



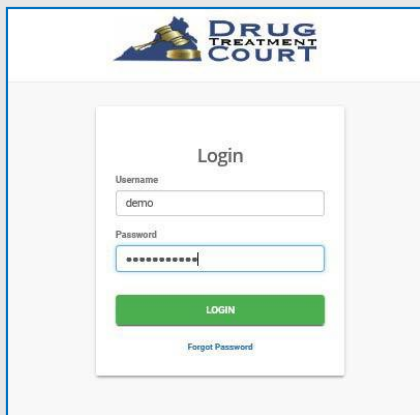
## Virginia Specialty Docket Database Update Compliance Review – Copy to Next Week

The *Compliance Review – Copy to Next Week* update allows users to copy individual Compliance Reviews to the following week without manually completing an additional Compliance Review or using the Batch Enter – Compliance Reviews action.

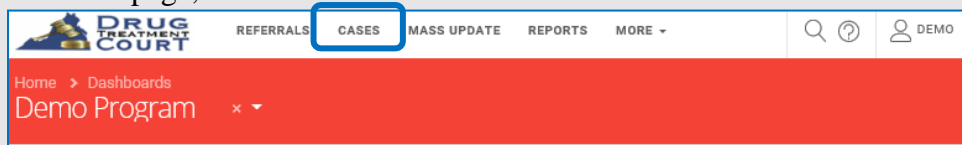
### ***Compliance Review – Copy to Next Week Update***

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1. Access the [Virginia Specialty Docket Database](#).



2. At the Homepage, click Cases.



3. Once the default list of active cases loads, click the hyperlinked case number of the participant.
4. You will be routed to the participant’s Case Details page. Scroll to the Compliance Reviews Grid/Tab.
5. Expand the Compliance Reviews Grid/Tab by clicking the plus (+) sign.
6. Locate the most recent Compliance Review.
7. Click the hyperlinked Model type located to the left of the Review Date (e.g. adult, behavioral health, family, juvenile, veterans). This action will route you to the Compliance Review Details page.

▲ OCC-19-00112544: Rogers, Christian ACTIONS

Payments +

Case Supervision + SAVED

Case Community Service +

Case Medically Assisted Treatment + SAVED

Compliance Reviews -

Model	Review Date	Did Participant Appear in Court?	Did Participant Comply with Employment Requirements?	Did Participant Comply with Education Requirements?	Actions
Adult Court	05/07/2020	Yes	Yes	Yes	<span>+</span> <span>+</span>

Records 1 - 1 of 1 (view all)

8. Once the Compliance Review Details Page loads, click Actions.
9. Click Copy to Next Week.

Home > Compliance Reviews  
OCC-19-00112544 ACTIONS

**General**

Case: OCC-19-00112544: Rogers, Christian      Model: Adult

Review Date: 05/07/2020

Comment: Test Compliance Review

**Compliance Requirements and Observations**

Drug Screens: 2 times per week

Missed Screens - Excused: 0      Missed Screens - Unexcused: 1

Was the participant on the docket this week? Yes      Did Participant Appear in Court? Yes

Employment: Employed at least 30 hours per week      Did Participant Comply with Employment: Yes

Edit  
Copy to Next Week  
Delete

10. **Congratulations!** You have successfully copied the Compliance Review to the next week!

Home > Compliance Reviews  
OCC-19-00112544 ACTIONS

**General**

Case: OCC-19-00112544: Rogers, Christian      Model: Adult Court

Review Date: 05/14/2020


Comment:

Message  
✓ Copied compliance review to next week.

**Compliance Requirements and Observations**

## Compliance Review – Copy to Next Week Notes

- ✚ Prior to performing the Copy to Next Week action, the participant must have an existing Compliance Review on file.
- ✚ The Copy to Next Week action copies the existing Compliance Review to a date that is seven (7) days from the original Review Date.
- ✚ If you would like to make any updates to the copied Compliance Review, follow the steps below:
  - Click the hyperlinked case number.
  - You will be routed to the participant’s Case Details page. Scroll to the Compliance Reviews Grid/Tab.
  - Expand the Compliance Reviews Grid/Tab by clicking the plus (+) sign.
  - Locate the appropriate Compliance Review and click the corresponding Edit Pencil under Actions.

Model	Review Date	Did Participant Appear in Court?	Did Participant Comply with Employment Requirements?	Did Participant Comply with Education Requirements?	Actions
<a href="#">Adult Court</a>	05/07/2020	Yes	Yes	Yes	

- a. Edit the Compliance Review.
- b. Click Save.