

POST BJPOT/BCST JPPS PERFORMANCE CHECKLIST

This checklist should be completed after the JPPS has completed BJPOT, but some items may be completed prior to BJPOT/BCST if time allows.

FTO= Initial when the process/policy has been explained, reviewed, and demonstrated to JPPS.

JPPS= Initial when you have reviewed the process/policy and feel that you have a good understanding.

FTO Observation= Signature once the JPPS has been observed successfully completing the skill set (when applicable).

Date= The date that the FTO observes the JPPS successfully completing the skill set. When this is not applicable, the date recorded should be the date that the JPPS initials as having understanding of the process/policy.

For Independent Court County--when an item does not apply, mark "N/A" in Comments

(Items do not have to be completed in any particular order.)

I. INTRODUCTION TO LOCAL OFFICIALS AND FACILITIES	FTO	JPPS	FTO OBSERVATION OF JPPS SUCCESSFULLY COMPLETING SKILL SET	DATE	COMMENTS
1. Review and become familiar with the names, responsibilities and location of local officials and court personnel (including Judges and Juvenile Prosecutor).			N/A		
2. Visit the RYDC(s) in your catchment area with introductions made to key staff such as Director and intake staff.			N/A		
3. Visit the local Law Enforcement agencies and Jail(s) with introductions made to key staff such as officers with Juvenile Crimes Unit.			N/A		
4. Visit the local courthouse with introductions made to key staff such as Juvenile Court Judge(s) and Juvenile Prosecutor.			N/A		
5. Observe a Juvenile Court session.			N/A		

6. Learn the location of the Juvenile Court clerk’s office and how/where dockets and other appropriate court records are kept. Understand how to properly access this information.			N/A		
7. Understand Court demeanor and local requirements and expectations of the Judge(s). (Juvenile Court Processes)			N/A		

II. INTAKE, DETENTION DECISION, AND PROCESSING OF JUVENILE COMPLAINT FORMS	FTO	JPPS	FTO OBSERVATION OF JPPS SUCCESSFULLY COMPLETING SKILL SET	DATE	COMMENTS
1. Demonstrate knowledge of local Juvenile Court procedures/ DJJ Policy for detaining youth. (Policy 20.11)					
2. Demonstrate an understanding of how/when to complete a DAI (demonstrate how to complete a DAI in JTS).					
3. Demonstrate an understanding of when to request a 4056/Apprehension Order and how to accurately enter/complete in JTS. (Policy 19.2)					
4. Become familiar with available Alternatives to Detention and how to access those services/programs.					
5. Become familiar with local Juvenile Court procedures and DJJ Policy regarding the processing of Juvenile Complaint Forms. (Policy 20.10)			N/A		
6. Become familiar with how to process juvenile complaint forms, handle intake cases, and conduct an intake meeting (including what forms should be completed).					
7. Demonstrate an understanding of when/how to complete a PDRA (including how to complete in JTS and generate the Structured Dispositional Matrix-SDM).					

III. SUPERVISION	FTO	JPPS	FTO OBSERVATION OF JPPS SUCCESSFULLY COMPLETING SKILL SET	DATE	COMMENTS
1. Understand the circumstances for when an Informal Adjustment may be appropriate and how to complete paperwork for these cases. (Policy 20.13)					
2. Become familiar with the supervision requirements and duties to the court for youth placed on probation (including youth placed on probation with a Probation Management Program special condition). (Policy 20.40 and 20.41)			N/A		
3. Demonstrate understanding of how to update the JTS Legal module.					
4. Demonstrate understanding of how/when to enter and generate Conditions of Supervision in JTS (not required if the Judge generates Conditions-those just need to be uploaded.)					
5. Demonstrate understanding of how to enter and update Placement information in JTS.					
6. Demonstrate understanding of how to enter, update, and close service information in JTS.					
7. Demonstrate understanding of how to complete and enter a Comprehensive Risk and Needs (JNA) assessment and Reassessment in JTS. (Policy 20.30)					
8. Demonstrate understanding of how to enter an accurate and complete Social Summary in JTS.					
9. Demonstrate understanding of how to complete, review, and update a Service Plan. (Policy 20.31)					

10. Demonstrate understanding of how to enter/manage Graduated Sanctions. (Policy 20.33)					
11. Become familiar with what is required to be completed prior to the screening committee meeting for a Committed youth. Put together a screening packet. (Policy 20.20)					
12. Become familiar with how to complete a Home Study Report (Policy 20.20)					
13. Become familiar with the process and procedures surrounding the placement of a Committed youth into a Residential Program and how to gather the required associated documents. (Policy 20.22 and 20.24)					
14. Become familiar with the process for applying for Medicaid for a Committed youth.					
15. Become familiar with extensions/requests for secure and non-secure detention. Demonstrate knowledge of when it is necessary to request an extension for secure and/or non-secure detention and demonstrate an understanding of how to accurately complete and submit a Request for Secure/Non-Secure Detention. (Policy 20.12)					
16. Become familiar with the preparation and approval process for the Revocation of a Committed youth and the time frames associated. (Policy 20.23 and 20.26)					
17. Demonstrate an understanding of how to accurately complete a Violation Report.					
18. Become familiar with the process for requesting the extension and termination of a Regular Commitment. (Policy 20.25)					

19. Become familiar with the requirements of supervising a youth with a Designated Felony Commitment (including how/when to complete Youth Status Reports). (Policy 20.35)					
20. Become familiar with the requirements regarding Superior Court Youth. (Policy 20.2)			N/A		
21. Become familiar with all supervision levels, their requirements, and each type of interaction. (Policy 20.32)			N/A		
22. Become familiar with the procedures for Drug Testing youth and how to document drug screens on the Request for Urine Screen Form, Testing Log, Tracking Sheet & JTS. (Policy 20.39)					
23. Become familiar with handling a Special Incident involving a youth under supervision and how to complete a Special Incident Report. (Policy 8.5)					
24. Become familiar with Child Abuse reporting requirements and how to report child abuse.					
25. Become familiar with the High Profile process. (Policy 20.8)			N/A		
26. Become familiar with the High Intensity Team Program. (Policy 20.37)			N/A		
27. Become familiar with the requirements regarding supervision of Sexually Abusive Youth. (Policy 20.36)			N/A		
28. Demonstrate an understanding of how to complete a Safety Plan and submit it for approval. (Policy 20.36)					
29. Become familiar with Electronic Monitoring Services and how to access those services. (Policy 20.38)			N/A		

IV. TRANSFERS	FTO	JPPS	FTO OBSERVATION OF JPPS SUCCESSFULLY COMPLETING SKILL SET	DATE	COMMENTS
1. Become familiar with the forms and procedures for the transfer of youth under supervision within the State. (Policy 5.2 and Divisional Operating Procedures for 5.2)					
2. Become familiar with the responsibilities of the sending officer and the receiving officer.			N/A		
3. Become familiar with the procedures and forms required for out-of-state transfers. (Policy 20.4)					
4. Become familiar with when and how to complete a Travel Permit. (Policy 20.4)					

V. COMMUNITY RESOURCES	FTO	JPPS	FTO OBSERVATION OF JPPS SUCCESSFULLY COMPLETING SKILL SET	DATE	COMMENTS
1. Become familiar with local referral agencies, their purpose, programs, locations, phone numbers and contact persons.			N/A		
2. Become familiar with the procedures of referral for other agencies.					
3. Demonstrate how to properly document each type of referral in JTS services and case notes.					
4. Meet and visit with contact persons for each referral agency and observe their program in action. (optional)			N/A		
5. Visit local schools with introductions to key staff such as Principals, Counselors, and School Resource Officers.			N/A		

VI. COMPLETION OF TRAINING PERIOD UNDER FIELD TRAINING OFFICER

My signature below indicates that I, as a Field Training Officer, have completed training, observation, and progress reviews of this JPPS. As such, this JPPS has satisfactorily completed all above JPPS Performance Checklist areas. His/her performance is found to be acceptable, indicating that he/she is ready to supervise youth and perform the duties of a Juvenile Probation/Parole Specialist.

_____	_____
FTO Signature	Date
_____	_____
Printed Name	Title

VII. JPPS ONLY

_____ I feel that I have received the training necessary to perform the duties of a JPPS.

_____ I feel that I require additional training in the following area(s):

Comments: _____

_____	_____
JPPS Signature	Date

Additional Comments:

_____	_____
JPM Signature	Date

_____	_____
FTO Coordinator Signature	Date