

Facility Stay

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Adding a Facility Stay

Add New Facility Stay Mary Ingalls (File# 2)

Facility Stay	
Start date/time: <input type="text" value="12/7/2022 8:45:56 am"/>	Location:* <input type="text" value="IB - Intake Bench"/>
Classification:* <input type="text" value="RUTH - Rutherford County"/>	Bed: <input type="text" value="-- Select --"/>
Property location: <input type="text"/>	Privilege level:* <input type="text" value="N/A - Not Applicable"/>

- **Start date/time:** Enter the date and time the person was detained or started the program. Type the letter T for the current date/time.
- **Location:** Select the appropriate location for the person.
- **Bed:** Select the appropriate bed, if applicable.
- **Classification:** Select the appropriate classification. This is a required field.
- **Privilege level:** Select the appropriate privilege level. This is a required field.
- **Property location:** Indicate where the personal property is being stored, if applicable.

Reason	
Case: <input type="text" value="2 - Defendant - 75JC1-2022-JD-2 (Active; Case Filed)"/>	Reason:* <input type="text" value="EXP - Ex-Parte Detention Order by Magistrate"/>
Referring agency:* <input type="text" value="CRT - Rutherford County Juvenile Court"/>	

- **Case:** Select the appropriate case that caused the person to be put into this location, if applicable.
- **Reason:** Select the appropriate reason.
- **Referring Agency:** Select the Referring agency.

Click the **Update** button to save your work.

Once you have added a facility stay, the FACILITY STAY DETAIL screen is available with many more options.

Facility Stay Detail Mary Ingalls (File# 2)

[Locations](#) | [Reasons](#) | [Attributes](#) | [Deadlines](#) | [Visitors](#) | [Phone List](#) | [Separations](#) | [Assessments](#) | [Incidents](#) | [Detention](#) | [Incidents](#) | [Events](#) | [Classifications](#) | [Privilege Levels](#) | [Stay Notes](#)
[Visits](#) | [Log visit](#) | [Documents](#) | [Contacts](#) | [Notes](#)

Locations

Locations may change as a person moves through the system. You can add a new location if needed.



- Locations		Top	Total secure: 0 secs	Total non-secure: 11 mins	Add
Date/time	Location	Secure	Bed	Duration	
12/7/2022 8:45:56 AM	Intake Bench	No		11 mins	

Stay Location Detail Mary Ingalls (File# 2) Facility stay start date/time: 12/7/2022 8:45:56 AM

Location date/time:

Location code:*

Assigned bed:

- **Location date/time:** Enter the date/time the new location started.
- **Location code:** Select the new location.
- **Assigned bed:** Select the bed if applicable

Click the **Update** button to save your work.

Reasons

The reasons a person is being held can change throughout their stay. They may also be held on multiple reasons.



Start	Case	Agency	Reason	End	By	Reason
12/7/22 8:45 AM	2	Court	Ex-Parte			

Add New Facility Stay Reason Mary Ingalls (File# 2) Facility stay start date/time: 12/7/2022 8:45:56 AM

Stay reason

Start date/time:

Case:

Reason:*

Referring agency:*

Release

End date/time:

Release reason:

By:

Notes

1. **Start date/time:** Enter the date/time the new reason started.
2. **Case:** Select the case the person is being held on.
3. **Reason:** Select the reason the person is being held.
4. **Referring Agency:** Select the agency.

Click the **Update** button to save your work.

Facility Stay Attributes

Attributes allow you to track information. A person can have many attributes. Select all attributes that apply. The selected attributes will be listed on the Detention List.



- Attributes	Top	Edit
18 Year Old		
Sex Offender		
Sexually Aggressive Behavior		

Stay Attributes

Mary Ingalls (File# 2)

Facility stay start date/time: 12/7/2022 8:45:56 AM

- 18 Year Old
- Co-Defendant
- Escape Risk
- Out of county resident
- Sex Offender
- Special Ed
- Suicide Risk
- Violent Offender

MEDICAL

- Medical Need
- PRN
- RX AM
- RX PM

PREA

- Sexually Aggressive Behavior
- Violent Aggressive Behavior
- Vulnerable to Victimization

Click the **Update** button to save your work.

Stay Deadlines

Deadlines are reminders to you to do different tasks. Deadlines can be emailed to different groups of people.



- Stay Deadlines		Top			Add
Date	Type		Finished Date	Notes	
12/11/2022 9:49:39 AM	PREA Education (Due in 3 days)				

Stay Deadline Detail

Mary Ingalls (File# 2)

Facility stay start date/time: 12/7/2022 8:45:56 AM

Deadline date/time:*

Deadline type:*

Finished date/time:

Notes:

5. **Deadline date/time:** Enter the date/time this task is due.
6. **Deadline Type:** Select the type of task needed.
7. **Fished date/time:** Enter the date/time the task was completed.
8. **Notes:** You can add notes if desired.

Click the **Update** button to save your work.

Visitors

You can see a list of people who are authorized to visit with the child. Attorneys, Probation Officers, Case Managers, Guardian Ad Litem, or other professional people who are assigned to the case are automatically added as approved visitors.



- Visitors Top					Edit
Name	File #	Age	Visitor Type	Relation	Authorized
Kathy Baker-Bowen		0	Attorney	n/a	Yes
Teena Bigbee		0	Probation	n/a	Yes
Jon Cameron		0	Attorney	n/a	Yes

In addition, a list of relatives will be available for you to authorize. Select the relatives that are approved.

List Visitors Mary Ingalls (File# 2)

Name	File #	Age	Visitor Type	Relation	Authorized
Add a new visitor					
Kathy Baker-Bowen		0	Attorney	n/a	Yes
Teena Bigbee		0	Probation	n/a	Yes
Jon Cameron		0	Attorney	n/a	Yes

Relatives

Select the relatives to add as a visitor and press "Update"

The following are relatives who are not already on the list of visitors above. This list is provided as a short-cut to using "Add a new visitor".

Relative	File #	Age	Relation
<input checked="" type="checkbox"/> Caroline Ingalls	3	0	Mother
<input checked="" type="checkbox"/> Charles Ingalls	4	0	Father
<input type="checkbox"/> Laura Ingalls	147	16	Sister

Click the **Update** button to authorize visitors.

Phone List

This is an area where you can list the numbers that the person is allowed to make or receive.



- Phone List Top		Edit
Number		
362-987-6541 - Mother Caroline Ingalls		
365-965-9632 - Sister Laura Ingalls		

Phone List Detail

Enter one number/comment per line

Number

362-987-6541 - Mother Caroline Ingalls


365-965-9632 - Sister Laura Ingalls

Type the number and any comments about that number.

Click the **Update** button to save your work.

Separations

If you have people who need to be separated for whatever reason, you can add the people who should be separated from this person. The separations are displayed on the Detention List if they are in the same location.



- Separations Top			
Name	File #	Age	Current location
Dora The Explorer	23	14	A Pod

Click on the [Get Separated from name button](#)
This will take you to the Name Search screen.



Separation Detail Mary Ingalls (File# 2)

Separate from:*



Search for the name of the person they should be separated from, then click on their name.

If there is a violation, if the two people are placed in the same pod for example, the detention list will show the violation.

Name	File #	Age	Race	Location
Explorer, Dora The	23	14	White	A Pod/05
Separation Violation		Mary Ingalls (2) 		
Explorer, Edward		17	White	Intake Bench
Ingalls, Mary	2	13	White	A Pod
Separation Violation		Dora The Explorer (23) 		

It also shows at the top of the Facility Stay Detail screen.

Facility Stay Detail Mary Ingalls (File# 2)

Separation violation with [Dora The Explorer](#)

[Locations](#) | [Reasons](#) | [Attributes](#) | [Deadlines](#) | [Visitors](#) | [Phone List](#) | [Separations](#) | [Assessments](#) | [In](#)

Assessments during stay

This area will display any assessments that were completed during the stay (and up to 24 hours prior). Usually the assessments will automatically add this information.



- Assessments during stay (and up to 24 hours prior) Top						Add
Assessment Date	Type	Reason	Score	Assessment Level	Supervision Level	
12/7/2022 1:14:30 PM	PREA Assessment for Victimization	Initial	0	General Housing		
12/7/2022 11:00 AM	Detention Screening Tool	Initial	0	Detain		

Assessment Detail Mary Ingalls (File# 2)

Assessment date/time:

Assessment type:*

Assessment reason:*

Overall score:

Scored level:*

Assessment level:*

Override reason:

Supervision level:

Notes:

[Read more about Assessments](#)

Incidents during stay

This area will display any incidents that occurred during the facility stay including 24 hours prior.



- Incidents during stay (including 24 hrs prior) Top					Add
Incident Date	Case	Type	Agency	Offense	
12/7/2022 8:30 AM	2	Law Enforcement	Murfreesboro Police Department	1 - Aggravated Assault/F 2 - Handgun Possession Prohibited Person under 18/M	

Incidents are normally added inside of a case and are simply displayed here.

[Read more about Incidents](#)

Detention Incidents

You have the ability to create detention incident reports inside Quest.



- Detention incidents during stay Top						Add
Incident Date	Type	PREA	Finding	Determination	Role	
12/7/2022	Assault on Staff				Agressor	

Detention Incident Detail 2022-12-0001

Incident type: *

Location:

Investigation: Start date: End date:

Finding:

Investigator:

Supervisor determination:

Administrative review date:

Retaliation followup end: Date: Reason:

Notes:

- Names associated with the incident Add						
Name	Role/Description	Staff	Injured	Mechanical Length	Physical Length	Isolation Length
Mary Ingalls (2)	Agressor Swung her lunch plate at the head of detention staff	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
Lynn Duke	Victim Had 12 stitches in her head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	0

Treatment: 12/7/2022 1:31 PM, Offsite: Yes
Location: Vanderbilt
Staff: Matt Adams

[Read more about Detention Incidents](#)

Open Events

All events (hearings/appointments) will be shown in this section.



Event Date	Event Type	Court	Other Event Names
12/9/2022 8:30 AM	Detention Hearing	Judge Lampley	
12/8/2022 3:00 PM	DET - Detention Transport	DETENTION	

Event Detail

his is a new entry.

Event date/time:* Choice:

Event type:*

Court:

Estimated length:*

Location:

Schedule for: Mary Ingalls: Case 2 - Defendant - 75JC1-2022-JD-2 (Active; Case Filed)

Include this user:

Future events for people and relatives: **Detention Hearing on 12/9/2022 at 8:30 AM in Judge Travis M. Lampley's Courtroom**
Mary Ingalls (2; Case: 2; 75JC1-2022-JD-2)
.Detention Transport on 12/8/2022 at 3:00 PM in Detention
Mary Ingalls (2; Case: 2; 75JC1-2022-JD-2)

Disposition:

Disposition date/time:

Actual start date/time: Actual end date/time:

Notes:

Click the **Update** button to save your work.

[Read more about Events](#)

Classifications

Classifications may change during a person's facility stay.



- Classifications Top		Add
Start	Classification	
12/7/2022 3:46:18 PM	DCS Hold	
12/7/2022 8:45:56 AM	Rutherford County	

Stay Classification Detail

Mary Ingalls (File# 2)
Facility stay start date/time: 12/7/2022 8:45:56 AM

Classification date/time:

Classification.*

9. **Classification date/time:** Enter the date/time the classification changed.

10. **Classification:** Select the new classification.

Click the **Update** button to save your work.

Privilege Levels

Privilege levels may change during the person's stay.



- Privilege levels Top		Add
Start	Level	
12/7/2022 8:45:56 AM	Not Applicable	

Stay Privilege Level Detail

Mary Ingalls (File# 2)
Facility stay start date/time: 12/7/2022 8:45:56 AM

Level date/time:

Level.*

11. **Level date/time:** Enter the date/time the level changed.

12. **Level:** Select the new Level.

Click the **Update** button to save your work.

Facility stay notes (individual)

This is an area where you can make notes.



- Facility stay notes (individual) Top		Add
Date	Note	
12/7/2022 4:00:27 PM	I don't know what these would be used for.	
12/7/2022 4:03:34 PM	But you can make notes as of specific date/time.	

Stay Note Detail

Mary Ingalls (File# 2)

Facility stay start date/time: 12/7/2022 8:45:56 AM

Entry date/time:

Notes:

13. **Entry date/time:** Enter the date/time of the note.

14. **Notes:** Type the note.

Click the **Update** button to save your work.

Facility stay notes (overall)

- Facility stay notes (overall) Top	
This will show in red on the Detention List if you display details	

Ingalls, Mary	2	13	White	A Pod	DCS	N/A	18 Sex Offender Sexual	12/7/2022	7 hrs
Separation Violation	Dora The Explorer (23)								
Reason	Court Order (Rutherford County Juvenile Court) - Case #2 Filed Statutes: Aggravated Assault/F Handgun Possession Prohibited Person under 18/M								
Deadline	12/11/2022 9:49:39 AM - PREA Education								
Future event	Detention Hearing on 12/9/2022 at 8:30 AM in Judge Travis M. Lampley's Courtroom								
Future event	Detention Transport on 12/8/2022 at 3:00 PM in Detention								
Assessment	12/7/2022 1:14:30 PM - PREA Assessment for Victimization (Initial) - Score: 0; Assessment: General Housing								
Assessment	12/7/2022 11:00 AM - Detention Screening Tool (Initial) - Score: 0; Assessment: Detain								
Youth Services Officer	Bigbee, Teena								
Notes	This will show in red on the Detention List if you display details								

Visits

This is where you can see the visit history. You are also able to log a new visit from this screen.


List Visits Mary Ingalls (File# 2)

Delete	Date	Type	Visitor	File #	Visitor type	Relation
	Log a new visit					
<input type="checkbox"/>	12/7/2022 4:15:34 PM	Personal visit	Caroline Ingalls	3	Relative	Mother
<input type="checkbox"/>	12/6/2022 4:17:37 PM	Official Visit	Teena Bigbee		Probation	n/a

Log Visit

This section allows you to log a new visit

Log Visit Mary Ingalls (File# 2)

Type:* Date/time: 

Authorized visitors

Select the visitors to log for the above visit type and date

Visitor	File #	Age	Visitor type	Relation	Photo
<input type="checkbox"/> Kathy Baker-Bowen		0	Attorney	n/a	
<input type="checkbox"/> Teena Bigbee		0	Probation	n/a	
<input type="checkbox"/> Jon Cameron		0	Attorney	n/a	
<input checked="" type="checkbox"/> Caroline Ingalls	3	0	Relative	Mother	
<input type="checkbox"/> Charles Ingalls	4	0	Relative	Father	

15. **Type:** Select the type of visit.

16. **Date date/time:** Enter the date/time of the visit.

17. **Visitor:** Select the person visiting.

Click the **Update** button to save your work.

Documents

This section allows you to view documents, for a specific case or for all cases, and to create or scan documents.

List Documents/Docket Entries

Dora The Explorer (File# 23)

Case: <input type="text" value="-- Select --"/>	<input type="checkbox"/> Ascending date	<input type="checkbox"/> Include summary	<input type="checkbox"/> Show names/cases					
List entries containing: <input type="text" value="Any text"/>	<input type="checkbox"/> Case related documents only							
<input type="checkbox"/> Show/sort by event date instead of document date								
<input type="button" value="Submit"/>								
Multi view	Date	Document	Status	Approval	Stamped	Order book/page	Sealed	Notice
		Add a new docket entry	Add a new document					
<input type="checkbox"/>	9/14/2022 1:12:16 PM	(View) Fees for Delinquency/Unruly Cases	Complete K. Thompson				No	No
<input type="checkbox"/>	9/1/2022 10:08:40 AM	(View) Intake Packet : Hold	Complete L. Duke				No	No

Add a new document:

Document Detail

Document date/time:

Template:* List templates containing: 1

2

3

Send notice Normal Confidential Sealed

Document for:* **Dora The Explorer**

Case(s): Dora Explorer: Case 1 - Defendant - Delinquency (Active; Case Filed) **Case** 4

- List templates containing:** Type a partial word then press the TAB key on your keyboard to narrow the list of documents to only those that contain that word.
- Select the template:** Click on the drop down to select the document you wish to create.
- Name of Document:** The name of the document appears but you can manually add or remove words to customize what it says.
- Cases:** You must select which case this document will be attached to. If a case is not selected, information will not be updated in the case and information will not be pulled from the case into the document.

Click the **Update** button to save your work.

All templates work basically the same way. There are questions or instructions at the top of the screen. There may be a note telling you how many boxes you may select if there is a list of choices.

What type of supervision?

List; select 0 or 1

Updates completed successfully

Update Cancel Refresh Backwards Top Preview

Sel

supervised county juvenile probation

unsupervised county juvenile probation

[Read more about Documents](#)

Contacts

Contact Notes are for a person so regardless of how many cases a person has, they have one set of contact notes. You can search for contact notes by who was contacted, how they were contacted, and which employee made the contact note. Contact notes can be shared between agencies or be confidential.

Contact Detail
Dora The Explorer (File# 23)

Contact date/time: 12/8/2022 6:57:36 am

Contact person:* M - Mother

Contact type:* DET - Detention

Contact attributes:

Notes: Called and spoke with Mother. Dora has been detained. Detention hearing is scheduled for tomorrow at 9:00. Mother said Dora has medication she must take. I told her to bring the medication to the center.

[Read more about Contacts](#)

Notes

There is another notes section that could be used for anything. One county uses it for the teachers to their make notes. It is separated so not everyone can view them.

List Notes
Dora The Explorer (File# 23)

successfully

Display notes between:* and * Display note text

Date/time	Type
Add note	
12/1/2022 9:39:22 AM	Miscellaneous
These notes can be used for anything.	

Note Detail
Dora The Explorer (File# 23)

Entry date/time:

Entry type:*

Notes:

5. **Entry date/time:** Enter the date/time of this note.
6. **Entry Type:** Select the note type needed.
7. **Notes:** Type the notes.

Click the **Update** button to save your work.

Releasing

When a person is being released you can click on their open Facility Stay and fill out the Release section.

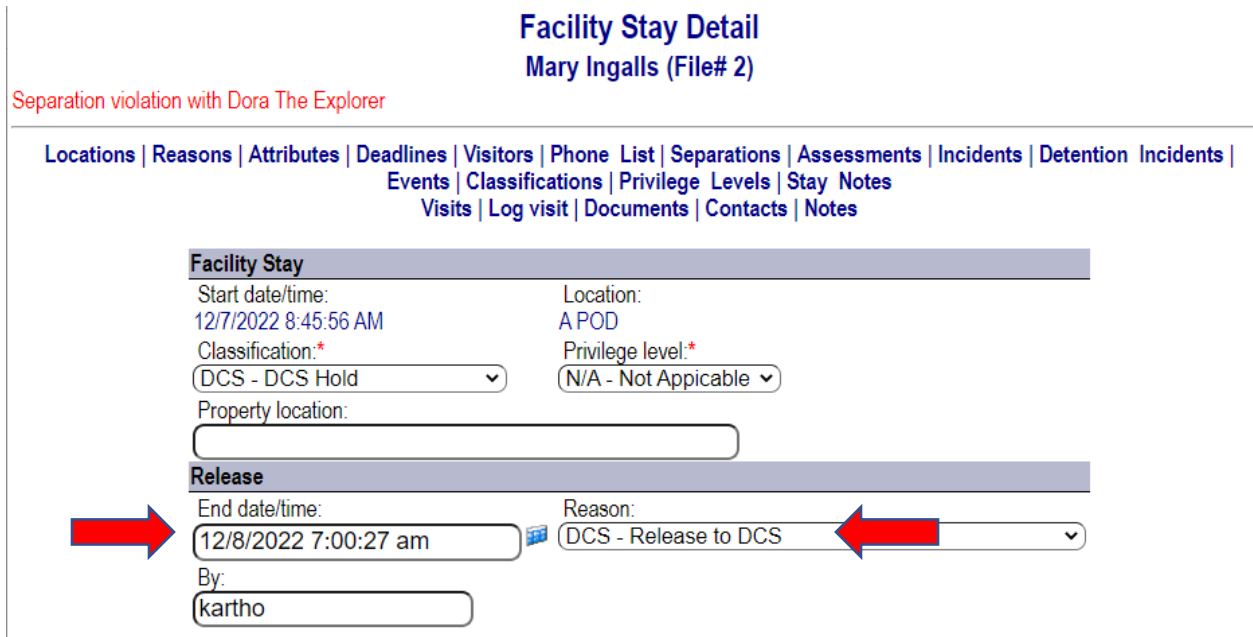
Facility Stay Detail
Mary Ingalls (File# 2)

Separation violation with Dora The Explorer

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Facility Stay	
Start date/time: 12/7/2022 8:45:56 AM	Location: A POD
Classification:* DCS - DCS Hold	Privilege level:* N/A - Not Applicable
Property location: <input type="text"/>	

Release	
End date/time: 12/8/2022 7:00:27 am	Reason: DCS - Release to DCS
By: kartho	



- **End date/time:** Enter the date/time of release.
- **Reason:** Select the reason the person is being released.
- **By:** You can type your username, but if left empty the system will add it.

Click the **Update** button to save your work.