



UNITY

Uniform Nationwide Interstate Tracking for Youth

UNITY ICJO/JPS/JPO User Manual

Travel Permit

Last Updated: April 19, 2021

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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).

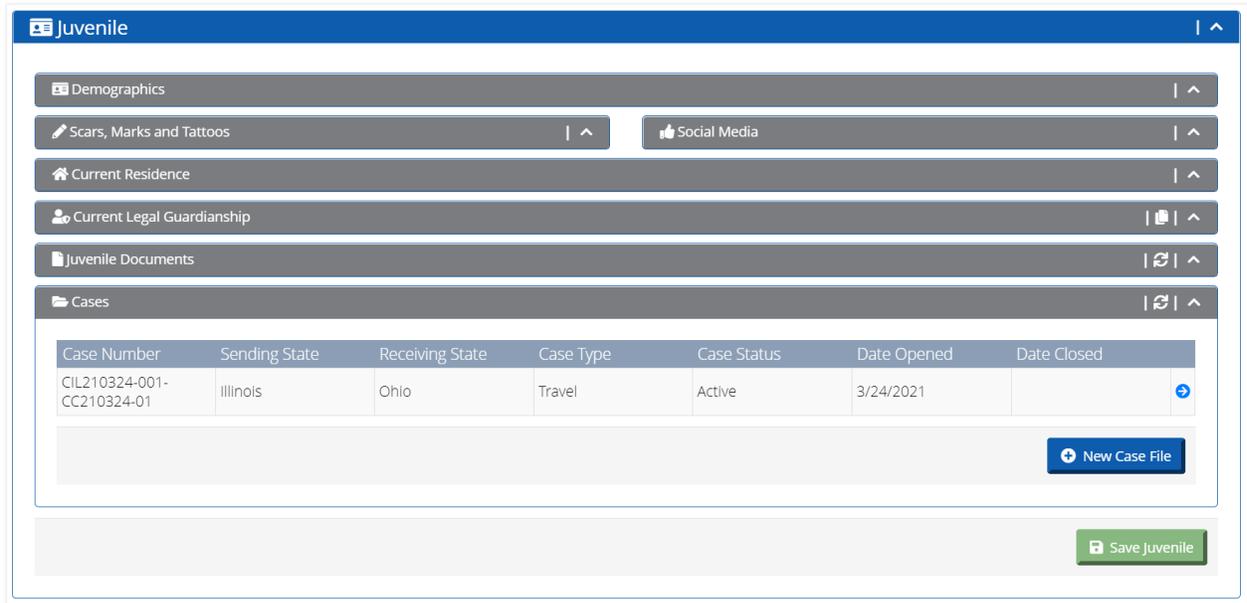
This manual is intended for State ICJO, JPS, and JPO users who are responsible for primary ICJ functions in the UNITY system. This document describes the process to create a Travel Permit case in UNITY and manage workflows.

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.

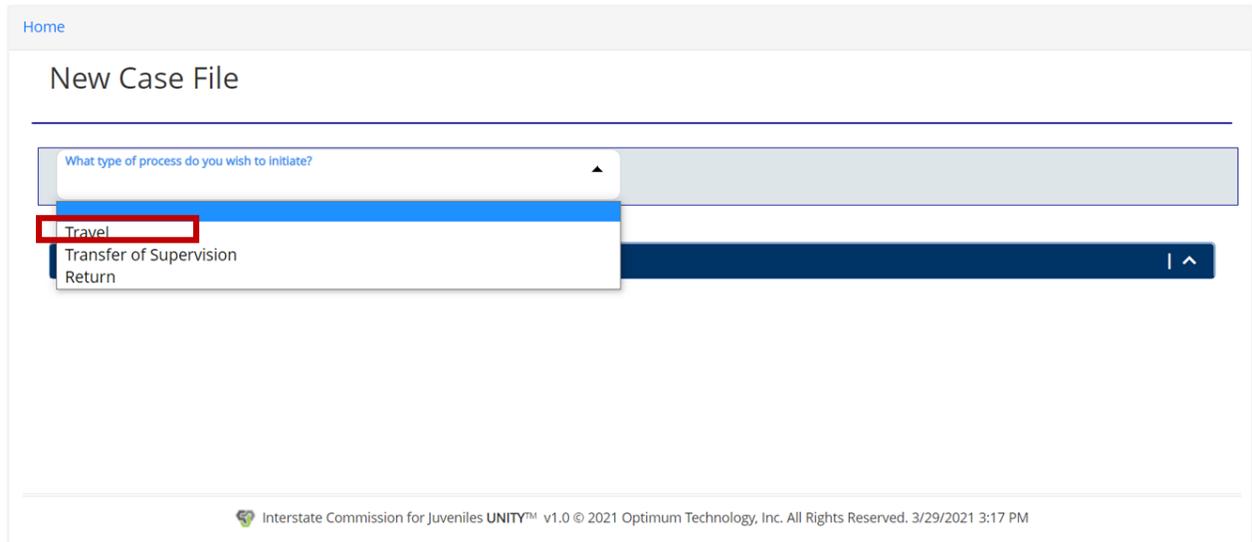
For a new juvenile, the Case section is blank. For an existing juvenile, the Case section displays all current and past cases in UNITY. While all users have visibility over the number of cases a juvenile may have in UNITY, not all users can view the case details page. To view the case details, the user 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.



The screenshot shows a web application interface for creating a new case file. The page title is "New Case File". Below the title is a form with a dropdown menu labeled "What type of process do you wish to initiate?". The dropdown menu is open, showing three options: "Travel", "Transfer of Supervision", and "Return". The "Travel" option is highlighted with a blue background and a red border. The form is set against a light gray background with a "Home" link in the top left corner. At the bottom of the page, there is a footer with the text: "Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 3/29/2021 3:17 PM".

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



The screenshot shows a web application interface for creating a new case file. The page title is "Interstate Commission for Juveniles". Below the title is a form with a dropdown menu labeled "Which State is the Receiving State?". The dropdown menu is open, showing a list of states: Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, and Louisiana. The "Illinois" option is highlighted with a blue background. To the right of the dropdown menu is a "Sending State" field with the value "Illinois". The form is set against a light gray background with a "Home" link in the top left corner. At the bottom of the page, there is a footer with the text: "Interstate Commission for Juveniles UNITY™ v1.0 © 2021 Optimum Technology, Inc. All Rights Reserved. 3/29/2021 3:17 PM".

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

The screenshot shows a web form titled "New Case File" with a "Home" link in the top left. The form contains three main sections: a dropdown menu for "What type of process do you wish to initiate?" with "Travel" selected; a dropdown menu for "Which State is the Receiving State?" with "Ohio" selected, and a text input field for "Sending State" containing "Illinois", which is highlighted with a red border; and a dropdown menu for "Type of Travel Permit" which is currently empty. At the bottom, there is a dark blue bar with a "? Help" link and a vertical scroll indicator.

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.

The screenshot shows the same "New Case File" form. The "Type of Travel Permit" dropdown is now selected with "Travel that does not exceed 90 days". Below this, two date input fields are visible: "Arrival Date" and "Departure Date", both with the format "mm/dd/yyyy" and a calendar icon. These two fields are highlighted with a red border. The "Sending State" field now contains "Illinois - Parole". The rest of the form and the bottom bar are identical to the previous screenshot.

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.

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Travel Permit
Placement in a Residential Treatment Facility

Facility Name

Facility Address

Facility City

Facility State
Ohio

Facility Zip

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

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Travel Permit
Placement in a Residential Treatment Facility

Facility Name
Ohio DYS

Facility Address
11 N Church St

Facility City
Marengo

Facility State
Ohio

Facility Zip
43334

+ Create New Travel Case File

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.

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Travel Permit
Relocation with 90 days or less of supervision left

Maximum Date of Parole Probation
mm/dd/yyyy

[+ Create New Travel Case File](#)

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.

New Case File

What type of process do you wish to initiate?
Travel

Which State is the Receiving State?
Ohio

Sending State
Illinois

Type of Travel Permit
Relocation with 90 days or less of supervision left

Maximum Date of Parole Probation
08/06/2021

Greater than 90 days (130 days)

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.

Home

Travel cases Visit for testing residence before Transfer of Supervision, Currently Living in Receiving State at Time of Disposition and Relocation for Greater Than 90 Days are now Transfer of Supervision cases

New Case File

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

Which State is the Receiving State?
Ohio

Sending State
Illinois - Parole

Type of Transfer

? Help | ^

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

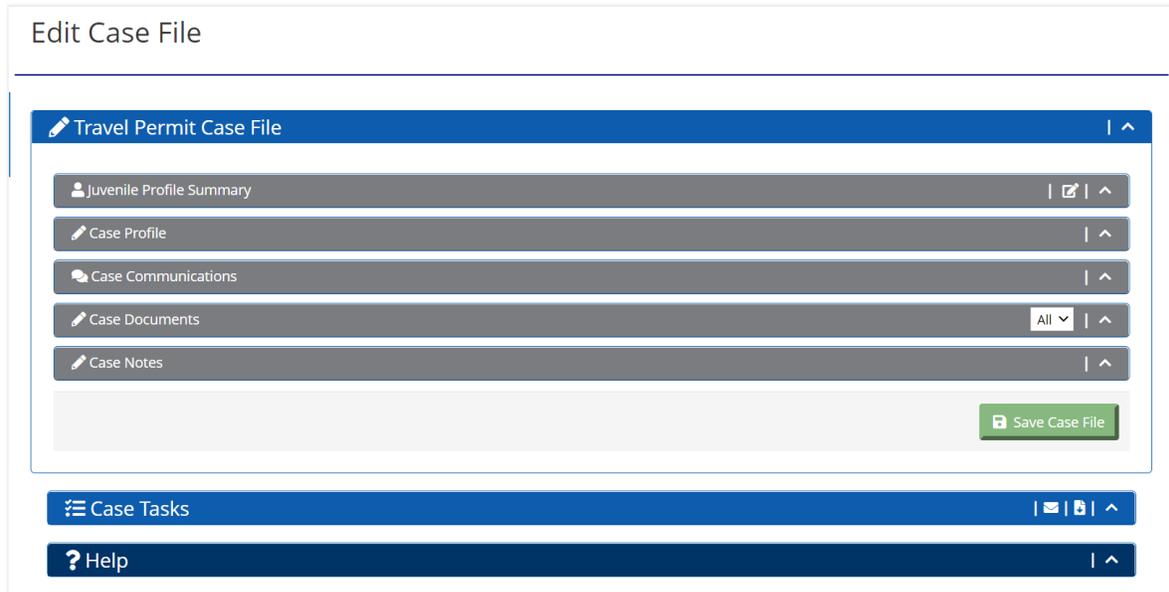
Edit Travel Case

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

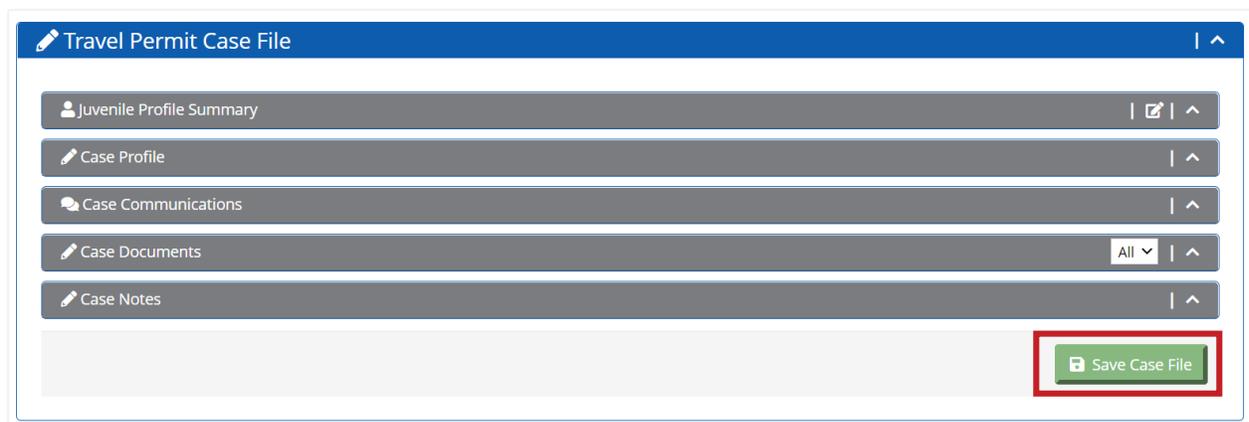


Note: Each one of these sub-sections is described in detail in the *General Overview User Manual in the Case chapter*.

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

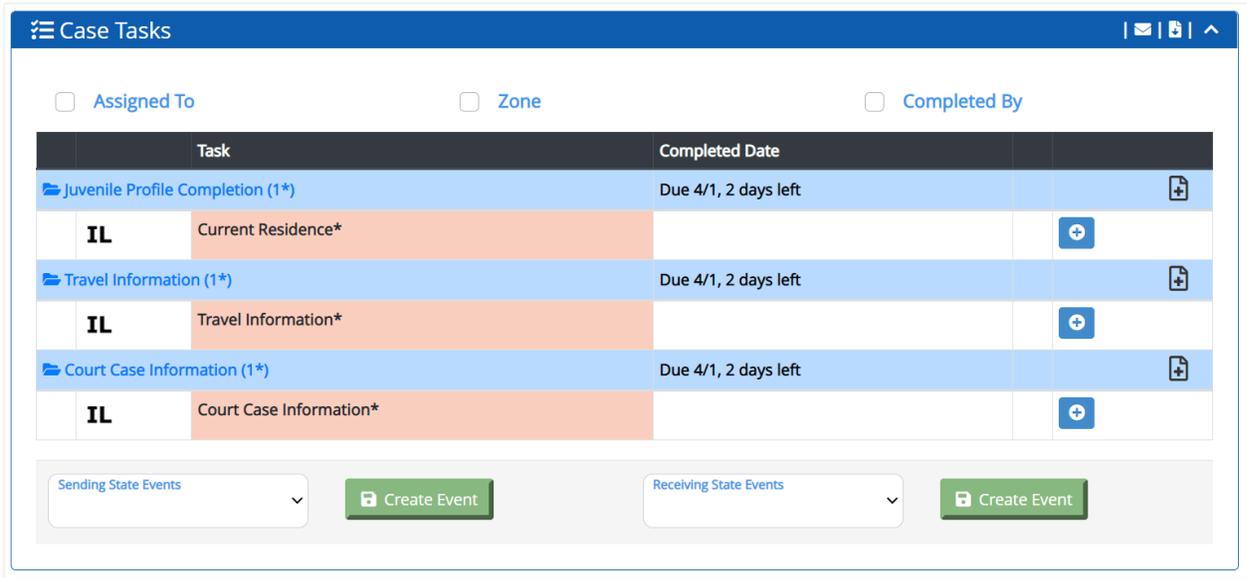
State ICJOs or one of the users that worked on the case can send messages related to the case using the Case Communications section. A JPS or JPO user can send communications across to the other State only if the State ICJO approves interstate communication for this case. This is explained more in detail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

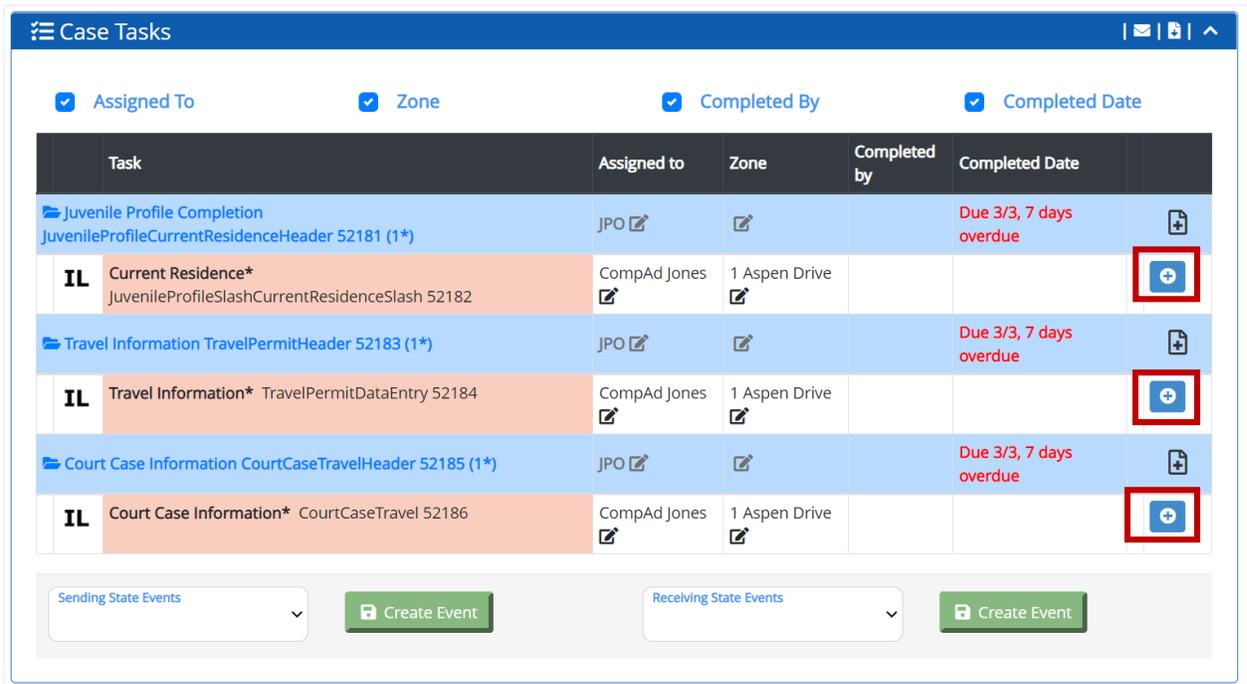


Travel Permit Case Tasks

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.

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		

Juvenile

Current Residence

Relationship: Father

First Name: Carl Last Name: Craft Residence Primary Language: English

Address (1): 3919 E Broad St Address (2):

City: Columbus State: Ohio Zip: 43213

Residence Interpreter Needed

Primary Phone: 614-555-5555 Secondary Phone:

Email:

Residence Notes:

Save Juvenile

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

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion (✓)	ICJO			Due 4/1, 2 days left
<input checked="" type="checkbox"/> IL Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Information (1*)	ICJO			Due 4/1, 2 days left
<input type="checkbox"/> IL Travel Information*	Shelby Craft	Boone County Probation		
Court Case Information (1*)	ICJO			Due 4/1, 2 days left
<input type="checkbox"/> IL Court Case Information*	Shelby Craft	Boone County Probation		

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.

The screenshot shows a web application window with a title bar containing 'Travel Information TravelPermitHeader 52256 (1*)' and 'Due 3/20, 9 days left'. The main content area is a form titled 'Travel Information'. The form includes the following fields and sections:

- Sending State:** Illinois - Parole
- Receiving State:** Ohio
- Arrival Date:** mm/dd/yyyy
- Departure Date:** mm/dd/yyyy
- Purpose For Travel Permit:** Placement in a Residential Treatment Facility
- Relationship:** Residential Treatment Facility (dropdown)
- Facility Name:** Ohio Addiction Recovery Center
- Address (1):** 1151 S High St
- Address (2):** (empty)
- City:** Columbus
- State:** Ohio (dropdown)
- Zip:** 43206
- Primary Phone:** (empty)
- Secondary Phone:** (empty)
- Primary Language:** (dropdown)
- Special Instructions/Contact Information:** (text area)
- Reason For Travel:** (text area)
- Unable To Obtain Juvenile Signature Prior To Departure
- Completed By Officer First Name:** CompAd
- Completed By Officer Last Name:** Jones
- Completed By Officer Title:** Compact Admin
- Completed By Officer Agency:** (empty)
- Completed By Officer Department:** (empty)
- Save Travel Information:** (button)

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

This close-up shows the 'Completed By Officer' section of the form with the following data entered:

- Completed By Officer First Name:** Shelby
- Completed By Officer Last Name:** Craft
- Completed By Officer Title:** (empty)
- Completed By Officer Agency:** (empty)
- Completed By Officer Department:** (empty)

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.

The screenshot shows the 'Case Tasks' interface. At the top, there are filters for 'Assigned To', 'Zone', and 'Completed By'. Below is a table with columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table contains three main task groups: 'Juvenile Profile Completion', 'Travel Information', and 'Court Case Information (1*)'. The 'Court Case Information' task is highlighted in orange, and its plus sign icon is circled in red.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion (✓)	ICJO			Due 4/1, 2 days left
IL Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Information (✓)	ICJO			Due 4/1, 2 days left
IL Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Court Case Information (1*)	ICJO			Due 4/1, 2 days left
IL Court Case Information*	Shelby Craft	Boone County Probation		

At the bottom, there are two 'Sending State Events' dropdowns and two 'Create Event' buttons.

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

The screenshot shows the expanded 'Court Case Information' form. It contains several input fields and dropdown menus:

- Court Case Status:** Active
- Sending State Court Case Number:** (text input)
- Sending State County Of Jurisdiction:** (dropdown)
- Supervision Status:** (dropdown)
- Receiving State Age Of Majority:** 0
- Sending State Age Of Majority:** 0
- Sex Related Offense:** (dropdown)
- Victim Notification Required:** (dropdown)
- Adjudicated Offenses Resulting In Supervision:** (text input)
- Date Of Adjudication:** mm/dd/yyyy (calendar icon)
- Date Of Commitment:** mm/dd/yyyy (calendar icon)
- Sending State Assigned User:** (dropdown)
- Sending State ICJO Notes:** (text area)

A 'Save Court Case Information' button is located at the bottom right of the form.

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.

Task	Assigned to	Zone	Completed by	Completed Date		
Juvenile Profile Completion (✓)						
✓ IL	Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
Travel Information (✓)						
✓ IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
IL	Generate Form VII	Shelby Craft	Boone County Probation			
IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			
Court Case Information (✓)						
✓ IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
Travel Case Submission (1*)						
IL	Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation			

Sending State Events Receiving State Events

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

Task	Assigned to	Zone	Completed by	Completed Date		
Juvenile Profile Completion (✓)						
✓ IL	Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
Travel Information (✓)						
✓ IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
IL	Generate Form VII	Shelby Craft	Boone County Probation			
IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			
Court Case Information (✓)						
✓ IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
Travel Case Submission (1*)						
IL	Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation			

Sending State Events Receiving State Events

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

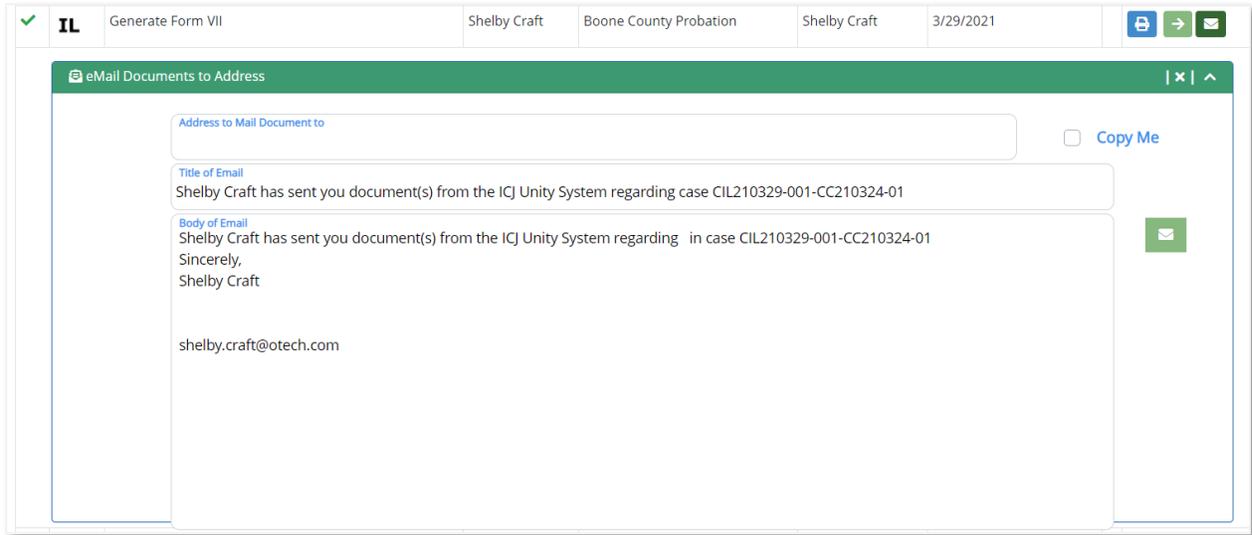
Task	Assigned to	Zone	Completed by	Completed Date		
Travel Information (✓)						
✓ IL	Travel Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
✓ IL	Generate Form VII	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021	
IL	Upload Signed Form VII	Shelby Craft	Boone County Probation			

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

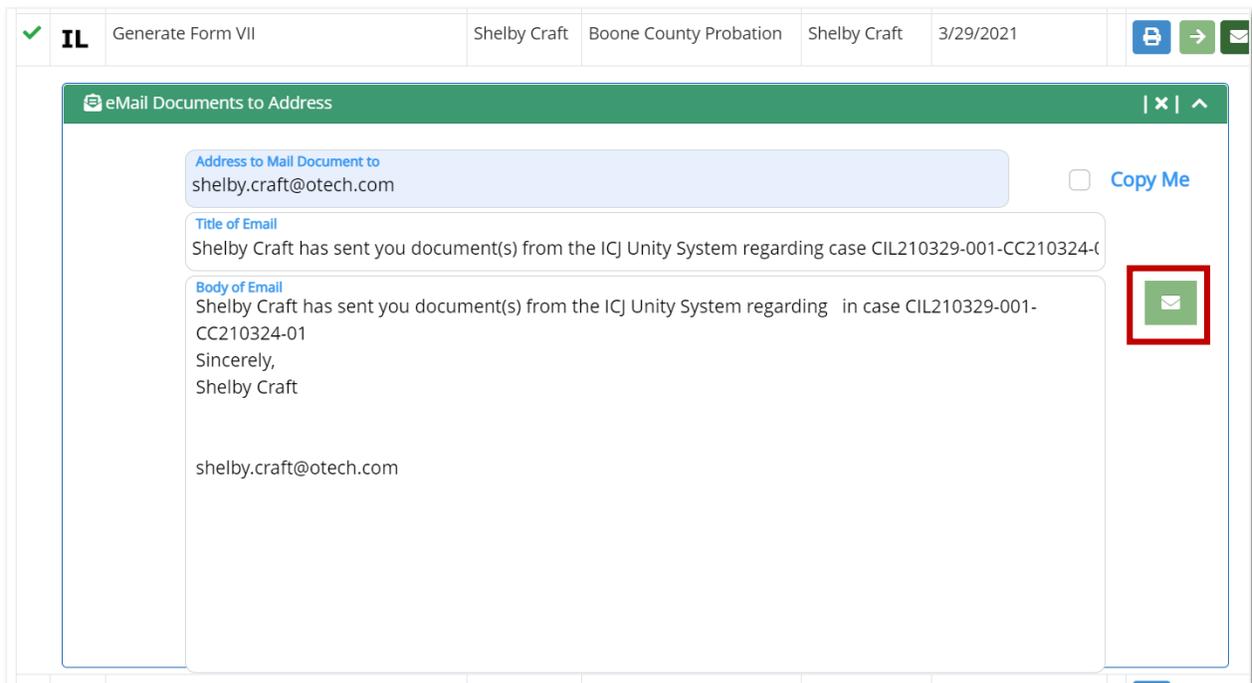
		INTERSTATE COMPACT FOR JUVENILES		FORM VII	
OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN					
Travel that does not exceed 90 days					
TO:	Ohio <small>(Receiving State)</small>	FROM:	Illinois <small>(Sending State)</small>		
FROM:	Shelby Craft <small>(Name)</small>		JPS <small>(Title)</small>	_____ <small>(Phone #)</small>	
	_____ <small>(Agency)</small>		_____ <small>(Department)</small>		
RE:	Carl Craft <small>(Name of Juvenile)</small>	3/5/2005 <small>(DOB)</small>	Other, Specify <small>(Race)</small>	Male <small>(Sex)</small>	
*If known: *Ht:	_____	*Wt: _____	*Eye Color: _____	*Hair Color: _____	
	Parole <small>(Parole/Probation)</small>		_____ <small>(Sending State Court/Case #(s))</small>		
	Theft from Building <small>(Adjudicated Offense(s) Resulting in Supervision)</small>				
Current Residence:					
Name:	Carl Craft	Relationship:	Father		
	3919 E Broad St <small>(Street Address)</small>	Columbus <small>(City)</small>	OH <small>(State)</small>	43213 <small>(Zip Code)</small>	614-555-5555 <small>(Primary Phone #)</small>
Permission is granted to the above-named juvenile to visit the State of _____					
	Ohio <small>(Receiving State)</small>				
from	4/2/2021 <small>(Arrival Date)</small>	until	6/30/2021 <small>(Departure Date)</small>		
During which time the juvenile will be staying with/at:					
	Anna Craft <small>(Name/Facility)</small>		Mother <small>(Relationship)</small>		
	8822 OH-656 <small>(Street Address)</small>	Marengo <small>(City)</small>	OH <small>(State)</small>	43334 <small>(Zip code)</small>	_____ <small>(Primary Phone #)</small>
Reason for Travel:					
Special Instructions/	No special instructions.				
Contact Instructions:					
Juvenile's Statement of Understanding					
I	Carl Craft <small>(Name of Juvenile)</small>	recognize I am under the legal custody/jurisdiction or supervision of the State of			
	Illinois <small>(Sending State)</small>	I hereby agree to comply with the rules and regulations of the Interstate Compact			
for Juveniles and the laws of the sending and receiving state including the above conditions and instructions. I understand my failure to comply with these conditions may result in a warrant or requisition being issued for my arrest or return.					
<input type="radio"/> I have read, or <input type="radio"/> have had read and explained to me, the Statement of Understanding.					
ICJ OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN Rev. 05/13/2021					Page 1 of 2

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 | x | ^

<div style="display: flex; align-items: center;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Choose File</div> <div style="margin-left: 5px;">No file chosen</div> </div>	File ...	File Name	File Type
--	----------	-----------	-----------

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 | x | ^

<div style="display: flex; align-items: center;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Choose File</div> <div style="margin-left: 5px;">Form VII.pdf</div> </div>	File ... 2252	File Name Form VII.pdf	File Type application/pdf	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Save Document </div>
--	------------------	---------------------------	------------------------------	---

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.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Completion (✓)					Due 4/1, 2 days left
✓ IL	Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Information (✓)					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	Shelby Craft	3/29/2021
Court Case Information (✓)					Due 4/1, 2 days left
✓ IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Case Submission (1*)					Due 4/1, 2 days left
IL	Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

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

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Completion (✓)					Due 4/1, 2 days left
✓ IL	Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Information (✓)					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	Shelby Craft	3/29/2021
Court Case Information (✓)					Due 4/1, 2 days left
✓ IL	Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Case Submission (1*)					Due 4/1, 2 days left
IL	Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

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
| x | ^

Approval Comment

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	
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.

The screenshot shows the 'Case Tasks' interface. At the top, there are three filter buttons: 'Assigned To', 'Zone', and 'Completed By', all of which are checked. Below this is a table with the following columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table contains several task entries, including 'Juvenile Profile Completion', 'Travel Information', 'Court Case Information', and 'Travel Case Submission'. At the bottom of the interface, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A red box highlights the 'Sending State Events' dropdown and its 'Create Event' button.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion (✓)	ICJO			Due 4/1, 2 days left
✓ IL Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
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	Shelby Craft	3/29/2021
Court Case Information (✓)	ICJO			Due 4/1, 2 days left
✓ IL Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Case Submission (1*)	ICJO			Due 4/1, 2 days left
IL Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

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.

The screenshot shows the 'Case Tasks' interface with a table of tasks. The table has columns for Task, Assigned to, Zone, Completed by, and Completed Date. The tasks are grouped into sections: Juvenile Profile Completion, Travel Information, Court Case Information, and Travel Case Submission. The 'Create Event' button is highlighted with a red box.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion (✓)	ICJO			Due 4/1, 2 days left
IL Current Residence*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
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	Shelby Craft	3/29/2021
Court Case Information (✓)	ICJO			Due 4/1, 2 days left
IL Court Case Information*	Shelby Craft	Boone County Probation	Shelby Craft	3/29/2021
Travel Case Submission (1*)	ICJO			Due 4/1, 2 days left
IL Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		

At the bottom, there are two 'Create Event' buttons. The first one is highlighted with a red box.

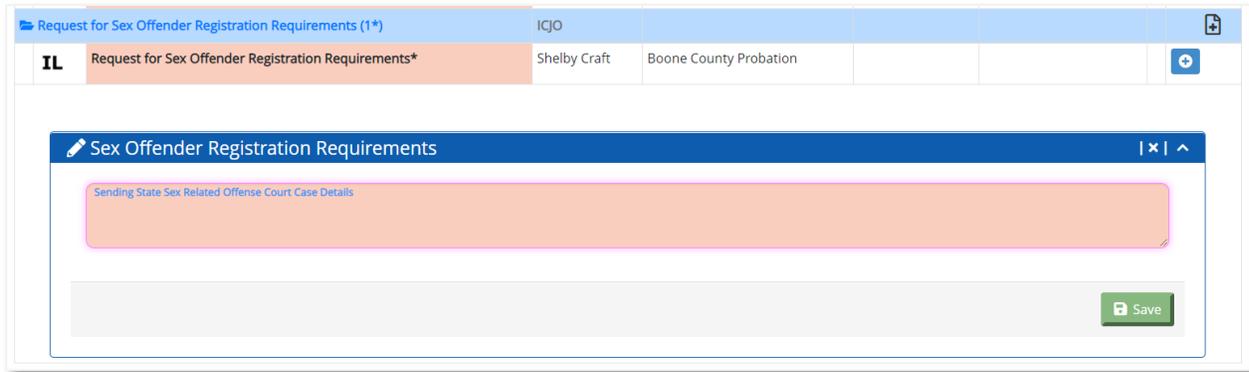
When the user clicks the **Create Event** button, the Request for Sex Offender Registration Requirements task appears in the Case Tasks section.

The screenshot shows the 'Case Tasks' interface with the 'Request for Sex Offender Registration Requirements' task highlighted with a red box. The task is now visible in the table, and the 'Create Event' button is no longer highlighted.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion (✓)	ICJO			Due 4/1, 1 days left
Travel Information (✓)	ICJO			Due 4/1, 1 days left
Court Case Information (✓)	ICJO			Due 4/1, 1 days left
Travel Case Submission (1*)	ICJO			Due 4/1, 1 days left
IL Submit Travel Permit to Supervisor (JPS)*	Shelby Craft	Boone County Probation		
Request for Sex Offender Registration Requirements (1*)	ICJO			
IL Request for Sex Offender Registration Requirements*	Shelby Craft	Boone County Probation		

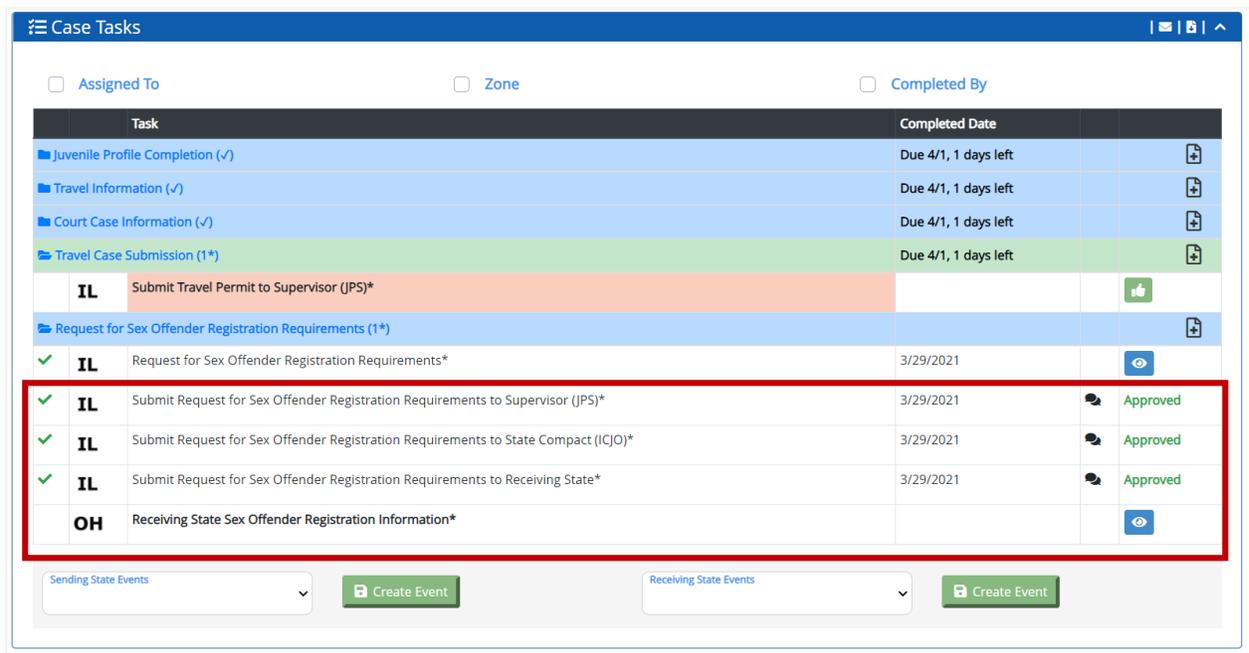
At the bottom, there are two 'Create Event' buttons. The first one is highlighted with a red box.

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.



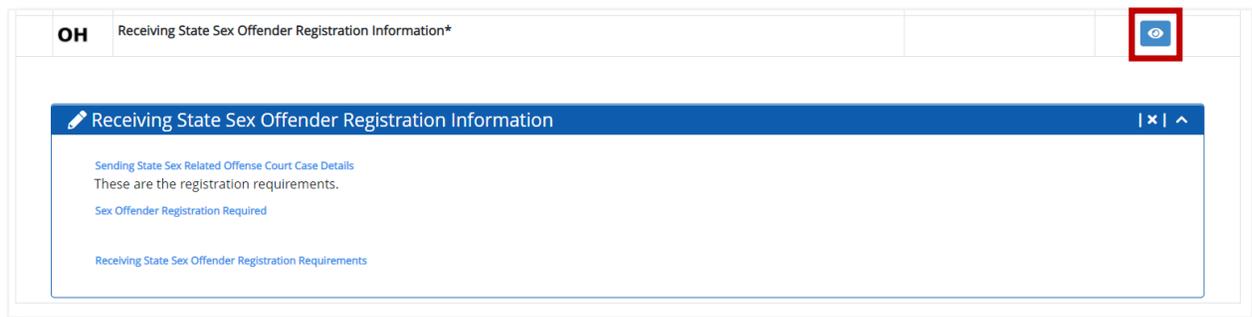
When the user clicks the **Save** button, the Sex Offender Registration Requirements section collapses, and a green checkmark displays next to the Request for Sex Offender Registration Requirements.

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.

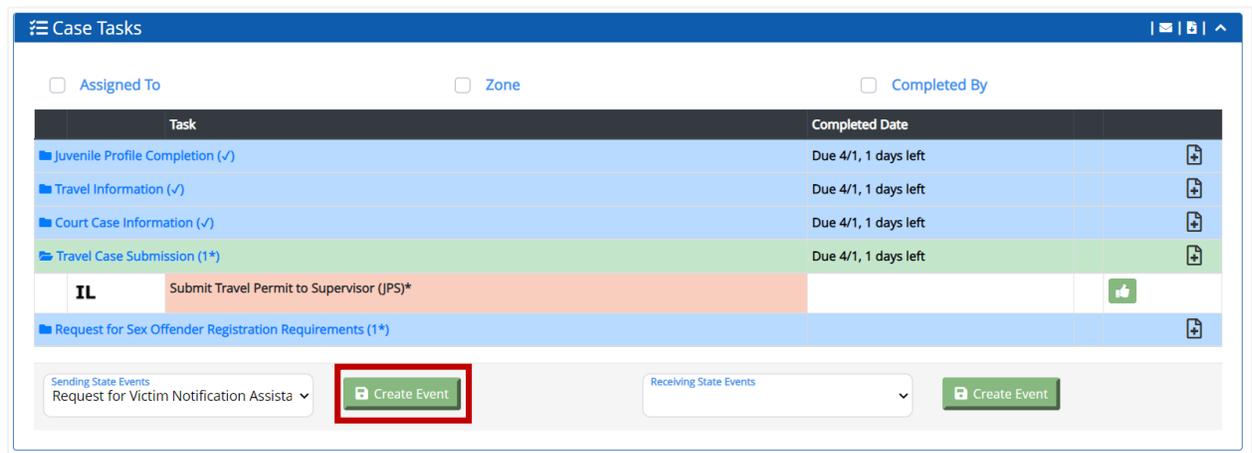
After submission back to the Sending State, both the Sending State and Receiving State can click the **Eye icon** to view the Receiving State Sex Offender Registration Information.



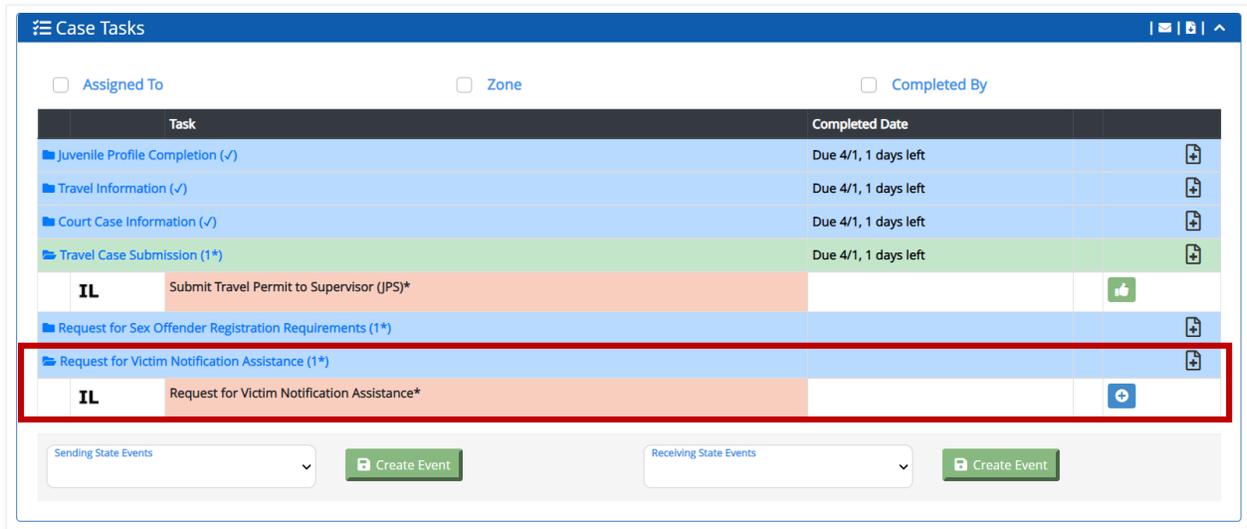
Request for Victim Notification Assistance

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.

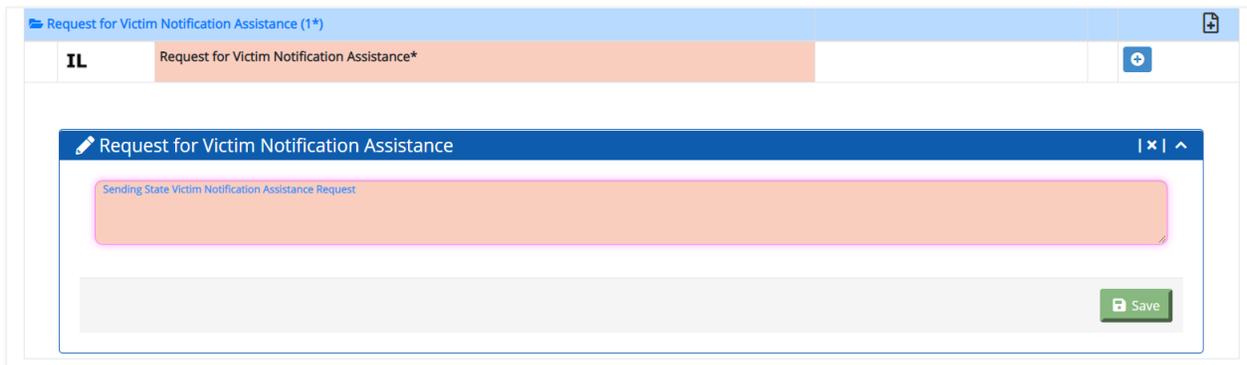
In the Sending State Events field, select Request for Victim Notification Assistance from the Sending State Events dropdown and click the Create Event button.



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.

Request for Victim Notification Assistance (1*)			
✓	IL	Request for Victim Notification Assistance*	3/29/2021
✓	IL	Submit Request for Victim Notification Assistance to Supervisor (JPS)*	3/29/2021
✓	IL	Submit Request for Victim Notification Assistance to State Compact (ICJO)*	3/29/2021
✓	IL	Submit Request for Victim Notification Assistance to Receiving State*	3/29/2021
	OH	Receiving State Response to Victim Notification Assistance*	

Sending State Events
 Receiving State Events

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.

OH	Receiving State Response to Victim Notification Assistance*	
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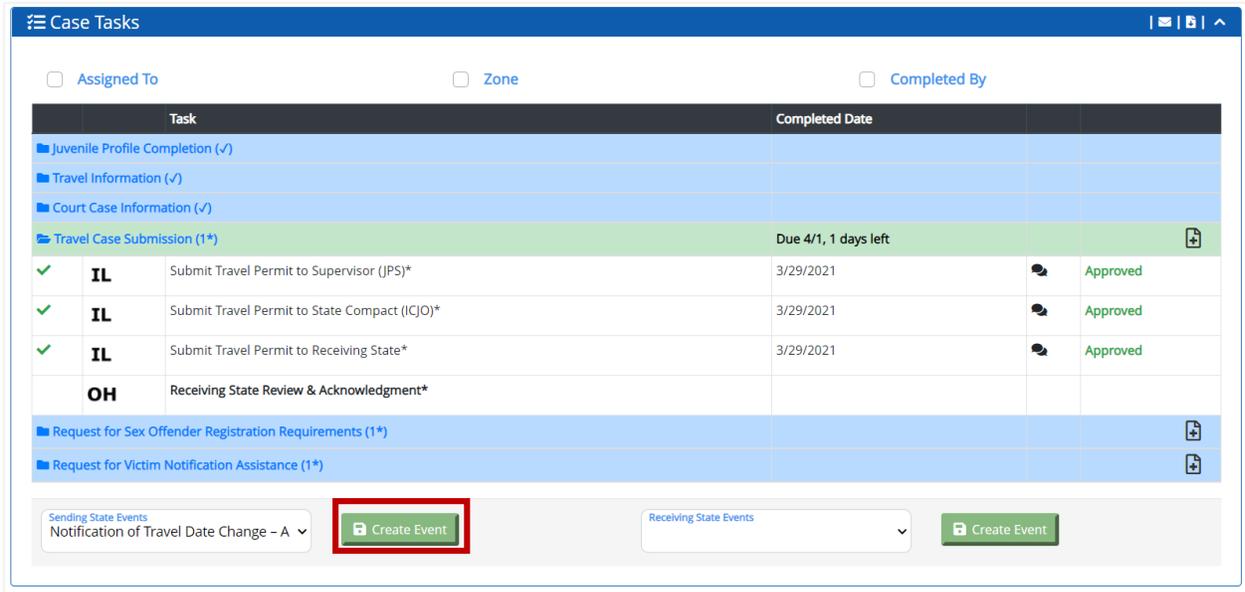
Receiving State Response to Victim Notification Assistance | × | ^

Receiving State Response

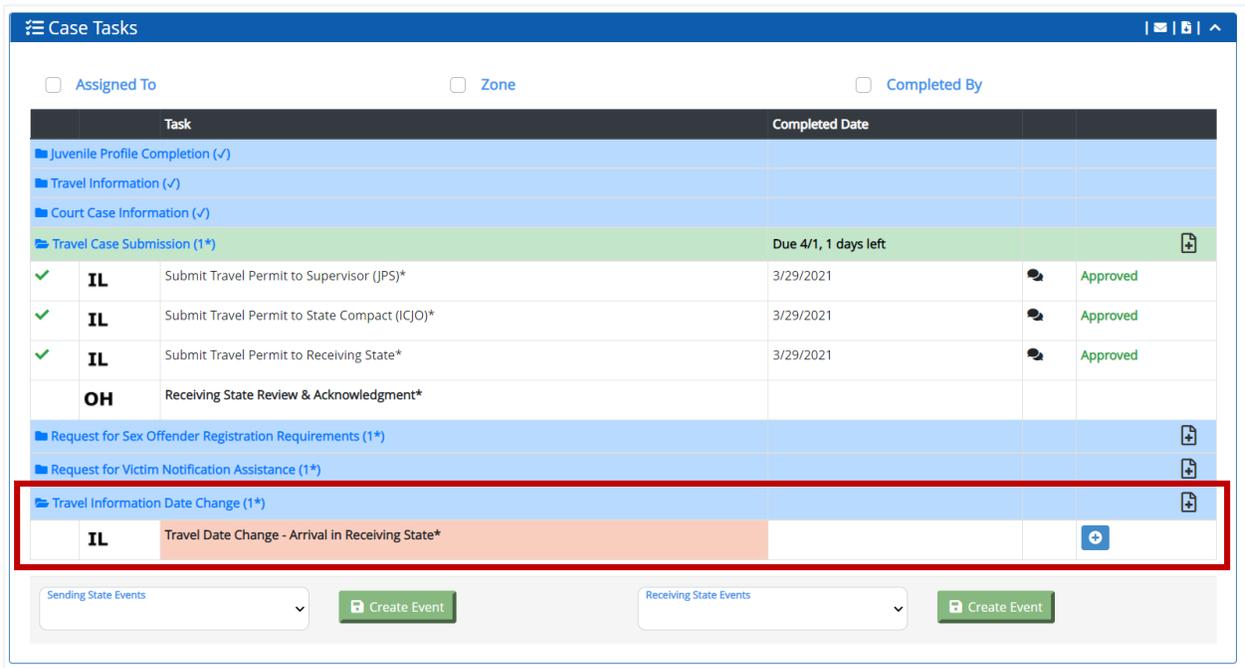
Travel Date Change – Arrival

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.

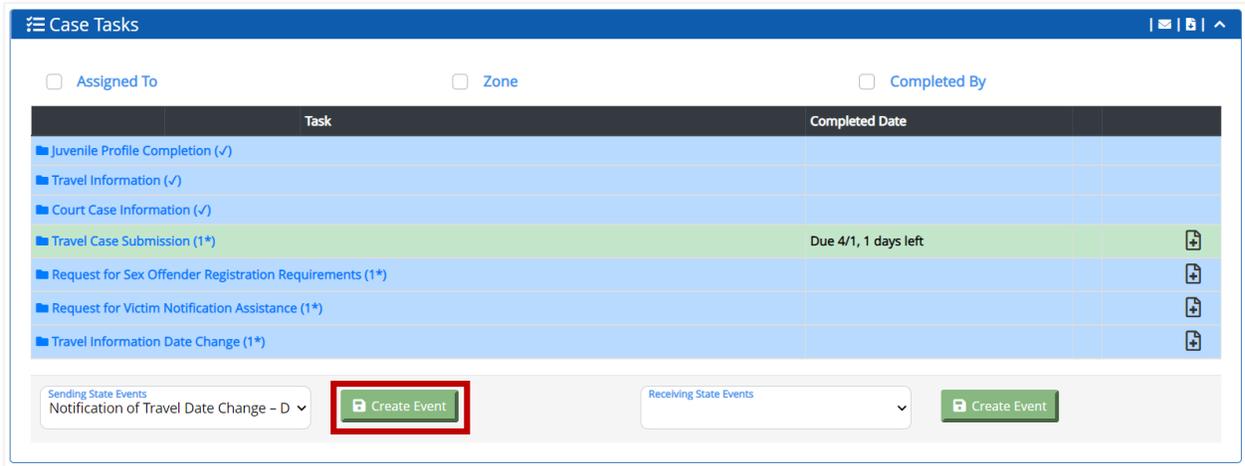
Status	State	Description	Date	Actions
✓	IL	Travel Date Change - Arrival in Receiving State*	3/29/2021	👁️
✓	IL	Submit Travel Date Change to Supervisor (JPS)*	3/29/2021	🗨️ Approved
✓	IL	Submit Travel Date Change to State Compact (ICJO)*	3/29/2021	🗨️ Approved
✓	IL	Submit Travel Date Change to Receiving State*	3/29/2021	🗨️ Approved
	OH	Receiving State Acknowledges Travel Date Change*		

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.

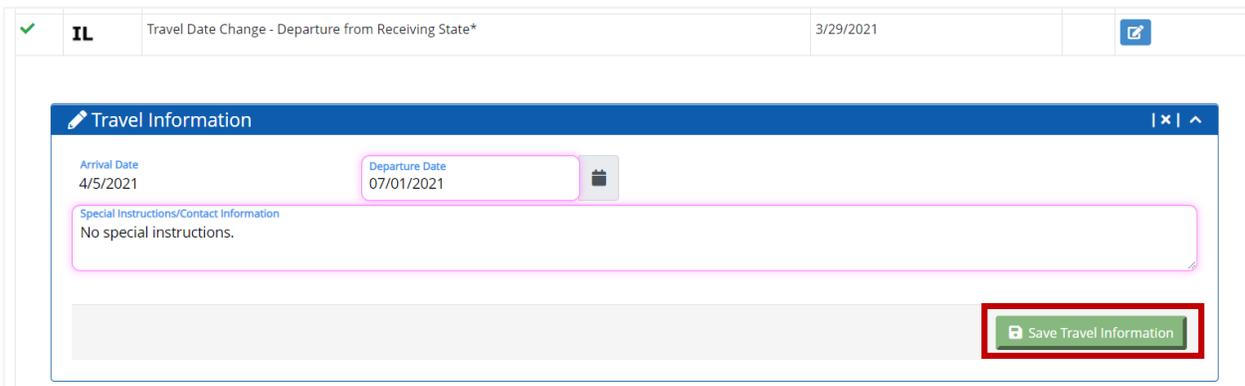
In the Sending State Events field, select Notification of Travel Date Change – Departure from Receiving State from Sending State Events dropdown and click the **Create Event** button.



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.

Travel Information Date Change (1*)				
✓	IL	Travel Date Change - Arrival In Receiving State*	3/29/2021	
✓	IL	Travel Date Change - Departure from Receiving State*	3/29/2021	
✓	IL	Submit Travel Date Change to Supervisor (JPS)*	3/29/2021	Approved
✓	IL	Submit Travel Date Change to State Compact (ICJO)*	3/29/2021	Approved
✓	IL	Submit Travel Date Change to Receiving State*	3/29/2021	Approved
	OH	Receiving State Acknowledges Travel Date Change*		

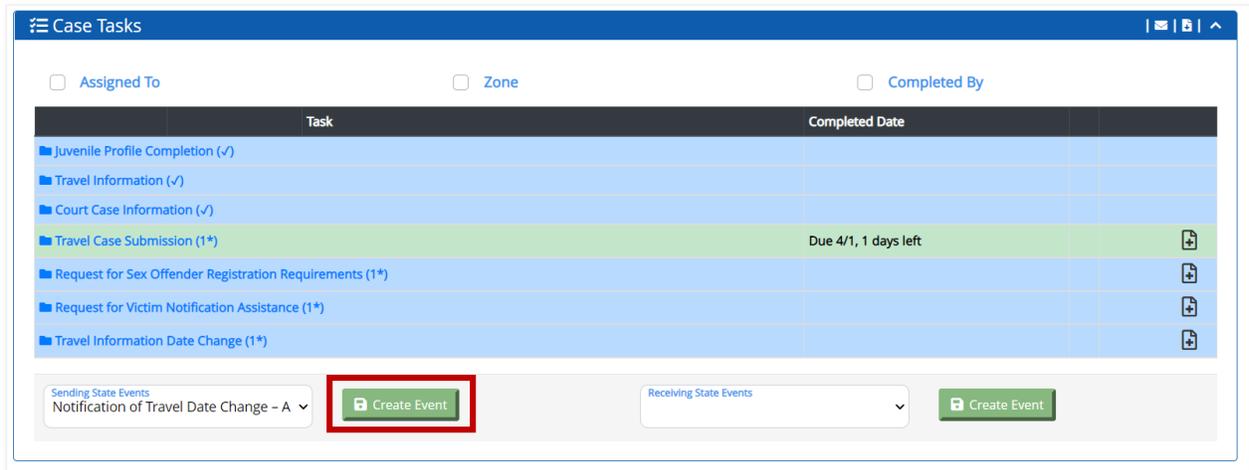
Sending State Events
 Receiving State Events

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

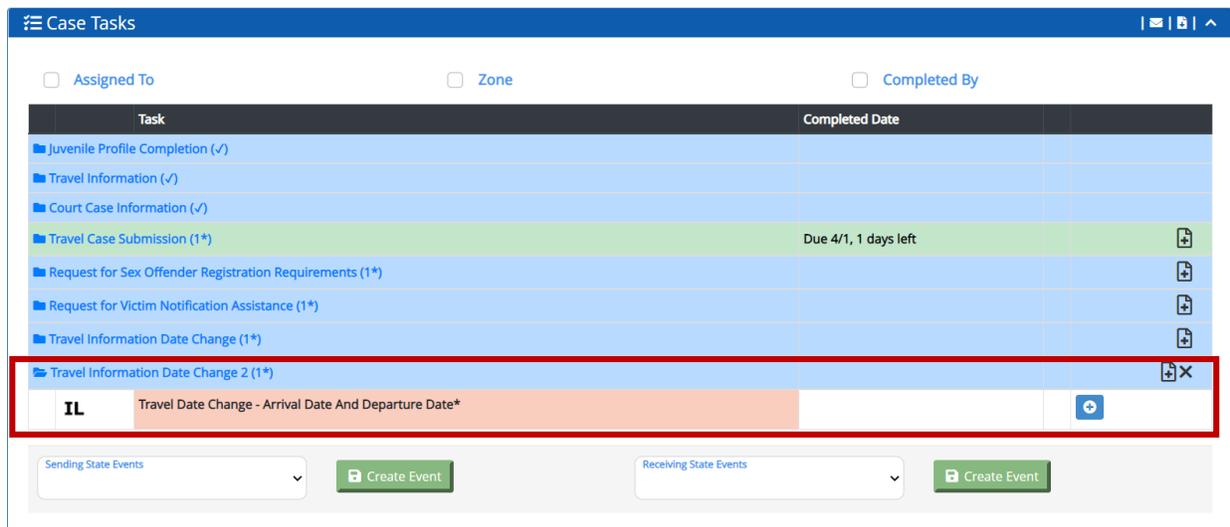
Travel Date Change – Arrival and Departure

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.

Travel Information Date Change (1*)				
✓	IL	Travel Date Change - Arrival in Receiving State*	3/29/2021	
✓	IL	Travel Date Change - Departure from Receiving State*	3/29/2021	
✓	IL	Submit Travel Date Change to Supervisor (JPS)*	3/29/2021	Approved
✓	IL	Submit Travel Date Change to State Compact (ICJO)*	3/29/2021	Approved
✓	IL	Submit Travel Date Change to Receiving State*	3/29/2021	Approved
	OH	Receiving State Acknowledges Travel Date Change*		

Travel Information Date Change 2 (✓)				
✓	IL	Travel Date Change - Arrival Date And Departure Date*	3/29/2021	

Sending State Events:
 Receiving State Events:

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

Withdraw Travel Case

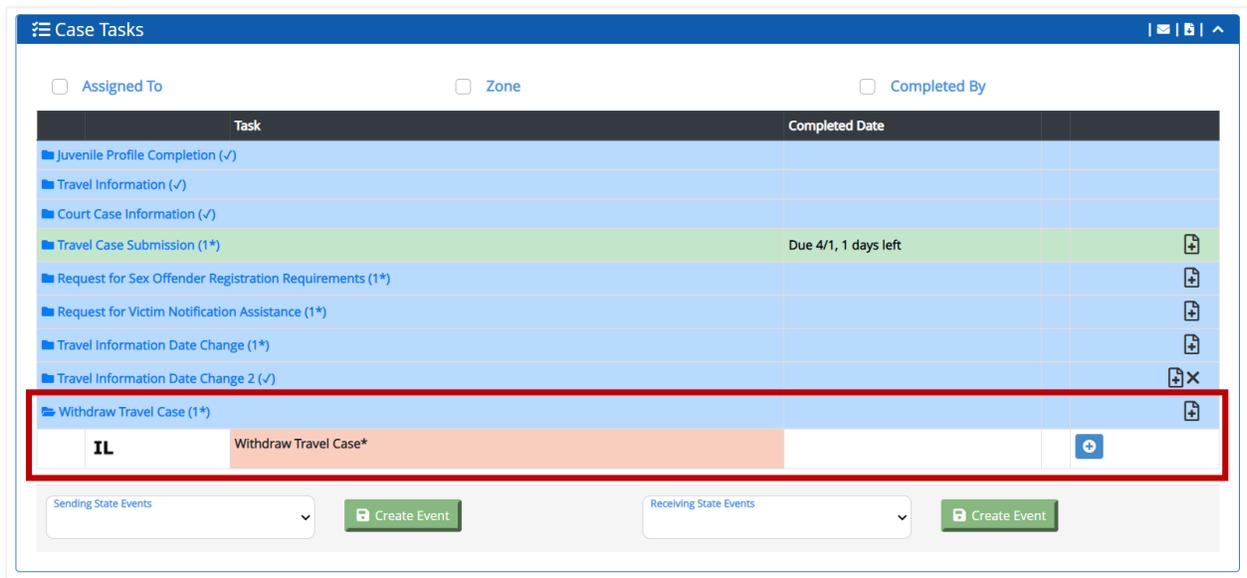
The Sending State user can withdraw the Travel Case in the Case Task section. The user can select the event after submission of the Travel Permit to the Receiving State, but cannot select the event when the Case Status is Closed.

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

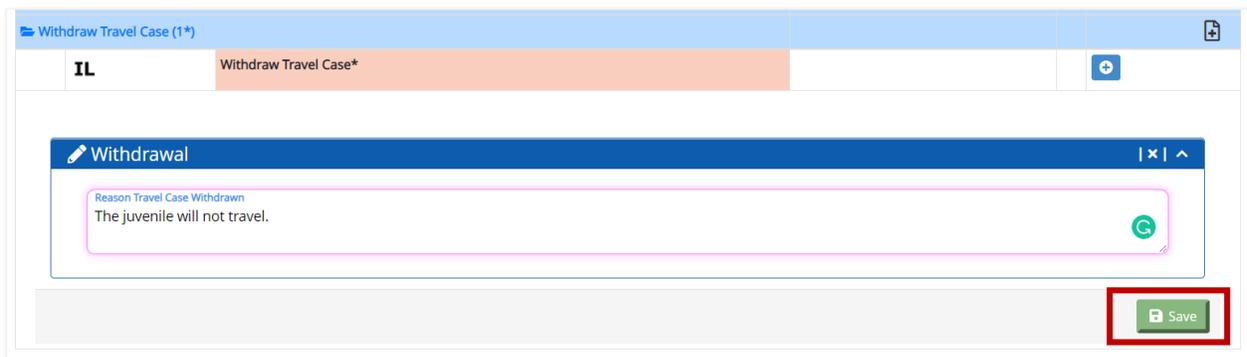
Case Tasks				
<input type="checkbox"/> Assigned To	<input type="checkbox"/> Zone	<input type="checkbox"/> Completed By		
Task	Completed Date			
Juvenile Profile Completion (✓)				
Travel Information (✓)				
Court Case Information (✓)				
Travel Case Submission (1*)	Due 4/1, 1 days left			
Request for Sex Offender Registration Requirements (1*)				
Request for Victim Notification Assistance (1*)				
Travel Information Date Change (1*)				
Travel Information Date Change 2 (✓)				

Sending State Events:
 Receiving State Events:

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.

Withdraw Travel Case (1*)					
✓	IL	Withdraw Travel Case*	3/29/2021		
✓	IL	Submit Withdraw Travel Case to Supervisor (JPS)*	3/29/2021	Approved	
✓	IL	Submit Withdraw Travel Case to State Compact (ICJO)*	3/29/2021	Approved	
✓	IL	Submit Withdraw Travel Case to Receiving State*	3/29/2021	Approved	
	OH	Receiving State Acknowledges Travel Case Withdrawn*			

Sending State Events:
 Receiving State Events:

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.

Case Tasks					
<input type="checkbox"/>	Assigned To	<input type="checkbox"/>	Zone	<input type="checkbox"/>	Completed By
Task			Completed Date		
Juvenile Profile Completion (✓)			Due 4/1, 1 days left		
✓	IL	Current Residence*	3/29/2021		
Travel Information (✓)			Due 4/1, 1 days left		
✓	IL	Travel Information*	3/29/2021		
	IL	Generate Form VII			
	IL	Upload Signed Form VII			
Court Case Information (✓)			Due 4/1, 1 days left		
✓	IL	Court Case Information*	3/29/2021		
Travel Case Submission (1*)			Due 4/1, 1 days left		
	IL	Submit Travel Permit to Supervisor (JPS)*			

Sending State Events:
 Receiving State Events:

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

The screenshot shows a 'Case Tasks' window with a table of tasks. The tasks are grouped into sections: 'Juvenile Profile Completion', 'Travel Information', 'Court Case Information', and 'Travel Case Submission'. The 'Delete Travel Case' task is highlighted with a red border.

Task	Completed Date
Juvenile Profile Completion (✓)	Due 4/1, 1 days left
✓ IL Current Residence*	3/29/2021
Travel Information (✓)	Due 4/1, 1 days left
✓ IL Travel Information*	3/29/2021
IL Generate Form VII	
IL Upload Signed Form VII	
Court Case Information (✓)	Due 4/1, 1 days left
✓ IL Court Case Information*	3/29/2021
Travel Case Submission (1*)	Due 4/1, 1 days left
IL Submit Travel Permit to Supervisor (JPS)*	
Delete Travel Case (1*)	
IL Delete Travel Case*	

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

The screenshot shows an 'Approval Comment' dialog box. It contains a text input field for 'Approval Comment' and a green 'Approve' button with a thumbs-up icon, which is highlighted with a red border.

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

Home > Search > View Juvenile

That case no longer exists

Edit Juvenile

Juvenile

Demographics

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

Juvenile Additional Information

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.

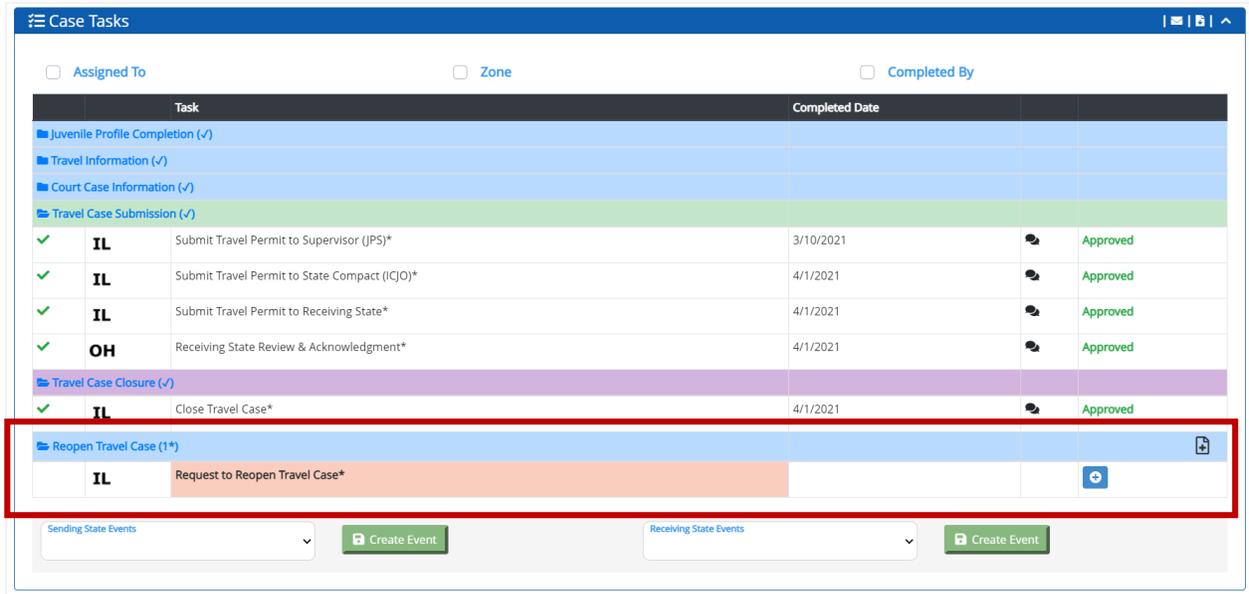
In the Sending State Events field, select Reopen Travel Case from the Sending State Events dropdown and click the **Create Event** button.

Travel Case Submission (✓)				
✓	IL	Submit Travel Permit to Supervisor (JPS)*	3/10/2021	Approved
✓	IL	Submit Travel Permit to State Compact (ICJO)*	4/1/2021	Approved
✓	IL	Submit Travel Permit to Receiving State*	4/1/2021	Approved
✓	OH	Receiving State Review & Acknowledgment*	4/1/2021	Approved
Travel Case Closure (✓)				
✓	IL	Close Travel Case*	4/1/2021	Approved

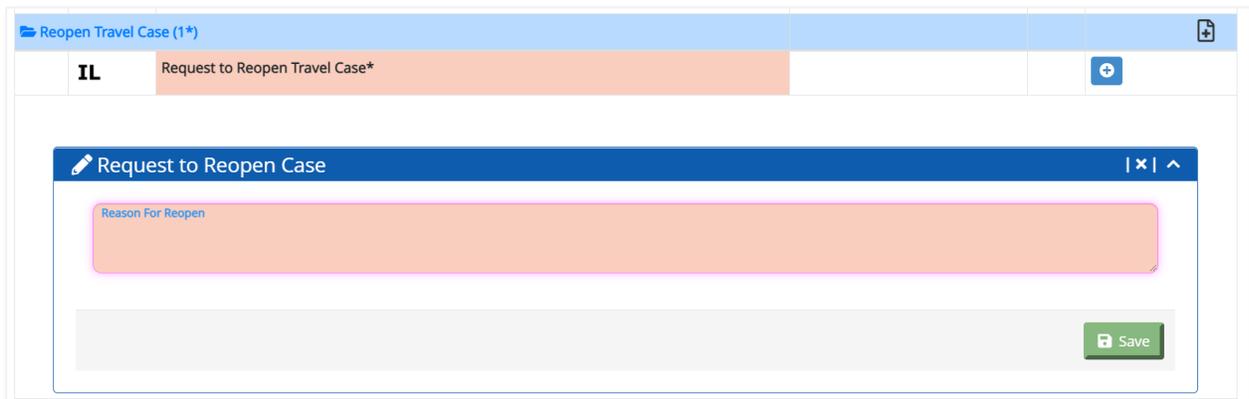
Available Sending State Events

Sending State Events ▼	<input type="button" value="Create Event"/>	Receiving State Events ▼	<input type="button" value="Create Event"/>
Reopen Travel Case			

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.

✓	IL	Request to Reopen Travel Case*	4/1/2021	
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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.

Case Tasks			
Assigned To	Zone	Completed By	
Task	Completed Date		
Juvvenile Profile Completion (✓)			
✓ IL Current Residence*	3/10/2021		👁️
Travel Information (✓)			
✓ IL Travel Information*	3/10/2021		👁️
IL Generate Form VII			🔒
IL Upload Signed Form VII			
Court Case Information (✓)			
✓ IL Court Case Information*	3/10/2021		👁️
Travel Case Submission (✓)			
✓ IL Submit Travel Permit to Supervisor (JPS)*	3/10/2021		🗨️ Approved
✓ IL Submit Travel Permit to State Compact (ICJO)*	4/1/2021		🗨️ Approved
✓ IL Submit Travel Permit to Receiving State*	4/1/2021		🗨️ Approved
✓ OH Receiving State Review & Acknowledgment*	4/1/2021		🗨️ Approved
Travel Case Closure (1*)			
IL Close Travel Case*		Due 3/8, 24 days overdue	🗨️
Reopen Travel Case (✓)			
✓ IL Request to Reopen Travel Case*	4/1/2021		👁️

Receiving State Events

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