



UNITY

Uniform Nationwide Interstate Tracking for Youth

UNITY ICJO/JPS/JPO User Manual

Return

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Acronyms

Acronyms	Description
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).

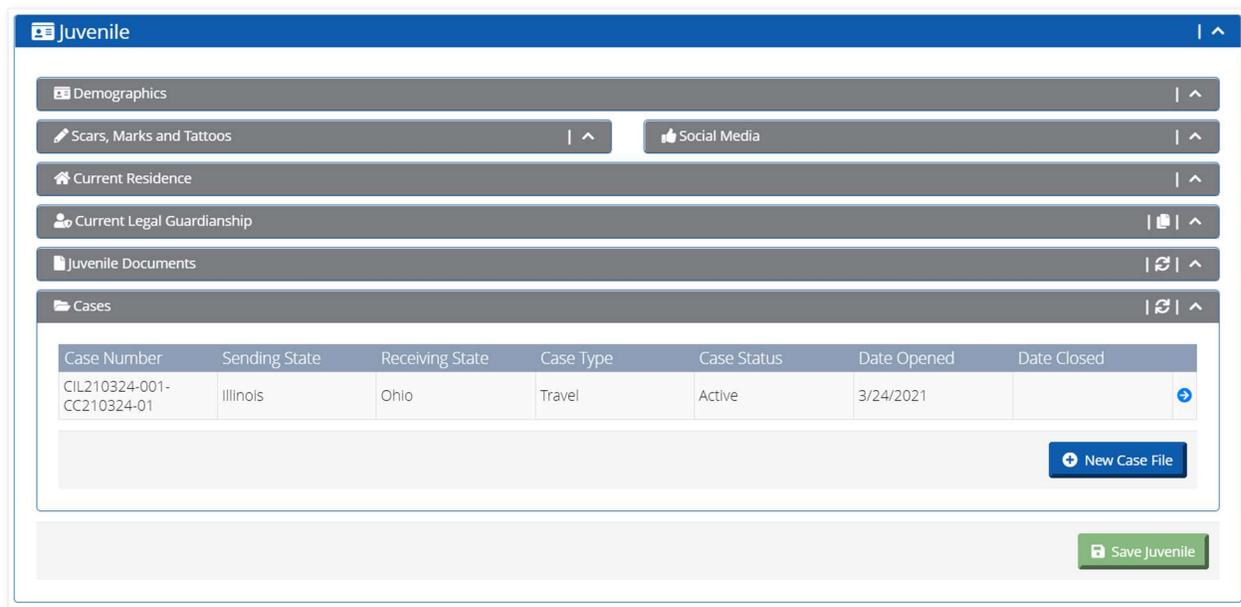
This manual is intended for State ICJO, JPS, and JPO users who are responsible for primary ICJ functions in the UNITY system. This document describes the process to create a Return case in UNITY and manage the workflows.

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.

Return

Introduction: In this chapter, the Return Case Type is discussed, starting from the creation of the new Return case to completing all Return Workflow steps.

The user can create a new Return case from the Juvenile page. On the Juvenile page, expand the Cases section.



In the Cases section, the user can enter a new case file or view current case information.

For a new juvenile, the Case section is blank. For an existing juvenile, the Cases section displays all current and past cases in UNITY. While all users have visibility over the number of cases a juvenile may have in UNITY, not all users can view the case details page. To view the case details, the user must belong to either the Sending or Receiving States or a State otherwise associated with the case file. All other users can view minimal information regarding the case such as Case Number, Case Type, Sending/Receiving State, and Date Opened/Closed from the Cases section.

Note: States that are not a party to the case cannot view the case details.

To create a new case, click the **New Case File** button.

Case Number	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed
CIL210324-001- CC210324-01	Illinois	Ohio	Travel	Active	3/24/2021	

When the user clicks the **New Case File** button, the New Case File page opens.

Create New Return Case

To create a new Return case in UNITY, the user must complete the fields on the New Case File page. The **Create New Return Case File** button appears only if the values entered in all the fields are valid for a Return Case.

In the **What type of process do you wish to initiate?** field, select Return from the dropdown.

The screenshot shows the 'New Case File' form in the UNITY system. The header includes the logo and name of the Interstate Commission for Juveniles, with the tagline 'Serving Juveniles While Protecting Communities'. Below the header is a navigation bar with 'Uniform Nationwide Interstate Tracking for Youth' and a user profile for 'Shelby Craft'. The main form area has a title 'New Case File' and a dropdown menu titled 'What type of process do you wish to initiate?'. The dropdown menu is open, showing options: 'Return', 'Travel', 'Transfer of Supervision', and 'Return'. The 'Return' option at the bottom of the list is highlighted with a red border. To the right of the dropdown is a field labeled 'Which State is the Home/Demanding State?'. At the bottom of the form is a dark blue bar with a help icon and the text '? Help'. The footer contains the text: 'Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 4/23/2021 4:22 PM'.

In the **Which State is the Holding State?** field, enter the state where the juvenile is being held.

This screenshot shows the same 'New Case File' form, but with the 'Which State is the Holding State?' dropdown menu open. The dropdown menu lists various states: Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, and Louisiana. The 'Return' option from the previous screenshot is no longer visible. The rest of the form, including the header, navigation bar, and footer, remains the same as in the previous screenshot.

In the **Which State is the Home/Demanding State?** field, enter the state to which the juvenile will be returned.

In the **What is the reason for the return case?** field, the user can select Juvenile has been apprehended or Request to Apprehend Juvenile from the dropdown.

The **Create New Return Case File** button will not display unless the values entered in all the fields are valid for a Return Case.

After entering all the fields with valid values, the **Create New Return Case File** button will be displayed

The screenshot shows a web form titled "New Case File" with a "Home" link in the top left. The form contains three dropdown menus and a button. The first dropdown menu is labeled "What type of process do you wish to initiate?" and has "Return" selected. The second dropdown menu is labeled "Which State is the Holding State?" and has "Iowa" selected. The third dropdown menu is labeled "Which State is the Home/Demanding State?" and has "Illinois" selected. The fourth dropdown menu is labeled "What is the reason for the return case?" and has "Juvenile has been apprehended" selected. At the bottom left of the form is a blue button with a plus icon and the text "Create New Return Case File".

Edit Case File

When the user clicks the Create New Return Case File button, the Edit Case File page opens. The Edit Case File has two sections: Return Case File and Case Tasks.

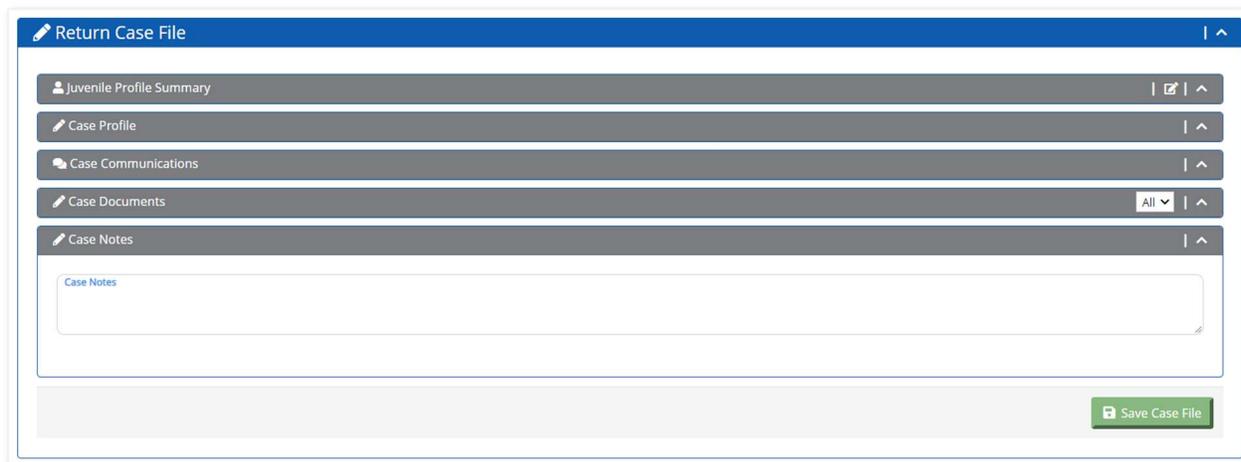
Note: When the Return case is created, the State Compact Office of the Holding State and Home/Demanding State receives an email notification and Alert.

Return Case File

The user should review the information in the Return Case File.

The Return Case File includes information entered during the creation of the juvenile and case communications. The sub-sections of the Return Case File include:

- Juvenile Profile Summary
- Case Profile
- Case Communications
- Case Documents
- Case Notes



The screenshot displays the 'Return Case File' interface. At the top, there is a blue header with the title 'Return Case File' and a back arrow. Below the header, there are five main sections, each with a dark grey header bar and a light grey content area:

- Juvenile Profile Summary:** Includes a user icon, a pencil icon, and a refresh icon.
- Case Profile:** Includes a pencil icon.
- Case Communications:** Includes a speech bubble icon.
- Case Documents:** Includes a pencil icon, a dropdown menu set to 'All', and a refresh icon.
- Case Notes:** Includes a pencil icon.

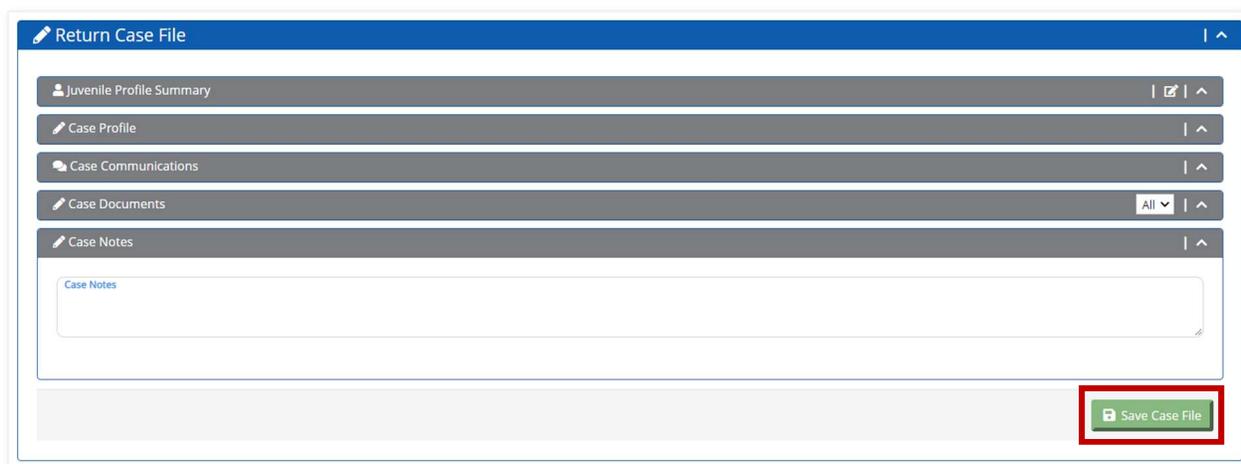
Below the 'Case Notes' section is a large text input area with a 'Case Notes' label. At the bottom right of the interface is a green button labeled 'Save Case File'.

Note: Each one of the sub-sections of the Return Case File section is described in detail in the Case chapter in the Case File section.

Review the details in the Juvenile Profile and Case Profile sub-sections and update as needed.

State ICJOs or one of the users that worked on the case can send messages related to the case using the Case Communications section. A JPS or JPO user can send communications across to the other State only if the State ICJO approves interstate communication for this case. This is explained more in detail in the Case chapter under Case File → Case Communications section.

Review all information and click the **Save Case File** button to save the Return Case File details.



This screenshot is identical to the one above, showing the 'Return Case File' interface. The only difference is that the 'Save Case File' button at the bottom right is highlighted with a red rectangular box.

Return Case Tasks

The Return Case Tasks section allows the user in the Holding State and Home/Demanding State to complete the sections that pertain to the Return case.

Some of the tasks in the Return Case Tasks section are assigned to both the Holding State and Home/Demanding State. The Holding State and Home/Demanding State must collaborate to complete the tasks and either state can enter information for these collaborative tasks. Either state can complete the dual-state tasks. If the task lists one state, that state must complete the task.

Task	Completed Date
Juvenile Profile Review Return (✓)	
IL / IA Demographics Review	
Return Case Details (3*)	
IL / IA Home/Demanding State Information*	
IL / IA Holding State Information*	
IL / IA Pertinent Return Information	
IA Form III Court Hearing Information*	
IL / IA Warrant Information Return	
IL / IA NCIC Information Return	

Home/Demanding State Events

Holding State Events

Note: Both State Compact Offices should be in frequent communication regarding the Return case. The user can use the Case Communications sub-section in the Return Case File section to communicate.

The screenshot shows a web application window titled "Return Case File". It contains several sections:

- Juvenile Profile Summary**: A header bar with a plus sign and an upward arrow.
- Case Profile**: A header bar with an upward arrow.
- Case Communications**: A header bar with an upward arrow. Below it are two checkboxes:
 - Sending State ICJO Approves Interstate Communication
 - Receiving State Approves Interstate Communication
- Message Summary**: A header bar with a plus sign, a refresh icon, and an upward arrow. Below it is a "New Message" window with a text input field and a green "Send" button.

Text below the checkboxes: "Neither side allows communication for JPO(s) and JPS(s). JPO(s) and JPS(s) will only see messages from people within your agency. ICJO(s) will **always** be able to see all messages from other ICJO(s)."

Dual-State Tasks

This section describes the tasks that the Holding State or Home/Demanding State can complete as part of the Return case process.

The Holding State or Home/Demanding State user must click the **plus sign** to review the Demographics Review task. When the user clicks the **plus sign**, the Demographics Review section displays.

The information in the Demographics Review section is auto-populated with the information from the Juvenile Profile. The user can review and update the information (if needed) and click the **Save Juvenile Demographics** button.

The screenshot shows a task list table with columns "Task" and "Completed Date". The first row is "Juvenile Profile Review Return (✓)". The second row is "IL / IA Demographics Review" with a plus sign icon in the "Completed Date" column.

Below the table is a "Demographics Review" window with the following fields:

- Weight In Pounds: 0
- Feet: 0
- Inches: 0
- Eye Color: Hazel (dropdown menu)
- Hair Color: Brown (dropdown menu)

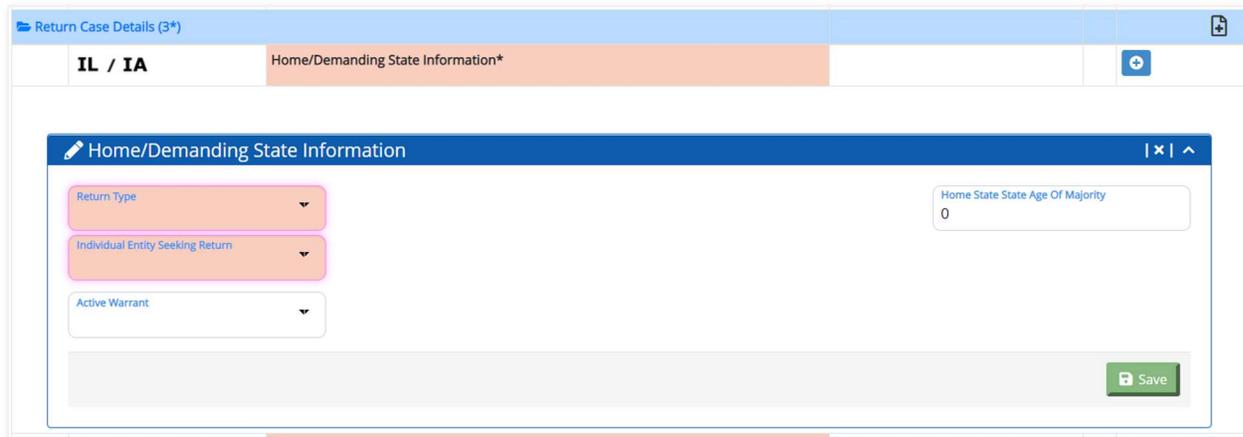
Text below the fields: "If the juvenile's scars, marks and tattoos have changed, please update them in the Juvenile's profile"

At the bottom right is a green button: "Save Juvenile Demographics"

Note: The information in the Demographics Review section will populate Form III. If the fields are left blank, the bottom of Form III will be blank.

The next task is the Home/Demanding State Information task. The Holding State or Home/Demanding State user must click the **plus sign** to complete the Home/Demanding State task. When the user clicks the plus sign, the section expands and the Home/Demanding State Information section appears.

The user must enter information in the required (salmon-colored) fields.



The screenshot shows a web application interface for "Return Case Details (3*)". The main header is "IL / IA" and the sub-header is "Home/Demanding State Information*". Below this, a blue bar contains a pencil icon and the text "Home/Demanding State Information". The form contains several fields: "Return Type" (dropdown menu), "Individual Entity Seeking Return" (dropdown menu), "Active Warrant" (dropdown menu), and "Home State State Age Of Majority" (text input field with value "0"). A green "Save" button is located at the bottom right of the form.

In the Return Type field, the user can indicate if the juvenile is an absconder, accused delinquent, accused status offender, escapee, or runaway. If the Return Type is Absconder, the Supervision Status and Sex Related Offense fields appear.



This screenshot shows the same form as above, but with the "Return Type" dropdown menu set to "Absconder". This action has triggered the appearance of two additional salmon-colored fields: "Supervision Status" and "Sex Related Offense", both of which are dropdown menus. These two fields are highlighted with a red rectangular box. The "Home State State Age Of Majority" field still contains the value "0". The "Save" button remains at the bottom right.

If the Return Type is Accused Delinquent or Escapee, the Sex Related Offense field appears.

Return Case Details (3*)

IL / IA Home/Demanding State Information*

Home/Demanding State Information

Return Type: Accused Delinquent

Sex Related Offense

Home State State Age Of Majority: 0

Individual Entity Seeking Return

Active Warrant

Save

In the Individual Entity Seeking Return, the user can indicate if the Legal Guardian, Custodial Agency, Demanding Court, or Demanding Agency is seeking a return of the juvenile. When the user selects the Individual Entity Seeking Return, the section expands for the user to enter the information.

Home/Demanding State Information

Return Type: Runaway

Home State State Age Of Majority: 0

Individual Entity Seeking Return: Legal Guardian

Legal Guardian

Legal Guardian First Name

Legal Guardian Last Name

Legal Guardian Primary Phone

Legal Guardian Address 1

Legal Guardian Address 2

Legal Guardian City

Legal Guardian State

Legal Guardian Zip

Active Warrant

Save

The Legal Guardian information will be pre-populated from the Juvenile record if available on the Juvenile page.

Juvenile

Demographics | ^

Scars, Marks and Tattoos | ^ Social Media | ^

Current Residence | ^

Current Legal Guardianship | ^

Legal Guardianship: Legal Guardian

Legal Guardian Relationship: Father

Legal Guardian First Name: Robert Legal Guardian Last Name: Patton

Legal Guardian Primary Language: [Dropdown]

Legal Guardian Address (1): [Text Field] Legal Guardian Address (2): [Text Field]

Legal Guardian City: [Text Field] Legal Guardian State: Ohio Legal Guardian Zip: 54555-4354

Legal Guardian Primary Phone: 769-857-9857 Legal Guardian Secondary Phone: 343-543-5464

Legal Guardian Email: [Text Field]

Legal Guardian Notes: [Text Area]

The user can enter information in the Active Warrant and Home State State Age of Majority fields.

Home/Demanding State Information | ^

Return Type: Runaway

Individual Entity Seeking Return: Legal Guardian

Home State State Age Of Majority: 0

Legal Guardian | ^

Legal Guardian First Name: [Text Field] Legal Guardian Last Name: [Text Field] Legal Guardian Primary Phone: [Text Field]

Legal Guardian Address 1: [Text Field] Legal Guardian Address 2: [Text Field]

Legal Guardian City: [Text Field] Legal Guardian State: [Dropdown] Legal Guardian Zip: [Text Field]

Active Warrant: [Dropdown]

Save

If the user enters Yes in the Active Warrant field, the Issuing Court Jurisdiction and Warrant Entered into NCIC fields appear.

Home/Demanding State Information

Return Type: Runaway

Individual Entity Seeking Return: Legal Guardian

Home State State Age Of Majority: 0

Legal Guardian

Legal Guardian First Name: Bob

Legal Guardian Last Name: Smith

Legal Guardian Primary Phone: 888-888-8888

Legal Guardian Address 1: 4585 E. High St

Legal Guardian Address 2:

Legal Guardian City: Chicago

Legal Guardian State: Illinois

Legal Guardian Zip:

Active Warrant: Yes

Issuing Court Jurisdiction

Warrant Entered into NCIC

Save

When all the required information is entered, the user can click the **Save** button.

Note: If the user does not know the information to complete the Home/Demanding State Information section, the user can send a Case Communication to the user in the opposing state and ask the user to add the required information.

The Holding State or Home/Demanding State user can click the **plus sign** to complete the Holding State Information task. When the user clicks the **plus sign**, the section expands and the Holding State Information section appears.

The information entered by the user is used to populate Form III. The user must enter information in the required (salmon-colored) fields.

IL / IA Holding State Information*

Holding State Information

Charges Pending in Holding State

Details Of Apprehension

Judge / Court Name Holding State Court Of Jurisdiction Holding State County Of Jurisdiction Attorney Name

Attorney Type Home State State Age Of Majority Clothing (including shoes)

Holding State Current Location

Current Location Type Current Location First Name Current Location Last Name

Current Location Address 1 Current Location Address 2

Current Location City Current Location State Current Location Zip Current Location Primary Phone

Current Location Airport Code

Save

The user must enter information in the Charges Pending in Holding State field. If the user selects Yes, the Alleged Offense field appears.

IL / IA Holding State Information*

Holding State Information

Charges Pending in Holding State Alleged Offenses Outcome Of New Charges

Details Of Apprehension

Judge / Court Name Holding State Court Of Jurisdiction Holding State County Of Jurisdiction Attorney Name

Attorney Type Home State State Age Of Majority Clothing (including shoes)

Holding State Current Location

Current Location Type Current Location First Name Current Location Last Name

Current Location Address 1 Current Location Address 2

Current Location City Current Location State Current Location Zip Current Location Primary Phone

Current Location Airport Code

Save

The user must enter information in the Current Location Type field. If the user selects Facility, the Current Location Facility Name field appears.

The screenshot displays a web form titled "Holding State Information" with a sub-section "Holding State Current Location". The form includes several input fields and dropdown menus. The "Current Location Type" dropdown is set to "Facility", and the "Current Location Facility Name" field is highlighted with a red box. Other fields include "Charges Pending In Holding State", "Details Of Apprehension", "Judge / Court Name", "Holding State Court Of Jurisdiction" (Iowa City Clerk of Court), "Holding State County Of Jurisdiction" (Des Moines), "Attorney Name", "Attorney Type", "Home State State Age Of Majority" (0), "Clothing (including shoes)", "Current Location First Name", "Current Location Last Name", "Current Location Address 1", "Current Location Address 2", "Current Location City", "Current Location State" (Iowa), "Current Location Zip", "Current Location Primary Phone", and "Current Location Airport Code". A "Save" button is located at the bottom right of the form.

When all required and additional information, if any, is entered, the user clicks the **Save** button.

The Holding State or Home/Demanding State user can click the plus sign to complete the Pertinent Return Information (optional). When the user clicks the plus sign, the section expands and the Pertinent Return Information section appears.

The screenshot shows a web application interface for entering case information. At the top, there is a header with 'IL / IA' and 'Pertinent Return Information'. Below this is a main form area with a blue title bar 'Pertinent Return Information'. Inside this form, there are two stacked panels. The first panel is titled 'Abuse/Neglect Alleged' and contains a dropdown menu with 'Abuse Neglect Alleged' selected. The second panel is titled 'Human Trafficking' and contains a dropdown menu with 'Human Trafficking' selected. Below these panels is a text area labeled 'Other Pertinent Juvenile Info'. At the bottom right of the form, there is a green 'Save' button.

In the Pertinent Return Information section, the user can indicate if abuse or neglect are alleged and if the juvenile is a victim of human trafficking. To record Human Trafficking and Abuse/Neglect information throughout the case, the Pertinent Return Information section remains editable until case closure.

The user can enter any additional information and click the **Save** button.

Holding State Task – Complete Form III

When the Holding State or the Home/Demanding State completes the Dual-State tasks, the Holding State must complete the Form III Court Hearing Information and Generate Juvenile Rights Form task.

The user can click **plus sign** to complete the Court Date field on the Form III Court Hearing Information. When the user clicks the **plus sign**, the section expands and the Court Hearing Information section appears.

The user must enter information in the Court Date field and click the **Save** button.

After the user clicks the **Save** button, the user can send the Home/Demanding State a message regarding the hearing date using Case Communications.

The user can then generate the Juvenile Rights Form and Form III for the court hearing. Form both tasks, the user can select the **Print** icon to generate the forms. After the user selects the **Print** icon, the user can select the **View Generated Document** icon to open and print the form.

	Task	Completed Date	
	Juvenile Profile Review Return (✓)		
✓	IL / IA Demographics Review	4/23/2021	
	Return Case Details (1*)		
✓	IL / IA Home/Demanding State Information*	4/23/2021	
✓	IL / IA Holding State Information*	4/23/2021	
✓	IL / IA Pertinent Return Information	4/23/2021	
	IA Form III Court Hearing Information*		
✓	IA Generate Form III	4/23/2021	
	IA Generate Juvenile Rights Form		
	IL / IA Warrant Information Return		
	IL / IA NCIC Information Return		

The user can also email the forms by selecting the **Email Generated Document** to email the form directly from UNITY to the local officer.

	Task	Completed Date	
Juvenile Profile Review Return (✓)			
✓	IL / IA Demographics Review	4/23/2021	
Return Case Details (1*)			
✓	IL / IA Home/Demanding State Information*	4/23/2021	
✓	IL / IA Holding State Information*	4/23/2021	
✓	IL / IA Pertinent Return Information	4/23/2021	
	IA Form III Court Hearing Information*		
✓	IA Generate Form III	4/23/2021	
	IA Generate Juvenile Rights Form		
	IL / IA Warrant Information Return		
	IL / IA NCIC Information Return		

If there is a warrant associated with the Return case, the user can select the Upload Document icon to upload the document for the Warrant Information Return task. The user can also select the Upload Document icon to upload the document for the NCIC Information Return task.

	Task	Completed Date	
Juvenile Profile Review Return (✓)			
✓	IL / IA Demographics Review	4/23/2021	
Return Case Details (1*)			
✓	IL / IA Home/Demanding State Information*	4/23/2021	
✓	IL / IA Holding State Information*	4/23/2021	
✓	IL / IA Pertinent Return Information	4/23/2021	
	IA Form III Court Hearing Information*		
✓	IA Generate Form III	4/23/2021	
	IA Generate Juvenile Rights Form		
	IL / IA Warrant Information Return		
	IL / IA NCIC Information Return		

The Holding State Compact Office should be in close communication with the Home/Demanding State Compact Office regarding the hearing. The close communication allows the Home/Demanding State to begin making travel plans.

After the hearing, the Holding State can click the **plus sign** to complete the Court Hearing Results field for the Form III Court Hearing Information task. When the user clicks the **plus sign**, the section expands and the Court Hearing Information section appears.

The user must enter information in the Court Hearing Results field and click the **Save** button. The user's selection for the Court Hearing Results field determines the remaining Return case tasks.

Scenario 1 – Juvenile Signed Form III

If the juvenile signed Form III, the Upload Signed Form III task (required) appears in the Case Tasks section. The user can upload the signed Form III by selecting the **Upload Document** icon for the Upload Signed Form III task. The user can also upload the Juvenile Rights Form, if needed.

Task	Completed Date
Juvenile Profile Review Return (✓)	
✓ IL / IA Demographics Review	4/23/2021
Return Case Details (✓)	Due 6/23, 61 days left
✓ IL / IA Home/Demanding State Information*	4/23/2021
✓ IL / IA Holding State Information*	4/23/2021
✓ IL / IA Pertinent Return Information	4/23/2021
✓ IA Form III Court Hearing Information*	4/23/2021
✓ IA Generate Form III	4/23/2021
IA Generate Juvenile Rights Form	
IL / IA Warrant Information Return	
IL / IA NCIC Information Return	
Voluntary Return (1*)	
IA Upload Signed Form III*	4/23/2021
IA Upload Signed Juvenile Rights Form	

After the user completes the Upload Signed Form III task, the Submit Signed Form III to Supervisor (JPS) task appears.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Review Return (✓)	ICJO			
Return Case Details (✓)	ICJO			
Voluntary Return (✓)	ICJO			
✓ IA Upload Signed Form III*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	4/26/2021	
✓ IA Upload Signed Juvenile Rights Form	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		
IA Submit Signed Form III to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services		

The user must approve the Submit Signed Form III to Supervisor (JPS), Submit Signed Form III to State Compact (ICJO), and Submit Signed Form III to Home/Demanding State tasks.

When the user approves the Submit Signed Form III to Home/Demanding State task, the case is at the Home/Demanding State Compact office for completion of the Travel Plan.

Case Tasks - Carl Craft

Assigned To Zone Completed By

Task	Completed Date
Juvenile Profile Review Return (✓)	
Return Case Details (✓)	
Voluntary Return (✓)	
Travel Plan (1*)	
IL Travel Plan Information*	
Return Case Closure (1*)	Due 4/30, 6 days left
IL Juvenile has returned to Home/Demanding State-Return Case Closed*	

Home/Demanding State Events Holding State Events

Home/Demanding State Task – Travel Plan

When the Holding State approves the Submit Signed Form III to Home/Demanding State task, the Travel Plan task appears in the Case Tasks section.

Before completing the Travel Plan task, the user should review the case information using the View icons.

Return Case Details: ReturnCaseDetailsHeader 71464 (✓)	ICJO		
✓ IL / IA Home/Demanding State (Form III) Information* HomeSlashDemandingStateInformation 71465	Shelby Craft	Shelby Craft	4/23/2021
✓ IL / IA Holding State (Form III) Information* HoldingStateInformation 71466	Shelby Craft	Shelby Craft	4/23/2021
✓ IL / IA Pertinent Return Information PertinentReturnInformation 71467	Shelby Craft	Shelby Craft	4/23/2021
✓ IA Form III Court Hearing Information* CourtHearingInformation 71468	JPO	CompAd Jones	4/23/2021
✓ IA Generate Form III GenerateFormIII 71539	JPO	CompAd Jones	4/23/2021
IA Generate Juvenile Rights Form GenerateJuvenileRightsForm 71540	JPO		
IL / IA Warrant Information Return WarrantInformationReturnOptional 71469	Shelby Craft		
IL / IA NCIC Information Return NCICInformationReturnOptional 71470	Shelby Craft		

After the user views the case information, the user in the Home/Demanding State must click the **plus sign** to complete the Travel Plan Information task. When the user clicks the plus sign, the section expands and the Travel Plan section appears.

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

Travel Plan (1*)

IL Travel Plan Information*

Travel Plan

Departure Date mm/dd/yyyy

Arrival Date mm/dd/yyyy

Method Of Transportation

Travel Plan Notes

Save

When the user clicks the **Save** button, the Travel Plan Detail task appears. The Holding State or Home/Demanding State user can click the plus sign to complete the Travel Plan Detail task. When the user clicks the plus sign, the section expands and the Travel Plan Detail section appears. The user can enter information in the Travel Plan Detail fields and click the Save button.

IL / IA Travel Plan Detail

Travel Plan Detail

First Name Carl

Last Name Craft

Sex Male

Race Other, Specify

Date Of Birth 3/5/2005

Home/Demanding State Illinois

Holding State Iowa

Return Type Runaway

Clothing

Run Risk

Medications

Behavioural Physical Problems

Method Of Transportation Bus

Departure Date 04/24/2021

Departure City

Arrival Date 04/24/2021

Arrival City

Ground Transport

Transport Details Via Ground Greyhound #8888

Estimated Time Of Ground Pickup --:--

Save

After the user completes the Travel Plan Detail task, the user can generate a Final Travel Plan and print or email the form.

The screenshot shows a task management interface for 'Case Tasks - Carl Craft'. The interface includes a header with navigation icons and a table of tasks. The table has columns for 'Task' and 'Completed Date'. The tasks listed are:

Task	Completed Date
Juvenile Profile Review Return (✓)	
Return Case Details (✓)	
Voluntary Return (✓)	
Travel Plan (1*)	
✓ IL Travel Plan Information*	4/24/2021
✓ IL / IA Travel Plan Detail	4/24/2021
IL Generate Final Travel Plan	
IL Submit Travel Plan to Supervisor (JPS)*	
Return Case Closure (1*)	Due 4/30, 6 days left
IL Juvenile has returned to Home/Demanding State-Return Case Closed*	

At the bottom of the interface, there are two dropdown menus for 'Home/Demanding State Events' and 'Holding State Events', each with a 'Create Event' button.

After the user completes the Travel Plan Detail and Generate Final Travel Plan tasks, the Submit Travel Plan to Supervisor (JPS) tasks appears.

The screenshot shows the same task management interface as above, but with the 'Submit Travel Plan to Supervisor (JPS)*' task highlighted in red. The task list is now:

Task	Completed Date
Juvenile Profile Review Return (✓)	
Return Case Details (✓)	
Voluntary Return (✓)	
Travel Plan (1*)	
✓ IL Travel Plan Information*	4/24/2021
✓ IL / IA Travel Plan Detail	4/24/2021
IL Generate Final Travel Plan	
IL Submit Travel Plan to Supervisor (JPS)*	
Return Case Closure (1*)	Due 4/30, 6 days left
IL Juvenile has returned to Home/Demanding State-Return Case Closed*	

The 'Create Event' buttons and dropdown menus remain at the bottom of the interface.

The Home/Demanding state user must approve the Submit Travel Plan to Supervisor (JPS), Submit Travel Plan to State Compact (ICJO), and Submit Travel Plan to Holding State tasks.

When the Home/Demanding state user approves the Submit Travel Plan to Holding State task, the Holding State Confirms Travel Plan task appears in the Case Tasks section.

Travel Plan TravelPlanHeader 71562 (✓)		ICJO				
✓ IL	Travel Plan Information* TravelPlanInformation 71563	JPO	Shelby Craft	4/24/2021		
✓ IL / IA	Travel Plan Detail (Final Travel Plan) TravelPlanDetail 71567	JPO	Shelby Craft	4/24/2021		
✓ IL	Generate Final Travel Plan GenerateFinalTravelPlan 71568	JPS	Shelby Craft	4/24/2021		
✓ IL	Submit Travel Plan to Supervisor (JPS)* SubmitTravelPlanToSupervisorJPS 71566	JPO	Shelby Craft	4/24/2021		Submitted
✓ IL	Submit Travel Plan to State Compact (ICJO)* SubmitTravelPlanToStateCompactICJO 71569	JPS	Shelby Craft	4/24/2021		Submitted
✓ IL	Submit Travel Plan to Holding State* SubmitTravelPlanToHoldingState 71570	ICJO	Shelby Craft	4/24/2021		Submitted
✓ IA	Holding State Confirms Travel Plan* HoldingStateConfirmsTravelPlan 71571	ICJO	CompAd Jones	4/24/2021		Acknowledged

Holding State Tasks – Confirm Travel Plans

When the user in the Home/Demanding State approves the Submit Travel Plan to Holding State task, the Holding State Confirms Travel Plan appears.

Before completing the Holding State Confirms Travel Plan task, the user should review the Travel Plan tasks by selecting the View icons.

Case Tasks - Carl Craft

Assigned To Zone Completed By

Task	Completed Date	
Juvenile Profile Review Return (✓)		
Return Case Details (✓)		
Voluntary Return (✓)		
Travel Plan (1*)	Due 4/30, 6 days left	
✓ IL	Travel Plan Information*	4/24/2021
✓ IL / IA	Travel Plan Detail	4/24/2021
IL	Generate Final Travel Plan	
✓ IL	Submit Travel Plan to Supervisor (JPS)*	4/24/2021 Approved
✓ IL	Submit Travel Plan to State Compact (ICJO)*	4/24/2021 Approved
✓ IL	Submit Travel Plan to Holding State*	4/24/2021 Approved
IA	Holding State Confirms Travel Plan*	
Return Case Closure (1*)	Due 4/30, 6 days left	
IL	Juvenile has returned to Home/Demanding State-Return Case Closed*	

Home/Demanding State Events Holding State Events

The State Compact Office should communicate the travel information for the juvenile to the local officer outside of UNITY. The user can select the **Email Generated Document** icon to email the Final Travel Plan to the local officer.

Travel Plan TravelPlanHeader 71562 (✓)		ICJO				
✓ IL	Travel Plan Information* TravelPlanInformation 71563	JPO	Shelby Craft	4/24/2021		
✓ IL / IA	Travel Plan Detail (Final Travel Plan) TravelPlanDetail 71567	JPO	Shelby Craft	4/24/2021		
✓ IL	Generate Final Travel Plan GenerateFinalTravelPlan 71568	JPS	Shelby Craft	4/24/2021		
✓ IL	Submit Travel Plan to Supervisor (JPS)* SubmitTravelPlantoSupervisorJPS 71566	JPO	Shelby Craft	4/24/2021		Submitted
✓ IL	Submit Travel Plan to State Compact (ICJO)* SubmitTravelPlantoStateCompactICJO 71569	JPS	Shelby Craft	4/24/2021		Submitted
✓ IL	Submit Travel Plan to Holding State* SubmitTravelPlantoHoldingState 71570	ICJO	Shelby Craft	4/24/2021		Submitted
✓ IA	Holding State Confirms Travel Plan* HoldingStateConfirmsTravelPlan 71571	ICJO	CompAd Jones	4/24/2021		Acknowledged

After the user reviews the Travel Plan tasks and emails the Final Travel Plan to the local officer, the user must approve the Holding State Confirms Travel Plan task. To confirm the Travel Plan, click the **Approve** button for the Holding State Confirms Travel Plan task.

The Approval Comments box displays. Enter a comment (not required) and click the **Approve** button.

The screenshot shows a task titled "Holding State Confirms Travel Plan*" assigned to "IA". An "Approval Comment" dialog box is displayed, containing a text input field labeled "Approval Comment" and a green "Approve" button.

After the user approves the Holding State Confirms Travel Plan task, the Home/Demanding State must approve the Juvenile has returned to Home/Demanding State – Return Case Closed task.

Home/Demanding State Task – Close Case

When the Holding State approves the Holding State Confirms Travel Plan task, and it is confirmed that the juvenile returned to the Home/Demanding State, the Home/Demanding State must approve the Juvenile has returned to Home/Demanding State – Return Case Closed Task.

To confirm the juvenile returned to the Home/Demanding State, click the **Approve** button for the Home/Demanding State – Return Case Closed Task.

The Approval Comments box displays. The following fields appear to ascertain when the juvenile was picked up from the Holding State and arrived in the Home/Demanding State:

- Pickup from Holding State Date
- Pickup from Holding State Time

- Returned to Home/Demanding State Date
- Returned to Home/Demanding State Time

When the task is approved, the date of approval appears for the task and the Case Status is Closed.

The user can refresh the page and open the Case Profile sub-section in the Return Case File section to confirm the Case Status.

Scenario 2 – Juvenile Refused to Sign Form III

If the juvenile refused to sign Form III, the Submit Refusal to Sign Form III to JPS task appears.

Task	Completed Date	
Juvenile Profile Review Return (✓)		
Return Case Details (1*)	Due 10/21, 181 days left	
✓ IL / IA Home/Demanding State Information*	4/23/2021	
✓ IL / IA Holding State Information*	4/23/2021	
✓ IL / IA Pertinent Return Information	4/23/2021	
✓ IA Form III Court Hearing Information*	4/23/2021	
✓ IA Generate Form III	4/23/2021	
IA Generate Juvenile Rights Form		
IL / IA Warrant Information Return		
IL / IA NCIC Information Return		
IA Submit Refusal to Sign Form III to JPS*		

To submit the refusal to the JPS, click the **Approve** button. The Approval Comments box displays. Enter a comment (not required) and click the **Approve** button.

IA Submit Refusal to Sign Form III to JPS*

Approval Comment

Approve

When the user approves the Submit Refusal to Sign Form III to JPS task, the Submit Refusal to Sign Form III to ICJO task appears. To approve the Submit Refusal to Sign Form III to ICJO task, click the **Approve** button. The Approval Comments box displays. Enter a comment (not required) and click the **Approve** button.

IA Submit Refusal to Sign Form III to ICJO*

Approval Comment

Approve

When the user approves the Submit Refusal to Sign Form III to ICJO task, the user must approve the Submit Refusal to Sign Form III to Home/Demanding State task. To approve the Submit Refusal to Sign Form III to Home/Demanding State task, click the **Approve** button. The Approval Comments box displays. Enter a comment (not required) and click the **Approve** button.

IA Submit Refusal to Sign Form III to Home/Demanding State*

Approval Comment

Approve

Home/Demanding State Task – Non-Voluntary Return

When the Holding State approves the Submit Refusal to Sign Form III to Home/Demanding State task, the Home/Demanding State must complete the Non-Voluntary Return tasks.

The user must click the **plus sign** to complete the Return Type Confirmation task. When the user clicks the **plus sign**, the section expands and the Return Type Confirmation section appears. The user must confirm the Return Type and click the **Save** button.

Non-Voluntary Return (2*) Due 6/23, 60 days left

IL Return Type Confirmation (This task cannot be changed after save)*

Return Type Confirmation

Return Type
Runaway

Save

The user must click the **plus sign** to complete the Demographics Review task. When the user clicks the **plus sign**, the section expands and the Demographic Review section appears. The user must confirm the information in the Demographics Review section and click the **Save Juvenile Demographics** button.

IL / IA Demographics Review*

Demographics Review

Weight In Pounds: 190
Feet: 6
Inches: 2
Eye Color: Hazel
Hair Color: Brown

If the juvenile's scars, marks and tattoos have changed, please update them in the Juvenile's profile

Save Juvenile Demographics

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

When the user approves the Requisition Information task, the user must complete the Form A-Petition for Requisition to Return a Runaway Juvenile task. When the user clicks the plus sign, the section expands and the Form A Petition For Requisition To Return Runaway appears.

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

When the user completes the Form A-Petition for Requisition to Return a **Runaway** Juvenile task, the user can generate Form I by selecting the **Print** icon, then selecting the **View**

Generated Form icon to view and print the form. The user can also email Form I by selecting the **Email Generated Document** icon.

Non-Voluntary Return (1*)		Due 6/23, 60 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021
✓	IL / IA	Demographics Review*	4/24/2021
✓	IL	Requisition Information*	4/24/2021
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021
✓	IL	Generate Form I	4/24/2021
	IL	Upload Signed Form I*	
	IL	Generate Form A	
	IL	Upload Signed Form A	
	IL	Birth Certificate	
	IL	Letters of Guardianship	
	IL	Custody Decrees	

The user must upload the signed Form I by clicking the **Upload Document** icon for the Upload Signed Form I task.

Non-Voluntary Return (1*)		Due 6/23, 60 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021
✓	IL / IA	Demographics Review*	4/24/2021
✓	IL	Requisition Information*	4/24/2021
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021
✓	IL	Generate Form I	4/24/2021
	IL	Upload Signed Form I*	
	IL	Generate Form A	
	IL	Upload Signed Form A	
	IL	Birth Certificate	
	IL	Letters of Guardianship	
	IL	Custody Decrees	

The user can also upload the signed Form A, Birth Certificate, Letters of Guardianship, and Custody Decrees by selecting the **Upload Document icon** for the appropriate task.

Non-Voluntary Return (1*)			Due 6/23, 60 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021	
✓	IL / IA	Demographics Review*	4/24/2021	
✓	IL	Requisition Information*	4/24/2021	
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021	
✓	IL	Generate Form I	4/24/2021	
	IL	Upload Signed Form I*		
	IL	Generate Form A		
	IL	Upload Signed Form A		
	IL	Birth Certificate		
	IL	Letters of Guardianship		
	IL	Custody Decrees		

When the user completes the Upload Signed Form I task and uploads any optional forms, the Submit Requisition to Supervisor (JPS) task appears.

Case Tasks - Carl Craft					
<input type="checkbox"/>	Assigned To	<input type="checkbox"/>	Zone	<input type="checkbox"/>	Completed By
Task	Completed Date				
Juvenile Profile Review Return (✓)					
Return Case Details (✓)	Due 6/23, 60 days left				
Non-Voluntary Return (1*)	Due 6/23, 60 days left				
✓ IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021			
✓ IL / IA	Demographics Review*	4/24/2021			
✓ IL	Requisition Information*	4/24/2021			
✓ IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021			
✓ IL	Generate Form I	4/24/2021			
✓ IL	Upload Signed Form I*	4/24/2021			
IL	Generate Form A				
IL	Upload Signed Form A				
IL	Birth Certificate				
IL	Letters of Guardianship				
IL	Custody Decrees				
IL	Submit Requisition to Supervisor (JPS)*				

The user must approve the Submit Requisition to Supervisor (JPS), Submit Requisition to State Compact (ICJO), and Submit Requisition to Holding State tasks.

When the user completes the Submit Requisition to Holding State task, the Court Hearing – Requisition Review task appears. The Holding State must complete the task.

Holding State Task – Requisition Review

When the user completes the Submit Requisition to Holding State task, the Court Hearing – Requisition Review task appears. The Holding State must complete the task.

The user should review the Non-Voluntary task before completing the Court Hearing – Requisition Review task.

Non-Voluntary Return (1*)			Due 5/24, 30 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021	
✓	IL / IA	Demographics Review*	4/24/2021	
✓	IL	Requisition Information*	4/24/2021	
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021	
✓	IL	Generate Form I	4/24/2021	
✓	IL	Upload Signed Form I*	4/24/2021	
	IL	Generate Form A		
	IL	Upload Signed Form A		
	IL	Birth Certificate		
	IL	Letters of Guardianship		
	IL	Custody Decrees		
✓	IL	Submit Requisition to Supervisor (JPS)*	4/24/2021	Approved
✓	IL	Submit Requisition to State Compact (ICJO)*	4/24/2021	Approved
✓	IL	Submit Requisition to Holding State*	4/24/2021	Approved
	IA	Court Hearing - Requisition Review*		

After the user reviews the Non-Voluntary task, the user must click the **plus sign** to complete the Court Hearing – Requisition Review task. When the user clicks the **plus sign**, the section expands and the Court Hearing Requisition Review section. The user must enter information in the required (salmon-colored) fields and click the **Save** button.

IA	Court Hearing - Requisition Review*	
<div style="border: 1px solid #0070C0; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px;"> Court Hearing Requisition Review x ^ </div> <div style="padding: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid #F08080; padding: 2px 5px; display: flex; align-items: center;"> Court Date <input style="width: 100px;" type="text" value="mm/dd/yyyy"/> </div> <div style="border: 1px solid #F08080; padding: 2px 5px; display: flex; align-items: center;"> Court Time <input style="width: 100px;" type="text" value="--:-- --"/> </div> <div style="border: 1px solid #F08080; padding: 2px 5px; display: flex; align-items: center;"> Requisition Court Hearing Results ▼ </div> </div> <div style="border: 1px solid #F08080; padding: 5px; margin-top: 5px;"> Court Notes <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="text-align: right; margin-top: 10px;"> Save </div> </div> </div>		

If the user selects **Requisition Accepted in the Requisition Court Hearing Results field**, the Upload Order granting Requisition task displays. The user must upload the order by selecting the **Upload Document** button.

Non-Voluntary Return (1*)		Due 5/24, 30 days left	
✓ IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021	
✓ IL / IA	Demographics Review*	4/24/2021	
✓ IL	Requisition Information*	4/24/2021	
✓ IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021	
✓ IL	Generate Form I	4/24/2021	
✓ IL	Upload Signed Form I*	4/24/2021	
IL	Generate Form A		
IL	Upload Signed Form A		
IL	Birth Certificate		
IL	Letters of Guardianship		
IL	Custody Decrees		
✓ IL	Submit Requisition to Supervisor (JPS)*	4/24/2021	Approved
✓ IL	Submit Requisition to State Compact (ICJO)*	4/24/2021	Approved
✓ IL	Submit Requisition to Holding State*	4/24/2021	Approved
✓ IA	Court Hearing - Requisition Review*	4/24/2021	
IA	Upload Order granting Requisition*		

When the user completes the Upload Order granting Requisition task, the Submit Order Granting Requisition to Supervisor (JPS) task displays. The user must approve the Submit Order Granting Requisition (JPS), Submit Order Granting Requisition to State Compact (ICJO), and Submit Order Granting Requisition to Home/Demanding State tasks.

When the user completes the Submit Order Granting Requisition to Home/Demanding State task, the Travel Plan and Return Case Closure tasks appear. The user can follow the steps in the Holding State Tasks – Confirm Travel Plans and Holding State Tasks – Confirm Travel Plans sections in Scenario 1 to complete and close the Return case.

If the user selects **Requisition Denied in the Requisition Court Hearing Results field**, the Upload Order denying Requisition task displays. The user must upload the order by selecting the **Upload Document** button.

Non-Voluntary Return (1*)		Due 5/24, 30 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021
✓	IL / IA	Demographics Review*	4/24/2021
✓	IL	Requisition Information*	4/24/2021
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021
✓	IL	Generate Form I	4/24/2021
✓	IL	Upload Signed Form I*	4/24/2021
	IL	Generate Form A	
	IL	Upload Signed Form A	
	IL	Birth Certificate	
	IL	Letters of Guardianship	
	IL	Custody Decrees	
✓	IL	Submit Requisition to Supervisor (JPS)*	4/24/2021 Approved
✓	IL	Submit Requisition to State Compact (ICJO)*	4/24/2021 Approved
✓	IL	Submit Requisition to Holding State*	4/24/2021 Approved
✓	IA	Court Hearing - Requisition Review*	4/24/2021
	IA	Upload Order denying Requisition*	

When the user completes the Upload Order denying Requisition task, the Submit Order Denying Requisition to Supervisor (JPS) task displays. The user must approve the Submit Order Denying Requisition (JPS), Submit Order Granting Requisition to State Compact (ICJO), and Submit Order Denying Requisition to Home/Demanding State tasks.

When the user completes the Submit Order Denying Requisition to Home/Demanding State task, the Travel Plan and Return Case Closure tasks appear. The user can follow the steps in the Holding State Tasks – Confirm Travel Plans and Holding State Tasks – Confirm Travel Plans sections in Scenario 1 to complete and close the Return case.

If the user selects Juvenile Signed Form III in the Requisition Court Hearing Results field, the Upload Order denying Requisition task displays. The user must upload Form III by selecting the **Upload Document** button.

Non-Voluntary Return (1*)		Due 5/24, 30 days left	
✓	IL	Return Type Confirmation (This task cannot be changed after save)*	4/24/2021
✓	IL / IA	Demographics Review*	4/24/2021
✓	IL	Requisition Information*	4/24/2021
✓	IL	Form A-Petition for Requisition to Return a Runaway Juvenile	4/24/2021
✓	IL	Generate Form I	4/24/2021
✓	IL	Upload Signed Form I*	4/24/2021
	IL	Generate Form A	
	IL	Upload Signed Form A	
	IL	Birth Certificate	
	IL	Letters of Guardianship	
	IL	Custody Decrees	
✓	IL	Submit Requisition to Supervisor (JPS)*	4/24/2021 Approved
✓	IL	Submit Requisition to State Compact (ICJO)*	4/24/2021 Approved
✓	IL	Submit Requisition to Holding State*	4/24/2021 Approved
✓	IA	Court Hearing - Requisition Review*	4/24/2021
	IA	Upload Signed Form III*	

When the user completes the Upload Signed Form III task, the Submit Signed Form III to Supervisor (JPS) task displays. The user must approve the Submit Signed Form III to Supervisor (JPS), Submit Signed Form III to State Compact (ICJO), and Submit Signed Form III to Home/Demanding State tasks.

When the user completes the Submit Signed Form III to Home/Demanding State task, the Travel Plan and Return Case Closure tasks appear. The user can follow the steps in the Holding State Tasks – Confirm Travel Plans and Holding State Tasks – Confirm Travel Plans sections in Scenario 1 to complete and close the Return case.