

LS/CMI Online Manual

Version 1



Justice Center for Evidence Based Practice
Division of Justice and Community Services

1204 Kanawha Blvd., East

Charleston, WV 25301

304.558.8814

www.djcs.wv.gov/ORSP

LS/CMI Online Manual V.1

Contents

Search for an Offender File.....	2
Create a New Offender File.....	4
The Offender History Form.....	5
Offender History Data Entry	7
Case Management Section 9.2.1 and 9.2.2	9
Finding Offender Numbers in the CCIS.....	10

Search for an Offender File

1. From the Home menu, hover your cursor over Offenders. From the flyout menu, click Offender Management. The Offender Management screen opens.
2. Enter any or all of the search parameters, including the offender's First Name, Last Name, identification number, and/or the Location to which the offender was assigned, then click Search.
 - A. If you click Search without entering any information, all offender files in your system, up to a maximum of **500** records, will be displayed.
 - B. For DOCs the ID number will be the letters “**doc**” followed by the offender’s DOC ID number.
 - A. For example: doc52147
 - C. For DRCs the ID number will be the letters “**drc**” followed by the offenders Offender number from the CCIS database.
 - A. For example: drc45612
 - B. The offender needs to be in the CCIS system to create the Offender number before starting an LS/CMI assessment.
 - C. Refer to the “Finding Offender Numbers in the CCIS” section of this manual for instructions on how to obtain the offender number.

The screenshot shows a web application interface for "Offender Management". At the top, there is a breadcrumb "Home > Manage Offender". The main title is "Offender Management". Below the title, there are two buttons: "New Offender" and "Download Full Report". The "Download Full Report" button is highlighted with a blue background. Below these buttons, there is a section titled "Search for existing offenders". This section contains four input fields: "First Name" (empty), "Last Name" (containing "Smith"), "ID" (empty), and "Location" (containing "All Zones", "All Regions", and "All Sub-Groups" with dropdown arrows). At the bottom of the search section, there are three buttons: "Search" (highlighted with a red border), "Reset", and "Cancel".

3. All offender files in your database that match the search criteria (up to a maximum 500 records) will be displayed.

Create a New Offender File

1. **Before creating a new offender file search for the name of the offender in the system.**
 - A. See the “Search for an Offender File section of this document for instructions for completing a search.
2. If the offender has not been in the LS/CMI Online system you will have to create a new offender file.

A. To add a new offender:

- i. From the Home menu, hover your cursor over Offenders. From the flyout menu, click Offender Management. The Offender Management screen opens.
- ii. Click New Offender.



- iii. Type the new User's First and Last names, ID number, Date of Birth and Gender
 - 1) For DOCs the ID number will be the letters “**doc**” followed by the offender’s DOC ID number.
 - 2) For DRCs the ID number will be the letters “**drc**” followed by the offenders Offender number from the CCIS database.
 - iv. Select the location to which the offender belongs.
 - 1) Click to expand the topic tree and view the Locations.
 - v. Click Save. The Offender Summary page opens.
3. Click OK to add the new offender file. The Offender Listing page opens, displaying the new offender file.

The Offender History Form

1. The Offender History form stores valuable background information about the offender.
2. You are prompted to complete the Offender History form whenever you begin an LS/CMI for a new offender file and are required to fill one out for follow-up assessments.

A. New Assessments:

- i. The first time you complete an LS/CMI assessment you will automatically be taken to the Offender History Form page.
- ii. Instructions for completion of the Offender History page are presented in the “Offender History Data Entry” section of this manual.

B. To edit the Offender History for Follow-up Assessments:

- i. The Offender History form should be edited before all re-assessment and discharge LS/CMI evaluations.
 - 1) [Search](#) for the offender file.
 - 2) Click on the Assessments List link for the relevant offender. The Assessments page opens.
 - 3) Click Edit Offender History.

Home > [Manage Offender](#) > Assessments

Tool ID	Date	Status	ID	
LS/CMI	Mar-23--2009 12:27:26 AM	Complete	638950	Edit

Disable Text Descriptions?

[Edit Offender History](#) [New LS/CMI](#) [New LSI-R:SV](#) [New Follow-Up Form](#) [Edit Release Date](#) [Delete](#)

3. Complete the fields in the Offender History page.
 - A. Instructions for completion of the Offender History page are presented in the “Offender History Data Entry” section of this manual.

4. Saving Offender History Information:

A. For New Offenders:

- i. Click Save at the bottom of the Offender History form to save your changes and proceed through the LS/CMI assessment.
- ii. If there is an error the system will notify you.
 1. If an error is made on the offender history page, an **OVERWRITE** button will appear at the bottom of the screen.
 2. Correct the error and **ONLY** click the **overwrite** button.

B. For Follow-up Assessments:

- i. If you have already completed an offender history for the selected offender and are editing an existing offender history save the current offender history as a separate entry (click New).
 1. **DO NOT SELECT OVERWRITE**

Offender History Data Entry

1. First Name, Last Name, and ID will be automatically generated.
2. **Age:** Enter the offender's age in whole years.
 - A. For example a person who is 30 years and 11 months old would be considered 30.
3. **Gender:** Choose from drop down menu.
4. **Occupational Standing:** Choose from drop down menu, if person is employed choose "other."
 - A. Offenders who are illegally present in the United States are coded "Refugee."
5. **Referral Source:** Agency that sent the offender for assessment, this may be your internal program, courts, day report centers, prisons, etc.
6. **Reason for Referral:** Reason the person was referred for assessment.
 - A. **For Example:**
 - i. Direct Sentence
 - ii. Parole Revocation
 - iii. Probation Revocation
 - iv. Presentence Report
 - v. Parole Intake
 - vi. Probation Intake
 - vii. Parole Reassessment
 - viii. Probation Reassessment
7. **Purpose of Report:** Reason for doing the assessment.
 - A. **For Example:**
 - i. Intake
 - ii. Event-based reassessment
 - iii. Time/policy-based reassessment
 - iv. Discharge
8. **Code:** Federal ID code is an 8-digit unique identifier obtained from criminal history record and/or rap sheet typically obtained through Triple I, NCIC, and other record checks.
 - A. **This is REQUIRED for completion on all offenders.**
9. **Police Fingerprint #:** Enter the offender's state CIB code in this box.

- A. **This is REQUIRED for completion on all offenders.**
- B. If an offender has multiple CIB codes enter the one for **West Virginia**

10. **Grade Level:** Enter a number for the highest grade completed from 1-12; for those who have more than a high school education enter the name of the degree earned

A. **For Example:**

- i. GED
- ii. Associates
- iii. Bachelorate
- iv. Masters
- v. Ph.D, J.D., M.D.
- vi. Technical College Degree

11. **Marital Status:** Choose from drop down menu.

12. **Employment:** If not employed type in “NO”; if employed- enter Place of employment, city, state.

A. **For Example:** Kroger, Charleston, WV

13. **Other Offender’s Issues:** Check the box if the offender has any of the listed issues and fill out the corresponding boxes with further information.

14. **Reason for Assessment:** Choose “Community” “Institutional” or “Youth” based on where the interview is taking place only for initial assessments. If the person has had an assessment previously choose “Routine re-assessment according to policy” or “other” with a specific reason

15. SKIP ALL OTHER SECTIONS

Case Management Section 9.2.1 and 9.2.2

1. Any interventions pre-faced with WV DOC are only to be used by Division of Corrections LS/CMI users.
2. Interventions should be ranked in order of importance in sections 9.2.1 or 9.2.1 of the case management section.
 - A. The most important intervention should appear at the top of the list.
 - B. Criminogenic and Non-criminogenic needs should be limited to a maximum of 4.
 - C. To move a need up or down in importance click once on the entry and press the MoveUp or MoveDown buttons.
 - D. Once an intervention is completed
 - i. Edit the “Note on intervention” section to say complete.
 - ii. Move that intervention to the bottom of the list.

Finding Offender Numbers in the CCIS

(The following provides instructions for obtaining the offender number needed for section 2 subsection A of the “Search for the offender” instructions in the LS/CMI Online Manual.)

Note: The ID number in the “Browse Cases” section of the “Intake Options” section in the CCIS is the “Admission number” not the “Offender number.” A person has only one Offender number but may be assigned multiple Admission numbers based on the number of times they have been admitted to a DRC.

1. In the CCIS database go to the Intake Options section and choose “browse cases” which should bring up the user’s cases.
2. Record the ID number for the person you wish to enter into the LS/CMI online
 - A. Please note that this number is an Admission number and should not be entered into the LS/CMI online.
3. Select “Search database” from the “Intake Options” section of the CCIS.
4. Perform a search by admission ID.
5. Type in the ID number recorded in step 2 and click search.
6. The “Offender number” is the 5 digit ID number given for the record.