

# Juvenile Justice and Delinquency Prevention Act of 2002

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## QUEST Case Management System

### Log of Juveniles Held

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### Instructional Manual



# Introduction

Pursuant to the Juvenile Justice and Delinquency Prevention Act (JJDPA) of 2002, the Youth Division of the Indiana Criminal Justice Institute (ICJI) is required to conduct monitoring of all facilities that hold children in a secure setting for any period of time. This requirement must be met in order for the state to receive federal funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), which awards grants to prevent and combat juvenile delinquency at the local level. Facilities the ICJI is currently monitoring include the Department of Correction facilities, county jails, local police departments, juvenile detention centers, and residential treatment facilities.

In order for the ICJI to complete its annual JJDPA Compliance Monitoring Reports to the OJJDP, juvenile holding facilities with a secure designation under the JJDPA are required to complete and submit Monthly Logs of Juveniles Held to the ICJI.

In 2005, Gottlieb & Wertz, Inc. created an on-line data entry system, the *QUEST Case Management System; Log of Juveniles Held*, to enable Indiana juvenile holding facilities to electronically submit their JJDPA data to the ICJI. *QUEST Case Management System; Log of Juveniles Held* creates a “real-time” database of juveniles held, allowing the ICJI to provide technical assistance to address violations, whether individual or systemic, in a more timely manner. It also eliminates the creation and storage of paper records.

The Youth Law T.E.A.M. of Indiana is the technical assistance and training provider of the ICJI Youth Division and is the organization that will assist facilities with implementing the *Case Management System; Log of Juveniles Held* into their record keeping practices. Therefore, contact Laurie Elliott, Executive Director, Youth Law T.E.A.M. of Indiana with troubleshooting issues. Do not contact Gottlieb & Wertz, Inc. for technical assistance issues. The Youth Law T.E.A.M. of Indiana can be contacted using the following information:

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## I. Introduction the JJDP Act

Since its passage in 1974, the Juvenile Justice and Delinquency Prevention (JJDP) Act has changed the way states and communities deal with troubled youth. The original goals of the JJDP Act were to help state and local governments prevent and control juvenile delinquency and to improve the juvenile justice system. The JJDP Act also aims to protect juveniles in the juvenile justice system from inappropriate placements and from the physical and psychological harm that can occur as a result of exposure to adult inmates.

The JJDP Act, through the 2002 reauthorization, establishes four core mandates with which participating states and territories must comply in order to receive grants under the JJDP Act:

- (1) Deinstitutionalization of status offenders (DSO);
- (2) Separation of juveniles from adults in institutions (Sight and Sound Separation);
- (3) Removal of juveniles from adult jails and lockups (Jail Removal); and
- (4) Reduction of disproportionate minority contact (DMC), where it exists.

A state's level of compliance with each of the four core mandates determines eligibility for its continued participation in the grant programs. For example, failure to achieve or maintain compliance, despite good faith efforts, reduces the grant to the state by 20 percent for each core mandate not met. In addition, the noncompliant state must agree to expend 50 percent of the state's allocation for that year to achieve compliance with the core mandates with which it is not in compliance.

The JJDP Act is more than a funding statute; it also creates an enforceable private right of action. States assume duties when they accept federal funds, and when those duties are breached, a juvenile may seek a remedy pursuant to 42 U.S.C. Section 1983. Noncompliance opens the door to section 1983 conditions of confinement litigation raising damage claims under the 8th Amendment Cruel and Unusual Punishment Clause and the 14th Amendment Due Process Clause. For example, in D.B. v Tewksbury, 545 F. Supp. (D. Or. 1982), the court found the practice of jailing juveniles to be a per se constitutional violation of the 14th Amendment. Other claims that are likely to be raised are: classification and safety issues; inadequate programming for juveniles; inadequate educational programming (especially special education); and inadequate mental health care.

As part of the strategy for maintaining compliance, states must provide for an adequate system of monitoring to ensure that the core mandates are met. States must visit and collect information from secure facilities holding juveniles to demonstrate compliance with the JJDP Act. On an annual basis, each state submits this information in the form of a Compliance Monitoring Report to the

Office of Juvenile Justice and Delinquency Prevention (OJJDP). The report provides compliance data and a detailed description of how the state is meeting the core mandates.

### **Deinstitutionalization of Status Offenders Mandate (DSO)**

#### General Rule of the DSO mandate of the JJDP Act:

The Deinstitutionalization of Status Offenders (DSO) mandate states that there are three types of juveniles that should not be placed in secure detention facilities or secure correctional facilities:

1. Status offenders (juveniles under court jurisdiction who are charged with or who have committed an offense that would not be criminal if committed by an adult);
2. CHINS (juveniles under court jurisdiction who are not charged with any offense and who are alleged to be dependent, neglected, or abused); and
3. Aliens (juveniles who are not charged with any offense and who are not United States citizens).

Under the Indiana Juvenile Code, the status offenses are runaway, truancy, curfew violation, incorrigibility, and illegal possession, consumption, or transportation of alcohol. Alcohol offenses under I.C. 31-37-2 must be classified as status offenses for JJDP Act reporting purposes. It is the long standing opinion and policy of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) that those alcohol offenses are status offenses because the time period for which alcohol offenses are considered criminal offenses is very limited, (i.e. 3 years) and the age at which alcohol offenses are not criminal offenses is very broad (i.e. after the age of 21).

The JJDP Act doesn't apply to mental health civil commitments. A juvenile committed to a mental health facility under a separate state law governing civil commitment of individuals for mental health treatment or evaluation are considered outside the class of juvenile status offenders and nonoffenders. This distinction does not permit placement of status offenders or nonoffenders in a secure mental health facility where the court is exercising its juvenile status offender or nonoffender jurisdiction.

#### Exceptions to the General Rule:

1. Juveniles who are charged with or who have committed a violation of 18 U.S.C. 922(x)(2) of the Youth Handgun Safety Act, or of a similar state law, are exempt from the DSO mandate. 18 U.S.C. 922(x)(2) states that

it shall be unlawful for a juvenile to knowingly possess a handgun or ammunition that is suitable for use only in a handgun. Because the Youth Handgun Safety Act applies only to juvenile offenders and handgun possession, in most cases, would not be a crime if committed by an adult, it fits the definition of a status offense. However, the Violent Crime Control and Law Enforcement Act of 1994, Subtitle B, Youth Handgun Safety, amended the JJDP Act to provide that juveniles who violate 18 U.S.C. 922(x)(2), or of a similar state law, can be placed in secure detention or secure correctional facilities without violating the DSO requirement.

2. Juveniles who are charged with or who have committed a violation of a valid court order (VCO) are exempt from the DSO mandate.

For secure detention to be proper under the VCO exception, the following conditions must be present prior to secure incarceration:

1. The juvenile must have been brought into a court of competent jurisdiction and made subject to an order issued pursuant to proper authority. The order must be one which regulates future conduct of the juvenile.
2. The court must have entered a judgment and/or remedy in accord with established legal principles based on the facts after a hearing which observes proper procedure.
3. The juvenile in question must have received adequate and fair warning of the consequences of violation of the order...and such warning must be provided to the juvenile and to his attorney and/or his legal guardian in writing and be reflected in the court record and proceedings.
4. An appropriate public agency shall be promptly notified that the juvenile is held in custody for violating such order.
5. Not later than twenty-four (24) hours during which the juvenile is held, an authorized representative of the public agency shall interview, in person, the juvenile.
6. Not later than forty-eight (48) hours during which the juvenile is held (1) the representative of the public agency shall submit an assessment to the court that issued the order, regarding the immediate needs of the juvenile and (2) the court shall conduct a hearing to determine whether there is reasonable cause to believe that the juvenile violated the order and the appropriate placement of the juvenile pending disposition of the violation alleged.

The VCO exception applies only to the extent allowed by state law. Indiana law only permits the VCO exception in two cases; when (1) a new act of runaway follows a qualifying previous runaway adjudication or when (2) a new act of truancy follows a qualifying previous truancy adjudication. A “qualifying previous adjudication” is an adjudication that follows the state’s VCO requirements. (Indiana law does not contain the interviews and assessment requirements of the JJDP Act. Therefore, Indiana law does not comply with the JJDP Act. Indiana will likely change its legislation to be consistent with the JJDP Act’s VCO requirements when the new federal regulations are promulgated.)

The practical effect of the VCO exemption is that if a juvenile is detained for Violation of Probation for a repeat runaway or repeat truancy offense, he/she must have a modification hearing within twenty-four (24) hours or be released from secure detention pending further modification proceedings. If the juvenile is securely detained beyond this twenty-four (24) hour period, the court loses the dispositional alternatives to commit the juvenile to the department of correction or other secure placement.

Traditional contempt power, failure to appear, or probation violation cannot be used as charges to elevate a status offender into a criminal-type offender. Therefore, detention alternatives and dispositional alternatives available to the court for contempt, failure to appear, or probation violation charges are the same as those available to the court for status offenders. Therefore, a status offender cannot be securely detained for being in contempt of court, failing to appear, or violating a term of probation.

3. Juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by Indiana are exempt from the DSO mandate. Out-of-state runaways securely held beyond 24 hours solely for the purpose of being returned to proper custody in another state must be reported as violations of the DSO mandate. However, juveniles held pursuant to the Interstate Compact on Juveniles are excluded from the DSO requirements in total.
4. Federal wards held beyond 24 hours in state and local secure detention and correctional facilities pursuant to a written contract or agreement with a federal agency and for the specific purpose of affecting a jurisdictional transfer, or appearance as a material witness, or for return to their lawful residence or county of citizenship must be reported as violations of the DSO Mandate. However, because state and local governments do not have jurisdiction over these juveniles, the OJJDP will exclude these violations if their presence creates a noncompliance rate in excess of 29.4 per 100,000 juvenile population.

5. Accused status offenders held in a secure juvenile facility for up to twenty-four (24) hours, excluding weekends and holidays, prior to an initial court appearance, and for twenty-four (24) hours, excluding weekends and holidays, following an initial court appearance are exempt from the DSO mandate. A status offender so detained must be held in a juvenile facility: a status offender may not be securely held in an adult jail or lockup for any period of time. However, an accused status offender may be held in an unlocked, multipurpose area of an adult jail or lockup like a lobby or report room, so long as he/she is kept under continual visual supervision until release.

Indiana law differs from the JJDP Act in that the Act allows any accused “status offender” to be held in a secure juvenile detention facility for up to twenty-four (24) hours, excluding weekends and holidays, prior to an initial court appearance and for twenty-four (24) hours, excluding weekends and holidays, following an initial court appearance. Therefore, the JJDP Act permits juveniles accused of curfew violation, truancy, incorrigibility, or alcoholic beverage code violations to be held in a juvenile detention facility for such twenty-four (24) hour periods. But Indiana law is narrower, limiting the exception to children accused of runaway only.

## **Sight and Sound Separation Mandate**

### General Rule of the Sight and Sound Separation mandate of the JJDP Act:

The Sight and Sound Separation mandate states that juveniles alleged to be or found to be delinquent, status offenders, non-offenders, and juveniles under adult court jurisdiction for misdemeanor offenses should not be detained or confined in any institution in which they have contact with adult inmates.

“Contact” is defined as any physical or sustained sight or sound contact between juvenile offenders in a secure custody status and incarcerated adults, including inmate trustees. “Sight contact” is defined as clear visual contact between incarcerated adults and juveniles within close proximity to each other. “Sound contact” is defined as direct oral communication between incarcerated adults and juvenile offenders.

Sight and sound separation may be accomplished architecturally or through policies and procedures such as time phasing the use of an area to prohibit simultaneous use by juveniles and adults. Brief and inadvertent or accidental contacts between juvenile offenders in a secure custody status and adult inmates in secure nonresidential areas of the facility do not count as violations.

When a secure booking area is all that is available in an adult facility, if there is



continuous visual supervision provided throughout the booking process and the juvenile remains in the booking area only long enough to be photographed and fingerprinted (consistent with state law and/or judicial rules), the juvenile is not considered to be in a secure detention status and separation would not apply during the time. Once the booking process has been completed, the juvenile must be separated immediately from adult inmates.

## **Jail Removal Mandate**

### General Rule of the Jail Removal mandate of the JJDP Act:

The Jail Removal mandate of the JJDP Act states that no juvenile should be detained or confined in any jail or lockup for adults.

The JJDP Act and Indiana law are consistent in forbidding accused “status offenders” from being held in an adult jail or lockup for any period of time.

### Exceptions to the General Rule:

1. Criminal-type juvenile offenders may be securely held in an adult jail or lockup for a period of up to six (6) hours upon arrest for the specific purposes of identification, processing and transfer to other facilities. The JJDP Act also allows criminal-type juvenile offenders to be securely held in an adult jail or lockup for up to six (6) hours before and six (6) hours after a court hearing to facilitate the hearing process and transport to placement. “Any such holding of a juvenile criminal-type offender must be limited to the absolute minimum time necessary to complete this action, not to exceed six hours, and in no case overnight. Even where such a temporary holding is permitted, the ...separation requirement would operate to prohibit the accused juvenile criminal-type offender from being in sight or sound contact with an adult offender during this brief holding period.”

The JJDP Act differs from Indiana law in that Indiana law limits detention in an adult jail or lockup to six (6) hours upon arrest for the limited purposes of identification, processing, interrogation, transfer to a juvenile detention facility, or release to parents. Indiana law does not permit detention in an adult jail or lockup for up to six (6) hours before and up to six (6) hours after a court hearing. If a juvenile is held in a part of the facility that is not locked, such as a lobby or administrative area where persons are free to leave, the six (6) hour rule does not apply.

Federal law provides that the six (6) hour period begins when an accused criminal-type juvenile offender is placed in a locked setting, including a locked room, cell, lockup, or set of rooms inside a facility used for

detention purposes or handcuffed to a stationary object. Once the clock begins to run, it may not be tolled (stopped), even if the juvenile is temporarily removed from locked status. If a juvenile is locked in one jurisdiction and then transported to another, the receiving jurisdiction does not get an additional six (6) hour period upon receiving the child.

The following do **not** cause the clock to begin:

- (1) placing a juvenile in a locked police car;
- (2) handcuffing a juvenile to him/herself; or
- (3) placing a juvenile in an unlocked area or room.

Nothing in federal law or Indiana law seems to prevent the transportation of children with adult offenders, although departmental regulations, policy considerations, and prudential concerns may weigh against this practice in many instances.

- 2. OJJDP regulations implement a statutory “rural” exception, allowing the temporary detention beyond the 6-hour limit of juveniles in rural areas accused of delinquent offenses who are awaiting an initial court appearance within 48 hours (excluding weekends and holidays). However, there are no Indiana counties that qualify for the rural exception.
- 3. The Jail Removal mandate also exempts (1) those juveniles formally waived to criminal court and against whom criminal felony charges have been filed and (2) juveniles over whom a criminal court has original jurisdiction and such jurisdiction has been invoked through the filing of criminal felony charges. This exception is expressly limited to juveniles under criminal court jurisdiction facing felony charges. Therefore, juveniles under adult criminal court jurisdiction facing misdemeanor charges cannot be held in an adult jail or lockup for more than six (6) hours upon arrest.

There are three situations when detention pursuant to Indiana law violates the Jail Removal mandate of the JJDP Act.

- 1. Pursuant to Indiana law, the juvenile court does not have jurisdiction over a juvenile age sixteen (16) or older who has allegedly committed a violation of a traffic law, if the violation is a misdemeanor. Since the JJDP Act exempts from the jail removal mandate only those juveniles under adult criminal court jurisdiction which has been invoked through the filing of felony charges, the pre-trial detention of a juvenile accused of a misdemeanor traffic offense in excess of six (6) hours upon arrest and the sentencing

of such an offender to any time in an adult jail or lockup are violations of the JJDP Act.

2. Pursuant to Indiana law, certain persons under the age of eighteen (18) years, but at least sixteen (16) years of age, are excluded from juvenile court jurisdiction because they are alleged to have committed one or more of a series of “direct file” or “automatic adult jurisdiction” offenses. The “direct file” offenses are: murder; rape; kidnapping; criminal deviate conduct; robbery committed while armed with a deadly weapon or which results in bodily or serious bodily injury; carjacking; criminal gang activity; criminal gang intimidation; carrying a handgun without a license; children and firearms; dealing in a sawed-off shotgun; and several drug offenses if there has been a previous drug conviction or juvenile adjudication. All the direct file offenses are felonies except for the offenses listed under “children and firearms.” The pre-trial detention of a juvenile accused of a misdemeanor direct file offense in excess of six (6) hours upon arrest and the sentencing of such an offender to any time in an adult jail or lockup are violations of the JJDP Act.
3. Pursuant to Indiana law, certain persons under the age of eighteen (18) years are excluded from juvenile court jurisdiction because they have been “waived” to the adult court. Waiver is a proceeding that originates in the juvenile court. The statutes permitting juvenile waiver to the adult court contain both misdemeanor and felony offenses. Juveniles awaiting waiver are detainable in juvenile facilities only. Once juveniles are waived to adult court, any subsequent felony offense will be filed with the adult court. The pre-trial detention of a juvenile waived to the adult court, and accused of a misdemeanor offense, in excess of six (6) hours upon arrest and the sentencing of such an offender to any time in an adult jail or lockup are violations of the JJDP Act.

### **Disproportionate Minority Contact Mandate (DMC)**

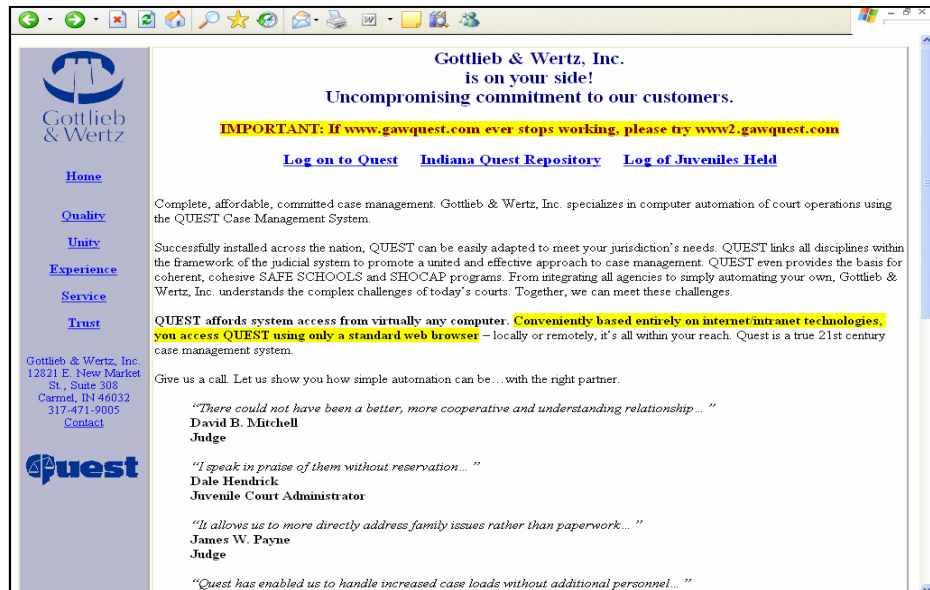
#### General Rule of the DMC mandate of the JJDP Act:

The state will address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system.

## II. Logging onto QUEST Case Management System; Log of Juveniles Held

1. The QUEST Case Management System; Log of Juveniles Held can be accessed through the Internet site: <http://gawquest.com/>

Gottlieb & Wertz,  
Inc. QUEST Case  
Management  
System



2. From the QUEST Case Management System; Log of Juveniles Held homepage, click on the link, "Log of Juveniles Held."

Gottlieb & Wertz,  
Inc. Log of Juveniles  
Held

A screenshot of the "Log of Juveniles Held" sign-on page. The page has a white background with a blue header. The main heading is "Sign on" in blue. Below it, a red heading reads "Please enter your sign on information". A green note states "Please note that asterisks ( \*) indicate required fields". There are three input fields: "Facility: \*", "User ID: \*", and "Password: \*". A "Submit" button is located below the fields. At the bottom, there is a footer with a copyright notice and logos for Microsoft Internet Explorer and Java.

3. Enter the "Facility," "User ID" and "Password" previously assigned by the ICJI. To enter the "Facility" information, utilize the mouse to place the cursor in the field box to the right of "Facility." Click the left mouse button and type the text. Repeat for "User ID" and "Password."
4. Utilize the mouse to place the cursor over the "Submit" button and click the left mouse button.

### III. Entering Data

1. Log onto *QUEST Case Management System; Log of Juveniles Held* by following the instructions in **Logging onto QUEST Case Management System; Log of Juveniles**

“List stays for a facility” page that appears upon logging onto QUEST Case Management System; Log of Juveniles Held

Help  
Change password  
Sign off

Facility: ANTICA PD  
User: ATTIPD  
Mar 14, 2011 1:53 PM

**QUEST**

Helping you Build Safe Communities

**List stays for a facility**  
Enter criteria and press Submit  
Please note that asterisks ( \* ) indicate required fields.

No matches found

Facility: Antica Police Department

From date: [ ] Thru date: [ ] ☒ Still detained  
Last: [ ] First: [ ] ☐ Sound-a-like

Submit

Name	Race	Sex	Type	Admitting County	Admission Date	Offense	Release Date
Add a new stay: Update No Activity Info							
Total matches: 0							

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Cancel Refresh

2. Underneath “Stay Information” the appropriate facility should appear on the screen. Contact the Youth Law T.E.A.M. of Indiana to report errors.
3. In any given month, if no juveniles are held securely or non-securely, please check the “Update No Activity Info”.
4. To enter new data on a juvenile’s stay, utilize the mouse to place the cursor on the link “Add a new stay.” Click on the link with the left mouse button. If the “Add a new stay” link is clicked in error, utilize the mouse to place the cursor on the “Cancel” button at the bottom of the “Stay Details” page and click the left mouse button.

“Stay Details” page that appears upon clicking “Add a new stay”

Help  
Change password  
Sign off

Facility: TEST  
User: QUEST  
Jul 19, 2006 12:54 PM

**QUEST**

Helping you Build Safe Communities

**Stay Details**  
Enter data and press Update  
Please note that asterisks ( \* ) indicate required fields.

This is a new entry.

**Identifying information**

First: [ ] Middle: [ ] Last/ID: [ ] Generation: [ Select ]  
Race: [ Select ] Ethnicity: [ Select ] Sex: [ Select ] Date of birth: [ ] Age: [ ]

**Stay information**

Facility: [ Select ] ☐ Federal hold  
Stay start date/time: [ ] End date/time: [ ] Type of confinement: [ Select ]  
Residence county: [ Select ] Admitting county: [ Select ]

**Case information**

☐ Waived ☐ Violated valid court order ☐ Direct file ☐ Arrest charge  
Conspiracy/attempt indicator: [ Select ] Statute (most serious offense): [ Select ]  
First court date/time: [ ] Legal status: [ Select ]

Update Cancel Refresh

5. There are two ways to enter data to identify the juvenile. The first way is with an identification number, and the second way is to use the juvenile's name. Only one method is required; however, both an identification number and name can be submitted.

To enter an identification number, utilize the mouse to place the cursor in the field box under "Last/ID" and click the left mouse button. Type the juvenile's ID number, which should be the same number used to identify the juvenile's record within the facility. If the same ID number is used for multiple juveniles, provide the juveniles' names.

In entering the juvenile's name, only the last name is required as identifying information. However, if the juvenile's name is used, without an ID number, then the juvenile's first name, at least, should also be provided. To provide the first name, utilize the mouse to place the cursor in the field box under "First" and click the left mouse button. Type the juvenile's first name. Repeat for the "Middle" and "Last" names. (For alternate way to move from one name field box to another, press the "Tab" button on the keyboard.)

In entering the juvenile's name, include a generational title by utilizing the mouse to place the cursor on the drop box arrow to the right of the field box under "Generation" and click the left mouse button to reveal the generational title options. Utilize the mouse to place the cursor over the appropriate generational title and click the left mouse button.

Generational title  
options

The screenshot shows a web browser window displaying the "Stay Details" form for the Indiana Criminal Justice Institute (ICJI). The form is titled "Stay Details" and includes a sub-header "Enter data and press Update". A note states: "Please note that asterisks ( \*) indicate required fields." The form is divided into several sections: "Identifying information", "Stay information", and "Case information". In the "Identifying information" section, the "Generation" dropdown menu is open, showing options: "I - Second", "II - Third", "IV - Fourth", "JR - Junior", "SR - Senior", and "V - Fifth". The "Stay information" section includes fields for "Facility" (TEST), "Stay start date/time", "End date/time", "Residence county", "Admitting county", and "Type of confinement". The "Case information" section includes checkboxes for "Waived", "Violated valid court order", "Direct file", and "Arrest charge", as well as fields for "Conspiracy/attempt indicator", "List statutes containing", "Statute (most serious offense)", "First court date/time", and "Legal status". The form is submitted via "Update", "Cancel", and "Refresh" buttons. The browser window shows the date "Jul 19, 2006 12:54 PM" and the user "User: QUEST".

6. To enter the juvenile's race, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Race" and click the left mouse button to reveal the race options. Utilize the mouse to place the cursor over the appropriate race identifier and click the left mouse button so that the correct identifier appears in the field box under "Race."

Race identifier options

The screenshot shows the IJJI Stay Details form. The "Race" dropdown menu is open, displaying the following options: I - American Indian or Alaska Native, A - Asian, B - Black or African American, MR - Mixed Race, H - Native Hawaiian/Pacific Islander, O - Other, U - Unknown, and W - White. The "Other" option is highlighted. The form includes sections for Identifying information, Case information, and Stay information. The "Identifying information" section includes fields for First, Middle, Last/ID, Generation, Race, Ethnicity, Sex, Date of birth, and Age. The "Case information" section includes checkboxes for Waived, Violated valid court order, Direct file, and Arrest charge, as well as fields for Conspiracy/attempt indicator, List statutes containing, Statute (most serious offense), First court date/time, and Legal status. The "Stay information" section includes fields for Facility, Stay start date/time, End date/time, Residence county, Admitting county, and Type of confinement. The form is titled "Stay Details" and "Enter data and press Update".

7. To enter the juvenile's ethnicity, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Ethnicity" and click the left mouse button to reveal the ethnicity options. Utilize the mouse to place the cursor over the appropriate ethnic identifier and click the left mouse button so that the correct identifier appears in the field box under "Ethnicity." If the child is not Hispanic, select the option "Other."

Ethnicity identifier options

The screenshot shows the IJJI Stay Details form. The "Ethnicity" dropdown menu is open, displaying the following options: H - Hispanic and O - Other. The "Other" option is highlighted. The form includes sections for Identifying information, Case information, and Stay information. The "Identifying information" section includes fields for First, Middle, Last/ID, Generation, Race, Ethnicity, Sex, Date of birth, and Age. The "Case information" section includes checkboxes for Waived, Violated valid court order, Direct file, and Arrest charge, as well as fields for Conspiracy/attempt indicator, List statutes containing, Statute (most serious offense), First court date/time, and Legal status. The "Stay information" section includes fields for Facility, Stay start date/time, End date/time, Residence county, Admitting county, and Type of confinement. The form is titled "Stay Details" and "Enter data and press Update".



8. To enter the juvenile's gender, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Sex" and click the left mouse button to reveal the gender options. Utilize the mouse to place the cursor over the appropriate gender identifier and click the left mouse button so that the correct identifier appears in the field box under "Sex."

Gender identifier options

The screenshot shows a web browser window displaying the "Stay Details" form for the Indiana Criminal Justice Institute (IGI). The form is titled "Stay Details" and includes a sub-header "Enter data and press Update". A note states: "Please note that asterisks ( \*) indicate required fields." The form is divided into several sections: "Identifying information", "Stay information", and "Case information". In the "Identifying information" section, the "Sex" dropdown menu is open, showing the options "F - Female", "M - Male", and "U - Unknown". The "Stay information" section includes fields for "Facility" (set to "TEST"), "Stay start date/time", "End date/time", "Residence county", and "Admitting county". The "Case information" section includes checkboxes for "Waived", "Violated valid court order", "Direct file", and "Arrest charge", as well as fields for "Conspiracy/attempt indicator", "List statutes containing", "Statute (most serious offense)", "First court date/time", and "Legal status". The form has "Update", "Cancel", and "Refresh" buttons at the bottom.

9. There are two ways to enter "Date of birth" information. The first way is to utilize the mouse to place the cursor in the field box under "Date of birth" and click the left mouse button. Type the juvenile's date of birth using either of the following formats: mm/dd/yy or mmddyy.

The second way is to utilize the mouse to place the cursor on the calendar to the right of the field box under "Date of birth." A pop-up box titled "Date selector" will appear with a calendar with the current month, date, and year. (If the "Date selector" box does not appear, refer to the Technical Assistance section of this instruction manual.)

To select an earlier month in the calendar year than what appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the month. Click the left mouse button until the correct month appears. To select a later month in the calendar year, utilize the mouse to place the cursor over the arrow to the right of the month and click the left mouse button until the correct month appears.

To select an earlier year than what year appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the year. Click the left mouse button until the correct year appears. To select a later year,



utilize the mouse to place the cursor over the arrow to the right of the year and click the left mouse button until the correct year appears.

To enter the date of the month, utilize the mouse to place the cursor over the correct calendar date and click the left mouse button.

Once the information in the Date selector box is correct, utilize the mouse to place the cursor over the “OK” button and click the left mouse button. If the Date Selector box erroneously appears on screen, utilize the mouse to place the cursor over the “Cancel” button and click the left mouse button.

Once all the required information is entered and submitted, QUEST Case Management System; Log of Juveniles Held will compute the juvenile’s age.

Date selector box  
with calendar date

The screenshot shows the QUEST Case Management System interface. The main window is titled "Stay Details" and includes a header with the logo of the Indiana Criminal Justice Institute and the text "Helping you Build Safe Communities". The form is divided into several sections: "Identifying information" (First, Race, Generation, Date of birth, Age), "Stay information" (Facility, Stay start date/time, Residence county, Federal hold, Type of confinement), and "Case information" (Waived, Violated valid court order, Direct file, Arrest charge, Conspiracy/attemp indicator, List statutes containing, Statute (most serious offense), First court date/time, Legal status). A "Date selector" calendar window is open, showing the month of July 2006. The date 19 is selected. The "Federal hold" checkbox is unchecked. The "Stay start date/time" field is empty. The "Case information" section includes checkboxes for "Waived", "Violated valid court order", "Direct file", and "Arrest charge". The "Legal status" dropdown is set to "Select".

10. To identify the juvenile as a “federal hold,” utilize the mouse to place the cursor on the box to the left of “Federal hold,” and click the left mouse button to enter a check in the box. If the “Federal hold” box is checked in error, utilize the mouse to place the cursor back on the box to the left of “Federal hold” and click the left mouse button to remove the check.
11. The “Stay start date” and “End date” entries require the date of stay and time of admission or release. The data can be entered in two ways. The first way is to utilize the mouse to place the cursor in the field boxes under “Stay start date” or “End date” and click the left mouse button. Type the date and time using one of the following formats:

mm/dd/yy hh:mm am (or pm or a or p)  
mm/dd/yy hh:mm (military time)  
mmddyy hhmm (military time)

The second way is to utilize the mouse to place the cursor on the calendar to the right of the field boxes under “Stay start date” and “End date.” A pop-up box titled “Date selector” will appear with a calendar with the current month, date, year and time. (If the “Date selector” box does not appear, refer to the Technical Assistance section of this instruction manual.)

To select an earlier month in the calendar year than what appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the month. Click the left mouse button until the correct month appears. To select a later month in the calendar year, utilize the mouse to place the cursor over the arrow to the right of the month and click the left mouse button until the correct month appears.

To select an earlier year than what year appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the year. Click the left mouse button until the correct year appears. To select a later year, utilize the mouse to place the cursor over the arrow to the right of the year and click the left mouse button until the correct year appears.

To enter the date of the month, utilize the mouse to place the cursor over the correct calendar date and click the left mouse button.

To select the time of admission to or release from confinement, utilize the mouse to place the cursor over the appropriate hour of day. Click the left mouse button. Select the closest unit of time to the actual minute of admission or release by utilizing the mouse to place the cursor over the appropriate unit of minutes. Click the left mouse button. Then, utilize the mouse to place the cursor over the appropriate label, “AM” or “PM,” and click the left mouse button.

Once the information in the Date selector box is correct, utilize the mouse to place the cursor over the “OK” button and click the left mouse button. If the Date Selector box erroneously appears on screen, utilize the mouse to place the cursor over the “Cancel” button and click the left mouse button.

If the “End date” field box is left blank, the juvenile’s record will appear on the initial screen each time the data recorder logs onto the QUEST Case Management System; Log of Juveniles Held until the entry is edited and data is entered for the “End date” field box. (See Entering the Release Date for a Previous Entry on page 27.)

Date selector box  
with calendar and  
time

The screenshot shows the 'Stay Details' form for the Indiana Criminal Justice Institute. A 'Date selector' box is open, displaying a calendar for July 2006. The date '19' is selected. The form includes sections for identifying information, stay information, and case information. The 'Date of birth' field is highlighted with a blue box.

12. To enter the type of confinement, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Type of confinement" and click the left mouse button to reveal the confinement options. Utilize the mouse to place the cursor over the appropriate type of confinement and click the left mouse button so that the correct type of confinement appears in the field box under "Type of confinement."

Type of  
confinement  
options

The screenshot shows the 'Stay Details' form with the 'Type of confinement' dropdown menu open. The menu displays three options: 'N-Non-secure', 'S-Secure', and 'S-Secure'. The 'Type of confinement' field is highlighted with a blue box.

13. “Residence county” refers to the county that the juvenile is a resident of. To enter the residence county, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under “Residence county” and click the left mouse button to reveal the county options. Scroll up and down the drop box for additional counties by utilizing the mouse to place the cursor on the arrows on the top and bottom of the drop box and clicking the left mouse button. Utilize the mouse to place the cursor over the appropriate county and click the left mouse button so that the correct county appears in the field box under “Residence county.”

Residence county options

The screenshot shows a web application interface for the Indiana Criminal Justice Institute. The main heading is "Helping you Build Safe Communities". Below this is a section titled "Stay Details" with the instruction "Enter data and press Update". A note states: "Please note that asterisks ( \* ) indicate required fields." The form contains several input fields and dropdown menus. The "Residence county" dropdown is open, displaying a list of 29 counties: 01 - Adams, 02 - Allen, 03 - Bartholomew, 04 - Benton, 05 - Blackford, 06 - Boone, 07 - Brown, 08 - Carroll, 09 - Cass, 10 - Clark, 11 - Clay, 12 - Clinton, 13 - Crawford, 14 - Daviess, 15 - Dearborn, 16 - Decatur, 17 - Dekalb, 18 - Delaware, 19 - Dubois, 20 - Elkhart, 21 - Fayette, 22 - Floyd, 23 - Fountain, 24 - Franklin, 25 - Fulton, 26 - Gibson, 27 - Grant, 28 - Greene, 29 - Hamilton. The "Admitting county" dropdown is also visible, showing a list of counties. The "Case information" section includes checkboxes for "Waived", "Violated valid court order", "Direct file", and "Arrest charge". The "First court date/time" field is also present. The bottom of the form has buttons for "Update", "Cancel", and "Refresh".

14. “Admitting county” refers to the county where the court case is filed. To enter the admitting county, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under “Admitting county” and click the left mouse button to reveal the county options. Scroll up and down the drop box for additional counties by utilizing the mouse to place the cursor on the arrows on the top and bottom of the drop box and clicking the left mouse button. Utilize the mouse to place the cursor over the appropriate county and click the left mouse button so that the correct county appears in the field box under “Admitting county.”

## Admitting county options

15. To identify the juvenile as a juvenile “waived to adult court,” utilize the mouse to place the cursor on the box to the left of “Waived” and click the left mouse button to enter a check in the box. If the “Waived” box is checked in error, utilize the mouse to place the cursor back on the box to the left of “Waived” and click the left mouse button to remove the check.
16. To identify the juvenile as a juvenile who “violated a valid court order,” utilize the mouse to place the cursor on the box to the left of “Violated court order” and click the left mouse button to enter a check in the box. If the “Violated court order” box is checked in error, utilize the mouse to place the cursor back on the box to the left of “Violated court order” and click the left mouse button to remove the check.

**Juveniles who violate a valid court order can only be detained on subsequent truancy or runaway charges.**

17. To indicate that the juvenile is being detained in an adult facility due to a direct file offense, utilize the mouse to place the cursor on the box to the left of “Direct file” and click the left mouse button to enter a check in the box. The “Direct file” box should also be checked for subsequent offenses for juveniles previously waived. If the “Direct file” box is checked in error, utilize the mouse to place the cursor back on the box to the left of “Direct file” and click the left mouse button to remove the check.

18. To indicate that the juvenile is being detained subsequent to an arrest for a new case (and not a probation violation), utilize the mouse to place the cursor on the box to the left of "Arrest charge" and click the left mouse button to enter a check in the box. If the "Arrest charge" box is checked in error, utilize the mouse to place the cursor back on the box to the left of "Arrest charge" and click the left mouse button to remove the check.
19. To enter conspiracy/attempt/aiding offenses, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Conspiracy/attempt indicator" and click the left mouse button to reveal the options: Aided, induced and/or caused; Attempted; and Conspiracy to commit. Utilize the mouse to place the cursor over the appropriate offense and click the left mouse button so that the correct offense appears in the field box under "Conspiracy/attempt indicator."

#### Conspiracy/attempt indicator options

**Stay Details**  
Enter data and press Update  
Please note that asterisks (\*) indicate required fields.

This is a new entry.

**Identifying information**

First:  Middle:  Last/ID\*:  Generation:

Race\*:  Ethnicity\*:  Sex\*:  Date of birth\*:  Age:

**Stay information**

Facility\*:  ☐ Federal hold

Stay start date/time\*:  End date/time:  Type of confinement\*:

Residence county\*:  Admitting county\*:

**Case information**

☐ Waived ☐ Violated valid court order ☐ Direct file ☐ Arrest charge

Conspiracy/attempt indicator:  List statutes containing:  Statute (most serious offense)\*:

I- Aided, induced and/or caused  
A- Attempted  
C- Conspiracy to commit

Legal status\*:

☐ Update ☐ Cancel ☐ Refresh

20. There are two ways to enter the most serious offense at the time of the juvenile's admission. The first way, and easier way, is to utilize the mouse to place the cursor in the field box under "List statutes containing" and click the left mouse button. Type a keyword describing the offense in the field box. (For example, "battery.") Then, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Statute" and click the left mouse button to reveal the offense choices containing the keyword. Scroll up and down the drop box for additional offenses containing the keyword by utilizing the mouse to place the cursor on the arrows on the top and bottom of the drop box and clicking the left mouse button. Utilize the mouse to place the cursor over the appropriate offense and click the left mouse button so that the most serious offense appears in the field box under "Statute."

Most serious offense  
keyword “battery”  
and offenses con-  
taining the keyword

The second way to enter the most serious offense at the time of the juvenile’s admission is to leave the “List statutes containing” field box blank and utilize the mouse to place the cursor on the drop box arrow to the right of the field box under “Statute” and click the left mouse button to reveal the offense choices. Scroll up and down the drop box for additional offenses by utilizing the mouse to place the cursor on the arrows on the top and bottom of the drop box and clicking the left mouse button. Utilize the mouse to place the cursor over the appropriate offense and click the left mouse button so that the most serious offense appears in the field box under “Statute.”

To indicate that the juvenile is being detained due to a probation violation (that is not a valid court order violation), utilize the mouse to place the cursor on the box to the left of “Probation violation” and click the left mouse button to enter a check in the box. If the “Probation violation” box is checked in error, utilize the mouse to place the cursor back on the box to the left of “Probation violation” and click the left mouse button to remove the check.

**If the juvenile is being detained due to a probation violation, the most serious charge of the original offense, NOT the violation, must be entered into the field box under “Statute.”**



Most serious offense  
options without a  
keyword in “List stat-  
utes containing” field  
box

21. The “First court appearance date” entry requires the date and time of the first court appearance. The data can be entered in two ways. The first way is to utilize the mouse to place the cursor in the field box under “First court appearance date” and click the left mouse button. Type the date and time using one of the following formats:

mm/dd/yy hh:mm am (or pm or a or p)  
mm/dd/yy hh:mm (military time)  
mmddyy hhmm (military time)

The second way is to utilize the mouse to place the cursor on the calendar to the right of the field box under “First court appearance date.” A pop-up box titled “Date selector” will appear with a calendar with the current month, date, year and time. (If the “Date selector” box does not appear, refer to the Technical Assistance section of this instruction manual.)

To select an earlier month in the calendar year than what appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the month. Click the left mouse button until the correct month appears. To select a later month in the calendar year, utilize the mouse to place the cursor over the arrow to the right of the month and click the left mouse button until the correct month appears.

To select an earlier year than what year appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the year. Click the left mouse button until the correct year appears. To select a later year, utilize the mouse to place the cursor over the arrow to the right of the year and



click the left mouse button until the correct year appears.

To enter the day of the month, utilize the mouse to place the cursor over the correct calendar date and click the left mouse button.

To select the time of the first court appearance, utilize the mouse to place the cursor over the appropriate hour of day. Click the left mouse button. Select the closest unit of time to the actual minute of admission or release by utilizing the mouse to place the cursor over the appropriate unit of minutes. Click the left mouse button. Then, utilize the mouse to place the cursor over the appropriate label, "AM" or "PM," and click the left mouse button.

Once the information in the Date selector box is correct, utilize the mouse to place the cursor over the "OK" button and click the left mouse button. If the Date Selector box erroneously appears on screen, utilize the mouse to place the cursor over the "Cancel" button and click the left mouse button.

Date selector box  
with calendar and  
time

The screenshot shows a web application interface for the Indian Criminal Justice Institute (IGI). The main form is titled "Stay Details" and includes sections for "Identifying information", "Stay information", and "Case information". A "Date selector" box is open, displaying a calendar for July 2006. The date "19" is selected. The time is set to "2:05 PM". The "Date selector" box has "Ok" and "Cancel" buttons. The main form has "Update", "Cancel", and "Refresh" buttons at the bottom. The left sidebar contains links for "Help", "Change password", "Sign off", and "Facility TEST User QUEST". The top of the page features the IGI logo and the tagline "Helping you Build Safe Communities".

22. To choose the type of legal status, utilize the mouse to place the cursor on the drop box arrow to the right of the field box under "Legal status" and click the left mouse button to reveal the legal status options. Utilize the mouse to place the cursor over the appropriate type of confinement and click the left mouse button so that the correct type of confinement appears in the field box under "Legal status."

## Legal status options

**Legal status options**

The screenshot shows a web browser window displaying the IGI (Indiana Criminal Justice Institute) Stay Details form. The form is titled "Stay Details" and includes the instruction "Enter data and press Update". A note states: "Please note that asterisks ( \*) indicate required fields." The form is divided into three main sections:

- Identifying information:** Includes fields for First, Middle, Last/ID\*, Race\*, Ethnicity\*, Sex\*, Date of birth\*, Age, and Generation (dropdown menu).
- Stay information:** Includes fields for Facility\* (TEST), Stay start date/time\*, End date/time\*, Type of confinement\* (dropdown menu), Residence county\* (dropdown menu), and Admitting county\* (dropdown menu). There is also a checkbox for "Federal hold".
- Case information:** Includes checkboxes for "Waived", "Violated valid court order", "Direct file", and "Arrest charge". It also has fields for Conspiracy/attempt indicator (dropdown menu), List statutes containing (dropdown menu), Statute (most serious offense)\* (dropdown menu), and First court date/time\* (dropdown menu).

The "Legal status" dropdown menu is open, showing the following options:

- A - Post-adjudication commitment
- V - Post-adjudication pending modification/violation
- P - Pre-adjudication

At the bottom of the form, there are three buttons: "Update" (highlighted with a checkmark), "Cancel", and "Refresh".

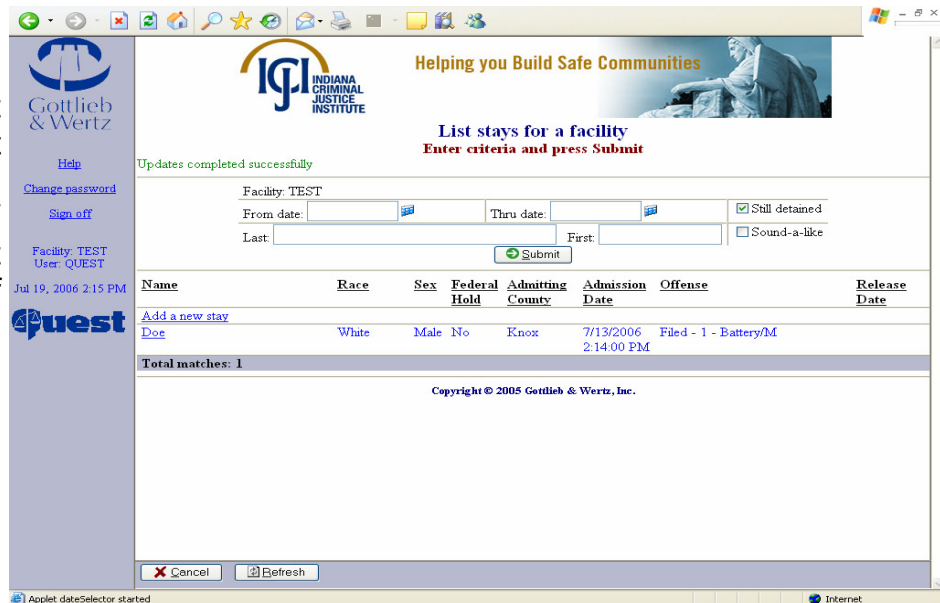
23. To submit the data for the new entry, utilize the mouse to place the cursor over the "Update" button at the bottom of the screen and click the left mouse button. In order for the entry to be accepted by QUEST, all the field boxes with a red asterisk must contain data.

If sufficient data is not entered in a required field box when the data is submitted via the "Update" button, the fields that need correcting will be highlighted in red. Enter the required information in the field box(es). Utilize the mouse to place the cursor over the "Update" button and click the left mouse button.

## IV. Entering the Release Date for a Previous Entry

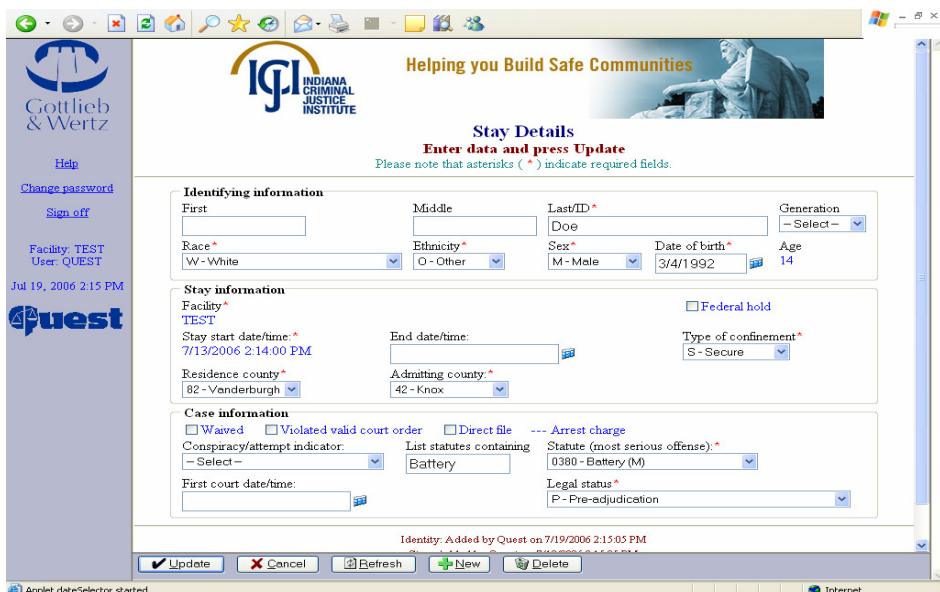
1. Log onto *QUEST Case Management System; Log of Juveniles Held* by following the instructions in **Logging onto QUEST Case Management System; Log of Juveniles Held** on page 13.

“List stays for a facility” page, with data entries without release dates, that appears upon logging onto QUEST Case Management System; Log of Juveniles Held



2. The “Still detained” box will be checked and the “From date” and “Thru date” text boxes will be blank on the “List stays for a facility” screen. The entries of juvenile stays that do not contain a release date will be listed on the screen. Utilize the mouse to place the cursor over the entry to complete and click the left mouse button.

“Stay Details” page that appears upon clicking sample “Previous Entry Female” entry



3. The “End date” entry requires the date of stay and time of release from the facility. The data can be entered in two ways. The first way is to utilize the mouse to place the cursor in the field box under “End date” and click the left mouse button. Type the date and time using one of the following formats:

mm/dd/yy hh:mm am (or pm or a or p)  
mm/dd/yy hh:mm (military time)  
mmdyy hhmm (military time)

The second way is to utilize the mouse to place the cursor on the calendar to the right of the field box under “End date.” A pop-up box titled “Date selector” will appear with a calendar with the current month, date, year and time.

To select an earlier month in the calendar year than what appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the month. Click the left mouse button until the correct month appears. To select a later month in the calendar year, utilize the mouse to place the cursor over the arrow to the right of the month and click the left mouse button until the correct month appears.

To select an earlier year than what year appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the year. Click the left mouse button until the correct year appears. To select a later year, utilize the mouse to place the cursor over the arrow to the right of the year and click the left mouse button until the correct year appears.

To enter the date of the month, utilize the mouse to place the cursor over the correct calendar date and click the left mouse button.

To select the time of admission to or release from the secure area of the facility, utilize the mouse to place the cursor over the appropriate hour of day. Click the left mouse button. Select the closest unit of time to the actual minute of admission or release by utilizing the mouse to place the cursor over the appropriate unit of minutes. Click the left mouse button. Then, utilize the mouse to place the cursor over the appropriate label, “AM” or “PM,” and click the left mouse button.

Once the information in the Date selector box is correct, utilize the mouse to place the cursor over the “OK” button and click the left mouse button. If the Date Selector box erroneously appears on screen, utilize the mouse to place the cursor over the “Cancel” button and click the left mouse button.

Date selector box  
with calendar and  
time

The screenshot shows the QUEST system interface for the Indiana Criminal Justice Institute. The main form is titled 'Stay Details' and includes a 'Date selector' box that is currently open, displaying a calendar for July 2006 and a time selector. The form contains several sections: 'Identifying information' (First, Race, W-White), 'Stay information' (Facility, Stay start date/time, Residence county), and 'Case information' (Waived/Violated, Conspiracy/attempt indicator, List statutes containing, Statute, Legal status). The date selector box is highlighted with a red rectangle, showing the date 19/07/2006 and time 2:16 PM. The bottom of the screen features buttons for 'Update', 'Cancel', 'Refresh', 'New', and 'Delete'.

4. To submit the data for the “End date,” utilize the mouse to place the cursor over the “Update” button at the bottom of the screen. In order for the entry to be accepted by QUEST, all the field boxes with a red asterisk must contain data.

## V. Modifying an Entry

1. Log onto *QUEST Case Management System; Log of Juveniles Held* by following the instructions in **Logging onto QUEST Case Management System; Log of Juveniles** on page 13.

“List stays for a facility” page, with data entries without release dates, that appears upon logging onto *QUEST Case Management System; Log of Juveniles Held*

Help  
Change password  
Sign off  
Facility: TEST  
User: QUEST  
Jul 19, 2006 2:19 PM

Updates completed successfully  
No matches found

Facility: TEST  
From date: [ ] Thru date: [ ]  
Last: [ ] First: [ ]  
Still detained ☒ Sound-a-like ☐  
Submit

Name	Race	Sex	Federal Hold	Admitting County	Admission Date	Offense	Release Date
Add a new stay							
Total matches: 0							

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Cancel Refresh

Applet: dateSelector started

2. There are two ways to pull up a previous entry. The first way is to enter data in the “From date” and “Thru date” field boxes for *QUEST Case Management System; Log of Juveniles Held* to generate a search for entries of juveniles detained during those dates.

The date data can be entered in two ways. The first way is to utilize the mouse to place the cursor in the field boxes under “From date” or “Thru date” and click the left mouse button. Type the date and time using one of the following formats: mm/dd/yy or mmddyy.

The second way is to utilize the mouse to place the cursor on the calendar to the right of the field boxes under “From date” and “Thru date.” A pop-up box titled “Date selector” will appear with a calendar with the current month, date, and year and time.

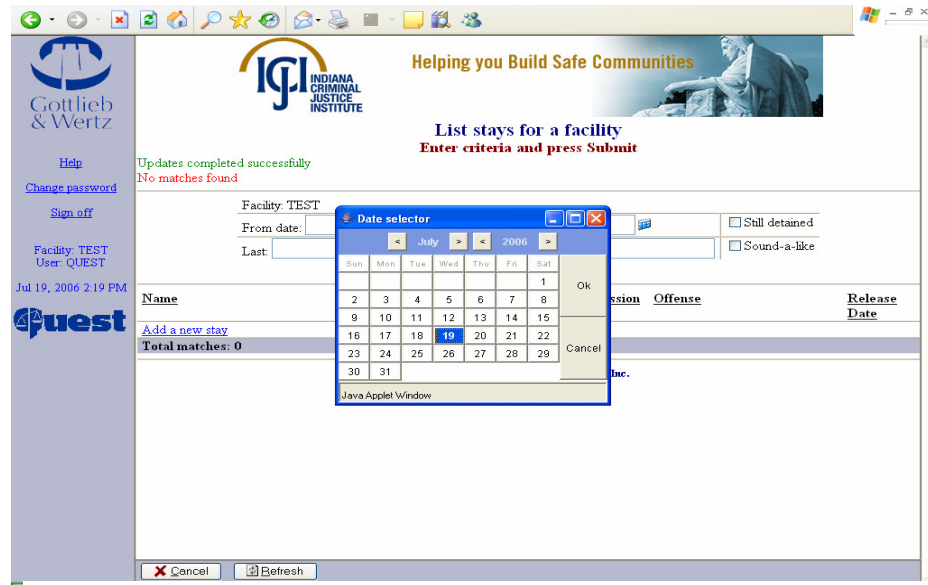
To select an earlier month in the calendar year than what appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the month. Click the left mouse button until the correct month appears. To select a later month in the calendar year, utilize the mouse to place the cursor over the arrow to the right of the month and click the left mouse button until the correct month appears.

To select an earlier year than what year appears on the Date Selector box, utilize the mouse to place the cursor over the arrow to the left of the year. Click the left mouse button until the correct year appears. To select a later year, utilize the mouse to place the cursor over the arrow to the right of the year and click the left mouse button until the correct year appears.

To enter the date of the month, utilize the mouse to place the cursor over the correct calendar date and click the left mouse button.

Once the information in the Date selector box is correct, utilize the mouse to place the cursor over the “OK” button and click the left mouse button. If the Date Selector box erroneously appears on screen, utilize the mouse to place the cursor over the “Cancel” button and click the left mouse button.

Date selector box with calendar



The second way to pull up a previous entry is to utilize the mouse to place the cursor in the field box to the right of “Last” and click the left mouse button. Type the juvenile’s last name or ID number in the field box. If the first name of the child is known, repeat this step for the first name. To generate a list of names that sounds like the name typed in the field box or a list of ID numbers similar to the one typed in the field box, utilize the mouse to place the cursor over the box to the left of “sound-a-like” and click with the left mouse button to enter a check in the box.

3. Utilize the mouse to place the cursor on the “Submit” button and click the left mouse button.

- Utilize the mouse to place the cursor over the entry to modify and click the left mouse button.

“Stay Details” page that appears upon clicking on the sample “Previous Entry Female” data record to modify a record

Identifying information

First Middle Last/ID \* Generation  
Doe  
Race \* Ethnicity \* Sex \* Date of birth \* Age  
W - White O - Other M - Male 3/4/1992 14

Stay information

Facility \* TEST ☐ Federal hold  
Stay start date/time \* 7/13/2006 2:14:00 PM End date/time: 7/15/2006 2:19:00 PM Type of confinement \* S - Secure  
Residence county \* 82 - Vanderburgh Admitting county \* 42 - Knox

Case information

☐ Waived ☐ Violated valid court order ☐ Direct file --- Arrest charge  
Conspiracy/attempt indicator: - Select - List statutes containing: Battery Statute (most serious offense): \* 0380 - Battery (M)  
First court date/time: Legal status \* P - Pre-adjudication

Identity: A added by Quest on 7/19/2006 2:15:05 PM

Update Cancel Refresh New Delete

- Make the needed modifications. (See Entering Data beginning on page 5.)
- To submit the modified data, utilize the mouse to place the cursor on the “Update” button and click the left mouse button. In order for the entry to be accepted by QUEST, all the field boxes with a red asterisk must contain data.

If sufficient data is not entered in a required field box when the data is submitted via the “Update” button, the fields that need correcting will be highlighted in red. Enter the required information in the field box(es). Utilize the mouse to place the cursor over the “Update” button and click the left mouse button.



## VI. Signing off *QUEST Case Management System; Log of Juveniles Held*

To sign off *QUEST Case Management System; Log of Juveniles Held*, utilize the mouse to place the cursor over the “Sign off” link in the grey border to the left of the webpage and click the left mouse button.

“Sign off” link is on each page of the *QUEST Case Management System; Log of Juveniles Held*

The screenshot shows the 'List stays for a facility' page in the QUEST Case Management System. The left sidebar contains the 'Sign off' link. The main content area has a search form with fields for Facility (TEST), From date, Thru date, Last (Doe), First, and checkboxes for 'Still detained' and 'Sound-a-like'. Below the search form is a table of stays.

Name	Race	Sex	Federal Hold	Admitting County	Admission Date	Offense	Release Date
<a href="#">Add a new stay</a>							
<a href="#">Doe</a>	White	Male	No	Knox	7/13/2006 2:14:00 PM	Filed - 1 - Battery/M	7/15/2006 2:19:00 PM
<a href="#">Doe, John</a>	Other	Male	No	Franklin	6/29/2006 11:14:00 AM	Filed - 1 - Criminal Gang Intrudation/F	6/29/2006 11:30:41 AM
<a href="#">Doe, John</a>	White	Female	Yes	Grant	6/29/2006 1:21:00 PM	Filed - 1 - Criminal Mischief/F	6/29/2006 1:34:28 PM
Total matches: 3							

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“Sign off” link is on each page of the *QUEST Case Management System; Log of Juveniles Held*

The screenshot shows the 'Stay Details' page in the QUEST Case Management System. The left sidebar contains the 'Sign off' link. The main content area has a form for entering stay details, including identifying information, stay information, and case information.

**Identifying information**

First: [text box] Middle: [text box] Last/ID\*: [text box] Generation: [dropdown]  
Race\*: [dropdown] Ethnicity\*: [dropdown] Sex\*: [dropdown] Date of birth\*: [text box] Age: [text box]  
W - White O - Other M - Male 3/4/1992 14

**Stay information**

Facility\*: [text box] [Federal hold]  
Stay start date/time\*: 7/13/2006 2:14:00 PM End date/time: 7/15/2006 2:19:00 PM Type of confinement\*: [dropdown]  
Residence county\*: [dropdown] Admitting county\*: [dropdown]  
82 - Vanderburgh 42 - Knox

**Case information**

[Waived] [Violated valid court order] [Direct file] --- Arrest charge  
Conspiracy/attempt indicator: [dropdown] List statutes containing: [text box] Statute (most serious offense)\*: [dropdown]  
- Select - Battery 0380 - Battery (M)  
First court date/time: [text box] Legal status\*: [dropdown]  
P - Pre-adjudication

Identity: Added by Quest on 7/19/2006 2:15:05 PM

## VII. Technical Assistance Question and Answers

1. What do I do if I don't know my Facility, User ID, or Password?

Contact the Youth Law T.E.A.M. of Indiana, the compliance monitor for the Indiana Criminal Justice Institute, at (317) 916-0786.

2. How do I change the password?

Despite having a "Change Password" link on the "List stays for a facility" page that appears after logging onto *QUEST Case Management System; Log of Juveniles Held* database, only the Youth Law T.E.A.M. of Indiana has authorization to change the password. Contact the Youth Law T.E.A.M. of Indiana, the compliance monitor for the Indiana Criminal Justice Institute, at (317) 916-0786 for a new password.

3. What do I do if a staff person, who has knowledge of the facility's password, has his/her employment terminated?

Once a staff person with knowledge of the facility's password has his/her employment terminated, it is imperative that the Youth Law T.E.A.M. of Indiana is contacted immediately to change the password. Anyone with access to the Facility name, User ID, Password, and an Internet connection has access to the facility's confidential records maintained in the *Case Management System; Log of Juveniles Held* database.

4. What are my deadlines for entering the data?

Each month's data must be entered into the *QUEST Case Management System; Log of Juveniles Held* database by the fifteenth day of the following month.

5. What does the "Refresh" button do?

Clicking the left mouse button on the "Refresh" button will erase the unsubmitted data, revealing the page as it first appeared on screen.

6. How do I delete an entire juvenile record from *QUEST Case Management System; Log of Juveniles Held* database?

Follow the directions in section IV, Modifying an Entry, to produce the juvenile record entry from the *QUEST Case Management System; Log of Juveniles Held* database. Utilize the mouse to place the cursor over the entry that will be deleted and click the left mouse button. Utilize the mouse to place the cursor over the "Delete" button at the bottom of the "Stay details" page and click the left mouse button. When prompted, utilize the mouse to place the cursor over the

“Delete” button and click the left mouse button again. The juvenile record entry will be deleted upon the second click of the “Delete” button.

The deletion process can be abandoned after the first click of the left mouse button on the Delete button. Instead of clicking on the left mouse button on the “Delete” button the second time, utilize the mouse to place the cursor on the “Cancel” button and click the left mouse button.

7. Can I print the information in the *QUEST Case Management System; Log of Juveniles Held* database?

The computer screens of the *QUEST Case Management System; Log of Juveniles Held* can be printed as a regular computer document is printed.

8. Can I use the browser’s back button to return to a previous screen?

No. The browser back button will not return the user to a previous screen. To return to a previous screen, utilize the mouse to place the cursor on the “Cancel” button and click the left mouse button. Note that any unsaved data will be lost if the “Cancel” button is clicked prior to the “Update” button.

9. What is the automatic logoff time?

Users will be automatically logged off the *QUEST Case Management System; Log of Juveniles Held* program after sixty minutes of inactivity.

10. Why doesn’t the “Date selector” box appear when I click on the miniature calendar?

The “Date selector” box only appears if Java is downloaded on the computer. To download Java, click on the Java Download button from the Quest “Sign on” page. (See page 12 of this manual.)

11. Are there keyboard shortcuts to entering data?

Yes. To learn about the keyboard shortcuts on the *QUEST Case Management System; Log of Juveniles Held* program, log onto the program and click on the “Help” link found in the shaded border on the left of the screen.