

MANUAL CHANGES		
CHANGE	PAGE NUMBER	DATE
Added Voltage Process	22	06.19.2018
Comments and Override Justification increased	15 & 16	06.27.2018
Section 2 – Disposition and Conviction	12	11.30.2018
Section 4 -Pending Cases	13 & 14	11.30.2018
Reports	32	12.04.2018
Save Option for TCD	18 & 19	11.06.2019
Removed Unavailable for Race Option	No Page	08.2023
Sections 1 and 4 Changed Misdemeanor wording from And to Or	12	08.2023
Removed Voltage Process	22	10.24.2024
Added Encryption Process	21	10.24.2024
Removed Encryption Process	21	11.12.2024
Added MFA Information	6	11.12.2024
RECOMMEND PRINTING ENTIRE MANUAL		

Juvenile Risk Assessment Instrument User Training Manual

Revision November 2024

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Website

<https://ujisdai.sd.gov/Home>

- Email user access request to UJS eSupport at <mailto:UJSsupport@ujis.state.sd.us>
- When access has been set up, user will receive an email containing their username and password
- When user logs in for the first time, they will be required to change their password and verify their email address
- All users will need to complete Multi Factor Authentication (MFA)

Sample Email:

Hello Jamie Firefly, you have been added as a user on the Juvenile Risk Assessment Instrument (JRAI) web application at [REDACTED]. Your username and temporary password are:

Username: [REDACTED]

Password: V6*989h9e

When you log in for the first time, you will be required to change your password.

You can go to [REDACTED] and enter the code: SMkvvzLV or you can click on the following link to verify your email address and update your profile: [confirm email](#). Please note that email verification is required before you can access the JRAI web application. *Email addresses are used for account security and to assist you with account recovery. Your profile information will not be used outside the scope of this application.

If you believe you have received this email in error, please click here to be removed from our system: [unsubscribe](#).

This message is sent to you by the South Dakota Unified Judicial system from an unmonitored mail box; please do not send replies to this address. If you have any question please contact [REDACTED]

Login

Juvenile Risk Assessment Instrument

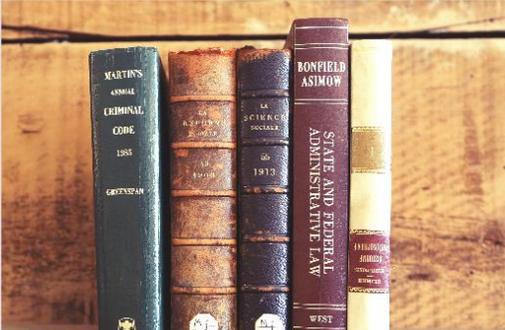
Home Login

Odyssey Data within application is current as of 10/31/2017
Updated 11/15/17 at 2:30 PM

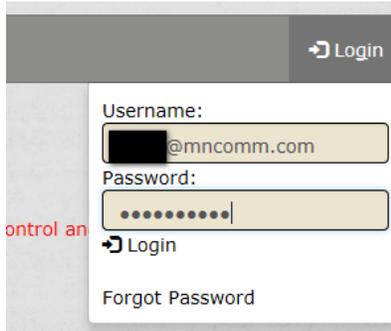
An "Application Work Request" section is now available under Administrator function, only available to IT. This will now start version control and will be tracked through this new section.

South Dakota JDAI Mission Statement
Our mission is to work collaboratively to promote a more effective and efficient juvenile justice system through the implementation of JDAI's juvenile justice best practice standards in South Dakota.

South Dakota JDAI Vision Statement
All youth in South Dakota will live in communities that adopt juvenile justice best practices.



- Each user will login using their unique email address as the username
- Users will be locked out of the site after 5 failed login attempts and must wait 15 minutes for the lock out to be eliminated
- Click the Login
- Enter username and password
 - Received in email when account was created



The image shows a login form with a dark header bar containing a 'Login' button with a right-pointing arrow. Below the header, there are two input fields: 'Username:' with a text box containing a redacted email address followed by '@mncomm.com', and 'Password:' with a text box containing ten dots. Below the password field is another 'Login' button with a right-pointing arrow and a 'Forgot Password' link. On the left side of the form, there is a red text label 'ontrol an'.

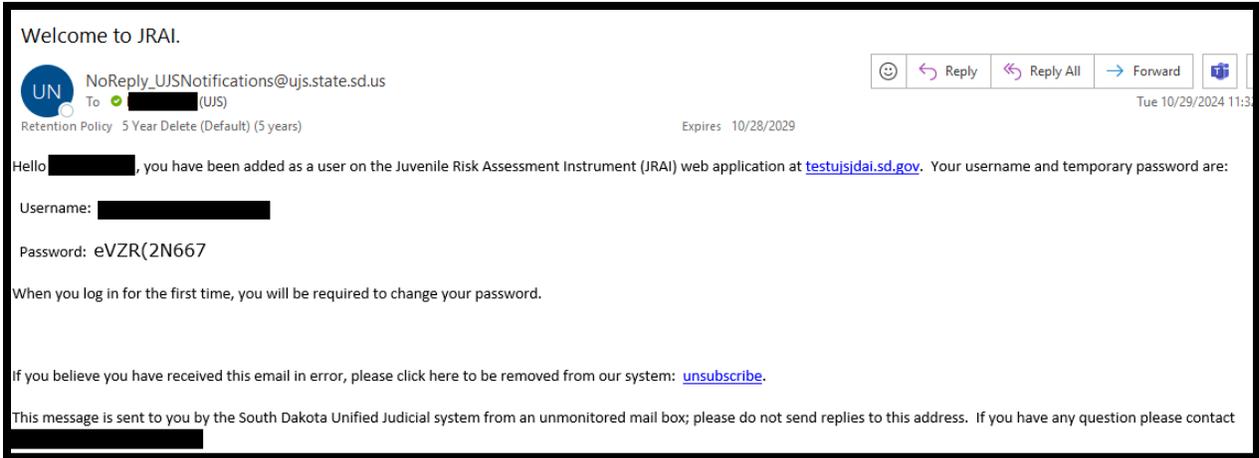
Multi Factor Authentication (MFA) New User

MFA Verification for JRAI Access

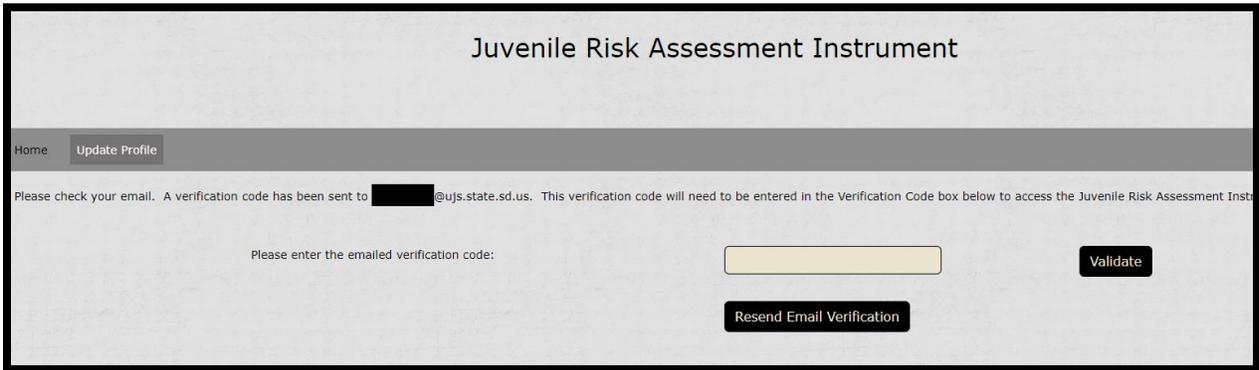
JRAI now requires Multi-Factor Authentication (MFA) for each session. All users will be required to log into JRAI to access RAI and TCD information.

New Account Registration

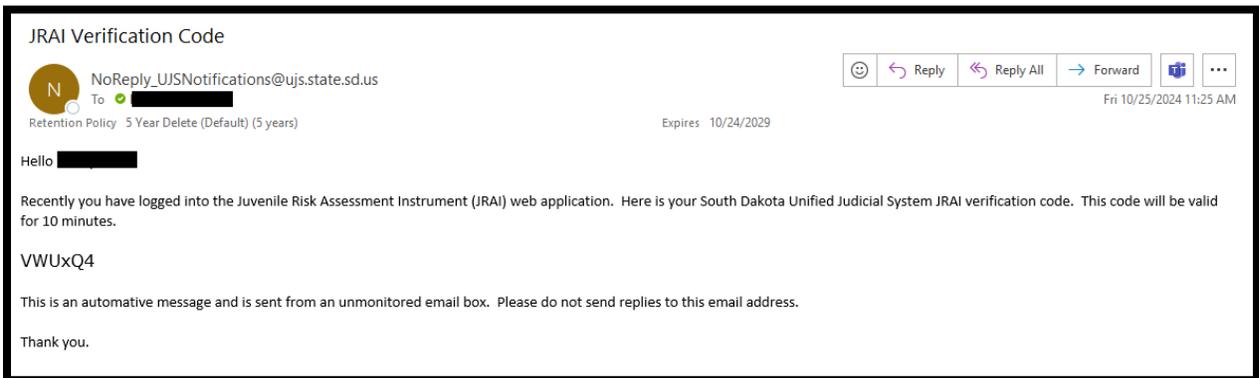
- After Admin Staff has added you to JRAI, you will receive a Welcome email with your username and temporary password
- Click the UJS JRAI hyperlink contained in the email or go to <https://ujsjdai.sd.gov/>
- Click Login
 - Type your username
 - Email address
 - Type your password
 - This will be the temporary password in the Welcome Email
 - NOTE: you will need this temporary password one more time



- Click Login again under the password field
- You will be directed to the Verification Screen



- An additional email containing the verification code will be sent to the email address entered at log in



- Enter the Verification Code in the verification code field
 - Code is **case sensitive** and **valid for 10 minutes**
- Click Validate

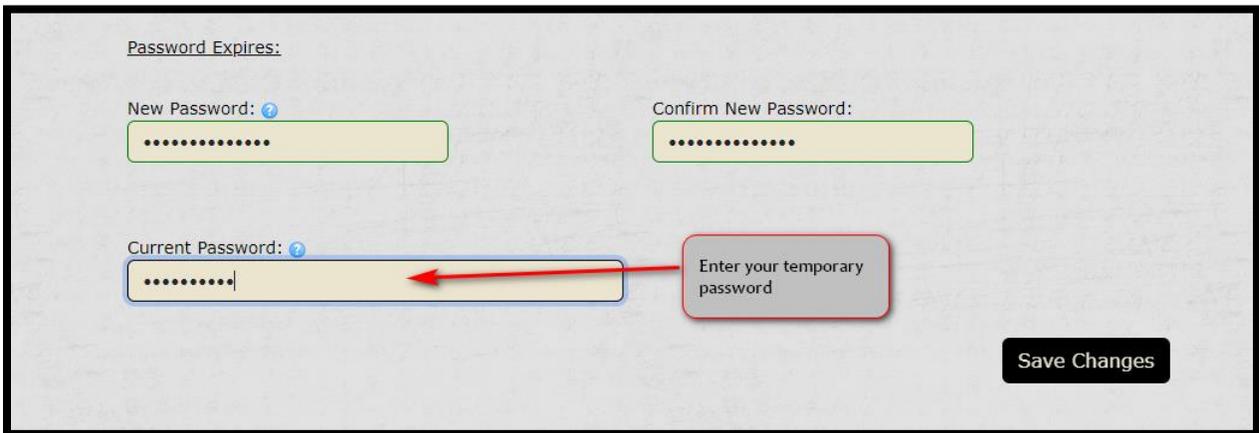


- Click “Resend Email Verification” if you did not receive the verification email or your Validation Code has expired



NOTE: If this is the first time accessing JRAI, you will be required to change your password

- Enter your new password
 - Password will need to be a minimum of 8 characters including one number, one special character, one lower alpha character and one upper alpha character
 - Special characters are / \ ! ? @ # \$ % ^ & * ()
- Confirm new password
- Current Password field displays
 - Enter your temporary password here (from your welcome email)



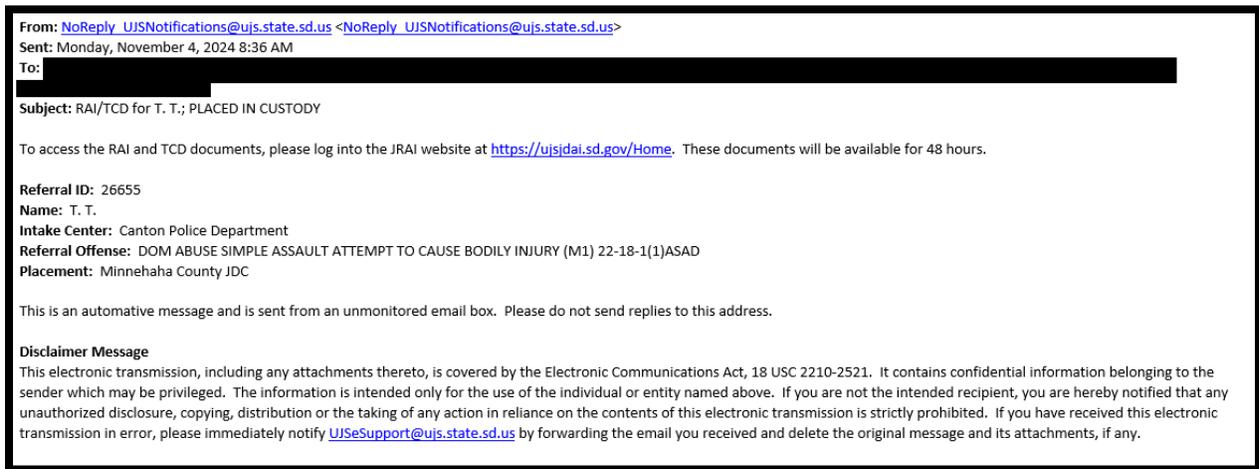
- Click Save Changes

You will be taken to the RAI/TCD screen

- Enter the referral number found in the RAI/TCD email in the Referral ID Number field
- Click Search



Example email that a RAI/TCD has been completed



Deleted my “Welcome Email”

You will receive a “Welcome Email” once the Admin has added you as a RAI Reviewer. If you delete the “Welcome Email” prior to logging in, do the following steps:

- Go to <https://ujsjdai.sd.gov/home>
- Click the Login link
- Enter your email address in the Username Field
- Click the Forgot Password link

A screenshot of a login interface. At the top right, there is a button with a right-pointing arrow and the text "Login". Below this, the "Username:" label is followed by a text input field containing a redacted email address followed by "@GMAIL.COM". Underneath is the "Password:" label and an empty password input field. A second "Login" button with an arrow icon is positioned below the password field. Below the button is a line of text: "*By clicking Login, you agree to the [Terms of Use of this application.](#)". At the bottom left, there is a button labeled "Forgot Password".

- Enter your email address
- Click Send my Password

A screenshot of a dialog box with a light beige background and a red 'X' icon in the top right corner. The text inside reads "Enter the email address that is used as your user name:". Below this is a text input field containing a redacted email address followed by "@gmail". At the bottom of the dialog is a dark button labeled "Send my password".

- You will receive a confirmation message that the email has been sent with your password change request

Home

An email has been sent with your password change request. Allow up to 5 minutes to receive your email.

- Once you receive the email, click the link in the email to log in

Searching for a RAI

RAI's and TCD's will only be available for 48 hours

- After successful Account Verification, click the RAI/TCD tab and enter the RAI number in the Referral ID Number field
- Click Search

From: NoReply_UJSNotifications@uj.s.state.sd.us <NoReply_UJSNotifications@uj.s.state.sd.us>

Sent: Monday, November 4, 2024 8:36 AM

To:

Subject: RAI/TCD for T. T.; PLACED IN CUSTODY

To access the RAI and TCD documents, please log into the JRAI website at <https://uj.sjdai.sd.gov/Home>. These documents will be available for 48 hours.

Referral ID: 26655

Name: T. T.

Intake Center: Canton Police Department

Referral Offense: DOM ABUSE SIMPLE ASSAULT ATTEMPT TO CAUSE BODILY INJURY (M1) 22-18-1(1)ASAD

Placement: Minnehaha County JDC

This is an automative message and is sent from an unmonitored email box. Please do not send replies to this address.

Disclaimer Message

This electronic transmission, including any attachments thereto, is covered by the Electronic Communications Act, 18 USC 2210-2521. It contains confidential information belonging to the sender which may be privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any unauthorized disclosure, copying, distribution or the taking of any action in reliance on the contents of this electronic transmission is strictly prohibited. If you have received this electronic transmission in error, please immediately notify UJSsupport@uj.s.state.sd.us by forwarding the email you received and delete the original message and its attachments, if any.

Home

RAI/TCD

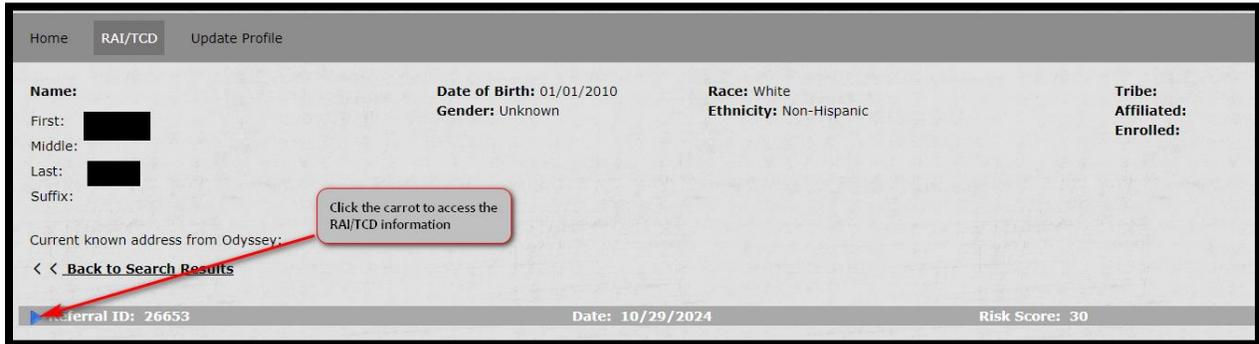
Update Profile

Referral ID Number:

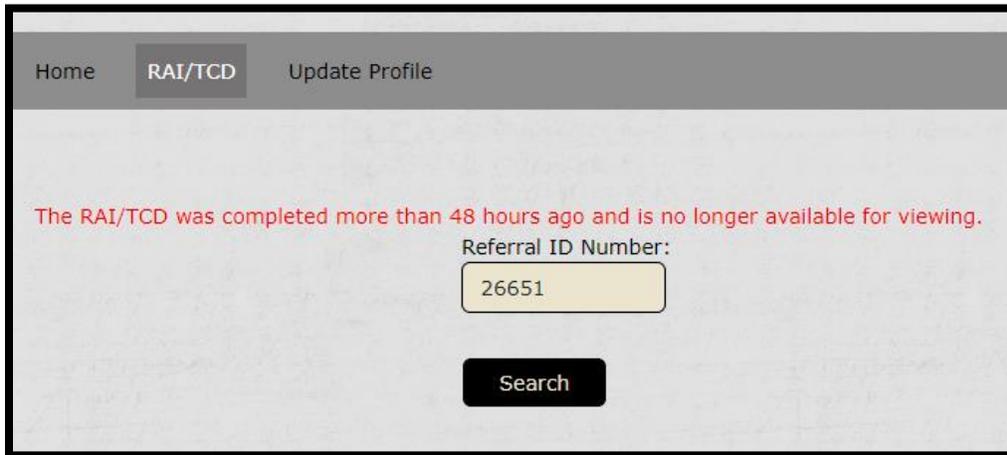
26653

Search

- RAI will display
- Click the Blue Arrow next to the Referral ID to expand the RAI
 - To print the RAI, click the “Print RAI” hyperlink
 - This will download a PDF
 - To print the TCD, click the “Print TCD” hyperlink
 - This will download a PDF



- If the RAI was created more than 48 hours ago, you will get the below message
 - Please contact the JRAI Coordinator for the RAI information



Current Users Multi Factor Authentication (MFA) Process

JRAI now requires Multi-Factor Authentication (MFA) for each login. All users will be required to log into JRAI to access RAI and TCD information.

- When a RAI/TCD has been created and sent to the Group you are in, you will receive an email from NoReply_UJSNotifications@ujss.state.sd.us.
 - The email will contain the RAI Referral ID, juveniles initials, intake center, referral offense and placement

From: NoReply_UJSNotifications@ujs.state.sd.us <NoReply_UJSNotifications@ujs.state.sd.us>
Sent: Monday, November 4, 2024 8:36 AM
To: [REDACTED]
Subject: RAI/TCD for T. T.; PLACED IN CUSTODY

To access the RAI and TCD documents, please log into the JRAI website at <https://ujsdai.sd.gov/Home>. These documents will be available for 48 hours.

Referral ID: 26655
Name: T. T.
Intake Center: Canton Police Department
Referral Offense: DOM ABUSE SIMPLE ASSAULT ATTEMPT TO CAUSE BODILY INJURY (M1) 22-18-1(1)ASAD
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- Click the UJS JRAI hyperlink contained in the email or go to <https://ujsdai.sd.gov/>
- Click Login
 - Type your username
 - Email address
 - Type your password
- Click Login again under the password field
- You will be directed to the Verification Screen

Juvenile Risk Assessment Instrument

Home
Update Profile

Please check your email. A verification code has been sent to [REDACTED]@ujs.state.sd.us. This verification code will need to be entered in the Verification Code box below to access the Juvenile Risk Assessment Inst

Please enter the emailed verification code:

Validate

Resend Email Verification

- An email containing the verification code will be sent to the email entered at log in

JRAI Verification Code

NoReply_UJSNotifications@ujs.state.sd.us

To [REDACTED]

Retention Policy 5 Year Delete (Default) (5 years) Expires 10/24/2029

☺ ↩ Reply ↩ Reply All ➡ Forward 📧 ⋮

Fri 10/25/2024 11:25 AM

Hello [REDACTED]

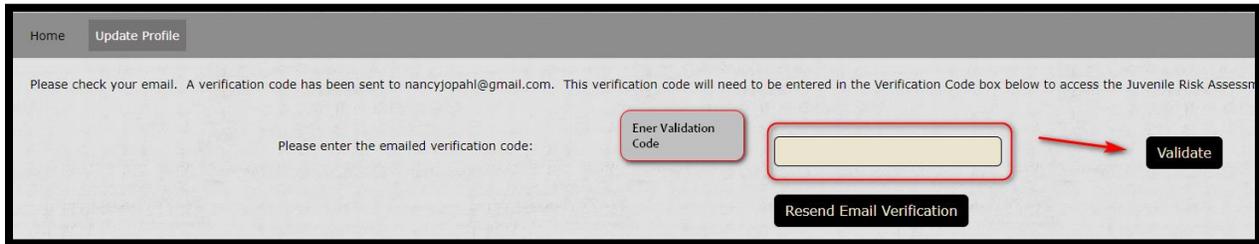
Recently you have logged into the Juvenile Risk Assessment Instrument (JRAI) web application. Here is your South Dakota Unified Judicial System JRAI verification code. This code will be valid for 10 minutes.

VWUXQ4

This is an automative message and is sent from an unmonitored email box. Please do not send replies to this email address.

Thank you.

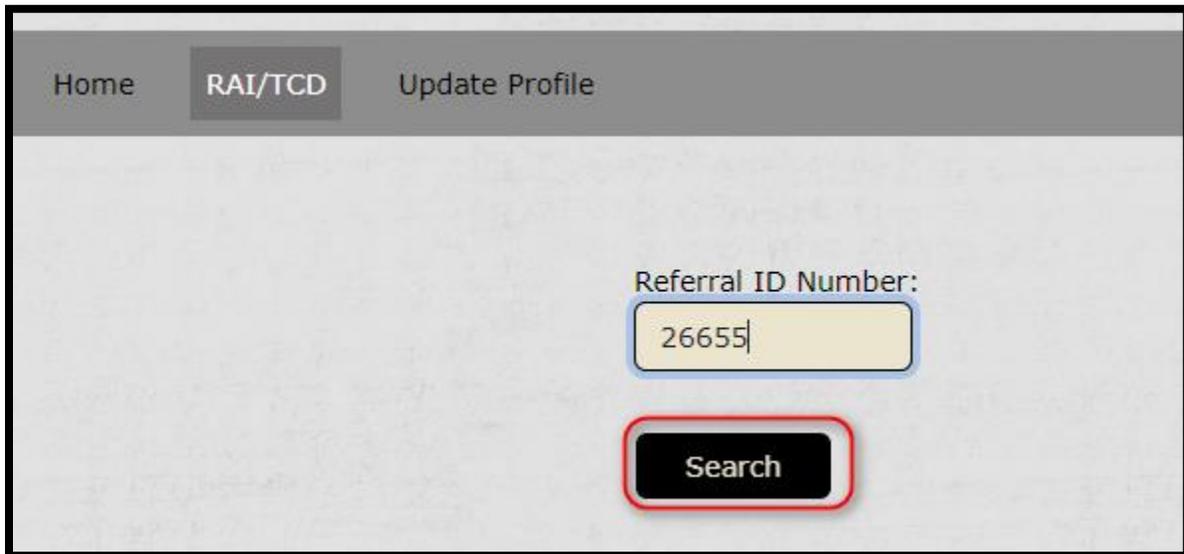
- Enter the Verification Code in the verification code field
 - Code is case sensitive and valid for 10 minutes
- Click Validate



- Click “Resend Email Verification” if you did not receive the verification email or your Validation Code has expired



You will be taken to the RAI/TCD screen



- Enter the referral number found in the RAI/TCD email in the Referral ID Number field
- Click Search

Example of RAI/TCD email

From: NoReply_UJSNotifications@uj.s.state.sd.us <NoReply_UJSNotifications@uj.s.state.sd.us>

Sent: Monday, November 4, 2024 8:36 AM

To: [REDACTED]

Subject: RAI/TCD for T. T.; PLACED IN CUSTODY

To access the RAI and TCD documents, please log into the JRAI website at <https://uj.s.dai.sd.gov/Home>. These documents will be available for 48 hours.

Referral ID: 26655

Name: T. T.

Intake Center: Canton Police Department

Referral Offense: DOM ABUSE SIMPLE ASSAULT ATTEMPT TO CAUSE BODILY INJURY (M1) 22-18-1(1)ASAD

Placement: Minnehaha County JDC

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Searching for a RAI

RAI's and TCD's will only be available for 48 hours

- After successful Account Verification, click the RAI/TCD tab and enter the RAI number in the Referral ID Number field
- Click Search

From: NoReply_UJSNotifications@uj.s.state.sd.us <NoReply_UJSNotifications@uj.s.state.sd.us>

Sent: Monday, November 4, 2024 8:36 AM

To: [REDACTED]

Subject: RAI/TCD for T. T.; PLACED IN CUSTODY

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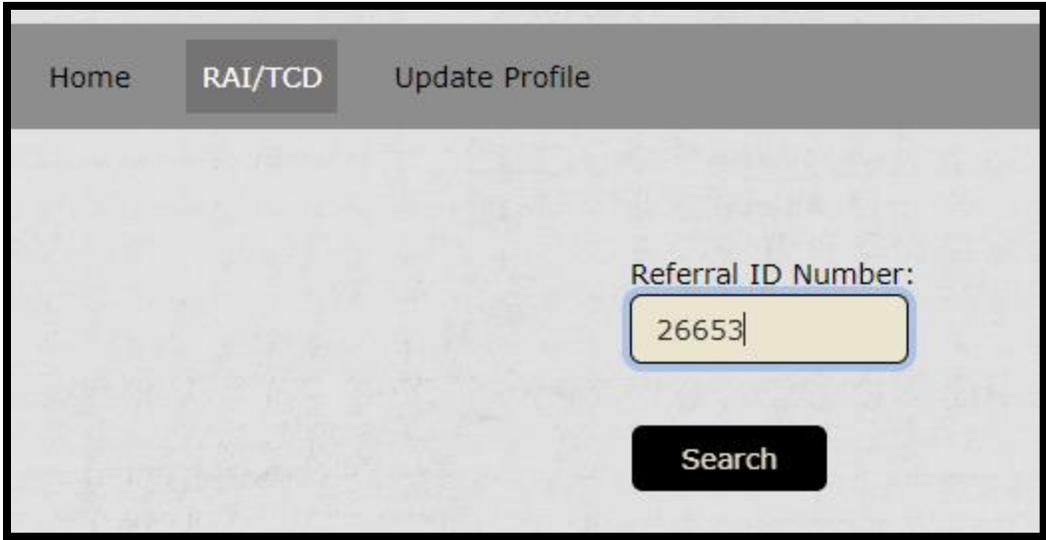
Referral Offense: DOM ABUSE SIMPLE ASSAULT ATTEMPT TO CAUSE BODILY INJURY (M1) 22-18-1(1)ASAD

Placement: Minnehaha County JDC

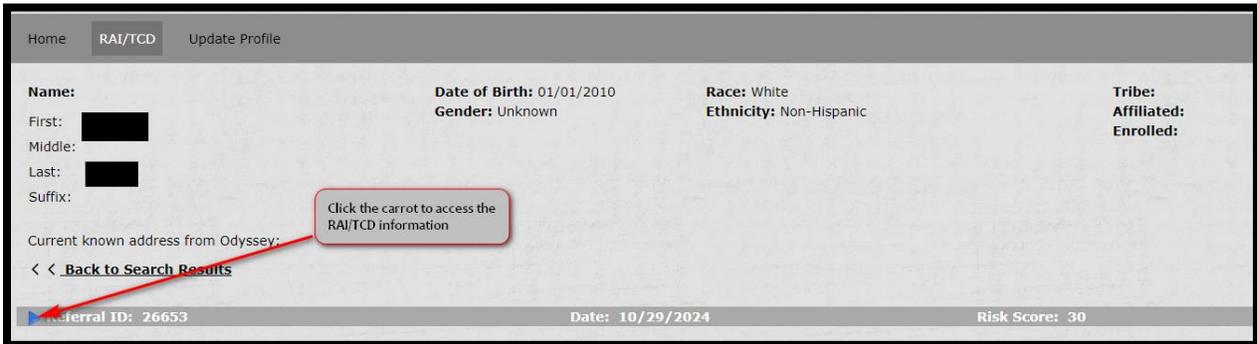
This is an automative message and is sent from an unmonitored email box. Please do not send replies to this address.

Disclaimer Message

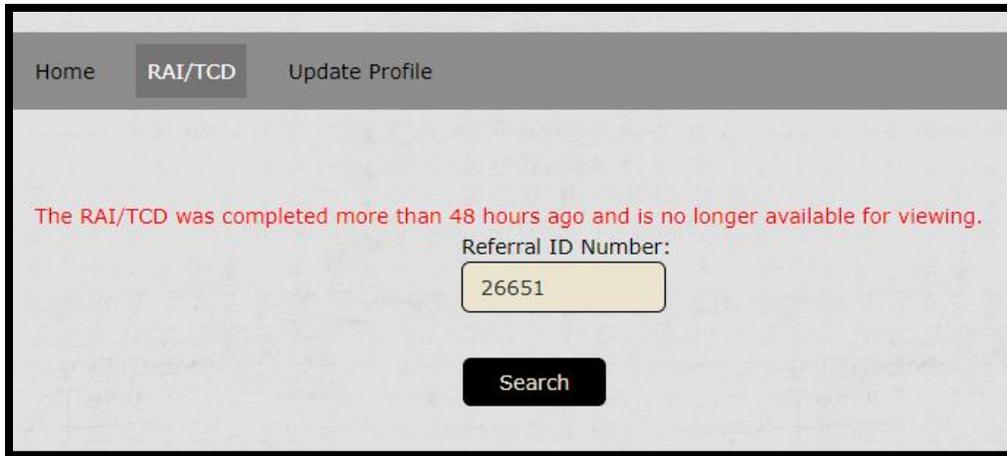
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- RAI will display
- Click the Blue Arrow next to the Referral ID to expand the RAI
 - To print the RAI, click the “Print RAI” hyperlink
 - This will download a PDF
 - To print the TCD, click the “Print TCD” hyperlink
 - This will download a PDF



- If the RAI was created more than 48 hours ago, you will get the below message
 - Please contact the JRAI Coordinator for the RAI information

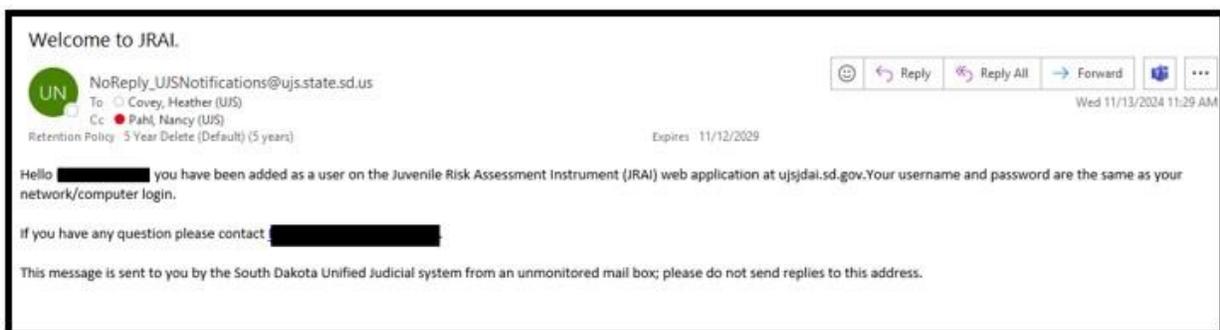


UJS Employee Login

MFA Verification for JRAI Access

JRAI now requires Multi-Factor Authentication (MFA) for each session. All users will be required to log into JRAI to access RAI and TCD information.

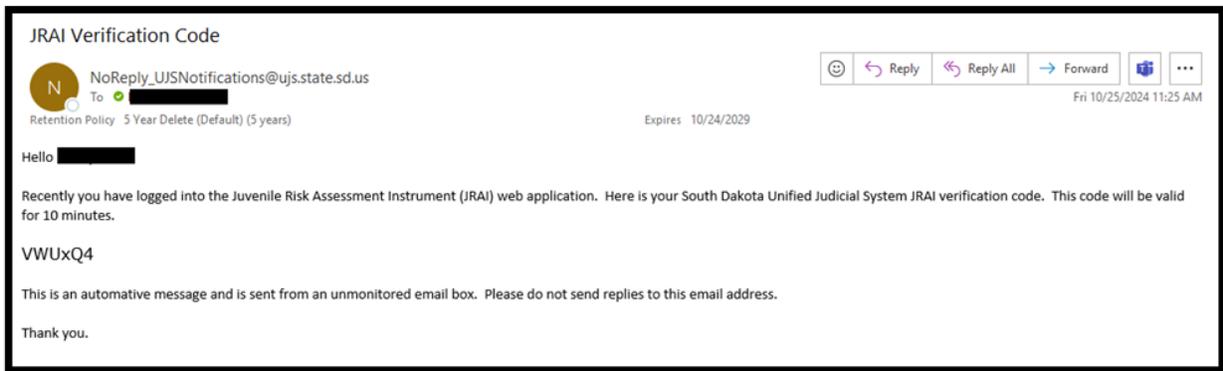
- After Admin Staff has added you to JRAI, you will receive a Welcome email with your username and temporary password
- Click the UJS JRAI hyperlink contained in the email or go to <https://ujisdai.sd.gov/>
- Click Login
 - Type your username
 - This is your JS number, for example, JS##10120
 - Type your password
 - This will be your network password (the password you log into your computer with)



- Click Login again under the password field
- You will be directed to the Verification Screen



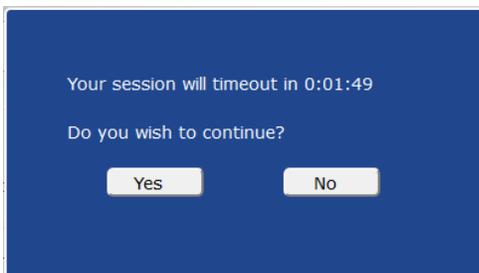
- An additional email containing the verification code will be sent to the email address entered at log in



- Enter the Verification Code in the verification code field
 - Code is **case sensitive** and **valid for 10 minutes**
- Click Validate

Session Timeout

Session will be available for 20 min. Popup window will ask if you wish to continue with 2 minutes left



To change your password:

- Password cannot be one of the previous 5 passwords chosen by the user
- Accounts with passwords older than 180 days will be disabled
- Password will need to be a minimum of 8 characters including one number, one special character, one lower alpha character and one upper alpha character

- Special characters are / \ ! ? @ # \$ % ^ & * ()
- Users accounts will also be disabled if not logged into the site for more than 180 days

If you forgot your username and/or password

- Click the Forgot Password [hyperlink](#)
- Enter your email address in pop up window
- Click Send My Password
- Click the login hyperlink
- Enter username and the password sent in email
- Enter/Re-enter your new password



- In current password, enter password sent in email
- Click Save Changes

Home Tab

- Message of the Day will be displayed
- Logout/Login Screen

Update Profile Tab

- Change/reset password
- Ability to change your color theme
- Supervisor Code if applicable

New RAI Tab

Tab will be used when creating a new RAI

- Enter the Last Name plus the Date of Birth or enter the Last Name plus the First name in corresponding fields
 - Use the wildcard “*” for partial name searches
 - Minimum of three characters plus the wildcard “*”
- Click the search button

Home **New RAI** RAI/TCD Update Profile Reports Administrator ▾

Enter the Last Name plus the Date of Birth **OR** Enter the Last Name plus the First Name. Use an "*" for partial name matches.

Last Name* First Name

Date of Birth

- If a previous RAI has been completed or a Party Record exists in Odyssey, the record will be displayed in the lower grid
- If the juvenile does not have a party record in Odyssey, but has a RAI, "Linked to Odyssey" will indicate No

Enter the Last Name plus the Date of Birth **OR** Enter the Last Name plus the First Name. Use an "*" for partial name matches.

Last Name* First Name

Date of Birth

Click the carrot to display demographic information

If juvenile has been entered in Odyssey, the linked to Odyssey will display a "yes"

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▶ DELINQUENT, JUVENILE ⓘ	01/01/2003		No

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▼ DELINQUENT, JUVENILE ⓘ	01/01/2003		No
Gender: Male Alias:	Race: Unavailable	Ethnicity: Non-Hispanic Alias DOB:	Tribe:

- If the juvenile has a party record in Odyssey, "Linked to Odyssey" will indicate Yes

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▶ [REDACTED] ⓘ	07/31/2002	4208 W 41ST #169, SIOUX FALLS, SD 57106	Yes

- If a previous RAI was added for a party, and at a later date a case was added in Odyssey for the same party, 2 party records will display in the grid. One linked to Odyssey and one not linked to Odyssey. A merge request will need to be sent to <mailto:UJSeSupport@uj.s.state.sd.us>
 - Include party name, date of birth and party ID (if applicable)

Enter the Last Name plus the Date of Birth **OR** Enter the Last Name plus the First Name. Use an "*" for partial name matches.

Last Name* First Name

Date of Birth

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▶ FROST, JACK BRR	01/01/2002	123 SNOWFLAKE WAY, PIERRE SD 57501	Yes
▶ FROST, JACK BRR	02/02/2003		No
▶ FROST, JACK EDWARD	04/22/1948	800S AZUSA AVE #A-2, AZUSA CA-0000	Yes
▶ FROST, JACK K	07/12/1933	1112 4TH, BELLE FOURCHE SD 57717	Yes
▶ TEST, TEST TEST	01/01/1960	123 SANDY STREET, BEACH BOULEVARD, PIERRE SD 57501	Yes

- If “no results were found” when searching, click the Add New Party button

Demographics

Entering Demographics

- “*” indicate required fields
- If Birth Date is unknown, click the “Unknown” checkbox
 - Notify System Admin once date of birth is known at <mailto:UJSeSupport@uj.s.state.sd.us>
- Race
 - Multiracial is not an option on a new demographic record and will only be checked if selected in Odyssey
- Native American
 - If Native American is checked, Tribe, Affiliated and Enrolled are required
- Other
 - Populate text field with “other” race
- Address fields will auto populate the Odyssey address if Odyssey record exists
 - Address can only be updated on the TCD
- Intake Date and Time auto populates to current date and time
 - Date and Time can be edited
- Referral offense is obtained from Law Enforcement/CSO
 - Field auto-populates once characters or statutes are entered.
 - Example: If offense is a Bench Warrant, user starts by typing “wa” and all values with the “wa” combination will appear.

Referral Offense (Most Serious)*: Placed By*:

wa

CHINS - RUNAWAY (CHINS) 26-8B-2(2)RUN
 FAILURE TO APPEAR WARRANT (NONE) FTAW
 ARREST WARRANT (NONE) ARRW
 BENCH WARRANT (NONE) BENW

- If the offense is not listed, type the description of the offense and placed by field
- Click Continue
- You will be taken to a screen to add the statute and description of the offense
- Add the statute and click continue

****NOTE: Offense will be sent to the System Admin to be reviewed/added**

The offense you have entered (burg) is not on a pre-screened list of Offenses. Please provide additional information for the offense that you used or use the back button to correct.

Statute*: Offense Description*:

[← Go Back](#) **Continue**

- Placed by Field will be the Law Enforcement entity referring the juvenile for RAI completion
- Click the Start RAI button if referral offense was found in the drop-down list
- ****Skip to the “Entering a RAI” section in this document to continue with the RAI process**

****NOTE: Referral ID will be auto populated**

Home **New RAI** BAI/TCD Update Profile Reports Administrator Logout

Name: First*: Middle*: Last*: Suffix*:

Date of Birth*: Unknown

Gender*:

Race: (choose all that apply)
 Asian Black Native American
 Native or Other Pacific Islander
 Unavailable White
 Multiracial
 Other

Ethnicity:

Current known address from Odyssey:

Intake Date*: Intake Time*: Referral Offense (Most Serious)*: Placed By*:

[Clear form to add new party](#) **Calculate RAI** **Start RAI**

[← Back to Search Results](#)

Clearing Demographics

- Click the Clear Form link to clear the entered demographic information and add a new juvenile record
 - This will not create a Juvenile record in Odyssey

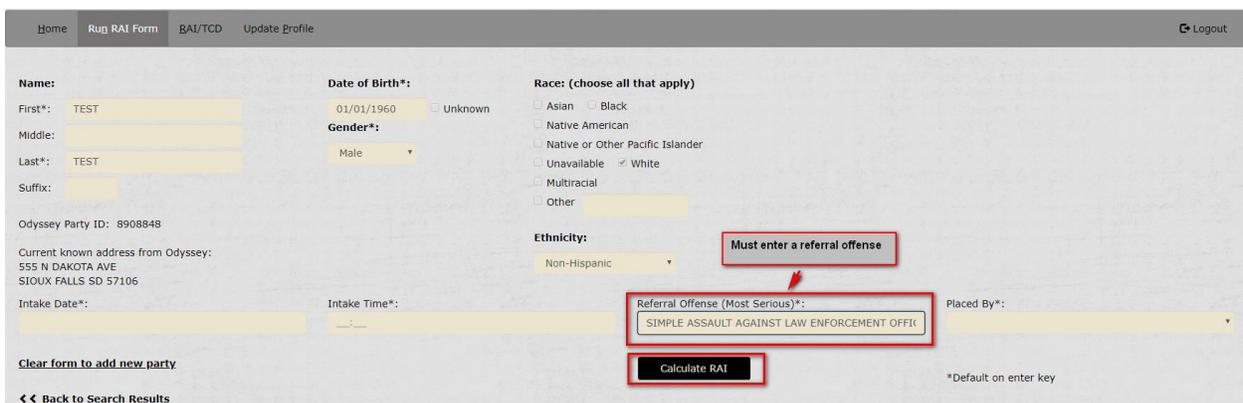


- Click the Save Profile button to save the current demographics or if changes were made

Calculate RAI

This will be used to display the Odyssey Summary information and provide a score **without** saving or creating a RAI.

- Click on the Run RAI Form
 - If the juvenile does not have a party record in Odyssey, you cannot calculate a RAI
- Demographic information is query only
 - You cannot update demographics
- Referral Offense will be required
- Placed By filed is not required
- Click Calculate RAI



- Odyssey Summary will be displayed on the respective sections (if applicable)
- Risk score will be displayed below the name but not saved
 - All sections should have a green checkmark

NOTE: If you are on section 6, clicking next will take you back to tab 1.

COLE, SNOWMANCE

Risk Score 2

Section 1 (2)
 Section 2 (0)
 Section 3 (0)
 Section 4 (0)
 Section 5 (0)
 Section 6 (0)

Failure to Appear/Runaway/Escapes History (Within the last 24 months - Score only the most serious)

- One or more escapes from secure confinement or custody 3
- One or more instances of absconding from a non-secure Placement 2
- Two or more reported runaways from home 1
- Two or more failure to appear warrants (includes juvenile and magistrate warrants) 1
- One or no failure to appear warrants (includes juvenile and magistrate warrants) 0

Score 0

Next

Entering a RAI

- Once the RAI has been started, the RAI referral ID is displayed
- Risk Score will populate as each section of the RAI is Scored
- Each Section will display the score based on selection

DELINQUENT, JUVENILE

Referral ID# 71

Demographic Risk Assessment Decision Overrides

Risk Score 15

Section 1 (15)
Section 2
Section 3
Section 4
Section 5
Section 6

Section 1 – Most Serious Current Alleged Offense

Referral offense and Class is displayed from selection on demographic page

NOTE: Class will not be displayed if charge was manually entered on the demographic screen

- Select only the most serious charge provided by LE

Referral Offense: ASSAULT BY JUVENILE CONFINED IN DETENTION FACILITY (F6) 22-18-29.1

Most Serious Current Alleged Offense (Score only the most serious instant offense) ?

- Felony Class A, B, C, 1, and 2
- Use of firearm in a commission of an offense
- Felony assault or Felony sex crimes

Odyssey Summary

- This information is provided by Law Enforcement. No Odyssey history will be displayed

Odyssey Summary

Not applicable to this section. Please obtain information from Law Enforcement.

- Click the next button or the Section 2 tab to continue scoring the RAI

Section 2 – Disposition and Class 1 Traffic Conviction History

Eligible cases must have a previous conviction with a file date within the last 24 months of the current RAI Intake Date

Odyssey Summary

- Sealed, POA and JUV-CIT cases are excluded
- If a case has multiple charges and at least one charge has a conviction, all charges will display
- All case statuses will be displayed
- If any charge on case has a disposition, all charges on the case will display with disposition (if applicable)
- Restitution Victim will be excluded (06/22)
- Criminal Cases will be excluded (06/22)

Odyssey Summary

Case Number: 06POA17-XX
Case Filed: 09/14/2017 Case Status: Terminated
Charge:
1. 34-46-2 (2) - PURCHASE/RECEIVE/CONSUME/POSS TOBACCO UNDER 18 (M2)
Disposition Date: 09/14/2017 Disposition: Judgment on Plea of Guilty
Sentence Date: 09/14/2017

Case Number: 06JUV17-XX
Case Filed: 06/22/2017 Case Status: Terminated
Charges:
1. 22-32-8 - BURGLARY - 3RD DEGREE (F5)
Disposition Date: 09/15/2017 Disposition: Petition Sustained
Sentence Date: 09/15/2017
2. 22-34-1 - INTENTIONAL DAMAGE TO PROPERTY - \$400-\$1000 (M1)
Disposition Date: 09/15/2017 Disposition: Petition Sustained
Sentence Date: 09/15/2017
3. 22-40-1 - IMPERSONATION TO DECEIVE LAW ENFORCEMENT OFFICER (M1)
Disposition Date: 09/15/2017 Disposition: **Dismissed**-Motion by Prosecutor
Sentence Date:
4. 22-18-1(4) - SIMPLE ASSAULT ATTEMPT TO PUT ANOTHER IN FEAR OF BODILY HARM (M1)
Disposition Date: 09/15/2017 Disposition: **Dismissed**-Motion by Prosecutor
Sentence Date:
5. 22-18-26.1 - INTENTIONAL CAUSING CONTACT W/BODILY FLUIDS/HUMAN WASTE (M1)
Disposition Date: 09/15/2017 Disposition: Petition Sustained
Sentence Date: 09/15/2017

- Click the next button or the Section 3 tab to continue scoring the RAI

****NOTE:** Disposition Date = Adjudication Date

Section 3 – Failure to Appear/Runaway/Escape History

Juvenile's runaway/escape history provided by Law Enforcement

Odyssey Summary

- Sealed, POA and JUV-CIT cases are excluded
- Restitution Victim will be excluded (06/22)
- Criminal Cases will be excluded (06/22)
- All Failure to Appear (FTA) warrants with a file date within the last 24 months of the current RAI Intake Date and a status of active or returned

Odyssey Summary

Case Number: 49JUV16-XX (JUV - Delinquent)

Warrants:

Bench Warrant - JUV - Failure to Appear (Returned)

Issue Date: 06/21/2016

Bench Warrant - JUV - Failure to Appear (Returned)

Issue Date: 06/21/2016

- Click the next button or the Section 4 tab to continue scoring the RAI

Section 4 – Pending Cases

Eligible cases must have an Odyssey case status of Pending or Reopened and at least one offense on the case does not have a sentence or a disposition that is Dismissed, Extradited, No Formal Action, Not Sustained at Prelim or Grand Jury or Recharged.

Odyssey Summary

- Sealed, POA, INF and JUV-CIT cases are excluded
- Restitution Victim will be excluded (06/22)
- Criminal Cases will be excluded (06/22)
- Case status must be Pending or Reopened
- Disposition is not Dismissed, Extradited, No Formal Action, Not Sustained at Prelim or Grand Jury or Recharged
- If any charge on a case does not have a convicted disposition (see above) and does not have a sentence, the case will display with all charges, even if the case has other charges with a sentence

Case Number: 51JUV18-XX (JUV)

Case Filed: 11/28/2018 Case Status: Reopened

Charges:

1. 22-18-1.05 - AGGRAVATED ASSAULT AGAINST LAW ENFORCEMENT OFFICER (F2)
Disposition Date: 11/28/2018 Disposition: Petition Sustained
Sentence Date: 11/28/2018
2. 22-42-5 - POSSESSION CONTROLLED SUBSTANCE IN SCHEDULES III OR IV (F6)
Disposition Date: 11/28/2018 Disposition: Petition Sustained
Sentence Date: 11/28/2018
3. 88-000-000 - PROBATION VIOLATION (NONE)
Disposition: Pending

- Click the next button or the Section 5 tab to continue scoring the RAI

Section 5 – Aggravating Factors

Juvenile's status provided by Juvenile's Court Services Officer or the Juvenile Corrections Agent

- Multiple selections permitted
- Select “No Aggravating Factors” if none apply

Odyssey Summary

- This information is provided by Law Enforcement, CSO or JCA. No Odyssey history will be displayed
- Click the next button or the Section 6 tab to continue scoring the RAI

Section 6 – Mitigating Factors

- Multiple selections permitted
- Arrest history obtained from Law Enforcement
- Select “No Mitigating Factors” if none apply

Odyssey Summary

- All Failure to Appear warrants with a file date within the last 24 months of the current RAI Intake Date will be displayed

Odyssey Summary

Case Number: 49JUV16-XX (JUV - Delinquent)

Warrants:

- Bench Warrant - JUV - Failure to Appear (Returned)
Issue Date: 06/21/2016
- Bench Warrant - JUV - Failure to Appear (Returned)
Issue Date: 06/21/2016

Case Number: 49JUV15-XX (JUV - Delinquent)

Warrants:

- Bench Warrant - JUV - Failure to Appear (Returned)
Issue Date: 01/26/2016
- Bench Warrant - JUV - Failure to Appear (Returned)
Issue Date: 01/26/2016

- Click Save
 - The “Save” Button will not appear until all Sections have been completed and a green checkmark appears next to the section name.

Decision Tab

- Score and Indicated Decision are auto populated

The screenshot shows a navigation bar with three tabs: Demographic, Risk Assessment, and Decision. Below the tabs, there are two highlighted boxes: one containing 'TOTAL RISK SCORE: 23' and another containing 'INDICATED DECISION: Secure Detention'.

Screened By

- Auto populated based on user log in

[REDACTED]	Demographic	Risk Assessment	Decision
TOTAL RISK SCORE: 23		INDICATED DECISION: Secure Detention	
Screened by: Nancy Pahl			

Comments

- Used to document conversations with Law Enforcement and to Justify Aggravating or Mitigating Circumstances
- Max is 3000 characters

Actual Decision

Where the juvenile is referred

- Required if any Override Reason is selected
- Select decision from the dropdown

ACTUAL DECISION: DOC Hold Only ▼

Placement

- Select placement using dropdown
 - If doing an Override, you do not need to populate placement field

Override

- Select override reason
 - One selection is required
 - If Other is selected, text box must be completed

Overrides (Must be approved by Supervisor)

- Override Down
- Parent, Guardian, or Custodian is not available or suitable to receive the child (**only an override into an alternative**)
- Run Risk (**only an override into an alternative**)
- Minor has failed a detention alternative program
- Minor held pending referral to mental health/chemical dependency agency
- Minor held in custody for another jurisdiction
- Victim in the home and there is an immediate safety concern
- Close proximity of victim and there is an immediate safety concern
- Failure to Appear Magistrate Warrant
- Failure to Appear Juvenile Warrant
- Arrest Warrant
- Unable to pay warrant
- Other (**Be specific**):

Override Justification

Enter Override Justification in the free form text box

- Required if any Override Reason is selected
- Max is 3000 characters

Override Justification:

Juvenile assaulted sibling, sissy juvenile, whom juvenile lives with. Safety concerns

Override Code

- Enter Supervisor code
- Click the Verify Supervisor Code button
 - When Supervisor Code has been verified, the Supervisor’s name and date will auto populate

Approved By: Cooper Pahl

- Enter date
 - Shortcut: use “t” for today’s date

Override code: 34763 **Verify Supervisor Code**

NOTE: Supervisor code cannot be associated with the user entering the RAI

Reset Override Form

- Click the “Reset Override Form” hyperlink to clear the Override section

Actual Decision

Where the juvenile is referred

- Required if any Override Reason is selected
- Select decision from the dropdown

ACTUAL DECISION: DOC Hold Only

Placement

Using dropdown, select the placement of juvenile

- This field is required to proceed.

Placement

DOC Hold



- Click the “Complete Form and Proceed to TCD” button

Temporary Custody Directive

Demographics

- Any demographic information from the RAI will auto populate the TCD
 - Address is the only field that can be updated
- All fields noted with an asterisk "*" are required
 - If the Mother or Father textbox is populated, the available and suitable fields are required; if left blank, you cannot make a selection
- Allegation(s) text box will auto populate the original offense selected from RAI
 - List any additional offenses received from Law Enforcement

SOUTH DAKOTA UNIFIED JUDICIAL SYSTEM
TEMPORARY CUSTODY DIRECTIVE

Name:	FROSTY SNOWMAN	Mother:	<input type="text" value="Snowflake"/>	Date*:	<input type="text" value="12/11/2017"/>
Address 1:	<input type="text" value="123 Winter Lane"/>	Available*:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Time*:	<input type="text" value="08:50"/>
Address 2:	<input type="text"/>	Suitable*:	<input type="radio"/> Yes <input checked="" type="radio"/> No	County*:	<input type="text" value="Brown"/>
City:	<input type="text" value="Pierre"/>	Father:	<input type="text"/>	Caller*:	<input type="text" value="PD"/>
State:	<input type="text" value="South Dakota"/>	Available*:	<input type="radio"/> Yes <input type="radio"/> No	Agency*:	<input type="text" value="Brown County Sheriff's Office"/>
Zip:	<input type="text" value="57501"/>	Suitable*:	<input type="radio"/> Yes <input type="radio"/> No	Title*:	<input type="text" value="Officer Sleigh"/>
DOB:	<input type="text" value="01/01/2002"/>	Other custodian or guardian information:	<input type="text"/>	Phone:	<input type="text" value="() - -"/>
Age:	<input type="text" value="15"/>				
Gender:	<input type="text" value="Male"/>				
Race:	<input type="text" value="Native American"/>				
Allegation(s)*: <input type="text" value="JUVENILE SEXTING (M1) 26-10-33JTXT; Free Form Text for any other allegations"/>					

Considerations

- Multiple options allowed on the Abused or Neglected, CHINS and Delinquent Tab
 - Intake officer chooses whichever statement best fits the situation
- Decision tab requires a selection
-

Save Option for TCD

Users will now be able to save their TCD's before sending out the RAI.

- Complete RAI
- Select the TCD tab
- Fill in TCD information
- Click the Save Draft button

ng must be held within 24 hours if detention is to be continued.



The screenshot shows a web interface with a 'Save Draft' button highlighted by a red rectangular box. To its right is a 'Sign/Save' button. Above the 'Sign/Save' button is a dropdown menu labeled 'Select Email Group' and a checkbox labeled 'Email copy to me.'.

- TCD will be placed in the Pending File
 - User will be taken back to the start screen
- Click the RAI/TCD tab
- Click the pending orange file



- Select the RAI from the pending file
- Select the TCD tab
 - All information previously entered has been saved
- When RAI and TCD has been completed
 - Select the email group
 - Click the Sign/Save button

Emailing RAI and TCD

- Select appropriate group from the “Select Email Group” drop down
 - Email group must be selected to Sign/Save the RAI/TCD
 - Email groups will be maintained by the Site Administrator. To have a name removed or added, send your request to UJSeSupport@ujs.state.sd.us. Email groups will include:
 - The Chief and Deputy Chief Court Service Officer of the Circuit the juvenile was arrested in
 - The Clerk of Court in the County the juvenile was arrested in
 - The State Attorney in the County the juvenile was arrested in
 - In some instances, the Judge assigned to the County the juvenile was arrested in
- Click the “Email Copy to Me” if you would like a copy of the RAI and TCD PDF forms
 - Email will be sent from the unmonitored email:
NoReply_UJSNotifications@ujs.state.sd.us with RAI/TCD for (juvenile name) in the subject line
- Click the Sign/Save button

RAI/TCD Referral #72 has been saved.

RAI/TCD Tab

Tab allows you to search for an existing RAI. If a previous RAI has been entered, it will be displayed here. If the juvenile does not have a previous RAI, even though the juvenile may have an Odyssey party record, “no results found” will be displayed.

- Click the RAI/TCD tab
- Enter Last Name plus the Date of Birth or Enter the Last Name, First Name OR enter the Referral ID number
 - The wildcard (*) can be used to perform a name search
- Click the carrot to expand the demographic information
 - Only the RAI demographics will be displayed

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
JACK BRR FROST	02/02/2003		No
Gender: Male Alias:	Race: White	Ethnicity: Non-Hispanic Alias DOB:	Tribe:

- Click on name hyperlink to select the party record
- Previous RAI's will be displayed in the bottom grid

Name: First: JACK Middle: BRR Last: FROST Suffix:	Date of Birth: 02/02/2003 Gender: Male	Race: White Ethnicity: Non-Hispanic	Tribe: Affiliated: Enrolled:
Current known address from Odyssey:			
◀ Back to Search Results			
▶ Referral ID: 80	Date: 11/21/2017	Risk Score: 20	Status: Completed

- Clicking on the Referral ID record will display a summary of the completed RAI
 - Click the Print RAI or Print TCD link to print completed RAI and TCD

▼ Referral ID: 76	Date: 11/21/2017	Risk Score: 24
Print RAI	Print TCD	
Intake Date: 11/21/2017	Intake Time: 11:22	Referral Offense (Most Serious): ASSAULT BY JUVENILE CONFINED IN DETENTION FACILITY
		Placed By: Chamberlain Police Department
Section 1: Most Serious Current Alleged Offense (Score only the most serious instant offense) <i>Felony Class A, B, C, 1, and 2</i> 15		
Section 2: Disposition and Class 1 Traffic Conviction History (Previous 24 months from intake date - Score only the most serious) <i>Two or more prior dispositions for any misdemeanor offenses</i> 3		
Section 3: Failure to Appear/Runaway/Escape History (Within the last 24 months - Score only the most serious) <i>Two or more reported runaways from home</i> 1		
Section 4: Pending Cases (Score only most serious) <i>One or more pending Misdemeanor Assault or Misdemeanor Sex Crime</i> 4		
Section 5: Aggravating Factors (Score all that apply)		

- If you search on a pending RAI, you will not have the ability to print the RAI or TCD

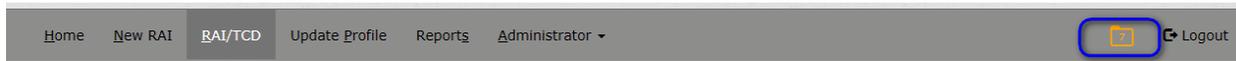
▼ Referral ID: 20	Date: 09/22/2017	Risk Score: 7	Status: Pending
Edit	Delete		

NOTE: If you have deleted a pending RAI, the demographic information will still display (even if no RAI has been entered previously)

RAI Drafts

A RAI draft will be saved to the pending file once you click the Start RAI button.

- Only the person starting the RAI can see the RAI's in their pending folder
- To retrieve/complete a Pending RAI, click on the orange Pending file



- Click on the RAI to be completed
 - Complete as a normal RAI
 - RAI will be removed from your pending file
- If the pending RAI needs to be deleted, click the “Delete RAI” hyperlink

- Click Delete RAI Application button

Aliases

Updating the middle name and/or Date of Birth will create an alias in the RAI system

Home New RAI RAI/TCD Update Profile Reports Administrator

Enter the Last Name plus the Date of Birth **OR** Enter the Last Name plus the First Name. Use an "*" for partial name matches.

Last Name* PAN First Name PETER

Date of Birth MM/DD/YYYY Search

Add New Party

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▼ PAN, PETER	01/01/2003		No
Gender: Male Alias:	Race: Multiracial	Ethnicity: Unknown Alias DOB:	Tribe: Omaha Tribe

➤ Updated Middle Name and Date of Birth

Name: First*: PETER Middle: NEVER GROW UP Last*: PAN Suffix:

Date of Birth*: 01/01/2007

Race: (choose all that apply) Asian Black Native American Native or Other Pacific Islander Unavailable White Multiracial Other

Tribe*: Omaha Tribe

Affiliated*: No

Enrolled*: Yes

Ethnicity: Unknown/Refused

Current known address from Odyssey:

Intake Date*: 11/21/2017 Intake Time*: 11:34 Referral Offense (Most Serious)*: Placed By*:

Clear form to add new party Calculate RAI Start RAI

➤ Name and Date of Birth now displayed by clicking the carrot

Name	Date of Birth	Physical Address from Odyssey	Linked to Odyssey
▼ PETER NEVER GROW UP PAN	01/01/2007		No
Gender: Male Alias: PETER NEVER GROW UP PAN	Race: Multiracial	Ethnicity: Unknown Alias DOB: 01/01/2007	Tribe: Omaha Tribe

Merges

Merge requests must be emailed to the System Administrator at <mailto:UJSeSupport@uj.s.state.sd.us>

- Primary Party (record that will be kept)
 - Provide the most recent RAI Referral ID number
 - Odyssey Party ID (if applicable)
 - Date of Birth
- Identify the Party to be merged into Primary Party
 - Provide the most recent RAI Referral ID number
 - Odyssey Party ID (if applicable)
 - Date of Birth

Help

- Click the Help Link at the bottom of the page to access the JDAI Training Manual, UJS User's Training Manual and a FAQ document

Reports

Reports are based on role/security for each user. Only users with the role of Admin Supervisor can run reports. All reports are based on the date the RAI was entered.

Demographics by Gender

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each Gender for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Intake Center
- Referral ID
- Party Name
- Intake Date/Time
- Gender
- Pie Graph with Count for each Gender

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed

Demographics by Race

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each Race for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Party Name
- Race
- Pie Graph with Count for each Race

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed

Most Serious Offense by Offense

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each offense selected from the Primary Referral Offense for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers

- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Party Name
- Actual Offense
- Table with count for each offense and percentage from highest to lowest

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed

Most Serious Offense by Score

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each value for section 1 for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Party Name
- Selected value from Section 1
- Bar graph with count for each value for Section 1

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed

Overrides

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each Override Outcome and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Party Name
- Override Outcome (No Override, Overrode Down, Overrode Up)
- Override Up Reasons
- Table with count for each Override Outcome

Sort Order

- Placed by Agency
- Intake Center
- Intake Date

Frequency Run

- As needed

Referral Source

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Placed By Agency, Intake Center and then Intake Date. Provide a total for each Placed By Agency and a total for all records.

Select Criteria

- Start Date and End Date are required

- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Placed by Agency
- Pie graph with count for each Placed by Agency

Sort Order

- Placed by Agency
- Intake Center
- Intake Date

Frequency Run

- As needed

Age of Youth

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each Age Range for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Name
- Date of Birth

- Age (Calculated based on Intake Date)
- Bar graph with count for each Age Range

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed

Decision Comparison

Return RAI's within the date range and selected intake center(s). List each record with the columns listed above sorted by Intake Center and then Intake Date. Provide a total for each actual decision values and indicated decision values for each Intake Center and a total for all records.

Select Criteria

- Start Date and End Date are required
- All one, multiple or all Intake Centers is required

Security

- Administrator
- Admin Supervisor
- Intake Officers
- Court Expeditors

Layout

- Referral ID
- Intake Center
- Intake Date/Time
- Name
- Indicated Decision
- Actual Decision
- Bar graph that contains columns for Actual and Indicated Decisions

Sort Order

- Intake Center
- Intake Date

Frequency Run

- As needed