



# Project DELTA

## Quick Reference Guide

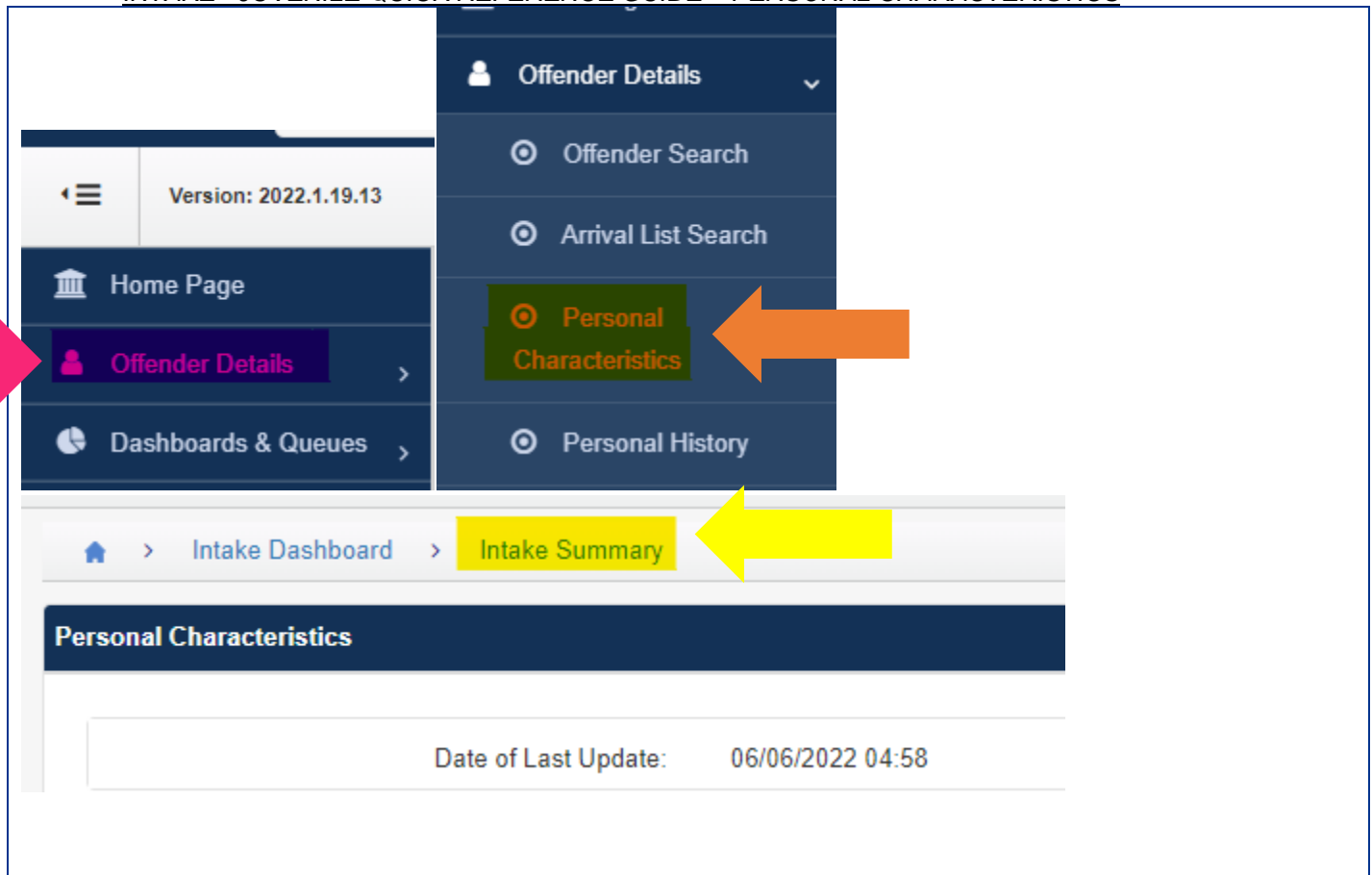
### *INTAKE - JUVENILE*

### *Personal Characteristics*

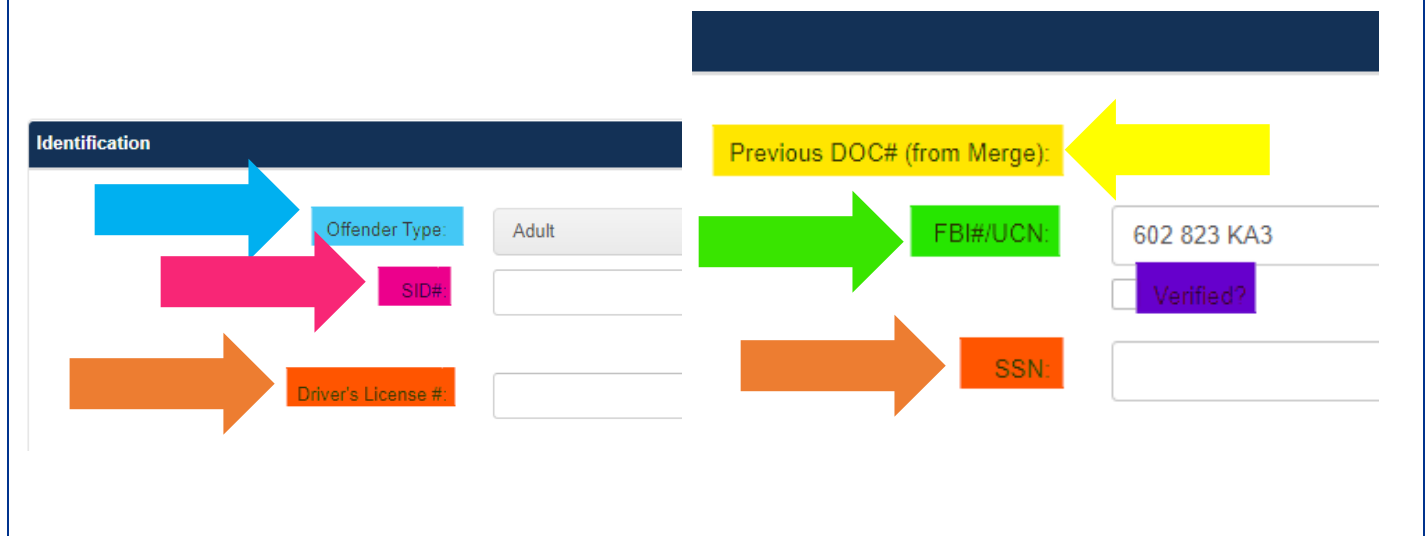
#### **Personal Characteristics**

Next, the user will return to the Navigation Bar and click on **Offender Details**, then **Personal Characteristics**. This will direct the user to the **Intake Summary** screen.

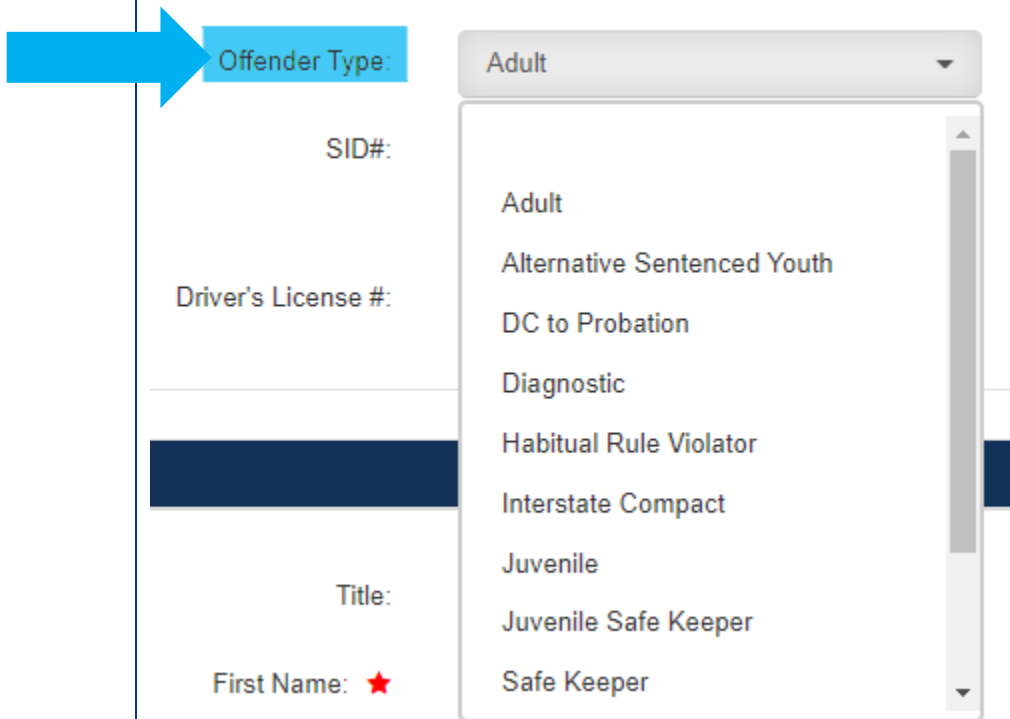
DELTA QUICK REFERENCE GUIDE  
INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



The first section on this screen is the Identification section. In this section, the user will see **Offender Type**, **SID#**, **Driver's License #**, **Previous DOC# (from Merge)**, **FBI#/UCN**, **Verified**, and **Social Security Number (SSN)**.

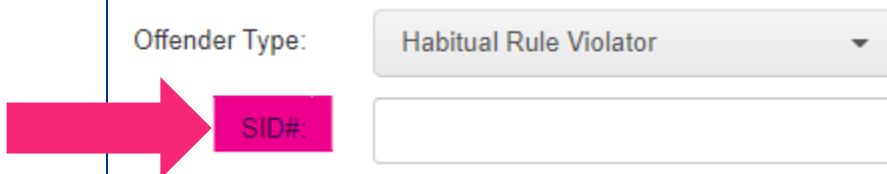


Using the drop-down caret, the user will select the appropriate **Offender Type**.



A screenshot of a form with several fields. A blue arrow points to the 'Offender Type' dropdown menu, which is currently set to 'Adult'. The dropdown menu is open, showing a list of options: Adult, Alternative Sentenced Youth, DC to Probation, Diagnostic, Habitual Rule Violator, Interstate Compact, Juvenile, Juvenile Safe Keeper, and Safe Keeper. Other fields visible include 'SID#:', 'Driver's License #:', 'Title:', and 'First Name: ★'.

The next field is the **SID#**. If the offender has a State Police ID#. This is where the user will enter that information.



A screenshot of a form showing the 'Offender Type' dropdown menu set to 'Habitual Rule Violator'. A pink arrow points to the 'SID#:' input field, which is currently empty.

Next, is the **Driver's License** field. If the offender has a valid driver's license, this is where the user will input that number.



A screenshot of a form showing the 'Driver's License #' input field, which is currently empty. An orange arrow points to the field label.

The next field is the **Previous DOC# (from Merge)** field. If the offender had been previously incarcerated in the State Of Indiana under a different DOC#, that DOC# will show up in this field.

Previous DOC# (from Merge):



Following the Previous DOC# (From Merge), the user will see **FBI#/UCN**. If the offender has an **FBI#/UCN** this is where the user will enter that information. Once the FBI# has been verified, the user will click the **Verified** box.

FBI#/UCN:

602 823 KA3

Verified?

The final field in this section is the SSN field.

SSN:

The next section is the Personal section. In this section, several fields have already been pre-filled for the user based on information entered in previous screens. The first field is the **Title** field. Using the drop-down caret, the user will make the appropriate selection.

Title:

Nothing selected

lame: ★

lame: ★

Mr.

Ms.

Next, the user will see **First Name**, **Last Name**, **Legal First Name**, and **Legal Last Name**. The user will enter the **First Name** and **Last Name** of the offender. This will be the name the offender goes by, but not necessarily the name that is on their birth certificate (for example Ray & Raymond, Tony & Anthony, Bob & Robert) . Next, the user will enter the **Legal First Name**, and **Legal Last Name** of the offender in the

DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

given fields. This WILL BE the name that appears on the offender's birth certificate or social security card.

A form with four input fields. From top to bottom: 'First Name: ★' with a yellow arrow pointing to it and the value 'RAY'; 'Last Name: ★' with a green arrow pointing to it and the value 'BOWLES'; 'Legal First Name: ★' with a blue arrow pointing to it and the value 'RAYMOND'; and 'Legal Last Name: ★' with a pink arrow pointing to it and the value 'BOWLES'.

The next fields are the **Middle Name**, **Suffix**, **Legal Middle Name**, and **Legal Suffix** fields.

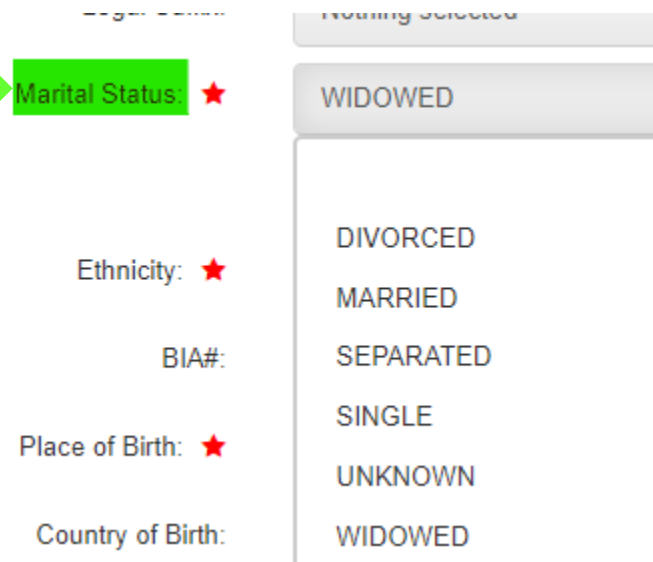
A form with four input fields. From top to bottom: 'Middle Name:' with a pink arrow pointing to it and the value 'E'; 'Suffix:' with an orange arrow pointing to it and a dropdown menu showing 'Nothing selected'; 'Legal Middle Name:' with a yellow arrow pointing to it and the value 'E'; and 'Legal Suffix:' with a green arrow pointing to it and a dropdown menu showing 'Nothing selected'.

Once the names have been entered, the user will click on the drop-down caret and select the **Gender** of the offender.

A form field for 'Gender: ★' with an orange arrow pointing to the dropdown menu. The dropdown is open, showing options: 'Male', 'Female', 'Gender Diverse', and 'Unknown'. Other fields are partially visible on the left: 'Date of Birth: ★', 'Race: ★', 'VA#: ', and 'Marital Status: ★'.

After the Gender field is the Marital Status field. Using the drop-down caret, the user will make the appropriate selection.

**Note:** This field is for legal marriages and does not include common-law marriages. Indiana does not recognize common-law marriages unless they were entered before 1958, which would be extremely rare today.



Marital Status: ★

Ethnicity: ★

BIA#:

Place of Birth: ★

Country of Birth:

WIDOWED

DIVORCED

MARRIED

SEPARATED

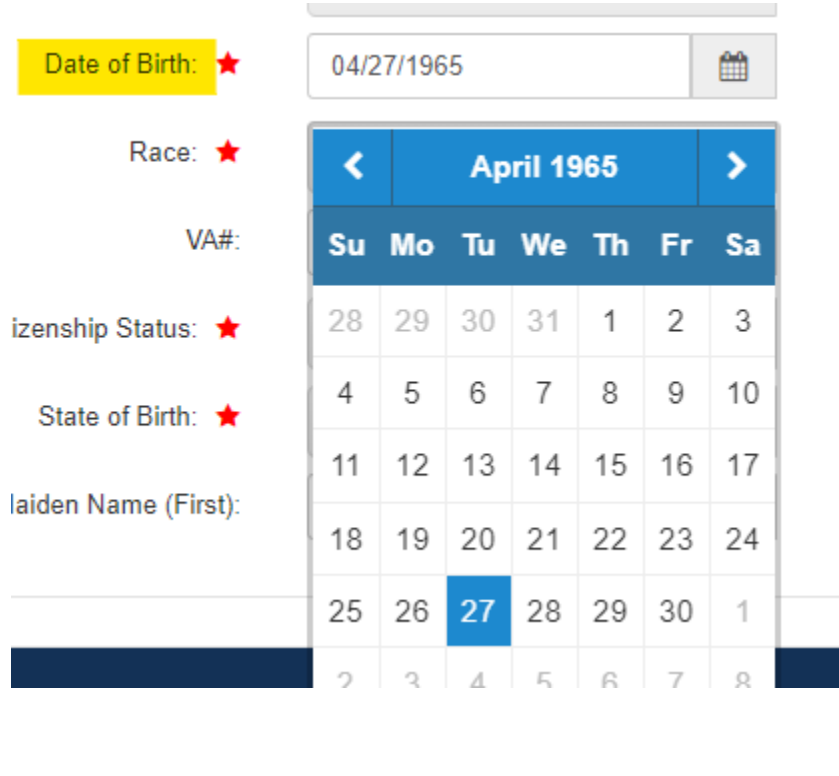
SINGLE

UNKNOWN

WIDOWED

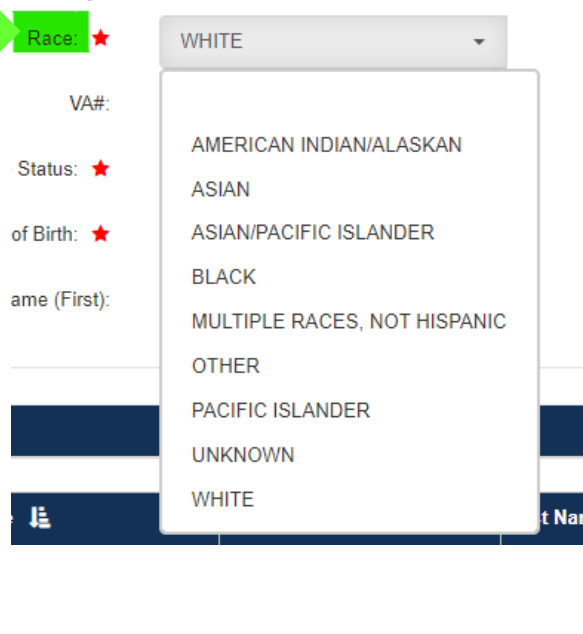
DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

The next field is the **Date of Birth** field. This field may be pre-filled for the user. If it is not pre-filled, the user will click the Calendar icon and select the appropriate date.



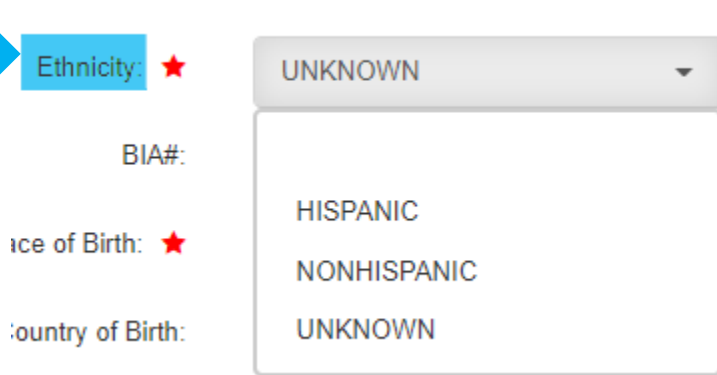
The screenshot shows a form with several fields. A yellow arrow points to the 'Date of Birth' field, which is highlighted in yellow and contains the date '04/27/1965'. A calendar icon is visible to the right of the date field. Below the date field, a calendar for April 1965 is displayed, with the date '27' selected. Other fields in the form include 'Race', 'VA#', 'Citizenship Status', 'State of Birth', and 'Maiden Name (First)'. The form is partially obscured by a dark blue bar at the bottom.

Once the user has entered the date of birth, they will move to the Race field. Again, using the drop-down caret the user will select the offender's Race.



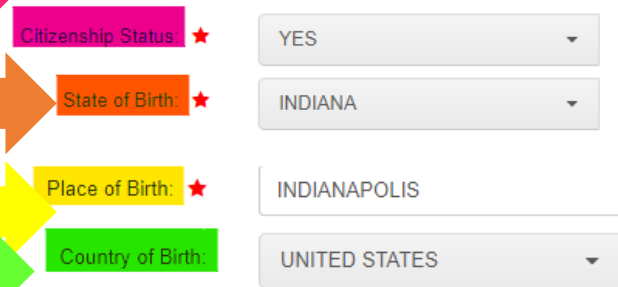
The screenshot shows a form with a dropdown menu open for the 'Race' field. A green arrow points to the 'Race' field, which is highlighted in green. The dropdown menu lists various race categories: AMERICAN INDIAN/ALASKAN, ASIAN, ASIAN/PACIFIC ISLANDER, BLACK, MULTIPLE RACES, NOT HISPANIC, OTHER, PACIFIC ISLANDER, UNKNOWN, and WHITE. The current selection is 'WHITE'. Other fields in the form include 'VA#', 'Status', 'Date of Birth', and 'Maiden Name (First)'. The form is partially obscured by a dark blue bar at the bottom.

After entering the offender's Race, the user will move to the Ethnicity field.



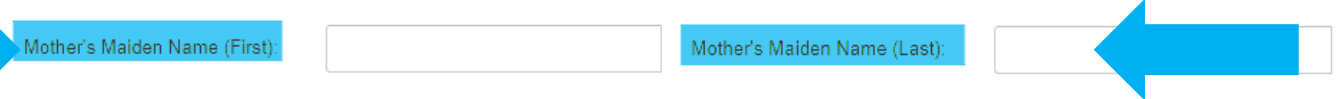
The screenshot shows a form field for 'Ethnicity' with a red star icon. A blue arrow points to the field. The dropdown menu is open, showing 'UNKNOWN' as the selected option. Below the dropdown, there are labels for 'BIA#', 'Place of Birth', and 'Country of Birth', each with a red star icon. The dropdown menu lists 'HISPANIC', 'NONHISPANIC', and 'UNKNOWN' as options.

Next up are the **Citizenship Status**, **Place of Birth**, **State of Birth**, and **County of Birth** fields.



The screenshot shows four form fields, each with a red star icon and a colored arrow pointing to it: 'Citizenship Status' (pink arrow), 'State of Birth' (orange arrow), 'Place of Birth' (yellow arrow), and 'Country of Birth' (green arrow). The dropdown menus are open, showing 'YES', 'INDIANA', 'INDIANAPOLIS', and 'UNITED STATES' respectively.

To complete the Personal section, the user will enter the Maiden Name (both first and last name) of the offender's mother.



The screenshot shows two text input fields for 'Mother's Maiden Name (First)' and 'Mother's Maiden Name (Last)'. A blue arrow points to the first field, and another blue arrow points to the second field.

The next section is the **Aliases/AKAs** section. In this section, the user will see **Type**, **First Name**, **Middle Name**, **Last Name**, **SSN**, **DOB**, **Nickname/Moniker** fields and **Add Alias/AKA**.

DELTA QUICK REFERENCE GUIDE  
 INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Type	First Name	Middle Name	Last Name	SSN	DOB
True Name	BOWLES		RAYM		

Nickname/Moniker

+ Add Alias/AKA

To add a new alias the user will click on the **Add Alias/AKA** button. The screen will refresh, and the user will see that a new row has appeared in the **Alias/AKAs** field. Using the drop-down caret, the user will select the type of Alias that is being entered. Next, the user will enter the rest of the remaining information.

+ Add Alias/AKA

Type	First Name
Required	William

- Alias
- Date of Birth
- Maiden Name
- Merge
- Nickname/Moniker
- Social Security Number
- True Name

Once all of the information has been entered, the user has the option to **Cancel**, or **Save**. If the user selects **Cancel** the screen will refresh, and the new row has now disappeared. If the user selects **Save** the screen will refresh and the user will now see the information that was entered has been added to the **Aliases/AKAs** section. The user will repeat the previous steps to add a new Alias/AKA.

DELTA QUICK REFERENCE GUIDE  
 INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

A screenshot of a data entry form. At the top left, there are two buttons: 'Save' (blue) and 'Cancel' (pink). A blue arrow points to the 'Save' button, and a pink arrow points to the 'Cancel' button. Below the buttons is a table with the following columns: Type, First Name, Middle Name, Last Name, SSN, DOB, and Nickname/Moniker. The table contains two rows of data. The first row has 'True Name' in the Type column, 'B' in the Middle Name column, 'Harris' in the Last Name column, and 'TEST' in the Nickname/Moniker column. The second row has 'Nickname/Moniker' in the Type column and 'TEST' in the Nickname/Moniker column. Both rows have a red 'x' in the final column. An orange arrow points to the 'True Name' field, another orange arrow points to the 'Middle Name' field, and a third orange arrow points to the 'Nickname/Moniker' field.

Type	First Name	Middle Name	Last Name	SSN	DOB	Nickname/Moniker
True Name		B	Harris			TEST
Nickname/Moniker						TEST

The next section is the Appearance section. In this section, the user will click on the drop-down caret and select the appropriate answer or type the information into the given field.

A screenshot of the Appearance section of the form. It contains several input fields, each with a red star icon to its left. The fields are: Weight (text input with value 225), Skin Tone (dropdown menu with value FAIR), Hair Color (dropdown menu with value RED), Shoe Size (text input with value 10.5), Height (two dropdown menus with values 5 and 11), Eye Color (dropdown menu with value HAZEL), and Body Build (dropdown menu with value MEDIUM).

The next section is the **Time In State** section. In this section, the user will enter the **Years** and **Months** that the offender has been an Indiana resident.

A screenshot of the Time In State section. It features a dark blue header with the text 'Time In State' in yellow. Below the header are two input fields. The first field is labeled 'Years' in green and has a green arrow pointing to it. The second field is labeled 'Months' in blue and has a blue arrow pointing to it.

Following the Time In State section is the **Last Residence** section. In this section, the user will check the box next to what type of residence the offender had- **Non-Standard US Address**, **International Address**, **Homeless**, or **Refused to Provide Information**.

Last Residence

Non-Standard US Address       International Address

Homeless       Refused to provide information

Arrows point to each checkbox: a blue arrow to the 'Last Residence' header, a pink arrow to 'Non-Standard US Address', an orange arrow to 'International Address', a yellow arrow to 'Homeless', and a green arrow to 'Refused to provide information'.

The next section is the Last Residence section. In this section, the user will select whether or not the offender's last residence was a Non-Standard US Address, International Address, if he was Homeless, or Refused to Provide the Information.

Non-Standard US Address       International Address

Homeless       Refused to provide information

Arrows point to each checkbox: a blue arrow to 'Non-Standard US Address', a pink arrow to 'International Address', an orange arrow to 'Homeless', and a yellow arrow to 'Refused to provide information'.

Next, the user will select the Apt/Suite type. Then add the Apt/Suite#. If this does not apply the user will skip to the set of fields in this section.

Apt/Suite

Nothing selected

- APT
- BLDG
- BSMT
- DEPT
- FL
- FRNT

Apt/Suite #

Arrows point to the 'Apt/Suite' dropdown (green arrow) and the 'Apt/Suite #' input field (blue arrow).

After entering the Apt/Suite and Apt/Suite# (if applicable), the user will move to Street Number, Pre-Directional, Street Name, Street Suffix, and Post Directional Fields. Some of this information may be pre-filled for the user from previously entered information. For these fields, the user will enter the Street Number in the space provided. Then, using the drop-down caret, the user will select the Pre-Directional (if applicable). Next, the user will enter the Street Name in the provided

space. Once that has been completed, the user will use the drop-down caret to select the **Street Suffix** and **Post Directional**.

The screenshot shows a form with several fields and dropdown menus. A pink arrow points to the 'Street Number' field containing '745'. An orange arrow points to the 'Pre-Directional' dropdown menu, which is currently set to 'Nothing selected' and has a list of options: E, N, NE, NW, S, SE, SW, W. A yellow arrow points to the 'Street Name' field containing 'MCFLARLAND'. A blue arrow points to the 'Post-Directional' dropdown menu, also set to 'Nothing selected' with the same list of options. A green arrow points to the 'Street Suffix' dropdown menu, which is set to 'BLVD' and has a list of options: ALLEY, ALY, ANX, AVE, AVENUE, BLVD. The 'State' dropdown is set to 'INDIANA'. The 'Rural Location Directions' field is empty. The 'Phone Number' field is empty.

DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

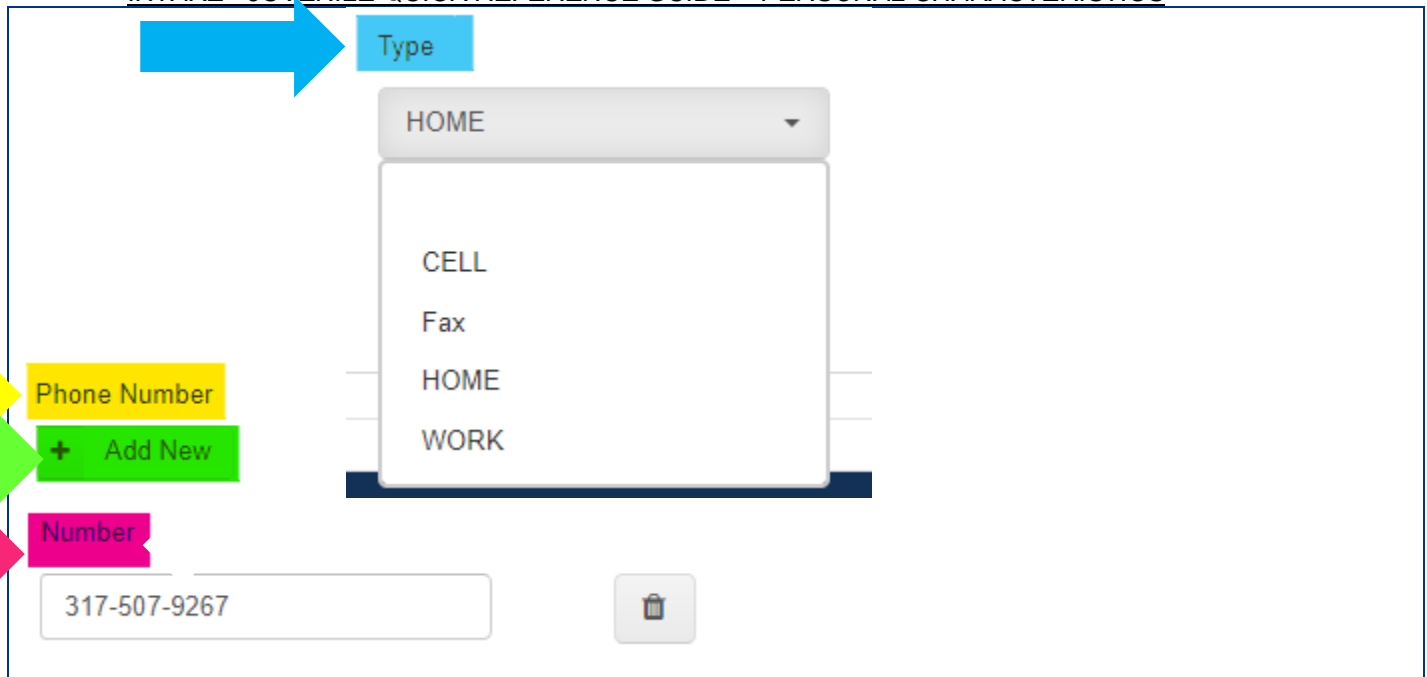
If the State field has not already been pre-filled for the user, they will select the State that the offender previously resided in from the provided list. Once that has been completed, the user will enter the City, County, Zip Code, and Country in the provided fields.

A screenshot of a form with five input fields. The 'State' field is a dropdown menu with 'INDIANA' selected, highlighted with a pink arrow. The 'City' field contains 'INDIANAPOLIS', highlighted with an orange arrow. The 'County' field contains 'MARION', highlighted with a yellow arrow. The 'Zip Code' field contains '46203', highlighted with a green arrow. The 'Country' field is a dropdown menu with 'UNITED STATES' selected, highlighted with a blue arrow.

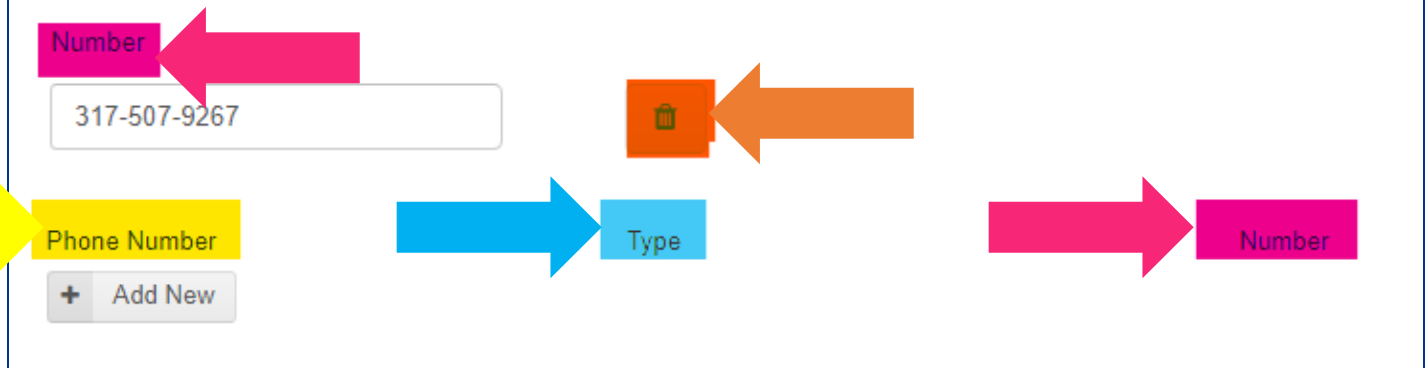
Next, the user can enter directions to a rural location in the Rural Location Directions field.

A screenshot of a form with a label 'Rural Location Directions:' highlighted in pink. Below the label is a text input field containing the text: 'Head East on US 40. Turn left on CO Rd 350 S. First house on the left. TEST DATA'. A pink arrow points from the label to the input field.

Once the user has entered any Rural Location Directions, they will move to the Phone Number fields. To add a **Phone Number**, the user will click on the **Add New** button. The screen will refresh, and the user will see that a new selection field has appeared in the Type column. Utilizing the drop-down caret, the user will select the **Type** of phone number being provided. Next, the user will enter the **Number** in the space provided.



If the number was entered in error, the user can click on the **Trashcan** icon to remove the number. The screen will refresh, and the user will see that the entered data has been removed.



The next section is the Emergency Contacts section. In this section, the user will see that it has two different tabs for the user to complete-Primary Contact and Secondary Contact.




DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

On the Primary Contact tab, the user will see the Date of Last Update and Last Updated By fields. These will automatically update once information has been entered and saved.

 Date of Last Update: 05/06/2021  Last Updated By: MIGRATION

The next fields are Emergency Contacts, Relationship, First Name, and Last Name.

 Emergency Contacts?  Yes  No  
 Relationship:   
 First Name:   
 Last Name:

The next section is the Last Residence section. In this section, the user will select whether or not the offender's last residence was a **Non-Standard US Address**, **International Address**, if he was **Homeless**, or **Refused to Provide the Information**.

  Non-Standard US Address  
  Homeless  
  International Address  
  Refused to provide information

Next, the user will select the **Apt/Suite** type. Then add the **Apt/Suite#**. If this does not apply the user will skip to the set of fields in this section.

The screenshot shows a form with two main components. On the left, there is a dropdown menu with a grey header that says "Nothing selected" and a downward-pointing arrow. Below the header, a list of options is visible: APT, BLDG, BSMT, DEPT, FL, and FRNT. A green arrow points from the left edge of the page to the "Apt/Suite" label above the dropdown. To the right of the dropdown is an input field with a light blue border. Above the input field is a label "Apt/Suite #" with a blue arrow pointing to the field.

After entering the Apt/Suite and Apt/Suite# (if applicable), the user will move to **Street Number**, **Pre-Directional**, **Street Name**, **Street Suffix**, and **Post Directional Fields**. Some of this information may be pre-filled for the user from previously entered information. For these fields, the user will enter the **Street Number** in the space provided. Then, using the drop-down caret, the user will select the **Pre-Directional** (if applicable). Next, the user will enter the **Street Name** in the provided space. Once that has been completed, the user will use the drop-down caret to select the **Street Suffix** and **Post Directional**.

DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

The screenshot shows a form with several fields and dropdown menus. The 'Street Number' field contains '745'. The 'State' dropdown is set to 'INDIANA'. The 'Rural Location Directions' field is empty. The 'Phone Number' field is empty. The 'Pre-Directional' dropdown is open, showing options: E, N, NE, NW, S, SE, SW, W. The 'Post-Directional' dropdown is also open, showing the same options. The 'Street Suffix' dropdown is open, showing options: ALLEY, ALY, ANX, AVE, AVENUE, BLVD. The 'Street Name' field contains 'MCFLARLAND'. Colored arrows point to the 'Pre-Directional' (orange), 'Street Name' (yellow), 'Post-Directional' (blue), and 'Street Suffix' (green) fields.

If the **State** field has not already been pre-filled for the user, they will select the **State** that the offender previously resided in from the provided list. Once that has been completed, the user will enter the **City**, **County**, **Zip Code**, and **County** in the provided fields.

DELTA QUICK REFERENCE GUIDE  
INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

A screenshot of a form with five fields: State (INDIANA), City (INDIANAPOLIS), County (MARION), Zip Code (46203), and Country (UNITED STATES). Each field has a colored arrow pointing to it: a pink arrow for State, an orange arrow for City, a yellow arrow for County, a green arrow for Zip Code, and a blue arrow for Country.

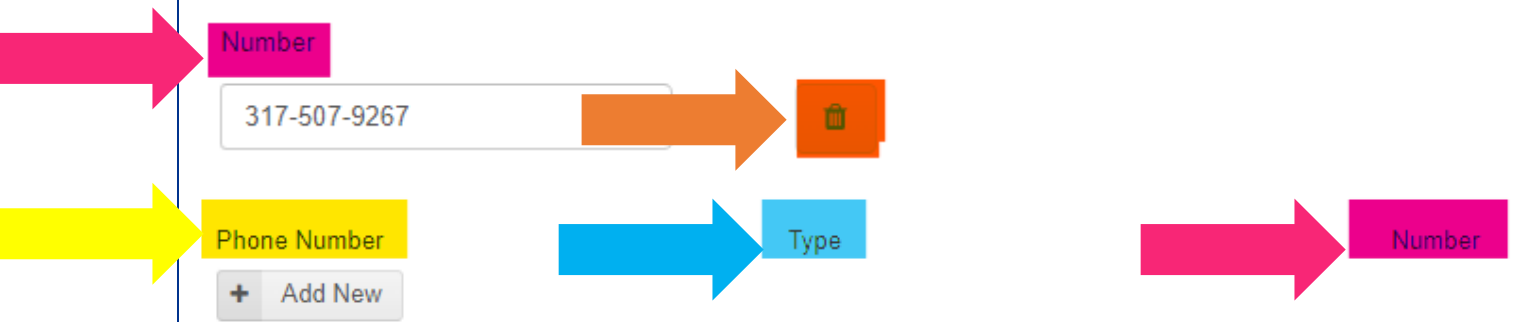
Next, the user can enter directions to a rural location in the **Rural Location Directions** field.

A screenshot of the 'Rural Location Directions' field. The label 'Rural Location Directions:' is highlighted in pink with a pink arrow. The text box contains the text: 'Head East on US 40. Turn left on CO Rd 350 S. First house on the left. TEST DATA'.

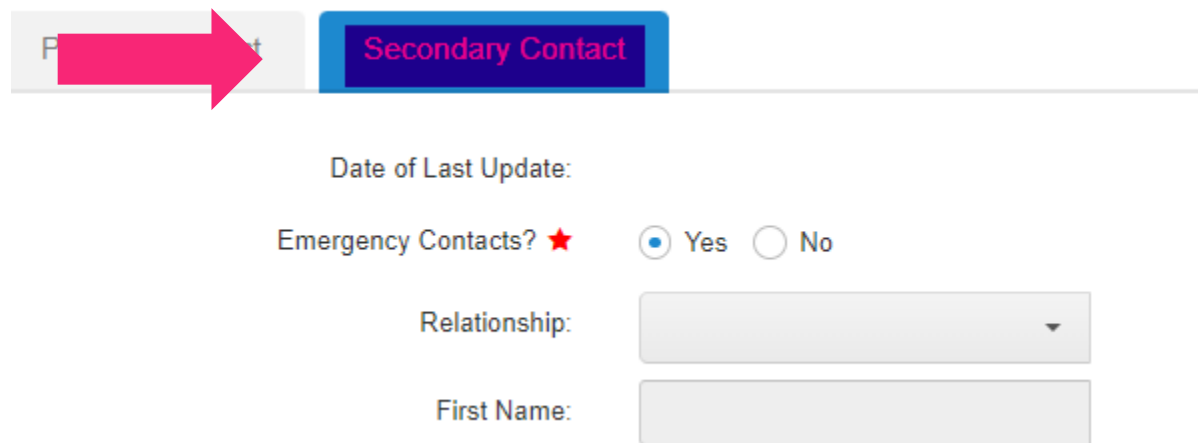
Once the user has entered any Rural Location Directions, they will move to the Phone Number fields. To add a **Phone Number**, the user will click on the **Add New** button. The screen will refresh, and the user will see that a new selection field has appeared in the Type column. Utilizing the drop-down caret, the user will select the **Type** of phone number being provided. Next, the user will enter the **Number** in the space provided.

A screenshot of the phone number entry section. A dropdown menu is open, showing options: HOME, CELL, Fax, HOME, and WORK. A blue arrow points to the 'Type' label above the dropdown. A yellow arrow points to the 'Phone Number' label. A green arrow points to the '+ Add New' button. Below the dropdown is a text input field containing '317-507-9267' and a trash icon to its right. A pink arrow points to the 'Number' label above the input field.

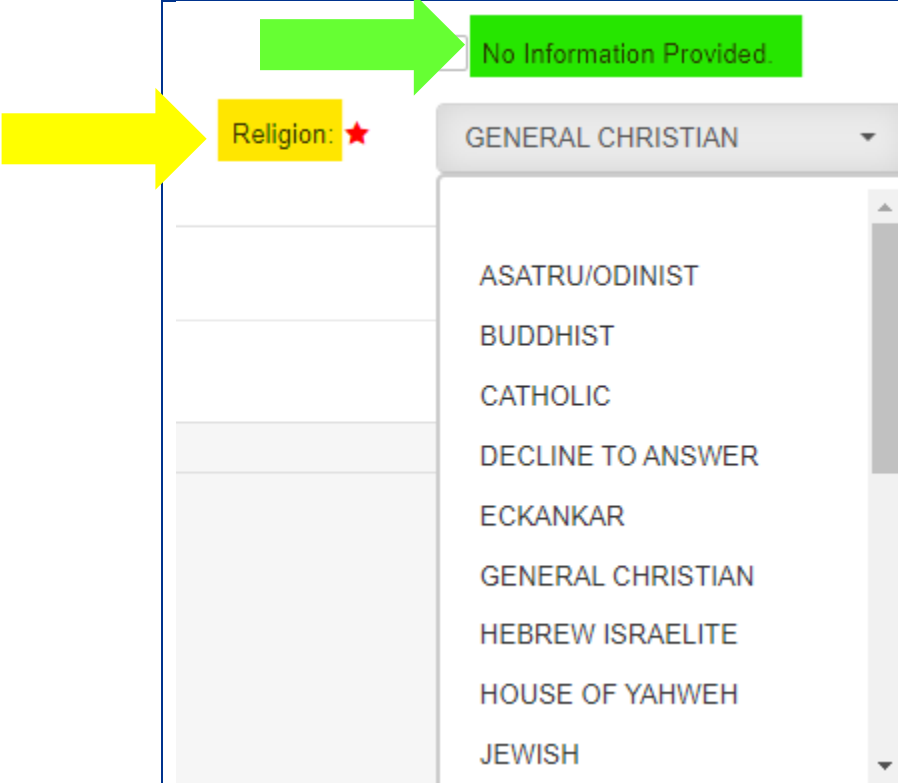
If the **Number** was entered in error, the user can click on the **Trashcan** icon to remove the number. The screen will refresh, and the user will see that the entered data has been removed.



Once the user has entered the information for the Primary Contact, they will follow the same steps to enter the information for the Secondary Contact (if applicable).



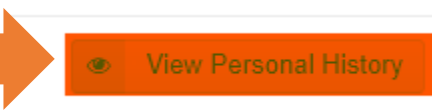
The next section is the **Religious Affiliation** section. Again, this section may be pre-filled for the user. If it is not pre-filled, the user will click on the drop-down caret to select the offender's **Religion** from the pre-filled list. If no religion is listed or provided by the offender, the user will select the **No Information Provided** box.



Once all the information has been entered, the user will click on **Save**. The screen will refresh, and the user will see the **Green Information Box** appear on the upper right-hand side of the screen. This confirms that the information has been saved.



Once the information has been saved, the user will click on the **View Personal History** button. This will direct the user to the **Personal History** screen.



This screen is broken down into five (5) sections- Military Information, Military History, Vital Records, Documents/Credentials, Disabilities and Dependencies, and Education and Family Life.

DELTA QUICK REFERENCE GUIDE  
INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

The screenshot shows the 'Personal History' section of the intake system. At the top, there is a dark blue header with the text 'Personal History'. Below the header, there is a white box containing the text 'Date of Last Update: 04/04/2022 17:33'. To the left of this box, there are two buttons: 'Vital Documents' (highlighted in green) and 'Add IGP'. A blue arrow points from the 'Personal History' header to the right, and a green arrow points from the left towards the 'Vital Documents' button.

The next two (2) sections on the Personal History screen are Military Information and Military History. If the offender has served in the military, the user will enter this information into these sections. Using the drop-down carets and selecting the appropriate Yes/No box, the user will enter the appropriate information.

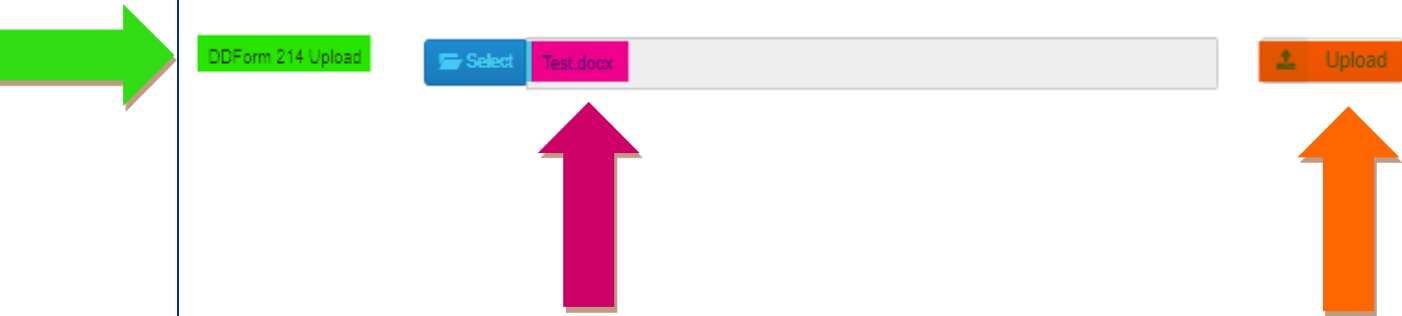
The screenshot shows the 'Military Information' section. It contains several questions with Yes/No options and drop-down menus. The questions are: 'Source', 'Have you ever served in the Armed Forces?', 'What is your current military status?', 'Do you want to opt in to the Veterans Program?', and 'Inmate Eligible for Veterans Program?'. There are also 'Inmate' and 'Nothing selected' drop-down menus, and a 'Comments' field.

Next, the user will click on the **date** fields to enter the dates the offender served.

The screenshot shows the 'Military History' section. It contains several questions with Yes/No options and a file upload field. The questions are: 'Discharge Type', 'During this time, did you see combat in a combat line unit?', 'In which branch of the armed forces did you serve?', 'Do you have any service connected disabilities?', 'Did you receive disability compensation?', and 'Do you have a DD Form 214?'. There is also a 'DDForm 214 Request Date' field and a 'DDForm 214 Upload' field with a 'Select' button and an 'Upload' button. A green arrow points upwards towards the 'Upload' button.

To upload the **DD214**, the user will click on **Select**. A new window will appear, and the user will **select** the file and click upload. After selecting the file, the user will click open. The name of the document will now appear in the DD Form 214 **Upload** field. After verifying that the document is correct, the user will click on Upload to save the

document. If the offender has never served in the military, the user will skip these sections and move to the Vital Documents section.



The next section is Vital Records Documents/Credentials. In this section, the user will fill in the information by entering the dates in the Requested Date fields use the drop-down caret to select the Document Type.

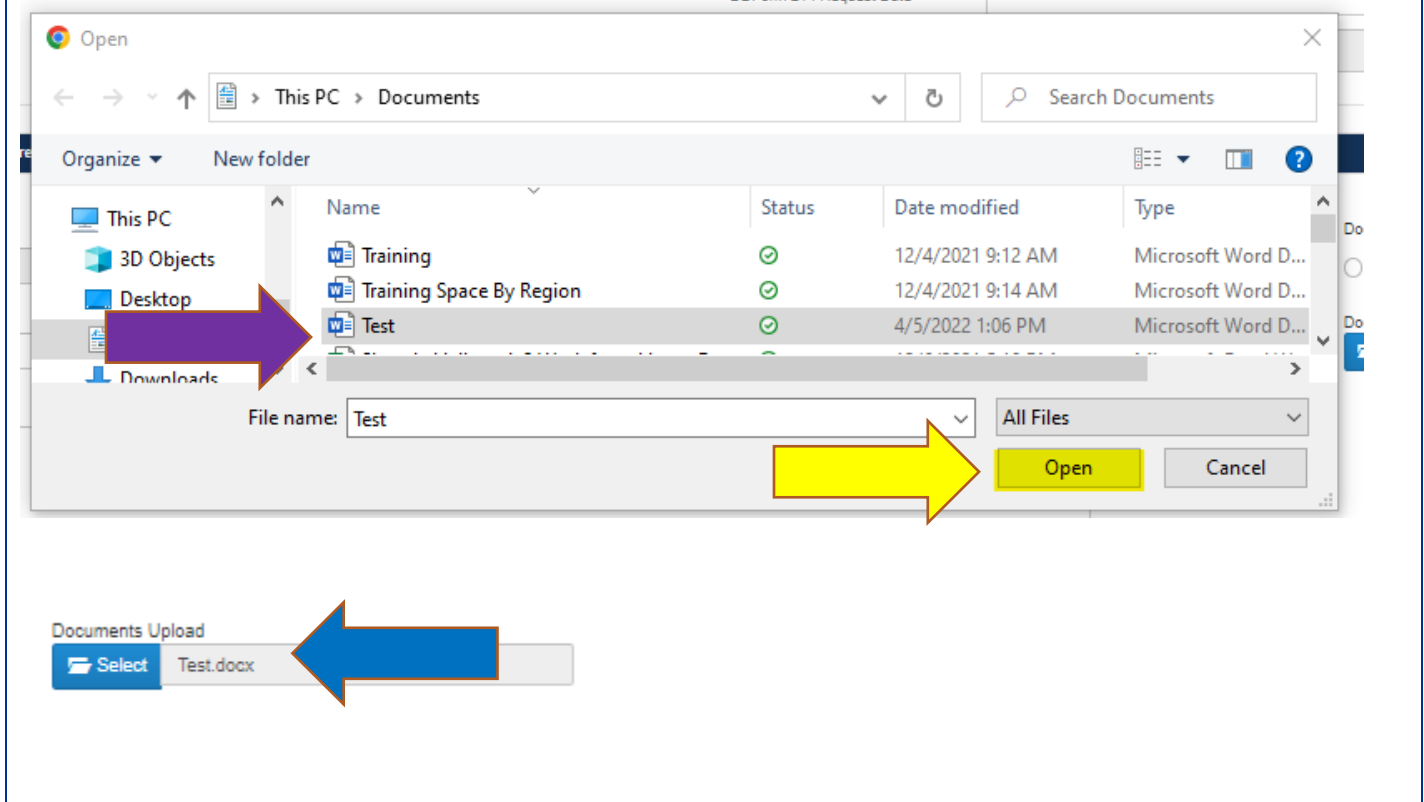


Next, the user will either select yes or no in the Document Refused and Document On file (IRIS) fields and enter any notes in the Comments section. To upload the document, the user will click on Select.

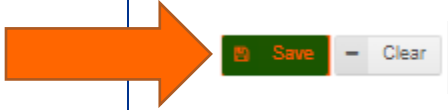
DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

The screenshot shows a web form with two sections: 'Document Refused' and 'Documents Onfile (RIS)'. Each section has radio buttons for 'No' and 'Yes'. A green arrow points from the 'Document Refused' section to the 'Documents Onfile (RIS)' section. Below these is a 'Documents Upload' section with a 'Select' button and a text field containing 'No File Selected'. At the bottom is a 'Comment' section with a large text area and a '0/4000' character count.

A new window will appear, and the user will select the file to be uploaded. After selecting the file, the user will click **open**. The name of the document will now appear in the Documents Upload field.

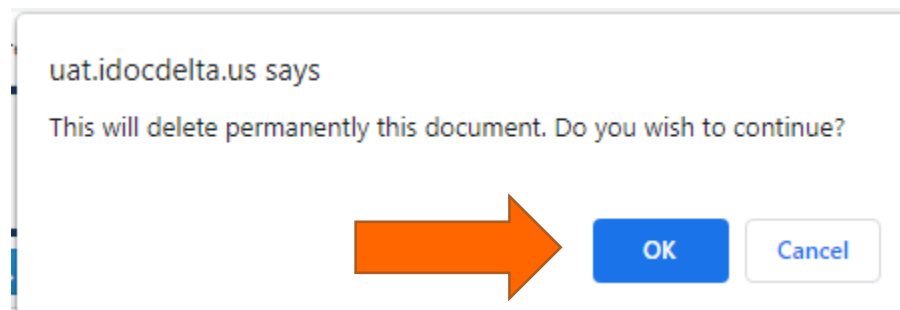
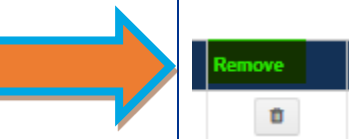


After verifying that the document is correct, the user will click on **Save** to save the entered information. The document will now be displayed in the Document Type field.



Document Type	Comment	Documents Onfile(IRIS)
Birth Certificate		No

If the document was entered in error, the user can remove the document by clicking on the **trashcan** icon in the **Remove** column. A new window will appear asking the user to confirm they wish to continue, and that the user will be permanently deleting the document. If the user clicks on **Cancel**, they will be returned to the previous screen. If the user clicks **OK**, the document will be removed, and the user returned to the Vital Records Documents/Credentials screen.



DELTA QUICK REFERENCE GUIDE  
*INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS*

Document Type	Comment
No records found	

Clicking on Edit will expand the Document section, allowing the user to change their previously entered information. The **document type** can be changed using the drop-down caret, enter comments, and change the No/Yes information in the **Documents On File**, and **Document Refused** sections.

Document Type	Comment	Documents Onfile(IRIS)	Document Refused
Birth Certificate ▾	0/4000	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes

The user can change the **Requested Date** and **Received date**, as well as select a new **document** to be uploaded or **remove** the document completely.

Requested Date	Received Date	Document	View	Remove	Edit
04/20/2022		Select No File Selected			

The next section is the Disabilities and Dependencies section and is prefilled for the user. This section will be automatically updated when the next Classification Designation (CD) is completed.

DELTA QUICK REFERENCE GUIDE  
INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

**Disabilities and Dependencies**

Disability Code ★

A

No disability

Code	Created By	Created On	Modified By	Modified On
A	COA807	03/02/2022 00:00	COA807	03/10/2022 09:36

The last section is the Education and Family Life section. Most of this section will be pre-filled for the user and will also be updated when the next Classification Designation Instrument (CD) is completed. The user can, however, change the information by using the drop-down caret and selecting the appropriate information, changing the No/Yes field, and changing the number of dependents.

**Education and Family Life**

Academic Level ★

B

HSD or GED

Source ★

Inmate

Claimed Grade Level ★

HIGH SCHOOL

Primary Language ★

Nothing selected

Comprehend English? ★

No  Yes

Dependents ★

0

If the user changes the Academic Level, the change will be reflected in the grid next to the Code field. Answering No/Yes, the user will enter whether or not the offender has completed their GED/TASC. Next, the user will enter the Name of School, Year of Graduation, State, and City.

DELTA QUICK REFERENCE GUIDE  
INTAKE - JUVENILE QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Code	Created By	Created On	Modified By	Modified On
B	COA807	03/25/2022 00:00	SHOHALL	04/20/2022 15:14
A	COA807	03/25/2022 00:00	SHOHALL	04/20/2022 15:13
B	COA807	03/25/2022 00:00	COA807	03/25/2022 14:24

GED/TASC ★

No  Yes

Name of School

Year

State

City

[Empty text input field]

[Empty text input field]

[Dropdown menu]

[Dropdown menu]

Four colored arrows point to the form fields: a blue arrow to GED/TASC, a pink arrow to Name of School, an orange arrow to Year, and a yellow arrow to State.

After verifying no other changes need to be made, the user will click on [Save](#) to save any changes. A **green information** box will appear near the top right-hand corner to confirm that the changes have been made.

Record Saved

Personal History saved successfully.

A blue arrow points to the Save button, and a green arrow points to the Record Saved notification box.