

FACILITY STAY

Detention List

This will provide a list of all children currently detained.

Menu | Detention | Detention List

Click the [Submit](#) button to display the detention list.

Click on the [Start date](#) link for the child to get into their **Facility stay detail** screen.

Facility Stay Detail

This screen shows the details of this detention stay.

Property Location

Under the blue **Facility Stay** line

- Click on the property location dropdown and select the appropriate locker. Only available lockers should be displayed.
- Click the [Update](#) button to save.

To add a “bed” or room

Under the blue **Locations** line

- Click the [Date/Time](#) link of the location you wish to add a bed.
 - Assigned bed: select the room or bed (only those available will be displayed)
 - Click the [Update](#) button to save.

To change the child’s location

On the blue **Locations** line, click the [Add](#) link on the right end of the line.

- Location date/time: Type a T for current date/time or enter the date/time child was moved.
- Location code – Select the new location.
- Assigned bed – Select the assigned bed (only those available will be displayed)

Child is bonding out

Add a document – click the **Documents** link at the top of the Facility Stay Detail screen.

- Click the Add a new document link
- List templates containing: type the word bond (TAB) select **Bond (Appearance/Cash/Professional)**
 - This document will walk you through the bond information, ask if you need an Initial Appearance document and if you are releasing the child now.
- Select the case we are holding the child in. (should be top case unless attachment)
- Click the Update button to continue

Answer all the questions. Click the Finish button when complete.

Child is staying

Add a document – click the **Documents** link at the top of the Facility Stay Detail screen.

- Click the Add a new document link
- List templates containing: type the word hold (TAB) select **Intake Packet – Hold**
- Select the case we are holding the child in. (should be top case unless attachment)
- Click the Update button to continue

Answer all the questions. Click the Finish button when complete.

To Furlough a child

On the blue **Attributes** line, click on the Edit link at the end of the line.

- Click the appropriate reason the child is out of the facility.
- Click the Update button to save.
- Add a Facility stay note
 - Scroll down to the blue line **Facility stay notes (individual)**, click the Add link at the end of the line
 - Entry date/time: Type a T for current date/time or click the calendar to select the date/time the child left the building.
 - Add any notes about the furlough, like “Out to Dr. Christopher”
 - Click the Update button to save

When the child returns, unclick the furlough attribute. Add a stay note indicating the date/time the child returned.

Reason we are holding changes

If the reason we are holding a child changes, we must end the current stay and add a new stay.

For example, a child was a Knox County hold due to new offenses or arrest but is committed to DCS custody during a hearing. We will now invoice DCS until they pick up the child.

Releasing a child

Under the blue line **Release**

- End date/time: type a T for current date/time or click on the calendar at the end of the line to select the day, hour, minute, am/pm.
- Reason: select the appropriate reason from the drop down
- Click the Update button to save.

Adding the new facility stay

Add a document for DCS contract hold if that is why we are holding the child now.