GUIDE TO JCS CODES WORKBOOK

Introduction

A new JCS Codes Workbook has been published in Excel format. The workbook includes tabs at the bottom of the Excel document for viewing the following worksheets:

- Status Codes,
- Dispositions,
- Conditions,
- Appointment Tracking,
- Miscellaneous Tracking,
- SCOMIS Docket Codes displayed in Tracking.

Sorting the Excel Tables

If a user wishes to sort these tables: open the Excel document, save this document to a folder onto your own PC or LAN, then open this saved document in Excel. You should then be able to sort the Excel tables.

The JCS Referral Codes Excel workbook is broken up into six spreadsheets.

Identifying information is outlined below:

JCS Referral types:

JO – Offender
JI – Infraction
AO – Administrative Offender
JD – Dependency
JA – At Risk Youth
JC – CHINS
JP – DDP Dependency
JR – Termination
JT – Truancy
AN – Administrative Non-Offender

Status Codes Worksheet

Type Code: •   Ref/Rea Status – may be used on both referral and reason.   •   Reason Status – only available as a reason status.
JCS Alpha Code: 5 digit code representing referral and/or reason status.
JCS Status Code Description
Closed Status: •   'Yes' -- closed referral and/or reason;

•   'No' -- open referral and/or reason.
Accepts Auto Update:
•   'Yes' -- open reason status will be updated by this code if entered as referral status;
•   'No' -- open reason will not be updated by this code if entered on referral status.
Updates open reason to: Identifies status code that will enter on reason accepting status update.
Referral types: see above.
Resolutions status:
•   'Pre' -- open referral will appear on Pre-Resolution Report (JVR 3100);
•   'Post' -- open referral will appear on Post Resolution Report (JVR 111).
Business Use Description – directions regarding when to use code.

Dispositions Worksheet

JCS Alpha Code: Code representing disposition.
JCS Disposition Code Description
Entry point
•   'JCS' – disposition can only be posted through JCS ;
•   'SCOMIS JCS' – disposition will come across from SCOMIS docket entry if posted by County Clerk on associated case or can by posted through JCS.
Used on Referral, Case or Both:
•   Case – disposition only available if case is selected on JCS disposition screen via radio button;
•   Referral – disposition only available if referral is selected on JCS disposition screen via radio button or if no case associated;
•   Both – disposition available to be posted on either case or referral.
Allows Conditions:
•   'Yes' – may add conditions to this disposition;
•   'No' – not able to add conditions to this disposition.
Referral types – See above.
Business Use Description – directions regarding when to use code.

Conditions Worksheet

JCS Alpha Code: Code representing condition in JCS.
JCS Condition Code Description
Referral types – See above.
Business Use Description – directions regarding when to use code.

Appointment Tracking

JCS Alpha Code: Code representing appointment scheduled. (Add an 'H' to the end of the code to document an appointment held.)
JCS Condition Code Description
Business Use Description – directions regarding when to use code.

Miscellaneous Tracking

JCS Alpha Code: Code representing miscellaneous actions available for documentation through tracking.

| JCS Condition Code Description |
| Business Use Description – directions regarding when to use code. |

SCOMIS Docket Codes displayed in Tracking

| SCOMIS Alpha Code: Docket entries that will display on referral tracking in JCS. |
| JCS Code Description |