

## **JDDRS Training Script: 2 Searching JDDRS for a Juvenile**

You can search the system based on the juvenile's last name, first name, and date of birth. The more information entered, the faster the search.

Scope allows you to search in the current facility, all your facilities (if you are reporting for more than one facility), or any secure facility in the state. Including inactive will search all youth known to JDDRS *and* the Juvenile Courts Assessment and Tracking System (JCATS). Clicking "Remember This" will make the selected search your default. I recommend that your default search include any facility and inactive as it is the widest search. If want to search just your facility for any youth, you can still do so, it just won't be the default.

For a list of youth currently active in the current facility, set scope to current facility, deselect "Include inactive" and click on the "Search" button. If the scope is "any facility" or the "Include inactive" is selected you must include a search perimeter.

If the youth is not known to the system you will receive the message "No results found" and a new button entitled "Add new Juvenile" will appear to the right of the "Search" button. To try this type your name and a birthdate under age 18 into the search engine. Then follow the instructions in training module 3, Adding a youth new to JDDRS.

To search for a youth known to the system, type the name of an individual that you know to be known to the system into the search engine (they must be under the age of 18) and click the Search Juveniles button. A list of youths that meet the search criteria will appear. Click on the appropriate youth's name. If you get a message that the youth does not yet exist in the system, do you want to import "youth's name" into the "facility's name"? It simply means that the youth

is known to the Juvenile Courts Assessment and Tracking System, but is unknown to the Juvenile Detention Data and Reporting System. Simply click “OK”. Then follow the instructions in training module 4 to complete a Detention Risk Assessment Instrument (DRAI) or training modules 5a, 5b, and 5c to complete a detention intake.