Virginia Specialty Dockets Database:
Compliance Reviews – Copy to Next Week

This allows for Compliance Reviews to be copied without having to re-enter the review.

1. Access the database and open the case you want to update.
2. Scroll to the Compliance Reviews module and click the plus (+) sign.
3. The screen below comes up, showing prior completed compliance reviews.

<table>
<thead>
<tr>
<th>Model</th>
<th>Review Date</th>
<th>Did Participant</th>
<th>Did Participant</th>
<th>Did Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Case</td>
<td>03/15/2022</td>
<td>Appearance</td>
<td>Employment</td>
<td>Education</td>
</tr>
</tbody>
</table>

4. Click the hyperlinked model type in the Model column – this opens the summary of that compliance review.

5. Click Actions and Copy to Next Week.

6. A green box then comes on the screen to tell you this was successful.
7. If this new compliance review needs to be edited, go back to the **Compliance Reviews** module, and click on the edit button.