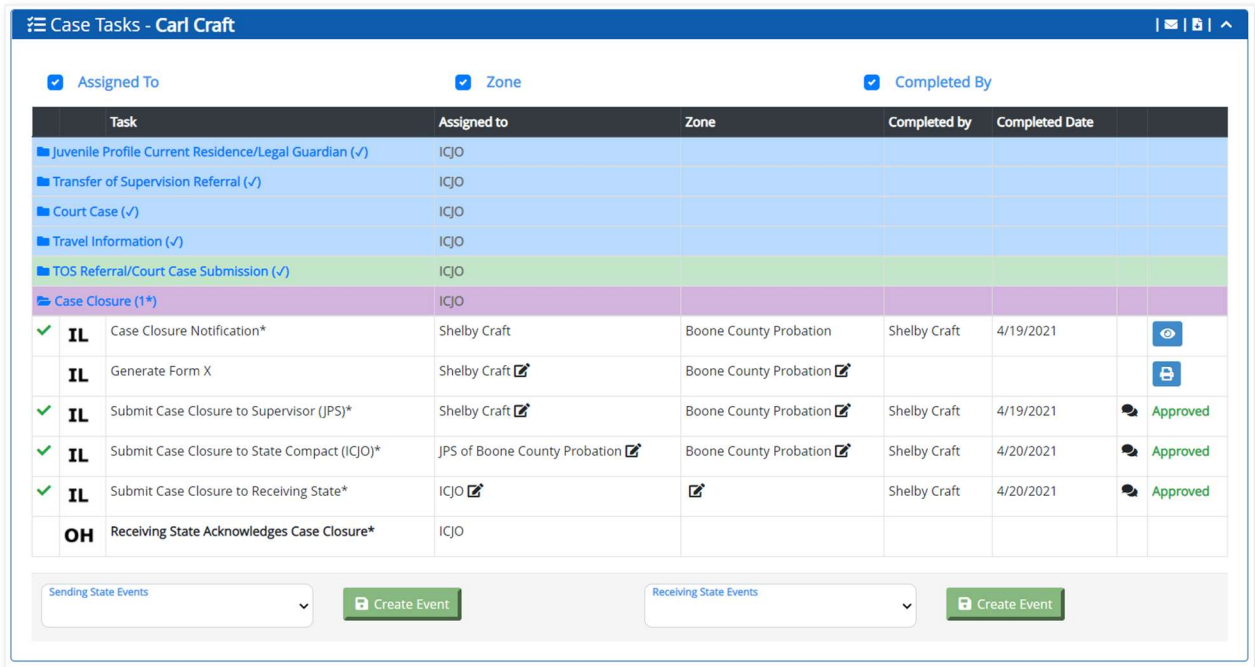
A red box highlights the "Save Case Closure" button at the bottom right of the form.

Based on the TOS case, the user may be required to generate additional forms.

When the user completes the Case Closure Notification and generates additional forms, the Submit Case Closure to Supervisor task appears.



The Sending State user must then complete the next submission steps to route the task to the JPS and ICJO before sending this request to the Receiving State.

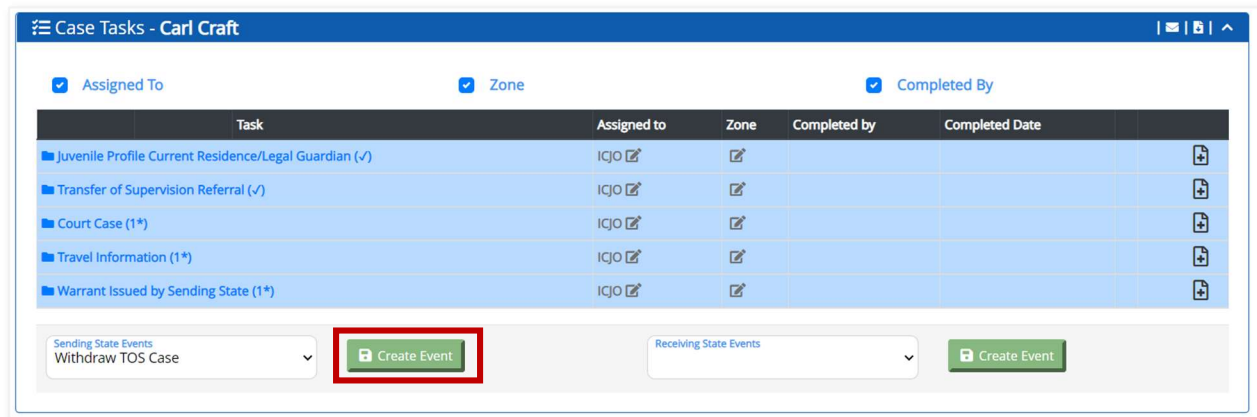


The Receiving State must acknowledge the Case Closure Notification to complete the event.

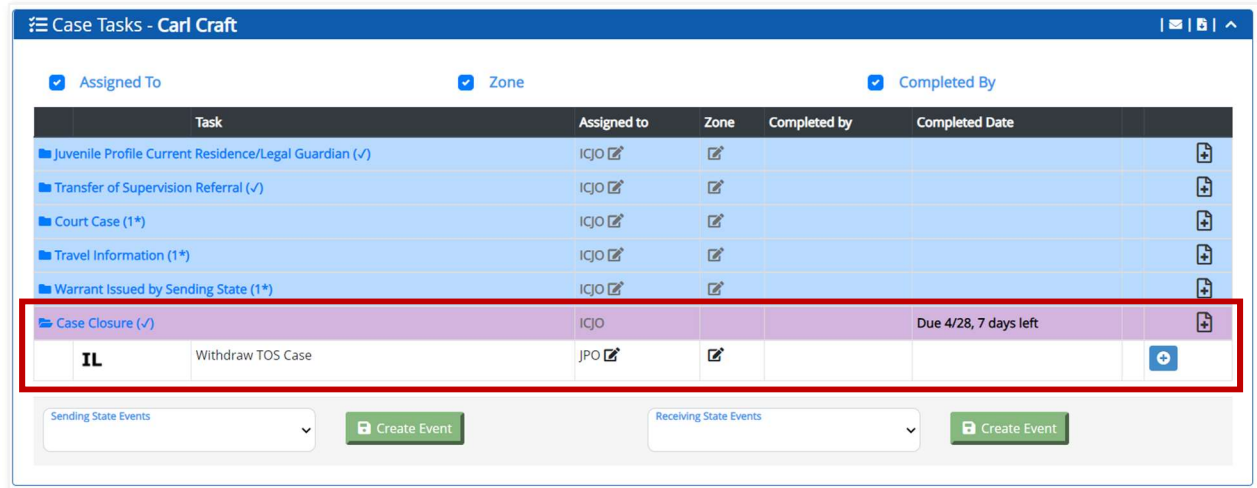
## Withdraw TOS Case

The user can select the Withdraw TOS Case event after submission of the TOS to the Receiving State but cannot select the event when the Case Status is Closed.

In the Sending State Events field, the user selects Withdraw TOS Case and clicks the **Create Event** button.



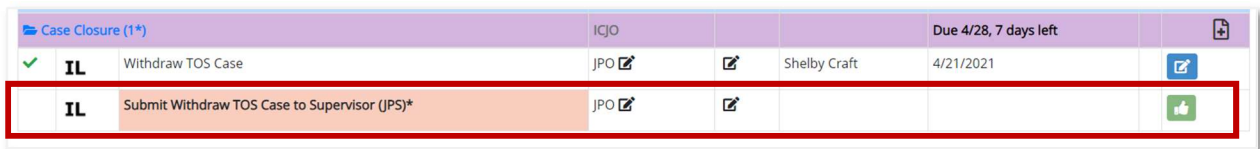
When the user clicks the **Create Event** button, the Case Closure task appears.



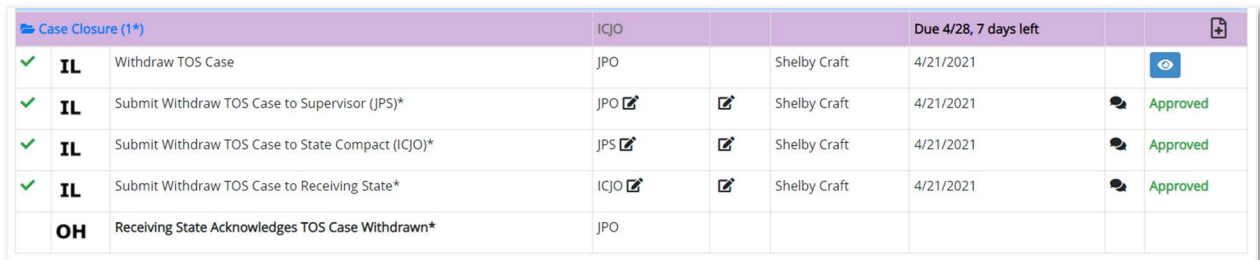
The user must click the **plus sign** to complete the Withdraw TOS Case task. When the user clicks the **plus sign**, the section expands and the Withdrawal section appears.



When the user enters the Reason Travel Case Withdrawn and clicks the **Save** button, the Withdrawal section collapses and the Submit Withdraw TOS Case to Supervisor (JPS) task appears.



The user must approve the Submit Withdraw TOS Case to Supervisor (JPS) task, Submit Withdraw TOS Case to State Compact (ICJO) task, and the Submit Withdraw TOS Case to Receiving State task.



When the user completes the tasks, the Receiving State Acknowledges TOS Case Withdrawn task appears. The Receiving State must complete the Receiving State Acknowledges TOS Case Withdrawn task. When the task is completed, the Case Status is Closed and the event is completed.

## Delete TOS Case

The user can select the Delete TOS Case event after the creation of the TOS case but the event is no longer available after submission of the TOS case to the Receiving State.

**Note:** For a Visit for Testing Residence before Transfer of Supervision, the Delete TOS Case event is no longer available after submission of the Travel Permit to the Receiving State.

In the Sending State Events field, select Delete TOS Case from the Sending State Events dropdown and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. It features a table with the following data:

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (1*)	ICJO			Due 5/7, 21 days left
Transfer of Supervision Referral (2*)	ICJO			Due 5/7, 21 days left
Court Case (4*)	ICJO			
<b>IL</b> Court Case Information*	Shelby Craft	Boone County Probation		
<b>IL</b> Petition And/Or Arrest Report*	Shelby Craft	Boone County Probation		
<b>IL</b> Order of Adjudication and Disposition*	Shelby Craft	Boone County Probation		
<b>IL</b> Conditions of Supervision*	Shelby Craft	Boone County Probation		

At the bottom, the 'Sending State Events' dropdown is set to 'Delete TOS Case', and the 'Create Event' button is highlighted with a red box.

When the user clicks the **Create Event** button, the Delete TOS Case task appears in the Case Tasks section.

Case Tasks - Carl Craft

Assigned To Zone Completed By

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (1*)	ICJO			Due 5/7, 21 days left	+
Transfer of Supervision Referral (2*)	ICJO			Due 5/7, 21 days left	+
Court Case (4*)	ICJO				+
<b>IL</b> Court Case Information*	Shelby Craft	Boone County Probation			+
<b>IL</b> Petition And/Or Arrest Report*	Shelby Craft	Boone County Probation			+
<b>IL</b> Order of Adjudication and Disposition*	Shelby Craft	Boone County Probation			+
<b>IL</b> Conditions of Supervision*	Shelby Craft	Boone County Probation			+
<b>IL</b> Delete TOS Case*	Shelby Craft	Boone County Probation			+
Delete TOS Case (1*)	ICJO				+

Sending State Events  Receiving State Events

When the user clicks the **Approve** button, the Approval Comment box displays. Enter a comment (not required) and click the **Approve** button.

Approval Comment

Approval Comment

When the user clicks the **Approve** button, the user is redirected to the Juvenile page with a confirmation message that the case no longer exists.




Home > Search > View Juvenile

That case no longer exists

### Edit Juvenile

#### Juvenile

##### Demographics

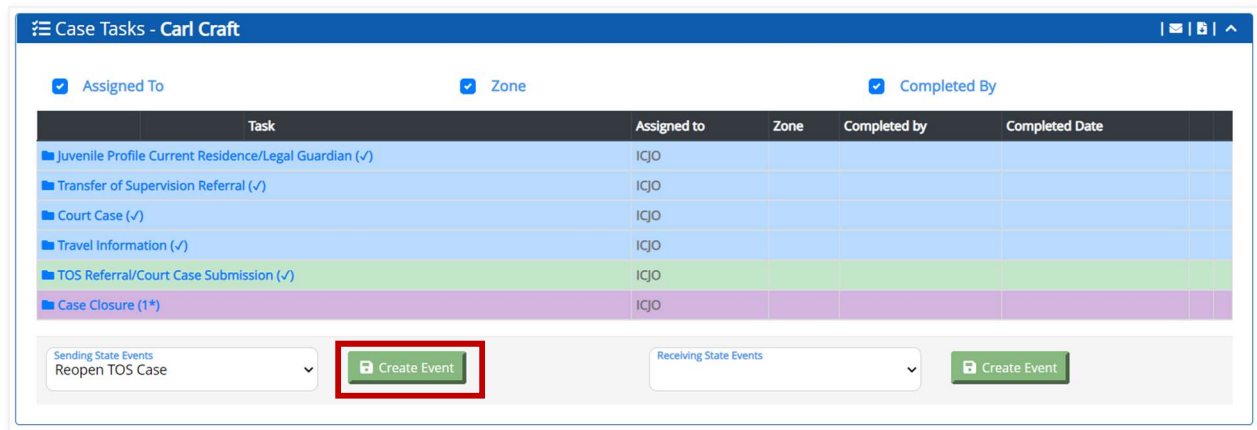
<b>First Name</b> Carl	<b>Middle Name</b>	<b>Last Name</b> Craft	<b>Name Suffix</b>
 Enlarge Add Remove 1 of 2	<b>Juvenile Number</b> CC210324-01	<b>Nickname</b>	<b>Gang Affiliation</b>
<b>Date Of Birth</b> 03/05/2005	<b>Sex</b> Male	<b>Current Age</b> 16 years old	<b>Primary Language</b>
<b>Race</b> Other, Specify	<b>Gender Identity</b>	<b>Specify (Race)</b> Biracial	<b>Marital Status</b>
<b>Weight In Pounds</b> 0	<b>Mobile Phone</b>	<b>Feet</b> 0	<b>Ethnicity</b>
<b>Hair Color</b>		<b>Inches</b> 0	<b>Eye Color</b>
<b>Email</b>			
<b>Juvenile Additional Information</b>			

## Reopen TOS Case

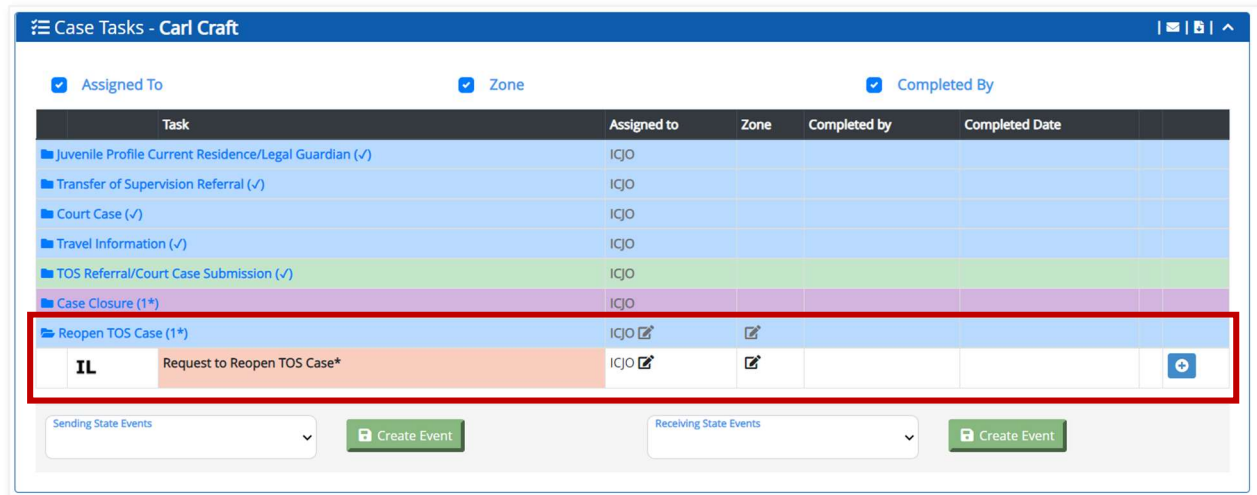
The user can select the Reopen TOS Case event when the Case Status is Closed but cannot select the event when the Case Status is Active.

**Note:** Only the ICJO can reopen a TOS case.

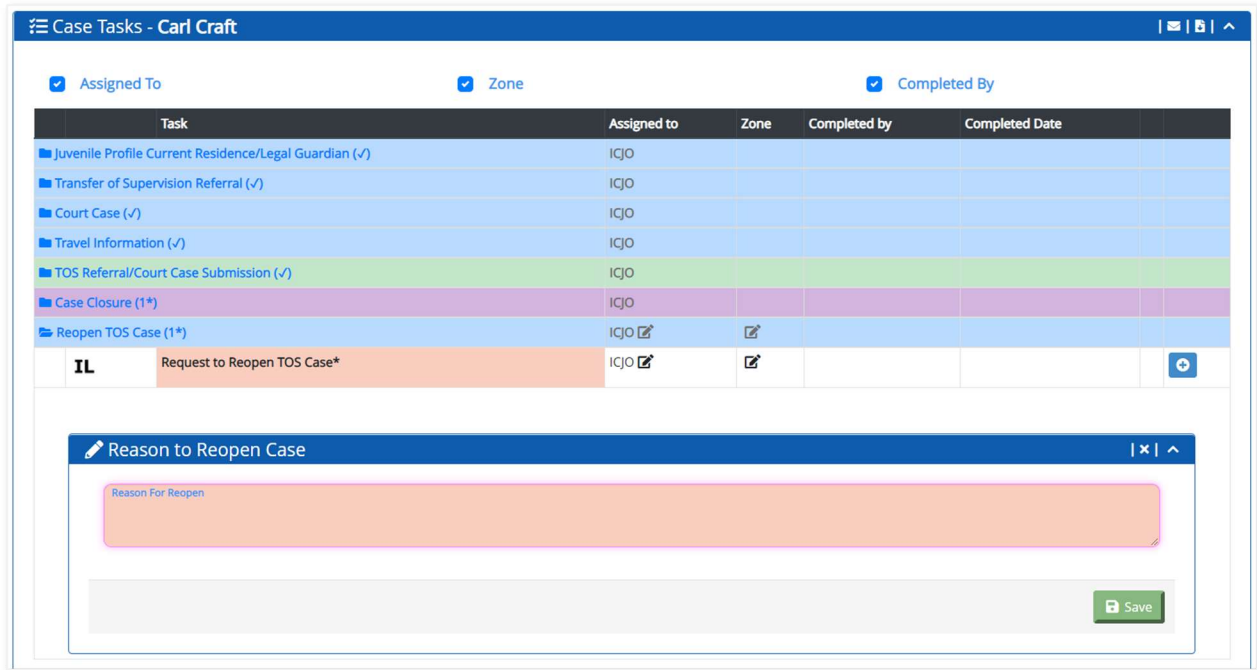
In the Sending State Events field, select Reopen TOS Case from the Sending State Events dropdown and clicks the **Create Event** button.



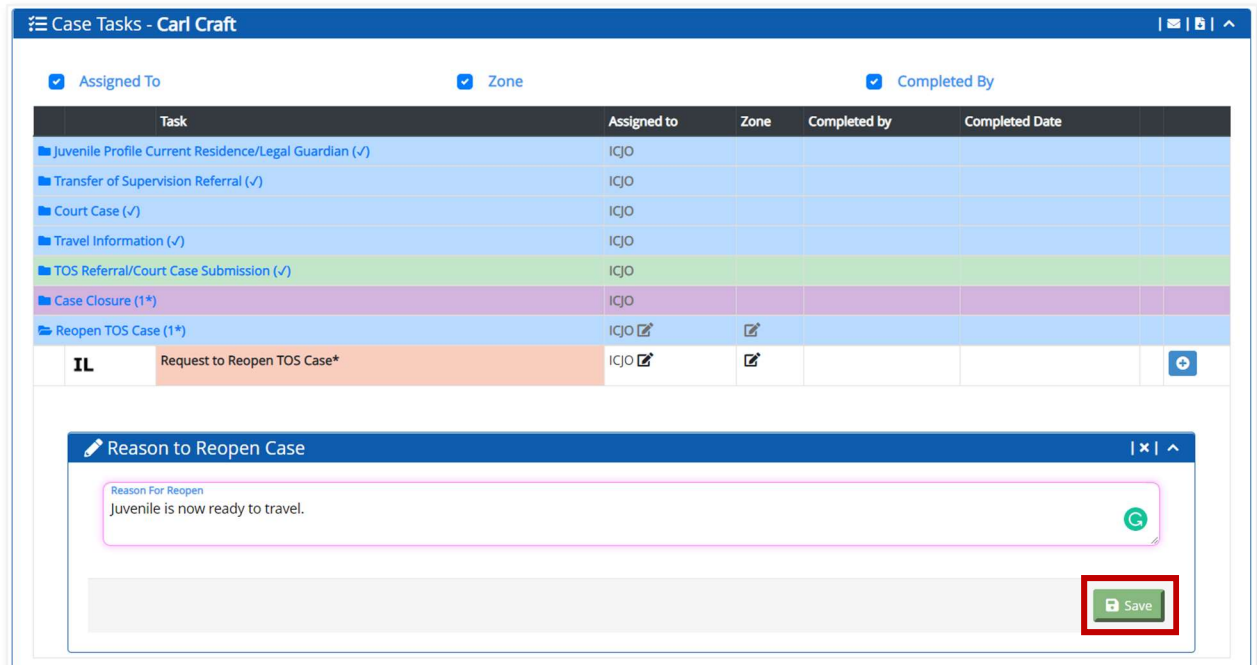
When the user clicks the **Create Event** button, the Request to Reopen TOS Case task appears in the Case Tasks section.



When the user clicks the plus sign for the Request to Reopen TOS Case task, the section expands to enter the reason to reopen.



The user must enter the information related to this request in the required field, and click the **Save** button.



When the user clicks the **Save** button, the Request to Reopen TOS section collapses, a green checkmark displays next to the Reason to Reopen Travel Case, and the Submit Request to Receiving State task appears.

When the Submit Request to Receiving State task is completed, the Receiving State Decision to Reopen TOS Case task appears.

If the Receiving State approves the request, a notification is sent to the Sending State and the Quarterly Progress Report (QPR) task appears for the Receiving State to complete the task within 90 calendar days.

If the Receiving State denies the request, a notification is sent to the Sending State, no further tasks are required, and the Case Status remains Closed.

## Receiving State Events

The user in the receiving state can add an event by selecting it in the Receiving State Events dropdown and clicking the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with columns 'Task' and 'Completed Date'. The table lists three task categories: 'Juvenile Profile Current Residence/Legal Guardian', 'Court Case', and 'Travel Information'. Each category has a sub-row with an 'IL' icon and a task name. At the bottom of the interface, there are two dropdown menus: 'Sending State Events' and 'Receiving State Events'. The 'Receiving State Events' dropdown is highlighted with a red box, and a 'Create Event' button is visible next to it.

Task	Completed Date
Juvenile Profile Current Residence/Legal Guardian JuvenileProfileCurrentResidenceLegalGuardianHeader 63681 (1*)	Due 4/30, 21 days left
IL Juvenile Profile (Current Residence/Legal Guardian)* JuvenileProfileCurrentResidenceLegalGuardian 63682	
Court Case CourtCaseTOS 63683 (1*)	
IL Court Case Information* CourtCaseInformationTOS 63684	
Travel Information TravelPermitHeaderTOS 63685 (1*)	
IL Travel Information* TravelPermitDataEntryTOS 63686	

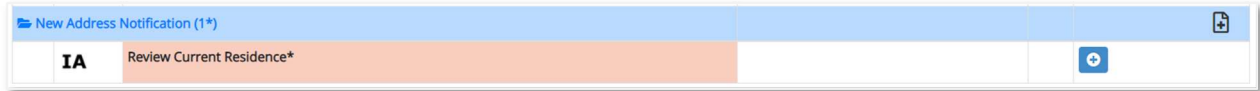
At the bottom of the interface, there are two dropdown menus: 'Sending State Events' and 'Receiving State Events'. The 'Receiving State Events' dropdown is highlighted with a red box, and a 'Create Event' button is visible next to it.

The list of events that appear in the Receiving State Events dropdown is conditional and will differ based on the Case Status and the current step in the case process. Some events may only be available for open cases, and a different set of events may be available after case closure.

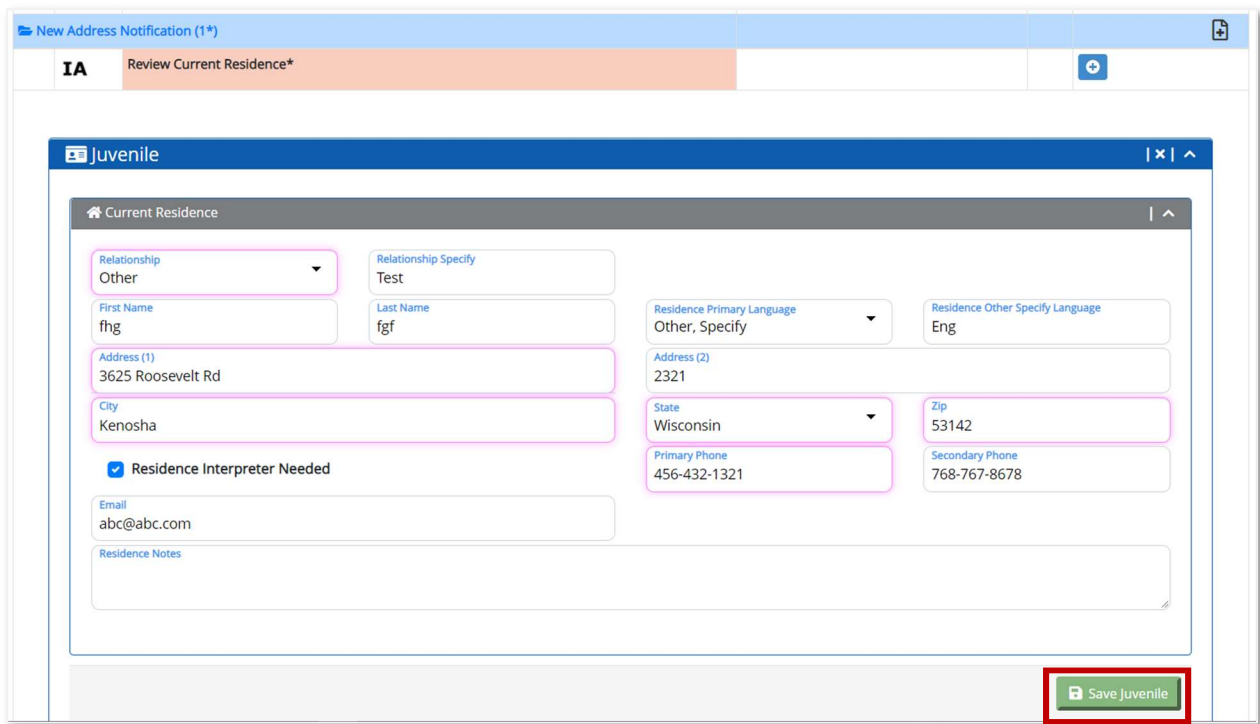
## New Address Notification

The user can select the New Address Notification task after the Receiving State submits a completed Home Evaluation and accepts supervision.

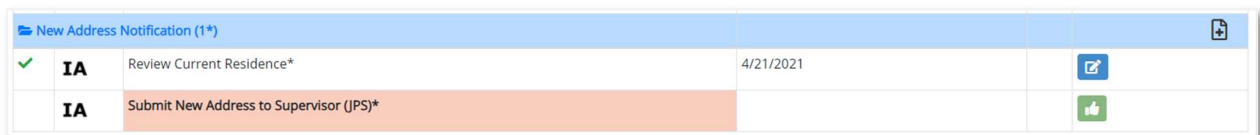
In the Receiving State Events field, select New Address Notification and click the **Create Event** button. When the user clicks the **Create Event** button, the New Address Notification task appears.



The user must click the **plus sign** to complete the Review Current Residence task. When the user clicks the **plus sign**, the Juvenile section appears. The user must review the information in the Juvenile section and click the **Save Juvenile** button.



Once the Review Current Residence task is completed, the Submit New Address to Supervisor (JPS) task appears.



The user must approve the Submit New Address to Supervisor (JPS), Submit New Address to State Compact (ICJO), and Submit New Address to Sending State tasks.

When the user completes the Submit New Address to Sending State task, the Sending State Acknowledges New Address task appears.

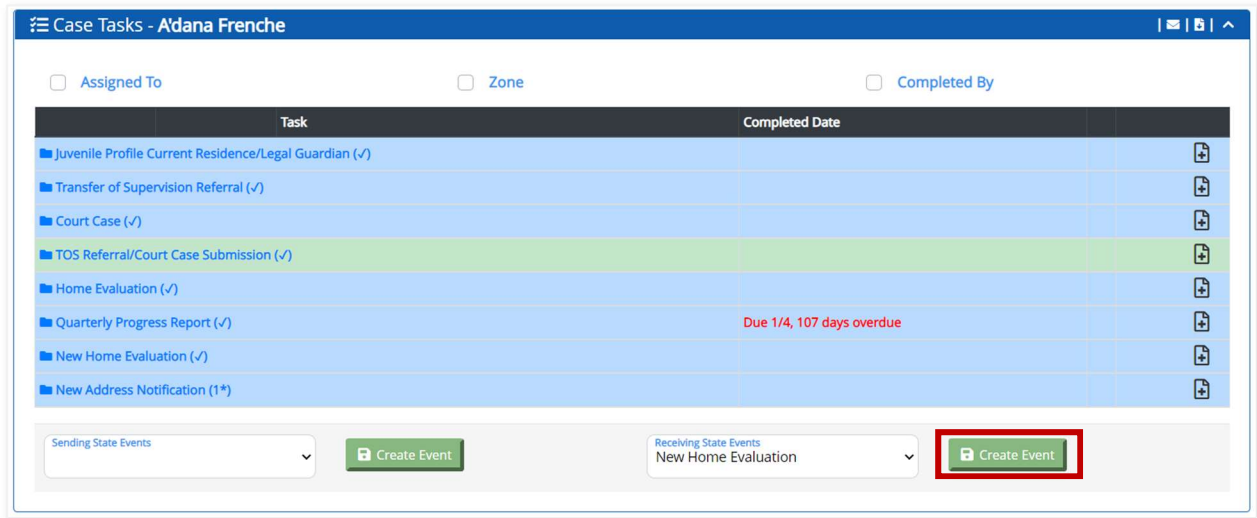
New Address Notification (1*)			
✓	IA	Review Current Residence*	4/21/2021
✓	IA	Submit New Address to Supervisor (JPS)*	4/21/2021
✓	IA	Submit New Address to State Compact (ICJO)*	4/21/2021
✓	IA	Submit New Address to Sending State*	4/21/2021
	NE	Sending State Acknowledges New Address*	

The Sending State must review and acknowledge the Sending State Acknowledges New Address task. When the user approves the task, the event is completed.

## New Home Evaluation

The user can select the New Home Evaluation event after the Receiving State accepts supervision.

In the Receiving State Events field, the user selects New Home Evaluation and clicks the **Create Event** button.



When the user clicks the **Create Event** button, the New Home Evaluation task appears. The user must click the **plus sign** to complete the Home Evaluation Information task.

When the user clicks the **plus sign**, the Home Evaluation section appears.



The user must enter information in the required (salmon-colored) fields and click the **Save Case File Home Evaluation** button.

When the Home Evaluation Information task is completed, the Generate Form VIII – Home Evaluation Report (optional) and Submit New Home Evaluation to Supervisor (JPS) tasks appear.

New Home Evaluation (✓)			
✓	IA	Home Evaluation Information NHE*	11/4/2020
	IA	Generate Form VIII - Home Evaluation Report	
✓	IA	Submit New Home Evaluation to Supervisor (JPS)*	11/4/2020

The user must approve the Submit New Home Evaluation to Supervisor (JPS), Submit New Home Evaluation to State Compact (ICJO), and Submit New Home Evaluation to Sending State tasks.

When the user approves the Submit New Home Evaluation to Sending State task, the Sending State Acknowledges New Home Evaluation task appears.

The Sending State must review and acknowledge the Sending State Acknowledges New Home Evaluation task. When the Sending State approves the task, the event is completed.

New Home Evaluation (✓)					
✓	IA	Home Evaluation Information NHE*	11/4/2020		
	IA	Generate Form VIII - Home Evaluation Report			
✓	IA	Submit New Home Evaluation to Supervisor (JPS)*	11/4/2020		Approved
✓	IA	Submit New Home Evaluation to State Compact (ICJO)*	11/4/2020		Approved
✓	IA	Submit New Home Evaluation to Sending State*	11/4/2020		Approved
✓	NE	Sending State Acknowledges New Home Evaluation*	11/4/2020		Approved

## Travel Permit – Visit to Sending State

The user can select the Travel Permit – Visit to Sending State event after the Receiving State submits a completed Home Evaluation and accepts supervision.

In the Receiving State Events field, select Travel Permit – Visit to Sending State and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with the following columns: 'Task', 'Completed Date', and a plus sign icon. The table contains the following tasks:

Task	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)		+
Transfer of Supervision Referral (✓)		+
Court Case (✓)		+
Travel Information (✓)		+
TOS Referral/Court Case Submission (✓)		+
Home Evaluation (✓)		+
Quarterly Progress Report (2*)	Due 7/18, 87 days left	+
Absconder Report Header (✓)	Due 8/3, 103 days left	+
Case Closure (1*)		+
Case Closure (1*)	Due 5/6, 14 days left	+
Failed Supervision (✓)		+
Travel Plan (1*)		+
Case Closure (1*)	Due 4/27, 5 days left	+

At the bottom of the interface, there are two dropdown menus and two 'Create Event' buttons. The 'Sending State Events' dropdown is set to 'Sending State Events'. The 'Receiving State Events' dropdown is set to 'Travel Permit – Visit to Sending State', and its corresponding 'Create Event' button is highlighted with a red box.

When the user clicks the **Create Event** button, the Travel Permit – Visit to Sending State task appears in the Case Tasks section.

The user must click the **plus sign** to complete the Review Current Residence task. When the user clicks the **plus sign**, the Juvenile section appears. The user must review the information in the Juvenile section and click the **Save Juvenile** button.

The screenshot shows a web application interface for reviewing current residence information. The main window is titled "Juvenile" and contains a sub-section titled "Current Residence". The form includes the following fields and values:

- Relationship: Father
- First Name: Carl
- Last Name: Craft
- Residence Primary Language: English
- Address (1): 3919 E Broad St
- Address (2):
- City: Columbus
- State: Ohio
- Zip: 43213
- Primary Phone: 614-555-5555
- Secondary Phone:
- Residence Interpreter Needed:
- Email:
- Residence Notes:

A green button labeled "Save Juvenile" is located at the bottom right of the form, highlighted with a red rectangular box.

The user must click the **plus sign** to complete the Travel Information task. When the user clicks the **plus sign**, the Travel Information section appears. The user must enter information in the required (salmon-colored) fields and click the **Save Travel Information** button.

When the user completes the Travel Information task, the Generate Form VII (optional), Upload Signed Form VII (optional), and the Submit Travel Information to Supervisor (JPS) task appears.

The user must approve the Submit Travel Information to Supervisor (JPS), Submit Travel Information to State Compact (ICJO), and Submit Travel Permit to Sending State tasks.

Travel Permit – Visit to Sending State (1*)				
✓	IL	Review Current Residence*	4/22/2021	
✓	IL	Travel Information*	4/22/2021	
	IL	Generate Form VII		
	IL	Upload Signed Form VII		
✓	IL	Submit Travel Information to Supervisor (JPS)*	4/22/2021	Approved
✓	IL	Submit Travel Information to State Compact (ICJO)*	4/22/2021	Approved
✓	IL	Submit Travel Information to Sending State*	4/22/2021	Approved
	IA	Sending State Acknowledges Travel Permit*		

The Sending State must review and acknowledge the Sending State Acknowledges Travel Permit task. When the Sending State approves the task, the event is completed.

## Request for Travel Approval

The user can select the Request for Travel Approval by Sending State event after the Receiving State accepts supervision and if the Sending State wishes to retain authority to approval travel permits option is checked in the Case Profile Section.

The screenshot shows a web application window titled "Transfer of Supervision Case File". The main content area is divided into several sections:

- Juvenile Profile Summary**: A header section.
- Case Profile**: Contains case details:
  - Case Number: CAK210425-014-AK210424-01
  - Case Status: Active
  - Case Type: Transfer of Supervision
  - Sending State: Alaska
  - Receiving State: Alabama
  - Date Case Opened: 4/24/2021
  - Date Case Closed: (empty)
  - Receiving State Officer Assigned User: (dropdown menu)
  - Receiving State Court Case File Number: (text input field)
  - Sending State Wishes To Retain Authority To Approve Travel Permits (checkbox, highlighted with a red box)
- Case Communications**: A section for communication logs.
- Case Documents**: A section for document uploads, with a filter set to "All".
- Case Notes**: A section for case notes, currently empty.

A "Save Case File" button is located at the bottom right of the interface.

In the Receiving State Events field, select Request Travel Approval by Sending State and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Request for Travel Approval by Sending State task appears.

The user must click the **plus sign** for the Proposed Travel Information task. When the user clicks the **plus sign**, the Travel Information section appears. When the user completes the required (salmon-colored) fields and clicks the **Save** button, the Submit Proposed Travel Information to Supervisor task appears.

The user must approve the Submit Proposed Travel Information to Supervisor (JPS), Submit Proposed Travel Information to State Compact (ICJO), and Submit Proposed Travel Information to Sending State tasks.

When the user completes the Submit Proposed Travel Information to Sending State task, the Sending State Response to Proposed Travel Task appears.

The Sending State must review and enter a response in the Proposed Travel Response field for the Sending State Response Proposed Travel task. If the user selects Denied in the Proposed Travel Response field, the Reason for Denial field appears.

When the Sending State completes the Sending State Response to Proposed Travel task, the Submit Response to Proposed Travel to Supervisor (JPS) task.

The Sending State must approve the Submit Response to Proposed Travel to Supervisor (JPS), Submit Response to Proposed Travel to State Compact (ICJO), and Submit Response to Proposed Travel to Receiving State tasks.

When the Sending State approves the Submit Response to Proposed Travel to Receiving State task, the Receiving State Acknowledges Response to Proposed Travel task appears.

When the Receiving State reviews and approves the Receiving State Acknowledges Response to Proposed Travel task, the event is completed.

## Absconder Report

The user can select the Absconder Report event after the Receiving State completes the home evaluation and accepts supervision.

In the Receiving State Events field, select Absconder Report from the Receiving State Events dropdown and click the **Create Event** button.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO			
Transfer of Supervision Referral (✓)	ICJO			
Court Case (✓)	ICJO			
Travel Information (✓)	ICJO			
TOS Referral/Court Case Submission (✓)	ICJO			
Home Evaluation (✓)	ICJO			
Quarterly Progress Report (2*)	ICJO			Due 7/18, 88 days left

Sending State Events: [Dropdown] Create Event

Receiving State Events: Absconder Report [Dropdown] **Create Event**

When the user clicks the **Create Event** button, the Absconder Report task appears in the Case Tasks section.

Absconder Report Header (2*)		Assigned to	Zone	Completed by	Completed Date	
IL	Absconder Report Review Current Residence*	JPO				+
IL	Absconder Report*	JPO				+
IL	Absconder Report Documentation	JPO				+

Sending State Events: [Dropdown] Create Event

Receiving State Events: [Dropdown] Create Event

The user must click the **plus sign** to complete the Absconder Report Review Current Residence task. When the user clicks the **plus sign**, the section expands and the Juvenile section appears.



The screenshot shows a web application interface for reviewing current residence information for a juvenile. The main window is titled 'Juvenile' and contains a sub-section titled 'Current Residence'. The form includes the following fields and controls:

- Relationship: Father (dropdown)
- First Name: Carl
- Last Name: Craft
- Residence Primary Language: English (dropdown)
- Address (1): 3919 E Broad St
- Address (2): (empty)
- City: Columbus
- State: Ohio (dropdown)
- Zip: 43213
- Primary Phone: 614-555-5555
- Secondary Phone: (empty)
- Residence Interpreter Needed
- Email: (empty)
- Residence Notes: (empty text area)

A green 'Save Juvenile' button is located at the bottom right of the form.

The user must review and/or make changes to the fields in the Juvenile section and click the **Save Juvenile** button.

The user must click the **plus sign** to complete the Absconder Report task. When the user clicks the **plus sign**, the section expands and the Absconder Report appears.

The screenshot shows the 'Absconder Report' form. The top bar includes the state 'IL' and the title 'Absconder Report\*'. The form itself has a blue header with a pencil icon and the title 'Absconder Report'. The main content area contains several fields: 'Supervising Agent Last Personal Contact With Juvenile' (date), 'Supervision Level' (text), 'Maximum Expiration Date' (9/24/2021), 'Date Of Last Attempted Home Visit' (date), 'Date Of Last Attempted Contact With School Or Employer' (date), and 'Date Of Last Attempted Contact With Known Family Members Or Collateral Contact' (date). Below these is a large text area for 'Details Regarding How Juvenile Determined to Be Absconder'. Further down are dropdown menus for 'Juvenile Reported To Law Enforcement As Missing Person' and 'Pending Charges in the RS', followed by another dropdown for 'Recommendation For Supervision' and a large text area for 'Reasoning For Recommendation'. At the bottom, there is a grid of fields for 'Completed By Officer' and 'Completed By Supervisor' with sub-fields for First Name, Last Name, Title, Review Date, and Compact Official First/Last Name and Date. A green 'Save Absconder Report' button is located at the bottom right of the form.

If the user selects Yes in the Juvenile Reported to Law Enforcement As Missing Person, the Name of Law Enforcement Agency and Incident # fields appear.

This close-up view shows the 'Juvenile Reported To Law Enforcement As Missing Person' dropdown menu set to 'Yes'. This selection has triggered the appearance of two additional fields: 'Name Of Law Enforcement Agency' and 'Incident Number'. Both of these fields are highlighted with red rectangular boxes. The 'Pending Charges in the RS' dropdown is also visible, and the 'Reasoning For Recommendation' text area is partially visible at the bottom.

The user must complete the required (salmon-colored) fields and click the **Save Absconder Report** button.

When the user completes the Review Current Residence and Absconder Report tasks, the Generate Form IX – Absconder Report (optional) and Submit Absconder Report to Supervisor (JPS) tasks appear.

The user must complete the Submit Absconder Report to Supervisor (JPS) task, Submit Absconder Report to State Compact (ICJO) task, and the Submit Absconder Report to Sending State task.

When the user completes the Submit Absconder Report to Sending State task, the Sending State Response to Absconder Report task appears.

Absconder Report Header (1*)		ICJO			Due 8/3, 104 days left		
✓	IL	Absconder Report Review Current Residence*	JPO		Shelby Craft	4/21/2021	
✓	IL	Absconder Report*	JPO		Shelby Craft	4/21/2021	
	IL	Generate Form IX-Absconder Report	JPO				
	IL	Absconder Report Documentation	JPO				
✓	IL	Submit Absconder Report to Supervisor (JPS)*	JPO		Shelby Craft	4/21/2021	Approved
✓	IL	Submit Absconder Report to State Compact (ICJO)*	JPS		Shelby Craft	4/21/2021	Approved
✓	IL	Submit Absconder Report to Sending State*	ICJO		Shelby Craft	4/21/2021	Approved
	IA	Sending State Response to Absconder Report ICJO*	JPO				

A 10-business day timer is triggered upon submission for the Sending State to complete the Response to Absconder Report task.

The Sending State must complete the Sending State Response to Absconder Report ICJO task. When the user clicks the **plus sign**, the Absconder Report section displays.

IA Sending State Response to Absconder Report ICJO\* JPO

Absconder Report

Warrant Issued

Sending State Response To Discharge Or Revocation Request

Sending State ICJO Action To Be Taken

Sending State ICJO Date Action Will Be Taken  
mm/dd/yyyy

Sending State ICJO Compact Official Name

Sending State ICJO Compact Official Date  
mm/dd/yyyy

Save Absconder Report

Two workflows are dependent on the user's selection in the Warrant Issued field.

## Pathway 1 – Warrant Issued

If a warrant was issued for the juvenile, the user selects Yes in the Warrant Issued field on the Absconder Report, completes the required (salmon-colored) fields, and clicks the **Save Absconder Report** button.

When the user clicks the **Save Absconder Report** button, the Absconder Report Warrant Information (optional) and Submit Absconder Response – Warrant Issued to Supervisor (JPS) task displays.

The user must complete the Submit Absconder Response – Warrant Issued to Supervisor (JPS), Submit Absconder Response – Warrant Issued to State Compact (ICJO), and Submit Absconder Response – Warrant Issued to Receiving State tasks.

When the user completes the Submit Absconder Response – Warrant Issued to Receiving State task, the Receiving State Acknowledges Warrant Issued by Sending State task appears.

Absconder Report Header (1*)		ICJO		Due 8/3, 104 days left	
✓ IL	Absconder Report Review Current Residence*	JPO		4/21/2021	
✓ IL	Absconder Report*	JPO		4/21/2021	
IL	Generate Form IX-Absconder Report	JPO			
IL	Absconder Report Documentation	JPO			
✓ IL	Submit Absconder Report to Supervisor (JPS)*	JPO		4/21/2021	Approved
✓ IL	Submit Absconder Report to State Compact (ICJO)*	JPS		4/21/2021	Approved
✓ IL	Submit Absconder Report to Sending State*	ICJO		4/21/2021	Approved
✓ IA	Sending State Response to Absconder Report ICJO*	JPO		4/21/2021	
IA	Absconder Report Warrant Information	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		
✓ IA	Submit Absconder Response – Warrant Issued to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Absconder Response – Warrant Issued to State Compact (ICJO)*	JPS of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Absconder Response – Warrant Issued to Receiving State*	ICJO		4/21/2021	Approved
IL	Receiving State Acknowledges Warrant Issued by Sending State*	ICJO			

The Receiving State must acknowledge the Receiving State Acknowledges Warrant Issued by Sending State task. When the Receiving State completes the task, the Case Closure Notification task appears.

✓	IL	Receiving State Acknowledges Warrant Issued by Sending State*	ICJO		Shelby Craft	4/21/2021	Approved
		Case Closure (1*)	ICJO				
	IL	Case Closure Notification*	JPO				

When the Case Closure Notification is completed, the Generate Form X task (optional) and the Submit Case Closure to Supervisor (JPS) task appears.

		Case Closure (1*)					
✓	IL	Case Closure Notification*		4/21/2021			
	IL	Generate Form X					
	IL	Submit Case Closure to Supervisor (JPS)*					

The user must complete the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Sending State tasks.

When the user completes the Submit Case Closure to Sending State task, the Sending State Acknowledges Case Closure task appears.

		Case Closure (1*)					
✓	IL	Case Closure Notification*		4/21/2021			
	IL	Generate Form X					
✓	IL	Submit Case Closure to Supervisor (JPS)*		4/21/2021		Approved	
✓	IL	Submit Case Closure to State Compact (ICJO)*		4/21/2021		Approved	
✓	IL	Submit Case Closure to Sending State*		4/21/2021		Approved	
	IA	Sending State Acknowledges Case Closure*					

The Sending State must acknowledge the Sending State Acknowledges Case Closure task. When the Sending State completes the task, the event is completed and the Case Status changes to Closed.

## Pathway 2 – Warrant Not Issued

If a warrant was not issued for the juvenile, the user selects No in the Warrant Issued field on the Absconder Report, completes the required (salmon-colored) fields, and clicks the **Save Absconder Report** button.

When the user clicks the **Save Absconder Report** button, the Submit Absconder Response to Supervisor (JPS) task displays.

Absconder Report Header 2 (1*)		ICJO		Due 8/4, 105 days left	
✓ IL	Absconder Report Review Current Residence*	JPO		4/21/2021	
✓ IL	Absconder Report*	JPO		4/21/2021	
IL	Generate Form IX-Absconder Report	JPO			
IL	Absconder Report Documentation	JPO			
✓ IL	Submit Absconder Report to Supervisor (JPS)*	JPO		4/21/2021	Approved
✓ IL	Submit Absconder Report to State Compact (ICJO)*	JPS		4/21/2021	Approved
✓ IL	Submit Absconder Report to Sending State*	ICJO		4/21/2021	Approved
✓ IA	Sending State Response to Absconder Report ICJO*	JPO		4/21/2021	
IA	Submit Absconder Response to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		

The user must complete the Submit Absconder Response to Supervisor (JPS), Submit Absconder Response to State Compact (ICJO), and Submit Absconder Response to Receiving State tasks.

When the user completes the Submit Absconder Response to Receiving State task, the Receiving State Acknowledges Response to Absconder Report task appears.

Absconder Report Header 2 (1*)			ICJO		Due 8/4, 105 days left	
✓	IL	Absconder Report Review Current Residence*	JPO		4/21/2021	
✓	IL	Absconder Report*	JPO		4/21/2021	
	IL	Generate Form IX-Absconder Report	JPO			
	IL	Absconder Report Documentation	JPO			
✓	IL	Submit Absconder Report to Supervisor (JPS)*	JPO		4/21/2021	Approved
✓	IL	Submit Absconder Report to State Compact (ICJO)*	JPS		4/21/2021	Approved
✓	IL	Submit Absconder Report to Sending State*	ICJO		4/21/2021	Approved
✓	IA	Sending State Response to Absconder Report ICJO*	JPO		4/21/2021	
✓	IA	Submit Absconder Response to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓	IA	Submit Absconder Response to State Compact (ICJO)*	JPS of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓	IA	Submit Absconder Response to Receiving State*	ICJO		4/21/2021	Approved
	IL	Receiving State Acknowledges Response to Absconder Report*	ICJO			

After 10 business days (calculated from the date of submission of Absconder Report to the Sending State), the Case Closure Notification task appears.

Case Closure 2 (1*)			Due 4/27, 6 days left	
	IL	Case Closure Notification*		

When the Case Closure Notification task is completed, the Generate Form X (optional) and the Submit Case Closure to Supervisor (JPS) task appears.

Case Closure 2 (1*)			Due 4/27, 6 days left	
✓	IL	Case Closure Notification*	4/21/2021	
	IL	Generate Form X		
	IL	Submit Case Closure to Supervisor (JPS)*		

The user must complete the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Sending State tasks.

When the user completes the Submit Case Closure to Sending State task, the Sending State Acknowledges Case Closure task appears.

Case Closure 2 (1*)			Due 4/27, 6 days left	
✓	IL	Case Closure Notification*	4/21/2021	
	IL	Generate Form X		
✓	IL	Submit Case Closure to Supervisor (JPS)*	4/21/2021	Approved
✓	IL	Submit Case Closure to State Compact (ICJO)*	4/21/2021	Approved
✓	IL	Submit Case Closure to Sending State*	4/21/2021	Approved
	IA	Sending State Acknowledges Case Closure*		

The Sending State must acknowledge the Sending State Acknowledges Case Closure task. When the Sending State completes the task, the event is completed and the Case Status changes to Closed.



## Withdraw Absconder Report

The user can select the Withdraw Absconder Report event after the Receiving State submits the Absconder Report to the Sending State.

In the Receiving State Events field, the user select selects the Withdraw Absconder Report event and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Withdraw Absconder Report task appears in the Case Tasks section.

The user must click the plus sign to complete the Withdraw Absconder Report task. When the user clicks the plus sign, the Withdraw Absconder Report section appears. The user completes the required (salmon-colored) fields.

When the user completes the required fields and clicks the **Save** button, the Submit Withdraw Absconder Report to Supervisor (JPS) task appears.

The user must approve the Withdraw Absconder Report to Supervisor (JPS), Submit Withdraw Absconder Report to State Compact (ICJO), and Submit Withdraw Absconder Report to Sending State tasks.

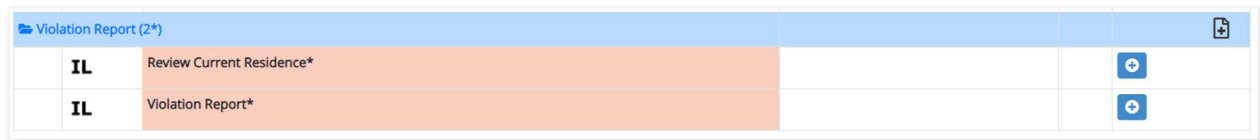
When the user approves the Submit Withdraw Absconder Report to Sending State task, the Sending State Acknowledges Absconder Report Withdrawn task appears.

The Sending State must review and acknowledge the Sending State Acknowledges Absconder Report Withdrawn task. When the Sending State approves the task, the event is completed.

## Violation Report

The user can select the Violation Report event after the Receiving State submits the completed Home Evaluation and accepts supervision.

When the user selects Violation Report in the Receiving State Events and clicks the **Create Event** button, the Violation Report task appears in the Case Tasks section.



The user must click the **plus sign** to complete the Current Residence task. When the user clicks the **plus sign** task, the Juvenile section appears. The user must review the Juvenile section and click the **Save Juvenile** button.

**Juvenile**

**Current Residence**

Relationship: Father

First Name: Carl

Last Name: Craft

Residence Primary Language: English

Address (1): 3919 E Broad St

Address (2):

City: Columbus

State: Ohio

Zip: 43213

Primary Phone: 614-555-5555

Secondary Phone:

Residence Interpreter Needed

Email:

Residence Notes:

**Save Juvenile**

The user must click the **plus sign** to complete the Violation Report task. When the user clicks the plus sign, the Violation Report section appears. The user must enter information in all required (salmon-colored fields).

If the user selects Yes in the Pending Charges in Receiving State and/or the Court Appearance fields, the Explanation of current legal situation, Date of new charges, and Status/Disposition of new charges fields appear.

When the user completes the Violation Report section and clicks the **Save Violation Report** button, the Generate Form IX – Violation Report (optional) and Submit Violation Report to Supervisor (JPS) tasks appear.

Violation Report (1*)				
✓	IL	Review Current Residence*	4/22/2021	
✓	IL	Violation Report*	4/22/2021	
	IL	Generate Form IX-Violation Report		
	IL	Violation Report Supporting Documentation		
	IL	Submit Violation Report to Supervisor (JPS)*		

The user must approve the Submit Violation Report to Supervisor (JPS), Submit Violation Report to State Compact (ICJO), and Submit Violation Report to Sending State tasks. When the user completes the Submit Violation Report to Sending State task, a 90 calendar day timer updates for the next QPR.

When the user completes the Submit Violation Report to Sending task, there are 3 workflows dependent on the user’s selection in the Supervision Recommendation field within the Violation Report.

## Pathway 1 – Request Revocation

---

When the user selects Request Revocation in the Supervision Recommendation field within the Violation Report, the Sending State Response to Violation Report task is triggered upon submission of the Violation Report to the Sending State. The 10 business day timer is triggered for completion of the task.

When the Sending State Response to Violation Report is completed, the Submit Violation Response to Supervisor (JPS) task appears.

The user must approve the Submit Violation Response to Supervisor (JPS), Submit Violation Response to State Compact (ICJO), and Submit Violation Response to Receiving State tasks.

When the user approves the Submit Violation Response to Receiving State task, the Receiving State Acknowledges Response to Violation Report task appears.

The Receiving State must review and acknowledge the Receiving State Acknowledges Response to Violation Report task. When the Receiving State approves the task, the event is completed.

## Pathway 2 – Supervision Recommendation – Request Discharge

---

When the user selects Request Discharge in the Supervision Recommendation field within the Violation Report, the Sending State Response to Violation Report task appears and the 10 business day timer is triggered for completion of the task.

When the Sending State Response to Violation Report is completed, the Submit Violation Response to Supervisor (JPS) task appears.

The user must approve the Submit Violation Response to Supervisor (JPS), Submit Violation Response to State Compact (ICJO), and Submit Violation Response to Receiving State tasks.

The Sending State must review and acknowledge the Sending State Response to Violation Report.

Violation Report (1*)		Due 5/2, 10 days left	
✓	IL	Review Current Residence*	4/22/2021
✓	IL	Violation Report*	4/22/2021
	IL	Generate Form IX-Violation Report	
	IL	Violation Report Supporting Documentation	
✓	IL	Submit Violation Report to Supervisor (JPS)*	4/22/2021
✓	IL	Submit Violation Report to State Compact (ICJO)*	4/22/2021
✓	IL	Submit Violation Report to Sending State*	4/22/2021
	IA	Sending State Response to Violation Report*	

The Sending State must click the **plus sign** to complete the Sending State Response to Violation Report task. When the user clicks the **plus sign**, the Violation Report appears.

**Violation Report**

Recommendation For Supervision  
Request Discharge

Reasoning For Recommendation  
fafaf

Sending State Discharge Request Decision

Sending State Response To Discharge Or Revocation Request

Action To Be Taken

Compact Official Name

Date Action Will Be Taken  
mm/dd/yyyy

Date  
mm/dd/yyyy

Save

The Sending State must complete the required (salmon-colored) fields in the Violation Report.

In the Violation Report, the user's selection in the Sending State Discharge Request Decision field determines the next task.

If the user selects Approved in the Sending State Discharge Request Decision field, the Sending State Response to Violation Report – Discharge Request Approved task appears.

- When the user clicks the **Save** button, the Submit Violation Report to Supervisor (JPS) task appears. Upon submission, notification is sent to the Receiving State and the Case Closure Notification task appears.
- The users must approve the Submit Violation Report to Supervisor (JPS), the Submit Violation Report to State Compact (ICJO), and Submit Violation Report to Sending State tasks.

- When the Submit Violation Report to Sending State task is completed, the Sending State Response to Violation Report task appears.
- The Sending State must review and acknowledge the Sending State Response to Violation Report task. When the Sending State approves the task, the Sending State can complete the Case Closure Notification task.
- When the Sending State completes the Case Closure Notification task, the Generate Form X (optional) and Submit Case Closure to Supervisor (JPS) task appears.
- The Sending State must approve the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Receiving State tasks.
- When the Submit Case Closure to Receiving State task is approved, the Receiving State Acknowledges Case Closure task appears. The Receiving State must review and acknowledge the Receiving State Acknowledges Case Closure task. When the task is approved, the event is completed and the Case Status is Closed.

If the user selects Pending in the Sending State Discharge Request Decision field, the Sending State Response to Violation Report – Discharge Request Pending task appears.

- When the Violation Report – Discharge Request Pending task is approved, the Receiving State Acknowledges Responses to Violation Report and Sending State Response to Discharge Request appear. A 60 calendar day timer is triggered for the Sending State Response to Discharge request to be completed. The timer is calculated from the submission date of the Violation Report.

When the Discharge Request Decision is saved as Accepted or Denied in the Sending State Response to Discharge Request task, the remaining tasks mirror Pathway 1 (accepted) or Pathway 3 (accepted).

## Pathway 3 – Supervision Recommendation – Continue Supervision

When the user selects Continued Supervision in the Supervision Recommendation field within the Violation Report, the Sending State Acknowledges Violation Report – Continue Supervision task appears.

The Sending State must review and acknowledge the Sending State Acknowledges Violation Report – Continue Supervision task. When the Sending State reviews and approves the task, the event is completed.

## Failed Supervision

The user can select the Failed Supervision event after the Receiving State completes the Home Evaluation and accepts supervision.

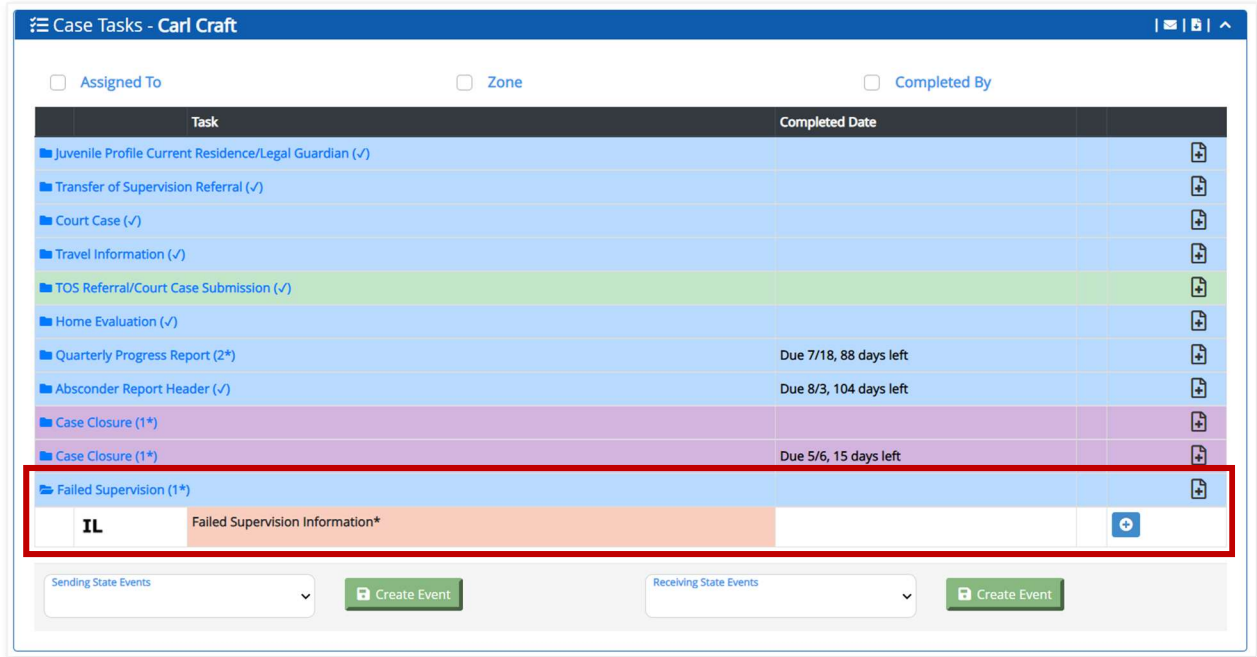
In the Receiving State Events field, the user selects Failed Supervision and clicks the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with the following data:

Task	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (✓)		
Transfer of Supervision Referral (✓)		
Court Case (✓)		
Travel Information (✓)		
TOS Referral/Court Case Submission (✓)		
Home Evaluation (✓)		
Quarterly Progress Report (2*)	Due 7/18, 88 days left	
Absconder Report Header (✓)	Due 8/3, 104 days left	
Case Closure (1*)		
Case Closure (1*)	Due 5/6, 15 days left	

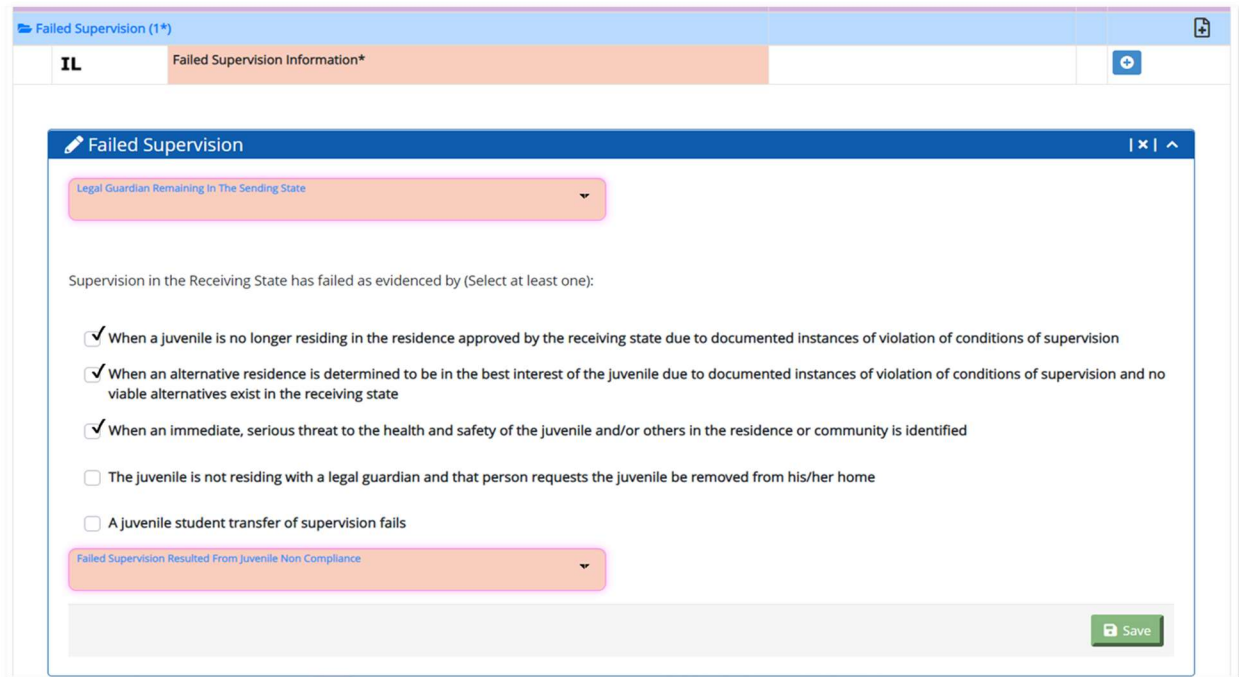
At the bottom of the interface, there are two 'Create Event' buttons. The left one is for 'Sending State Events' and the right one is for 'Receiving State Events Failed Supervision'.

When the user clicks the **Create Event** button, the Failed Supervision task appears in the Case Tasks section.



The user must click the **plus sign** to complete the Failed Supervision Information task. When the user clicks the **plus sign**, the Failed Supervision section displays.

The Legal Guardian Remaining in the Sending State dropdown only appears and is required if one of the first three checkboxes is selected.





The Juvenile Over Age Of Majority in Sending State dropdown only appears and is required if the selected entry in the Legal Guardian Remaining in the Sending State dropdown is No.

**Note:** If the user selects No in both the Legal Guardian Remaining in Sending State and Juvenile over age of majority in Sending State fields, an error message is received to advise the criteria for Failed Supervision is not met and direct the user to delete the Failed Supervision event and proceed to report the information to the Sending State by utilizing a QPR or Violation Report.

The user must select Yes or No in the Failed Supervision Resulted From Juvenile Non Compliance, and click the **Save** button.

If the user selects Yes in the Failed Supervision Resulted From Juvenile Non Compliance field, the Review Current Residence, Violation Report, and Failed Supervision Supporting Documentation tasks appear.

Failed Supervision (2*)				
✓	IL	Failed Supervision Information*	4/21/2021	
	IL	Review Current Residence*		
	IL	Violation Report*		
	IL	Failed Supervision Supporting Documentation		

**Note:** If the user selects No in the Failed Supervision Resulted From Juvenile Non Compliance field for the Failed Supervision task, the process follows the same sequence of tasks below except the QPR replaces the Violation Report.

The user must complete the Review Current Residence and Violation Report tasks. When the tasks are completed the Generate Form IX – Violation Report (optional) and Submit Failed Supervision to Supervisor (JPS) task displays.

Failed Supervision (1*)			
✓	IL	Failed Supervision Information*	4/21/2021
✓	IL	Review Current Residence*	4/21/2021
✓	IL	Violation Report*	4/21/2021
	IL	Generate Form IX-Violation Report	
	IL	Failed Supervision Supporting Documentation	
	IL	Submit Failed Supervision to Supervisor (JPS)*	

The user must complete the Submit Failed Supervision to Supervisor (JPS), Submit Failed Supervision to State Compact (ICJO), and Submit Failed Supervision to Sending State tasks.

When the Submit Failed Supervision to Sending State task is completed, the Sending State Acknowledge Failed Supervision, Travel Plan Notification, and Case Closure Notification tasks appear.

Failed Supervision (1*)			
✓	IL	Failed Supervision Information*	4/21/2021
✓	IL	Review Current Residence*	4/21/2021
✓	IL	Violation Report*	4/21/2021
	IL	Generate Form IX-Violation Report	
	IL	Failed Supervision Supporting Documentation	
✓	IL	Submit Failed Supervision to Supervisor (JPS)*	4/21/2021
✓	IL	Submit Failed Supervision to State Compact (ICJO)*	4/21/2021
✓	IL	Submit Failed Supervision to Sending State*	4/21/2021
	IA	Sending State Acknowledges Failed Supervision*	
Travel Plan (1*)			
	IA	Travel Plan Information*	
Case Closure (✓)			Due 4/27, 6 days left
	IA	Case Closure Notification will be available when Submit Travel Plan to Receiving State is completed	

**Note:** A 5 business day time is triggered when the user completes the Submit Failed Supervision to Sending State task. The user will not have the ability to edit data until the Sending State Acknowledge Failed Supervision and Travel Plan Information tasks are completed.

When the user completes the Travel Plan Information task, the Travel Plan Detail task appears. The Travel Plan Detail task is a collaborative task whereas both the Sending State and Receiving State can enter data.

When the user completes the Travel Plan Detail (optional) task, the Generate Final Travel Plan task appears. The user must then complete the Sending State Acknowledges Failed Supervision task. When the task is completed, the Submit Travel Plan to Supervisor (JPS) task appears.

The user must complete the Submit Travel Plan to Supervisor (JPS), Submit Travel Plan to State Compact (ICJO), and Submit Travel Plan to Receiving State tasks.

When the Submit Travel Plan to Receiving State task is completed, the Receiving State Confirms Travel Plan task appears and the Sending State can add data in the Case Closure Notification task.

Travel Plan (1*)		ICJO			
✓ IA	Travel Plan Information*	JPO		4/21/2021	
✓ IA	Travel Plan Detail	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	
IA	Generate Final Travel Plan	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		
✓ IA	Submit Travel Plan to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Travel Plan to State Compact (ICJO)*	JPS of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/21/2021	Approved
✓ IA	Submit Travel Plan to Receiving State*	ICJO		4/21/2021	Approved
IL	Receiving State Confirms Travel Plan*	JPO			
Case Closure (1*)		ICJO		Due 4/27, 6 days left	
IA	Case Closure Notification*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		

When the Sending State completes the Case Closure Notification task, the Generate Form X (optional) and Submit Case Closure to Supervisor (JPS) tasks appear.

The user must approve the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Receiving State tasks.

When the user completes the Submit Case Closure to Receiving State task, the Receiving State Acknowledges Case Closure task appears.

Case Closure (1*)				Due 4/27, 6 days left	
✓ IA	Case Closure Notification*		4/21/2021		
IA	Generate Form X				
✓ IA	Submit Case Closure to Supervisor (JPS)*		4/21/2021		Approved
✓ IA	Submit Case Closure to State Compact (ICJO)*		4/21/2021		Approved
✓ IA	Submit Case Closure to Receiving State*		4/21/2021		Approved
IL	Receiving State Acknowledges Case Closure*				

The Receiving State must review and approve the Receiving State Acknowledges Case Closure task. When the Receiving State approves the task, the event is completed.

## Withdraw Failed Supervision

The user can select the Failed Supervision event after the Receiving State submits a Failed Supervision to the Sending State.

In the Receiving State Events field, the user selects the Withdraw Failed Supervision event and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Withdraw Failed Supervision task appears in the Case Tasks section.

Failed Supervision (3*)			
✓	IA	Failed Supervision Information	10/30/2020
✓	IA	Review Current Residence FS	10/30/2020
✓	IA	Violation Report FS	10/30/2020
	IA	Generate Form IX-Violation Report FS*	
	IA	Failed Supervision Supporting Documentation FS	
	IA	Submit Failed Supervision to Supervisor (JPS)*	
	IA	Withdraw Failed Supervision*	

The user must click the **plus sign** to complete the Withdraw Failed Supervision task. When the user clicks the **plus sign**, the Failed Supervision section appears.

The user must complete the Reason Failed Supervision Withdrawn field and click the **Save** button. When the user clicks the **Save** button, the Submit Withdraw Failed Supervision to Supervisor (JPS) task appears.

The user must complete the Submit Withdraw Failed Supervision to Supervisor (JPS), Submit Withdraw Failed Supervision to State Compact (ICJO), and Submit Withdraw Failed Supervision to Sending State tasks.

When the user approves the Submit Withdraw Failed Supervision to Sending State task, the Sending State Acknowledges Failed Supervision Withdrawn task appears.

The Sending State must review and acknowledge the Sending State Acknowledges Failed Supervision Withdrawn task. When the Sending State approves the task, the event is completed.

## Case Closure Notification

The user can select the Case Closure Notification event after the Receiving State completes the home evaluation and accepts or denies supervision.

In the Receiving State Events field, select Case Closure Notification from the Receiving State Events dropdown and click the **Create Event** button.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below these is a table with the following data:

Task	Completed Date
Juvenile Profile Current Residence/Legal Guardian (✓)	
Transfer of Supervision Referral (✓)	
Court Case (✓)	
Travel Information (✓)	
TOS Referral/Court Case Submission (✓)	
Home Evaluation (✓)	
Quarterly Progress Report (2*)	Due 7/18, 88 days left
Absconder Report Header (✓)	Due 8/3, 104 days left
Case Closure (1*)	

At the bottom of the interface, there are two dropdown menus and two 'Create Event' buttons. The 'Receiving State Events' dropdown is set to 'Case Closure Notification', and the 'Create Event' button next to it is highlighted with a red box.

When the user clicks the **Create Event** button, the Case Closure Notification task appears in the Case Tasks section.

The user must click the **plus sign** to complete the Case Closure Notification task. When the user clicks the **plus sign**, the Case Closure section displays.

The user must complete the Case Closure section and click the **Save Case Closure** button.

When the user clicks the **Save Case Closure** button, the section collapses and the Generate Form X (optional) and Submit Case Closure to Supervisor (JPS) tasks display.

Case Closure (1*)		Due 4/27, 6 days left	
✓	IL	Case Closure Notification	4/21/2021
	IL	Generate Form X	
	IL	Submit Case Closure to Supervisor (JPS)*	

The user must approve the Submit Case Closure to Supervisor (JPS), Submit Case Closure to State Compact (ICJO), and Submit Case Closure to Sending State tasks.

When the user completes the Submit Case Closure to Sending State task, the Sending State Case Closure Notification task appears.



Case Closure (✓)			Due 4/27, 6 days left		
✓	IL	Case Closure Notification	4/21/2021		
	IL	Generate Form X			
✓	IL	Submit Case Closure to Supervisor (JPS)*	4/21/2021		Approved
✓	IL	Submit Case Closure to State Compact (ICJO)*	4/21/2021		Approved
✓	IL	Submit Case Closure to Sending State*	4/21/2021		Approved
	IA	Sending State Case Closure Notification			

**Note:** The 10 business day timer is triggered upon submission of Submit Case Closure to Sending State task.

The Sending State must review and approve/deny the Sending State Case Closure Notification task by the due date.

If the Sending State denies the Sending State Case Closure Notification task, the Sending State’s Reason for Denying Case Closure appears. The user must enter the reason, then click the **Save** button.

If the Sending State approves the Sending State Case Closure Notification task, the user clicks the **Save** button.

When the Sending State clicks the **Save** button after approval, the Submit Case Closure Response to Supervisor (JPS) task displays.

The user must approve the Submit Case Closure Response to Supervisor (JPS), Submit Case Closure Response to State Compact (ICJO), and Submit Case Closure Response to Receiving State tasks.

When the user completes the Submit Case Closure Response to Receiving State task, The Receiving State Acknowledge Case Closure Response task appears.

The Receiving State must review and acknowledge the Receiving State Acknowledges Case Closure Response task.

Case Closure (1*)		Due 5/6, 15 days left		
✓	IL	Case Closure Notification	4/21/2021	
	IL	Generate Form X		
✓	IL	Submit Case Closure to Supervisor (JPS)*	4/21/2021	Approved
✓	IL	Submit Case Closure to State Compact (ICJO)*	4/21/2021	Approved
✓	IL	Submit Case Closure to Sending State*	4/21/2021	Approved
✓	IA	Sending State Case Closure Notification	4/21/2021	
✓	IA	Submit Case Closure Response to Supervisor (JPS)*	4/21/2021	Approved
✓	IA	Submit Case Closure Response to State Compact (ICJO)*	4/21/2021	Approved
✓	IA	Submit Case Closure Response to Receiving State*	4/21/2021	Approved
	IL	Receiving State Acknowledges Case Closure Response*		

When the Receiving State completes the Receiving State Acknowledges Case Closure Response task, the event is completed.

**Note:** If the Case Closure Response is denied, the Case Status remains Active. If the Case Closure Response is accepted, the Case Status is Closed.

## Withdraw Case Closure

The user can select the Withdraw Case Closure task after the Receiving State submits the Case Closure task to the Sending State, but cannot select the event when the Case Status is Closed.

In the Receiving State Events field, the user selects the Withdraw Case Closure event and clicks the **Create Event** button. When the user clicks the **Create Event** button, the Withdraw Case Closure task appears.

The user must click the **plus sign** to complete the Withdraw Case Closure task. When the user clicks the **plus sign**, the Withdraw Case Closure section displays.

The user must complete the required (salmon-colored) fields and click the **Save** button. When the user clicks the **Save** button, the Submit Withdraw Case Closure to Supervisor (JPS) task appears.

The user must approve the Submit Withdraw Case Closure to Supervisor (JPS), Submit Withdraw Case Closure to State Compact (ICJO), and Submit Withdraw Case Closure to Sending State tasks.

When the user approves the Submit Withdraw Case Closure to Sending State task, the Sending State Acknowledges Case Closure Withdrawn task appears.

The Sending State must review and acknowledge the Sending State Acknowledges Case Closure Withdrawn task. When the Sending State approves the task, the event is completed.