



Justice-Involved (JI) Reentry Initiative Screening User Guide

California Medicaid Management Information System

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Overview

The purpose of this Justice-Involved (JI) Reentry Initiative Screening User Guide is to provide JI Screening Portal users with step-by-step instructions about how to complete transactions to manage JI pre-release services.

For how-to instructions about the Medi-Cal Provider Portal and features therein, refer to the companion to this guide, titled *Provider Portal User Guide: Provider Organization*.

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About the JI Reentry Initiative

On January 26, 2023, California became the first state in the nation to receive federal approval to offer a targeted set of Medicaid services to Medi-Cal-eligible youth and adults in state prisons, county jails and youth correctional facilities, collectively referred to as correctional facilities (CFs), for up to 90 days prior to release. Through a federal Medicaid 1115 demonstration waiver approved by the Centers for Medicare & Medicaid Services (CMS), the Department of Health Care Services (DHCS) partners with state agencies, counties, providers and community-based organizations (CBOs) to establish a coordinated community reentry process that assists people leaving incarceration in connecting to the physical and behavioral health services they need prior to release and while reentering their communities. The initiative helps California address the unique and considerable health care needs of JI members, improve health outcomes, deliver care more efficiently and advance health equity across the state.

By providing pre-release and reentry services to members who are incarcerated, DHCS aims to improve health outcomes and reduce health disparities. Pre-release services are anchored in comprehensive care management and include physical and behavioral health clinical consultation, lab and radiology services, medication-assisted treatment (MAT), medications and medication administration, community health worker (CHW) services, and provision of medications and durable medical equipment (DME) upon release. For members receiving these services, a care manager is assigned – either onsite in the carceral setting or via telehealth – to establish a relationship with the member, understand the member's health needs, coordinate vital services, and plan for community transition, including connecting the member to a community-based care manager who the member can work with upon release.

CFs can use the JI Reentry Initiative Screening Portal to manage member JI 90-day, pre-release services timeframes. The JI Reentry Initiative Screening Portal validates Medi-Cal eligibility as well as applies JI 90-day, pre-release services eligibility timeframes. The system stores this information and uses it for reporting screening data to CMS. The JI Screening Portal is *not* designed for billing, obtaining prior authorization or inquiring into other Medi-Cal eligibility. It is for activating, terminating, pausing, resetting or restarting JI 90-day, pre-release services eligibility.

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Access the Medi-Cal Provider Portal

Providers must first select an administrator to represent their organization. This administrator will register the organization in the Medi-Cal Provider Portal and create an account for the organization. After an account is created, the administrator may add other administrators or processors within the organization who are authorized to administer JI 90-day, pre-release services. For instructions about registering an organization, and adding administrators and processors, refer to the *Provider Portal User Guide: Provider Organization*.

If an organization is registered in the Medi-Cal Provider Portal, and a user has been added to the account, a user may follow these steps to access the Provider Portal:

1. From the Medi-Cal Providers website, click **Login to Provider Portal**.

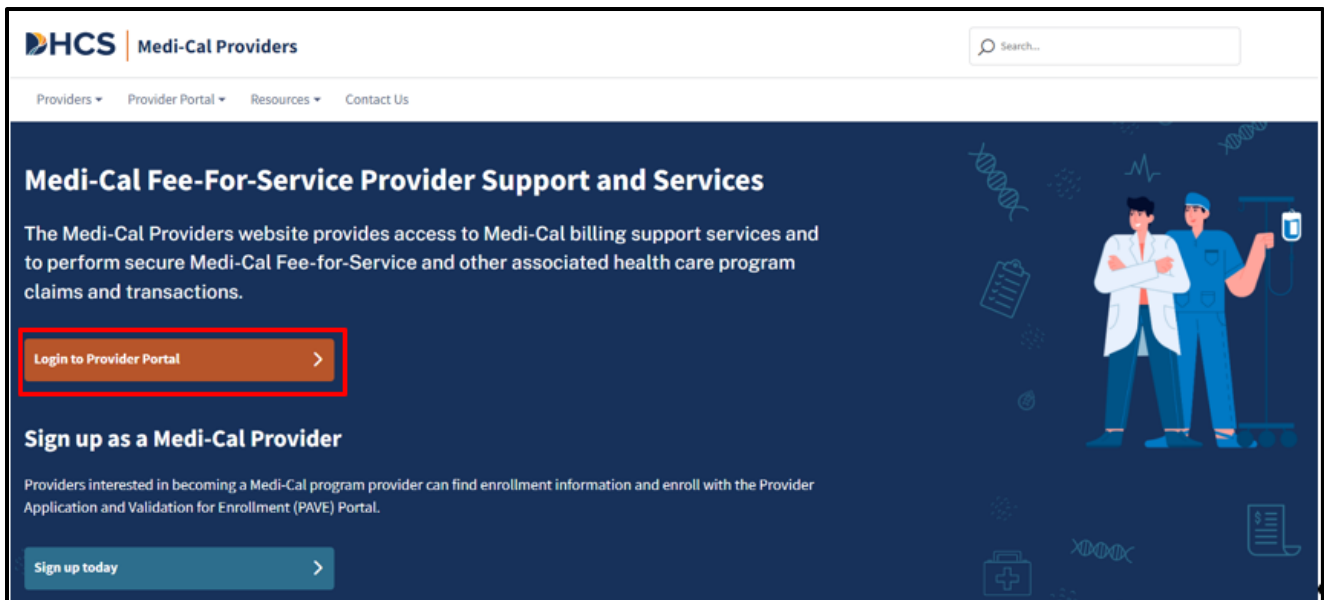


Figure 1.1: Medi-Cal Providers Website Login to Provider Portal.

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2. Enter an email address and password. Click **Log In**.

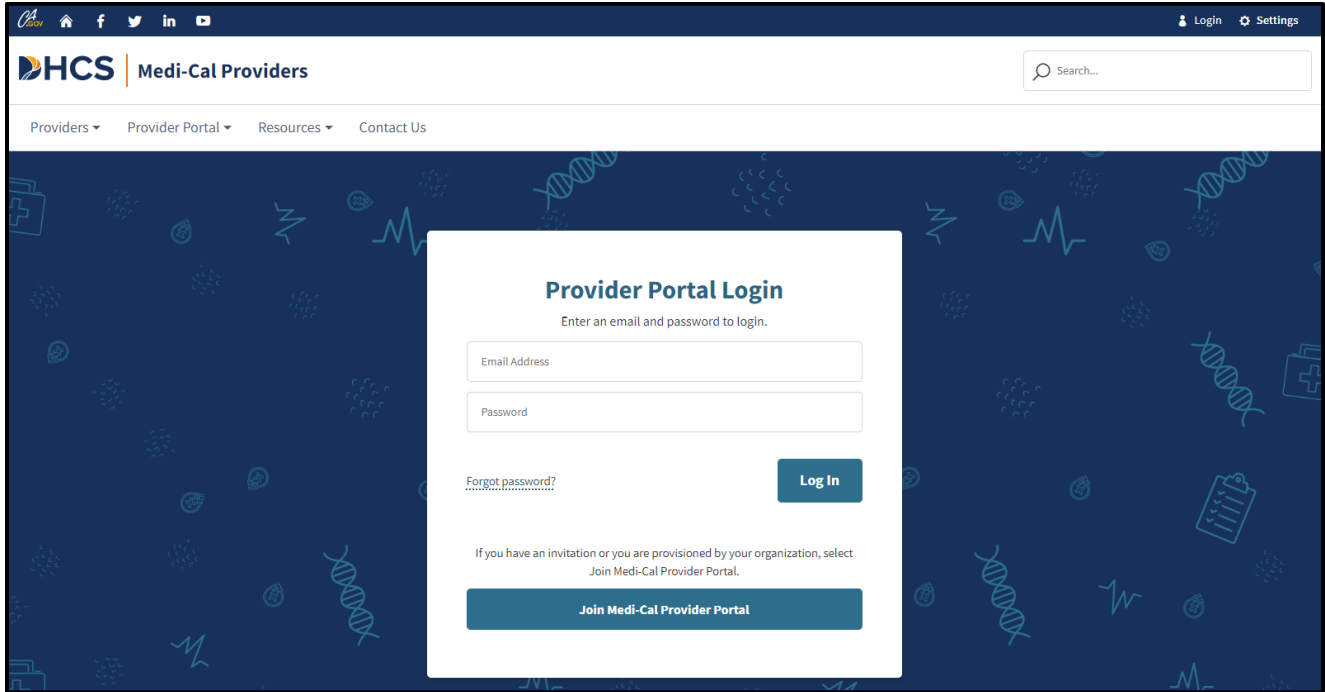


Figure 1.2: Provider Portal Log In.

3. If you are a user within multiple organizations, the **Select an organization** page is displayed. Enter a National Provider Identifier (NPI) or Provider Legal Name in the **Search** box and click **Search**.

Note: If you are a user in only one organization, the **Transaction Center** will be displayed instead (skip to step 6).

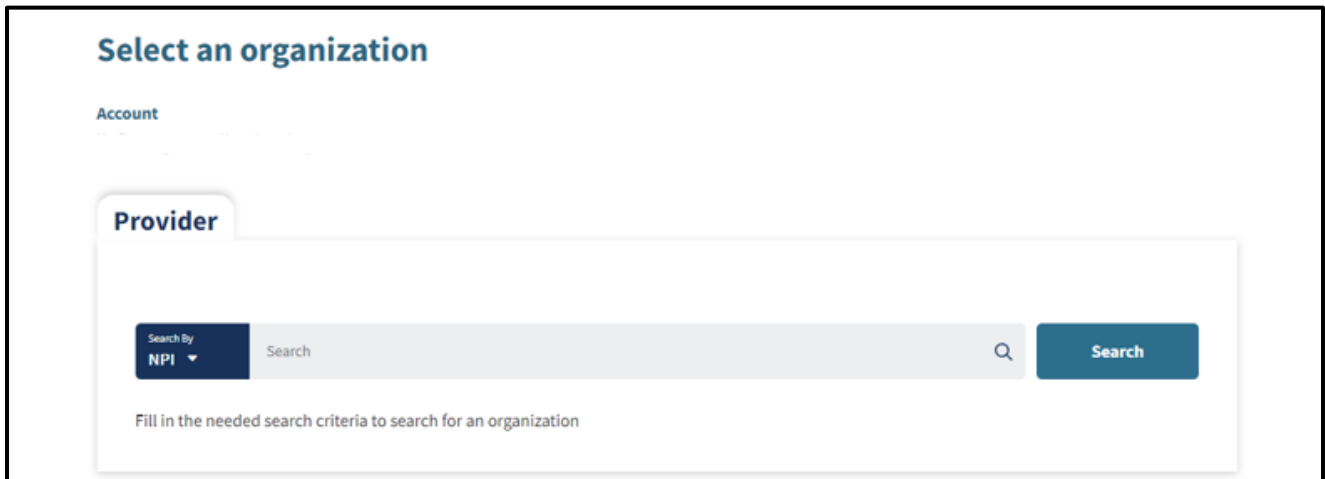


Figure 1.3: Select From Multiple Organizations.

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4. Under the **Enrollment** section, click **Justice-Involved Screening Portal**.

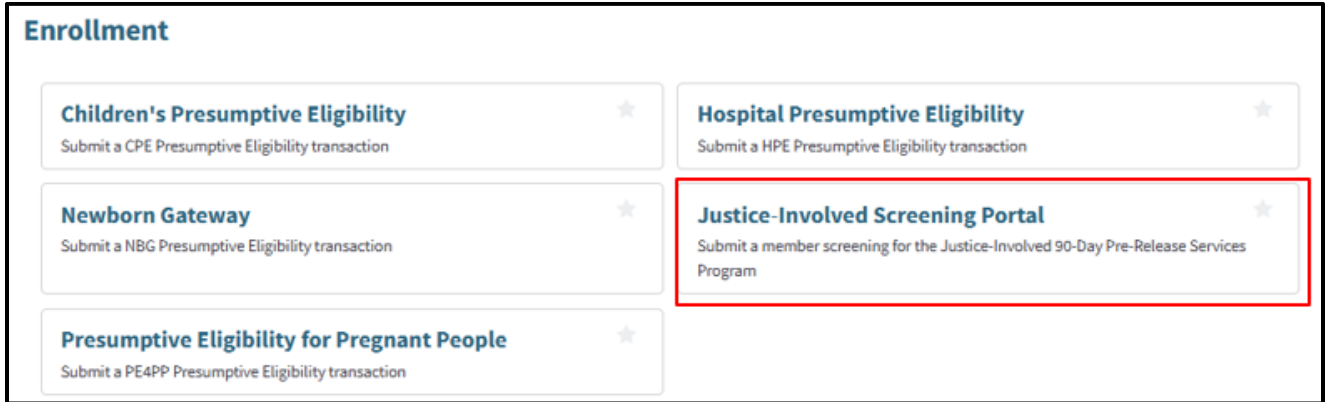


Figure 1.4: Justice-Involved Screening Portal Link in the Transaction Center.

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JI Screening Portal Features

The JI Screening Portal has eight main features:

- **Activate** JI 90-day, pre-release services for a member
- **Deny** JI 90-day, pre-release services for a member
- **Pause** JI 90-day, pre-release services for a member
 - A temporary stoppage of 90-day, pre-release services because of a qualifying event within the same episode of incarceration
 - Examples:
 - ❖ Release Date Extended
 - ❖ Member going to the hospital for evaluation
 - Pause a member first before resetting or restarting benefits
- **Reset** JI 90-day, pre-release services for a member
 - A new set of 90-day, pre-release services after a pause or termination within the same episode of incarceration
 - Only one reset is available
 - One *reset* must be used before a *restart* is available
- **Restart** JI 90-day, pre-release services for a member
 - A restart of the *remaining* days within the same episode of incarceration
 - One *reset* must be used before a *restart* is available
 - Must be a paused or terminated member
- **Terminate** JI 90-day, pre-release services for a member
 - Sets the end date of 90-day, pre-release services
 - When a member has an active JI aid code, a termination may be performed to change a release date within the 90-day period of JI benefits
- **Download Screening History** for single or multiple members
- **Multiple Member Screening** for a maximum of 200 members in one upload.

This user guide explains how to perform each transaction. *Download Screening History*

Download Screening History for a Single Member

1. From the Pre-Release Services Screening History section on the Member Found page, click **Download Screening History**.

Note: The **Days Remaining** field is not available in the resulting data when downloading transactions where a date range selection is available. This is because the remaining days are calculated based on today's date. To see the remaining days, use either the Currently Active or Currently Paused filters under Member Status, or use the Days Remaining (active member only) filter.

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Pre-Release Services Screening History

[Download Screening History](#)

Incarceration Date: 03/01/2025 ▼

📍 **Los Angeles County (LAC) | Service Location Name 001**

Date of Action ▼	Screening Action	Action Reason	JI Start Date	JI End Date	Release Date
03/12/2024	Activated	—	03/03/2025	05/31/2025	05/31/2025

Incarceration Date: 01/13/2020 ▲

Incarceration Date: 05/24/2014 ▲

Figure 4.1: Download Screening History Link.

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- In the **Date Range** field, enter a date range or leave blank (this is an optional field). In the **Choose Data to Include** section, select the checkbox(es) next to the appropriate data to include in the download. Click **Download Screening History**. An Excel file will be downloaded to the download folder on your computer.

Download Screening History ✕

Download screening history in Excel format for CIN 31864416A. You can select a date range and choose which data fields to include in the export.

Select Date Range

Date Range

Select a date range to narrow the history, or leave blank to include all of it.

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

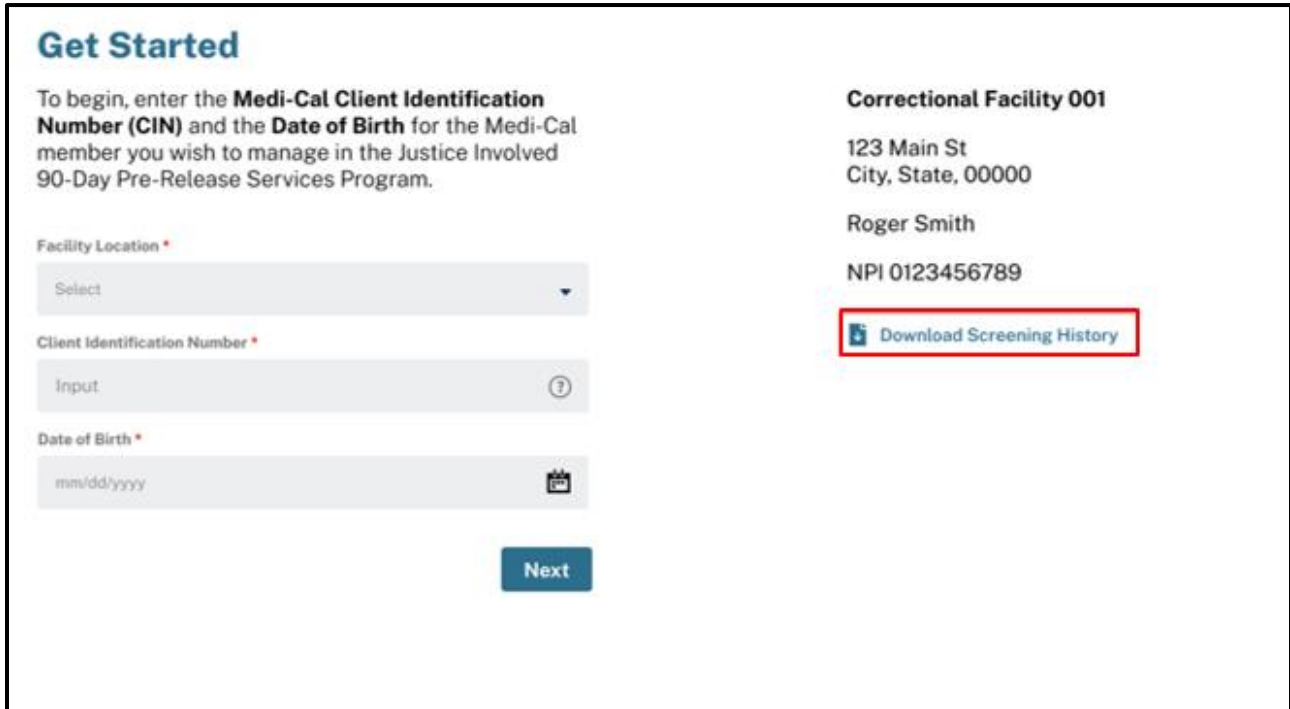
Figure 4.2: Enter Data Criteria for Download – Single Member.

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Download Screening History for All Members

From the **Get Started** page, providers can download the screening history data for a single member or for all members associated to the selected NPI.

1. On the **Get Started** page, click **Download Screening History**.



Get Started

To begin, enter the **Medi-Cal Client Identification Number (CIN)** and the **Date of Birth** for the Medi-Cal member you wish to manage in the Justice Involved 90-Day Pre-Release Services Program.

Facility Location *

Select

Client Identification Number *

Input

Date of Birth *

mm/dd/yyyy

Next

Correctional Facility 001

123 Main St
City, State, 00000

Roger Smith

NPI 0123456789

[Download Screening History](#)

Figure 4.3: Download Screening History Link on the Get Started Page.

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- Click the **Download for all members (CINs) associated with my NPI** radio button. Select an option to apply one of the following filters to narrow the search: Member Status, Correctional Facility User, JI Services Terminated (Medi-Cal Ended – J4 Code), or Days Remaining (Active Members). Enter a **Date Range** (if applicable to the selected filter) and select the checkbox(es) next to the appropriate data to include in the download.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

Member Status X | ▼

Select a filter to narrow the history, or leave blank to include all of it.

Member Status *

Select ▲

- Currently Active
- Currently Paused
- Currently Terminated

Select a date range to narrow the history (up to 30 days).

Choose Data to Include Select All Deselect All

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

Figure 4.4: Select Filters for All Members

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Member Status

1. If **Member Status** is selected from the **Filter By** drop down, select one of the following from the required **Member Status** drop down field to further refine the search: Currently Active, Currently Paused and Currently Terminated. To clear the filter selection, click the "X" in the selection box.

Note: If Currently Active or Currently Paused is selected, the Date Range field is hidden. If Currently Terminated is selected, the Date Range field is required, and users can only view history from the past 31 days.

The screenshot shows a web form titled "Download Screening History" with a sub-header "Indicates required field". The form includes a "Select Member(s) for Download" section with two radio buttons: "Download for a single member (CIN)" and "Download for all members (CINs) associated with my NPI". Below this is a "Select Filters" section, which is highlighted with a red border. It contains a "Filter By" dropdown menu currently set to "Member Status", with an "X" and a dropdown arrow. Below the dropdown is a list of options: "Select", "Currently Active", "Currently Paused", and "Currently Terminated". Below the filter section is a "Choose Data to include" section with "Select All" and "Deselect All" options. It contains a grid of 15 checkboxes, all of which are checked: NPI, Provider Name, Facility Location, CIN/BIC/DOB, Member Name, JI Aid Code, MCP Code, MCP Name, MCP Enrollment Status, Transaction Date/Time, Incarceration Date, Action, Effective Date, Termination Date, Release Date, Reason Code, Days Remaining, and CF User Who Submitted. At the bottom right are "Back" and "Download Screening History" buttons.

Figure 4.5: Member Status Drop Down.

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Correctional Facility User

1. If **Correctional Facility User** is selected from the **Filter By** drop down, select an individual from the required **Correctional Facility User** drop down field and select the required date range. To clear the filter selection, click the “X” in the selection box.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

Correctional Facility User X | ▼

Select a filter to narrow the history, or leave blank to include all of it.

Correctional Facility User *

Select ▼

Select Date Range

Date Range *

mm/dd/yyyy - mm/dd/yyyy 📅

Select a date range to narrow the history (up to 30 days).

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

[Back](#) [Download Screening History](#)

Figure 4.6: Correctional Facility User Drop Down

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JI Services Terminated (Medi-Cal Ended – J4 Code)

2. If **JI Services Terminated (Medi-Cal Ended – J4 Code)** is selected from the **Filter By** drop down, select the required date range to refine the search history up to 30 days. To clear the filter selection, click the “X” in the selection box.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

JI Services Terminated (Medi-Cal Ended – J4 Code) ▼

Select a filter to narrow the history, or leave blank to include all of it.

Select Date Range

Date Range *

mm/dd/yyyy - mm/dd/yyyy

Select a date range to narrow the history (up to 30 days).

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

[Back](#) [Download Screening History](#)

Figure 4.7: JI Services Terminate (Medi-Cal Ended – J4 Code)

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Days Remaining

3. If **Days Remaining (Active Members)** is selected from the **Filter By** drop down, select one of the following options from the required **Days Remaining** drop down to further refine the search: All, Less than 10 days, Less than 20 days or Less than 30 days. To clear the filter selection, click the “X” in the selection box. The **Date Range** field is hidden.

The screenshot shows a web form titled "Download Screening History" with a sub-header "Select Member(s) for Download". Below this are two radio button options: "Download for a single member (CIN)" and "Download for all members (CINs) associated with my NPI". A red box highlights the "Select Filters" section. Inside this box, the "Filter By" dropdown is set to "Days Remaining (Active Members)". Below it is a "Days Remaining" dropdown menu with options: "Select", "All", "Less than 10 days", "Less than 20 days", and "Less than 30 days". To the right of the "Days Remaining" dropdown is a list of checkboxes for data fields to include in the export, all of which are checked: Effective Date, Termination Date, Release Date, Reason Code, Days Remaining, and CF User Who Submitted. At the bottom right of the form are two buttons: "Back" and "Download Screening History".

Figure 4.8: Days Remaining (Active Members) Drop Down

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Example of Screening History Download

4. After clicking **Download Screening History**, open the Excel file from the Downloads folder of your computer. The file name will appear as follows:
 - a. **JI_Screening_History_<cin>_(<dob>).xls** – if the screening history download is for a single member.
 - b. **JI_Screening_History_<npi>_<filter>(All).xls** or **JI_Screening_History_<npi>_(<date-range>).xls** – if the screening history download is for multiple members with a filter or date range applied.
5. Open the file to view the screening history. It will include only the data checkboxes selected before downloading. If a checkbox wasn't selected, it won't appear in the file.

Screening History Download Data Fields

Data Field	Example
CIN	123456789G
NPI	123456789
NPI Name	County of San Francisco
Service Location	Adult Jail 1
Member Name	John Doe
Date of Birth	01/01/1960
BIC	987654321F1234
JI Aid Code	I3
MCP Code	38
MCP Enrollment Status	Enrolled
MCP Name	Anthem Blue Cross Partnership Plan
Transaction Date	01/01/2025
Incarceration Date	01/01/2025
Action	Activate

**Justice-Involved (JI) Reentry Initiative Screening User Guide
Screening History Download Data Fields (continued)**

Data Field	Example
JI Effective Date	01/01/2025
Termination Date	01/01/2025
Release Date	01/01/2025
Reason Code	J1 (No longer expected to be released within 90 days [Pause]) J4 (The Medi-Cal eligibility ended while the 90-day pre-release services aid code was still active)
Days Remaining	58
CF Who Submitted	John Smith

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Appendix A: Field Specifications contains a field specifications table for each page in the application, indicating whether a field is required or optional and valid values for each field.

Tips and Troubleshooting

Here are some helpful tips before getting started.

- Report problems with the JI Screening Portal to the Telephone Service Center (TSC) at 1-800-541-5555 (Monday to Friday, 8 a.m. to 5 p.m., except for holidays). CFs are encouraged to print the *TSC Main Menu Prompt Options* section of the Part 1 provider manual and keep it near their phones for faster access to TSC resources.
- After activating, pausing, resetting, restarting or terminating a member in the JI Screening Portal, the transaction will be reflected after one business day. Transactions performed after 5 p.m. or on weekends and holidays require two business days for processing. If a transaction is in progress during this time period, a warning banner will appear that states, “Member updates are in progress. Results will be available the next business day.”
- One **Reset** must be used before a **Restart** is available.
- If a JI member is released and reincarcerated on the same day, the **Incarceration Date** can be the same date as the prior **Termination Date**. However, the **Effective Begin Date** must be a day after the prior Termination Date.

Example: A JI member is released on the morning of 5/15/2025. Enter 5/15/2025 as the **Termination Date**. Later the same day, the member is reincarcerated. The CF may now enter 5/15/2025 as the new **Incarceration Date**. However, the new **Effective Begin Date** cannot be until the next day (5/16/2025).

Get Started

Get Started is the starting point of the JI Screening Portal.

If an organization has one NPI and one facility, the facility and NPI are shown on the **Get Started** page. If the organization has multiple facilities, a **Service Location** dropdown list will appear, and the user must select the appropriate facility. For Single Member Screening, follow the steps below or skip to the Multiple Member Screening section for steps to process multiple members.

Single Member Screening

1. Enter the member **Client Identification Number (CIN)**. The CIN can be found on the Benefits Identification Card (BIC) and is the first nine digits of the ID number. The Medi-Cal eligibility may be verified using the **Single Subscriber Eligibility** application within the Provider Portal.
2. Enter the **Date of Birth (DOB)** in MM/DD/YYYY format or select a date from the calendar.
3. Click **Next**.

Get Started

To begin, enter the **Medi-Cal Client Identification Number (CIN)** and the **Date of Birth** for the Medi-Cal member you wish to manage in the Justice Involved 90-Day Pre-Release Services Program.

Single Member Screening

Service Location *
Select

Client Identification Number *
Input

Date of Birth *
mm/dd/yyyy

Next

Correctional Facility 001
123 Main St
City, State, 00000
Roger Smith
NPI 0123456789

[Download Screening History](#)

Figure 2.1: Member Information.

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Medi-Cal Eligibility System Responses

Using real-time eligibility information from the Medi-Cal Eligibility System (MEDS), the system validates if the member meets eligibility requirements for JI 90-day, pre-release services, is not eligible or is already approved.

If a member is not currently enrolled in Medi-Cal, or their current enrollment does not meet the criteria established by the CalAIM Justice-Involved Reentry Initiative, the **Unable to Proceed** page is displayed. Click **Go Back** to return to the **Get Started** page or **Process Another Member** to enter a new member.

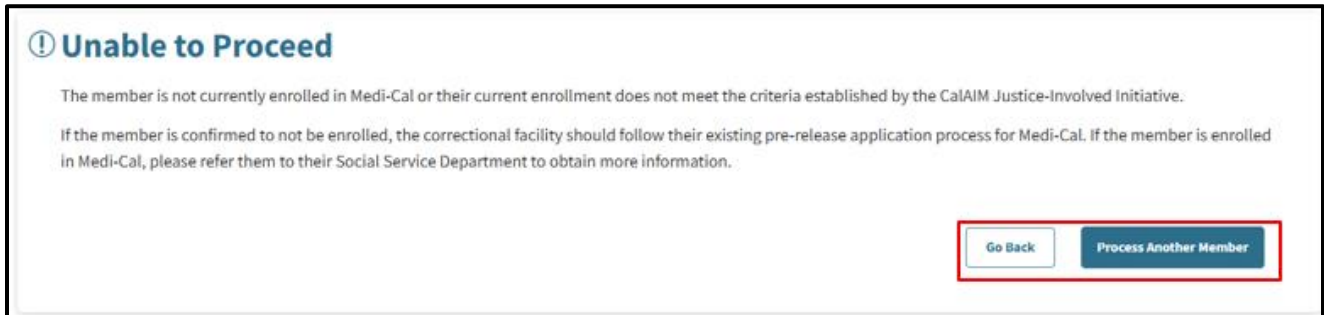


Figure 2.2: Member is Not Eligible for JI 90-Day, Pre-Release Services.

If the CIN is found, but the CIN and DOB do not match what is on file, the **Incorrect Information Entered** page is displayed. Click **Try Again** or **Process Another Member** to return to the **Get Started** page. **Try Again** retains the information from the **Get Started** page. **Process Another Member** clears the data from the **Get Started** page.

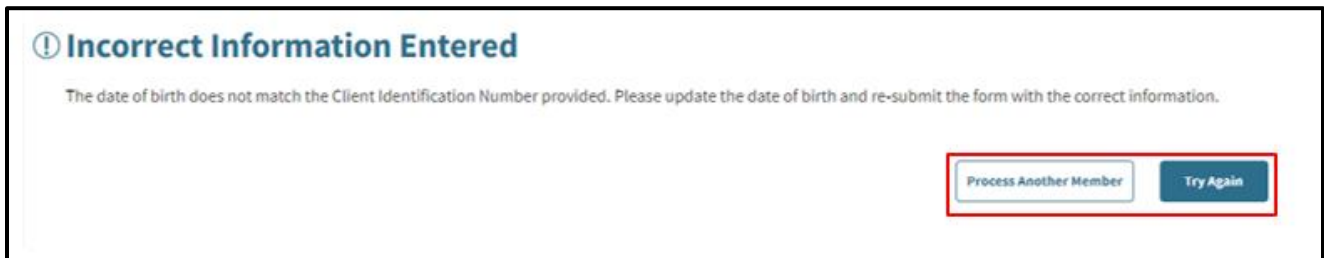
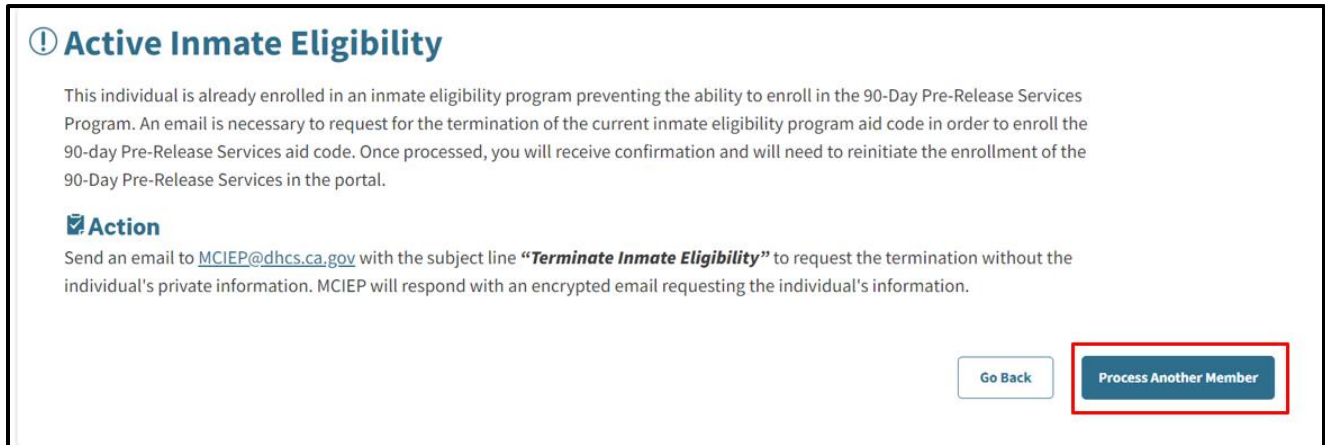


Figure 2.3: Incorrect Information for a Member.

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If a member is found, but the person is currently enrolled in the State Medical Parole, County Compassionate Release or County Medical Probation programs, the **Active Inmate Eligibility** page is displayed. Click **Go Back** or **Process Another Member** to return to the **Get Started** page. **Go Back** retains the information from the **Get Started** page. **Process Another Member** clears the data from the **Get Started** page.



! Active Inmate Eligibility

This individual is already enrolled in an inmate eligibility program preventing the ability to enroll in the 90-Day Pre-Release Services Program. An email is necessary to request for the termination of the current inmate eligibility program aid code in order to enroll the 90-day Pre-Release Services aid code. Once processed, you will receive confirmation and will need to reinitiate the enrollment of the 90-Day Pre-Release Services in the portal.

✔ Action

Send an email to MCIEP@dhcs.ca.gov with the subject line **“Terminate Inmate Eligibility”** to request the termination without the individual's private information. MCIEP will respond with an encrypted email requesting the individual's information.

[Go Back](#) [Process Another Member](#)

Figure 2.4: Active Inmate Eligibility Program Preventing Enrollment.

Activate JI 90-Day, Pre-Release Services

1. After Get Started, if a member is found in the Medi-Cal Eligibility System, the Member Found page appears, with the option to Activate or Deny 90-day, pre-release services.
2. In the Activate 90-Day Pre-Release Services tile, click Activate to approve a member for JI 90-day, pre-release services.

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Member Found

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	123 Main St
BIC:	12345678A12345	City, State, 00000
Date of Birth:	01/01/1980	Roger Smith
Responsible County:	County Name	NPI 0123456789
Residence County:	County Name	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment – Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

Restart

Figure 2.5: Activate Member Found.

3. The **Approve for 90-Day Pre-Release Services** page is displayed.
4. Enter the **Incarceration Date** for the member in MM/DD/YYYY format or select a date from the calendar.

Note: This cannot be a future date.

5. Enter the **Effective Begin Date**.

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Note: The system calculates the termination date 90 days from the Effective Begin Date.

6. The **Release Date** (MM/DD/YYYY) is optional. If a release date is entered, the termination date is set to the release date.
7. Under **Select Qualifying Criteria**, select the checkboxes that apply. The qualifying criteria are for Centers for Medicare & Medicaid Services (CMS) reporting purposes only and do not set the JI aid code.

Note: Former foster youths up to the age of 26 will be automatically identified as “Youth” in the JI Screening Portal to enable these members to receive JI pre-release services without needing to meet other qualifying health criteria.

8. Click **Submit**.

Approve for 90-Day Pre-Release Services

Enter member information to activate services if the member qualifies.

Note: Please verify that all information is correct before proceeding. Entering the correct incarceration and effective begin date is critical to accurately providing services to qualifying members.

Correctional Facility 001
123 Main St
City, State, 00000
Roger Smith
NPI 0123456789

Incarceration Date *
March 1, 2025

Effective Begin Date *
March 3, 2025

Release Date (optional)
mm/dd/yyyy

Leaving this blank will automatically set the termination date to 90 days after the effective date.

Select Qualifying Criteria

- Brain Injury
- Chronic Condition
- Developmental Disability
- HIV/AIDS
- Mental Illness
- Pregnant/Postpartum
- Substance Use Disorder
- Youth

No Release Date Entered
You haven't entered a release date. After you submit, the termination date will be set to 05/31/2025.

[Go Back](#) [Submit](#)

Figure 2.6: Approve 90-Day Pre-Release Services for a Qualified Member.

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Note: If a **Release Date** is not entered, a **No Release Date Set** warning message will display with the calculated termination date. If a release date is available, enter the date into the field or click **Submit** to accept the termination date.

9. The **90-Day Pre-Release Services Approved** page is displayed.
- 10 Click Process Another Member to return to the Get Started page.

✓ **90-Day Pre-Release Services Approved**

Please note the effective date and termination date for billing purposes.

JI Aid Code:	12	Name:	John Doe
Incarceration Date:	03/01/2025	Client Identification Number:	12345678A
Effective Date:	03/03/2025	Date of Birth:	01/01/1980
Termination Date:	05/31/2025		
Release Date:	Unknown		

[Process Another Member](#)

Figure 2.7: Services Approved.

Deny JI 90-Day, Pre-Release Services

1. If a member meets the criteria from the Medi-Cal Eligibility System, after Get Started, the Member Found page is displayed, with the option to activate or deny 90-day, pre-release services.
2. In the Deny 90-Day Pre-Release Services tile, click Deny to deny a member for JI 90-day, pre-release services

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Member Found

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	123 Main St
BIC:	12345678A12345	City, State, 00000
Date of Birth:	01/01/1980	Roger Smith
Responsible County:	County Name	NPI 0123456789
Residence County:	County Name	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment – Capitation paid

Member JI Services

<p>Activate 90-Day Pre-Release Services</p> <p>If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.</p> <p>Activate</p>	<p>Deny 90-Day Pre-Release Services</p> <p>If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.</p> <p>Deny</p>	<p>Terminate 90-Day Pre-Release Services</p> <p>If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.</p> <p>Terminate</p>
<p>Pause 90-Day Pre-Release Services</p> <p>If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.</p> <p>Pause</p>	<p>Reset 90-Day Pre-Release Services</p> <p>If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.</p> <p>Reset</p>	<p>Restart 90-Day Pre-Release Services</p> <p>If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.</p> <p>Restart</p>

Figure 2.8: Deny Member Found.

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3. The **Deny 90-Day Pre-Release Services** page is displayed.
4. Enter the **Incarceration Date** for the member in MM/DD/YYYY format or select a date from the calendar.

Note: This date cannot be a future date.

5. Under **Select Reason for Denial**, select the appropriate radio button:
 - Individual does not meet criteria
 - Member has already used the maximum amount of time allowed for 90-day, pre-release services during this incarceration
6. Click **Submit**.



Deny 90-Day Pre-Release Services

Enter member information to mark as unqualified to receive 90-Day Pre-Release Services.

If denied due to lack of qualifying criteria, a Notice of Action will be mailed to the member.

Correctional Facility 001
123 Main St
City, State, 00000
Roger Smith
NPI 0123456789

Incarceration Date *

mm/dd/yyyy  

Select Reason for Denial

Individual does not meet criteria

Member has already used the maximum amount of time allowed for 90-Day Pre-Release Services during this incarceration.

Name: John Doe

Client Identification Number: 12345678A

Date of Birth: 01/01/1980

[Go Back](#) [Submit](#)

Figure 2.9: Deny 90-Day Pre-Release Services.

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7. The **90-Day Pre-Release Services Denied** page is displayed.
8. Click **Process Another Member** to return to the **Get Started** page.

⊗ 90-Day Pre-Release Services Denied

Reason for Denial: Individual does not meet criteria	Name:	John Doe
A Notice of Action will be mailed to the individual.	Client Identification Number:	12345678A
	Date of Birth:	01/01/1980
	Incarceration Date:	03/01/2025

[Process Another Member](#)

Figure 2.10: Deny 90-Day Pre-Release Service Completed.

Pause JI 90-Day, Pre-Release Services

Services may be paused if a release date is extended, or if a member goes to a state hospital for evaluation.

1. If a member is Medi-Cal eligible and has already been approved for JI 90-day, pre-release services, the **Member Found** page is displayed. In the **Pause 90-Day Pre-Release Services** tile, click **Pause** for this member.

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Member Found

✔ Active

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	123 Main St
BIC:	12345678A12345	City, State, 00000
Date of Birth:	01/01/1980	Roger Smith
Responsible County:	County Name	NPI 0123456789
Residence County:	Unknown	
JI Aid Code:	I2	
Incarceration Date:	03/01/2025	
Effective Date:	03/03/2025	
Termination Date:	05/31/2025	
Release Date:	05/31/2025	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment – Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

Restart

Figure 2.11: Pause Active Member Found.

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2. The **Pause 90-Day Pre-Release Services** page is displayed.
3. Under **Select Date for Pause**, enter the date in MM/DD/YYYY format or select a date from the calendar.
4. Under **Select Reason for Pause**, select the appropriate radio button.
 - If the radio button next to **Release Date Extended** is selected, enter the new release date.
 - If the radio button next to **Member going to hospital for evaluation** is selected, there is no change to the release date.
5. Click **Pause 90-Day Pre-Release Services**.



Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code here.

Correctional Facility 001
123 Main St
City, State 00000
Roger Smith
NPI 0123456789

Select Date for Pause



Pause Date *

Select Reason for Pause

Release date extended

Select a New Release Date (optional)

Member going to hospital for evaluation

Name:	John Doe
Client Identification Number:	12345678A
Date of Birth:	01/01/1980
JI Aid Code:	I2
Incarceration Date:	03/01/2025
Effective Date:	03/03/2025
Termination Date:	05/31/2025
Release Date:	05/31/2025

Figure 2.12: Pause 90-Day, Pre-Release Services.

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- The **90-Day Pre-Release Services Paused** page is displayed.
- Click **Process Another Member** to return to the **Get Started** page.

90-Day Pre-Release Services Paused

JI Aid Code:	12	Name:	John Doe
Incarceration Date:	03/01/2025	Client Identification Number:	12345678A
Effective Date:	03/03/2025	Date of Birth:	01/01/1980
Pause Date:	03/26/2025		
Release Date:	06/30/2025		

[Process Another Member](#)

Figure 2.13: Services Paused Completion.

Reset JI 90-Day, Pre-Release Services

After pre-release services have been paused or terminated, CFs can reset services for an *additional* 90 days. A reset can only occur **one time per incarceration episode**.

- After **Get Started**, the **Member Found** page is displayed. In the **Reset 90-Day Pre-Release Services** tile, click **Reset** for this member.

Justice-Involved (JI) Reentry Initiative Screening User Guide

Member Found

II Paused

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	123 Main St
BIC:	12345678A12345	City, State, 00000
Date of Birth:	01/01/1980	Roger Smith
Responsible County:	Unknown	NPI 0123456789
Residence County:	Unknown	
JI Aid Code:	I2	
Incarceration Date:	02/08/2025	
Effective Date:	02/14/2025	
Termination Date:	🕒 02/26/2025	
Release Date:	05/20/2025	
Aid Code Days Remaining:	77 days	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment - Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

Restart

Figure 2.14: Reset Paused Member.

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- The **Reset 90-Day Pre-Release Services** page is displayed.
- Enter the **Reset Date**. This date will be the first day of the new 90-day eligibility period. The date entered must be before the existing release date. If it is after the **Reset Date** or the **Release Date** needs to be updated.
- The **Update-Release Date** field is optional. If the reset date occurs after the existing release date then the field must be updated. If the new release date is available enter it into the field. If there is no available date, check the box next to **Release date is unknown**. If the release date is unknown, a **No Release Date Entered** warning message displays with the calculated termination date.
 - For Terminated members only under **Select Reason for Reset**, select one of the appropriate radio buttons.
 - If the radio button next to **Release Date Extended** is selected, enter the new release date or select the check box next to **Release date is unknown**
 - If the radio button next to **Member went to state hospital for evaluation** is selected, verify the entered Reset date is before the existing Release Date. If it is not, select the Release Date Extended radio button and enter a new Release Date.
- Click **Reset 90 Day Pre-Release Services**.



Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Correctional Facility 001
123 Main St
City, State 00000
Roger Smith
NPI 0123456789

Select Date for Reset



Reset Date *

Select Reason for Reset

Release date extended

Select a New Release Date (optional)

Release date is unknown

Member went to state hospital for evaluation

Name:	John Doe
Client Identification Number:	12345678A
Date of Birth:	01/01/1980
JI Aid Code:	I2
Incarceration Date:	02/08/2025
Pause Date:	02/26/2025
Release Date:	05/20/2025

[Go Back](#) [Reset 90-Day Pre-Release Services](#)

Figure 2.15: Reset Services.

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6. The **90-Day Pre-Release Services Successfully Reset** message is displayed.
7. Click **Process Another Member** to return to the **Get Started** page.



Figure 2.16: Reset Completion.

Restart JI 90-Day, Pre-Release Services

After 90-day pre-release services have been reset once, then paused or terminated, CFs can restart services to use the remaining days.

1. After **Get Started**, the **Member Found** page is displayed. In the **Restart 90-Day Pre-Release Services** tile, click **Restart** for this member.

Justice-Involved (JI) Reentry Initiative Screening User Guide

Member Found

✖ Terminated

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	123 Main St
BIC:	12345678A12345	City, State, 00000
Date of Birth:	01/01/1980	Roger Smith
Responsible County:	Unknown	NPI 0123456789
Residence County:	Unknown	
JI Aid Code:	I2	
Incarceration Date:	02/08/2024	
Effective Date:	01/25/2025	
Termination Date:	🕒 02/24/2025	
Release Date:	02/24/2025	
Aid Code Days Remaining:	63 days	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment - Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

[Activate](#)

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

[Deny](#)

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

[Terminate](#)

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

[Pause](#)

Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

[Reset](#)

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

[Restart](#)

Figure 2.17: Restart Terminated Member Found.

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2. The **Restart 90-Day Pre-Release Services** page is displayed.
3. Enter the **Restart Date**. The date entered must be before the existing release date. If it is after, the **Restart Date** or the **Release Date** needs to be updated.
4. The **Update Release Date** field is optional. If the restart date occurs after the existing release date, then this field must be updated. If a new release date is available, enter it into the field. If there is no available release date, check the box next to **Release date is unknown**. If the release date is unknown, a **No Release Date Entered** warning message displays with the calculated termination date.

For **Terminated** members only, **Select Reason for Restart**, select one of the appropriate radio buttons.

- If the radio button next to **Release Date Extended** is selected, enter the new release date or select the check box next to **Release date is unknown**
- If the radio button next to **Member went to state hospital for evaluation** is selected, verify the entered Restart date is before the existing Release Date. If it is not, select the Release Date Extended radio button and enter a new Release Date there is no change to the release date.

5. Select **Restart 90-day Pre-Release Services**.

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

Correctional Facility 001
123 Main St
City, State 00000
Roger Smith
NPI 0123456789

Select Date for Restart
Restart Date *
mm/dd/yyyy

Select Reason for Restart
 Release date extended
Select a New Release Date (optional)
mm/dd/yyyy

Release date is unknown
 Member went to state hospital for evaluation

[Go Back](#) [Restart 90-Day Pre-Release Services](#)

Name:	John Doe
Client Identification Number:	12345678A
Date of Birth:	01/01/1980
JI Aid Code:	I2
Incarceration Date:	02/08/2024
Release Date:	02/24/2025
Aid Code Days Remaining:	63 days

Figure 2.18: Restart Services.

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- The **90-Day Pre-Release Services Restarted** page is displayed.
- Click **Process Another Member** to return to the **Get Started** page.

✓ **90-Day Pre-Release Services Restarted**

Please note the Effective Date and Termination Date for billing purposes.

JI Aid Code:	12	Name:	John Doe
Incarceration Date:	02/08/2024	Client Identification Number:	12345678A
Effective Date:	02/24/2025	Date of Birth:	01/01/1980
Termination Date:	04/28/2025		
Release Date:	Unknown		
Aid Code Days Remaining:	63 days		

[Process Another Member](#)

Figure 2.19: Restart 90-Day Pre-Release Services Completed.

Terminate 90-Day, Pre-Release Services

If a member has already been activated for 90-day, pre-release services, use this feature to manage the termination date of benefits.

- After **Get Started**, the **Member Found** page is displayed. In the **Terminate 90-Day Pre-Release Services** tile, click **Terminate** for this member.

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Member Found

✔ Active

Name:	John Doe	Correctional Facility 001
Client Identification Number:	12345678A	
BIC:	12345678A12345	123 Main St
Date of Birth:	01/01/1980	City, State, 00000
Responsible County:	County Name	Roger Smith
Residence County:	Unknown	NPI 0123456789
JI Aid Code:	12	
Incarceration Date:	03/01/2025	
Effective Date:	03/03/2025	
Termination Date:	05/31/2025	
Release Date:	05/31/2025	

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment - Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

Restart 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

Restart

Figure 2.20: Terminate Active Member Found.

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- Under **Select Reason for Termination**, select the appropriate radio button.
 - If **Member is being released and will no longer have access to pre-release services** is selected, enter the **Release Date**. This feature may be used to extend the release date up to 90 days, or shorten the time, if the member is given an early release.
 - If **Member no longer meets the qualifications for pre-release services** is selected, the termination date is defaulted to the current day.
- Click **Terminate 90-Day Pre-Release Services**.

Terminate 90-Day Pre-Release Services



If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here. The Release Date can be updated if needed.

Correctional Facility 001
123 Main St
City, State, 00000
Roger Smith
NPI 0123456789

Select Reason for Termination

Member is being released and will no longer have access to 90-Day Pre-Release Services

Release Date*

mm/dd/yyyy  

Member no longer meets the qualifications for 90-Day Pre-Release Services


[Go Back](#) [Terminate 90-Day Pre-Release Services](#)

Name:	John Doe
Client Identification Number:	12345678A
Date of Birth:	01/01/1980
JI Aid Code:	I2
Incarceration Date:	03/01/2025
Effective Date:	03/03/2025
Termination Date:	05/31/2025
Release Date:	05/31/2025

Figure 2.21: Terminate 90-Day Pre-Release Services.

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- When the system completes the transaction, the **90-Day Pre-Release Services Terminated** page is displayed.
- Click **Process Another Member** to return to the **Get Started** page.

 **90-Day Pre-Release Services Terminated**

JI Aid Code:	12	Name:	John Doe
Incarceration Date:	03/01/2025	Client Identification Number:	12345678A
Effective Date:	03/03/2025	Date of Birth:	01/01/1980
Termination Date:	05/15/2025		
Release Date:	05/15/2025		

[Process Another Member](#)

Figure 2.22: Termination Completed.

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Multiple Member Screening

For multiple member screening, CFs can Inquire, Activate, Deny, Pause, Reset, Restart or Terminate 90-day, pre-release services for a maximum of 200 members in one upload.

1. On the **Get Started** page, in the **Multiple Member Screening (Inquiry, Activation and Termination)** section, select between the default service location or select a different service location from the dropdown list. If only one service location is available for a NPI, that location is the default.
2. Click **Download .xls Template**. An Excel file is downloaded to the Downloads folder on your computer. If Excel is unavailable, click **Don't have Excel? Download a .csv template** link.
3. Enter the required information in the Excel template. The Effective Begin Date cannot be a date in a prior month
4. Once complete, the template **must** be saved in CSV format before uploading. Drag and drop the file into the designated area or click **Select File to Upload** to upload the CSV file.

Multiple Member Screening

Enter member information to process up to 200 members at one time. Download the template and fill out the required fields for each action you want to perform, including Inquiry, Activation, Termination, Deny, Pause, Reset, or Restart. The Excel template includes notes that explain the requirements for each action. The other fields are optional for your own tracking and processing use. You must save your file in .csv format for uploading.

All actions specified in the upload file will be processed under the default facility location. You may choose to select a different facility location below if you do not wish to use the default.

Select Service Location

Correctional Facility 001, 123 Main St, City, State 00000

Select a different service location

Service Location*

Choose an option

Select a service location to continue.

[Download .xls Template](#)

Template v2.1.3 (01/01/2025)

[Don't have Excel? Download a .csv template](#)

Drag and drop a file here, or select a file to upload

.csv files only | Maximum 200 members

Select File to Upload

Figure 2.23: Multiple Member Screening.

Justice-Involved (JI) Reentry Initiative Screening User Guide

5. Once the file is ready for uploading, click **Submit**.

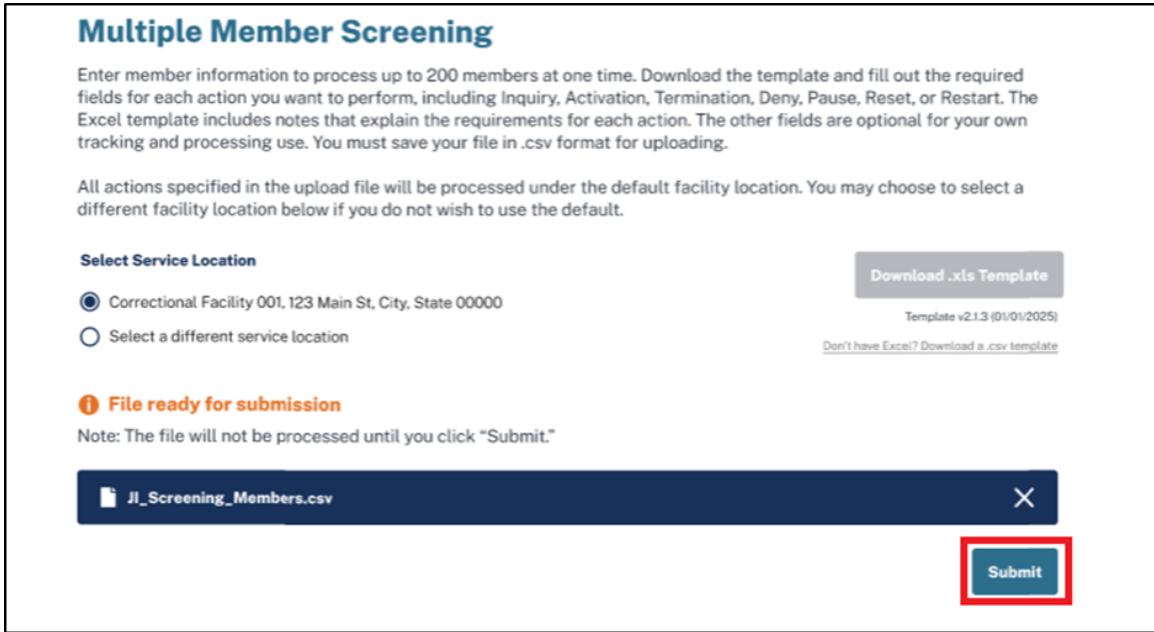


Figure 2.24: Upload File.

6. Wait for the file upload to finish processing before closing or navigating to another screen.

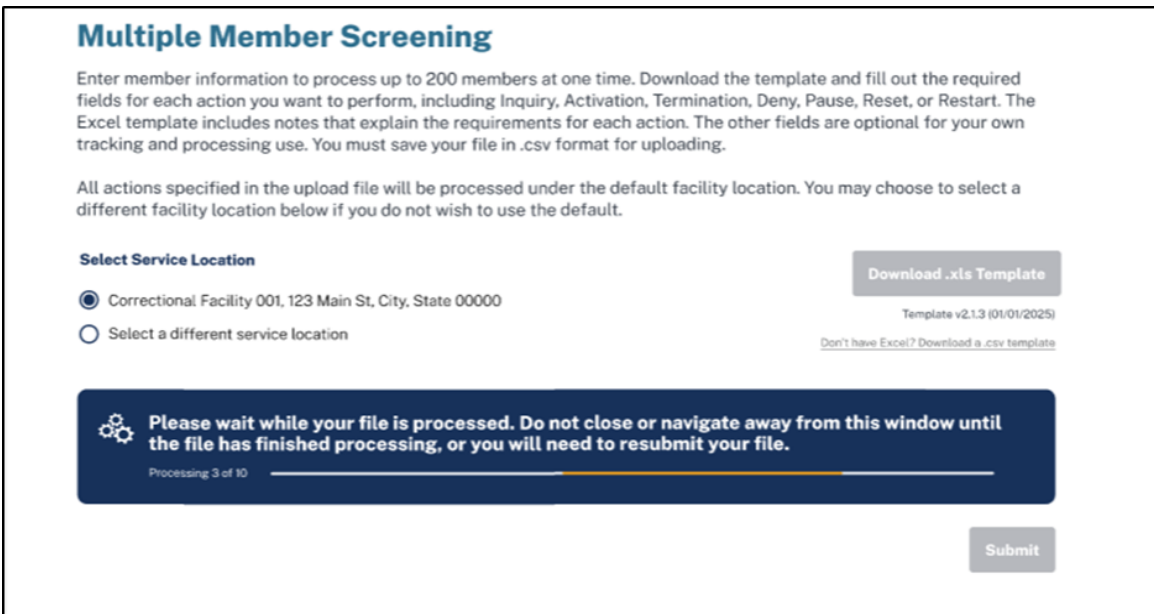


Figure 2.25: File Upload Processing.

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7. The **Member Results** page displays a list of data. In the Status column, each record shows one of the following:

- **Accepted:** Records are successfully processed.
- **Pending:** Records that are waiting for the transactions to be available.
- Various error messages

Note: If the screening is performed before 5 p.m. on business days, the transactions for records listed as “Accepted” or “Pending” will be available the following business day. If the file is uploaded on a non-business day or after 5 p.m., the transactions will be available in two business days.

Correct Errors from Your Uploaded File

Member Results

Upload Another File

The individuals listed below were submitted for Justice-Involved 90-Day Pre-Release Service actions. Records that have been successfully uploaded will show a status of “Accepted.” Records listed as “Accepted” or “Pending” will be processed the following 1-2 business days. New or additional actions cannot be submitted for them until they have been processed.

Accepted (3) Needs Correction (7)

Download Responses (.csv) Download Responses (.xls)

To complete processing of [file_name], correct the errors in the **Correct Errors from Your Uploaded File** section above, or correct them in your file and upload the updated .csv file.

Showing 1-10 of 95

Name	CIN	DOB	Action	Termination Date	Status
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Error example
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted

Figure 2.26: Member Results.

8. If the file contains errors, correct the errors in the original file and click **Upload Another File** to upload the CSV again, or click the chevron arrow to open the **Correct Errors from Your Uploaded File** section

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- Review and correct the errors highlighted in red by hovering over the error icon and clicking into the cell to make the correction.

Your file was processed, but some errors need correction.
Some records couldn't be processed due to errors. Review and correct them below or continue to the Member Results section.

Correct Errors from Your Uploaded File

You can review and correct errors below. Fields with errors are highlighted in red. Hover over an error icon to see details, then click into a cell to make edits. Fields you've edited appear in yellow until you submit your corrections. When you're done, select Submit Corrections. If you don't want to correct errors now, you can download the error file, which includes any edits you've made, and upload it later after making updates.

7 unedited error rows remaining Show unedited rows only

CIN ⓘ	DOB ⓘ	Action ⓘ	Incarceration Date ⓘ	Effective Date ⓘ	Brain Injury ⓘ	Chronic Condition ⓘ	Deve Disa
12345678A ⓘ	01/01/80	Terminat ⚠	03/01/25	03/03/25	N	N	N
12345678A ⚠	01/01/80	Terminate	03/01/25	03/03/25	N	N	N
12345678A ⓘ	01/01/80	Terminate	03/01/25	02/29/25 ⚠	N	N	N
12345678A ⓘ	01/01/80	Terminate	03/01/25	03/03/25	N	N	N
12345678A ⓘ ⚠	01/01/80	Terminate	03/01/25	03/03/25	N	N	N
12345678A ⓘ	01/01/80	Terminate	03/01/25	03/03/25 ⚠	N	N	N

[Download Error File \(.xls\)](#) [Submit Corrections](#)

Figure 2.27: Error Corrections Table.

- Click the information icon next to the CIN to view the Member Information and Pre-Release Services Screening History. Review these details to verify the member's information and help with making corrections, if needed.

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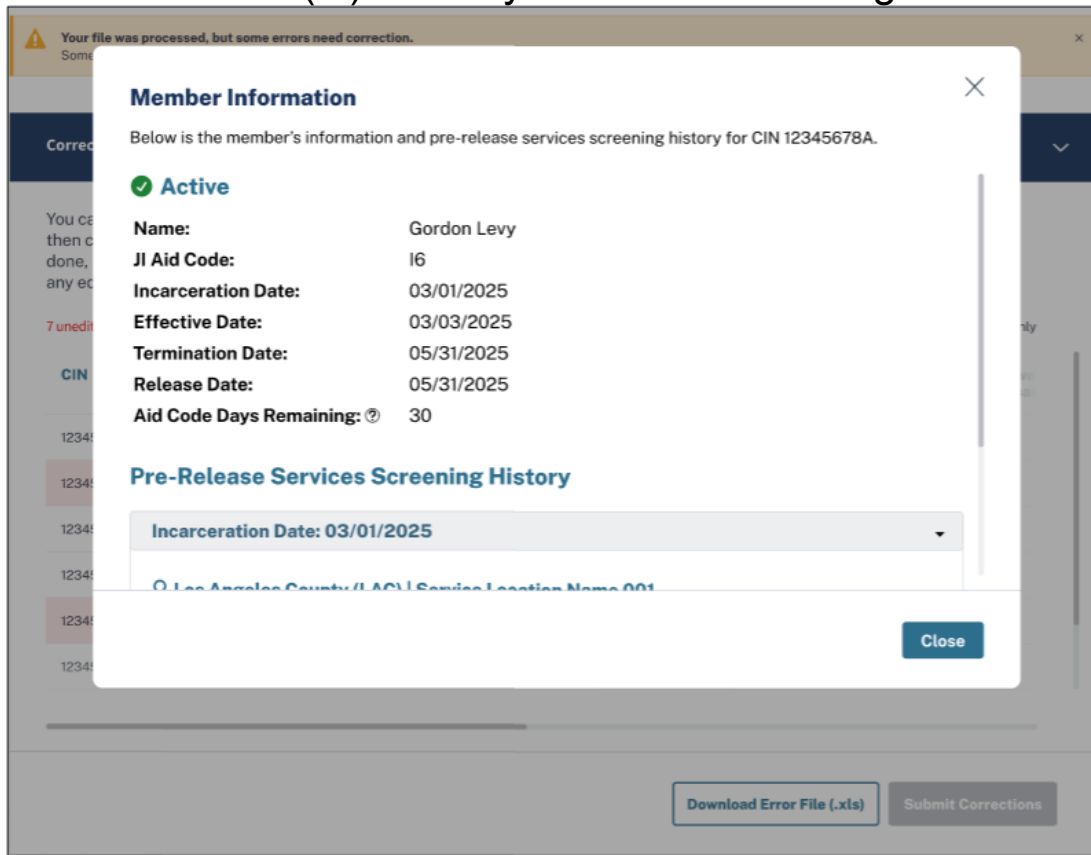


Figure 2.28: Member Information.

11. Edited fields will display in yellow until the corrections are submitted. When the corrections are completed, click **Submit Corrections**. If corrections need to be completed later, click **Download Error File (.xls)** to save the file, apply the updates and upload the corrected file when ready.

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Correct Errors from Your Uploaded File

You can review and correct errors below. Fields with errors are highlighted in red. Hover over an error icon to see details, then click into a cell to make edits. Fields you've edited appear in yellow until you submit your corrections. When you're done, select Submit Corrections. If you don't want to correct errors now, you can download the error file, which includes any edits you've made, and upload it later after making updates.

3 unedited error rows remaining Show unedited rows only

CIN	DOB	Action	Incarceration Date	Effective Date	Brain Injury	Chronic Condition	Dev...
12345678A	01/01/80	Activate	03/01/25	03/03/25	N	N	N
12345678B	01/01/80	Inquiry	03/01/25	03/03/25	N	N	N
12345678A	01/01/80	Activate	03/01/25	03/03/25	N	N	N
12345678A	01/01/80	Terminate	03/01/25	03/03/25	N	N	N
12345678A	01/01/80	Pause	03/01/25	03/03/25	N	N	N
12345678A	01/01/80	Deny	03/01/25	03/03/25	N	N	N
		Reset					
		Restart					

[Download Error File \(.xls\)](#) [Submit Corrections](#)

Figure 2.29: Error Corrections Table-Edited Fields.

12. After the errors are corrected and the file is processed, click **Download Responses (.csv)** or **Download Responses (.xls)** to retain a new copy of the response before leaving the page.

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✓ Corrections submitted successfully. The Member Results section below shows your updated results. ×

Member Results Upload Another File

The individuals listed below were submitted for Justice-Involved 90-Day Pre-Release Service actions. Records that have been successfully uploaded will show a status of "Accepted." Records listed as "Accepted" or "Pending" will be processed the following 1-2 business days. New or additional actions cannot be submitted for them until they have been processed.

✓ Accepted (10) Download Responses (.csv) Download Responses (.xls)

Showing 1-10 of 95 1 2 3 4 5

Name	CIN	DOB	Action	Termination Date	Status
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted
John Doe	12345678A	01/01/1980	Activate	03/03/2025	Accepted

Figure 2.30: Member Results.

Pre-Release Services Screening History

The **Pre-Release Services Screening History** is available at the bottom of the **Member Found** page for each member. The screening history displays the following information:

- **Download Screening History:** This is where CFs can download the screening history in Excel format for a single member or all members within a given date range.
- **Date of Action:** This is the date that a user applied a change to a member's JI 90-day, pre-release benefits in the screening portal.
- **Screening Action:** This is the action taken to **Activate, Pause, Terminate, Deny, Reset** or **Restart** a member's JI 90-day, pre-release benefits.
- **Action Reason:** This is the description of the reason for pausing, denying, or terminating a member's JI 90-day, pre-release benefits.
- **JI Start Date:** This is the member's activation date of JI 90-day, pre-release services.
- **JI End Date:** This is the member's last day of JI 90-day, pre-release benefits, known as the termination date. **Note:** Claims can be reimbursed for dates up to and including the JI end date.
- **Release Date:** This is the member's release date from incarceration.

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Transactions are grouped by correctional facility name and service location.

1. Click the arrow next to the **Incarceration Date** to expand or collapse the view of transactions for that date.
2. The screening history may be sorted by clicking any column heading.

Pre-Release Services Screening History

Incarceration Date: 02/08/2024

Correctional Facility | Service Location Name 001

Date of Action	Screening Action	Action Reason	JI Start Date	JI End Date	Release Date
02/20/2025	Terminated	Member released	01/25/2025	02/24/2025	02/24/2025
02/09/2025	Reset	—	01/25/2025	02/25/2025	02/25/2025
01/20/2025	Pause	Member going to Hospital for Evaluation	01/08/2025	01/20/2025	04/08/2025
01/09/2025	Activated	—	01/08/2025	04/08/2025	04/08/2025

Incarceration Date: 01/13/2020

Incarceration Date: 05/24/2014

Figure 3.1: Screening History.

Note: Claims, Medi-Cal eligibility, Managed Care or other Medi-Cal transactions are **not** displayed in the Pre-Release Services Screening History.

Download Screening History

Download Screening History for a Single Member

- From the Pre-Release Services Screening History section on the Member Found page, click **Download Screening History**.

Note: The **Days Remaining** field is not available in the resulting data when downloading transactions where a date range selection is available. This is because the remaining days are calculated based on today's date. To see the remaining days, use either the Currently Active or Currently Paused filters under Member Status, or use the Days Remaining (active member only) filter.

The screenshot displays the 'Pre-Release Services Screening History' section. At the top right, there is a button labeled 'Download Screening History'. Below this, a dropdown menu shows 'Incarceration Date: 03/01/2025'. Underneath, a location filter is set to 'Los Angeles County (LAC) | Service Location Name 001'. A table with the following columns is shown: 'Date of Action', 'Screening Action', 'Action Reason', 'JI Start Date', 'JI End Date', and 'Release Date'. The table contains one row of data: '03/12/2024', 'Activated', '-', '03/03/2025', '05/31/2025', and '05/31/2025'. Below the table, there are two more dropdown menus for 'Incarceration Date' with values '01/13/2020' and '05/24/2014'.

Figure 4.1: Download Screening History Link.

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4. In the **Date Range** field, enter a date range or leave blank (this is an optional field). In the **Choose Data to Include** section, select the checkbox(es) next to the appropriate data to include in the download. Click **Download Screening History**. An Excel file will be downloaded to the download folder on your computer.

Download Screening History ✕

Download screening history in Excel format for CIN 31864416A. You can select a date range and choose which data fields to include in the export.

Select Date Range

Date Range

Select a date range to narrow the history, or leave blank to include all of it.

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

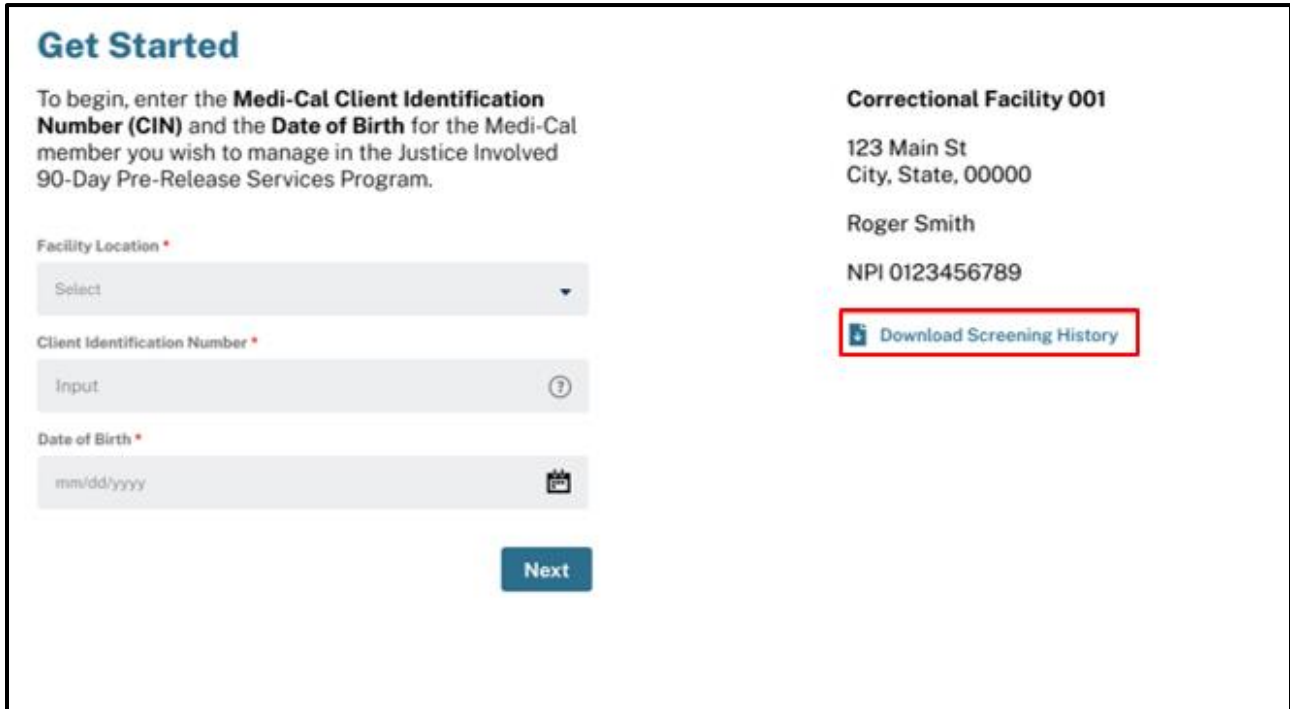
Figure 4.2: Enter Data Criteria for Download – Single Member.

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Download Screening History for All Members

From the **Get Started** page, providers can download the screening history data for a single member or for all members associated to the selected NPI.

5. On the **Get Started** page, click **Download Screening History**.



Get Started

To begin, enter the **Medi-Cal Client Identification Number (CIN)** and the **Date of Birth** for the Medi-Cal member you wish to manage in the Justice Involved 90-Day Pre-Release Services Program.

Facility Location *

Select

Client Identification Number *

Input

Date of Birth *

mm/dd/yyyy

Next

Correctional Facility 001

123 Main St
City, State, 00000

Roger Smith

NPI 0123456789

[Download Screening History](#)

Figure 4.3: Download Screening History Link on the Get Started Page.

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- Click the **Download for all members (CINs) associated with my NPI** radio button. Select an option to apply one of the following filters to narrow the search: Member Status, Correctional Facility User, JI Services Terminated (Medi-Cal Ended – J4 Code), or Days Remaining (Active Members). Enter a **Date Range** (if applicable to the selected filter) and select the checkbox(es) next to the appropriate data to include in the download.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

Member Status X | ▼

Select a filter to narrow the history, or leave blank to include all of it.

Member Status *

Select ▲

Currently Active

Currently Paused

Currently Terminated

Select a date range to narrow the history (up to 30 days).

Choose Data to Include Select All Deselect All

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

Figure 4.4: Select Filters for All Members

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Member Status

7. If **Member Status** is selected from the **Filter By** drop down, select one of the following from the required **Member Status** drop down field to further refine the search: Currently Active, Currently Paused and Currently Terminated. To clear the filter selection, click the "X" in the selection box.

Note: If Currently Active or Currently Paused is selected, the Date Range field is hidden. If Currently Terminated is selected, the Date Range field is required, and users can only view history from the past 31 days.

The screenshot shows a web form titled "Download Screening History" with a sub-header "Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export." The form includes a "Select Member(s) for Download" section with two radio buttons: "Download for a single member (CIN)" and "Download for all members (CINs) associated with my NPI". Below this is a "Select Filters" section, which is highlighted with a red box. It contains a "Filter By" dropdown menu currently set to "Member Status", with an "X" and a dropdown arrow. Below the dropdown is a list of options: "Select", "Currently Active", "Currently Paused", and "Currently Terminated". Below the filter section is a "Choose Data to include" section with "Select All" and "Deselect All" options. It contains a grid of 15 checkboxes, all of which are checked: NPI, Provider Name, Facility Location, CIN/BIC/DOB, Member Name, JI Aid Code, MCP Code, MCP Name, MCP Enrollment Status, Transaction Date/Time, Incarceration Date, Action, Effective Date, Termination Date, Release Date, Reason Code, Days Remaining, and CF User Who Submitted. At the bottom right, there are two buttons: "Back" and "Download Screening History".

Figure 4.5: Member Status Drop Down.

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Correctional Facility User

8. If **Correctional Facility User** is selected from the **Filter By** drop down, select an individual from the required **Correctional Facility User** drop down field and select the required date range. To clear the filter selection, click the “X” in the selection box.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

Correctional Facility User X | ▼

Select a filter to narrow the history, or leave blank to include all of it.

Correctional Facility User *

Select ▼

Select Date Range

Date Range *

mm/dd/yyyy - mm/dd/yyyy 📅

Select a date range to narrow the history (up to 30 days).

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

[Back](#) [Download Screening History](#)

Figure 4.6: Correctional Facility User Drop Down

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JI Services Terminated (Medi-Cal Ended – J4 Code)

9. If **JI Services Terminated (Medi-Cal Ended – J4 Code)** is selected from the **Filter By** drop down, select the required date range to refine the search history up to 30 days. To clear the filter selection, click the “X” in the selection box.

Download Screening History * Indicates required field

Download screening history in Excel format for a single member or all members associated with your NPI. You can select a date range, apply a filter, and choose which data fields to include in the export.

Select Member(s) for Download

Download for a single member (CIN)

Download for all members (CINs) associated with my NPI

Select Filters

Filter By

JI Services Terminated (Medi-Cal Ended – J4 Code) ▼

Select a filter to narrow the history, or leave blank to include all of it.

Select Date Range

Date Range *

mm/dd/yyyy - mm/dd/yyyy

Select a date range to narrow the history (up to 30 days).

Choose Data to Include [Select All](#) | [Deselect All](#)

<input checked="" type="checkbox"/> NPI	<input checked="" type="checkbox"/> MCP Code	<input checked="" type="checkbox"/> Effective Date
<input checked="" type="checkbox"/> Provider Name	<input checked="" type="checkbox"/> MCP Name	<input checked="" type="checkbox"/> Termination Date
<input checked="" type="checkbox"/> Facility Location	<input checked="" type="checkbox"/> MCP Enrollment Status	<input checked="" type="checkbox"/> Release Date
<input checked="" type="checkbox"/> CIN/BIC/DOB	<input checked="" type="checkbox"/> Transaction Date/Time	<input checked="" type="checkbox"/> Reason Code
<input checked="" type="checkbox"/> Member Name	<input checked="" type="checkbox"/> Incarceration Date	<input checked="" type="checkbox"/> Days Remaining
<input checked="" type="checkbox"/> JI Aid Code	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> CF User Who Submitted

[Back](#) [Download Screening History](#)

Figure 4.7: JI Services Terminate (Medi-Cal Ended – J4 Code)

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Days Remaining

10. If **Days Remaining (Active Members)** is selected from the **Filter By** drop down, select one of the following options from the required **Days Remaining** drop down to further refine the search: All, Less than 10 days, Less than 20 days or Less than 30 days. To clear the filter selection, click the “X” in the selection box. The **Date Range** field is hidden.

The screenshot shows a web form titled "Download Screening History" with a sub-header "Select Member(s) for Download". Below this are two radio button options: "Download for a single member (CIN)" and "Download for all members (CINs) associated with my NPI". A red box highlights the "Select Filters" section. Inside this box, the "Filter By" dropdown is set to "Days Remaining (Active Members)". Below it is a "Days Remaining" dropdown menu with options: "Select", "All", "Less than 10 days", "Less than 20 days", and "Less than 30 days". To the right of the "Days Remaining" dropdown are several checked checkboxes for data fields: Effective Date, Termination Date, Release Date, Reason Code, Days Remaining, and CF User Who Submitted. At the bottom right of the form are "Back" and "Download Screening History" buttons.

Figure 4.8: Days Remaining (Active Members) Drop Down

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Example of Screening History Download

11. After clicking **Download Screening History**, open the Excel file from the Downloads folder of your computer. The file name will appear as follows:
- c. **JI_Screening_History_<cin>_(<dob>).xls** – if the screening history download is for a single member.
 - d. **JI_Screening_History_<npi>_<filter>(All).xls** or **JI_Screening_History_<npi>_(<date-range>).xls** – if the screening history download is for multiple members with a filter or date range applied.
12. Open the file to view the screening history. It will include only the data checkboxes selected before downloading. If a checkbox wasn't selected, it won't appear in the file.

Screening History Download Data Fields

Data Field	Example
CIN	123456789G
NPI	123456789
NPI Name	County of San Francisco
Service Location	Adult Jail 1
Member Name	John Doe
Date of Birth	01/01/1960
BIC	987654321F1234
JI Aid Code	I3
MCP Code	38
MCP Enrollment Status	Enrolled
MCP Name	Anthem Blue Cross Partnership Plan
Transaction Date	01/01/2025
Incarceration Date	01/01/2025
Action	Activate

**Justice-Involved (JI) Reentry Initiative Screening User Guide
Screening History Download Data Fields (continued)**

Data Field	Example
JI Effective Date	01/01/2025
Termination Date	01/01/2025
Release Date	01/01/2025
Reason Code	J1 (No longer expected to be released within 90 days [Pause]) J4 (The Medi-Cal eligibility ended while the 90-day pre-release services aid code was still active)
Days Remaining	58
CF Who Submitted	John Smith

Appendix A: Field Specifications

Appendix A contains field specifications for each page in the JI Screening Portal application, with the field names in the left column and the data specifications in the right column. These specifications indicate whether a field is required or optional and indicate valid values for the fields.

Get Started Fields

Field Name	Data Specifications
NPI	<ul style="list-style-type: none"> • Required field • If user has authorization for more than one NPI, a dropdown list is available • Select one NPI from the list
Service Location	<ul style="list-style-type: none"> • If NPI has more than one Service Location, a dropdown list is available • Select one Service Location from the list
Client Identification Number	<ul style="list-style-type: none"> • Required field • Must contain 9 characters • First character must begin with a “9” • Characters 2-8 are numbers • Ninth character is one of the following alphabetic values: A, C, D, E, F, G, H, M, N, S, T, U, V, W
Date of Birth	<ul style="list-style-type: none"> • Required field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a date prior to 01/01/1900 • Cannot be a future date

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Approve for 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Incarceration Date	<ul style="list-style-type: none"> • Required field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a future date
Effective Begin Date	<ul style="list-style-type: none"> • Required field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a future date • Cannot be a date in a prior month • Cannot be prior to Incarceration Date • Must be a minimum of one day after the Termination Date of a prior incarceration episode
Release Date (optional)	<ul style="list-style-type: none"> • Optional field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be equal or prior to Effective Begin Date • Cannot be more than 90 days after Effective Begin Date
Select Qualifying Criteria	<ul style="list-style-type: none"> • Required field • Select one or more criteria that the member meets. If a member does not meet the criteria, do not select a checkbox. • If the member is considered a “youth” per JI policy, select the checkbox next to Youth.

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Deny 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Incarceration Date	<ul style="list-style-type: none"> • Required field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a future date
Select Reason for Denial	<ul style="list-style-type: none"> • Required field • Select one of two options for Denial Reason <ul style="list-style-type: none"> - Member does not meet criteria - Member has already used the maximum amount of time allowed for 90-Day Pre-Release Services during this incarceration

Pause 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Select Date for Pause	<ul style="list-style-type: none"> • Required Field • Enter MM/DD/YYYY date OR • Select date from calendar • Can be a current or future date • Cannot go beyond the existing termination date • Can not be a date in the past
Select Reason for Pause	<ul style="list-style-type: none"> • Required field • Select one of two reasons: <ul style="list-style-type: none"> - Member's release date is being extended beyond the original 90-day eligibility period. Note: System requests Release Date to be entered but it is not a required entry - Member is going to hospital for evaluation and does not receive pre-release services during inpatient stay for evaluation
Select a New Release Date (optional)	<ul style="list-style-type: none"> • Optional field when selecting the reason for pause is due to the member's release date being extended beyond the original eligibility period • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be equal or prior to Effective Begin Date

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Reset 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Reset Date	<ul style="list-style-type: none"> • Required Field • Enter MM/DD/YYYY date OR • Select date from calendar • Can be a current date • Cannot be a future date • Can be back dated to any day within the current month but cannot be prior to the most current pause date for the member
Select a Reason for Reset (Only for Terminate)	<ul style="list-style-type: none"> • Release date extended • Member went to state hospital for evaluation
Select a New Release Date (optional)	<ul style="list-style-type: none"> • Optional field • Enter MM/DD/YYYY date OR • Select date from calendar • Must be greater than the Reset Date • Cannot be more than 90 days from the Reset Date

Restart 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Restart Date	<ul style="list-style-type: none"> • Required Field • Enter MM/DD/YYYY date OR • Select date from calendar • Can be a current date • Cannot be a future date • Can be back dated to any day within the current month but cannot be prior to the most current pause date for the member
Select a Reason for Reset (Only for Terminate)	<ul style="list-style-type: none"> • Release date extended • Member went to state hospital for evaluation

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Data Field Name	Data Field Specifications
Select a New Release Date (optional)	<ul style="list-style-type: none">• Optional field• Enter MM/DD/YYYY date OR• Select date from calendar• Must be greater than the Restart Date• Cannot total more than 90 days for the incarceration period, based on previous usage of the 90-days of services. If the timeframe exceeds 90 days, an error is displayed.

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Terminate 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
Select Reason for Termination	<ul style="list-style-type: none"> • Required field • Select one of two reasons: <ul style="list-style-type: none"> – Member is being released and will no longer have access to pre-release services – Member no longer meets the qualifications for pre-release services
Release Date	<ul style="list-style-type: none"> • Required field if selecting that the member being released. • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be equal to or prior to Effective Begin Date • Cannot be more than 90 days after Effective Begin Date

Multiple Member Screening Download Template Fields

Data Field Name	Data Field Specifications
Client Identification Number	<ul style="list-style-type: none"> • Required field • Must contain nine characters • First character must begin with a “9” • Characters two thru eight are numbers • Ninth character is one of the following alphabetic values: A, C, D, E, F, G, H, M, N, S, T, U, V, W
Date of Birth	<ul style="list-style-type: none"> • Required field • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a date prior to 01/01/1900 • Cannot be a future date

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Data Field Name	Data Field Specifications
Action	<ul style="list-style-type: none"> • Inquiry (I) • Activate (A) • Deny (D) • Pause (P) • Reset (R) • Restart (S) • Terminate (T) • Note: One letter codes are accepted
Incarceration Date	<ul style="list-style-type: none"> • Required field for Activate • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a future date
Effective Date	<ul style="list-style-type: none"> • Required field for Activate • Enter MM/DD/YYYY date OR • Select date from calendar • Cannot be a future date • Cannot be a date in a prior month • Cannot be prior to Incarceration Date • Must be a minimum of one day after the Termination Date of a prior incarceration episode

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Data Field Name	Data Field Specifications
<p>Qualifying Criteria:</p> <ul style="list-style-type: none"> • Brain Injury • Chronic Condition • Developmental Disability • HIV/AIDS • Mental Illness • Pregnant/Postpartum • Substance Use Disorder • Youth 	<ul style="list-style-type: none"> • At least one is required for Activate • Enter “Y” or “X” to indicate to include qualifying criteria • Enter “N” or leave blank to indicate not to include qualifying criteria
<p>Release Date</p>	<ul style="list-style-type: none"> • Required for Terminate (with reason code J2) • Optional for Activate • Enter MM/DD/YYYY date
<p>Reason Code</p>	<p>Enter two digit code:</p> <ul style="list-style-type: none"> • Required for Terminate <ul style="list-style-type: none"> – Z1: Member is being released and will no longer have access to 90-day, pre-release services – J2: Member no longer meets the qualifications for 90-day, pre-release services • Require for Deny <ul style="list-style-type: none"> – H: Individual does not meet criteria – R: Member has already used maximum amount of time allowed for 90-day pre-release services during this incarceration • Required for Pause <ul style="list-style-type: none"> – J1: Release date extended – J3: Member going to hospital for evaluation • Required for Resetting/Restarting a Terminated Member <ul style="list-style-type: none"> – J1: Release date extended – J3: Member went to hospital for evaluation

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Multiple Member Screening Download Response Fields

Response	Description
CIN	Client Identification Number (nine-digit number)
DOB	Member's date of birth (MM/DD/YYYY)
Member Name	Full name of the member
Member Status	Member's 90-day, pre-release services status
JI Aid Code	Code for JI services or benefits
MCP Code	Managed Care Plan three-digit code
MCP Name	Managed Care Plan name
MCP Enrollment Status	Managed Care Plan Enrollment status
Incarceration Date	Member's incarceration date (MM/DD/YYYY)
Action	Inquiry, Activate Deny, Pause, Reset, Restart or Terminate
Effective Date	Member's effective begin date for 90-day, pre-release services (MM/DD/YYYY)
Termination Date	Member's termination date for 90-day, pre-release services (MM/DD/YYYY)
Release Date	Member's release date (MM/DD/YYYY)
Reason Code	Z1 (Member is being released and will no longer have access to 90-Day Pre-Release Services) J2 (Member no longer meets the qualifications for 90-Day Pre-Release Services)
Days Remaining	Days remaining for 90-day, pre-release services

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Response	Description
CF User Who Submitted	Full name of user who submitted the transaction
Qualifying Criteria	<ul style="list-style-type: none"> • Brain Injury • Chronic Condition • Developmental Disability • HIV/AIDS • Mental Illness • Pregnant/Postpartum • Substance Use Disorder • Youth
Former Foster Youth	Yes, No or blank
Transaction Date	Date and time of the transaction (for example, MM/DD/YYYY 12:00 a.m.)
NPI	Provider's National Provider Identifier
Service Location	Physical location associated with the CF

Change Summary

Version Number	Date	Description	Notes/Comments
1.0	September 2024	SDN 23013	Creation of new Justice-Involved Screening Portal user guide.
1.1	November 2024	OIL 217-24 SDN 23013	JI Rebranding Enhancements were made to the JI Screening Portal.
1.2	April 2025	OIL 013-25	JI Screening Portal enhancements to eliminate multiple youth resets and add a new Member Found landing page, showing each action available as well as streamlining the workflow for each action.
1.3	May 2025	OIL 083-25	JI Screening Portal enhancement to add step for same-day reincarceration.
1.4	June 2025	OIL 013a-25	JI Screening Portal added process to identify former Foster Youth.
1.5	September 2025	Title Update	None
1.6	September 2025	Provider Portal	JI Screening Portal added Multiple Member Screening for bulk uploads.
1.7	October 2025	User Guide Template update.	Removed "Page Updated: Month Year" on each page. Changed CA-MMIS to California Medicaid Management Information System.
1.8	October 2025	JI Screening History Update	JI Screening Portal includes mechanism to download the screening history of a single member or all members.
1.9	January 2026	Updated screen shots and instructions	Updated screen shots and instructions for Active reset and No Release Date warning message

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Version Number	Date	Description	Notes/Comments
2.0	February 2026	JI Screening Portal Update	JI Screening Portal includes Pause, Deny, Reset and Restart for Multiple Member Screening and Error Correction enhancement..
2.1	March 2026	JI Screening History Update	JI Screening Portal includes the residence county and responsible county information on the Member Found pages.
2.2	April 2026	JI Screening Portal Update	JI Screening Portal includes reasons for Resetting or Restarting a Terminated member Dashboard updated