



UNITY CASE ENTRY CHECKLIST

- Juvenile field staff entering own cases into UNITY do not need to complete ICJ forms in advance as ICJ forms will be generated by the system based on the data entered.
- Juvenile field staff providing the information to a designated UNITY user for entry will need to ensure ICJ forms are fully completed and provided in a format that allows the information to be copied/pasted into the system.
- Current version of all ICJ forms can be located at: www.juvenilecompact.org.

Transfer of Supervision Cases (Parole)

ICJ Transfer Out cases: {Enter your state here} = Sending State <i>*Juveniles <u>NOT</u> considered juvenile sex offenders under the ICJ*</i>	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form IV – Parole or Probation Investigation Request - Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form VI – Application for Services and Waiver- Scanned PDF Copy is acceptable <ul style="list-style-type: none"> ○ Signature of juvenile and witness required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form VII – Travel Permit <ul style="list-style-type: none"> ○ Only needed if juvenile will be proceeding to Receiving State prior to acceptance of supervision ○ Signature of juvenile needed • Provide two copies to the ICJ Office, one copy with wet signature of youth and Case Manager, one copy with fillable information that can be copied and pasted into UNITY (you do NOT need signatures on second form)
<input type="checkbox"/>	<ul style="list-style-type: none"> • UNITY Supplemental Data form
<input type="checkbox"/>	<ul style="list-style-type: none"> • Cover Letter/Supervision Summary
Required court documents for <u>each</u> active court case	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Petition & Police Report
<input type="checkbox"/>	<ul style="list-style-type: none"> • Order of Commitment
<input type="checkbox"/>	<ul style="list-style-type: none"> • Conditions of Supervision



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Optional documents: BEST Practice is to include (if available)	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Legal and Social History
<input type="checkbox"/>	<ul style="list-style-type: none"> • School Records
<input type="checkbox"/>	<ul style="list-style-type: none"> • Photo
<p>ICJ Transfer Out cases: {enter your state here} = Sending State <i>*Juveniles classified as juvenile sex offenders under the ICJ*</i></p>	
<ul style="list-style-type: none"> ➤ Shall not be permitted to proceed to the Receiving State prior to acceptance of supervision unless the juvenile is relocating to Receiving State with a legal guardian and has no legal guardian remaining in Sending State ➤ If the above-outlined criteria is not met, a complete referral will be submitted with juvenile remaining in the sending state until acceptance of supervision ➤ If exception applies, travel permit may be issued in addition to providing written explanation of circumstances 	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form VII – Travel Permit <ul style="list-style-type: none"> ○ Must be submitted to Receiving State <i>prior</i> to departure ○ Signature of juvenile needed • Provide two copies to the ICJ Office, one copy with wet signature of youth and Case Manager, one copy with fillable information that can be copied and pasted into UNITY (you do NOT need signatures on second form)
<p>Submission of Complete Referral due within 10 business days of travel permit being issued</p>	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form IV – Parole or Probation Investigation Request- Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form VI – Application for Services and Waiver <ul style="list-style-type: none"> ○ Signature of juvenile and witness required ○ Scanned PDF Copy is acceptable
<input type="checkbox"/>	<ul style="list-style-type: none"> • UNITY Supplemental Data form
<input type="checkbox"/>	<ul style="list-style-type: none"> • Cover Letter/Supervision Summary



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Required court documents for <u>each</u> active court case	
<input type="checkbox"/>	<ul style="list-style-type: none"> Petition & Police Report
<input type="checkbox"/>	<ul style="list-style-type: none"> Order of Commitment
<input type="checkbox"/>	<ul style="list-style-type: none"> Conditions of Supervision
Optional documents: BEST Practice is to include (if available)	
<input type="checkbox"/>	<ul style="list-style-type: none"> Legal and Social History
<input type="checkbox"/>	<ul style="list-style-type: none"> School Records
<input type="checkbox"/>	<ul style="list-style-type: none"> Photo
<input type="checkbox"/>	<ul style="list-style-type: none"> Safety Plan
<input type="checkbox"/>	<ul style="list-style-type: none"> Victim Information
<input type="checkbox"/>	<ul style="list-style-type: none"> Supervision & Treatment Plan

ICJ Transfer In cases: {enter state here} = Receiving State	
Home Evaluation	
<input type="checkbox"/>	<ul style="list-style-type: none"> Form VIII – Home Evaluation Report- Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> Mandatory Home Visit
<input type="checkbox"/>	<ul style="list-style-type: none"> Due within 30 calendar days upon assignment by Compact Office
Quarterly Progress Report	
<input type="checkbox"/>	<ul style="list-style-type: none"> Form IX – Quarterly Progress Report- Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> Due every 90 days



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<input type="checkbox"/>	<ul style="list-style-type: none"> • Collateral documents also provided <ul style="list-style-type: none"> ○ Community service hours, treatment completion, etc.
Violation Report	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form IX – Violation Report- Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Submit upon juvenile displaying issues of non-compliance and/or receiving new charges <ul style="list-style-type: none"> ○ Continued supervision may be recommended
<input type="checkbox"/>	<ul style="list-style-type: none"> • Collateral documents also provided <ul style="list-style-type: none"> ○ Police report, drug testing results, etc.
Absconder Report	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form IX – Absconder Report Must be fillable, use digital signatures only (ICJ Office must be able to copy and paste your information into UNITY)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Submit upon meeting requirements to determine juvenile is absconder <ul style="list-style-type: none"> ○ Conducting a field contact at last known residence ○ Contacting last known school or employer, if applicable ○ Contacting known family members and collateral contacts

Travel Cases



<input type="checkbox"/>	<ul style="list-style-type: none"> ➤ ICJ Travel Permits shall be submitted for ALL juveniles who are traveling for a period in excess of 24 consecutive hours <u>AND</u> meet the following criteria: <ul style="list-style-type: none"> ○ Sex-related offenses ○ Violent offenses that have resulted in personal injury or death ○ Offenses committed with a weapon ○ Returning to the State from which they transferred for the purpose of visitation ○ State-committed ○ Required by victim notification laws
<input type="checkbox"/>	<ul style="list-style-type: none"> • Form VII – Travel Permit <ul style="list-style-type: none"> ○ Must be submitted prior to departure ○ Signature of juvenile needed • Provide two copies to the ICJ Office, one copy with wet signature of youth and Case Manager, one copy with fillable information that can be copied and pasted into UNITY (you do NOT need signatures on second form)



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Return Cases

	<p>➤ All necessary documents for the Court hearing will be provided by the Compact Office including the following:</p> <ul style="list-style-type: none">○ Form III○ Juvenile Rights form
<input type="checkbox"/>	<ul style="list-style-type: none">• Contact Compact Office immediately via phone or email upon completing an intake involving an out-of-state runaway
<input type="checkbox"/>	<ul style="list-style-type: none">• Complete a full intake interview to ensure all pertinent details are obtained and can be provided to the Compact Office
<input type="checkbox"/>	<ul style="list-style-type: none">• Form III Provide two copies to the ICJ Office, one copy with wet signatures, one copy with fillable information that can be copied and pasted into UNITY (you do NOT need signatures on second form)