

JUST Connect

Create an Appointment – Juvenile Justice AVL Officer

The screenshot shows the 'Create Appointment' form for a Juvenile Justice AVL Officer. The user is logged in as Alan Paol. The form is titled 'BARBER, Reuben - Frank Baxter JJC' and has a 'SAVE APPOINTMENT' button. The 'Agenda' section includes dropdowns for 'Appointment type' (Correctional Meeting), 'Mode' (Video), and 'Purpose' (Conference with Client). There is a 'SAVE AS DEFAULT' button and a help icon. The 'Attendees & Time' section shows the appointment owner as 'Select appointment owner', the date as '11/04/2018', and the time as '10:45 am' to '11:15 am'. Below this, there are two attendee rows: 'BOYD, David' (VIN 123456, Sydney Legal Aid) and 'BARBER, Reuben' (CIMS 1234567, Juvenile Detainee, Frank Baxter JJC, FB.1.01). There is an '+ ADD ATTENDEE' button and a link for 'Interpreting Services required?'. The 'Appointment Notes' section has a text area for notes. At the bottom, there is a calendar view for Wednesday, 11 April, showing a green block for the appointment from 10:45 am to 11:15 am. The attendees listed in the calendar are BOYD, David, Sydney Legal Aid, and Frank Baxter JJC.

Creating a 'Professional Appointment'

Juvenile Justice Officers, who manage AVL appointments, make professional appointments for legal professionals or health professionals to connect with a person in-custody.

Professional appointments in JUST Connect include three appointment types:

- Correctional Meetings
- Correctional Assessments
- Peer to Peer (option to book the AVL room without a detainee, and may or may not use the AVL equipment. Examples include meetings, training or interviews)

Appointment Status:

Appointments requested greater than one business day in advance will be automatically scheduled by JUST Connect.

Appointments for next business day requested **before 3pm** will be automatically scheduled by JUST Connect.

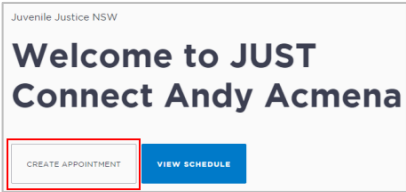
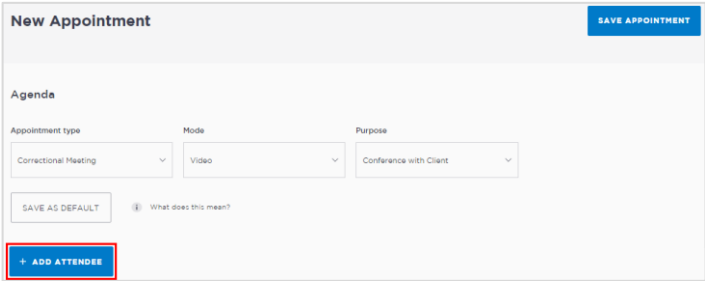
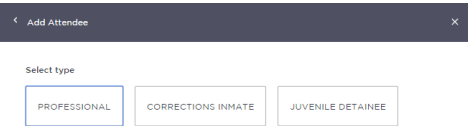
Appointments for next business day requested **after 3pm** or appointments requested for the same business day, are considered last minute requests and will NOT be automatically scheduled. These requests will be in 'Pending' status and require a Juvenile Justice Officer to review and then Accept or Decline the appointment.

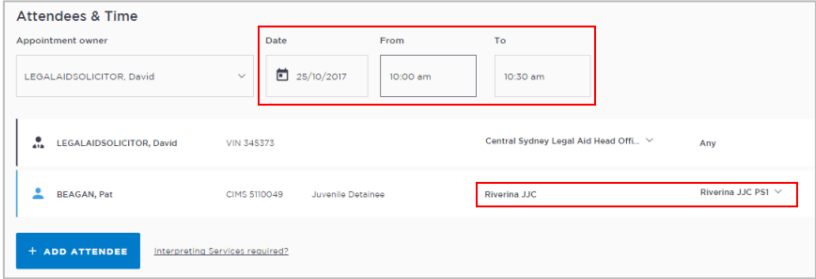
Refer to the steps on the following page to create an appointment as a Juvenile Justice Officer.

The screenshot shows the 'Appointment List' calendar view in JUST Connect. The user is logged in as Keith Trubridge. The calendar is for the week of 21 - 27 Aug 2017. The calendar shows appointments for 'John Henry CC'. The appointments are categorized by 'LOCATION AVL' and 'Professional'. The appointments are scheduled for Tuesday, Wednesday, Thursday, Friday, and Saturday. The appointments are for 'Professional' and 'Family' types. The appointments are scheduled for 10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 pm, and 12:15 pm. The appointments are scheduled for 'John Henry CC'.

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Step	Action
1	You may automatically be logged into JUST Connect when you log into your PC for the day. If not, log in using your email address and network password.
2	From the Home page, click Create Appointment 
3	The <i>New Appointment</i> screen displays. Complete the <i>Agenda</i> details by selecting the Appointment Type , Mode (either Video or Phone), and the Purpose . Click Add Attendee . 
4	The <i>Add Attendee</i> pop-up displays. Select the Type of attendee. Note that attendees can be added to the appointment in any order. If you select a Juvenile Detainee, you will then need to their enter CIMS number, and select the in-custody person from the search results onscreen. 

Step	Action
5	The first attendee has been added as a detainee. To add additional attendees (eg professional) click Add Attendee , select Professional, enter their VIN or CIMS number and select from the search results. The appointment owner will automatically be populated when a Professional has been added to the appointment. Select a different appointment owner (professional) from the drop down list if required. By default, the system will automatically assign a date, time and room number. Adjust these by clicking the Date , From , To and location fields as necessary. 
6	If required, enter any appointment notes into the Appointment Notes field. These will be visible to all attendees and noted on the appointment reminders. Once you have completed all the details, click Save Appointment . The appointment will now display in the schedule (it may display as 'Pending' if it's short notice). As an officer that organises AVL you will be able to see all appointments at your assigned locations, whether you have created them or not. Professional attendees will be notified of the appointment by email. 