

Screening, Admissions and Releases Application (SARA) Tip Sheet

All instruction manuals are located on the CYFD intranet:

<http://cyfweb/> Go to Divisions>Youth & Families Services>All YFS Documents>JDAI Library

or the CYFD Internet site <http://cyfd.org/> Go to Facilities>Juvenile Detention Centers

To report any issues or for any questions: Please call Patti Vowell at (505)231-3489 or Theresa Chavez (505)803-2922 or send an email to JDAI.Coordinator@state.nm.us

SARA website is located at: <https://www.newmexicosara.com/>

If you forget your password you may type in your username and then press the 'forgot password' link. It will email your password to the email address in your user profile.

To check your user profile in SARA, click on the My Settings tab>My Profile. Ensure the information is correct. If any errors are found send an email to JDAI.Coordinator@state.nm.us

Searching tip: SARA has been created with a smart search function. Using a small combination of letters in the first and/or last name is best if you do not have a FACTS # or SS #. This will allow you to find possible matches for a youth who may spell their name in an unfamiliar way. Example: The caller is asking for a RAI on Corey Gonzales and you type in Cory Gonzalez. You will not find the youth you are looking for and possibly create a duplicate youth.

If you find a duplicate youth or RAI or any error, please send an email to JDAI.Coordinator@state.nm.us

The 'back' button on the browser has been disabled when visiting this site. You must use the navigation buttons located within the application to navigate through the menus.

For demographic information, always use FACTS as the default.

Only score RAIs with the information which is in the chrono. Even if JPPO says there are pending charges or warrants, it only counts if it's in FACTS.

If a juvenile is on the pending admission screen but the projected detention facility is different from yours, you can still record an admission.

Statute requires the sealing of certain records for juveniles, if you search and get a message that the youth does not exist please attempt a search by SSN criteria. If you get a message that the youth already exists, this is an indication that the youth has been sealed. Your search should always be done using several different criteria to ensure a thorough search is attempted.

When searching you can click on the search button without entering any criteria and all records will appear.

Furthermore, by clicking on any of the columns where a pointer appears, the column will resort by order.

The reports module is designed with a few canned reports. Any information contained in SARA can be accessed for creating other informational tables or charts. Anyone who has access to the "L" drive can view this data.

Any of the drop down lists can be added to or deleted from so if there are special requests please notify us for consideration.

By clicking on any tab or option you can start the timer which displays your minutes left before timeout requiring you to log back in.