

**PMM**

Chronological Notes

# CHRONOLOGICAL NOTES

Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

Program Name: \*Alachua RJDC MH and Medical Svcs-10195  
Provider: CORRECT CARE SOLUTIONS, LLC  
Contract: 10195

Home  
**Program Mgmt** **Reports**

10195 - \*Alachua RJDC MH and Medical Svcs-10195 Details Exit

You are logged in as Contract Manager

Closed Programs History  
Chronologicals  
Items to Complete Reports  
Monitoring Summary On Hold Report  
Management Reports

Branch: Detention  
Region: North  
Staff: ...  
Program: 10195 - \*Alachua RJDC MH and Medical Svcs-10195

Document Library  
Monitoring History  
Monitoring Plan  
Monitoring Summary  
Deficiency Review  
Add Performance Measure  
Performance Measure  
Program Alerts

Allows users to add chronological notes.

Click on **Chronologicals**.

100%

# CHRONOLOGICAL NOTES

The screenshot shows a web application titled "Chronologicals - Internet Explorer". The header features the Florida Department of Juvenile Justice logo on the left and the text "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT" in the center. Below this, the word "Chronologicals" is displayed, followed by the program details: "Program Name: West Hillsborough RJDC - Medical Svcs", "Provider: MAXIM HEALTHCARE SERVICES", and "Contract: D2056". A navigation bar includes a "Home" link and two buttons: "Program Mgmt" and "Reports". On the right side of the header, there is a dropdown menu showing "D2056 - West Hillsborough RJDC - Medical Svcs" with "Details" and "Exit" links. A status message at the bottom right of the header states "You are logged in as Contract Manager". The main content area is titled "West Hillsborough RJDC - Medical Svcs" and contains four horizontal tabs: "Pending Reviews", "Completed Reviews", "General Chronologicals", and "Historical data form RSMS". The "Pending Reviews" tab is currently selected. The bottom of the browser window shows a zoom level of 115%.

The screen has three separate areas for storing notes:

Pending Reviews

Completed Reviews

General Chronological Notes

This screen also shows historical notes pulled over from RSMS.

NOTE: RSMS is the system used by DJJ prior to PMM.

# CHRONOLOGICAL NOTES

## Pending Reviews

- These notes have not been reviewed by the supervisor.

Chronologicals - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
Program Name: Brevard RJDC - Medical Services  
Provider: CORRECT CARE SOLUTIONS, LLC  
Contract: X1715

[Home](#) [Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

**Brevard RJDC - Medical Services**

**Pending Reviews**

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)  
[New](#)

[Record Count: 25](#)  
1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

**Completed Reviews**

**General Chronologicals**

**Historical data form RSMS**

100%



# CHRONOLOGICAL NOTES

The screenshot shows a web application window titled "Chronologicals - Internet Explorer". The header features the Florida Department of Juvenile Justice logo and the text "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT". Below this, it says "Chronologicals" and provides details: "Program Name: West Hillsborough RJDC - Medical Svcs", "Provider: MAXIM HEALTHCARE SERVICES", and "Contract: D2056". A navigation bar includes "Home", "Program Mgmt", and "Reports". A dropdown menu shows "D2056 - West Hillsborough RJDC - Medical Svcs" with "Details" and "Exit" links. A status bar indicates "You are logged in as Contract Manager". The main content area is titled "West Hillsborough RJDC - Medical Svcs" and contains a table with the following rows:

<u>Pending Reviews</u>
<u>Completed Reviews</u>
No Supervisory Reviews
<u>General Chronologicals</u>
<u>Historical data form RS MS</u>

A blue arrow points to the "Completed Reviews" row. The bottom status bar shows "115%" zoom.

## Completed Reviews

- All notes that have been reviewed by the supervisor will be grouped by review date in the completed review section.
- This screen has no completed supervisory reviews, as indicated by the comment shown.

# CHRONOLOGICAL NOTES

## General Chronological Notes

- This area stores notes about a program that has not yet been established in JJIS.
- Sometimes work is done on a program prior to its establishment in JJIS and the user needs a place to capture that information.

Chronologicals - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)  
[Completed Reviews](#)  
[General Chronologicals](#)

New

No General Chronologicals

[Historical data form RSMS](#)

100%

# CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES

Chronologicals - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** Melbourne Center for Personal Growth  
**Provider:** ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.  
**Contract:** R2119

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

R2119 - Melbourne Center for Personal Growth ▼ [Details](#) [Exit](#)

You are logged in as Contract Manager

**Melbourne Center for Personal Growth**

Pending Reviews

Completed Reviews

General Chronologicals

Historical data form RSMS

	Program Name	ContractNumber	Contact Date	Activity Name	Last Updated By	Last Updated On
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	10/01/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	10/01/2013 12:45 PM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/26/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:48 AM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/20/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:47 AM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/05/2013	Site-visit report	Carldernett S Davis	09/05/2013 01:44 PM

100%

This screen also shows historical notes pulled over from RSMS.

Click **View Report** to open the RSMS Chronological note in PDF.

# CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE RESIDENTIAL SERVICES MONITORING SYSTEM CHRONOLOGICAL

**Contract:** R2119 - Melbourne Center of (R2119) Personal Growth  
**Program:** Melbourne Center for Personal Growth  
**Provider:** AMKids, INC.

Date of Contact	Program Name	Contact Type	Name of Contact	Created By	Activity Type	Time Spent	Status	Date of Entry
9/26/2013	Melbourne Center for Personal Growth	Email	Sandra Johnson	Carldernett S Davis	Off-site monitoring, technical assistance, and/or report preparation	5 minutes	Completed by Monitor	9/27/2013

### Description:

A email was sent to Sandra Johnson, Technical Assistance, to find out how to refer the program for assistance on delinquency interventions fidelity monitoring.

### History

**Monitor Name:** Carldernett S Davis

**Date:** 9/27/2013

**Action:** Completed By Monitor

**Comments:**

The RSMS Chronological note opens, allowing you to review the note entered.



# CHRONOLOGICAL NOTES ~ PENDING REVIEWS SCREEN

Brevard RJDC - Medical Services

Pending Reviews

Print Chronologicals

Deleted Chronologicals / Supervisory Reviews Report

New

Record Count: 25

1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

Supervisory Review

Under Pending Reviews, you can see the notes that have not been reviewed by the supervisor. This screen allows you to create a new chronological note or print chronological notes using a date range.

# CHRONOLOGICAL NOTES ~ CREATING A NOTE

**Brevard RJDC - Medical Services**

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)

[New](#)

[Record Count: 25](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)


There may be more than one page of notes as indicated here.

To create a new chronological note, click the **New** button.

# CHRONOLOGICAL NOTES


Chronological Entry - Internet Explorer

You are logged in as Contract Manager

 **West Hillsborough RJDC - Medical Svcs**

Remember to click the SAVE button before leaving this screen.

**Contact Date / Time \***

 /

**Activity Time**

Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Travel:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Prep:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>

**Activity** ([explanation of activity types](#))

...

☐ Other (Specify)

**Type**

...

☐ Other (Specify)

Enter the Contact Date/Time as well as Activity Time, Type of Activity, and Type of Contact.

# CHRONOLOGICAL NOTES

Contacts ☐ N/A - No person

New

Title

Last Name

First Name

1

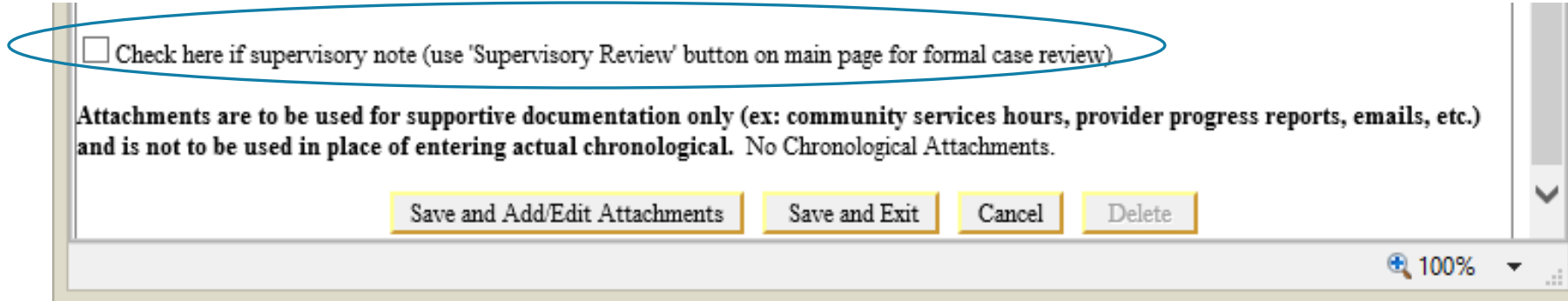
General Narrative:\*

7500 characters remaining...

Check Spelling

After you document the person contacted or enter N/A if no other person was involved, outline your activity in the General Narrative field. Expand your field by clicking on the plus sign and don't forget to spell check!

# CHRONOLOGICAL NOTES



☐ Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review)

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

Save and Add/Edit Attachments Save and Exit Cancel Delete

100%

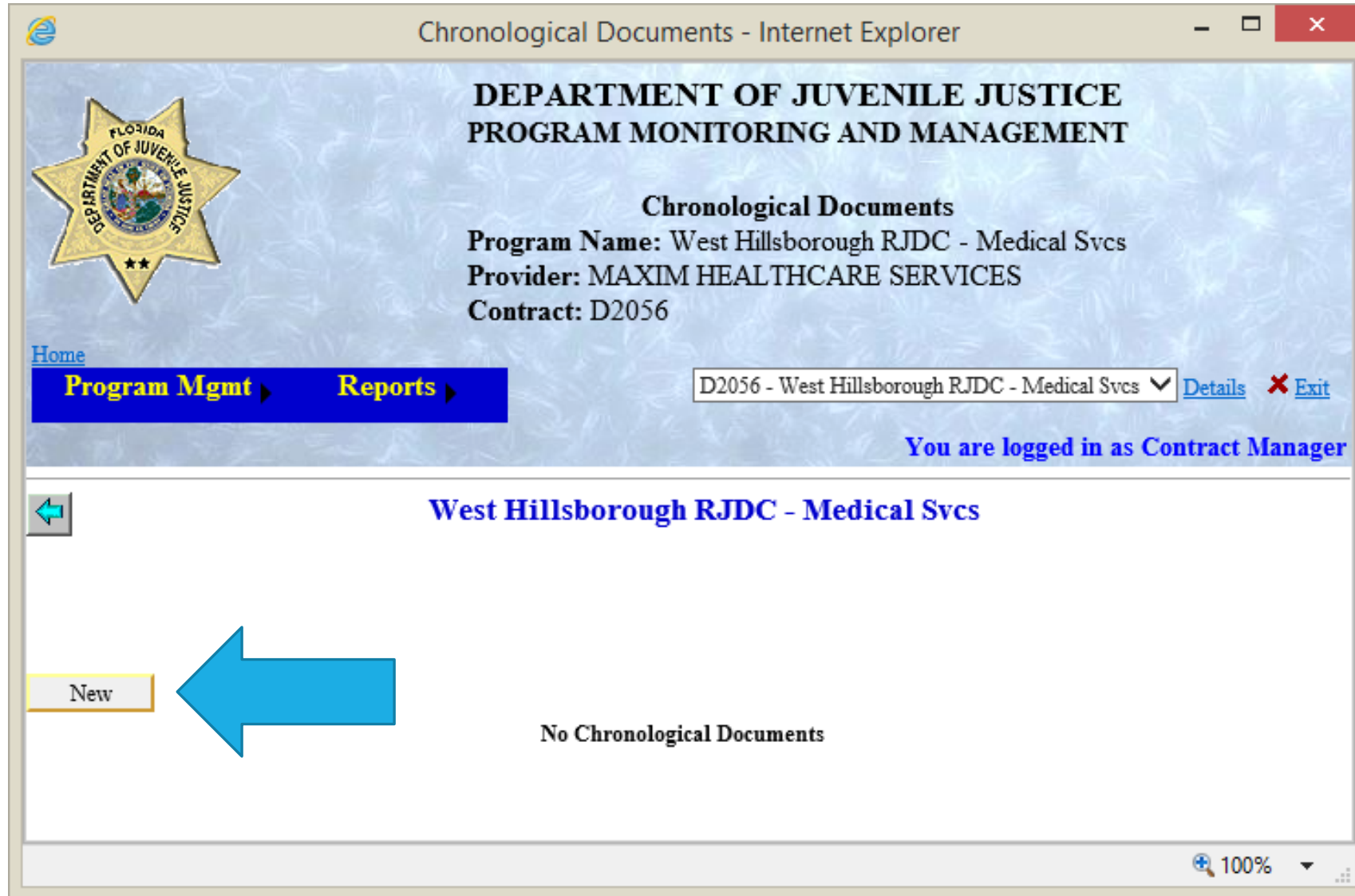
Supervisors should check the box to indicate a supervisory note . Supervisory notes are shown in red in the Pending Reviews section of the screen

When finished entering your narrative, click **Save and Exit**. If you need to attach supporting documentation, click **Save and Add/Edit Attachments**.

Click the **Cancel** button if you do not want to add a note at this time.



# CHRONOLOGICAL NOTES ~ ATTACHMENTS



Save and Add/Edit Attachment opens the screen where you must click **New** in order to add a new attachment.

# CHRONOLOGICAL NOTES

Next the user can name their attachment. Date pre-populates to the current date but user can edit to reflect the DATE THE DOCUMENT WAS CREATED and then select what folder the item should be placed in. Finally user clicks browse to navigate to the document they wish to make part of the record.




**\*South Region - Juliana Gerena - Comp Eval Svs**

*Add the Exhibits/Documents for supporting documentation.*

Attachment Description:\*

Document Date:\* 04/24/2013 

Folder Name:\*  

Document:\*   [Click here to see uploaded document](#)

Edit

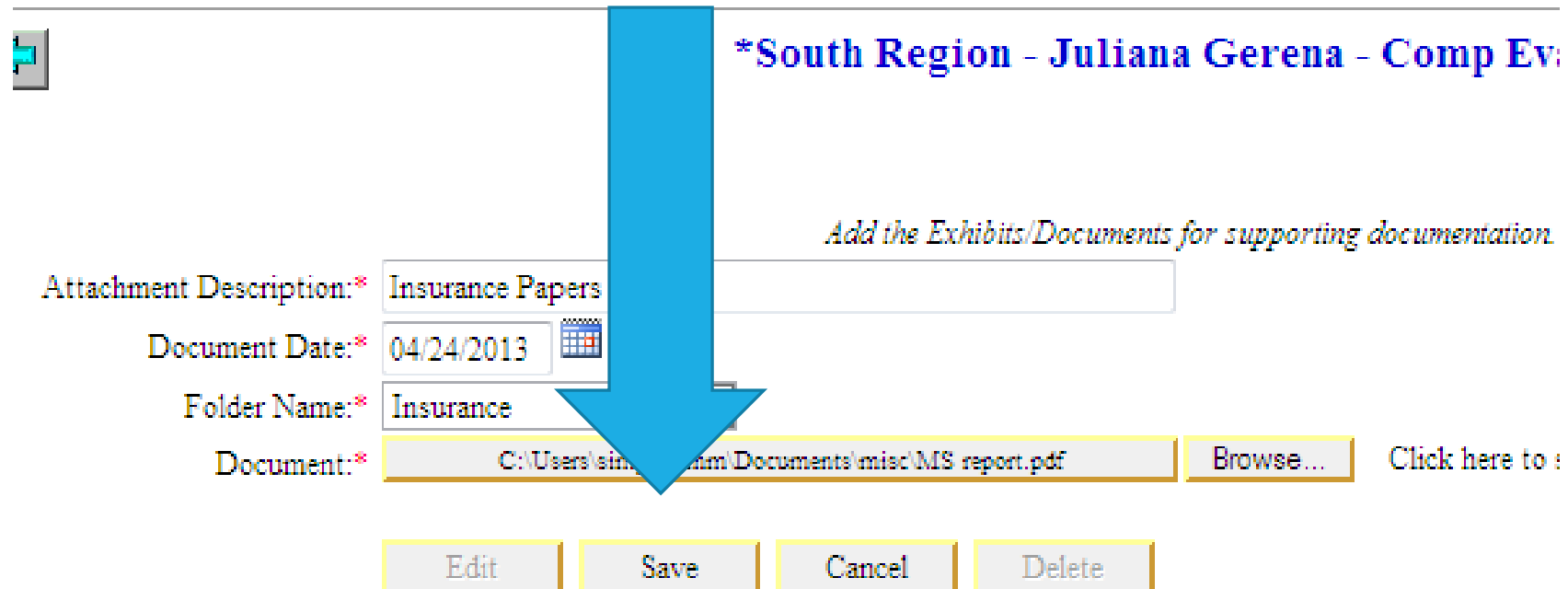
Save

Cancel

Delete

# CHRONOLOGICAL NOTES

Once finished then click the **Save** button.



**\*South Region - Juliana Gerena - Comp Ev**

*Add the Exhibits/Documents for supporting documentation.*

Attachment Description:\* Insurance Papers

Document Date:\* 04/24/2013

Folder Name:\* Insurance

Document:\* C:\Users\sin...m\Documents\misc\MS report.pdf [Browse...](#) [Click here to :](#)

[Edit](#) [Save](#) [Cancel](#) [Delete](#)

# CHRONOLOGICAL NOTES



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Documents**  
Program Name: \*South Region - Juliana Gerena - Comp Eval Svs  
Provider: GERENA, JULIANA PSY.D., P.A.  
Contract: X1457; X1458

[Home](#)

**Program Mgmt** ▶ **Program Assignment** ▶ **Reports** ▶ **Administration** ▶

\*South Region - Juliana Gerena - Comp Eval Svs [Details](#) [Exit](#)

You are logged in as Monitoring Team Member

◀ \*South Region - Juliana Gerena - Comp Eval Svs

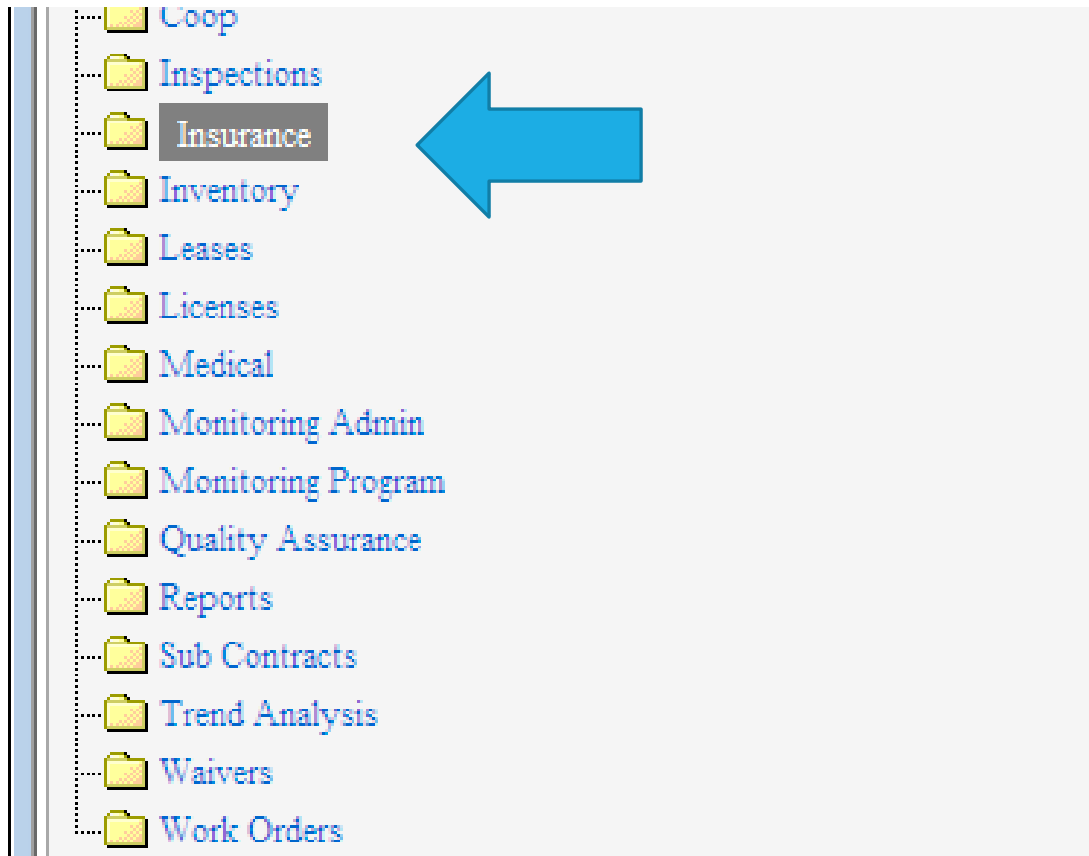
• File Uploaded Successfully

New

	Document Description	Document Date	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View</a> Insurance Papers	04/24/2013	Peacock, Ruel L	04/24/2013 02:17 PM

Once saved the document will show in a grid. If you have multiple documents to upload then you can repeat the steps as needed.

# CHRONOLOGICAL NOTES



Once saved the document is now permanently located in the document library.

	Document Date	Description	Contract Numbers	Folder Name
Select	04/24/2013	Insurance Papers	X1457; X1458	Insurance



# CHRONOLOGICAL NOTES ~ PRINTING NOTES

Brevard RJDC - Medical Services						
Pending Reviews						
<div>Print Chronologicals Deleted Chronologicals / Supervisory Reviews Report</div>						
<div>New</div>						
Record Count: 25						
1 2 3						
	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Supervisory Review						

Under Pending Reviews, you can click the **Print Chronologicals** button to print a copy of the notes using a date range.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

General Chronologicals is a place to store notes about a program that is not available in PMM yet. In the past monitors have indicated that they have done many tasks related to pre-operation on a program and have not had anywhere to store those tasks so they can get credit for them. Now users can create notes for the tasks and assign them to a program once the program has been added to PMM. To start the user would click the **New** button.

Pending Reviews

Completed Reviews

General Chronologicals

New

No General Chronologicals

# CHRONOLOGICAL NOTES

## General Chronological Notes

- This area stores notes about a program that is not yet in PMM.

Chronologicals - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

D2056 - West Hillsborough RJDC - Medical Svcs ▼ [Details](#) ✕ [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

New

No General Chronologicals

[Historical data form RSMS](#)

100%

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Entry**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

D2056 - West Hillsborough RJDC - Medical Svcs ▼ [Details](#) ✕ [Exit](#)

You are logged in as Contract Manager

 **General Chronological**

Remember to click the SAVE button before leaving this screen.

**Program Name:** ... ▼

**Contact Date / Time \***  
... / ...

**Activity Time**  
Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	0	Min	0
Time in Travel:	Hr	0	Min	0
Time in Prep:	Hr	0	Min	0

100%

You can select a program from the dropdown, but that step is not required. If this general chronological note is for a program that is not yet listed, leave the program name blank.

Enter all remaining data just like you would for any other chronological note.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

The screenshot shows a web browser window titled "Chronological Entry - Internet Explorer". The form contains the following sections:

- Activity**: A dropdown menu with a link to "(explanation of activity types)". Below it is a checkbox labeled "Other (Specify)" followed by a text input field.
- Type**: A dropdown menu. Below it is a checkbox labeled "Other (Specify)" followed by a text input field.
- Contacts**: A checkbox labeled "N/A - No person". Below it is a "New" button and a table with columns "Title", "Last Name", and "First Name". The table has one row with the number "1" in the right margin.
- General Narrative:**: A large text area with a "+" icon in the top right corner. Below the text area, it says "7500 characters remaining..." and there is a "Check Spelling" button.
- Supervisory Note**: A checkbox labeled "Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review)."
- Attachments**: A paragraph stating: "Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments."
- Buttons**: At the bottom, there are four buttons: "Save and Add/Edit Attachments", "Save and Exit", "Cancel", and "Delete".

Once all text has been entered, click **Save and Exit** or **Save and Add/Edit Attachments** as needed.

You must click one of the Save buttons to save your chrono note.



# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
[Program Mgmt](#) [Reports](#)

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as **Contract Manager**

**West Hillsborough RJDC - Medical Svcs**

Pending Reviews

Completed Reviews

General Chronologicals

[New](#)

[Record Count: 1](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PM/MCmgr	08/31/2015 03:22 PM

Historical data form RSMS

100%

The note will be shown in the list under General Chronologicals.

Any user with notes that are captured in General Chronologicals note section for more than 10 days will be notified as a reminder to get them associated with a program as quickly as possible.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronologicals - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

To start click select

**Chronologicals**  
Program Name: West Hillsborough RJDC - Medical Svcs  
Provider: MAXIM HEALTHCARE SERVICES  
Contract: D2056

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)  
[Completed Reviews](#)  
[General Chronologicals](#)

[New](#)

[Record Count: 1](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCMgr	08/31/2015 03:22 PM

[Historical data form RSMS](#)

100%

Once the program has been added to PMM, you can go back to the General Chronologicals section and associate all general notes with the correct program.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Entry**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

D2056 - West Hillsborough RJDC - Medical Svcs ▼ [Details](#) [Exit](#)

You are logged in as Contract Manager

**General Chronological**

Remember to click the SAVE button before leaving this screen.

**Program Name:** [Dropdown Menu]

**Contact Date / Time:** 08/31/2015 [Calendar Icon] [Time Icon]

**Activity Time:** [Text Field]

**Time in Task:** [Text Field]

**Time in Travel:** [Text Field]

**Time in Prep:** [Text Field]

these data fields, as they

10060 - South - No Program Name  
Alachua RJDC - Medical Svcs  
Columbus Juvenile Residential Facility  
D2046 - Detention - No Program Name  
Fn- Anchorage Non- Residential  
Fn- Miami Bridge - South Youth Shelter  
Highlands Youth Academy  
Jacksonville Youth Academy  
Les Peters Academy  
Les Peters Academy Non-Secure  
Manatee RJDC - Medical Svcs  
Marion Youth Academy  
Melbourne Center for Personal Growth  
Mental Health & Substance Abuse Svcs.  
Miami Youth Academy  
Okaloosa RJDC - Psychiatric Svcs  
P C P - 04 Circuit - A M I Kids Jacksonville

100%

Select the correct program from the drop down listing.

Scroll to the bottom and click **Save and Exit**.

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

[Save and Add/Edit Attachments](#) [Save and Exit](#) [Cancel](#) [Delete](#)

100%

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews

[Print Chronologicals](#)

[New](#)

[Record Count: 15](#)

1 2

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">+ Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCMgr	08/31/2015 03:45 PM
<a href="#">+ Select</a>	08/31/2015 12:01 PM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMC	08/31/2015 12:01 PM
<a href="#">+ Select</a>	08/28/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	08/28/2015 04:00 AM
<a href="#">+ Select</a>	08/27/2015 08:41 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMgr1	08/27/2015 08:41 AM

100%

Once saved, the note moves to the chronological listing for the program selected and is removed from the general chronological area.

Completed Reviews

General Chronologicals

[New](#)

No General Chronologicals

Historical data form RSMS

100%

# QUESTIONS?

Contact your local DIO for answers

<http://www.djj.state.fl.us/partners/data-integrity-jjis>