ALABAMA DEPARTMENT OF YOUTH SERVICES

GRANTEE INFORMATION MANAGEMENT SYSTEM (GIMS)

USER MANUAL

TABLE OF CONTENTS

TITLE	PAGE
INTRODUCTION	1
USER ACCOUNTS & ACCESS	1
New Accounts	1
Accessing GIMS & Password Requirements	1
Resetting Your Password	1
Closing User Accounts	2
NAVIGATING GIMS	2
Opening a New Youth Entry	2
Ethnicity & Race	2
Alabama Case Number	3
Multiple Offenses	3
Probation Violations & CHINS/Runaway	4
Saving & Deleting Case Information	5
Case Closure	5
Initial Outcome Data	6
Six Month Outcome Data	7
Juvenile Outcome Details Page	9
Reports Access	10
Youth List & Search Options	10

INTRODUCTION

This user manual provides details and guidelines to assist with the operation of the DYS Grantee Information Management System (GIMS). Designated diversion grant program staff and juvenile court representatives will be notified of GIMS updates and modifications. Additionally, this document will be updated and distributed to active GIMS account holders.

USER ACCOUNTS & ACCESS

NEW ACCOUNTS

Diversion grant programs may establish user accounts for individuals that will be entering youth data into GIMS. To request a new user account for your program, contact Elizabeth Zachry via email (elizabeth.zachry@dys.alabama.gov) and submit the following information:

- Diversion Program Name
- First and Last Name of Program Staff
- Program Title
- Email Address
- Phone Number
- Type of GIMS Access Requested: *Data Entry Only*, *Data Viewing Only*, *Data Viewing with Report Access* (Note – Only one user per program is permitted access to the Reports feature)

ACCESSING GIMS & PASSWORD REQUIREMENTS

Once confirmation is received that the GIMS account has been established, navigate to https://gims.dys.alabama.gov, enter the assigned user name and generic password (Gims2009). When you log in to GIMS for the first time you will be prompted to change your password. The new password must be at least 8 characters long and meet 3 of the 4 following requirements:

1) An upper case letter
2) A lower case letter
3) A number
4) A special character

Account passwords must be changed every 90 days. The system will display an alert when it is time for the password to be changed. The new password must continue to meet the requirements noted above. Additionally, the new password must be different from the current passwords. The system will alert you if the password does not meet the requirements. If the password is not changed within 90 days the account will be locked and you will not be able to access the account until it is reset.

RESETTING YOUR PASSWORD

If you are not able to access your GIMS account because of an expired password or you have entered an incorrect password too many times, please contact Elizabeth Zachry (elizabeth.zachry@dys.alabama.gov) to have your account reset to the generic password.

CLOSING USER ACCOUNTS

If a staff member is no longer associated with the diversion program, a request to close the GIMS user account should be submitted within 30 days of the individual's disassociation from the program. Requests to close user accounts should be submitted to Elizabeth Zachry (elizabeth.zachry@dys.alabama.gov), and must include the reason for the closure request.

NAVIGATING GIMS

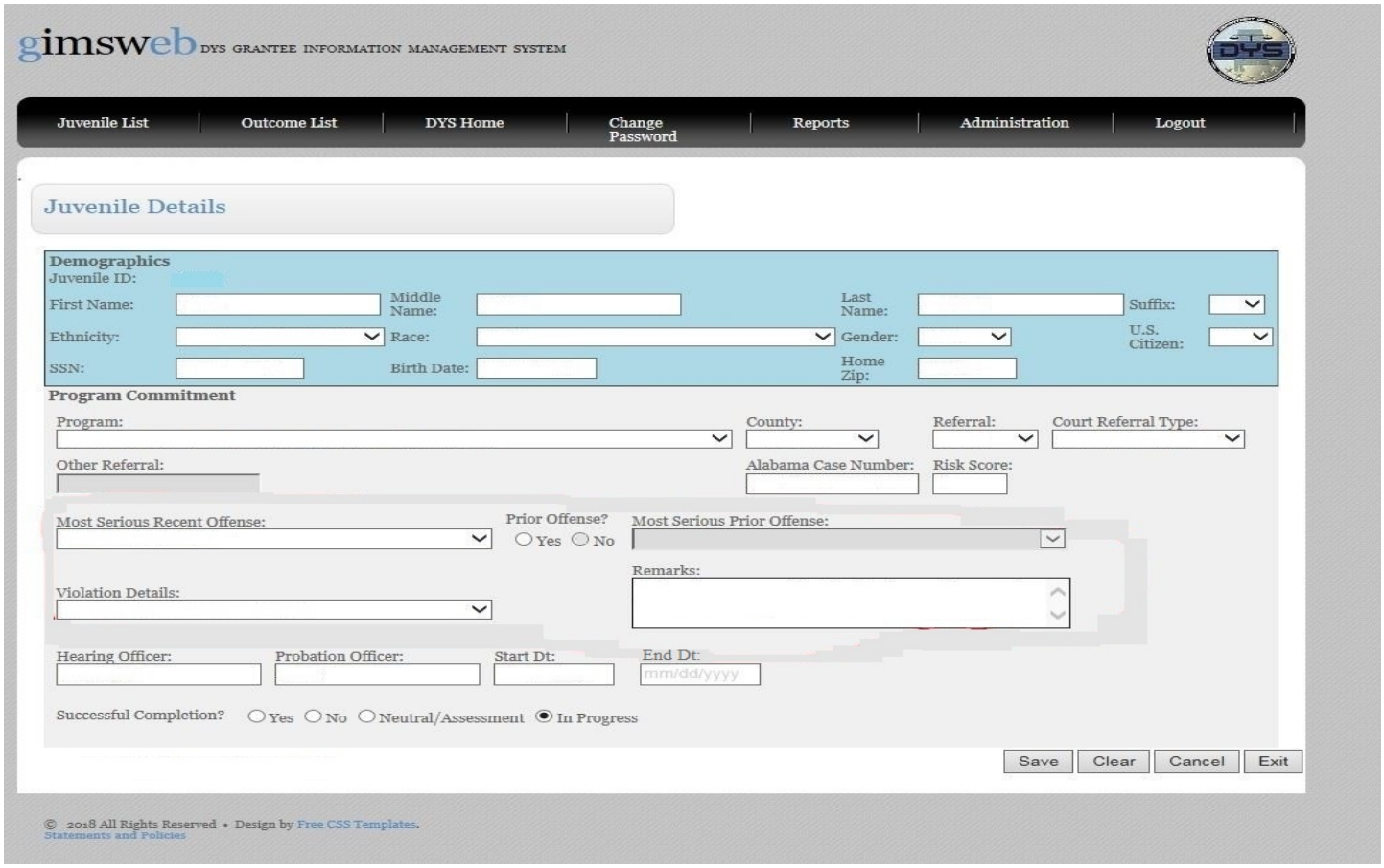
OPENING A NEW YOUTH ENTRY

To open a new entry, click on the *Add Juvenile* button that is visible after logging in to GIMS. When you open a new entry a screen similar to the one below will be displayed, and you will be required to enter data for all fields, except the Juvenile ID. The Juvenile ID is a system generated number assigned for each new entry. You cannot edit or re-assign this number.

After opening a new entry, certain fields such as the social security number, citizenship status, JU#, and court referral type are required to be completed and entered appropriately or the system will not permit you to save the file. Therefore to minimize difficulty with navigating the system, it is recommended that you have all of the information needed prior to opening a new entry.

ETHNICITY & RACE

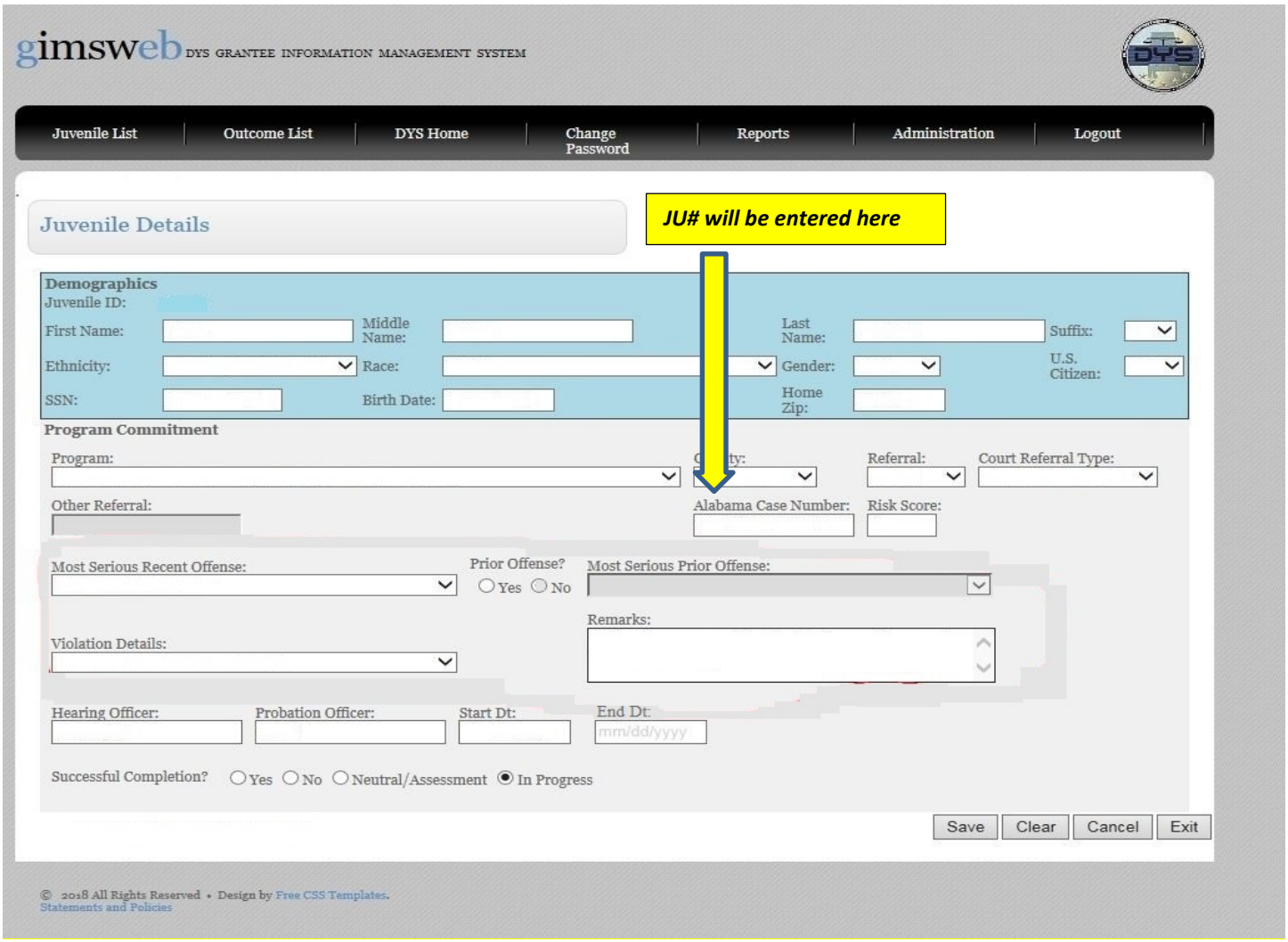
The options provided for Ethnicity and Race are in keeping with the options available on the U.S. Census Survey. These options will be updated whenever changes occur to the U.S. Census Survey. Select the most appropriate designations for youth when entering their data.



ALABAMA CASE NUMBER

The Alabama Case Number (see arrow below), is referencing the youth's JU Number. This information must be entered as 16 characters even if the youth's JU# is not 16 characters in length, and zeros (0) must be used after the first four characters following the JU to ensure the character count is reached. The following format is how the JU# must be entered: ccJUxxxxxxxxxx.xx. The *cc* represents the county number; *JU* is a constant character that is required; *xxxxxxxxxx* are the 10 characters representing the youth's case number with the first 4 characters referencing the year; and the *xx* after the period is associated with the number of court petitions.

Here is an example of how to use zeros (0) to ensure the appropriate character length, if a youth has the following JU#: *75-JU-202119.01*, the number would be entered in GIMS as *75JU2021**0000**19.01*. Or, if a youth has the following JU#: *75-JU-20217550.01*, the number would be entered in GIMS as *75JU2021**00**7550.01*.

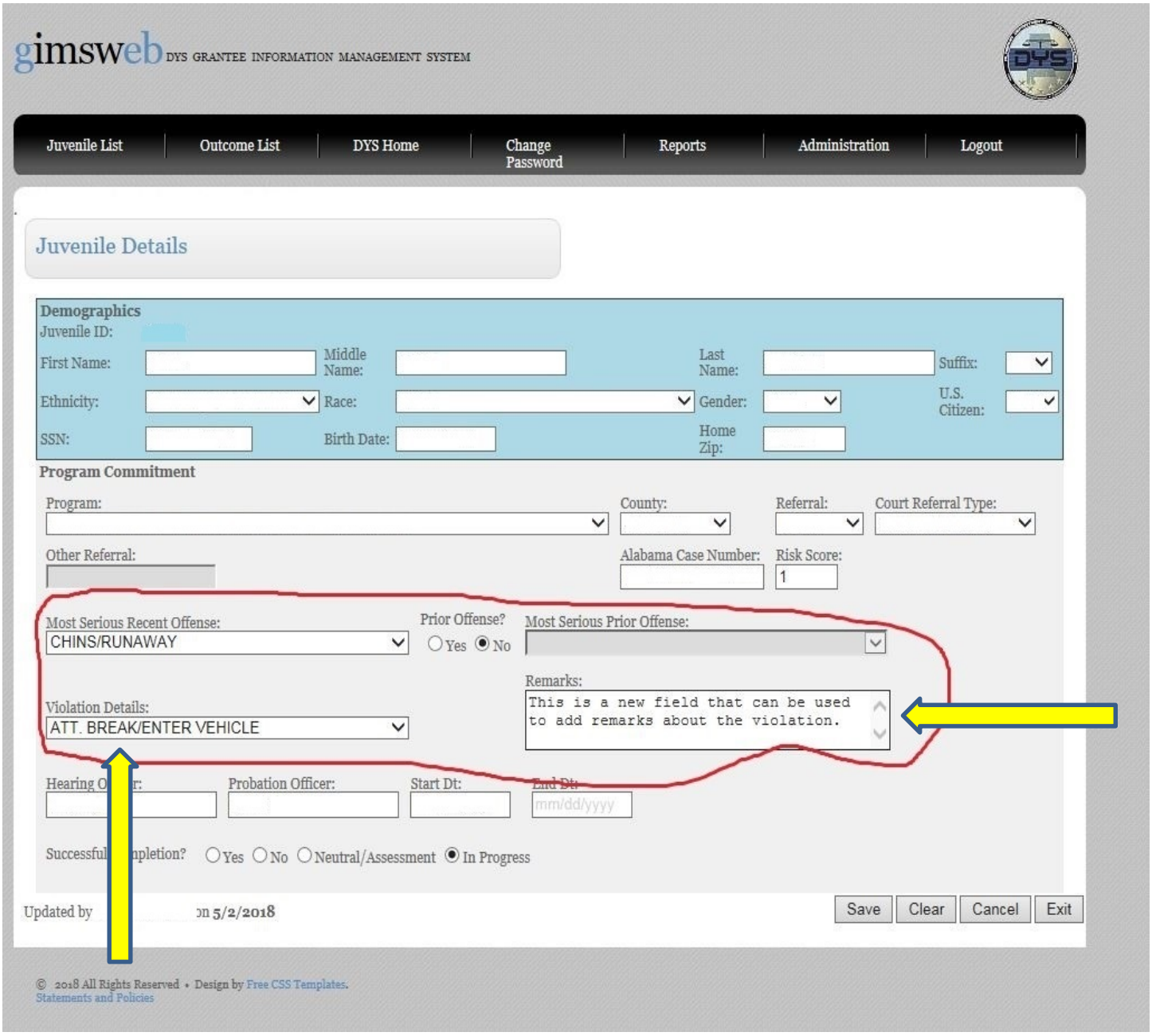


MULTIPLE OFFENSES

GIMS does not allow for more than one offense to be selected, even if a youth has multiple offenses/petitions with juvenile court. Enter the most serious current offense and the JU# associated with that petition.

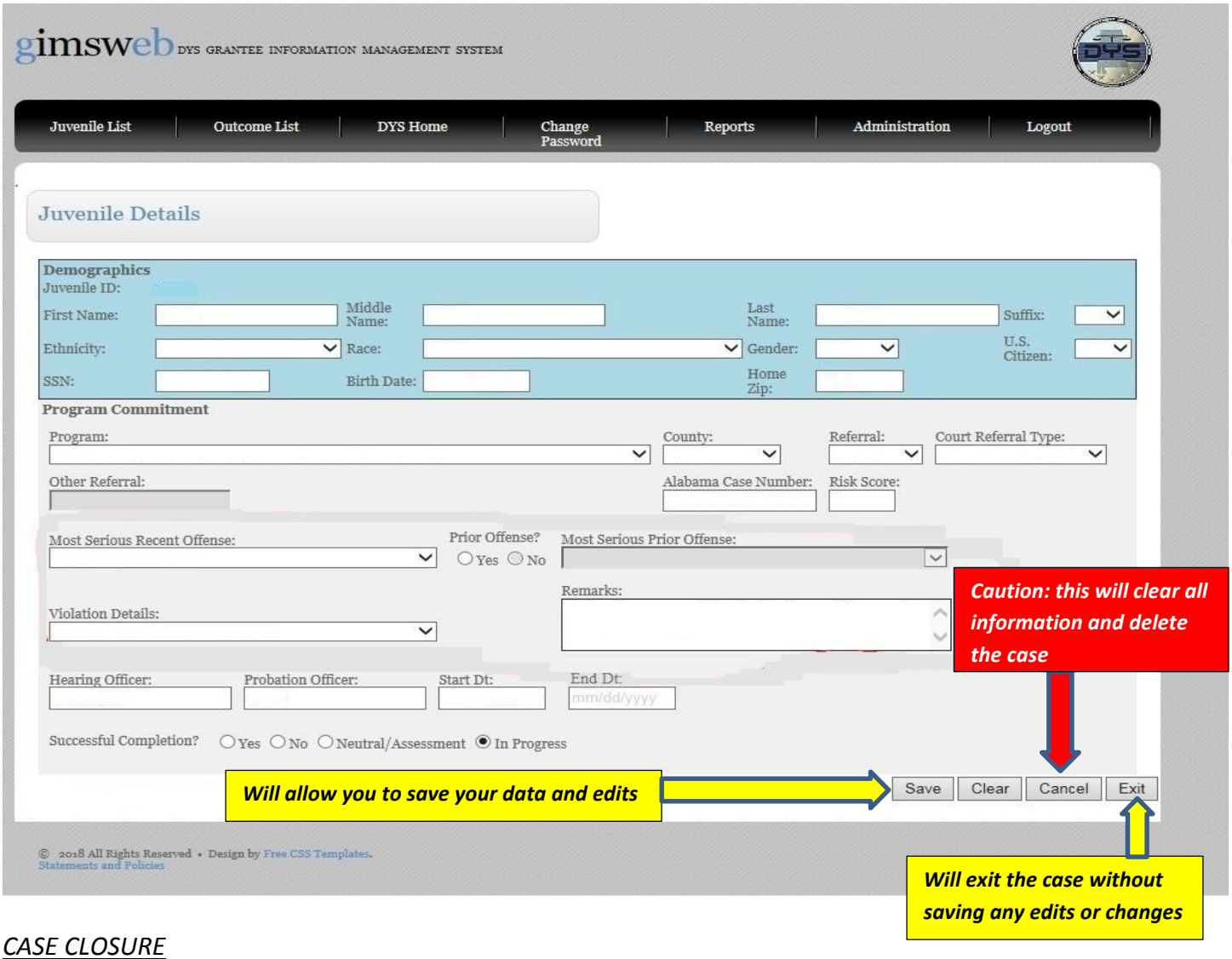
PROBATION VIOLATIONS & CHINS/RUNAWAY

CHINS/Runaway offenses are not eligible for diversion grant programming since this charge would not result in a DYS commitment. However, DYS recognizes that there are instances where a youth's behavior that initiated contact with juvenile court is significant enough to warrant more extensive community-based diversion services. Based on this knowledge, two additional fields are required for Probation Violation and CHINS/Runaway offenses. These two fields are *Violation Details* and *Remarks* (see below). If a youth received a VOP that did not include new charges, be sure to include the details of the VOP as prompted.



SAVING & DELETING CASE INFORMATION

To ensure that a case entry is added to the program's juvenile list, only click *Save* or *Exit* to prevent any loss of data. Clicking *Cancel* after entering or editing case information will clear all data and delete the entire case.



CASE CLOSURE

Three options are available to close a youth's case at the end of program participation: *Successful*, *Unsuccessful*, and *Neutral/Assessment*. Cases should be closed at the completion of the program (including any active/regular program follow-up participation. Additionally, youth cases cannot remain open in GIMS because of their probationary status. Once a case is closed with a valid End Date and saved, the case is moved to the history list and youth Demographics and Program Commitment information cannot be edited.

The use of Successful and Unsuccessful case closure is self-explanatory. Successful completion is determined based on a youth's progression and participation in program requirements and the observations/assessment of the program treatment staff at the time of case closure. There is a list of options available for Unsuccessful completions, with the more common options including DYS commitment, New Charges, Non-Compliance with program requirements, and AWOL from the program.

The final option available for case closure is Neutral/Assessment and this option may only be selected if the case closure meets one of the criteria listed below. If a youth's case does not fall within the parameters of one

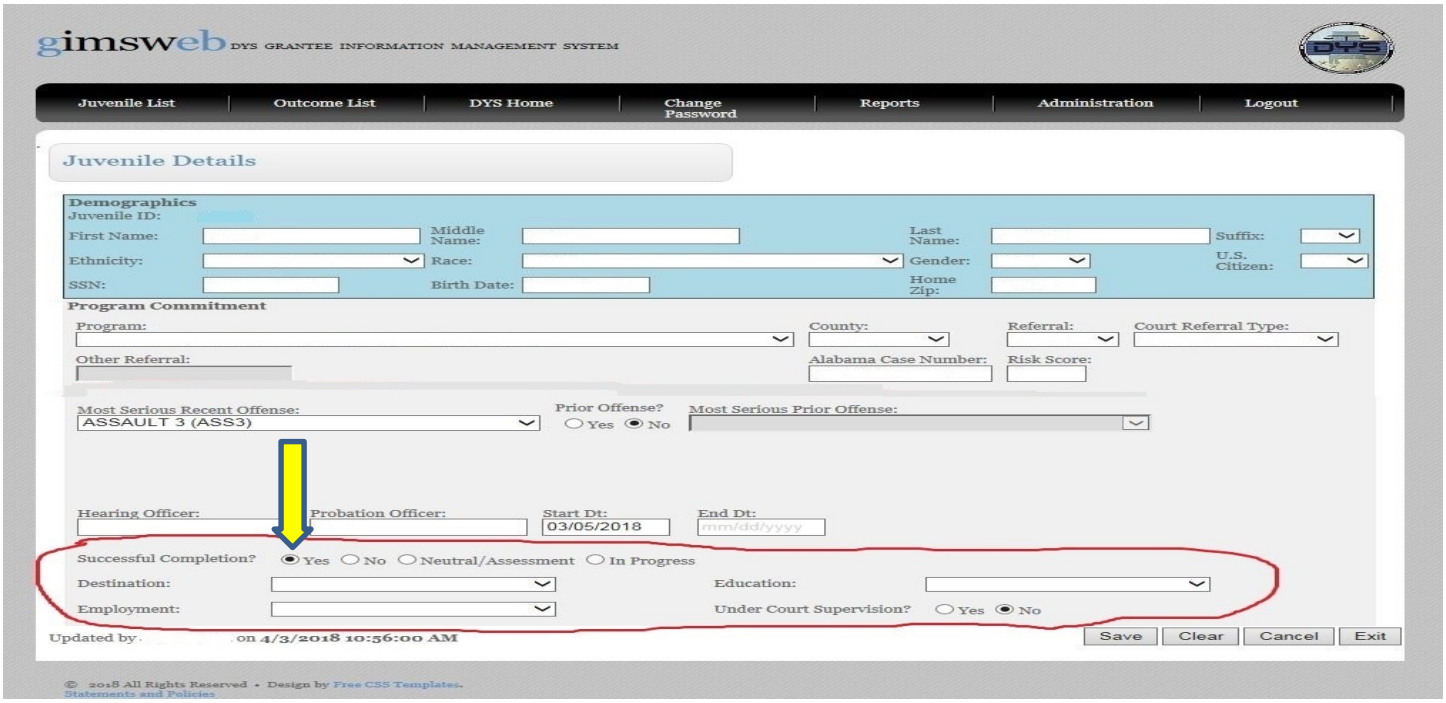
of the following options, the case must be closed Successful or Unsuccessful based on the status of the youth's participation at the time of case closure. Most of the options provided have a 4 week maximum, which means that the length of time allotted for each cannot exceed 4 weeks from the date that the case was opened. For example, if a youth began intake and program participation on September 1, September 28 is the latest that Neutral/Assessment can be selected based on the requirements below. Neutral/Assessment closure will remove the youth's case from the active juvenile list, will not be calculated in the completion percentage, and outcome data will not be required.

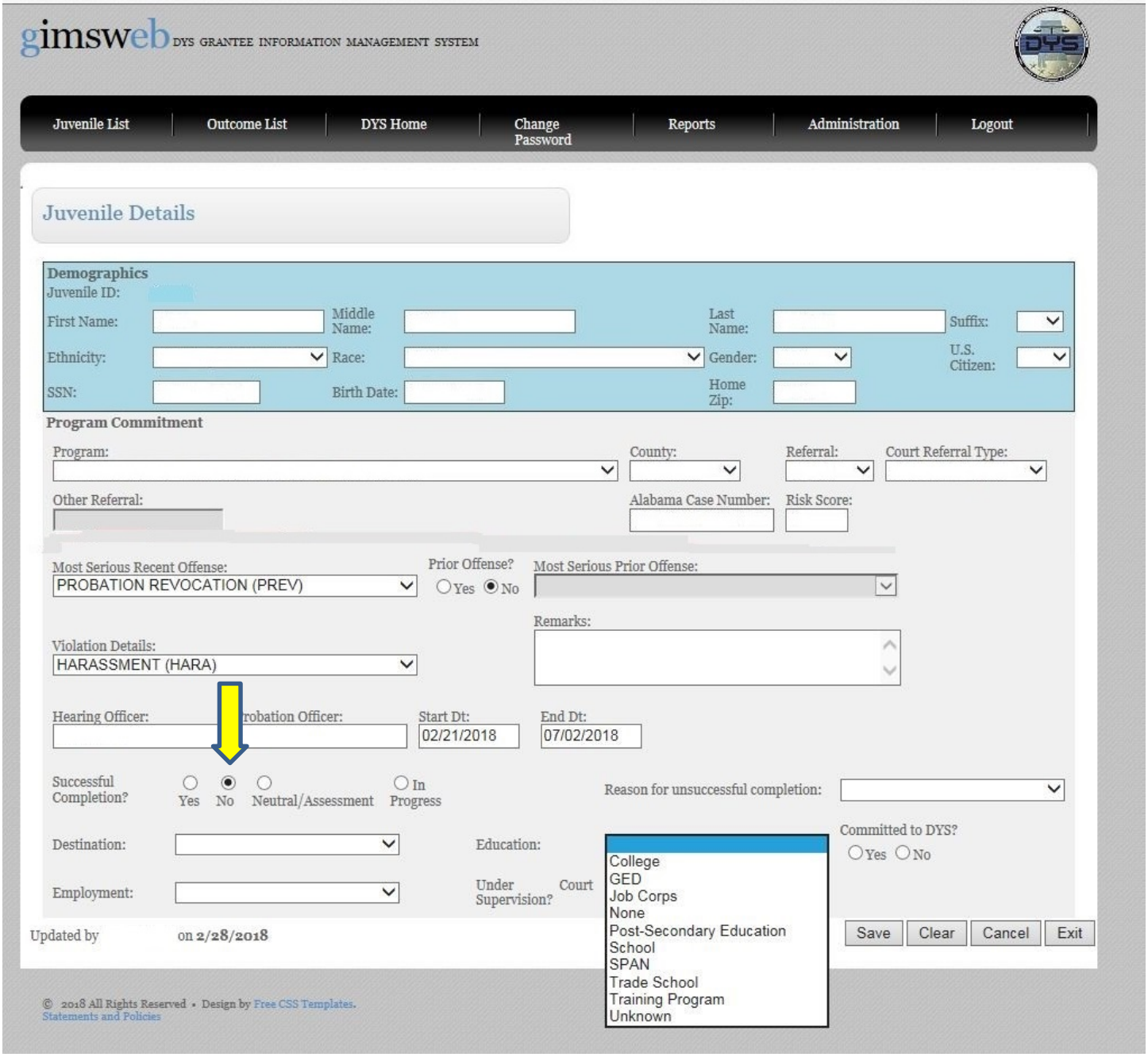
Neutral/Assessment Case Closure Requirements:

- *Youth assessed and deemed inappropriate for the program and treatment services have not been provided (**4 week maximum from program intake/participation**)*
- *Youth detained in a detention facility as a mechanism to address non-compliance and minimize commitments for VOPs (**4 week maximum from the date of entry in detention**)*
- *Youth transferred to a non-DYS in-patient substance abuse treatment facility or in-patient mental health treatment facility for stabilization prior to full immersion in the diversion program. If the court plans for the youth to resume participation in the diversion program, the case may remain open in GIMS up to 4 weeks. If the youth has not returned from treatment at 4 weeks then the case must be closed Neutral/Assessment. (**4 week maximum from the date of entry to in-patient treatment**)*
- *Youth that have moved out of the state or out of the county prior to program completion. (**4 week maximum from program intake/participation**)*
- *Youth that pass away while participating in the diversion program (**No maximum timeframe**)*

<u>INITIAL OUTCOME DATA</u>

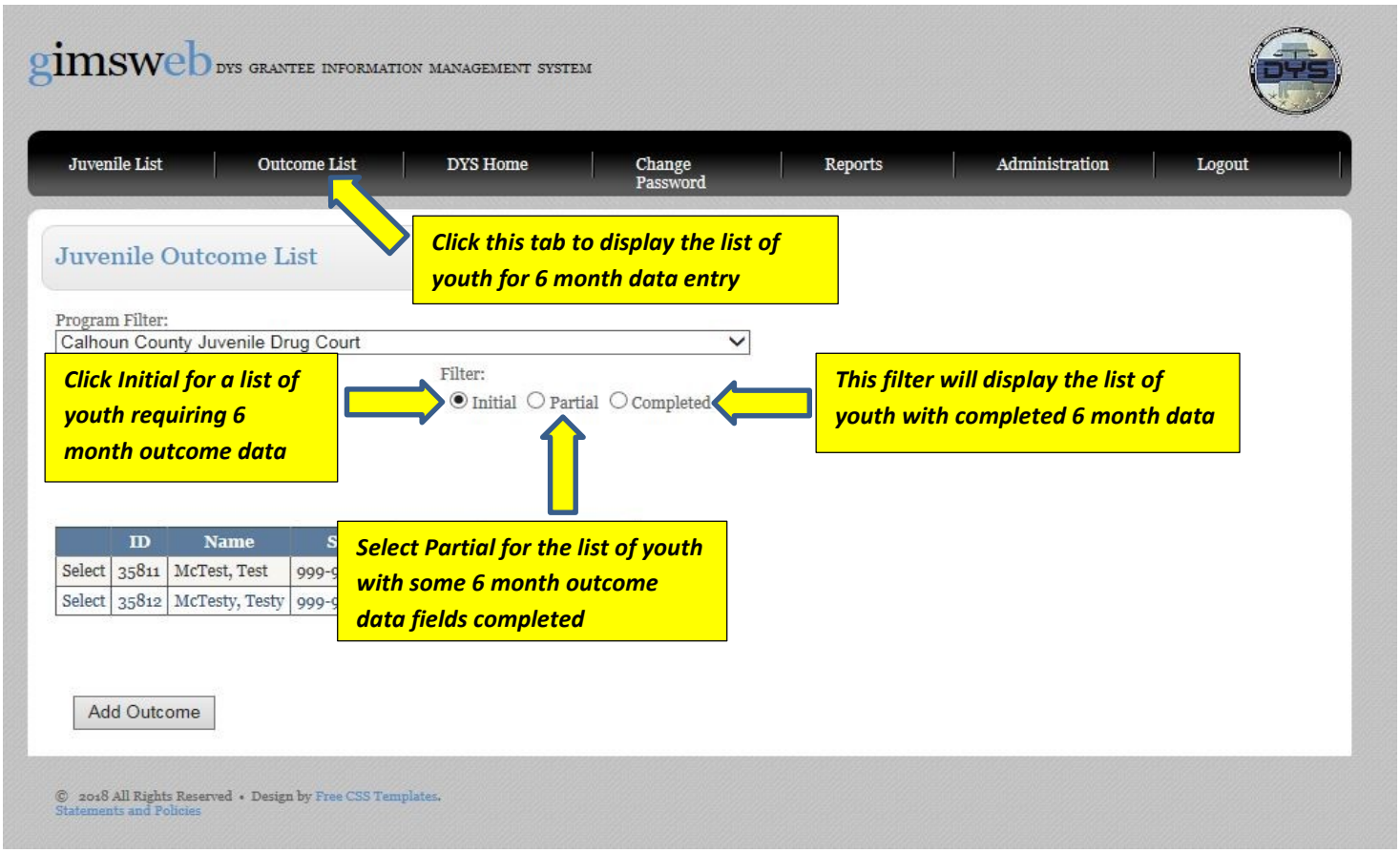
When closing out a youth's case as Successful or Unsuccessful completion, additional fields will be displayed to capture initial outcome data regarding the youth's case. The fields are: *Destination*, *Employment*, *Education* and *Under Court Supervision*. These fields must be completed to close out the case. Remember, outcome information is required for both Successful and Unsuccessful case closures. See diagrams below.

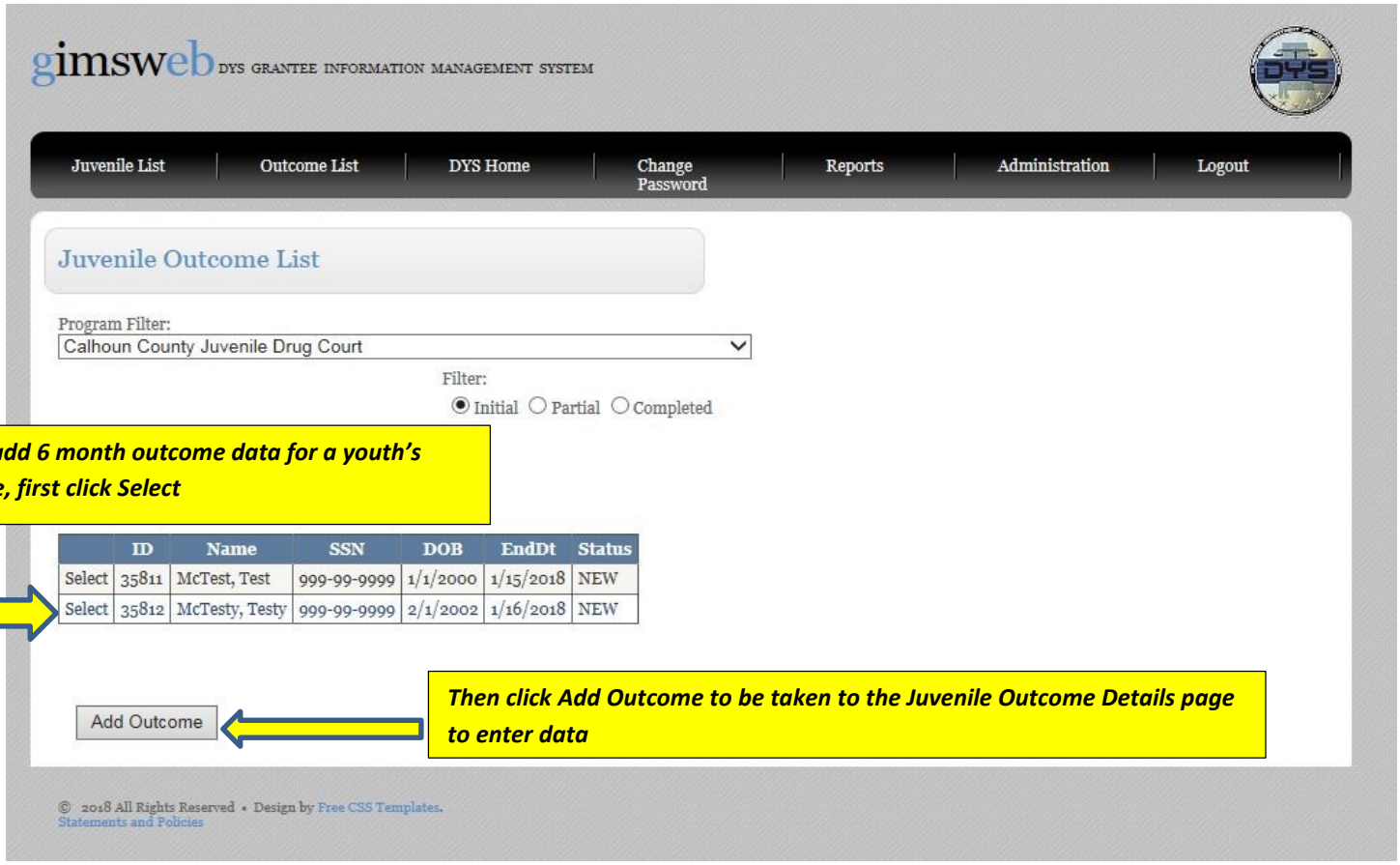




SIX MONTH OUTCOME DATA

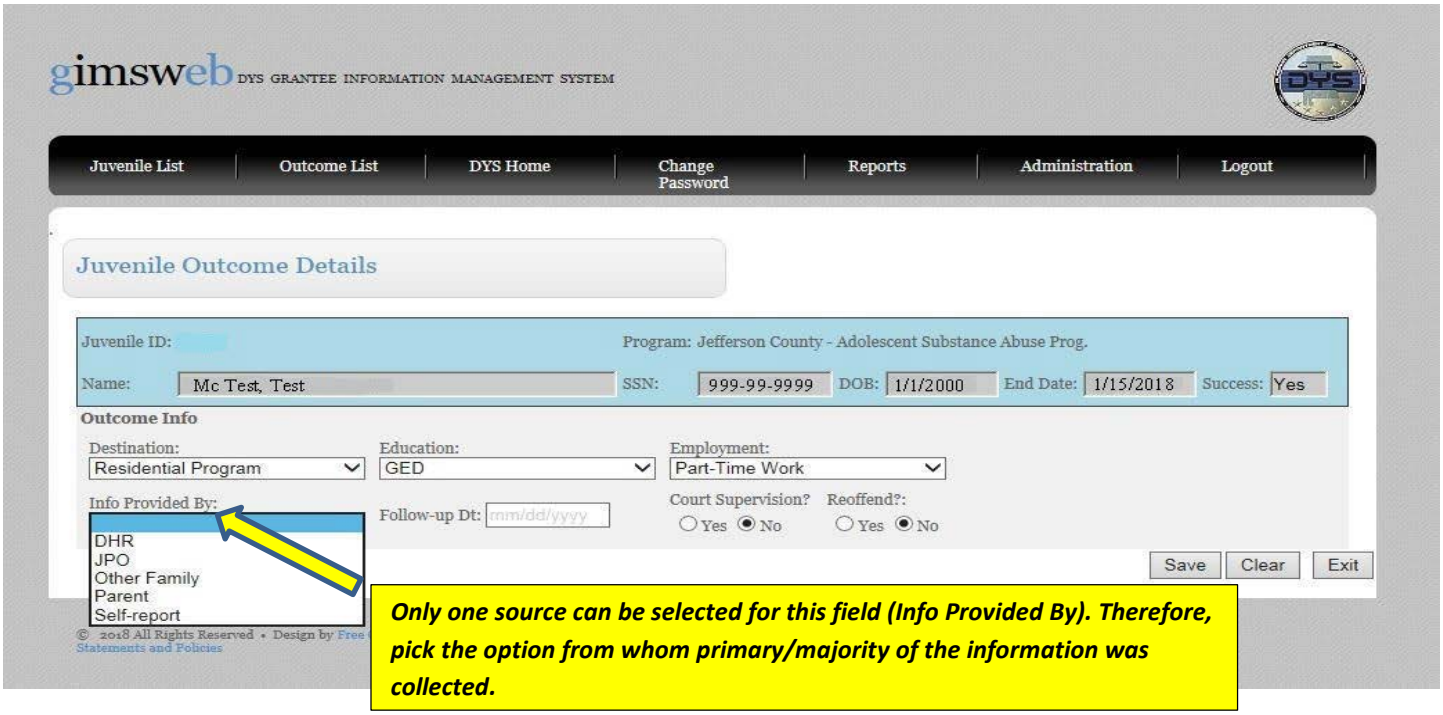
A new screen has been added for recording 6 month outcome data for youth post-program completion. Clicking on *Outcome List* at the top of the screen will display a list of youth who completed the program 6 months earlier and outcome information needs to be entered. Users will need to regularly check the *Outcome List* screen to see the youth cases requiring follow-up data to be completed. To enter 6 month follow-up data, highlight the juvenile's name, click on the *Add Outcome* button at the bottom of the screen. See the diagrams below to identify the location of each of the items noted above.


gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM
Juvenile List
Outcome List
DYS Home
Change Password
Reports
Administration
Logout
Click this tab to display the list of youth for 6 month data entry
Juvenile Outcome List
Program Filter:
Calhoun County Juvenile Drug Court
Click Initial for a list of youth requiring 6 month outcome data
Filter:
Initial
Partial
Completed
This filter will display the list of youth with completed 6 month data
Select Partial for the list of youth with some 6 month outcome data fields completed
ID
Name
Select
35811
McTest, Test
Select
35812
McTesty, Testy
Add Outcome
© 2018 All Rights Reserved • Design by Free CSS Templates.
Statements and Policies

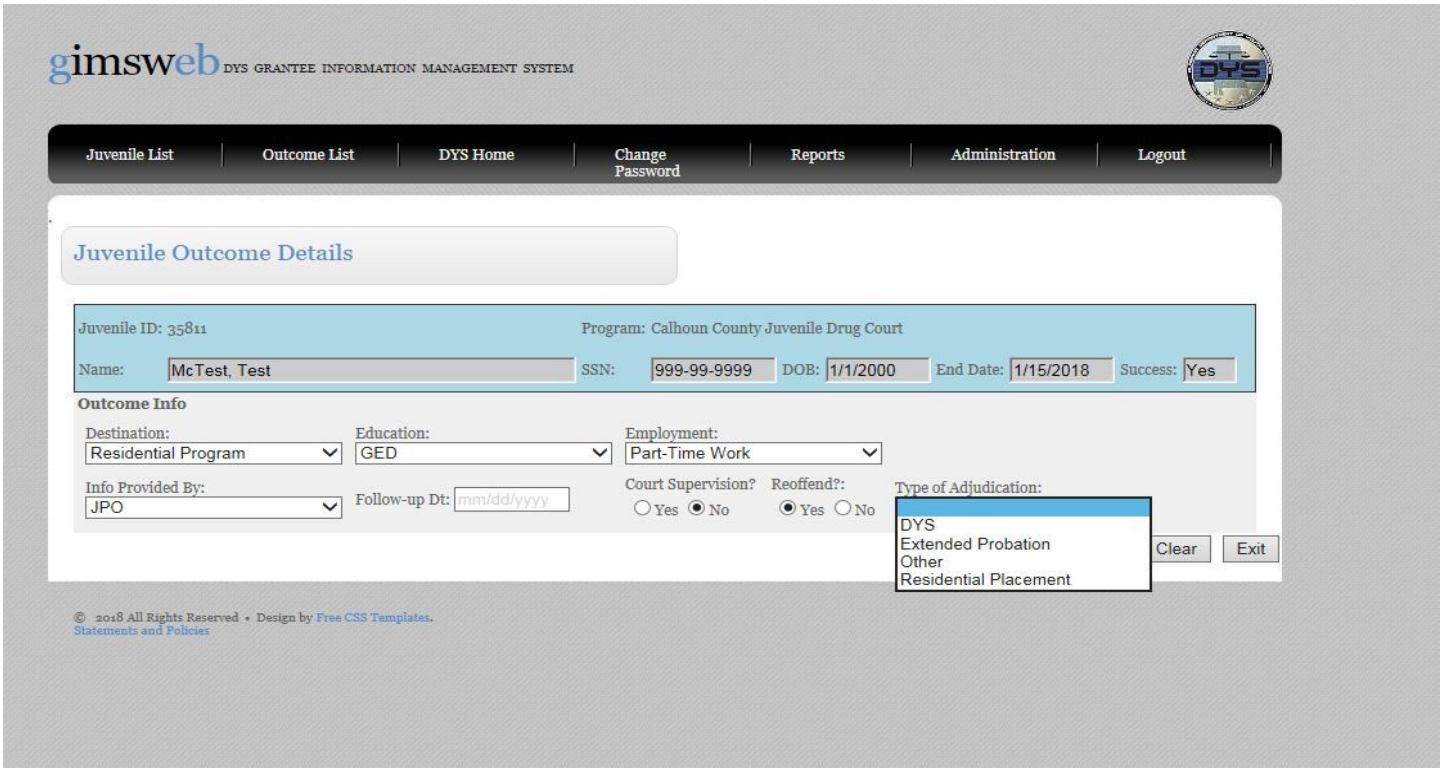

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM
Juvenile List
Outcome List
DYS Home
Change Password
Reports
Administration
Logout
Juvenile Outcome List
Program Filter:
Calhoun County Juvenile Drug Court
Filter:
Initial
Partial
Completed
To add 6 month outcome data for a youth's case, first click Select
ID
Name
SSN
DOB
EndDt
Status
Select
35811
McTest, Test
999-99-9999
1/1/2000
1/15/2018
NEW
Select
35812
McTesty, Testy
999-99-9999
2/1/2002
1/16/2018
NEW
Add Outcome
Then click Add Outcome to be taken to the Juvenile Outcome Details page to enter data
© 2018 All Rights Reserved • Design by Free CSS Templates.
Statements and Policies

Juvenile Outcome Details Page

This screen asks for most of the same outcome data that is initially recorded at the time of case closure: *Destination*, *Employment*, *Education*, and *Court Supervision*. Additional fields for the 6 month follow-up information are: *Info Provided By*, *Follow-up Date*, and *Reoffend*. If the youth has reoffended, then a field to select the *Type of Adjudication* is required. See examples of the 6 month outcome data fields below.

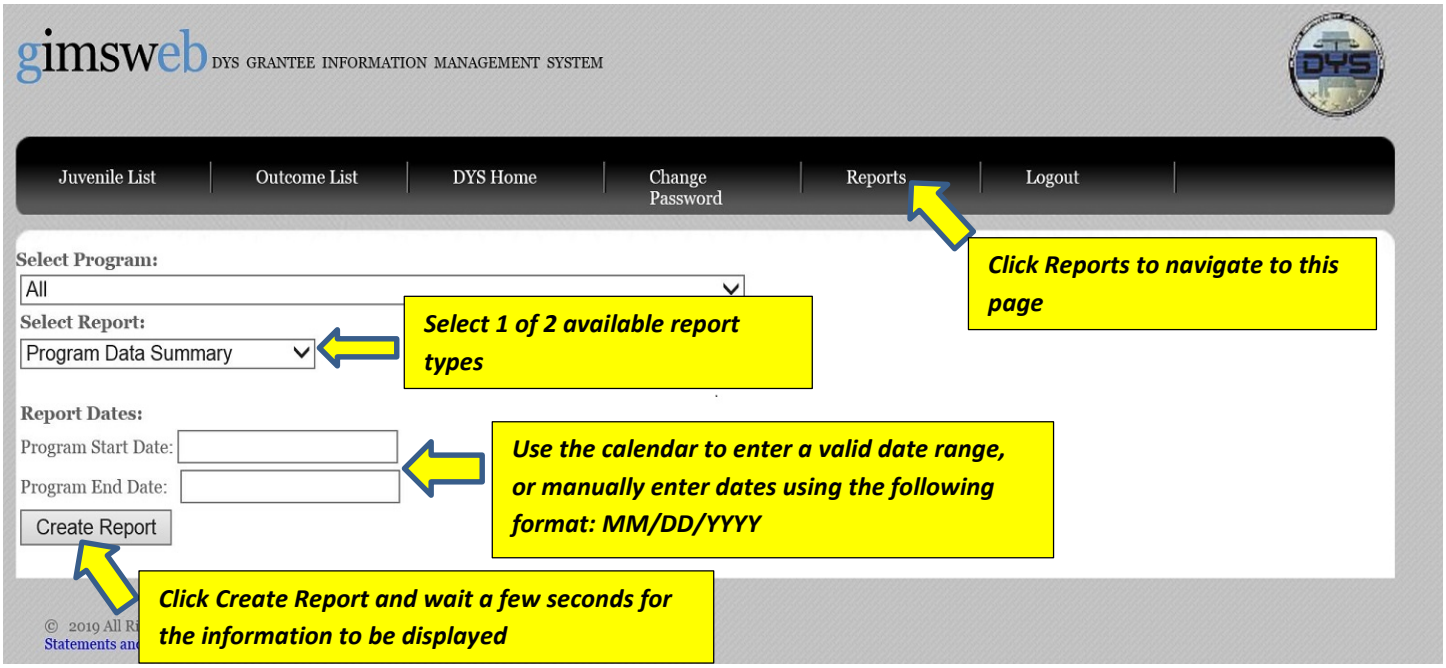


Only one source can be selected for this field (Info Provided By). Therefore, pick the option from whom primary/majority of the information was collected.



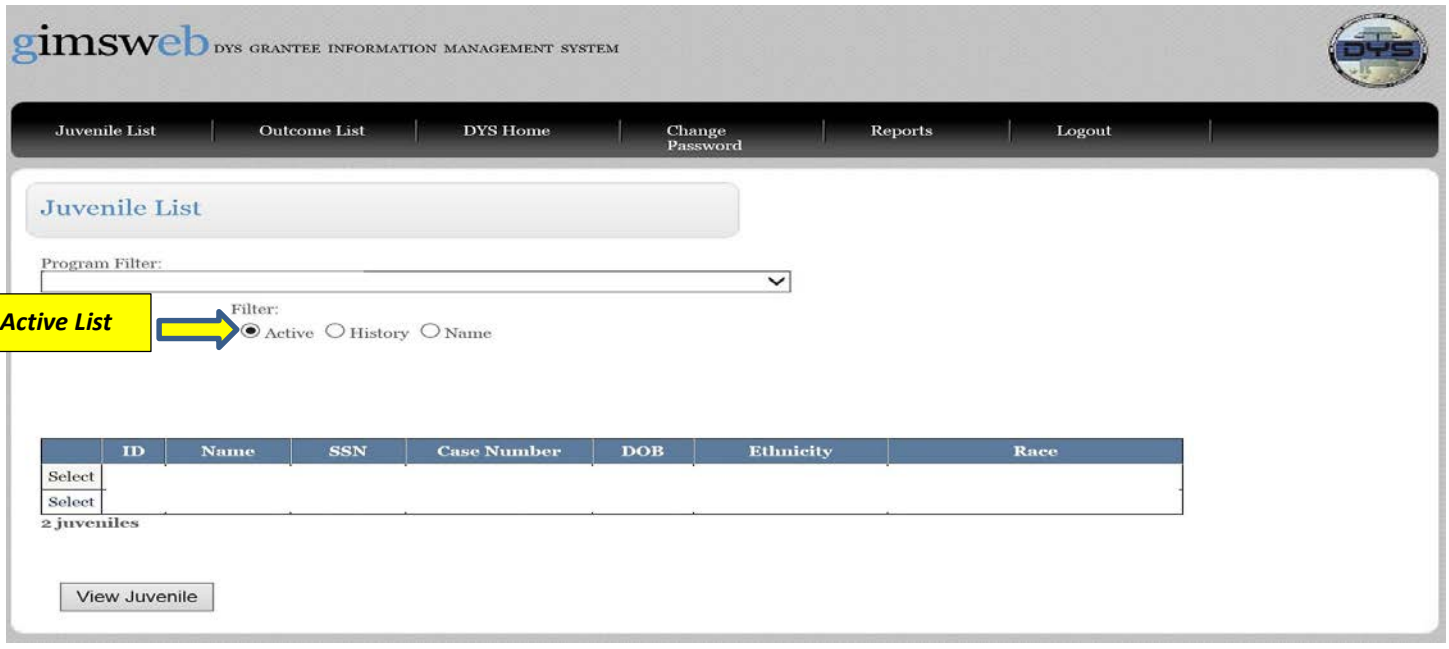
REPORTS ACCESS

As noted under the "New Accounts" on page 1, only one GIMS account user for each program will be given access to run two reports based on the information included in GIMS. The two report options available are *Program Data Summary* and *Juvenile List Summary*. These reports can be accessed by clicking on the *Reports* tab on the GIMS page (see diagram below), and reports can be filtered based on a specific date range. To designate a GIMS user for report access, or to modify an existing designee, contact Elizabeth Zachry (elizabeth.zachry@dys.alabama.gov).

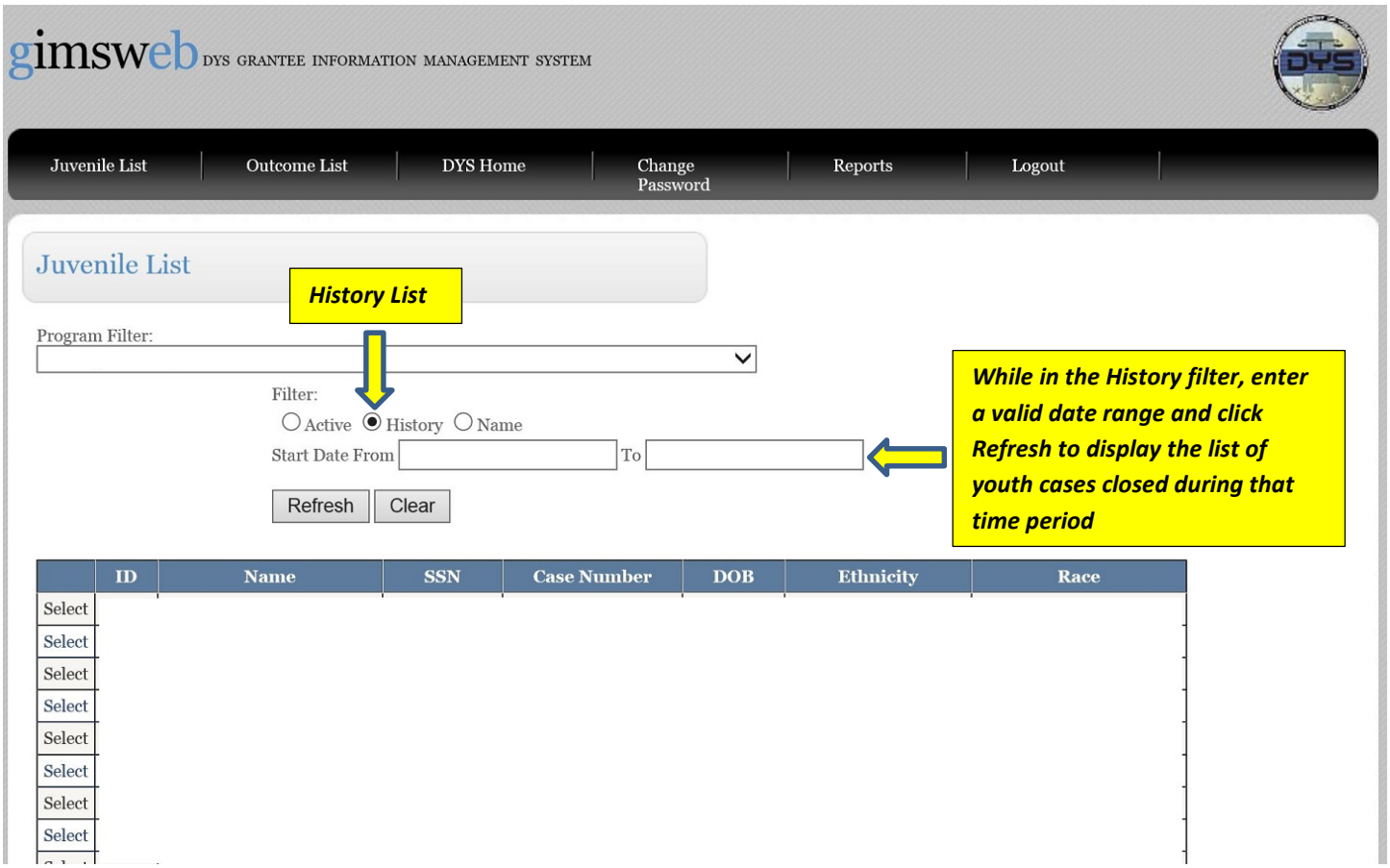
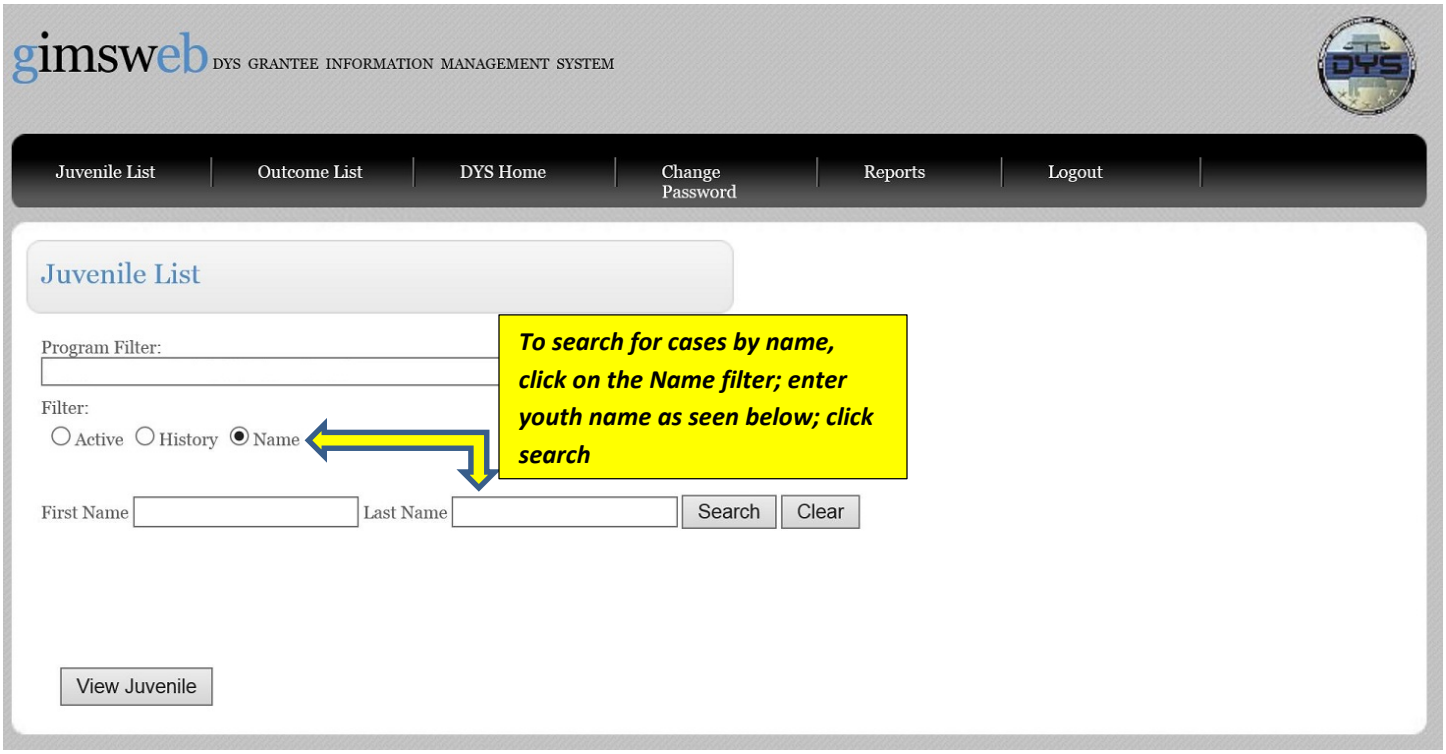


YOUTH LIST & SEARCH OPTIONS

Once cases have been generated for the diversion program, three options will be displayed under the *Juvenile List* tab: *Active*, *History*, and *Name*. The *Active* list displays all youth whose cases are currently open in GIMS.



The *History* list displays all cases that have been closed in GIMS whether or not the youth completed Successfully, Unsuccessfully, or Neutral/Assessment. This list can be filtered by date range, similar to the Reports option mentioned previously.



Finally, youth cases can be searched for by name.