


PMM

Chronological Notes

CHRONOLOGICAL NOTES

http://jjiswebqt1/DJJPMM2010/home.aspx - Internet Explorer provided by Department of Juvenile Justice



**DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT**

Program Name: *Alachua RJDC MH and Medical Svcs-10195
Provider: CORRECT CARE SOLUTIONS, LLC
Contract: 10195

Home
Program Mgmt **Reports**

10195 - *Alachua RJDC MH and Medical Svcs-10195 Details ~~X~~ Exit

You are logged in as Contract Manager

- Closed Programs History
- Chronologicals**
- Items to Complete Reports
- Monitoring Summary On Hold Report
- Management Reports

Branch: Detention
Region: North
Staff: ...
Program: 10195 - *Alachua RJDC MH and Medical Svcs-10195

- Document Library
- Monitoring History
- Monitoring Plan
- Monitoring Summary
- Deficiency Review
- Add Performance Measure
- Performance Measure
- Program Alerts

100%

Allows users to add chronological notes.

Click on **Chronologicals**.

CHRONOLOGICAL NOTES

The screenshot shows a web browser window titled "Chronologicals - Internet Explorer". The page header includes the Florida Department of Juvenile Justice logo and the text "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT". Below this, the page is titled "Chronologicals" and displays the following information: "Program Name: West Hillsborough RJDC - Medical Svcs", "Provider: MAXIM HEALTHCARE SERVICES", and "Contract: D2056". A navigation bar contains "Home", "Program Mgmt", and "Reports" buttons. A dropdown menu is set to "D2056 - West Hillsborough RJDC - Medical Svcs" with "Details" and "Exit" links. The user is logged in as "Contract Manager". The main content area is titled "West Hillsborough RJDC - Medical Svcs" and contains four menu items: "Pending Reviews", "Completed Reviews", "General Chronologicals", and "Historical data form RSMS". The browser's zoom level is 115%.

The screen has three separate areas for storing notes:

Pending Reviews

Completed Reviews

General Chronological Notes

This screen also shows historical notes pulled over from RSMS.

NOTE: RSMS is the system used by DJJ prior to PMM.

CHRONOLOGICAL NOTES

Pending Reviews

- These notes have not been reviewed by the supervisor.

Chronologicals - Windows Internet Explorer provided by Department of Juvenile Justice

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: Brevard RJDC - Medical Services
Provider: CORRECT CARE SOLUTIONS, LLC
Contract: X1715

Home [Details](#) [Exit](#) [Exit](#)
You are logged in as Master

Brevard RJDC - Medical Services

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)
[New](#)

[Record Count: 23](#)
1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

[Completed Reviews](#)

[General Chronologicals](#)

[Historical data form RSMS](#)

100%

CHRONOLOGICAL NOTES

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

[Home](#)
Program Mgmt **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

<u>Pending Reviews</u>
<u>Completed Reviews</u>
No Supervisory Reviews
<u>General Chronologicals</u>
<u>Historical data form RS MS</u>

115%

Completed Reviews

- All notes that have been reviewed by the supervisor will be grouped by review date in the completed review section.
- This screen has no completed supervisory reviews, as indicated by the comment shown.

CHRONOLOGICAL NOTES

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

[Home](#)
Program Mgmt | **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs | [Details](#) | [Exit](#)

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

[New](#)

No General Chronologicals

[Historical data form RSMS](#)

100%

General Chronological Notes

- This area stores notes about a program that has not yet been established in JJIS.
- Sometimes work is done on a program prior to its establishment in JJIS and the user needs a place to capture that information.

CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: Melbourne Center for Personal Growth
Provider: ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.
Contract: R2119

Home | **Program Mgmt** | **Reports**

R2119 - Melbourne Center for Personal Growth | Details | Exit

You are logged in as Contract Manager

Melbourne Center for Personal Growth

Pending Reviews

Completed Reviews

General Chronologicals

Historical data form RSMS

	Program Name	ContractNumber	Contact Date	Activity Name	Last Updated By	Last Updated On
View Report	Melbourne Center for Personal Growth	R2119	10/01/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	10/01/2013 12:45 PM
View Report	Melbourne Center for Personal Growth	R2119	09/26/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:48 AM
View Report	Melbourne Center for Personal Growth	R2119	09/20/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:47 AM
View Report	Melbourne Center for Personal Growth	R2119	09/05/2013	Site-visit report	Carldernett S Davis	09/05/2013 01:44 PM

100%

This screen also shows historical notes pulled over from RSMS.

Click **View Report** to open the RSMS Chronological note in PDF.

CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES



FLORIDA DEPARTMENT OF JUVENILE JUSTICE
RESIDENTIAL SERVICES MONITORING SYSTEM
CHRONOLOGICAL

Contract: R2119 - Melbourne Center of (R2119) Personal Growth Program: Melbourne Center for Personal Growth
Provider: AMKids, INC.

Date of Contact	Program Name	Contact Type	Name of Contact	Created By	Activity Type	Time Spent	Status	Date of Entry
9/26/2013	Melbourne Center for Personal Growth	Email	Sandra Johnson	Carldernett S Davis	Off-site monitoring, technical assistance, and/or report preparation.	5 minutes	Completed by Monitor	9/27/2013

Description:

A email was sent to Sandra Johnson, Technical Assistance, to find out how to refer the program for assistance on delinquency interventions fidelity monitoring.

History

Monitor Name: Carldernett S Davis

Date: 9/27/2013

Action: Completed By Monitor

Comments:

The RSMS Chronological note opens, allowing you to review the note entered.

CHRONOLOGICAL NOTES ~ PENDING REVIEWS SCREEN

Brevard RJDC - Medical Services

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)

[New](#)

[Record Count: 25](#)

1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

Under Pending Reviews, you can see the notes that have not been reviewed by the supervisor. This screen allows you to create a new chronological note or print chronological notes using a date range.

CHRONOLOGICAL NOTES ~ CREATING A NOTE

Brevard RJDC - Medical Services

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)

[New](#)

[Record Count: 25](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)



There may be more than one page of notes as indicated here.

To create a new chronological note, click the **New** button.

CHRONOLOGICAL NOTES

Chronological Entry - Internet Explorer

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Remember to click the SAVE button before leaving this screen.

Contact Date / Time *

/

Activity Time

Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Travel:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Prep:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>

Activity [\(explanation of activity types\)](#)

...

Other (Specify)

Type

...

Other (Specify)

Enter the Contact Date/Time as well as Activity Time, Type of Activity, and Type of Contact.

CHRONOLOGICAL NOTES

Contacts N/A - No person

New		
<u>Title</u>	<u>Last Name</u>	<u>First Name</u>
		1

General Narrative:*

+

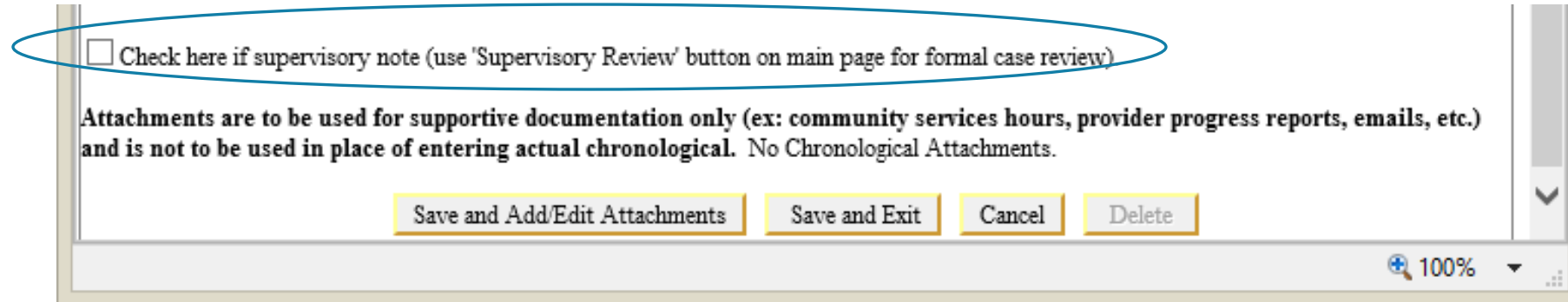
↑
↓

7500 characters remaining...

Check Spelling

After you document the person contacted or enter N/A if no other person was involved, outline your activity in the General Narrative field. Expand your field by clicking on the plus sign and don't forget to spell check!

CHRONOLOGICAL NOTES



Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review)

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

Save and Add/Edit Attachments Save and Exit Cancel Delete

100%

Supervisors should check the box to indicate a supervisory note . Supervisory notes are shown in red in the Pending Reviews section of the screen

When finished entering your narrative, click **Save and Exit**. If you need to attach supporting documentation, click **Save and Add/Edit Attachments**.

Click the **Cancel** button if you do not want to add a note at this time.

CHRONOLOGICAL NOTES ~ ATTACHMENTS

The screenshot shows a web browser window titled "Chronological Documents - Internet Explorer". The page header includes the Florida Department of Juvenile Justice logo and the text "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT". Below this, it says "Chronological Documents" and provides details for "Program Name: West Hillsborough RJDC - Medical Svcs", "Provider: MAXIM HEALTHCARE SERVICES", and "Contract: D2056". A navigation bar contains "Home", "Program Mgmt", and "Reports". A dropdown menu is set to "D2056 - West Hillsborough RJDC - Medical Svcs" with "Details" and "Exit" links. A status message at the bottom right of the header says "You are logged in as Contract Manager". The main content area is titled "West Hillsborough RJDC - Medical Svcs" and displays "No Chronological Documents". A "New" button is visible on the left, with a large blue arrow pointing to it. The browser's status bar at the bottom right shows "100%".

Save and Add/Edit Attachment opens the screen where you must click **New** in order to add a new attachment.

CHRONOLOGICAL NOTES

Next the user can name their attachment. Date pre-populates to the current date but user can edit to reflect the DATE THE DOCUMENT WAS CREATED and then select what folder the item should be placed in. Finally user clicks browse to navigate to the document they wish to make part of the record.



***South Region - Juliana Gerena - Comp Eval Svs**

Add the Exhibits/Documents for supporting documentation.

Attachment Description:*

Document Date:*

Folder Name:*

Document:*

[Browse...](#)

[Click here to see uploaded document](#)

Edit

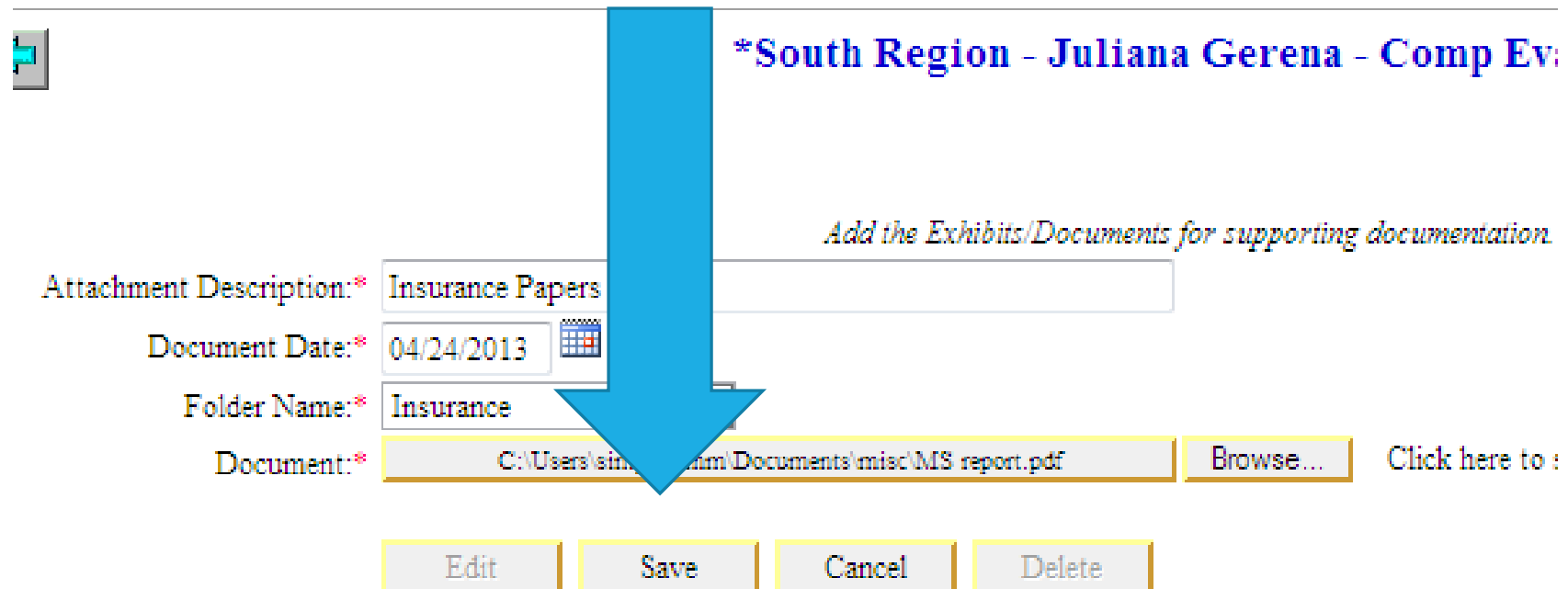
Save

Cancel

Delete

CHRONOLOGICAL NOTES

Once finished then click the **Save** button.



***South Region - Juliana Gerena - Comp Ev:**

Add the Exhibits/Documents for supporting documentation.

Attachment Description:* Insurance Papers

Document Date:* 04/24/2013

Folder Name:* Insurance

Document:* C:\Users\stina\Documents/misc/MS report.pdf [Browse...](#) [Click here to :](#)

[Edit](#) [Save](#) [Cancel](#) [Delete](#)

CHRONOLOGICAL NOTES



DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronological Documents
Program Name: *South Region - Juliana Gerena - Comp Eval Svs
Provider: GERENA, JULIANA PSY.D., P.A.
Contract: X1457; X1458

Home
Program Mgmt | Program Assignment | Reports | Administration

*South Region - Juliana Gerena - Comp Eval Svs | Details | Exit
You are logged in as Monitoring Team Member

← *South Region - Juliana Gerena - Comp Eval Svs

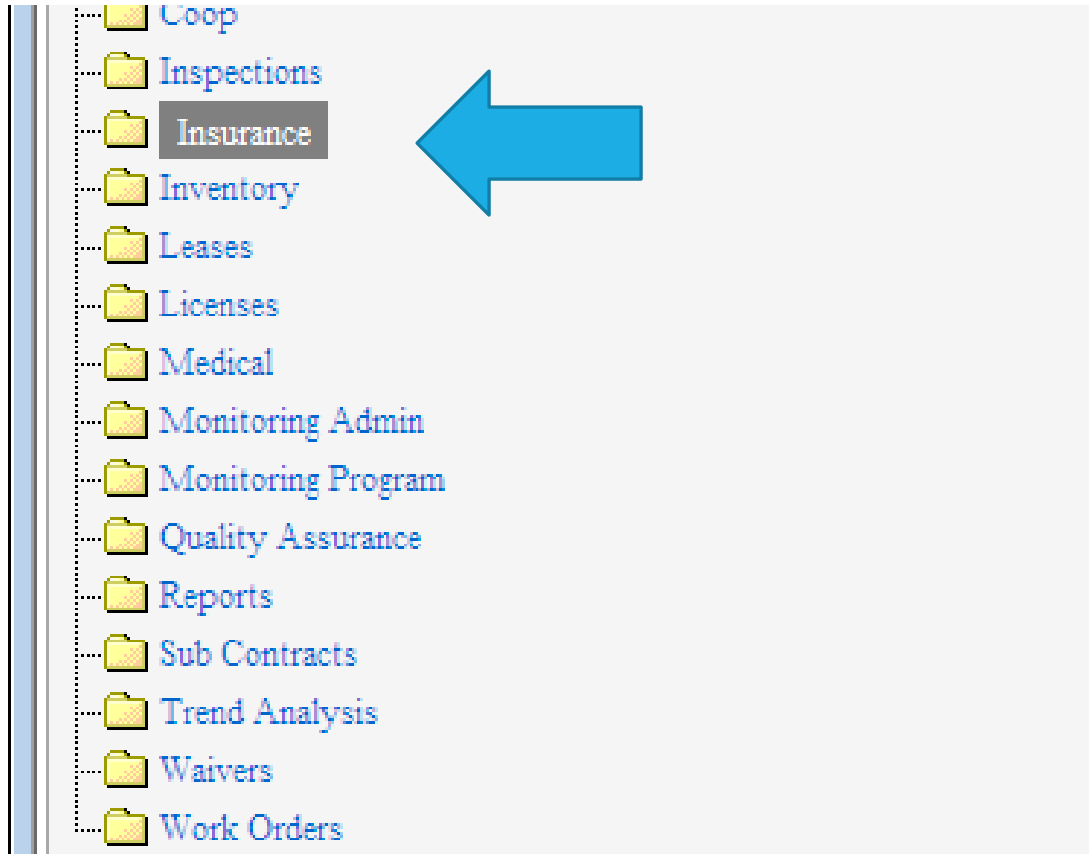
• File Uploaded Successfully

New

	Document Description	Document Date	Last Updated By	Last Updated On
Select	Insurance Papers	04/24/2013	Peacock, Ruel L	04/24/2013 02:17 PM

Once saved the document will show in a grid. If you have multiple documents to upload then you can repeat the steps as needed.

CHRONOLOGICAL NOTES



Once saved the document is now permanently located in the document library.

	<u>Document Date</u>	<u>Description</u>	<u>Contract Numbers</u>	<u>Folder Name</u>
Select	04/24/2013	Insurance Papers	X1457; X1458	Insurance

CHRONOLOGICAL NOTES ~ PRINTING NOTES

Brevard RJDC - Medical Services

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)

[New](#)

[Record Count: 25](#)

1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Select	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIMs, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

Under Pending Reviews, you can click the **Print Chronologicals** button to print a copy of the notes using a date range.

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

General Chronologicals is a place to store notes about a program that is not available in PMM yet. In the past monitors have indicated that they have done many tasks related to pre-operation on a program and have not had anywhere to store those tasks so they can get credit for them. Now users can create notes for the tasks and assign them to a program once the program has been added to PMM. To start the user would click the **New** button.

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

New

No General Chronologicals

CHRONOLOGICAL NOTES

General Chronological Notes

- This area stores notes about a program that is not yet in PMM.

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

[Home](#)
Program Mgmt | **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

[New](#)

No General Chronologicals

[Historical data form RSMS](#)

100%

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT**

Chronological Entry
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

Home
Program Mgmt Reports

D2056 - West Hillsborough RJDC - Medical Svcs Details Exit

You are logged in as Contract Manager

General Chronological

Remember to click the SAVE button before leaving this screen.

Program Name: ...

Contact Date / Time *
/

Activity Time
Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	0	Min	0
Time in Travel:	Hr	0	Min	0
Time in Prep:	Hr	0	Min	0

100%

You can select a program from the dropdown, but that step is not required. If this general chronological note is for a program that is not yet listed, leave the program name blank.

Enter all remaining data just like you would for any other chronological note.

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

Activity [\(explanation of activity types\)](#)

...

Other (Specify)

Type

...

Other (Specify)

Contacts N/A - No person

New

Title	Last Name	First Name

1

General Narrative:*

7500 characters remaining..

Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review).

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

100%

Once all text has been entered, click **Save and Exit** or **Save and Add/Edit Attachments** as needed.

You must click one of the Save buttons to save your chrono note.

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronologicals
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

[Home](#) | [Program Mgmt](#) | [Reports](#) | D2056 - West Hillsborough RJDC - Medical Svcs | [Details](#) | [Exit](#)

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

[New](#)

[Record Count: 1](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCmgr	08/31/2015 03:22 PM

[Historical data form RSMS](#)

100%

The note will be shown in the list under General Chronologicals.

Any user with notes that are captured in General Chronologicals note section for more than 10 days will be notified as a reminder to get them associated with a program as quickly as possible.

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

To start click select

Chronologicals
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

Home
Program Mgmt Reports

D2056 - West Hillsborough RJDC - Medical Svcs Details Exit

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews

Completed Reviews

General Chronologicals

New

Record Count: 1

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCmgr	08/31/2015 03:22 PM

Historical data form RSMS

100%

Once the program has been added to PMM, you can go back to the General Chronologicals section and associate all general notes with the correct program.

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Chronological Entry
Program Name: West Hillsborough RJDC - Medical Svcs
Provider: MAXIM HEALTHCARE SERVICES
Contract: D2056

Home
Program Mgmt Reports

D2056 - West Hillsborough RJDC - Medical Svcs Details Exit

You are logged in as Contract Manager

General Chronological

Remember to click the SAVE button before leaving this screen.

Program Name:
10060 - South - No Program Name
Alachua RJDC - Medical Svcs
Columbus Juvenile Residential Facility
D2046 - Detention - No Program Name
Fn- Anchorage Non- Residential
Fn- Miami Bridge - South Youth Shelter
Highlands Youth Academy
Jacksonville Youth Academy
Les Peters Academy
Les Peters Academy Non-Secure
Manatee RJDC - Medical Svcs
Marion Youth Academy
Melbourne Center for Personal Growth
Mental Health & Substance Abuse Svcs.
Miami Youth Academy
Okaloosa RJDC - Psychiatric Svcs
P C P - 04 Circuit - A M I Kids Jacksonville

Contact Date / Time
08/31/2015

Activity Time
Any time registered feed into the Activity Time

Use these data fields, as they are intended.

100%

Select the correct program from the drop down listing.

Scroll to the bottom and click **Save and Exit**.

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

Save and Add/Edit Attachments Save and Exit Cancel Delete

100%

CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews

[Print Chronologicals](#)

[New](#)

[Record Count: 15](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
Select	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCMgr	08/31/2015 03:45 PM
Select	08/31/2015 12:01 PM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMC	08/31/2015 12:01 PM
Select	08/28/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	08/28/2015 04:00 AM
Select	08/27/2015 08:41 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMgr1	08/27/2015 08:41 AM

100%

Once saved, the note moves to the chronological listing for the program selected and is removed from the general chronological area.

Completed Reviews

General Chronologicals

[New](#)

No General Chronologicals

Historical data form RSMS

100%

QUESTIONS?

Contact your local DIO for answers

<http://www.djj.state.fl.us/partners/data-integrity-jiis>