

# **Juvenile Services Tracking (JuST) User Guide External Agencies**

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# **Juvenile Services Tracking (JuST) User Guide External Agencies**

## **About JuST**

The Juvenile Services Tracking (JuST) system was created to supplement the statewide Juvenile Justice Information System (JJIS). It is designed to support assessment and treatment tracking for Juvenile Services Staff including: eliminating duplicate data entry for Counseling and Treatment Services staff and improving business processes by automating referrals and progress reports, and improving case-specific communication by making it easier to share information related to treatment episodes.

## **JuST Users**

JuST is designed to facilitate communication between the Multnomah County Juvenile Services Division (JSD) and the agencies JSD works with regarding youth assessments and treatment.

Internal Users are staff of Multnomah County Juvenile Services Division. This includes JCC's, Mental Health Consultants, and other JSD staff who participate in the assessment and treatment referral processes.

External users are clinicians and clinical supervisors at community agencies providing mental health and A&D assessments and services. External users process assessments, treatment intakes, progress reports and exits based on referrals from Juvenile Services Division.

## **User Roles**

User Roles will determine what screen comes up when JuST is first opened and what can be edited or changed. Clinical Supervisors will see all referrals made to their agency and are able to assign a case to a clinician as well as reassign the referral to another clinician. Clinicians will see all youth assigned to them by a Clinical Supervisor for assessment or treatment services. The clinician is able to conduct an intake, make progress reports and create an exit document when the assessment or treatment has been completed.

Throughout the referral, assessment and treatment processes there are options for Clinicians and Clinical Supervisors to edit the status of a referral. Clinical Supervisors are able to place referrals into various statuses such as pending, withdrawn, waitlisted or rejected. Clinicians are also able to edit the status of referrals.

## **General System Navigation**

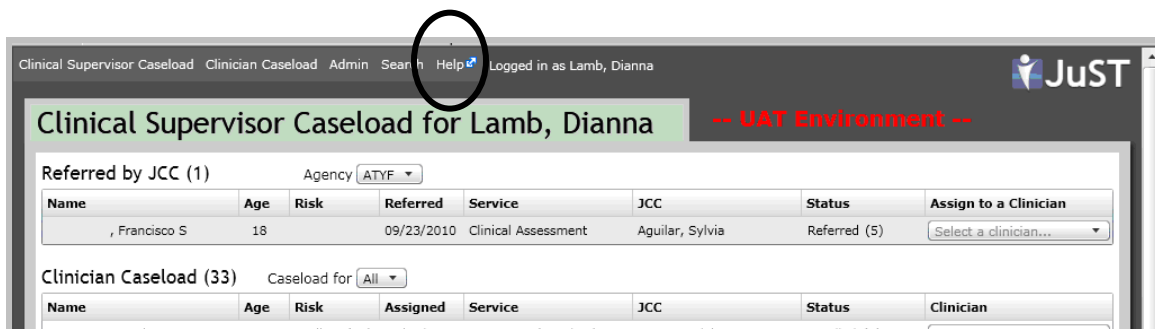
Accessing JuST requires clicking on an icon on your desktop or by going to your browser and entering <https://www3.multco.us/JuST/>.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

You will be prompted to enter your **User Name** and **Password**. Closing the browser window (by clicking the X in the upper right-hand corner) will log you off. **Note: Passwords are required to consist of 8 or more characters using a combination of lowercase and uppercase letters, numbers, and symbols.**

When JuST is accessed, most users will see their caseload screen. If you have more than one role (e.g. Clinical Supervisor and Clinician) you will see all roles that apply to you. The **Help** feature, which is located at the top of the screen, is a link to the JuST Web site which contains user agreements (Forms), frequently asked questions (FAQ's) and JuST Procedures.



## JuST Data and JJIS Data

The Youth Information data on the JuST referral includes youth demographic information, risk level, adjudicated charges, school, and parent or guardian contact information from JJIS. The data in JuST is refreshed every night by pulling in current information from JJIS. If any changes or information is entered in JJIS, it will not be viewable until the following day. Information entered into the JuST system is immediately viewable.

## JCC Referral Process

JCC's will make the initial referral for either an assessment or treatment to the appropriate agency. The referral will contain basic youth information as noted above as well as family information, presenting concerns and any additional information that the JCC enters. The initial referral as well as subsequent Intakes, Progress Notes and Exits from all providers will be viewable to the JCC in the **Treatment History** section located on the left side of the youth's referral. The JCC will also receive an email for any action on a Treatment or an Assessment referral.

## Clinical Supervisor Caseload

When Clinical Supervisors log in, they will see all referrals that have been submitted to their agency and are pending assignment to a clinician on the top of the screen. This is labeled **Referred by JCC**. The referrals that have been assigned to a clinician are viewable on the bottom half of the screen. This is labeled **Clinician Caseload**.

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## External Agencies

Clinical Supervisor Caseload Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**Clinical Supervisor Caseload for Lamb, Dianna** -- UAT Environment --

Referred by JCC (4) Agency: Cascadia

Name	Age	Risk	Referred	Service	JCC	Status	Assign to a Clinician
, Landon David	17		09/02/2010	Clinical Assessment	Mahoney, Susan	Referred (26)	Select a clinician...
, Salvador	16	Medium (12)	08/18/2010	Clinical Assessment	Hinzmann, Cheryl	Referred (41)	Select a clinician...
, Devin McKenzie	17	Medium (21)	09/02/2010	Treatment (A&D)	Fletcher, Barbara	Referred (26)	Select a clinician...
, Michael Justin	18	Medium (9)	06/25/2010	Treatment (A&D)	VanWechel, Steven	Referred (95)	Select a clinician...

Clinician Caseload (6) Caseload for: All

Name	Age	Risk	Assigned	Service	JCC	Status	Clinician
, Christopher Deon	15	High (15)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Seegers, Andre Wessel
, Jacob Aaron	18	High (19)	09/27/2010	Treatment (MH)	Willhite, Wil	Assigned (1)	Seegers, Andre Wessel
, Devin Ray	16	High (18)	09/27/2010	Treatment (A&D)	N/A	Enrolled (92)	Seegers, Andre Wessel
, Francisco S	18		09/27/2010	Treatment (A&D)	Aguilar, Sylvia	Assigned (1)	Seegers, Andre Wessel
, Tristen Robert	18	High (16)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Seegers, Andre Wessel
, Josefina Jasmine	14	Medium (10)	09/27/2010	Treatment (A&D)	Goodman, Sheryl	Assigned (1)	Seegers, Andre Wessel

### Viewing a Referral

To view a referral, highlight the youth's name and click. The screen will default to the **View Referral Document** that contains the **Treatment History** and **Youth Information** tabs.

External providers will only be able to see the referral and treatment history specific to their agency. The referral can also be printed from this screen.

JCC Caseload Clinical Supervisor Caseload Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**, Landon David** -- UAT Environment --

Probation End Date: N/A Risk Level: N/A Age: 17 Gender: M JCC: Mahoney, Susan

Treatment History Youth Information

Create A New Referral

Clinical Assessment  
10/04/2010 Exit

Cascadia  
Booth, Anna

Assessment Referral 09/02/2010  
Intake 10/04/2010  
Exit 10/04/2010

**View Referral Document** Print

**Referral Information**

Referral Type: Assessment  
Referral Status: Exit  
Referral Date: 09/02/2010  
Receiving Agency: Cascadia  
Authorized to Exchange and Disclose Health Information: Yes  
Service Class: Clinical Assessment

**Assigned Workers**

Referring Worker: Mahoney, Susan  
OYA Worker:  
DHS Worker: Name, Phone, Email

On this screen the clinical supervisor has the ability to change the status of the referral to **Pending**, **Withdrawn**, **Rejected**, or **Waitlisted** (waitlisted for treatment referrals only). If a status has changed, click on **Save Status** or click on **Cancel** if no change is needed. See Appendix A on page 18 for status change reasons.

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## External Agencies

Upon reviewing the referral and determining that the status does not need to change click on **Clinical Supervisor Caseload** on the top of the screen to get back to the Caseload screen to assign the case.

Throughout JuST, a blue circle with a lower case “i” inside of it provides the contact information of the JCC, OYA worker and Clinician. When you scroll the cursor over the blue circle, a box will pop up containing the contact information.

### Assigning a clinician:

The clinical supervisor can select the clinician from the names in the drop down list under **Assign to a Clinician**.

Name	Age	Risk	Referred	Service	JCC	Status	Assign to a Clinician
, Jeremy A	13	High (3)	05/26/2010	Clinical Assessment	Fritz, Larry	Referred (0)	Select a clinician...

Name	Age	Risk	Assigned	Service	JCC	Status
, Gerardo Vergera	17	Medium (9)	05/24/2010	Treatment (A&D)	Goodman, Sheryl	Assigned (2)
, Trent Conner	15	High (4)	05/19/2010	Clinical Assessment	Willhite, Wil	Assigned (7)

A dialogue box will come up confirming the assignment of the youth to that clinician.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

When the supervisor clicks **Assign**, the youth will appear in the bottom half of the screen showing that it is assigned to the current clinician.

If a clinician has been assigned to a youth and the supervisor wants to reassign the youth to a different clinician – the supervisor can select a clinician's name from the drop-down list and change it to the new clinician.

**Clinical Supervisor Caseload for Lamb, Dianna** -- UAT Environment --

Referred by JCC (4) Agency: Cascadia

Name	Age	Risk	Referred	Service	JCC	Status	Assign to a Clinician
, Landon David	17		09/02/2010	Clinical Assessment	Mahoney, Susan	Referred (26)	Select a clinician...
, Salvador	16	Medium (12)	08/18/2010	Clinical Assessment	Hinzmann, Cheryl	Referred (41)	Select a clinician...
, Devin McKenzie	17	Medium (21)	09/02/2010	Treatment (A&D)	Fletcher, Barbara	Referred (26)	Select a clinician...
, Michael Justin	18	Medium (9)	06/25/2010	Treatment (A&D)	VanWechel, Steven	Referred (95)	Select a clinician...

Clinician Caseload (6) Caseload for: All

Name	Age	Risk	Assigned	Service	JCC	Status	Clinician
, Christopher Deon	15	High (15)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Seegers, Andre Wessel
, Jacob Aaron	18	High (19)	09/27/2010	Treatment (MH)	Willhite, Wil	Assigned (1)	Booth, Anna
, Devin Ray	16	High (18)	09/27/2010	Treatment (A&D)	N/A	Enrolled (92)	Caylor, Geoff
, Francisco S	18		09/27/2010	Treatment (A&D)	Aguilar, Sylvia	Assigned (1)	Chicas, Lindzee
, Tristen Robert	18	High (16)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Coxeff, Valante
, Josefina Jasmine	14	Medium (10)	09/27/2010	Treatment (A&D)	Goodman, Sheryl	Assigned (1)	Dickau, Athena

Available Clinicians (from dropdown): Seegers, Andre Wessel, Booth, Anna, Caylor, Geoff, Chicas, Lindzee, Coxeff, Valante, Dickau, Athena, Garner, Pat, Hirt, Paige, Macy, Becky, Matson, Nathalie, Niemitz O'Rourke, Elizabeth, Seegers, Andre Wessel.

A dialogue box will come up confirming the reassignment of the referral from the original clinician to the new clinician. If the supervisor clicks **Reassign**, the new clinician will now be assigned and that youth will show up on their caseload screen.

### Filtering Clinician Caseload view

The clinical supervisor can filter to view individual clinician caseloads. The clinician caseload screen will default to viewing ALL the clinicians. If the clinical supervisor wants to view the caseload for a specific clinician only, click on the **"Caseload for"** drop down and click on the clinician's name.

**Clinical Supervisor Caseload for Lamb, Dianna** -- UAT Environment --

Referred by JCC (4) Agency: Cascadia

Name	Age	Risk	Referred	Service	JCC	Status	Assign to a Clinician
, Landon David	17		09/02/2010	Clinical Assessment	Mahoney, Susan	Referred (26)	Select a clinician...
, Salvador	16	Medium (12)	08/18/2010	Clinical Assessment	Hinzmann, Cheryl	Referred (41)	Select a clinician...
, Devin McKenzie	17	Medium (21)	09/02/2010	Treatment (A&D)	Fletcher, Barbara	Referred (26)	Select a clinician...
, Michael Justin	18	Medium (9)	06/25/2010	Treatment (A&D)	VanWechel, Steven	Referred (95)	Select a clinician...

Clinician Caseload (6) Caseload for: All

Name	Age	Risk	Assigned	Service	JCC	Status	Clinician
, Christopher Deon	15	High (15)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Seegers, Andre Wessel
, Jacob Aaron	18	High (19)	09/27/2010	Treatment (MH)	Willhite, Wil	Assigned (1)	Seegers, Andre Wessel
, Devin Ray	16	High (18)	09/27/2010	Treatment (A&D)	N/A	Enrolled (92)	Seegers, Andre Wessel
, Francisco S	18		09/27/2010	Treatment (A&D)	Aguilar, Sylvia	Assigned (1)	Seegers, Andre Wessel
, Tristen Robert	18	High (16)	09/27/2010	Clinical Assessment	Hinzmann, Cheryl	Assigned (1)	Seegers, Andre Wessel
, Josefina Jasmine	14	Medium (10)	09/27/2010	Treatment (A&D)	Goodman, Sheryl	Assigned (1)	Seegers, Andre Wessel

Available Clinicians (from dropdown): All, Booth, Anna, Caylor, Geoff, Chicas, Lindzee, Coxeff, Valante, Dickau, Athena, Garner, Pat, Hirt, Paige, Macy, Becky, Matson, Nathalie, Niemitz O'Rourke, Elizabeth, Seegers, Andre Wessel.

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## External Agencies

### Clinician Caseload

When Clinicians log in, they will see all referrals that have been assigned to them by their clinical supervisor. The top half of the screen, labeled **Assign to clinician, awaiting intake**, will show referrals awaiting Intake. On the bottom half of the screen, labeled **“Clinician Caseload”**, clinicians will see all referrals in which they have completed an Intake. To view a referral, highlight the youth’s name and click. Clinicians will also see the number of days a youth has been in each **Status** (e.g., pending, assigned, enrolled, etc.) in parenthesis.

JCC Caseload Clinical Supervisor Caseload Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**Clinician Caseload for Booth, Anna** -- UAT Environment --

Agency: Cascadia Caseload for: Booth, Anna

Assigned to clinician, awaiting intake (2)

Name	Age	Risk	Assigned	Service	JCC	Status
, Devin McKenzie	17	Medium (21)	09/30/2010	Treatment (A&D)	Fletcher, Barbara	Assigned (0)
, Landon David	17		09/29/2010	Treatment (A&D)	Mahoney, Susan	Assigned (1)

Clinician Caseload (3)

Name	Age	Risk	Enrolled	Service	JCC	Status
, Jacob Aaron	18	High (19)	09/30/2010	Treatment (MH)	Willhite, Wil	Enrolled (0)
, Christopher Deon	15	High (15)	09/30/2010	Clinical Assessment	Hinzmann, Cheryl	Enrolled (0)
, Kyle Lee	17	High (16)	09/30/2010	Clinical Assessment	Johnson, Karl	Enrolled (0)

### Assessment & Treatment Referral Process

The process and caseload screen is different for Assessment and Treatment referrals. On Assessment referrals the clinician will complete an Intake and Exit. On Treatment referrals the clinician will complete an Intake, Progress Report, and Exit.

### Assessment Referrals

#### Intake Process

In the clinician caseload, the top half of the screen includes all youth awaiting an Intake. The clinician clicks on the youth’s name to open the referral document. From the referral document, click on the **Intake** button at the top right side of the document and it will open the **Add Intake Document**.

JCC Caseload Clinical Supervisor Caseload Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**, Kyle Lee** -- UAT Environment --

Probation End Date: 08/13/2011 Risk Level: High (16) Age: 17 Gender: M JCC: Johnson, Karl

Treatment History Youth Information

Create A New Referral

Clinical Assessment 09/30/2010 Assigned

View Referral Document

Intake Change Status Print Edit

Referral Information

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

The Intake date will default to today's date however the clinician has the ability to back date the document if necessary in the **Intake Information** section. The clinician completes any **Intake Notes** and clicks the **Submit Intake** button on the bottom right of the screen.

**, Kyle Lee** -- UAT Environment --

Probation End Date: 08/13/2011 Risk Level: High (16) Age: 17 Gender: M JCC: Johnson, Karl

Treatment History Youth Information

Create A New Referral

**Add Intake Document**

**Referral Information**

Referral Type: Assessment  
Referral Date: 09/30/2010  
Receiving Agency: Cascadia  
Service Class: Clinical Assessment

**Intake Information**

Intake Date (Date of first contact): 09/30/2010  
Service Class: Clinical Assessment

**Assigned Workers**

Referring Worker: Lamb, Dianna  
Clinician: Booth, Anna

**Intake Notes**

Cancel Submit Intake

### Referral Status Change

When a referral has been assigned to a clinician, but has not had an intake completed, a change of status can be made when necessary. On this screen the clinician has the ability to change the status of the referral to **Pending**, **Closed** or **Withdrawn**. If a status has changed, click on **Save Status** or click on **Cancel** if no change is needed. For status change reasons, see Appendices on pages 18-21. Click on **Clinician Caseload** on the top of the screen to get back to the caseload screen.

JCC Caseload Clinical Supervisor Case Load Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**, Kyle Lee** -- UAT Environment --

Probation End Date: 08/13/2011 Risk Level: High (16) Age: 17 Gender: M JCC: Johnson, Karl

Treatment History Youth Information

Create A New Referral

**View Referral Document** Intake Change Status Print Edit

**Referral Information**

Referral Type: Assessment



# Juvenile Services Tracking (JuST) User Guide

## External Agencies

### Exit Process

The clinician caseload (in the bottom half of the screen) will show all youth for whom the clinician has completed an intake. To enter an exit document when an assessment has been completed click on the **Exit** button to the right of the youth's status. This will open up the **Add Assessment Exit Document**.

Name	Age	Risk	Assigned	Service	JCC	Status
, Devin McKenzie	17	Medium (21)	09/30/2010	Treatment (A&D)	Fletcher, Barbara	Assigned (0)
, Landon David	17		09/29/2010	Treatment (A&D)	Mahoney, Susan	Assigned (1)

Name	Age	Risk	Enrolled	Service	JCC	Status	Exit
, Jacob Aaron	18	High (19)	09/30/2010	Treatment (MH)	Willhite, Wil	Enrolled (0)	Progress Report Exit
, Christopher Deon	15	High (15)	09/30/2010	Clinical Assessment	Hinzmann, Cheryl	Enrolled (0)	Exit
, Kyle Lee	17	High (16)	09/30/2010	Clinical Assessment	Johnson, Karl	Enrolled (0)	Exit

The assessment exit document will default to today's date however the clinician has the ability to back date the document if necessary.

The clinician will enter the diagnosis for Axis I and Axis II by either entering the code or clicking on the blue magnifying glass. **R/O** (Rule Out) can also be selected. Clicking on the blue magnifying glass will open the **Diagnosis Selector**. It will default to **No Diagnosis or Condition on Axis I**.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

The screenshot shows the JuST system interface for Christopher Deon. The top navigation bar includes the user name, environment (UAT), and a home link. The main content area is divided into two tabs: Treatment History and Youth Information. The Youth Information tab is active, showing a table with clinical assessment details. The 'Add Assessment Exit Document' form is displayed, featuring sections for Exit Information, Assessment Complete Date, and Diagnosis At Discharge. The Diagnosis At Discharge section includes two sub-sections: Axis I: Clinical Disorders/Focal Conditions and Axis II: Personality Disorders. Each sub-section has a table with columns for Code, Diagnosis, and Comment. A circled 'OK' button is located at the bottom right of the Axis I section.

Use the drop down arrow to enter a different diagnosis if appropriate then click **OK** on the bottom right side of the box.

The screenshot shows the DSM Diagnosis Edit dialog box. The top section is the Diagnosis Selector, which includes five dropdown menus: Category 1 (Additional Codes - Axis I), Category 2 (No Diagnosis or Condition on Axis I), Category 3, Category 4, and Specifier. Below these is the DSM Code: V71.09. The bottom section is the Diagnosis Comments, which is a large text area. At the bottom of the dialog box are two buttons: Cancel and OK. The OK button is circled.

Narrative information must be documented in the Axis III and IV sections.

The screenshot shows the JuST system interface with two sections: Axis III: General Medical Conditions and Axis IV: Psychosocial and Environmental. Each section has a large text area for documentation.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

Choose the appropriate Axis V GAF or CGAS rating including the score. Enter additional notes in the **Exit Notes** section.

The screenshot shows a form titled "Axis V: Average Clinical Functional Assessment Ratings". It has two radio buttons: "GAF" and "CGAS", each followed by a text input field. Below this is a section titled "Exit Notes" with a large text area. At the bottom left is a checkbox labeled "Further Treatment Recommended". At the bottom right are two buttons: "Cancel" and "Submit Exit".

If further assessment or treatment is not recommended, click on **Submit Exit**. If further assessment or treatment is recommended, check the **Further Treatment Recommended** box and an additional section will open.

The screenshot shows the "Further Treatment Recommended" section of the form. The checkbox "Further Treatment Recommended" is checked. Below it is a section titled "Further Treatment Recommended" with three fields: "Referral Type" with radio buttons for "Assessment" (selected) and "Treatment"; "Service Class" with a dropdown menu; and "Recommended Agency" with a dropdown menu. At the bottom right are "Cancel" and "Submit Exit" buttons.

If clinicians recommend further assessment or treatment, they must choose the type of assessment and level of treatment recommended.

1. If recommending **further assessment**, click on the **Service Class** drop down and choose from Clinical or Fire assessment. You may choose a **Recommended Agency** from the drop down list or leave it blank. Only agencies offering that service will appear. This is only a recommendation; the JCC will make the final agency decision.

This screenshot is similar to the previous one, but the "Service Class" dropdown menu is open, showing three options: "Clinical Assessment", "Fire Assessment", and "Gun Assessment". The "Recommended Agency" dropdown is also visible, showing a list of agencies. The "Cancel" and "Submit Exit" buttons are at the bottom right.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

2. If recommending **further treatment**, choose the appropriate treatment and level of care from the **Service Class** section. You may also choose an agency from the **Recommended Agency** drop down list or leave it blank. Only agencies offering that service will appear. Again, this is only a recommendation; the JCC will make the final agency decision.

☒ Further Treatment Recommended

**Further Treatment Recommended**

**Referral Type** ☐ Assessment ☒ Treatment

**Service Class** ☐ Alcohol and Drug - ASAM ☐ Mental Health - CASII

**Level of Care**

**Level of Care**

**Recommended Agency**

In both scenarios, click the **Submit Exit** button when the document is completed. This will bring you to the **View Assessment Exit Document** where you can edit or create a linked referral. If you don't need to do anything further with the document, click on **Clinician Caseload** at the top of the screen to get back to your caseload.

Caseload Clinical Supervisor Caseload Clinician Caseload Admin Search Help Logged in as Lamb, Dianna

**Da'Shaylia Denise** -- UAT Environment --

Probation End Date: 06/23/2011 Risk Level: High (22) Age: 18 Gender: F JCC: Johnson, Karl

**Treatment History** **Youth Information**

**Clinical Assessment**  
10/01/2010 Exit

**Cascadia**  
Booth, Anna

Assessment Referral 10/01/2010  
Intake 10/01/2010  
Exit 10/01/2010

**View Assessment Exit Document**

**Exit Information**

**Clinician** Booth, Anna  
**Assessment Complete Date** 10/01/2010

**Diagnosis At Discharge**

**Axis I: Clinical Disorders/Focal Conditions**

Code	Diagnosis	Comment
V71.09	No Diagnosis or Condition on Axis I	

**Axis II: Personality Disorders**

Code	Diagnosis	Comment
V71.09	No Diagnosis on Axis II	

**Axis III: General Medical Conditions**

Code	Diagnosis	Comment

## Linked Referrals

If further treatment is recommended **within your own agency**, click on the **Create Linked Referral** button at the top right of the **View Assessment Exit Document**.

An **Add New Referral Document** will open. It will copy the information from the original referral created by the JCC except for the current living situation and presenting concerns which will need to be completed by the clinician creating the linked referral.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

The screenshot shows the JuST External Agencies User Guide interface. At the top, there is a navigation bar with links: JCC Caseload, Clinical Supervisor Caseload, Clinician Caseload, Admin, Search, Help, and a login status: Logged in as Lamb, Dianna. Below this, a header bar displays the user's name, Alexander Thomas, and the environment: -- UAT Environment --. A sub-header bar shows Probation End Date: 01/31/2009, Risk Level: Low (1), Age: 16, Gender: M, and JCC: Hampshire, Sally. The main content area is divided into two tabs: Treatment History and Youth Information. The Youth Information tab is active, showing a table with columns for Clinical Assessment, Intake, and Exit. The table contains one row for Anna Booth, with dates 10/01/2010 for Intake and Exit. To the right of the table is a 'Create A New Referral' button. Below the table is a 'Referral Information' section with fields for Referral Type (Assessment or Treatment), Referral Date (10/01/2010), Service Class (Clinical Assessment), and Receiving Agency (Cascadia). Below this is an 'Assigned Workers' section with a Referring Worker dropdown (Lamb, Dianna) and fields for OYA Worker, DHS Worker, First Name, Last Name, Phone, ext, and Email.

The **Disclosure** check box is a reminder that all appropriate releases of information must be signed by the youth or their guardian. You will not be able to submit the referral unless this box is checked.

The screenshot shows the 'Disclosure' section of the JuST External Agencies User Guide interface. It features a checkbox labeled 'Authorized to Exchange and Disclose Health Information'. Below the checkbox are three buttons: Cancel, Save as draft, and Submit Referral. The Submit Referral button is circled in red.

Click on **Submit Referral** to submit the referral to your agency. The referral will then show up on the clinical supervisor's caseload to assign to a treatment clinician. Once the clinical supervisor assigns the case to a clinician for treatment, it will appear on the clinician's caseload. Click on **Clinician Caseload** at the top of the screen to get back to your caseload.

### Treatment Referral Process

#### **Intake Process**

The Intake and Exit process for Treatment referrals is the same as the Assessment referrals. Please follow the steps outlined in pages 7 through 9.

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

### Progress Report

Progress reports will be submitted for every 30 days the youth is enrolled in treatment. To create a progress report, click on the **Progress Report** button to the right of the youth's status.

Clinician Caseload (2)						
Name	Age	Risk	Enrolled	Service	JCC	Status
, Jacob Aaron	18	High (19)	09/30/2010	Treatment (MH)	Willhite, Wil	Enrolled (0) <b>Progress Report</b> Exit
, Kyle Lee	17	High (16)	09/30/2010	Clinical Assessment	Johnson, Karl	Enrolled (0) <b>Progress Report</b> Exit

This opens up to a draft of the **New Progress Report** document.

, Jacob Aaron

-- UAT Environment --

Probation End Date: 05/12/2011

Risk Level: High (19)

Age: 18

Gender: M

JCC: Willhite, Wil

Treatment History

Youth Information

Create A New Referral

Clinical Assessment

07/06/2010

Exit

Intensive Outpatient (MH)

07/30/2010

Exit

Outpatient (MH)

09/30/2010

Enrolled

Cascadia

Booth, Anna

Treatment Referral

07/20/2010

Intake

09/30/2010

New Progress Report

Draft

Progress Information

Progress Start Date

09/30/2010

Progress End Date

10/30/2010

xx

The progress report copies data from the previous progress report if there is one. The **Progress Start Date** will default to the treatment Intake date or the end date of the last progress report submitted. The **Progress End Date** will default to 30 days from the start date.

The progress report is broken into 4 categories: Individual, Group, Family Counseling and Drug/Alcohol Screens. There is also a **Progress Notes** section at the bottom of the page.

Outpatient (MH)

09/30/2010

Enrolled

Cascadia

Booth, Anna

Treatment Referral

07/20/2010

Intake

09/30/2010

Individual Counseling

☐ Individual Counseling not applicable

Individual Sessions Attended

Individual Sessions Missed

Individual Progress

☐ Regressing
 ☐ Stable
 ☐ Progressing

Comments regarding Individual Counseling

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

	<b>Group Counseling</b>
	<input type="checkbox"/> Group Counseling not applicable
	Group Sessions Attended <input type="text"/> Group Sessions Missed <input type="text"/>
	Individual Progress <input type="radio"/> Regressing <input type="radio"/> Stable <input type="radio"/> Progressing
	Comments regarding Group Counseling <input type="text"/>

	<b>Family Counseling</b>
	<input type="checkbox"/> Family Counseling not applicable
	Family Sessions Attended <input type="text"/> Family Sessions Missed <input type="text"/>
	Individual Progress <input type="radio"/> Regressing <input type="radio"/> Stable <input type="radio"/> Progressing
	Family Involvement <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
Comments regarding Family Counseling <input type="text"/>	

	<b>Drug/Alcohol Screens (urine or saliva)</b>
	<input type="checkbox"/> Screens are not applicable
	Total number of Screens administered during the above period <input type="text"/>
	Total number of CLEAN Screens during the above period <input type="text"/>
	Comments regarding Screens <input type="text"/>

	<b>Progress Notes</b>
	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input type="button" value="Submit Progress Report"/>

# Juvenile Services Tracking (JuST) User Guide

## External Agencies

If any category is not applicable to the youth's current treatment progress, the clinician can click on the **not applicable** box at the top of each category and then move to the next category. Enter any progress notes and click on **Submit Progress Report** or you may save this as a draft.

Once the Progress Report has been submitted, the document is editable until the next progress report is submitted. If any changes are made to the document after 48 hours, the JCC must be notified via email or phone.

### Exit Process

To complete an exit document on a youth who has completed treatment click on the **Exit** button to the right of the youth's status.

Clinician Caseload (2)							
Name	Age	Risk	Enrolled	Service	JCC	Status	
, Jacob Aaron	18	High (19)	09/30/2010	Treatment (MH)	Willhite, Wil	Enrolled (0)	<input type="button" value="Progress Report"/> <input type="button" value="Exit"/>
, Kyle Lee	17	High (16)	09/30/2010	Clinical Assessment	Johnson, Karl	Enrolled (0)	<input type="button" value="Exit"/>

This will open up the **Add Treatment Exit Document**.

Jacob Aaron

-- UAT Environment --

Probation End Date: 05/12/2011 Risk Level: High (19) Age: 18 Gender: M JCC: Willhite, Wil

Treatment History

Youth Information

Create A New Referral

Clinical Assessment

07/06/2010 Exit

Intensive Outpatient (MH) Parent

07/30/2010 Exit

Outpatient (MH)

09/30/2010 Enrolled

Cascadia

Booth, Anna

Add Treatment Exit Document

Exit Information

Clinician Booth, Anna

Discharge Date 9/30/2010

CPMS Reason For Discharge

Was Treatment Provided? Yes No

Current Living Situation

The discharge date will default to today's date but can be changed. The clinician must choose an appropriate **CPMS Reason for Discharge** from the drop down selection. If treatment was not provided click **NO** then enter appropriate exit notes and click on **Submit Exit**.

Exit Notes

☐ Further Treatment Recommended



# Juvenile Services Tracking (JuST) User Guide

## External Agencies

If treatment was provided the clinician must answer the **Programmatic Outcomes Review** questions and enter the number of Goals and Goals completed for youth. **Diagnosis at Discharge** also must be to be completed. Please follow the steps outlined in pages 9-12.

Clinical Assessment  
07/06/2010 Exit

Intensive Outpatient (MH) Parent  
07/30/2010 Exit

Outpatient (MH) Enrolled  
09/30/2010

Cascadia  
Booth, Anna

Treatment Referral 07/20/2010  
Intake 09/30/2010

**Exit Information**

Clinician Booth, Anna  
Discharge Date 9/30/2010 [X]

CPMS Reason For Discharge [v]

Was Treatment Provided? ☒ Yes ☐ No

Current Living Situation [v]

**Programmatic Outcomes Review (please respond to each of the following items):**

Youth has shown improvement in problem solving, self management, anger management and/or coping skills. ☐ Yes ☐ No

Youth has reduced anti-social cognition, can identify risky thinking and feelings. ☐ Yes ☐ No

Youth has reduced association with criminals and/or enhanced pro-social contacts. ☐ Yes ☐ No

Youth has reduced conflict, built positive relationships and improved communication. ☐ Yes ☐ No

Caregivers have enhanced monitoring/supervision. ☐ Yes ☐ No

Youth has reduced usage or is not using alcohol or other substances. ☐ Yes ☐ No

Youth has made academic progress and/or improved attendance. ☐ Yes ☐ No

Youth has increased employment readiness. ☐ Yes ☐ No

Youth has enhanced involvement in pro-social activities. ☐ Yes ☐ No

Youth has not been arrested since the beginning of treatment, for an offense committed during treatment. ☐ Yes ☐ No

Total Number of Goals 0

Number of Goals Completed 0

If further assessment or treatment is recommended, check the **Further Treatment Recommended** box and an additional section will open. The steps for recommending further assessment and further treatment are the same as outlined on pages 11 and 12.

### Linked Referrals

If further treatment is occurring **within your own agency**, click on the **Create Linked Referral** button at top right of the **View Treatment Exit Document**.

Probation End Date: 05/12/2011 Risk Level: High (19) Age: 18 Gender: M JCC: Willhite, Wil

Treatment History Youth Information

Create A New Referral

**View Treatment Exit Document** Create Linked Referral Edit

**Exit Information**

Clinician Booth, Anna  
Discharge Date 09/30/2010

The steps to creating a linked referral are the same as outlined on pages 12 and 13.

**Restricted JJIS Notebooks:** If you receive a notice in JuST that the JJIS notebook is restricted on a referral that you receive, please contact the JCC.

# **Juvenile Services Tracking (JuST) User Guide External Agencies**

## **Appendix A**

### **Status Change Reasons:**

#### **CLOSED**

- Attempts to engage Youth unsuccessful
- Youth no longer appropriate for services at this agency
- Youth accepted into another program
- Other-explanation must be entered

#### **PENDING**

- Awaiting adjudication of new charges
- Attorney will not consent to assessment pre-adjudication
- Awaiting disposition
- Case needs to be screened for eligibility
- More information needed
- Other-explanation must be entered

#### **REJECTED**

- Youth not appropriate for services at this agency
- Other-explanation must be entered

#### **WAITLISTED**

- Requested Clinician has full caseload
- Treatment program currently full
- Other-explanation must be entered

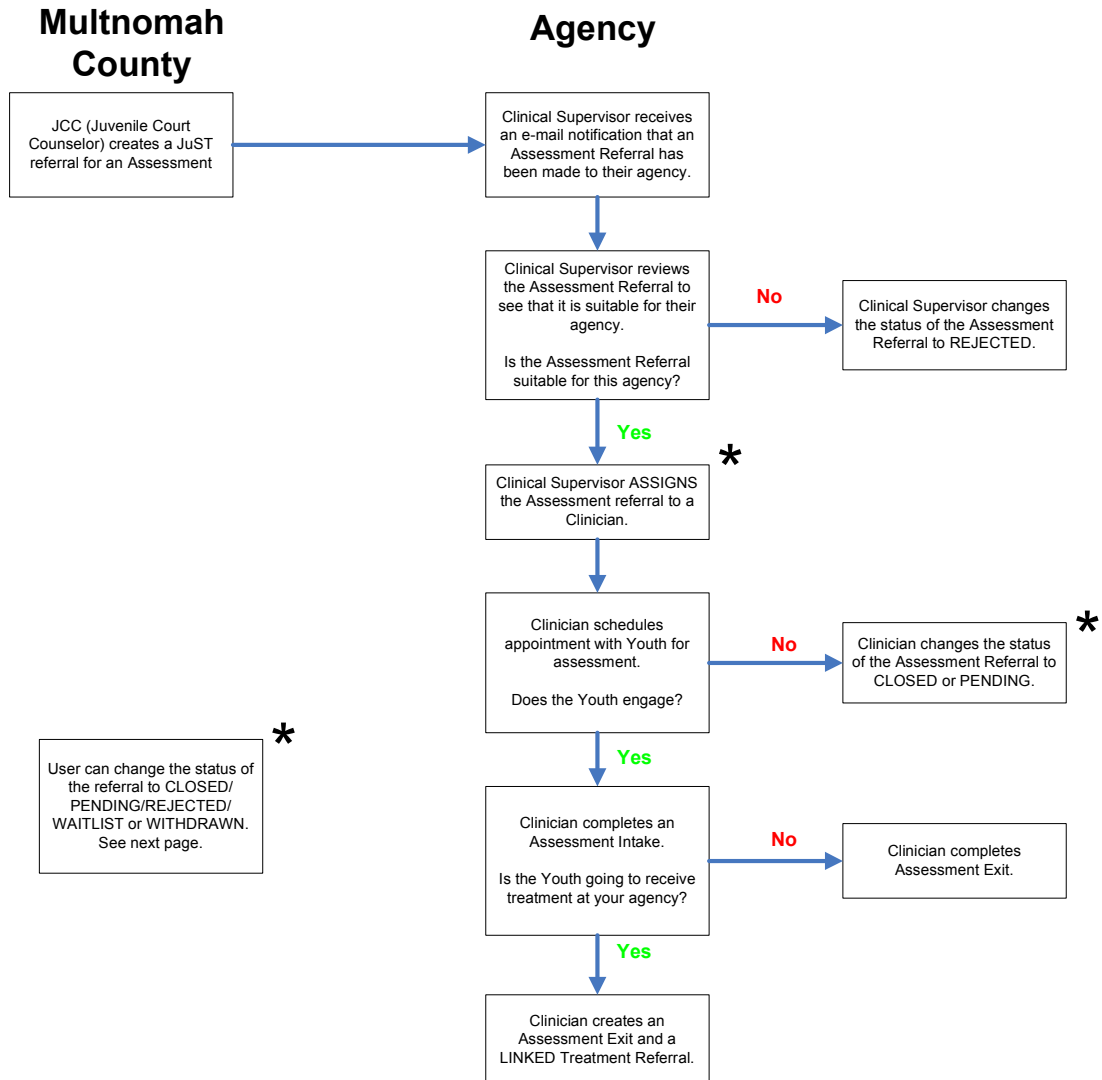
#### **WITHDRAWN**

- Referral source has decided the referral is no longer appropriate
- Referral error, referral to be deleted
- Other-explanation must be entered

# Juvenile Services Tracking (JuST) User Guide External Agencies

## Appendix B

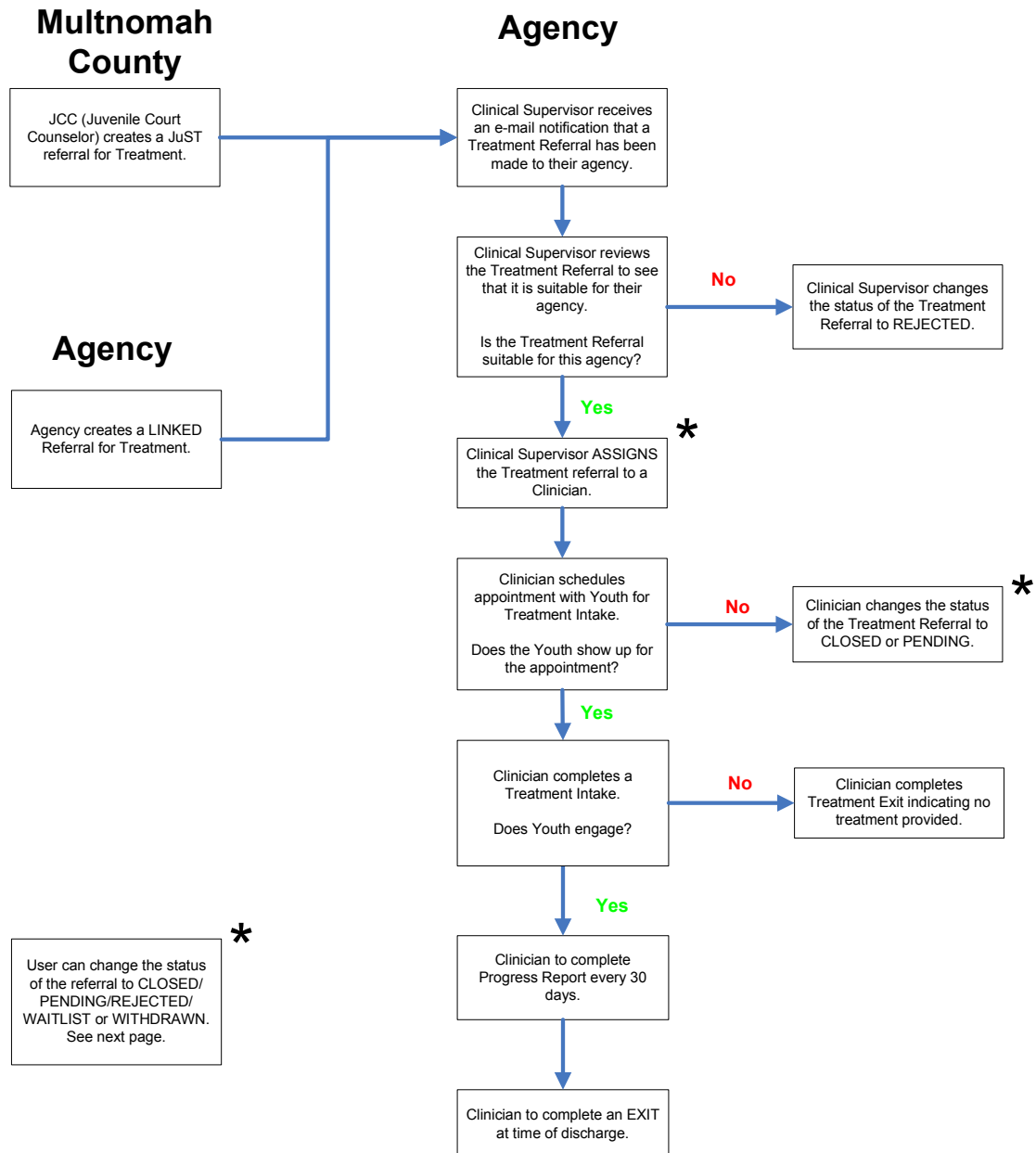
### JuST Assessment Referral Process



# Juvenile Services Tracking (JuST) User Guide External Agencies

## Appendix C

### JuST Treatment Referral Process



# Juvenile Services Tracking (JuST) User Guide External Agencies

## Appendix D

### JuST Status Values:

**INCOMPLETE**

**PENDING**

**REFERRED**

**ASSIGNED**

**ENROLLED**



**CLOSED**



**WITHDRAWN**



**REJECTED**



**EXIT**

# Juvenile Services Tracking (JuST) User Guide External Agencies

## **Additional Information**

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The JuST URL is: <https://www3.multco.us/JuST/>

Passwords are required to consist of 8 or more characters using a combination of lowercase and uppercase letters, numbers, and symbols.

For questions or problems with JuST contact:

Debbie Sweet: 503-988-5279 or [debbie.l.sweet@multco.us](mailto:debbie.l.sweet@multco.us)

BAT Team @ [justsupport@multco.us](mailto:justsupport@multco.us)