

COUNTY OF LOS ANGELES PROBATION DEPARTMENT DIRECTIVE

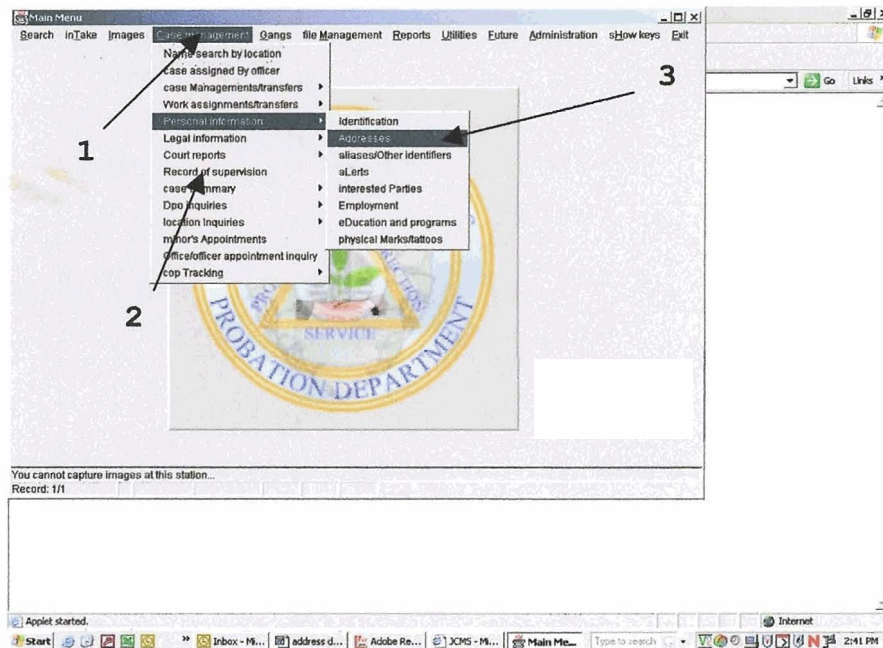
No.	1106
Issued:	8/17/2006
Post Until:	9/17/2006

SUBJECT: JUVENILE – PROCEDURES FOR UPDATING ADDRESSES IN JCMS

Effective immediately, all **DPOs** responsible for Juvenile functions shall ensure that address entries for all minors on their caseloads are updated in JCMS and that all information is accurate.

Instructions for updating addresses in JCMS are as follows:

1. Click on "Case Management"
2. Select "Personal Information"
3. Select and click "Addresses"



This will bring you to the addresses page.

4. Enter PDJ number and click on the search button to query minor.

The screenshot shows the 'OCDADDRE - ADDRESSES' window. At the top, it displays 'User: STUDENT01', 'JCMS TRAINING', and 'Date: 03/01/2006'. Below this are input fields for 'PDJ' (containing '88152'), 'Name' (containing 'ZAMBONI', 'EARL', 'S'), 'CN# 2001000511', 'Location' (containing 'CBA - CAMPS, SUPERVISION ; CP10'), and 'ACTIVE-CCP'. The 'Addresses' section contains a table with columns: 'Apt./Unit#', 'Street', 'State', 'City/Town', 'Zip', 'Country', 'Address Type', and 'Minor Lives With'. The first row is populated with 'W. 98TH ST', 'CALIFORNIA', 'LOS ANGELES', and '90047'. Below the table is the 'Details' section with 'Residence' and 'Mailing' fields, each with 'From Date' and 'To Date' sub-fields. The 'Telephone/Other Numbers' section has a table with 'Type' and 'Area Code/ Phone Number' columns. Arrows labeled 4 through 8 point to specific fields as described in the instructions.

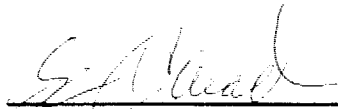
5. Click in the "to date" field to make it active. Enter a "to date" using the following format - **mm/yyyy**. Then click save to finalize.

6. Click on a blank line in the addresses section under the "**Apt./Unit#/Street**" field to make it active.

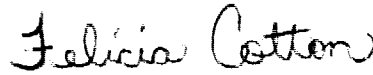
- a. Enter the Unit number, press tab and enter the street address, press tab – state will automatically populate with California, press tab and use the drop down button to the right of the **city/town** field to display a list of cities. Select city by clicking on it and then click on OK, press tab – a list of zip codes for the previously selected city will appear. Select correct zip by clicking on in a the click on OK. Press tab – Country will automatically populate to USA. Press tab, click on the drop down button to the right of the address type field. Select the type of address by clicking on it and then click on OK.

7. Click in the "From Date" to make it active. Enter a "from" date using the following format mm/yyyy.
8. Click on a blank line in the telephone section under type.
 - a. Using the drop down button to the right of the type field, select the type of phone number by clicking on it. Click on OK.
 - b. Enter Area Code, press tab and enter phone number. (dashes are not necessary).
 - c. Click on Save to finalize your entry.

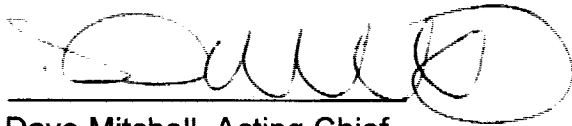
Questions concerning this Directive should be directed to the Juvenile Special Assistant at (562) 940-2583.



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