

Dear Judges and Chief Probation Officers:

We are pleased to announce the launch of the new INcite Juvenile Reports Application. This application operates within the Juvenile History Tab in the Offender Management System and will allow juvenile probation officers to complete the Preliminary Inquiry Reports, Pre-dispositional Reports, and Modification Reports electronically. This application was designed at the request of juvenile probation officers in order to provide the same functionality as the PSI application.

This application incorporates revised report formats and allows the relevant IYAS results to be inserted into the reports. A detailed User's Manual for the application is available on INcite to assist probation officers in navigating the application. For counties on the QUEST system, JTAC and QUEST have created an interface so that information can be entered into QUEST and then automatically submitted to INcite to avoid duplicate entry.

Thank you to the following probation departments for piloting the INcite technology: Daviess, Elkhart, Hamilton, Hancock, Henry, and Owen. Also, thanks goes to Marion County probation for their work with the QUEST/INcite interface.

On Thursday, September 11th, the Judicial Conference Board of Directors voted to require these juvenile reports be completed either through INcite or the QUEST report interface process *beginning no later than November 1st*.

Attached is a copy of the current INcite Probation Agreement in order to give juvenile probation officers access to complete these reports. Also, clerical access is available so probation department clerical staff can assist with completing portions of the report. For staff with an existing INcite account, they should only select the additional permissions needed for those accounts. For staff requesting an INcite account for the first time, they will receive an email with their account information once the agreement has been processed. If staff do not have the requested access within 7 days, please contact the JTAC Help Desk at 888-275-5822 or jtac.helpdesk@courts.in.gov.

As a reminder, the CMS Search application is available to Judges, court staff and probation staff and provides the ability to search and view court records across multiple case management systems. The application currently allows access to cases in either the Odyssey Case Management System and/or the QUEST Case Management System/QUEST Repository. Appropriate staff can also request access to this application if they have not already done so.

If you have questions, please contact Michelle Goodman at the Indiana Judicial Center.”
to the end of the email text.

Michelle C. Goodman
Staff Attorney
Indiana Judicial Center
Telephone: (317) 232-1313
Email Address: michelle.goodman@courts.in.gov