



ALABAMA DEPARTMENT OF YOUTH SERVICES

GRANTEE INFORMATION MANAGEMENT SYSTEM (GIMS) *USER MANUAL*

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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.

The screenshot displays the 'Juvenile Details' form within the GIMSweb interface. The header includes the 'gimsweb' logo and the text 'DYS GRANTEE INFORMATION MANAGEMENT SYSTEM'. A navigation bar at the top contains links: 'Juvenile List', 'Outcome List', 'DYS Home', 'Change Password', 'Reports', 'Administration', and 'Logout'. The form itself is titled 'Juvenile Details' and is divided into several sections. The 'Demographics' section includes fields for 'Juvenile ID:', 'First Name:', 'Middle Name:', 'Last Name:', 'Suffix:', 'Ethnicity:', 'Race:', 'Gender:', 'U.S. Citizen:', 'SSN:', 'Birth Date:', and 'Home Zip:'. The 'Program Commitment' section includes 'Program:', 'County:', 'Referral:', 'Court Referral Type:', 'Other Referral:', 'Alabama Case Number:', and 'Risk Score:'. The 'Most Serious Recent Offense:' section includes a dropdown menu, a 'Prior Offense?' section with 'Yes' and 'No' radio buttons, and a 'Most Serious Prior Offense:' dropdown. The 'Violation Details:' section includes a dropdown menu and a 'Remarks:' text area. The 'Hearing Officer:', 'Probation Officer:', 'Start Dt:', and 'End Dt:' fields are located at the bottom of the form. The 'Successful Completion?' section includes radio buttons for 'Yes', 'No', 'Neutral/Assessment', and 'In Progress'. At the bottom right of the form are buttons for 'Save', 'Clear', 'Cancel', and 'Exit'. The footer of the page contains the text '© 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 Details

Demographics

Juvenile ID: [text field]

First Name: [text field] Middle Name: [text field] Last Name: [text field] Suffix: [dropdown]

Ethnicity: [dropdown] Race: [dropdown] Gender: [dropdown] U.S. Citizen: [dropdown]

SSN: [text field] Birth Date: [text field] Home Zip: [text field]

Program Commitment

Program: [dropdown] County: [dropdown] Referral: [dropdown] Court Referral Type: [dropdown]

Other Referral: [text field] Alabama Case Number: [text field] Risk Score: [text field]

Most Serious Recent Offense: [dropdown] Prior Offense? ☐ Yes ☐ No Most Serious Prior Offense: [dropdown]

Violation Details: [dropdown] Remarks: [text area]

Hearing Officer: [text field] Probation Officer: [text field] Start Dt: [text field] End Dt: [text field]

Successful Completion? ☐ Yes ☐ No ☐ Neutral/Assessment ☒ In Progress

Save Clear Cancel Exit

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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; xxxxxxxxxxxx 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 75JU2021000019.01. Or, if a youth has the following JU#: 75-JU-20217550.01, the number would be entered in GIMS as 75JU2021007550.01.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile List | Outcome List | DYS Home | Change Password | Reports | Administration | Logout

Juvenile Details

JU# will be entered here

Demographics
Juvenile ID: []
First Name: [] Middle Name: [] Last Name: [] Suffix: [v]
Ethnicity: [v] Race: [v] Gender: [v] U.S. Citizen: [v]
SSN: [] Birth Date: [] Home Zip: []

Program Commitment
Program: [v] County: [v] Referral: [v] Court Referral Type: [v]
Other Referral: []
Alabama Case Number: [] Risk Score: []

Most Serious Recent Offense: [v] Prior Offense? ☐ Yes ☐ No Most Serious Prior Offense: [v]
Violation Details: [v] Remarks: []
Hearing Officer: [] Probation Officer: [] Start Dt: [] End Dt: [mm/dd/yyyy]
Successful Completion? ☐ Yes ☐ No ☐ Neutral/Assessment ☒ In Progress

Save Clear Cancel Exit

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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.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile List | Outcome List | DYS Home | Change Password | Reports | Administration | Logout

Juvenile Details

Demographics

Juvenile ID: [text]
First Name: [text] Middle Name: [text] Last Name: [text] Suffix: [dropdown]
Ethnicity: [dropdown] Race: [dropdown] Gender: [dropdown] U.S. Citizen: [dropdown]
SSN: [text] Birth Date: [text] Home Zip: [text]

Program Commitment

Program: [dropdown] County: [dropdown] Referral: [dropdown] Court Referral Type: [dropdown]
Other Referral: [text] Alabama Case Number: [text] Risk Score: [text]
Most Serious Recent Offense: [dropdown] Prior Offense? ☐ Yes ☒ No Most Serious Prior Offense: [dropdown]
Violation Details: [dropdown] Remarks: [text area]
Hearing Officer: [text] Probation Officer: [text] Start Dt: [text] End Dt: [text]
Successful Completion? ☐ Yes ☐ No ☐ Neutral/Assessment ☒ In Progress

Updated by [text] on 5/2/2018

Save Clear Cancel Exit

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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.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile Details

Demographics

Juvenile ID: []

First Name: [] Middle Name: [] Last Name: [] Suffix: []

Ethnicity: [] Race: [] Gender: [] U.S. Citizen: []

SSN: [] Birth Date: [] Home Zip: []

Program Commitment

Program: [] County: [] Referral: [] Court Referral Type: []

Other Referral: [] Alabama Case Number: [] Risk Score: []

Most Serious Recent Offense: [] Prior Offense? ☐ Yes ☐ No Most Serious Prior Offense: []

Violation Details: [] Remarks: []

Hearing Officer: [] Probation Officer: [] Start Dt: [] End Dt: [mm/dd/yyyy]

Successful Completion? ☐ Yes ☐ No ☐ Neutral/Assessment ☒ In Progress

Buttons: Save Clear Cancel Exit

Annotations:

- Caution:** this will clear all information and delete the case (points to Cancel)
- Will allow you to save your data and edits** (points to Save)
- Will exit the case without saving any edits or changes** (points to Exit)

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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)**

INITIAL OUTCOME DATA

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.

The screenshot displays the 'Juvenile Details' form in the GIMSweb system. The form is divided into several sections: Demographics, Program Commitment, and Outcome Data. The Outcome Data section is highlighted with a red oval and a yellow arrow pointing to it. This section includes fields for 'Successful Completion?' (radio buttons for Yes, No, Neutral/Assessment, In Progress), 'Destination' (dropdown), 'Employment' (dropdown), 'Education' (dropdown), and 'Under Court Supervision?' (radio buttons for Yes, No). The form also shows a 'Hearing Officer' field, a 'Probation Officer' field, and 'Start Dt' and 'End Dt' fields. The 'Most Serious Recent Offense' is set to 'ASSAULT 3 (ASS3)'. The 'Updated by' field shows 'on 4/3/2018 10:56:00 AM'. At the bottom, there are buttons for 'Save', 'Clear', 'Cancel', and 'Exit'.



Juvenile Details

Demographics

Juvenile ID:

First Name: Middle Name: Last Name: Suffix:

Ethnicity: Race: Gender: U.S. Citizen:

SSN: Birth Date: Home Zip:

Program Commitment

Program: County: Referral: Court Referral Type:

Other Referral: Alabama Case Number: Risk Score:

Most Serious Recent Offense: Prior Offense? ☐ Yes ☒ No Most Serious Prior Offense:

Violation Details: Remarks:

Hearing Officer: Probation Officer: Start Dt: End Dt:

Successful Completion? ☐ Yes ☒ No ☐ Neutral/Assessment ☐ In Progress Reason for unsuccessful completion:

Destination: Education: Under Supervision? Court

Committed to DYS? ☐ Yes ☐ No

Updated by on 2/28/2018

- College
- GED
- Job Corps
- None
- Post-Secondary Education
- School
- SPAN
- Trade School
- Training Program
- Unknown

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.



Juvenile List

Outcome List

DYS Home

Change Password

Reports

Administration

Logout

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	S
Select	35811	McTest, Test	999-9
Select	35812	McTesty, Testy	999-9

Add Outcome



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

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.

The screenshot shows the 'Juvenile Outcome Details' form for the 'Jefferson County - Adolescent Substance Abuse Prog.' The form includes fields for Juvenile ID, Name (Mc Test, Test), SSN (999-99-9999), DOB (1/1/2000), End Date (1/15/2018), and Success (Yes). Under 'Outcome Info', there are dropdowns for Destination (Residential Program), Education (GED), and Employment (Part-Time Work). The 'Info Provided By' dropdown is open, showing options: DHR, JPO, Other Family, Parent, and Self-report. A yellow arrow points to the 'JPO' option. A yellow text box with a black border contains the instruction: '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.' The form also has fields for Follow-up Dt, Court Supervision? (Yes/No), and Reoffend? (Yes/No). Buttons for Save, Clear, and Exit are at the bottom right.

Juvenile Outcome Details

Juvenile ID: Program: Jefferson County - Adolescent Substance Abuse Prog.

Name: Mc Test, Test SSN: 999-99-9999 DOB: 1/1/2000 End Date: 1/15/2018 Success: Yes

Outcome Info

Destination: Residential Program Education: GED Employment: Part-Time Work

Info Provided By: DHR, JPO, Other Family, Parent, Self-report

Follow-up Dt: Court Supervision? Reoffend?:

Save Clear Exit

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.

The screenshot shows the 'Juvenile Outcome Details' form for the 'Calhoun County Juvenile Drug Court'. The form includes fields for Juvenile ID (35811), Name (McTest, Test), SSN (999-99-9999), DOB (1/1/2000), End Date (1/15/2018), and Success (Yes). Under 'Outcome Info', there are dropdowns for Destination (Residential Program), Education (GED), and Employment (Part-Time Work). The 'Info Provided By' dropdown is open, showing options: JPO, DYS, Extended Probation, Other, and Residential Placement. A yellow text box with a black border contains the instruction: '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.' The form also has fields for Follow-up Dt, Court Supervision? (Yes/No), Reoffend? (Yes/No), and Type of Adjudication. Buttons for Clear and Exit are at the bottom right.

Juvenile Outcome Details

Juvenile ID: 35811 Program: Calhoun County Juvenile Drug Court

Name: McTest, Test SSN: 999-99-9999 DOB: 1/1/2000 End Date: 1/15/2018 Success: Yes

Outcome Info

Destination: Residential Program Education: GED Employment: Part-Time Work

Info Provided By: JPO, DYS, Extended Probation, Other, Residential Placement

Follow-up Dt: Court Supervision? Reoffend?:

Type of Adjudication: DYS, Extended Probation, Other, Residential Placement

Clear Exit

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).

The screenshot shows the GIMSweb interface with the 'Reports' tab selected in the navigation bar. Annotations include:

- A yellow box with the text "Click Reports to navigate to this page" and an arrow pointing to the 'Reports' tab in the navigation bar.
- A yellow box with the text "Select 1 of 2 available report types" and an arrow pointing to the 'Program Data Summary' dropdown menu under 'Select Report:'.
- A yellow box with the text "Use the calendar to enter a valid date range, or manually enter dates using the following format: MM/DD/YYYY" and an arrow pointing to the 'Program End Date' input field.
- A yellow box with the text "Click Create Report and wait a few seconds for the information to be displayed" and an arrow pointing to the 'Create Report' button.

Other visible elements include the 'gimswweb' logo, 'DYS GRANTEE INFORMATION MANAGEMENT SYSTEM', and a copyright notice: "© 2019 All Rights Reserved. Statements and..."

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 screenshot shows the GIMSweb interface with the 'Juvenile List' tab selected. Annotations include:

- A yellow box with the text "Active List" and an arrow pointing to the 'Active' radio button under the 'Filter:' section.

Other visible elements include the 'gimswweb' logo, 'DYS GRANTEE INFORMATION MANAGEMENT SYSTEM', and a table with the following columns: ID, Name, SSN, Case Number, DOB, Ethnicity, and Race. The table shows two rows of data, both with 'Select' in the ID column. Below the table, it says "2 juveniles" and there is a "View Juvenile" button.

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.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile List | Outcome List | DYS Home | Change Password | Reports | Logout

Juvenile List

History List

Program Filter:

Filter: ☐ Active ☒ History ☐ Name

Start Date From To

While in the History filter, enter a valid date range and click Refresh to display the list of youth cases closed during that time period

	ID	Name	SSN	Case Number	DOB	Ethnicity	Race
Select							
Select							
Select							
Select							
Select							
Select							
Select							
Select							

Finally, youth cases can be searched for by name.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile List | Outcome List | DYS Home | Change Password | Reports | Logout

Juvenile List

Program Filter:

Filter: ☐ Active ☐ History ☒ Name

First Name Last Name

To search for cases by name, click on the Name filter; enter youth name as seen below; click search