

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

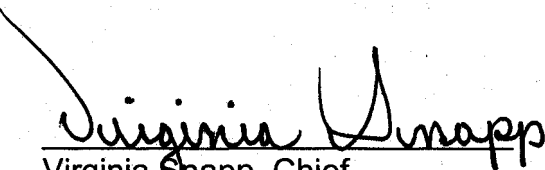
No.	918
Issued:	06/10/03
Post Until:	07/10/03

**SUBJECT: JUVENILE CASE MANAGEMENT SYSTEM
Record of Supervision (ROS)**

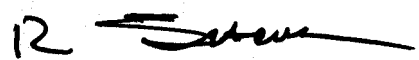
JCMS has become the official repository for case information. DPO's are to record all case information in the JCMS. Information is to be recorded in the "Case Notes" in JCMS. Case Notes is the JCMS version of ROS. Whatever would be appropriate as an ROS entry should be entered in Case Notes in JCMS.

It is required that significant case changes and case contacts are recorded in JCMS. A case note can be entered at any time in the Case Notes screen. Case Notes simply record case circumstances. These notes should reflect any significant changes. There should be a note for all contacts.

Contacts should be documented through the Appointments screen. Periodic management reports will be used to monitor the level of contact on cases. These reports will show direct contacts with the minor as well as show contacts with other involved parties (e.g., parent, school, CBO). It is therefore critical that all contacts are documented through the Appointment Screen. If the Appointments screen is not used (even if a case note reflects a contact), the DPO will not receive credit for the contact in the report that JCMS produces. When a contact is entered (on the Appointments screen), JCMS automatically opens the Case Notes screen so that a case note (what we called an ROS entry) can be conveniently made for that contact. A brief note is required for each contact.


Virginia Snapp, Chief
Juvenile Field Services Bureau


Jitahadi Imara, Chief
Juvenile Special Services Bureau


Richard Saenz, Chief
Residential Treatment Services Bureau


Robert Smythe, Chief
Detention Services Bureau

To access the appointment screen on the tool bar click on Case Management>Minor's Appointments

(OCDEVENT) - EVENT SCHEDULER

Help

User: F289024 ADMINISTRATIVE CASELOAD Date: 05/21/2003

PO: PJOMAR1 Name: MONTEST123 FRANCISCOT TESTREC 01/28/1987 M

CNT: 2001000838 Location: PVY - MISTAKE, ERROR ; X000 : ACTIVE-FFE

Schedule Event

Type	Sub-Type	Date	Start Time	End Time	Location	Comment	Program/Service Course/Activity/Session	Control Event Yes/No/Cancel
Appointment	Individual Orientatic	03/28/2003	08:00		POMONA VALLEY			C
					POMONA VALLEY			C
Appointment	Individual Orientatic	02/13/2003	02:00		POMONA VALLEY			C
Appointment	Individual Orientatic	02/10/2003	08:00		POMONA VALLEY			C
Appointment	Report to PO	12/08/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	12/03/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	11/08/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	11/05/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	10/11/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	10/08/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	09/13/2002	08:00	09:00	ANTELOPE VALLEY			C
Appointment	Report to PO	09/10/2002	08:00	09:00	ANTELOPE VALLEY			C

Description: Office: MISTAKE ERROR

Case Notes Resource Directory Recurrent Schedule

OCDEVENT

Schedule Type - list of values available

To enter new appointment:

Enter PDJ# in field, click flashlight to query.

Enter blank line by Clicking on green plus sign on toolbar

Enter data in Type, Sub-Type, date & Start time fields & save.

To get to case notes: On tool bar click Case management> Record of Supervision

ODCNOTE - CASE NOTES

Help

User: E289024 ADMINISTRATIVE CASE LOAD Date: 05/21/2003

PDJ# P108MARI Name: MONTEST123 FRANCISCOT TESTREC 01/26/1987 M

CNT# 2001000838 Location: PVY - MISTAKE, ERROR ; X000 ACTIVE-FFE

Case Note Chronology

Date	Time	Contact (if different)	Type	Sub Type	Staff Member
03/31/2003	09:17	03/31/2003 09:17	Court	Auto Generated	SALAS, MARIA
05/21/2003	11:15	05/21/2003 11:15			
02/19/2003	11:07	02/19/2003 11:07	Case note - regular s		
02/14/2003	16:10	02/14/2003 16:11	Schedule		
02/14/2003	16:35	02/14/2003 16:35	Case note - regular s		
02/14/2003	16:30	02/14/2003 16:30	Schedule		
02/13/2003	17:15	02/13/2003 17:15	Case note - regular s		

Case Note Contents

☐ Address ☐ Employment

Next Report In (in Person) Date Time Location Telephone

Case Plan Offender Schedule

Comment Text

To enter case note:

Enter PDJ# in field, click flashlight to query.

Click in date field

Click Green plus button on the tool bar to get new blank line, enter data in Type and Sub Type fields.

Click in Case Note Contents block

Prompt will appear instructing you to use text editor

Click pencil icon for text editor

Type text

Click OK and save.