UNITY

Uniform **N**ationwide **I**nterstate **T**racking for **Y**outh

UNITY ICJO/JPS/JPO User Manual

Travel Permit

Copyright

Table of Contents

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 the UNITY system. This document describes the process to create a Travel Permit case in UNITY and manage workflows.

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

Travel

Introduction: In this chapter, the Travel Case Type is discussed starting from the creation of a new Travel Case to completing all Travel Workflow steps. This chapter also discusses all Travel-related Events and their purpose.

The user can create a new Travel case from the Juvenile page. On the Juvenile details page, expand the Cases section.
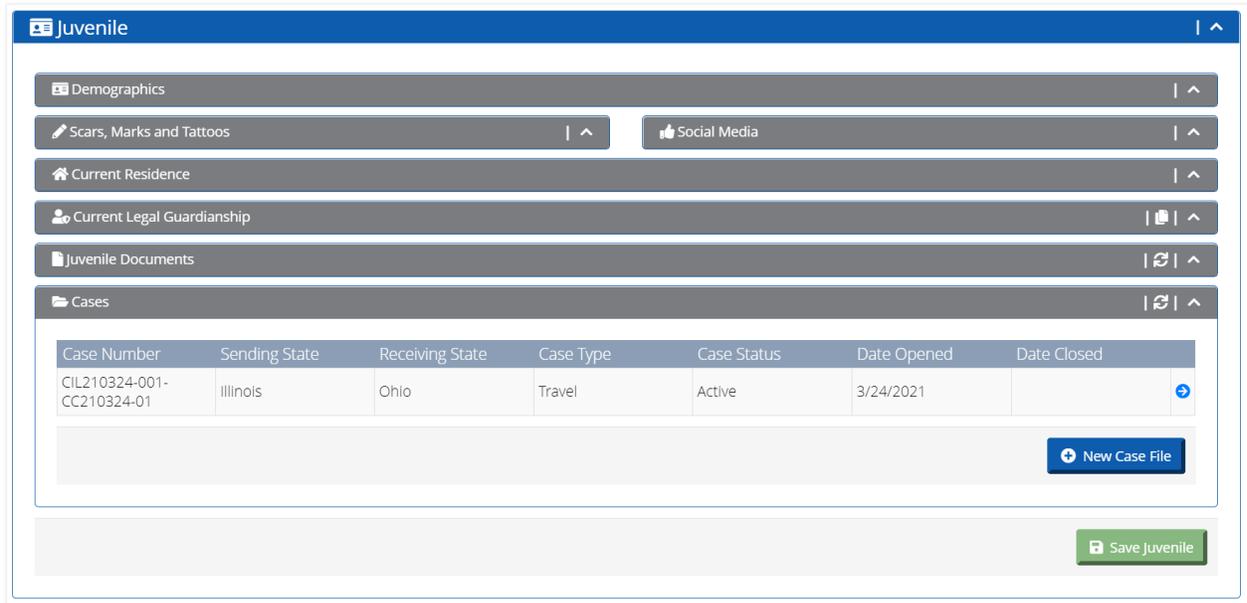
In the Cases section, the user can enter a new case file or view current case information.

For a new juvenile, the Case section is blank. For an existing juvenile, the 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 or a State otherwise 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.

Create New Travel Case

In the **What type of process do you wish to initiate** field, select Travel from the dropdown.
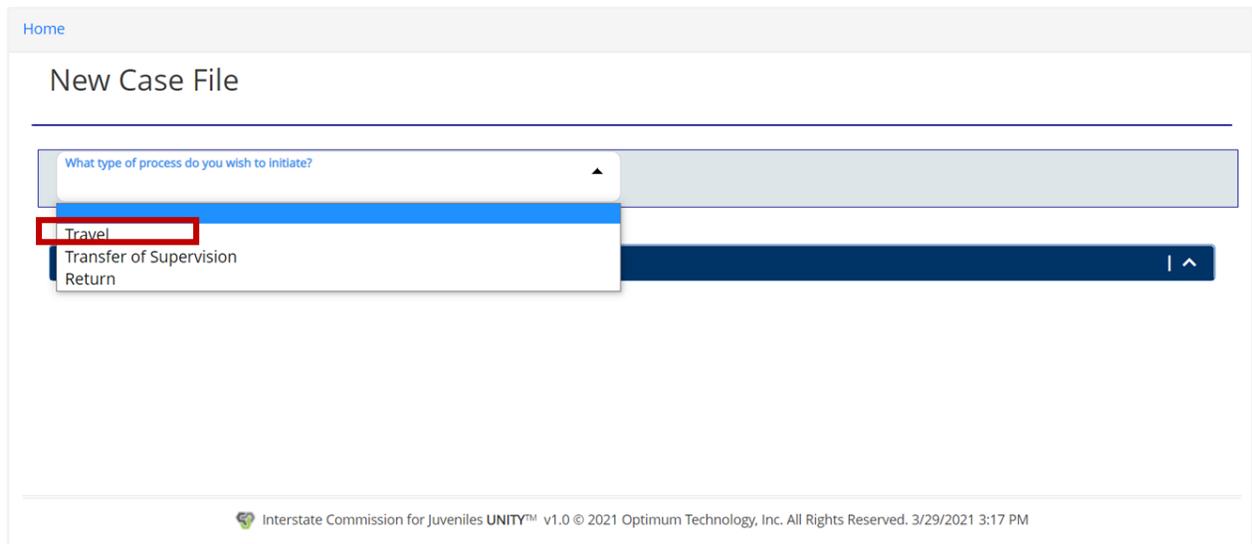
In the **Which State is the Receiving State** field, select the state that the juvenile is traveling to.

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

In the **Type of Travel Permit** field, the user can select one of four different travel permit types. Based on the user selection, the user will need to complete additional fields.

If the user chooses **Travel that does not exceed 90 days**, the user must complete the Arrival Date and Departure Date fields.

If the user selects an Arrival Date and Departure Date that are greater than 90 days apart, the system will display "Greater than 90 days (# of days) in red font indicating it is an invalid duration for a Travel case. The user has to correct the dates to proceed.

Home

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois - Parole

Type of Travel Permit
Travel that does not exceed 90 days

Arrival Date
01/05/2021

Departure Date
05/08/2021

Greater than 90 days (123 days)

? Help | ⌃

The **Create New Travel Case File** button will not display unless the difference between the Arrival Date and Departure Date is 90 days or less.

Home

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois - Parole

Type of Travel Permit
Travel that does not exceed 90 days

Arrival Date
01/05/2021

Departure Date
03/02/2021

Less than 90 days (56 days)

⊕ Create New Travel Case File

? Help | ⌃

If the user chooses **Placement in a Resident Treatment Facility**, the user must enter the Facility Name, Facility Address, Facility City, Facility State, and Facility Zip.

The **Create New Travel Case File** button will not display unless all the facility details are entered.

If the user chooses **Relocation with 90 days or less of supervision left**, the user must enter a date in the *Maximum Date of Parole Probation*.

If the Maximum Date of Parole Probation is more than 90 days, a message will appear indicating the date entered is not valid for this Travel Permit and the **Create New Travel Case File** button will not display.

If the user chooses **Visit for testing residence before transfer of supervision** in the Type of Travel Permit field, a message displays that this should be treated as a Transfer of Supervision Case. The user is then automatically redirected to the New Case File page with Transfer of Supervision pre-selected. The user will then have to start over the process of creating a new case file for a Transfer of Supervision.

Note: The **Create New Travel Case File** button appears only if the values entered in all the fields are valid for a Travel Case.

Edit Travel Case

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

Travel Permit Case File

The Travel Permit Case File includes the information entered during the creation of the juvenile, and case communications. The sub-sections include:
- Juvenile Profile Summary
- Case Profile
- Case Communications
- Case Documents
- Case Notes

Edit Case File
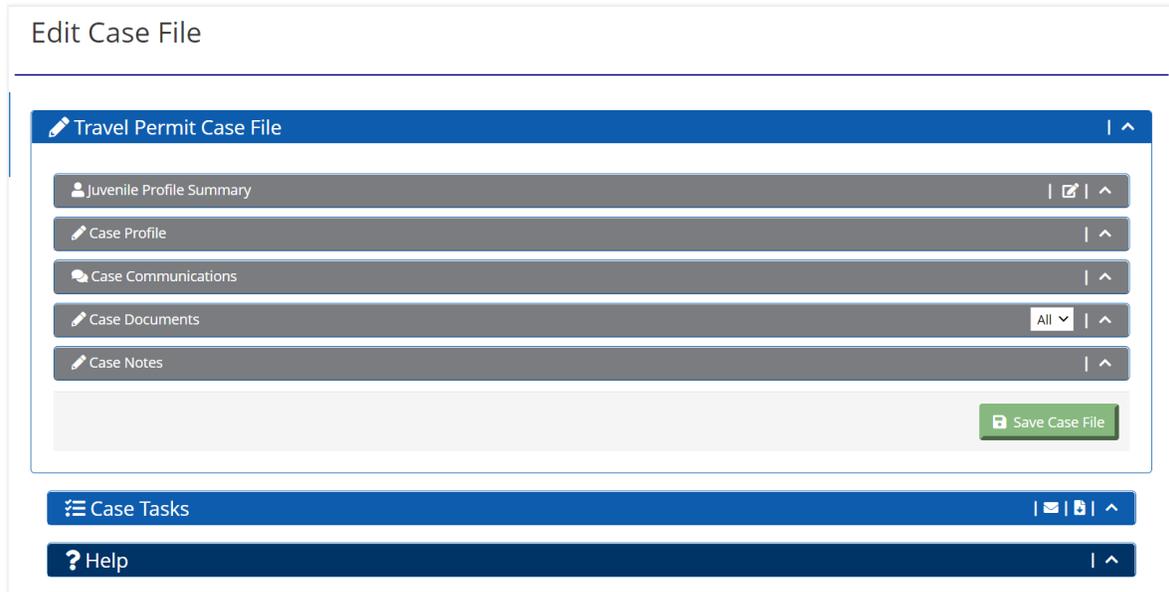
Note: *Each one of these sub-sections is described in detail in the General Overview User Manual in the Case chapter.*

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

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

Review all information and save the Case File details by clicking the **Save Case File** button.
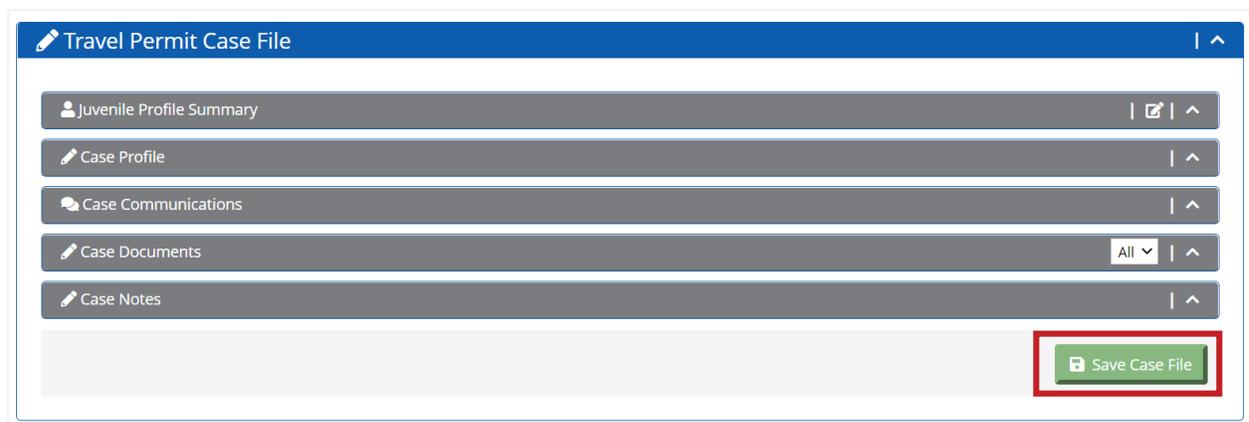
Travel Permit Case Tasks

The Case Tasks section allows the user to complete the sections that pertain to Form VII: Travel Permit. The tasks are grouped into 3 sections: Current Residence, Travel Information, and Court Case Information.
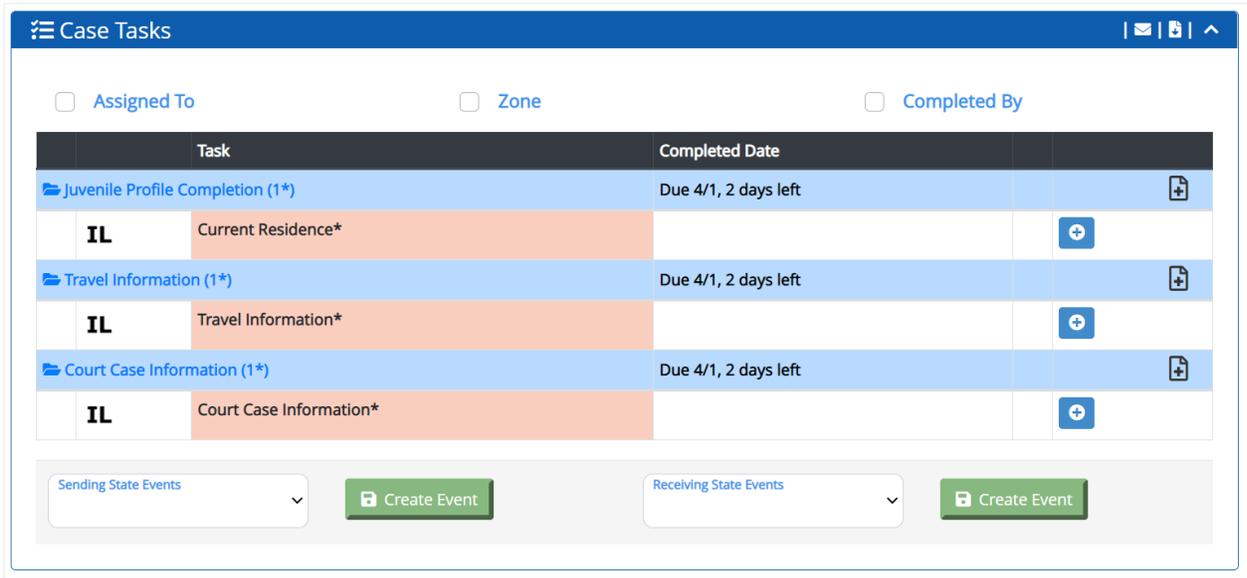
To complete the sections of Form VII, the user can click the **plus sign** next to each section.
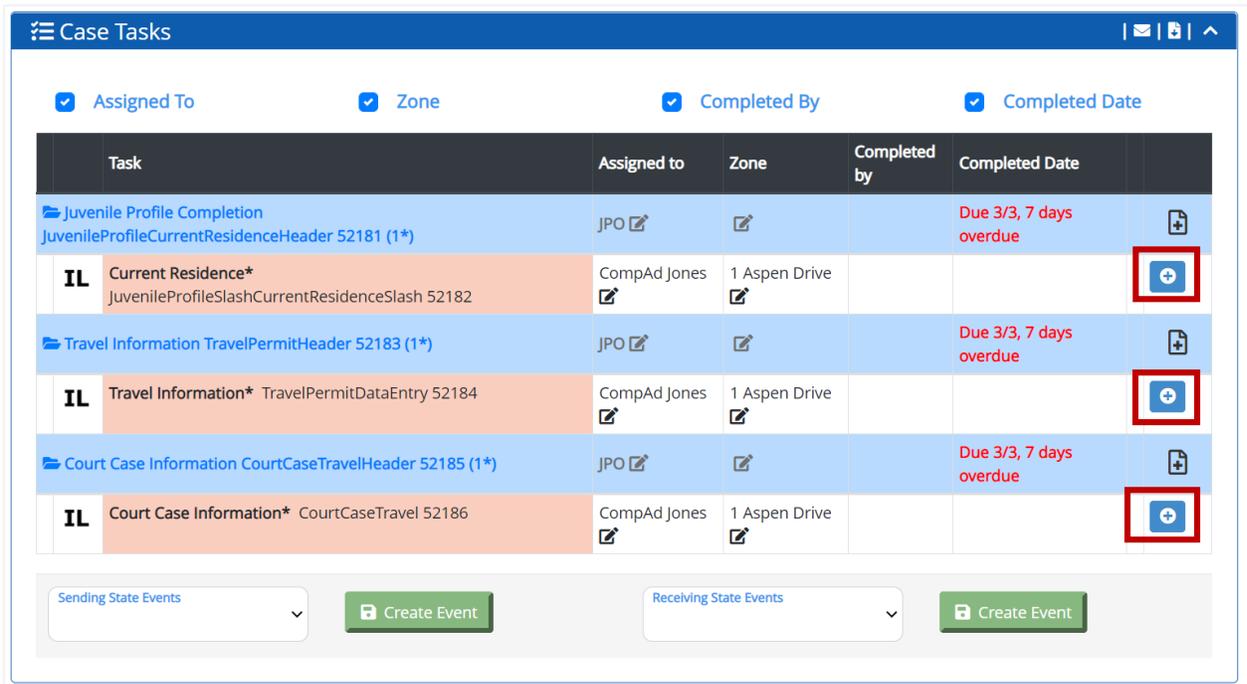
When the user clicks the **plus sign** for the Current Residence Task, the section expands to enter current residence information for the juvenile.

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

Note: *Current Residence information entered in the Juvenile profile automatically populates into the Form VII fields.*

When the user clicks the **Save Juvenile** button, the Current Residence section collapses and a green checkmark displays next to the Current Residence.
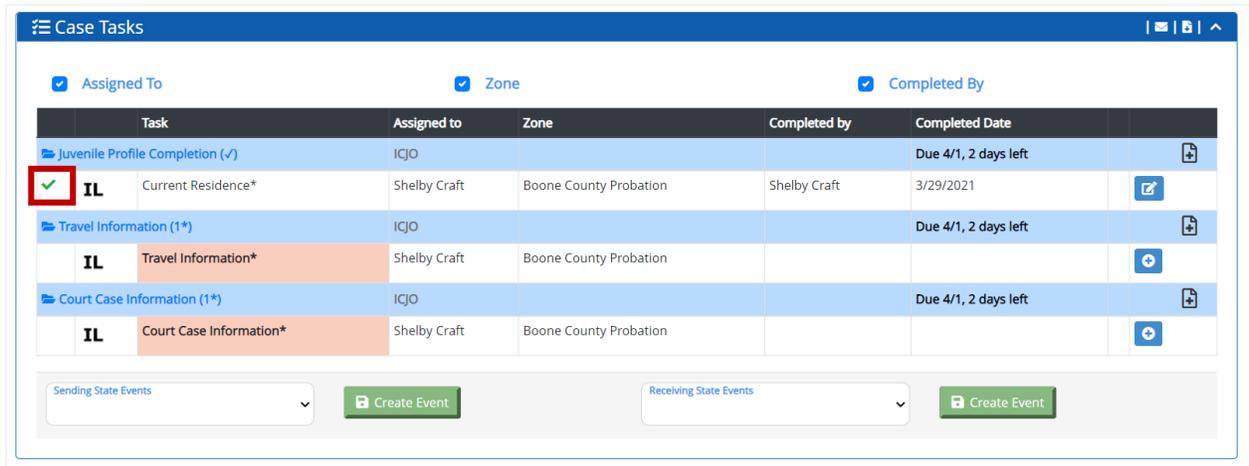
When the user clicks the **plus sign** for the Travel Information task, the section expands to enter the travel information.
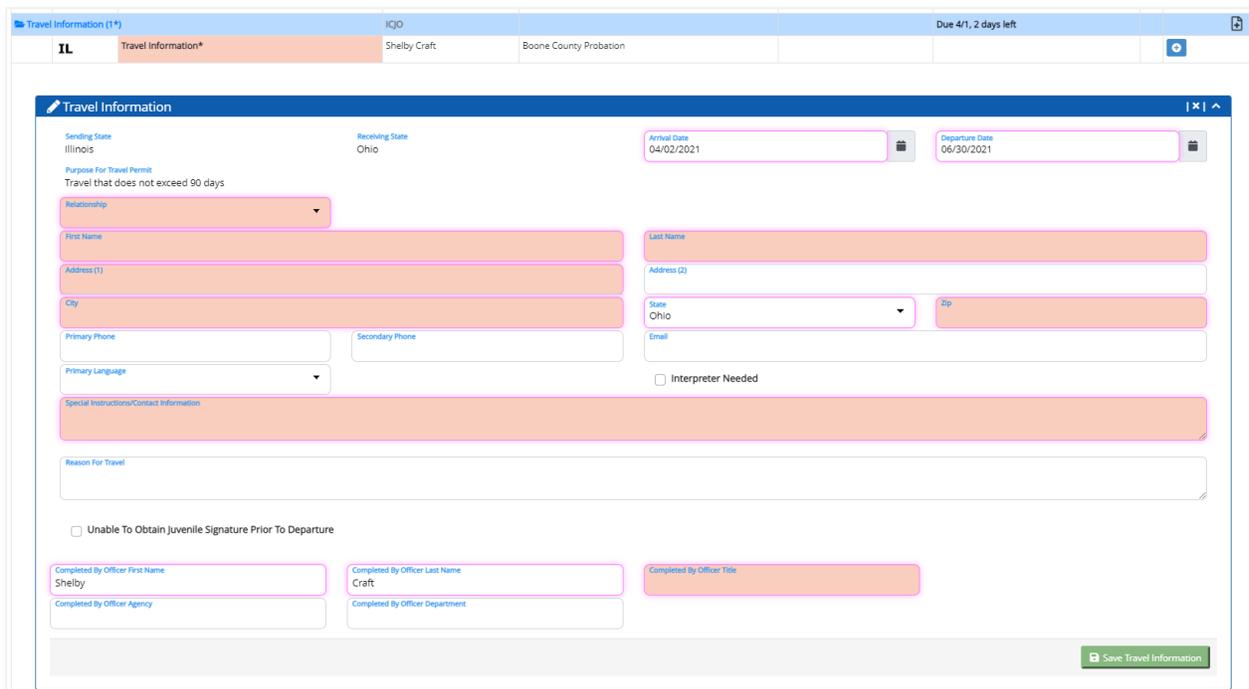
For placement in a Resident Treatment Facility, the user must complete the facility details (Facility Name, Facility Address, Facility City, Facility State, and Facility Zip). The Residential Treatment Facility information in the Travel Information section is pre-populated with the information entered in the Case Selector.

If another officer completed Form VII, the user should enter the officer's First Name, Last Name, and Title.

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

When the user clicks the **Save Travel Information** button, the Travel Information section collapses and a green checkmark displays next to the Travel Information.
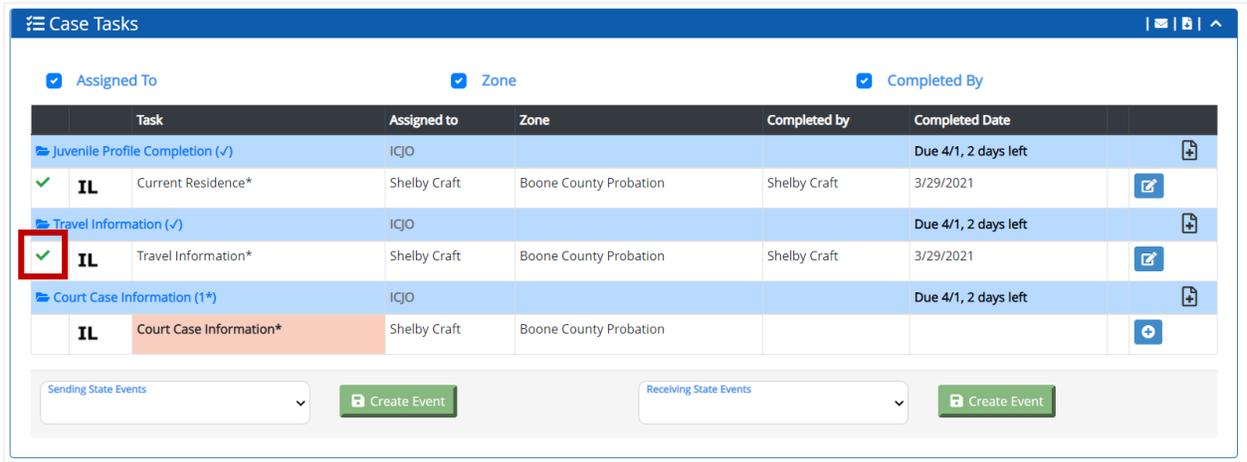
When the user clicks the **plus sign** for the Court Case Information task, the section expands to enter the court case information.
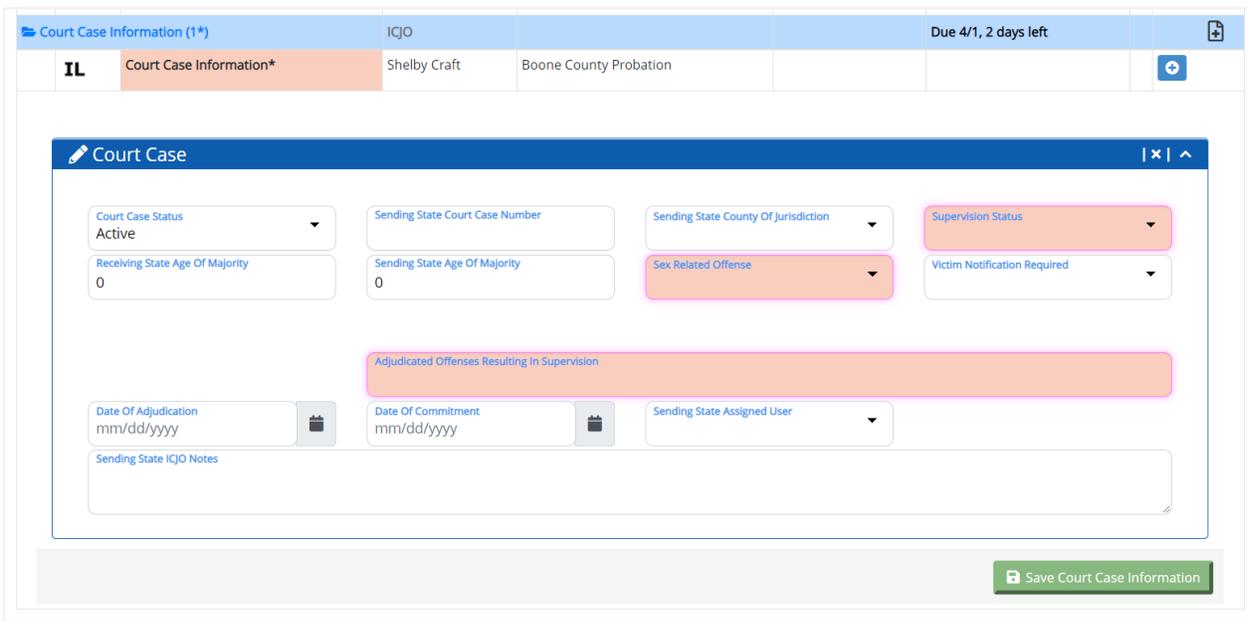
To save the entered data, click the **Save Court Case Information** button.

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

The user has the option to generate Form VII by clicking the **Print** button under Travel Information.

When the user clicks the **Print** button, two buttons appear: **View Generated Document** and **Email Document**.

When the user clicks the **View Generated Document**, the generated Form VII opens as a PDF document on the user's computer.

The user can download the document or print the document.

The user can also email a copy of Form VII by clicking the **Email Document** button. When the user clicks the **Email Document** button, the section expands and the Email Documents to Address section appears.
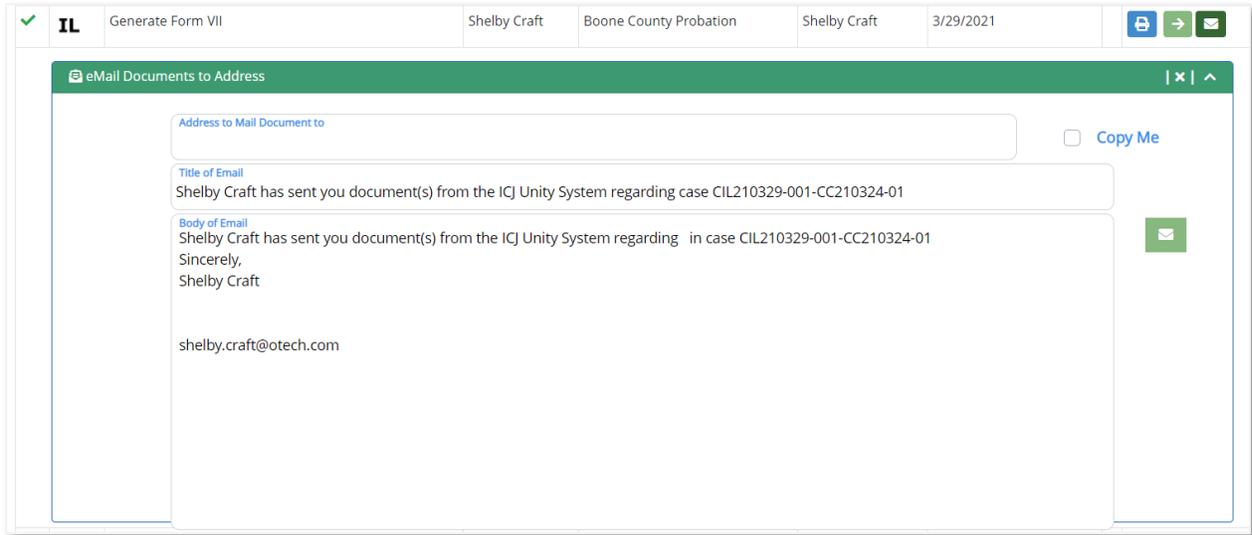
The user can enter an email address in the Address to Mail Document to field, edit the Title and/or Body of the Email and click the **Send Message** button.
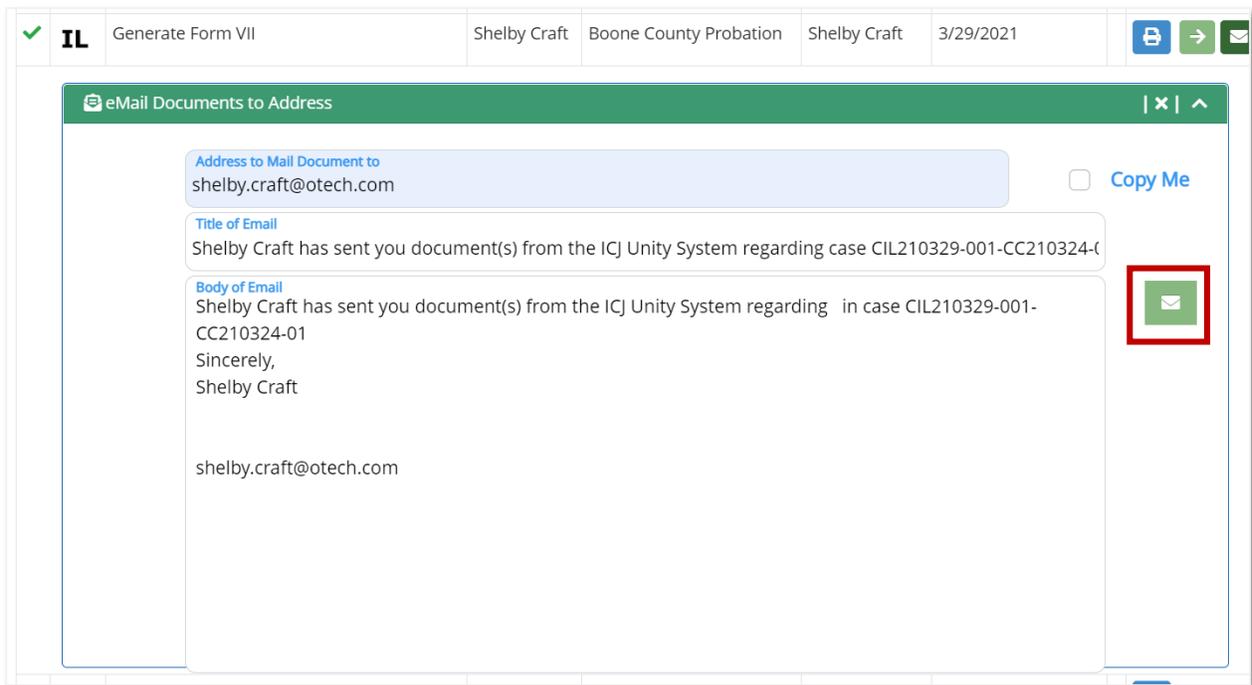
The user can select the "Copy Me" checkbox to send a copy of this email to their email address as entered in the User Profile page.

The user can also upload a signed Form VII by clicking the **Upload Document** button.

		Travel Information (✓)	ICJO			Due 4/1, 2 days left	
✓	IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
✓	IL	Generate Form VII	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
	IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			

When the user clicks the **Upload Document** button, the section expands and the Document Upload section appears.

		Travel Information (✓)	ICJO			Due 4/1, 2 days left	
✓	IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
✓	IL	Generate Form VII	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
	IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			

Document Upload | × | ^

Upload	File ...	File Name	File Type
Choose File No file chosen			

The user can use a file to upload and click the **Save Document** button.

		Travel Information (✓)	ICJO			Due 4/1, 2 days left	
✓	IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
✓	IL	Generate Form VII	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
	IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			

Document Upload | × | ^

Upload	File ...	File Name	File Type	
Choose File Form VII.pdf	2252	Form VII.pdf	application/pdf	💾 Save Document

When the user clicks the **Save Document** button, the Document Upload section collapses. The user has the option to remove the document by clicking the **Clear**

Document button, view the document by clicking the **View Uploaded document** button, and/or email the document by clicking the **Email Document** button.

When the tasks for the Form VII are completed, a new task appears: Submit Travel Permit to Supervisor.

To submit the Travel Permit, click the **Approve** button.

🗁 Travel Case Submission (1*)	ICJO			Due 4/1, 2 days left	📄
IL Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation			👍

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

👍 Approval Comment		**│ ✕ │ ⌃**
Approval Comment		👍 Approve

When the travel permit is submitted, a new task appears: Submit Travel Permit to State Compact (ICJO).

🗁 Travel Case Submission TravelCaseSubmissionHeader 52189 (1*)	JPO ✏	✏		Due 3/3, 7 days overdue	📄
✓ **IL** Submit Travel Permit to Supervisor (JPS)* TravelPermitSSOfficerApproval 52190	JPO of 1 Aspen Drive ✏	1 Aspen Drive ✏	CompAd Jones	3/10/2021 💬	Approved
IL Submit Travel Permit to State Compact (ICJO)* TravelPermitSSSupervisorApproval 52252	JPS of 1 Aspen Drive ✏	1 Aspen Drive ✏			👍 👎

The travel permit is submitted to the ICJO for approval.

Travel Events
This section describes the task events in the Case Tasks section.

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

Events include:
- Request for Sex Offender Registration Requirements
- Request for Victim Notification Assistance
- Travel Date Change – Arrival
- Travel Date Change – Departure
- Travel Date Change – Arrival and Departure
- Withdraw Travel Case
- Delete Travel Case

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

Request for Sex Offender Registration Requirements

The user can select the Request for Sex Offender Registration event in the Case Tasks section.

The user can select the event after the creation of the Travel Case, but cannot select the event when the Case Status is Closed.

In the Sending State Events field, select Request for Sex Offender Registration from the Sending State Events dropdown and click the Create Event button.

When the user clicks the **Create Event** button, the Request for Sex Offender Registration Requirements task appears in the Case Tasks section.

When the user clicks the **plus sign** for the Request for Sex Offender Registration Requirements task, the section expands to enter the Sex Offender Registration Requirements. The user must enter the information related to this request in the required field, and click the **Save** button.
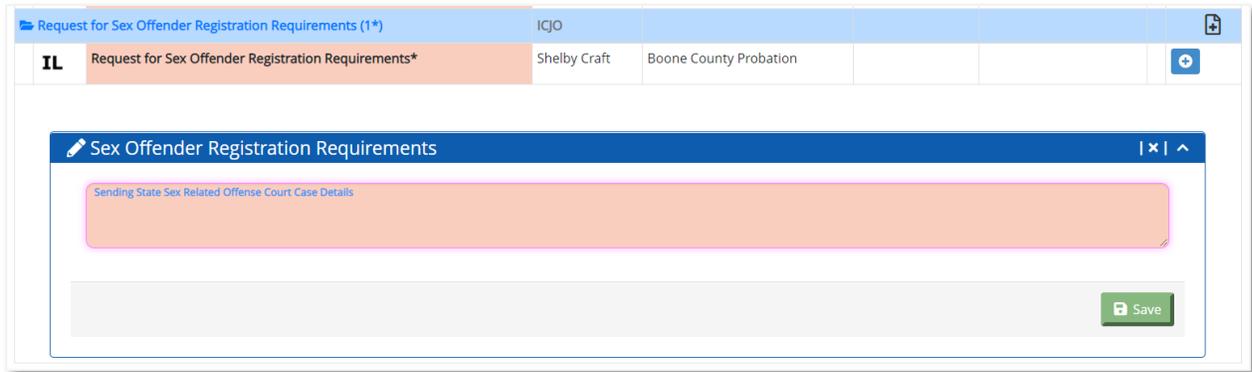
When the user clicks the **Save** button, the Sex Offender Registration Requirements section collapses, and a green checkmark displays next to the Request for Sex Offender Registration Requirements.

The Sending State users must then complete the next submission steps to route the task to the JPS and ICJO before sending this request to the Receiving State.
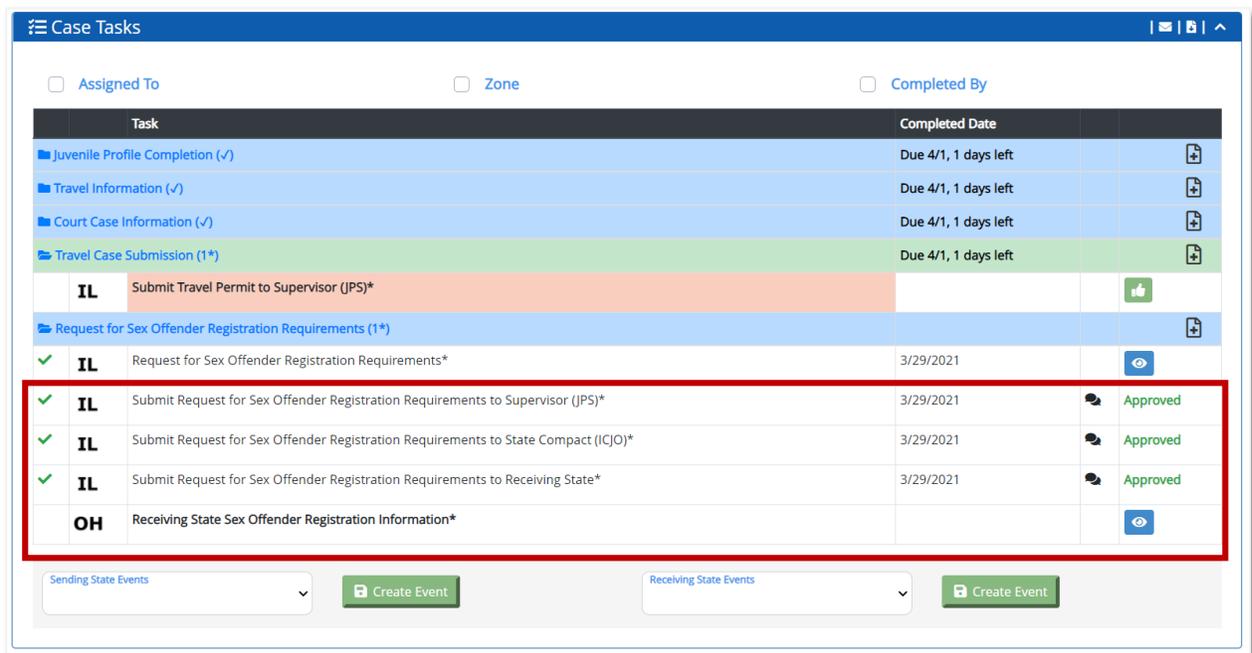
On the Receiving State side, when the user clicks the **plus sign** for the Receiving State Sex Offender Registration Information task, the section expands so the user can enter registration requirements. The user must enter whether Sex Offender Registration is required or not and, if required, the Receiving State Sex Offender Registration Requirements in the required fields, and click the **Save** button.

After submission back to the Sending State, both the Sending State and Receiving State can click the **Eye icon** to view the Receiving State Sex Offender Registration Information.
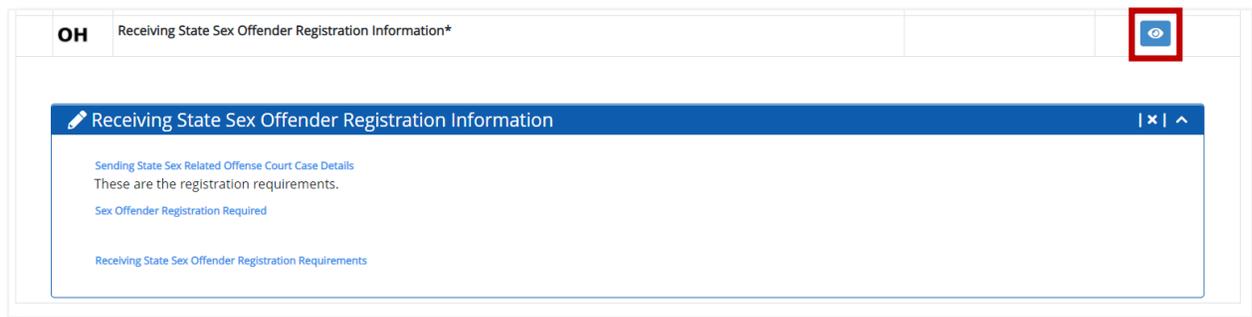
Request for Victim Notification Assistance

The user can select the Request for Victim Notification Assistance event in the Case Tasks section. The user can select the event after the creation of the Travel Case, but cannot select the event when the Case Status is Closed.

In the Sending State Events field, select Request for Victim Notification Assistance from the Sending State Events dropdown and click the Create Event button.
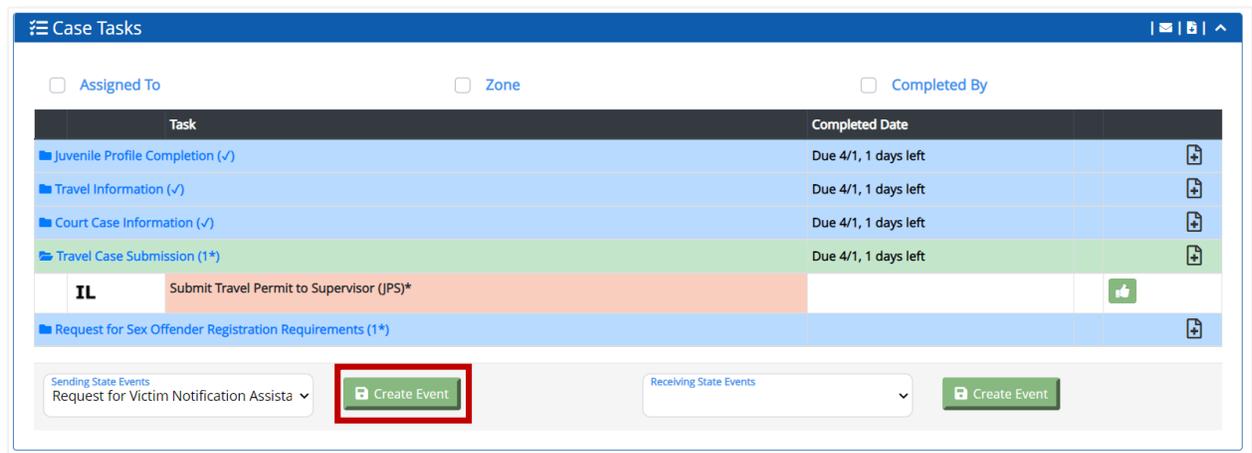
When the user clicks the **Create Event** button, the Request for Victim Notification Assistance task appears in the Case Tasks section.
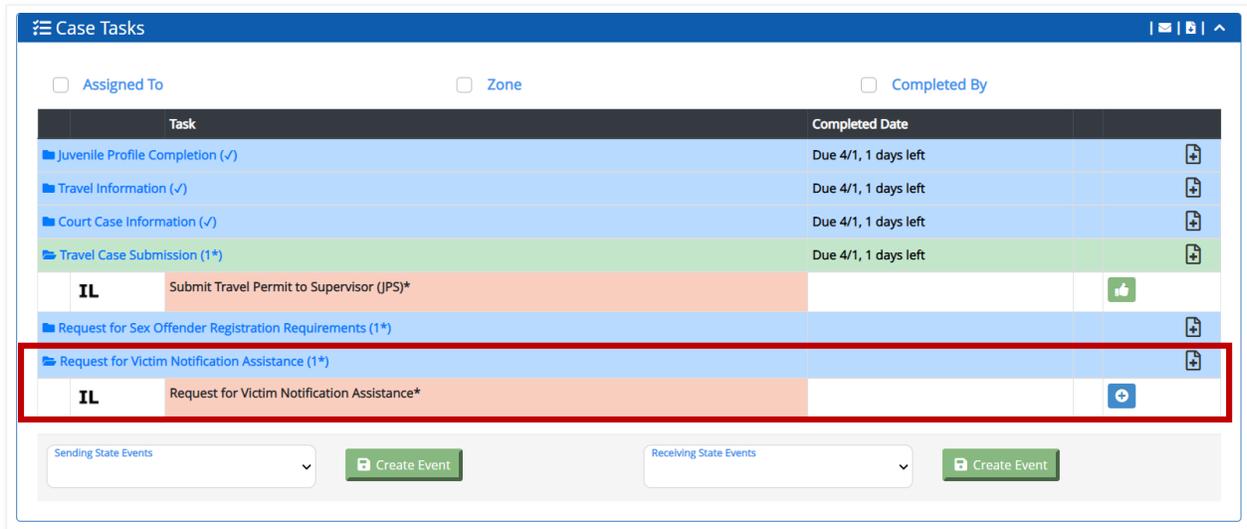
When the user clicks the **plus sign** for the Request for Victim Notification Assistance task, the section expands to enter the Request for Victim Notification Assistance information. The user must enter the information in the required field, and click the **Save** button.
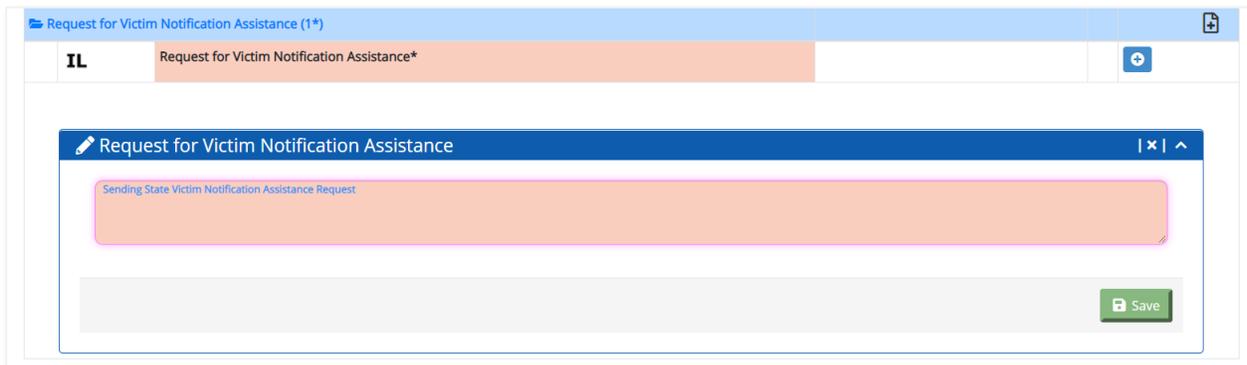
When the user clicks the **Save** button, the Request for Victim Notification Assistance section collapses, and a green checkmark displays next to the Request for Victim Notification Assistance.

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

On the Receiving State side, when the user clicks the **plus sign** for the Receiving State Response to Victim Notification Assistance task, the section expands so the user can enter the response to the request for assistance. The user must enter the Receiving State Response required field and click the **Save** button.

After submission back to the Sending State, both the Sending State and Receiving State can click the **Eye icon** to view the Receiving State Response to Victim Notification Assistance.


Travel Date Change – Arrival

The Sending State user can change the arrival date for the Travel Case in the Case Tasks section. The user can select the event after submission of the Travel Permit to the Receiving State, but cannot select the event when the Case Status is Closed.

In the Sending State Events field, select Notification of Travel Date Change – Arrival in Receiving State from Sending State Events dropdown and click the **Create Event** button.
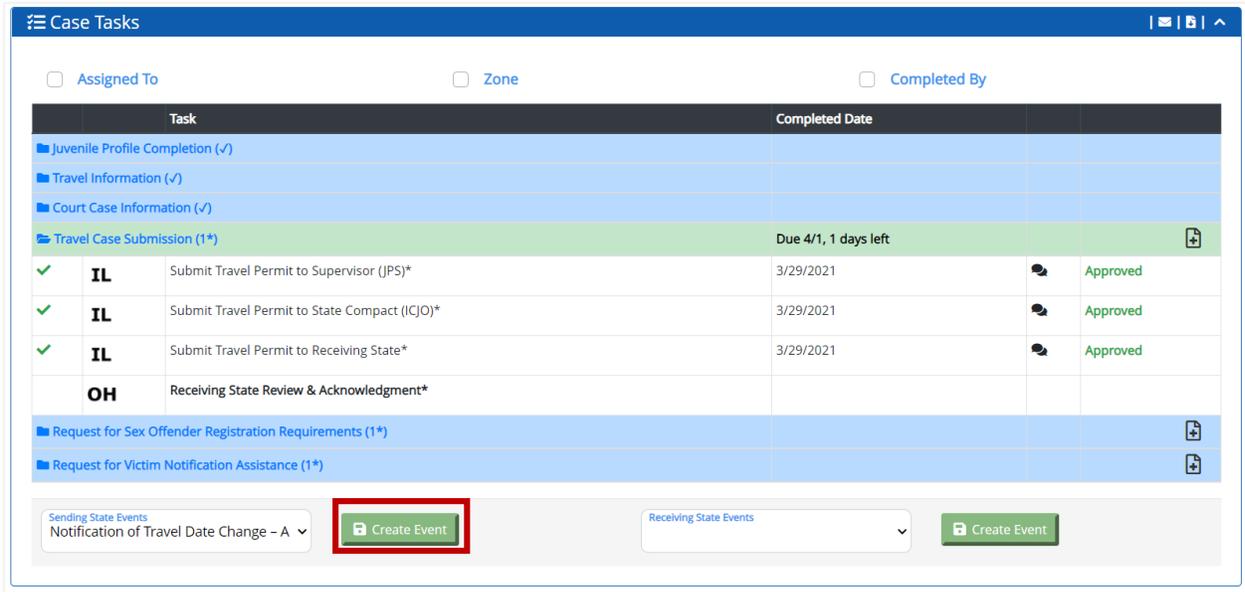
When the user clicks the **Create Event** button, the Travel Date Change – Arrival in Receiving State task appears in the Case Tasks section.
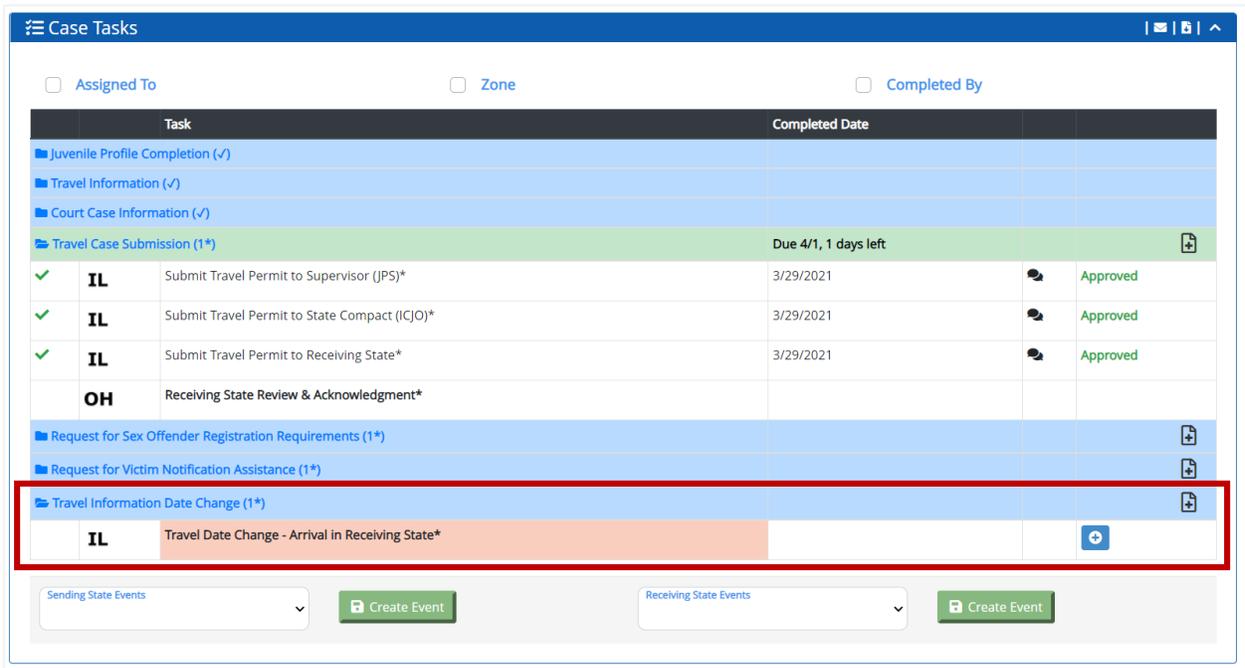
When the user clicks the **plus sign** for the Travel Date Change – Arrival in Receiving State task, the section expands to enter the Travel Information. The user must enter the new Arrival Date and Special Instructions in the required fields, and click the **Save Travel Information** button.

When the user clicks the **Save** button, the Travel Information section collapses and a green checkmark displays next to the Travel Date Change – Arrival in Receiving State.

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


When the Receiving State completes the Receiving State Acknowledges Travel Date Change task, the event is completed.

Travel Date Change – Departure

The Sending State user can change the departure date for the Travel Case in the Case Tasks section. The user can select the event after submission of the Travel Permit to the Receiving State, but cannot select the vent when the Case Status is Closed.

In the Sending State Events field, select Notification of Travel Date Change – Departure from Receiving State from Sending State Events dropdown and click the **Create Event** button.
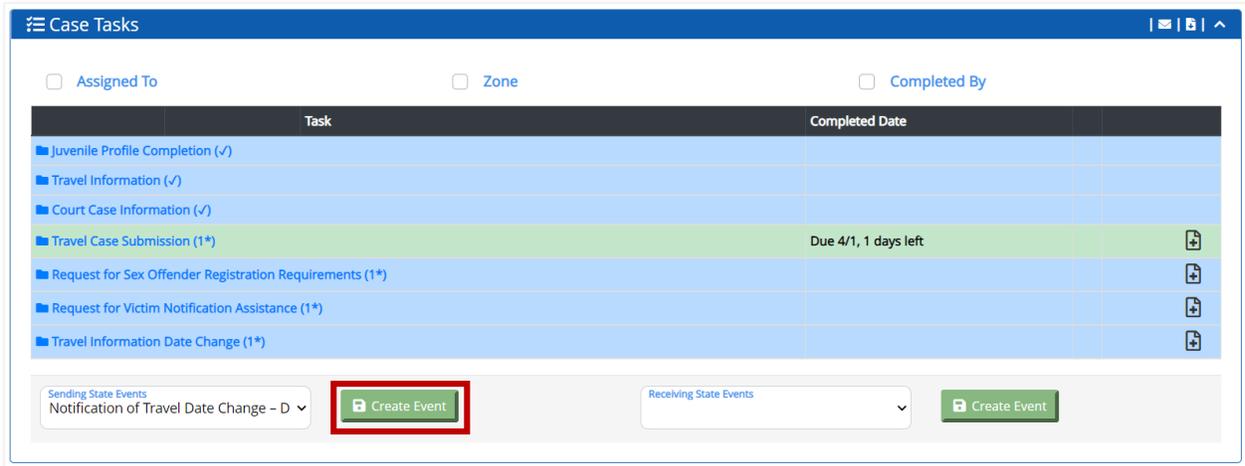
When the user clicks the **Create Event** button, the Travel Date Change – Departure from Receiving State task appears in the Case Tasks section.
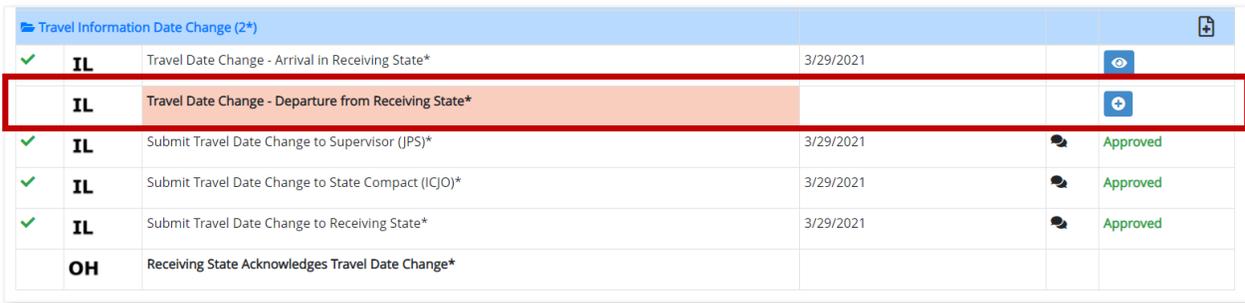
When the user clicks the **plus sign** for the Travel Date Change – Departure from Receiving State task, the section expands to enter the Travel Information. The user must enter the new Departure Date and Special Instructions in the required fields, and click the **Save Travel Information** button.
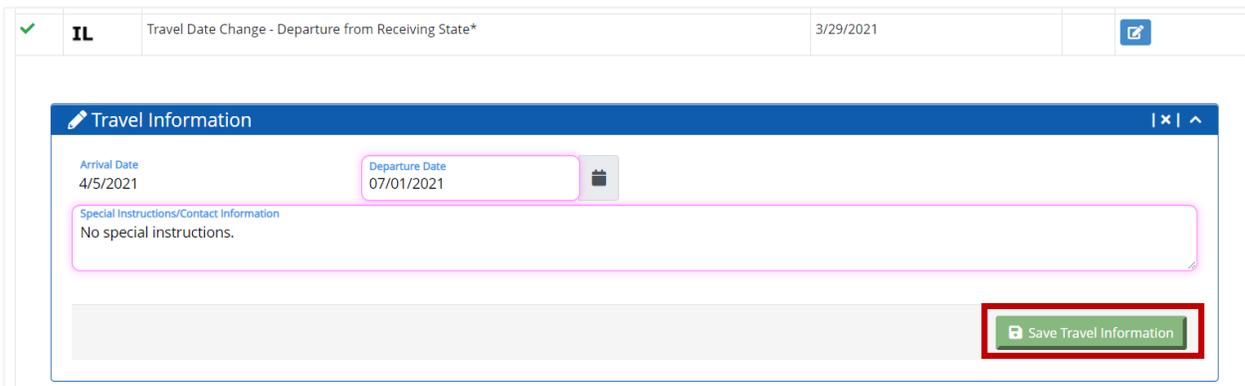
When the user clicks the **Save** button, the Travel Information section collapses and a green checkmark displays next to the Travel Date Change – Departure to Receiving State.

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

When the Receiving State completes the Receiving State Acknowledges Travel Date Change task, the event is completed.

Travel Date Change – Arrival and Departure

The Sending State user can change both the arrival and departure date for the Travel Case in the Case Tasks section. The user can select the event after submission of the Travel Permit to the Receiving State, but cannot select the event when the Case Status is Closed.

In the Sending State Events field, select Notification of Travel Date Change – Arrival & Departure Date from Sending State Events dropdown and click the **Create Event** button.
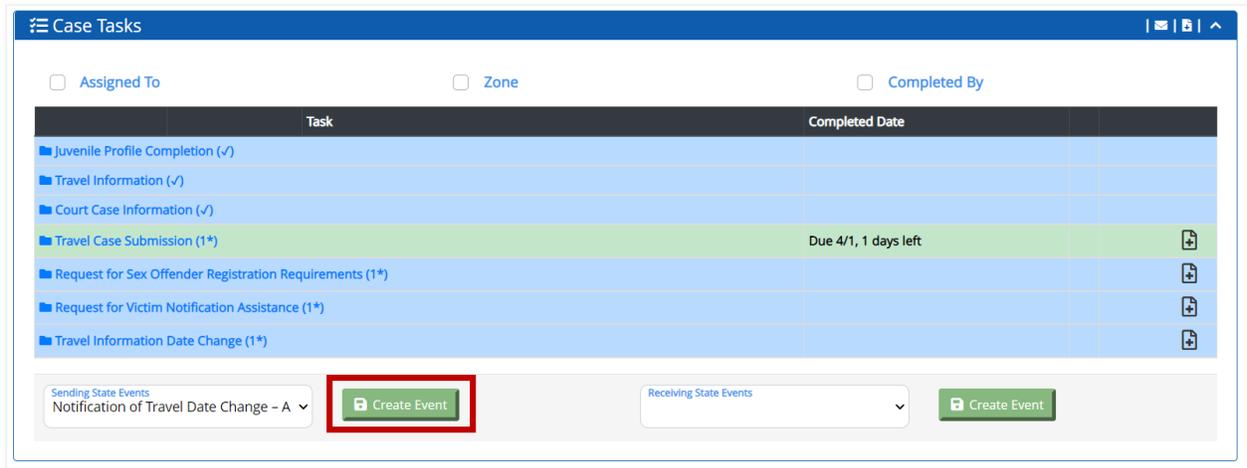
When the user clicks the **Create Event** button, the Travel Date Change – Arrival Date & Departure Date task appears in the Case Tasks section.
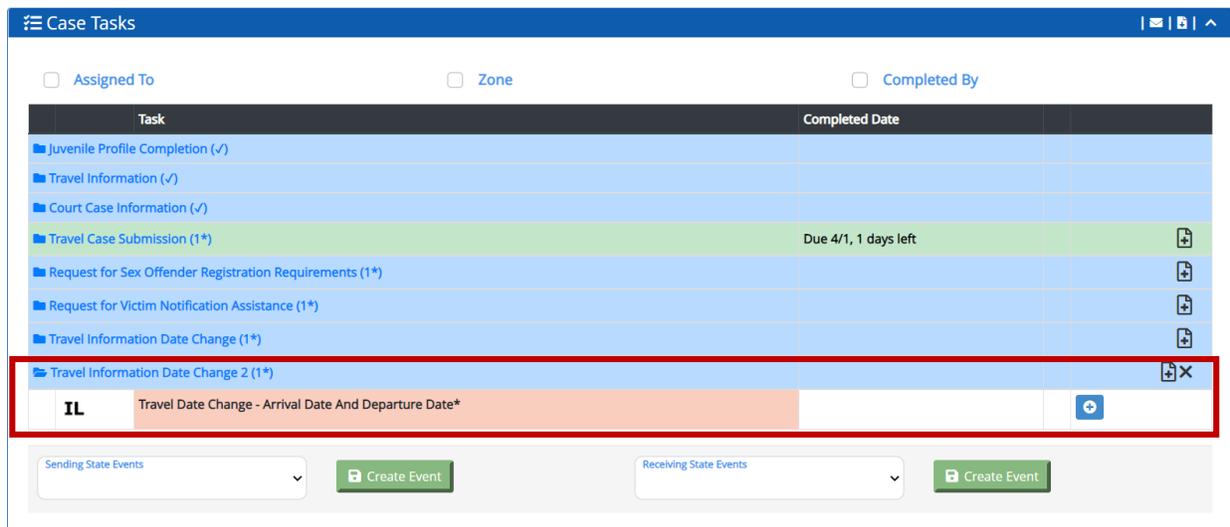
When the user clicks the **plus sign** for the Travel Date Change – Arrival Date and Departure Date task, the section expands to enter the Travel Information. The user must enter the new Arrival Date, Departure Date, and Special Instructions in the required fields, and click the **Save Travel Information** button.

When the user clicks the **Save** button, the Travel Information section collapses and a green checkmark displays next to the Travel Date Change – Arrival Date and Departure Date task.

If the original date range was less than 30 days but the updated date range is greater than 30 days, the Special Instructions/Contact Instructions section appears.

If the updated date range is greater than 90 days, a pop-up appears that displays the message, Travel Permit cannot exceed 90 days. The user can click the **OK** button then correct the Travel Information section.

When the user clicks the **Save** button, the Travel Information section collapses and a green checkmark displays next to the Travel Date Change – Arrival Date and Departure Date task

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

When the Receiving State completes the Receiving State Acknowledges Travel Date Change task, the event is completed.

Withdraw Travel Case

The Sending State user can withdraw the Travel Case in the Case Task section. The user can select the event after submission of the Travel Permit to the Receiving State, but cannot select the event when the Case Status is Closed.

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

When the user clicks the **Create Event** button, the Withdraw Travel Case task appears in the Case Tasks section.
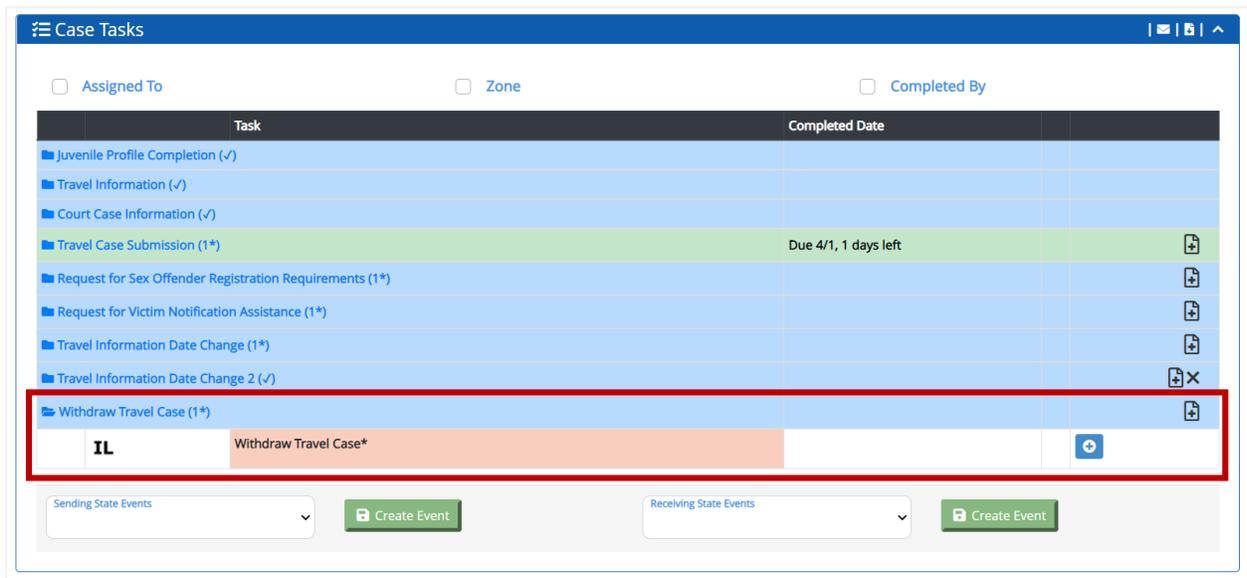
When the user clicks the **plus sign** for the Withdraw Travel Case task, the section expands to enter the Reason Travel Case Withdrawn. The user must enter the reason for case withdrawal in the required field, and click the **Save** button.
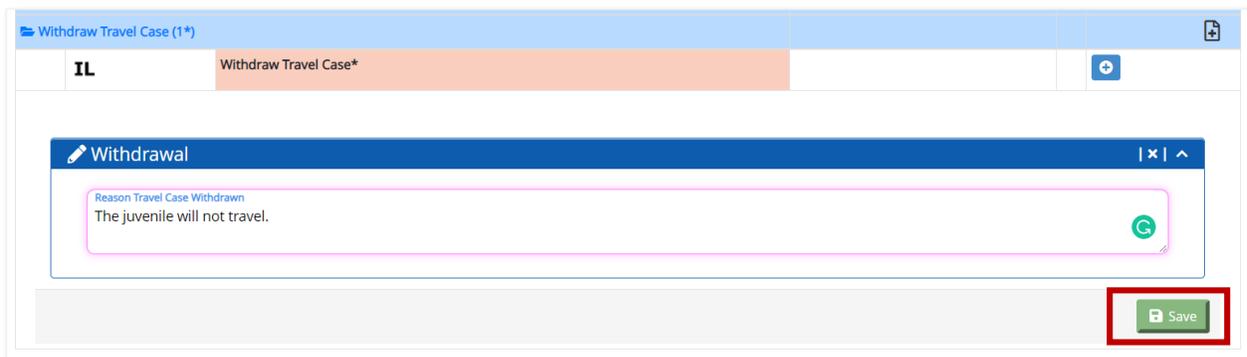
When the user clicks the Save button, the Withdraw section collapses and a green checkmark displays next to the Withdraw Travel Case task.

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

On the Receiving State (RS) side, when the Receiving State ICJO completes the Receiving State Acknowledges Travel Case Withdrawn task, the event is completed and the case is closed.

Delete Travel Case

The Sending State user can delete a Travel Case in the Case Tasks section. The user can select the event after the creation of a Travel Case but cannot select the event after the event is submitted to the Receiving State.

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

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

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

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

Reopen Travel Case

The user can select the Reopen Travel Case event in the Case Tasks section. The user can select the event after the Case Status is Closed, but cannot select the event when the Case Status is Active.

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

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

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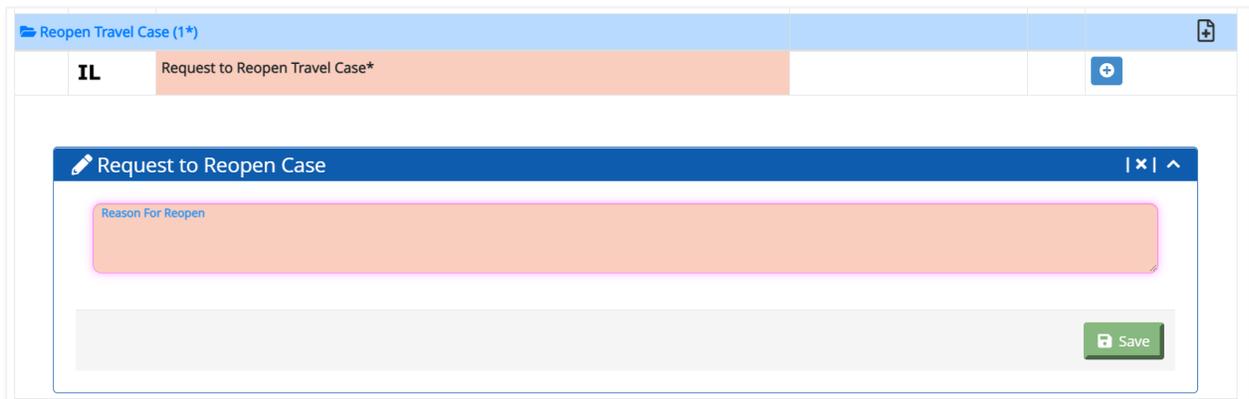
The user must enter the information related to this request in the required field, and click the **Save** button.

When the user clicks the **Save** button, the Reason to Reopen Travel Case section collapses, and a green checkmark displays next to the Reason to Reopen Travel Case.

Both the Sending State and Receiving State can click the **Eye icon** to view the Reason to Reopen Travel Case information.

Since the case is now active, the Sending State user can choose to use the Sending State events again to make any updates to the case.

When the case is reopened, the green checkmark is removed from the Close Travel Case task. Once the user has completed making the necessary changes to the case, the case can be closed again by clicking the Approve button next to the Close Travel Case task.

Receiving State Events

There are no Receiving State Events for a Travel Permit Case.