

### **JDDRS Training Script Module 3: Adding a new Juvenile**

To add a new Juvenile, in the Search window click on the “Add new Juvenile” button. This will take you to a JDDRS Demographics window. Fill out the window and click on the “Create Juvenile” button in the top right corner of the window. If one or more required fields were not completed, a “Validation Error” message will appear identifying the missing information. Close the Validation Error message and fill out any fields highlighted in red and click “Create Juvenile” again. You can use drop downs or start typing in the field to shorten the drop down list. Tab out of the field to save your choice and move to the next field. When all required fields are completed, click the “Create Juvenile” button again to save the updates.

A successful save will take you to the youth’s Profile page. There will be a note below the youth’s name that should tell you the youth is active in the current facility. Just below and to the right are three buttons. The Edit button will take you back to the page with the youth’s contact and demographic information. To review the demographic information and return to the Profile page, click on the blue hyper-link of the “Current Juvenile” name at the top left of the form. If you have made changes, you must click on the “Update Juvenile” button to save the changes. The Delete Button will delete the **youth** from JDDRS. The Make Inactive button should only be used to make a youth inactive **after** clicking the “Movements Records” button and confirming the youth is not currently showing in custody of your facility. If the youth is currently admitted to the facility, use movements to either transfer the youth to another facility or to release them (Reference training modules 8 & 9). Inactivating a youth currently active in your facility will leave them in limbo. To continue training, if you are law enforcement or juvenile probation, select training module 4: Completing an automated Detention Risk Assessment Instrument

(DRAI). If you are detention personnel select training modules 5a, 5b, or 5c related to creating detention intakes.