



UNITY

Uniform Nationwide Interstate Tracking for Youth

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

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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	Quarterly 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).

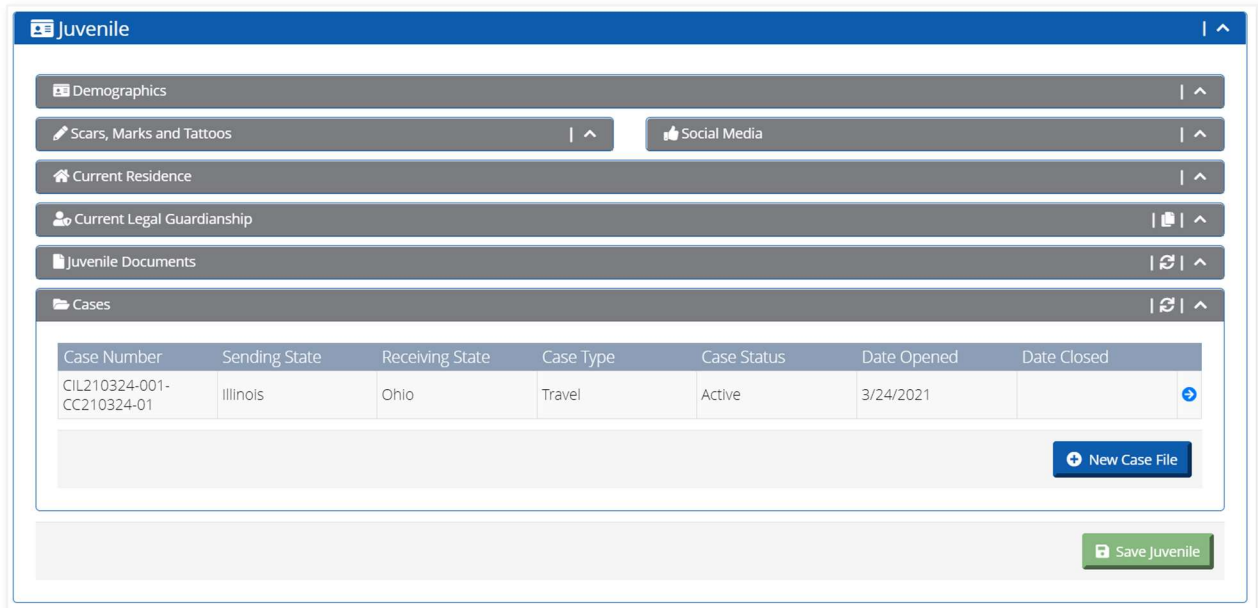
This manual is intended for State ICJO, JPS, and JPO users who are responsible for primary ICJ functions in the UNITY system. This document describes the process to create a Transfer of Supervision case in UNITY and manage the workflows.

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.

Transfer of Supervision (TOS)

Introduction: In this chapter, the Transfer of Supervision (TOS) Case Type is discussed, starting from the creation of a new TOS to completing all TOS Workflow steps.

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

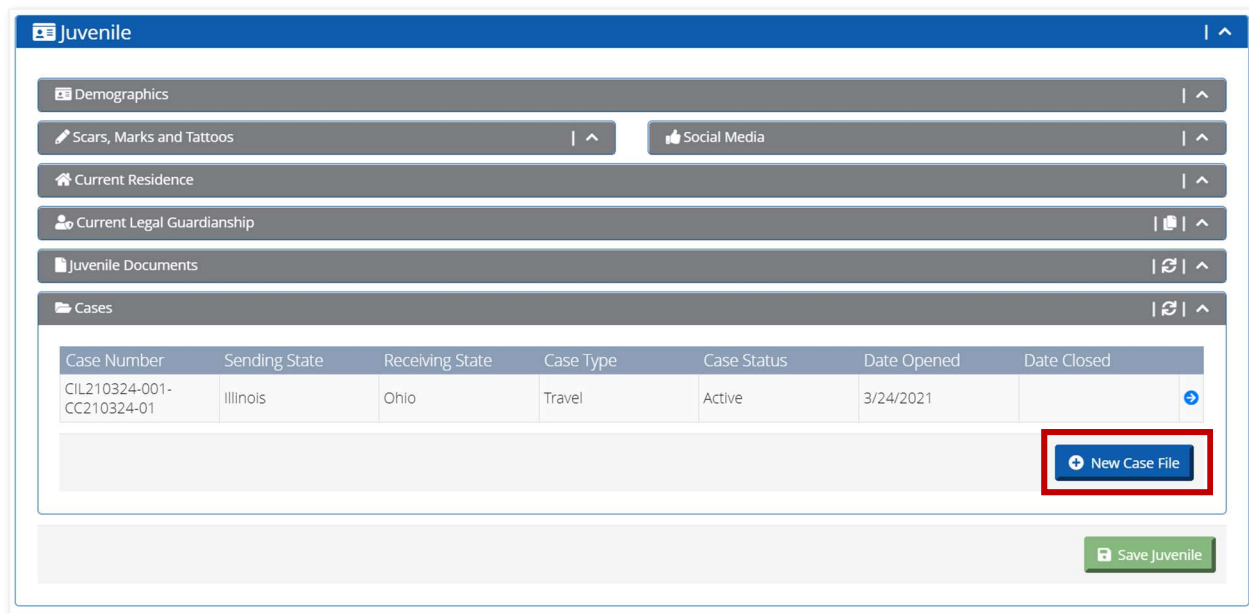


In the Cases section, the user can enter a new case file or view current case information.

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.



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

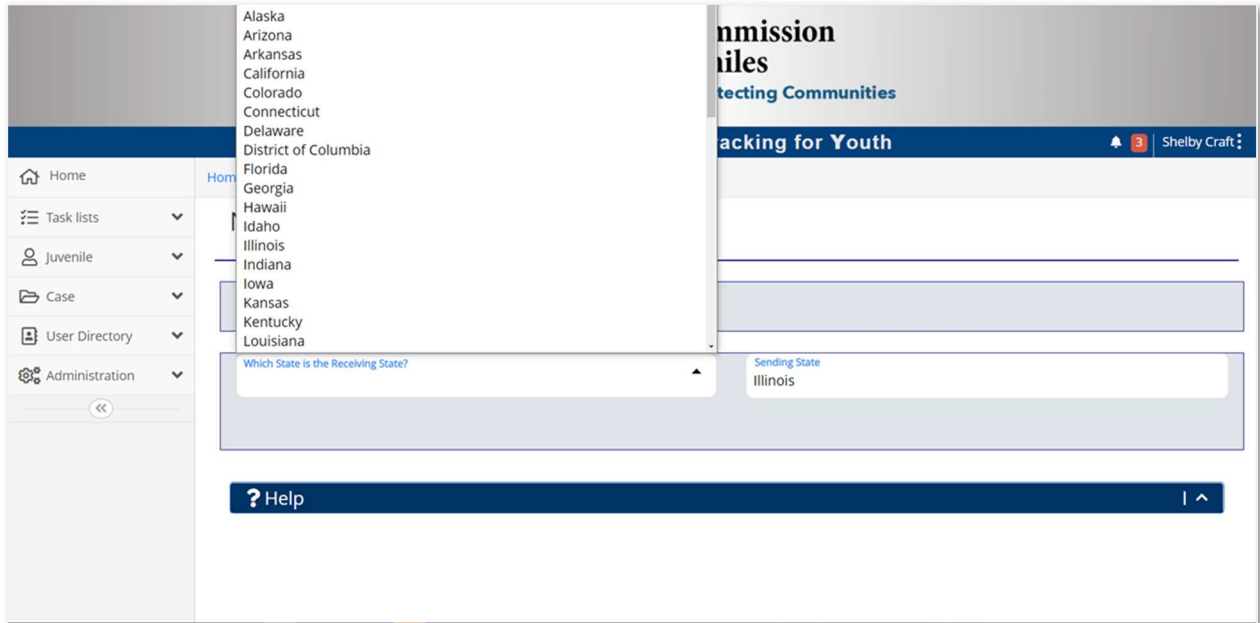
Create New TOS Case

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

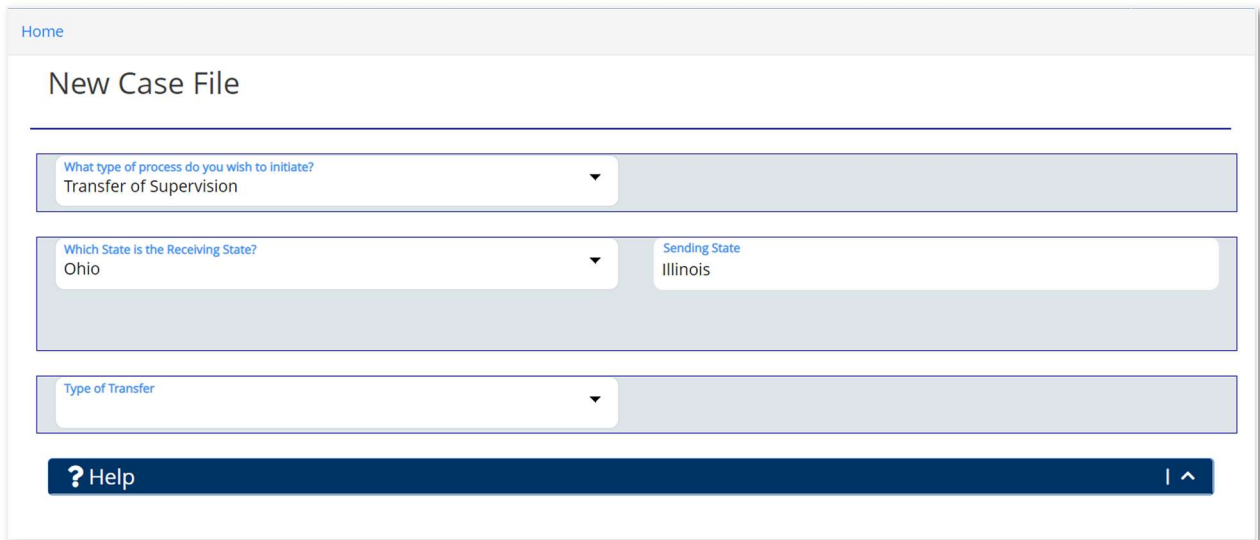
In the **What type of process do you wish to initiate** field, select Transfer of Supervision from the dropdown.



In the **Which State is the Receiving State** field, select the state that the juvenile is transferring to.



The Sending State field automatically populates the state attached to the user's login.



In the **Type of Transfer** field, the user can select one of three different transfer types:

- Relocation for greater than 90 days
- Residing in Receiving State at Time of Offense or Disposition
- Visit for Testing Residence before Transfer of Supervision

Home

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer

Type of Transfer

- Relocation for greater than 90 days
- Residing in Receiving State at Time of Offense or Disposition
- Visit for Testing Residence before Transfer of Supervision

Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 4/8/2021 11:47 PM

Based on the Type of Transfer selection and the TOS scenario, the user will need to complete additional fields.

Parole (Not Sex Offender) Remaining in Sending State

If the user selects **Relocation for greater than 90 days**, and the juvenile is on Parole, not a Sex Offender, and is remaining in the Sending State during the TOS request, the user must enter the Maximum Date of Parole/Probation.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Parole

Maximum Date of Parole/Probation
mm/dd/yyyy

Sex-Related Offense
No

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display "Less than 90 days (# of days)" in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Parole

Maximum Date of Parole/Probation
04/30/2021

Sex-Related Offense
No

Less than 90 days (20 days)

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days.

New Case File

What type of process do you wish to initiate?
 Transfer of Supervision

Which State is the Receiving State?
 Ohio

Sending State
 Illinois

Type of Transfer
 Relocation for greater than 90 days

Present Location
 Illinois

Proceeding To RS Prior To Acceptance Of TOS
 No

Supervision Status
 Parole

Maximum Date of Parole/Probation
 08/06/2021

Greater than 90 days (118 days)

Sex-Related Offense
 No

+ Create New TOS Case File

Parole (Sex Offender) Remaining in Sending State

If the user selects **Relocation for greater than 90 days**, and the juvenile is on Parole, a Sex Offender, and is remaining in the Sending State during the TOS request, the user must enter the Maximum Date of Parole/Probation.

New Case File

What type of process do you wish to initiate?
 Transfer of Supervision

Which State is the Receiving State?
 Ohio

Sending State
 Illinois

Type of Transfer
 Relocation for greater than 90 days

Present Location
 Illinois

Proceeding To RS Prior To Acceptance Of TOS
 No

Supervision Status
 Parole

Maximum Date of Parole/Probation
 mm/dd/yyyy

Sex-Related Offense
 Yes

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display “Less than 90 days (# of days)” in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Parole

Maximum Date of Parole/Probation
04/30/2021

Less than 90 days (20 days)

Sex-Related Offense
Yes

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Parole

Maximum Date of Parole/Probation
08/07/2021

Greater than 90 days (119 days)

Sex-Related Offense
Yes

+ Create New TOS Case File

Parole (Not Sex Offender) Proceeding to Receiving State

If the user selects **Relocation for greater than 90 days** or **Residing in Receiving State at Time of Offense or Disposition**, and the juvenile is on Parole, not a Sex Offender, and is proceeding to the Receiving State during the TOS request or is already in the Receiving State, the user must enter the Maximum Date of Parole/Probation, select an option from the How do you wish to start this TOS process dropdown and enter an option from the Explanation for why juvenile allowed to proceed to RS before acceptance.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

<small>Present Location</small> Illinois	<small>Proceeding To RS Prior To Acceptance Of TOS</small> Yes	<small>Supervision Status</small> Parole
<small>Maximum Date of Parole/Probation</small> mm/dd/yyyy	<small>Sex-Related Offense</small> No	
<small>How do you wish to start this TOS process?*</small>	<small>Explanation for why juvenile allowed to proceed to RS prior to acceptance</small>	

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display “Less than 90 days (# of days)” in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
Yes

Supervision Status
Parole

Maximum Date of Parole/Probation
05/20/2021

Sex-Related Offense
No

How do you wish to start this TOS process?
Travel Permit

Explanation for why juvenile allowed to proceed to RS prior to acceptance
Juvenile's mother is ill

Less than 90 days (40 days)

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days, and the How do you wish to start this TOS process, and Explanation for why juvenile allowed to proceed to RS before acceptance fields are completed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
Yes

Supervision Status
Parole

Maximum Date of Parole/Probation
09/17/2021

Sex-Related Offense
No

How do you wish to start this TOS process?
Travel Permit

Explanation for why juvenile allowed to proceed to RS prior to acceptance
Juvenile's mother is ill

Greater than 90 days (160 days)

Create New TOS Case File

Parole (Sex Offender) Proceeding to Receiving State

If the user selects **Relocation for greater than 90 days** or **Residing in Receiving State at Time of Offense or Disposition**, and the juvenile is on Parole, a Sex Offender, and is proceeding to the Receiving State during the TOS request or is already in the Receiving State, the user must enter the Maximum Date of Parole/Probation, select an option from the How do you wish to start this TOS process dropdown and enter an option from the Explanation for why juvenile allowed to proceed to RS before acceptance.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

<p>Present Location Illinois</p>	<p>Proceeding To RS Prior To Acceptance Of TOS Yes</p>	<p>Supervision Status Parole</p>
<p>Maximum Date of Parole/Probation mm/dd/yyyy</p>	<p>Sex-Related Offense Yes</p>	
<p>How do you wish to start this TOS process?*</p>	<p>Explanation for why juvenile allowed to proceed to RS prior to acceptance</p>	

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days, and the How do you wish to start this TOS process, and Explanation for why juvenile allowed to proceed to RS before acceptance fields are completed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
Yes

Supervision Status
Parole

Maximum Date of Parole/Probation
09/17/2021

Greater than 90 days (160 days)

Sex-Related Offense
Yes

How do you wish to start this TOS process?
Travel Permit

Explanation for why juvenile allowed to proceed to RS prior to acceptance
Juvenile's mother is ill

+ Create New TOS Case File

Probation (Not Sex Offender) Remaining in Sending State

If the user selects **Relocation for greater than 90 days**, and the juvenile is on Probation, not a Sex Offender, and is remaining in the Sending State during the TOS request, the user must enter the Maximum Date of Parole/Probation.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Probation

Maximum Date of Parole/Probation
mm/dd/yyyy

Sex-Related Offense
No

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display “Less than 90 days (# of days)” in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location Illinois	Proceeding To RS Prior To Acceptance Of TOS No	Supervision Status Probation
Maximum Date of Parole/Probation 04/30/2021	Less than 90 days (20 days)	Sex-Related Offense No

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location Illinois	Proceeding To RS Prior To Acceptance Of TOS No	Supervision Status Probation
Maximum Date of Parole/Probation 08/28/2021	Greater than 90 days (140 days)	Sex-Related Offense No

+ Create New TOS Case File

Probation (Sex Offender) Remaining in Sending State

If the user selects **Relocation for greater than 90 days**, and the juvenile is on Probation, a Sex Offender, and is remaining in the Sending State during the TOS request, the user must enter the Maximum Date of Parole/Probation.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

<p>Present Location Illinois</p>	<p>Proceeding To RS Prior To Acceptance Of TOS No</p>	<p>Supervision Status Probation</p>
<p>Maximum Date of Parole/Probation mm/dd/yyyy</p>		<p>Sex-Related Offense Yes</p>

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display "Less than 90 days (# of days)" in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Probation

Maximum Date of Parole/Probation
04/30/2021

Sex-Related Offense
Yes

Less than 90 days (20 days)

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
No

Supervision Status
Probation

Maximum Date of Parole/Probation
09/30/2021

Sex-Related Offense
Yes

Greater than 90 days (173 days)

+ Create New TOS Case File

Probation (Not Sex Offender) Proceeding to Receiving State

If the user selects **Relocation for greater than 90 days** or **Residing in Receiving State at Time of Offense or Disposition**, and the juvenile is on Probation, not a Sex Offender, and

is proceeding to the Sending State during the TOS request, the user must enter the Maximum Date of Parole/Probation.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

<small>Present Location</small> Illinois	<small>Proceeding To RS Prior To Acceptance Of TOS</small> Yes	<small>Supervision Status</small> Probation
<small>Maximum Date of Parole/Probation</small> mm/dd/yyyy		<small>Sex-Related Offense</small> No

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display "Less than 90 days (# of days)" in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

<small>Present Location</small> Illinois	<small>Proceeding To RS Prior To Acceptance Of TOS</small> Yes	<small>Supervision Status</small> Probation
<small>Maximum Date of Parole/Probation</small> 04/30/2021	Less than 90 days (20 days)	<small>Sex-Related Offense</small> No

After the user enters the Maximum Date of Parole/Probation, the How do you wish to start this TOS process? dropdown appears. In the dropdown, the user from the Sending State can submit a Travel Permit prior to submitting the completed Referral information or proceed with submitting the complete Referral.

The screenshot shows the 'New Case File' form with the following fields and values:

- What type of process do you wish to initiate?: Transfer of Supervision
- Which State is the Receiving State?: Iowa
- Sending State: Illinois
- Type of Transfer: Residing in the Receiving State at the time of offense or disposition
- Present Location: Iowa
- Maximum Date of Parole/Probation: 01/12/2029
- Greater than 90 days (1932 days)
- Supervision Status: Probation
- Sex-Related Offense: No
- How do you wish to start this TOS process?: (Dropdown menu open with options: Travel Permit, Complete Referral)

The **Create New TOS Case File** button will not display unless the user completes the How do you wish to start this TOS process? dropdown.

The screenshot shows the 'New Case File' form with the following fields and values:

- What type of process do you wish to initiate?: Transfer of Supervision
- Which State is the Receiving State?: Iowa
- Sending State: Illinois
- Type of Transfer: Residing in the Receiving State at the time of offense or disposition
- Present Location: Iowa
- Maximum Date of Parole/Probation: 01/12/2029
- Greater than 90 days (1932 days)
- Supervision Status: Probation
- Sex-Related Offense: No
- How do you wish to start this TOS process?: (Dropdown menu open with option: Travel Permit)
- Create New TOS Case File (Button highlighted in red)

Probation (Sex Offender) Proceeding to Receiving State

If the user selects **Relocation for greater than 90 days** or **Residing in Receiving State at Time of Offense or Disposition**, and the juvenile is on Probation, a Sex Offender, and is proceeding to the Receiving State during the TOS request or is already in the Receiving State, the user must enter the Maximum Date of Parole/Probation, select an option from the How do you wish to start this TOS process dropdown and enter an option from the Explanation for why juvenile allowed to proceed to RS before acceptance.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
Yes

Supervision Status
Probation

Maximum Date of Parole/Probation
mm/dd/yyyy

Sex-Related Offense
Yes

How do you wish to start this TOS process?

Explanation for why juvenile allowed to proceed to RS prior to acceptance

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days, and the How do you wish to start this TOS process, and Explanation for why juvenile allowed to proceed to RS before acceptance fields are completed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Relocation for greater than 90 days

Present Location
Illinois

Proceeding To RS Prior To Acceptance Of TOS
Yes

Supervision Status
Probation

Maximum Date of Parole/Probation
10/22/2021

Sex-Related Offense
Yes

How do you wish to start this TOS process?
Travel Permit

Explanation for why juvenile allowed to proceed to RS prior to acceptance
Juvenile went to visit sick parent and is not returning.

Create New TOS Case File

Probation (Not a Sex Offender) Proceeding to Receiving State to Test Residence

If the user selects **Visit for Testing Residence before Transfer of Supervision**, and the juvenile is on Probation, and not a Sex Offender, the user must enter the Maximum Date of Parole/Probation.

The screenshot shows a 'New Case File' form with the following fields and values:

- What type of process do you wish to initiate?**: Transfer of Supervision
- Which State is the Receiving State?**: Ohio
- Sending State**: Illinois
- Type of Transfer**: Visit for Testing Residence before Transfer of Supervision
- Present Location**: Illinois
- Supervision Status**: Probation
- Sex-Related Offense**: No
- Maximum Date of Parole/Probation**: mm/dd/yyyy (highlighted with a red box)

If the user selects a Maximum Date of Parole/Probation that is less than 90 days, the system will display "Less than 90 days (# of days)" in red font indicating it is not applicable for the Type of Transfer selected. The user has to correct the date to proceed.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Visit for Testing Residence before Transfer of Supervision

Present Location
Illinois

Supervision Status
Probation

Maximum Date of Parole/Probation
04/30/2021

Less than 90 days (20 days)

Sex-Related Offense
No

The **Create New TOS Case File** button will not display unless the Maximum Date of Parole/Probation is greater than 90 days.

New Case File

What type of process do you wish to initiate?
Transfer of Supervision

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Transfer
Visit for Testing Residence before Transfer of Supervision

Present Location
Illinois

Supervision Status
Probation

Maximum Date of Parole/Probation
10/29/2021

Greater than 90 days (202 days)

Sex-Related Offense
No

+ Create New TOS Case File

Edit Case File

When the user clicks the **Create New TOS Case File** button, the Edit Case File page opens. The Edit Case File page has two sections: Transfer of Supervision Case File and Case Tasks.

Note: This section describes the normal TOS case without any conditions that require extra fields or processing. In this scenario, Relocation for greater than 90 days was selected, the juvenile is on probation and not a sex offender, is currently living in the Sending State with a legal guardian, and is moving to the Receiving State before acceptance of the TOS case.

Transfer of Supervision Case File

The user should review the information in the Transfer of Supervision Case File.

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

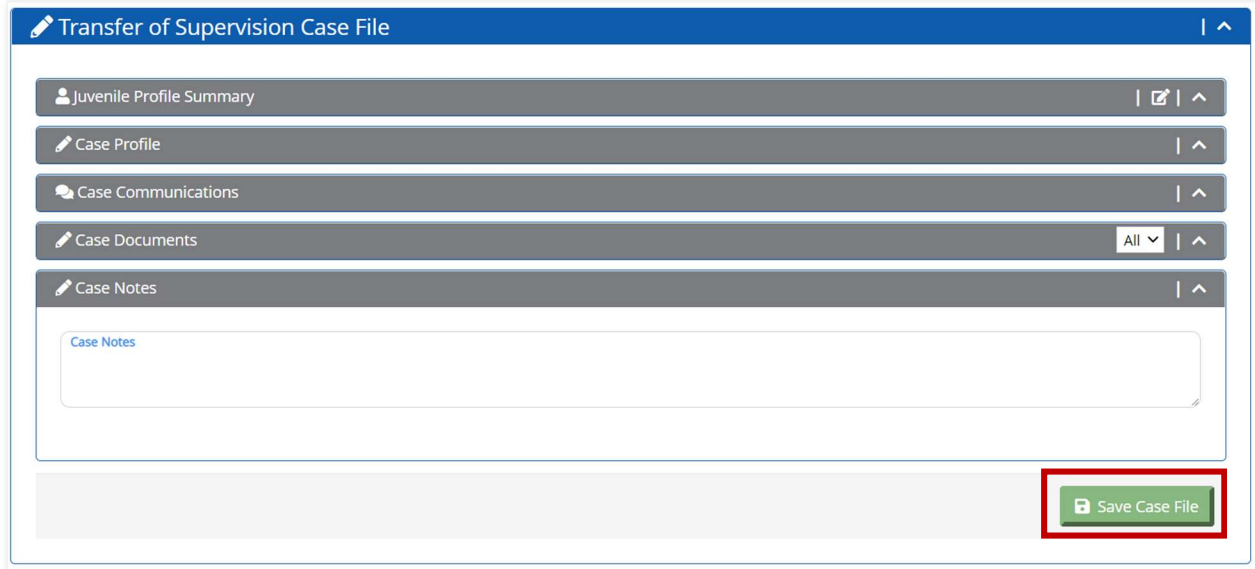
- Juvenile Profile Summary
- Case Profile
- Case Communications
- Case Documents
- Case Notes

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

Review the details in Juvenile Profile & 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 save the Case File details by clicking the **Save Case File** button.



Transfer of Supervision Case Tasks

The Case Tasks section allows the user in the Sending State and Receiving State to complete the sections that pertain to the TOS case. The tasks in the Case Tasks section are dependent on the scenario selected by the user on the New Case File page.

In this scenario, the Transfer of Supervision Case Tasks contains the following sections: Juvenile Profile Current Residence/Legal Guardian, Transfer of Supervision Referral, and Court Case.

Sending State Tasks – Create TOS Case

This section covers the TOS case tasks for the Sending State. After the user in the Sending State completes the required tasks, the case is submitted to the Receiving State.

Task	Assigned To	Zone	Completed by	Completed Date
Juvenile Profile Current Residence/Legal Guardian (1*)				
IL Juvenile Profile (Current Residence/Legal Guardian)*	Shelby Craft	Boone County Probation		
Transfer of Supervision Referral (2*)				
IL Referral Information*	Shelby Craft	Boone County Probation		
IL Upload Signed Form VI*	Shelby Craft	Boone County Probation		
IL Legal And Social History	Shelby Craft	Boone County Probation		
IL Supervision Summary	Shelby Craft	Boone County Probation		
IL Cover Letter	Shelby Craft	Boone County Probation		
IL School Transcripts/Records	Shelby Craft	Boone County Probation		
IL Immunization Records	Shelby Craft	Boone County Probation		
Court Case (3*)				
IL Court Case Information*	Shelby Craft	Boone County Probation		
IL Order of Commitment*	Shelby Craft	Boone County Probation		
IL Petition And/Or Arrest Report	Shelby Craft	Boone County Probation		
IL Conditions of Supervision*	Shelby Craft	Boone County Probation		
Travel Information (1*)				
IL Travel Information*	Shelby Craft	Boone County Probation		

When the user clicks the **plus sign** for the Juvenile Profile (Current Residence/Legal Guardian) task, the section expands to enter the current residence information for the juvenile.

Note: Current Residence/Legal Guardian information entered in the Juvenile profile automatically populates into the TOS fields.

To save the entered data, click the **Save Juvenile** button.

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	4/19/2021	

For the Transfer of Supervision task, the user must complete the Referral Information and Upload Signed Form VI.

Transfer of Supervision Referral (2*)		ICJO				
IL	Referral Information*	Shelby Craft	Boone County Probation			
IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation			
IL	Legal And Social History	Shelby Craft	Boone County Probation			
IL	Supervision Summary	Shelby Craft	Boone County Probation			
IL	Cover Letter	Shelby Craft	Boone County Probation			
IL	School Transcripts/Records	Shelby Craft	Boone County Probation			
IL	Immunization Records	Shelby Craft	Boone County Probation			

When the user clicks the **plus sign** for the Referral Information, the section expands to enter the referral information.

Transfer of Supervision Referral (2*) ICJO

IL Referral Information* Shelby Craft Boone County Probation

Referral

Obtain juvenile's signature on Form VI

Obtain signatures on Conditions of Supervision

Has a Legal guardian in the sending state Present Location: Illinois Will proceed to RS prior to acceptance of TOS: Yes Anticipated Relocation Date: mm/dd/yyyy

Transferring juvenile to your state because:

Additional Investigation Info

Proposed Residence

First Name Last Name Relationship

Address (1) Address (2)

City State: Ohio Zip

Primary Phone Secondary Phone Email Primary Language

Interpreter Needed

Prepared By Officer First Name: Shelby Prepared By Officer Last Name: Craft Prepared By Officer Title: Prepared By Officer Agency:

The user must complete the required (salmon-colored) fields.

Note: If the user selected that the juvenile will proceed to the Receiving State before acceptance of supervision on the Case Type Selector page, this information is populated in the Referral section.

Under Proposed Residence, the user must enter information in the required (salmon-colored) fields.

To save the entered data, click the **Save Case File Referral** button.

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


Transfer of Supervision Referral (1*)		ICJO					
✓	IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
	IL	Generate Form VI	Shelby Craft	Boone County Probation			
	IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation			
	IL	Legal And Social History	Shelby Craft	Boone County Probation			
	IL	Supervision Summary	Shelby Craft	Boone County Probation			
	IL	Cover Letter	Shelby Craft	Boone County Probation			
	IL	School Transcripts/Records	Shelby Craft	Boone County Probation			
	IL	Immunization Records	Shelby Craft	Boone County Probation			

The user can select the **Print** icon to generate Form VI.

Transfer of Supervision Referral (1*)		ICJO					
✓	IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
	IL	Generate Form VI	Shelby Craft	Boone County Probation			
	IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation			
	IL	Legal And Social History	Shelby Craft	Boone County Probation			
	IL	Supervision Summary	Shelby Craft	Boone County Probation			
	IL	Cover Letter	Shelby Craft	Boone County Probation			
	IL	School Transcripts/Records	Shelby Craft	Boone County Probation			
	IL	Immunization Records	Shelby Craft	Boone County Probation			

After the user selects the **Print** icon, the user can select the **View Generated Document** icon to open and print the form.

Transfer of Supervision Referral (1*)		ICJO						
✓	IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
	IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation				
	IL	Legal And Social History	Shelby Craft	Boone County Probation				
	IL	Supervision Summary	Shelby Craft	Boone County Probation				
	IL	Cover Letter	Shelby Craft	Boone County Probation				
	IL	School Transcripts/Records	Shelby Craft	Boone County Probation				
	IL	Immunization Records	Shelby Craft	Boone County Probation				



INTERSTATE COMPACT FOR JUVENILES

APPLICATION FOR SERVICES AND WAIVER

FORM VI

APPLICATION FOR COMPACT SERVICES

TO: _____ Ohio _____ FROM: _____ Illinois _____
(Receiving State) (Sending State)

I, _____ Carl Craft _____, hereby apply for supervision as a parolee or probationer to the Interstate
(Name of Juvenile)

Compact for Juveniles. I understand that supervision in the receiving state makes it likely that there will be certain differences between the supervision that I would receive in this state and supervision that I will receive in the state to which I am applying to relocate or reside. In order to receive the advantages of supervision under the Interstate Compact for Juveniles, I hereby acknowledge and accept such differences in the standards of supervision as may be provided by the receiving state.

In view of the above, I do hereby apply for permission to be supervised on _____ Parole _____ in _____ Ohio _____
(Parole / Probation) (Receiving State)

MEMORANDUM OF UNDERSTANDING AND WAIVER

I, _____ Carl Craft _____, realize that the grant of _____ Parole _____ and especially the privilege to
(Name of Juvenile) (Parole / Probation)

leave the State of _____ Illinois _____ to go to the State of _____ Ohio _____ is a benefit to me.
(Sending State) (Receiving State)

Therefore, I promise

1. That I will reside with _____ Annette Craft _____ Aunt _____
(Name) (Relationship)
 until a change of residence is authorized by the proper authorities in the receiving state.
2. That I will obey the terms and conditions of _____ Parole _____ as set by both the sending and receiving states.
(Parole / Probation)
3. That I will return at any time to the sending state if asked to do so by the _____ Parole _____ authorities in that state.
(Parole / Probation)

I further understand that if I fail to keep these promises, I may be returned to the sending state, and I hereby waive any right that I may have to contest my return to the sending state. I have read the above, or have had the above read and explained to me, and I understand its meaning and agree thereto. I understand and accept that a failure to comply with these terms and conditions may result in sanctions in both the sending and/or receiving state.

(Juvenile's Signature)

(Date)

(Witness' Signature)

(Date)

Pursuant to the Interstate Compact for Juveniles and the ICJ Rules, permission is hereby granted to the above named juvenile to apply for a transfer of supervision to the State of _____ Ohio _____
(Receiving State)

(Date) **SIGNED:** _____
(If probation, sending state's JUDGE/COURT; if parole, sending state's COMPACT OFFICIAL)

ICJ APPLICATION FOR SERVICE AND WAIVER | Rev. 05/13/2021

Page 1 of 1

After the user obtains the signatures on Form VI, the user must upload the form. For the Upload Signed Form VI, select the **Upload Document** icon.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (1*)	ICJO				
Transfer of Supervision Referral (1*)	ICJO				
✓ IL Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
✓ IL Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
IL Upload Signed Form VI*	Shelby Craft	Boone County Probation			
IL Legal And Social History	Shelby Craft	Boone County Probation			
IL Supervision Summary	Shelby Craft	Boone County Probation			
IL Cover Letter	Shelby Craft	Boone County Probation			
IL School Transcripts/Records	Shelby Craft	Boone County Probation			
IL Immunization Records	Shelby Craft	Boone County Probation			

When the user selects the **Upload Document** icon, the section expands and the Document Upload section appears.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Current Residence/Legal Guardian (1*)	ICJO				
Transfer of Supervision Referral (1*)	ICJO				
✓ IL Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
✓ IL Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
IL Upload Signed Form VI*	Shelby Craft	Boone County Probation			

Document Upload

Upload File Size File Name File Type

Choose File No file chosen

The user can select the signed Form VI to upload from the computer and click the **Save Document** button.

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				
Transfer of Supervision Referral (1*)	ICJO				
✓ IL Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
✓ IL Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
IL Upload Signed Form VI*	Shelby Craft	Boone County Probation			

Document Upload

Upload File Size File Name File Type

Choose File Form VI.pdf 1846.19 Form VI.pdf application/pdf

Save Document

When the user clicks the **Save Document** button, the Upload Signed Form VI collapses and a checkmark displays next to the task.

Transfer of Supervision Referral (✓)		ICJO						
✓	IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
	IL	Legal And Social History	Shelby Craft	Boone County Probation				
	IL	Supervision Summary	Shelby Craft	Boone County Probation				
	IL	Cover Letter	Shelby Craft	Boone County Probation				
	IL	School Transcripts/Records	Shelby Craft	Boone County Probation				
	IL	Immunization Records	Shelby Craft	Boone County Probation				

The user can also upload additional documents for the Transfer of Supervision task, including:

- Legal and Social History
- Supervision Summary
- Cover Letter
- School Transcripts/Records
- Immunization Records

The user can also add documents not listed by selecting the **Add** icon on the Transfer of Supervision Referral task.

Transfer of Supervision Referral (✓)		ICJO						
✓	IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
	IL	Legal And Social History	Shelby Craft	Boone County Probation				
	IL	Supervision Summary	Shelby Craft	Boone County Probation				
	IL	Cover Letter	Shelby Craft	Boone County Probation				
	IL	School Transcripts/Records	Shelby Craft	Boone County Probation				
	IL	Immunization Records	Shelby Craft	Boone County Probation				

When the user selects the **Add** icon, a new row is added to the Transfer of Supervision Referral task.

Transfer of Supervision Referral (✓)		ICJO							
✓ IL	Referral Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021				
✓ IL	Generate Form VI	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021				
✓ IL	Upload Signed Form VI*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021				
IL	Legal And Social History	Shelby Craft	Boone County Probation						
IL	Supervision Summary	Shelby Craft	Boone County Probation						
IL	Cover Letter	Shelby Craft	Boone County Probation						
IL	School Transcripts/Records	Shelby Craft	Boone County Probation						
IL	Immunization Records	Shelby Craft	Boone County Probation						
IL	Other Pertinent Transfer of Supervision Referral Document	JPO							

To change the description for the additional document, select the Edit Task icon, change the description, and click the **Save** button.

IL	Other Pertinent Transfer of Supervision Referral Document	JPO						
----	---	-----	--	--	--	--	--	--

IL	<input type="text" value="Description Juvenile Narrative"/>		JPO					
----	---	--	-----	--	--	--	--	--

When the user clicks the **plus sign** for the Court Case Information task, the section expands to enter the court case information.

Court Case (3*)		ICJO							
IL	Court Case Information*	Shelby Craft	Boone County Probation						

Court Case | | |

<input type="text" value="Court Case Status Active"/>	<input type="text" value="Sending State Court Case Number"/>	<input type="text" value="Sending State County Of Jurisdiction"/>
<input type="text" value="Supervision Status Parole"/>	<input type="text" value="Parole Start Date mm/dd/yyyy"/>	<input type="text" value="Minimum Parole Expiration mm/dd/yyyy"/>
<input type="text" value="Receiving State Age Of Majority 0"/>	<input type="text" value="Sending State Age Of Majority 0"/>	<input type="text" value="Sex Related Offense No"/>
		<input type="text" value="Maximum Parole Expiration 10/02/2021"/>
		<input type="text" value="Victim Notification Required"/>

Adjudicated Offenses Resulting In Supervision

<input type="text" value="Date Of Adjudication mm/dd/yyyy"/>	<input type="text" value="Date Of Commitment mm/dd/yyyy"/>	<input type="text" value="Sending State Assigned User"/>
--	--	--

Save Court Case Information

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

To save the entered data, click the **Save Court Case Information** button.

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

Court Case (2*)		ICJO					
✓ IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
IL	Order of Commitment*	Shelby Craft	Boone County Probation				
IL	Petition And/Or Arrest Report	Shelby Craft	Boone County Probation				
IL	Conditions of Supervision*	Shelby Craft	Boone County Probation				
IL	Generate Form IV	Shelby Craft	Boone County Probation				

After the Transfer of Supervision is sent to the Receiving State, all fields in the Court Case Information task (including Additional Court Cases) will remain editable by the Sending State ICJO except for the Adjudicated Offenses Resulting in Supervision field. If the Sending State ICJO modifies the Court Case Information after the Transfer of Supervision is sent to the Receiving State, an email and alert is sent to all Receiving State ICJO users. The email and alert detail what field(s) was changed in the Court Case Information task.

Court Case CourtCaseTOS 154903 (✓)

Shelby Craft

Shelby Craft Shelby Craft 9/26/2023

✓ IL Court Case Information* CourtCaseInformationTOS 154904

Court Case

Court Case Status: Active

Sending State Court Case Number:

Sending State County Of Jurisdiction:

Supervision Status: Probation

Probation Start Date: 09/01/2023

Minimum Probation Expiration: mm/dd/yyyy

Maximum Probation Expiration: 03/05/2030

Receiving State Age Of Majority:

Sending State Age Of Majority:

Sex Related Offense: Yes

Victim Notification Required:

Adjudicated Offenses Resulting in Supervision: Assault

Date Of Adjudication: 08/15/2023

Date Of Commitment: mm/dd/yyyy

Sending State Assigned User:

Sending State ICJO Notes:

Save Court Case Information

After the user uploads the required documents in the Court Case section, the user can generate Form IV. To generate Form IV, select the **Print** icon.

Court Case (2*)			ICJO					
✓	IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
	IL	Order of Commitment*	Shelby Craft	Boone County Probation				
	IL	Petition And/Or Arrest Report	Shelby Craft	Boone County Probation				
	IL	Conditions of Supervision*	Shelby Craft	Boone County Probation				
	IL	Generate Form IV	Shelby Craft	Boone County Probation				

After the user selects the **Print** icon, the user can select the **View Generated Document** icon to open and print the form (if needed).

Court Case (✓)			ICJO					
✓	IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Order of Commitment*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
	IL	Petition And/Or Arrest Report	Shelby Craft	Boone County Probation				
✓	IL	Conditions of Supervision*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		
✓	IL	Generate Form IV	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021		



INTERSTATE COMPACT FOR JUVENILES

PAROLE OR PROBATION INVESTIGATION REQUEST

FORM IV

TO: Ohio (Receiving State) FROM: Illinois (Sending State)

Name of Juvenile: Carl Craft DOB: 3/5/2005

Race: Other, Specify Sex: Male *If Known: *Ht: *Wt: Hair: Eyes:

*If Available, attach photograph

We desire to transfer this juvenile on Parole to your state:
(Parole/Probation)

Because his/her legal guardian resides in your state.

For the following reasons, with your consent:
Juvenile's guardian is ill and cannot care for the child at this time.

Additional Investigation Info:

Juvenile does have a legal guardian remaining in Sending State
(does / does not)

To reside with: **OR** Is residing with: Annette Craft Aunt
(Name) (Relationship)

Address: 8581 OH-656

City: Marengo State: OH Zip: 43334

Primary Phone #: 614-555-5555 Secondary Phone #: E-mail:

If juvenile has not relocated:

Anticipated Relocation Date: 4/30/2021 Present Location: IL

Sending State Court/Case #(s):

Adjudicated Offense(s) resulting in supervision: Theft from building

Date of Adjudication: 2/28/2021 Date of Commitment:

Minimum Supervision Expiration Date: Maximum Supervision Expiration Date: 10/2/2021

- | | |
|---|--|
| <input checked="" type="checkbox"/> VI Application for Services and Waiver | <input type="checkbox"/> Cover letter |
| <input type="checkbox"/> Petition(s) | <input type="checkbox"/> Supervision Summary |
| <input type="checkbox"/> Order of Adjudication and Disposition | <input type="checkbox"/> Legal and Social History |
| <input checked="" type="checkbox"/> Parole/Probation Conditions (Agreement) | <input type="checkbox"/> School Transcript/Records |
| | <input type="checkbox"/> Immunization Records |
| | <input type="checkbox"/> Any other Pertinent Information |

FOR ICJ USE ONLY:

Approved by:
(Compact Official)

(Title)

Prepared by: Shelby Craft
(Name)

Agency: Illinois

The user must complete the Travel Information task. To complete the Travel Information task, click the **plus sign**. When the user clicks the plus sign, the section expands and the Travel Information section appears.

The screenshot shows a web application window titled "Travel Information (1*)". The main content area is a form titled "Travel Information". The form is divided into several sections:

- Header:** Sending State (Illinois), Receiving State (Ohio), Arrival Date (mm/dd/yyyy), and Departure Date (mm/dd/yyyy).
- Purpose:** Purpose For Travel Permit (Relocation for greater than 90 days).
- Personal Information:** First Name, Last Name, Address (1), City, State (Ohio), and Zip.
- Contact Information:** Primary Phone, Secondary Phone, and Primary Language.
- Travel Details:** Reason For Travel (text area), Special Instructions/Contact Information (text area), and an unchecked checkbox for "Interpreter Needed".
- Administrative:** Unchecked checkbox for "Unable To Obtain Juvenile Signature Prior To Departure", a text area for "Explanation for why juvenile allowed to proceed to RT prior to acceptance" (with a note: "Legal guardian is ill and cannot care for the juvenile at this time."), and fields for "Completed By Officer First Name" (Shelby), "Completed By Officer Last Name" (Craft), and "Completed By Officer Title".
- Footer:** A green "Save Travel Information" button.

The Travel Permit can only be issued for 90 calendar days and covers the interim period while the Receiving State is completing the home evaluation.

This is a close-up view of the "Travel Information" form. The required fields are highlighted with a pink border:

- Purpose For Travel Permit (Relocation for greater than 90 days)
- First Name
- Last Name
- Address (1)
- City
- Primary Phone
- Secondary Phone
- Primary Language
- Arrival Date (mm/dd/yyyy)
- Departure Date (mm/dd/yyyy)
- State (Ohio)
- Zip
- Reason For Travel (text area)
- Special Instructions/Contact Information (text area)

The "Save Travel Information" button is located at the bottom right of the form.

Enter information the required (salmon-colored) fields and click the **Save Travel Information** button.

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

Travel Information (✓)		ICJO			Due 4/30, 11 days left		
✓	IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
	IL	Generate Form VII	Shelby Craft	Boone County Probation			
	IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			

The user can generate and print Form VII. After the signatures are obtained, upload the signed Form VII.

After the user completes the Travel Information task, the Submit Transfer of Supervision to Supervisor (JPS) task appears.

Case Tasks - Carl Craft							
Task	Assigned to	Zone	Completed by	Completed Date			
Juvenile Profile Current Residence/Legal Guardian (✓)							
✓	IL	Juvenile Profile (Current Residence/Legal Guardian)*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
Transfer of Supervision Referral (✓)							
Court Case (✓)							
Travel Information (✓)							
✓	IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
✓	IL	Generate Form VII	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
✓	IL	Upload Signed Form VII	Shelby Craft	Boone County Probation	Shelby Craft	4/19/2021	
TOS Referral/Court Case Submission (1*)							
	IL	Submit Transfer of Supervision to Supervisor (JPS)*	Shelby Craft	Boone County Probation			

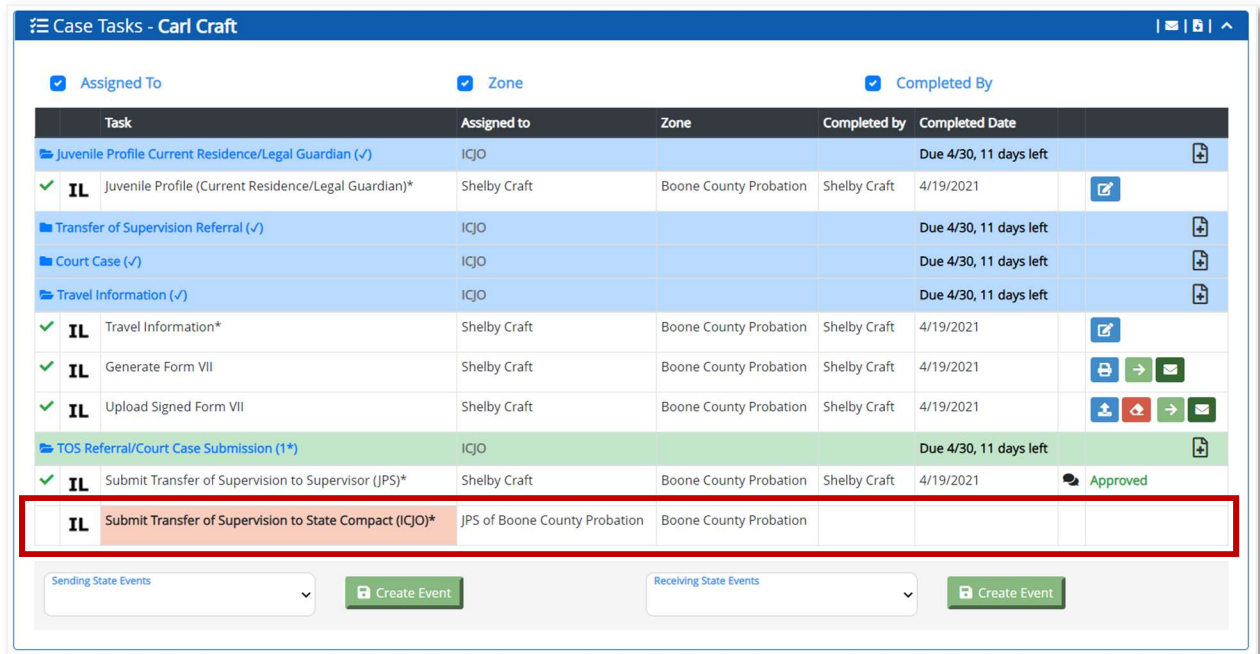
To submit to TOS to the supervisor, click the **Approve** button.

TOS Referral/Court Case Submission (1*)		ICJO			Due 4/30, 11 days left	
	IL	Submit Transfer of Supervision to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

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



When the TOS is submitted, a new task appears: Submit Transfer of Supervision to State Compact (ICJO).



The ICJO must approve the TOS and submit the TOS to the Receiving State. When the ICJO completes these tasks, the Receiving State must review and approve the case.

Form generation tasks are automatically triggered when crossing state lines. In this case, Form IV is automatically regenerated to capture the name and title of the ICJO official that submitted the TOS to the Receiving State.

Receiving State Tasks – Approve TOS Case

This section covers the TOS case tasks for the Receiving State. The Receiving State must complete tasks after the Sending State submits the TOS to the Receiving State.

The Receiving State ICJO staff receives the TOS case for review. The case appears on the Master Task List of all RS ICJO users. Click the blue hyperlinked case number to open the case.

Master Task List

Master Task List Filter Criteria

All/My/Role Tasks
All Tasks

Case Type
All

Sending/Receiving State
All States

Days Remaining
All

Case Tasks -

Assigned To
 Zone

Task	Assigned to	Zone	Due Date
CIL210310-001-JS210309-01 Travel Permit - Illinois to Ohio - Jane Smith			
Close Travel Case*	ICJO		Due 3/8, 42 days overdue
CIA210419-001-CC210324-01 OS - Iowa to Illinois - Carl Craft			
Transfer of Supervision - Receiving State Case Review*	ICJO		Due 4/29, 10 days left

When the user clicks the hyperlinked case number, the Edit Case File page displays.

Edit Case File

Transfer of Supervision Case File

- Juvenile Profile Summary | of 1
- Case Profile
- Case Communications
- Case Documents
- Case Notes

[Save Case File](#)

Case Tasks - Carl Craft

Assigned To
 Zone
 Completed By

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

In the Case Tasks section, the user can view the completed case tasks by selecting the **View** icon for the task.

Juvenile Profile Current Residence/Legal Guardian (✓)	ICJO					
✓ IA Juvenile Profile (Current Residence/Legal Guardian)*	CompAd Jones	Black Hawk County Iowa Juvenile Court Services	CompAd Jones	4/19/2021		

After reviewing the case tasks, the user can approve the TOS case file by clicking the **Approve** button for the Transfer of Supervision – Receiving State Case Review task.

	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	
✓	IA Submit Transfer of Supervision to Supervisor (JPS)*	JPO of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	CompAd Jones	4/19/2021	Approved
✓	IA Submit Transfer of Supervision to State Compact (ICJO)*	JPS of Black Hawk County Iowa Juvenile Court Services	Black Hawk County Iowa Juvenile Court Services	CompAd Jones	4/19/2021	Approved
✓	IA Submit Transfer of Supervision to Receiving State*	ICJO		CompAd Jones	4/19/2021	Approved
	IL Transfer of Supervision - Receiving State Case Review*	ICJO				

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

IL Transfer of Supervision - Receiving State Case Review* ICJO

Approval Comment | x | ^

Approval Comment

Approve

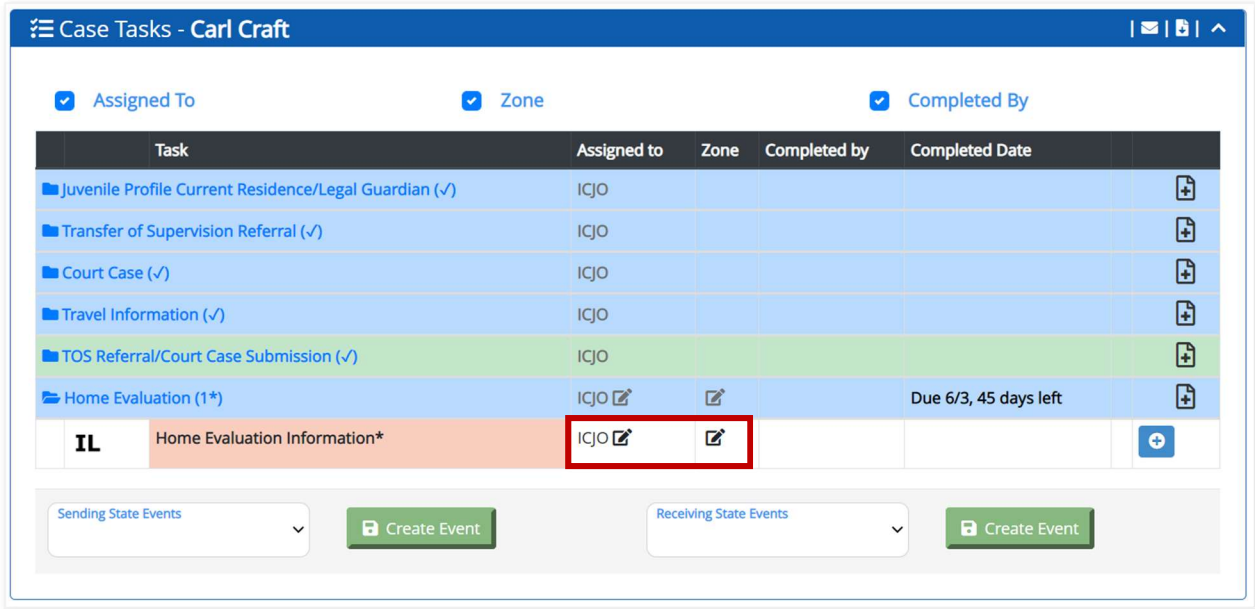
When the Receiving State approves the **Transfer of Supervision – Receiving State Case Review** task, the **Home Evaluation** task appears in the Case Tasks section. The due date for the Home Evaluation task shows the 45-day timer based on the Referral receipt date. This due date will start counting down until the user completes this task.

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 (1*)	ICJO			Due 6/3, 45 days left
IL Home Evaluation Information*	ICJO			

Note: If the Receiving State does not review or approve/reject the Transfer of Supervision – Receiving State Case Review task within 10 days of receiving the case, UNITY automatically escalates to the Home Evaluation step with a due date of 35 calendar days remaining.

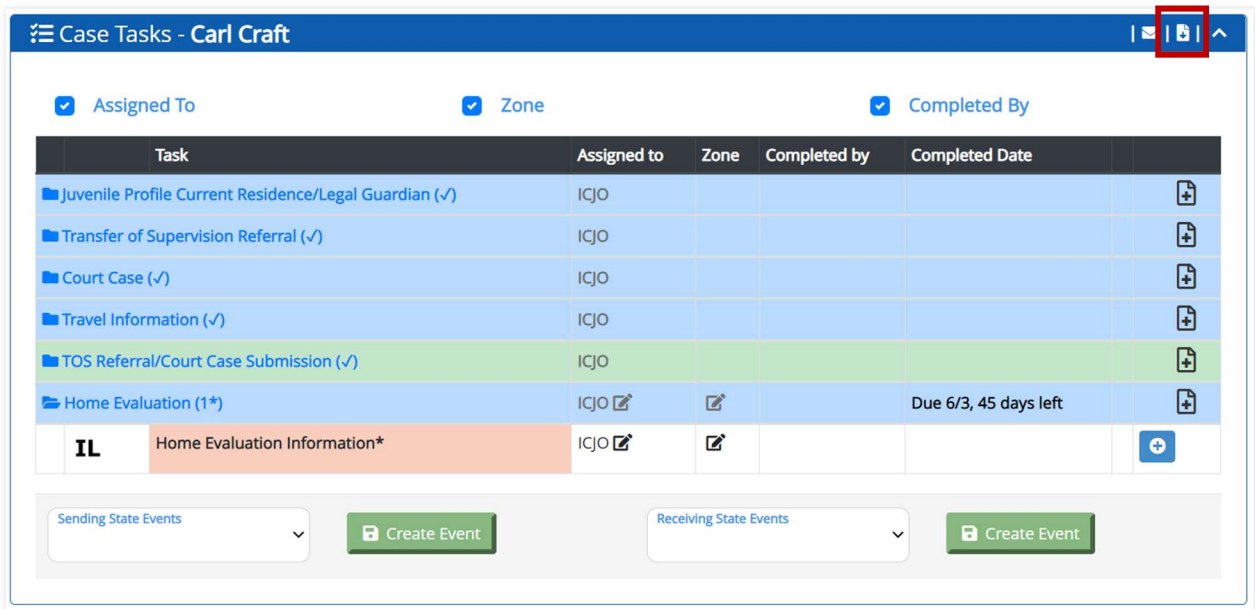
The State ICJO can assign the Home Evaluation task to a Probation Supervisor or Probation Officer in the jurisdiction where the juvenile is relocating.

Click the Edit icon under the Zone column to choose the correct zone where the juvenile's new residence is located in the Receiving State. Click the Edit icon under the Assigned To column to choose a JPO or JPS user from the zone selected, and assign the Home Evaluation task.



The State ICJO can also complete the Home Evaluation task if the Receiving State does not have active JPS or JPO users in UNITY.

To email the case file to the probation officer or supervisor, select the **Download all files** icon.

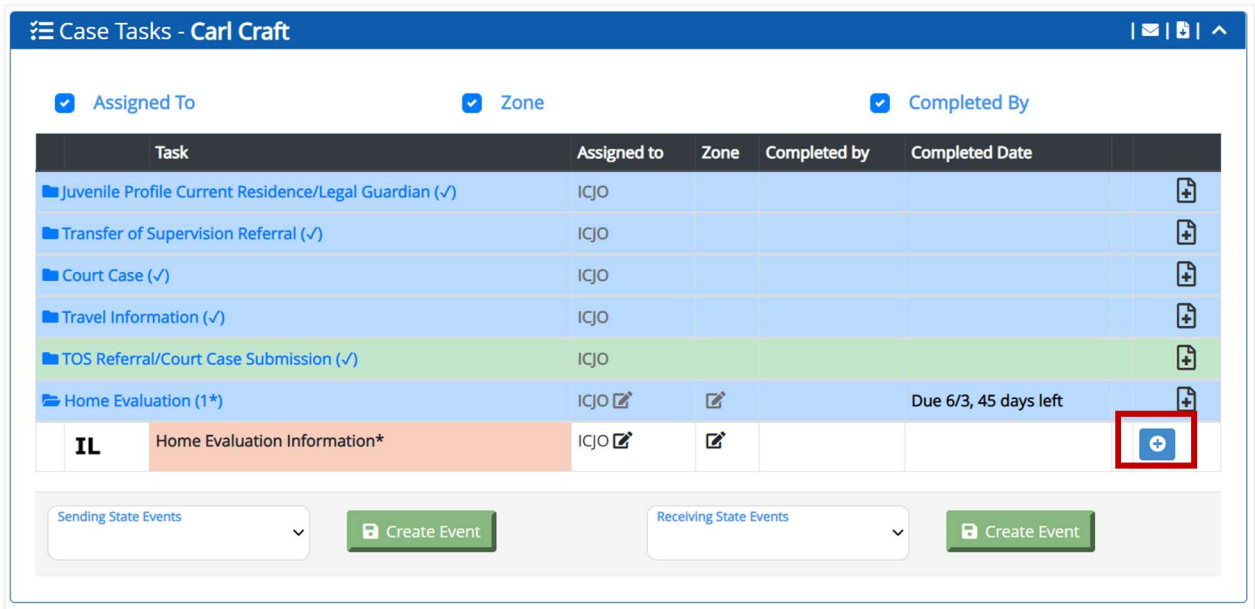


When the user selects the **Download all files** icon, the files are zipped to a compressed folder. The user can locate the compressed zip file in the computer's Downloads folder,

and copy or drag and drop the files into an email to the supervisor or officer who will complete the Home Evaluation.

When the Compact Office receives the Home Evaluation from the probation supervisor, the user can enter the Home Evaluation information into UNITY.

Click the **plus sign** next to the Home Evaluation Information task.

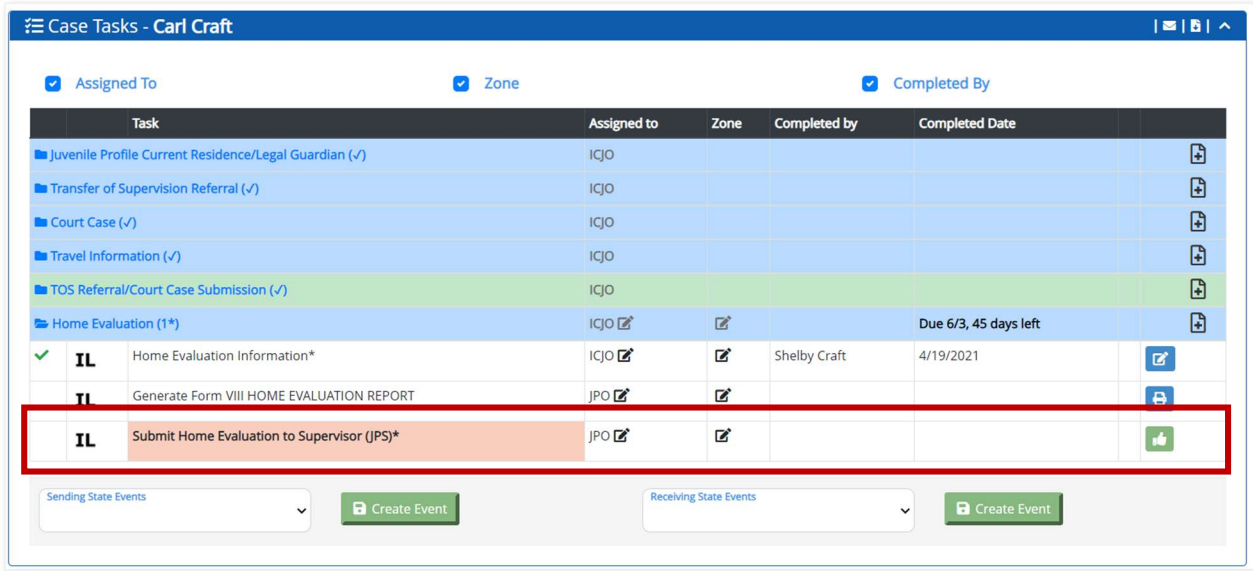


When the user clicks the plus sign, the Home Evaluation Information section expands and the Home Evaluation section appears.

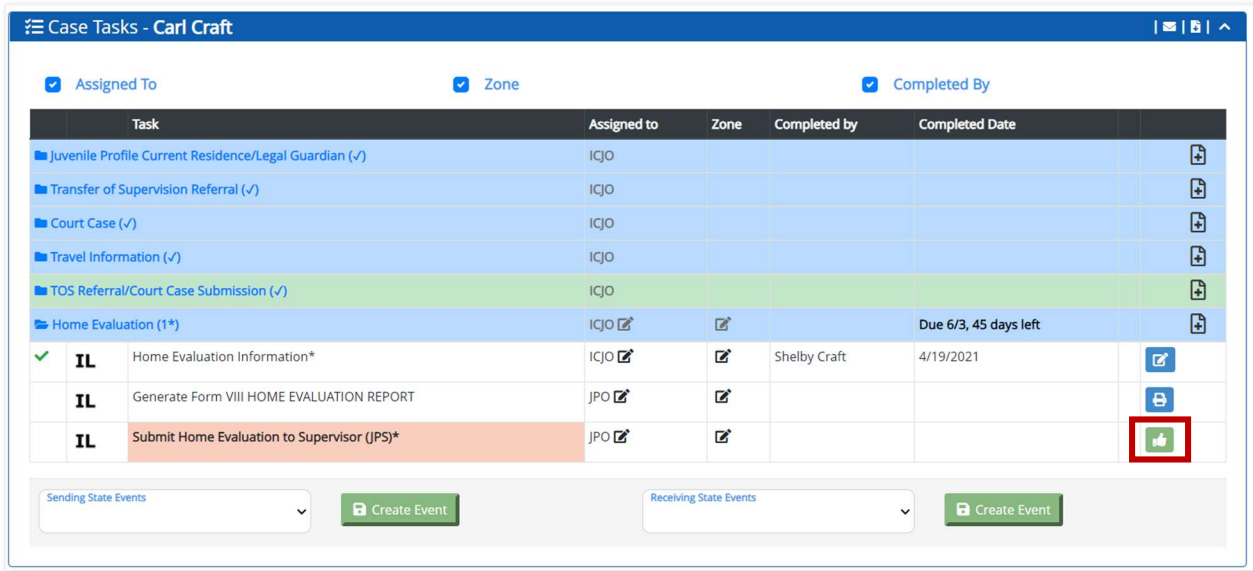
The user can enter the information into the required (salmon-colored) fields or can copy and paste from the form the received from the probation supervisor.

When all required (salmon-colored) fields are entered, click the **Save Case File Home Evaluation** button.

When the user clicks the **Save Case File Home Evaluation** button, the Home Evaluation section collapses and a new task displays: Submit Home Evaluation to Supervisor (JPS).



To submit the Home Evaluation to the Supervisor, click the **Approve** button.



When the user clicks the **Approve** button, the Approval Comments box displays. The system automatically populates the information of the logged-in user for the approval steps. The user can manually update the information for the JPO and JPS that conducted and reviewed the Home Evaluation.

After the Submit Home Evaluation to Supervisor (JPS) and Submit Home Evaluation to State Compact (ICJO) are completed, a new task appears: Home Evaluation Information: Make Supervision Decision.

Home Evaluation (1*)		ICJO	JPS	Due 6/3, 45 days left	
✓	IL Home Evaluation Information*	ICJO	JPS	Shelby Craft	4/19/2021
	IL Generate Form VIII HOME EVALUATION REPORT	JPO			
✓	IL Submit Home Evaluation to Supervisor (JPS)*	JPO	JPS	Shelby Craft	4/19/2021
✓	IL Submit Home Evaluation to State Compact (ICJO)*	JPS	JPS	Shelby Craft	4/19/2021
	IL Home Evaluation Information: Make Supervision Decision*	ICJO			

To complete the Home Evaluation Information: Make Supervision Decision task, click the **plus sign**.

Home Evaluation (1*)		ICJO	JPS	Due 6/3, 45 days left	
✓	IL Home Evaluation Information*	ICJO	JPS	Shelby Craft	4/19/2021
	IL Generate Form VIII HOME EVALUATION REPORT	JPO			
✓	IL Submit Home Evaluation to Supervisor (JPS)*	JPO	JPS	Shelby Craft	4/19/2021
✓	IL Submit Home Evaluation to State Compact (ICJO)*	JPS	JPS	Shelby Craft	4/19/2021
	IL Home Evaluation Information: Make Supervision Decision*	ICJO			

When the user clicks the **plus sign**, the section expands and the completed Home Evaluation details are displayed for the ICJO's review.

Home Evaluation Information: Make Supervision Decision*

Home Evaluation

Proposed Residence

Relationship	First Name	Last Name
Aunt	Annette	Craft
Address (1)	City	
65 Old Settlers Rd	Kenney	
State	Zip	Primary Phone
Illinois	61749	888-888-8888
Email	Primary Language	Secondary Phone
Interpreter Needed		
False		

Home Evaluation

HOME/NEIGHBORHOOD/PEERS (physical description, criminal/gang activity, etc.):
Suburban community with no known gang activity.

FAMILY STATUS (composition, interactions, at-risk family members, attitude, support capabilities, etc.):
Aunt has husband and two children around the juvenile's age.

FAMILY EMPLOYMENT/FINANCIAL RESOURCES (if employed, who will supervise the juvenile):
Both the aunt and husband are employed full time.

LEGAL HISTORY OF FAMILY (current charges, probation or parole status):
No current charges

In the Agency Evaluation section, the user must select a supervision decision from the **Supervision Decision** dropdown.

Agency Evaluation

Obtain signatures on Conditions of Supervision

Obtain juvenile's signature on Form VI

Supervision Recommendation

Recommended

Supervision Decision

Completed By Officer First Name	Completed By Officer Last Name	Completed By Officer Agency	Completed Date
Bob	Smith	Illinois	4/19/2021
Completed By Supervisor First Name	Completed By Supervisor Last Name	Completed By Supervisor Agency	Completed By Supervisor Date
Jamie	Johnson	Illinois	4/19/2021
Supervision Decision First Name	Supervision Decision Last Name	Supervision Decision Date	

After selecting the Supervision Decision, click the **Save Case File Home Evaluation** button.

Agency Evaluation

Obtain signatures on Conditions of Supervision

Obtain juvenile's signature on Form VI

Supervision Recommendation
Recommended

Supervision Decision
Approved

Completed By Officer First Name Bob	Completed By Officer Last Name Smith	Completed By Officer Agency Illinois	Completed Date 4/19/2021
Completed By Supervisor First Name Jamie	Completed By Supervisor Last Name Johnson	Completed By Supervisor Agency Illinois	Completed By Supervisor Date 4/19/2021
Supervision Decision First Name	Supervision Decision Last Name	Supervision Decision Date	

Save Case File Home Evaluation

If the user selected Supervision Decision Approved, and the user clicks the **Save Case File Home Evaluation** button, the section collapses and a new task appears: Finalize Home Evaluation: Supervision Approved.

Case Tasks - Carl Craft

Assigned To Zone Completed By

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 (1*)	ICJO			Due 6/3, 45 days left	
✓ IL Home Evaluation Information*	ICJO		Shelby Craft	4/19/2021	
IL Generate Form VIII HOME EVALUATION REPORT	JPO				
✓ IL Submit Home Evaluation to Supervisor (JPS)*	JPO		Shelby Craft	4/19/2021	Approved
✓ IL Submit Home Evaluation to State Compact (ICJO)*	JPS		Shelby Craft	4/19/2021	Approved
✓ IL Home Evaluation Information: Make Supervision Decision*	ICJO		Shelby Craft	4/19/2021	
IL Finalize Home Evaluation: Supervision APPROVED*	ICJO				

Sending State Events Create Event Receiving State Events Create Event

Click the **Approve** button to Finalize Home Evaluation: Supervision Approved task.

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 (1*)	ICJO			Due 6/3, 45 days left
IL Home Evaluation Information*	ICJO		Shelby Craft	4/19/2021
IL Generate Form VIII HOME EVALUATION REPORT	JPO			
IL Submit Home Evaluation to Supervisor (JPS)*	JPS		Shelby Craft	4/19/2021
IL Submit Home Evaluation to State Compact (ICJO)*	JPS		Shelby Craft	4/19/2021
IL Home Evaluation Information: Make Supervision Decision*	ICJO		Shelby Craft	4/19/2021
IL Finalize Home Evaluation: Supervision APPROVED*	ICJO			

When the user clicks the **Approve** button, the section expands and the Approval section appears.

Approval

First Name: Shelby

Last Name: Craft

Title: [Salmon-colored field]

Agency: Illinois

Department: [Empty]

Date: 4/19/2021

Approve

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

Approval

First Name: Shelby

Last Name: Craft

Title: ICJO

Agency: Illinois

Department: [Empty]

Date: 4/19/2021

Approve

When the user clicks the **Approve** button, either the QPR cycles begin with a 90-day due date or, if the juvenile was remaining in the Sending State during the TOS, the Departure Information (Form V) workflow appears. Once the Departure Information is submitted to the Receiving State, the Receiving State Acknowledges Departure Information task appears and the next QPR cycle begins with a due date calculated 90 days from the Departure Information, Departure Date field.

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 (1*)	ICJO			
Quarterly Progress Report (2*)	ICJO			Due 7/18, 90 days left
IL QPR Review Current Residence*	JPO			
IL Quarterly Progress Report*	JPO			
IL Progress Report Documentation	JPO			

After the Receiving State completes the Home Evaluation and recommends supervision, the Sending State must review and acknowledge the Home Evaluation.