# Flathead County Jail Management System (LockUp) Gap Analysis

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# **General Overview**

- Flathead Count Jail's JMS is called Lockup internally. It is utilized to document booking, arrest, charge, classification, property, medical assessment and other information pertaining to the intake and management of immates.
- The screens shown on the subsequent pages are not "live screens", but are sanitized to remove data and show all possible fields and controls. Comments have been made regarding a specific screen, where appropriate.
- General behaviors about the various controls and options of the program are described below:

# Drop Down (a.k.a. Combo Box) options

In nearly all cases, the options presented in a drop down are configured based on the active facility. Currently, only the "Adult" facility is in use, but we had a "Juvenile" facility in the past and will likely have one again in the future. The options available are configured in a globally accessible database location, shared among various internal systems, so that the options are uniform.

#### **Shortcut Keys**

Some fields, such as the Officer or Date/Time fields, allow a shortcut key (generally F10) to be used to quickly fill in data.

### Validating Fields

Certain fields, such as the one shown in Figure 1 to the right, require the user to enter data in a specific way. In the case of Figure 1, a validating U.S. formatted date and time (24 hour format) is required. There are currently validating fields for date & time, just date, just time, zip code, phone numbers and "just numbers."

# **Mandatory Fields**

When initially entering data into a form, a field that is required to be filled in to continue and successfully save the data is highlighted in green, as shown in Figure 2.

### **Invalid Fields**

- When a field becomes invalid, an exclamation mark appears indicating why the field is invalid, as shown in Figure 3.
- In general, most text entered into the system is converted to UPPERCASE, except where noted.

#### **Inmate Processing**

#### **Person Information Tab**

#### Name Tab

- Document Name, Birth, Identification Number, other Demographic information, and Employment information here.
- Fields:
   Na
  - Name Record:
    - Title, Last, First, Middle, Suffix, DOB, Age, Place of Birth, Citizen Of, Residence Status, Race, Ethnicity, Sex, SSN, Caution / Comments, Offender Status, Last Update Date/By
    - Drivers License: Number & State
    - Employment: Employer, Position
    - ID Numbers: FCID, Prison, Juvenile Number, NCIC Number, FBI Number, SID Number
  - Address Records Table:
- Functionality:
  - Close, Return
  - Add, Save Changes, Delete, Cancel

	and Description			
Title	arsonal Descriptors	First	Middle	Suffix
	Lua			
DOB _/_/	Age Place of Birth		<ul> <li>✓ Citizen Of</li> </ul>	×
es. Stat	~ Race	~	Ethnicity	✓ Sex ✓
	Drivers License			
SSN	Number		State	~
Employer Address		Position		Clear Employment
CID No.	Prison		luv No.	Offender Status
CIC No.	FBI		SID	
aution / Comments				_
		Dur		
Date:		by.		





Officer	
	Figure 2 - Mandatory field

Severity	~	]0
Figu	re 3 - Invalid f	field

1

#### Functionality Exists with Minor Modification OMIS 3 Assessment (Name Tab): \* Most of this information is found in the **Basic Information module**

- (Demographics, Legal Name & Identity, Identification Numbers)  $\div$ Exceptions:
  - Ethnicity (MDOC does not  $\geq$ currently document all ethnicities, but does track Hispanic ethnicity)
- $\div$ Functionality exists in OMIS 3 to document employment in greater detail than is described here.

Register

	moujication		
Legal Name & Identity	≡ Demographics		
Name	Appearance		
Last Name First Name Middle Name Suffix SR •		Eye Color Hair Color Complexion	Green V Brown V Light V
Televites	Physique		
Date of Birth 1006/1969 Birth Country United States Birth State/Powner, Alabama Social Security Numer State Dhamber 1111-11111 State Dhamber 1112-121-121-0a	Crote New City	Height (Feet) Height (Inches) Weight (Pounds) Build	5 10 195 Medium
Sex Male 🔻	L/R Harded		
Deceased Tes in No Unknown Death Date		L/R Handed	Both V
	Page and Dispirity		
	Race and Editory	Race Hispanic Ethnicity	Mhite
er Issue Date	Expire Date		
د من المراجع الم	Tribal Affiliation		
entification Number		Tribal Affiliation	NONE
tion Number			
Issuer Montana	Marital Status		
Category Air Force Number 123456		Marital Status	Single <b>*</b>
10000 0000 11/15/2010			

	≡ Ident	tification Numbers					
	Test	uer Catego	γ	Number	Issu	e Date	Expire Date
	Alab	bama Air Force	e	45rw3q2			
	= Mon	ntana Air Force	• =	Edit Identificat	tion Nu	ımber	
F	dit Offender Flags			Identification Number			
I	are offender Hugo						
L	Offender Flags				Issuer	Montana	•
L					Category	Air Force	
L	MT Resident	Yes No Unknown	1		Number	123456	
L	Mental Institution	🔵 Yes 💿 No 🔵 Unknown	1	I	ssue Date	11/15/2016	
L	Juvenile Institution	🔵 Yes 🔵 No 💿 Unknown	1	Ð	pire Date	11/01/2018	
L	Ever Absconded	Yes O No O Unknown	1				
L	Ever Escaped	🔵 Yes 💿 No 🔵 Unknowr	1 <b>-</b>				
L	Medicaid Application Completed	💿 Yes 🔵 No 🔵 Unknowr	1				
L	Sexual Offender	💿 Yes 🔵 No 🔵 Unknown	1				
	Sexual Offender - Required to Register	Yes No Unknown	1				
L	Violent Offender	Yes No Unknown	1				
	Malack offender Devided to	O Mario Mario Halanana					

L/R Handed	Both T
Race and Ethnicity	
Race Hispanic Ethnicity	White T
Tribal Affiliation	
Tribal Affiliation	NONE
Marital Onton	
Marital Status	§ingle ▼
Otzenship and Immigration	
Country of Otizenship Immigration Status	United States

≡ Employment Terms

Ξ

06/28/2017

End D loh Title Hardees, 2404 CENTRAL AVENUE, Billings, Montana 59102 , United States Front Counter

≡	Create Employment Ter	m
	Employer Summary	
	Hardees, 2404 CENTRAL AVENUE, Billir Telephone Number: (406) 652- 5926	igs Montana 59102 , United States
	Employment Term	
	Start Date End Date Termination Reason	06/28/2017
	Position	
	Extension Job Title	Front Counter
	Supervisor Name Work Shift	Johnny Cash
	Days Off	Sun Mon Tue Wed Thur Fri Sat
	End Time	3:00 PM
	Hours Per Week	40

≡ Employer Search Search by: Employer hardees Wages e Numbe 8849 5926 Wages Per 1044 0890 3344 Verification 4654 3344 🔯 👤 Van Alstyne, Mark (CID470) Verified By 9650 erification Date 06/28/2017 5312 Verified 1040 Officer Verification ¥ Per 1610 This offender has been convicted of Employer Theft

# Address Tab

- ••• Document Address Information here.
- $\div$ Fields:
  - ≻ Address Record:
    - Address Type (Residential, Mailing, Business, Prior Address, Other), Number, Unit, Prefix, Street, Type, Suffix, Address Unlisted, City, State/Province, Zip/Postal Code, Phone Number, Cell Phone Number, Country, If Other, E-Mail Address, Comments
  - $\geq$ Address Records Table:
    - Address Type, Unlisted, Number, Unit, Prefix, Street, Suffix, City, State/Province, Zip, Phone Number, Cell Phone Number, Country, If Other, E-Mail Address
- \* Functionality:
  - Close, Return  $\geq$
  - ≻ Add, Save Changes, Delete, Cancel

Number	Unit	Pr	efx		Street			Тур	•	s	fix		ddaaa I Iolaa
Co E-Mail Ad	Oty		State / Provi	nce	~	f Othe	2p//	Postal C	lode	Phone	Numbe	Cell	hone Numb
Comm	nents												
	Address Type	Unlisted	Number	Unit	Prefix	Street	Туре	Suffix	City	State	Zp	Country	f Other

# **Address Information**

#### \* Unsure of functionality and how this is accessed.

- \* This form displays "minimized" (the "bottom half" County and Comments is not visible) in many situations.
- \* The "top half" (address fields) are always visible, and populated based on the loaded address record.
  - Address Record:  $\geq$ 
    - Number, Unit, Prefix, Street, Type, Suffix, City, State/Province, Zip/Postal Code Address Unlisted, Primary Phone Number, Cell Phone Number, Address Type (Residential, Mailing, Business, Prior Address, Other)
  - $\geq$ Country / Region Information:
    - Country, If Other, E-Mail Address, Address Type, Comments
- \* Functionality:
  - $\triangleright$ Cancel
  - $\triangleright$ ОК

#### **OMIS 3 Assessment (Address Information): Functionality Exists**

See OMIS 3 Assessment (Address Tab) for screen shots.  $\Leftrightarrow$ 

#### **OMIS 3 Assessment (Address Tab): Functionality Exists**

 $\div$ The Residence module in conjunction with the Offender Contact Information module contains this functionality.

Number

Cancel

Unit

Prefix



	City	:	State/Province	Zip/Postal Code	
				✓ Addre	ess
Primary Phone Nur	nber (	Cell Phone Num	ber ()	A	Addro
County / Regi	on Information				
Country		~ If	Other:		-
E Mail Address:			_	4	ldda
E-Mail Address:				A	Addre
E-Mail Address:				A	Addro
E-Mail Address: [ Comments:				A	Addr
E-Mail Address:				A	Addr
E-Mail Address: Comments:				A	Addr
E-Mail Address: Comments:				A	Addr
E-Mail Address: [				A	Addn

Street

Туре

Suffix

<u>ο</u>κ

# Personal Descriptors Tab

- Document Demographic personal identifiers here.
- Fields:
  - Personal Descriptors Record:
    - Hair Color, Eye Color, Build, Complexion, Hair Length, Facial Hair, Handed, Education, Height, Weight, Wears Glasses/Contact, Hearing Impaired
    - Scars/Marks/Tattoos:
      - 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Tattoo Information for: Tattoo Location(s), Tattoo Type(s), Scars, Missing Body Parts, Deformities
- Other
- Functionality:
  - Close, Return
  - Add, Save Changes, Delete, Cancel

#### Person Typ AKA Facia U Wears Gla ses / Contad Hearing Im / Marks / Tatl Tattoo Location(s Tattoo Type(s) Sean ing Body Parts Deformities Other Betum 8dd Save Changes Qose Delete Cance

# OMIS 3 Assessment (Main Screen – Name Tab): Functionality Exists with Minor Modification

- Most of this information is found in the Basic Information group's Demographics Module.
  - Exceptions:
    - Hair Length, Glasses/Eye Glasses, Hearing Impaired
- The Scars Marks and Tattoos module will document the SMT information.
   See OMIS 3 Assessment (Photos / Images Tab) for screen shots of Scars
- Marks and Tattoos functionality.
   The Education module will document education information.

	Education						
	Started	Ended	Category	Nan	ne		Graduated
		04/26/2002	High School	STA	TE OF MONTANA		Yes
=	Documents						
	Title			Category		Date	
•	Official Transcripts			Transcripts		05/01/2017	
			=	Education			
				Attended			
				Startad Ended	02/01/2000		
				family de			
				a succe			
				Name	STATE OF MONTANA		
				Description	STATE OF MONTANA		
				Special Education	0		
				Graduated			
				Data Description	04/26/2002		
				Achievement Category	080		
				Verification			
				Verified	8	uman (march)	
				Data	07/14/2011		
				Mathod	Legal Document on File 🔻		
				Date Ac	hievement Category		Description
				-			

Demographics		
Appearance		
	Eye Color Hair Color Complexion	Green T Brown T Light T
Physics 1		
Physique	Height (Feet) Height (Inches) Weight (Pounds) Build	5 10 195 Medium
L/R Harded		
UN THE MEN	L/R Handed	Both T
Race and Ethnicity		
	Race Hispanic Ethnicity	Mhite •
Total all taken		
Theat Amiladon	Tribal Affiliation	NONE
Marital Status		
	Marital Status	Single T
Otizenship and Immigration		
	Country of Citizenship Immigration Status	United States V

# Arrest / Mugshot Tab

This is the main booking screen

# **Booking Section**

- Fields:
  - Booking
    - Booking Date, Booking Type, Officer, Outdate, Confidential Booking
- Functionality:
  - Outdate:

# Arrest Section

- ✤ Fields:➢ Ar
  - Arrest Date, Arresting Officer, Arresting Agency, Case Number, Arrest Location, ORI (Agency) Number, Montana Arrest Number
- Functionality: None

# **Mugshot Section**

- Fields: Photo
- Functionality:
  - > Attach Mugshot, Capture Mugshot, Print Mugshot, Zoom, Print Face Sheet, Send to Officer, Print Label, Copy
  - Syringe Button unsure of functionality...possibly medical assessment?
  - Eating Utensils Button unsure of functionality...possibly dietary concerns?

# **Miscellaneous Section**

- Fields:
  - > Treat as an Adult, Attorney, Place Hold ForvSearch Officer Name, Pat Search Check Box, Comments
- Functionality: None

# Form Functionality

- Cancel Booking, Close
- Add, Save Changes, Delete, Cancel

NOTE: Some of these controls, such as the "Send to Officer" button, are available depending on the logged in user.

OMIS Assessment (Arrest/Mugshot Tab - Booking): Functionality Does Not Exist (Primary Feature)

- A Booking feature does not exist at this time in OMIS 3 since booking is not a process performed in the Department of Corrections it has not previously been included in OMIS.
- Since Booking is a primary feature of a Jail Management System, it would be mandatory to add this.

OMIS Assessment (Arrest/Mugshot Tab - Arrest): Functionality Does Not Exist (Primary Feature)

- An Arrest feature does not exist at this time in OMIS 3 since arresting is not a process performed in the Department of Corrections it has not previously been included in OMIS.
- Since Arrest is a primary feature of a Jail Management System, it would be mandatory to add this.

ОМ	IS Assessment (Arrest/Mugshot Tab - Mugshots): Function	lity l	Exists (F	Primary	y Feature)	)		
*	The Mugshot module allows for capturing mugshots. The pending Badge module (exists currently in OMIS 2) will allow the printing of Badges. Labels and Wristband printing are not currently supported in the Badge module (not used by GCDC)		Mugshots Photo E Edit Mu Mogdat	Photo Date 09/12/2008 ugshot Photo Prevent Photo Date	Updated by NELSON, JASON (CISO 2012/10/2016)	26) Leat updated by	Update date Hu 10/18/2016	shot Use

Booking	Arrest				
Date _/_/:	Date	/_/	Officer		
Туре	Agency		~ Case	No.	
Officer	Location				
Outdate _/_/:_	ORI No.		Mans	No.	
Confidential Booking		Mug Shot			
Treat as an Attorney					
Race Hold - For				Attach	Capture
				Mugshot	Mugshot
Search Onicer	Pat				-
Comments	<u>^</u>		Prin	Mugshot	🔍 Zoom
			Print	Face Sheet	Send to Officer
			Pr	nt Label	E-Mai

# Photos / Images Tab

- Used to document photos such as mugshots, scars, marks, and tattoos.
- An officer can attach any type of photo they wish.
  - However, only images attached from the from the Arrest / Mugshot tab will be marked as a mugshot and have the "Age at Time of Photo" attribute properly configured.
- Fields
  - Photo Record:
    - File Name, Description, Comments, Photo
  - Photo Record Table
    - Description, Mugshot, Age at Time of Photo, File Name, Comments, Updated By, Updated Date, Concurrency ID
    - NOTE: Several of these fields are not in the main photo record...
- Functionality
  - Photo Record:
    - Select Photo, Zoom, Print Photo, Copy, E-Mail
  - Screen:
    - Cancel Booking, Close
    - Add, Save Changes, Delete, Cancel

# OMIS Assessment (Photos / Images Tab - Mugshots):

- The Mugshot module allows for capturing mugshots.
- The pending Badge module (exists currently in OMIS 2) will allow the printing of Badges. Labels and Wristband printing are not currently supported in the Badge module (not used by GCDC)



Functional	ity Ex	cists (P	Primary	· Feature)			
	∃ Mu	gshots					
		Photo	Photo Date	Updated by		Update date	Mugshot Use
allow	≡	8.9	09/12/2008	NELSON, JASON (CI5026)		10/18/2016	
Dt		≡ Edit Mu	gshot				
C)	=	Magshot	Photo Previaw Photo Date	1201/2016			
		Notes					
		=	Note	Date	Last updated by		
						Last updated by CHURCHILL, KELLY (C	14746) on 12/01/2016 Save

# OMIS 3 Assessment (Photos / Images Tab): Functionality Exists

 The Scars Marks & Tattoos module contains this functionality.

_						
≡	Scars Marks	& 1	attoos			
	Classification		Physical	Feature	Description	Date
=	Scars	_	Elbow, Li	eft	1*	06/06/2011
Ξ	Scars	=	Scar Mark Tattoo			
≡	Tattoos	L	Scar Mark Tattoo			
=	Tattoos	ш	Linda Da An Maria	(		
≡	Tattoos	Ш	Body Mark		•	
		11	Origination Date			
		Ш	Description			
		Ш				
		L I				
		ι.	Photos			
		Ш				
		Ш	View photo		Photo date	
		Ľ				
		L	Notes			
		Ш	_			
		Ш	Date	East Updated By		Note
		11				
		L				Save
		_				

# **Charges Tab**

- Used to document all charges for the inmate on a single booking.
- Bottom portion of screen is utilized to show multiple records.
- The SSN Statistics group box is visible based on the facility that is currently in use.
- Some fields, such as the "Formal House Arrest" check box, are enabled/disabled based on previous selections made.
- Fields
  - Charge:

.

- MCA Code, Other Code, Description, Counts, Severity, Type of Charge, Class
- SSN Statistics
  - Status, Date of Conviction
- Court / Sentence
  - Warrant / Citation Number, Next Court Date, Court, Current
- Photos / Images Billing PREA Intake Personal Criminal History Arrest / Mugshot Charges Property Release Medical Victim Notif, Classification Suicide Risk Visitor Log Cell Log Schedule SSN Statistics MCA Code Select by Description Status Other Code Desc Type of Charge Counts 000 Severity Date of Conviction /\_/\_/ \_ 🖬  $\sim$ Class Court / Sentence Warrant / Cit. No. Next Court Date \_\_/\_\_\_\_:\_\_ Court Charge Disposition Current Disposition DC Numb Formal House Bail Type Bail / Fine Amount Arrest Code Type of Charge Warrant / Cit. No Next Court Date/Time Court DC Number Bail Type Bail Amo Dispo Code Description Counts Severity Total Bail for All Charges Save Changes Cancel Booking Close Add Delete Cancel

Booking Nbr Booking Nbr

Person ID Person ID

Disposition, DC Number, Bail Type, Formal House Arrest, Bail / Fine Amount

∃ Charges

e Name

- Total Charges This Arrest
  - Arrest Code, Description, Counts, Severity, Type of Charge, Warrant / Citation Number, Next Court Date/Time, Court, DC Number, Disposition Code, Bail Type, Bail Amount, Total Bail for All Charges
- Functionality
  - Select By Description
  - Charge Disposition
  - Cancel Booking, Close
  - Add, Save Changes, Delete, Cancel

OMIS Assessment (Charges Tab): Pending Functionality with Minor Modification

- The pending Charges module will document Charge information
- Currently Charges doesn't differentiate
   between a misdemeanor and a felony, so this will have to be adjusted to do so.
- Court Date and Bonding information is not currently captured in OMIS and would have to be added.

# Charge Disposition Form

- Documents the disposition for a specific Charge.
- Fields:
  - Record
    - Disposition, Officer, Date / Time, Comments
    - > All Dispositions This Arrest
      - Date, Time, Officer, Disposition, Comments, Updated By, Updated Date
- Functionality:
  - Cancel
  - Disposition Count?
  - Add, Save Changes Delete

#### OMIS 3 Assessment (Charges Tab):

#### Functionality Exists with Minor Modification

• Sentences are documented in the Legal group's Court Case and ∃ Court Cases Offense Terms module and the pending Sentence Calculation DC-93-161 Gallatin - 18th Judicial District OLSON. Gallatin - 18th Judicial Distri DC-95-117 module. DC-96-03 Gallatin - 18th Judicial Dist =  $\div$ The following are exceptions that would need to be implemented:  $\geq$ Sentence Status and Sentence Status Date This is most likely covered in the pending release of Court and Current Offense in conjunction with the Sentence Calculation module  $\geq$ Confinement  $\geq$ Bill To  $\triangleright$ Alternate Credit  $\triangleright$ Current Offenses Sentence to Serve

# **Criminal History Tab**

### There are no screenshots of this tab. Determine if used or not.

# **Property Tab**

- Documents the receipt of Property.
- The "Location of Property" drop down options disappear once the initial booking has been completed. The display of that field then becomes a simple text box in appearance.
- Fields
  - Location of Property, Additional Property, Cash, Hat, Coat, Shoes, Shirt, Pants / Skirt, Other Clothing, Watch, Number of Keys, Rings, Wallet, Other, Vehicle Location
- Functionality
  - Cash Log
  - Cancel booking
  - Close
  - Add, Save Changes, Delete, Cancel

rsona	I Criminal History	Arrest / Mugshot	Charges	Property	Release	Medical	Victim Notif.	Classification	Suicide Risk	Visitor Log	Cell Log	Schedule
	Location of Prope	άγ 📃				~	Addition	al Property				
	Ca	sh [	Ca	sh Log	Í.							
	Ha	¢.				1	Shirt					
	Coa	£ [					Pants / Skirt					
	Shoe	5				0	ther Clothing					
	Wat	ch [				Nu	mber of Keys	0				
	Bin	gs					Wallet					
2	Ctr	*									0	
											Ý	
	Vehicle Locati	on										
		Note: You	must enter	a locatio	on or ente	er "NA"	if no vehicle	2				

# OMIS 3 Assessment (Property Tab): Pending Functionality

- A Property module is pending that should cover all functionality.
- A 2Property work center would likely be created to provide quick access to all of the property features, similar to this bar.

# **Medical Tab**

- Documents Medical Insurance, Emergency Contact and Medication Information
- The "Medical Assessments" area at the bottom typically shows a table (it's visible in the background, and is similar to the medications table shown above it).
  - However, during initial booking, if the officer doesn't have the time to complete a full medical assessment, then they are allowed to click a checkbox that allows them to indicate that they couldn't complete the assessment.
  - If they couldn't complete the assessment, they are required to indicate why they couldn't using a comment box.
    - That reason then appears in the text box next to the "Unable to Complete" checkbox shown above.
- Fields
  - Main:

Inmate I	Name							Booking	g Nbr	Booking	Nbr	P	erson ID	Per	son ID			
Photos /	Images	Billing	PF	REA Intal	ce													
Personal	Crimin	al Histor	y A	vrest / M	ugshot (	Charges	Property	Release	Medica	Victim	Notif. C	lassification	Suicide	Risk	Visitor Log	Cell Log	Schedule	
Ins	. Co. [						Ins. No.					Insured	l's Name					
Medica	al Dr.						Other Dr.						Dentist					
	Eme	rgency	Cor	ntact														-
	Name											Phone	<u> </u>					
A	ddress						City					State				$\sim$		
Relatio	onship											Zip Code	:	_				
			Г	Medica	tions													-
			Γ		Reviewe	ed Dri	Jg	Comm	nents	Dosage	Pharm	acy Pres	cribing		Updated	Upda	te	ç
F <u>M</u> ec	leview dicatio	ns		<														>
			Г	Medica	I Assess	ments												
				Assig	ned to Ce													s si
F N Ass	leview ledical æssme	nt		ت ا د	Inable to Complete												*	>
Cancel	Bookin	g	<u>C</u> lo	ose							L	ydd	<u>S</u> ave C	hange	s [	<u>D</u> elete	Cano	xeļ

- Insurance Company, Insurance Number, Insured's Name, Medical Doctor, Other Doctor, Dentist
- $\geq$ **Emergency Contact:** 
  - Name, Phone, Address, City, State, Relationship, Zip Code
- Medications:  $\geq$ 
  - Reviewed By, Drug, Comments, Dosage, Pharmacy, Prescribing Doctor, Updated By, Updated Date, Unknown Fields... .
- $\triangleright$ Medical Assessments:
- Assigned To Cell, Unable to Complete, Comments?
- $\div$ Functionality
  - **Review Medications**  $\geq$
  - $\triangleright$ **Review Medical Assessment**
  - $\geq$ Cancel booking
  - Close
  - Add, Save Changes, Delete, Cancel  $\geq$

#### **OMIS 3 Assessment (Medical Tab - Insurance): Functionality Does Not Exist**

Medical Insurance documentation, although not necessarily documented by the prisons, is a good thing to do and could be used \* to reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.

Phone Numi lena Montana United States	Iber Emergency Contact Yes	Dependent Lives with No Yes Telephone Cell Prinary 9183320183
Chân Chân Chân Chân Chân Chân Chân Chân	Nac Ca Set Vent Set Count Active Primary op/Bigmal.com Start Date End Date End Date End Date Count Energency Contact Dependent	Not Ca Software Marcanal Adros Phimary spoPdymail.com If Association Start Date Relationship Emergency Contaxt Dependent Vm @ No Uklanown

#### **OMIS 3 Assessment (Medical Tab - Medication): Pending Functionality**

Medication documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to ٠ reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.

Inmate Nam

Pharmacy

Comments

Drug

Reviewed by Medical

Drug

Booking Nbr Booking Nbr

Comments By

Add

Dosage

Prescribing Doctor

Prescribing Doctor

000

Dosage Pharmacy

Person ID

Update Date

Save Changes

Person ID

Reviewed by Medical

Concurrency Id

Delete

# **Medications Form**

- Used to document Prescription Medications used by the inmate.
- The "Reviewed by Medical" checkbox is used  $\div$ by the jail nurse to help her do an accounting of whether a medication entry has been reviewed by her or another medical staff member.
- The rest of the fields are free form.
- $\div$ Fields
  - $\geq$ Prescription Record:
    - Drug, Dosage, Pharmacy, Prescribing Doctor, Reviewed by Medical, Comments
  - ≻ All Prescriptions Table:
    - Reviewed by Medical, Drug, Dosage,

Close Pharmacy, Comments, Updated By, Updated Date, Concurrency ID

- Functionality \*
  - Close  $\geq$ 
    - $\geq$ Add, Save Changes, Delete

#### **OMIS 3 Assessment (Medical Tab - Medication): Pending Functionality**

\* Medication documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.

\* The pending Substance Use module will allow for documentation of both illegal and prescription drug use.

# Victim Notification Tab

- Used to document attempts to notify victim. This also  $\div$ provides functionality to add Victim Information.
- To add a victim, the officer clicks the "Add" button, which prompts them to choose an existing person record or create a new one.
- \* Once a person has been selected, their information appears above in the grey fields pictured.
- \* Additional information about that person is shown using the "Victim Information" button.
- The look and feel of that information screen is described on the screen later in the document.
- ٠ Fields
  - $\succ$ Notify Victims Record:
    - Name, Residential Address Mailing First, Second,

Third Attempt [Date & Time/Officer/Successful Contact], Telephone Blocked or No Telephone (Notify Dispatch of No Contact) [Date & Time/Officer], Dispatch Notified of No Contact [Date & Time/Officer], If notified, describe how notified.

- Victim Contact Table:
  - Victim Name, How Notified, First, Second, Third Attempt [Date & Time/Officer/Successful Contact], Telephone Blocked or No Telephone (Notify Dispatch of No Contact) [Date & Time/Officer], Dispatch Notified of No Contact [Date & Time/Officer], If notified, describe how notified. – unsure if this is included in the table view.
- \* Functionality
  - Victim Information
  - Cancel Booking
  - Close
  - Add, Save Changes, Delete, Cancel

ОМ	IS 3 Assessment (Victim Notification Tab):	Functionality Exist	s with Minor Modifica	tion		
*	The Victim module provides necessary functionality	≡ Victims Victim	R	egistered	Register Date Victim	Contact
*	Contact attempts can be made in the Victim Notes	ALEXANDER-SMITH, ANGELINA	Y	25 3 Victim N	08/02/2015 Yes tame ALEXANDER SMITH, ALGELINA t Victim Association tron teaching	
*	Future functionality will include the ability to it probably will not include items such as "Dis	document victim cont patch Not <mark>i</mark> fied of No C	act specifically, althou ontact".	3h	Register Date 06/02/2016 Packet Sett (r) Packet Sett 00/00 Packet Sett 00/00 Victor (r) DOC Registered (r)	
<b>*</b>	Is FCJ's Victim Information associated with a c	harge(s)?			Dutiness 😥 VINE Registered 😥	
PR	EA Intake			Not	ites	
*	Consists of PREA assessments to identify poss	ible Victim and Predat	ory Factors.		Category	Date
÷	Determine how to get to this screen.					
Vic	tim Factors Tab		Reason for Screening	V Officer	Date / Time 09/27/20	16 13:38
*	Document PREA victim factors here to assess probability.	PREA victim	Possible Victim Factors   Possible Predatory Factors 1. Former victim of in custody rape or sexual assault? 2. Youthful age?		<ol> <li>Lesbian/gay/bisexual/transgender/effeminate?</li> <li>History of sexual abuse?</li> </ol>	
*	Consists of PREA assessments to identify poss	ible Victim Factors.	3. Edenly age? (Adult Only)		9. History of sexual activity while incarcerated?	
*	Fields		4. Physical stature?		10. History of protective custody?	
*	<ul> <li>Assessment Details:         <ul> <li>Reason for Screening, Officer, Date/1</li> </ul> </li> <li>Possible Victim Assessment:         <ul> <li>As shown to right.</li> </ul> </li> <li>Functionality:         <ul> <li>Scoring Capability</li> </ul> </li> </ul>	ïme	5. Developmental (drystod dashbity or mental ilress? 6. Pint incorporation? Namative		11. Are you alread to be in jai? (Why?-Jovende only) Flak Assessment	
	<ul> <li>Close, Print, Save Changes</li> </ul>		Cose		Pirt	Save Changes

notos / Images Billing Insonal Criminal History	PREA Intake Arrest / Mugs	hot Charges	Property I	Release Medical	Victim Notif.	Classification	Suicide Risk	Visitor Log	Cell Log	Schedule
Notify Victim(s)	Name									
Victim Information	Residential									
	Mailing									
	First Attempt	Date and Ti	me : iiii	Officer				Sk		Contact?
s	econd Attempt		- 🖬							
	Third Attempt		: 🛗							
Telephone Blocked or (Notify Dispatch)	No Telephone of No Contact)		- 🖬							
Dispatch Notified	of No Contact		: 🖬							
If notified, describ	e how notified									< >
Victim Name	How Notifie	First Att d Date/Ti	empt me	First Attempt Officer	First Atte Success	mpt Se Di	cond Attempt ste/Time	Se At	cond empt Office	Second At Success

Functionality Exists with Minor Modifications and Pending

06/29/2017

07/07/2017

test

MOis

Law Enform

Law Enforce

- The PREA Special Management Designations module documents PREA designations such as known predator/victim or potential predator/victim.
- A planned implementation of the the assessments module will provide the ability to document the PREA assessment in OMIS. View OMIS 3 Assessment (Cell Log Tab) for screenshots of assessments in OMIS 2.

# Predatory Factors Tab

- Document PREA predatory factors here to assess PREA predatory probability.
- Consists of PREA assessments to identify possible Victim Factors.
- Fields
  - Assessment Details:
    - Reason for Screening, Officer, Date/Time
  - Possible Predatory Assessment:
    - As shown to right.
- Functionality:
  - Scoring Capability
  - Close, Print, Save Changes

Come Pert Serve

- OMIS 3 Assessment (PREA Intake Possible Predatory Factors Tab): Pending Functionality
- See OMIS 3 Assessment (PREA Intake Possible Victim Factors Tab) for screen shots.
- A planned implementation of the the assessments module will provide the ability to document the PREA assessment in OMIS.
   View OMIS 3 Assessment (Cell Log Tab) for screenshots of assessments in OMIS 2.

≡ Special Management Designations

Ass

≡ Edit PREA Special Man

Kooun De

Secure H

= PREA

# **Classification Tab**

#### Inmate Questionnaire Tab

- This form is used to document offender classification information and calculate classification levels.
- Many of these fields simply take a "Y/N" response.
  - When a "Y" is provided, and the field has a "related" text box, the related text box then becomes required and the focus shifts to the related text box to aid in data entry.
- When initially screening an inmate, if they have previously been booked in our system, the "How many times have you been in this jail?" defaults to the previous incarceration count.
- Fields:

 $\geq$ 

- Inmate Data:
  - Inmate Name, Booking Number, Person ID
  - Inmate Questionnaire
    - As displayed to right.
- Functionality:
  - Close, Cancel, Print
  - Prior, Next

OMIS 3 Assessment (Classification Questionnaire Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.



des .		Notes					
0/14/2017		test					
					Last updated by R	erson, roe (crezz) e	07/14/3
Reason for Screening		Officer	[		Date / Time	09/27/2016 13:38	
Possible Victim Factors Po	ssble Predatory Factors						
1. History of institutional a	exual assaultive behavior?						
2. Current/prior history of	physical or sexual abuse/assault	on others?					
3. History of violence, int	inidation or extortion on others?						
4. Gang affiliation?							
5. History of institutional	enual activity?						
6. Overly masculine? (Fe	males only)?			Risk As	sessment		v

# Segregation Factors Tab

- Document any segregation/separation needs here.
- These fields simply take a "Y/N" response.
  - When a "Y" is provided, and the field has a "related" text box (i.e. the Communicable disease question), the related text box then becomes required and the focus shifts to the related text box to aid in data entry.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Segregation Factors
    - As displayed to right.
- Functionality:
  - Close, Cancel, Print
  - Prior, Next

mate Name			Booking Nor	Booking Nbr		Person ID	Person II
nmate Questionnaire	Segregation Factors	Risk Assessment	Risk Assessment - Cont.	Len. of Stay Factors	Disp. / Class.		
Y/N							
Suk	ide nak						
Mer	tal health history						
Com	municable disease	If yes, specify:					Ô
Phy	sically handicapped	If yes, specify:					0
We	iess						
04	contempt case						
Sep	aration / protective ou	stody case					
Oth	er conditions	If yes, specify:					<u>^</u>
							-
Qose Cano	el Print					Bior	Next

### OMIS 3 Assessment (Segregation Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

#### **Risk Assessment Tabs**

- Document risk assessment information here.
- All of these radio groups are required, except the "Protection Factors" one.
- ✤ All of these radio groups are required.
  - ➢ When a choice is made on this or the previous screen, the "Risk
  - Total" and "Risk Assessment" display updates.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
    - Risk Assessment
    - As displayed to right.
  - Risk Assessment Continued
    - As displayed to right.
- Functionality:
  - Close, Cancel, Print
  - Prior, Next



#### OMIS 3 Assessment (Risk Assessments Tab):

#### Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

#### Length of Stay Factors Tab

- Defines items outside of exact sentencing information that determine the length of stay.
- All of these radio groups are required.
  - When a choice is made, the "Total Points" and "Expected Length of Stay" display updates.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Length of Stay Factors
    - Total Bail Amount
      - Scored Answers: \$1 to \$25,000 (1 pt); \$25,001 to \$100,000 (3 pts); \$100,000 + OR No Bail (5 pts)
    - Charge Severity
      - Scored Answers: Misdemeanor (1 pt); Felony (3 pts)

 Densate Name
 Booking Nor
 Person ID
 Person ID
 Person ID

 Trind Locationner
 Sographic Plata
 Plak Assessmet - Carci, Lin of Ring Factor
 Dig. / Diss.
 Image: Disp. / Diss.

- Charge Class
  - Scored Answers: Property or Other (1 pt); Alcohol/Drugs/Weapons/Violent (5 pts)
  - Calculated Fields:
    - Total Points
    - Expected Length of Stay
    - Validation: 3 to 5 pts Short-term; less than 7 days; 6+ points Long-term; 7 days or more.
- Functionality:
  - Close, Cancel, Print
  - Prior, Next

#### OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

### Disposition / Classification (Summary) Tab

- Displays Classification Information
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Disposition / Classification Data
    - Displayed Fields: Classification, Expected Length of Stay, Risk Assessment
  - Classification: Classification, New Cell Assignment, CIVIL/CRIMINAL Charges Alert Text, Reason for Movement, Notes
- Functionality:
  - Classification Recommendation, Expected Length of Stay, Risk Assessment Outcome are all displayed from previously calculated information.
  - > A CIVIL Charges/CRIMINAL Charges blurb is displayed based on charge information.
  - Close, Cancel, Print
  - Prior, Next

OMIS 3 Assessment (Disposition / Classification Summary Tab [Placement]): Functionality Exits with Minor Modifications and Pending Functionality

*	The Bed Placement Module	∃ Be	d Placement										
	and Custody Review Modules	_	Bed Placement Reason	Unit		Section	Level	Room	Bed	Start Date	End Date	Description	Confirmation
	contain the necessary	=	Single Cell Restriction	Locked Housing	Unit 2	ISO	LHU2 NO LEVEL	1	1	06/25/2017	06/01/2017		
	contain the necessary		Area Filter	Montana State P	ison								
	functionality.			Complex	Minh Cida 💌								
*	A modification would need to be	e		Unit	Locked Housing Unit 2	•							
	made to the custody level table	to		Section Level	High Side   Locked Hou	sing Unit 21 ISO	LHU2 NO LEVEL	F					
	document which custody level custo	ach			[			_					
	document which custody level e	acii	Placement Details										
	facility/detention center utilizes	•		Room	High Side   Locked Hou	sing Unit 2   LHU	2 NO LEVEL   ISO   1	•					
				Bed	1 •								
				Start Date	06/25/2017								
				Start Time End Date	1:00 AM 08/01/2017								
				End Time Confirmation	1:00 PM								
				Description							~		
											~		
					-	E Custody Re	eviews						
					I	Custody Le Max	vel Custed No Over	l <mark>y Level (Override</mark> ) rride Available		Dis	ange Reason ciplinary Decision	Action Da 07/21/2013	te Next Review
						Edit Custody Re Remove Custod	No Over	mide Available		Cla	ssification Decision	06/01/2013	,
						Create Override	=	Edit Cus	tody Re	eview			
					L	Print Custody R	eview Details	Custody De	CHRS			_	
									Change Custe	e Reason Disc ody Level Max	ciplinary Decision	•	
									Act	tion Date 07/2 t Review	1/2017		

Inmate Name			Booking Nor	Booking Nbr		Person ID	Person ID
Inmate Questionnaire	Segregation Factors	Risk Assessment	Risk Assessment - Cont.	Len. of Stay Factors	Disp. / Class.		
Classification F	ecommendation:	Recommendation	•				
Expected	d Length of Stay:	Term					
	lisk Assessment:	Risk					
Classification							
Classif	lcation		¥				
New Cell Assig	gment		<ul> <li>Coution: This irm</li> </ul>	All charges for thi ate must not be ho	s inmate are CIVIL used with inmates	charges. with CRIMINAL charg	es
Reason for Mov	vement						^
							v
	Notes						^
							v
Recor	ded By			Date _/_/.	🔝		
Qose Card	cel Print					Prior	Net
Qose Card	cej Print					Prior	ljest

# Suicide Assessment Tab

- Document Suicide Assessment here.
- Some of these fields simply take a "Y/N" response. A "Y" response makes the "explain" text box/boxes required and focus shifts to that text box to aid in data entry.
- A "Y" response to the "Have you ever attempted suicide?" question enables the "Full Suicide Screening..." button, and makes it required in order to complete the assessment.
- Fields:

 $\triangleright$ 

- Inmate Data:
  - Inmate Name, Booking Number, Person ID
  - Suicide Assessment
  - As displayed to right.
- Functionality:
  - Close, Cancel, Unable to Complete
  - Print, Prior, Next

# OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

In one or m

ng Officer Observation 1 Officer Obs

Cancel Unable to Complete

Inmate Classification

Intake / Receiving

ON

eral Population

O Make / Reveiving

# **Disposition / Classification (Summary) Tab**

- Document the Disposition/Classification summary here.
- Clicking on one of the various "Disposition / Classification" radio options, enables or disables various controls on this Tab.
  - For instance, when the "General Population" radio is selected, the "Inmate Classification..." button becomes enabled and is required.
  - Only the "Intake / Receiving" radio option enables the "Intake / Receiving" group box, otherwise it is disabled.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Disposition/Classification Summary
  - As displayed to right.
- Functionality:
  - Close, Cancel, Unable to Complete
  - Print, Prior, Next

#### OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

#### Visitor Log Tab

- Documents visitor information
- To add a visitor, the officer clicks the "Add" button, which prompts them to choose an existing person record or create a new one.
- Once a person has been selected, their information appears above in the grey fields pictured.
- Additional information about that person is shown using the "Visitor Information" button.
- The look and feel of that information screen is described on the screen later in the document.
- Fields
  - Visitor Record:
    - Name, Address, Relationship, Comments, Recorded By, Date/Time
  - Visitor Record Table
    - Log Date/Time, Name, Relationship
    - Comments, Update By/Date

hotos / Images Billing	PREA Intake		Booki	ng Nbr E	looking Nbr	Pe	rson ID Pe	rson ID	
ersonal Criminal History	Arrest / Mugshot	Charges Prop	erty Release	e Medical	Victim Notif.	Classification	Suicide Risk	Vistor Log Cell	Log Schedule
Waitor	Name								
Information	Address								
	Relationship								
Comments									^
									~
Recorded By				D	te _/_/_	<b>t</b> i	1		
Log Date/Time	Name	Rela	ionship	Comments				Updated By	Update

inmate Name		Booking Nbr	Booking Nbr	Person ID	Person II
In one or more prior assessments, this inmate has	reported a hist	ory of the follo	wing:		
Receiving Officer Observation 1 Officer Observation 2	Inmate Questions	Medical History	Suicide Assessment	Disposition / Classific	ation
Screen 6 - Suicide Assessment — Please	answer Y(Yes	) or N(No) to e	ach question		
Have you ever attempted suicide?	If yes, when?				< >
Full Suicide Screening	Why?				0
Are you thinking of killing yoursel?	How?				Ô
Do you have a plan?	If yes, explain:				0
Are you now or have you ever been breated for a mental health or emotional problems?	Fyes, when?				÷
In the past year have you experienced a significant loss (pb, relationship, death of family member/close friend?	lf yes, explain:	Inpatient	Outpatient		< >
Gose Cancel Unable to	Note: You mut	t complete at leas	t the first Print	Bior	Next

Booking Nbr Bo

Note: You must complete at least the first three tabs and the last tab during booking

09/27/2016 13:28

Bior

Neo

Print

- Functionality
  - Visitor Information
  - Cancel Booking, Close
  - Add, Save Changes, Delete, Cancel

ΟΛ	AIS 3 Assessment (Visitor	Lo	og Tab):	Function	ality Exists								
*	The Visitation module should provide all necessary functionality.	=	Visitor Log Visitor Log Dates Single Date Date Range	Date Start Date 06/27/2017	End	Date 06/28/2017			[Search]	Ξ	Create Visito Approval Details	Approved Decision Date	Ø 08/27/2017
		=	Visit Status Visitors Name Smith, Jamie	Last Name Approved Yes	First Nan Special Visit No	ne Da Money No	ste of Visit SSN	Badge Numbe D.O.8.	r Relation Half Sister		Relation Details Name Smith, Jamie Address 855 PRAIRIE VIEW Kalispell, MT 59901	ROAD	
											Visitation Flags	Money Non Contact Court Order Special Visit	□ Ø □
											Visitor Details	Relationship Start Date End Date	Half Sister  06/27/2017 06/27/2017

# **Cell Log Tab**

- Used to document cell placement/movement.
- The "red Caution text" is shown depending on how the inmate is charged.
- Fields
  - Cell Log Record:
    - Cell, Location of Property, Caution Note Display for CIVIL/CRIMINAL Charges, Reason Moved, Recorded By, Date/Time
  - Cell Log Table:
    - Log Date/Time, Cell, Property Location, Reason Moved, Updated By/Date, Concurrency ID
- Functionality
  - Cancel Booking, Close
  - Add, Save Changes, Delete, Cancel

# NOTE: Determine why Location of Property is important for documenting cell placement and movement.

OMIS 3 Assessment (Cell Log Tab): Pending Functionality with Minor Modification

- The assessment module in OMIS will provide the ability to document any sort of assessment.
- OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet. As such, no screenshots are available for OMIS 3.
- The assessments used for the facility must then be created in OMIS
   3.





# **Billing Tab**

- Documents Billing Information for offender.
- The "Review Billing" button pictured above also allows for the addition/modification of inmate billing information, if the logged in user has access to those functions.
- The <u>Billing Form</u> is described later in the document.
- Fields
  - Main Billing Record
    - Bill To, Bill From/To Dates, Ticket Number/Badge Number, Comments
  - Billing Record Table
    - Bill To Agency, Bill From Date, Bill To Date, Ticket Number, Comments, Updated By/Date, Concurrency ID.
- Functionality
  - Review Billing
  - Cancel Booking, Close
  - Add, Save Changes, Delete, Cancel

### OMIS 3 Assessment (Billing Tab): Functionality Does Not Exist

OMIS does not contain billing information. If this is deemed a primary feature, it could be added. Contract Placement also utilizes billing information for housing inmates at contracted facilities.

Close

Cancel Booking

# **Release Form**

- Documents the ability of an offender to be released by compiling information from other module.
- The Release Form shown above has 2 sections and behaviors.
- The top section (with the "Holds", "Location of Property", etc. fields) is generally displayed, and if an inmate should NOT be released, the messaging section at the top indicates as such.
- The bottom section (with the "Release Date", "Reason for Release", etc. fields) is only visible if the inmate is allowed to be released.
- If they are NOT allowed to be released, the bottom section is replaced with a simple text box with a list of charges that require action before a release is allowed.
- Fields
  - Release Info Statements:
    - Release Authorization, Authorization Methods
  - Main Release Record:
    - Holds, Location of Property, Additional Property, Cash Balance, Location of Vehicle, Outdate, Victims Exist, but have not been contacted, nor has Dispatch been notified of no contact.
  - Secondary Release Record:
    - Release Date, Length of Stay, Reason for Release, Formal House Arrest (with connected field...Address?), Officer, Comments
- Functionality
  - > Release Statements/Message automatically displayed in top portion of this screen.
  - Juvenile JDRS
  - Cancel, OK

OMIS 3 Assessment (Release Information - NOT SURE WHERE THIS IS ACCESSED FROM):

• OMIS does not contain release authorization. This is a feature that would be a good idea to implement into OMIS anyway.

# Medical Assessment

# **Receiving Tab**

Document inmate medical receiving information here.

		<u>A</u> dd	Save Changes	<u>D</u> elete	Cance <u>l</u>
		L			
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		100000		Renew ID	Paraoo If
mate Name		Booking	Nhr Booking Nhr		
mate Name Release Authorize	ed	Booking	Nor Booking Nor	Person to	r er aktri it
elease Authorize Message(s)	вd	Booking	) Nor Booking Nor	Person to	r en lan re
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Release Authorize Message(s)	۶d	Booking	y New Booking New	Person io	
Holds:	⊧d	Booking	Ner Booking Nor	Cash Balance:	]
Holds Location of Verside	ed I	Booking	Ner Booking Nor	Cash Balance:	]]
Helesse Authorized Message(s) Helds Location of Property Location of Vendes Outdate:	•d	Booking	Additional Property     Additional Property     Votime exait, but have:     nor has Dispatich been in	Cash Balance	]
Release Authorize	ed	Booking	Additional Property     Victime solit, but have      ror has Dispatch been	Cash Balance	
Refease Authorize Refease Authorize Refease Authorize Location of Property Location of Vehicle Outdate Refease Date Details De	id 	Booking	Ner Booking Ner     Additional Property     Victures solat, but have      nor has Dispatch been in	Cash Balance	
Release Authorize Release Authorize Mossage(s) Helds Location of Noverly Location of Vehicle Outdate: Patieses Date: Release Date: Research for Release	sd	Booking	Ner Booking Ner     Additional Property     Victure soll, but have n     victure soll, but have n	Cash Balance.	
Holds Control	sd	Booking	Ner Booking Ner     Additional Property     Vatims exist, but have n     vatims Dispatch been n	Cash Balence:	

**Functionality Does Not Exist** 

ber / Badge Number Comments Bill From Bill To Ticket Date Number Comments By Date Id	<u>R</u> eview Billi	ng	Bill To		То				
Comments Comments Bill From Bill To Ticket Comments Updated Updated Concurrence Date Number Comments By Date Id					10	1			
Bill From Bill To Ticket Comments Updated Updated Concurrence By Date Number Comments By Date Id	licket N	umber / Bi				]	 		
Bill From Bill To Ticket Comments Updated Updated Concurrence By Date Id			Comments						~
Parte Date Comments Updated Updated Id									
r Bill From Bill To Ticket Comments Updated Updated Date Concurrenc							 		~
	Bill To Agen	DV	Bill From Date	Bill To Date	Ticket Number	Comments	Updated By	Updated Date	Concurrent

na Nhr Bookina Nhr

Person ID Person ID

- These fields simply take a "Y/N" response.
  - > When a "Y" is provided, the related text box then becomes required
  - and the focus shifts to the related text box to aid in data entry.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Receiving
  - As displayed to right.
- Functionality:
  - Close, Cancel, Unable to Complete
  - > Print
  - Prior, Next

#### OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

### **Officer Observations Tabs**

- Document booking officer's medical observations here.
- These fields simply take a "Y/N" response. A "Y" response makes the "explain" text box required and focus shifts to that text box to aid in data entry.
- A "Y" response in the "Obvious pain or bleeding", "Hearing voices/seeing visions" or "Observable injuries" field shows a message box indicating that the supervisor should be notified about this inmate and his or her condition.
- These fields simply take a "Y/N" response. A "Y" response makes the "explain" text box required and focus shifts to that text box to aid in data entry.
- The "Obvious fever, swollen lymph nodes, jaundice..." question is only visible on old versions of the assessment. New assessments do not show this question.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Officer Observation 1/2
    - As displayed to right.
- Functionality:
  - Medications Opens Medications Form to allow documenting of Medications.
  - Close, Cancel, Unable to Complete
  - > Print
  - Prior, Next

a analytic res		booking ho	booking nor	remonito remo
In one or	more prior assessments, thi	inmate has reported a history of the foll	owing:	
Receiving	Under Ubservation 1 Officer 0	ervation 2 Inmate Questions Medical Histor	y Suicide Assessment	Disposition / Classification
Screen	2 - Officer's Observation	<ul> <li>Please answer Y(Yes) or N(No) to</li> </ul>	each question	
	Obvious pain or bleeding	Hearing voices/s	eeing visions	Scared
- [	Assaultive/violent behavior	Observable injuri		Incoherent
	Loud/obnoxious behavior	Ciying/fearful		Enbarased
	Any noticeable marks/scars	Confused		
0	Bizarre behavior	Uncooperative		
[	Alcohol/drug withdrawal syn	toms Passive		
[	Unusual suspiciousness	Intexicated		
	If yes to any, explain:			
				^
				~
	-			
Qose	Cancel Unable to	Note: You must complete at lea	et the first Pent	Btor Nex

amate Na	ane .		Booking Nbr	Booking Nbr	Person ID	Person
In one o	r more prior assess	nents, this inmate ha	is reported a history of the foll	owing:		
leceiving	Officer Observation 1	Officer Observation 2	Inmate Questions Medical Histor	y Suicide Assessment	Disposition / Classific	cation
Screen	2 - Officer's Obse	vation (Continued)	- Please answer Y(Yes	) or N(No) to each q	uestion	
1	Other observa	able signs of depression,	or behavior suggesting a risk of suic	ide or assaultive to staff	or other inmates?	
[	Signs of traum	ta or illness requiring imm	nediate emergency or doctor's care?			
	Obvious feve	r, swollen lymph nodes, j	aundice or other evidence of infection	on which might spread th	rough the jail?	
	Are there any	unusual skin conditions	such as rashes, open sores or wou	nds?		
	Does the inm	ale appear to be under t	he influence of alcohol, barbituates,	heroin or other drugs?		
	Did inmate co	me in with medication?				
	Medication(	a) (a				
	If yes to any, exp	lain:				
						$\sim$
						~
	Annual 🗖	Unable to	Note: You must complete at lea	ast the first	Dur.	Mus

OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

In one or m	ore prior as	sessments, this inma	te has reported a history of the follo	owing:		
						<u>^</u>
Receiving Of	flicer Observat	tion 1 Officer Observa	tion 2 Inmate Questions Medical History	Suicide Assessment	Disposition / Classifi	cation
		~				
Screen 1	<ul> <li>Receiving</li> </ul>	<ul> <li>Please ar</li> </ul>	swer Y(Yes) or N(No) to each quest	tion		
	Was inmate	a medical health or sui	cide risk during any prior contact or confine	ment with your departm	vent?	
	fyes, when	n?				
					A.	
					~	
_					~	
	] Does the ar	meeting or transporting o	ficer believe inmate is a medical, mental he	with or suicde risk now	2	
	Does the ar	nesting or transporting o n?	floer believe inmate is a medical, mental he	saith or suicde risk now	?	
	Does the ar	mesting or transporting on n?	fficer believe inmate is a medical, mental he	with or suicde risk now	?	
	Does the ar	mesting or transporting on ?	floer beleve inmate is a medical, mental he	with or suicide risk now	?	
	Does the ar	mesting or transporting on n?	fficer believe inmate is a medical, mental he to incarcention?	with or suicide risk now	?	
	Does the ar E yes, when Was inmate E yes, when	reating or transporting o n? e evaluated at E.R. prior n?	fficer believe inmate is a medical, mental he	with or suicde risk now	?	
	Does the ar E yes, when Was inmate E yes, when	meating or transporting o n? e evaluated at E.R. prior n?	fficer believe innate is a medical, merital he 19 incarceration?	with or suicde risk now	?	
	Does the ar E yes, when Was inmate E yes, when	meeting or transporting of h? e evaluated at E.R. prior h?	ffoer believe innate is a medical, montal he to incarceration?	saith or suicde risk now	?	
	Does the ar E yes, when Was inmate E yes, when	meeting or transporting o n? e evaluated at E.R. prior n?	fficer believe inmate is a medical, mental he to incarberation?	with or suicde risk now	?	
	Does the ar F yes, when Was inmate F yes, when	meeting or transporting o h? h evaluated at E.R. prior h?	ffor beleve innate is a medical, mortal he to incarceration?	haith or suicide risk now	?	

# **Inmate Questions Tab**

### Functional Description HERE

- These fields simply take a "Y/N" response. A "Y" response makes the "explain" text box required and focus shifts to that text box to aid in data entry.
- Some of these fields, such as "Abdominal pain" or the "AIDS" questions, are only visible on old versions of the assessment. New assessments do not show these questions.
- If a "Y" response is provided for the "Diabetes" and "Are you insulin dependent?" questions, then the "Insulin Taken..." group box becomes visible.
  - ➢ If there are "N" responses, then it is not visible.
    - The drop down above the "explain" text box is for specifying food allergies or special diet needs.
      - It has some default options, but also allows for free form responses.

#### Fields:

- Inmate Data:
  - Inmate Name, Booking Number, Person ID
- Inmate Questions
  - As displayed to right.
- Functionality:
  - Close, Cancel, Unable to Complete
  - > Print
  - Prior, Next

OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

# **Medical History Tab**

- Document medical history here.
- These fields simply take a "Y/N" response.
  - A "Y" response makes the "explain" text box required and focus shifts to that text box to aid in data entry.
- Some of these fields, such as the "If Female... Are you currently on birth control pills?" question, is only visible on old versions of the assessment.
  - New assessments do not show these questions.
- A "Y" response to either of the first two medication related questions enable's the "Medication(s)" button.
  - The Medication Form is described on the <u>Medications Form</u> screen later in the document.
- Fields:
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Medical History
    - As displayed to right.
- Functionality:
  - Close, Cancel, Unable to Complete
  - > Print
  - Prior, Next

OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

Receiving Officer Observatio	n 1 Officer (	bservation 2 Inmate Question	14 Medical His	tory Suicide Assessment	Disposition / Classif	lcation
Screen 4 - Inmate Que Do you have any of	tionnaire the followin	— Please answer Y( g conditions?	Yes) or N(Noj	) or (R)Inmate refused	to answer to each	question
Hepatits	-	Seizure disorder	Ven	ereal disease	Drug Withdr	awal
Breathing problems		Head injury	Diab	etes	Are you insu	lin dependent
Abdominal pain		Allergic to any medication	Cum	ent Drug Addiction	- Insuln	Taken
High blood pressure	• <b>—</b>	Heart Problems	Ulce	18	00	aly
Tuberculosis	11-	Chest pain	AID	5	0 14	ectable
Acohol Withdrawal		Aethma	Foor	d Allergies / Special Diet	0 In	sulin Pump
Fyes to any, exp	ain:		[			~
						^
						~

nmate Nar	me			Booking Nbr	Booking Nbr	Person ID	Person
In one or	more prior asse	ssments, this inmat	e has reported a histo	ry of the follo	wing:		
anabina (	Officer Observation	o 1 Officer Observatio	on 2 Instate Occastions	Medical History	Guide Assessment	Disposition / Classific	ation
icon y	011001 00001 10001					Disposition 7 Gibband	
Screen	5 - Medical Hist	ory — Pleas	e answer Y(Yes) or N	(No) to each (	question		
Г	Are you currer	ntly taking prescription	medication?				
Ē	Annual Currer	othy assessed as Manstall Ha	with Provider?			Medication(s)	
	In the past 6 n	nonths have you seen	a Medical Provider?				
	If Female An	e you pregnant?					
	# Female An	e you currently on birth	control pills?				
	Do you have a	any medical conditions	that we should know abo	ut?			
	in the past 6 m	nonths have you been	admitted to a hospital?				
	In the past 6 n	nonthe have you had a	ny surgeries?				
	If yes, explain:	c					^
	Creat	Unable to	Note: You must	complete at least	t the first and	Brez	
1 1 1 1 1 1	Lance	- Complete		a boot such a second	Print	Phor	Dielic.

# Suicide Assessment

# Assessment / Comments Tab

- Assessment of suicide risks.
- These fields simply take a "Y/N" response. \*
  - $\triangleright$ A "Y" response makes the "comments" text box required and focus shifts to that text box to aid in data entry.
- Fields: \*
  - $\geq$ Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - Assessments/Comments
  - As displayed to right.
- ••• Functionality:
  - Close, Cancel, Unable to Complete  $\geq$
  - Print  $\triangleright$
  - $\triangleright$ Prior, Next

#### Rooking Nhr. Rooking Nhr Person ID Person ID ts Risk Factors Routing Please answer Y(Yes) or N(No) to each ou - Her Has given away valuable ; Seems very withdrawn or detached Has made verbal references to suicide, or wishing to be dead etc. Has see Claims to hear voices which are co Is behaving in a bizare or unusual wa Gose Cancel Piret Prior Ned

#### OMIS 3 Assessment (Length of Stay Factors Tab): Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

#### **Risk Factors Tab**

- ••• Document Suicide Risk factors here.
- The "Possible situational risk" and "Possible suicide risk" checkboxes, determine whether the subsequent checkboxes below them are enabled/disabled.
  - A check on the "Other" check boxes makes the text box required and shifts focus to that text box to aid in data entry.
- \*\* Fields:  $\triangleright$ 
  - Inmate Data:
    - Inmate Name, Booking Number, Person ID
  - $\geq$ Risk Factors
    - As displayed to right.
- ••• Functionality:
  - Close, Cancel, Print  $\geq$
  - Prior, Next  $\geq$

**OMIS 3 Assessment (Length of Stay Factors Tab):** Pending Functionality with Minor Modification

The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created  $\div$ within that module.

#### **Routing Tab**

- Document routing of this assessment.  $\div$
- A check on the "Other" check box makes the text box required and shifts \* focus to that text box to aid in data entry.
- Fields:

 $\triangleright$ 

- Inmate Data:  $\geq$ 
  - Inmate Name, Booking Number, Person ID
  - Routing
    - As displayed to right.
- Functionality: •••
  - Close, Cancel, Print ≻
  - $\geq$ Pri

Prior, Next	
OMIS 3 Assessment (Length of Stay Factors Tab):	Pending Functionality with Minor Modification

 $\div$ The pending Assessments module will handle all assessments. Once this is created assessments like this will have to be created within that module.

Possible situational risk (select reason or risk factor);	Possible sucide risk indicated, or warned of, by (select all that apply)
Fint offender	Arrenting or transporting officer
Juvenile (anyone under 18)	immate's apouse or other family member
Arrested for murder or attempted murder	Friend of inmate
Person with high status in the community	Probation/parole officer
Acohol/drug withdrawal	Officials from another law enforcement or correctional agency
Uttim, or possible victim, of same-sex rape	Cther inmate(s)
Arrested for "crime of passion" or unusually sensitive offense (ncest, shue, etc.)	Cther (specify)
	0
Other (specify)	Cither reason (specify)
	~

Booking Nbr Booking Nbr

Date \_\_\_\_\_

nent / Comments Risk Factors Routing

Screen 3 - Routing

Send a copy to

Commu

Jail nurse / doctor

Jail Chief and Co C Other (specify

Cancel Print

Person ID

Person ID

Prior Next

Booking Nor Booking Nor

Person ID

# **Disposition / Classification Tab**

### Screenshot not available

## Logs

### **Pass-On**

- Document shift turn over information.
- Fields: Entry Date, Officer Notes, Updated By, Updated Date ٠
- $\dot{\mathbf{v}}$ Functionality:
  - $\geq$ **Record Count**
  - $\triangleright$ Print, Show Past Year
  - $\geq$ Refresh
  - $\geq$ Delete Entry, Modify Entry, Add New Entry

_	Entry Date	Officer	Notes			Updated By	Update Date
-		12000			1		_
		Print	Show Past Year	Referato	Delete Entry	Modify Entry	Add New Erth

Deplay Lines Per Entry 1 0

Log Loca

Bre

Date 5/27/2016 @\* Weekday

#### OMIS 3 Assessment (Logs – Pass-On): Functionality Does Not Exist (PRIMARY FEATURE)

- This feature does not exist in any OMIS module.  $\dot{\mathbf{v}}$
- ÷ This is a nice feature and consideration will be made to create Unit Logs to implement these features.

### Daily

- Document daily shift activities.
- ٠ Fields:
  - Top Filters: Date, Display Lines Per Entry, Log Location  $\geq$
  - $\geq$ Daily Log Records
    - Time, Officer, Activity Updated By •
- \* Functionality:
  - **Record Count**  $\geq$
  - Refresh
  - Add New Entry
  - Modify Entry
  - > Print

#### OMIS 3 Assessment (Logs - Daily): Functionality Does Not Exist (PRIMARY FEATURE)

- This feature does not exist in any OMIS module.
- This is a nice feature and consideration will be made to create Unit Logs to implement these features. \*

# Add Dialog (for Passon Log and Daily Log)

- The time field requires a valid 24-hour numeric time entry. The Officer field is free-\* form.
- $\div$ The Notes field is case sensitive.
- Fields: Time, Officer, Notes  $\div$
- $\div$ Functionality:
  - Cancel
  - ▶ ОК

#### OMIS 3 Assessment (Logs - Daily): Functionality Does Not Exist (PRIMARY FEATURE)

- This feature does not exist in any OMIS module.  $\dot{\mathbf{v}}$
- This is a nice feature and consideration will be made to create Unit Logs to implement these features. ٠

# Modify Dialog (for Passon Log only)

- The Notes field is case sensitive.
- Fields: Notes
- $\div$ Functionality:
  - Cancel  $\geq$
  - ОК  $\geq$

#### OMIS 3 Assessment (Logs - Daily): Functionality Does Not Exist (PRIMARY FEATURE)

 $\div$ This feature does not exist in any OMIS module.

This is a nice feature and consideration will be made to create Unit Logs to implement these features.

Time	Officer	
Notes		^
		~
Cancel		<u>о</u> к

40000	
	OK



000 Befresh Add New Entry Modily Entry

# **Agency/Inmate Financials**

# **Inmate Forms**

# **Billing Form**

- Documents agency billing information.
- Fields:
  - Billing Record:
    - Agency, Agency Info, Bill From/To, Ticket Number, Comments
  - Billing Records Table:
    - Agency, From Date, To Date, Ticket Number, Comments, Updated By, Update Date, Concurrency ID
- Functionality:
  - JDRS
  - Add, Save Changes, Delete, Cancel

# OMIS 3 Assessment (Inmate Forms - Billing Form): Functionality Does Not Exist

OMIS does not contain billing information. If this is deemed a necessary feature, it could be added. Contract Placement also utilizes billing information for housing inmates at contracted facilities.

# Cash Form

- Used to document the receipt and payment of monies.
- Based on the radio selections of "Paid" or "Received", the "Paid" fields and "Received" fields activate and become editable.
- Fields:
  - Cash Record:
    - Money Paid or Money Received Radio Button
    - Current Balance, Amount Paid, Payment Type, Paid To, Amount Received, Payment Type, Received From, Comments, Recorded By, Date/Time
  - Cash Records Table:
    - Date, Time, Recorded By, Amount Paid, Payment Type, Paid To, Amount Received, Payment Type, Received From, Comments, Updated By/Date
- Functionality:
  - Current Balance field updates automatically from
  - Current Close
  - > Print
  - Record Count
  - Add, Save

# OMIS 3 Assessment (Inmate Forms - Cash Form): Functionality Does Not Exist

OMIS does not contain the ability to document Monies paid or received information. If this is deemed a necessary feature, it could be added. Contract Placement also utilizes billing information for housing inmates at contracted facilities.

# **Agency Form**

# Agency Maintenance Form

- Used to define the Agencies for booking and billing information. Also allows functionality to access the Billing Rates so that they can be viewed and set.
- The "Address" button shows the details about the agency, relating to its known addresses and agency contact information.
- That screen is detailed on the screen later in this document.
- Fields:
  - Agency:
    - Agency Name, Retired (Active), Contact, Title/Position, Address, Comments, Billing Rate
  - Agency Maintenance Table:
    - Name, Retired, Contact, Title/Position, Comments, Updated By/Date
- Functionality:
  - Cancel
  - Show Retired

Contact	1	Title / Postion	isur -		
Address					
Comments					1
ling Rate					2.
Name	Retrod?	Contact	Title / Post	ion	Comments

Comments		То	_/_/	Ticket	Number			^
		France	Ta	Takat		Indated	Ibdata	Canalization
Age	ncy	Date	Date	Number	Comments	By	Date	Id

Date	Time	Recorded By	Amount Paid	Payment Type	Paid To	Amount Received	Payment Type	Receive	d Comments
Recorded By						Date/Time			
Comments									~
nount Received		Payr	nent Type		×	Received From			
Amount Paid		Payr	nent Type		~	Paid To			
O Money Paid	1 O Mo	ney Received	1			Current Balance	·		

- Agency Count
- Add, Save Changes, Delete

# OMIS 3 Assessment (Inmate Forms - Cash Form): Feature Does Not Exist, but Could with Minor Modifications

- Agency/Facility information exists in OMIS. Fields such as Contact, Title/Position and the ability for users to maintain the facility table does not currently exist, but could be easily created.
- Billing Rate is not a current function, but could be created and once created, linked to this form.

# **Billing Rate Form**

- Sets Billing Rate per agency.
- Fields:
  - Agency Record:
    - From Date, To Date, Rate Per Day, Comments
  - Agency Billing Rate Table:
    - From Date, To Date, Rate Per Day, Comments, Updated By, Updated Date
- Functionality
  - Cancel
  - Agency Billing Record Count
  - Add, Save Changes, Delete

#### OMIS 3 Assessment (Inmate Forms – Billing Rate Form): Functionality Does Not Exist

OMIS does not contain the ability to document Agency Billing Rates over set periods. If this is deemed a necessary feature, it could be added. Contract Placement also utilizes billing information for housing inmates at contracted facilities.

### Invoice Form

- Views Billing Invoices to view and create Agency Invoices for stays credited to an agency.
- Fields:
  - Form Top:
    - Billing Period
    - All Agencies:
      - Amount Billed, Amount Paid, Total Due
    - Selected Agency:
      - Agency Name
      - Agency Contact Information
      - Agency Location #1
      - Agency Location #2
      - Agency Phone #
      - Amount Due
- Functionality
  - Detail Opens Invoice Detail Form for Selected Record
  - Recreate Invoice Creates a duplicate invoice
  - Print Report, Print All Invoices, Print This Invoice

# OMIS 3 Assessment (Inmate Forms – Invoice Form): Functionality Does Not Exist

- OMIS does not contain the ability to document Agency Billing Rates over set periods. If this is deemed a necessary feature, it could be added. Contract Placement also utilizes billing information for housing inmates at contracted facilities.
- Once Agency Billing Rates are created in OMIS, this form could be created along with Invoice Reports.

### **Invoice Detail Form**

- Used to adjust billing information for a selected agency billing record.
  - Agency Information Data:
    - Agency, Billing Period, Invoice, Amount Billed, Amount Paid
    - Agency Billing Rates
  - Inmate Data:
    - Inmate Name, Override Inmate Billing Dates, Override Bill From/To, Override Calculated Amount Billed, Override Amount Billed, Amount Paid
  - Booking Number Summary:
    - Amount Billed, Amount Paid, Total Due

Inmate Name         Booking Num           Overdot Innate Billing Dates         Bill From         9/27/2016         To         9/27/2016         Amourt Billed:         Amourt Billed:         Amourt Billed:         To         To         1/27/2016         To         Amourt Billed:         To         To </th <th>Inmate Name  Detende Innate Bill From  Service Collected Amount Billed  Bill  Bill</th> <th>Agency: Billing Period: Invoice Amount Billed:</th> <th></th> <th>Am</th> <th>ount Paid</th> <th>:</th> <th>Agency</th> <th>Billing Rates:</th> <th></th> <th></th>	Inmate Name  Detende Innate Bill From  Service Collected Amount Billed  Bill  Bill	Agency: Billing Period: Invoice Amount Billed:		Am	ount Paid	:	Agency	Billing Rates:		
Ovende kmate     Bit From     9/27/2016     To     9/27/2016     Anourt Bited:     Anourt Bited:     Anourt Paid:     Total Due:     Total Due:     Booking     Bit     Bit     Days     Anourt     Anourt     Anourt     Anourt     Total     Decemption	Overdide Innote Bill From 5/27/2015      To 5/27/2015      Amount Billed: Bille      Amount Billed: Bille      Amount Billed: Amount Billed: Due      Double      Double      Booking Bill Bill Days      Amount Tolet: Booking      Number Date	Inmate Name						B	Sooking Nur	nber
Booking Bill Bill Days Amount Amount Troket Booking	Booking Bil Bil Days Amount Amount Totat Booking Number Hom To Billed Billed Paul Number Date	Ovenide Inmate Billing Dates Ovenide Calculated Amount Billed	Bil From Amount Billed	9/27/	2016 🗸	To 9/2 Amount Paid	7/2016 🧹	Amount Bill Amount Pai Total Due:	ed: Id:	Biled Paid Due
Number From To Billed Billed Paid Number Date		Booking Number	Bil From	Bil To	Days Billed	Amount Billed	Anount Paid	Ticket Number	Booking Date	5

Anou Total	t Pad. Due:	Paid	Agency Loca Agency Phot	ntion #2 ne #	Amount	Due:	
Agency				Invoice Number	Amount Billed	Amount Paid	Invoice Date

Agency Name

Commente

000 <u>A</u>dd

Rate Per Day

Updated By

Save Changes

Update Dat

<u>D</u>elet

To 9/27/2016 🔍 🛪

Rate Per Dav

From Date 9/27/2016

From Date

Cancel

To Date

Con

- Invoice Detail Records Table:
  - Booking Number, Bill From/To, Days Billed, Amount Billed, Amount Paid, Ticket Number, Booking Date, Additional unidentified fields.
- Functionality:
  - > Agency Information Data Automatically displayed based on record opened. Non-editable.
  - > Agency Billing Rates Automatically displayed based on record opened. Non-editable.
  - > Inmate Name Automatically displayed based on record opened. Non-editable.
  - > Booking Number Automatically displayed based on record opened. Non-editable.

# **OMIS Assessment Legend**

#### Functionality Negligible

The described feature functionality does not exist in OMIS and does not appear to be a prominent feature requiring implementation.

#### Functionality Negligible, Not Used

- The described feature functionality does not exist in OMIS and does not appear to be a prominent feature requiring implementation.
- This feature is not used.

Inconclusive with Current Information

Critical information is necessary to properly assess the needed functionality.

#### Functionality Exists or Will Be Created

- The functionality exists in OMIS
- This comment refers to population of drop-down lists.
  - Normally these lists are not editable by the user, as is shown in the functionality being described in X-Jail.
  - ▶ If the lists are fairly status, it is best to control list content via the Corrections Service Desk
  - If the lists are not static and require constant additions, business owners will benefit via the ability to edit these lists on the fly from within OMIS.
    - It isn't recommended however to permit edits or deletions due to the fact that existing records rely on the information documented within these drop-down lists.
    - A feature to mark an item as Inactive would prevent the list item from showing when using the drop-down list.

#### Functionality Could Be Implemented

- This is used for features that are normally a convenience feature.
- If this feature is absolutely necessary to improve the functionality, it can be implemented.

#### Feature Does Not Exist, but Could with Minor Modifications

- This feature does not exist in an OMIS module.
- The feature is simple enough that it could be easily created.

#### Functionality Exists Partially With Major Additions

- Partial functionality exists in OMIS
- ✤ Additional significant features will need to be added.

#### **Functionality Exists**

✤ A module in OMIS exists that contains 100% of the functionality

#### Functionality Exists with Minor Modification

- ✤ A module in OMIS exists that contains most of the functionality.
- A modification to that module would be necessary to include 100% functionality

### Functionality Exists with Minor Modifications and Pending Functionality

- A module in OMIS is planned for implementation that contains most of the functionality.
- A modification to that module would be necessary to include 100% functionality
- Some of the functionality would not normally be included in that main OMIS module and would need to be created elsewhere

#### **Functionality Partially Exists**

- ✤ An OMIS module exists that contains some of the functionality necessary.
- Some of the functionality would not normally be included in that main OMIS module and would need to be created elsewhere

#### **Pending Functionality**

A module in OMIS is planned for implementation that contains most of the functionality.

#### Pending Functionality with Minor Modification

- A module in OMIS is planned for implementation that contains most of the functionality.
- A modification to that module would be necessary to include 100% functionality

#### Functionality Does Not Exist

- The feature does not exist within OMIS.
- This feature would have to be created specifically for the JMS if deemed necessary.

#### Functionality Does Not Exist (PRIMARY FEATURE)

The feature does not exist within OMIS.

- This feature is a primary feature of a JMS
- The feature would absolutely have to be created specifically for the JMS.

# Feature Does Not Exist. Functionality Won't Be Implemented

- The feature does not exist within OMIS.
- This feature would most likely not be considered for implementation.

# Some Features Do Not Exist. Functionality Could Be Implemented

◆ A module in OMIS is planned for implementation that contains some of the functionality.

Additional functionality would have to be created specifically for the JMS as another module(s), if deemed necessary.

#### Pink Highlighted Text in Assessment Banner

Requires additional information in order to properly assess.

Yellow Highlighted Text

Requires additional information.