



UNITY ICJO/JPS/JPO User Manual

General Overview

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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

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 UNITY and provides a general overview of the system. This document covers the first-time login process, common functions, conventions, and navigational aspects in UNITY, creating and managing juvenile information and case workflows. Users with the ICJO Admin role should review the UNITY State ICJO Administrator Manual to learn more about administrator modules and tasks.

The UNITY ICJO/JPS/JPO User Manual – General Overview includes the following:

- System Login
- Conventions and Navigation
- Home Page
- Profile
- User Directory
- Task Lists
- Juvenile
- Case

Login

Introduction: This chapter provides the user with the information necessary to log in to the UNITY system. Users will also learn the steps for resetting a password, establishing challenge questions, and be given instructions for what to do when the user login fails.

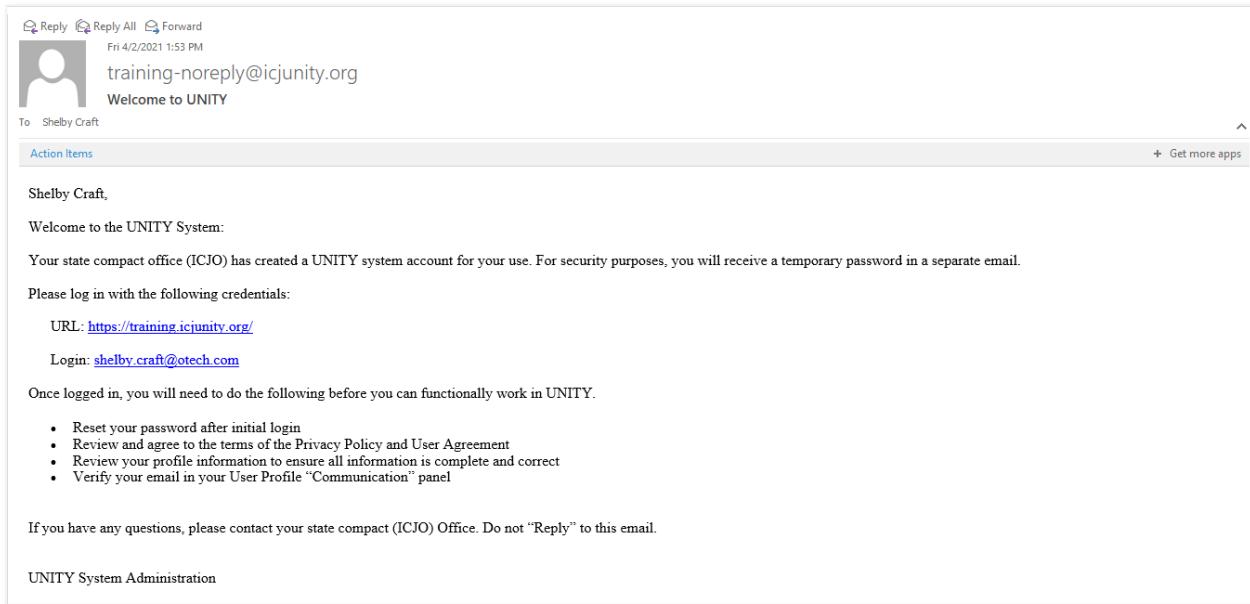
First-Time Login

New users will receive a welcome email from UNITY when their account is set up. The email contains login instructions along with the site address and username. UNITY uses the user's email as the username for authentication. To ensure the user's personal information is secure and only accessed by the user, a temporary password is provided. For security purposes, a separate second email is sent with a temporary password for initial login with your username. First-time login instructions include resetting your password, reviewing and agreeing to the Privacy Policy and User Agreement, reviewing your profile information, and verifying your email address.

Welcome Emails

A new user receives two auto-generated emails from UNITY when the administrator creates the new user.

The first email contains the system URL and login.



The screenshot shows an email inbox with one message from "training-noreply@icjunity.org". The subject is "Welcome to UNITY". The message body is as follows:

Shelby Craft,

Welcome to the UNITY System:

Your state compact office (ICJO) has created a UNITY system account for your use. For security purposes, you will receive a temporary password in a separate email.

Please log in with the following credentials:

URL: <https://training.icjunity.org/>
Login: shelby.craft@otech.com

Once logged in, you will need to do the following before you can functionally work in UNITY.

- Reset your password after initial login
- Review and agree to the terms of the Privacy Policy and User Agreement
- Review your profile information to ensure all information is complete and correct
- Verify your email in your User Profile "Communication" panel

If you have any questions, please contact your state compact (ICJO) Office. Do not "Reply" to this email.

UNITY System Administration

The second email contains the temporary password and the steps the user must complete after successful login.

Reply Reply All Forward
Fri 4/2/2021 1:53 PM
 training-noreply@icjunity.org
UNITY - Temporary Password
To Shelby Craft
Action Items + Get more apps

Shelby Craft,

To ensure your UNITY system's personal information is secure and only accessible by you, we are providing you with a temporary password.

Temporary Password: PapaChtUFbq6.bPUniform1#

With this temporary password and the email you received separately containing your login information, you will have secure access to your account. You will be required to reset your password upon login.

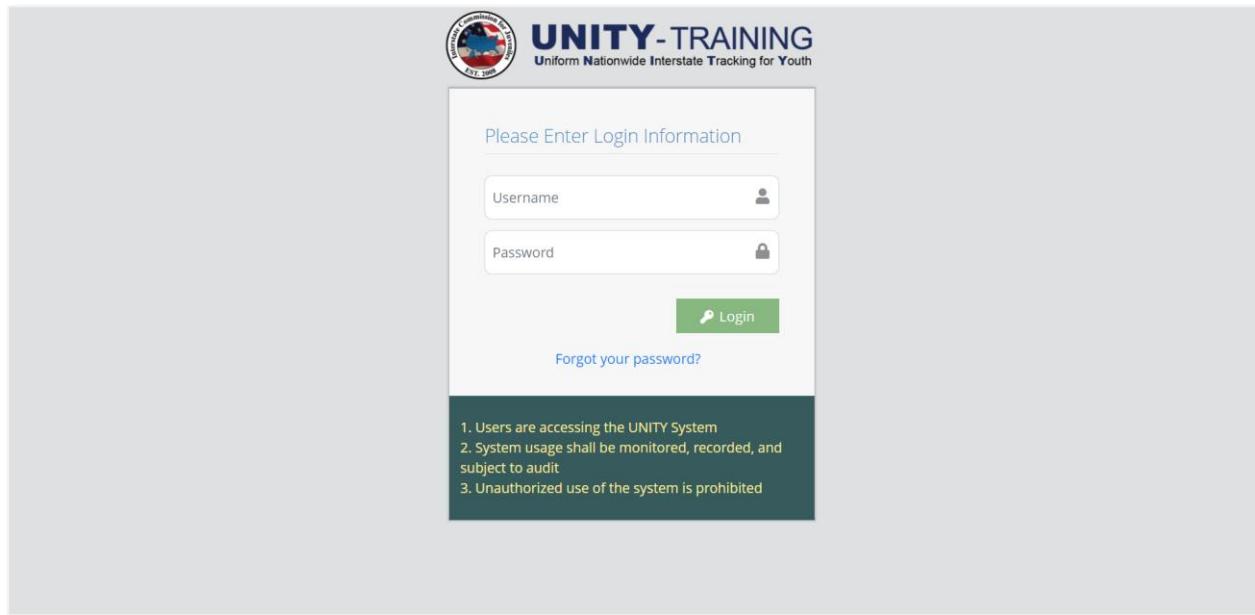
Once logged in, you will need to do the following before you can functionally work in UNITY.

- Reset your password after initial login
- Review and agree to the terms of the Privacy Policy and User Agreement
- Review your profile information to ensure all information is complete and correct
- Verify your email in your User Profile "Communication" panel

If you have any questions, please contact your state compact (ICJO) Office. Do not "Reply" to this email.

UNITY System Administration

Click the URL hyperlink to go to the UNITY System login page.

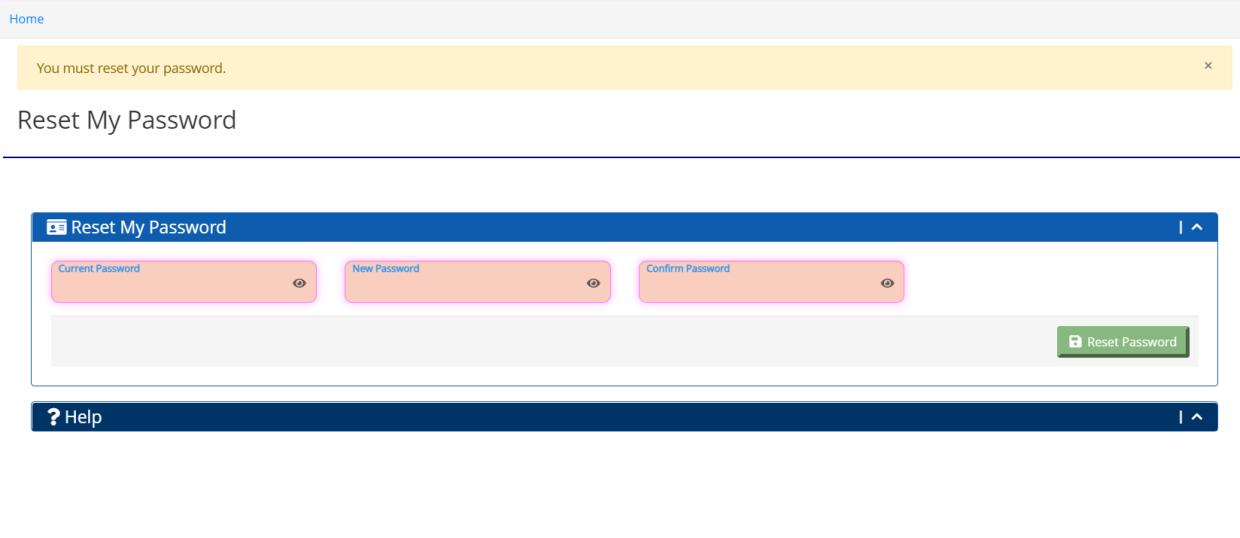


The new user enters the login (email address) and password and clicks the **Login** button.

Note: The password is case-sensitive. For first-time login, it is recommended to copy and paste the password directly from the Welcome email.

Reset Password

If the username and password are valid, UNITY will display the Reset My Password page as shown below.



The screenshot shows a web-based application interface for password reset. At the top, there's a navigation bar with a 'Home' link. Below it, a yellow banner displays the message 'You must reset your password.' A close button ('x') is located at the top right of the banner. The main content area has a blue header bar with the title 'Reset My Password'. Below the header are three input fields: 'Current Password', 'New Password', and 'Confirm Password', each with a small circular icon to its right. To the right of these fields is a large, empty text area. At the bottom right of the input area is a green rectangular button labeled 'Reset Password' with a small icon. At the very bottom of the page is a dark blue footer bar containing a 'Help' link with a question mark icon.

In the Current Password field, enter the temporary password.

In the New Password field, enter a new strong password. The new password must meet the following requirements:

- Must be at least 8 characters long.
- Requires at least 2 numeric characters.
- Requires at least 2 characters that are upper case letters.
- Requires at least 2 characters that are lower case letters.
- Requires at least 2 characters that are symbols.

Note: If the password is missing a requirement, a red bar appears on the screen indicating which of the password requirements is missing from the new password.

The screenshot shows a web-based password reset interface. At the top, there's a navigation bar with a 'Home' link. Below it, a yellow message bar says 'You must reset your password.' A red error message box contains three validation messages: 'The password requires at least 2 numeric characters; this had 0.', 'The password requires at least 2 characters that are upper case letters; this had 1.', and 'The password requires at least 2 characters that are symbols; this had 0.' The main form is titled 'Reset My Password'. It has three input fields: 'Current Password' (NovemberRo5!1\$), 'New Password' (Testpassword), and 'Confirm Password' (Testpassword). A green 'Reset Password' button is located to the right of the confirm password field. At the bottom left is a 'Help' link.

Re-enter the new password in the Confirm Password field and click the **Reset Password** button. The user receives a confirmation message that the password reset is successful, and is redirected to the User Profile page.

System Consents

When the user clicks the Reset Password button, the Consent page opens. On the Consent page, the user must read and agree to the following published Consents:

- ICJ Administrative Policy 02-2021: UNITY Privacy Policy
- UNITY User Agreement

To agree to each Consent, the user must select Yes on the toggle for each Consent.

Consent: UNITY User Agreement

Uniform Nationwide Interstate Tracking for Youth (UNITY) System
Interstate Commission for Juveniles

END USER AGREEMENT

This UNITY End User Agreement ("Agreement") governs access privileges and the use of the Uniform Nationwide Interstate Tracking for Youth System. By way of this agreement the Interstate Commission for Juveniles ("ICJ") grants you, and you alone, electronic access to UNITY. Access is granted solely for use in accordance with the conditions and limitations outlined in this End User Agreement and the UNITY Privacy Policy ("Privacy Policy"). By signing this Agreement, you acknowledge that you have received, read and understand both the Agreement and the Privacy Policy and agree to comply with the specified conditions and limitations and any other included directive on the use and operation of UNITY.

If you cannot agree with the conditions specified in either this Agreement or the Privacy Policy, you will not be granted access to UNITY. Your failure to adhere to the conditions outlined may result in the suspension or termination of privileges without notice.

CONDITIONS

By signing this Agreement you agree to the following conditions:

1. You have read and understand both this Agreement and the Privacy Policy.
2. The information provided in your application is true and accurate.
3. Access to UNITY is necessary to the performance of your duties.
4. You have the right to use UNITY exclusively to you. You may not authorize others to use your access.
5. You shall not use or divulge UNITY data for your personal interest, gain or exploitation or for the personal interest, gain or exploitation of any other individual, and shall not be assigned or otherwise transferred to any other person.
6. When using UNITY you shall not leave it unattended in areas where it might be accessed by unauthorized individuals.
7. You shall not access UNITY on public computers.
8. You shall not access UNITY data to any person not authorized to receive it.
9. You shall not copy, reproduce, duplicate, modify, adapt or lend, sell or otherwise transfer in whole or part, any information contained in UNITY, except for the specific business use authorized by ICJ.
10. All information you enter or attach is true, accurate, verified, current and complete to the best of your knowledge.
11. You agree not to disrupt, interfere, alter or tamper with any information or materials associated with UNITY use.
12. You agree to report any suspicious activity or known security or user violations to the National Office for the Interstate Commission for Juveniles. You agree to in no way change UNITY software, or to in any way decompile, disassemble or imitate any part of UNITY software.

By selecting "Agree," you acknowledge that you have read the UNITY Privacy Policy and End User Agreement and agree to be bound by the terms and conditions set forth. You agree to use UNITY for lawful purposes only and you acknowledge that your failure to do so may subject you to civil and criminal liability. If you do not agree to the terms and conditions of this agreement, you may not access, view, obtain services from, or otherwise use UNITY.

Agree: NO

Click the **Agree** button to agree to all Consents.

Home

Consent: ICJ Administrative Policy 02-2021: UNITY Privacy Policy

Consent: UNITY User Agreement

Disagree Agree

If the user does not agree to each Consent or clicks the **Disagree** button, the user cannot gain access to the UNITY system.

Home

Consent: ICJ Administrative Policy 02-2021: UNITY Privacy Policy

Consent: UNITY User Agreement

Disagree Agree

When the user clicks the **Agree** button on the Consents page, the My Profile page opens. The user should review the profile information to ensure all information is complete and correct.

My Profile

Demographics

- Login Name: IllinoisIQO
- First Name: CompAd
- Middle Name:
- Last Name: Jones
- Job Title: CompAct Admin
- User Role: IQO Admin
- Time Zone: Eastern Standard Time
- Last Password Reset Date: 1/21/2021
- Reset Password
- Status: Locked Not Locked
- Zone: 1 Aspen Drive

Task Grid Preferences

- Show Assigned To
- Show Zone
- Show Completed By
- Show Completed Date

Communication

- Email: Robert.Patton@otech.com (Email Verified)
- Mobile Phone Number: 614-747-8178
- Work Phone Number: 614-547-0032
- Email Notifications
- Verify Email

Out Of Office

- Out Of Office Start Date: mm/dd/yyyy
- Out Of Office Contact User:
- Out Of Office End Date: mm/dd/yyyy
- Out Of Office

Challenge Questions

Question

- What was your favorite place to visit as a child?
- Who is your favorite actor, musician, or artist?
- What high school did you attend?

New User Challenge Question

Save

Click the **Save** button to save any changes made to the User Profile.

My Profile

Demographics

- Login Name: shelby@otech.com
- First Name: Shelby
- Middle Name:
- Last Name: Craft
- Job Title:
- User Role: JPO
- Time Zone: Central Standard Time
- Last Password Reset Date: 3/26/2021
- Reset Password
- Status: Locked Not Locked
- Zone: Boone County Probation

Task Grid Preferences

- Show Assigned To
- Show Zone
- Show Completed By
- Show Completed Date

Communication

- Email: shelby.craft@otech.com (Email Verified)
- Mobile Phone Number:
- Work Phone Number:
- Email Notifications
- Verify Email

Out Of Office

- Out Of Office Start Date: mm/dd/yyyy
- Out Of Office Contact User:
- Out Of Office End Date: mm/dd/yyyy
- Out Of Office

Challenge Questions

Question

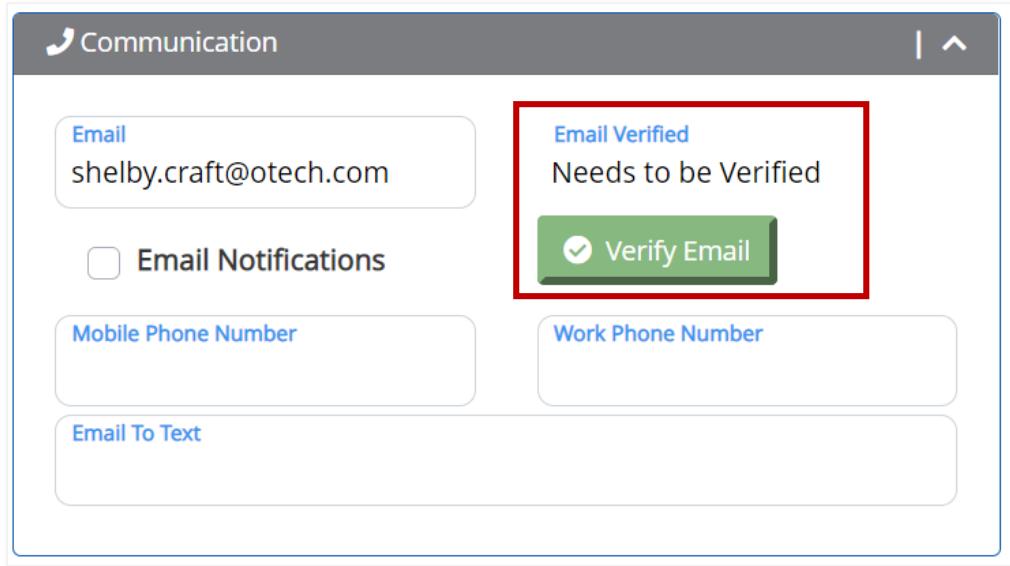
No data available!

New User Challenge Question

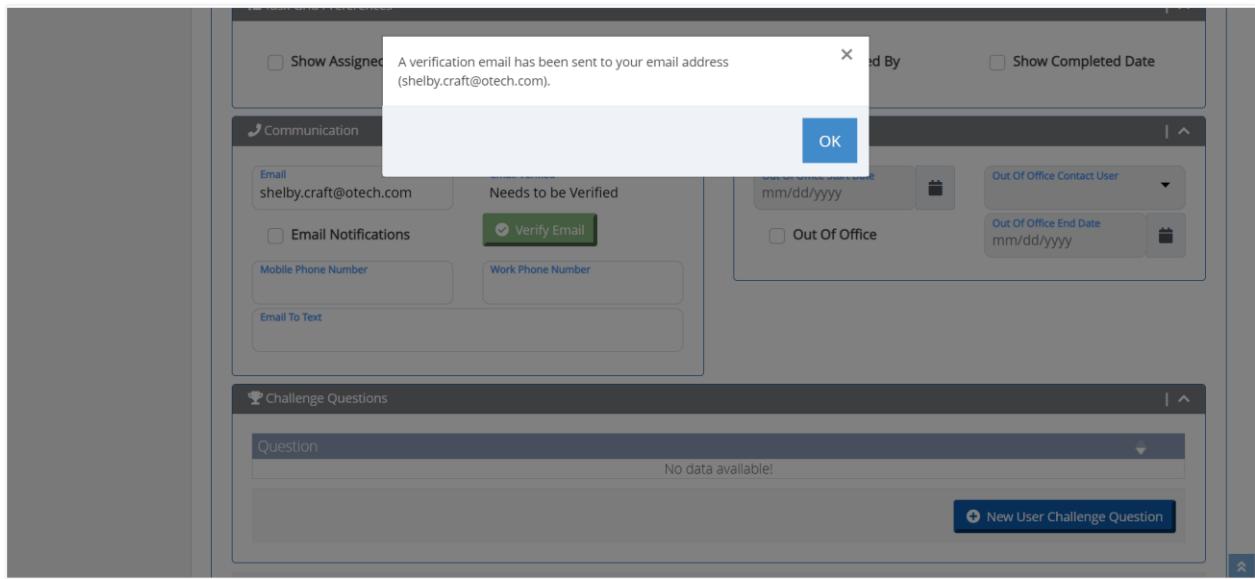
Save

Verify Email Address

The user is required to verify the entered email address.



When the user clicks the **Verify Email** button, the user receives a message that a verification email was sent to the entered email address.



The user receives an email from UNITY that contains the email verification code.

Reply Reply All Forward
Wed 3/24/2021 6:40 PM
test-noreply@icjunity.org
Verify Email

To: Shelby Craft

Action Items + Get more apps

Shelby Craft,

Here is your email verification code for the UNITY System:

Papa23-Foxtrot20\$X-Ray13#

Please go to the following URL and enter the code:

<https://test.icjunity.org/User/VerifyEmail>

This will allow the UNITY System to send you emails.

Thanks,
UNITY Team

When the user clicks the URL hyperlink in the email, the user returns to UNITY and the Verify Email page opens.

Home

Verify Email

User

Verification Code

Papa23-Foxtrot20\$X-Ray13#

Save Return to My Profile

? Help

Enter the Verification Code from the email and click the **Save** button.

Home

Verify Email

User

Verification Code

Papa23-Foxtrot20\$X-Ray13#

Save Return to My Profile

? Help

To return to the My Profile page, click the **Return to My Profile** button.

The screenshot shows a 'Verify Email' page. At the top left is a 'Home' link. Below it is a 'User' section with a 'Verification Code' input field containing the value 'Papa23-Foxtrot20\$X-Ray13#'. To the right of the input field are 'Save' and 'Return to My Profile' buttons. The 'Return to My Profile' button is highlighted with a red box. At the bottom left is a 'Help' link.

Add Challenge Questions

The user must set up challenge questions to reset the password from the Login page. In the Challenge Questions sub-section, the user can click the **New User Challenge Question** button to set up a new challenge question.

The screenshot shows a 'Challenge Questions' page. At the top left is a 'Challenge Questions' link. Below it is a 'Question' section with a message 'No data available!'. At the bottom right is a 'New User Challenge Question' button, which is highlighted with a red box.

When the user clicks the **New User Challenge Question** button, the New User Challenge Question page opens.

Home

New User Challenge Question

Edit Challenge Question

Question
What was your favorite place to visit as a child?

Answer

Return to User Profile

Help

The user can select a question from the Question dropdown and provide an answer in the Answer field. The user can click the **Save User Challenge Question** to save the challenge question.

New User Challenge Question

Edit Challenge Question

Question
What high school did you attend?

Answer
Elida

Save User Challenge Question Save User Challenge Question And Add New Return to User Profile

Help

To save the entered challenge question and enter a new question and answer, click the **Save User Challenge Question and Add New** button.

New User Challenge Question

The screenshot shows a form titled "Edit Challenge Question". It contains a "Question" field with the text "What high school did you attend?" and an "Answer" field with the text "Elida". Below the fields are three buttons: "Save User Challenge Question" (green), "Save User Challenge Question And Add New" (blue, highlighted with a red box), and "Return to User Profile" (grey).

To return to the My Profile page, click the **Return to User Profile** button.

New User Challenge Question

The screenshot shows a form titled "Edit Challenge Question". It contains a "Question" field with the text "What high school did you attend?" and an "Answer" field with the text "Elida". Below the fields are three buttons: "Save User Challenge Question" (green), "Save User Challenge Question And Add New" (blue, highlighted with a red box), and "Return to User Profile" (grey).

On the My Profile page, the Challenge Questions appear in the Challenge Questions section.

The screenshot shows a section titled "Challenge Questions". It lists three questions: "What high school did you attend?", "What is your mother's maiden name?", and "What was your high school mascot?". To the right of each question are two small icons: a blue arrow pointing right and a red trash can. At the bottom right is a blue button with a plus sign and the text "New User Challenge Question".

To view the Challenge Question, click the **View** button. When the user clicks the View button, the Edit User Challenge Question page opens.

The screenshot shows a web-based application interface for editing a user challenge question. At the top, there's a navigation bar with a 'Home' link. Below it, the title 'Edit User Challenge Question' is displayed. The main content area has a blue header 'Edit Challenge Question' with a trophy icon. On the left, under 'Question', the text 'What high school did you attend?' is shown. On the right, under 'Answer', the text 'Elida' is displayed in a pink-bordered input field. At the bottom of this section are two buttons: a green 'Save User Challenge Question' button and a blue 'Return to User Profile' button. Below this main section, there are two dark blue navigation bars: one labeled 'Changes' and another labeled 'Help', both with upward arrows.

The user can edit the answer to the challenge question and click the **Save User Challenge Question** button to save the change.

This screenshot is similar to the one above, showing the 'Edit User Challenge Question' page. The 'Save User Challenge Question' button is highlighted with a red rectangular box. All other elements, including the question text, answer field, and navigation bars, are identical to the first screenshot.

Click the **Return to User Profile** button to return to the My Profile page.

Home

Edit User Challenge Question

Edit Challenge Question

Question
What high school did you attend?

Answer
Elida

Save User Challenge Question Return to User Profile

Changes

Help

To delete a challenge question, click the **Delete** button in the Challenge Question subsection.

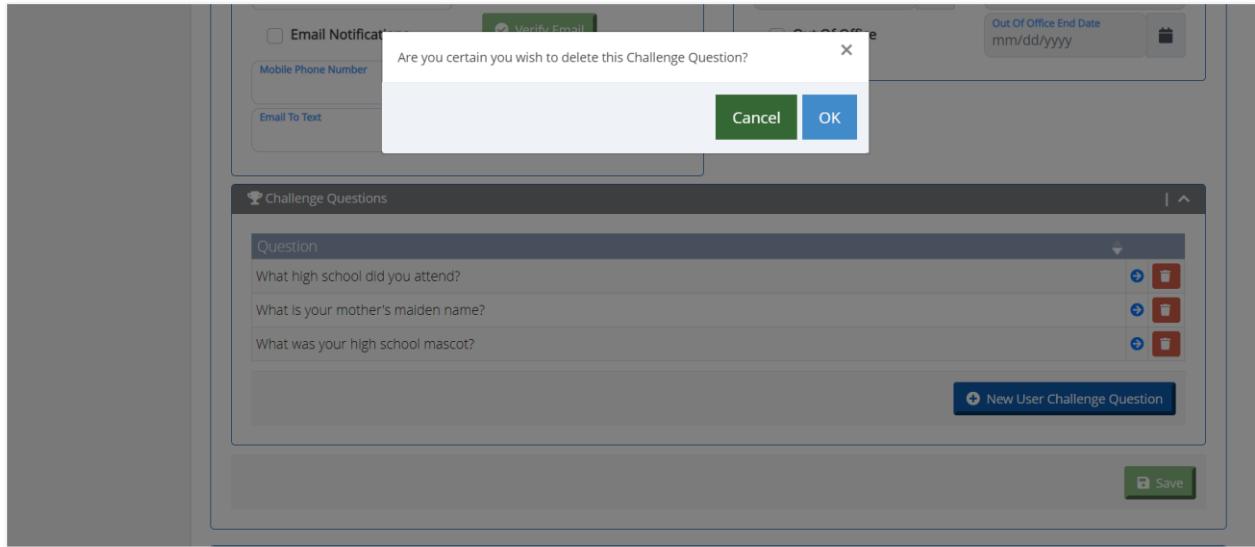
Challenge Questions

Question

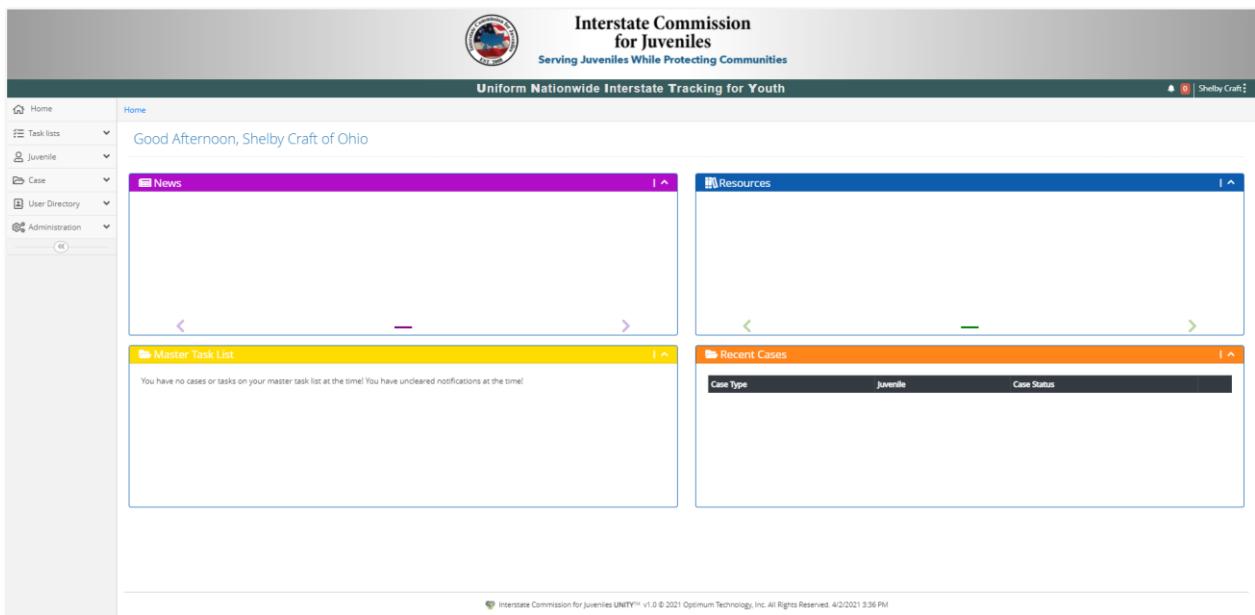
What high school did you attend?
What is your mother's maiden name?
What was your high school mascot?

New User Challenge Question

When the user clicks the **Delete** button, the user receives a message to confirm deleting the Challenge Question. To delete the Challenge Question, click the **Yes** button. To keep the Challenge Question and return to the My Profile page, click the **Cancel** button.



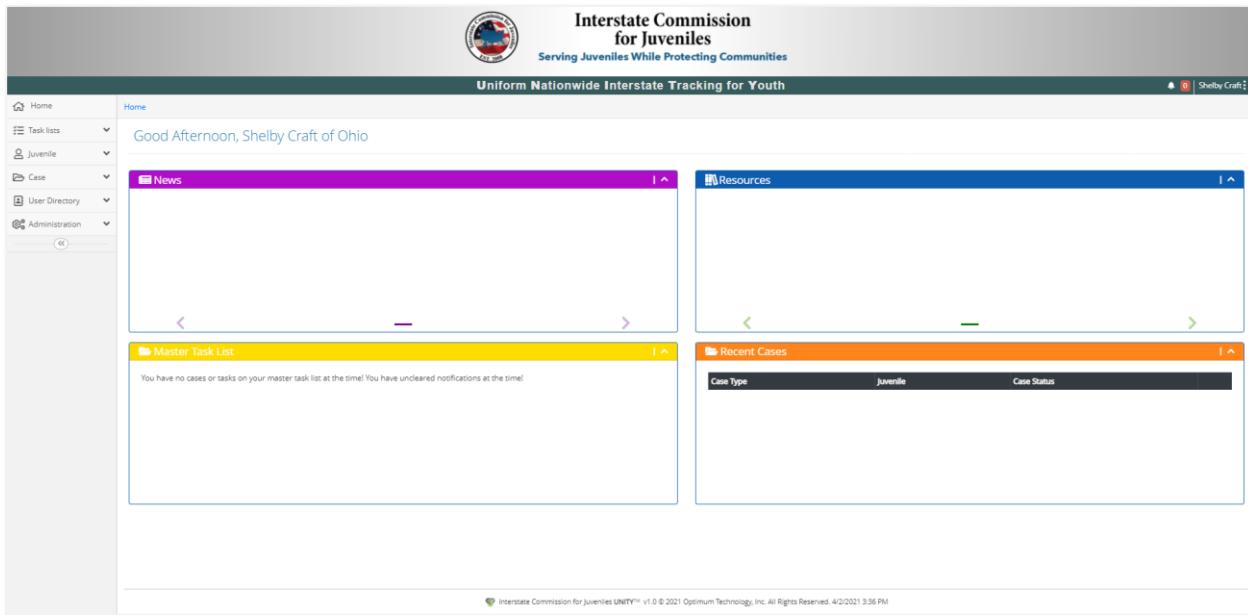
The user can click on Home in the Menu Bar to access the UNITY Home page.



Note: After the first login, the user sees the Home Page after entering a correct username and password.

Successful Login

After the first-time login, the user can go directly to the Login page and enter the username and password. If the user and password are valid, the user is logged into the UNITY system and will see the Welcome/Home Page.

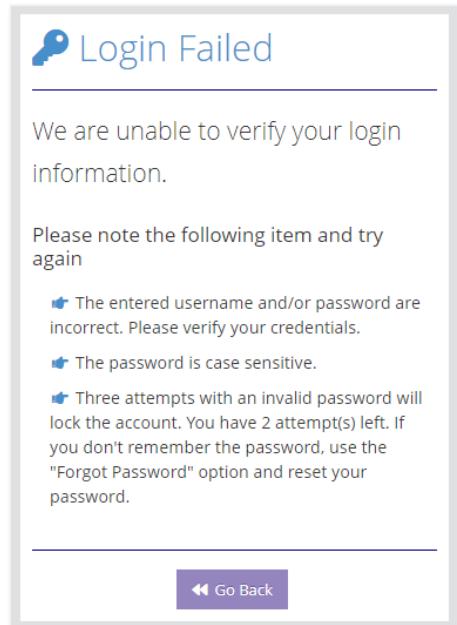


Failed Login

UNITY has built-in security features, including account security locks. Accounts are locked after 3 unsuccessful login attempts. An unsuccessful login attempt will result in a Login Failed message. The user can return to the login screen and try again. On the third unsuccessful login attempt, the account is locked. This means that the account is inaccessible for 10 minutes. After 10 minutes have passed, the user can try logging in again with the correct password. If the user enters the incorrect password again, the account will lock immediately for 10 minutes again without allowing retries. For security reasons, the number of invalid logins will increment after every invalid login attempt. After every successful login, the number of invalid logins count will reset to 0 for the user. The user will then be allowed 3 unsuccessful login attempts until the account gets locked again.

If the user has set up challenge questions, the Forgot Password feature can be used to reset the password or contact the State ICJO administrator to immediately unlock the account. The State ICJO can also reset the user's password to prevent further account locks due to incorrect passwords.

If the username and password are not valid, the user sees the Login Failed screen.



The user can click the Go Back button to re-enter the username and password. If the user enters the incorrect username and password three times, the account is locked. The user must contact the UNITY administrator to unlock the account or wait 10 minutes to log in again.

Note: It is recommended that the user select the Reset Password button on the login page if the user cannot remember the correct password.

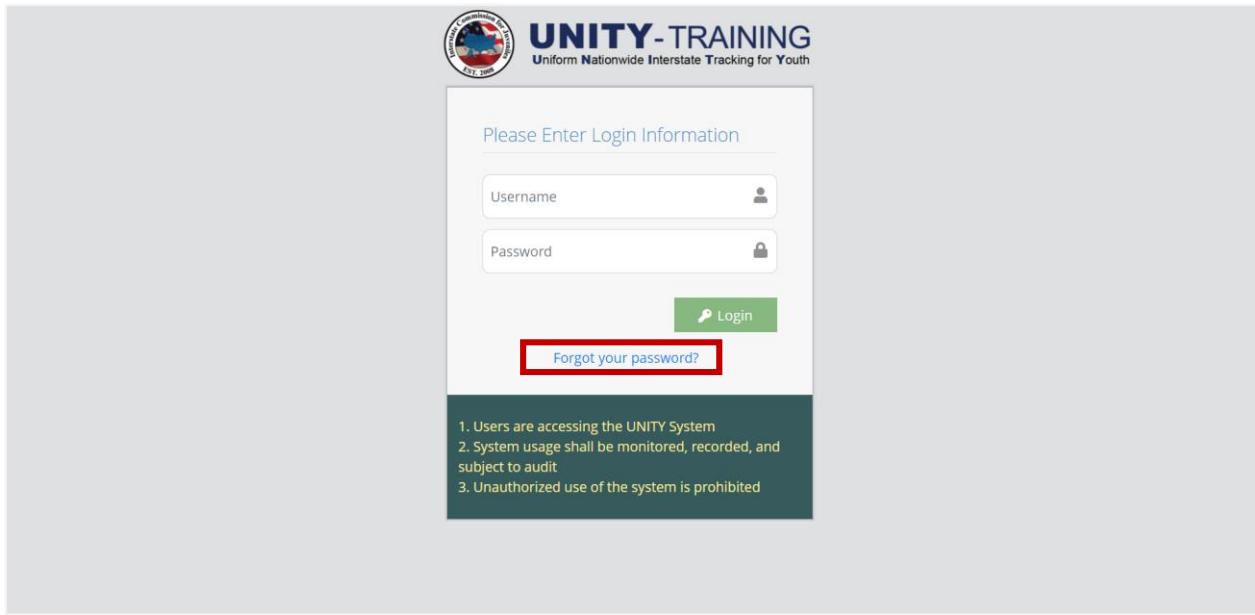
Password Reset

If the user registered Challenge Questions in UNITY, the user can reset the password from the Login page at any time.

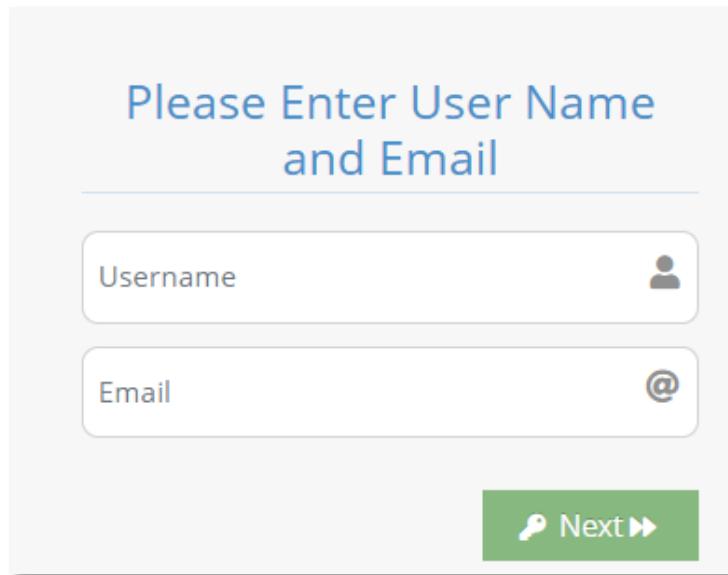
You have not entered any challenge questions;
please contact the administrator in order to
regain access to the system.

Return to Login

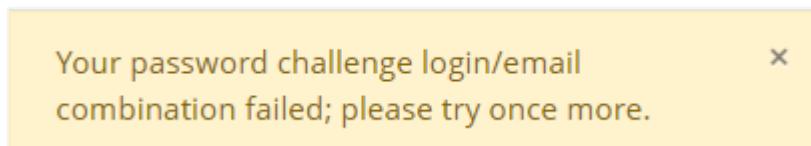
On the Login page, the user clicks the Forgot Your Password button.



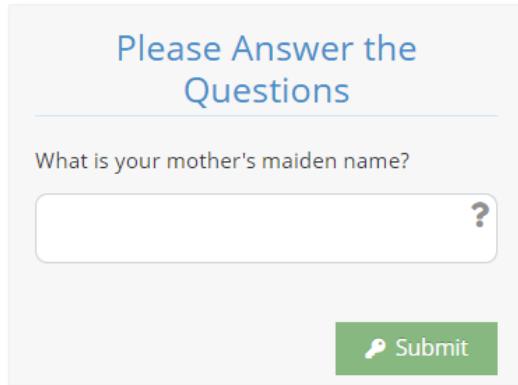
On the next screen, enter the username and email address and click the **Next** button.



If the username and email combination are invalid, the user will see the pop-up below and must re-enter the username and email.

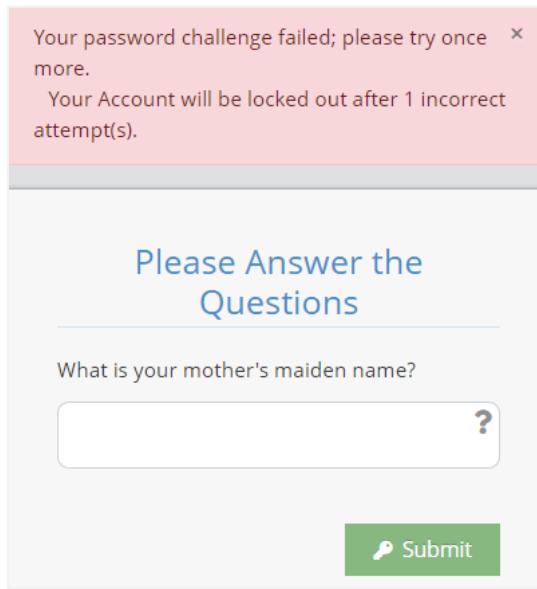


If the username and email combination are valid, and the user registered a challenge question, the user must enter the answer to the Challenge Question and click the **Submit** button.



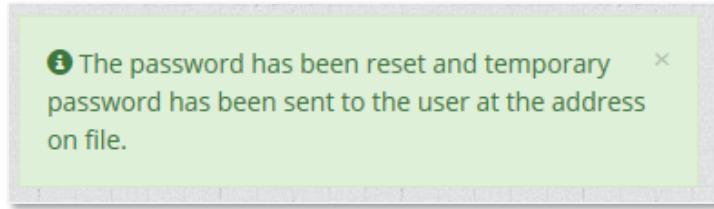
A screenshot of a challenge question input form. The title "Please Answer the Questions" is at the top. Below it is the question "What is your mother's maiden name?". A text input field contains a question mark. A green "Submit" button with a key icon is at the bottom.

If the answer is incorrect, the user is prompted to re-enter the answer. The account will lock if the answer is incorrect 2 times. The user will need to contact the ICJO Admin to unlock the account.

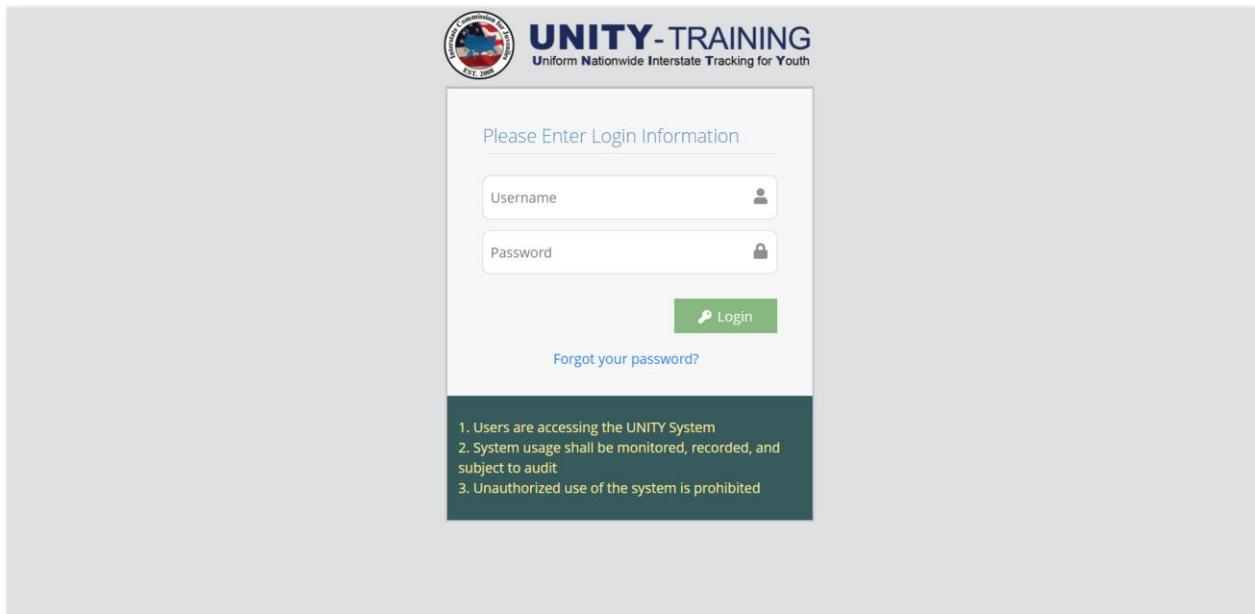


A screenshot of a challenge question input form with an error message. The message says "Your password challenge failed; please try once more. Your Account will be locked out after 1 incorrect attempt(s)." Below the message is the same challenge question and "Submit" button as the previous screenshot.

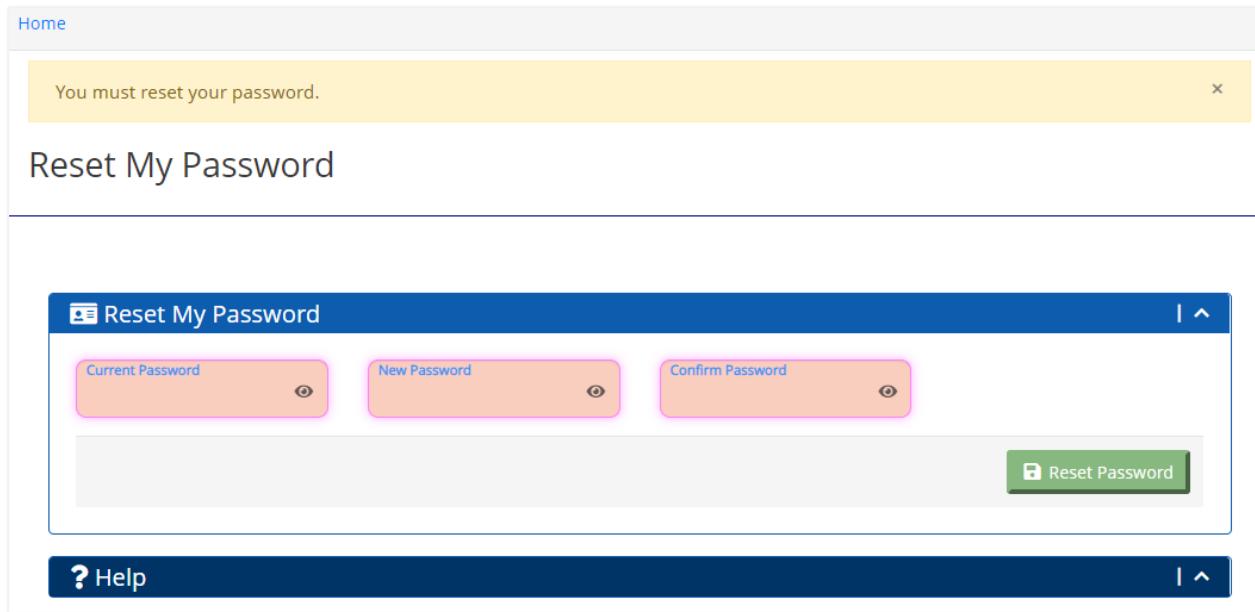
If the answer is correct, a system-generated temporary password is sent to the user's registered email address.



On the Login page, enter the username and the temporary password and click the **Login** button.



The user will be logged into the system and prompted to reset the password.



Enter the password received in the email as the Current Password. In the New Password field, enter the new password. The new password must contain the following:

- Must be at least 8 characters long.
- Requires at least 2 numeric characters.
- Requires at least 2 characters that are upper case letters.
- Requires at least 2 characters that are lower case letters.
- Requires at least 2 characters that are symbols.

Note: If the password is missing a requirement, a red bar appears on the screen indicating which of the password requirements is missing from the new password.

Re-enter the new password in the Confirm Password field and click the **Reset Password** button. The user receives a confirmation message that the password reset is successful.

>Password Has Been Reset

After a successful password reset, the user is logged into the UNITY system and will see the Welcome/Home Screen.

The screenshot shows the ICJ UNITY homepage. At the top center is the ICJ logo with the text "Interstate Commission for Juveniles" and "Serving Juveniles While Protecting Communities". Below the logo is a dark blue header bar with the text "Uniform Nationwide Interstate Tracking for Youth". On the far right of the header is a notification icon showing "0" notifications and the user name "Shelby Craft". The left side features a vertical navigation menu with options: Home, Task lists, Juvenile, Case, User Directory, and Administration. The main content area has several sections: "News" (purple header), "Resources" (blue header), "Master Task List" (yellow header), and "Recent Cases" (orange header). The "Master Task List" section contains a message: "You have no cases or tasks on your master task list at the time! You have uncleared notifications at the time!". At the bottom right of the page is a small copyright notice: "© Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 4/2/2021 5:56 PM".

Logout

The Logout button can be accessed from the blue Header Bar, in the top right corner of the page under the logged-in user's name. Click the username to invoke the dropdown menu with the Logout option. Click on the Logout button to securely log out of the UNITY system.

This screenshot shows the same ICJ UNITY homepage as above, but with a red box highlighting the "Logout" button in the user dropdown menu. The "Logout" button is located in the top right corner of the blue header bar, next to the user name "Shelby Craft". The rest of the interface is identical to the first screenshot, including the navigation menu, news, resources, and recent cases sections.

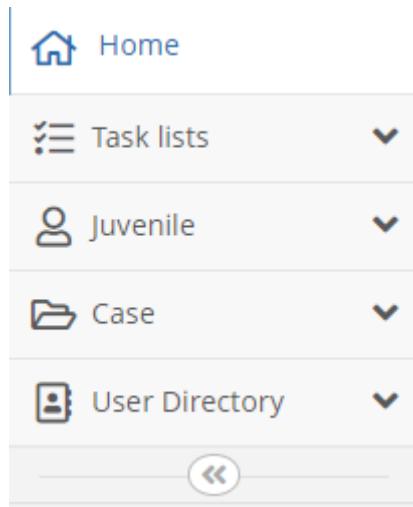
Conventions and Navigation

Introduction: In this chapter, the overall design and general navigation of the UNITY System are discussed. These features are consistent throughout the UNITY System.

Menu Bar

The Menu Bar on the left side of the window displays the main modules of UNITY. The number of Menu Items available is determined by your role within the UNITY System. Screenshots within this guide may show more or fewer sections than the user has available.

Click on a menu item to display its dropdown menu. Modules in the left menu bar may differ based on user permissions or as new modules are added.



The Menu Items for a user with a JPS or a JPO role include:

- Home
- Task Lists
- Juvenile
- Case
- User Directory

Header Bar

The Header Bar is the top blue bar below the ICJ banner image. It features the expanded form of the UNITY system's name – **Uniform Nationwide Interstate Tracking for Youth**, along with quick access menu options.

The Header bar on top is always visible with menu options even when the user navigates through other pages of the UNITY system. Clicking on the user's name drops down the following menu options:

1. Profile
2. Resources
3. My Contacts
4. Master Task List
5. Logout

Alerts

Click the bell icon on the top right corner of the Header bar to access Alerts. The number next to the bell icon displays the number of alerts that have not been cleared by the user.

When the user clicks the **Bell** icon, the Alerts page opens.

The Alerts page contains system alerts and user notifications to alert the user of any action completed or action needed. This includes system alerts such as password reset notifications as well as case notifications such as assigned tasks, juvenile apprehended, and case submission alerts.

The screenshot shows the 'Alerts' section of a web application. At the top left is a 'Home' link. Below it, the word 'Alerts' is displayed in a large, bold, dark blue font. A horizontal line separates this from the main content area. The content area has a light gray background. It displays a list of alerts grouped by date. Each alert item has a small circular icon on the left, followed by the alert type and a brief description. On the right side of each alert item are three small icons: a checkmark, an upward arrow, and a clock. The time next to the clock indicates when the alert was received. At the bottom of the alert list, there is a green button labeled 'Clear All'.

Mar 02

- Successful Password Reset**
Jones, CompAd ICJO Admin 1 Aspen Drive successfully reset your password. If this was not you, [Reset your password](#) and notify your administrator.
- Failed Password Reset**
Jones, CompAd ICJO Admin 1 Aspen Drive were unable to reset your password due to a password mismatch. If this was not you, [Reset your password](#) and notify your administrator.

Feb 23

- Successful Password Reset**
Jones, CompAd ICJO Admin 1 Aspen Drive successfully reset your password. If this was not you, [Reset your password](#) and notify your administrator.

Jan 21

- Successful Logon**

The user can click the **Dismiss** icon to clear the alert from the Alerts page.

This screenshot shows a single alert item from March 2023. The alert type is 'Failed Password Reset'. The description states: 'Jones, CompAd ICJO Admin 1 Aspen Drive were unable to reset your password due to a password mismatch. If this was not you, [Reset your password](#) and notify your administrator.' To the right of the alert, there are three small icons: a checkmark, an upward arrow, and a clock. The checkmark and upward arrow icons are enclosed in a red rectangular box, indicating they are the 'Dismiss' and 'Edit' actions respectively.

Mar 02

- Failed Password Reset**
Jones, CompAd ICJO Admin 1 Aspen Drive were unable to reset your password due to a password mismatch. If this was not you, [Reset your password](#) and notify your administrator.

The user can click the **Clear All** button at the bottom of this page to clear all alerts from the Alerts page.

This screenshot shows a single alert item from October 2023. The alert type is 'Successful Logon'. The description states: 'Jones, CompAd ICJO Admin 1 Aspen Drive successfully logged in. If this was not you, [Reset your password](#) and notify your administrator.' At the bottom right of the alert list, there is a green button with a white checkmark and the text 'Clear All'.

Oct 05

- Successful Logon**
Jones, CompAd ICJO Admin 1 Aspen Drive successfully logged in. If this was not you, [Reset your password](#) and notify your administrator.

Breadcrumbs

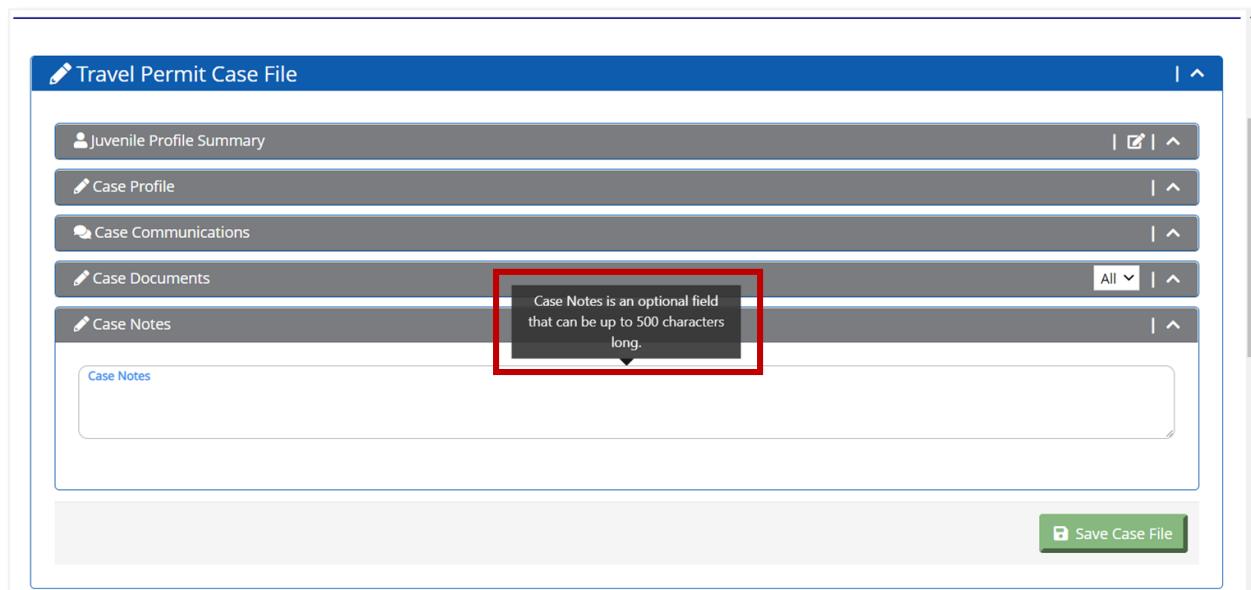
Links that are located below the **UNITY** banner are the Breadcrumbs that indicate the navigational path. Breadcrumbs track the navigational path within the UNITY system. This makes it easy to trace the previous pages and navigate backward at any point in time.

Home :: > Search > View Case

A double colon (::) separates each area to reflect the hierarchy of where you are in the system. To navigate to a particular section, click the name of the section in the navigational path.

Tooltips

There are tooltips available for many fields and controls throughout the UNITY system. When the user hovers over a field that has a tooltip attached to it, a popup box appears that displays information about that specific field. Tooltips are useful to new users that have questions about a specific field or what information to enter into a specific field. Depending on the context where the field appears, the tooltip will describe the purpose of the field, whether user data input is required or optional, data input format, the maximum number of allowable characters within that field, validation criteria, or other useful tips for the user.



Required Fields

All required fields in UNITY are surrounded by a pink halo.



Last Name
Tester

If the field is required and no data is entered, the field is salmon-colored.



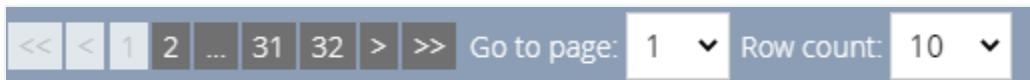
Last Name

Grid Features

The UNITY system features a grid in multiple places to make data presentation, sorting, and searching easier. Each grid has the following features:

Pagination

- The pagination feature on the bottom left corner of the grid allows users to page through the available reports.
- The grayed-out number indicates where the user is currently in the grid. In the above image, the user is currently on Page 1.
- All other white numbers are clickable and will take the user directly to that page of the grid.
- The ">" takes the user to the next page of the grid.
- The ">>" takes the user to the last page of the grid.
- The "<" takes the user to the previous page of the grid.
- The "<<" takes the user to the first page of the grid.



Go to Page Dropdown

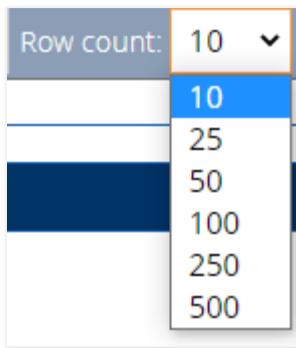
The 'Go to Page' dropdown feature next to the pagination grid allows a user to select and access a specific page. The user can type the page number, or select from the dropdown. Typing or selecting the page number will directly take the user to that page in the grid.



Row Count Dropdown

The 'Row Count' Dropdown allows the user to select the number of records to show on one page.

Selecting a different row count from the dropdown allows the user to view the specified number of rows on the page.



Row Numbers

The row numbers indicator is visible on the bottom right of the grid. The user can see the total number of rows in the grid, and the number of rows currently visible.

Showing 1-10 of 314

Collapse

The user can collapse the grid by clicking on the upward arrow in the top right corner of the grid, and make it visible again by clicking on the downward arrow.



Changes

The Changes section appears at the bottom of some pages in UNITY that involve updating data fields such as the My Profile page and Juvenile page. The Changes section lists all the changes made on the page. Changes are grouped by date and time in reverse chronological order along with a summary of the data updated.

The screenshot shows a 'Changes' section with a single log entry. The entry is timestamped at 3/24/2021 5:43 PM. It was made by a user named CompAd Jones. The log message states: 'On 3/24/2021 5:43:19 PM CompAd Jones created the record.' There is also a timestamp of 3/24/2021 5:43:19 PM at the bottom right of the log entry.

Help

On the bottom of every page in UNITY, there is a Help section. The Help section contains the contact information for the logged-in user's State ICJO administrators that the user can contact for assistance.

An online Support Request form is available for users to ask a question or report an issue. This state-specific Support link is available in the Help section. The requests are reviewed by the State ICJOs and routed to the ICJ National Office if required.

The screenshot shows the 'Help' section. It starts with a heading 'ICJO Contact(s) for help'. Below this, there are two columns of contact information. The left column lists: ICJO Contact Name: Jack Black, Contact Office Number: 615-972-9888, Contact Cell Number: (not visible), and Contact Email: jack@otech.com. The right column lists: ICJO Contact Name: Renae Gross, Contact Office Number: 614-785-1110, Contact Cell Number: (not visible), and Contact Email: renae.gross@otech.com. At the bottom, there is a link 'Online Support Request: <https://app.smartsheet.com/b/form/b2d2e4537f7043f092def52aa17e88a9>'.

Home Page

Introduction: The user lands on the Home Page after successfully logging into the UNITY System as discussed in the Login Chapter.

The Home Page displays a welcome message and features a dashboard with the following information:

1. News
2. Resources
3. Master Task List
4. Recent Cases

Welcome Message

The Welcome Message displays the Greeting, Name of the User, and User Agency.

The screenshot shows the UNITY Home Page. At the top, the logo of the Interstate Commission for Juveniles is displayed, followed by the text "Interstate Commission for Juveniles" and "Serving Juveniles While Protecting Communities". Below the header, a navigation bar includes links for Home, Task lists, Juvenile, Case, and User Directory. On the right side, there is a user profile section for "Shelby Craft" with options for Profile, Resources, My Contacts, and Master Task List, along with a Logout button. The main content area is divided into four sections: "News" (containing a greeting and a message about spring), "Resources" (listing the Illinois UNITY Privacy Policy Feb), "Master Task List" (indicating no cases or tasks), and "Recent Cases" (also indicating no recent cases). A sidebar on the left provides quick access to Home, Task lists, Juvenile, Case, and User Directory.

Dashboard

The Homepage contains a Dashboard with News, Resources, Master Task List, and Recent Cases sections.

The screenshot shows the main dashboard with four main sections:

- News:** A purple header with "News" and a scroll bar icon. It contains a message: "Spring has sprung!" and a bold statement: "This season, we are not only looking forward to less snow, warmer days, and greener grass, but also the rollout of the new UNITY data management system." Below this is the "I INITV" logo.
- Resources:** A blue header with "Resources" and a scroll bar icon. It lists the "Illinois UNITY Privacy Policy Feb" document, with a download link: "IL Testing - UNITY Privacy Policy_1-26-21.docx [Download]."
- Master Task List:** A yellow header with "Master Task List" and a scroll bar icon. It displays a message: "You have no cases or tasks on your master task list at the time! You have uncleared notifications at the time!"
- Recent Cases:** An orange header with "Recent Cases" and a scroll bar icon. It includes tabs for "Case Type" (selected), "Juvenile", and "Case Status".

News

The News section displays current news items published by the National Office as well as your State ICJO Administrator. The user can use the arrow icons at the bottom of the News section to access additional News items and use the scroll bar to read through the news.

The screenshot shows the "News" section with the following content:

Spring has sprung!

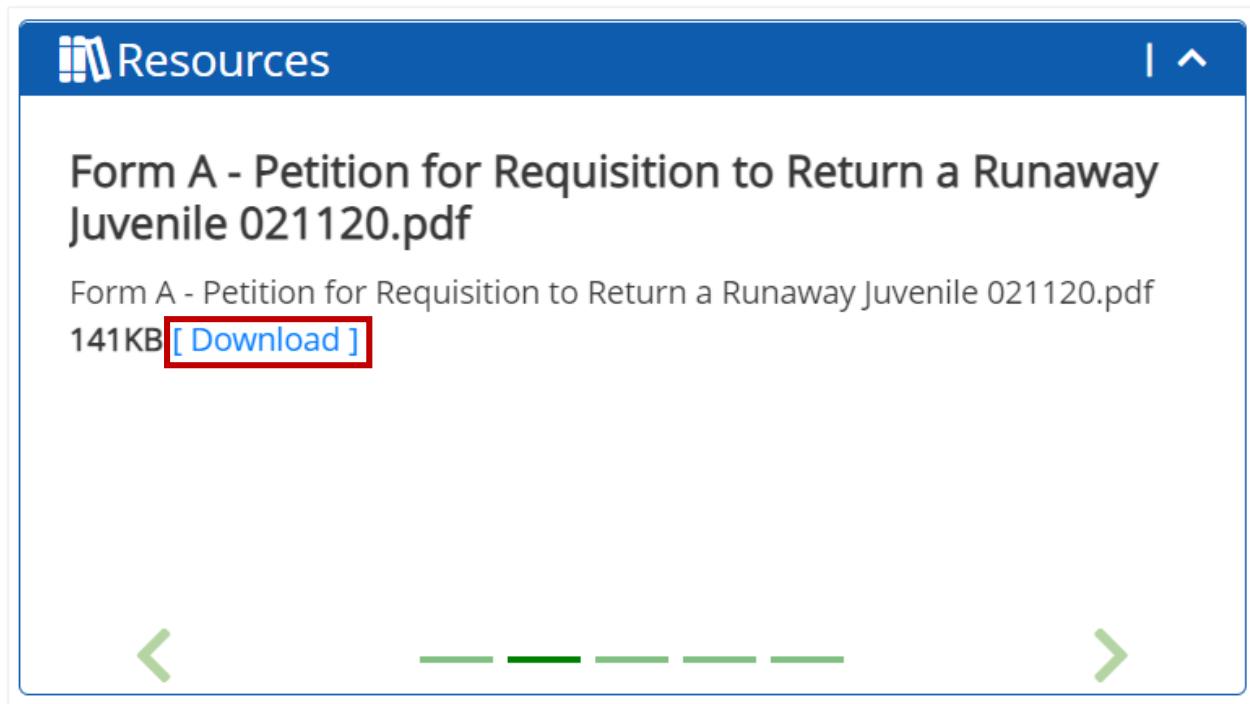
This season, we are not only looking forward to less snow, warmer days, and greener grass, but also the rollout of the new UNITY data management system.

Below the text is the "I INITV" logo, with the circular part of the logo and the "I" of the logo highlighted with a red rectangle.

Resources

The Resources section contains resources such as user manuals uploaded by the National Office as well as State ICJO administrators. These are available to download from the Resources section for the user's reference.

The user can click the **Download** hyperlink to download and view the resource.



The user can use the arrow icons at the bottom of the Resources section to access additional Resources.

The screenshot shows a web page with a blue header bar. On the left of the header is a logo with three vertical bars and the word "Resources". On the right are icons for search and refresh. Below the header, the main content area has a white background. At the top of the content area, the title "Form A - Petition for Requisition to Return a Runaway Juvenile 021120.pdf" is displayed in bold black font. Underneath the title, there is a smaller line of text: "Form A - Petition for Requisition to Return a Runaway Juvenile 021120.pdf" followed by "141KB [Download]". At the bottom of the content area, there is a horizontal navigation bar with a red border. It features a green left arrow icon on the left, a series of five small green dashed segments in the center, and a green right arrow icon on the right.

The user can also view all Resources by clicking the user's name in the Header Bar and selecting Resources.

The screenshot shows the UNIST (Uniform Nationwide Interstate Tracking for Youth) system interface. At the top, there is a logo and the text "Serving Juveniles While Protecting Communities". Below the logo, the title "Uniform Nationwide Interstate Tracking for Youth" is centered. On the left, there is a sidebar with several dropdown menus: "Home", "Task lists", "Juvenile", "Case", and "User Directory". The "Home" menu is currently selected, indicated by a blue background. In the center, there is a message: "Good Evening, Shelby Craft of Illinois". Below this message, there is a purple banner with the text "News" and "Training Site will be live soon!". On the right side, there is a user profile section with the name "Shelby Craft" and a notification count of "0". A dropdown menu is open from the user profile, showing options: "Profile", "Resources" (which is highlighted with a red box), "My Contacts", "Master Task List", and "Logout". At the bottom of the screen, there is a footer bar with the "Resources" icon and the text "Form A - Petition for Requisition to Return a Runaway Juvenile 021120.pdf".

Master Task List

The Master Task List section displays a notification of how many cases and required tasks are available within the Master Task List that need the user's attention and follow-up. The user can click on the hyperlink to go to the Master Task List page for further review and action.

This section also displays a notification of how many alerts are available on the Alerts page that has not been cleared by the user. The user can click on the **Here** hyperlink to go to the Alerts page for further review and action.

 Master Task List | ^

Your master task list has **2** cases with **6** required tasks in them; you can view them by clicking [here](#).

You have **9** uncleared alerts; you can view and clear them by clicking [here](#).

Recent Cases

The Recent Cases section displays the top 5 active cases that the user has worked on. The user can click on the View button of each case listed to navigate directly to the View/Edit case page.

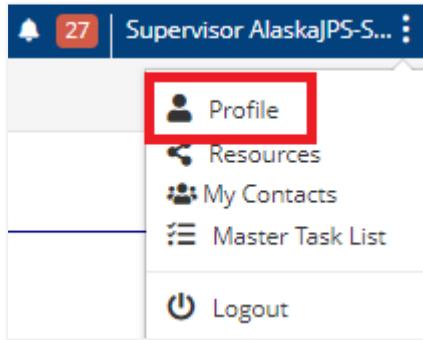
 Recent Cases | ^

Case Type	Juvenile	Case Status
Travel	Carl Craft (3/5/2005)	Active 

Profile

Introduction: The Profile stores demographic details about the user and allows the user to update their information and manage their preferences.

The user can access their user profile by clicking the user name on the top right of the portal, then clicking Profile.



When the user clicks Profile, the My Profile page opens.

 A screenshot of the 'My Profile' page. The page is divided into several sections:
 - **Demographics**: Contains fields for First Name (CompAd), Middle Name, Last Name (Jones), Job Title (Compact Admin), User Role (IQO Admin), Time Zone (Eastern Standard Time), and a 'Reset Password' button. It also shows a placeholder for a profile picture and a 'Locked' status.
 - **Task Grid Preferences**: Includes checkboxes for 'Show Assigned To', 'Show Zone', 'Show Completed By', and 'Show Completed Date'.
 - **Communication**: Shows communication preferences like 'Email Notifications' (unchecked) and 'Work Phone Number' (614-547-0032). It also includes a 'Verify Email' button and a 'Needs to be Verified' status.
 - **Out Of Office**: Allows setting 'Out Of Office Start Date' (mm/dd/yyyy) and 'Out Of Office End Date' (mm/dd/yyyy).
 - **Challenge Questions**: A section for challenge questions with a question about favorite childhood place and three answer options (radio buttons).
 - **Save**: A 'Save' button at the bottom right.

On the My Profile page, the user can view and edit information in the following subsections: Demographics, Task Grid Preferences, Communication, Out of Office, and Challenge Questions.

After updating details in each sub-section, click the Save button at the bottom of the User section to save any changes made.

Demographics

The Demographic sub-section displays the demographic information entered by the administrator during the creation of the user in UNITY. The user can edit all fields in the Demographic sub-section.

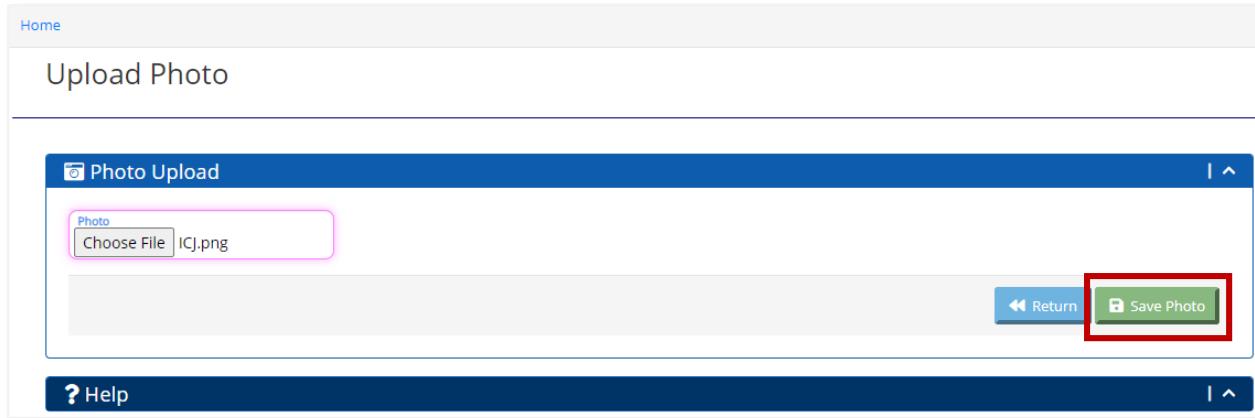
The screenshot shows the Demographics sub-section of a user profile. It includes fields for Login Name (shelby.craft@otech.com), First Name (Shelby), Middle Name, Last Name (Craft), Job Title (User Role: ICJO Admin), Time Zone (Eastern Standard Time), Last Password Reset Date (3/24/2021), a Reset Password button, and Lock status (Locked). On the left, there is a placeholder for a profile photo with a yellow background and a black silhouette of a person's head. Below this placeholder is a red-bordered 'Add' button with a plus sign.

Add Photo

The user can add a photo to their user profile. To add a photo, click the **Add** icon in the Demographics sub-section.



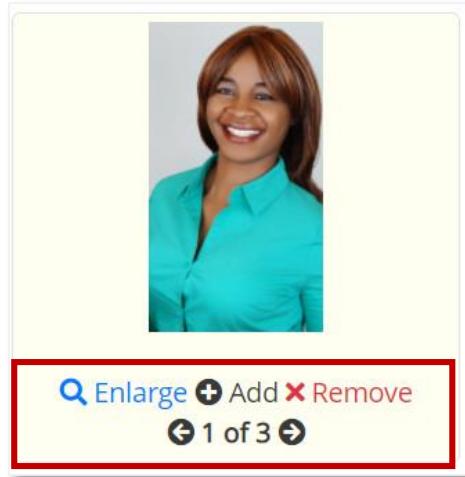
When the user clicks the **Add** icon, the Upload Photo page opens. The user can choose a saved photo and click the **Save Photo** button.



When the user clicks the **Save Photo** button, the user receives a confirmation message that the photo is saved and the user returns to the My Profile page. The uploaded photo displays in the demographic section.

The screenshot shows the 'Demographics' section of a user profile. It includes fields for First Name (Shelby), Middle Name, Last Name (Craft), Reporting Agency, Job Title, User Role (ICJO Admin), User Type (Active User), Supervision Type, Time Zone (Eastern Standard Time), Last Password Reset (3/25/2021), and Lock status (Not Locked). On the left, there is a photo placeholder with a yellow background, showing a woman's face. Below the photo are buttons for 'Enlarge', 'Add', 'Remove', and a count of '1 of 3'. A green 'Reset Password' button is located at the bottom center.

The user has the option to view an enlarged image of the photo, view additional photos, as well as add or remove the photo in the Demographics section.



Reset Password

The user can reset the password in the Demographics sub-section. To reset the password, click the **Reset Password** button.

A screenshot of the Demographics sub-section. It includes fields for Login Name (shelby.craft@otech.com), First Name (Shelby), Middle Name, Last Name (Craft), State (Illinois), Reporting Agency, Job Title, User Role (ICJO Admin), User Type (Active User), Time Zone (Eastern Standard Time), Supervision Type, and Lock status (Not Locked). A green button labeled 'Reset Password' is highlighted with a red border. On the left, there is a smaller profile picture and a red-bordered box with the same four control buttons as the main profile page.

When the user clicks the Reset Password button, the Reset My Password page opens.

Home

Reset My Password

Current Password New Password Confirm Password

Reset Password

? Help

In the Current Password field, enter the current password. In the New Password field, enter the new password. The new password must contain the following:

- Must be at least 8 characters long.
- Requires at least 2 numeric characters.
- Requires at least 2 characters that are upper case letters.
- Requires at least 2 characters that are lower case letters.
- Requires at least 2 characters that are symbols.

Note: If the password is missing a requirement, a red bar appears on the screen indicating which of the password requirements is missing from the new password.

You must reset your password.

The password requires at least 2 numeric characters; this had 0.
The password requires at least 2 characters that are upper case letters; this had 1.
The password requires at least 2 characters that are symbols; this had 0.

Reset My Password

Current Password New Password Confirm Password

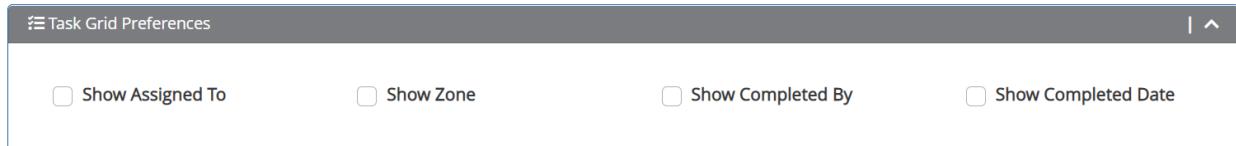
Reset Password

? Help

Re-enter the new password in the Confirm Password field and click the **Reset Password** button. The user receives a confirmation message that the password reset is successful and the user returns to the My Profile page.

Task Grid Preferences

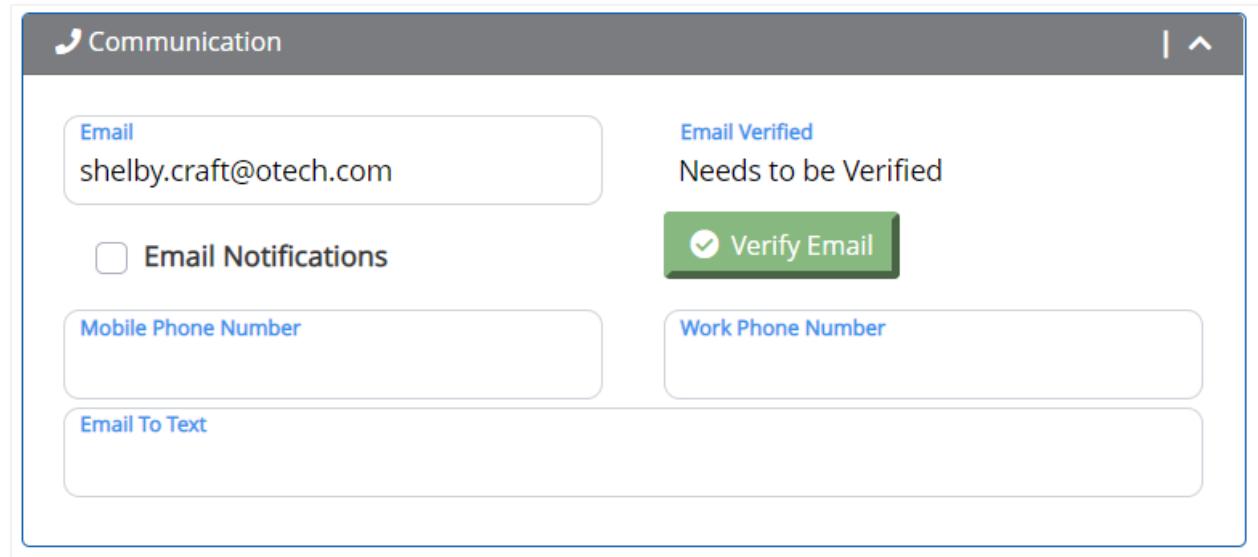
The Task Grid Preferences sub-section controls what columns the user sees in the Case Tasks Grid for Travel, Transfer, and Return cases.



Note: It is recommended that ICJOs keep all options selected for their Task Grid. All columns are deselected by default for JPS or JPO users and can be changed manually here.

Communication

The Communication sub-section contains the user's email and phone numbers. Users can verify and update their contact details here.

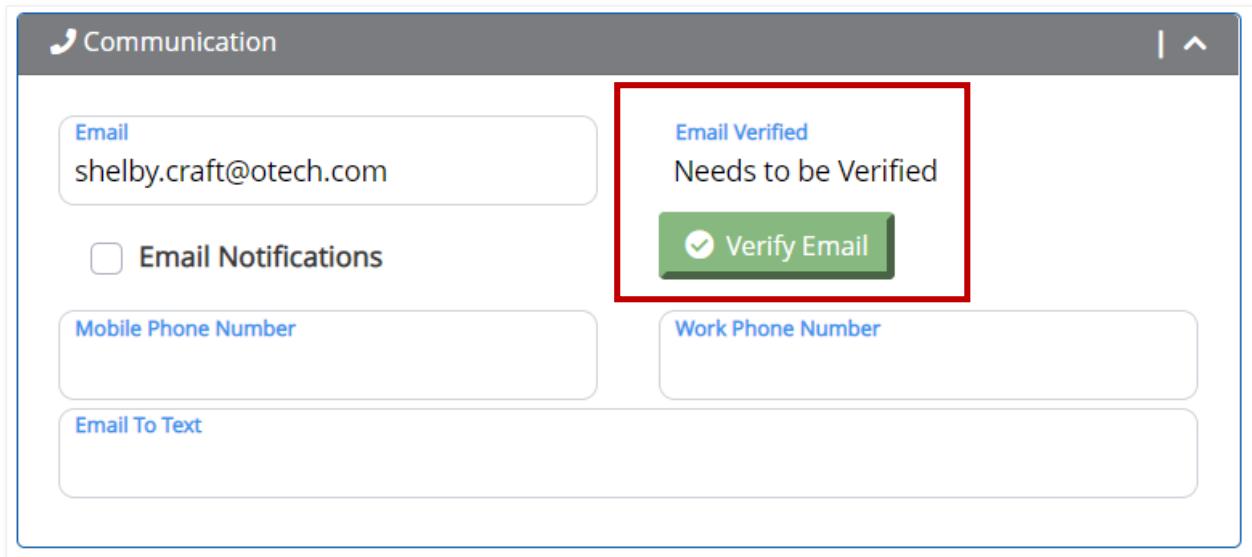


UNITY sends email notifications based on the user's preferences set up on their profile page. To receive automated email alerts from UNITY, the **Email Notifications** field has to be selected and the user's email has to be successfully verified.

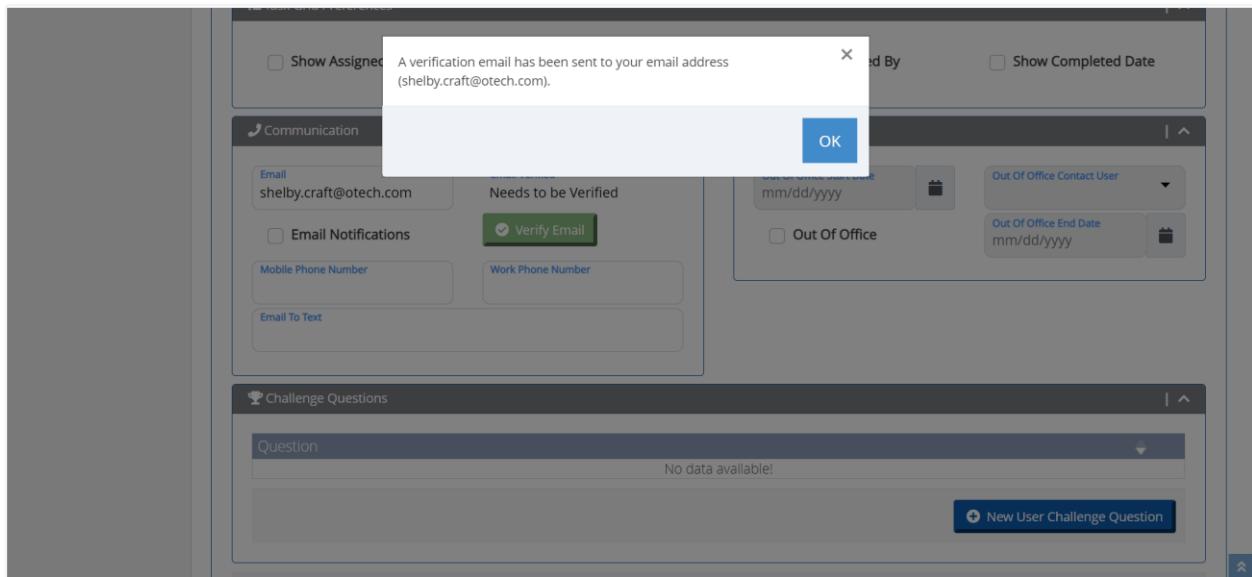
The user's contact phone numbers and Email to Text field in this section are only for reference purposes and will not be used by UNITY to send any notifications.

Verify Email

The user is required to verify the entered email address to be able to receive email notifications from UNITY.



When the user clicks the **Verify Email** button, the user receives a message that a verification email was sent to the entered email address.



The user receives an email from UNITY that contains the email verification code.

Reply Reply All Forward
Wed 3/24/2021 6:40 PM
test-noreply@icjunity.org
Verify Email

To: Shelby Craft

Action Items + Get more apps

Shelby Craft,

Here is your email verification code for the UNITY System:

Papa23-Foxtrot20\$X-Ray13#

Please go to the following URL and enter the code:

<https://test.icjunity.org/User/VerifyEmail>

This will allow the UNITY System to send you emails.

Thanks,
UNITY Team

When the user clicks the URL hyperlink in the email, the user returns to UNITY and the Verify Email page opens.

Home

Verify Email

User

Verification Code

Save Return to My Profile

Help

Note: If the user is not logged in at the time of verifying email, the login page is displayed. After logging in, click on the URL hyperlink in the email again to return to Verify Email page in UNITY.

Enter the Verification Code from the email and click the **Save** button.

The screenshot shows a web-based application interface for verifying an email address. At the top left is a 'Home' link. Below it, the title 'Verify Email' is displayed. A sub-header 'User' is shown above a form field labeled 'Verification Code' containing the value 'Papa23-Foxtrot20\$X-Ray13#'. At the bottom of the form are two buttons: a green 'Save' button and a blue 'Return to My Profile' button. The 'Return to My Profile' button is highlighted with a red rectangular box. The footer contains a 'Help' link.

To return to the My Profile page, click the **Return to My Profile** button.

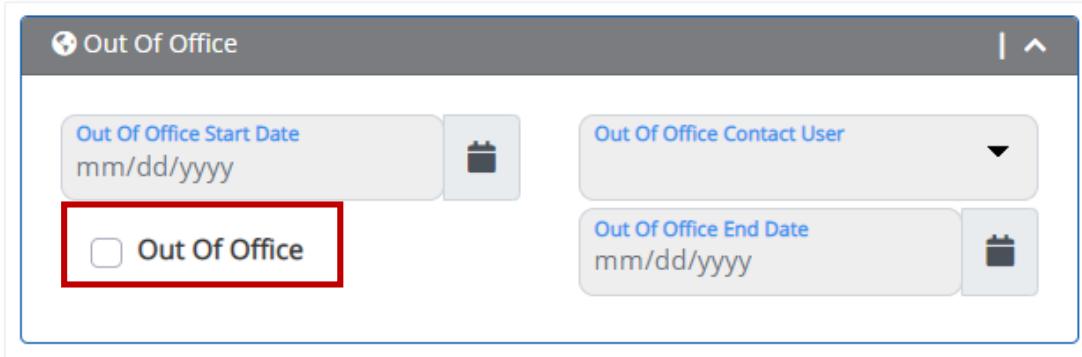
This screenshot is identical to the one above, showing the 'Verify Email' page with the 'Return to My Profile' button highlighted by a red box.

Out of Office

UNITY has an Out of Office feature where users can set out of office start time, end time, and out-of-office contact user.

The screenshot shows the 'Out Of Office' configuration page. It features four main input fields: 'Out Of Office Start Date' (set to mm/dd/yyyy), 'Out Of Office Contact User' (a dropdown menu), 'Out Of Office End Date' (set to mm/dd/yyyy), and a checkbox labeled 'Out Of Office'. The 'Out Of Office' checkbox is checked and highlighted with a red box.

After the user enters the date information and contact user fields, click the Out of Office checkbox.



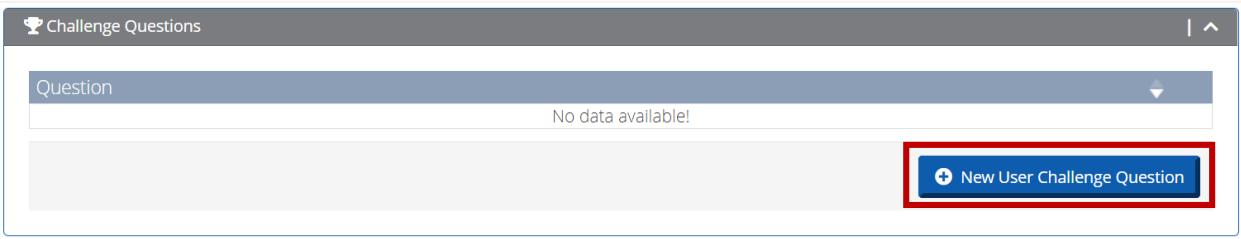
During the period the user is out of office, the user listed in the Out of Office Contact User field receives the user's case information. Notifications are also sent to the appropriate UNITY users in the user's zone structure.

Note: The Out of Office feature does not permanently reassign cases to the alternate contact. When the end date passes, the out of office automatically turns off.

Challenge Questions

The user must set up challenge questions to be able to reset their password from the Login page.

In the Challenge Questions sub-section, the user can click the **New User Challenge Question** button to set up a new challenge question.



When the user clicks the **New User Challenge Question** button, the New User Challenge Question page opens.

Home

New User Challenge Question

Edit Challenge Question

Question
What was your favorite place to visit as a child?

Answer

Return to User Profile

Help

The user can select a question from the Question dropdown and provide an answer in the Answer field. The user can click the **Save User Challenge Question** to save the challenge question.

New User Challenge Question

Edit Challenge Question

Question
What high school did you attend?

Answer
Elida

Save User Challenge Question Save User Challenge Question And Add New Return to User Profile

Help

To save the entered challenge question and enter a new question and answer, click the **Save User Challenge Question and Add New** button.

New User Challenge Question

The screenshot shows a form titled "Edit Challenge Question". It contains a "Question" field with the text "What high school did you attend?" and an "Answer" field with the text "Elida". Below the fields are three buttons: "Save User Challenge Question" (green), "Save User Challenge Question And Add New" (blue, highlighted with a red box), and "Return to User Profile" (grey).

To return to the My Profile page, click the **Return to User Profile** button.

New User Challenge Question

The screenshot shows a form titled "Edit Challenge Question". It contains a "Question" field with the text "What high school did you attend?" and an "Answer" field with the text "Elida". Below the fields are three buttons: "Save User Challenge Question" (green), "Save User Challenge Question And Add New" (blue, highlighted with a red box), and "Return to User Profile" (blue, highlighted with a red box).

On the My Profile page, the Challenge Questions appear in the Challenge Questions section.

The screenshot shows a section titled "Challenge Questions". It lists three questions with their corresponding answers and edit/delete icons. The first question is "What high school did you attend?", the second is "What is your mother's maiden name?", and the third is "What was your high school mascot?". To the right of each question are two small red square icons with white symbols: one with a circular arrow and another with a trash can. At the bottom right is a blue button with a plus sign and the text "New User Challenge Question".

To view the Challenge Question, click the **View** icon. When the user clicks the View icon, the Edit User Challenge Question page opens.

The screenshot shows a web-based application interface for editing a user challenge question. At the top, there's a navigation bar with a 'Home' link. Below it, the title 'Edit User Challenge Question' is displayed. The main content area has a blue header 'Edit Challenge Question' with a trophy icon. On the left, under 'Question', the text 'What high school did you attend?' is shown. On the right, under 'Answer', the text 'Elida' is displayed in a pink-bordered input field. At the bottom of this section are two buttons: a green 'Save User Challenge Question' button and a blue 'Return to User Profile' button. Below this main section, there are two dark blue navigation bars: one labeled 'Changes' and another labeled 'Help', both with upward arrows.

The user can edit the answer to the challenge question and click the **Save User Challenge Question** button to save the change.

This screenshot is similar to the one above, showing the 'Edit User Challenge Question' page. The 'Save User Challenge Question' button at the bottom of the main content area is now highlighted with a red rectangular box. The rest of the interface, including the question text, answer field, and navigation bars, remains the same.

Click the **Return to User Profile** button to return to the My Profile page.

Home

Edit User Challenge Question

Edit Challenge Question

Question
What high school did you attend?

Answer
Elida

Save User Challenge Question Return to User Profile

Changes

Help

To delete a challenge question, click the **Delete** icon in the Challenge Question subsection.

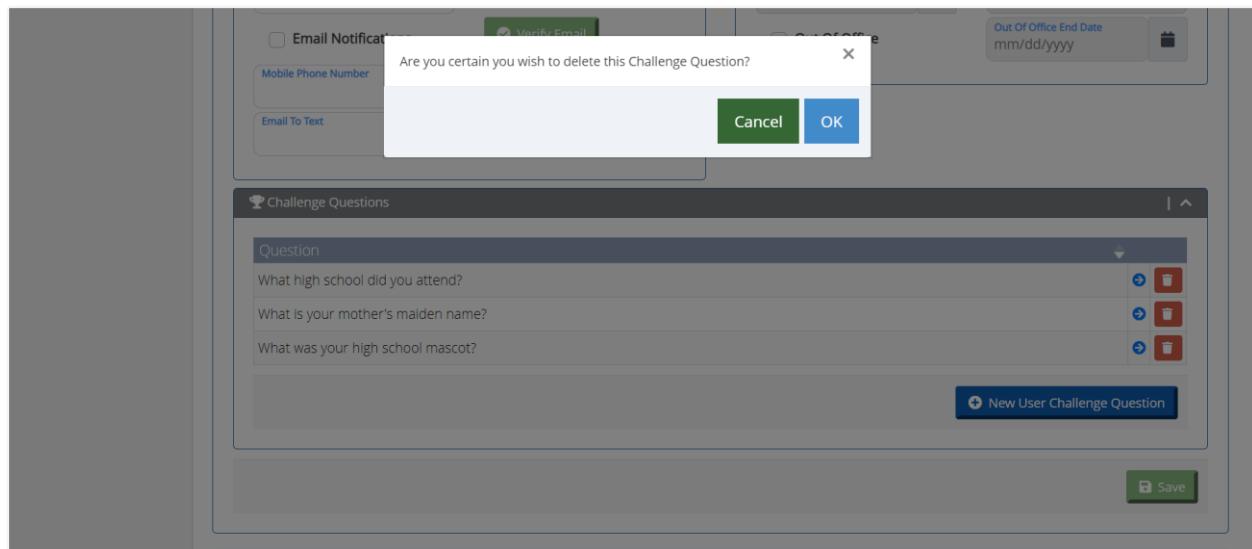
Challenge Questions

Question

What high school did you attend?
What is your mother's maiden name?
What was your high school mascot?

New User Challenge Question

When the user clicks the **Delete** icon, the user receives a message to confirm deleting the Challenge Question. To delete the Challenge Question, click the **Yes** button. To keep the Challenge Question and return to the My Profile page, click the **Cancel** button.

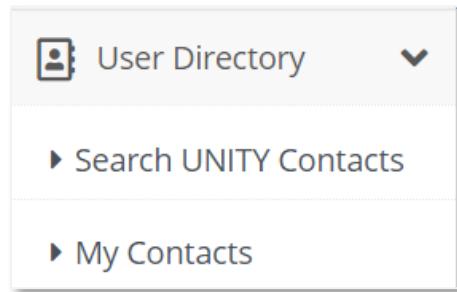


User Directory

Introduction: In this chapter, the User Directory module is discussed. In the User Directory submodule, JPO & JPS users can view contact information for all users within their state. A State ICJO user can view contact information for all users within their state as well as State ICJO contacts from other states.

User Directory Module

The user can access the User Directory module in the Menu Bar. The User Directory module has two submodules: Search UNITY Contacts and My Contacts.



Search UNITY Contacts

When the user selects the Search UNITY Contacts submodule, the Search UNITY Contacts page opens.

The screenshot shows the 'Search UNITY Contacts' page. At the top, there is a 'User Search Criteria' section with fields for State (Illinois), Zone (JPS), Reporting Agency (Woodford County), County (Woodford County), First Name (Afolabi, Bobade), Last Name (JPS), User Role (JPS), Work Phone (JPS), Mobile Phone (JPS), Email (paul.anderson@doc.illinois.gov), and a 'Search' button. Below this is a 'User Search Results' table with columns: State, User, User Role, Zone, Email, Mobile Phone Number, Work Phone Number, and three edit icons (+). The table lists several users from Illinois, including Afolabi, Bobade, Alejo, Adrian, Alvarez, Cristina, Anderson, Paul, Anderson, John, Andrus, Kelley, and Arenas, Francisco.

State	User	User Role	Zone	Email	Mobile Phone Number	Work Phone Number
Illinois	Afolabi, Bobade JPS Woodford County	JPS	Woodford County		773-951-8665	
Illinois	afolabi, bobade JPS Woodford County	JPS	Woodford County			
Illinois	Alejo, Adrian JPS 1 Aspen Drive	JPS	1 Aspen Drive	adrian.alejo@cookcountylil.gov		
Illinois	Alexander, Dennis JPS Woodford County	JPS	Woodford County			
Illinois	Alvarez, Cristina JPS Woodford County	JPS	Woodford County			
Illinois	Anderson, Paul JPS Woodford County	JPS	Woodford County	paul.anderson@doc.illinois.gov	312-446-8939	
Illinois	Anderson, John JPO Woodford County	JPO	Woodford County	john.anderson@cookcountylil.gov		
Illinois	Andrus, Kelley JPO 1 Aspen Drive	JPO	1 Aspen Drive	kjandrus@22ndcircuit.illinoiscourts.gov		
Illinois	Anne Schwartz, Mary JPS Woodford County	JPS	Woodford County	mschwartz@9thjudicial.org		
...	Arenas, Francisco JPS 1 Aspen

The Search UNITY Contacts page has two sections: User Search Criteria and User Search Results.

User Search Criteria

In the User Search Criteria section, enter the search criteria and click the **Search** button to search UNITY contacts.

This screenshot shows the 'User Search Criteria' section of the application. It contains several input fields and dropdown menus:

- State: Ohio
- Zone
- Reporting Agency
- County
- First Name
- Last Name
- User Role
- Work Phone
- Mobile Phone
- Email

At the bottom right, there are two buttons: 'To My Contacts' and 'Search'. The 'Search' button is highlighted with a red box.

The user can click the **To My Contacts** button to go to the My Contacts section.

This screenshot shows the same 'User Search Criteria' section as the previous one, but with a different focus. The 'To My Contacts' button is highlighted with a red box, indicating it has been clicked or is the current action being described.

User Search Results

When the user enters search criteria in the User Search Criteria section and clicks the **Search** button, the search results display in the User Search Results section.

The screenshot shows a table titled "User Search Results" with the following columns: State, User, User Role, Zone, Email, Mobile Phone, and Work Phone. A single row is displayed for "Ohio" with the details: User - Lawson, Nate; User Role - ICJO Admin; Zone - North - Unit One; Email - jjohnson@juvenilecompact.org; Mobile Phone - 614-743-8178; Work Phone - 614-547-0032. At the bottom of the table, there is a blue button with a white plus sign (+) and a blue arrow icon.

To add the user to the My Contacts list, click the **plus sign** icon. This will allow each user to maintain a personalized list of contacts from the My Contacts list for quick and easy reference.

This screenshot is identical to the one above, but the blue button with the plus sign (+) has been highlighted with a red square. The rest of the interface and data remain the same.

The plus sign icon changes to a minus sign icon when the contact is added to the My Contacts list. Click the **minus sign** icon to remove the contact from the My Contacts list.

This screenshot is identical to the previous ones, but the blue button with the plus sign (+) has been replaced by a red button with a white minus sign (-). The rest of the interface and data remain the same.

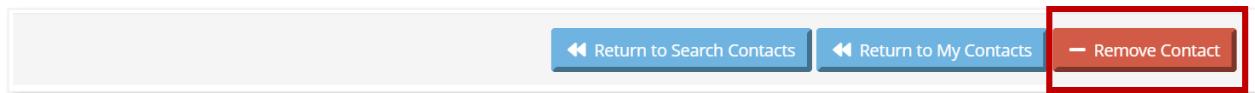
To view the details for the contact, click the **View** icon.

This screenshot is identical to the previous ones, but the blue button with the plus sign (+) has been replaced by a blue button with a white eye icon (representing "View"). The rest of the interface and data remain the same.

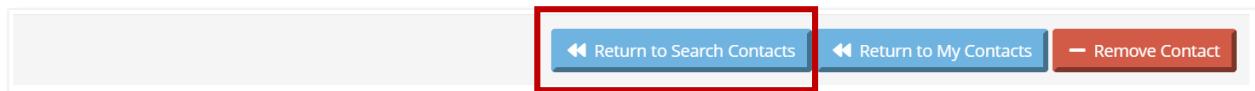
When the user clicks the **View** icon, the View Contact page opens. This displays the user's demographic information as well as communication and out-of-office details.

The screenshot shows the 'Edit User Contact' page for a user named Nate Lawson. The 'Demographics' section includes a photo, login name (OhioICJO), first name (Nate), middle name (empty), last name (Lawson), state (Ohio), reporting agency (Ohio Department of Youth Services), job title (Compact Admin), time zone (Eastern Standard Time), and supervision type (Parole or Probation). The 'Communication' section lists email (jjohnson@juvenilecompact.org) verified on 12/1/2020, work phone number (614-547-0032), and mobile phone number (614-743-8178). The 'Out Of Office' section shows no entries.

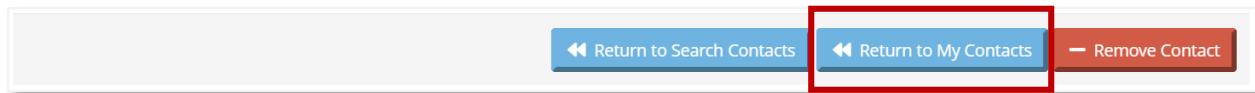
To remove the contact from the My Contacts list, click the **Remove Contact** button.



To return to the Search UNITY Contacts page, click the Return to Search Contacts.



To return to the My Contacts page, click the Return to My Contacts button.



My Contacts

When the user selects the My Contacts submodule from the Menu Bar, the My Contacts page opens. The My Contacts page is a personalized list of contacts maintained by each user and displays all contacts added by the user from the Search UNITY Contacts section.

If the user has contacts added to the My Contacts page, they can be accessed from here for quick and easy directory reference.

The screenshot shows the 'My Contacts' page with the following data:

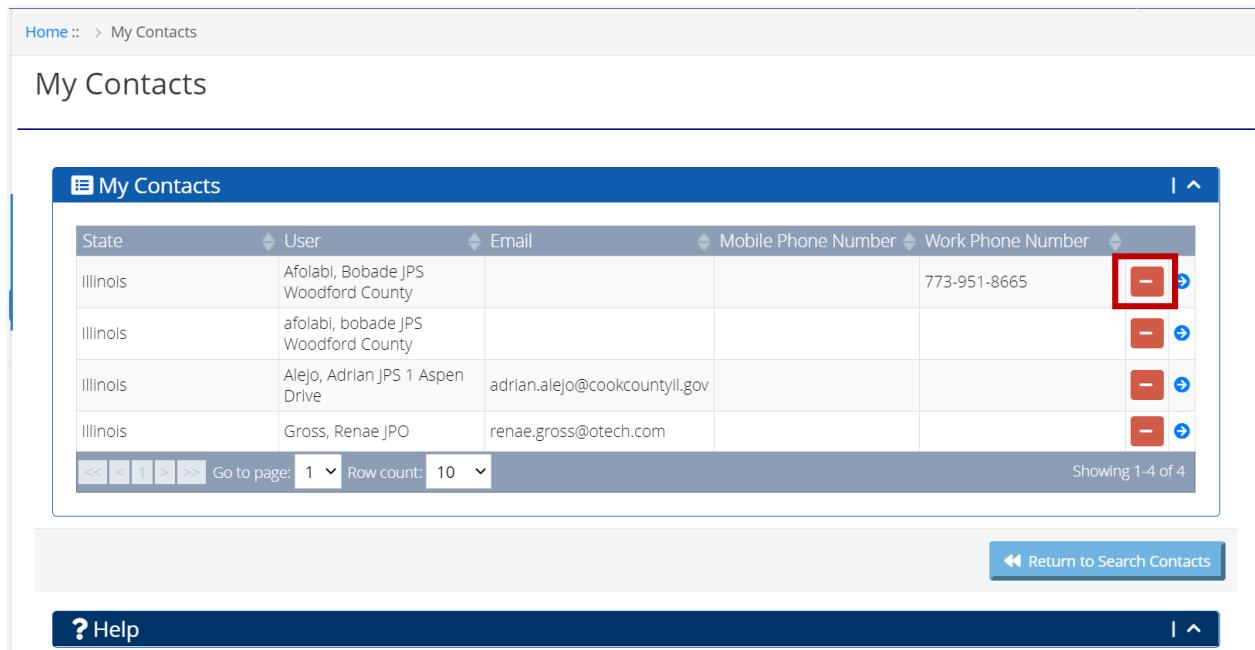
State	User	Email	Mobile Phone Number	Work Phone Number	Action
Illinois	Afolabi, Bobade JPS Woodford County			773-951-8665	- ✎
Illinois	afolabi, bobade JPS Woodford County				- ✎
Illinois	Alejo, Adrian JPS 1 Aspen Drive	adrian.alejo@cookcountyll.gov			- ✎
Illinois	Gross, Renae JPO	renae.gross@otech.com			- ✎

Below the table, there are navigation buttons: <<, <, >, >>, Go to page: 1, Row count: 10, and a message: Showing 1-4 of 4.

At the bottom right of the main content area is a button: ◀ Return to Search Contacts.

At the bottom left of the page is a 'Help' link: ? Help.

If the user wants to remove any of the contacts from their My Contacts page, they can click the **minus** icon.



Home :: > My Contacts

My Contacts

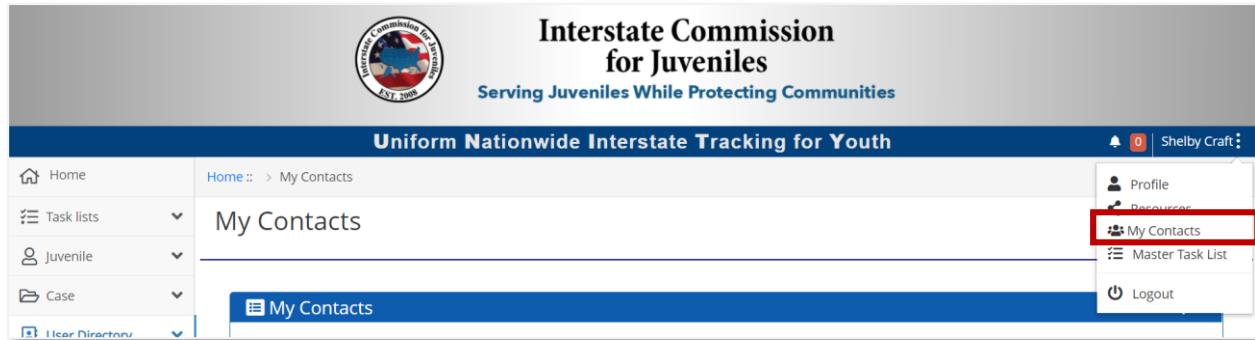
State	User	Email	Mobile Phone Number	Work Phone Number
Illinois	Afolabi, Bobade JPS Woodford County			773-951-8665
Illinois	afolabi, bobade JPS Woodford County			
Illinois	Alejo, Adrian JPS 1 Aspen Drive	adrian.alejo@cookcountyll.gov		
Illinois	Gross, Renae JPO	renae.gross@otech.com		

<< < < 1 > >> Go to page: 1 Row count: 10 Showing 1-4 of 4





A shortcut to the My Contacts page is also available by clicking on the user name from the top right dropdown menu on the Header bar.



Interstate Commission
for Juveniles
Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home :: > My Contacts

- Home
- Task lists
- Juvenile
- Case
- User Directory

Shelby Craft

- Profile
- Resources
- My Contacts**
- Master Task List
- Logout

Task Lists

Introduction: In this chapter, the Task Lists module is discussed. The Master Task List provides a quick overview of cases with pending required tasks that need action.

Master Task List

The Master Task List page shows a summary of all cases with pending required tasks that need action along with due dates. This list also has shortcuts to easily access case and juvenile detail pages.

The screenshot shows the 'Master Task List' page. At the top, there is a navigation bar with 'Home' and a breadcrumb trail 'Master Task List'. Below the navigation is a section titled 'Master Task List' with a sub-section 'Case Tasks'. A 'Master Task List Filter Criteria' panel is open, showing dropdowns for 'All/My Role Tasks' (set to 'All Tasks'), 'Case Type' (set to 'All'), 'Sending/Receiving State' (set to 'All States'), and 'Days Remaining' (set to 'All'). The main area displays a table of 'Case Tasks' with columns: 'Task', 'Assigned to', 'Zone', and 'Due Date'. The table contains three rows, each representing a task assigned to 'CompAd Jones' in '1 Aspen Drive' with a due date of 'Due 3/20, 4 days overdue'. The first row is highlighted in blue, indicating it is the currently selected task. The second and third rows are highlighted in orange, indicating they are required tasks. At the bottom of the table is a 'Help' link.

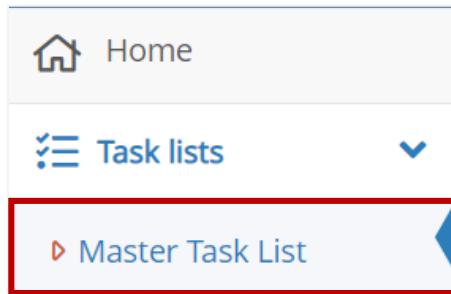
For a JPO or a JPS user, all case tasks displayed in the Master Task List will be from within the same zone as the logged-in user.

A zone is the unique structural mapping of a state's JPS and JPO management and juvenile supervision areas. A zone mapping can be based on Borough, County, District, Parish, or other regional area groups. Each JPO and JPS user in UNITY is assigned to a zone as per their state's zone structure.

The Master Task List is focused only on cases with pending **required** tasks (displayed in salmon color) that must be completed and does not list any optional tasks to be completed. On viewing the case details page, additional tasks may be seen that include required as well as optional tasks to be completed.

The user can navigate to the Master Task List section from three locations in UNITY: Menu Bar, Header Bar, and the Dashboard.

In the Menu Bar, the user can select the Master Task List submodule to go directly to the Master Task List page.



A shortcut to the Master Task List page is also available by clicking on the user name from the top right dropdown menu on the Header bar.



The user can also click on the hyperlink in the Master Task List section of the home page dashboard to go directly to the Master Task List page.

The screenshot shows a yellow header bar with a folder icon and the text "Master Task List". Below the header, there is a message: "Your master task list has **2** cases with **6** required tasks in them; you can view them by clicking [here](#)". Below this message, another message states: "You have **9** uncleared alerts; you can view and clear them by clicking [here](#)".

The Master Task List section on the home page dashboard shows a summary of the number of cases within the user's zone that have required tasks that are pending, along with the total number of required tasks in all those cases that need action.

Note: When the user clicks on the Master Task List hyperlink from the home page dashboard, the Master Task List page loads with the default filter criteria based on the user's role (JPO, JPS, or ICJO). The count displayed on the home page is based on all required tasks pending within the user's zone. For a JPO or a JPS user, this count may not match on the Master Task List with the default filter as "Tasks Assigned to Me", depending on how many unassigned tasks remain within the zone. The different filter criteria available in the Master Task List page is explained in the sections below

Master Task List Filter Criteria

In the Master Task List Filter Criteria section, the user can filter tasks based on role, case type, sending/receiving state, and days remaining.

The screenshot shows a blue header bar with a folder icon and the text "Master Task List Filter Criteria". Below the header, there are four dropdown menus: "All/My/Role Tasks" (set to "All Tasks"), "Case Type" (set to "All"), "Sending/Receiving State" (set to "All States"), and "Days Remaining" (set to "All").

If the user selects specific filter criteria in the Master Task List Filter Criteria section, the search results are refreshed in the Case Tasks section per the user's selection.

The section below describes the filter criteria available to customize the Master Task List grid view.

All/My/Role Tasks Dropdown Filter

The following options are available in the Tasks filter:

1. All Tasks

This filter shows all active cases that have required pending tasks including the tasks assigned to the logged-in user, or another user with the same role as the logged-in user, or a group assignment to a generic role same as the logged-in user. For a JPO or JPS user, all case tasks displayed in this list belong to the same zone as the logged-in user.

2. Tasks Assigned to Me

This filter shows active cases that have required pending tasks specifically assigned to the logged-in user with the user's name appearing in the Assigned To column. This is the default filter selection when a JPO or a JPS user views the Master Task List page.

3. Unassigned Tasks in My Role in My Zone

This filter shows active cases with required pending tasks that have not been assigned to a specific user in UNITY and are assigned to a generic role same as the logged-in user's role in the same zone.

For a JPS or a JPO user, the All/My/Role Tasks filter is defaulted to the "Tasks Assigned to Me" filter to provide a focused list of tasks that require the user's attention.

Case Type Filter

The following options are available in the Case Type filter:

1. All

This filter shows all active Travel, Transfer, or Return cases that have required pending tasks to be completed.

2. Travel

This filter shows all active Travel cases that have required pending tasks to be completed.

3. Transfer of Supervision

This filter shows all active Transfer cases that have required pending tasks to be completed.

4. Return

This filter shows all active Return cases that have required pending tasks to be completed.

Sending/Receiving State Filter

The following options are available in the Sending/Receiving State filter:

1. All States

This filter shows all active cases from/to all states that have required pending tasks to be completed.

2. State selection

This filter shows all active cases with the Sending or Receiving State matching the state selected in this dropdown, that have required pending tasks to be completed.

Days Remaining Filter

The following options are available in the Days Remaining filter:

1. All

This filter shows all active cases that have required pending tasks to be completed with any due date that falls in the past, current, or in the future.

2. Overdue

This filter shows all active cases that have required pending tasks to be completed with a due date that has already passed. These overdue tasks need the immediate attention of the logged-in user.

3. Due Today

This filter shows all active cases that have required pending tasks to be completed today.

4. Due Within 3 Days

This filter shows all active cases that have required pending tasks to be completed within the next 3 days.

5. Due Within a Week

This filter shows all active cases that have required pending tasks to be completed within the next 7 days or a week.

6. Due Within 30 Days

This filter shows all active cases that have required pending tasks to be completed within the next 30 days.

Case Tasks

In the Master Task List Case Tasks section, the case number, case type, sending state, receiving state, and the juvenile name are displayed along with all required case tasks that need action

The Case Tasks grid is grouped by cases and sorted by the due date in chronological order. Cases with tasks that have the longest overdue dates in the past are listed on top and cases with tasks that have the farthest due dates in the future are listed towards the end of the list.

The columns displayed in the Case Task grid include the pending task name, Assigned To User/Role, Zone assignment as well as Due Date. This view can be customized by clicking on the Assigned To and Zone checkbox selections that can be turned on or off to display the column detail in the Case Task grid. UNITY will remember these user selections and display the Case Task grid according to the user's preference during the next login.



To complete the assigned tasks, the user can click the **Case Number** hyperlink to go to the Case page.

Task	Assigned to	Zone	Due Date
CIL210310-002-JS210309-01 Travel Permit - Illinois - Parole to Ohio - Jane Smith			
Current Residence* JuvenileProfileSlashCurrentResidenceSlash 52255	CompAd Jones	1 Aspen Drive	Due 3/20, 4 days overdue
Travel Information* TravelPermitDataEntry 52257	CompAd Jones	1 Aspen Drive	Due 3/20, 4 days overdue
Court Case Information* CourtCaseTravel 52259	CompAd Jones	1 Aspen Drive	Due 3/20, 4 days overdue

The user can click the **Juvenile Name** hyperlink in the Case Tasks section to go to the Juvenile page.

Task	Assigned to	Zone	Due Date
✉ CIL210310-002-JS210309-01 Travel Permit - Illinois - Parole to Ohio	Jane Smith		
Travel Information* TravelPermitDataEntry 52257	CompAd Jones	1 Aspen Drive	Due 3/20, 4 days overdue
Court Case Information* CourtCaseTravel 52259	CompAd Jones	1 Aspen Drive	Due 3/20, 4 days overdue

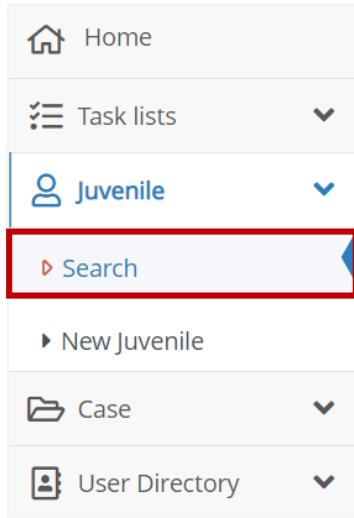
After the user completes the pending task, the task is removed from the Master Task List.

Juvenile

Introduction: In this chapter, the Juvenile module of the UNITY System is discussed. This chapter covers searching for a Juvenile who is already in the UNITY System as well as adding a new Juvenile to the UNITY System.

Juvenile Search

The Search submodule is located in the left Menu bar.



When the user clicks Search in the Menu Bar, the Search Juveniles page opens.

Search Juveniles

Juvenile Search Criteria

Last Name	First Name
Date Of Birth mm/dd/yyyy	State
Race	Sex

New Juvenile Search

Juvenile Search Results

Last Name	First Name	Date Of Birth	Current Age	State	Race	Sex	Juvenile Number
o	A'aerio	1/16/1958	63 years old	PA	Asian or Pacific Islander	Male	AC180809-01
LLN	A'alla	5/31/2020	0 years old	WI	Black	Female	AG151026-01
Thompson	Aaron	9/6/1994	26 years old	AL	Black	Male	AT130930-01
Frenchee	smith	8/9/2001	19 years old	AL	White	Female	AF180515-02
Frenche	A'dana	8/9/2000	20 years old	WI	Black	Female	AF180516-01
Frenche	A'Dana	8/9/2000	20 years old	OH	Black	Female	AF180717-01
Davis	A'drean	2/6/2001	20 years old	AL	Black	Male	AD161212-01
Sargeant	A'lshah	10/7/2002	18 years old	CA	Black	Female	AS171002-01
Johnson	A'jahn	1/27/2000	21 years old	LA	Black	Male	AJ160711-01
Burrell-Sledge	A'Kiera	10/4/1999	21 years old	AL	Black	Female	AB140114-01

Juvenile Search Criteria

In the Juvenile Search Criteria section, the user can search for a current juvenile by last name, first name, date of birth, state, sex, or race. The user can enter values in one or more search criteria fields to search for the juvenile.

Juvenile Search Criteria

Last Name	First Name
Date Of Birth mm/dd/yyyy	State
Race	Sex

New Juvenile Search

The Juvenile Search Results section displays 10 results by default. The user can sort any column in the Juvenile Search Results section by clicking the double arrows.



When the user enters information in the Juvenile Search Criteria section, the search results are displayed in the Juvenile Search section.

Last Name	First Name	Date Of Birth	Current Age	State	Race	Sex	Juvenile Number
SMITH	AARON	9/10/1993	27 years old	OH	Black	Male	AS121102-01
Smith	Abigail	3/30/2000	20 years old	OR	White	Female	AS130401-01
Goldsmith	Abraham	7/30/1999	21 years old	SC	White	Male	AG150803-03
Goldsmith	Abraham	7/30/1999	21 years old	SC	White	Male	AG150803-02
Smith	Andreous	12/9/1999	21 years old	KY	Black	Male	AS170605-01
Smith	Adam	7/18/1996	24 years old	OH	White	Male	AS150723-01
Smith	Adam	12/13/1995	25 years old	AR	White	Male	AS130919-01
Smith	Adam	7/26/2001	19 years old	OH	White	Male	AS190329-01
SMITH	ANDREW	8/22/1998	22 years old	NY	Black	Male	AS121114-01
Smith	Andrew	1/31/1999	22 years old		Black	Male	AS180717-01

<< < 2 ... 128 129 > >> Go to page: 1 Row count: 10 Showing 1-10 of 1287

The user can click the **View** icon to go to the Edit Juvenile page.

Last Name	First Name	Date Of Birth	Current Age	State	Race	Sex	Juvenile
Craft	Carl	3/5/2005	16 years old	OH	Other, Specify - Biracial	Male	CC210324-0

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 of 1

When the user clicks the **View** icon, the Edit Juvenile page opens.

[Home ::](#) > [Search](#) > [View Juvenile](#)

Edit Juvenile

The screenshot shows the 'Edit Juvenile' page with the 'Demographics' tab selected. The page includes fields for First Name (Carl), Middle Name, Last Name (Craft), Date of Birth (03/05/2005), Sex (Male), Race (Other, Specify), Height (Weight in Pounds 0, Feet 0, Inches 0), and Email. There is also a placeholder for a profile picture with an 'Add' button.

The user can review and edit the juvenile information from this page. Click the **Save Juvenile** button to save any changes made on the Edit Juvenile page.

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	

New Case File

Save Juvenile

New Juvenile

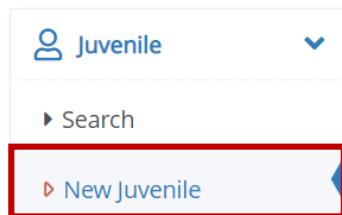
The user can create a new juvenile in two locations in UNITY: Search and New Juvenile.

Note: Before creating a new juvenile, the user should use the Search Juvenile page to ensure that the juvenile does not exist in UNITY to avoid duplicate entries of the same juvenile in the system.

To create a new juvenile in the Search submodule, click the **New Juvenile** button.

The screenshot shows the 'Juvenile Search Criteria' form. It includes fields for Last Name, First Name, Date Of Birth (with a calendar icon), State, Sex, and Race. Below these fields is a search bar containing a 'New Juvenile' button, which is highlighted with a red box.

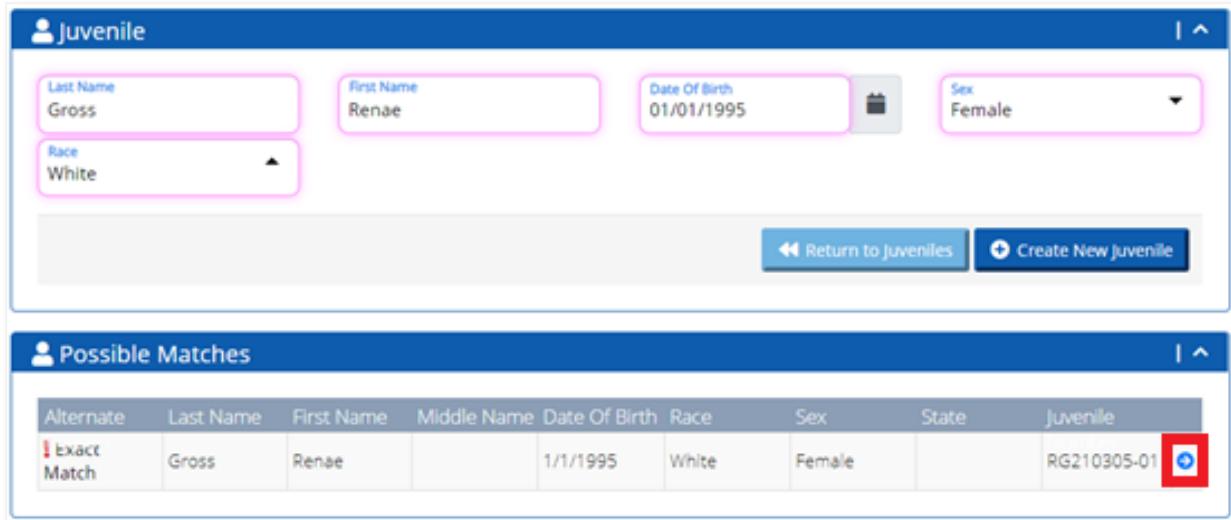
The user can also create a new juvenile by selecting New Juvenile in the Menu Bar.



On the New Juvenile page, the user must enter data in the required fields indicated by salmon-colored fields

The screenshot shows the 'New Juvenile' page. At the top, there is a breadcrumb navigation: Home :: > New Juvenile. The main title is 'New Juvenile'. Below the title is a form with fields for Last Name, First Name, Date Of Birth (with a calendar icon), Sex, and Race. All these fields are highlighted with a pink glow, indicating they are required. At the bottom right of the form is a 'Return to Juveniles' button. Below the form is a section titled 'Possible Matches' with columns for Alternate, Last Name, First Name, Middle Name, Date Of Birth, Race, Sex, State, and Juvenile. A message at the bottom of this section says 'No data available!'. At the very bottom is a 'Help' button.

If there is a possible match, it will appear in the Possible Matches section on the New Juvenile page. The user can click the **View** icon to go to the View Juvenile page to check if this juvenile already exists in the UNITY system.



The screenshot shows the 'New Juvenile' page with the following fields filled:

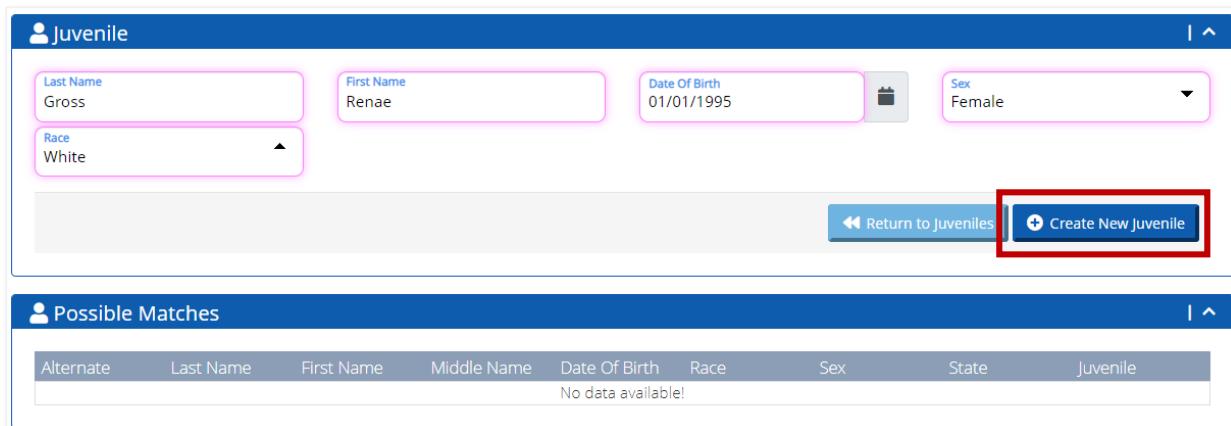
- Last Name: Gross
- First Name: Renae
- Date Of Birth: 01/01/1995
- Sex: Female
- Race: White

Below these fields are two buttons: 'Return to juveniles' and 'Create New Juvenile'. The 'Create New Juvenile' button has a red box around it.

Under the heading 'Possible Matches', there is a table with one row. The row contains the following data:

Alternate	Last Name	First Name	Middle Name	Date Of Birth	Race	Sex	State	Juvenile
Exact Match	Gross	Renae		1/1/1995	White	Female		RG210305-01 

If the user has confirmed that there are no matches and the new juvenile does not exist in the UNITY system, the user can click the **Create New Juvenile** button to proceed.



The screenshot shows the 'New Juvenile' page with the same set of filled fields as the previous screenshot. The 'Create New Juvenile' button is highlighted with a red box.

Under the 'Possible Matches' heading, the table shows the following data:

Alternate	Last Name	First Name	Middle Name	Date Of Birth	Race	Sex	State	Juvenile
No data available!								

The user will see a confirmation message that the new user is created.

Edit Juvenile

After the user clicks the **Create New Juvenile** button, the Edit Juvenile page opens.

The screenshot shows the 'Demographics' section of the Juvenile edit page. It contains the following data:

- First Name:** Renae
- Middle Name:** (empty)
- Last Name:** Gross
- Juvenile Number:** RG210305-01
- Date Of Birth:** 01/01/1995
- Sex:** Female
- Race:** White
- Weight In Pounds:** 0
- Height:** 0 feet, 0 inches
- Email:** (empty)
- Nickname:** (empty)
- Gender Identity:** (empty)
- Name Suffix:** (empty)
- Gang Affiliation:** (empty)
- Primary Language:** (empty)
- Marital Status:** (empty)
- Ethnicity:** (empty)
- Eye Color:** (empty)

A placeholder for 'Juvenile Additional Information' is present at the bottom.

On the Edit Juvenile page, the user can complete the following sections:

- Demographics
- Scars, Marks, and Tattoos
- Social Media
- Current Resident
- Current Legal Guardianship
- Cases

Each one of the sections is explained below.

The user must minimally complete the required fields in the Demographics section for all cases. Depending on the case type, the Case page will prompt the user to complete additional required fields in the other Juvenile sections as part of the case steps.

After entering data on the Edit Juvenile page, the user should click the **Save Juvenile** button to save all entered data. The user will see the blue Saving bar then the green Saved bar after the data is saved.

The screenshot shows the Juvenile dashboard with the following structure:

- Demographics:** A collapsed section.
- Scars, Marks and Tattoos:** A collapsed section.
- Social Media:** A collapsed section.
- Current Residence:** A collapsed section.
- Current Legal Guardianship:** A collapsed section.
- Juvenile Documents:** A collapsed section.
- Cases:** An expanded section containing a table with one row of data:

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	
- New Case File:** A blue button.
- Save Juvenile:** A green button with a red border.

Demographics

In the Demographics section, the First Name, Last Name, Date of Birth, Sex, and Race are auto-filled with the data entered on the New Juvenile page. The user can enter additional data in demographics fields or edit auto-filled data in the required fields.

The Demographics section contains the following fields:

- First Name:** Renae (highlighted with a pink box)
- Middle Name:** (empty)
- Last Name:** Gross (highlighted with a pink box)
- Name Suffix:** (dropdown menu)
- Gang Affiliation:** (dropdown menu)
- Primary Language:** (dropdown menu)
- Marital Status:** (dropdown menu)
- Ethnicity:** (dropdown menu)
- Eye Color:** (dropdown menu)
- Juvenile Number:** RG210305-01
- Date Of Birth:** 01/01/1995 (highlighted with a pink box)
- Current Age:** 26 years old
- Sex:** Female (highlighted with a pink box)
- Race:** White (highlighted with a pink box)
- Gender Identity:** (dropdown menu)
- Weight In Pounds:** 0
- Feet:** 0
- Inches:** 0
- Mobile Phone:** (empty)
- Email:** (empty)
- Hair Color:** (dropdown menu)
- Juvenile Additional Information:** (large text area)
- Add:** A button next to a placeholder image.

The user can add a photo on the Edit Juvenile page. To add a photo, click the Add icon in the Demographics sub-section.



When the user clicks the **Add** icon, the Upload Photo page opens. The user can choose a saved photo and click the **Save Photo** button.



When the user clicks the **Save Photo** button, the user receives a confirmation message that the photo is saved and the user returns to the My Profile page. The uploaded photo displays in the demographic section.

The screenshot shows the 'Demographics' section of a juvenile record. It includes fields for First Name (Carl), Middle Name (empty), Last Name (Craft), and Name Suffix (empty). A photo of a young man is displayed under 'First Name'. Other fields include Juvenile Number (CC210324-01), Date Of Birth (03/05/2005), Sex (Male), Race (Other, Specify), Current Age (16 years old), Gender Identity (empty), Specify (Race) (Biracial), Weight in Pounds (0), Height (Feet 0, Inches 0), and Email (empty). Buttons for 'Enlarge', 'Add', and 'Remove' photos are present.

The user can add more photos to the Demographics section by clicking the **Add** icon.

Scars, Marks, and Tattoos

In the Scars, Marks, and Tattoos section, the user can click the **New Scar Mark Tattoo** button to add information.

The screenshot shows the 'Scars, Marks and Tattoos' page. It displays a table with columns for 'Scar Mark Tattoo' and 'Description'. The message 'No data available!' is shown. A prominent blue button at the bottom right contains the text '+ New Scar Mark Tattoo' with a plus sign icon.

On the New Juvenile Scar Mark Tattoo page, enter data in the required fields and click the **Save** button.

New Scar Mark Tattoo

Category: TATTOOS

Scar Mark Tattoo Type: ANKLE, LEFT

Description: Heart

Photo Upload: Choose File No file chosen

[Return to Juvenile](#) **Save**

The user will see a confirmation message that the information is saved.

The user can enter a picture of the scar, mark, or tattoo on the Edit Juvenile Scar Mark Tattoo page. To add a picture, click the **Add** icon.



When the user clicks the Add icon, the Upload Photo page opens. The user can choose a saved photo and click the **Save Photo** button.

Home

Upload Photo

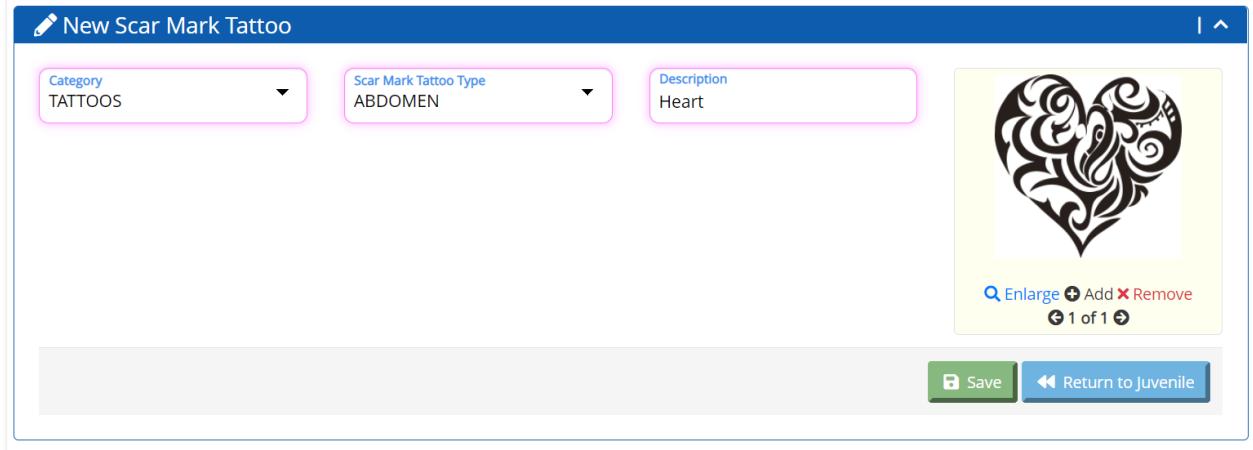
Photo Upload

Photo: Choose File Icj.png

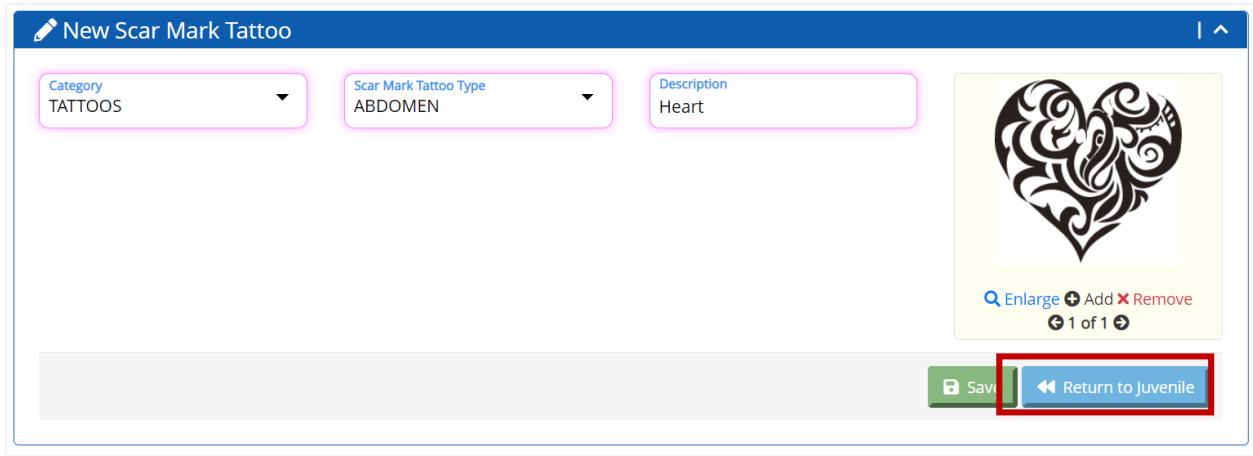
[Return](#) **Save Photo**

? Help

When the user clicks the **Save Photo** button, the user receives a confirmation message that the photo is saved and the user returns to the Edit Juvenile Scar Mark Tattoo page. The uploaded photo displays in the New Scar Mark Tattoo section.



Click the **Return to Juvenile** button to return to the Edit Juvenile page.



The scar, mark, or tattoo displays in the New Scar Mark Tattoo section.

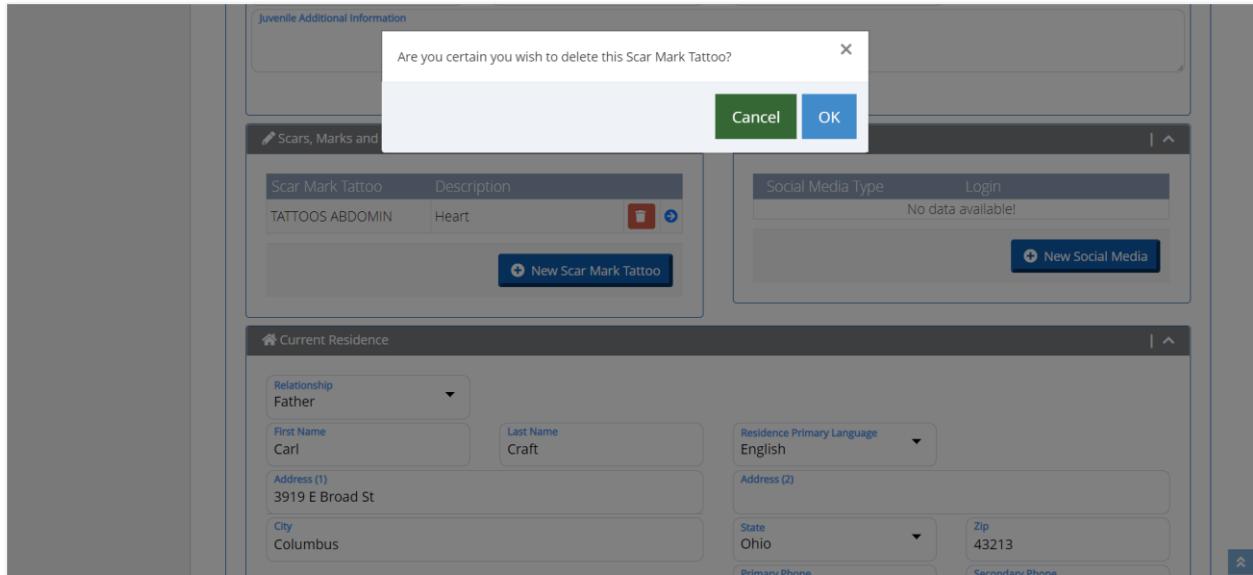
The screenshot shows a software window titled "Scars, Marks and Tattoos". The main area displays a table with two columns: "Scar Mark Tattoo" and "Description". A single row is present, containing "TATTOOS ABDOMIN" in the first column and "Heart" in the second column. To the right of the "Description" column are two icons: a red trash can for deletion and a blue circular arrow for editing. Below the table is a blue button with a white plus sign and the text "New Scar Mark Tattoo".

The user can add more scars, marks, and tattoos by clicking the **New Scar Mark Tattoo** button.

To delete a scar, mark, or tattoo, click the **Delete** icon.

This screenshot is identical to the one above, but the red trash can icon in the top right corner of the table row is now highlighted with a red square, indicating it is the target of a user action.

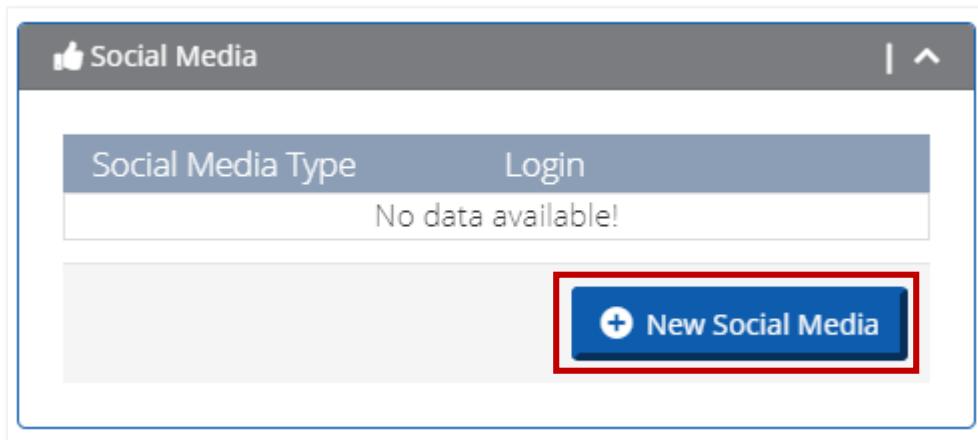
When the user clicks the **Delete** icon, the user receives a message to confirm deleting the scar, mark, or tattoo.



To delete the scar, mark, or tattoo, click the **Yes** button. To keep the scar, mark, or tattoo and return to the Edit Juvenile page, click the **Cancel** button.

Social Media

In the Social Media section, the user can click the **New Social Media** button to add information.



When the user clicks the **New Social Media** button, the New Juvenile Social Media page opens.

New Social Media

Social Media Type: Facebook

Login: []

Password: []

URL: []

Save | Return to Juvenile

On the New Juvenile Social Media page, enter data in the required fields and click the **Save** button.

New Social Media

Social Media Type: Facebook

Login: []

Password: []

URL: []

Save | Return to Juvenile

Click the **Return to Juvenile** button to return to the Edit Juvenile page.

New Social Media

Social Media Type: Facebook

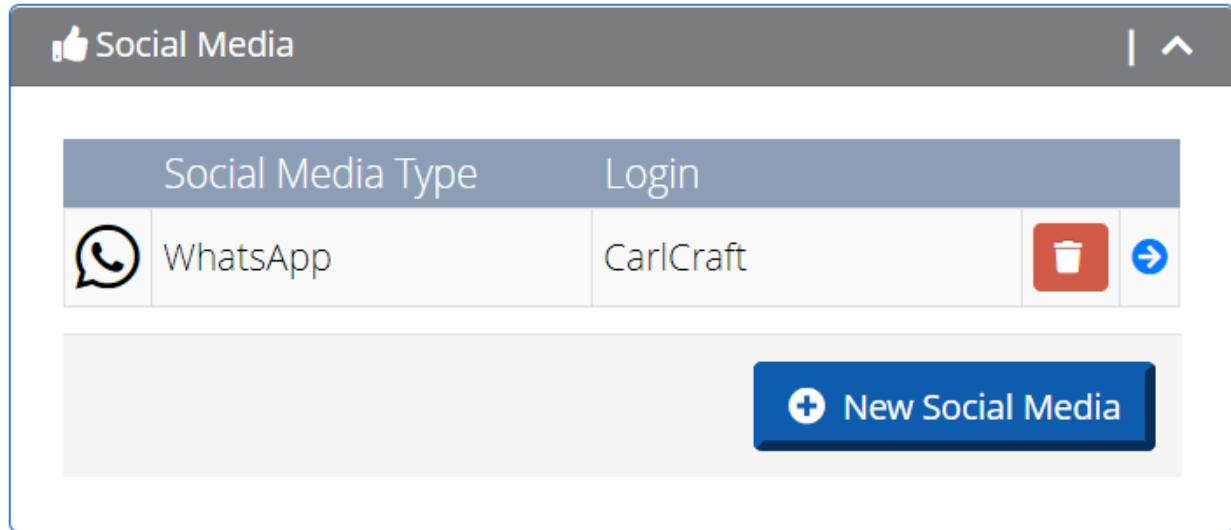
Login: []

Password: []

URL: []

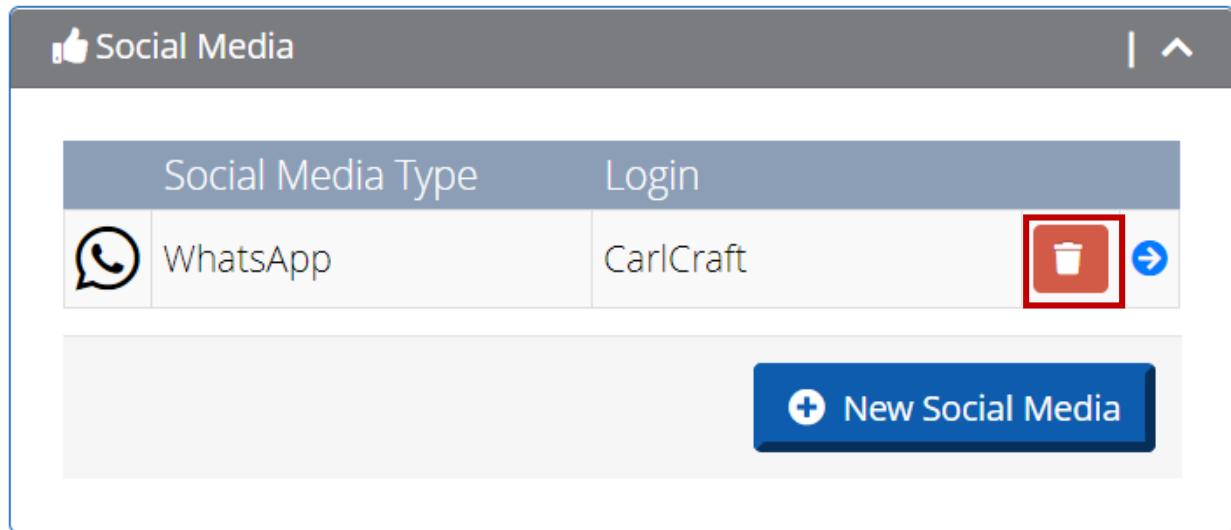
Save | Return to Juvenile

The social media details display in the Social Media section.

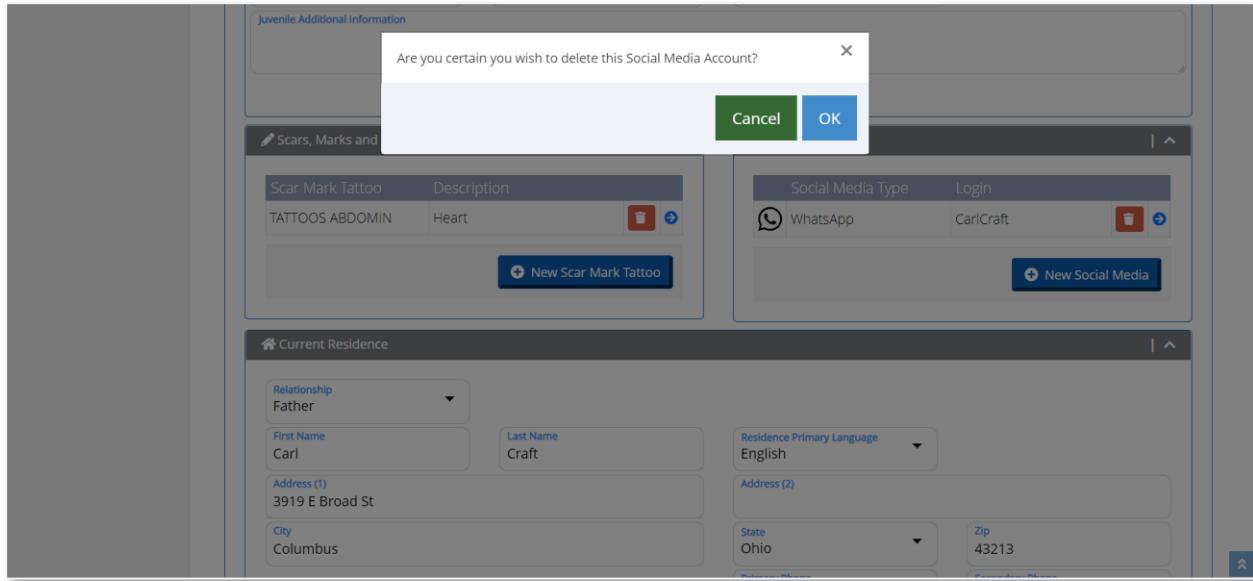


The user can add more social by clicking the **New Social Media** button.

To delete a social media entry, click the **Delete** icon.



When the user clicks the **Delete** icon, the user receives a message to confirm deleting the social media entry.



To delete the social media entry, click the **Yes** button. To keep the social media entry and return to the Edit Juvenile page, click the **Cancel** button.

Current Residence

In the Current Residence section, the user can enter residence details such as Relationship, Address, Phone Number, and Email.

The screenshot shows the "Current Residence" input form. It includes fields for Relationship, First Name, Last Name, Residence Primary Language, Address (1), Address (2), City, State, Zip, Primary Phone, Secondary Phone, Email, and Residence Notes.

Relationship	First Name	Last Name	Residence Primary Language
Address (1)	Address (2)		
City	State		Zip
<input type="checkbox"/> Residence Interpreter Needed	Primary Phone		Secondary Phone
Email	Residence Notes		

Note: If the user selects Residential Treatment Facility, Group Home, or Foster Home, an additional Facility Name field appears.

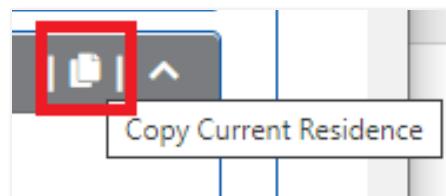
The screenshot shows a software interface for 'Current Residence'. At the top left is a house icon followed by the text 'Current Residence'. Below this is a 'Relationship' dropdown menu with the option 'Residential Treatment Facility' selected. To the right of the dropdown is a rectangular input field labeled 'Facility Name', which is highlighted with a thick red border.

Current Legal Guardianship

In the Current Legal Guardianship section, the user can enter the guardianship details such as First Name, Last Name, Address, and Email.

The screenshot shows a software interface for 'Current Legal Guardianship'. The title bar says 'Current Legal Guardianship'. The form contains several input fields: 'Legal Guardian' dropdown, 'Legal Guardian Relationship' dropdown, 'Legal Guardian First Name' and 'Last Name' inputs, 'Address (1)' and 'Address (2)' inputs, 'City' and 'State' dropdowns ('Alaska' selected), 'Phone' and 'Email' inputs, and a large 'Legal Guardian Notes' text area at the bottom. The 'Legal Guardian Relationship' dropdown is highlighted with a red box.

If the current legal guardian is the same individual with the same address as entered in the Current Residence section, the user can click the **Copy Current Residence** icon to copy the information from the Current Residence section to the Current Legal Guardianship section.



Note: If there is more than one legal guardian, the user should include the additional guardian's name and contact information in the Legal Guardian Notes Section.

This screenshot shows the 'Current Legal Guardianship' section of a juvenile record. It includes fields for the legal guardian's relationship (Mother), primary language (French), address (9090 Cinema Dr, Apt B), state (Alaska), zip code (99801), email (nick.kitchen@otech.com), and phone numbers (123-123-4124, 234-523-5234). A red box highlights the 'Legal Guardian Notes' field, which is currently empty.

Note: If the user selects Custodial Agency in the Legal Guardianship field, the Custodial Agency Name appears.

This screenshot shows the 'Current Legal Guardianship' section with the 'Legal Guardianship' dropdown set to 'Custodial Agency'. The 'Custodial Agency Name' field is empty.

Cases

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.

This screenshot shows the 'Cases' section. It features a table with columns for Case Number, Sending State, Receiving State, Case Type, Case Status, Date Opened, and Date Closed. The table displays the message 'No data available!'. A blue button labeled 'New Case File' is located at the bottom right of the table area.

For an existing juvenile, the Case 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 associated with the case file. All other users can view minimal information regarding the case such as the 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.

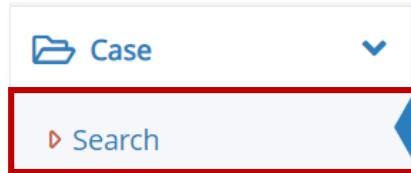
To create a new case, click the **New Case File** button. When the user clicks the **New Case File** button, the New Case File page opens. The user then follows the steps to create a new case for this juvenile.

The screenshot shows a web-based application interface for creating a new case file. At the top left is a 'Home' link. Below it is a title 'New Case File'. A dropdown menu is open, showing the placeholder 'What type of process do you wish to initiate?'. At the bottom of the page is a footer bar containing a 'Help' link with a question mark icon and a small upward arrow icon. The footer also includes the text 'Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 3/24/2021 1:54 PM' and a small globe icon.

Case

Introduction: In this chapter, the Case module is discussed. In the Case module, the user can search for all cases in UNITY.

The user can access the Case module from the Menu Bar. To search for juvenile cases, select the Search submodule.



Case Search

When the user selects the Search submodule in the Menu Bar, the Search page opens.

Last Name	First Name	Sending State	Receiving	Case Type	Case Status	Date Opened	Date Closed	Case Number
Kumar	Sathivel	Alaska	Alabama	Return	Active	3/24/2021		CAK210324-001-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Transfer of Supervision	Active	3/24/2021		CWI210324-001-rc201012-03
Kumar	Sathivel	Alaska	Alabama	Return	Active	3/24/2021		CAK210324-002-SK210317-02

The Search page has two sections: Case Search Criteria and Case Search Results.

Case Search Criteria

In the Case Search Criteria section, the user can enter the Case Status, Case Type, Sending State, Receiving State, and/or Case Number and click the **Search** button.

The search results display in the Case Search Results section.

Last Name	First Name	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed	Case Number
Kumar	Sathivel	Alaska	Alabama	Return	Active	3/24/2021		CAK210324-001-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Transfer of Supervision	Active	3/24/2021		CW1210324-001-rc201012-03
Kumar	Sathivel	Alaska	Alabama	Return	Active	3/24/2021		CAK210324-002-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Travel	Active	3/24/2021		CW1210324-003-rc201012-03
Kumar	Sathivel	Alaska	Alabama	Travel	Closed - Withdrawn	3/24/2021	3/24/2021	CAK210324-003-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Travel	Active	3/24/2021		CW1210324-004-rc201012-03
Kumar	Sathivel	Alaska	Alabama	Travel	Active	3/24/2021		CAK210324-004-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Travel	Active	3/24/2021		CW1210324-005-rc201012-03
Kumar	Sathivel	Alaska	Alabama	Travel	Active	3/24/2021		CAK210324-005-SK210317-01
charan	ramcharan	Wisconsin	Alabama	Travel	Active	3/24/2021		CW1210324-006-rc201012-03

<< | 1 | 2 | ... | 216 | 217 | > | >> Go to page: 1 Row count: 10 Showing 1-10 of 216

Case Search Results

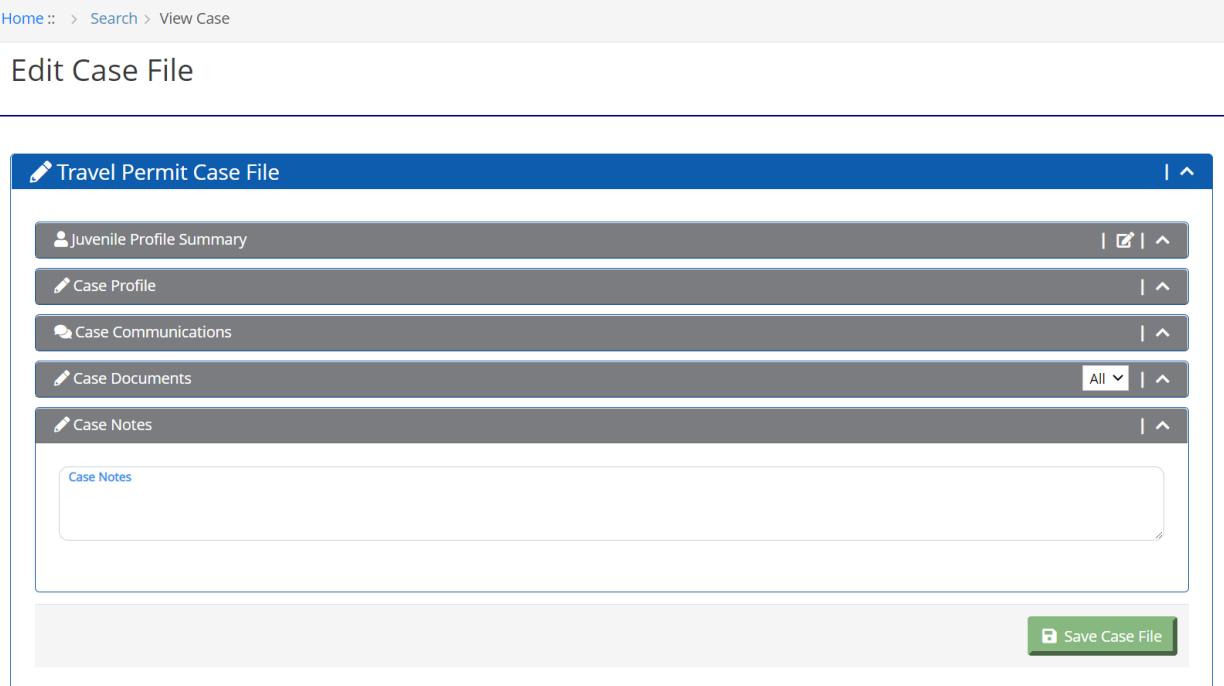
By default, the Case Search Results page displays the cases in UNITY in reverse chronological order of Case Opened date.

When the user enters search criteria in the Case Search Criteria section and clicks the Search button, the matching search results are displayed in the Case Search Results section.

To view the case, click the **View** button.

Last Name	First Name	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed	Case Number
Kumar	Sathivel	Alaska	Alabama	Return	Active	3/24/2021		CAK210324-001-SK210317-01

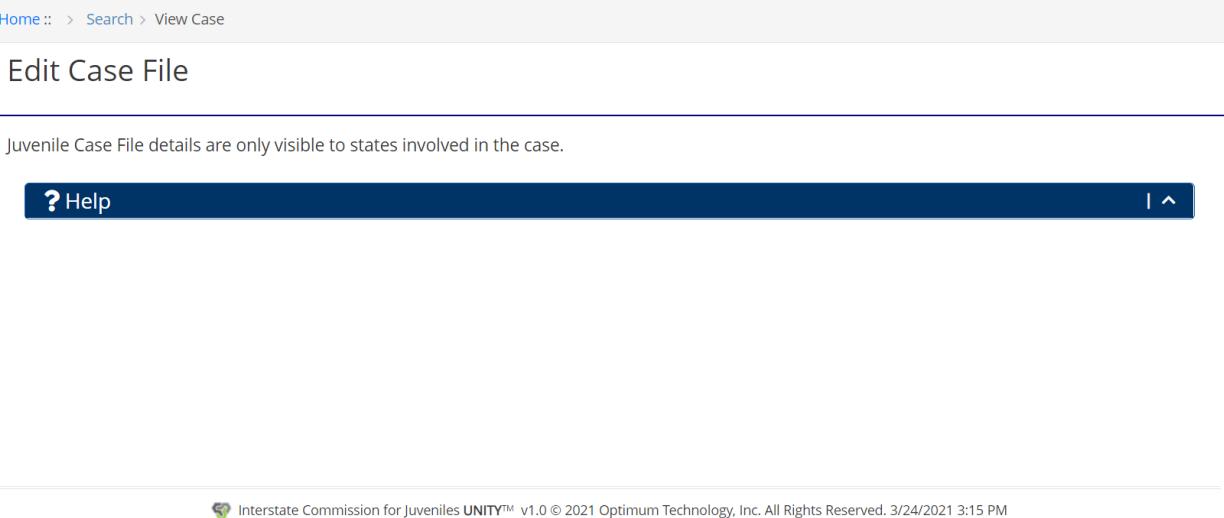
When the user clicks the **View** button, the View Case page opens.



The screenshot shows the 'Edit Case File' interface for a specific case. The top navigation bar includes 'Home :: > Search > View Case'. The main title is 'Edit Case File' followed by the case name 'Travel Permit Case File'. Below the title is a vertical sidebar with expandable sections: 'Juvenile Profile Summary', 'Case Profile', 'Case Communications', 'Case Documents' (with a dropdown menu showing 'All'), and 'Case Notes'. The 'Case Notes' section contains a large text input area labeled 'Case Notes'. At the bottom right of the main content area is a green button labeled 'Save Case File' with a disk icon.

Note: The user can only view cases where their state is either the Sending or Receiving State on the case. The View Case page will not show any details if a case belonging to a different state is selected.

If the user is not authorized to view the details of a case, an appropriate message is displayed.



The screenshot shows the 'Edit Case File' interface again, but with a different message. The top navigation bar and title are identical. Below the title, a message states: 'Juvenile Case File details are only visible to states involved in the case.' This message is displayed in a light gray box. At the bottom of the page, there is a dark blue footer bar containing a white question mark icon and the word 'Help'. The footer also includes the logo of the Interstate Commission for Juveniles UNITY™ and the copyright information: '© 2021 Optimum Technology, Inc. All Rights Reserved. 3/24/2021 3:15 PM'.

New Case

The user can create a new case by selecting the **New Case File** button in the Cases section of the Edit Juvenile page.

A screenshot of the Juvenile edit page. The top navigation bar shows 'Juvenile'. Below it is a sidebar with sections: Demographics, Scars, Marks and Tattoos, Social Media, Current Residence, Current Legal Guardianship, Juvenile Documents, and Cases. The Cases section contains a table with columns: Case Number, Sending State, Receiving State, Case Type, Case Status, Date Opened, and Date Closed. A message 'No data available!' is displayed below the table. At the bottom right of the Cases section is a blue button with a plus sign and the text 'New Case File', which is highlighted with a red box. At the very bottom right is a green 'Save Juvenile' button.

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

A screenshot of the New Case File page. The top navigation bar shows 'Home' and the page title 'New Case File'. Below the title is a dropdown menu labeled 'What type of process do you wish to initiate?'. At the bottom of the page is a footer with the logo of the Interstate Commission for Juveniles UNITY™ and the text 'v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 3/24/2021 1:54 PM'.

The user can select the type of new case with the Case Type selector. The user can create three types of case files in UNITY: Travel, Transfer of Supervision (TOS), and Return.



The creation of a Travel, TOS, or Return case in UNITY follows a unique set of steps and is customized based on the user's inputs. The selection of the case type determines which fields the user is required to enter to create a new case.

Edit Case

After the user completes the initial case creation steps, the Edit Case page opens. The Edit Case page is common for all the Case Types and has two sections: Case File and Case Tasks.

Case File

The Case File section is common for all case types. The name of this section is prefixed with the Case Type. For example, if you open a Travel Case, the section name is displayed as Travel Permit Case File.

The Case File section 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

Edit Case File

Travel Permit Case File

Juvenile Profile Summary | | ^

Case Profile | ^

Case Communications | ^

Case Documents All | ^

Case Notes | ^

Save Case File

Case Tasks | ^

Help | ^

The screenshot shows the 'Edit Case File' interface for a 'Travel Permit Case File'. At the top, there's a header bar with the case name. Below it is a main content area with several sections. The first section, 'Juvenile Profile Summary', has a collapse/expand arrow icon to its right. The other sections ('Case Profile', 'Case Communications', 'Case Documents', 'Case Notes') also have similar collapse/expand icons. At the bottom right of the main content area is a green 'Save Case File' button. Below the main content area are two more sections: 'Case Tasks' and 'Help', each with its own collapse/expand icon.

By default, the sub-sections of the Case File sections are collapsed. Click the arrow to expand and review each of the sections.

Travel Permit Case File

Juvenile Profile Summary | | ^

The screenshot shows the 'Juvenile Profile Summary' section expanded. The collapse/expand arrow icon to the right of the section title is highlighted with a red box. The rest of the interface is identical to the previous screenshot, showing the collapsed state of other sections.

Juvenile Profile Summary

The Juvenile Profile Summary sub-section displays the demographic information entered on the Edit Juvenile page. Click the **Edit Juvenile** icon to go to the Edit Juvenile page.

Juvenile Profile Summary

First Name	Middle Name	Last Name	Suffix
Carl		Craft	
			
Enlarge			
Juvenile Number	Primary Language		
CC210324-01			
Date Of Birth	Current Age	Gang Affiliation	
3/5/2005	16 years old		
Sex	Gender Identity	Race	
Male		Other, Specify - Biracial	
Ethnicity	Weight	Height	
Eye Color	Hair Color	Mobile Phone	
Email			

The user can review and update juvenile information from the Edit Juvenile page.

Demographics

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

Click on the Save Juvenile button to save all changes and click the browser's **Back** button to return to the Edit Case File page.

Case Profile

The Case Profile sub-section displays the Case Type, Sending State, and Receiving State entered on the New Case File page.

The user can select the Receiving State Officer Assigned User from the dropdown and can enter the Receiving State Court Case File Number in the textbox. The Sending State user can also click the checkbox if the Sending State wishes to return authority to approve Travel Permits.

The screenshot shows the 'Case Profile' window with the following details:

- Case Number:** CIL210329-001-CC210324-01
- Case Status:** Active
- Case Type:** Travel
- Sending State:** Illinois
- Receiving State:** Ohio
- Date Case Opened:** 3/29/2021
- Date Case Closed:** (not explicitly shown)
- Receiving State Officer Assigned User:** A dropdown menu.
- Sending State Wishes To Retain Authority To Approve Travel Permits:** A checkbox that is unchecked.
- Receiving State Court Case File Number:** An input field.

Case Communications

The Case Communications sub-section displays a summary of all sent and received case-specific messages, and allows the user to send a new message about the case.

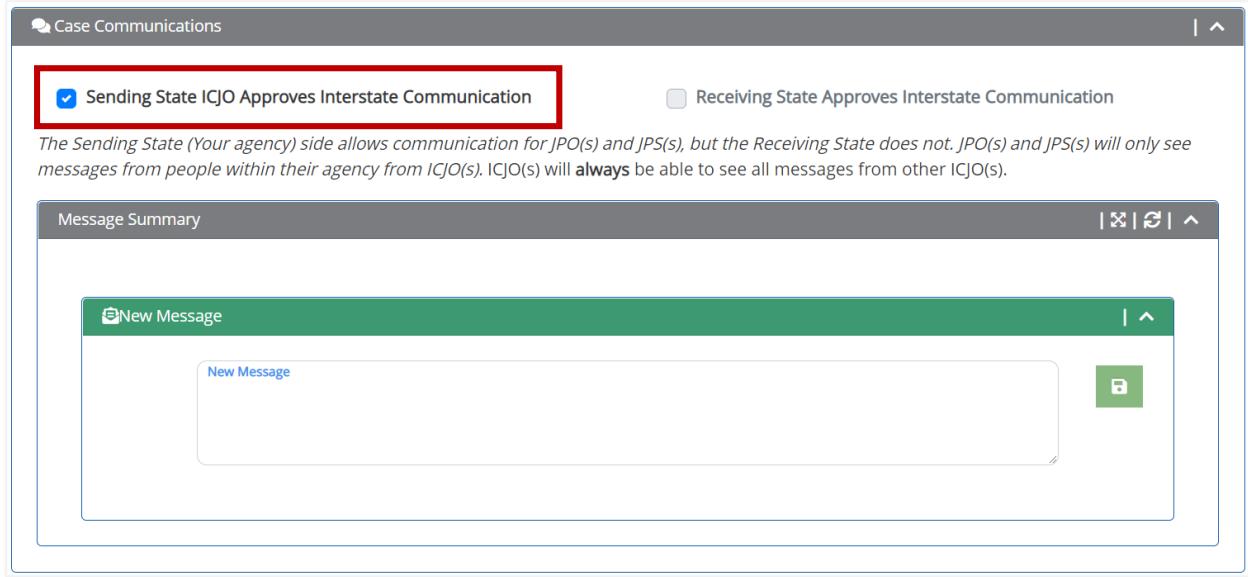
By default, both the Sending State and Receiving State do not allow communication across states for JPOs and JPSs. JPOs and JPSs will only see messages from users within their state agency. ICJOs are always able to see messages from the other State ICJOs.

The screenshot shows the 'Case Communications' window with the following settings:

- Sending State ICJO Approves Interstate Communication:** A checkbox that is unchecked.
- Receiving State Approves Interstate Communication:** A checkbox that is unchecked.
- Message Summary:** A section containing a 'New Message' button and a message input field.

A note at the top states: "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)."

If the **Sending State ICJO Approves Interstate Communication** option is selected, the Sending State allows interstate communication for JPOs and JPSs. For this to be a two-way communication, the Receiving State ICJO must also allow JPO/JPS interstate communication.



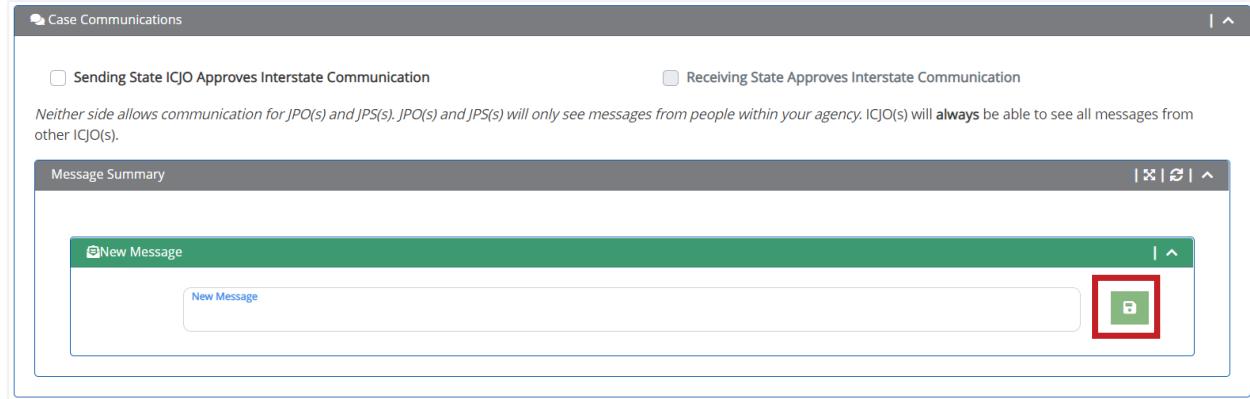
When the Receiving State ICJO edits the case, the **Receiving State Approves Interstate Communication** option is available for selection.

If the Receiving State Approves Interstate Communication is clicked, the Receiving State allows interstate communication for JPOs and JPSs.

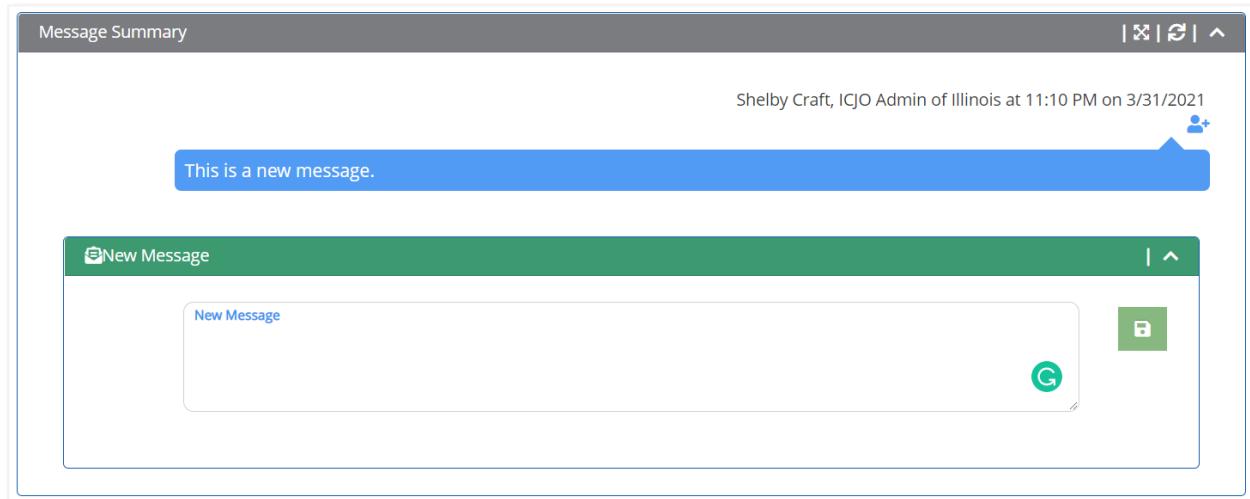
If both options are clicked, both the Sending State and Receiving State allow interstate communications for JPOs and JPSs. The JPOs and JPSs will see messages from both the Sending State and the Receiving State.



To send a message to another agency contact, enter the message, and click the **Save** button.



When the user clicks the **Save** button, the message displays above.



The user can tag another user by clicking the **Attention To** icon. When the user clicks the **Attention To** icon, in the top right corner of a message, a window displaying available users opens. The dropdown displays the following types of users:

- ICJOs in the Sending State
- ICJOs in the Receiving State
- Any user that is assigned to a task in the case
- Any user that completed a task in the case
- Any user that performs an action (accept, reject, upload, and/or save) in the case



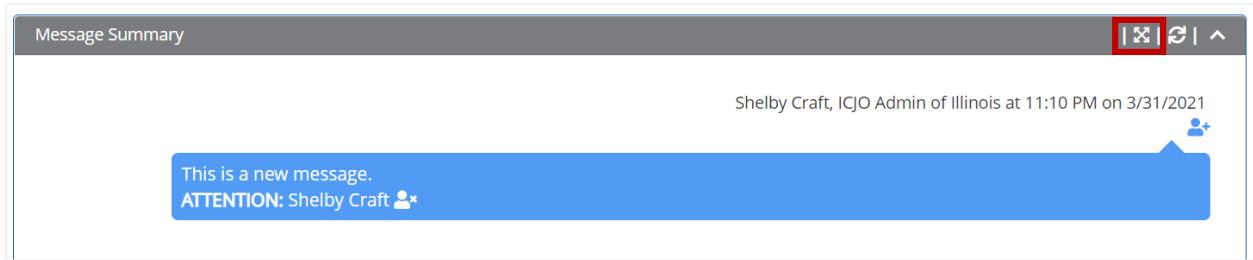
Select the user to tag the user in the message.



If the tagged user's email address is verified in the My Profile section, the tagged user receives an email notification.



Click the **Expand/Collapse** icon in the Case Communications section to show all messages.



Click the **Refresh** button to refresh the messages in the Case Communication section.

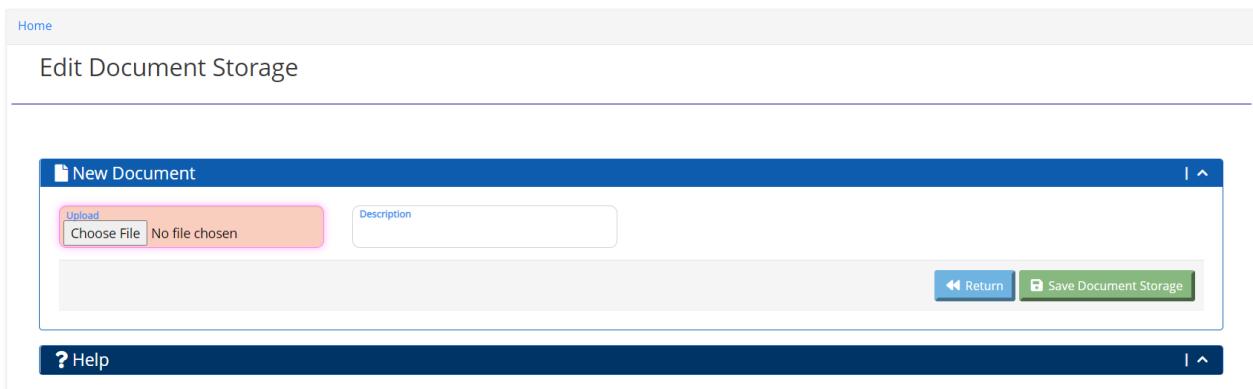


Case Documents

To upload a document to the case file, expand the Case Documents section and click the **New Document** button.



The Edit Document Storage page opens. Locate the document to upload and click the **Save Document Storage** button.

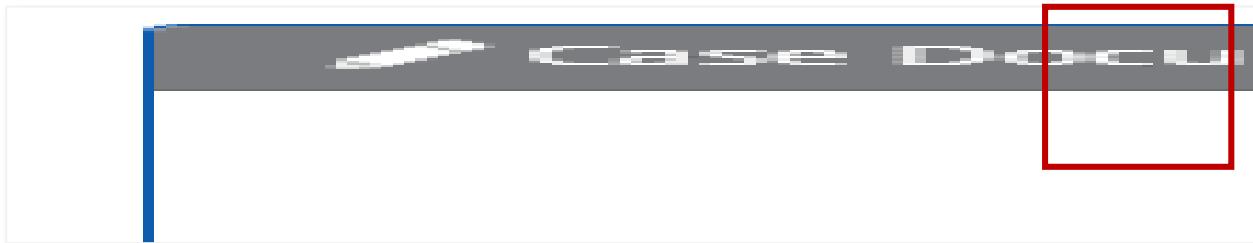


The uploaded document will appear in the Case Documents sub-section on the Edit Case File page.

The user can view All documents in the Case Documents section or filter the documents based on the following:

- Documents available under Case Tasks groups
- Sending State Documents
- Receiving State Documents

- Users that uploaded documents



If there are no documents, the filter does not display anything.

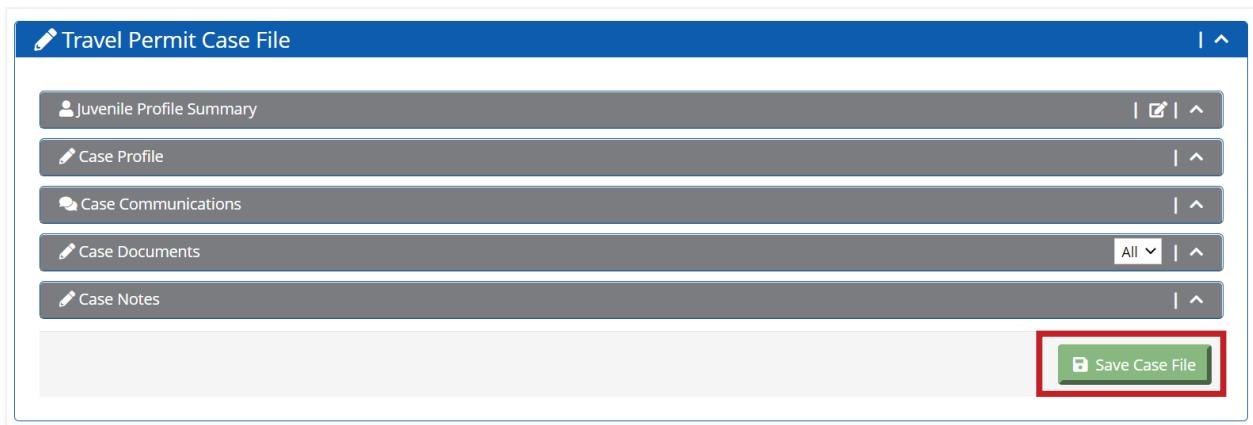
Case Notes

The Case Notes displays the notes entered by the user. The user can click the Expander to expand the Case Notes textbox.



Save Case

The user can click the **Save Case File** button to save changes made in the Travel Permit Case File section.



Case Tasks

The Case Tasks section allows the user to complete the sections that pertain to the case. The first and last name of the juvenile is always visible in the blue section header of the Case Tasks section.

The common elements of the Case Tasks section are explained in this section. The case type-specific elements of the Case Tasks section are explained in the respective Travel, TOS, and Return manuals. The Case Tasks section contains the following:

1. Case Tasks Column Selector
2. Case Tasks Grid
3. Events List

Column Selection

The user can choose to include or exclude certain details in the Case Tasks grid by selecting appropriate column selections in the Case Tasks section.

The screenshot shows the 'Case Tasks - Carl Craft' interface. At the top, there is a 'Column Selector' bar with three checkboxes: 'Assigned To' (checked), 'Zone' (checked), and 'Completed By' (checked). Below this is a table titled 'Task' with columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table lists several tasks: 'Juvenile Profile Current Residence/Legal Guardian (✓)', 'Transfer of Supervision Referral (✓)', 'Court Case (✓)', 'TOS Referral/Court Case Submission (1*)', and 'Additional Court Case (1*)'. The 'Assigned to' and 'Completed by' columns for these tasks show 'ICJO' and checkmarks respectively. At the bottom, there are two dropdown menus: 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button.

The Case Tasks grid displays the Task Name and Completed Date columns by default. The Assigned To, Zone, and Completed By are optional columns that the user can choose to include in the Case Task grid. To add Assigned To, Zone, and/or Completed By columns to the Case Tasks grid, click the appropriate selections in the Case Tasks Column Selector. After the user selects the columns in the Case Tasks Column Selector, the same columns appear in all Case Tasks grids each time the user logs in.

The user can also set the default column preferences on the Edit Profile page.

Task Grid

The Case Task grid lists all the workflow tasks specific to this case.

The screenshot shows a grid titled "Case Tasks - Carl Craft". At the top, there are three filter checkboxes: "Assigned To" (checked), "Zone" (checked), and "Completed By" (checked). The grid has columns: Task, Assigned to, Zone, Completed by, and Completed Date. There are five rows of tasks:

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

At the bottom, there are two dropdown menus: "Sending State Events" and "Receiving State Events", each with a "Create Event" button.

Task Header

Case tasks are logically grouped together in the Case Tasks section. The blue bar with a folder icon in the Task header that groups a set of tasks. Tasks grouped within a Task header can be compared to files kept within a folder.

The screenshot shows a task header with a red box highlighting the first item: "Juvenile Profile Completion (1*)". To the right, it says "Due 4/30, 29 days left" and has an "Add (+)" icon.

The Task Header contains a collective name and completion date for this group of tasks. Depending on the Column selections chosen by the user, the default Assigned To and Zone information is also displayed.

The user can add other pertinent documents to this group of tasks by clicking the Add (+) icon in the top right corner of the Task Header.

Task List

A list of tasks to be completed is displayed under each Task Header. There could be one or more tasks under each Task Header.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Completion (1*)	ICJO			Due 4/1, 2 days left	
IL Current Residence*	Shelby Craft	Boone County Probation			
Travel Information (1*)	ICJO			Due 4/1, 2 days left	
IL Travel Information*	Shelby Craft	Boone County Probation			
Court Case Information (1*)	ICJO			Due 4/1, 2 days left	
IL Court Case Information*	Shelby Craft	Boone County Probation			

The first column in the Task Grid displays the abbreviation of the state (example: **IL**) that is responsible for the completion of this task.

The Task column in the Task grid displays the task name. A required task row is shaded in salmon color to indicate that the task must be completed by the State. An optional task may also be listed under the same Task Header.

The Assigned To column displays the user to whom this task is assigned to. Tasks could be assigned to a generic user group/role, which can then be reassigned to a specific user by clicking on the Edit icon next to the Assigned To user/group name.

The Zone column displays the zone that the task is assigned. Some tasks may not have a zone assignment and will be blank in which case a State ICJO user can update this task. A specific zone could be assigned to this task by clicking on the Edit icon and selecting a zone.

The Completed By column shows the name of the user that completed this task. When the task is not completed, this column value is blank.

The Completed Date column shows the completed date or the completion due date. When a task is yet to be completed, it shows the completion due date and a countdown of the number of days left to complete the task. When a task is not completed before the due date, the Completed Date shows Overdue and the number of days it has been overdue. When the user completes a task, the Completed Date column will have the actual date of completion of this task.

Task Types

There are different types of tasks and each one of them has specific functions associated with it.

Data Entry Tasks

Data entry tasks are the tasks where user input is required. Examples of data entry tasks include Travel Information or Court Case Information.



Users can click on the **plus** icon of data entry tasks to open the relevant section with input fields.

Juvenile Profile Completion (1*)		IJO		Due 4/30, 29 days left	
OH	Current Residence*	Test Testing		North - Unit One	

 A screenshot of a juvenile profile completion form. The "Current Residence" section is expanded. Required fields are highlighted with a pink halo: "First Name" (Lisa), "Last Name" (Travel), "Address (1)" (6035 Sterling Rd), "City" (Versailles), and "State" (Kentucky). Other fields like "Relationship" (dropdown), "Residence Primary Language" (English), "Address (2)", "Zip" (40383), "Primary Phone" (859-321-6436), "Secondary Phone", "Email", and "Residence Notes" are shown without a halo. A green "Save Juvenile" button is at the bottom right.

The salmon-colored fields with a pink halo indicate required fields. The user must enter data in these fields if not already present. Once the user has entered data in a required field and tabs out, the salmon-colored background disappears and the pink halo remains to indicate the required criteria of these fields.

UNITY pre-fills data in the fields where the relevant information was previously entered by the user and is readily available and relevant in this scenario. Users can then review all the details and update information if required before saving the data entry task.

Once the user enters data in all fields and clicks the **Save** button of the section, the data entry section automatically closes and the salmon color around the task line disappears and becomes white.

✓	OH	Current Residence*	Test Testing	3/31/2021	
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A green checkmark appears next to the task line to indicate this task is completed. The Completed By and Completed Date indicate the user who completed the task and the date when it was completed.

An **edit** icon appears in the task line to allow users to edit the task details as long as the case has not been submitted to the other state.

Generate Tasks

Generate tasks are the tasks where the user can click a button to generate a completed Form PDF file using the input data provided in UNITY. Examples of Generate tasks include Generate Form VII or Generate Travel Plan.

OH	Generate Form VII	JPO of North - Unit One	
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Click the **Printer** icon to generate the form indicated in the Task Name.

While the form is generating, a **gear** icon is displayed to indicate form generated is in progress.

Once form generation is complete, a green checkmark appears next to the task name and two additional icons appear next to the printer icon.



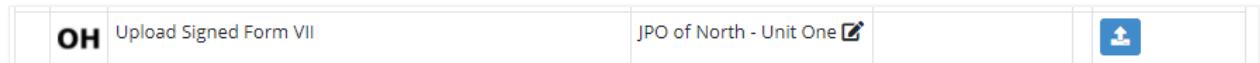
✓	OH	Generate Form VII	JPO of North - Unit One	3/31/2021			
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The user can view the generated document by clicking the **arrow** icon.

The user can email the generated document by clicking the **Email** icon.

Upload Tasks

Upload tasks are the tasks where a signed form or scanned document could be uploaded to the task. Examples of Upload tasks include Upload Signed Form VII.



The user can click on the **Upload Document** icon to open the Document Upload section, where a file can be selected from your computer to upload.

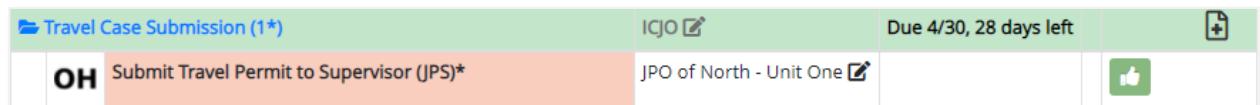
Once the file has been uploaded, additional options are presented in the Upload task.



The user can choose to upload another scanned document, erase the last uploaded document, and view or email the uploaded document.

Action Tasks

Action tasks are the tasks where the user can approve or reject a task either to submit up to the JPS/ICJO or to submit to the other State. Examples of action tasks include Submit to Supervisor, or Submit to Receiving State, etc.



When the user clicks on the green **thumbs-up** icon, the Approval Comment box opens where the user can optionally add a note.



Click the **Approve** button to move to the next task step. For example, a JPO approves a task and sends it to the JPS. When a JPS opens the case, the JPS user can approve or deny the task step. The green thumbs-up icon approves the task step and sends it to the

ICJO. The red **deny** button sends it back to the JPO for corrections. The JPS can add a comment or reason for an approval or rejection action.

OH	Submit Travel Permit to State Compact (ICJO)*	JPS of North - Unit One		
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After the JPS approves the task, the next task appears for the ICJO who in turn approves to send the case to the Receiving State.

OH	Submit Travel Permit to Receiving State*	ICJO		
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The Task Grid guides the user through each step of the data entry, generate, upload, action steps of the case. After each task line item is completed, the next logical step appears in the Task Grid. The task steps are designed to follow the Case workflow rules.

Read-Only Tasks

Once the case has been sent to the Receiving State, all the Sending State task steps are collapsed and become read-only. This is indicated by the Eye icon as shown below.

Juvenile Profile Completion (✓)		ICJO		
OH	Current Residence*	Test Testing	3/31/2021	

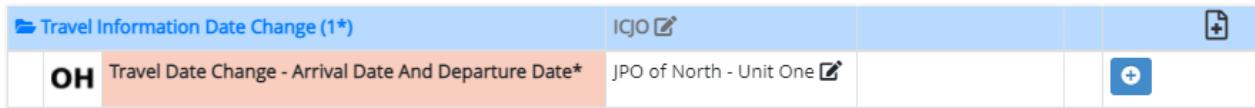
Clicking on the **Eye** icon allows the user to view a read-only view of the task details for future reference.

Events List

The Events List consists of Sending State Events and Receiving State Events. Each list contains a menu of options to create an event relevant to each Case Type. The list of events presented to the user is conditional and will depend on the current workflow step of the case.

Available Sending State Events		Receiving State Events	
Sending State Events		Receiving State Events	
<input checked="" type="checkbox"/> Notification of Travel Date Change – Arrival Date & Departure Date <input checked="" type="checkbox"/> Notification of Travel Date Change – Arrival in Receiving State <input checked="" type="checkbox"/> Notification of Travel Date Change – Departure from Receiving State <input checked="" type="checkbox"/> Request for Sex Offender Registration Requirements <input checked="" type="checkbox"/> Request for Victim Notification Assistance <input checked="" type="checkbox"/> Withdraw Travel Case			

Choose the event from the list and click on Create Event. This will create a new Task Header with one or more new tasks in the task group.



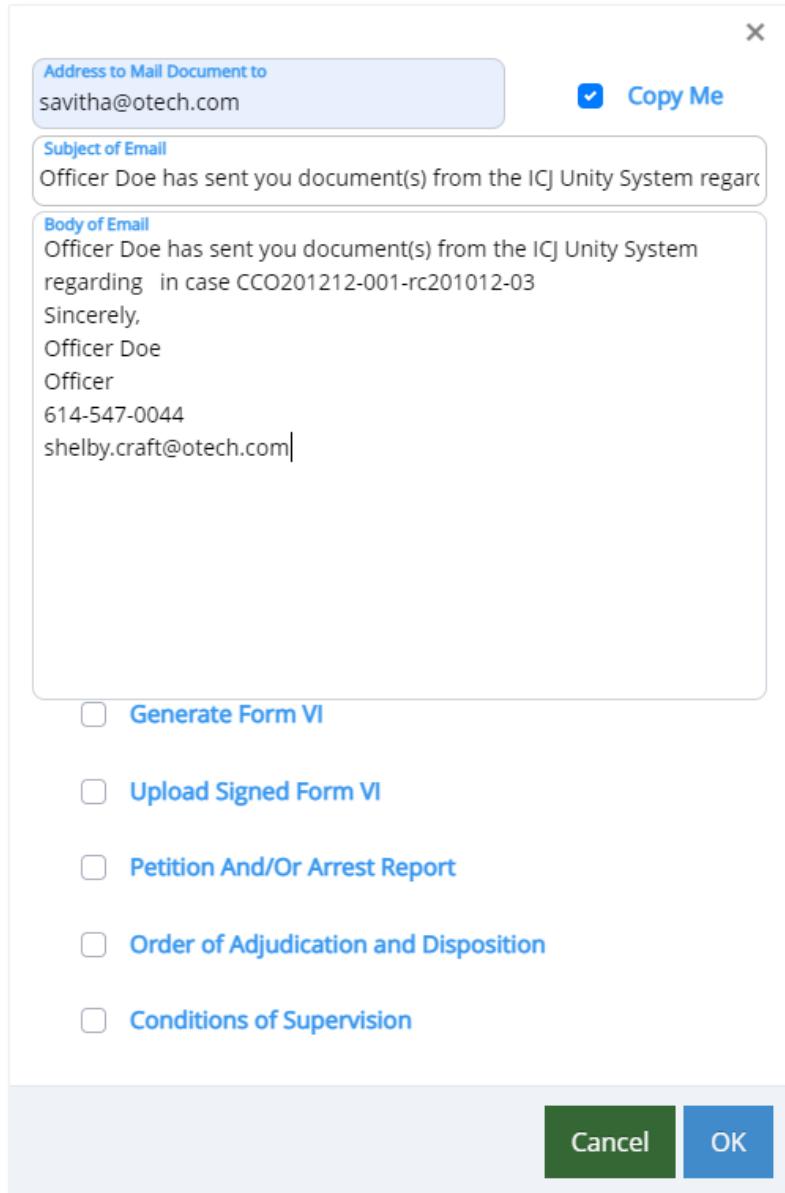
Email Case Files

The user can click on the email icon in the Case Tasks grid.



A popup box opens with a default template appears.

The user can enter an email address in the Address to Mail Document to field, edit the Subject and/or Body of the Email. The user can select one or more case documents listed to attach in the email. To send a copy of this email to the user's email address, select the "Copy Me" checkbox. This requires a verified email address in the User Profile page of the logged-in user. Click the OK button to send the email.



Download Case Files

The user can click on the Download all Files icon in the Case Tasks grid to download all case files to their computer.



A compressed zip file is downloaded and saved on the computer including all documents about this case.