

**West Virginia Division of Criminal Justice Services
Criminal Justice Statistical Analysis Center**

COMMUNITY CORRECTIONS INFORMATION SYSTEM USER MANUAL

**Revision 1.0
August 20th, 2007**

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 BACKGROUND	3
1.2 INTRODUCTION TO THE COMMUNITY CORRECTIONS INFORMATION SYSTEM	3
2. GETTING STARTED	4
2.1 SYSTEM REQUIREMENTS	4
2.2 ACCESSING THE CCIS	4
2.4 THE USER PANEL	5
3. USER OPTIONS	6
3.1 USER HOME	6
3.2 CHANGING CONTACT INFORMATION	6
3.3 CHANGING PASSWORD	6
4. INTAKE OPTIONS	7
4.1 INTAKE HOME	7
4.1.1 ADMISSION OPTIONS	7
4.1.2 CASE STATISTICS	7
4.1.3 PROGRAM STATISTICS	7
4.2 BROWSE CASES	8
4.3 SEARCH DATABASE	8
5. OFFENDERS	9
5.1 INTRODUCTION TO OFFENDERS	9
5.2 OFFENDER SEARCH	9
5.3 OFFENDER PROFILE PAGE	10
5.4 ADDING A NEW OFFENDER	12
5.5 EDITING AN EXISTING OFFENDER	12
5.6 OFFENDER REPORTS	12
6. ADMISSIONS	13
6.1 INTRODUCTION TO ADMISSIONS	13
6.2 VIEWING ADMISSIONS	13
6.2.1 ADMISSIONS BASED ON OFFENDER	13
6.2.2 ADMISSIONS BASED ON INTAKE OFFICER	14
6.2.2.1 View Cases	14
6.2.2.2 View Staff	14
6.2.3 ADMISSIONS BASED ON PROGRAM	16
6.3 OPENING AN ADMISSION	16
6.4 EDITING ADMISSIONS	17
6.4.1 THE INTERFACE	17
6.4.1.1 The Tab Bar	18
6.4.1.2 The Header Bar	18
6.4.1.3 The Message Bar	19
6.4.1.4 The Main Window	19

6.4.2 USING THE ADMISSION FORM	2
6.5 TRANSFERRING ADMISSIONS	19
6.6 ADMISSION REPORTS	19
	23
7. REPORTING	24
<hr/>	
7.1 INTRODUCTION	24
7.2 JUDICIAL REPORT	24
7.3 OFFENDER PROFILE	25
7.4 USER REPORT	26
7.5 DRC REPORT	26
7.6 STATE REPORT	27
APPENDIX A – THE CCIS ADMISSION FORM	28
<hr/>	
A.1 PERSONAL	28
A.1.1 PERSONAL INFORMATION	28
A.1.2 CONTACT	28
A.1.3 FAMILY	29
A.2 INTAKE	30
A.2.1 INTAKE INFORMATION	30
A.2.2 CONTACTS	30
A.2.3 AREAS OF NEED	31
A.3 EDUCATION	32
A.4 EMPLOYMENT	32
A.4.1 EMPLOYMENT HISTORY	32
A.4.2 CURRENT EMPLOYMENT INFORMATION	33
A.5 CRIMINAL HISTORY	34
A.5.1 MOST SERIOUS PRIOR FELONY	34
A.5.2 MOST SERIOUS PRIOR MISDEMEANOR	34
A.5.3 OTHER CRIMINAL HISTORY	35
A.6 OFFENSE	36
A.6.1 OFFENSE HEADER INFORMATION	36
A.6.2 CURRENT OFFENSE INFORMATION	36
A.6.3 OTHER OFFENSE INFORMATION	37
A.7 SENTENCE	38
A.7.1 SENTENCE HEADER INFORMATION	38
A.7.2 ORIGINAL OFFENSE CHARGES	38
A.7.3 SENTENCE CHARGES	39
A.7.4 SENTENCE ORDERED INFORMATION	39
A.8 LS/CMI	40
A.8.1 LS/CMI HISTORY	40
A.8.2 USING THE LS/CMI FORM	40
A.9 SUPERVISION CONTACTS	42
A.9.1 SUPERVISION CONTACTS	42
A.9.2 DRUG TESTS & ALCOHOL SCREENS	42
A.10 VIOLATIONS	44
A.11 INTERVENTION	45
A.12 TERMINATION	46

1. Introduction

1.1 Background

The Division of Criminal Justice Services (DCJS) is responsible for the administration of community corrections programs funded under the Community Corrections Act. As part of the Division of Criminal Justice Services, the Criminal Justice Statistical Analysis Center (CJSAC) is charged with the task of overseeing the development and deployment of a centralized database system (referred to as the Community Corrections Information System or CCIS) that will capture information related to the minimum standards of programs funded under the Act and the administration of these programs.

1.2 Introduction to the Community Corrections Information System

The Community Corrections Information System (CCIS) is an online interface in which DRC programs throughout the state can input information regarding offenders admitted to their DRC program. Once the intake screening is completed, the CCIS is accessed routinely by staff to update information related to the supervision and treatment of offenders.

The CCIS is also structured so that staff at each DRC as well as staff working at the Criminal Justice Statistical Analysis Center can view up-to-date reports on the status of individual programs and even the case loads of individual intake officers as well as report profiles on individual offenders admitted to the system.

2. Getting Started

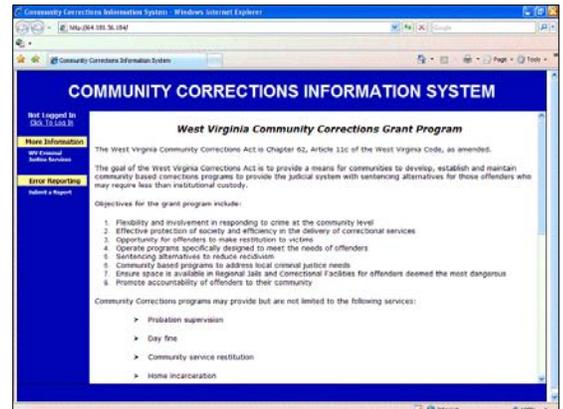
2.1 System Requirements

The Community Corrections Information System is accessible from any PC with an internet connection. It is highly recommended that the web browser used to access the CCIS online application is Microsoft Internet Explorer versions 6.0 and 7.0 and that the computer itself meets the basic system requirements of the particular web browser of choice. Usage of any other web browser may lead to errors in the format and display of the website.

Although it is accessible through any internet connection, it is recommended that at least a low-level broadband connection (cable or DSL) is utilized to prevent any lag in performance during the editing and saving of admission records as well as the generation of the stock reports.

2.2 Accessing the CCIS

To access the Community Corrections Information System, make sure you are connected to the Internet and then open up your web browser. In the address bar type in the address to the CCIS website <https://www.wvdcjs.org/ccis> and hit Enter. You should then come to a web page that looks like the image to the right.



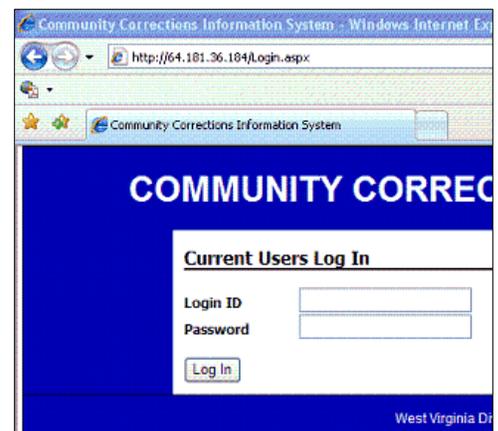
This is the publicly viewable side of the CCIS application. The front page describes the Community Corrections Grant Program, as well as providing relevant links to other Criminal Justice Services websites.

At the top left hand corner is a link that says “**Click to Log In**”. Clicking on this link will take you to the User Login screen of the CCIS application.

2.3 Logging In

The image to the right shows the Login Screen for the Community Corrections Information System. For anybody to be able to access the centralized database of admission records, proper security credentials must be supplied.

For a user to login to the CCIS, a valid Login ID and password must be given. If you do not have a login or password, consult with the director of your DRC program or contact the Criminal Justice Statistical Analysis Center.



If you do have a Login ID and password, you can provide them in the textboxes shown. Note that both Login ID's and passwords are all case-sensitive. If your Login ID or password contains any capital letters they must be typed correctly.

When the Login ID and password is provided, click on the **Log In** button. The credentials you supplied will then be checked against the valid users listing in the database. If either the password or ID does not match an existing user account, you will be redirected back to this page with an error message. If the given ID and password do match, you will be logged into your user account and directed into the CCIS application.

2.4 The User Panel



Upon logging into the CCIS system, a typical User Account will be directed to the default user page. On this page is basic information (as well as an online link to this User Manual). More importantly, this page contains the first look at a new set of links which run down the left side of the screen. This is the User Panel and will be the primary navigational method for the most basic of tasks.

The User Panel is separated into three distinct areas:

Login Status – The top portion of the User Panel displays your currently logged in User ID and also provides a link to log out of the system. Upon clicking the link to log out you will be redirected to the CCIS home page with your current session wiped. To access the user features of the CCIS you must log in again.

User Options – The User Options portion of the User Panel displays three links. The first (User Home) returns the user to the default user page (currently the one you are located at). The second (Contact Info) is where a user can change his or her personal information such as name, address, phone number, and email address. The third link (Login Info) allows the user to change his or her password. All of these options will be discussed in future sections.

Intake Options – The Intake Options will be the most heavily trafficked set of options on the User Panel. Through these links the User is able to navigate to the Intake Home Page, which is the primary menu of an intake officer. Users are also given a quick link (Browse Cases) to their own personal case load. The third a final link (Search Database) navigates the user to the Search menu, allowing a user to perform a search on the CCIS database for a particular offender. Each of these sections will be discussed in future sections of the manual.

3. User Options

3.1 User Home

The User Home page is the default starting position for a user with typical user account privileges (i.e. no Administrative privileges). On this page you will find basic information concerning User Accounts as well a link to a copy of this User Manual.

3.2 Changing Contact Information

A User can at any time change his or her own contact information. It is highly recommended that all users of the CCIS make sure to keep their contact information up to date. Doing so will lead to accurate information displayed during report generation.

When the User clicks on "Contact Info" on the User Panel he is taken to the screen shown at the right. On this screen the contact information for that User is already filled out in the form as shown. From here the User can make any necessary changes. Once the User is satisfied with the changes, press the **Save Changes** button to commit the changes to the CCIS database.

Fields listed in bold lettering are required fields and an error will be given if they are not completely filled out. Also, formatting rules are applied to the fields ZIP Code, Phone Number, and Email Address. If any of these fields do not pass the basic validity check an error will be given and the save will not take place.

3.3 Changing Password

For extra security, it is recommended that routinely change their passwords. By changing their password, they present yet another level of security to the CCIS database and prevent online attackers from gaining entry into the system.

To change your password click on the **Login Info** link on the User Panel. You are then directed to the Change Password form. To change your password you must accurately present your current password and confirm that. You are also required to present your new password and confirm that. Once the CCIS application determines if your old password was entered correctly and there was no mistake in the confirmation of your new password the change will be made.

4. Intake Options

4.1 Intake Home

The Intake Home page is the central hub for the User when it pertains to Intake Admissions and Offenders in the CCIS database. Through this menu an intake officer can find the different pieces of the CCIS application that are opened to him or her.

The Intake Home Page is divided into three distinct sections: Admission Options, Case Statistics, and Program Statistics.

4.1.1 Admission Options

The Admission Options section of the Intake Home menu allows for an Intake Officer two options. Searching the Offender Database allows an Officer to perform a search on a number of different pieces of Offender Information to find someone who has already been input into the system at a previous date.

New Offender allows the Intake Officer to begin the Intake process with a completely blank admission form. Through this form the Offender's personal information will be saved in the database as well as information pertaining to that particular record.

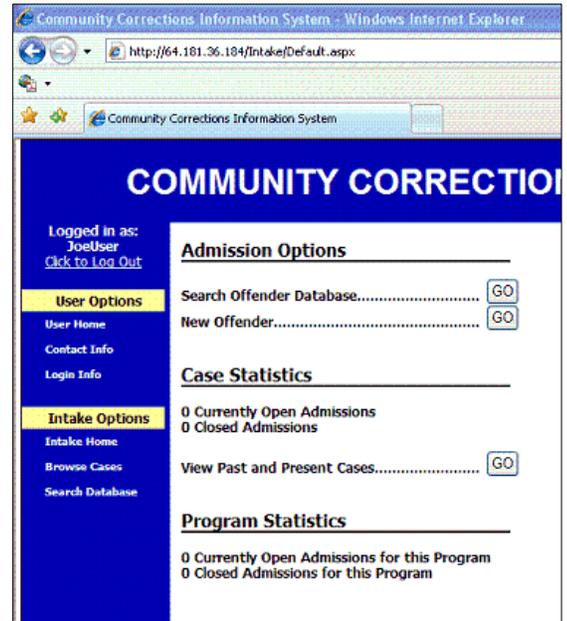
Both of these options will be discussed in greater detail in further sections of the CCIS User Manual.

4.1.2 Case Statistics

The case statistics portion of the Intake Home Menu gives an Intake Officer a concise look at the number of open and closed cases that belong to them currently. Open Admissions are defined as those which have not been terminated at that moment. Closed Admissions are those that have been terminated. It is still possible to edit a closed admission case (except for the Termination Date). To view a listing of open and closed cases, click the button next to **"View Past and Present Cases"**.

4.1.3 Program Statistics

The typical User View of Program Statistics only gives the user a concise look at the numbers of open and closed admission records for the program that they belong to. Director and Executive level users of the CCIS have more functionality built into this section of the Intake Home Menu.



4.2 Browse Cases

Clicking on “**Browse Cases**” directs you to the View Cases page. By default the view for this page will display all of your open and closed admission records.

Each record shown displays the name of the Offender, the Admission Date, and the Admission Type.

Clicking on the Select link will open that Admission record for viewing and editing. Clicking on the Report link will open and Report Options panel below. From there you have the option of choosing a Judicial Report or Offender Profile report based on that admission record.

Community Corrections Information System - Windows Internet Explorer
 http://64.181.26.184/Intake/ViewCases.aspx

COMMUNITY CORRECTIONS INFORMATION SYSTEM

Logged in as AdminMain
[Click to Log Out](#)

Admin Options
[Admin Home](#)
[Access Admin](#)
[User Admin](#)
[Offender Admin](#)
[Reports Admin](#)

User Options
[User Home](#)
[Contact Info](#)
[Login Info](#)

Intake Options
[Intake Home](#)
[Browse Cases](#)
[Search Database](#)

View Cases

Start Date:
 End Date:

Open Cases

ID	Name	Admission Date	Admission Type	Select	Report
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select	Report
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select	Report

Closed Cases

ID	Name	Admission Date	Admission Type	Select	Report
83	Jackson, Steven	Aug 13, 2007	Direct sentence w/out probation	Select	Report
87	Taylor, Michael	Aug 20, 2007	Direct sentence w/out probation	Select	Report

West Virginia Division of Criminal Justice Services © 2007

Not only do you have the ability to view Judicial and Offender Profile reports on an offender, you also have the ability to generate a User Report over a given date range.

For more information on reporting, please visit the Reporting section of this User Manual.

4.3 Search Database

Clicking on the “**Search Database**” link under the Intake Options of the User Panel will direct the User to the Search page. From this page you are presented with a number of different forms. Each of these forms is a different search method for locating Offenders who currently exist in the CCIS database.

Current searches functional in the Community Corrections Information System are searching by Name, Social Security Number, Home Phone Number, and a search on the combination of Last Name and Birth Date.

For more information on the Offender Search, please visit that section in the Offenders chapter of the CCIS User Manual.

5. Offenders

5.1 Introduction to Offenders

In the Community Corrections Information System, an Offender is one of the two most central pieces in the application. An Offender in the terms of this application is any individual who has been admitted to a Community Corrections Program center and has an admission work up done on them.

For the sake of statistical analysis, an Offender has many facets which should be recorded to help paint a more accurate picture of the individual. This not only includes basic demographic information, but also employment background, educational background, and prior criminal history. Recording this information about an Offender will aid Intake Officers and the Statistical Analysis Center in painting a much clearer picture about who the Community Corrections Grant Program is serving and in what ways.

Because Offenders are such a central piece to the Community Corrections Information System, there are a number of different functions which an Intake Officer can turn to. These functions will be discussed in further detail throughout this chapter of the CCIS User Manual.

5.2 Offender Search

For most cases that an Intake Officer receives, it is necessary to determine whether the Offender in question is already in the Community Corrections Information System. Reducing the number of duplicate Offender records is very important so that accurate counts of the number of people being serviced can be kept. It is also necessary so that an Offender who has been admitted multiple times into a Community Corrections Program can have a full admission history tied to a single Offender record.

Because of this importance, searching the CCIS database for a particular Offender will become a regular action taken by an Intake Officer. The CCIS application provides a user with multiple search options so that if you are only in possession of certain identification criteria, you can still determine accurately if the Offender is already stored in the database.

As shown in the image above you are able to search for an Offender on four different sets of criteria: a combination of First + Last Name, Social Security Number, Home Phone Number, and finally the Last Name combined with a Birth Date. To search for an Offender on a certain option, simply fill out the form fields necessary and then click the Search button. After pressing the search button the database will be queried and will bring back any Offender records which match the supplied criteria.

The image shows a web-based search interface for the CCIS. It contains four distinct search sections, each with a title, input fields, and a 'Search' button:

- Search By Name:** Features two input fields labeled 'First Name' and 'Last Name', with a 'Search' button to the right.
- Search by SSN:** Features a single input field labeled 'SSN' and a 'Search' button to the right.
- Search by Home Phone Number:** Features a single input field labeled 'Phone Number' and a 'Search' button to the right.
- Search by Last Name/Birth Date:** Features two input fields labeled 'Last Name' and 'Birth Date', with a 'Search' button to the right.

If any Offender records are in fact found, the CCIS application will present the user with a new panel containing a grid storing some basic information concerning that offender. The information shown to the user is as follows:

ID: The identification number given to the Offender upon entry into the CCIS database.

Name: Name of the offender presented as “[Last Name], [First Name]”.

SSN: The Social Security Number of that Offender.

DOB: Offender’s Date of Birth.

Phone: Offender’s listed home phone number.

Along with that basic identifying information, there is also a link to the right of each Offender Record Select. Clicking on select will take you to that particular Offender Profile Page, which will be discussed in the next section.

5.3 Offender Profile Page

After using the searching functionality of the CCIS application and after being presented with any Offender Records that turned up in the results, the next logical step would be to view a particular Offender’s basic information. By clicking the Select option on the found Offender record, the user is then directed to the Offender Profile Page. It is this page in which a more detailed record of that Offender can be found.

On the Offender Profile page, basic demographic information can be found at the top (Name, D.O.B., Gender, Race, Ethnicity, etc.). Below the Personal Information section is Contact Information. Here you can see listings for both Residential and Wireless phone lines as well as Residential and Mailing addresses.

ID	Date	Type	Officer	Program	Select	Recall	Delete
88	May 01, 2007	Direct sentence with probation	James Nichols	Logan Regional DRC	Select	Recall	Delete

Perhaps the most important section of all is directly below the Contact Information. This section is the Admission Profile and can give a CCIS user a very concise look at an Offender’s admission history in the Community Corrections Program. Each admission record that has been created for this Offender will be found in the data grid. Information in this data grid includes the Admission ID, Admission Date, Admission Type, Intake Officer in charge of that admission, and the Program where the Offender was admitted.

Along with the basic admission information there are three options to the right: Select, Report, and Delete. A user's access to these options will vary depending on their specified user role they belong to.

Select: Opens the Admission record in the main edit form. The only user accounts able to select an Admission record for opening and editing are Executives, Director-role accounts belonging to the Program associated with the record, and the Intake Officer listed on the Admission. More information on opening and editing Admission records will be found later in the CCIS User Manual.

Report: Clicking this option will open the Report Options panel. From there you have the option of generating two reports. One is a Judicial Report, and the other is an Offender Profile Report. The only accounts that have access to these options are the same as listed for the Select option.

Admission Profile

ID	Date	Type	Officer	Program			
88	May 01, 2007	Direct sentence with probation	James Nichols	Logan Regional DRC	Select	Report	Delete

[Cancel](#)

Delete: Clicking this option will initiate the deletion of the entire Admission record (including all sub records associated with the Admission). Before finalizing the deletion, confirmation will be asked from the user. The only accounts that have access to this option are Executive level users.

Admission Profile

ID	Date	Type	Officer	Program			
88	May 01, 2007	Direct sentence with probation	James Nichols	Logan Regional DRC	Select	Report	Delete

Are you sure you wish to delete this Admission Record from the CCIS Database?

Below the Admission Profile section of the Offender Profile Page is a section entitled **Generate New Admission**. Inside this section is a single button titled "New Admission". If this button is disabled it means that there is already an Admission record for this Offender open at this time and a new Admission cannot be recorded until the previous record is terminated. If the button is enabled, a user can click on it to open up the Edit Admission form with the basic Offender information already filled into the form. More information on using the Edit Admission form will be discussed in later chapters of the CCIS User Manual.

Generate New Admission

A new Admission can only be generated if there is not an existing open (Non-Terminated) Admission Record in the database

5.4 Adding a New Offender

In most cases an Offender who is admitted into the CCIS database is a first time entry. To start a blank Admission record for a new Offender, follow these basic steps:

1. Navigate to the Intake Home Page (clicking “Intake Home” on the User Panel)
2. Under the Admission Options click on the “GO” button for New Offender.
3. You are automatically directed to a blank version of the Edit Admission Form.
4. Begin the Admission.

More information concerning the usage of the Edit Admission form will be discussed in following chapters of the CCIS User Manual.

5.5 Editing an Existing Offender

Editing an Offender Record is primarily done through the Edit Admission form. Loading the Edit Admission form with an Offender’s information ready to be saved can be done through a number of methods:

1. In the View Cases page, clicking the Select button next an Admission record will open it in the Edit Admission form for editing. *Note: Only Executives, Directors of originating Program, and Intake Officer in charge of that admission can open an Admission record.*
2. On the Offender Profile Page, clicking the Select button next to an Admission Record will open it in the Edit Admission form for editing. *Note: Only Executives, Directors of originating Program, and Intake Officer in charge of that admission can open an Admission record.*
3. Clicking on the **New Admission** button at the bottom of the Offender Profile Page will open the Edit Admission form, with the Offender information filled in and the Admission portions left blank. *Note: A new Admission can only be started if there is not an Admission currently open for this Offender.*

5.6 Offender Reports

Because Offenders are such a central piece of information stored in the Community Corrections Information System, it is clear that there would be certain reporting needs to accurately present data on an Offender. In the Community Corrections Information System, there are two classes of reports which deal with a single Offender: the Judicial and Offender Profile Reports.

Each of these reports presents particular data concerning an Offender as well as the particular Admission record it is being generated for. For more detailed explanations of the various reports in the Community Corrections Information System, please see the Reporting chapter of this manual.

6. Admissions

6.1 Introduction to Admissions

Like an Offender record, the Admission record is one of the most important data structures in the CCIS application. Each Admission Record may be tied to a single Offender Record, but the sheer volume of records which reference an Admission record makes it perhaps the most important facet of the Community Corrections Information System.

Admission Records are the central reference point for all information stored about an Offender's stay in a Community Corrections Program. Because the Statistical Analysis Center uses this data to determine the success and progress of DRC programs and of the entire Community Corrections Program, it is of the utmost importance for intake officers and other staff to fill out Admission Records as completely as possible. This will ensure that an accurate picture is being painted of the Community Corrections Program and of the various services that are offered to Offenders admitted to the system.

6.2 Viewing Admissions

As touched on in previous chapters, there are several different ways in the CCIS application to view a listing of Admission Records. Admission Records can be categorized in many ways, but for purposes of organization and display, the Community Corrections Information System focuses on three primary methods of organization: Offender, Intake Officer, and Program. State could be considered a method of organization, but that is more or less simply showing **all** Admission Records throughout the Community Corrections Information System. Below we will discuss the ways in which these methods of organization are utilized.

6.2.1 Admissions Based On Offender

Viewing Admission records based on the Offender would be done in the manner in which we are already familiar with, the Offender Profile Page. After finding the Offender you are wishing to view an Admission history for, selecting that Offender record will transfer you to the Offender Profile Page where the Admission Profile is displayed. Inside this data grid are any records associated with that Offender. In this way it is possible to see a snapshot of an Offender's history in the system. Depending on your user account's roles you can take further steps such as opening the records, generating reports based on the record, or deleting the records. More information on these tasks will be discussed further into this chapter.

For more information concerning the Offender Profile page, please see the Offender Profile Page section in the previous chapter dealing with Offenders.

6.2.2 Admissions Based On Intake Officer

Viewing Admissions based on the Intake Officer is the primary way of going about organizing Admission records. This is because the most used method of viewing Admission records is when a user wishes to view their own case load. For higher level users such as Program Directors and Executives, the capability exists to view Admission records for other users as well. Below are the two primary locations where Admission records are organized by on the ID of the Intake Officer.

6.2.2.1 View Cases

As explained in the previous chapters, View Cases is where a user can browse their own case load. All of the Admission records shown there belong to that Intake Officer ID (either through being the original creator of the Admission record or being designated as the owner during an Admission record transfer).

For a user to view his or her case load, there are two routes of getting to the same destination:

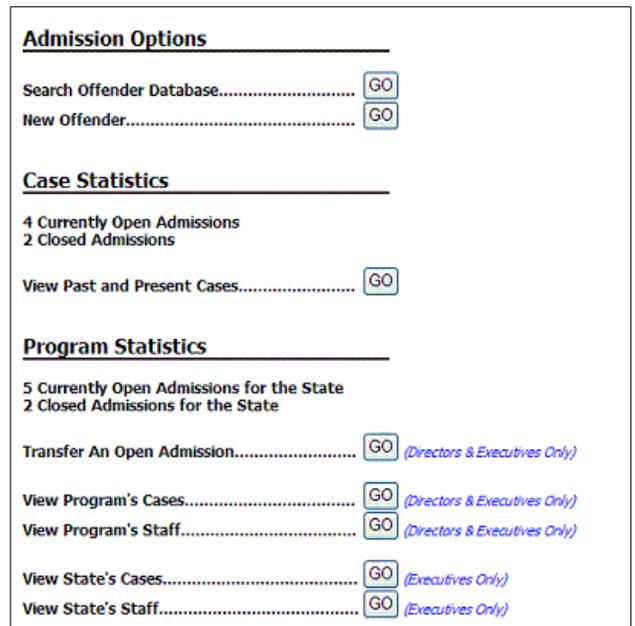
1. Clicking on "Browse Cases" from the User Panel on the left hand side of the screen.
2. Clicking on "Intake Home" from the User Panel and then clicking on "View Past and Present Cases".

More information on the View Cases screen can be found in earlier chapters of this CCIS User Manual.

6.2.2.2 View Staff

For upper-level user accounts (Program Directors and Executives), there is an added piece of functionality to the CCIS application. If a user account with a Program Director or Executive role logs in and navigates to the Intake Home Page, they will notice a series of options that are not available to regular Intake Officers (image to the right).

Two of these options demonstrate the two different flavors of viewing Admission records by the Intake Officers: View Program Staff and View State Staff.



Viewing Program Staff is available to all Program Director and Executive level users and will allow the user to view all of the Intake Officers in the DRC Program that they belong to. To view a particular Intake Officer's case load in your program, click on the View Program's Staff option from the Intake Home Page.

Program Staff

Nichols, James Douglas Select User

I

Open Cases

ID	Name	Admission Date	Admission Type	
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select Report
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select Report
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select Report
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select Report

Closed Cases

ID	Name	Admission Date	Admission Type	
83	Jackson, Steven	Aug 13, 2007	Direct sentence w/out probation	Select Report
87	Taylor, Michael	Aug 20, 2007	Direct sentence w/out probation	Select Report

Once you are directed to the View Staff page, there is a drop down containing the names of all Intake Officers in the CCIS application who belongs to your program. Select one Officer from the drop down menu and then click the select button. The application should then return the open and closed cases for that particular Intake Officer.

State Staff

Kanawha County DRC Select Program

User, Joe Nobody Select User

Open Cases

ID	Name	Admission Date	Admission Type	
89	Doe, John	Aug 10, 2007	Evaluation Only	Select Report

Closed Cases

The other option, as touched on before, is to View State Staff. This option is only available to those user accounts which are given the Executive level role. Once selecting the option, the user is taken once again to the View Staff page. The difference between the Program Staff and State Staff, however, is that on the State Staff mode, the user must first select the DRC Program they wish to view. Once selecting the DRC Program the drop down menu will fill with the users associated with that DRC. Then the user can be selected and their case load will appear below.

6.2.3 Admissions Based On Program

Organizing Admissions by Program can be done by both Executive and Program Director level users. Inside the Intake Home Page is an option for "View Program's Cases" clicking this link will direct the user to the View Cases page, but instead of the Admission Records pulled based on the user's ID, the records are pulled based on the ID of the Program that the user belongs to.

View Program Cases

Start Date 

End Date 

Open Cases

ID	Name	Admission Date	Admission Type	Select	Report
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select	Report
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select	Report
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select	Report
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select	Report

Closed Cases

ID	Name	Admission Date	Admission Type	Select	Report
83	Jackson, Steven	Aug 13, 2007	Direct sentence w/out probation	Select	Report
87	Taylor, Michael	Aug 20, 2007	Direct sentence w/out probation	Select	Report

6.3 Opening an Admission

Opening an Admission is the same no matter where you perform the action from. Whether it is on the Offender Profile Page or in the View Staff page or any other page which displays Admission record listings, it only requires a clicking of the Select option.

Once clicking on that option, however, a security check will first run to determine if you fit into any of the acceptable user scenarios to open an Admission record. Those scenarios, which were discussed previously, are: Executive Level Users, Directors of the Program the Admission references, and the Intake Officer in charge of that Admission record.

If you fit into any of those three scenarios, the Admission record will open for you in the Edit Admission page. If you do not fit into any of those three, an error message dialog box will alert you of insufficient security privileges and refuse to open the Admission record.

Contact Information

Residential Phone 304-522-9632 Wireless Phone 304-638-7489

Residential Address

Street Address 47 Hawking Road Apt/Suite
City Huntington WV State ZIP 25701

Windows Internet Explorer

 You do not have access to this record

Admission Profile

ID	Date	Type	Officer	Program	Select	Report	Delete
83	Aug 13, 2007	Direct sentence w/out probation	James Nichols	Logan Regional DRC	Select	Report	Delete

6.4 Editing Admissions

The process of editing an Admission record is the single most important aspect of the entire Community Corrections Information System. Most of your time as a user of this application will be spent working inside this page, adding and revising data contained in the large intake form. Clear and detailed filling out of Admission records is important to the Community Corrections Program because without detailed records on Offenders and their time admitted into the Program, it is impossible to accurately tell if the services provided are doing the necessary job.

Before you can begin to edit an Admission record you must first open one up. There are three basic ways of doing this:

1. **Create a new Admission record for a new Offender:** To create a new Admission for a new Offender in the CCIS, first navigate to your Intake Home Menu by clicking “Intake Home” on the User Panel. Once there click the “GO” button next to the New Offender Option.
2. **Create a new Admission record for a current Offender:** To create a new Admission for a current Offender, you must first navigate to his or her Offender Profile Page then click the button at the bottom under “Generate New Admission”. *Note: You can only open a new Admission if there is no currently open Admission record for that Offender.*
3. **Edit an open Admission record for a current Offender:** To open an Admission record for a current Offender you must first meet one of three criteria.
 - a. **Executive Level User**
 - b. **Director Level User from the same Program as the Admission**
 - c. **Intake Officer in charge of that Admission**

If you do not meet any of those three requirements you will not be allowed to open and edit an Admission record. If you do pass one of those three requirements, you will be allowed to open an Admission record by clicking on the Select link next to the record in any Admission record listing. See the previous section of this chapter for more information on Opening Admission Records.

Once the Admission record is opened it will load all of the data contained inside it and all of its peripheral records into the form fields on the Edit Admission page.

6.4.1 The Interface

Once the page is loaded you will take your first look at the Edit Admission Page and its interface. This interface is divided into four primary sections. When you first load the page you will only notice the first three, but we will discuss them all now:

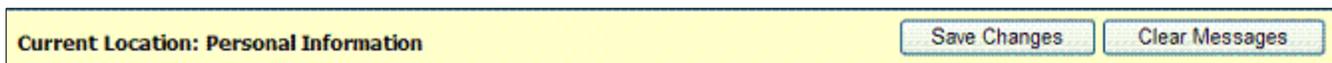
6.4.1.1 The Tab Bar



The Tab Bar is the main navigational tool used in the Edit Admission Page. From this bar an intake officer can navigate through the various “pages” which make up a complete Admission form. Each “tab” on this bar represents a different page of the form to navigate to. Clicking on any tab will move the form to that designated page.

Note: Movement from “page” to “page” in the Admission form will not result in a loss of data. Any data you input on one tab will remain there without the need to save even after moving to another. The only time data will be lost without saving is if you navigate to another piece of the CCIS application (i.e. away from the Edit Admission Page).

6.4.1.2 The Header Bar



The Header Bar is located directly underneath the Tab Bar. This piece of the Edit Admission Page interface has three pieces of functionality.

1. **Current Location:** This is a label which is updated with where you are currently working inside the Admission Form. The sheer size of the entire form makes it sometimes confusing to know just where you are, so this is a simple reminder.
2. **Save Changes:** The primary save button. Clicking on Save Changes will execute a full save of the entire form. Once this button is clicked, the system will inspect which sections of the form are filled out and then attempt to save each “piece” to its separate records in the database. This helps cut back on loading times and the necessity to fill out the entire form at once. By clicking on Save Changes, you are committing your changes to the database. Also, inside this saving process the system will inspect the filled in details of the form and if there are errors it will notify you of such inside the Message Bar.
3. **Clear Messages:** There are times when the Message Bar may become cluttered with system messages or a long list of errors produced after attempting to save the form. To clear out the Message Bar, simply click this button.

A simple rule to follow is to save often. Many times there may be locations where you must first enter what is called “header data” into a form before it allows you to add detail records to the database. A quick example of this would be on the Employment tab, where an Employment History “header” must be completed and the form saved before the system will allow you to add any detail records inside the Current Employment Information section. If you come across areas of the form that have buttons disabled, it is most likely because previously entered data has not been saved in the database yet.

6.4.1.3 The Message Bar

* Phone number required for the Emergency Contact

The Message Bar can be thought of as a communication device from the CCIS application back to the user working inside the form. During the course of working inside the Admission form, most often during the process of saving the form or adding new detail records to sections, the message bar will appear with a list of messages. More often than not these messages will be in red font, and this will designate that an error has occurred and the message will pinpoint the specific location and problem which needs to be corrected before the action initiated can fully work.

Often times the Message Bar will disappear on its own once a new action is taken (self-clearing), but if there are times when it does not clear on its own (or if it is too cluttered and you need more work space), simply click the “Clear Messages” button inside the Header Bar.

6.4.1.4 The Main Window

Located below the Tab, Header, and Message Bars lays the main operational facet of the CCIS Admission Form interface. This Main Window is where the many fields of the Admission Form itself are located. This window itself is also fitted with its own scroll bar so that you can navigate inside this area without having to lose sight of the options on the User Panel, nor lose sight of the Tab, Header, and Message Bars.

6.4.2 Using the Admission Form

The Admission Form itself attempts to replicate the real-life act of using a multiple page form, allowing the user to flip back and forth between the different “pages” and fill in data as they go.

Changes are only committed to the database upon the clicking of the “Save Changes” button or through the use of other buttons scattered throughout the form to add, edit, and delete detail records (such as employment details, supervision contacts, offense charges, etc).

For a more detailed and elaborative breakdown of the entire Admission form, please consult **Appendix A – The CCIS Admission Form.**

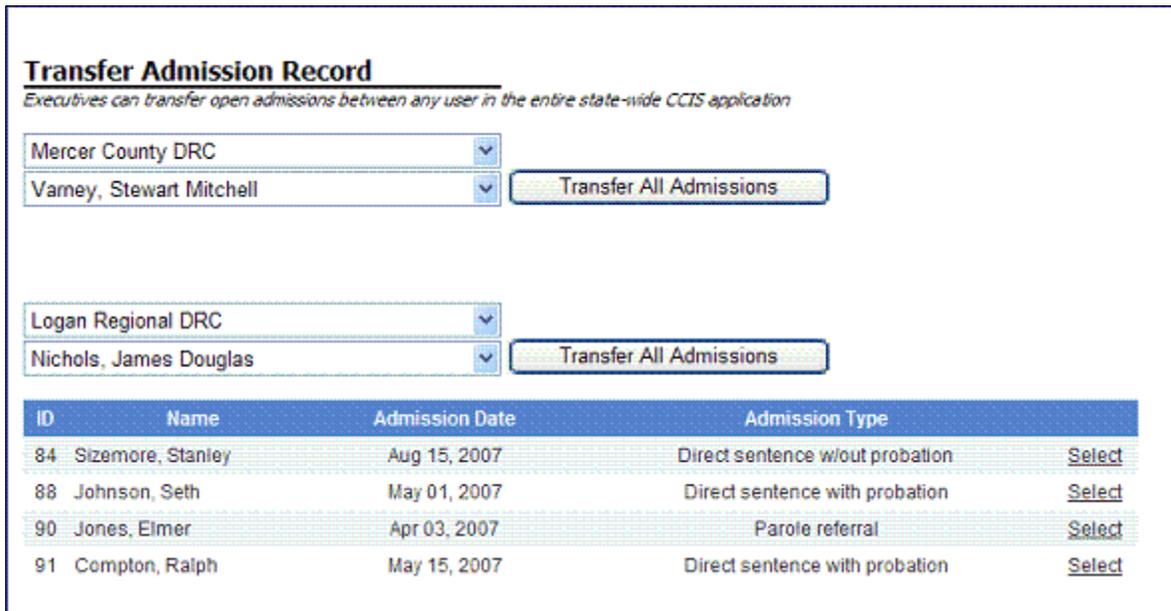
6.5 Transferring Admissions

Many times it may be necessary to move an Admission record from one user to another. One Intake Officer may be loaded with too many cases at one time and a Program Director may need to even out the distribution. At other times it may be necessary to transfer an entire intake officer’s case load to another user (such in the case of an intake officer no

longer working for the Community Corrections Program). The Community Corrections Information System takes care of these potential problems by allowing Directors and Executive level users transfer admissions from one user to another.

Such as the case with most things in the CCIS, Directors are only capable of performing transfers between user accounts in their own DRC. Executive level users, however, can transfer admission records between users throughout the state, regardless of which DRC program they belong to.

To access the Transfer Admission Record page, you must be logged in as either an Executive or Director-level user. Once logged in click on "Intake Home" from the User Panel and then click on "Transfer an Open Admission" near the bottom of the screen. Once clicked, you will be taken to the Transfer Admission Record Page. Depending upon what your use role is, the page will appear differently.



The image above illustrates the Transfer Admission Record page from an Executive level perspective. From the Executive level, a user is presented with two sets of drop down menus. The top menu contains the list of DRC Programs in the CCIS. Once a selection has been made from the drop down menu the menu directly below it will populate with the names of all of the users associated with that Program. Once a user has been selected their open cases will be displayed. The set of menus below perform the same action. If this was a Director view of the Transfer Admission Record Page, there would be no drop down menus to select Programs. Only the user selection menus would be visible.

Transfer Admission Record
Executives can transfer open admissions between any user in the entire state-wide CCIS application

Mercer County DRC
 Varney, Stewart Mitchell

ID	Name	Admission Date	Admission Type	
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select

Logan Regional DRC
 Nichols, James Douglas

ID	Name	Admission Date	Admission Type	
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select

As you can see in the previous image, we have selected one user from the Mercer County DRC, and one from the Logan Regional DRC. The top user currently has no open Admissions while the officer at the bottom has four. In this first example we are going to transfer a single Admission record from the user at the bottom to the user at the top. The order of the users is not important. It is just as possible to transfer from top to bottom as it is to transfer from bottom to top. To transfer a record from one user to another click on the Select link on the side of the particular Admission record you wish to move.

Transfer Admission Record
Executives can transfer open admissions between any user in the entire state-wide CCIS application

Mercer County DRC
 Varney, Stewart Mitchell

Are you sure you wish to transfer this admission record? 

Logan Regional DRC
 Nichols, James Douglas

ID	Name	Admission Date	Admission Type	
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select

We can now see in the image above that **Stanley Sizemore** has been selected from the list at the bottom. Upon selection a confirmation box appears and asks if we are sure we wish to transfer this Admission. The arrow on the right side of the box illustrates clearly which way the Admission record is moving (in this case from bottom user to top user). Clicking on the **Confirm Transfer** button initiates the transfer.

After the transfer is complete we can now see that our user at the top is now in possession of the Admission record, giving him one and our user at the bottom three. We can perform the same action again to any Admission record listed between the two users and move them back and forth between each other.

But what if we need to move ALL of a user's Admission records to another intake officer? If a full transfer of all Admissions is necessary, the CCIS application allows for the direct transfer of all Admissions at one time. To do so simply click on one of the **Transfer All Admissions** buttons located next to each user name. By clicking on one of the buttons you are instructing the system to move all admissions away from that particular user to the other one.

Transfer Admission Record
Executives can transfer open admissions between any user in the entire state-wide CCIS application

Mercer County DRC
Varney, Stewart Mitchell **Transfer All Admissions**

ID	Name	Admission Date	Admission Type	
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select

Are you sure you wish to transfer all of this user's open Admission Records?

Confirm Transfer **Cancel**

Logan Regional DRC
Nichols, James Douglas **Transfer All Admissions**

ID	Name	Admission Date	Admission Type	
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select

Before the transfer is completed, a confirmation box will appear once again asking if you are sure you wish to continue with the transfer. Clicking on **Confirm Transfer** will then move all of the Admission records away from the sending user (in this case the bottom user) and to the receiving user (in this case the top user). As you can now see in the following image, our user at the top is now in possession of all four Admission records.

Transfer Admission Record
Executives can transfer open admissions between any user in the entire state-wide CCIS application

Mercer County DRC
Varney, Stewart Mitchell **Transfer All Admissions**

ID	Name	Admission Date	Admission Type	
84	Sizemore, Stanley	Aug 15, 2007	Direct sentence w/out probation	Select
88	Johnson, Seth	May 01, 2007	Direct sentence with probation	Select
90	Jones, Elmer	Apr 03, 2007	Parole referral	Select
91	Compton, Ralph	May 15, 2007	Direct sentence with probation	Select

Logan Regional DRC
Nichols, James Douglas **Transfer All Admissions**

6.6 Admission Reports

The Admission Record in the Community Corrections Information System is the most integral part of the entire reporting functionality currently present. Nearly everything presented in any of the stock reports hosted on the CCIS website is generated through referencing the Admission ID. Even reports which are examining the effectiveness of DRC programs are still sifting through Admission records to present the final data.

As stated before in this manual, detailed Admission records are a necessity to generate accurate reports about the happenings of our various DRC chapters. The more of an Admission record that is filled in, the more data can be pulled from that record to assist the Statistical Analysis Center with its work, as well as aiding other intake officers throughout the Community Corrections Program.

Currently there are two stock reports which are generated based on the supply of a single Admission record identification number. These reports are:

1. Judicial Report
2. Offender Profile Report

Access to these two reports can be found by clicking on the Report link next to any Admission record listed in areas such as the Offender Profile Page, the View Cases Page, and the View Staff Page. Remember that there are security clearances which you are required to pass before actual access to these reports is allowed.

For more information on these and other reports in the CCIS system, refer to the Reporting chapter of the CCIS User Manual.

7. Reporting

7.1 Introduction

The Community Corrections Information System utilizes reporting to aid in the analysis of data captured by the intake officers in the Admission Forms. Each stock report is fully integrated into the system, meaning that the report itself is generated inside the web browser. Using the built-in viewer controls, a user is also capable of exporting the report into a variety of different formats including Adobe PDF and Microsoft Word.

The reports themselves feature the same security features which prevent unauthorized users from viewing Admission records and other data in the CCIS. This means that only certain users can view certain reports on certain criteria (example: an Executive level user is the only user which can view a State Report).

At the time of this revision of the manual, there are **five** built in stock reports for the CCIS system. Each report will be discussed in the following sections of this chapter.

7.2 Judicial Report

A Judicial Report is one of the two stock reports which are generated off of a unique Admission ID. This means that the report is geared towards a single Offender with a particular admission record. The particular information displayed by this report includes:

Offender Information: Full Name, Aliases, Date of Birth, Gender, and Race

Education Information: Years of Education, Highest Degree Completed, Special Skills or Training, Current Schooling Type, School or Program Name

Case Information: DRC Program, Case Number, Judge Name, Admission Type, Termination Status

Employment Information: Full listing of current employment information (Position, Employer, Status), Total Employment Income, Total Non-employment Income, Total Disability Income, Total Retirement Income, Total Overall Monthly Income

Sentence Information: Listing of each Sentence Charge, the number of counts, and the court disposition for that charge

Intervention Information: Listing of each Service used by the Offender including start and end dates, sessions completed and absent, overall assessments, and completion statuses

Violation Information: Listing of each Violation including the Violation Type, Violation Date, Sanction Imposed, and Date Sanction was imposed

The Judicial Report on any given Admission is only viewable by three sets of users:

1. The Intake Officer in charge of that particular Admission
2. The Program Director in charge of the Program the Admission is listed under
3. Any Executive Level User

If the user in question does not possess the correct authorization, an error will be presented and the report will not be generated.

7.3 Offender Profile

An Offender Profile Report is one of the two stock reports which are generated off of a unique Admission ID. This means that the report is geared towards a single Offender with a particular admission record. The particular information displayed by this report includes:

Personal Information: Name, Date of Birth, Gender, Race, Education Level

Admission Information: DRC Program, Admission Type, Admission Date, Termination Status, Termination Date

Offense and Sentencing Information: Listing of each individual sentence charge with the number of counts and the court disposition, as well as the sentence header information (which includes the sentencing date, county, full text of the sentence, and community service information).

LS/CMI Information: Complete listing of all LS/CMI Assessments the Offender has been given under this Admission

Intervention Information: Listing of each Service used by the Offender including start and end dates, sessions completed and absent, overall assessments, and completion statuses

Drug & Alcohol Screening Information: Listing of all recorded drug & alcohol screens for this Admission along with the results of said tests

Violation Information: Listing of each Violation including the Violation Type, Violation Date, Sanction Imposed, and Date Sanction was imposed

Supervision Contact Information: Listing of each Supervision Contact attempted with the Offender during the course of the Admission. If a contact was failed or waived the reason for such will also be displayed along side it.

The Offender Profile Report on any given Admission is only viewable by three sets of users:

1. The Intake Officer in charge of that particular Admission
2. The Program Director in charge of the Program the Admission is listed under
3. Any Executive Level User

If the user in question does not possess the correct authorization, an error will be presented and the report will not be generated.

7.4 User Report

A User Report is one of three stock reports which are based upon a given date range along with a second piece of information. In the case of the User Report, the second piece of information provided to the database is the User ID of a particular user of the CCIS system. Based on the input of the date range and User ID, a report will be generated containing information primarily concerning the **number** of Offenders/Admissions during that date range which belongs to said user.

Most of the User Report (along with the next two reports) consists of numerical breakdowns of different pieces of information (such as Race, Gender, etc). This report is aimed to be used as a tool for statistical analysis as well as examining the case loads of particular users.

The User Report on any given User is only viewable by three sets of users:

1. The Intake Officer who matches that User ID
2. The Program Director in charge of the intake officer the User ID is listed under
3. Any Executive Level User

If the user in question does not possess the correct authorization, an error will be presented and the report will not be generated.

7.5 DRC Report

A DRC Report can be looked at in the same fashion as a User Report, but instead of focusing on a single user's case loads over a given date range, this report aims to present information concerning an entire DRC Program over the given date range. The information gathered up and presented by this report is nearly identical to the User Report for all intents and purposes. With this report it will be possible to see how much usage a full DRC is getting in the Community Corrections Program as well as what services that center offers to Offenders.

The DRC Report on any given User is only viewable by three sets of users:

1. The Program Director in charge of the intake officer the User ID is listed under

2. Any Executive Level User

If the user in question does not possess the correct authorization, an error will be presented and the report will not be generated.

7.6 State Report

The State Report is the last of the three stock reports focusing on a date range as opposed to an Admission ID. Unlike the other two reports (User and DRC Reports), the State Report does not need another input aside from the given date range. This is because a State Report (like its name implies) generates a report based on all records for the entire CCIS database over the desired period of time.

Just as the DRC Report hopes to measure the effectiveness of an individual DRC, the State Report can help gauge the success of the entire Community Corrections Program.

A State Report can only be generated by an Executive Level User.

Appendix A – The CCIS Admission Form

A.1 Personal

The Personal tab of the CCIS Admission Form is the default starting position whenever an Admission is created or opened. The information contained in this page of the form pertains to the Offender more than to the overall Admission. If the Offender has already had an Admission stored in the CCIS database this form would automatically fill out based on the information found from previous Offender information.

The Personal tab is divided into three distinct sections, each attempting to capture its own variety of data about the Offender. Those sections are Personal Information, Contact Information, and Family Information. More detailed explanations can be found below.

A.1.1 Personal Information

Personal Information is the very first set of form fields which need to be addressed before an Offender can be successfully added into the CCIS database. This section attempts to capture identification information as well as the most basic demographic data such as Gender, Race, and Ethnicity.

Personal Information					
First Name	Michael	D.O.B.	6/11/1957	Gender	Male
Middle Name	Wayne	SSN	111-11-1111	Race	Caucasian
Last Name	Pickens	SID		Hispanic Origin	Non-Hispanic Origin
Suffix		Aliases			

The fields in **bold** lettering designate fields that must be filled out before an Offender/Admission can be successfully saved. If these fields are not filled out correctly, an error message will alert the user of the problem once an attempt to save the form is made.

A.1.2 Contact

Contact					
Current Residential Address	<input checked="" type="checkbox"/> Check if Mailing and Residential Address are the same	Home County Kanawha			
Address	457 Elm Street	Apt/Suite			
City	Charleston	State	WV	ZIP	25301
Home Phone	304-555-0000	Wireless	304-555-2222	Email	
Living Situation	Alone (no children)	Other			
Months at current address	3	# of addresses in 2 years	3		

Contact Information captures data about the Offender pertaining to how to establish contact outside of the DRC. This includes address information (both Residential and Mailing), home phone, wireless phone, and email address. Also

contained in this form are fields which seek to flesh out the current living situation of the Offender, including the number of months at the current address as well as the number of addresses in the past two years. These types of fields help the Statistical Analysis Center further study the types of individuals serviced by the Community Corrections Program.

A.1.3 Family

The information collected under this section of the Personal tab of the CCIS Admission Form attempts to capture further demographic information about the Offender, specifically marital and custody statuses.

Family			
Marital Status	Single (Never Married) ▾	# Dependent Children	0 # People Living In Home
Custody Status	N/A ▾	Other Custody Status	<input type="text"/> <input type="checkbox"/> Child Support Required
Emergency Contact Name	Susan Miller	Emergency Contact Phone	304-555-1010
General Comments	<input type="text"/>		

Another important set of fields under the Family section is the Emergency Contact Name and Phone Number. It is always encouraged for DRC Staff to collect this information from an Offender so that someone can be contacted in the case of an emergency.

A.2 Intake

The Intake tab of the CCIS Admission Form is equally important as the Personal Information tab. Just as the Personal information tab must be filled out before an Offender can be saved in the CCIS database, the Intake portion of the form must be saved before an Admission record can actually be saved in the system.

This portion of the CCIS Admission Form is also divided into three sections: Intake Information, Contacts, and Areas of Need.

A.2.1 Intake Information

Intake Information

Admission Date: 

Admission Type: Other Type:

Referral Source:

Internal Program ID:

Prior Supervision Status:

Does the Offender admit commission of current offense?:

Admission Record must be saved before Contacts can be added

This is the one section which must be addressed before the Admission record can be successfully saved. All other portions of the form are optional. Admission Date, Admission Type, Referral Source, Prior Supervision Status, and Guilt Admission are all required fields and must be filled in or selected before a successful can be made.

A.2.2 Contacts

The Contacts portion of the Intake tab is used for the Intake Officer to list the contact information of any people who may help in the assessment and treatment of the Offender. This section contains two primary areas. The first is the Add Contact form. From this form you can supply the name, phone number, and email address, as well as designate the contact type of a new addition to the list. Once the form is filled out, press the **Add Contact** button to append this record into that Admission’s Contact List.

Contacts Parole/Probation Officers and other individuals with useful information on the Offender

Name: Contact Type:

Phone: Email Address:

ID	Name	Phone	Email	Description	
29	Jonathan Allen	304-555-9999	jonathan.allen@bridgeit.com	CCIS Intake Officer	Delete
30	George Stephanopolus	304-111-7777	georgie@parole.com	Probation Officer	Delete

The second section of the Contacts areas is the Contact List itself. From here you can see all of the Contacts which have been saved for future use. A very useful piece of functionality in the CCIS application is the automatic retrieval of previous

contacts. If the Offender being admitted has had a previous stint in the Community Corrections Program and has a previous Admission record stored in the CCIS database, any previous contacts stored by a prior intake officer will be automatically appended to the current Admission record. Also, your own information will be automatically appended to the Contact List (so that future intake officers dealing with this information can use you as a contact source).

A.2.3 Areas of Need

Areas of Need is a section which allows for the Intake Officer to perform a quick evaluation on the Offender and determine what the most pressing needs are once he/she is admitted into the Community Corrections Program. The first piece of this section allows for the checking off of services which the intake officer believes the Offender is in immediate need of.

Is the Offender in immediate need of any of the following services upon intake? (Check all that apply)

Substance abuse treatment
 Mental health treatment
 Domestic relations assistance
 Immediate economic assistance
 Division of Rehabilitation Services Referral
 Division of Health and Human Resources Referral

Areas of Need
Rank the following areas of need with 1 being the highest priority and so on. Non applicable areas should be marked with 0.

Educational/Vocational Skills	0	Financial Management	0	Drug/Alcohol Treatment	0
Social Skills	0	Living Arrangements	0	Domestic Relations	0
Employment	1	Sex Offender Treatment	0	Mental Health Treatment	0

The second portion of this section allows the Intake Officer to rank the needs of the Offender on a 1 to 9 scale with 1 being the highest priority. This will allow the Intake Officer to develop a course of action which will be of the most assistance to the Offender.

A.3 Education

Education Information	
Years of Education	<input type="text" value="13"/>
Highest Degree Completed	<input type="text" value="High School Diploma"/>
Special Skills or Training	<input type="text"/>
Current Educational Status	<input type="text" value="Not Enrolled"/>
Schooling Type	<input type="text" value="None"/>
School or Program Name	<input type="text"/>

The Education tab is the shortest of all tabs in the CCIS Admission Form. The amount of information necessary to collect about the Offender’s educational background is minimal. A full Education record on an Offender only requires the filling out of Education Years, Highest Degree Completed, Current Educational Status, and Schooling Type. Please note, however, that Years of Education and Highest Degree Completed are linked so that invalid data is eliminated (example: only inputting 4 years of education but selecting Associates Degree from the Highest Degree Completed field).

A.4 Employment

The Employment Tab of the CCIS Admission Form is used so that the Intake Officer can keep an accurate account of the employment habits of the Offender being admitted, as well as determining the total monthly income brought in through regular employment, disability, retirement, etc. Using this section of the Admission Form, an Intake Officer should be able to make better decisions concerning the need for economic assistance or vocational/job training courses.

A.4.1 Employment History

Employment History			
Status at time of arrest	<input type="text" value="Part-time"/>	Status 6 months prior to arrest	<input type="text" value="Full-time"/>
Longest full time employment in months	<input type="text" value="44"/>		
<input checked="" type="checkbox"/> Client has had a full time job in the past two years			
<input checked="" type="checkbox"/> Client has changed jobs within the past two years	If yes, how many?	<input type="text" value="3"/>	
Total monthly disability income	<input type="text" value="0.00"/>		
Total monthly retirement income	<input type="text" value="0.00"/>		
Total monthly non-employment income	<input type="text" value="0.00"/>	Source of other income	<input type="text"/>

Employment History looks at the employment habits of the Offender prior to his or her arrest and admittance to the Community Corrections Program. This section is also devoted to the input of any monthly income the Offender receives which does not come directly from being employed (such as disability and retirement income, as well other non-employment sources).

A.4.2 Current Employment Information

Current Employment Information

Add New Employment Detail Record

Employment Status: Position:

Employer: City:

Address Line 1: State: ZIP:

Address Line 2:

Phone:

Monthly Gross Salary:

Employment Verified Verified

Add Employment Detail

ID	Position	Employer	Description		
24	Mechanic	Bert Wolfe Ford	Part-time	Select	Delete

The second main section of this form is the Current Employment Information. It is from this section that an Intake Officer can add, edit, and delete employment records for an Offender. To add an Employment Record, first fill out the form underneath "Add New Employment Detail Record" and click the button **Add Employment Detail**. If there were no errors in the filled out form, the new detail record should have been appended to the data grid at the bottom of the page. Any record in this grid can be opened for editing as well as deleted if it is no longer needed.

A.5 Criminal History

The Criminal History tab of the CCIS Admission Form is used to document any past convictions and arrests prior to the Offender's admission into the CCIS database. This will also assist the intake officer in determining a successful course of action by looking at any patterns that may be revealed by examining the past criminal activities.

The Criminal History tab is divided into three sections: Most Serious Prior Felony Conviction, Most Serious Prior Misdemeanor Conviction, and Other Criminal History.

A.5.1 Most Serious Prior Felony

Most Serious Prior Felony Conviction			
Broad Offense Category	Public Order	Specific Offense Category	Escape/Fleeing
Offense	Fleeing from officer; vehicle - felony		
Statute	61-5-17(g)		
Severity	Felony		

Most likely this will be the first time during the course of filling out the Admission Form that you will see this series of form fields, but it certainly won't be the last (you will see another identical set under the next section). These three drop down menus are used together as a method of "drilling-down" until you reach the Offense Code you are looking for. This is much more efficient than having to select the Offense from a list that could very well have 1,500 or more items in it.

With this method you would first select the Broad Offense Category. From there the Specific Offense Category drop down menu is populated with only specific categories that match the broad category. Once the specific category is selected, the Offense drop down menu is populated with only the Offenses that are classified as Felonies and are under that specific category. Once the Offense is chosen, the Statute and Severity fields are automatically filled in to match the Offense selected.

A.5.2 Most Serious Prior Misdemeanor

Most Serious Prior Misdemeanor Conviction			
Broad Offense Category	Public Order	Specific Offense Category	Escape/Fleeing
Offense	Fleeing from officer; vehicle, injury - misdemeanor		
Statute	61-5-17(e)		
Severity	Misdemeanor		

The only difference between this section and the one preceding it is the selection of Offenses to choose from. Just as the previous section only allows the selection of Offenses classified as Felonies, this section only allows for the selection of Offenses classified as Misdemeanor.

A.5.3 Other Criminal History

Other Criminal History	
<i>Please fill in the following fields with the number of past occurrences</i>	
Prior Felony Convictions	<input type="text" value="0"/>
Prior Misdemeanor Convictions	<input type="text" value="0"/>
Adult Felony Commitments to State/Federal Institutions	<input type="text" value="0"/>
Jail Commitments	<input type="text" value="0"/>
Prior Parole Supervisions	<input type="text" value="0"/>
Prior Parole Failures	<input type="text" value="0"/>
Prior Probation Sentences	<input type="text" value="0"/>
Prior Probation Failures	<input type="text" value="0"/>
Arrets for offenses involving use of a weapon	<input type="text" value="0"/>
Arrets for offenses resulting in serious injury	<input type="text" value="0"/>

After determining if there was a prior felony or prior misdemeanor conviction on record to place in the above sections, the intake officer should now look at the series of fields below called Other Criminal History. These 10 items look for numerical input from the intake officer for a number of pieces of criminal history such as total number of prior felony and misdemeanor convictions, number of jail and prison sentences, parole and probation, and certain types of arrests.

A.6 Offense

The Offense tab of the CCIS Admission form deals with the charges brought against an Offender for this particular admission only. Once the Offense Header has been filled out you will be able to add individual Offense charges to the Admission record.

A.6.1 Offense Header Information

Offense Information	
Judge Name	Judge Warren Deerfelt
Docket or Case Number	827343

The Offense Header consists of only two fields (the Judge Name and the Docket/Case Number), but these fields are required to be input and then saved before any further action can be taken on this tab. After filling out these two pieces of the Offense tab, hit the **Save Changes** button. Once the record has been saved, the **Add Charge** button on the next section should become enabled, allowing the intake officer to input the charges against this Offender for this Admission.

A.6.2 Current Offense Information

The Current Offense Information section of this tab allows for a series of different functionalities. The first and most obvious to an intake officer is the ability to add charges to the Offender's Offense List. On a new Admission Form the Offense List is not visible because there are no charges, so a charge must be input before any list appears.

Current Offense Information <i>Use this to add charges to the offenders current list of offenses</i>	
Broad Offense Category	Person
Specific Offense Category	Stalking
Offense	Stalking; third offense
Statute	61-2-9a(d)
Severity	Felony
Counts	4
Add Charge	<i>Judge Name and Docket/Case Number must be saved before Charges can be added</i>

The Add Charge section looks nearly identical to the portions of the Criminal History tab which was previously discussed. The only difference is that from this set of drop down menus you can select any type of offense, not just those limited by felony or misdemeanor. The other more visible difference is the inclusion of a Counts field. This field allows the intake officer to designate multiple counts of the same offense for an offender.

ID	Description	SubCategory	Severity	Counts		
85	Prohibition - sell liquor or wine without license	Controlled Substance Offense	Misdemeanor	3	Select	Delete
86	Assault on school employee	Assault/Battery	Misdemeanor	1	Select	Delete

Once this piece of the form has been filled in, click the **Add Charge** button for the offense to append to the Offense List. Once at least one charge has been added, the Offense List appears and displays what charges have already been added to this Admission record. Using this data grid you can select a previously added offense and either delete it from the list or edit it in case a mistake was made or a change is necessary.

A.6.3 Other Offense Information

The screenshot shows a form section titled "Other Offense Information". It contains the following elements:

- A text input field labeled "Other Charges".
- A numeric input field labeled "Total Other Charges" with the value "0".
- A numeric input field labeled "Total of all charges" with the value "2".
- A large text area labeled "Comments" with a vertical scrollbar on the right side.

The final piece of the Offense tab is for Other Offense Information. This section is to be used in case a particular charge does not happen to exist in the CCIS database. This section also contains the Comments field which the intake officer can fill in with any thoughts or notes concerning the Offense portion of the Admission Form.

A.7 Sentence

The Sentence tab works hand in hand with the Offense tab inside the CCIS Admission Form. If there is any Offense Charges added from the Offense Tab, then the Sentence Tab must also be completed before a record can be terminated.

A.7.1 Sentence Header Information

Like the Offense Header Information on the Offense Tab, the Sentence Header Information must be completely filled in before any other action can be taken inside the Sentence Tab. The Sentence Header Information consists of three fields, only two of which need to be selected by the user. The first is the Sentence Date, where the user should supply the date of sentencing either through typing in the date or selecting it from the calendar control to the right of the text box.

Sentencing Information

Sentence Date: 8/1/2007 

County: Cabell 

Judicial Circuit: Sixth Judicial Circuit

The fields above are required to save a Sentence Record before continuing.

The second selection an intake officer must make is the County in which the sentence was handed down. After selecting the county the appropriate Judicial Circuit will be automatically selected and filled in for you. Once these items have been filled in, click the **Save Changes** at the top of the form to process the record and continue onward.

A.7.2 Original Offense Charges

Original Offense Charges
Select an offense from the list to edit the Sentence information for that charge. You can change the Offense Code (such as the case in a plea deal), as well as choosing the final disposition (convicted, acquitted, etc.)

ID	Description	SubCategory	Severity	Counts	
86	Cheating at gaming	Gambling	Misdemeanor	3	Select

The Original Offense Charges section should look familiar after spending some time on the Offense Tab. This is because the data grid containing the original offense charges is the same as the data grid on the Offense Tab in all aspects. Using this data grid, a case manager must select each offense individually and assign the court disposition on each charge. Using the Add Sentence Detail form, you can also change the actual offense (in cases of things such as pleading to a lesser offense).

Add Sentence Detail

Broad Offense Category: Public Order 

Specific Offense Category: Gambling 

Offense: Cheating at gaming 

Statute: 61-10-9

Severity: Misdemeanor

Disposition: ---Sentence Disposition---

If an intake officer does not add a sentence detail record for each offense detail record, the record will not be allowed to be terminated, so it would be important to remember to complete all the sentence detail records before moving onwards.

A.7.3 Sentence Charges

Once a Sentence Detail Record has been added (after selecting an original offense charge) it will show up in the second data grid present on this tab of the CCIS Admission Form. As stated before there must be a 1-to-1 match for Offense Detail Records and Sentence Detail Records.

Sentence Charges					
<i>The following list contains all sentence charges which relate back to their original Offense Detail records</i>					
ID	Offense Detail	Description	Disposition		
60	86	Cheating at gaming	No Contest	Select	Delete

If an edit needs to be made to a Sentence Detail Record, simply click on the Select link next to the Sentence Detail Record to pull it up into the edit panel. To delete a Sentence Detail Record, click the Delete link.

A.7.4 Sentence Ordered Information

The final section of the Sentence Tab is for the Sentence Ordered Information. It is in this area in which a case manager can more specifically detail the punishment doled out by the court. The first piece of this section is a large text box which will allow the user to input in plain English the details of the Sentence.

Offender was ordered to pay restitution. A prison sentence was ordered with a jail sentence immediately following. Community service was not assigned.

Sentence Ordered By Court

Check all that apply for this Sentence

<input checked="" type="checkbox"/> Restitution	<input type="checkbox"/> Court Costs/Fines	<input type="checkbox"/> Home confinement with electronic monitoring
<input checked="" type="checkbox"/> Jail	<input checked="" type="checkbox"/> Prison	<input type="checkbox"/> Home confinement without electronic monitoring
<input type="checkbox"/> Probation	<input type="checkbox"/> Mandatory Classes (BIPPS, AA, NA, etc.)	

Community Service Assigned No, Not Included as Part of Court Disposition

Length In Hours (if any) 0

After entering the sentence ordered by the court, there is a series of checkboxes for the case manager to fill in if necessary. These are used for data gathering purposes at the Statistical Analysis Center. If the sentence involved any of the provided options, they should be checked.

At the end of this section is Community Service. From here a case manager can select whether or not community service was assigned as part of the sentence. If it was assigned, the length in hours should be supplied in the text box below.

A.8 LS/CMI

LS/CMI Assessments are an integral part of the evaluative process in the Community Corrections Program. The Community Corrections Information System makes it possible to keep a running tally of any and all assessments given to an Offender over the course of their time in the program.

A.8.1 LS/CMI History

ID	Date	Type	Score	Risk	Select	Delete
25	Aug 15, 2007	Initial	13	Medium	Select	Delete
27	Sep 01, 2007	Reevaluation/Modification	15	Medium	Select	Delete
28	Sep 04, 2007	Discharge	11	Medium	Select	Delete

At the top of the form on the LS/CMI Tab (if there is any previously added Assessments for this Admission) is a data grid showing any and all assessments taken over the course of this Admission. You can see the date the assessment was administered, along with the type and scoring as well as risk. Selecting an Assessment will bring it up in the Edit Panel for more full viewing of the subcomponents or if changes need to be made.

A.8.2 Using the LS/CMI Form

Using the LS/CMI Form should appear familiar to the original paper scoring of assessments. A user should first input the date of the assessment as well as the type of assessment (Initial, Modification, Discharge), as well as fill in the field "Administered By".

After those sections are complete, the user can then move down to inputting the total scores for each LS/CMI subcomponent. After making a numerical selection from the drop down menu, the risk level field will be filled in with the appropriate risk level for that score. If you feel that a certain subcomponent is a strength, make sure to check that box. As you continue throughout the form you will find that the total LS/CMI score will consistently update as each drop down menu selection is changed. The Final Risk Level will also update according to the final score.

Add New Assessment

Date Administered Administered By

Assessment Type

<u>Subcomponent</u>	<u>Score</u>	<u>Risk Level</u>	<u>Strength</u>
Criminal History	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Education / Employment	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Family / Marital	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Leisure / Recreation	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Companions	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Alcohol / Drug Problems	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Procriminal Attitudes / Orientations	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Antisocial Patterns	0 <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>
Total LS/CMI Score	<input type="text"/>	<input type="text" value="Very Low"/>	

If the final risk level needs to be adjusted through either of the override methods (Client/Clinical and Administrative), you must first check the box for which one is being used. Checking the box will “unlock” the final risk level so that it can be changed. If either of the override options is checked, an explanation must be provided as to why it is being invoked.



The screenshot shows a form interface for adding an assessment. On the left, there is a label "Reason For Override" and a button labeled "Add Assessment". To the right of the label are two large, empty text input boxes. Above the first input box is a checkbox labeled "Check box if using client/clinical override". Above the second input box is a checkbox labeled "Check box if using Administrative override". Both checkboxes are currently unchecked.

Once you are complete with the assessment, click **Add Assessment** to save it in the LS/CMI History data grid. If at any time you need to make changes, click the Select option next to that assessment in the LS/CMI History data grid.

A.9 Supervision Contacts

The Supervision Contacts Tab can be accurately described as two tabs in one. At the top of the tab you will see the Supervision Contacts area. At the bottom you will see Drug & Alcohol Screens. Both of these sections are extremely important and should be kept up to date with the most accurate recording possible.

A.9.1 Supervision Contacts

Supervision Contacts

Supervision Contacts refers to "in person" or "telephone" contacts required by the client's level of supervision and/or by court order for monitoring purposes. Do not include treatment contacts, such as group sessions, individual treatment sessions, etc.

ID	Date	Type	Location	Outcome	Reason		
8	Aug 22, 2007	In Person	Program	Successful		Select	Delete
16	Aug 29, 2007	In Person	Home	Failed	Not Home	Select	Delete
17	Sep 04, 2007	Telephone	Home	Successful		Select	Delete

Add Supervision Contact

Supervision Contact Date

Supervision Contact Type

Supervision Contact Location

Supervision Contact Location

Reason For Failure/Waiver

The Supervision Contacts section of this tab allows for the intake officer to keep a history of all contact attempts made with the Offender during their enrollment in the Community Corrections Program. At the beginning of the section is a data grid which keeps track of the history of supervision contact attempts. Each one listed has a Date, Type, Location, Outcome, and Reason. You can see in the form fields below are all the fields necessary to fill out to keep track of a contact. If a contact is listed as Failed or Waived a Reason for such MUST be supplied.

A.9.2 Drug Tests & Alcohol Screens

Drug Tests & Alcohol Screens

ID	Test Date	Method	Result	
62	Sep 04, 2007	Urine	Negative	Select
63	Sep 05, 2007	Oral Fluid	Positive	Select

Add Drug/Alcohol Screen

Test Date

Test Method/Type

Test Result

You can add a list of positive substances once the test has been initially entered into the system.

Drug Tests & Alcohol Screens are a critical portion of the CCIS Admission Form if the Offender in question happens be labeled as a substance abuse case. Keeping an accurate track of all drug and alcohol screens is important to determining if the Offender is showing positive progress.

To add a new drug/alcohol screen record to this Admission, all that must be originally filled out is the Test Date, Test Method, and Test Result. With these three fields filled in, the record will be appended to the data grid at the top of the section. If the screen was positive and you wish to make mention of any positive substances found in the result, you must open the record back up for editing by clicking the Select option next to the record.

Drug Tests & Alcohol Screens

ID	Test Date	Method	Result	
62	Sep 04, 2007	Urine	Negative	Select
63	Sep 05, 2007	Oral Fluid	Positive	Select

Edit Drug/Alcohol Screen

Test Date:

Test Method/Type: ▼

Test Result: ▼

Positive Substance: ▼

Other Substances:

Once the record is open you will find that there is now a drop down menu for Positive Substance. Upon selecting the substance (or filling in "Other Substances" below), click the Add button to the right. You will now see a new data grid appear containing the positive substance. This interface allows you to add multiple positive substances in the event that a screen turns up multiple items.

A.10 Violations

The Violations Tab of the CCIS Admission Form is to keep track of any violations the Offender may have committed during his period in the Community Corrections Program. A violation can fall under a wide range of types, such as failing to report when scheduled, a positive drug test, or even a new arrest/offense while still in the program.

Violation Report

ID	Violation Type	Violation Date	Sanction Type	Sanction Date		
12	Failure to Report or Call as Scheduled	08/28/07	Verbal reprimand by supervisor	09/01/07	Select	Delete
13	Failure to Follow Daily Itinerary	09/03/07	Revise treatment plan	09/04/07	Select	Delete

Add Violation Report

Type of Violation

Other Violation Type

Date Violation Occurred

Sanction Imposed

Other Sanction(s) Imposed

Sanction Imposed Date

Report of this Violation filed with the court

At the top of the Violations Tab you will see a familiar data grid showing the history of violation reports (if any) for the Admission. Included in this data grid for each record are the Violation Type, Violation Date, Sanction Type, and Sanction Imposed Date. To add a violation report to this data grid, fill in the Add Violation Report form below the data grid. To edit an existing violation record, click the [Select](#) option next to that record.

A.11 Intervention

The Intervention Tab may be one of the final tabs on the CCIS Admission Form, but it is one of those tabs that an intake officer should spend plenty of time on during the course of an Offender’s enrollment in the Community Corrections Program. Through this tab the intake officer can keep track of the success/failure of an Offender who has been placed in any of a variety of services such as substance abuse treatment, anger management, etc.

Intervention Information

ID	Type	Prov.	Start	End	Comp.	Abs.	Status	Assess.	Cert.
22	Substance Abuse Treatment	Alcoholics Anonymous	08/14/07	10/31/07	8	2	Still Active	Above Average	<input type="checkbox"/> Select Delete

Add Intervention

Service Type:

Other Service Type:

Service Provider:

Start Date: Sessions Completed:

End Date: Sessions Absent:

Completion Status: Overall Assessment:

Client received certificate of completion

Client making satisfactory progress (leave blank if not currently in treatment)

Home placement services for DHHR clients (including monitoring of court ordered medications)

The top of the Intervention section shows the data grid containing a history of services the Offender is taking part in. The Type of Service, the Service Provider, Start and End Dates, as well as sessions Completed and Absent are shown. The completion status is displayed along with an overall assessment rating.

It is recommended that the intake officer keep this section up to date throughout the course of an Offender’s time in the Community Corrections Program instead of attempting to fill it all in at the very end before Termination. By keeping an up-to-date track of the Offender’s progress through the various intervention services, a case manager can make better estimates about the Offender’s needs.

Note: If there is any Intervention Detail record listed as “Still Active” Termination will not be allowed.

A.12 Termination

The final tab of the CCIS Admission Form is the Termination Tab. This tab must be filled out before an Offender can be officially “finished” with the Community Corrections Program. It is important to note that this tab will not be saved when the **Save Changes** button is pressed. This tab can only be saved when the **Terminate Admission** button is pressed at the bottom of the screen for this tab. This means that the tab must be filled out only at the very end of an Offender’s stay in the Community Corrections Program.

Admission Termination

THIS SECTION WILL NOT BE SAVED UNLESS YOU CLICK ON THE TERMINATE ADMISSION BUTTON AT THE BOTTOM

Termination Date	<input type="text" value="8/28/2007"/>		Other Status	<input type="text"/>
Termination Status	<input type="text" value="Completed program"/>	▼	Other Reason	<input type="text"/>
Transfer Reason	<input type="text" value="Non Transfer"/>	▼		

Offender Status Upon Termination

Conditions Upon Release	<input type="text" value="No supervision"/>	▼	Other Condition	<input type="text"/>
Living Arrangement	<input type="text" value="Alone (no children)"/>	▼	Other Arrangement	<input type="text"/>
Education Status	<input type="text" value="Not Enrolled"/>	▼	Employment Status	<input type="text" value="Full-time"/>

The first section of the Termination tab consists of fields asking for Termination Date, Status, and Transfer Reason. Depending on the input for Termination Status you will be required to provide a Transfer Reason (only if Transfer was selected as the Termination Type). Below this section is a series of fields asking about the Offender’s status upon release from the Community Corrections Program. These include the legal conditions upon his release, living arrangements, as well as education and employment statuses.

Below these two sections are two questions pertaining to home confinement. Depending on whether or not the checkboxes concerning home confinement were marked on the Sentence Tab, these fields will either be enabled or disabled. If one or both of the fields are enabled it means that some form of home confinement was ordered and a completion status must now be given concerning that home confinement before Termination can finish.

Did the client complete home confinement with electronic monitoring?

Did the client complete home confinement without electronic monitoring?

Check box if the client has made contact with one or more agencies offering services in these areas to continue treatment, education or other services upon release.

<input checked="" type="checkbox"/> Alcohol Treatment	<input type="checkbox"/> Drug Treatment
<input type="checkbox"/> Mental Health Treatment	<input type="checkbox"/> Individual Counseling
<input checked="" type="checkbox"/> Family Counseling	<input type="checkbox"/> Education Program
<input type="checkbox"/> Vocational Training Program	<input type="checkbox"/> Life Skills Program
<input checked="" type="checkbox"/> Employment Program	<input type="checkbox"/> Health Care (including Disability Services)
<input type="checkbox"/> Child Care	Other types of aftercare <input type="text"/>

Following the questions concerning home confinement are a series of checkboxes. Each of these checkboxes represent a different type of service, whether it is educational or treatment based. Check off each service that the Offender has made contact with to continue engaging in upon release. There is also a text field for you to input other types of aftercare which may not be listed.

<p>If the client did complete the court-ordered participation in the program, what do you think were the primary benefits of the program?</p>	<p>If client did not complete the court-ordered participation in the program, what do you think were the primary reasons why?</p>
<input type="text"/>	<input type="text"/>
<input type="button" value="Terminate Admission"/>	<input type="button" value="Edit Termination Record"/>

The final section of the Termination Tab consists of two large textboxes. One of these textboxes asks for comments concerning the primary benefits of the Community Corrections Program. This is to be filled in if you believe that the overall treatment of the Offender could be determined a success. The other box asks for reasons why the Offender may not have completed his court-ordered participation in the Community Corrections Program. This is obviously the choice to fill in if the Termination Status for the Offender is anything other than a positive completion.

Upon completion of the Termination Tab, click **Terminate Admission**. The Community Corrections Information System will perform a check upon the entire Admission Form to make sure that all data is valid before continuing. If the form passes the first validation check another validation check will occur. This second validation check is to look for items which are not required to complete an Admission, but are highly recommended. If anything is found which may need to be looked at, a list will be generated with each of these missing items. The user will then be asked to confirm or cancel this Termination. If the user is comfortable with the completeness of the Admission form, click **Confirm Termination** to commit the Termination to the database.

*Note: Upon Termination, an Admission Record can still be edited for the most part, but the Termination Date is not changeable. To edit the Admission Record, just continue using the **Save Changes** button as you normally would. If you need to make changes to the Termination Tab, there will be a button now called **Edit Termination Record** to use.*