



# **JANIS WEB**

## **Juvenile Abuse and Neglect Information System User Guide**

Revised, Effective June 4, 2018

## **Project Overview**

The Juvenile Abuse and Neglect Information System (JANIS), was developed by the Supreme Court of Appeals of West Virginia under the direction of the West Virginia Court Improvement Program (CIP) Oversight Board. JANIS is a web-based system designed for, and available to active West Virginia State Bar members, employees of the court and, in some counties, WV DHHR designated employees. The objective of the system is to facilitate and expedite the handling of child abuse and neglect cases by efficiently generating case orders and motions.

The Supreme Court of Appeals of West Virginia Division of Children and Juvenile Services oversees the JANIS project. Submit Questions, comments, or requests for access to the Supreme Court of Appeals of West Virginia Service Desk at [ServiceDesk@courtswv.gov](mailto:ServiceDesk@courtswv.gov).

## **JANIS offers the following advantages:**

- Secure access using a computer over the internet from anywhere using Internet Explorer™ or your favorite web browser.
- It is user friendly
- Case and party information needs to be entered only once
- Orders can be generated in the courtroom
- Save Orders as Microsoft Word documents
- Form language meets statutory and rule requirements (including Title IV-E compliance)
- Forms may contain stock and custom language
- Provides checklists for the various types of hearings that simplify order preparation
- Generates case summary sheets

## **Accessing the Database**

Open the JANIS Database by going to <https://janisorders.courtswv.gov/>

- It would be wise to save this website as a favorite within your Internet Explorer on your computer where you will be accessing the database in the future.
- Login using the username and password assigned to your office.
  - If you do not have a username or password, or have forgotten yours, please contact the Supreme Court of Appeals Service Desk via email at [ServiceDesk@courtswv.gov](mailto:ServiceDesk@courtswv.gov).

You will need to provide relevant information such as: WV State Bar #, email address, role with the court system, and mailing address.

## Contents

Open Your Browser to Get Started .....	2
Case List.....	2
To Add New Case .....	3
<input type="checkbox"/> Overview Tab.....	3
<input type="checkbox"/> Children Tab .....	3
<input type="checkbox"/> Family Tab .....	4
<input type="checkbox"/> Professionals Tab .....	4
<input type="checkbox"/> Documents Tab .....	5
<input type="checkbox"/> Saving, Previewing and Downloading Documents.....	6
<input type="checkbox"/> Permissions Tab .....	7
To Add a Professional (Attorney, Petitioner, CASA, BCSE and Other Professionals).....	7
The Library .....	7
<input type="checkbox"/> To Export Text to the Library .....	7
<input type="checkbox"/> To Insert Text from the Library .....	7
<input type="checkbox"/> Library Screen.....	7
My Info .....	8

## Open Your Browser to Get Started

To start using JANIS Web, go to [janisorders.courtswv.gov](https://janisorders.courtswv.gov) in your browser. We suggest that you make sure you are using the current version of your browser. If you are using Internet Explorer, make sure you are using version 11 or later.

Welcome to JANIS Web

**Description**

The Juvenile Abuse and Neglect Information System, JANIS, has been developed by the West Virginia Supreme Court of Appeals and the Court Improvement Program Oversight Board. The objective of the system is to facilitate and expedite the handling of child abuse and neglect cases by efficiently generating case orders and motions.

Enter your username

Enter your password

Login to JANIS Web

Having trouble accessing your account?

The JANIS project is supported by a Grant awarded by the U.S. Department of Health and Human Services - Administration for Children and Families.

Logged in as: Anonymous User

Enter your assigned username and password and click on the Login to JANIS Web button.

## JA Case List

Upon logging into JANIS Web the first time, an empty JA Case List will be displayed.

Case List

Add New Case Find Case

Child	Case #	Petition Filed	Date Added	County	Judge	Added By	Action
No records were found that match the specified criteria.							

The JANIS project is supported by a Grant awarded by the U.S. Department of Health and Human Services - Administration for Children and Families.

Logged in as: TrainingPA, JANIS (JANIS Train)

## To Add New Case

- When you first open JANIS Web, you will be on the JA Cases Screen.
- If you are not on the JA Cases screen, click on JA Cases in the upper gray menu.
- Click on the red New Case button.
- Select a county associated with the new case and click on the Create button.

**Overview Tab** - Enter a Petition Date, Judge and Courthouse on the first tab.

- If you need to add a **Senior Status Judge** please contact staff at [CIP.Analyst@courtswv.gov](mailto:CIP.Analyst@courtswv.gov)

**Children Tab** - Next click on the Children Tab and click on the red Add Child button.

- Enter the information in the provided fields.
- Click on the Lookup link to complete a search for Counsel. Enter a name in the field and click on the blue magnifying glass button.
- If the attorney is in the list, click on the attorney and you will be taken back to the Children tab.
- If not, click on Add a New Attorney and complete the fields. Counties of Service – when you click on the Assign new County of Service button, a drop down box appears and allows you to select a county. Once you click on a county, the county is displayed in a blue box and another button appears below. This will allow you to add additional counties. Click on Save and you will be taken back to the Children tab.
- Click on the Lookup link to complete a search for CASA. Enter a name in the field and click on the blue magnifying glass button.
- If the CASA is in the list, click on the CASA and you will be taken back to the Children tab.
- If not, click on Add a New CASA and complete the fields. Counties of Service – when you click on the Assign new County of Service button, a drop down box appears and allows you to select a county. Once you click on a county, the county is displayed in a blue box and another button appears below. This will allow you to add additional counties. Click on Save and you will be taken back to the Children tab.
- Click on the red Save button to save the child record, or on the red Clear Form to remove the information from the fields and start over.
- If you Save the record, a confirmation screen will appear letting you know the record has been saved. You will be asked if you are done adding children to the case. Press the appropriate button.

The screenshot shows the 'Child Detail' form in the JANIS Web application. The form is titled 'Child Detail' and has a 'Show Case Summary' link. It features several tabs: 'Overview', 'Children', 'Family', 'Professionals', 'Documents', and 'Permissions'. The 'Children' tab is currently selected. The form contains the following fields and options:

- Case Number:** 2016 - JA - 1234
- County Number:** 20
- Name:** Tommy A Doe
- Birthdate:** 02/01/2014
- Gender:** ☒ Male ☐ Female
- SSN Sequence #:** 1234
- Address:** 123 Any Street, Anytown, WV 25301
- Phone Number:** (empty field)
- Removed:** ☒ Check this box if the child has been removed from the home or will be removed from home upon filing of petition
- Date Removed:** 02/01/2016
- Counsel:** ☐ Individual Counsel ☒ Joint Counsel. Below this is a dropdown menu showing 'Williams, Bradley A' and a 'Joint Counsel (Lookup)' link.
- CASA:** ☐ Individual CASA ☒ Joint CASA. Below this is a dropdown menu showing 'Please Select...' and a 'Joint CASA (Lookup)' link.

At the top right of the form, there are 'Return' and 'Save' buttons.

- The Return button will take you back to the Children tab and you will see entries for the children.
- If you want to edit one of the children records, click on the blue Details button. If you want to delete on of the children records, then click on the red Delete button.

Case Number	Name	Counsel	CASA	Last Modified	Last Modified By	Action
2016-JA-1234	Doe, Tommy A	Williams, Bradley A (Joint)	Smith, Michael A (Joint)	02/12/2016	Smith, John A	Details Delete
2016-JA-1235	Doe, Susie A	Williams, Bradley A (Joint)	Smith, Michael A (Joint)	02/12/2016	Smith, John A	Details Delete

**Family Tab** - Next click on the Family Tab and click on the red Add Respondent button.

- Enter the information in the provided fields.
- Click on the red Save button to save the family record, or on the red Clear Form to remove the information from the fields and start over.
- If you Save the record, a confirmation screen will appear letting you know the record has been saved. You will be asked if you are done adding respondents to the case. Press the appropriate button.
- The Return button will take you back to the Family tab and you will see entries for the children.
- Use the same process to add an affiliate to the case.
- When you have finished adding the affiliate's to the case, you will return to the family tab.

Return Save Clear Form

Name : John A Doe

Address : 123 AnyStreet Street Address Line 2  
Anytown WV 25301

Phone Number : 304-123-1234

Counsel (Lookup) : Williams, Bradley A

Amended Petition : ☒ Check this box if the respondent was added due to an amended petition

Amended Petition Date : 02/01/2016

Relationship to Children : Father

**Professionals Tab** - Next click on the Professionals Tab.

- Select or lookup the Prosecuting Attorney and Petitioner.
- Enter the information in the provided fields.
- Click on the red Find Professional button to add other case professionals.
- Select a type from the drop down list, enter a name in the field and click on the blue magnifying glass button.
- Select the name of the professional. This will take you back to the professionals tab.
- Click on the red Save button to save the Professionals record.

Tommy A Doe (2016-JA-1234) and Susie A Doe (2016-JA-1235)

Save

Prosecuting Attorney and Petitioner

Prosecuting Attorney (Lookup) : Smith, John A

Petitioner (Lookup) : Petitioner Not Assigned

Co-Petitioner

Co-Petitioner Name : Sally A Doe

Address : 123 AnyStreet Street Address Line 2  
Anytown WV 25301

Phone Number : 304-123-1234

Co-Petitioner Counsel (Lookup) : Williams, Bradley A

Relationships to Children :

Child	Relationship to Child
Doe, Susie A	Please Select...
Doe, Tommy A	Please Select...

Other Case Professionals

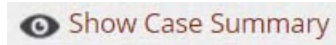
Find Professional

Name	Type	Action
Cook, Sharon A	Judicial Staff	Remove
Smith, Phyllis R	Judicial Staff	Remove

**Documents Tab** - Next click on the Documents Tab.

- You can select options for your document output based on the preference of your judge. Click on the red Change Document Preferences button.
- Check or select your desired items to display in the document header, signature alignment, attorney title, and whether to list the prepared by or inspected by lists.
- Click on the Save button to save your preferences.
- Click on the red Add New Document button to add an order or petition to the case.
- Select a Document Type and select the name of the document from the dropdown list.
- Click on the Create button.

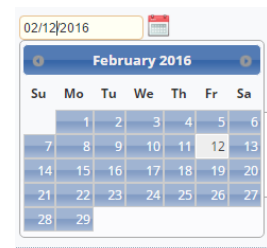
**Document Notes** – Each document has different fields to help you complete the appropriate forms for your case. Some selections will cause other fields to appear depending on the choices you make. Here are some common features available when entering form information.



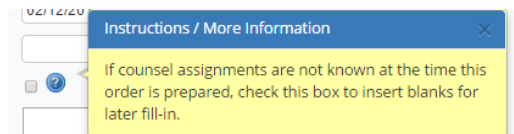
**Show Case Summary** – At the top right corner of the screen is a Show Case Summary Icon. You can click on this link to see a quick view of the professionals, respondents, and children associated with the case you are currently in.



**Date Calendar Icons** – You can enter dates in the mm/dd/yyyy format or click on the calendar icon at the end of the date field. A calendar will appear and you can click on a date to make it appear in the correct format in the field. There are arrows at the top of the calendar to change months.



**Instruction Circles** – Click on the blue circle with the question mark for instructions and more information. A box appears for your convenience. Click anywhere on the form to close the Instruction box.







**Insert Narrative From Library** – Click on the square with an arrow pointing towards the box to insert text from the Library. See the Library section of this guide for more information.



**Export Narrative to Library** – Click on the square with an arrow pointing away from the box to export the text in your box to the Library. See the Library section of this guide for more information.



**Revert to Default Value** – Click on the circle clock with the backward arrow to restore the field to the default text.

Children Exams		Include? <input checked="" type="checkbox"/>
Children Exams :	Pursuant to West Virginia Code § 49-4-603, Tommy A Doe, and Susie A Doe shall be promptly examined by [examiner].	   

## Other Document Features -

**Preview Button** - The red preview button under the field label allows you to preview how the entered text will look with the paragraph before and after.

**Yellow Highlighted Text** - Some fields will have some default language that allows you to add additional information. Yellow highlighted text indicates sections of the default text that you should edit. The highlight will disappear when you delete the highlighted text.

**Include Checkbox** - Some sections have an include checkbox. Check the box if you wish to include this section in your document. Upon checking the box, additional fields will appear. Unchecked sections will not appear in the document.

**Next Hearing** – If you wish to add a next hearing to your document, click on the red Modify link next to the Next Hearing section.

## Saving, Previewing and Downloading Documents

- To save your document, click on the red Save Document button at the top of your screen. You can save the document and return later to finish the document at any time.
- To preview the document, click on the red Preview button at the top of your screen.
- If you use Microsoft Word, click on the red Download button at the top of your screen. Your browser will download the document and display a way for you to open, save and print the document.
- If you use a different word processing program and require rich text format to open the document, click on the red Download RTF button at the top of your screen. Your browser will download the document and display a way for you to open, save and print the document.
- To return to the list of documents, click on the red Return button at the top left corner of your screen.
- When you return to the document screen, there will be options to change the status of your document. The document is defaulted to be only viewed by you. You can change this to Allow Others to View/Edit, Finalized or Validated.
  - Allow other to View / Edit, gives other professionals whom you've given case access to on the permissions tab, access to that specific order or motion.
  - Finalized, locks down your order or motion so it can no longer be edited.
  - Validated, will only be used by Judicial staff to confirm the order or motion matches what is in the clerks file and data can be transferred to the Child Abuse and Neglect Database.



- There is a blue Details button to make changes to a document and a red Delete button for each document.

**Permissions Tab** - Next click on the Permissions Tab.

- You will see a list of the Professionals assigned to the case. You can see the name, type, whether they have access to this system, and their access level. You can change their access level to edit or view. Edit allows the user to make changes to your document and view only lets them view the document.



## **To Add a Professional (Attorney, Petitioner, CASA, and BCSE)**

You will want to search for a Professional before adding one to make sure they are not already in the system.

- Go to Professionals in the gray upper menu.
- First, click on the red Find Professional button.
- Enter information in the fields to filter the search and click on the Search button.
- If the Professional is not in the list, click on the red Add New Professional button.
- Select the Professional Type and click on the Continue button.
- Enter the information in the provided fields.
- Counties of Service – when you click on the Assign new County of Service button, a drop down box appears and allows you to select a county. Once you click on a county, the county is displayed in a blue box and another button appears below. This will allow you to add additional counties.
- Go to the top of the page to save your new professional.

## **The Library**

You can use the Library to store commonly used paragraphs for each field. Everyone in the system will have access to these paragraphs but you can filter the text submissions to only see yours.

- **To Export Text to the Library** – In your document after you have typed your response for one of the fields that has an Export Narrative to Library button; click that button to store the paragraph(s) in the Library. You will give the text a name that makes it easy for you to identify in a list and you are able to modify the text before saving it to the Library. Click on the Save button to insert the text into the Library. 
- **To Insert Text from the Library** – In your document, click the Insert Narrative from Library button on a field where you wish to pull some text from the Library. A Find Narrative screen will appear allowing you to search for a keyword to find the desired text. Click on the Only Mine radio button to only view entries that you have added to the Library. Click on All to view every submission in the Library from everyone in the system. Your saved items will have a heart favorite icon at the right side of the text submission. Click on the text submission that you would like to add to your document and it will be added to the field. 
- **Library Screen** - You may use the gray upper main menu to click on Library. The Library screen allows you to conduct the same search but the list has additional fields to allow you to see who the text submission was created by. There are also action buttons that allow you to edit your

entries, delete your entries or view entries by other system users. If you find a text submission from someone else, you can click on the heart favorite icon. This will move the submission to the top of the list making it easier for you to find next time.

## **My Info**

You can edit the most of the information in your profile in case your address, phone number, email or job title changes.

- Click on My Info in the gray menu at the very top of the screen.
- Change the desired fields and click on the red Save button.
- This will take you back to the JA Case List.