

REQUEST FOR INFORMATION

Interstate Commission for Juveniles

Workflow and Data Management System

Date:

Contents

1. Purpose.....	4
2. Background and Current Situation.....	5
3. Needs Assessment	7
4. High-level Requirements	8
5. Primary Business Requirements	10
5.1. Add and Manage Compact Offices	10
5.2. Add and Manage Users.....	10
5.3. Add and Edit Information about Juveniles.....	11
5.4. Enforce the Compact Rules	11
5.5. Transfer Supervision for an Adjudicated Juvenile: ICJ Supervision Case	12
5.5.1. Referral Request Workflow.....	12
5.5.2. Home Evaluation Workflow	12
5.5.3. Departure and Arrival Workflow.....	13
5.5.4. Progress Report.....	13
5.5.5. Violation Report and Reply	14
5.5.6. Return to Sending State Request	14
5.5.7. Case Closure.....	14
5.5.8. ICJ Action Request	15
5.6. Return Runaways to their Home State: Return Case.....	16
5.6.1. Petition for Runaway Return and Runaway Return Application Workflow.....	16
5.6.2. Non-voluntary Return Workflow.....	17
5.6.3. Departure and Arrival Workflow.....	18
5.7. Decrease the Effort Required to Perform Work.....	18
5.8. Maintain Data Security	19
5.9. Meet Acceptable Standards for a Normal Web Application.....	19
5.10. Reporting Requirements	20
6. Documents List and Use	21
7. Business Risks and Opportunities	23
7.1 Business Problems and Opportunities.....	23
7.2 Business Risks.....	24

8. Vendor Responses.....	26
9. Instructions to Vendors	27
10. ICJ Forms.....	28
11.1 Form I: Requisition for Runaway Juvenile.....	29
11.2 Form II: Requisition for Escapee or Absconder and Requisition for Juvenile Charged with Being Delinquent	30
11.3 Form III: Consent for Voluntary Return of Out of State Juvenile(s).....	31
11.4 Form IV: Parole or Probation Investigation Request	32
11.5 Form V: Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State	33
11.6 Form IA and VI: Application for Services and Waiver	34
11.7 Form VII: Out of State Travel Permit and Agreement to Return	35
11.8 Form VIII: Home Evaluation Report Form	36
11.9 Form IX: Quarterly Progress or Violation Report	37
11.10 Case Closure Notification.....	38
11.11 Form A: Petition for Requisition to Return a Runaway Juvenile.....	39
11.12 Order Setting Hearing for Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent	40
11.13 Order Setting Hearing for the Requisition for a Runaway Juvenile	41
11.14 Petition for Hearing on Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent	42
11.15 Petition for Hearing on Requisition for Runaway Juvenile	43
11.16 Rights for Voluntary Return of Runaway, Escapee, Absconder, or Juvenile Being Charged as Delinquent	44
12. Glossary of Terms.....	45

1. Purpose

The purpose of this Request for Information (RFI) is to select the hardware, systems, application software, and related support services necessary to implement and maintain a computer-based system meeting the Interstate Commission for Juveniles' (ICJ) business requirements. ICJ wishes to automate the current manual processes associated with supervising, transferring, accepting, tracking, and returning juveniles from one state to another.

This RFI seeks to form a partnership with an established vendor to provide the required expert services and support for an information sharing system for ICJ and the Interstate Compact states. Responding vendors need to demonstrate a history of similar project successes and ability to provide the services to meet the requirements outlined in this document. ICJ seeks a provider that can design, develop, implement, and support a system that meets the needs of ICJ users as described throughout this RFI.

2. Background and Current Situation

The Interstate Compact for Juveniles (Compact) is an agreement between member states for the fulfillment of two primary tasks: (1) provide continuous supervision of adjudicated juveniles among the member states, and (2) facilitate the return of runaways, escapees, or absconders to their home state. The member states also assist other member states with supervising traveling runaways, escapees, or absconders when there are scheduled or unscheduled layovers.

ICJ established Compact rules¹ that are the written statements by ICJ promulgated pursuant to Article VI of the Compact² in order to efficiently and effectively achieve the purposes of the Compact. The Compact rules are of general applicability to implement, interpret, or prescribe a policy or provision of the Compact. The Compact rules have the force and effect of statutory law in a Compact-participating state, and includes the amendment, repeal, or suspension of an existing rule. The rules set the framework for the business processes for juvenile transfer between states.

Whenever there is a need for a juvenile to relocate to another state, the transfer is processed through the Interstate Compact for Juveniles Offices (ICJ Office) of the *sending* and *receiving* states. The Compact transfers roughly 13,000 juveniles each year. All interstate communication regarding a Compact juvenile is coordinated through each state's ICJ Office. An ICJ Office may consist of a small department or single individual. The ICJ Office has final approval or disapproval authority for any transfer. Some states have separate (bifurcated) offices for probation supervision and parole supervision.

Juvenile Probation Officers are responsible for supervising juveniles in the receiving state. Compact states may have between 200 and 2,000 Juvenile Probation Officers. Juvenile Probation Officers are responsible for investigating the placements, sanctioning violations, transporting juveniles to and from placement facilities, providing quarterly progress reports, and tracking juveniles while they are under supervision in the receiving state.

Because juvenile transfers are not always voluntary, a court order and parental permission may be required. Court officers working for the state ICJ Office are responsible for procuring the appropriate approvals and orders.

¹To obtain a copy of the most recent Compact rules, please see:
http://www.juvenilecompact.org/LinkClick.aspx?fileticket=QDbarg6_mEQ%3d&tabid=800

² To obtain a copy of the Compact statute with the Articles, please see:
<http://www.juvenilecompact.org/LinkClick.aspx?fileticket=b9nFo9GaUco%3d&tabid=654>

Some states have automated their juvenile probation case management system internally; however, there is no nationwide system. Data regarding the current transfer status of juveniles is maintained in spreadsheets, in-house data systems, and/or in paper files.

On average, state ICJ Offices process 30 parole cases and 250 probation cases a year, with a maximum of nearly 700 cases per year. The average number of runaway cases that State ICJ Offices process each year is around 60, and a single office could process as many as 300 runaway cases.

Currently, ICJ Offices communicate case information between states by U.S. Postal mail, email, facsimile transmissions, and telephone. ICJ is working on standardizing all forms. A list of the forms is provided in section 6 of this document. The current manual system is flexible and relies on direct communication between the state ICJ Offices. Occasionally, there have been situations when communicating changes with regard to travel plans have been difficult, because the current processes, forms, and procedures make it difficult to communicate effectively.

There is no central repository or application for juvenile transfer information; each state attempts to follow Compact rules, but has had to develop its own internal processes and procedures. This leads to discrepancies and possible conflicts between states. Record retention and storage varies between states. There is little accountability, as there is no enforceable workflow, nor is information collected to ensure compliance with the Compact rules. The storage, retrieval, and transfer of paper case files are unreliable. Working with paper files is time-consuming and cumbersome, as well as expensive. Because there is no central repository of information, there is also a lack of reporting at the national level.

ICJ has worked with a vendor to develop a Functional Requirements document. The Functional Requirements document includes the business use-case diagrams that can be used for the proposed workflow/document management or other solution. The intent of this RFI is to provide ICJ with proposals for a cost-effective solution to manage the transfer of juveniles under supervision moving from one state to another.

3. Needs Assessment

ICJ needs a system that will help the states manage workflow and communications, and help provide consistent service to the juveniles the Compact serves. The solution should provide users with the ability to quickly complete the forms, notify users of new information and requests, and track cases and juveniles while enforcing Compact rule compliance. Therefore, ICJ seeks a solution to help manage and track Interstate Compact documents, cases, and processes. The state Compact offices need the ability to use standardized forms and manage workflow according to the Compact rules.

ICJ would like a system that helps to accomplish the following goals:

- Provide for a continuum of supervision for juveniles moving between states
- Improve compliance with the Compact rules
- Improve completeness, reliability, and accuracy of information
- Improve efficiency through task tracking, task management, reminders and notifications
- Reduce the time required for communications between states
- Improve the reliability of communications
- Improve record retention, storage, and retrieval
- Provide a central repository for juvenile Compact transfer information
- Provide the ability to allow compact offices to keep existing case management applications
- Provide a secure system that can be accessed by qualified users in Compact states
- Provide a dynamic and static reporting feature to generate local and national reports
- The National Office requires the ability to generate custom reports

The proposed system can be a document management system with workflow and notifications, a centrally hosted web application with a centralized database, or any other technology suite that meets the requirements specified in this document.

ICJ needs to provide ICJ Offices with the ability to automate the workflow process and notifications. The notifications should include changes to travel plans, reminders to complete paperwork, and notifications that paperwork has been filed. The system needs to provide the ICJ Offices with workload status and reports. The ability to store, retrieve, and process the forms within a central system will provide ICJ Offices more control over the entire business process.

4. High-level Requirements

High-level requirements include:

- The system needs to prevent the entry of duplicate juvenile and case files.
- The system needs to effectively manage information.
- The system may utilize electronic forms.
- The state Compact offices need to have the ability to seal and expunge juvenile records.
- The system needs to be scaled to 750 concurrent users.
- The solution provider will provide training to the national administrators.
- The solution provider will provide and maintain an on-line user guide.
- The solution will not allow a user from one state to add or change data entered by a user from another state.

As indicated in the previous section, the primary requirement of the new system is to provide process automation for transferring the supervision of adjudicated juveniles on probation or parole between states. Also, the new system is to complete the process of returning delinquent or non-delinquent juvenile runaways from one state to the home. Both of these processes are currently conducted by states filling out manual forms, mailing or faxing the forms, and using telephone or email for communications. The system needs to provide a consistent methodology along with standardized forms to guide the ICJ Offices through the processes.

In addition to forms processing, other high-level capabilities include:

- Managing system users
- Adding and editing information regarding the juveniles
- Providing workflow to enforce Compact rules
- Providing notifications that aid communications
- Managing the addition, storage, and retrieval of forms related to the Compact rules:
 - *Requisition for Runaway Juvenile*
 - *Requisition for Escapee or Absconder, and Requisition for Juvenile Charged with Being Delinquent*
 - *Consent for Voluntary Return of Out of State Juvenile(s)*
 - *Parole or Probation Investigation Request*
 - *Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State*
 - *Application for Services and Waiver*
 - *Out of State Travel Permit and Agreement to Return*

- *Home Evaluation Report Form*
- *Quarterly Progress or Violation Report*

ICJ requires a secure, reliable system that allows the state ICJ Offices to utilize the forms and follow the business rules as established by the Compact. The system will support consistent business practices when juveniles are being transported from one state to another. The system must be cost-effective to purchase, implement, support, and maintain.

5. Primary Business Requirements

The system must assist users with performing the business tasks associated with managing juvenile transfers between states.

5.1. Add and Manage Compact Offices

- National administrators must have the capacity to add new member states to the system.
- National administrators must have the capacity to create new Compact offices.
- National administrators must have the capacity to disable existing Compact offices and suspend their associated users and cases.

5.2. Add and Manage Users

- National and state system administrators must have the capacity to view, add, edit, and delete system users.
- National administrators and state administrators must have the ability to assign roles, permissions, and workflow to the users.
- One member state should not be allowed to view, add, edit, or delete the users of any other member state.
- The system must have the ability to assign work between users to allow work to be shared when necessary, including completion of forms and tasks, but only for users within their assigned state or region.
- The system must have the ability to allow users to enter the system, and see and perform the work that has been assigned to them; however, they may not see work or forms for which they have no associated interest.
- Users must be able to fulfill roles that determine what they can do in the system.
- The system must have the ability to prevent intruders from using the system.
- The system must meet nationally recognized security standards for justice applications. These security standards are the CJIS standards³ and the Juvenile Justice Standards.⁴
- The system must provide each user with a list of assigned cases and upcoming tasks. It must provide the user with a list of cases and juveniles that are the user's responsibility.
- The system should meet the needs of both unified and bifurcated states.

³ "CJIS standards" refer to requirements as established by the FBI Criminal Justice Information Services Division to protect the criminal justice and personal information. For more information, please see: <http://www.fbi.gov/about-us/cjis/advisory-policy-board>

⁴ To obtain a copy of the Standards for Juvenile Justice, please see: http://www.americanbar.org/groups/criminal_justice/pages/JuvenileJusticeStandards.html

5.3. Add and Edit Information about Juveniles

- The system must retain and communicate information about and regarding juveniles and Compact cases.
- The system must assign a unique identification number to every juvenile added.
- The system must have the ability to add the demographic data for new juveniles.
- National and State Administrators must have the ability to view, edit, delete, and merge juvenile demographic information in the event that duplicate records are created.
- The system should provide warnings against the entry of duplicate juvenile records.
- The system must collect and store a complete description of the juvenile.
- The system must have the ability to view all the work related to a juvenile in one place.
- The system must be capable of printing ICJ-mandated forms.
- The system must have the ability to store attachments, particularly scanned and signed forms, and to attach documents to case files.
- The system must be capable of converting scanned Word/RTF/TXT documents to PDF format.
- The system must have the ability to convey information about a juvenile and forms for that juvenile from one state to another in a controlled fashion.
- The system must protect the quality of the data regarding the juvenile.
- Users must have the ability to generate predefined reports from juvenile demographics data.
- The system must eliminate as much redundant data entry for the juvenile as possible.
- The system must maintain the historical integrity of the data, so data stored in the system matches the data originally sent.

5.4. Enforce the Compact Rules

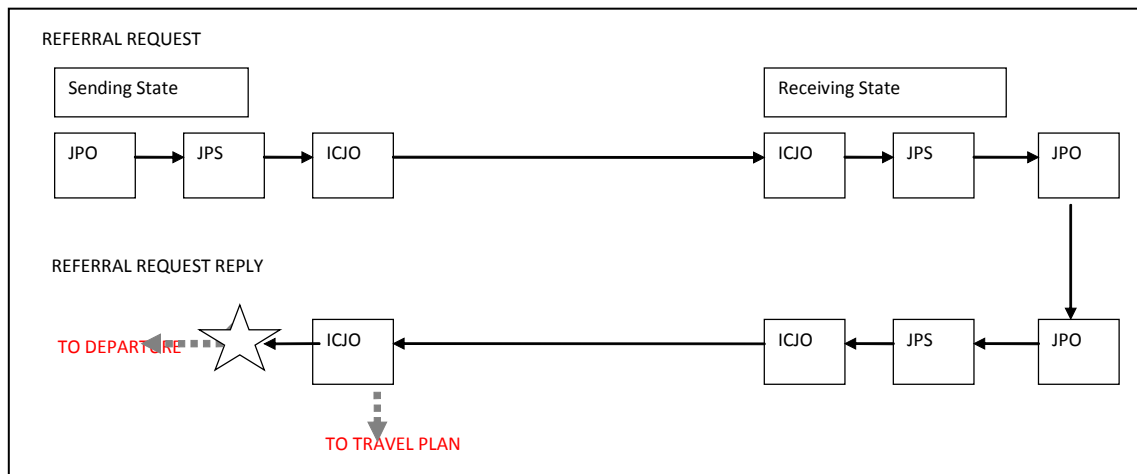
- The system is to be built to enforce compliance with the Compact rules and business processes.
- The system should notify users by email of upcoming and past-due deadlines.
- The system must have the ability to sort work by due date, name of juvenile, case number, type of task to be performed, and task due date.
- The system must have predefined reports for identifying overdue task and assignments.
- The system must enforce workflow requirements.
- The system must allow direct interstate communication through the ICJ Offices.
- All work and data in the system must be traceable to specific users at specific times in order to diagnose problems and enforce the Compact rules.

5.5. Transfer Supervision for an Adjudicated Juvenile: ICJ Supervision Case

The system should manage the work regarding the transfer of supervision of an adjudicated juvenile from the sending state to the receiving state according to Compact rules and workflow of the ICJ Offices. The following diagrams illustrate the primary workflows as required for managing the transfer of supervision for juveniles between states. These processes will have an associated time-frame based on ICJ rules. The Glossary of Terms (section 12) includes the acronyms and abbreviations used in the diagrams.

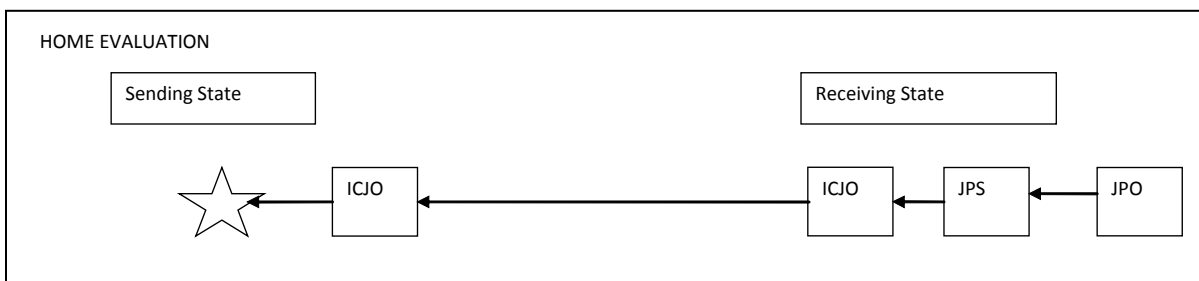
5.5.1. Referral Request Workflow

The system must have the ability to store and send a *Requisition for Runaway Juvenile* form from the sending state to the receiving state, and a response from the receiving state to the sending state.



5.5.2. Home Evaluation Workflow

The system must be able to store and share the data from the *Home Evaluation Report Form* from the receiving state to the sending state.



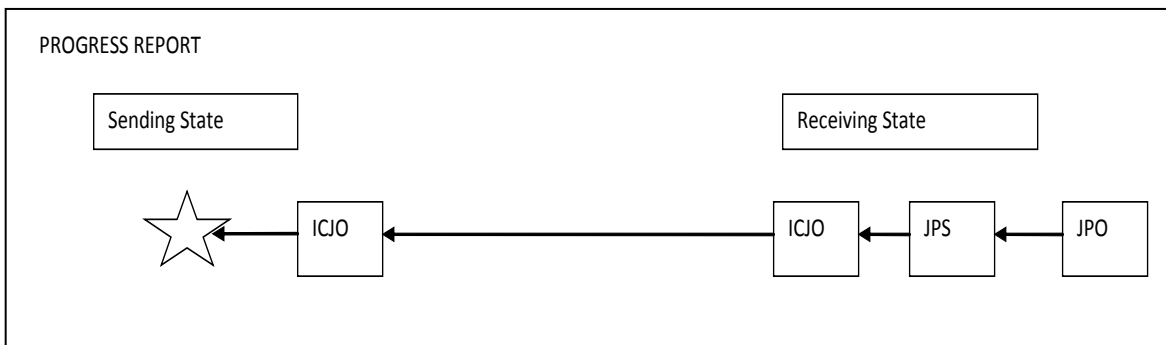
5.5.3. Departure and Arrival Workflow

The system must have the ability to store and share the data from the *Out of State Travel Permit and Agreement to Return* form from the sending state or holding state and communicate the arrival of the juvenile into the receiving state or home/demanding state.



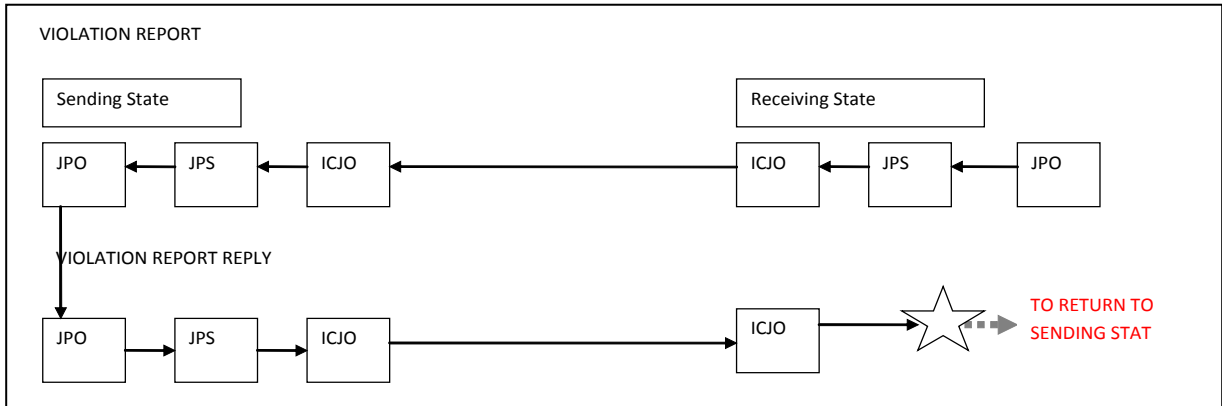
5.5.4. Progress Report

The system must have the ability to enter progress report data and share and store the *Quarterly Progress or Violation Report* form for the juvenile from the receiving state to the sending state.



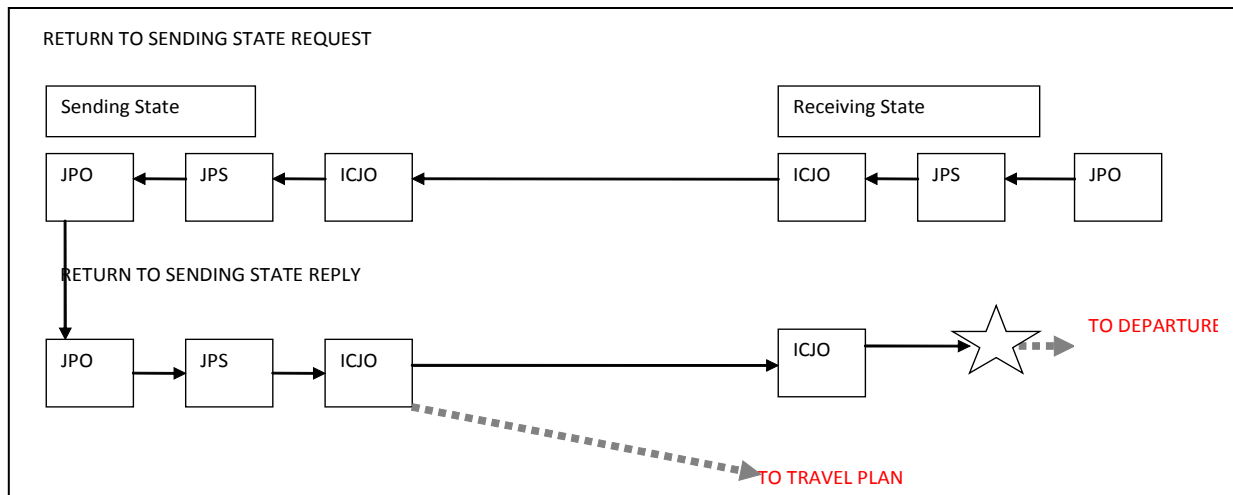
5.5.5. Violation Report and Reply

The system must have the ability to store and share the *Quarterly Progress or Violation Report* form for the juvenile from the receiving state to the sending state and receive a reply from the receiving state when a violation occurs.



5.5.6. Return to Sending State Request

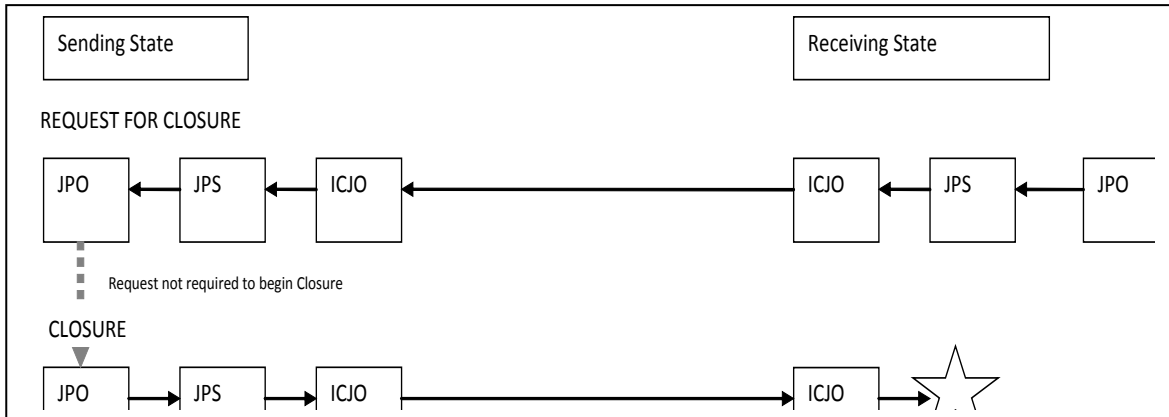
The system must have the ability to request permission for and to approve a Return to Sending State, returning the juvenile from the receiving state to the sending state on the *Petition for Requisition to Return a Runaway Juvenile* form.



5.5.7. Case Closure

The system must have the ability to request to close a supervision case and get the case closed by sharing and storing the *Case Closure Notification*

form



5.5.8. ICJ Action Request

The system must facilitate dialogue between the sending and receiving states for general matters while still controlling communication through the ICJ Offices. The ICJ Action Request workflow is initiated with the *Parole or Probation Investigation Request* form, and the response is recorded on the *Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State* form.

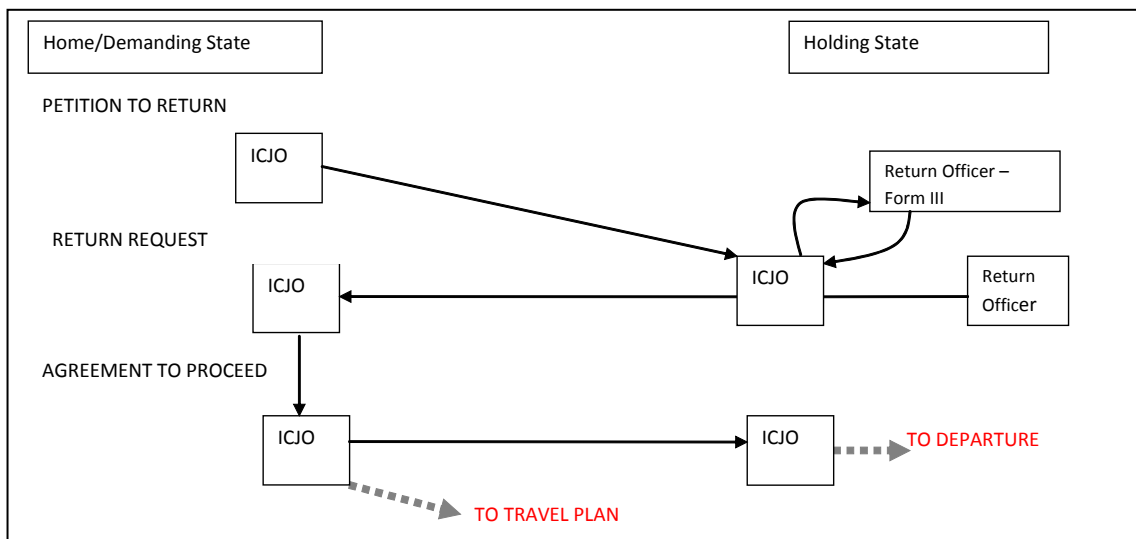


5.6. Return Runaways to their Home State: Return Case

The system is built to manage the work regarding the return of a runaway juvenile from the holding state to his or her home/demanding state according to Compact rules and workflow of the ICJ Offices. These processes will have an associated time-frame based on ICJ rules.

5.6.1. Petition for Runaway Return and Runaway Return Application Workflow

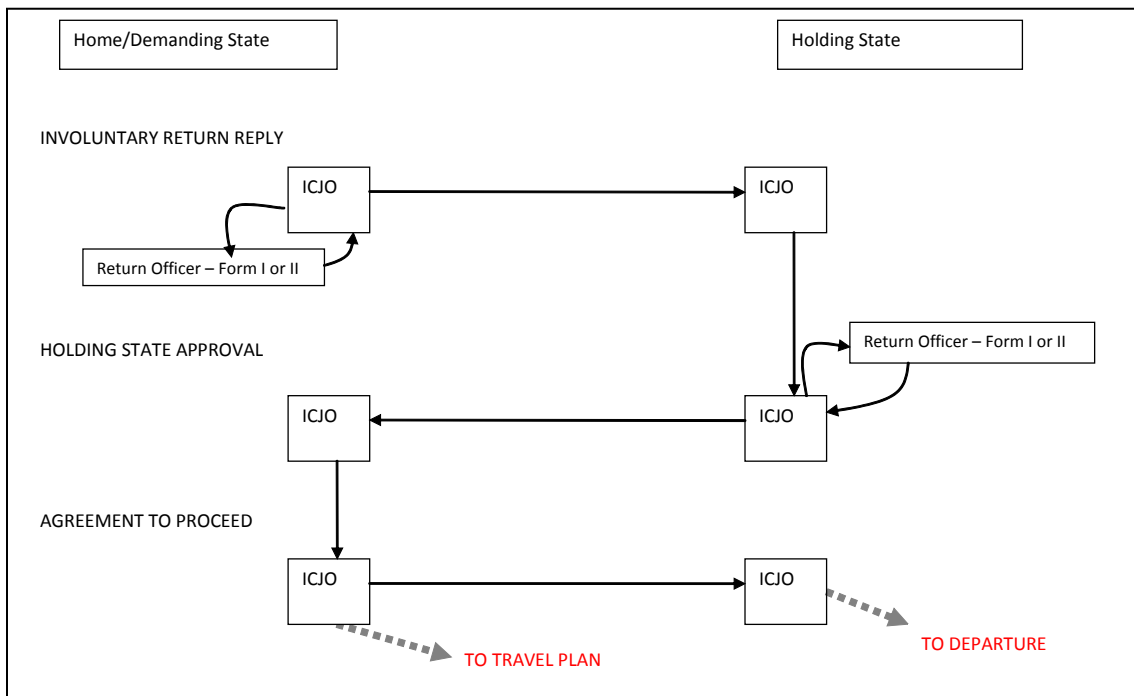
The system must have the ability to send a *Requisition for Runaway Juvenile* from the home state to the holding state, an *Out of State Travel Permit and Agreement to Return* form from the holding state to the home/demanding state, and approval from the home/demanding state back to the holding state if the return is voluntary. The form involved in this workflow is the *Consent for Voluntary Return of Out of State Juvenile(s)* form.



5.6.2. Non-voluntary Return Workflow

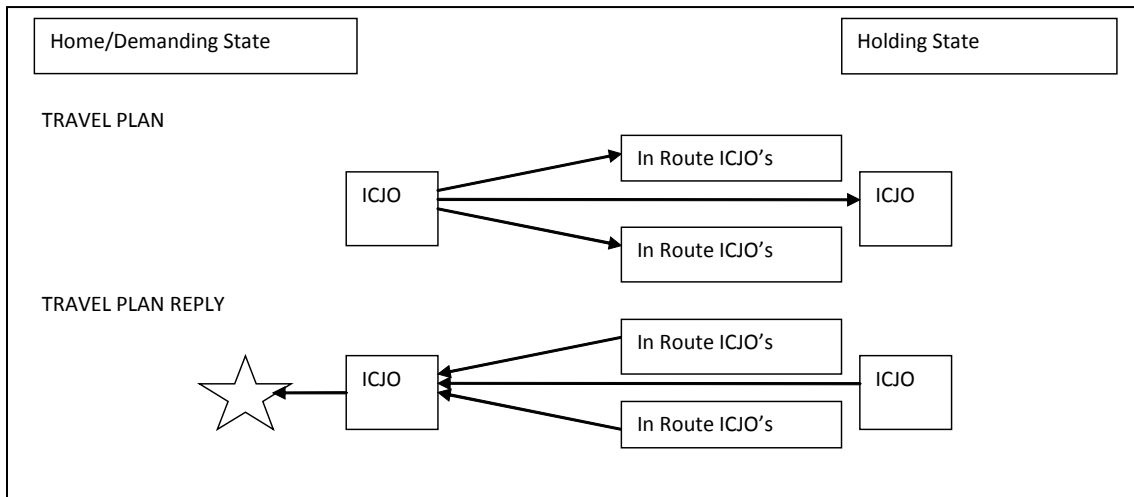
The system must have the ability to upload a judge-signed document from the home/demanding state demanding the non-voluntary return of a juvenile; the ability to send that document to the holding state; the ability to print that document and have it completed by a judge in the holding state; and then have that completed document sent back to the home/demanding state, which can then approve the finalized runaway return process. The forms that may be included in the Non-voluntary Return workflow include:

- *Requisition for Runaway Juvenile*
- *Requisition for Escapee or Absconder/Requisition for Juvenile Charged with Being Delinquent*
- *Out of State Travel Permit and Agreement to Return*
- *Petition for Hearing on Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent*
- *Order Setting Hearing for Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent*



5.6.3. Departure and Arrival Workflow

The system must have the ability to record travel plans that cover the transportation arrangements for a juvenile from the holding state to the home/demanding state, and for asking and getting agreements for the intermediary states on the juvenile's trip to provide airport supervision when there are layovers. It should provide all the information that the intermediary states need to perform that airport supervision. Travel plans may be communicated on the *Out of State Travel Permit and Agreement to Return* form.



5.7. Increase Efficiency and Decrease the Effort Required to Perform Work

The system is built to eliminate redundancy and reduce the amount of paperwork required to manage juveniles. As such, it needs to have features that minimize the effort required to perform the work while still maintaining the accuracy and validity of the data and abiding by Compact rules.

- The system must have a way to allow users to see their highest priority work and their most recently viewed juveniles and easily access those records directly.
- It must have different ways of searching for and locating an individual juvenile record or an ICJ Case, both by unique identifier and by general demographic information.
- It must have a way for Juvenile Probation Supervisors and ICJ Officers to view the work of others as needed.
- It must have a way of sending out email notifications and/or updates.
- It must have a simplified path through major interactions so that infrequent or new users can use the system with minimal training.
- It must have a direct path through major interactions so that users can do their work without unnecessary steps.
- It must provide many save points so that no piece of work that is too large or has too many steps will be lost if the browser fails or the user leaves the screen.

- It must allow users to reset their own passwords.
- It should minimize administration-only tasks wherever possible.
- The service provider must provide support for system users to answer questions that cannot be resolved by the state's own ICJ Offices. This support should be available at a minimum of 10 hours per day, 5 days per week, excluding Federal holidays.
- The system may automatically populate the city and state from an entered ZIP code in all address fields, if those fields are blank.

5.8. Maintain Data Security

The system is managing confidential information for at-risk juveniles. It needs to provide proper security for all data.

- The system must only allow access to the data to authorized users.
- The system must only permit users with a legitimate reason to do so to view full information about a juvenile.
- The system must maintain reasonable data security provisions to guard against hackers attempting to view juvenile information.
- The system must meet Federal guidelines for securing juvenile justice information.
- The system must meet Federal guidelines for sharing criminal justice information.
- The system must not allow users to remain on the system when they are not using the system.
- The system must limit certain risky tasks to high-level users.
- The system will not change data after data have been entered.
- Calculations of due dates and ages will be accurate to the day.
- Users can only edit data that they are authorized to access.
- Users cannot edit data entered by other states.
- If hosting is provided:
 - The data for the system must be stored weekly at an off-site location, from where it can be restored in case of damage to the service provider's primary facility.
 - The system must allow no more than 24 hours of data to be lost due to software or mechanical failure.
 - The design of the system must take into account the risk of software bugs so that they do not put the data or the application running for all users at risk.

5.9. Meet Acceptable Standards for a Normal Web Application

- The system should be accessible through a web browser.
- Where appropriate, the system will use established design and interaction conventions so that web users who enter the system will be comfortable navigating and using the system.
- The system will not interfere with basic browser functions such as copy and paste and browser-based spell-checking. Browser add-ons or plug-ins will not be required or supported unless mutually agreed upon during design.

- The browser’s “Back” button should perform as expected. If there is an exceptional situation where this is not the case, the appropriate error trapping should be used so that the user does not experience any failure of functionality.
- Non-users attempting to reach the system will be denied access and provided with an error message.
- The system must gracefully handle errors from incorrectly entered data or bugs so that they do not cause the user to be expelled from the system, if at all possible.
- Changes to system must be quality tested to make certain that there are as few software errors as possible when new versions of the application are released.
- The system must be able to scale as more Compact states join the ICJ and the system experiences increased use.
- The system should cache search results so users can return to their search results without conducting a new search.

5.10. Reporting Requirements

- The ICJ National Office requires reports for the purpose of monitoring rule compliance, analyzing the compact population and to cleanse and maintain the database data.

ICJ will review any approaches for how vendors can provide a system that meets its business requirements.

6. Documents List and Use

This section provides a list of the forms and documentation used throughout the ICJ business processes. The forms are included in section 11.

Forms	Name of Form	Uses of Form
Form I	<i>Requisition for Runaway Juvenile</i>	This form is used in the Referral Request workflow, and Non-voluntary Return workflow. It is used to communicate the status of a Juvenile between states; for example, when a Juvenile does not agree to return voluntarily.
Form II	<i>Requisition for Escapee or Absconder / Requisition for Juvenile Charged with Being Delinquent</i>	This form is used in the Non-voluntary Return workflow, when a Juvenile is an escapee or absconder, or if the Juvenile has been charged as being delinquent.
Form III	<i>Consent for Voluntary Return of Out of State Juvenile(s)</i>	This form is used when a Juvenile is returning to the receiving state voluntarily. It is used to start the Return Business workflow between states.
Form IV	<i>Parole or Probation Investigation Request</i>	This form is used to facilitate dialogue between the sending and receiving states for Juveniles who are on parole or probation.
Form V	<i>Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State</i>	This form is to be completed if the Juvenile is not already in the receiving state and on all transfer of supervision cases. It is used to communicate the intention of the Juvenile to travel between states.
Form IA/VI	<i>Application For Services and Waiver</i>	This form is the application for the Juvenile to become a Compact juvenile offender. It is also the agreement between the Juvenile and the sending and receiving states, allowing the Juvenile to be transferred to the receiving state.
Form VII	<i>Out of State Travel Permit and Agreement to Return</i>	This form is used in the Departure and Arrival workflow. It is a request to travel to a state other than the one where the Juvenile is currently residing.
Form VIII	<i>Home Evaluation Report Form</i>	This form is used in the Home Evaluation workflow. It is a record of an inspection of the home in the receiving state where the Juvenile will be living.
Form IX	<i>Quarterly Progress or Violation Report Form</i>	This report is used in the Progress Report workflow and to report violations of the agreement(s) set forth by the Compact.

The system should also be able to accommodate optional forms and any attachments, such as photos, addition reports, court documents, or other information. The forms are included in section 11.

- *Case Closure Notification*
- *Form A: Petition for Requisition to Return a Runaway Juvenile*
- *Order Setting Hearing for Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent*
- *Order Setting Hearing for the Requisition for a Runaway Juvenile*
- *Petition for Hearing on Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent*
- *Petition for Hearing on Requisition for Runaway Juvenile*
- *Rights for Voluntary Return of Runaway, Escapee, Absconder, or Juvenile Being Charged as Delinquent*

7. Business Risks and Opportunities

7.1 Business Problems and Opportunities

These are issues that may be resolved by implementing an automated system.

	<i>Problem</i>	<i>Opportunity</i>
1	ICJOs are manually navigating the interstate transfer process	Automate the interstate transfer process
2	Processing is not efficient	Automate workflow
3	Not all parties are notified of changes	Automate change notifications
4	Important deadlines are missed	Automate reminder notifications
5	Forms cannot be updated easily because they are stored differently from state to state	Provide standard forms and central storage of forms for states to use
6	It is difficult to balance workloads	Provide central administration that shows JPO workload
7	Manual reports are time-consuming	Create pre-prepared reports that can be run whenever needed
8	It is difficult to determine when a state is out of compliance	Create non-compliance reports
9	Work is often duplicated	Eliminate redundant data entry
10	Non-standard (and sometimes conflicting) business processes	Provide national standardization for consistent case processing

7.2 Business Risks

These are potential risks that may arise from implementing an automated system.

	Business Risk	Probability	Risk Response	Impact
1	The automated system may go down due to hardware or software problems	Medium	<p>Mitigate: Hardware capacity will be scaled to handle peak time demands and meet agreed-upon uptime and performance service levels.</p> <p>Mitigate: System problems that cause outages will be addressed as highest priority issues.</p> <p>Mitigate: Technical support will be available to restore any infrastructure that has failed.</p> <p>Mitigate: When the service is unavailable, all requests to the system will be redirected to a page that advises the system is down and will return shortly.</p>	High
2	The automated system may not behave as desired due to software defects	Medium	<p>Mitigate: All software shall undergo rigorous quality assurance testing to reduce the chance of defects.</p> <p>Mitigate: The provider will provide the highest priority problem determination and repair of critical defects.</p> <p>Mitigate: There will be a maintenance provision with the provider to spend a determined number of hours per year correcting non-critical defects and minor enhancements to the software.</p>	Low
3	The Juvenile may already be present in the system, creating duplicate Juveniles	High	<p>Mitigate: Provide method of merging duplicate Juveniles.</p> <p>Prevent: Compare new offender to existing Juveniles and give the User the option to select an existing offender instead of adding the new Juvenile.</p>	Low
4	An ICJ Office, Juvenile Probation Supervisor, or Juvenile Probation Officer may not be able to respond as quickly as expected due to a furlough day or a national or state holiday	Medium	<p>Accept: Compact states agree that any (non-automated, punitive) response to overdue items would take this into consideration.</p>	Low
5	An individual state's local computer system may become unavailable	Medium	<p>Mitigate: The system will be a web-based system available from any computer with a current web browser and general Internet access, limiting dependence on customer equipment.</p>	Medium

6	The ICJ Administrator may be too busy to perform maintenance	High	Minimize: Allow Users to perform as many self-management tasks as possible while maintaining information security.	Low
7	As more states join the Compact and the system's use is increased, it may outstrip the capacity of the current system	Low	Mitigate: Monitor capacity utilization, adding new server resources as required for meeting or exceeding service levels.	Low
8	Email notifications may not be able to be delivered at the time of creation	Medium	Mitigation: Undeliverable mail notifications will be queued until they can be sent at the first available opportunity.	Low
9	Juveniles may have their cases expunged or their files closed	High	Mitigation: Provide a method of closing or expunging a Juvenile's case.	Low
10	The User may enter incorrect data into the system	High	Mitigation: User will have the ability to withdraw and resubmit work before it is transmitted. Mitigate: ICJ Offices will have the ability to directly modify the demographic aspects of a Juvenile's record in order to correct it.	Low
11	A User may go on vacation or otherwise be unavailable to do the work assigned to him or her	High	Mitigate: The system will have the ability to reassign Juveniles from one User to another as needed. No work will hinge on an individual User, but on the User currently assigned to that Juvenile.	Low
12	A User may need to have his or her access to the system directly removed	High	Mitigate: The system will have the ability to deactivate User accounts, preventing all access to the system by that User.	Low
13	The User may forget his or her password	High	Mitigate: The system will allow the User to set a new password, once his or her identity is confirmed.	Low
14	Duplicate activities may be created on an individual	Medium	Mitigate: Provide a way to administratively close incomplete work in case of duplicates. Channel work to prevent creating duplicates.	Low
15	Some states may not have the required minimum equipment	Low	Accept: Compact states agree that minimum hardware requirements will be met to use the solution. If necessary, the state will chose to have fewer Users of the system.	Low
16	States may not be willing to change local practices	Low	Minimize: To increase acceptance, states will be involved developing the solution. The National Office shall provide support and encouragement for state Users.	Low
17	Legacy data may be incomplete or not available	Low	Mitigate: Legacy data will not be required to use the system. Juveniles can be added through the web interface.	Low

8. Vendor Responses

Vendors wishing to respond to this RFI are asked to provide the following information:

- Review section 3, **Needs Assessment**, and describe how the proposed solution will meet these goals.
- Review section 4, the **High-level Requirements**, and state to what level each of these goals can reasonably be achieved and provide timelines for achieving these goals.
- Review section 5, the **Primary Business Requirements**, and discuss to what level each of these requirements can reasonably be met. Submit suggested methods for how technology can be used to simplify the business flow for each requirement. Also, provide timelines for providing a system to fulfill these requirements, including additional discovery work with Commission staff.
- Review section 6, **Documents List and Use**, and describe how the proposed solution will store, maintain, and support the forms and reports listed within this section. Provide resources required for fulfilling the need to store, maintain, and support these documents.
- Review section 7, **Business Risks and Opportunities**, and provide advice on how the proposed solution will address each of the problems and risks as outlined.
- Provide overall implementation costs, as well as any annual maintenance and support costs that may be incurred.
- In addition to responding to the requirements set forth in this RFI, responses should include three references that are using services of the type proposed in this RFI. The references may include private or government partners where the vendor has worked in the last three years. Please provide the company name, location, brief description of the project, contact person, and contact details.

Please provide any additional information that ICJ can use to determine the best approach for achieving the goals of the system, as provided in this document. ICJ wishes to evaluate several methods for meeting the requirements for a new system.

9. Instructions to Vendors

This document shall not be construed as a request or authorization to perform work at ICJ expense. Any work performed by a vendor to respond to this RFI will be at the vendor's own discretion and expense. ICJ will not be obligated for any vendor costs relate to this RFI. This RFI does not represent a commitment to purchase or lease any product or service. Submission of a response constitutes acknowledgment that the vendor has read and agrees to be bound by such terms.

The purpose of this Request for Information is to determine a vendor's ability to develop the hardware, systems, application, and related support services necessary to implement and maintain a computer-based solution which meets ICJ's business requirements. However, there is no guarantee that ICJ will purchase from this RFI and retains the right to work with any vendor of choice.

The ICJ budgeted \$200,000 for the initial procurement with the intent of implementing a regimented incremental development plan. As a non-profit entity, the ICJ is not bound by typical governmental procedures for procuring technology. Once an agreement is reached, the technology committee will submit a recommendation to the executive committee for final approval. Once executive committee approval is received, the ICJ national office will execute an agreement on behalf of the Commission. The vendor will be paid by submitting invoices to the ICJ national office upon the completion of a scheduled delivery.

To facilitate a timely and comprehensive evaluation of all vendor information, responses and attached material should be submitted in electronic format, preferably in PDF form. Responses need to be received no later than **August 30, 2011, at 3:00 pm (EDT)**.


Submit responses and other material to:

Ashley Lippert
836 Euclid Avenue
Suite 322
Lexington, KY 40502
Phone: (859) 721-1062
Fax: (859) 721-1059
Email: alippert@csg.org

10. ICJ Forms

This section includes the required and optional forms utilized by the ICJ Offices to perform the business processes of the Compact. To view the entire form, double-click on the form.

11.1 Form I: Requisition for Runaway Juvenile

	INTERSTATE COMPACT FOR JUVENILES REQUISITION FOR RUNAWAY JUVENILE	FORM I
---	--	---------------

TO: _____ DATE: _____
(Court or Executive Authority in Holding State)

FROM: _____
(Requisitioning Court or Agency in Demanding State)

This court hereby requisitions the return of _____ in accordance with the provisions
(Name of Juvenile)

of the Interstate Compact for Juveniles. (Additional information to be attached if available.) On the basis of the evidence before it, this court finds said juvenile to be _____ years of age and to be of the following description:

Race: _____ Sex: _____ Ht.: _____ Wt.: _____ Eyes: _____ Hair: _____ DOB: _____

Other distinguishing features: _____

Juvenile is believed to be in your jurisdiction at: _____
(Address)

This court further finds said juvenile should legally be in the custody of _____ who
is/are _____ and who is/are located at _____
(Parent, Guardian or Agency) (Address)


within the territorial jurisdiction of this court; that said juvenile has run away; and that said juvenile's continued absence from legal custody and control is detrimental to the best interest of said juvenile and the public.

If Requisition is honored, please notify: _____
(Name, title, address, telephone #)

advising when juvenile will be available for transporting to the state of jurisdiction.

Signed: _____
(Judge) (Date)

11.2 Form II: Requisition for Escapee or Absconder and Requisition for Juvenile Charged with Being Delinquent

	INTERSTATE COMPACT FOR JUVENILES	FORM II
<input type="checkbox"/> REQUISITION FOR ESCAPEE OR ABSCONDER <input type="checkbox"/> REQUISITION FOR JUVENILE CHARGED WITH BEING DELINQUENT		

TO: _____ DATE: _____
(Appropriate Court or Executive Authority)

FROM: _____
(Name of Court or Agency)

I, _____ requisition the return of _____
 born on _____ in accordance with the Interstate Compact for Juveniles, ICJ Rules Section 600, Return of Juveniles.

Said juvenile (check appropriate item):
 was paroled to the custody of: _____
 was placed on probation subject to the supervision of: _____
 was committed to: _____ (institution or agency)

OR
 has fled to avoid prosecution and, despite applicable provisions of law, has:
 escaped absconded fled

and is now believed to be in your jurisdiction at:
 Juvenile's physical description: Ht: _____ Wt: _____ Eyes: _____ Hair: _____ Race: _____ Sex: _____
 Identifying marks or scars: _____

Attached are two certified true copies of the judgment, formal adjudication, order of commitment, or petition alleging delinquency, verifying juvenile's legal status.

1. Particulars of adjudication or allegations of delinquency: _____
2. Circumstances of breach of terms of probation, parole, escape from institution or fleeing to avoid prosecution: _____

Accordingly, the undersigned hereby requests the return of said juvenile as authorized by the Interstate Compact for Juveniles.
 If Requisition is honored, please notify: _____
(Name, title, address, telephone no.)

Signed: _____ (Judge or Compact Official) _____ (Date)

(Requisition must be verified by affidavit, signed by requisitioner, and notarized.)

AFFIDAVIT OF VERIFICATION

(Signature of Requisitioner)

On this _____ day of _____, _____, personally appeared before me _____,
 proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument and acknowledged
 that he she executed the same.

Subscribed and sworn to before me on this _____ day of _____, _____.

 NOTARY PUBLIC
 Residing at: _____
 My Commission expires: _____

11.3 Form III: Consent for Voluntary Return of Out of State Juvenile(s)

	INTERSTATE COMPACT FOR JUVENILES CONSENT FOR VOLUNTARY RETURN OF OUT OF STATE JUVENILE(S)	FORM III
---	--	-----------------

I, _____, recognize that I legally belong with _____ in _____ and I voluntarily consent to return there without further formality, either by myself or in the company of such person as the appropriate authority may appoint for that purpose.

(Date) _____ (Juvenile's Signature) _____

I, _____, Judge of _____ having informed the juvenile named above of his her rights under the Interstate Compact for Juveniles prior to the execution of the foregoing consent, do hereby find that the voluntary return of said juvenile to: _____ in _____ is appropriate and in the best interest of said juvenile, and do so order such return.

(Date) _____ (Judge's Signature) _____

=====

TO BE COMPLETED ONLY IF COUNSEL OR GUARDIAN AD LITEM IS APPOINTED (Optional):

I, _____ being the Counsel Guardian *Ad Litem* of _____ recognize and agree that I have consulted with the juvenile about his/her voluntary consent to return to: _____ in _____

(Date) _____ (Signed – Counsel or Guardian *Ad Litem*) _____

(Form will be certified or authenticated in accordance with practice of the court.)
Original: Court file; 1 copy each: Juvenile, Holding State's Compact Administrator, Home/Demanding State's Compact Administrator, Local Court in Demanding State.

=====

DETAILED PHYSICAL AND CLOTHING DESCRIPTION OF JUVENILE, & CONTACT INFORMATION

DOB: _____ Race: _____ Sex: _____ Ht.: _____ Wt.: _____ Eye color: _____

Hair color and style: _____

Tattoos, scars, identifying marks: _____

Clothing (including shoes): _____

Home/Demanding State's contact name and phone #: _____

11.4 Form IV: Parole or Probation Investigation Request

	INTERSTATE COMPACT FOR JUVENILES PAROLE OR PROBATION INVESTIGATION REQUEST	FORM IV
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DATE: _____

TO: _____ (Receiving State) FROM: _____ (Sending State)

Name of Juvenile: _____ DOB: _____ Race: _____ Sex: _____

Status: Parole Probation Sending State File # _____

To reside with: OR Is residing with: _____ (Name)

Relationship: _____ Telephone: _____

Address: _____ City/State: _____ Zip: _____

Reason for Adjudication/Commitment: _____

Date of Adjudication: _____ Date of Commitment: _____

Minimum Parole/Probation Expiration Date: _____ Maximum Parole/Probation Expiration Date: _____

Anticipated Placement Date: _____ Present Location: _____

We desire to transfer this juvenile on parole probation to your state:

Because his/her parent/legal guardian resides in your state.

For the following reasons, with your consent: _____

Other Comments: _____

<p>THE FOLLOWING MATERIALS ARE ENCLOSED:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover letter <input type="checkbox"/> IA/WI Application for Compact Services and Memorandum of Understanding and Waiver <input type="checkbox"/> Petition(s) <input type="checkbox"/> Order of Adjudication and Disposition <input type="checkbox"/> Legal and Social History <input type="checkbox"/> Parole/Probation Conditions (Agreement) <input type="checkbox"/> School Transcript/Records <input type="checkbox"/> Immunization Records <input type="checkbox"/> Any other Pertinent Information 	<p>FOR ICJ USE ONLY</p> <p>Signed: _____ (Compact Official/Designee)</p> <p>Title: _____</p>
---	---

Referred by: _____ (Name – Please Print)

Referring Agency: _____

ICJ FORM IV | Rev. 01-01-11

11.5 Form V: Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State

	<p>INTERSTATE COMPACT FOR JUVENILES</p> <p>REPORT OF SENDING STATE UPON PAROLEE OR PROBATIONER BEING SENT TO THE RECEIVING STATE</p>	<p>FORM V</p>
---	---	---------------

TO: _____ DATE: _____
(Receiving State)

FROM: _____
(Sending State) (County)

RE: _____
(Name of Juvenile) (Date of Birth) (Race) (Sex)

The above-named juvenile will depart OR has departed from sending state by _____
(Mode of Transportation)

on _____ and was instructed to report in person by telephone OR by letter, within 48 hours of
(Date)
 arrival in the receiving state to:

Name: _____ Telephone: _____

Address: _____
(Street Address) (City) (State) (Zip)

Enclosed please find: (please check applicable items)

Parole or probation sanctions

Other material as follows:

Signed: _____

Title: _____

Agency: _____

ICJ FORM V | Rev. 01-01-11

11.6 Form IA and VI: Application for Services and Waiver

	INTERSTATE COMPACT FOR JUVENILES APPLICATION FOR SERVICES AND WAIVER	FORM IA/VI
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Form IA APPLICATION FOR COMPACT SERVICES

TO: _____ FROM: _____
(Receiving State) (Sending State)

I, _____ hereby apply for supervision as a parolee or probationer to the Interstate Compact for Juveniles. I understand that the very fact that supervision will be in another state makes it likely that there will be certain differences between the supervision I would receive in this state and supervision which I will receive in any state to which I am asking to go. However, I urge the authorities to whom this application is made, and all other judicial and administrative authorities, to recognize that supervision in another state, if granted as requested in this application, will be a benefit to me and will improve my opportunities to make a good adjustment. In order to get the advantages of supervision under the Interstate Compact for Juveniles, I do hereby accept such differences in the course and character of supervision as may be provided, and I do state that I consider the benefits of supervision under the Compact to be worth any adjustments in my situation which may be occasioned.

In view of the above, I do hereby apply for permission to be supervised on parole probation in _____
(Receiving State)

FORM VI MEMORANDUM OF UNDERSTANDING AND WAIVER

I, _____ realize that the grant of parole probation and especially the privilege to leave the State of _____ to go to the State of _____ is a benefit to me. In return for these advantages, I promise:

1. That I will make my home with _____
(Name, Relationship, and Address)
 until a change of residence is duly authorized by the proper authorities of the receiving state.
2. That I will obey and live up to the terms and conditions of parole probation as fixed by both the sending and receiving states.
3. That I will return at any time to the sending state if asked to do so by the parole probation authorities in that state. I further understand that if I do not obey or live up to these promises, I may be returned to the sending state.

I have read the above or have had the above read and explained to me, and I understand its meaning and agree thereto.

(Juvenile's Signature) (Date) (Witness' Signature) (Date)


I, in my capacity as the placement resource for _____ do approve and subscribe
(Juvenile's Name)
 to the above Memorandum of Understanding and hereby waive any right which I may have to contest the return of the juvenile referred to herein to the sending state or jurisdiction from any state or jurisdiction within or outside the United States, in which he she may be found. I also undertake to cooperate with the supervising authorities and to assist them in securing the return of the juvenile referred to herein to the sending state whenever, in their judgment, such return may be necessary or desirable.

(Placement resource's signature) (Date) (Witness' Signature) (Date)

Permission is hereby granted to the above-named juvenile to apply for, reside in, and be supervised by the State of _____ provided that the receiving state accepts supervision and the juvenile complies with the terms of supervision.
(Receiving State)

(Date) SIGNED: (if probation, sending state's JUDGE; if parole, sending state's COMPACT OFFICIAL)

11.7 Form VII: Out of State Travel Permit and Agreement to Return

	INTERSTATE COMPACT FOR JUVENILES OUT OF STATE TRAVEL PERMIT AND AGREEMENT TO RETURN	FORM VII
<input type="checkbox"/> VACATION/VISIT ONLY <input type="checkbox"/> VISIT FOR TESTING PLACEMENT		
To: _____		From: _____
<small>(Receiving State)</small>		<small>(Sending State)</small>
From: _____	_____	_____
<small>(Name, Title)</small>	<small>(Agency/Department)</small>	<small>(Phone #)</small>
Re: _____	_____	_____
<small>(Juvenile's Name)</small>	<small>(DOB)</small>	<small>(Race/Sex)</small>
_____	_____	_____
<small>(Offense)</small>	<small>(Court/Agency #)</small>	<small>(Legal Status)</small>
Current Placement		
Name: _____		
Relationship: _____		
Address: _____		
Phone: _____		
Permission is granted to the above-named juvenile to visit the State of _____		
from _____	until _____	_____
<small>(Date)</small>	<small>(Date)</small>	
<input type="checkbox"/> He <input type="checkbox"/> She will be staying with _____		
	<small>(Name)</small>	<small>(Relationship)</small>
at _____	_____	_____
<small>(Full Address)</small>	<small>(City)</small>	<small>(State) (Zip) (Phone #)</small>
Reason for Visit: _____		
Mode of Transportation: _____		
Special Instructions: _____		
Completed by: _____		
<small>(Name)</small>	<small>(Title)</small>	<small>(Date)</small>
I, the undersigned, recognize that I am under the legal custody/jurisdiction of the State of _____ Department/Court _____. I hereby agree that I will comply with the rules and regulations of my state of jurisdiction and the State of _____ and with the above conditions and instructions. I will return to the State of _____ on _____ voluntarily and without further formality. In signing this agreement, I also understand that my failure to comply with the conditions may result in my being considered absent without leave (AWOL), and a warrant and requisition may be issued for my apprehension and return to the State of _____ for further disciplinary action.		
<input type="checkbox"/> I have read the above OR <input type="checkbox"/> I have had the above read and explained to me, and I understand the meaning of it and agree thereto.		
_____		_____
<small>(Juvenile's Signature)</small>		<small>(Date)</small>
Witnessed by: _____		
<small>(Signature of Caseworker or Probation/Parole Officer)</small>	<small>(Title)</small>	<small>(Date)</small>
Approved by: _____		
<small>(Signature of Supervisor)</small>	<small>(Title)</small>	<small>(Date)</small>
ICJ Travel Permit Rev. 01-01-11		

11.8 Form VIII: Home Evaluation Report Form

	INTERSTATE COMPACT FOR JUVENILES Home Evaluation Report Form	FORM VIII
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Sending State: _____ Receiving State: _____

Juvenile's Name: _____ DOB: _____ Case # _____

Placement recommended

Placement not recommended

PROPOSED PLACEMENT INVESTIGATED:

Name: _____ Relationship: _____

Address: _____

Home Phone #: _____ Work Phone #: _____


HOME/NEIGHBORHOOD/PEERS (physical description, criminal/gang activity, etc.):

FAMILY STATUS (composition, interactions, at-risk family members, attitude, support capabilities, etc.):

FAMILY EMPLOYMENT/FINANCIAL RESOURCES (If proposed placement resource works, who will supervise the juvenile):

ICJ HOME EVALUATION REPORT | Rev. 01-01-11

11.9 Form IX: Quarterly Progress or Violation Report

	INTERSTATE COMPACT FOR JUVENILES Quarterly Progress or Violation Report	FORM IX
<input type="checkbox"/> Quarterly Report <input type="checkbox"/> Violation Report		

Sending State: _____ Receiving State: _____
 Case # _____ Case # _____
 Juvenile's Name: _____ DOB: _____
 Address: _____
(Street address) (City) (State) (Zip)
 Phone # _____ Supervision Level: _____ Exp. Date: _____

Progress Topic	Excellent	Good	Fair	Poor	N/A
Adjustment in the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School/Education performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family and peer relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment/Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY OF PROGRESS SINCE LAST REPORT:

COURT APPEARANCES? YES NO If YES, provide certified court documents and a brief explanation of the current legal situation.

RECOMMENDATION: Continue Supervision Request Discharge Request Revocation


(Juvenile Worker) (Date)

(Supervisor) (Date)

(Compact Administrator/Official) (Date)

ICJ QUARTERLY PROGRESS/VIOLATION REPORT | Rev. 01-01-11

11.10 Case Closure Notification

	INTERSTATE COMPACT FOR JUVENILES CASE CLOSURE NOTIFICATION
---	--

Date: _____

To (State): _____

From (State): _____

(Name of Juvenile): _____

Date of birth: _____

Probation Parole
(check one)

*According to ICJ Rule 4-106. Please close the above referenced case due to:


- Case has expired
- Early release from supervision either satisfactory or unsatisfactory
- Unable to locate youth
- Youth has escaped/absconded
- Youth has moved or returned to another state
- Youth has been revoked
- Youth has been adjudicated and is currently in custody
- Other, please specify: _____

*Please note that the sending state has sole authority to discharge/terminate its juveniles.

Cases which terminate due to expiration of a court order or upon expiration of the period of parole may be closed by the receiving state without further action by the sending state. In such cases, the receiving state shall forward a summary report to the sending state and notify the sending state in writing that, unless otherwise notified, the case will be closed due to the expiration of the court order.

Case Closure Notification | Rev. 01-01-11

11.11 Form A: Petition for Requisition to Return a Runaway Juvenile

	INTERSTATE COMPACT FOR JUVENILES	FORM A
PETITION FOR REQUISITION TO RETURN A RUNAWAY JUVENILE		

I, _____, being the _____,
(Name of Parent or Guardian) (Relationship)
of _____, born on _____,
(Name of Juvenile) (Date of Birth) (Race/Sex)
do hereby petition _____ for the issuance of a requisition for the return of said
(Name of Court)
juvenile from _____ or any other place in which he/she may be found.
(Location of Juvenile, if known)

By reason of said juvenile's age, such return is essential. (Attach additional information if necessary.) In support of this petition and in order that the court may have necessary information, be it known that said juvenile should legally be in my custody and control for the reasons set forth on the attached certified document(s). To the best of my knowledge, said juvenile has not been adjudicated delinquent, but has run away under the following circumstances and/or for the following reasons:

Attached hereto and in support hereof, I offer the following:

I have read the foregoing Petition and the contents of said Petition are true and correct to the best of my knowledge.

Signed: _____
(Parent or Guardian) (Date)

Address: _____

It is essential that the above petition be verified by affidavit, executed in duplicate, and be accompanied by two certified copies of supporting documents.

AFFIDAVIT OF VERIFICATION

On this _____ day of _____, _____ personally appeared before me _____, proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument and acknowledged that he she executed the same.

Subscribed and sworn to before me on this _____ day of _____.


NOTARY PUBLIC

Residing at: _____

My Commission expires: _____

ICJ FORM A | Rev. 01-01-11

11.12 Order Setting Hearing for Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent

	<p>INTERSTATE COMPACT FOR JUVENILES</p> <p>ORDER SETTING HEARING FOR REQUISITION FOR ESCAPEE, ABSCONDER, OR JUVENILE CHARGED AS DELINQUENT</p>
---	---

STATE OF _____ COUNTY OF _____ IN THE MATTER OF _____ D.O.B. _____	NO. _____ § § § § §	COURT OF _____
---	------------------------------------	----------------

ORDER SETTING HEARING

On this ____ day of ____, 20__, came on to be considered the State of _____ Requisition For Escapee, Absconder or Juvenile Charged as Delinquent under the Interstate Compact for Juveniles, and the Court is of the opinion that the same should be set for hearing.

IT IS HEREBY ORDERED that the State of _____ Requisition For Escapee, Absconder or Juvenile Charged as Delinquent is set for hearing on the ____ day of ____, 20__ at ____ .M.

Signed this the ____ day of ____, 20__.

(Judge's Signature)

Honorable _____
 JUDGE OF _____
(court)

cc: ICJ Office

Order Setting Hearing – Escapee, Absconder or Juvenile Charged as Delinquent (Optional Form) | Rev. 01-01-11

11.13 Order Setting Hearing for the Requisition for a Runaway Juvenile

	INTERSTATE COMPACT FOR JUVENILES ORDER SETTING HEARING FOR THE REQUISITION FOR A RUNAWAY JUVENILE
---	---

NO. _____
STATE OF _____ COURT OF _____
COUNTY OF _____
IN THE MATTER OF _____
D.O.B. _____

ORDER SETTING HEARING

On this ____ day of ____, 20__, came on to be considered the State of _____ Requisition For Runaway Juvenile under the Interstate Compact for Juveniles, and the Court is of the opinion that the same should be set for hearing.


IT IS HEREBY ORDERED that the State of _____ Requisition For Runaway Juvenile is set for hearing on the ____ day of ____, 20__ at ____ .M.

Signed this the ____ day of ____, 20__.

(Judge's Signature)
Honorable _____
JUDGE OF _____
(court)

cc: ICJ Office

11.14 Petition for Hearing on Requisition for Escapee, Absconder, or Juvenile Charged as Delinquent

	<p>INTERSTATE COMPACT FOR JUVENILES</p> <p>PETITION FOR HEARING ON REQUISITION FOR ESCAPEE, ABSCONDER, OR JUVENILE CHARGED AS DELINQUENT</p>
---	---

NO. _____

STATE OF _____ § COURT OF _____
 COUNTY OF _____ §
 IN THE MATTER OF _____ §
 D.O.B. _____ §

PETITION FOR HEARING ON REQUISITION FOR ESCAPEE, ABSCONDER, OR JUVENILE CHARGED AS DELINQUENT

TO THE HONORABLE _____ :
 NOW COMES the State of _____ by and through the Compact Administrator
(holding state)
 and moves this Court to set a hearing and enter an order for the apprehension and confinement of
 _____ pending his/her transfer to _____ pursuant to
(name of juvenile) (home/demanding state)
 the Interstate Compact for Juveniles ("ICJ"), and the
 _____ and would show as follows:
(holding state's statute)

I.

JURISDICTION AND VENUE

This Petition for Hearing seeks the apprehension and confinement pending transfer of
 _____ to _____ pursuant to the
(name of juvenile) (home/demanding state)
 of the Interstate Compact for Juveniles ("ICJ"), the _____ and Rule § _____
(holding state's statute)
 Chapter _____ of the _____ Administrative Code, if applicable.
(holding state's administrative code)
 The State by this Petition seeks the entry of a Court order finding in favor of the Requisition For Escapee,
 Absconder or Juvenile Charged as Delinquent filed by the State of _____ under the ICJ.
(home/demanding state)

Venue is proper in this Court because the juvenile, _____ (check one) 1. has been
(name of juvenile)
 found/located in _____ County/Parish with his/her _____
(relationship)
 or 2. is being held in secure detention in this county/parish pending receipt of this requisition from

(home/ demanding state)

11.15 Petition for Hearing on Requisition for Runaway Juvenile



PETITION FOR HEARING ON REQUISITION FOR RUNAWAY JUVENILE

NO. _____
 STATE OF _____ COURT OF _____
 COUNTY OF _____
 IN THE MATTER OF _____
 D.O.B. _____

PETITION FOR HEARING ON REQUISITION FOR RUNAWAY JUVENILE

TO THE HONORABLE _____
 NOW COMES the State of _____ by and through the Compact Administrator
(holding state)
 and moves this Court to set a hearing and enter an order for the apprehension and confinement of
 _____ pending his/her transfer to _____ pursuant to
(name of juvenile) (home state)
 Interstate Compact for Juveniles ("ICJ"), and the _____, and would show as follows:
(holding state's statute)

I.

JURISDICTION AND VENUE

This Petition for Hearing seeks the apprehension and confinement pending transfer of
 _____ to _____ pursuant to the Interstate Compact
(name of juvenile) (home state)
 for Juveniles ("ICJ"), the _____ and Rule § _____ Chapter _____
(holding state's statute)
 of the Administrative Code, _____ if applicable. The State by this Petition seeks the entry
(holding state's administrative code)
 of a Court Order finding in favor of the Requisition for Runaway Juvenile filed by the State of
 _____ under the ICJ.
(home state)

Venue is proper in this Court because the juvenile, _____ (check one) 1. has
(name of juvenile)
 been found/located in _____ County/Parish with his/her _____
(relationship)
 _____ or 2. has been picked up for his/her own protection and welfare and
(name)
 is being held in secure detention in this county/parish pending receipt of this requisition from

(home state)

11.16 Rights for Voluntary Return of Runaway, Escapee, Absconder, or Juvenile Being Charged as Delinquent



STATE OF _____

COUNTY OF _____

IN THE INTEREST OF _____

JUVENILE DIVISION

DOB: _____

SEX: _____ RACE: _____

INTERSTATE COMPACT FOR JUVENILES RIGHTS FOR VOLUNTARY RETURN OF RUNAWAY, ESCAPEE, ABSCONDER, OR JUVENILE BEING CHARGED AS DELINQUENT

1. Based on reasonable information, you have been taken into protective custody as a runaway from the State of _____ and the State of _____ has requested your return.
2. You have the right to legal counsel/guardian ad litem.
3. Should you desire to have legal counsel and cannot afford to retain legal counsel, this court will appoint legal counsel for you free of charge.
4. You have the right to have a court hearing to determine whether sufficient cause exists to hold you until such time that a requisition or official request for your return has been received from the State of _____, the demanding state.
5. Should this Court find sufficient cause to hold you pending receipt of this requisition, you can be held for a period of time not to exceed ninety (90) calendar days.
6. Upon receipt of the requisition, you have the right to a court hearing to determine whether the requisition is in order.
7. **You have the right to waive or give up the above described rights and to voluntarily Consent to return to the State of _____.**
8. If there are pending charges in the demanding state, that voluntary consent to return is made Without reference to guilt or innocence and is not in any way prejudicial to your case and is not an admission of guilt of any crimes.

The above named juvenile has been advised of his/her rights existing under the Interstate Compact for Juveniles as of this date and time.

ENTERED: _____
(Signature of Judge)

Juvenile Rights Form | Rev. 01-01-11

12. Glossary of Terms

Term	Definition
ICJS	Interstate Compact Juvenile System: The proposed software solution.
User	The person who will be using ICJS to perform his or her tasks.
ICJO or ICJOs	A State ICJ Office member, the user responsible for interactions between states regarding Juveniles within the system.
JPO or JPOs	A Probation or Parole Officer, the user responsible for the routine supervision of the Juvenile.
NOA	A National Office Administrator, the user responsible for administering and supporting the application for the Compact.
Juvenile	A non-user, the person about whom information is being gathered and transferred within ICJS.
JPS or JPSs	A JP Supervisor, the user responsible for the activities of a group of JP Officers.
Runaway	A Juvenile who is not on active Parole or Probation, who must be returned to a different state. This could be a non-delinquent juvenile who has run away from home, or an adjudicated juvenile who has escaped or absconded.
Sending State	The state from which an Adjudicated Juvenile is transferring.
Adjudicated Juvenile	A Juvenile on active Parole or Probation being transferred or after transfer to another state.
Receiving State	The state to which an Adjudicated Juvenile is transferring.
Holding State	The state in which a Runaway is being held pending his or her return.
Home/Demanding State	The state to which a Runaway must be returned.
Transfer	The process of sending an Adjudicated Juvenile from the sending state to the receiving state to remain on probation or parole in the receiving state.
Return	The process of sending a Runaway from the holding state to his or her home/demanding state.
ICJ Case	A set of interactions between the SENSTA and the RECSTA regarding a Juvenile.
Activity	A specific interaction or packet of information sent from one state to the other as part of an ICJ Case. A Progress Report is an example of an Activity.
Entity	A person, place, or thing that will have information about it stored within the system.
Unified State	A state where both probation and parole supervision is handled by a single ICJ Office.
Bifurcated State	A state where probation supervision and parole supervision are handled by different ICJ Offices.