

How to Use *YCJA Explained*

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YCJA Explained is designed to make it easy for you to find the information that you need. Most of the content on the site is organized around the **Modules** section. The modules take the major processes and provisions of the *Youth Criminal Justice Act (YCJA)* as their subject. Six chronological modules cover processes within the youth criminal justice system from Extrajudicial Measures through to Custody and Supervision. Five generic modules deal with provisions that may apply to any process established by the system.

Chronological Modules

- Extrajudicial Measures
- Judicial Measures
- Pre-trial Detention
- Youth Sentencing
- Adult Sentences
- Custody and Supervision

Generic Modules

- Publication and Records
- Conferences
- Notices and Information Requirements
- Right to Counsel
- Evidence, Statements and Reports

The table of contents on the left hand of each page provides access to all of the content in the site. It opens up to three levels. Click a heading to open the next level. If there are no further levels for a section, the heading is a link to the content. The *YCJA Explained* graphic above the table of contents is a link to the home page.

The buttons at the top of each page and the links at the bottom are standard for the Department of Justice and provide access to other parts of the Justice web site, including to versions of the site in the other official language.

Organization of the Modules

The chronological modules are organized into several layers of information. Each new layer builds on the previous one and provides more detail. The user drills down through the layers to gather all of the information contained in the module.

Each chronological module begins with a short introduction. Next comes a diagram that summarizes the stage of the youth justice process covered by the module. This summary diagram contains links to more detailed flow charts that cover specific segments of the process.

The detailed flow charts, which are mostly organized in sequential order through the process, contain links to legislation, notes and checklists to assist decision makers. Through links marked by icons throughout these flow charts the reader can gain access to pertinent information set out in the generic modules as it relates to the particular stage of the process that is being explained in the flow chart. Each flow chart will contain a “legend” of abbreviations and icons for the reader to refer to when working through a chart.

Flow charts and checklists also have links to the discussion set out in the explanatory text, which is the next level after the flow charts and provides more detail on the policy objectives and operation of the stage of the process being examined by the reader.

The generic modules are made up of text, tables and some flow charts. They are designed to organize material for each cross-reference to the process stages set out in the chronological modules. The generic modules also serve as “stand alone” explanations of their particular subject matter.

Navigating within the Modules

The modules use the four corners and the bottom centre of each page to provide links specific to that page.

- The **upper left-hand corner** contains a direction line which indicates to the reader precisely where he or she is in the module and how he or she arrived there. At each level of a module, the direction line adds information. Each entry in the direction line up to the last is a link to the contents of that entry. The last entry on the direction line is the title of the current page.
- The **upper right-hand corner** carries a link to the summary diagram of the module. The summary diagrams carry links to the flow charts in this position.
- The **lower left-hand corner** contains a link to a version of the document or diagram in portable document format (PDF) that can be downloaded. Longer documents that have been broken into separate files for display on the screen are contained in one file in the PDF version and the link for that version appears in every file of the document. Both versions may be printed by the reader, the “display” version printing section by section and the PDF version as one single document.
- The **lower right-hand corner** has links to the next and previous files for the document. These links do not appear if there are no next or previous files.
- The **centre bottom** of the page has a link either to the explanatory text or to a checklist, depending on which document the reader is viewing at the time.

Using the Modules

When first coming to a module, users will probably want to start at the top with the introduction and use the links internal to the module to work their way through to the more detailed and technical information. Once familiar with a module, users will want to go directly to the information that they want and can use the table of contents on the left for this purpose.

Most pages have a variety of links. There are links to other modules and to other sections of the current module. There are also links to legislation. These links open up a separate and smaller browser window. When finished with the information in that browser window, use the "x" button in the upper right-hand corner of the browser to close it. Links to the legislation open these second browser windows, as do the links to the legend that are on every diagram.

When users have found information that they need or wish to share, they may want to download the file containing that information. Simply find the link to **Download PDF Version** and click it. If the computer has the Adobe Acrobat reader installed and configured, the file will download and open in Acrobat. From there the file can be printed or saved.

Using the Left-Hand Menu

Through the left-hand menu, users can gain direct access to material found in the modules, as well as to other material not found there.

- The **How to** section contains information on how to use the site.
- The **Overview** section provides a brief summary of the *YCJA*, its background and the major changes it brings to the youth justice process and system.
- The **Modules** section contains the chronological and generic modules, as described above.
- The **Reference** section is designed to give access to research, discussion and statistical material relating to youth justice matters.
- The **Checklists** section gives direct access to checklists for decision making.
- The **Explanatory Text** section gives direct access to the explanatory text documents appearing in the modules.
- The **Legislation** section contains the full text of the *YCJA*, with each section linked to the next for ease of use. The section also contains extract from the *Criminal Code* that have been referenced in the *YCJA*.