



Tennessee Department of Children's Services
Work Aid: Electronic Monitor Checklist

Youth Name: _____ Region: _____

Utilize this checklist to ensure all requirements are met when using electronic monitors:

Initial steps taken to evaluate need for monitor and obtain equipment:	
<input type="checkbox"/>	When applicable, complete CS-1210, Juvenile Justice Community Risk Tool to determine if a monitor is required
<input type="checkbox"/>	Check out a monitor from the Regional Electronic Monitor Liaison
<input type="checkbox"/>	Charge monitor for at least four hours
Steps taken to set up electronic monitoring appropriately in the VeriTracks Monitoring System (Pages referenced below are from the BluTag & VeriTracks Foundations Manual)	
<input type="checkbox"/>	Enter Enrollee Profile (pp.26-33) <ul style="list-style-type: none"> • Check to make sure time zone is accurate (system defaults to EST) • Enter the client (person) ID from the Electronic Record System for the Primary ID
<input type="checkbox"/>	Create inclusion address zones from address tab (pp.35-51) <ul style="list-style-type: none"> • Recommended Inclusion zone minimum radius of 150 feet • Edit Zones via the Zones Tile if needed
<input type="checkbox"/>	Create exclusion address zones from address tab, if applicable (pp.35-51) <ul style="list-style-type: none"> • Recommended Exclusion zone minimum radius of 150 feet. • Edit Zones via the Zones Tile if needed
<input type="checkbox"/>	Create the appropriate schedule(s) that cover school, curfew, and court mandated requirements. (pp. 52-75)
Steps taken to apply and finalize the use of the electronic monitor:	
<input type="checkbox"/>	Complete form CS-0823, Electronic Monitoring Agreement with the youth & parent/caregiver
<input type="checkbox"/>	Apply and assign the monitor to the youth and confirm that it is tracking youth in the system

Checklist completed by FSW/JSW/JPO: _____ Date: _____

Checklist reviewed/verified by TL: _____ Date: _____