

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 inmates.
- ❖ 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."

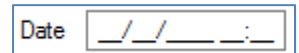


Figure 1 - Date/Time validating field

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.

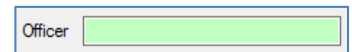


Figure 2 - Mandatory field

Invalid Fields

- ❖ When a field becomes invalid, an exclamation mark appears indicating why the field is invalid, as shown in Figure 3.

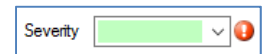


Figure 3 - Invalid field

- ❖ 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:
 - 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

OMIS 3 Assessment (Name Tab): Functionality Exists with Minor Modification

- ❖ Most of this information is found in the Basic Information module (Demographics, Legal Name & Identity, Identification Numbers)
- ❖ Exceptions:
 - Ethnicity (MDOC does not currently document all ethnicities, but does track Hispanic ethnicity)
- ❖ Functionality exists in OMIS 3 to document employment in greater detail than is described here.

Legal Name & Identity

Name

Last Name: Bailey
 First Name: Philip
 Middle Name: Craig
 Suffix: SR

Identity

Date of Birth: 10/06/1969
 Birth Country: United States
 Birth State/Province: Alabama
 Birth Place: New Alabama
 Social Security Number: 111-11-1111
 State ID Number: 123abc321cba
 Sex: Male
 Deceased: Yes No Unknown
 Death Date:

Demographics

Appearance

Eye Color: Green
 Hair Color: Brown
 Complexion: Light

Physique

Height (Feet): 5
 Height (Inches): 10
 Weight (Pounds): 195
 Build: Medium

L/R Handed

L/R Handed: Both

Race and Ethnicity

Race: White
 Hispanic Ethnicity:

Tribal Affiliation

Tribal Affiliation: NONE

Marital Status

Marital Status: Single

Citizenship and Immigration

Country of Citizenship: United States
 Immigration Status:

Identification Numbers

Issuer	Category	Number	Issue Date	Expire Date
Alabama	Air Force	45rv3q2		
Montana	Air Force			

Edit Identification Number

Identification Number:

Issuer: Montana
 Category: Air Force
 Number: 123456
 Issue Date: 11/15/2016
 Expire Date: 11/01/2018

Edit Offender Flags

Offender Flags

MT Resident: Yes No Unknown

Mental Institution: Yes No Unknown

Juvenile Institution: Yes No Unknown

Ever Absconded: Yes No Unknown

Ever Escaped: Yes No Unknown

Medicaid Application Completed: Yes No Unknown

Sexual Offender: Yes No Unknown

Sexual Offender - Required to Register: Yes No Unknown

Violent Offender: Yes No Unknown

Violent Offender - Required to Register: Yes No Unknown

Employment Terms

Start Date	End Date	Employer	Job Title
06/28/2017		Hardees, 2404 CENTRAL AVENUE, Billings, Montana 59102, United States	Front Counter

Create Employment Term

Employer Summary

Hardees, 2404 CENTRAL AVENUE, Billings Montana 59102, United States
 Telephone Number: (406) 652-5926

Employment Term

Start Date: 06/28/2017
 End Date:
 Termination Reason:

Position

Extension:
 Job Title: Front Counter
 Supervisor Name: Johnny Cash
 Work Shift: Days
 Days Off: Sun Mon Tue Wed Thur Fri Sat Varies
 Start Time: 8:00 AM
 End Time: 3:00 PM
 Hours Per Week: 40

Employer Search

Search by:
 Employer: hardees

Wages

Wage Amount: 7.50
 Wages Per: Hour

Verification

Verified By: Van Alstynne, Mark (CID470)
 Verification Date: 06/28/2017
 Verified:
 Per: Officer Verification

This offender has been convicted of Employer Theft

Number
8849
5926
1044
0890
3344
4654
3344
9650
5312
1040
1610

Address Tab

- ❖ Document Address Information here.
- ❖ 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
 - 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
 - Add, Save Changes, Delete, Cancel

Name Address AKA Personal Descriptors Person Type

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:

Address Type	Unlisted	Number	Unit	Prefix	Street	Type	Suffix	City	State	Zip	Country	If Other	PN

Close Return Add Save Changes Delete Cancel

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:
 - 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)
 - Country / Region Information:
 - Country, If Other, E-Mail Address, Address Type, Comments
- ❖ Functionality:
 - Cancel
 - OK

OMIS 3 Assessment (Address Information): Functionality Exists

- ❖ See OMIS 3 Assessment (Address Tab) for screen shots.

OMIS 3 Assessment (Address Tab): Functionality Exists

- ❖ The Residence module in conjunction with the Offender Contact Information module contains this functionality.

AKA (Aliases) Tab

- ❖ Document Aliases here.
- ❖ Fields:
 - Alias Record:
 - Title, Last, First, Middle, Suffix, SSN, DOB Number 1/2/3
 - Alias Records Table:
 - Title, Last, First, Middle, Suffix, SSN, DOB Number 1/2/3, Update By/Date
- ❖ Functionality:
 - Close, Return
 - Add, Save Changes, Delete, Cancel

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:
 - 1st/2nd/3rd Tattoo Information for: Tattoo Location(s), Tattoo Type(s), Scars, Missing Body Parts, Deformities
 - Other
- ❖ Functionality:
 - Close, Return
 - Add, Save Changes, Delete, Cancel

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.

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:
 - 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?

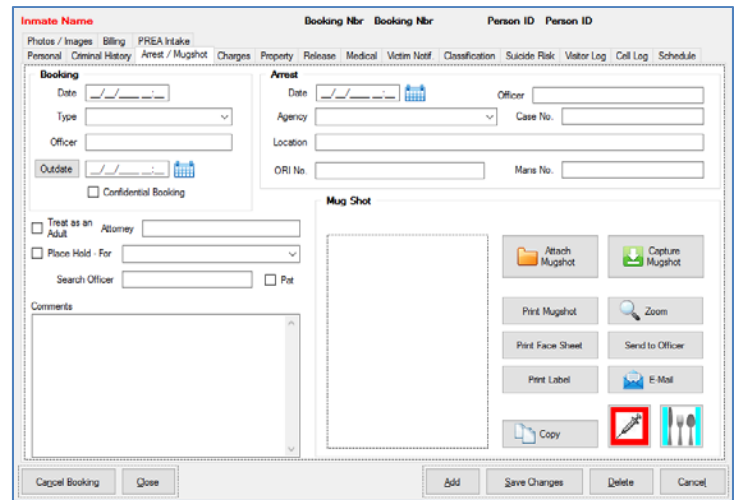
Miscellaneous Section

- ❖ Fields:
 - Treat as an Adult, Attorney, Place Hold For Search 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)**

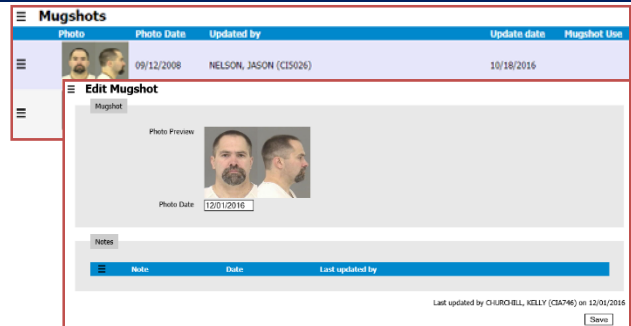
- ❖ A Booking feature does not exist at this time in OMIS 3 since booking is not a process performed in the Department of Corrections it has not previously been included in OMIS.
- ❖ Since Booking is a primary feature of a Jail Management System, it would be mandatory to add this.

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.

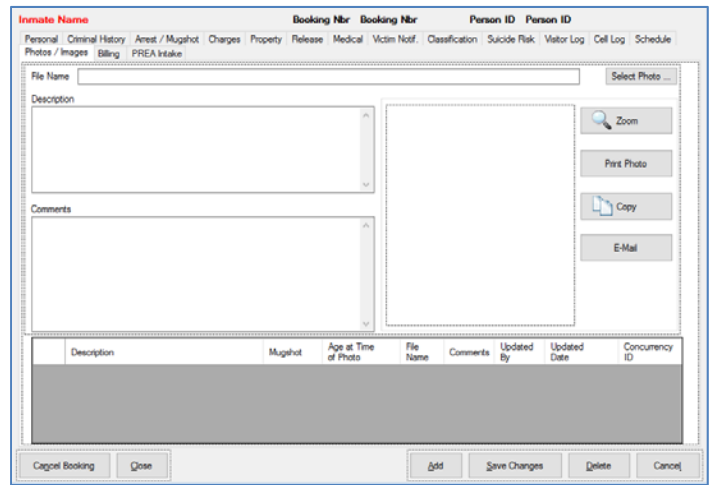
OMIS Assessment (Arrest/Mugshot Tab - Mugshots): **Functionality Exists (Primary Feature)**

- ❖ 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)



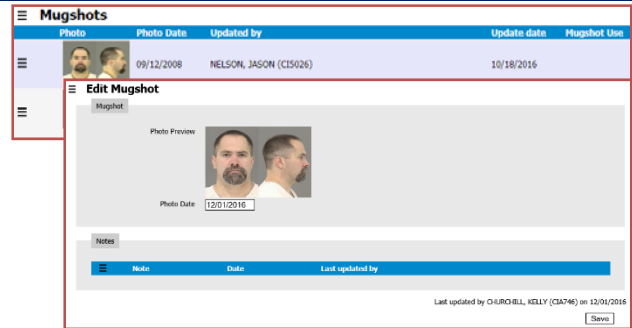
Photos / Images Tab

- ❖ 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



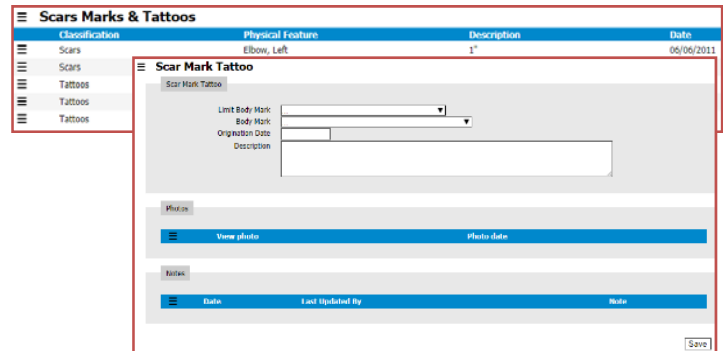
OMIS Assessment (Photos / Images Tab - Mugshots): Functionality Exists (Primary Feature)

- ❖ The Mugshot module allows for capturing mugshots.
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OMIS 3 Assessment (Photos / Images Tab): Functionality Exists

- ❖ The Scars Marks & Tattoos module contains this functionality.



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

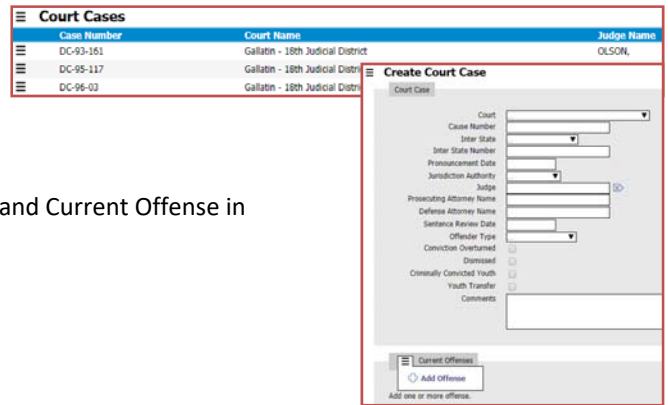
- ❖ Documents the disposition for a specific Charge.
- ❖ Fields:
 - Record
 - Disposition, Officer, Date / Time, Comments
 - All Dispositions This Arrest
 - Date, Time, Officer, Disposition, Comments, Updated By, Updated Date
- ❖ Functionality:
 - Cancel
 - **Disposition Count?**
 - Add, Save Changes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

OMIS 3 Assessment (Charges Tab):

Functionality Exists with Minor Modification

- ❖ Sentences are documented in the Legal group’s Court Case and Offense Terms module and the pending Sentence Calculation module.
- ❖ The following are exceptions that would need to be implemented:

- 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
- Confinement
- Bill To
- Alternate Credit
- Sentence to Serve

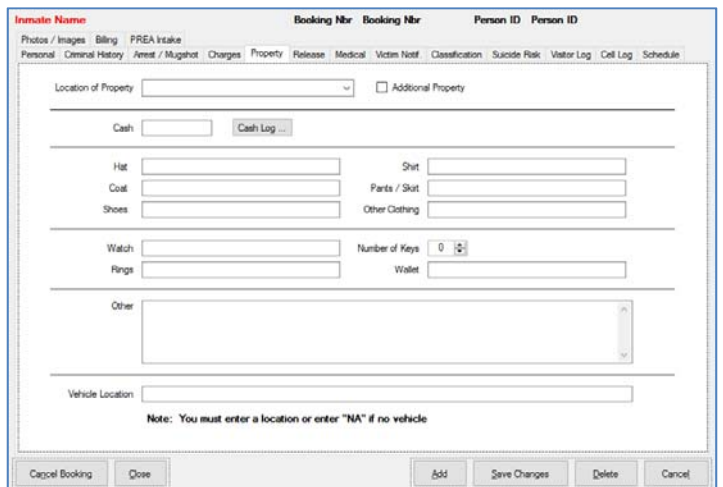


Criminal History Tab

❖ 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



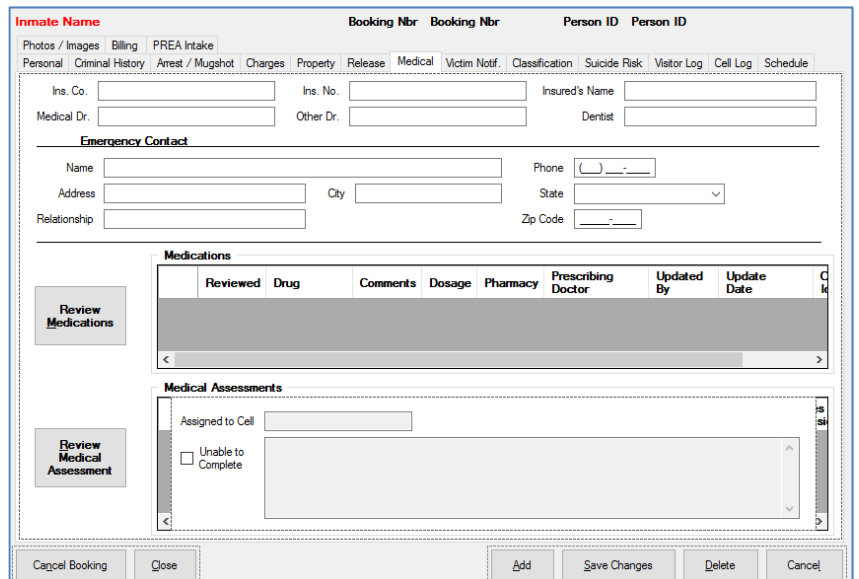
OMIS 3 Assessment (Property Tab):

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:

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

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.

OMIS 3 Assessment (Medical Tab – Emergency Contact): Functionality Exists

- ❖ The Family Members module documents Emergency Contact Information.

Name	Relationship	Address	Phone Number	Emergency Contact	Dependent	Lives with
Jason Nelsonie	Step Father	3775 Fox Crossing, Helena Montana United States		Yes	No	Yes
LAURA PEPPENGER	Mother	1441 Main Street West, Olancha California US				

Edit Family Association

Name: PEPPENGER, LAURA
 Address: 1441 Main Street West, Olancha, CA 92549
 Telephone: Cell Primary 918320183
 Online Account: Email Active Primary debpepp@gmail.com

Family Association

Start Date: 06/01/2017
 End Date:
 Relationship: Mother
 Emergency Contact: Yes No Unknown
 Dependent: Yes No Unknown
 Lives with: Yes No Unknown

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.

Medications Form

- ❖ Used to document Prescription Medications used by the inmate.
- ❖ The "Reviewed by Medical" checkbox is used 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.
- ❖ Fields
 - Prescription Record:
 - Drug, Dosage, Pharmacy, Prescribing Doctor, Reviewed by Medical, Comments
 - All Prescriptions Table:
 - Reviewed by Medical, Drug, Dosage, Pharmacy, Comments, Updated By, Updated Date, Concurrency ID
- ❖ Functionality
 - Close
 - Add, Save Changes, Delete

Reviewed by Medical	Drug	Dosage	Pharmacy	Prescribing Doctor	Comments	Updated By	Update Date	Concurrency ID

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 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.
- ❖ Fields
 - 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

OMIS 3 Assessment (Victim Notification Tab): Functionality Exists with Minor Modification

- ❖ The Victim module provides necessary functionality
- ❖ Contact attempts can be made in the Victim Notes.
- ❖ Future functionality will include the ability to document victim contact specifically, although it probably will not include items such as “Dispatch Notified of No Contact”.
- ❖ Is FCJ’s Victim Information associated with a charge(s)?

PREA Intake

- ❖ Consists of PREA assessments to identify possible Victim and Predatory Factors.
- ❖ Determine how to get to this screen.

Victim Factors Tab

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

**OMIS 3 Assessment (PREA Intake – Possible Victim Factors Tab):
Functionality**

Functionality Exists with Minor Modifications and Pending

- ❖ 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.

Classification	Category	Source	Start Date	End Date	Comment
Secure Housing	Assaultive	Law Enforcement	06/26/2017		test
PREA	Known Predator	Law Enforcement	07/07/2017		MO is sexual advances on cell mates

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

**OMIS 3 Assessment (PREA Intake – Possible Predatory Factors Tab):
Pending Functionality**

Functionality Exists with Minor Modifications and

- ❖ 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.

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:
 - 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.

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

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)

- 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 and Custody Review Modules contain the necessary functionality.

- ❖ A modification would need to be made to the custody level table to document which custody level each facility/detention center utilizes.

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:
 - 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.

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

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

OMIS 3 Assessment (Visitor Log Tab): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.

Visitor Log

Visitor Log Dates

Single Date Date:
 Date Range Start Date: End Date:

Visit Status	Last Name	First Name	Date of Visit	Badge Number		
Visitors						
Name	Approved	Special Visit	Money	SSN	D.O.B.	Relation
Smith, Jamie	Yes	No	No	-	-	Half Sister

Create Visitor

Approval Details

Approved
Decision Date:

Relation Details

Name: Smith, Jamie
Address: 855 PRAIRIE VIEW ROAD, Kalispell, MT 59901

Visitation Flags

Money
 Non Contact
 Court Order
 Special Visit

Visitor Details

Relationship:
Start Date:
End Date:
Comments:

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

Inmate Name Booking Nbr Booking Nbr Person ID Person ID

Photos / Images Billing PREA Intake Personal Criminal History Arrest / Mughot Charges Property Release Medical Victim Notif Classification Suicide Risk Visitor Log Cell Log Schedule

Cell: Location of Property:

Caution: All charges for this inmate are CIVIL charges. This inmate must not be housed with inmates with CRIMINAL charges.

Reason Moved:

Recorded By: Date:

Log Date/Time	Cell	Property Location	Reason Moved	Updated By	Update Date	Concurrency ID

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.

Offender Information

Name: GERMAN, BRYAN LEE DOC ID: 44025 DOB: 11/27/1976 Gender: MALE
Current Location: BELLINGHAM PRE RELEASE CENTER (ASSIGNED AS INMATE WORKER)
Special Offender: NO Victim Offender: YES Bar Level: NO DATA FOUND
Correctional Status: ALL SECURE Status Date: 07/22/2017
Commit Type: PSP Com HR ADM Accommodations: No
Parole Eligibility Date: 02/07/2017 Release Discharge Date: 02/24/2073
Prohibition Discharge Date: NO DATA FOUND
SSN: ***-**-5558

Assessment Listing

Assessment Title: Created Date: Created By: Status:

Light: Assessment Staff & Supervision Levels: No Override: Assessment Documents:

Assessment Details

Assessment Title: Bentley Loop (MORBA) Assessment Date: 04/12/2017
Assessment Staff: M Lambertson
Assessment Level: 1
Assessment Status:

Assessment Description:

Assessment Notes:

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 Billing Form 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.

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**): *Functionality Does Not Exist*

- ❖ 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.

- ❖ 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

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.

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 [Medications Form](#) 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.

Suicide Assessment

Assessment / Comments Tab

- ❖ Assessment of suicide risks.
- ❖ These fields simply take a “Y/N” response.
 - A “Y” response makes the “comments” text box required and focus shifts to that text box to aid in data entry.
- ❖ Fields:
 - Inmate Data:
 - Inmate Name, Booking Number, Person ID
 - Assessments/Comments
 - 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.

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:
 - Inmate Data:
 - Inmate Name, Booking Number, Person ID
 - Risk Factors
 - As displayed to right.
- ❖ 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.

Routing Tab

- ❖ Document routing of this assessment.
- ❖ 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:
 - Inmate Data:
 - Inmate Name, Booking Number, Person ID
 - Routing
 - As displayed to right.
- ❖ 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.

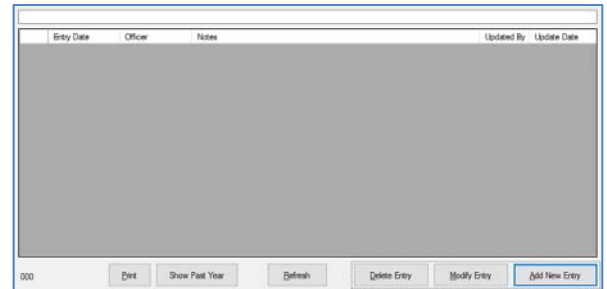
Disposition / Classification Tab

❖ Screenshot not available

Logs

Pass-On

- ❖ Document shift turn over information.
- ❖ Fields: Entry Date, Officer Notes, Updated By, Updated Date
- ❖ Functionality:
 - Record Count
 - Print, Show Past Year
 - Refresh
 - Delete Entry, Modify Entry, Add New Entry

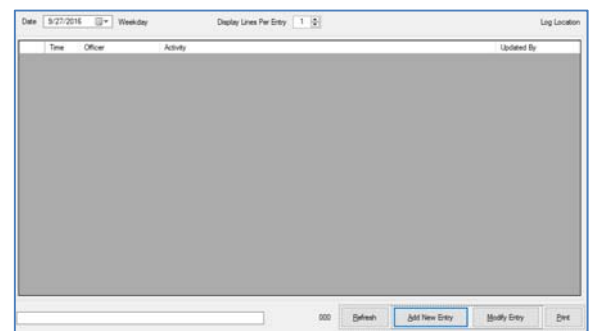


OMIS 3 Assessment (Logs – Pass-On): **Functionality Does Not Exist (PRIMARY FEATURE)**

- ❖ 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.

Daily

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

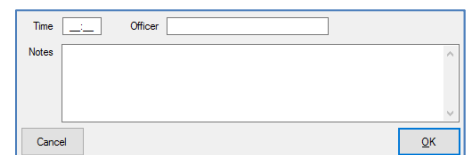


OMIS 3 Assessment (Logs - Daily): **Functionality Does Not Exist (PRIMARY FEATURE)**

- ❖ 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.
- ❖ The Notes field is case sensitive.
- ❖ Fields: Time, Officer, Notes
- ❖ Functionality:
 - Cancel
 - OK

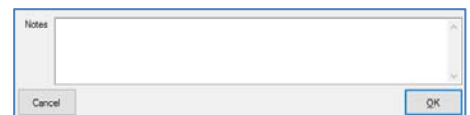


OMIS 3 Assessment (Logs - Daily): **Functionality Does Not Exist (PRIMARY FEATURE)**

- ❖ 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.

Modify Dialog (for Passon Log only)

- ❖ The Notes field is case sensitive.
- ❖ Fields: Notes
- ❖ Functionality:
 - Cancel
 - OK



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.

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

Agency	From Date	To Date	Ticket Number	Comments	Updated By	Update Date	Concurrency ID
JDRS	0						

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

Date	Time	Recorded By	Amount Paid	Payment Type	Paid To	Amount Received	Payment Type	Received From	Comments

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

Name	Retired?	Contact	Title / Position	Comments

- 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

- 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 static, 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.