



Iowa Juvenile Exchange Analysis Report

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Presented by
URL Integration, Inc.

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1. Introduction

1.1 Document Purpose

This document provides the State of Iowa with an analysis of the exchanges that were documented during the juvenile justice exchange modeling sessions held by URL Integration, Inc. (URL) for the Iowa Department of Administrative Services between February and June 2004. This document identifies business process issues that will affect juvenile information sharing; recommends integration approaches; and prioritizes the exchanges for integration. This exchange analysis document can be considered a roadmap to juvenile justice integration for the State of Iowa, providing business process and integration guidance to advance the State to the next phases of planning implementation.

1.2 Project Background

Overall, the State of Iowa has an aggressive strategy for preventing juvenile crime and working with juvenile offenders, and embraces information sharing as a key mechanism to improving the administration of juvenile justice sanctions and services statewide.

According to the State of Iowa's Juvenile Justice and Delinquency Prevention Three Year Plan titled "Serving Iowa Youth and Families With a Youth Development Approach," the Iowa Division of Criminal and Juvenile Justice Planning and the State's Juvenile Advisory Board have identified four key goals for youth in the State, to ensure that they have the benefit of safe and supportive families, schools and communities; are healthy and socially competent; successful in school and prepared for a productive adulthood.¹

In furtherance of those goals, the State is directing resources to several key programmatic priority areas:

- ◇ Promoting Prevention and Youth Development, Assisting with Local Planning;
- ◇ Treatment and Assessment of Mentally Ill Youth;
- ◇ Disproportionate Minority Youth Confinement;
- ◇ Gender-Specific Services; and
- ◇ Aftercare².

Improved information sharing between agencies is a thread that is woven through both the overall juvenile justice system goals and the priority areas for funding. According to the Three Year Plan, a top priority for juvenile justice leaders in the State is to better leverage available funding by improving the coordination among the multiplicity of agencies that administer programs for youth. Specifically, the report notes that "...there are multiple state agencies and Departments in Iowa

¹ *Serving Iowa Youth and Families with a Youth Development Approach, JJDP Act Formula Grant Application and Three-Year Comprehensive Plan*, May 2003, Iowa Department of Human Rights, Division of Criminal and Juvenile Justice Planning, and Iowa Juvenile Justice Advisory Council, page 88.

² *Id.*, page 3.

that administer programs for youth – each of these initiatives requires localized community planning and collaboration. Across most of these state programs there has been a loss of prevention funding in recent years. Although youth development approaches are being advanced by a number of these state Departments, efforts tend to be fragmented and confined to relatively small programs....”³

Officials with the State of Iowa have taken steps to embrace technology and prepare for cross-agency information sharing regarding troubled youth and juveniles adjudicated delinquent. Examples include:

- ◇ conducting a pilot of standardized LEA Incident Report as part of TRACS system;
- ◇ initiating an effort to standardize Juvenile Court Services (JCS) policies;
- ◇ beginning to standardize court juvenile case forms/orders;
- ◇ evaluating uniform detention screening; and
- ◇ creating JCS system on Iowa Court Information System (ICIS) – JI cases

In addition, new statistics around juvenile case processing are input at every Juvenile Court Office throughout the state by both JCS support staff and Juvenile Court Officers. The data is entered into ICIS, which is centralized at the Iowa Justice Data Warehouse (JDW), and maintained by the Iowa Division of Criminal and Juvenile Justice Planning (CJJP).

The State also utilizes the Iowa On-Line Warrants and Articles (IOWA) System - used to broadcast information or details about a runaway to law enforcement agencies statewide immediately after the information is entered.

Finally, the State of Iowa has engaged URL Integration in an analysis of the exchanges germane to the juvenile justice systems and related agencies, such as DHS.

1.3 Exchange Modeling Project

The URL approach to modeling juvenile justice exchanges took a similar approach to its previous work modeling exchanges for adult justice integration in Iowa. Specifically, the deliverables and requirements for the juvenile exchange modeling process include:

- ◇ analyzing the processes, events, agencies, conditions, and information that are involved in transactions related to the flow of juvenile justice information;
- ◇ collecting, documenting, analyzing, and portraying in graphical format data about juvenile justice information and business processes in Iowa.

³ Id, page 66.

- ◇ providing information about Iowa’s juvenile justice information flow in the form of graphs, tables, charts or text and analyzing the similarities and differences between jurisdictions to assist the State in understanding how its juvenile justice system operates and to prepare for greater systems integration;
- ◇ identifying redundancies, bottlenecks, and opportunities to improve juvenile justice system workflow and identify the individual points where information is exchanged throughout the enterprise that should be the highest priority for automation;
- ◇ analyzing business requirements and providing best practice recommendations that should be used throughout the enterprise to streamline and maximize the flow of juvenile justice system information;
- ◇ providing a consistent unified modeling language for future justice integration decisions.
- ◇ capturing current business processes based on user input to document the flow of criminal justice information throughout the enterprise; and
- ◇ obtaining state’s acceptance of the solution, with a final presentation and report to select decision makers.

1.4 Integration Benefits

Automated information sharing brings many efficiencies and better coordination to the juvenile justice process, which will result in an improved administration of services to juveniles and at-risk youth. The following are some specific examples of the benefits of information sharing in a juvenile justice environment.

1.4.1 Better Decision-Making

With more and better information exchanges in place, the information about a particular juvenile or case will be more complete and more up-to-date. Better and timelier information will assist program administrators and other justice officials in making the best choices about placements and programs that fit individual needs. Information that is more concise and easier to locate will also lead to better decision-making, better reporting, and better policies based on real data.

1.4.2 Reduce Delays in the Flow of Information among Agencies

Because the administration of juvenile justice currently relies on the manual transfer of documents between agencies, the flow of information is not as reliable and predictable as it could be. Electronic transfer of information between agencies would ensure that documents and data are transferred real-time, with proper security measures and guaranteed receipt at the receiving agency. This should make the system much more reliable and predictable than it is currently which results in improved decision-making.

1.4.3 Improved Information Available to Agencies

In addition to improving the timeliness of information transfer, agencies will receive more juvenile and case information than in the past. As a result of the

exchange mapping process, URL discovered a number of notifications, notices, and documents that agencies would like to receive. This information can be made available within the juvenile justice system once it is integrated and easier to send and receive data between agencies.

1.4.4 Improved Staff Productivity

By eliminating redundant data entry, reducing mistakes that need correcting, and reducing the number of manual checks and balances within the juvenile justice and human services agencies, integration will greatly increase staff productivity. Data will only need to be entered once into the system and propagation of the data to receiving agencies and databases will be electronic. Integration should also reduce the number of telephone calls, manual delivery of documents, and manual document generation, all which take staff time and effort. The staff will be able to focus on more strategic goals within the State.

With integration, data should be available online to the appropriate users in real-time and eliminate the need to telephone or otherwise ask justice personnel or clerks for timely information which may affect criminal charges or otherwise. The data should be easily accessible and reliable.

1.4.5 Reduced Paper Costs

Electronic transfer of documents between agencies should greatly reduce the need for paper documents and multiple copies of documents sent between agencies. The system will have the ability to electronically transfer not only the data in a document, but the document format so that it appears at the receiving agencies in the same format it was sent. Digital signatures will allow for the documents to be authorized online. This should result in a significant reduction in paper costs.

1.4.6 Reduce Dependence on Individuals With Other Stakeholder Organizations

The current justice system is “people-dependent” in terms of relying on certain individuals for the transfer of information and documents between agencies. In many cases, information exchange is oral with no written record of the exchange. This becomes unreliable and untraceable in many cases. With integration, all exchange processes between agencies will be secure, traceable, and documented. The agencies can be guaranteed that they are receiving reliable data in a timely manner without having to rely on any particular individual.

1.4.7 Improved Data Integrity

It is clear that within the State of Iowa Justice System there are several exchanges of data where duplicate entry takes place. Integration will greatly improve data integrity since redundant data entry and manual data entry efforts are prone to mistakes. Also, the enhancement of some of the processes such as efforts to increase disposition matching rates will improve the integrity of the data, improve criminal history records, and ultimately help Law Enforcement track and apprehend criminals. Data will be readily available, diminishing the need to look

in several places to confirm or acquire information. It can also improve decision-making since more or additional information will be available in a timelier manner.

2. Exchange Analysis

2.1 Overview

The Iowa Juvenile Justice System has been well documented recently in both the “Final Report of the Juvenile Court Services Advisory Committee” and the “Three Year Comprehensive Plan”. Both of these documents set the direction for juvenile justice in Iowa. This report is intended to build off of the two documents with a focus on the exchange of information among juvenile justice and partner agencies, such as DHS, as well as provide guidance on the direction that the State might take to utilize information sharing to better achieve the stated goals. Iowa also has a unique advantage in having a statute specifically directed at sharing information between agencies in the juvenile justice system. The code is worth inserting in its entirety and should guide any information exchange project.

Iowa Code Chapter 280.25, Information sharing -- interagency agreements.

1. The board of directors of each public school and the authorities in charge of each accredited nonpublic school shall adopt a policy and the superintendent of each public school shall adopt rules which provide that the school district or school may share information contained within a student's permanent record pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system. These agencies include, but are not limited to, Juvenile Court Services, the Department of Human Services, and local Law Enforcement authorities. The disclosure of information shall be directly related to the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are being released.
2. The purpose of the agreement shall be to reduce juvenile crime by promoting cooperation and collaboration and the sharing of appropriate information among the parties in a joint effort to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.
3. Information shared under the agreement shall be used solely for determining the programs and services appropriate to the needs of the juvenile or the juvenile's family, or coordinating the delivery of programs and services to the juvenile or the juvenile's family.
4. Information shared by the school district or school under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
5. Information shared by another party to the agreement with a school district or school pursuant to an interagency agreement shall not be used as a basis for a school disciplinary action against a student.
6. The interagency agreement shall provide, and each signatory agency to the agreement shall certify in the agreement, that confidential information shared among the parties to the agreement shall remain confidential and shall not be shared with any other person, school, school district, or agency, unless otherwise provided by law.
7. Juvenile court social records may be disclosed in accordance with section 232.147, subsection 7.

8. A school or school district entering into an interagency agreement under this section shall adopt a policy implementing the provisions of the interagency agreement. The policy shall include, but not be limited to, the provisions of the interagency agreement and the procedures to be used by the school or school district to share information from the student's permanent record with participating agencies. The policy shall be published in the student handbook.

The URL juvenile exchange analysis identified 234 exchanges in the juvenile justice system in Iowa, which it has broken down and analyzed in a number of useful ways. A high level breakdown of processes begins with those identified in the three-year plan; incident to intake, the outcome of Intake to disposition, and post disposition.

Some of the agencies involved in the juvenile justice system exclusively work with the juvenile system while others' focus is also in the adult justice system. Other agencies focus primarily on the administration of other human services-related programs, and only intersect with justice-focused agencies on a case-by-case basis. The staff within the agencies may vary in role specialization depending on the size and/or practice of the jurisdiction. The schools were not a part of this exchange analysis but this does not imply they should not be included in future considerations of exchange outside of the traditional justice system.

The analysis primarily addresses the manner in which information is exchanged and the associated business practices, but with an eye toward enhancing the exchanges through standardization and automation where appropriate.

2.2 Agencies

As previously identified, the agencies involved in juvenile exchanges and represented in the sessions where local Law Enforcement, county prosecutors, court administration, Court Clerks, the bench, Juvenile Court Services, Juvenile Detention Services, the Public Defender, and Human Services. The agencies are involved in sending and receiving information to the other agencies. Some agencies send more than they receive and others are primarily recipients of information. As a general rule, information is passed from one agency to another for a specific business reason. Many times the exchange will trigger an event in the workflow for the receiving agency. In other cases the exchange is simply to notify of an upcoming event or for the purposes of updating records.

An exchange as defined in the context of this document represents a business rule for each circumstance in which information is exchanged. The Table 1 below illustrates the number of exchanges identified for each agency when the business rules define them as the sender.

Sending Agency	Total
Court Clerk	143
Juvenile Court Services	45
Local Law Enforcement	15
County Attorney	14
Childs Attorney	4
State Training School	4
Court Administration	1
Department of Human Services	1
Juvenile Detention Services	1
Shelter Care Facility	1

Table 1 - Sending Agencies

There is a disproportionate amount of business rules with the Court Clerk as the sending agency. This is due to their communication/information distribution responsibilities after every hearing to all parties. Each distribution rule that is derived for each type of hearing is a separate exchange in this analysis. This does not necessarily reflect actual volume, as most of the juvenile complaints do not have a Delinquency Petition filed on them. What it does represent is the complexity of the exchanges a given agency must address. While Table 2 reflects the agencies that are more involved on the sending side of an exchange, Table 2 below illustrates the number of documented exchanges where an agency is the receiver of the information.

Receiving Agency	Total
Juvenile Court Services	59
County Attorney	44
Childs Attorney	35
Court Clerk	24
Department of Human Services	23
Juvenile Detention Services	12
State Training School	7
Department of Public Safety	6
Local Law Enforcement	6
Shelter Care Facility	5
Court Administration	2
Defense Counsel	1
Department of Transportation	1
Local School District	1
Residential Treatment	1

Table 2 - Receiving Agencies

The distribution of agencies is more balanced as receivers of information. This is in part due to the notifications received after court hearings or other significant events in the process. Juvenile Court Services plays a significant role in continued tracking of the case and where a delinquency petition is not filed they are often the only agency tracking the case. Each agency in the juvenile justice system has a unique role and this affects the exchanges of information that will support the goal processing the case through the justice system efficiently and effectively, but more important enhances the ability of the agencies to respond to the juvenile as a community.

2.2.1 Law Enforcement Agencies

Law Enforcement Agencies operate with their own record management systems, though they often share dispatching capability, and also utilize the Iowa State Repository primarily for hot files and criminal history. Law Enforcement typically is the complainant initiating the process; however, a complaint could originate in other places outside of Law Enforcement. A complaint in the juvenile system is synonymous with a referral to Juvenile Court Services. Referral information that is sent by Law Enforcement is often verbal at first and is later followed by an incident report.

The complaint is not sworn to and is not required to contain any specific information. The written report may follow the referral by as much as 48 hours in cases where the juvenile has been detained. Often, information sharing at the initial stages is verbal between Law Enforcement and Juvenile Court Services. If the offense is serious, Law Enforcement may go directly to the County Attorney

to request a delinquency petition. If Law Enforcement does not agree with a non-petition decision by Juvenile Court Services they can turn to the County Attorney for a decision.

If Law Enforcement is in contact with a juvenile, there is no easy way to determine their current status, such as informal adjustment, consent decree, or probation. Law Enforcement Officers may have records from their own records system if previous complaints were issued by their Department that recorded past contact with the youth, whether the juvenile was printed, and what the charges were if any as well as any caveats from the disposition. Currently, there is no mechanism to know the conditions of any agreement or order the juvenile is under.

Law Enforcement may choose not make a complaint based on the seriousness of the incident and other information about the juvenile that is available to them at the time. If this is the case, there will be no record outside of the Department that the contact was made. It is important to consider, however, that in many communities in Iowa, especially the smaller ones, the justice agencies that work with juveniles communicate regularly in an informal way. As such, all knows many of the problem juveniles and their status in the system.

Law Enforcement fingerprints juveniles charged with an offense other than a simple misdemeanor, as articulated in Iowa Code Chapter 232.148. This fingerprint creates an arrest record on the State Criminal History System. The fingerprinting practice varies somewhat by jurisdiction as the code indicates it will occur after the juvenile is taken into custody, which may have led to some confusion and has resulted in diverging practice Statewide. The Department of Public Safety has, as recently as May 2004, sent out a memo to Law Enforcement clarifying that a juvenile is not required to be in a detention facility for fingerprinting to occur. If a fingerprint is taken, the *Final Disposition Report* document or “*green sheet*” may accompany the referral documents (Iowa Code Chapter 692.13(3)), but in practice, these documents often are sent to the Court Clerk for disposition reporting. The “green sheet” is used to track the disposition of a case for the purpose of updating the State’s Criminal History System.

Law Enforcement may choose to request detention placement for a juvenile upon arrest. A request must first be made to JCS4 for a detention screening decision. If detention is deemed appropriate, Law Enforcement exchanges information with Juvenile Detention Services at the time the juvenile is dropped off. This information may take the form of a more formal Detention Placement Form or the information may be shared verbally.

In Table 1 above, Law Enforcement ranks third in the number of exchanges where they are the sending agency. However, in Table 2.2 they are ranked ninth in receiving. Law Enforcement is involved early on in the process but does not

⁴ This may be a juvenile detention officer working under the supervision of juvenile court services.

continue to be strongly involved unless the juvenile comes in to contact with them again. One exception is returning a runaway on a pick up order.

Law Enforcement is piloting a standardized *Referral/Complaint to Juvenile Court* and *Incident Reporting Form* as a part of TraCS. This form has information specific to a juvenile but is has been primarily designed for incidents with an adult offender.

2.2.2 Juvenile Court Services

JCS is the nucleus of the juvenile justice system in Iowa. JCS follows the juvenile from referral through disposition and discharge, regardless of which of the many potential paths the case may take short of waiver to the adult system. As noted in the tables above, the JCS is involved in 104 of the 234 exchanges identified. This is second only to the Court Clerk, who is the sending agency in more exchanges that have to do with notification of court proceedings to other justice agencies. In reality, JCS is responsible for most of the contacts with juveniles in the Iowa juvenile justice system.

The Juvenile Court Intake Officer⁵ receives the referral from Law Enforcement either in the form of an incident report or verbally. JCS utilizes ICIS as their case management system, creating juvenile intake (JI) case numbers for each juvenile, not each referral. The part of ICIS used by Juvenile Court Services is open only to their office. At present for most counties/jurisdictions the referral/complaint is more of a concept than a specific form or set of information. However, the Intake Officer requires a specific set of information to perform the intake function, including

- ◇ Demographics;
- ◇ Offense information;
- ◇ Prior referral history;
- ◇ Minor's Information (attitude toward Law Enforcement/JCO, admission);
- ◇ Parent information (home situation); and
- ◇ Victim information.

If there has been a request for detention there must be a pre- screening prior to the intake by JCS to determine if the juvenile meets the criteria for admission, according to Iowa Code Chapter 232.22. The Juvenile Court Officer will require information to make an appropriate decision, including the present offense, the aftermath of the offense, court history, the current status of the juvenile, and flight or re-offense record. The first two documents would have been originated by and be required from Law Enforcement. Law Enforcement may also have information on the home situation. The rest of the information is more likely to be available to the Juvenile Court Officer from ICIS (Law Enforcement Agencies do not have access to juvenile court services information on ICIS). Similar

⁵ The Intake Officer is a full time role in larger jurisdictions, in the smaller jurisdictions the same staff person perform the follow up monitoring the juvenile's conformance to conditions.

information would be required in a request for shelter care placement, however the emphasis is on the welfare of the juvenile and the home situation would weigh heavily.

Juvenile Court Services is currently developing a standard assessment instrument for intake and a screening instrument for detention. This will help in standardizing the information Law Enforcement could provide on an incident report.

A juvenile should not be held in detention unless it is determined that a Delinquency Petition is forth coming. This predetermines the intake decision, and moves the case toward a formal resolution. If detention is not an immediate concern, the intake process is on a less demanding time constraint and the Intake Officer has time to gather information. However, this does not take into consideration caseload demands. In the intake process the Juvenile Court Officer determines whether the court should take action and what those actions should be, according to Iowa Code Chapter 232.2(26).

From the intake a *Notice of Disposition* is sent to the complainant. The notice indicates what determination the Intake Officer made. If the Officer requests a petition be filed, the *Notice of Disposition* or a in some jurisdictions a *Request for Filing of a Petition* will be sent to the County Attorney accompanied by the incident report. If the offense was an aggravated misdemeanor and a *Delinquency Petition* was not requested this determination will also be sent to the County Attorney on the *Notice of Disposition*.

The options available to the Intake Officer are many; however the *Notice of Disposition* is not standardized and is often a customized checklist with the determination of the Intake Officer checked. One of the most extensive checklists on a *Notice of Disposition* contains the following outcomes:

- ◇ A petition was filed in Juvenile Court
- ◇ A petition and Motion to Waive was filed in Juvenile Court
- ◇ Entered an Informal Adjustment Agreement
- ◇ Complaint was referred to another Court
- ◇ Complaint was referred to another agency
- ◇ Complaint was referred to other county/jurisdiction
- ◇ Warned and Admonished
- ◇ Complaint was dismissed
- ◇ Complaint was held open
- ◇ Complaint was referred to the Department of Human Services
- ◇ Restitution and/or Community Service
- ◇ Diversion Alternatives (s)
- ◇ Motion to Modify
- ◇ Revocation
- ◇ Modification/Stipulation

- ◇ Referred to Adult Division – County Attorney
- ◇ Automatic Adult Court Jurisdiction
- ◇ Not legally sufficient

The majority of cases do not go beyond an Informal Adjustment Agreement. If there is a violation of the terms of the agreement and the Juvenile Court Officer choose to revoke the Informal Adjustment, then the incident report will be forwarded on to the County Attorney. Conditions of any Informal Adjustment Agreement are not a part of the information sent to the complainant. The Juvenile Court Officer shares the responsibility with the County Attorney for forwarding the disposition on to Public Safety if a petition is not filed (Iowa Code Chapter 692.15(4)).

If the case involves detention and/or a Delinquency Petition is requested the role of the Juvenile Court Officer begins to vary based on jurisdiction. In the rural jurisdictions, the Juvenile Court Officer is not only the Intake Officer but distributes the notifications of hearings, files out the Delinquency Petition, and ex parte orders (“Order for Detention, Setting Hearing and Appointing Counsel”). In the urban districts, the Juvenile Court Officer is not required to perform these roles, as there often is an officer on staff who specializes in detention screening. In addition, County Attorney staff is available seven days a week to make immediate petition decisions; judges are more readily available; and Court Administration distributes the orders through the Sheriffs.

In all sizes of jurisdiction, the Juvenile Court Officer plays a key role throughout the adjudication and disposition process. The Officer, if ordered, is responsible for conducting a predisposition investigation and providing the Court a *Predisposition Report*. The report would contain:⁶

- ◇ The social history, environment, and present condition of the child and the child’s family.
- ◇ The performance of the child in school.
- ◇ The presence of child abuse and neglect histories, learning disabilities, physical impairments and past acts of violence.
- ◇ Other matters relevant to the child’s status as a delinquent, treatment of the child or proper disposition of the case.
- ◇ The seriousness of the delinquent act.
- ◇ The child’s culpability as indicated in the circumstances of the particular case.
- ◇ The age of the child.
- ◇ The child’s prior record or having received a youthful offender deferred sentence.
- ◇ The history of treatment services for or placements of the child and the child’s response.
- ◇ The victim impact statement or information including restitution.

⁶ Final Report of the Juvenile Court Services Advisory Committee, May 2003

The Officer's report includes dispositional recommendations regarding custody, placement, supervision and treatment or rehabilitative services to the Court.

The Juvenile Court Officer is responsible for monitoring any conditions as a result of an order whether an agreement, consent decree, or disposition. If the juvenile is placed as a result of the disposition, the juvenile is required to establish a case plan and facilitate the placement. This may involve an exchange of information with the placement facility, especially if it is the Iowa Training School or a foster group care program. If the juvenile is placed in a Department of Human Services-funded program, there will be an exchange of information for accounting purposes.

2.2.3 Juvenile Detention Services

Juvenile detention facilities are locked residential settings. The detention facilities are under the jurisdictions of the Juvenile Court. There are 10 juvenile detention facilities in Iowa. There is not an automated management system shared by the detention facilities.

The average length of stay in a juvenile facility is 10+ days for males and 9+ days for females. Approximately 4,609 juveniles were detained in 2003. There were 24,970 complaints. 226 juveniles can be housed at any one time. There has been a steady decline in juveniles detained over the last three years.

Juvenile Detention Services, in most cases, receives the juvenile from Law Enforcement, with verbal information. They rely on the Juvenile Court Officer for follow-up information, which is usually also shared verbally. The information Detention Services identified as essential upon admission includes:

- ◇ Name
- ◇ DOB
- ◇ Parent/Guardian (contact issues)
- ◇ School
- ◇ Charges
- ◇ Medication
- ◇ Citizenship

Juvenile Detention Services provides the Juvenile Court Officer information about the youth's behavior for future detention recommendations.

2.2.4 County Attorney

The County Attorneys in Iowa currently are on local case management systems, that do not share information, nor do they enforce standard documents or practices. However, there is an effort underway to acquire a standard case management system as a step toward improving their internal operations but also in sharing information with other State systems.

The County Attorney is statutorily responsible for the filing of a *Delinquency Petition*, under Iowa Code Chapter 232.35. The Juvenile Court Officer will request in writing that one be filed and in some cases the request may come directly from Law Enforcement. Law Enforcement's role in the request is dependent on the severity of the offense and the jurisdiction. If the County Attorney chooses not to file a petition, their decision is final. If the Juvenile Court Officer does not request a petition, the County Attorney is notified if the offense is more than a simple misdemeanor, but must wait for the complainant (which is Law Enforcement in most case) to request a petition. However, in practice the agencies are communicating with one another in an informal manner and come to mutual decisions on these filing issues.

Only the County Attorney has the authority file a *Delinquency Petition*, in rural areas the filing out of the *Delinquency Petition* might be delegated to the Juvenile Court Officers. The County Attorney also has the authority to file a CINA petition if warranted. In detention situations, the County Attorney must file a petition prior to the detention hearing or the juvenile must be released at the time of the hearing. In rural areas where the County Attorney is not always immediately involved, they will verbally notify the Juvenile Court Officer and Juvenile Detention Facility of their decision.

The County Attorney plays a significant role in the process once the decision to file a petition has been made. The County Attorney files motions with the Court, and receive court orders and notices from the Court Clerk. If the juvenile is adjudicated a delinquent and placement is a part of the disposition, the County Attorney reviews the *Individual Case Plan* developed by the Juvenile Court Officer. If the juvenile fails to meet the conditions of a court order the County Attorney can file an *Application for Revocation* with the court. Often this will be a result of a request from the Juvenile Court Officer.

In all but the larger counties/jurisdictions the communication between the Juvenile Court Officer and the County Attorney is more often than not verbal, whereas in the larger districts, sharing of formal documents and reports are a more prevalent communication mechanism.

2.2.5 Court Administration/Court Clerks

The Court uses ICIS as its case management system for Court Administration and the Court Clerks. Court Administration and the Court Clerks were considered separate organizations during the exchange analysis process, with Court Administration assuming the initial scheduling once a petition was filed or a detention hearing was scheduled. The Court Clerk was considered the keeper of the record and assumes the responsibility of distribution of Court documents once the first hearing has taken place.

In larger jurisdictions, Court Administration will receive a *Delinquency Petition* from the County Attorney almost immediately if the juvenile has been detained. This will trigger the assignment of a JV case number, the assignment of personal

identification numbers (PIN) to the parties, and the scheduling of a delinquency hearing. Court Administration, through the Sheriff, will then notify the parties of the hearing. The Delinquency Petition is then returned to the County Attorney with the assigned case numbers. In the rural districts, the Court may first receive an *Application for Detention/Shelter Care* from JCS as the trigger for assigning a case number and scheduling a hearing. If it is not a detention/shelter care case the *Delinquency Petition* from the County Attorney will be the trigger. Distribution of documents in the rural counties/jurisdictions is often done by Juvenile Court Services as frequently as by Court Administration or the Court Clerks.

The Court Clerk receives the *green sheet* from Law Enforcement if the juvenile was fingerprinted for the alleged offense. The Clerk enters a disposition only if a petition is filed and there is a consent decree or the juvenile is adjudicated delinquent. The disposition is automatically transferred to the Department of Public Safety to update the Criminal History Record. If a petition is not filed or the case is continued, the Clerk will not enter a disposition as in the courts view there has not been a disposition.

2.2.6 Department of Public Safety

The Department of Public Safety among its many functions maintains the IOWA system and the state Automated Fingerprint Information System (AFIS). The IOWA system contains Criminal History Records, and 'hot files' on offenders in Iowa. The system also serves Law Enforcement as a switch to systems, such as NCIC and NLETS. Juveniles in Iowa may be fingerprinted for offenses other than simple misdemeanors. The fingerprint creates an arrest in the Criminal History Record.

The Department is dependant on the Juvenile Court Officer, the County Attorney, or the clerk of district court to enter a disposition to accurately record the outcome of the original arrest. If the disposition is not transferred and matched for any reason, the record might reflect an inaccurate Criminal History for the juvenile.

Missing juveniles under the guardianship of the Department of Human Services either under child in need of assistance (CINA) care or having been adjudicated delinquent may have a *Pick Up Order* issued. This order reported to the Department of Public Safety and becomes available to Law Enforcement through the IOWA system.

2.2.7 Department of Human Services

The Department of Human Services is responsible for the guardianship of CINA care cases and juveniles placed under their jurisdiction for placement purposes. However, the responsibility varies between the two. When the juvenile is exclusively an adjudicated juvenile, Juvenile Court Services monitors the youth, but if the juvenile is placed in a DHS-funded program there are reporting responsibilities between the two agencies at the beginning of placement and upon completion. This communication is for funding, not case management reasons.

It is not uncommon for a CINA care case to be also a delinquency case. In this situation, the DHS caseworker would be kept apprised of all judicial proceedings of the delinquency case. Ideally, the DHS caseworker should be identified upon a referral to JCS.

DHS caseworkers have a case management system, however they do not have access to ICIS. The Juvenile Court Officer does have access to the case record on ICIS, which placed the juvenile under CINA care and therefore has some look into both types of case. Law Enforcement has no mechanism to know if a juvenile is in CINA care at the time of an incident short of self-reporting.

It is possible for the DHS caseworker to be made the primary caseworker in a delinquency case if the CINA case was pre-existing, however this is no longer a common practice.

2.2.8 Placement Facilities

Placement facilities include family foster care, group foster care, and the Boy's State Training School (males) and Iowa Juvenile Home (coed). The Juvenile Court Officer establishes the individual case plan, the County Attorney approves, and it is sent to the judge. The placement facilities are primarily responsible for approving the bed request by a Juvenile Court Officer. The Court may order placement regardless of bed availability.

The training school will notify the Juvenile Court Officer if they believe the juvenile is ready for release. Foster care beds are managed jointly between DHS and Juvenile Court Services.

2.3 Business Processes

The juvenile justice system in Iowa is designed to protect the rights of the child and families, and to propagate decision-making in the child's best interest. In delinquency cases, the best interest of the public is also considered. Information is critical to ensure that at each step the best decisions can be made, though with such a complex system, it is important to deconstruct the overall system into more manageable parts that can be understood and addressed individually. The juvenile justice system can be broken down into multiple business processes, each of which are intended to achieve specific goals and have a unique purpose in the overall justice system.

No single exchange can be understood fully by itself, nor can it achieve a business goal alone. There are flows of information that must be seen in concert. The breakdowns into processes may be seen as somewhat arbitrary since nothing occurs in a vacuum and there are dependencies between all of the processes and this is understood in the analysis.

2.3.1 Complaint

A referral to Juvenile Court Services and a complaint may be seen as synonymous and in the sessions the terms were used interchangeably. Any person with knowledge of the facts may file a complaint with the court alleging the juvenile has committed a delinquent act, under Iowa Code Chapter 232.28(1). Most complaints are from Law Enforcement and for the purposes of this report will be described as such.

The complaint process as it pertains to the exchange of information is defined as exchanges where the information necessary to process a complaint is sent or is required by a receiving agency to make a decision, which leads to further exchanges of information. There were 23 documents identified. The documents identified as being exchanged in complaint process were a Referral/Complaint, an Incident Report, and a *Final Disposition (green sheet)*. The agencies involved in the process are Law Enforcement, Juvenile Court Services, the County Attorney, the Department of Human Services, the Department of Public Safety, and the Department of Transportation.

Currently, a referral may be verbally communicated and followed later by an incident report. The Juvenile Court Officer records the information, and if there is not a temporary placement issue, an intake interviews may be scheduled. A pilot project is under way to utilize a standardized *Referral/Complaint to Juvenile Court* form distributed to the Juvenile Court Officer and the County Attorney. The official report would accompany the complaint.

If the juvenile is fingerprinted, the *Final Disposition* should accompany the complaint. Under current practice, this document is forwarded on to the Court Clerk, similar to the adult process. If a petition is not requested the complainant is notified by the JCO through a Notice of Disposition. The complainant may then seek a petition through the County Attorney. The complainant may be interpreted as the victim in some cases even when Law Enforcement referred the case to Juvenile Court Services. In the case of serious offenses, Law Enforcement may go directly to the County Attorney for a petition. This practice tends to county/jurisdiction-dependent.

Under current practice much of the information Law Enforcement collects is exchanged verbally and unstructured, with the report not being available until several days later. In detention cases, several decisions are required to be made prior to receiving the report and from time-to-time it is problematic to not have all of the Law Enforcement-generated information readily available.

2.3.2 Temporary Placement

Temporary placement occurs between a complaint and disposition. There are two types of temporary placement: shelter care and detention. Shelter care is less restrictive and is utilized where the best interests of the child dictate an out-of-home temporary placement. Sixty-two exchanges were documented in the

temporary placement process. Most of the agencies in the juvenile justice system are involved in the temporary placement process to some extent.

The detention process has stricter timelines for decisions and hearings, as it is a more restrictive environment. Other than the timelines, the process between shelter care and detention are very similar. There was noted distinct differences in practice between the rural and urban county jurisdictions.

In rural jurisdictions, Law Enforcement verbally contacts the JCO with the request for temporary placement and the pertinent information for a prescreening decision. If approved, Law Enforcement will drop off the juvenile and verbally exchange information with the staff at the detention facility, with some jurisdictions using a *Detention/Shelter Care Placement Form*. The JCO will follow up exchanging information verbally with the facility pending a hearing. The JCO will exchange with the court an *Application for Detention/Shelter Care*. The judges in rural districts are often only available via telephone for the initial contact with the JCO for the *Application for Order for Detention/Shelter Care*. It is not uncommon for the *Order for Detention/Shelter Care, Setting Hearing and Appointing Counsel* to be ex parte, completed and distributed by the JCO. The JCO may initiate the scheduling of the detention/shelter care hearing.

In urban jurisdictions, the exchanges are more likely to be written, with a screening done in the detention center by an Officer under the supervision of Juvenile Court Services. A Judge is available to issue an order, the County Attorney is available to issue a delinquency petition if a detention placement and, if appropriate, a CINA petition. Court Administration receives the petition and schedules the detention/shelter care hearing.

In a detention placement, if the County Attorney chooses not to file a petition, the juvenile will be released. The County Attorney currently notifies parties verbally. If a shelter care placement is appropriate, that process will begin.

Detention and shelter care facilities are under the umbrella of JCS and they primarily rely on the JCO for information about the juvenile. They do not have access the court services function of ICIS.

2.3.3 Intake

The intake process formally begins with the receipt of a referral from the complainant and concludes with the *Notice of Disposition*, at times accompanied with a *Request for a Delinquency Petition*. Seventeen exchanges were identified with intake as the initiating or subsequent event in the exchange flow. Intake is primarily an internal function of Juvenile Court. The intake may include interviews with all the parties. There are time guidelines for completing an intake, 24 hours if the juvenile is detained and 30 days if not. There may be any number of informal exchanges between the Intake Officer and other agencies

(parties) in the process of gathering enough information to make a determination for whether the Court should take action and if so what action.

As noted earlier, there are many specific options available to the Intake Officer. These options will set the direction for all the exchanges to follow. The five general categories are:

- ◇ Warn and/or Dismiss,
- ◇ Held open/in abeyance,
- ◇ Informal or sent to Diversion Program,
- ◇ Recommend Consent Decree,
- ◇ Recommend Formal Adjudication,
- ◇ Waiver and Youthful Offender.

The first three options comprised roughly sixty percent of the intake determinations in 2003. They also result in the fewest exchanges in the workflow, and do not result in a Juvenile Court case being initiated, as the court does not see these cases unless a petition is later requested. The second option ‘Held open’ is more or less an ‘informal’ informal agreement, where the juvenile understands that if further adverse behavior occurs the complaint will be reconsidered. An informal agreement has a six-month duration; the ‘Held open’ option is not constrained. This is option is utilized throughout the state and is an accepted practice. If behavior is reported to Juvenile Court Services an informal adjustment might follow.

Law Enforcement is notified of the disposition, assuming the Intake Officer sees them as the complainant. However, the conditions of any agreement are not exchanged or shared. These might include curfew or avoidance of a certain behavior. If denial of driving privileges is a part of the agreement, the Intake Officer is to exchange this information with the Department of Transportation. The County Attorney is notified if the offense would be a serious misdemeanor or felony if committed by an adult. The County Attorney may also receive the complaint if the complainant does not agree with the determination. The Intake Officer is to send the Final Disposition to the Department of Public Safety if the juvenile had been fingerprinted. It was reported in the exchange sessions that this might not be occurring. If a referral is made to another agency such as DHS or a program this will result in an exchange of information.

The chart below identifies the number of complaints to Juvenile Court Services in 2003 and the subsequent outcomes.⁷

2.3.4 Informal Adjustment

In 2003, 44 percent of the complaints sent to Juvenile Court Services resulted in an informal adjustment agreement. This is the single largest category in number cases, and had the fewest number of types of exchanges documented in the session at 12. There are no exchanges that result from the normal course of monitoring a juvenile while under an informal adjustment agreement. The only

⁷ State of Iowa Juvenile Delinquency Annual Statistical Report 2003, Iowa Judicial Branch, 2004

exchanges that result are when a juvenile violates the terms of the agreement and the Juvenile Court Officer requests a petition from the County Attorney and/or applies for temporary shelter with the court. There may also be cases where the family requests continued services in which case an Application for Services is exchanged with DHS.

There currently is no mechanism for the other justice agencies to access the conditions of the agreement unless through an informal request and exchange outside of the routine practice.

2.3.5 Adjudication Process

If the juvenile denies the allegations, the juvenile may only be adjudicated delinquent after an adjudicatory hearing, under Iowa Code Chapter 232.47. For the purposes of this analysis, the adjudication process includes any hearing after a delinquency petition has been filed and continues through the final adjudication hearing in which the juvenile no longer denies the charges, or the Court finds the juvenile did or did not commit a delinquent act. Seventy-five exchanges were documented during the sessions for the adjudication process. Most of the exchanges emanate from the clerk of courts office. These are primarily the distribution *Order Setting Hearing, Order Re: Prehearing Conference, Order Continuing for Probation Arrangement, Consent Decree, and Adjudication Order*. The orders from the Court are not standardized among the districts. They do not have the same form name and vary in specific information, although all of them meet the statutory requirements.

There are differences between jurisdictions in what the first hearing is called. Statutorily, it is an “adjudication hearing,” but in practice it is a pre-adjudication hearing with the goal of reaching an agreement. The hearing is referred to as a pre-trial conference similar to the adult system; it is the first of any number of adjudication hearings to others. In the exchange sessions, “Initial Adjudication Hearing” was the agreed upon term.

If the juvenile is adjudicated a delinquent the Court may order juvenile court services to complete a Pre Disposition Report for the disposition hearing. The interpretation is if the adjudication was contested, a report is to be ordered, if it was uncontested the report is at the discretion of the Court, although this practice varies and some Judges order the report regardless, as a matter of policy.

The Court may continue the hearing to permit the making of probation arrangements. The juvenile is in an adjudication-withheld state. The Court may also order a Consent Decree where there is a formal agreement ordered by the Court but still with the adjudication withheld. The juvenile may or may not have denied the allegation. Depending on the jurisdiction, the admission may be mandatory for the decree to be ordered. The admission would be entered as an adjudication.

The continued hearing simply suspends the adjudication process. The consent decree suspends the process, but the previous admission or denial of the allegations dictates to which agency it goes upon the completion of the revocation hearing.

2.3.6 Continued for Probation Arrangements

Continued for Probation Arrangements is an option for up to a year, according to Iowa Code Chapter 232.42. It is unclear from the statistics how many cases are continued for this purpose. The case is not adjudicated and there is no disposition unless violated. It is also unclear what disposition if any is sent to the Department of Public Safety if the juvenile had been fingerprinted. The continued order might be considered an informal consent decree and the County Attorney must agree to the continuance.

There were 10 exchanges identified for the continued process. The majority of exchanges were the distribution of the *Order Continuing for Probation Arrangements* to the County Attorney, JCS, the child's attorney, and DHS if under CINA care.

JCS monitors the pre-adjudication probation and exchanges progress reports with the County Attorney. If the juvenile violates the terms of the agreement the County Attorney can file an *Application for Reinstatement* setting up the adjudication hearing. The child's attorney can also file a Motion for Reinstatement.

The school may be aware of the probation, but there is no clear way through the formal exchanges of information for the other justice agencies such as law enforcement to know the juvenile is on pre-adjudication probation.

2.3.7 Consent Decree

There were 1,152 consent decrees ordered in 2003, about half the number adjudicated delinquent. A consent decree establishes a set of conditions ordered by the court that a juvenile must adhere to short of being adjudicated a delinquent. There were 43 exchanges identified for the consent decree process. The Clerk of Court distributes the *Consent Decree* to all parties, and notifies parties of future hearings.

The exchanges are similar to the monitoring in pre adjudication probation. However, the Juvenile Court Officer submits progress reports to the court and if a violation occurs the court will schedule a revocation hearing, notifying all parties. The County Attorney will file an *Application for Revocation* with the Court if the juvenile is not admitting the violation.

A consent decree is a reported disposition to the Department of Public Safety if the correct codes are sent as a disposition. Confusion may arise, as it is not a disposition to the Courts but more of a deferred adjudication. The fact that the

juvenile was on a consent decree will be available through the IOWA system if a print was taken and the disposition reported. However, conditions of the decree and the current status are not available.

2.3.8 Probation after Formal Adjudication

Probation after formal adjudication is ordered at a disposition hearing after the juvenile has been adjudicated a delinquent. In 2003, 1505 juveniles were placed on formal probation. There were eight exchanges identified for the probation process. The Clerk distributes the *Disposition Order* placing the juvenile on probation to all parties. The Juvenile Court Officer establishes a plan and does periodic reviews. The review report must be submitted to the Court 10 days prior to the review hearing.

If the juvenile violates the probation plan, the Juvenile Court Officer or the County Attorney will file an *Application for Review* with the Court, setting up a review hearing. If there is no objection the review hearing may be held ex parte.

Formal probation is reported to the Department of Public Safety as adjudicated delinquent. There status of probation is not reported. If probation is revoked at the review hearing the juvenile may receive a modified probation order or placement in a facility.

2.3.9 Placement

Placement into a foster family, foster group home, or the more restrictive facilities the training school and the Iowa juvenile home comprise the placement process. In 2003, 388 juveniles were placed in the training school and 123 were placed in the juvenile home. Forty-eight exchanges were identified for the placement process. The *Disposition Order* for placement is sent by the Clerk of Court to the Juvenile Court Officer to facilitate the placement and establish a plan. The Juvenile Court Officer distributes the order to the placement facility.

The placement process requires case plan approval by all parties. If there is not agreement a case plan review is held and the court orders the final plan. As in probation progress reports are submitted and review hearings held. If the juvenile is in a less restrictive placement and is violating the plan, the court will issue an Order for Modification Hearing. If the court orders a more restrictive placement, an *Order for Modification of Disposition* will be sent out by the clerk to the Juvenile Court Officer to facilitate the placement.

If the juvenile will be in an out of home placement for over 12 months, permanency hearings must be held, similar to CINA cases except the parents are not parties to the case. The placement facility may notify the Juvenile Court Officer of their assessment that the juvenile has met criteria for release at any time. The Juvenile Court Officer may request a review hearing if appropriate for release.

3. Findings

The URL Integration exchange modeling work spanned 6 sessions with representatives from all the agencies involved in the juvenile justice system in Iowa, coupled with a review of documents from the 3rd Judicial District, the Juvenile Court Services Advisory Committee, the Department of Human Rights Division of Criminal and Juvenile Justice Planning and Iowa's Juvenile Justice Advisory Council. In addition, URL Integration staff reviewed a CD of proposed standards for Iowa Court documents and various forms and documents provided by the session attendees. All of these materials helped to document Iowa's Juvenile Justice System as it pertains to information exchange.

The session attendees by no means represented all four corners of the state when it comes to juvenile justice practice, but they did represent many years of experience, leadership in the juvenile field, and urban, rural, and jurisdictions in between. The conclusions may miss some subtleties of practice that exists in jurisdictions not represented and may in areas over represent issues faced by those present, but hopefully given the amount of time committed by those attending the sessions and the amount of information collected the conclusion will be very close to reality as experienced by the entire State.

The juvenile justice system has several strengths, including the many efforts that are currently underway to improve information sharing and standardization. There are also issues in that may hamper the achievement of the State's goals for information sharing as set out in Chapter 280.25 of the Iowa Code.

In juvenile justice, the best interests of the child and the best interests of the public are sometimes at odds. The goals of protecting the child's privacy and treating the child as a member of a larger community are also sometimes at odds. When is there not enough sharing and when is there too much sharing? What defines the need to know?

When a complaint has been filed a record has begun which could affect the entire juvenile justice system. However, every attempt is made to adhere to the statute and utilize the least punitive remedy available. The goal of information is to utilize business process and automation to support decisions that are both in the best interest of the child and the public.

3.1 Strengths

The juvenile justice system has a three-year plan, utilizing measures and statistics to understand trends in the behavior of both juveniles and justice professionals. This offers the system the ability to determine if the goals are being achieved or if trends are moving in the wrong direction.

The State has a statute that directly speaks to the sharing of information concerning juveniles alleged to have committed delinquent acts. This is a great

advantage for laying the groundwork for records privacy, which is often a barrier to integration in juvenile justice.

There are efforts to standardize best practices in JCS as defined in the Juvenile Court Services Advisory Committee's Final Report. Two very important objectives are to develop standardized detention screening instrument and an intake assessment instrument. The Courts have begun to standardize court documents through a very thorough catalogue of possible forms, and Law Enforcement has begun to standardize as well, using TraCS as a model.

In the area of automation, Iowa has a model statewide court system in ICIS and the ability to utilize the web to publish court related information. The IOWA system extends to Law Enforcement agencies offender status and history. In addition, the Statewide AFIS has live scan fingerprinting in most jurisdictions, which can provide accurate and timely identification. The TraCS interface between Law Enforcement and the Courts is a national model for the exchange of traffic citations.

All of these initiatives provide strong building blocks for the success of juvenile justice integration in Iowa.

3.2 Issues

Statutes often only define what needs to be done, rather than how it is to be done, which leaves the details up to interpretation and local application. Each jurisdiction approaches the mandate in a way that will both meet the direction of the law and the limitations/strengths of their unique situation. This has resulted in different roles for the agencies and staff. Most striking is the difference between rural and urban districts.

3.2.1 Urban v. Rural

In rural districts, the role of the Juvenile Court Officer is much more central to the process as the juvenile moves through the court. In these jurisdictions, the JCO may complete the delinquency petition and detention orders under the delegated and/or verbal direction of the County Attorney and the Court. The JCO also plays a much larger role in the distribution of the documents to the Court and parties to the case. In more urban jurisdictions, however, the County Attorney and the Court perform these roles. In rural districts, those agencies are just not staffed well enough to be available all of the time, as they cover large geographical areas with few people.

This changes the workflow and inhibits standardization in the current paper-driven environment. And even though the information may ultimately be shared on paper documents, much of the initial exchange of information with more serious offenses is done verbally between Law Enforcement, the JCO, the County Attorney, Detention Services, and the Court. The verbal exchanges are more prevalent in the rural jurisdictions. Where this is the practice, it will be necessary

to understand specifically what is exchanged and examine how automation might facilitate the sharing of information between agencies where staff are spread over a large area, or are not on site when a decision is required.

There is a move to standardize court documents which would lead to not only a standardization in the forms and the information they provide but would begin to standardize what jurisdictions use as the names for hearings and other events. This is important for future automation as business rules need to be consistent and predictable, including what events trigger an exchange and what specific information is expected to be exchanged, from which agency to another.

3.2.2 Disposition Reporting

Consistency among jurisdictions is also important with regard to the criminal history of a juvenile, which is dependent on multiple agencies working in concert. The consistent fingerprinting of juveniles for like offenses is a critical starting point in the process. While the law leaves room for confusion around the issue of custody and if it is a criterion for printing, the Department of Public Safety has as recently as May 2004, sent out a memo to law enforcement clarifying that a juvenile is not required to be in a detention facility for fingerprinting to occur.

Fingerprinting is relatively new to the juvenile justice system, but has been well established in the adult system for years. The result of this to some degree has been an overlaying of adult practices on the juvenile system where implementation procedures are not as clear. In the adult system if a complaint is filed and the subject has been fingerprinted the *Final Disposition*, or *green sheet* as it is called, is sent to the Clerk of Court for disposition entry. The disposition is sent electronically to the Department of Public Safety through the court system ICIS. The clerk must enter the tracking number from the *green sheet* as well as the disposition for a match to occur and the criminal history to reflect accurate information. If the individual had not been fingerprinted no history of the offense will be reflected in the criminal history record. If the disposition fails to match the corresponding arrest due the absence of or an inaccurate tracking number the criminal history will not show a disposition.

In the juvenile process, however, the fingerprinting issue has been complicated by the role JCS, for which there is no equivalent in the adult system. The statute recognizes this and directs the JCO or the County Attorney to send the Final Disposition to the Department of Public Safety if a delinquency petition is not filed. If a petition is filed it becomes the Clerk's responsibility as in the adult system. The practice seems to be that the Clerk receives the Final Disposition form regardless of the intake outcome. If there is not a petition or temporary placement, a JI case will not be opened. The open case is the current mechanism for reporting the disposition.

3.2.3 Case Outcomes

The other complicating aspect of information sharing in the Iowa juvenile justice system is the use of “holds” and “continued for probation” as outcomes. While these are not dispositions for the Court, as the juvenile has not been adjudicated a delinquent, they still might leave an arrest open in the criminal history record. Consent decrees are by policy entered as type of disposition for the purpose of updating the criminal history record. In several circumstances – cases in which the juvenile’s pre-adjudication probation is violated and the case reinstated or when the consent decree is revoked – it is important the new disposition be reflected in the criminal history record.

If the outcome of intake is an informal adjustment agreement, the complainant is notified of this outcome. This is not recorded as a disposition on the criminal history record, as in many cases, there was no arrest to begin with. The school may be notified of the agreement and perhaps its conditions. No other agencies are informed of or have available to them the conditions of the agreement.

For consent decree cases, this lack of information about outcomes applies, unless the juvenile was arrested and printed. In those cases, the criminal history should indicate “consent decree” as the disposition, not necessarily a status. If the juvenile is on probation or in a placement, only the fact that they were adjudicated a delinquent is available to other agencies, specifically Law Enforcement, through the IOWA system. Status and conditions of agreements are not currently available online to other agencies, though the County Attorney would’ve been present to receive all Court orders as would have other parties to the case.

A final challenge for improved information sharing is that the majority of complaints are handled informally to varying degrees. Unless a petition is filed and either a consent decree is ordered or the juvenile is adjudicated a delinquent, there are limited means for other justice agencies to have access to the juvenile’s status. There is no means in any situation for other agencies (except perhaps the schools) to see conditions or agreements the juvenile may be under. The black box around the majority of cases does protect juveniles alleged to have committed minor offenses and where minimal intervention is appropriate. However, this somewhat undermines the direction outlined in Chapter 280.25 of the Iowa Code. The statute defines public information in these circumstances and what agencies are to be included in the information sharing process. It also defines the starting point as the complaint. The Code does indicate that the purpose of the sharing is solely for the purpose of delivering programs and services to the juvenile and the juvenile’s family. There is also a reference indicating the information should not be utilized to discipline the juvenile by the school. This sends several messages to the juvenile justice system agencies, one to share information, and the other to limit its use.

3.2.4 Unique Information Systems

In an analysis of this nature, disparate, stovepipe information systems are an understood impediment to information exchange. However, in the juvenile

analysis, URL has identified some specific examples that may be instructive to the State of Iowa as it moves forward in its juvenile information exchange effort.

For example, the status of the juvenile is kept in ICIS, in which there are JI cases opened for all juveniles that have been referred. There is one JI case per juvenile regardless of the number of referrals, assuming the juvenile has been recognized as having prior contact. However, cross-jurisdictional referrals make it more difficult match repeat juvenile offenders. The information in the juvenile court system is not available to other agencies, although the mechanism potentially exists. And the system Law Enforcement utilizes is not fully in sync with the court system. The JCO can see CINA cases through the court system, but DHS does not have access to see JI or delinquency cases unless the information has been entered into their system. There is a strong dependency the JCO communicating and notifying agencies, but the JCO may not always be aware of other contacts and does not know to notify the agency of the juvenile's status unless a referral or contact is initiated by the other agency.

Another challenge is that the County Attorneys in Iowa do not share a common system nor are they able to fully standardize their practice due to staffing constraints. This will inhibit the ability to automate the process as will keep the JCO in the role of ensuring all communication through informal means.

3.3 Direction

The overall direction the juvenile justice is currently taking is laying a solid foundation for the automated exchange of information among agencies. The automation of the current workflow will initially be a matter of deciding which exchanges will most benefit the system and prioritizing the implementation of those exchanges. The prioritization may be based on several factors; one is benefit to the system and the juvenile. The other is the cost, which can be measured in new funding to support the integration effort as well as the cost of changing business practice. In addition, agency information systems may either not exist or require replacement or modification to make the exchanges possible and beneficial in eliminating redundant effort.

Automating the current workflow may change business practice but it usually maintains the existing policy that dictates which agencies send and receive information and under what circumstances. However, it is important to note that automation may necessitate the need to revisit these policy issues. There may be new exchanges that currently are not possible given the manual process, but are possible in an automated information sharing setting. New exchanges may change policy, such as notifications and the ability for agencies to query the status of a juvenile. This will force an examination of what agencies are allowed to see what information under what circumstances and how will this can be implemented.

The policy issues will need to be decided before any implementation planning can begin. Once this is done, some implementation can begin immediately using existing systems, often this may mean a slight change in business practice and opening other agencies to specific information. Automating other exchanges will be complicated and the planning will require substantial effort. The groundwork on standardization being undertaken in Iowa will greatly enhance this planning process.

3.4 Next Steps

The juvenile justice system needs to continue with the standardization projects, giving them high priority and visibility. These include the complaint/referral and incident report pilot project by Law Enforcement. This project is modeled using the TraCS system, which transfers the information to the courts. If this could be utilized for the transfer of information to the JCS system, it would in and of itself be a significant step in facilitating broader information sharing.

In addition, the standardization of JCS practice is critical, given the differences in rural/urban jurisdictions. Clearly, all the business processes cannot pragmatically be standardized, but this will force the issues to be examined and standardization to occur when practical. The same is true for the court document standardization effort, and the priority of this effort should be elevated and supported by the entire system.

Improving the disposition reporting process to the Department of Public Safety is an effort that can be taken immediately; by enforcing reporting thorough the JCS system in ICIS, and improving the consistency of the fingerprinting practice by Law Enforcement. More details on the juvenile's current status might be considered for the IOWA system, beyond the current dispositions of consent decree or adjudicated a delinquent. The two systems, ICIS and the IOWA system, need to be in sync with regard to dispositions, status, and privacy. If a record is sealed on the court system current practice does not remove the record from the IOWA system.

In addition, access to appropriate information contained in the JCS system might be made available to Juvenile Detention Services, Law Enforcement, and DHS through the online system. This may be restricted by policy, however, unless the policy is reexamined.

Developing a standard case management system for the County Attorneys is another high priority for juvenile justice in Iowa. This would allow for better communication between the justice agencies and the County Attorneys across the state, especially in the less populated jurisdictions. The standardized case management system will make possible the exchange of complaints from the JCO or Law Enforcement to the County Attorneys and the exchange of delinquency petitions from the County Attorneys to the Court.

Finally, workflow exchange and the ability to efficiently query other systems for status and history information are dependent of the agencies sharing a common

understanding of identifiers both for persons and cases. Currently, there are many identifiers for both in the various systems such as: the JI case number, the JA case number, the Disposition Tracking Number, the DHS case numbers, the Law Enforcement case numbers, and the DCI number. Workflow automation can be taken in steps once the underlying issues are addressed.

Appendix A –Complaint Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
3		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If detention is requested	Incident Report	Juvenile Court Services	Detention Screening	<ul style="list-style-type: none"> - [Jurisdictionally Dependent] Some jurisdictions do not have to get authorization from court services prior to detaining the juvenile. - [Jurisdictionally Dependent] In some jurisdictions, the intake facility has an intake unit and court services oversees the process. - [Description] Currently evaluating the use of a uniform detention screening test which may be done before or after screening dec
16		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If detention is requested 3: If serious offense	Final Disposition Report Incident Report	Juvenile Court Services	Detention Screening	<ul style="list-style-type: none"> - [To-Be Exchange] Green Sheet currently goes directly to court clerk but they have no case at this time. Preferable route
74	- Incident Report	Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is under CINA care	Incident Report	Department of Human Services	Update Record	<ul style="list-style-type: none"> - [Description] Self-reporting is generally the only way law enforcement to know that the juvenile is under CINA care.
59		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is under juvenile court officer supervision 3: If detention is requested	Final Disposition Report Incident Report	Juvenile Court Services	Detention Screening	<ul style="list-style-type: none"> - [Process Gap] Currently, it is difficult for law enforcement to determine if the juvenile is under supervision.
5		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act	Incident Report	County Attorney	Prosecutorial Review	<ul style="list-style-type: none"> - [Jurisdictionally Dependent] Some law enforcement agencies transfer the police report to the county attorney for review and recommendation. This will most likely occur when law enforcement offense and history appear to met criteria for a petition.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
4		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is released	Incident Report Referral/Complaint	Juvenile Court Services	Intake	<ul style="list-style-type: none"> - [Description] Unlike an adult complaint, the juvenile complaint is not sworn to. - [Description] A Complaint/Referral and an Incident report are being piloted as part of the TRACS system (SIRF). May be issues around using it as a complaint based on victim information being publically available. The offenders SSN needs to be on a separate form.
44	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition	Notice of Disposition	Local Law Enforcement	Law Enforcement Review	<ul style="list-style-type: none"> - [Description] The statute is interpreted with the complainant being the victim.
46	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition 3: If juvenile was fingerprinted	Final Disposition Report	Department of Public Safety	Update Criminal History	<ul style="list-style-type: none"> - [To-Be Exchange] DCI may not be receiving disposition. - [Description] DCI will remove the arrest event from criminal history.
47	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If aggravated misdemeanor or above 3: If JCO chooses to not proceed with a petition	Notice of Disposition	County Attorney	Update Record	
52	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile admits to the complaint 3: If JCO chooses to request a petition	Notice of Disposition	Local Law Enforcement	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
51	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile admits to the complaint 3: If JCO chooses to request a petition	Incident Report Notice of Disposition	County Attorney	Prosecutor Charging Decision	
79	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is under CINA care	Oral Notification	Department of Human Services	Update Record	
50	- Notice of Disposition	Investigation	Law Enforcement Review	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO did not proceed with a petition 3: If complaintant disputes the disposition	Incident Report Referral/Complaint	County Attorney	Prosecutor Charging Decision	
57	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that detention is appropriate	Application for Detention	Judge	Judicial Detention Decision	
56	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that shelter care is appropriate	Application for Order for Shelter Care	Judge	Judicial Shelter Care Decision	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
55	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment	Incident Report Referral/Complaint	County Attorney	Prosecutor Charging Decision	- [Process Gap] In the final disposition report is with the court clerk submits the report to public safety.A final disposition report may not be filed with public safety if it was already sent in.
25	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention	Order for Detention, Setting Hearing & Appoint Counsel	Court Clerk	Detention Hearing	- [Jurisdictionally Dependent] Because Detention Hearings are held daily, the Judicial Detention Decision step does not occur in Polk Count. There is a judge in the detention center who creates the initial order. The petition will also trigger the detention hearing.
39	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention 3: If child requires court appointed attorney	Indigency Form	Court Administration	Appointment of Attorney	- [Description] The parent/guardian physically transfers the form to the court.The court may be administration, a judge or a court clerk. - [Description] Same process applies to an interpreter.
7	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention	Order for Detention, Setting Hearing & Appoint Counsel	Juvenile Detention Services	Detention Hearing	- [Description] Information will follow the intake of the juvenile within 48 hours. First written documentation.
24	- Referral/Complaint	Investigation	Prepare for Shelter Care Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court orders shelter care	Order for Detention, Setting Hearing & Appoint Counsel	Juvenile Detention Services	Shelter Care Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
22	- Referral/Complaint	Investigation	Prepare for Shelter Care Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court orders shelter care	Request for Petition	County Attorney	Prosecutor Charging Decision	
30	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If offense requires automatic waiver 3: If juvenile is 16 or above	Incident Report Referral/Complaint	County Attorney	Prosecutor Charging Decision	- [Jurisdictionally Dependent] In some jurisdictions, juvenile court services will notify law enforcement to pursue adult complaint process.
106	- Incident Report - Referral/Complaint	Post-Disposition Supervision	Informal Adjustment Monitoring	Post-Disposition Supervision	Juvenile Court Services	1: If terms of agreement include driving restrictions	Notice of Disposition	Department of Transportation	Update Record	- [To-Be Exchange] Could be done through JCS module of ICIS. Review transfer document to ensure accuracy.

Appendix B – Temporary Placement Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
68	- Incident Report	Investigation	Incident	Custody	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Detention Placement Information Form	Juvenile Detention Services	Intake	
75		Investigation	Incident	Custody	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Shelter Care Placement Information Form	Shelter Care Facility	Intake	- [Description] When law enforcement determines that it is not necessary to proceed, they may maintain internal incident file. Information may be passed to Juvenile Court Services later.
17		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If detention is requested 3: If serious offense	Final Disposition Report	Court Clerk	Hold for Disposition	- [Cumbersome Process] May result in no disposition because it is not following case flow.
3		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If detention is requested	Incident Report	Juvenile Court Services	Detention Screening	- [Jurisdictionally Dependent] Some jurisdictions do not have to get authorization from court services prior to detaining the juvenile. - [Jurisdictionally Dependent] In some jurisdictions, the intake facility has an intake unit and court services oversees the process. - [Description] Currently evaluating the use of a uniform detention screening test which may be done before or after screening dec
16		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If detention is requested 3: If serious offense	Final Disposition Report Incident Report	Juvenile Court Services	Detention Screening	- [To-Be Exchange] Green Sheet currently goes directly to court clerk but they have no case at this time. Preferable route

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ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
59		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is under juvenile court officer supervision 3: If detention is requested	Final Disposition Report Incident Report	Juvenile Court Services	Detention Screening	- [Process Gap] Currently, it is difficult for law enforcement to determine if the juvenile is under supervision.
57	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that detention is appropriate	Application for Detention	Judge	Judicial Detention Decision	
56	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that shelter care is appropriate	Application for Order for Shelter Care	Judge	Judicial Shelter Care Decision	
25	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention	Order for Detention, Setting Hearing & Appoint Counsel	Court Clerk	Detention Hearing	- [Jurisdictionally Dependent] Because Detention Hearings are held daily, the Judicial Detention Decision step does not occur in Polk Count. There is a judge in the detention center who creates the initial order. The petition will also trigger the detention hearing.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
39	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention 3: If child requires court appointed attorney	Indigency Form	Court Administration	Appointment of Attorney	- [Description] The parent/guardian physically transfers the form to the court. The court may be administration, a judge or a court clerk. - [Description] Same process applies to an interpreter.
7	- Referral/Complaint	Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention	Order for Detention, Setting Hearing & Appoint Counsel	Juvenile Detention Services	Detention Hearing	- [Description] Information will follow the intake of the juvenile within 48 hours. First written documentation.
6		Investigation	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court ordered detention	Notice of Hearing Request for Petition	County Attorney	Prosecutor Charging Decision	- [Jurisdictionally Dependent] In some jurisdictions the County Attorney will receive the notice of hearing from Court Administration, attached to the petition with the court case # and PIN.
24	- Referral/Complaint	Investigation	Prepare for Shelter Care Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court orders shelter care	Order for Detention, Setting Hearing & Appoint Counsel	Juvenile Detention Services	Shelter Care Hearing	
22	- Referral/Complaint	Investigation	Prepare for Shelter Care Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court orders shelter care	Request for Petition	County Attorney	Prosecutor Charging Decision	
9	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Application for Detention	Judge	Judicial Detention Decision	- [Time Constraint] Occurs within 24 hours of initial request to detain - [Jurisdictionally Dependent] This may not be used in larger jurisdictions, where the detention hearing is set for the next day.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
67	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Oral Detention Placement Information	Juvenile Detention Services	Intake	- [Description] Typically occurs during non-working hours. - [Description] Receipt of medical information is important for detention to minimize liability and ensure health of juvenile. Issue when juvenile is on medications and detention facility is not aware (e.g. diabetic).
70	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate 3: If juvenile is under CINA care	Oral Notification	Juvenile Detention Services	Intake	- [Description] Social worker and background information are included.
19	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Application for Order for Shelter Care	Judge	Judicial Shelter Care Decision	- [Jurisdictionally Dependent] Delinquents are not often put in shelter care unless there are CINA issues.
76	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Oral Shelter Care Placement Information	Shelter Care Facility	Intake	
77	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate 3: If juvenile is under CINA care	Oral Notification	Shelter Care Facility	Intake	
11	- Incident Report - Status Information	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If court services denies detention request	Oral Denial	Local Law Enforcement	Release	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
69	- Oral Detention Placement Information	Custody	Intake	Custody	Juvenile Detention Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Behavioral Information	Juvenile Court Services	Prepare for Detention Hearing	
78	- Oral Shelter Care Placement Information	Custody	Intake	Custody	Shelter Care Facility	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Behavioral Information	Juvenile Court Services	Prepare for Shelter Care Hearing	
36	- Release Order	Custody	Release Decision	Custody	Juvenile Court Services	1: If court had ordered shelter care 2: If prosecution did not file petition 3: If release to parent is appropriate	Release Order	Shelter Care Facility	Release	
82		Custody	Release Decision	Investigation	Juvenile Court Services	1: If court ordered detention 2: If prosecution does not file delinquency petition	Notice of Disposition	Local Law Enforcement	Update Record	
80	- Application for Order for Shelter Care	Custody	Judicial Shelter Care Decision	Custody	Judge	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate 3: If court orders shelter care	Order for Shelter Care, Setting Hearing & Appoint Counsel	Department of Human Services	Update Record	
20	- Application for Order for Shelter Care	Custody	Judicial Shelter Care Decision	Custody	Judge	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate 3: If court orders shelter care	Order for Shelter Care, Setting Hearing & Appoint Counsel	Juvenile Court Services	Prepare for Shelter Care Hearing	- [Time Constraint] Shelter care hearing must occur within 48 hour. - [Jurisdictionally Dependent] The Order for Shelter Care may be written or oral.
21	- Application for Order for Shelter Care	Custody	Judicial Shelter Care Decision	Custody	Judge	1: If juvenile is suspected of committing a delinquent act 2: If court denies shelter care	Order for Shelter Care, Setting Hearing & Appoint Counsel	Juvenile Court Services	Release to Custodian	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
10	- Application for Detention	Custody	Judicial Detention Decision	Custody	Judge	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate 3: If court orders detention	Order for Detention, Setting Hearing & Appoint Counsel	Juvenile Court Services	Prepare for Detention Hearing	- [Document Description] JI Number: JCO Case number. Person based number but will have multiple numbers if crime committed in multiple jurisdictions. JV Number: Clerk assigned when petition is filed. Left blank when application filled out. Completed when number is assigned. Juvenile may have multiple JV numbers based on different court case numbers (similar to adult)
43		Custody	Prepare for Detention Hearing	Custody	Juvenile Court Services	1: If court ordered detention 2: If prosecution indicates delinquency petition not appropriate 3: If release to parent is not appropriate	Request for Petition	Judge	Judicial Shelter Care Decision	
42	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court had ordered shelter care 2: If prosecution does not file delinquency petition 3: If prosecution files CINA petition	CINA Petition	Court Clerk	Shelter Care Hearing	- [Description] County Attorney or guardian ad litem may file a CINA petition, by itself or in a delinquency case.
28	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court ordered detention 2: If prosecution chooses to file delinquency petition	Delinquency Petition	Court Clerk	Detention Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
29	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court ordered detention 2: If prosecution does not file delinquency petition	Oral Notification	Juvenile Court Services	Release Decision	- [Process Gap] Prosecutorial review is typically the first opportunity to scrutinize the police report. The police report may not include enough information to justify charges.
35	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court orders detention 2: If prosecution does not file delinquency petition 3: If juvenile is not on probation	Oral Notification	Court Administration	Cancel Hearing	
32	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court orders shelter care 2: If prosecution chooses to file delinquency petition	Delinquency Petition	Court Clerk	Shelter Care Hearing	
40	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court orders shelter care 2: If prosecution does not file delinquency petition	Oral Notification	Court Clerk	Cancel Hearing	
33	- Request for Petition	Custody	Prosecutor Charging Decision	Custody	County Attorney	1: If court orders shelter care 2: If prosecution does not file delinquency petition	Delinquency Petition	Juvenile Court Services	Release Decision	
26		Custody	Prepare for Shelter Care Hearing	Custody	Juvenile Court Services	1: If JCO determines that detention is appropriate 2: If court orders shelter care	Order for Shelter Care, Setting Hearing & Appoint Counsel	Court Clerk	Shelter Care Hearing	
81	- Request for Petition	Custody	Cancel Hearing	Custody	Court Administration	1: If court orders detention 2: If prosecution does not file delinquency petition	Release Order	Juvenile Court Services	Release Decision	
41	- Oral Notification	Custody	Cancel Hearing	Custody	Court Clerk	1: If court orders shelter care 2: If prosecution does not file delinquency petition	Release Order	Juvenile Court Services	Release Decision	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
128	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Custody	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders continued shelter care	Order for Shelter Care, Setting Hearing & Appoint Counsel	Childs Attorney	Initial Adjudication Hearing	
84	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Custody	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders continued shelter care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	County Attorney	Initial Adjudication Hearing	
136	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Detention Services	Release	
135	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Custody	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release 4: If court orders continued shelter care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Arrange Transport	
133	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release 4: If juvenile is under CINA care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Department of Human Services	Initial Adjudication Hearing	
134	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Initial Adjudication Hearing	
131	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	County Attorney	Initial Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
85	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Custody	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders shelter care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Initial Adjudication Hearing	
137	- Shelter Care Placement Information Form	Custody	Shelter Care Hearing	Discharge	Court Clerk	1: If court had ordered shelter care 2: If probable cause is not found 3: If court orders release	Order Dismissing Without Prejudice	Juvenile Detention Services	Release	
130	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Childs Attorney	Initial Adjudication Hearing	
83	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Custody	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders continued detention	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Childs Attorney	Initial Adjudication Hearing	
86	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Custody	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders continued detention 4: If juvenile is under CINA care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Department of Human Services	Initial Adjudication Hearing	- [Description] Judge can make the DHS case worker the primary case worker - even on the JD case.
88	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Childs Attorney	Initial Adjudication Hearing	
92	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Detention Services	Release	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
93	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release 4: If juvenile is released to shelter care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Arrange Transport	
91	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release 4: If juvenile is under CINA care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Department of Human Services	Initial Adjudication Hearing	
90	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Initial Adjudication Hearing	
89	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care Order Setting Hearing and Appointing Counsel	County Attorney	Initial Adjudication Hearing	
95	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Discharge	Court Clerk	1: If court ordered detention 2: If probable cause is not found 3: If court orders release	Order Dismissing Without Prejudice	Juvenile Detention Services	Release	
126		Custody	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea 4: If juvenile is in detention	Consent Decree [Without Plea]	Juvenile Detention Services	Release	
117	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges 2: If juvenile is in detention	Adjudication Order	Juvenile Detention Services	Disposition Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
111	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges 2: If juvenile is in detention	Order RE: Prehearing Conference	Juvenile Detention Services	Adjudication Hearing	

Appendix C – Intake Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
68	- Incident Report	Investigation	Incident	Custody	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Detention Placement Information Form	Juvenile Detention Services	Intake	
75		Investigation	Incident	Custody	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Shelter Care Placement Information Form	Shelter Care Facility	Intake	- [Description] When law enforcement determines that it is not necessary to proceed, they may maintain internal incident file. Information may be passed to Juvenile Court Services later.
37		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is released	Final Disposition Report	Juvenile Court Services	Intake	- [To-Be Exchange] Green Sheet currently goes directly to court clerk but they have no case at this time. Preferable route
4		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is released	Incident Report Referral/Complaint	Juvenile Court Services	Intake	- [Description] Unlike an adult complaint, the juvenile complaint is not sworn to. - [Description] ACompliant/Referral and an Incident report are being piloted as part of the TRACS system (SIRF). May be issues around using it as a complaint based on victim information being publically available. The offenders SSN needs to be on a separate form.
73		Investigation	Incident	Investigation	Local Law Enforcement	1: If juvenile is under CINA care 2: If juvenile has run away from placement 3: If a pickup order has been issued	Pickup Order	Shelter Care Facility	Intake	
44	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition	Notice of Disposition	Local Law Enforcement	Law Enforcement Review	- [Description] The statute is interpreted with the complainant being the victim.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
46	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition 3: If juvenile was fingerprinted	Final Disposition Report	Department of Public Safety	Update Criminal History	- [To-Be Exchange] DCI may not be receiving disposition. - [Description] DCI will remove the arrest event from criminal history.
47	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If aggravated misdemeanor or above 3: If JCO chooses to not proceed with a petition	Notice of Disposition	County Attorney	Update Record	
52	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile admits to the complaint 3: If JCO chooses to request a petition	Notice of Disposition	Local Law Enforcement	Update Record	
51	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile admits to the complaint 3: If JCO chooses to request a petition	Incident Report Notice of Disposition	County Attorney	Prosecutor Charging Decision	
79	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If juvenile is under CINA care	Oral Notification	Department of Human Services	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
67	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Oral Detention Placement Information	Juvenile Detention Services	Intake	- [Description] Typically occurs during non-working hours. - [Description] Receipt of medical information is important for detention to minimize liability and ensure health of juvenile. Issue when juvenile is on medications and detention facility is not aware (e.g. diabetic).
70	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate 3: If juvenile is under CINA care	Oral Notification	Juvenile Detention Services	Intake	- [Description] Social worker and background information are included.
76	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Oral Shelter Care Placement Information	Shelter Care Facility	Intake	
77	- Incident Report	Custody	Detention Screening	Custody	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate 3: If juvenile is under CINA care	Oral Notification	Shelter Care Facility	Intake	
69	- Oral Detention Placement Information	Custody	Intake	Custody	Juvenile Detention Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that detention is appropriate	Behavioral Information	Juvenile Court Services	Prepare for Detention Hearing	
78	- Oral Shelter Care Placement Information	Custody	Intake	Custody	Shelter Care Facility	1: If juvenile is suspected of committing a delinquent act 2: If JCO determines that shelter care is appropriate	Behavioral Information	Juvenile Court Services	Prepare for Shelter Care Hearing	

Appendix D – Informal Adjustment Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
44	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition	Notice of Disposition	Local Law Enforcement	Law Enforcement Review	- [Description] The statute is interpreted with the complainant being the victim.
46	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If JCO chooses to not proceed with a petition 3: If juvenile was fingerprinted	Final Disposition Report	Department of Public Safety	Update Criminal History	- [To-Be Exchange] DCI may not be receiving disposition. - [Description] DCI will remove the arrest event from criminal history.
47	- Referral/Complaint	Investigation	Intake	Investigation	Juvenile Court Services	1: If juvenile is suspected of committing a delinquent act 2: If aggravated misdemeanor or above 3: If JCO chooses to not proceed with a petition	Notice of Disposition	County Attorney	Update Record	
50	- Notice of Disposition	Investigation	Law Enforcement Review	Investigation	Local Law Enforcement	1: If juvenile is suspected of committing a delinquent act 2: If JCO did not proceed with a petition 3: If complainant disputes the disposition	Incident Report Referral/Complaint	County Attorney	Prosecutor Charging Decision	
60		Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile has completed the terms of supervision	Final Disposition Report	Department of Public Safety	Update Criminal History	- [To-Be Exchange] Only necessary when public safety tracks juveniles on supervision.
57	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that detention is appropriate	Application for Detention	Judge	Judicial Detention Decision	
56	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment 3: If JCO determines that shelter care is appropriate	Application for Order for Shelter Care	Judge	Judicial Shelter Care Decision	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
55	- Incident Report - Referral/Complaint	Investigation	Informal Adjustment Monitoring	Investigation	Juvenile Court Services	1: If the juvenile violates the terms of the informal adjustment agreement 2: If JCO chooses to revoke the informal adjustment	Incident Report Referral/Complaint	County Attorney	Prosecutor Charging Decision	- [Process Gap] In the final disposition report is with the court clerk submits the report to public safety.A final disposition report may not be filed with public safety if it was already sent in.
101		Post-Disposition Supervision	Informal Adjustment Monitoring	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile is referred to a DHS funded program	3055	Department of Human Services	Update Financial Record	
105		Post-Disposition Supervision	Informal Adjustment Monitoring	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile was referred to a DHS funded program 2: If the juvenile has completed the terms of supervision	3055	Department of Human Services	Update Record	- [Description] Notification will also occur with any change in address or other change. - [] test
106	- Incident Report - Referral/Complaint	Post-Disposition Supervision	Informal Adjustment Monitoring	Post-Disposition Supervision	Juvenile Court Services	1: If terms of agreement include driving restrictions	Notice of Disposition	Department of Transportation	Update Record	- [To-Be Exchange] Could be done through JCS module of ICIS. Review transfer document to ensure accuracy.
102		Post-Disposition Supervision	Informal Adjustment Monitoring	Post-Disposition Supervision	Juvenile Court Services	1: If the juvenile has completed the terms of supervision 2: If the family requests further service	Application of Service	Department of Human Services	Assessment	

Appendix E – Adjudication Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
61	- Request for Petition	Investigation	Prosecutor Charging Decision	Court Charging	County Attorney	1: If prosecution chooses to file delinquency petition	Delinquency Petition	Court Clerk	Schedule Initial Adjudication Hearing	<ul style="list-style-type: none"> - [Description] Order Setting Hearing is submitted by county attorney and signed by either the judge or the clerk. - [Jurisdictionally Dependent] The JCO may fill out the juvenile petition. - [Document Description] Parents and child are assigned a PIN which is an ICIS person-based number.
136	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Detention Services	Release	
133	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release 4: If juvenile is under CINA care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Department of Human Services	Initial Adjudication Hearing	
134	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Initial Adjudication Hearing	
131	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Shelter Care Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	County Attorney	Initial Adjudication Hearing	
130	- Order for Shelter Care, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court had ordered shelter care 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Childs Attorney	Initial Adjudication Hearing	
88	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Childs Attorney	Initial Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
92	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Detention Services	Release	
93	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release 4: If juvenile is released to shelter care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Arrange Transport	
91	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release 4: If juvenile is under CINA care	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Department of Human Services	Initial Adjudication Hearing	
90	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care	Juvenile Court Services	Initial Adjudication Hearing	
89	- Order for Detention, Setting Hearing & Appoint Counsel	Custody	Detention Hearing	Court Charging	Court Clerk	1: If court ordered detention 2: If probable cause is found 3: If court orders release	Findings of Fact, Conclusions of Law and Order - Detention and Shelter Care Order Setting Hearing and Appointing Counsel	County Attorney	Initial Adjudication Hearing	
279	- Progress Report	Court Charging	Prosecutorial Review	Court Charging	County Attorney	1: If adjudication has been continued for probation 2: If prosecution chooses to reset hearing	Application for Reinstatement	Court Clerk	Schedule Adjudication Hearing	
283	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If reset has been requested	Order Setting Hearing	Juvenile Court Services	Adjudication Hearing	
281	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If the childs attorney requests reset hearing	Order Setting Hearing	Childs Attorney	Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
282	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If the childs attorney requests reset hearing	Order Setting Hearing	County Attorney	Adjudication Hearing	
65	- Delinquency Petition	Court Charging	Schedule Initial Adjudication Hearing	Court Charging	Court Administration	1: If prosecution chooses to file delinquency petition 2: If the court has appointed an attorney	Order Setting Hearing and Appointing Counsel	Defense Counsel	Initial Adjudication Hearing	
64	- Delinquency Petition	Court Charging	Schedule Initial Adjudication Hearing	Court Charging	Court Administration	1: If prosecution chooses to file delinquency petition	Notice of Hearing Order Setting Hearing and Appointing Counsel	Sheriffs Office	Serve Papers	- [Jurisdictionally Dependent] This may be given to the County Attorney for distribution, the County Attorney would transfer to the Sheriff for service. There would also be a return of service from the Sheriff. In some cases there is a specific form for the notice of hearing.
63	- Delinquency Petition	Court Charging	Schedule Initial Adjudication Hearing	Court Charging	Court Administration	1: If prosecution chooses to file delinquency petition	Order Setting Hearing and Appointing Counsel	Juvenile Court Services	Initial Adjudication Hearing	
62	- Delinquency Petition	Court Charging	Schedule Initial Adjudication Hearing	Court Charging	Court Administration	1: If prosecution chooses to file delinquency petition	Notice of Hearing Order Setting Hearing and Appointing Counsel	County Attorney	Initial Adjudication Hearing	- [Jurisdictionally Dependent] The delinquency petition is served to the parties through the sheriff to notify of the pre-trial conference date (Initial Adjudication Hearing). A return of service is attached to the document and return to the court clerk.
113	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges	Adjudication Order	Childs Attorney	Disposition Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
117	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges 2: If juvenile is in detention	Adjudication Order	Juvenile Detention Services	Disposition Hearing	
116	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges 2: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Disposition Hearing	
115	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges	Adjudication Order	Juvenile Court Services	Disposition Hearing	
114	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges 2: If judge orders pre-disposition report	Adjudication Order	Juvenile Court Services	Prepare Pre-Disposition Report	- [Description] If the charge is contested, a pre-disposition report is mandatory. If the juvenile admits to the charges, the report is considered good practice but is not required.
112	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile admits charges	Adjudication Order	County Attorney	Disposition Hearing	
108	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges	Order RE: Prehearing Conference	Childs Attorney	Adjudication Hearing	
111	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges 2: If juvenile is in detention	Order RE: Prehearing Conference	Juvenile Detention Services	Adjudication Hearing	
110	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges 2: If juvenile is under CINA care	Order RE: Prehearing Conference	Department of Human Services	Adjudication Hearing	
109	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges	Order RE: Prehearing Conference	Juvenile Court Services	Adjudication Hearing	
107	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile denies charges	Order RE: Prehearing Conference	County Attorney	Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
147		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Disposition Hearing	
148		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If juvenile is under CINA care	Adjudication Order Order for Preparation of Delinquency Predisposition Report	Juvenile Court Services	Prepare Pre-Disposition Report	
154		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order Setting Hearing	Childs Attorney	Consent Hearing	
146		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered	Adjudication Order	Childs Attorney	Disposition Hearing	
156		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree 4: If juvenile is under CINA care	Order Setting Hearing	Department of Human Services	Consent Hearing	
155		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order for Preparation of Delinquency Predisposition Report	Juvenile Court Services	Prepare Pre-Disposition Report	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
153		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order Setting Hearing	County Attorney	Consent Hearing	- [Jurisdictionally Dependent] In some jurisdictions if the child does not admit, the consent decree will not be considered.
145		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered	Adjudication Order	County Attorney	Disposition Hearing	
150		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	Childs Attorney	Update Record	
152		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree 4: If juvenile is under CINA care	Consent Decree [Plea/Adj Withheld]	Department of Human Services	Update Record	
151		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	Juvenile Court Services	Status Review	
149		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	County Attorney	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
175		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Final Disposition Report	Department of Public Safety	Update Criminal History	
176	- Delinquency Petition	Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If parent and juvenile agree to evaluation 2: If judge orders evaluation	Adjudication Order Order for Examination	Juvenile Court Services	Referral	
119		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	Childs Attorney	Update Record	
121		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation 3: If juvenile is under CINA care	Order Continuing Hearing - Probation Arrangements Probation Agreement	Department of Human Services	Monitoring	
120		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	Juvenile Court Services	Monitoring	
118		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	County Attorney	Update Record	- [Description] This exchange may not be a common occurrence.
123		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	Childs Attorney	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
125		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea 4: If juvenile is under CINA care	Consent Decree [Without Plea]	Department of Human Services	Update Record	
124		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	Juvenile Court Services	Status Review	
122		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	County Attorney	Update Record	
127		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Final Disposition Report	Department of Public Safety	Update Criminal History	- [Process Gap] Because this is not considered an adjudication, it is currently not consistently reported.
280	- Progress Report	Court Charging	Motioning	Court Charging	Childs Attorney	1: If court orders continued probation 2: If the childs attorney requests reset hearing	Motion for Reinstatement	Court Clerk	Schedule Adjudication Hearing	
158	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	Childs Attorney	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
159	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree 3: If juvenile is under CINA care	Consent Decree [Without Plea]	Department of Human Services	Update Record	
160	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	Juvenile Court Services	Status Review	
157	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	County Attorney	Update Record	
278	- Order Continuing Hearing - Probation Arrangements - Probation Agreement	Court Charging	Monitoring	Court Charging	Juvenile Court Services	1: If adjudication has been continued for probation 2: If juvenile violates arrangements of probation	Progress Report	County Attorney	Prosecutorial Review	
169		Court Charging	Adjudication Hearing	Discharge	Court Clerk	1: If juvenile found not to have committed delinquent act	Adjudication Order	Childs Attorney	Update Record	
173		Court Charging	Adjudication Hearing	Discharge	Court Clerk	1: If juvenile found not to have committed delinquent act 2: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Update Record	
172		Court Charging	Adjudication Hearing	Discharge	Court Clerk	1: If juvenile found not to have committed delinquent act	Adjudication Order	Juvenile Court Services	Update Record	
170		Court Charging	Adjudication Hearing	Discharge	Court Clerk	1: If juvenile found not to have committed delinquent act	Adjudication Order	County Attorney	Update Record	
174		Court Charging	Adjudication Hearing	Discharge	Court Clerk	1: If juvenile found not to have committed delinquent act	Final Disposition Report	Department of Public Safety	Update Criminal History	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
166		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld	Adjudication Order	Childs Attorney	Disposition Hearing	
168		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld 4: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Disposition Hearing	
167		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld 4: If parent and juvenile agree to evaluation 5: If judge orders evaluation	Order for Examination	Juvenile Court Services	Referral	
165		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld	Adjudication Order	County Attorney	Disposition Hearing	
162	- Order RE: Prehearing Conference	Court Charging	Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent	Adjudication Order	Childs Attorney	Disposition Hearing	
163		Court Charging	Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If judge orders evaluation	Order for Examination	Juvenile Court Services	Referral	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
164	- Order RE: Prehearing Conference	Court Charging	Adjudication Hearing	Post Adjudication	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a deliquent	Adjudication Order	County Attorney	Disposition Hearing	
275	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Childs Attorney	Initial Adjudication Hearing	
274	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Juvenile Court Services	Initial Adjudication Hearing	
276	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	County Attorney	Initial Adjudication Hearing	

Appendix F – Probation before Adjudication Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
279	- Progress Report	Court Charging	Prosecutorial Review	Court Charging	County Attorney	1: If adjudication has been continued for probation 2: If prosecution chooses to reset hearing	Application for Reinstatement	Court Clerk	Schedule Adjudication Hearing	
283	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If reset has been requested	Order Setting Hearing	Juvenile Court Services	Adjudication Hearing	
281	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If the childs attorney requests reset hearing	Order Setting Hearing	Childs Attorney	Adjudication Hearing	
282	- Motion for Reinstatement	Court Charging	Schedule Adjudication Hearing	Court Charging	Court Clerk	1: If adjudication has been continued for probation 2: If the childs attorney requests reset hearing	Order Setting Hearing	County Attorney	Adjudication Hearing	
119		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	Childs Attorney	Update Record	
121		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation 3: If juvenile is under CINA care	Order Continuing Hearing - Probation Arrangements Probation Agreement	Department of Human Services	Monitoring	
120		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	Juvenile Court Services	Monitoring	
118		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If prosecution agrees to continuance 2: If court orders continued probation	Order Continuing Hearing - Probation Arrangements Probation Agreement	County Attorney	Update Record	- [Description] This exchange may not be a common occurrence.
280	- Progress Report	Court Charging	Motioning	Court Charging	Childs Attorney	1: If court orders continued probation 2: If the childs attorney requests reset hearing	Motion for Reinstatement	Court Clerk	Schedule Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
278	<ul style="list-style-type: none"> - Order Continuing Hearing - Probation Arrangements - Probation Agreement 	Court Charging	Monitoring	Court Charging	Juvenile Court Services	1: If adjudication has been continued for probation 2: If juvenile violates arrangements of probation	Progress Report	County Attorney	Prosecutorial Review	

Appendix G – Consent Decree Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
126		Custody	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea 4: If juvenile is in detention	Consent Decree [Without Plea]	Juvenile Detention Services	Release	
147		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Disposition Hearing	
148		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If juvenile is under CINA care	Adjudication Order Order for Preparation of Delinquency Predisposition Report	Juvenile Court Services	Prepare Pre-Disposition Report	
154		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order Setting Hearing	Childs Attorney	Consent Hearing	
146		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered	Adjudication Order	Childs Attorney	Disposition Hearing	
156		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree 4: If juvenile is under CINA care	Order Setting Hearing	Department of Human Services	Consent Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
155		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order for Preparation of Delinquency Predisposition Report	Juvenile Court Services	Prepare Pre-Disposition Report	
153		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered 3: If prosecution contests consent decree	Order Setting Hearing	County Attorney	Consent Hearing	- [Jurisdictionally Dependent] In some jurisdictions if the child does not admit, the consent decree will not be considered.
145		Court Charging	Initial Adjudication Hearing	Court Charging	Court Clerk	1: If juvenile does not enter a plea 2: If consent decree is being considered	Adjudication Order	County Attorney	Disposition Hearing	
150		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	Childs Attorney	Update Record	
152		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree 4: If juvenile is under CINA care	Consent Decree [Plea/Adj Withheld]	Department of Human Services	Update Record	
151		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	Juvenile Court Services	Status Review	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
149		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Consent Decree [Plea/Adj Withheld]	County Attorney	Update Record	
175		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile enters a guilty plea 2: If prosecution does not contest consent decree 3: If court orders consent decree	Final Disposition Report	Department of Public Safety	Update Criminal History	
123		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	Childs Attorney	Update Record	
125		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea 4: If juvenile is under CINA care	Consent Decree [Without Plea]	Department of Human Services	Update Record	
124		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	Juvenile Court Services	Status Review	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
122		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Consent Decree [Without Plea]	County Attorney	Update Record	
127		Court Charging	Initial Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If prosecution does not contest consent decree 2: If court orders consent decree 3: If juvenile does not enter a plea	Final Disposition Report	Department of Public Safety	Update Criminal History	- [Process Gap] Because this is not considered an adjudication, it is currently not consistently reported.
158	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	Childs Attorney	Update Record	
159	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree 3: If juvenile is under CINA care	Consent Decree [Without Plea]	Department of Human Services	Update Record	
160	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	Juvenile Court Services	Status Review	
157	- Order Setting Hearing	Court Charging	Consent Hearing	Suspended	Court Clerk	1: If juvenile does not enter a plea 2: If court orders consent decree	Consent Decree [Without Plea]	County Attorney	Update Record	
166		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld	Adjudication Order	Childs Attorney	Disposition Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
168		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld 4: If juvenile is under CINA care	Adjudication Order	Department of Human Services	Disposition Hearing	
167		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld 4: If parent and juvenile agree to evaluation 5: If judge orders evaluation	Order for Examination	Juvenile Court Services	Referral	
165		Court Charging	Adjudication Hearing	Adjudication Withheld	Court Clerk	1: If juvenile found to have committed delinquent act 2: If consent decree is being considered 3: If adjudicated is withheld	Adjudication Order	County Attorney	Disposition Hearing	
261	- Consent Decree [Without Plea]	Adjudication Withheld	Status Review	Adjudication Withheld	Juvenile Court Services	1: If juvenile does not enter a plea 2: If court had ordered a consent decree 3: If JCO requests a revocation of the consent decree	Progress Report	Court Clerk	Schedule Revocation Hearing	
262	- Consent Decree [Without Plea]	Adjudication Withheld	Status Review	Adjudication Withheld	Juvenile Court Services	1: If juvenile does not enter a plea 2: If court had ordered a consent decree 3: If JCO requests a revocation of the consent decree	Progress Report	Childs Attorney	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
263	- Consent Decree [Without Plea]	Adjudication Withheld	Status Review	Adjudication Withheld	Juvenile Court Services	1: If juvenile does not enter a plea 2: If court had ordered a consent decree 3: If JCO requests a revocation of the consent decree	Progress Report	County Attorney	Prepare for Revocation Hearing	
277	- Progress Report	Adjudication Withheld	Prepare for Revocation Hearing	Adjudication Withheld	County Attorney	1: If juvenile does not enter a plea 2: If court had ordered a consent decree 3: If JCO requests a revocation of the consent decree	Application for Revocation of Consent Decree	Court Clerk	Revocation Hearing	
272	- Progress Report	Adjudication Withheld	Revocation Hearing	Post Adjudication	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had entered a guilty plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Childs Attorney	Disposition Hearing	
273	- Progress Report	Adjudication Withheld	Revocation Hearing	Post Adjudication	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had entered a guilty plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Juvenile Court Services	Disposition Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
271	- Progress Report	Adjudication Withheld	Revocation Hearing	Post Adjudication	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had entered a guilty plea 4: If the court revokes consent decree	Order Revoking Consent Decree	County Attorney	Disposition Hearing	
275	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Childs Attorney	Initial Adjudication Hearing	
274	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	Juvenile Court Services	Initial Adjudication Hearing	
276	- Progress Report	Adjudication Withheld	Revocation Hearing	Court Charging	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If juvenile had not entered a plea 4: If the court revokes consent decree	Order Revoking Consent Decree	County Attorney	Initial Adjudication Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
269	- Progress Report	Adjudication Withheld	Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If the court finds no violation	Order to Continue Consent Decree	Childs Attorney	Update Record	
268	- Progress Report	Adjudication Withheld	Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If the court finds no violation	Order to Continue Consent Decree	Juvenile Court Services	Update Record	
270	- Progress Report	Adjudication Withheld	Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree 3: If the court finds no violation	Order to Continue Consent Decree	County Attorney	Update Record	
265	- Progress Report	Adjudication Withheld	Schedule Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree	Notice of Revocation Hearing	Childs Attorney	Revocation Hearing	
267	- Progress Report	Adjudication Withheld	Schedule Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree	Notice of Revocation Hearing	Juvenile Court Services	Revocation Hearing	
266	- Progress Report	Adjudication Withheld	Schedule Revocation Hearing	Adjudication Withheld	Court Clerk	1: If court had ordered a consent decree 2: If JCO requests a revocation of the consent decree	Notice of Revocation Hearing	County Attorney	Revocation Hearing	

Appendix H – Probation after Adjudication Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
195		Post Adjudication	Disposition Hearing	Post-Disposition	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If court places on probation	Disposition Order	Childs Attorney	Update Record	
196		Post Adjudication	Disposition Hearing	Post-Disposition	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If court places on probation 4: If juvenile is under CINA care	Disposition Order	Department of Human Services	Update Record	
178		Post Adjudication	Disposition Hearing	Post-Disposition	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If court places on probation	Disposition Order	Juvenile Court Services	Establish Plan	
194		Post Adjudication	Disposition Hearing	Post-Disposition	Court Clerk	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If court places on probation	Disposition Order	County Attorney	Update Record	
252		Post-Disposition Supervision	Status Review	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile adjudicated as a delinquent 2: If juvenile is on probation	Review Report	Court Clerk	Review Hearing	- [Time Constraint] Report should be filed 10 days prior to review date.
255		Post-Disposition Supervision	Status Review	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile adjudicated as a delinquent 2: If juvenile is on probation 3: If juvenile violates terms of probation	Application for Review Modification	Court Clerk	Modification Hearing	- [Jurisdictionally Dependent] Either the JCO or the clerk may distribute the Application for Review Modification. - [Jurisdictionally Dependent] In some counties, the revocation requests may be routed through the prosecutor.
254		Post-Disposition Supervision	Status Review	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile adjudicated as a delinquent 2: If juvenile is on probation	Review Report	Childs Attorney	Review Hearing	- [Description] Review hearing is held ex-parte. A hearing will be scheduled if there is an objection.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
253		Post-Disposition Supervision	Status Review	Post-Disposition Supervision	Juvenile Court Services	1: If juvenile adjudicated as a delinquent 2: If juvenile is on probation	Review Report	County Attorney	Review Hearing	

Appendix I – Placement Process

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
235	- Order for Modification of Delinquency Disposition	Post-Disposition	Establish Plan	Post-Disposition	Juvenile Court Services	1: If court places in foster group care 2: If case plan is completed	Individual Case Plan	Court Clerk	Distribute Case Plan	
237	- Individual Case Plan	Post-Disposition	Distribute Case Plan	Post-Disposition	Court Clerk	1: If court places in foster group care 2: If case plan is completed	Individual Case Plan	Childs Attorney	Case Plan Review	
238	- Individual Case Plan	Post-Disposition	Distribute Case Plan	Post-Disposition	Court Clerk	1: If court places in foster group care 2: If case plan is completed	Individual Case Plan	County Attorney	Case Plan Review	
242	- Individual Case Plan	Post-Disposition	Case Plan Review	Post-Disposition	Childs Attorney	1: If court places in foster group care 2: If case plan is completed 3: If child agrees to case plan	Individual Case Plan	Court Clerk	Update Record	
241	- Individual Case Plan	Post-Disposition	Case Plan Review	Post-Disposition	Childs Attorney	1: If court places in foster group care 2: If case plan is completed 3: If child objects to case plan	Individual Case Plan	Court Clerk	Review Hearing	
243	- Individual Case Plan	Post-Disposition	Case Plan Review	Post-Disposition	County Attorney	1: If court places in foster group care 2: If case plan is completed 3: If prosecutor agrees to case plan	Individual Case Plan	Court Clerk	Update Record	
239	- Individual Case Plan	Post-Disposition	Case Plan Review	Post-Disposition	County Attorney	1: If court places in foster group care 2: If case plan is completed 3: If prosecutor objects to case plan	Individual Case Plan	Court Clerk	Review Hearing	
200	- Bed Approval Letter - Delinquency Pre-disposition Report - Disposition Order	Post-Disposition	Intake Review	Post-Disposition	State Training School	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If the Individual Case Plan is completed	Individual Case Plan	Court Clerk	Update Record	- [Process Gap] Current practice is to email to the judge. The case plan needs to be officially filed through the court.
201	- Bed Approval Letter - Delinquency Pre-disposition Report - Disposition Order	Post-Disposition	Intake Review	Post-Disposition	State Training School	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If the Individual Case Plan is completed	Individual Case Plan	Juvenile Court Services	Prepare Progress Report	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
202	- Individual Case Plan	Post-Disposition	Prepare Progress Report	Post-Disposition	Juvenile Court Services	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If the progress report is due	Progress Report	Court Clerk	Review Hearing	- [Description] Four to six month review may be ex-parte. Annual review must be in court.
257		Post-Disposition	Status Review	Post-Disposition	Juvenile Court Services	1: If juvenile adjudicated as a delinquent 2: If juvenile is in out-of-home placement 3: If placement will exceed 12 months	Application for Setting Permanency Hearing	Court Clerk	Permanency Hearing	- [Description] Clerk will distribute application to the child attorney, county attorney. - [Description] the permanency hearing determines future funding through DHS.
259	- Application for Setting Permanency Hearing	Post-Disposition	Permanency Hearing	Post-Disposition	Court Clerk	1: If juvenile adjudicated as a delinquent 2: If juvenile is in out-of-home placement 3: If placement will exceed 12 months 4: If permancy order is entered	Permanency Order	Childs Attorney	Permanency Review Hearing	
260	- Application for Setting Permanency Hearing	Post-Disposition	Permanency Hearing	Post-Disposition	Court Clerk	1: If juvenile adjudicated as a delinquent 2: If juvenile is in out-of-home placement 3: If placement will exceed 12 months 4: If permancy order is entered	Permanency Order	Juvenile Court Services	Permanency Review Hearing	
258	- Application for Setting Permanency Hearing	Post-Disposition	Permanency Hearing	Post-Disposition	Court Clerk	1: If juvenile adjudicated as a delinquent 2: If juvenile is in out-of-home placement 3: If placement will exceed 12 months 4: If permancy order is entered	Permanency Order	County Attorney	Permanency Review Hearing	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
246	- Progress Report	Post-Disposition	Review Hearing	Post-Disposition	Court Clerk	1: If more restrictive placement is requested 2: If parties do not waive notice of hearing	Notice for Modification Hearing	Childs Attorney	Modification Hearing	
245	- Progress Report	Post-Disposition	Review Hearing	Post-Disposition	Court Clerk	1: If more restrictive placement is requested 2: If parties do not waive notice of hearing	Notice for Modification Hearing	Juvenile Court Services	Modification Hearing	
247	- Progress Report	Post-Disposition	Review Hearing	Post-Disposition	Court Clerk	1: If more restrictive placement is requested 2: If parties do not waive notice of hearing	Notice for Modification Hearing	County Attorney	Modification Hearing	
250	- Progress Report	Post-Disposition	Review Hearing	State Guardianship	Court Clerk	1: If more restrictive placement is requested 2: If parties do waive notice and hearing 3: If court modifies order for more restrictive placement 4: If court places in the guardianship to the Director of DHS for placement in the Training School	Order for Modification of Delinquency Disposition	Childs Attorney	Update Record	
251	- Progress Report	Post-Disposition	Review Hearing	State Guardianship	Court Clerk	1: If more restrictive placement is requested 2: If parties do waive notice and hearing 3: If court modifies order for more restrictive placement 4: If court places in the guardianship to the Director of DHS for placement in the Training School	Order for Modification of Delinquency Disposition	State Training School	Intake Review	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
249	- Progress Report	Post-Disposition	Review Hearing	State Guardianship	Court Clerk	1: If more restrictive placement is requested 2: If parties do waive notice and hearing 3: If court modifies order for more restrictive placement 4: If court places in the guardianship to the Director of DHS for placement in the Training School	Order for Modification of Delinquency Disposition	Juvenile Court Services	Placement	
248	- Progress Report	Post-Disposition	Review Hearing	State Guardianship	Court Clerk	1: If more restrictive placement is requested 2: If parties do waive notice and hearing 3: If court modifies order for more restrictive placement 4: If court places in the guardianship to the Director of DHS for placement in the Training School	Order for Modification of Delinquency Disposition	County Attorney	Update Record	
199	- Disposition Order	Post-Disposition	Placement	Post-Disposition	Juvenile Court Services	1: If juvenile found to have committed delinquent act 2: If juvenile adjudicated as a delinquent 3: If court places in the guardianship to the Director of DHS for placement in the Training School	Bed Approval Letter Delinquency Pre-disposition Report Disposition Order	State Training School	Intake Review	- [Description] The approval letter is only included if the JCO recommended the training school (court could order training).
203	- Bed Approval Letter - Delinquency Pre-disposition Report - Disposition Order	State Guardianship	Status Review	State Guardianship	State Training School	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended	Notice of Release	Court Clerk	Notify Parties	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
205	- Notice of Release	State Guardianship	Notify Parties	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended	Notice of Release	Childs Attorney	Release Recommendation Decision	
204	- Notice of Release	State Guardianship	Notify Parties	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended	Notice of Release	County Attorney	Release Recommendation Decision	
206	- Notice of Release	State Guardianship	Notify Parties	State Guardianship	State Training School	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended	Notice of Release	Juvenile Court Services	Release Recommendation Decision	
209	- Notice of Release	State Guardianship	Release Recommendation Decision	State Guardianship	County Attorney	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended 3: If JCO agrees with release recommendation	Stipulation	Juvenile Court Services	Submit Release Stipulation	
210	- Notice of Release	State Guardianship	Release Recommendation Decision	State Guardianship	Childs Attorney	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended 3: If child agrees with release recommendation	Stipulation	Juvenile Court Services	Submit Release Stipulation	- [Description] May be the child, the child's parent or the child's attorney.
211	- Stipulation	State Guardianship	Submit Release Stipulation	State Guardianship	Juvenile Court Services	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If release is recommended 3: If all parties agree with release recommendation	Stipulation	Court Clerk	Order Modification	- [Review] Deal with motion from attorney.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
213	- Stipulation	State Guardianship	Order Modification	Discharge	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If all parties have agreed with release recommendation 3: If termination of jurisdiction is ordered	Order Terminating Delinquency Dispositon	Childs Attorney	Update Record	
215	- Stipulation	State Guardianship	Order Modification	Discharge	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If all parties have agreed with release recommendation 3: If termination of jurisdiction is ordered	Order Terminating Delinquency Dispositon	State Training School	Release	
214	- Stipulation	State Guardianship	Order Modification	Discharge	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If all parties have agreed with release recommendation 3: If termination of jurisdiction is ordered	Order Terminating Delinquency Dispositon	Juvenile Court Services	Update Record	
212	- Stipulation	State Guardianship	Order Modification	Discharge	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If all parties have agreed with release recommendation 3: If termination of jurisdiction is ordered	Order Terminating Delinquency Dispositon	County Attorney	Update Record	- [Review] May be termination of jurisdiction for discharge or changing to probation/supervision, foster care, residential treatment.

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
216		State Guardianship	Order Modification	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court determines hearing is necessary	Notice for Modification Hearing	Childs Attorney	Modification Hearing	
218		State Guardianship	Order Modification	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court determines hearing is necessary	Notice for Modification Hearing	Juvenile Court Services	Modification Hearing	
217		State Guardianship	Order Modification	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court determines hearing is necessary	Notice for Modification Hearing	County Attorney	Modification Hearing	
230		State Guardianship	Modification Hearing	Post-Disposition	Court Clerk	1: If court determines hearing is necessary 2: If court continues prior orders 3: If court places in foster family care	Order for Modification of Delinquency Disposition	Juvenile Court Services	Placement	
231		State Guardianship	Modification Hearing	Post-Disposition	Court Clerk	1: If court determines hearing is necessary 2: If court continues prior orders 3: If court places in foster group care	Order for Modification of Delinquency Disposition	Juvenile Court Services	Establish Plan	
220	- Progress Report	State Guardianship	Review Hearing	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court continues prior orders	Order Setting Review Hearing	Childs Attorney	Update Record	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
222	- Progress Report	State Guardianship	Review Hearing	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court continues prior orders	Order Setting Review Hearing	State Training School	Update Record	
221	- Progress Report	State Guardianship	Review Hearing	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court continues prior orders	Order Setting Review Hearing	Juvenile Court Services	Update Record	
219	- Progress Report	State Guardianship	Review Hearing	State Guardianship	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court continues prior orders	Order Setting Review Hearing	County Attorney	Update Record	
225	- Progress Report	State Guardianship	Review Hearing	Post-Disposition Supervision	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order	Order for Modification of Delinquency Disposition	Childs Attorney	Update Record	
223	- Progress Report	State Guardianship	Review Hearing	Post-Disposition Supervision	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order	Order for Modification of Delinquency Disposition	State Training School	Release	
224	- Progress Report	State Guardianship	Review Hearing	Post-Disposition	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order 3: If court places in foster family care	Order for Modification of Delinquency Disposition	Juvenile Court Services	Placement	

ID	Source Information	Initial State	Initiating Event	Subseq. State	Sending Agency	Condition(s)	Transfer Information	Receiving Agency	Subseq. Event	Notes
227	- Progress Report	State Guardianship	Review Hearing	Post-Disposition	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order 3: If court places in foster group care	Order for Modification of Delinquency Disposition	Juvenile Court Services	Establish Plan	
228	- Progress Report	State Guardianship	Review Hearing	Post-Disposition Supervision	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order 3: If court places on probation	Order for Modification of Delinquency Disposition	Juvenile Court Services	Establish Plan	
226	- Progress Report	State Guardianship	Review Hearing	Post-Disposition Supervision	Court Clerk	1: If court had placed in the guardianship to the Director of DHS for placement in the Training School 2: If court modifies prior order	Order for Modification of Delinquency Disposition	County Attorney	Update Record	