

# Lewis and Clark Detention Center (OMS) Gap Analysis

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## Offender Header

- ❖ Most Screens contain a header containing the following fields:
  - Name, DOB, Sex, Race, Release Date, Admission Type (Adm), SS#, Booking #, Location, Section, Block, Cell/Bed, Permanent #, CID#, Booking Date, Classification.
- ❖ Additional Functionality:
  - Warnings, such as Prints Needed, Scans Needed
  - Inmate Status
  - Alerts

## Booking Tab

- ❖ This is the main booking form

## Booking Screen Sections

### Personal Information

- ❖ The Personal Information area allows entry of basic demographics for the offender.
- ❖ Fields: Last Name, First Name, Middle Name, Suffix, Birth Date, Current Age, Death Date, Sex, Age at Booking, Race, Ethnicity, Marital
- ❖ Functionality: None Additional

### Booking Information

- ❖ The Booking Information area allows entry of detailed booking information.
- ❖ Fields: Admission Type, P&P Status, County Code, Committed By, Transported By, Transporting Officer ID, Arrested By
- ❖ Functionality: History

### Booking Verification

- ❖ The Booking Verification area allows entry of basic booking date, time, officer, and shift.
- ❖ Fields: Shift, Book Date, Officer ID, Original Book Date
- ❖ Functionality: None Additional

### Inmate ID Numbers

- ❖ The Inmate ID Numbers area allows entry of detailed identification numbers for the offender.
- ❖ Fields: Booking #, Permanent ID#, Social Security #, State ID, Police/County ID, FBI #, TID Number, ICE #, Additional ID# 1, Additional ID # 2, Additional ID # 3
- ❖ Functionality: None Additional

### PAT Search

- ❖ The PAT Search area allows documenting completion of a pat-down search of the offender.
- ❖ Fields: PAT Done (Yes/No), Date, PAT Officer
- ❖ Functionality: None Additional

### NCIC Check

- ❖ The NCIC Check area allows documenting completion of an NCIC database search of the offender.
- ❖ Fields: Check Done, Result
- ❖ Functionality: None Additional

### Booking Notes

- ❖ The Booking Notes area allows documenting any notes or special orders during the booking.
- ❖ Fields: Date, Author, Note

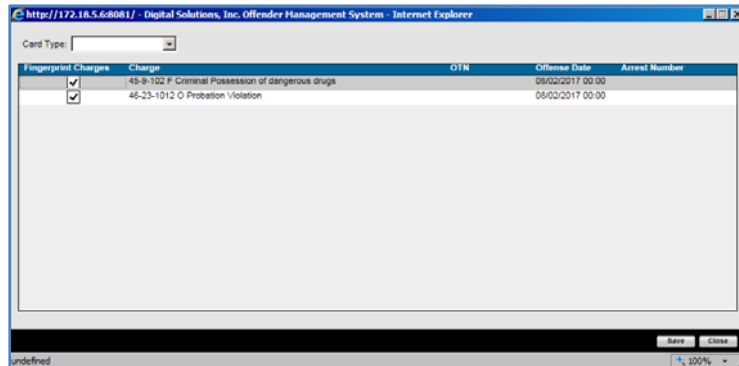
The screenshot displays the OMS (Offender Management System) Booking Tab interface. At the top, there is a header with offender information: Name: BROOKS, ROBERT; DOB: 10/10/1959; Sex: Male; Race: CAUCASIAN; Booking #: 17-01100; Location: MARI; Section: POD 5; Block: POD 5; Cell: Bed: P; U; Class: MCO046. Below the header, the interface is divided into several sections: Personal Information (Last Name: BROOKS, First Name: ROBERT, Middle Name: RUALYON, Birth Date: 10/10/1959, Current Age: 57, Death Date: [blank], Sex: Male, Age at Booking: 57, Race: CAUCASIAN, Ethnicity: [blank], Marital: SEPARATED), Booking Information (Admission Type: MARIADULT OTHER PROBATION & [blank], P&P Status: PROBATIONER, County Code: PARK COUNTY, Committed By: PELENA POLICE DEPARTMENT, Transported By: PELENA POLICE, Transporting Officer ID: 24 BOCKEL, DANIELA, Arrested By: PELENA POLICE), Booking Verification (Shift: [blank], Book Date: 05/02/2017 18:47, Officer ID: SGT TROY CHRISTENSEN, Original Book Date: 05/09/2017 18:47), Inmate ID Numbers (Booking #: 17-01100, Permanent ID #: 06195, Social Security #: 610-43-1020, State ID: [blank], Police/County ID: M7230100, FBI #: 067204268, TID Number: 077242110, ICE #: [blank], Additional ID #: [blank]), PAT Search (PAT Done?: Yes, Date: 05/02/2017, PAT Officer: SGT TROY CHRISTENSEN), and NCIC Check (Check Done: [blank], Result: [blank]). At the bottom, there is a table for notes with columns for Date, Author, and Note, containing one entry: 05/02/2017 18:49, 8787C, (W) PROBATION VIOLATION SEE JUDGE AP/POOD.

- ❖ Functionality: View All

## Screen Functionality

### Fingerprinting

- ❖ The Fingerprinting screen allows documenting the capture of fingerprints for the offender.
- ❖ Fields:
  - Card Type
  - Fingerprint Charges, Charge, OTN, Offense Date, Arrest Number
- ❖ Functionality: Save, Close



### Booking History

- ❖ The Booking History screen shows the offender's booking history at this facility.
- ❖ Fields:
  - Admission Type History: Admission Type, Effective Date, Updated By
  - Admission Type Information: Free Form Text
- ❖ Functionality:
  - Add, Edit, Delete
  - Save, Close



**OMIS 3 Assessment (Booking - Booking Tab – Personal Information AND Identification Numbers):** *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)

**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

**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	45sv2q2		
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

**OMIS 3 Assessment (Booking - Booking Tab – Booking Information AND Booking Verification AND Booking Notes):** *Functionality Does Not Exist (PRIMARY FEATURE)*

- ❖ The Booking feature is not contained in OMIS, but is a primary feature of a Jail Management System that must be created.
- ❖ Functionality does not exist for Booking.
  - The following fields need implementation in a Booking module: Booking Type; Booking Date/Time; Arrival Date/Time; Committed By; Bill To; Medic Alert; Searched By/Type; Sentence Status; Sentence Status Date; Booking Officer; Victim Indicator; Firearm Involved Indicator; Video Rights Indicator; Booking Notes (Date/Time, Notes).
  - The ability to View History for both Sentence Status and Booking Notes

**OMIS 3 Assessment (Booking - Booking Tab – PAT Search):** *Functionality Does Not Exist*

- ❖ Documenting a PAT Search does not exist in OMIS 3. The feature would not be difficult to implement.

**OMIS 3 Assessment (Booking - Booking Tab – NCIC Search):** *Functionality Does Not Exist*

❖ Documenting an NCIC Search does not exist in OMIS 3. The feature would not be difficult to implement.

**OMIS 3 Assessment (Booking - Booking Tab – Fingerprinting): Pending Functionality**

❖ A pending OMIS feature will be a connection to LiveScan for connecting OMIS information to LiveScan

**OMIS 3 Assessment (Booking - Booking Tab – Booking History): Functionality Does Not Exist**

❖ Documenting an NCIC Search does not exist in OMIS 3. The feature would not be difficult to implement.

**Alias**

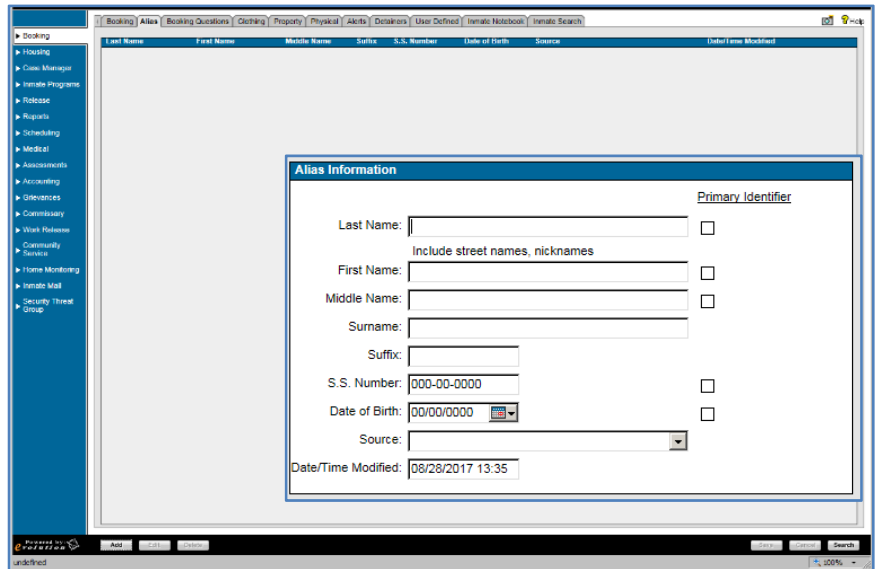
❖ The Alias screen allows entry of alias (AKA) names, dates of birth, and ID number for the offender.

❖ Fields:

- Last Name, First Name, Middle Name, Surname, Suffix, S.S. Number, Date of Birth, Source, Date/Time Modified

❖ Functionality:

- Add, Edit, Delete
- Save, Cancel, Search



**OMIS 3 Assessment (Booking – Alias Tab): Functionality Exists**

❖ The Alternative Names module in conjunction with the Alternative Identities module contains this functionality and additional features.

Alternative Names						
Last Name	First Name	Middle Name	Suffix	Category	Start Date	End Date
PEEWEE				Alias		
SMITH	JOE					

**Alternative Identities**

Alternative Name	Social Security Number	State ID Number	Date of Birth	Birth Country	Birth Place	Sex	Category	Start Date	End Date
	111-11-1111		05/02/2016	Africa			Fictitious		

**Edit Alternative Identity**

Identity

Alternative Name:

Date of Birth:

Birth Country:

Birth State/Province:

Birth Place:   Create New City

Social Security Number:

State ID Number:

Sex:

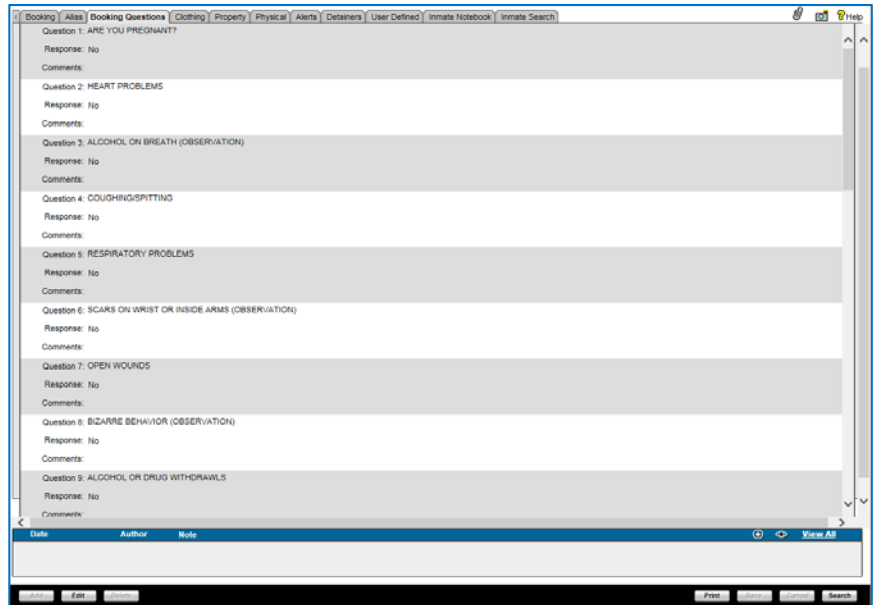
Category:

Start Date:

End Date:

## Booking Questions

- ❖ The Booking Questions screen allows documenting completion of the intake screening process for the offender.
- ❖ Fields:
  - Question, Response, Comments
- ❖ Functionality:
  - Add, Edit, Delete
  - Print, Save, Cancel, Search



## OMIS 3 Assessment (Booking - Booking Questions): Pending Functionality with Minor Modification

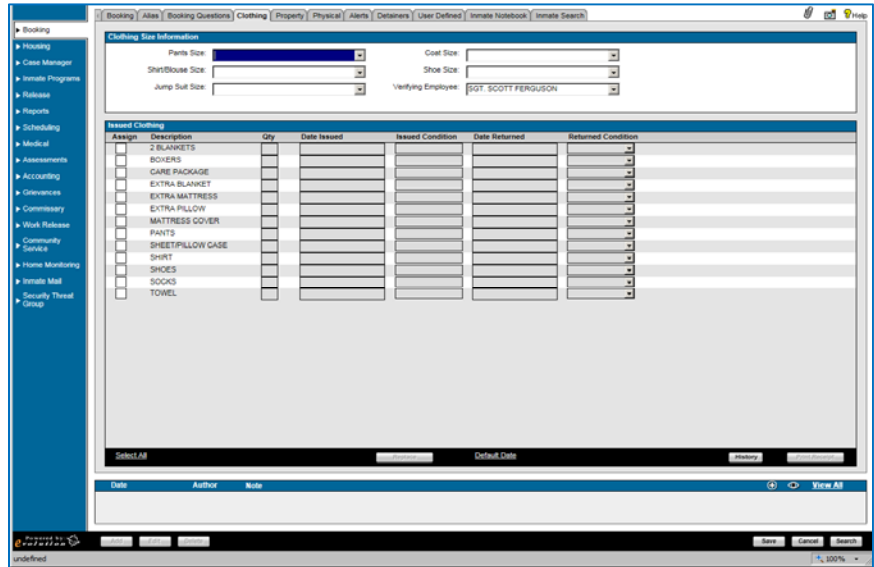
- ❖ Screening assessments would be covered by the assessment engine in OMIS. This feature exists in OMIS 2 and will be implemented in OMIS 3. Individual assessments would need to be created within the assessment engine in OMIS.
- ❖ The assessments used for the facility must then be created in OMIS 3.

## Clothing

- ❖ Not Used

## Clothing Size Information

- ❖ The Clothing Size Information area allows documenting the offender's clothing sizes.
- ❖ Fields: Pants Size, Shirt/Blouse Size, Jump Suit Size, Coat Size, Shoe Size, Verifying Employee
- ❖ Functionality: None Additional



## Issued Clothing

- ❖ The Issued Clothing area allows documenting the offender's issued clothing, personal hygiene items, and bedding.
- ❖ Fields: Assign, Description, Quantity, Date Issued, Issued Condition, Date Returned, Returned Condition
- ❖ Functionality:
  - Select All
  - Replace
  - Default Date
  - History, Print Receipt

## Notes

- ❖ The Notes area allows documenting any notes or special circumstances around issuing clothing/bedding.
- ❖ Fields:
  - Date, Author, Note
- ❖ Functionality:
  - Add, View Note Record, View All

## Screen Functionality

- ❖ Add, Edit, Delete
- ❖ Save, Cancel, Search

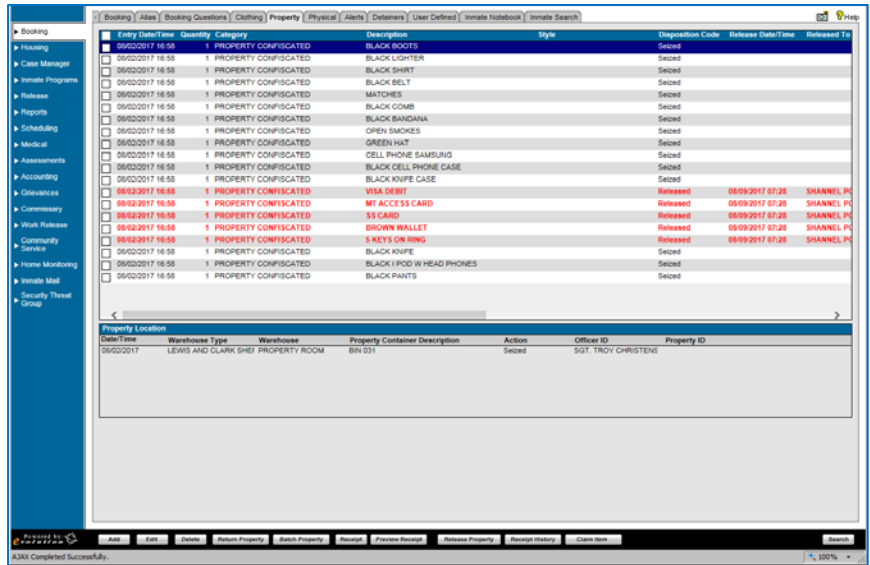


**OMIS 3 Assessment (Booking – Clothing Tab): Functionality Does Not Exist**

- ❖ Documenting clothing sizes does not exist in OMIS, but could be created if necessary.
- ❖ A pending Property module would handle the issuance of clothing if necessary.

**Property**

- ❖ The Property Tab allows a detailed inventory of the offender’s collected personal property.
- ❖ Property Table:
  - Fields: Entry Date/Time, Quantity, Category, Description, Style, Disposition Code, Release Date/Time, Released To
  - Functionality:
    - None Additional
- ❖ Property Location
  - Fields: Date/Time, Warehouse Type, Warehouse, Property Container Description, Action, Officer ID, Property ID
- ❖ Property Screen Functionality:
  - Add, Edit, Delete, Return Property, Batch Property, Receipt, Preview Receipt, Release Property, Receipt History, Claim Items
  - Search



**OMIS Assessment (Booking – Property Tab): Pending Functionality**

- ❖ Tasks is a feature in development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.
- ❖ The Property module will handle property functionality.

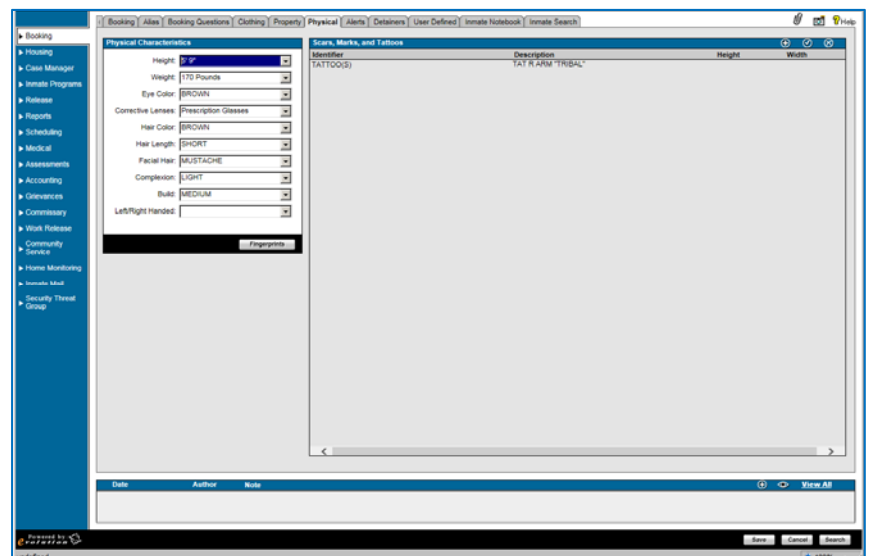
**Physical Descriptors**

**Physical Characteristics:**

- ❖ The Physical Characteristics area allows detailed entry of the offender’s physical description.
- ❖ Fields: Height, Weight, Eye Color, Corrective Lenses, Hair Color, Hair Length, Facial Hair, Complexion, Build, Right/Left Handed.
- ❖ Functionality: Fingerprints

**Scars, Marks, and Tattoos**

- ❖ The Scars, Marks, and Tattoos area allows a detailed inventory of the offender’s Scars, Marks, and Tattoos, and the body locations.
- ❖ Fields: Identifier, Description, Height, Width
- ❖ Functionality: Add, Edit, Delete



**Physical Descriptors Notes:**

- ❖ The Physical Descriptors Notes area documents anything else related to the offender’s physical description.
- ❖ Fields: Date, Author, Note
- ❖ Functionality: Add, View Record, View All

**Module Additional Functionality**

- ❖ Save, Cancel, Search

**OMIS 3 Assessment (Booking - Physical Tab – Physical Characteristics): 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)
  - Corrective Lenses (Contacts and Glasses)
  - Hair Length
  - Facial Hair

**OMIS 3 Assessment (Booking - Physical Tab – Scars, Marks, and Tattoos): Functionality Exists**

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

**Alerts**

- ❖ The Alerts Tab allows documentation of any alerts related to the offender.
- ❖ Alert Record:
  - Fields: Alert Code, Date Added, Adding Officer ID, Comment, Date Ended, Ending Officer ID, End Reason
  - Functionality: None Additional
- ❖ Alert History
  - Fields: Alert Code, Date Modified, Modifying Officer ID, Modification Reason, Comment
  - Functionality: None Additional
- ❖ Module Additional Functionality
  - Add, Edit, Delete
  - End Alert, Cancel, Search

**OMIS 3 Assessment (Booking - Alerts Tab): Functionality Exists**

- ❖ Functionality exists in OMIS 3 to document Alerts and Cautions.

Alerts				
Description	Expiration Date	Description	Resolved Date	Resolved By
Locked up for Drug Use/Distribution	05/30/2016	He spoke to Josh and now he's on the straight and narrow.	05/31/2016	KERSCH, ROB
Temporary Lockup for Drug Use	05/23/2016			

❖ The Alerts portion of OMS appears to also to document Cautions. OMIS 3 Cautions can be configured to document a variety of caution types.

Description	Source	Start Date	End Date	Caution Note
Escape Risk	MDOC	05/09/2016		test

### Detainers

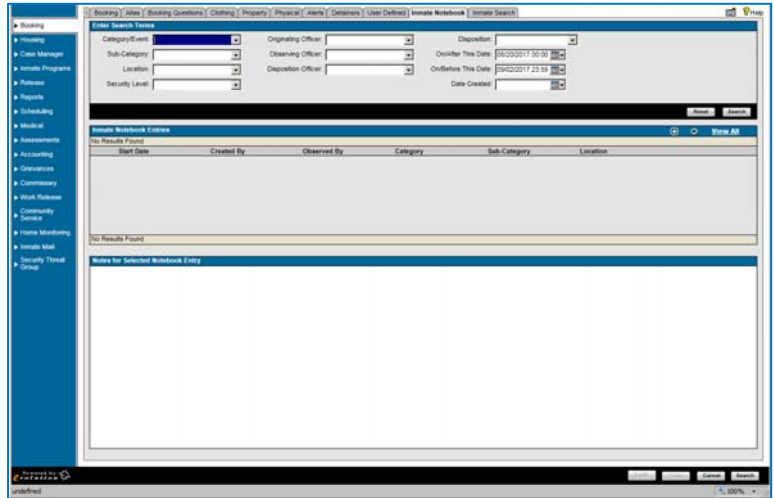
- ❖ The Detainers Tab allows documentation of any special detainers related to the offender.
- ❖ Documents Detainers placed on the inmate.
- ❖ Fields: Date Detainer Received, Complaint Number, Charges, Complaint Date, Issuing Agency, No bond, Detainer Bond, Unknown Field(s) – screenshot doesn't show all fields
- ❖ Functionality:
  - Add, Edit, Delete
  - Print, Copy, Cancel, Search
- ❖ **Not Used**

### OMIS 3 Assessment (Booking - Detainers Tab): Functionality Exists with Minor Modification and Pending Functionality

- ❖ The Notifications and Detainers module and the pending Warrants module will contain these features.
- ❖ A Warrant module is planned for implementation.
  - Warrants currently exist in OMIS 2 and will be repurposed for OMIS 3.

## Inmate Notebook

- ❖ The Inmate Notebook allows documentation of any notes related to the offender.
- ❖ Enter Search Terms
  - Fields: Category/Event, Sub-Category, Location, Security Level, Originating Officer, Observing Officer, Disposition Officer, Disposition, On/After This Date, On/Before This Date, Date Created
  - Functionality:
    - Print, Search
- ❖ Inmate Notebook Entries
  - Fields: Start Date, Created By, Observed By, Category, Sub-Category, Location
  - Functionality: Add, View Record, View All
- ❖ Notes for Selected Notebook Entry
  - Fields: Free-form Text
  - Functionality: None Additional
- ❖ Module Functionality:
  - Lock, Copy, Cancel, Search



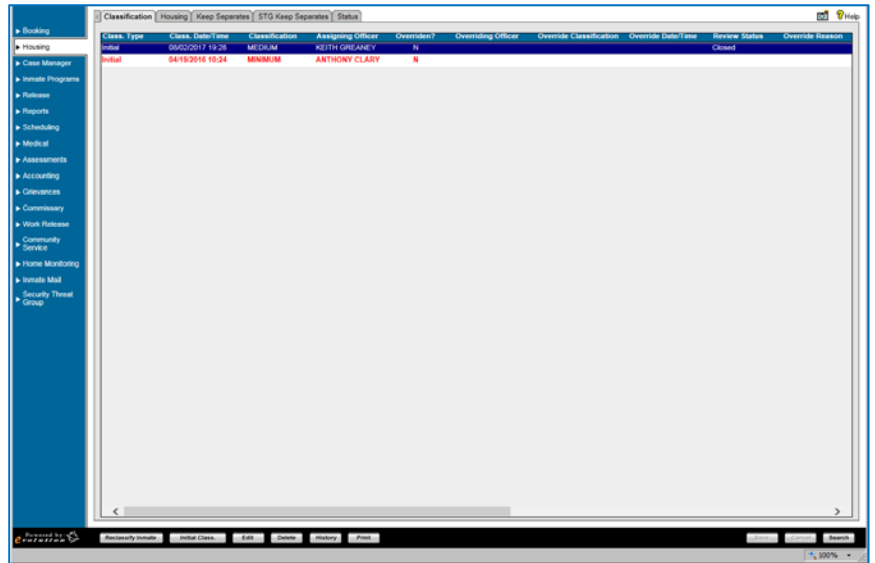
❖ **Not Used**

**OMIS 3 Assessment (Booking – Inmate Notebook Tab): Functionality Does Not Exist**

## Housing

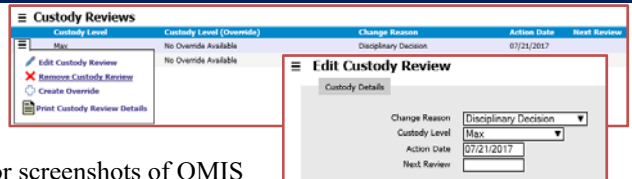
### Classification

- ❖ The Classification Tab allows documentation of the inmate classification based on screening tools. Lewis and Clark County uses High, Medium, and Minimum.
- ❖ Fields: Classification Type, Classification Date/Time, Classification, Assigning Officer, Overridden (Y/N), Overriding Officer, Override Classification, Override Date/Time, Review Status, Override Reason
- ❖ Functionality:
  - Reclassify Inmate, Initial Classification, Edit, Delete, History, Print
  - Save, Cancel, Search



**OMIS 3 Assessment (Housing – Classification Tab): Functionality Exists with Minor Modification**

- ❖ In OMIS 3, Create Custody Review allows documenting the Custody Level (Classification). This feature also includes the ability to override an assessed custody level.
- ❖ A modification would need to be made to the custody level table to document which custody level each facility/detention center utilizes.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)” for screenshots of OMIS assessment functionality.

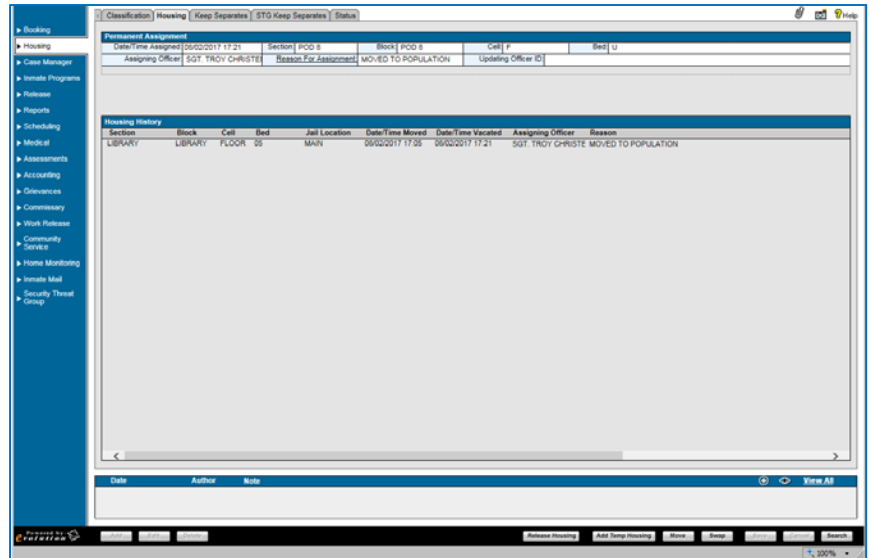


**OMIS 3 Assessment (Housing – Classification Tab): Pending Functionality**

- ❖ 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.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening)” for screenshot of OMIS 2 functionality.
- ❖ The assessments used for the facility must then be created in OMIS 3.

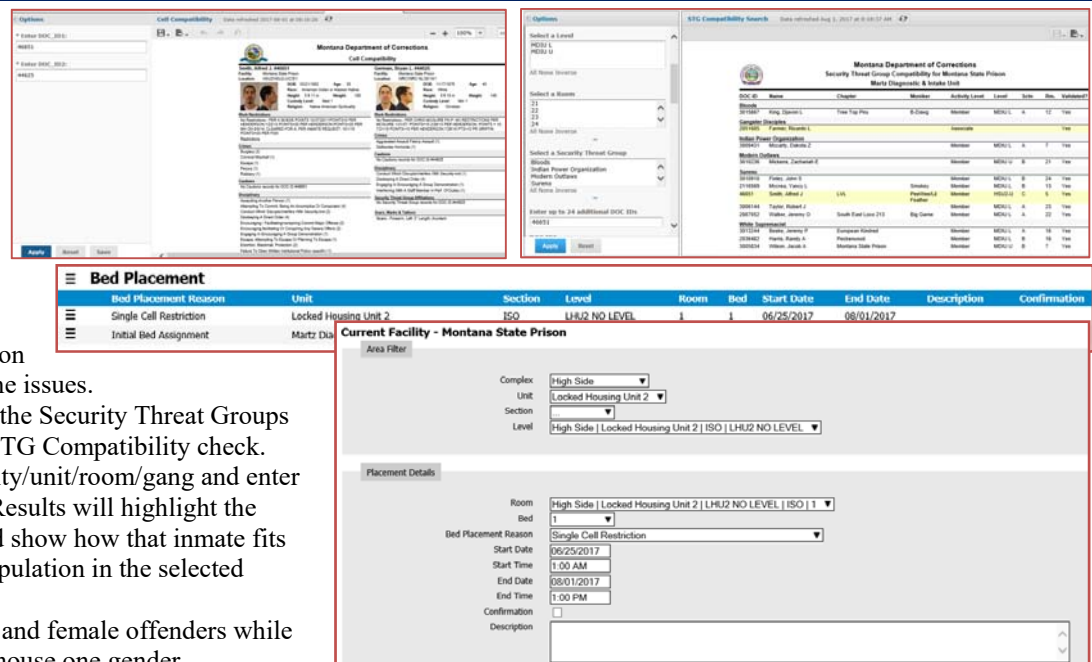
## Housing

- ❖ The Housing Tab allows assignment of the inmate cell and bed based on classification, separation needs, and special needs.
- ❖ Permanent Assignment:
  - Fields: Date/Time Assigned, Section, Block, Cell, Bed, Assigning Officer, Reason For Assignment, updating Officer ID
  - Functionality: Non Additional
- ❖ Housing History
  - Fields: Section, Block, Cell, Bed, Jail Location, Date/Time Moved, Date/Time Vacated, Assigning Officer, Reason
  - Functionality: None Additional
- ❖ Housing Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View Record, View All
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Release Housing, Add Temporary Housing, Move, Swap
  - Save, Cancel, Search



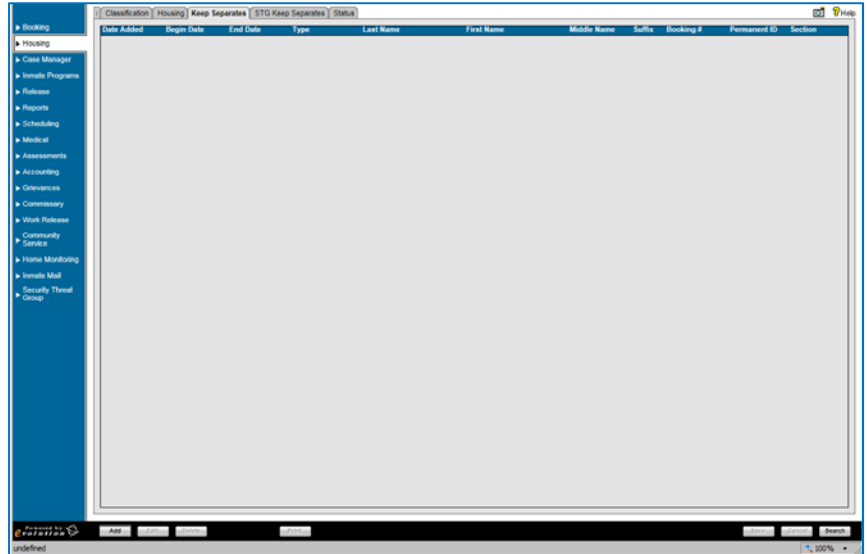
### ❖ OMIS 3 Assessment (Housing – Housing Tab): Functionality Exits with Minor Modifications

- ❖ The Bed Placement module contains functionality to document placement of an offender in a cell/bed and to identify available beds.
  - A feature within Bed Placement is a Cell Compatibility check which allows users to view two inmates' compatibility information side by side to determine issues.
  - Another feature within the Security Threat Groups (Gangs) module is an STG Compatibility check. Users can select a facility/unit/room/gang and enter up to 24 DOC ID #'s. Results will highlight the entered DOC ID#'s and show how that inmate fits into the STG (gang) population in the selected facility or unit or room.
  - Jails contain both male and female offenders while prisons generally only house one gender. Functionality needs to be implemented to designate the gender that a compound, unit, level, section, room can accommodate.
  - See "OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Cell Transfer Search)" for screenshots.
- ❖ Cell Restrictions is similar to the Special Management Designations.



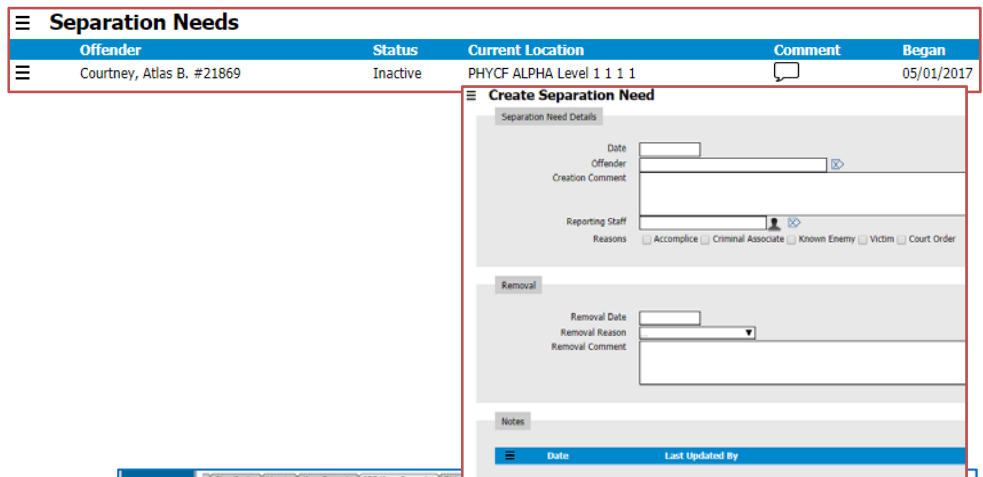
## Keep Separates

- ❖ The Keep Separates Tab allows documentation of the inmate housing separation needs such as known enemies, criminal associates, etc.
- ❖ Fields: Date Added, Begin Date, End Date, Type, Last Name, First Name, Middle Name, Suffix, Booking #, Permanent ID, Section
- ❖ Functionality:
  - Add, Edit, Delete
  - Print
  - Save, Cancel, Search



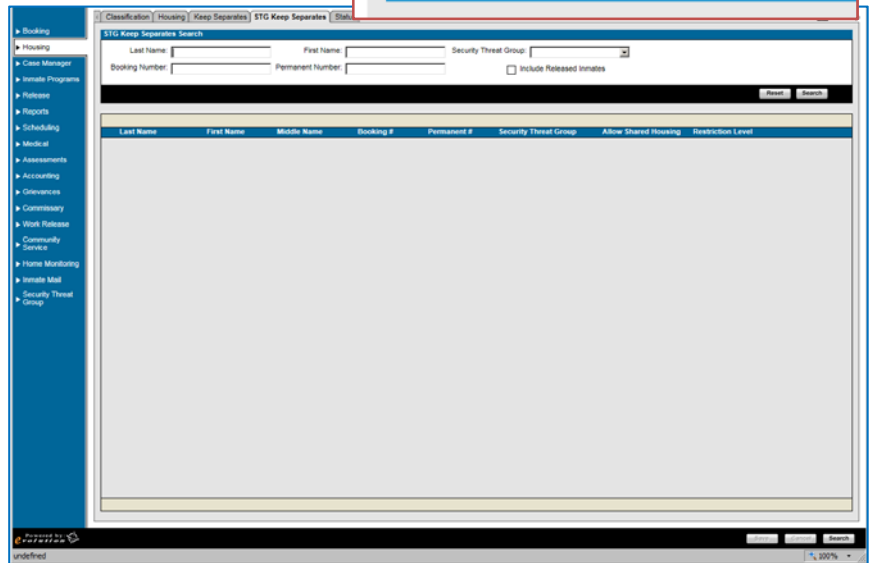
### OMIS 3 Assessment (Housing – Keep Separates Tab): *Functionality Exists with Minor Modification*

- ❖ The Separation Needs module is the OMIS equivalent of Incompatible Person and contains all of the functionality necessary with the exception of the Waived field.



## STG Keep Separates

- ❖ The STG Keep Separates Tab allows documentation of the inmate housing separation needs based on security threat groups (STG) or gangs.
- ❖ STG Keep Separation Search
  - Fields: Last Name, First Name, Security Threat Group, Booking Number, Permanent Number, Include Released Inmates
  - Functionality: Reset, Search
- ❖ STG Keep Separation Results
  - Fields: Last Name, First Name, Middle Name, Booking #, Permanent #, Security Threat Group, Allowed Shared Housing, Restriction Level
  - Functionality: None Additional
- ❖ Module Additional Functionality
  - Save, Cancel, Search



### OMIS 3 Assessment (Housing – STG Keep Separates Tab): *Functionality Exists with Minor Modification*

- ❖ The Separation Needs module will handle this functionality. The Reasons feature would be used to document STG separation.

## Housing Status

- ❖ Status Values
  - Administrative
  - Administrative Watch
  - Disciplinary
  - General Population
  - Home Arrest
  - Lockdown
  - Medical Watch
  - Other
  - Suicide Watch
  - Weekender
- ❖ Primary Status
  - The Primary Status area allows assignment of a housing status.
  - Fields: Primary Status, Comments, Assigning Officer
  - Functionality: View History
- ❖ Temporary Status
  - The Temporary Status area allows assignment of a temporary housing status with a date range.
  - Fields: Temporary Status, Start Date, End Date, Comments, Assigning Officer
  - Functionality: View History
- ❖ Additional Status
  - The Additional Status area allows assignment of an additional housing status with a date range.
  - Fields: Status Description, Start Date, End Date, Comments, Assigning Officer
  - Functionality: View History
- ❖ Sentence Status
  - The Sentence Status area allows assignment of a sentence status.
  - Fields: Sentence Status
  - Functionality: View History
- ❖ Visitation Status
  - The Visitation Status area allows assignment of the inmate's visitation status with a date range.
  - Fields: Visitation Suspended, Start Date, End Date, Comments
  - Functionality: View History
- ❖ Medical Status
  - The Medical Status area allows assignment of a medical status with a date range.
  - Fields: Medical Status, Start Date, End Date, Comments, Assigning Officer
  - Functionality: View History
- ❖ Additional Status
  - The Additional Status area allows assignment of an additional housing status with a date range.
  - Fields: Status Description, Start Date, End Date, Comments, Assigning Officer
  - Functionality: View History
- ❖ Additional Statuses
  - The Additional Statuses area allows entry of additional housing statuses with date ranges.
  - Fields: Status Description, Start Date, End Date, Comments, Assigning Officer
  - Functionality: Add, View, Delete
- ❖ Location Restrictions
  - The Location Restrictions area allows entry of housing location restrictions with date ranges.
  - Fields: Location ID, Start Date, End Date, Restriction Reason, Assigning Officer
  - Functionality: Add, View, Delete
- ❖ Special Management Status
  - The Special Management Status area allows entry of housing special management statuses with date ranges.
  - Fields: Status Description, Start Date, End Date, Comments, Assigning Officer
  - Functionality: Add, View, Delete
- ❖ Status Notes
  - The Status Notes area allows entry of housing special conditions or notes.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete

The screenshot displays a web-based application interface for managing housing statuses. On the left is a blue navigation sidebar with categories like Housing, Case Manager, Inmate Programs, Release, Reports, Scheduling, Medical, Assessments, Accounting, Commissary, Work Release, Community Service, Home Monitoring, Inmate Mail, and Security Threat Group. The main content area contains several panels for different status types:
 

- Primary Status:** Includes a dropdown for Primary Status, a text field for Comments, and a dropdown for Assigning Officer.
- Visitation Status:** Includes a checkbox for Visitation Suspended, date pickers for Start Date and End Date, and a text field for Comments.
- Temporary Status:** Includes a dropdown for Temporary Status, date pickers for Start Date and End Date, a text field for Comments, and a dropdown for Assigning Officer.
- Medical Status:** Includes a dropdown for Medical Status, date pickers for Start Date and End Date, a text field for Comments, and a dropdown for Assigning Officer.
- Additional Status:** Includes a dropdown for Status Description, date pickers for Start Date and End Date, a text field for Comments, and a dropdown for Assigning Officer.
- Sentence Status:** Includes a dropdown for Sentence Status.

 At the bottom, there is a table for 'Additional Statuses' with columns for Status Description, Start Date, End Date, Comments, and Assigning Officer.

The screenshot shows two stacked data entry tables. The top table is titled 'Location Restrictions' and has columns for Location ID, Start Date, End Date, Restriction Reason, and Assigning Officer. The bottom table is titled 'Special Management Status' and has columns for Status Description, Start Date, End Date, Comments, and Assigning Officer. Below these tables is a table with columns for Date, Author, and Note. The interface includes a 'View All' link and a 'Printed by' footer.

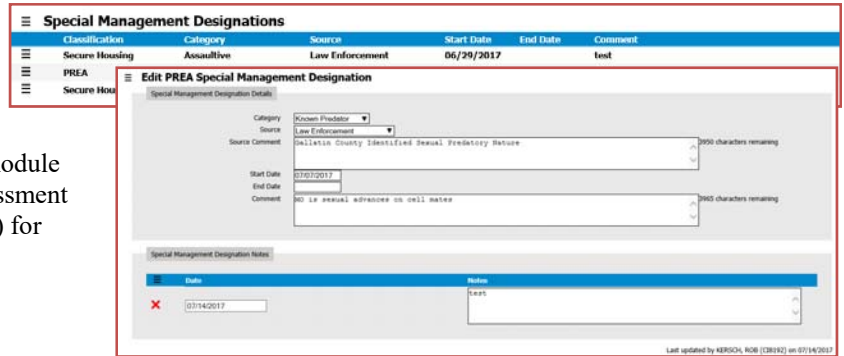
- ❖ Module Additional Functionality:
  - Save, Cancel, Search

**OMIS 3 Assessment (Housing – Status Tab): Inconclusive with Current Information**

- ❖ More research is necessary to properly assess the needed functionality.

**OMIS 3 Assessment (Housing – Status Tab - Restrictions): Functionality Exists with Minor Modifications and Pending Functionality**

- ❖ Special Management Designations cover a wide range of restrictions and statuses.
- ❖ 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.



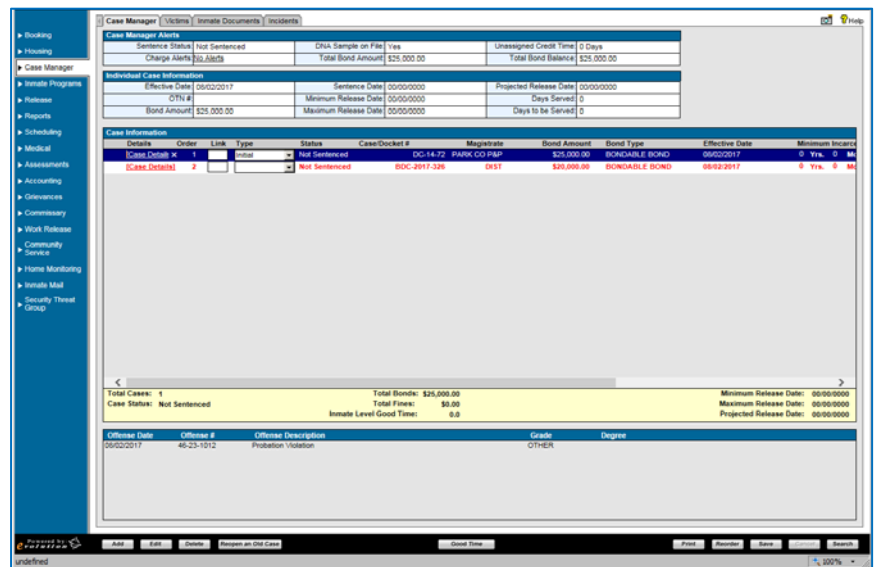
**OMIS 3 Assessment (Housing – Status Tab – Location Restrictions): Functionality Exists with Minor Modifications and Pending Functionality**

- ❖ The pending Movement Restrictions module will be utilized to document restrictions that would stop or restrict movements of offenders from one location to another. Examples are Medical, Programming, Investigations, Disciplinary, etc.

**Case Manager**

**Case Manager**

- ❖ The Case Manager Tab allows both an overview of the inmate’s court case, offense, and bond information, and detailed entry of charge and arrest information.
- ❖ Case Manager Alerts:
  - Fields: Sentence Status, DNA Sample on File, Unassigned Credit Time, Charge Alerts, Total Bond Amount, Total Bond Balance
  - Functionality: Non Additional
- ❖ Individual Case Information:
  - Fields: Effective Date, Sentence Date, Projected Release Date, OTN #, Minimum Release Date, Days Served, Bond Amount, Maximum Released Date, Days to be Served
  - Functionality: Non Additional
- ❖ Case Information:
  - Fields: Details, Order, Link, Type, Status, Case/Docket #, Magistrate, Bond Amount, Bond Type, Effective Date, Minimum Incarceration
  - Functionality:
    - Display for: Total Cases, Total Bonds, Minimum Release Date, Case Status, Total Fines, Maximum Release Date, Inmate Level Good Time, Projected Release Date
- ❖ Offense Information:
  - Fields: Offense Date, Offense #, Offense Description, Grade, Degree
  - Functionality: None Additional
- ❖ Module Additional Information:
  - Add, Edit, Delete, Reopen an Old Case
  - Good Time
  - Print, Reorder Save, Cancel, Search



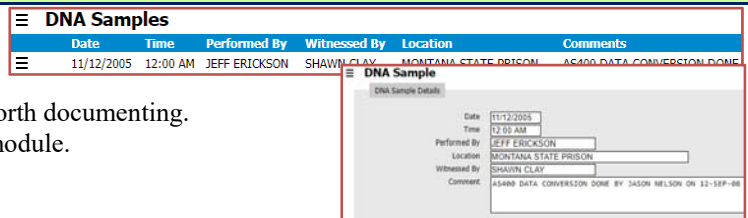
**OMIS 3 Assessment (Case Manager – Case Manager Tab - Charges): Pending Functionality**

- ❖ The Pending Charges module will contain much of this functionality.



**OMIS 3 Assessment (Case Manager – Case Manager Tab - DNA): Functionality Exists**

- ❖ 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.
- ❖ DNA Samples are documented in the OMIS DNA Sample module.

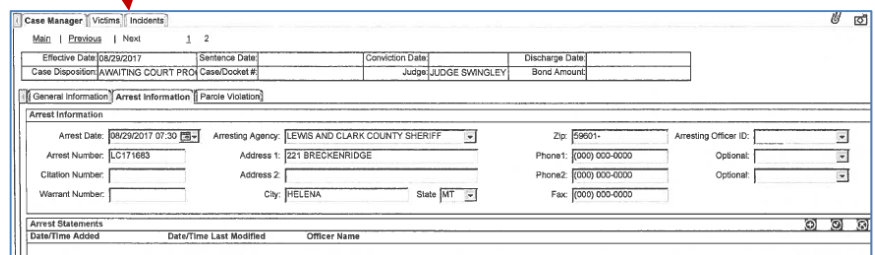
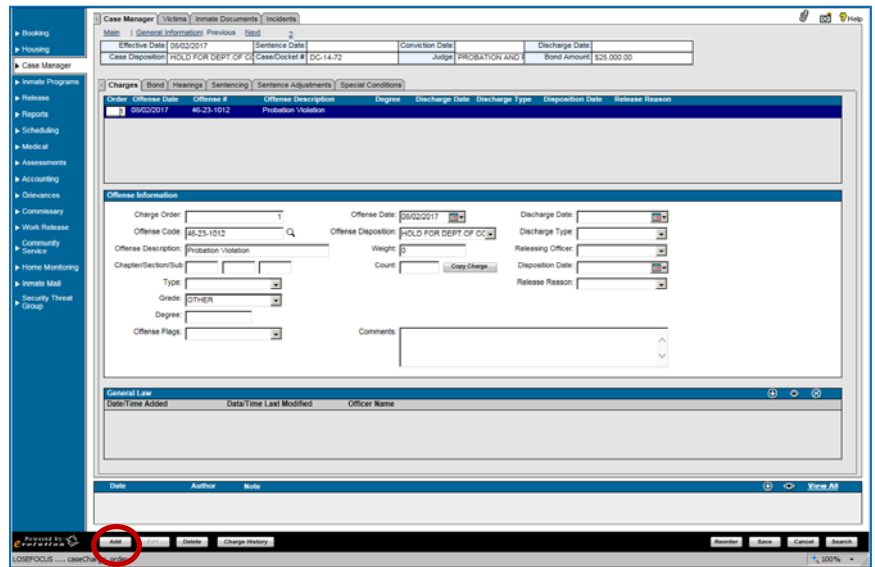


**Case Manager Main**

- The Case Manager Main header appears on all detail screens under Case Manager. It provides a summary of the inmate's court case and bond.
- Fields: Effective Date, Sentence Date, Conviction Date, Discharge Date, Case Disposition, Case/Docket #, Judge, Bond Amount
- Functionality: None Additional

**Charges**

- ❖ The Charges tab allows detailed entry of charge, offense, and arrest information.
- ❖ Charge Information:
  - Fields: Order, Offense Date, Offense #, Offense Description, Degree, Discharge Date, Discharge Type, Description Date, Release Reason
  - Functionality: None Additional
- ❖ Offense Information:
  - Fields: Charge Order, Offense Date, Discharge Date, Offense Code, Offense Description, Weight, Releasing Officer, Chapter/Section/Sub, Count, Disposition Date, Type, Grade, Degree, Offense Flags, Comments
  - Functionality: Copy Charge
- ❖ General Law:
  - Fields: Date/Time Added, Date/Time Last Modified, Officer Name
  - Functionality: Add, View Record, Delete
- ❖ Charges Notes:
  - Fields: Date, Author, Note
  - Functionality: Add, View Record, View All
- ❖ Module Additional Functionality:
  - Add, Edit, Delete, Charge History
  - Reorder, Save, Cancel, Search



**OMIS 3 Assessment (Case Manager – Case Manager Tab – Charges Tab): Pending Functionality**

- ❖ The Pending Charges module will contain much of this functionality.

**Arrest**

- ❖ The Arrest tab allows detailed entry of arrest information. As indicated in the screen shot above, the arrest tab is accessed by clicking “Add” from the Charges tab.
- ❖ Arrest Information:
  - Fields: Arrest Date, Arrest #, Citation #, Warrant #, Arresting Agency, Address, Phone and Fax, Arresting Officer ID
  - Functionality: None Additional
- ❖ Arrest Statements:
  - Fields: Date/Time Added, Date/Time Last Modified, Officer Name
  - Functionality: Add, View Record, View All
- ❖ Arrest Notes:
  - Fields: Date, Author, Note
  - Functionality: Add, View Record, View All

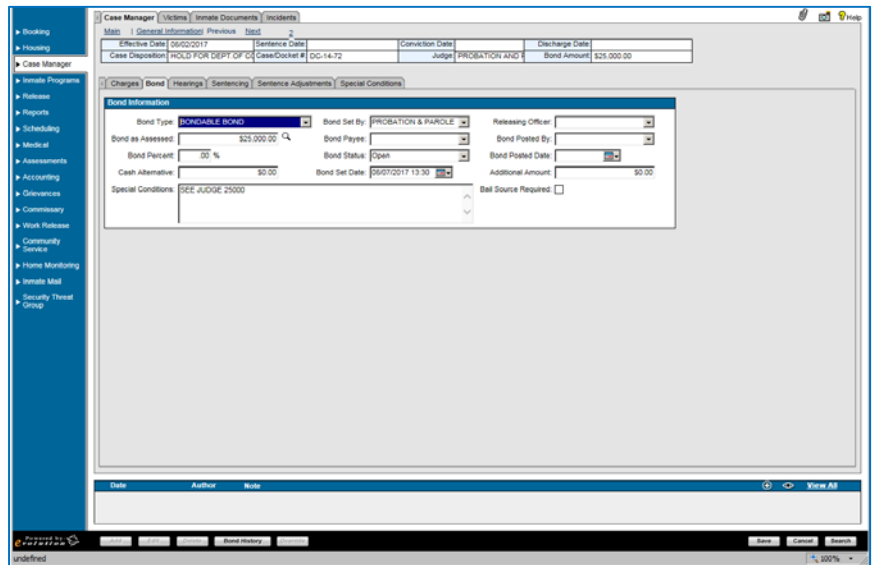
- ❖ Module Additional Functionality:
  - View Case Details, Save, Cancel, Search

**OMIS 3 Assessment (Case Manager – Case Manager Tab – Arrest Tab):** *Functionality Does Not Exist (Primary Feature)*

- ❖ An Arrest module does not exist in OMIS 3.
- ❖ Arrest is a primary feature of a jail management system.

**Bond**

- ❖ The Bond Tab allows detailed entry of the bond information for each charge.
- ❖ Bond Information
  - Fields: bond Type, Bond Set By, Releasing Officer, Bond as Assessed, Bond Payee, Bond Posted By, Bond Percent, Bond Status, Bond Posted Date, Cash Alternative, Bond Set Date, Additional Amount, Special Conditions, Bail Source Required
  - Functionality: None Additional
- ❖ Bond Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete, Bond History, Override
  - Save, Cancel, Search

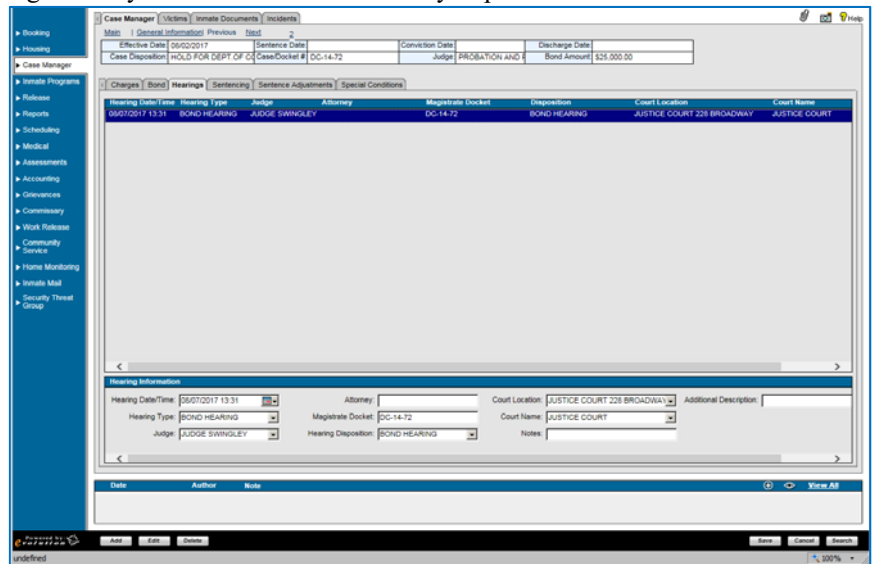


**OMIS 3 Assessment (Case Manager – Case manager Tab – Bond tab):** *Feature Does Not Exist. (Primary Feature)*

- ❖ A Bond feature is not currently a feature of OMIS.
- ❖ A Bond module is a Primary feature of a Jail Management System which will a mandatory implementation

**Hearings**

- ❖ The Hearings Tab allows detailed entry of the court and hearing information for each charge.
- ❖ Hearings Table:
  - Fields: Hearing Date/Time, Hearing Type, Judge, Attorney, Magistrate Docket, Disposition, Court Location, Court Name
  - Functionality: None Additional
- ❖ Hearing Information:
  - Fields: Hearing Date/Time, Attorney, Court Location, Additional Description, Hearing Type, Magistrate Docket, Court Name, Judge, Hearing Disposition, Notes
- ❖ Hearings Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

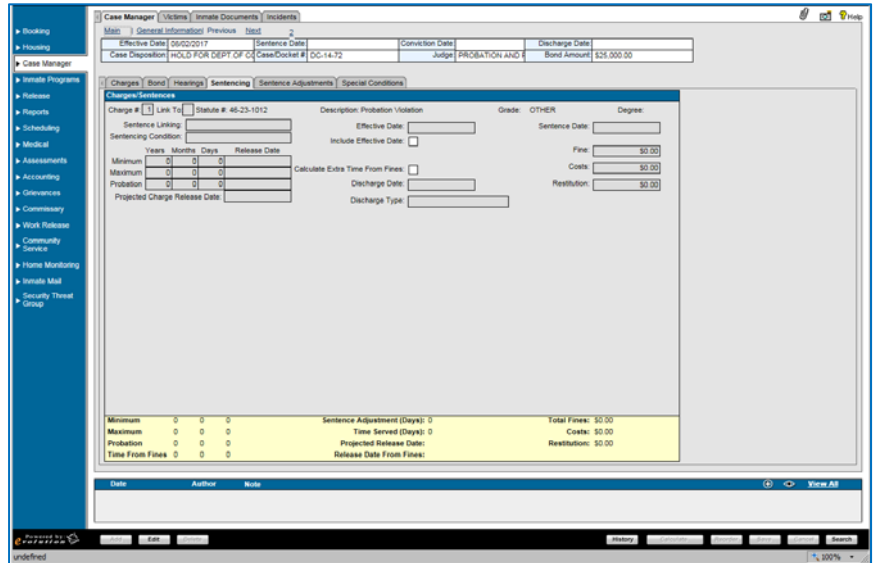


**OMIS 3 Assessment (Case Manager – Case Manager Tab – Hearings Tab):** *Feature Does Not Exist.*

- ❖ A Hearings feature is not currently a feature of OMIS.

## Sentencing

- ❖ Charges/Sentences:
  - ❖ The Charges/Sentences Tab allows detailed entry of the sentence information for each charge.
    - Fields: Charge #, Link To, Statute #, Description, Grade, Degree, Sentence Linking, Effective Date, Sentence Date, Sentencing Condition, Include Effective Date, Minimum Sentence (Years, Months, Days, Release Date), Maximum Sentence (Years, Months, Days, Release Date), Probation Sentence (Years, Months, Days, Release Date), Projected Charge Release Date, Calculate Extra Time From Fines, Fine, Costs, Discharge Date, Restitution, Discharge Type
    - Summary Data: Minimum Sentence (Years, Months, Days, Release Date), Maximum Sentence (Years, Months, Days, Release Date), Probation Sentence (Years, Months, Days, Release Date), Time From Fines (Years, Months, Days), Sentence Adjustment (Days), Time Served (Days), Projected Release Date, Release Date From Fines, Total Fines, Costs, Restitution
- ❖ Sentencing Notes
  - ❖ The Sentencing Notes Tab allows entry of sentence conditions or notes for each charge.
    - Fields: Date, Author, Note
    - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - History, Calculate, Reorder, Save, Cancel, Search



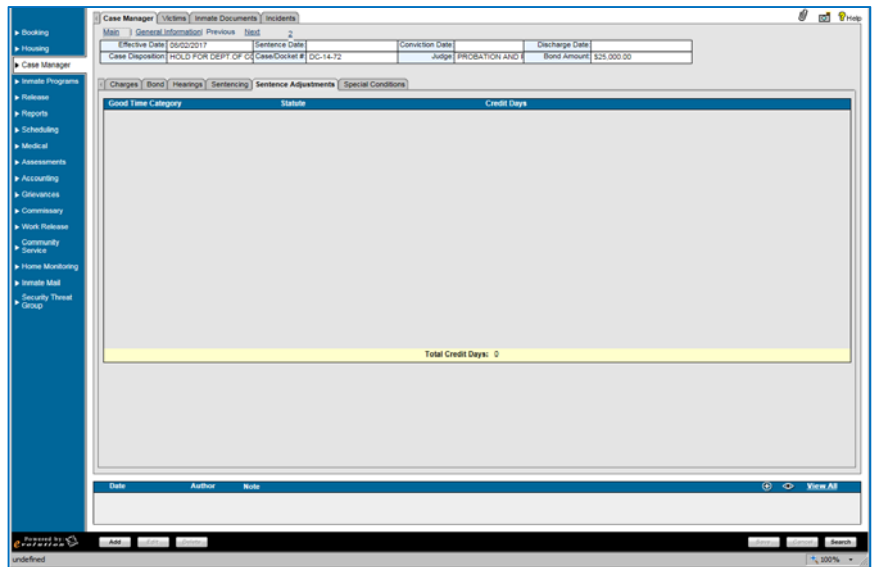
### OMIS 3 Assessment (Case Manager – Case Manager Tab – Sentencing Tab): Functionality Exists with Minor Modification

- ❖ 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



## Sentence Adjustments

- ❖ Sentence Adjustments:
- ❖ The Sentence Adjustments Tab allows entry of any sentence adjustment information for each charge.
  - Fields: Good Time Category, Statute, Credit Days
  - Functionality: None Additional
- ❖ Summary Information:
- ❖ The summary information area shows the total sentence credit days of the sentence adjustments.
  - Fields: Total Credit Days
  - Functionality: None Additional
- ❖ Sentence Adjustments Notes
- ❖ The Sentence Adjustment Notes area allows detailed entry of any other notes related to the sentence adjustments.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete



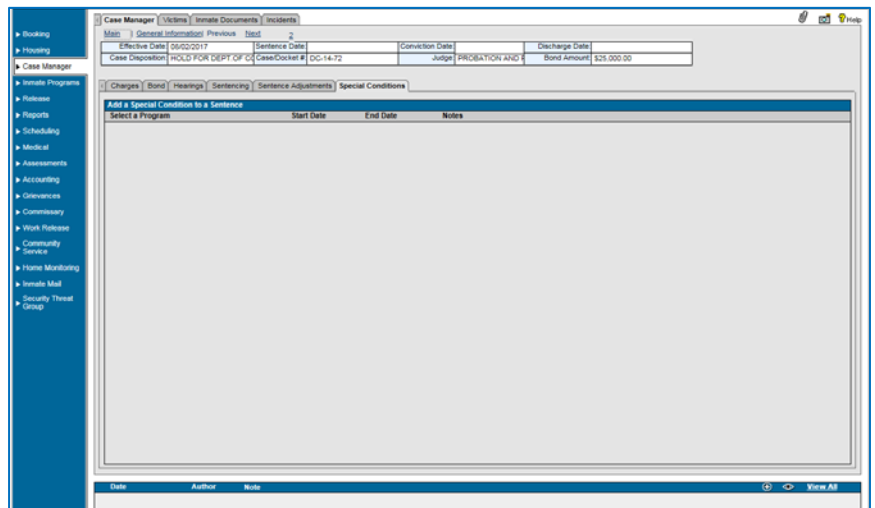
## ❖ Not Used

**OMIS 3 Assessment (Case Manager – Case Manager Tab – Sentence Adjustments Tab):** *Feature Does Not Exist.*

- ❖ A Sentence Adjustment feature is not currently a feature of OMIS.

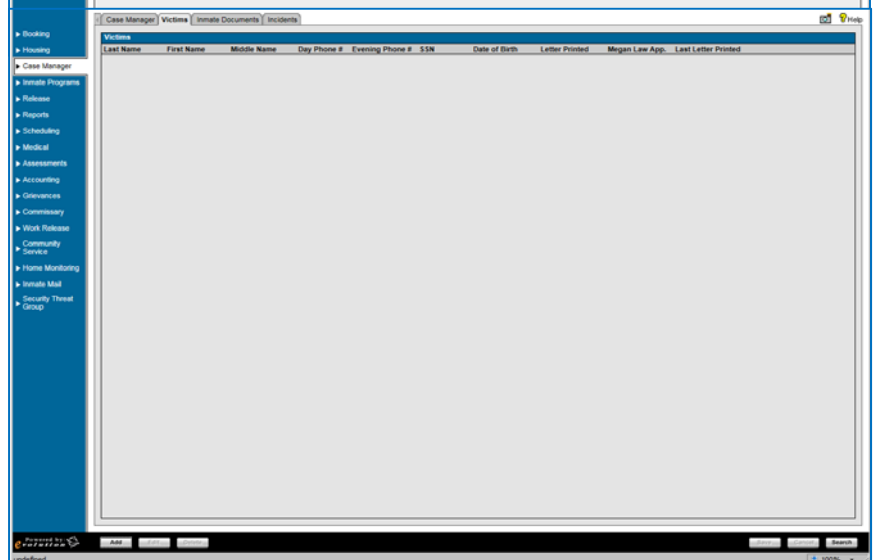
## Special Conditions

- ❖ Add a Special Condition To A Sentence:
- ❖ This Tab allows entry of any sentence special conditions.
  - Fields: Select a Program, Start date, End Date, Notes
  - Functionality: None Additional
- ❖ Special Conditions Notes
- ❖ This Tab allows entry of any notes related to sentence special conditions.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



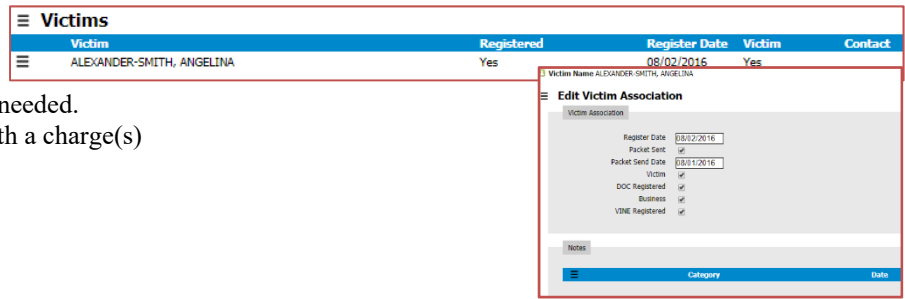
## Victims

- ❖ The Victims Tab allows detailed entry of any victims related to the inmate's court case.
- ❖ Victims:
  - Fields: Last Name, First Name, Middle Name, Day Phone #, Evening Phone #, SSN, Date of Birth, Letter Printed, Megan Law App., Last Letter Printed
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



**OMIS 3 Assessment (Case Manager – Victims Tab):** *Functionality Exists*

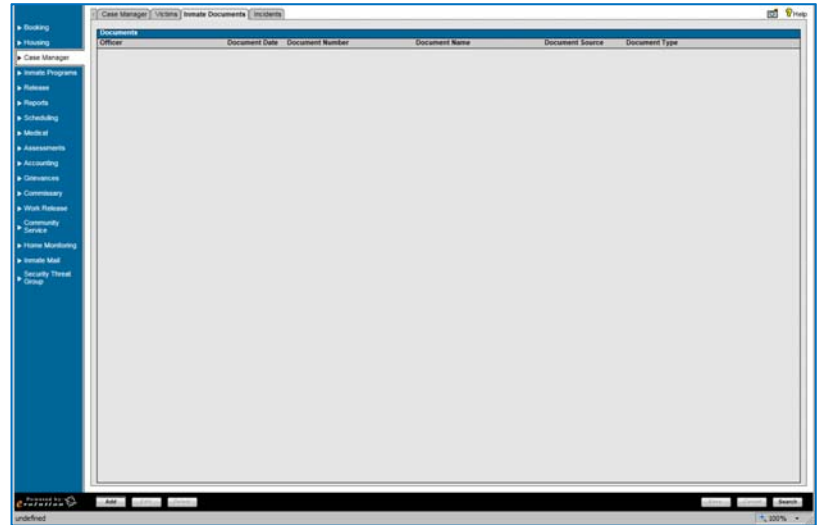
- ❖ The Victim module provides necessary functionality with the following exceptions:
  - Letter – A form/report can be created as needed.
- ❖ GCDC’s Victim Information is associated with a charge(s)



**Inmate Documents**

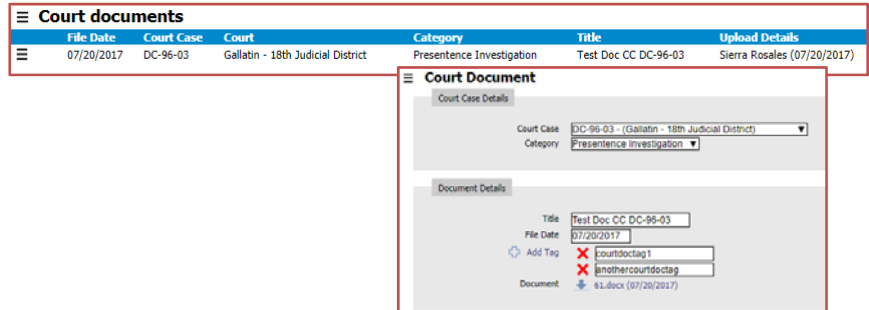
- ❖ The Inmate Documents Tab allows inmate documents to be logged in the system.
- ❖ Documents:
  - Fields: Officer, Document Date, Document Number, Document Name, Document Source, Document Type
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

❖ Not Used



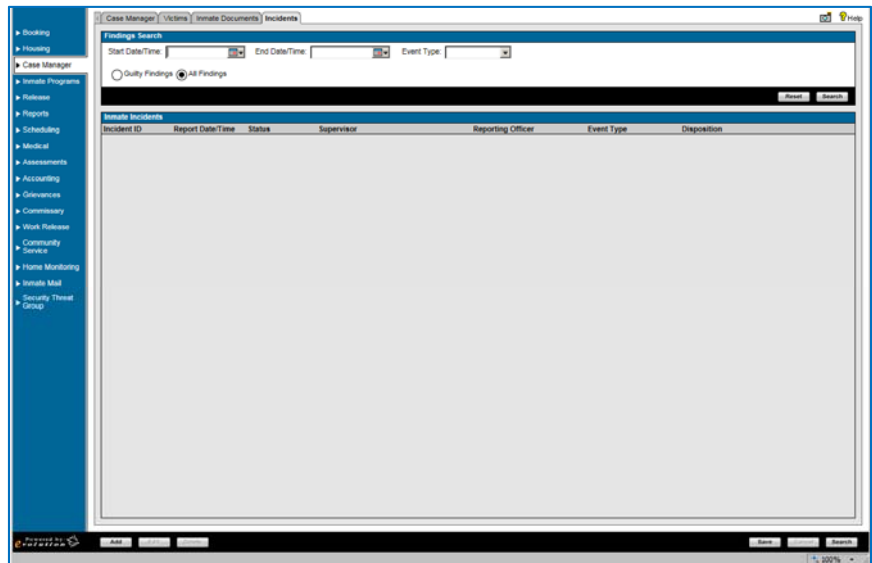
**OMIS 3 Assessment (Case Manager – Inmate Documents Tab):** *Functionality Exists*

- ❖ The Court Documents module contains the functionality to store and display offender court documents.



**Incidents**

- ❖ The Incidents Tab allows detailed entry of any incidents related to the inmate’s behavior.
- ❖ Findings Search
  - Fields: Start Date/Time, End Date/Time, Event Type, Guilty Findings, All Findings
  - Functionality: Reset, Search
- ❖ Inmate Incidents
  - Fields: Incident ID, Report Date/Time, Status, Supervisor, Reporting Officer, Event Type, Disposition
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



**OMIS 3 Assessment (Case Manager – Incidents Tab): Functionality Exists with Minor Modification**

- ❖ OMIS contains an Incident Management Center which will contain the following modules: Incident Statements, Incident Reports (a compilation/summary of Incident Statements related to a single incident), Investigations, Use of Force
  - Currently Incident Statements is the only module that is currently completed.
- ❖ Incident Statements/Reports should eventually drive the Violation Events modules as well.

Incident Statements						
Statement Number	Incident Date/Time	Submission Status	Title	Location Description	Involvement	Reporting Staff
3163	07/14/2017	Draft	Assault on CO Smith in LHU1	Montana State Prison		ROB KERSCH

**Edit Incident Statement**

Incident Statement Details

Title: Assault on CO Smith in LHU1  
 Category: Assault  
 Incident Date: 07/14/2017  
 Incident Time: 07:00 AM  
 Details: On above date and time, CO Smith, Phillip 38399 assaulted CO Smith with a severe, 00 health, suffered extensive injuries to his left arm. 0000 characters remaining

Statement Date: 07/14/2017  
 Jurisdiction: Montana State Prison

Incident Scope

Incident occurred at a facility:  
 Facility: Montana State Prison  
 Complex: High Side  
 Housing area: 10  
 Unit: 1000 Housing Unit  
 Section: 1000  
 Level: 1000  
 Room: 1000  
 Location Description: 0000 characters remaining

Individuals Associated

Category: Person

Source and Documentation

Confidential Informant:   
 Information Source:  Staff  Offender  Other  Anonymous  
 Name:   
 Reporting Staff:

Incident Statement Name:

Save Cancel

**Inmate Programs**

**ISP**

- ❖ The ISP Tab allows documentation of an inmate's ISP.
- ❖ ISP:
  - Fields: Plan Status, Next Review Date, Approval Date, Review, Officer
  - Functionality:
    - Add, Edit, Delete
    - View Report
    - Save, Cancel, Search

❖ Not used

**OMIS 3 Assessment (Inmate Programs - ISP Tab): Functionality Exists with Minor Modification**

- ❖ The Program Placement module contains the functionality to handle this feature.
- ❖ Modifications would have to be made to include the appropriate programs.

Program Placements						
Supervisory Organization	Correctional Status	Location	Program	Start Date	End Date	Day Count
Watch - West	ALT-SECURE	Watch - West	180 Day Stay	08/01/2017		29

**Edit Program Placement**

Program Placement

Program:

Start Date: 08/01/2017

End Date:

## Reentry Plan

- ❖ Reentry Plan
- ❖ The Reentry Plan Tab allows documentation of an inmate's reentry plan.
  - Fields: Officer, Approval Date, Guardian Required
  - Functionality: None Additional
- ❖ Reentry Plan Notes
- ❖ This Tab allows notes related to an inmate's reentry plan.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality

❖ Not used

## OMIS 3 Assessment (Inmate Programs – Reentry Plan Tab): Pending Functionality with Minor Modifications

- ❖ The pending Case Plan module should handle this functionality.
- ❖ Some modifications might be necessary.

## Social

- ❖ Affiliations Information:
  - The Affiliations area allows entry of the inmate's birthplace, religion, gang, etc.
  - Fields: Citizen Of, Zip of Birth, City of Birth, Country of Birth, Religion, Security Threat Group, Driver's License Number, Driver's License State, Driver's License Status, Served in Military
  - Functionality: None Additional
- ❖ Employment Information:
  - The employment information area allows entry of the inmate's current employment.
  - Fields: Current Job Position, Last Yearly Income
  - Functionality: None Additional
- ❖ Family Information:
  - The Family Information area allows entry of the inmate's immediate family.
  - Fields: Number of Dependents, Number of Siblings, Number in Sibling Rank
  - Functionality: None Additional
- ❖ Inmate Address Information:
  - The inmate address area allows entry of the inmate's address, and displays known addresses if repeat offender.
  - Fields: Transient, Release Address, Address (Line 1), Address (Line 2), City, State
  - Functionality: Add, Edit, Delete
- ❖ Family Member Information:
  - The Family Member Information area allows entry of the inmate's next of kin and emergency contact information.
  - Fields: Next of Kin, Emergency Contact, Relationship, Last Name, First Name, Address (Line 1)
  - Functionality: Add, Edit, Delete
- ❖ Important Person Information:
  - The Important Person Information area allows entry of the inmate's other important persons and emergency contact information.
  - Fields: KS, Emergency Contact, Relationship, Last Name, First Name, Address (Line 1)
  - Functionality: Add, Edit, Delete

- ❖ Social Notes
  - The Social Notes area allows entry of any notes related to the inmate's social profile.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

**OMIS 3 Assessment (Inmate Programs – Social Tab – Affiliations Information): Pending Functionality with Minor Modifications**

- ❖ The Offender Flags and Demographics module should handle the functionality to document Citizenship, Immigration and MT Residence.
  - Count of Residence is not included, but could be derived from Residence/Offender Contact Information

**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

**Demographics**

Appearance

Eye Color

Hair Color

Complexion

Physique

Height (Feet)

Height (Inches)

Weight (Pounds)

Build

L/R Handed

L/R Handed

Race and Ethnicity

Race

Hispanic Ethnicity

Tribal Affiliation

Tribal Affiliation

Marital Status

Marital Status

Citizenship and Immigration

Country of Citizenship

Immigration Status

**OMIS 3 Assessment (Inmate Programs – Social Tab – Employment Information): Functionality Exists**

- ❖ Functionality exists in OMIS 3 to document employment in greater detail than is described here.

**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

End Date

Termination Reason

Position

Extension

Job Title

Supervisor Name

Work Shift

Days Off  Sun  Mon  Tue  Wed  Thur  Fri  Sat or Varies

Start Time

End Time

Hours Per Week

**Employer Search**

Search by:

Employer

Employer	Address	Telephone Number
Create New Employment Term Hardees	103 1ST AVE, Laurel, MT 59044, United States	(406) 628-8849
		2-5926
		1-1044
		1-0890
		9-3344
		2-4654
		9-3344
		2-9650
		2-5312
		1-1040
		7-1610

Wages

Wage Amount

Wages Per

Verification

Verified By

Verification Date

Verified

Per

This offender has been convicted of Employer Theft

**OMIS 3 Assessment (Inmate Programs – Social Tab – Family Information AND Family Member Information AND Important Person Information): Functionality Exists with Minor Modifications**

- ❖ The Family Members module documents Emergency Contact Information.
- ❖ Minor Modifications might be necessary to document Important Person Information.

**Family Members**

Name	Relationship	Address	Phone Number	Emergency Contact	Dependent	Lives with
Jason Nelsonie	Step Father	3775 Fox Crossing, Helena Montana United States				
LAURA PEPPENGER	Mother	1441 Main Street West, Olancho California United States				

**Edit Family Association**

Name

Address

Telephone

Online Account

Family Association

Start Date

End Date

Relationship

Emergency Contact  Yes  No  Unknown

Dependent  Yes  No  Unknown

Lives with  Yes  No  Unknown

**OMIS 3 Assessment (Inmate Programs – Social Tab – Inmate Address Information): Functionality Exists**



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

**Residences Listing**

Start Date	End Date	Address	Residence Category	Residence Status
06/01/1999	10/15/2002			Homeless

**Create Primary Residence Record**

Residence

Start Date:   
 End Date:   
 Home Type:   
 House Number:   
 Street Name:   
 Street Suffix:   
 Unit Designator:   
 Secondary Address Designator:   
 State:   
 City:   
 Zip Code:   
 Comment:   
 Confirmed:

Verification

Verified By:   
 Verification Date:   
 Verification Method:

**Create Secondary Residence Record**

Residence

Start Date:   
 End Date:   
 Home Type:   
 Value:   
 State:   
 City:   
 Zip Code:   
 Comment:   
 Confirmed:

Verification

Verified By:   
 Verification Date:   
 Verification Method:

**Edit Homeless Record**

Residence

Start Date:   
 End Date:   
 State:   
 City:   
 Comment:   
 Confirmed:

**Offender Contact Information**

Mailing Address

Enter Mailing Address:

PO Box

Enter PO Box:

PO Box:   
 Country:   
 State:   
 City:   
 Zip Code:

Telephone Numbers

Telephone Number	Extension	Category	Primary	Active
4065551212		Cell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Online Accounts

Online Account:   **Hold**  **Primary**  **Active**

## Employment

- ❖ The Employment Tab allows entry of the offender's employment information inside the detention facility.
- ❖ Jobs in Facility History:
  - Fields: Assigned Job, Supervisor, Work Group, Pay Rate, Start Date, End Date.
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete, End Current Job
  - Save, Cancel, Search

## OMIS 3 Assessment (Inmate Programs – Employment Tab):

**Functionality Exists**

❖ The Employment module contains this functionality.

**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:   
 End Date:   
 Termination Reason:

Position

Extension:   
 Job Title:   
 Supervisor Name:   
 Work Shift:   
 Days Off:  Sun  Mon  Tue  Wed  Thur  Fri  Sat  Varies  
 Start Time:   
 End Time:   
 Hours Per Week:

**Employer Search**

Search by:

Employer:

Wages

Wage Amount:   
 Wages Per:

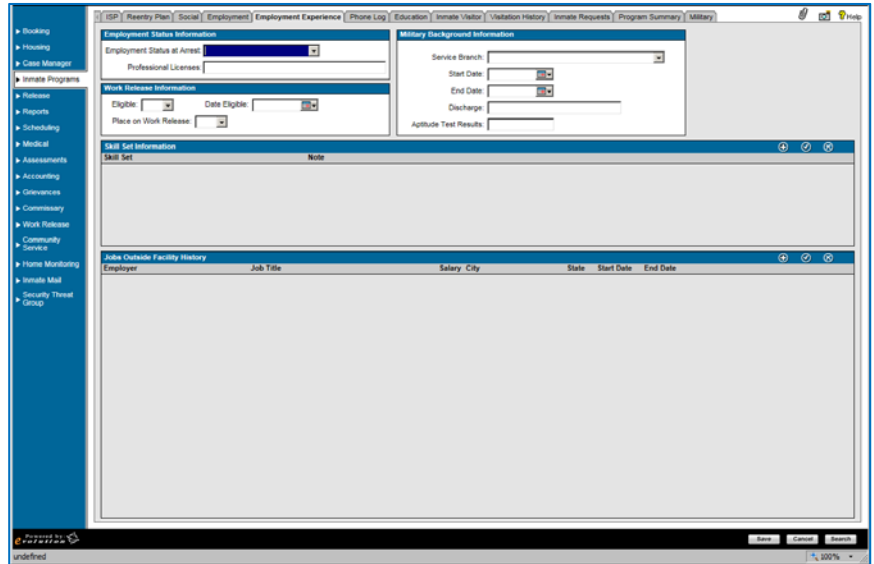
Verification

Verified By:   
 Verification Date:   
 Verified:   
 Per:

This offender has been convicted of Employer Theft

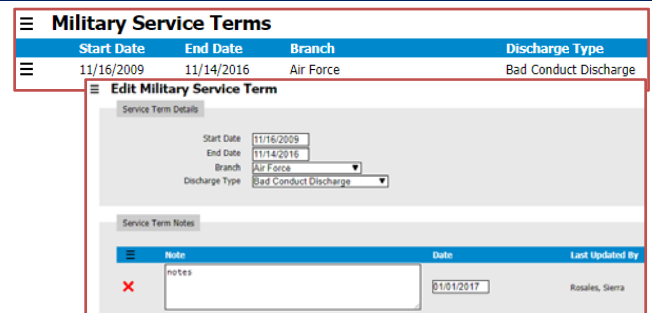
## Employment Experience

- ❖ Employment Status Information
  - The Employment Experience area allows entry of the offender's employment experience information.
  - Fields: Employment Status at Arrest, Professional Licenses
  - Functionality: None Additional
- ❖ Work Release Information
  - The Work Release Information area allows entry of the offender's eligibility for a work release program.
  - Fields: Eligible, Date Eligible, Place on Work Release (Y/N)
  - Functionality: None Additional
- ❖ Military Background Information
  - The Military Background Information area allows entry of the offender's military service.
  - Fields: Service Branch, Start Date, End Date, Discharge, Aptitude Test Results
  - Functionality: None Additional
- ❖ Skill Set Information
  - The Skill Set Information area allows entry of the offender's skills.
  - Fields: Skill Set, Note
  - Functionality: Add, Edit, Delete
- ❖ Job Outside Facility History
  - The Job Outside Facility History area allows entry of the offender's employment history outside the detention facility.
  - Fields: Employer, Job Title, Salary City, State, Start Date, End Date
  - Functionality: Add, Edit, Delete
- ❖ Module Additional Functionality:
  - Save, Cancel, Search



### OMIS 3 Assessment (Inmate Programs – Employment Tab): *Functionality Exists with Minor Modification*

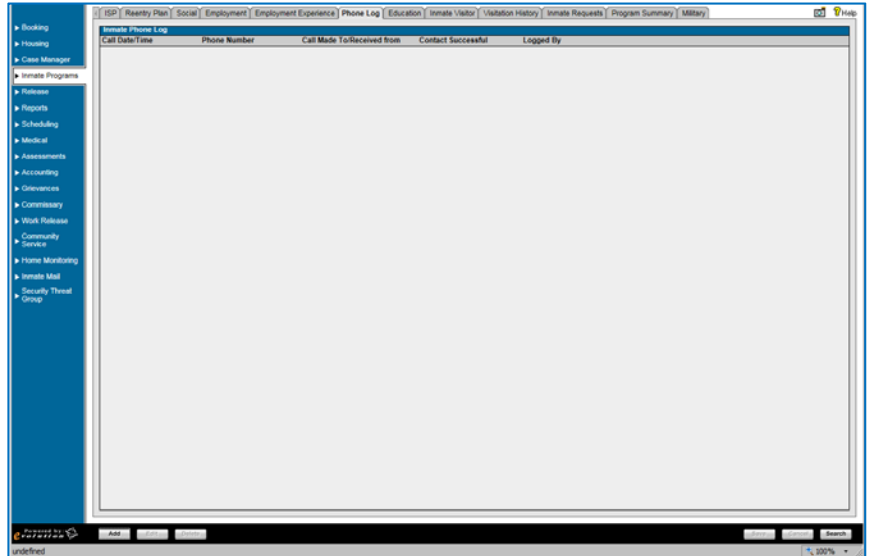
- ❖ The Employment and Military modules contain much of this functionality.
- ❖ If Skill Set Information is necessary, it could be added.



## Phone Log

- ❖ The Phone Log Tab allows entry of the offender's phone calls.
- ❖ Inmate Phone Log
  - Fields: Call Date/Time, Phone Number, Call Made To/Received From, Contact Successful, Logged By
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

❖ Not Used - Inmate phone system logs all calls

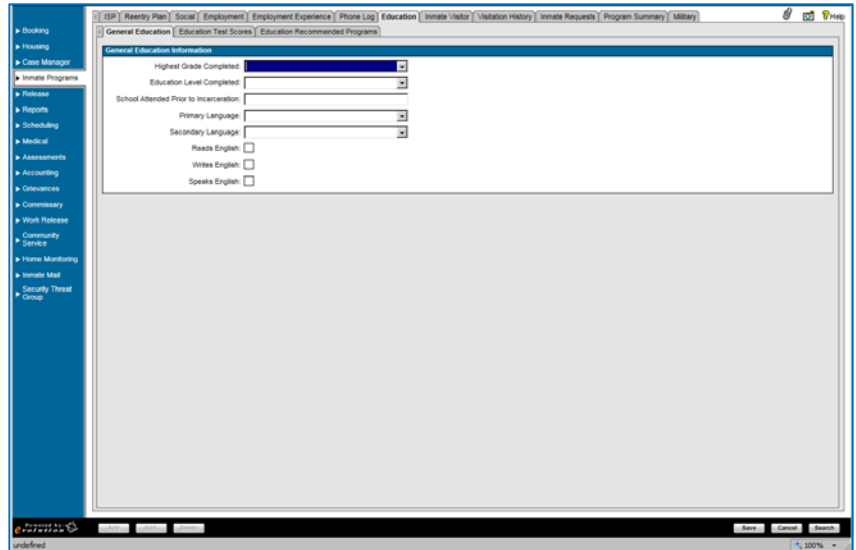


### Phone Log: Feature Could Be Implemented

- ❖ A Phone module has not been planned, but could be implemented, if necessary.

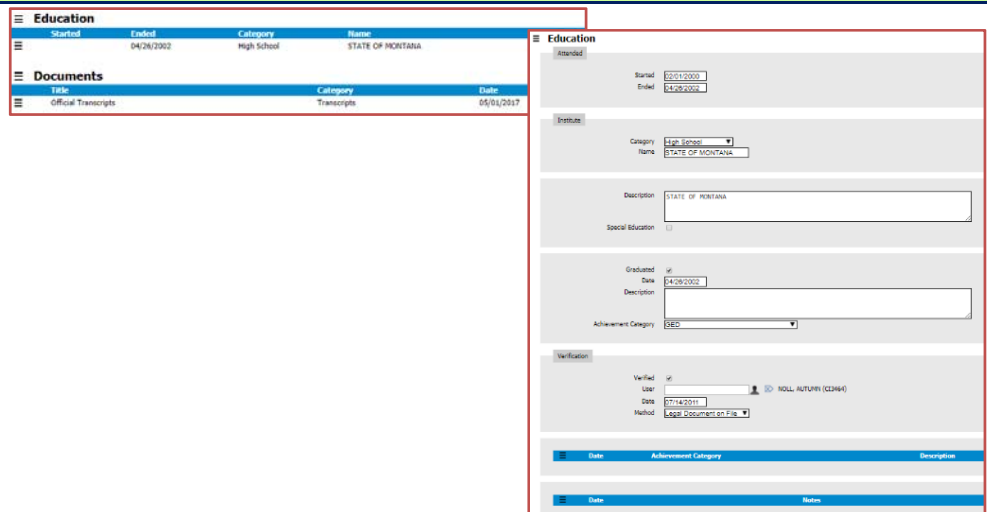
## Education

- ❖ The General Education Tab allows entry of the offender's education background.
- ❖ Fields: Highest Grade Completed, Education Level Completed, School Attended Prior to Incarceration, Primary Language, Secondary Language, Reads English, Writes English, Speaks English
- ❖ Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



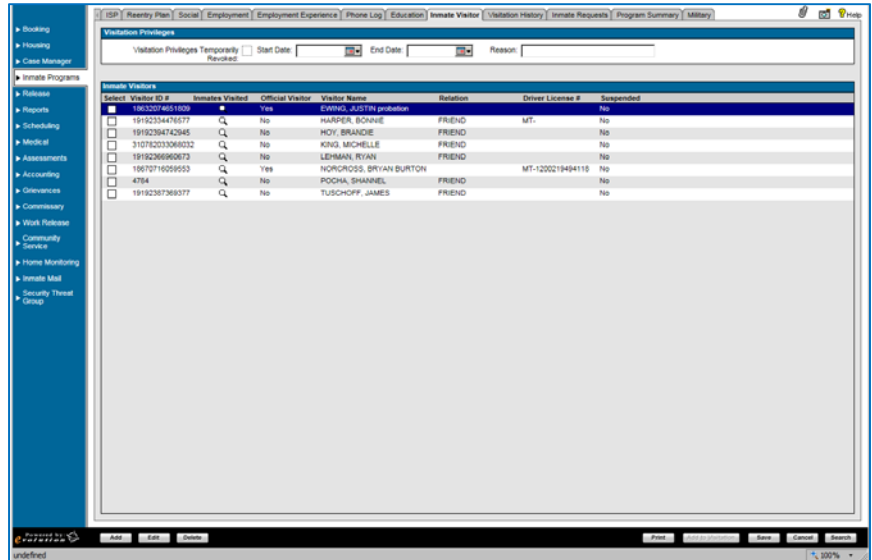
### OMIS 3 Assessment (Inmate Programs – Education Tab): Functionality Exists with Minor Modification

- ❖ The Education module will cover this functionality.
- ❖ A Language component doesn't exist, but could be added.



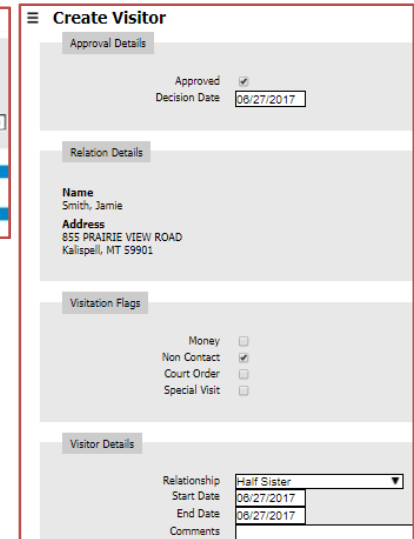
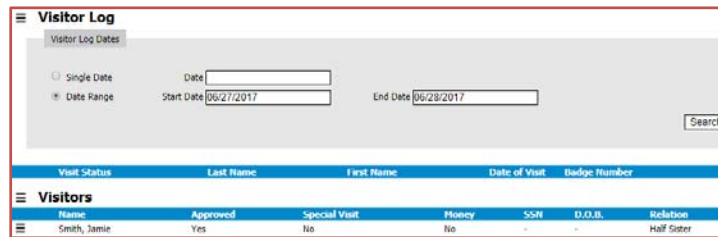
## Inmate Visitor

- ❖ Visitation Privileges:
  - The Visitation Privileges area allows documentation of the offender's visitation privileges.
  - Fields: Visitation Privileges Temporarily Revoked, Start Date, End Date, Reason
  - Functionality: None Additional
- ❖ Inmate Visitors:
  - The Visitation Privileges area allows documentation of the offender's approved visitors.
  - Fields: Select, Visitor ID #, Inmates Visited, Official Visitor, Visitor Name, Relation, Driver's License #, Suspended
  - Functionality:
    - Add, Edit, Delete
    - Print, Add to Visitation
    - Save, Cancel, Search



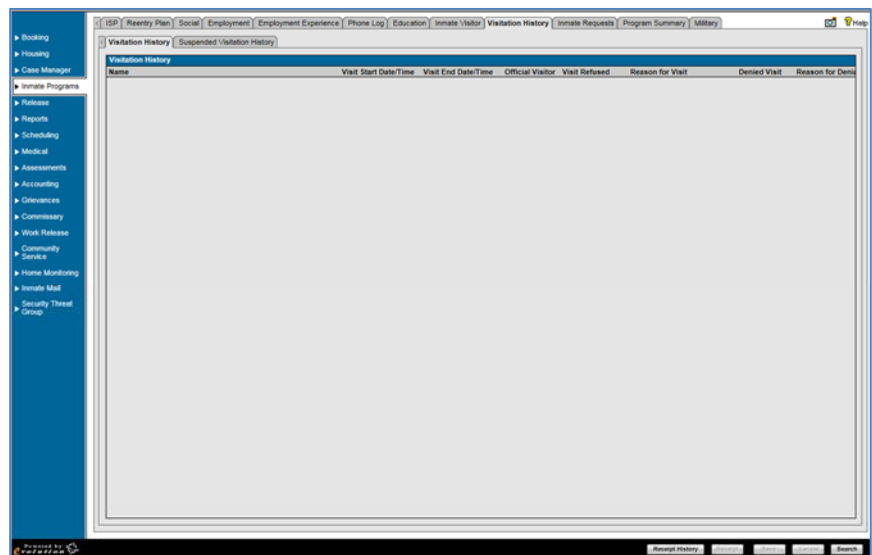
## OMIS 3 Assessment (Inmate Programs – Inmate Visitor): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.



## Visitation History

- ❖ Visitation History:
  - The Visitation History Tab allows documentation of the offender's visitations.
  - Fields: Visitor Name, Visit Start Date/Time, Visit End Date/Time, Official Visitor (Y/N), Visit Refused (Y/N), Reason for Visit, Denied Visit (Y/N), Reason for Denial
  - Functionality: Receipt History, Search

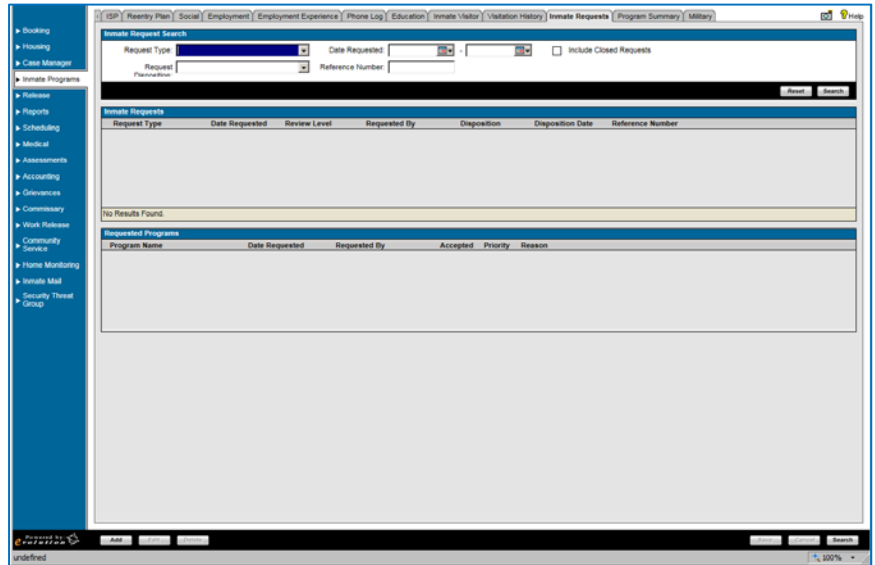


## OMIS 3 Assessment (Inmate Programs – Inmate Visitor): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.

### Inmate Requests

- ❖ Inmate Request Search:
  - The Inmate Requests Search area allows searching for a specific offender request.
  - Fields: Request Type, Request Disposition, Date Requested (From/To), Reference Number, Include Closed Requests
  - Functionality: Reset, Search
- ❖ Inmate Requests:
  - The Inmate Requests area allows documentation of offender's requests.
  - Fields:
    - Request Type, Date Requested, Review Level, Requested By, Disposition, Disposition Date, Reference Number
    - Status
  - Functionality: None Additional
- ❖ Requested Programs
  - The Requested Programs area allows documentation of the offender's requested programs.
  - Fields: Program Name, Date Requested, Requested By, Accepted, Priority, Reason
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Print, Add to Visitation
  - Save, Cancel, Search



- ❖ Not Used – Kite system external to jail management system

## OMIS 3 Assessment (Inmate Programs – Inmate Requests): Functionality Does Not Exist

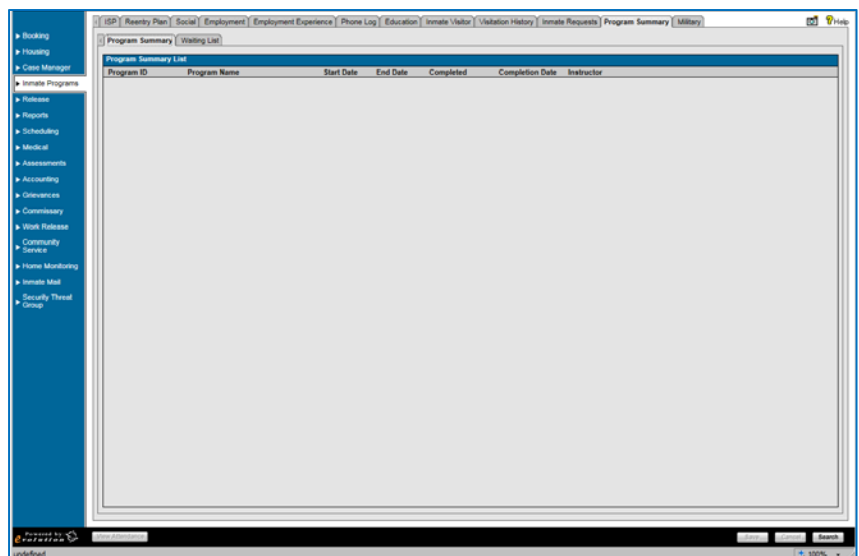
- ❖ Inmate Request (Kite) functionality does not exist.

### Program Summary

#### Program Summary

- ❖ The Program Summary Tab displays the offender's program participation.
- ❖ Program Summary List:
  - Fields: Program ID, Program Name, Start Date, End Date, Completed, Completion Date, Instructor
  - Functionality:
    - View Attendance
    - Save, Cancel, Search

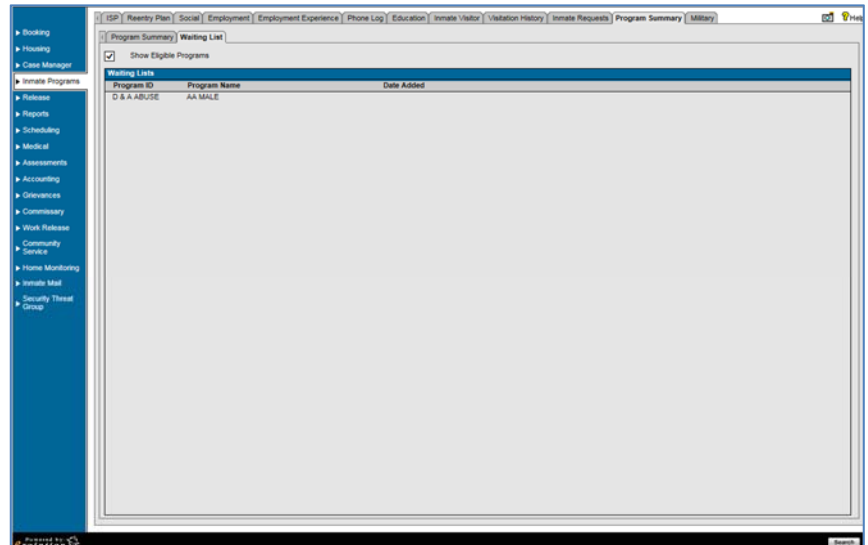
- ❖ Not Used



## Waiting List

- ❖ The Waiting List Tab displays the offender's program requests that are put on a waiting list.
  - Fields: Program ID, Program Name, Date Added
  - Functionality:
    - Show Eligible Programs
    - Search

❖ Not Used

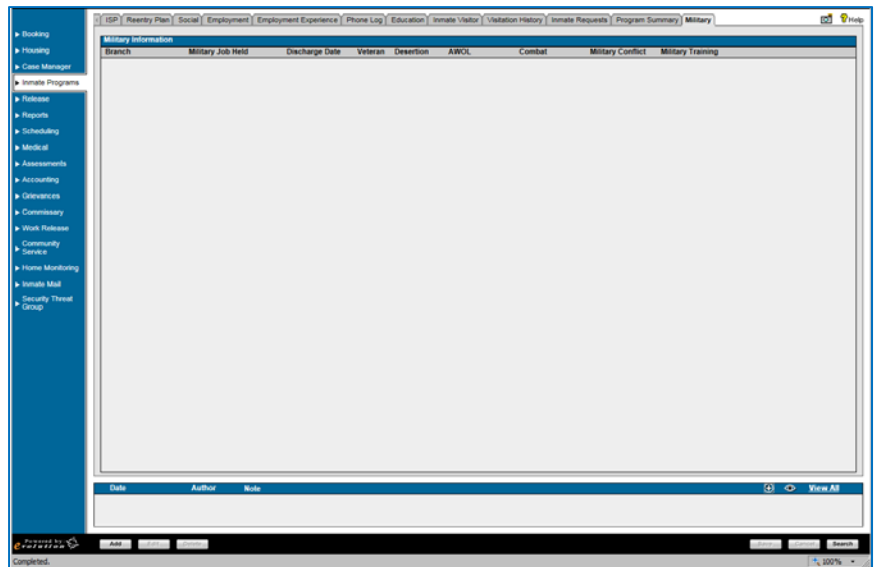


### OMIS 3 Assessment (Inmate Programs – Program Summary – Program Summary AND Waiting List): Pending Functionality

- ❖ A pending Program Services functionality will provide this functionality.

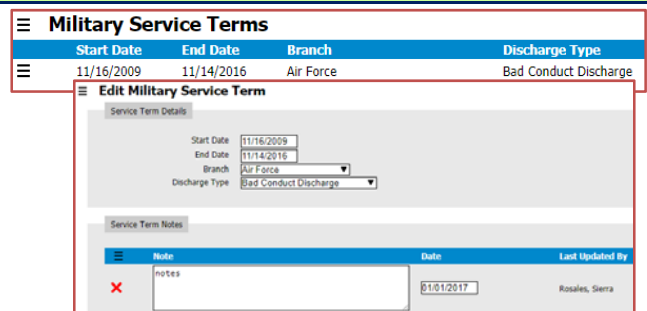
## Military

- ❖ The Military Tab displays the offender's military record information.
- ❖ Military Information:
  - Fields: Branch, Military Job Held, Discharge Date, Veteran, Desertion, AWOL, Combat, Military Conflict, Military Training
  - Functionality: None Additional
- ❖ Military Information Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality
  - Add, Edit, Delete
  - Save, Cancel, Search



### OMIS 3 Assessment (Inmate Programs – Military Tab): Functionality Exists with Minor Modification

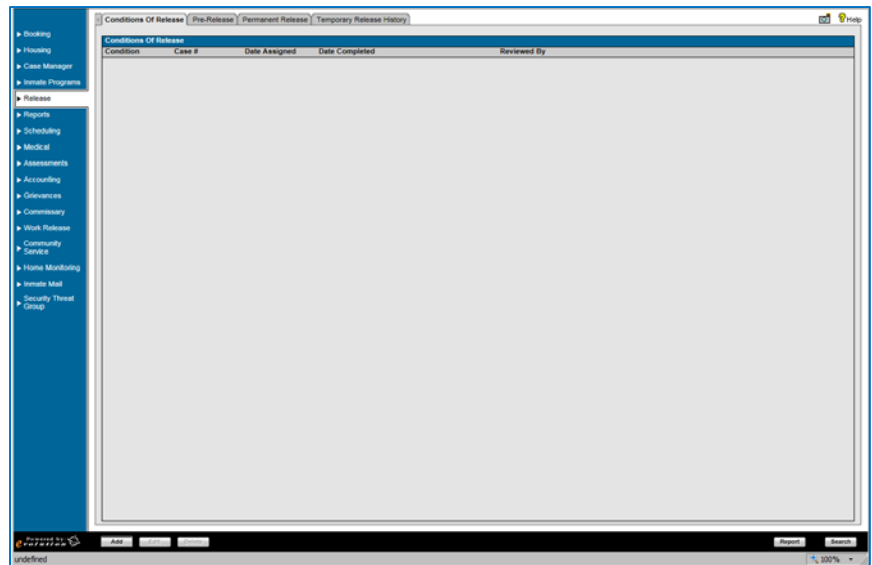
- ❖ The Employment and Military modules contain much of this functionality.
- ❖ If Skill Set Information is necessary, it could be added.



## Release

## Conditions of Release

- ❖ The Conditions of Release Tab displays the conditions of an offender's release.
- ❖ Conditions of Release:
  - Fields: Condition, Case #, Date Assigned, Date Completed, Reviewed By
  - Functionality:
    - Add, Edit, Delete
    - Report, Search



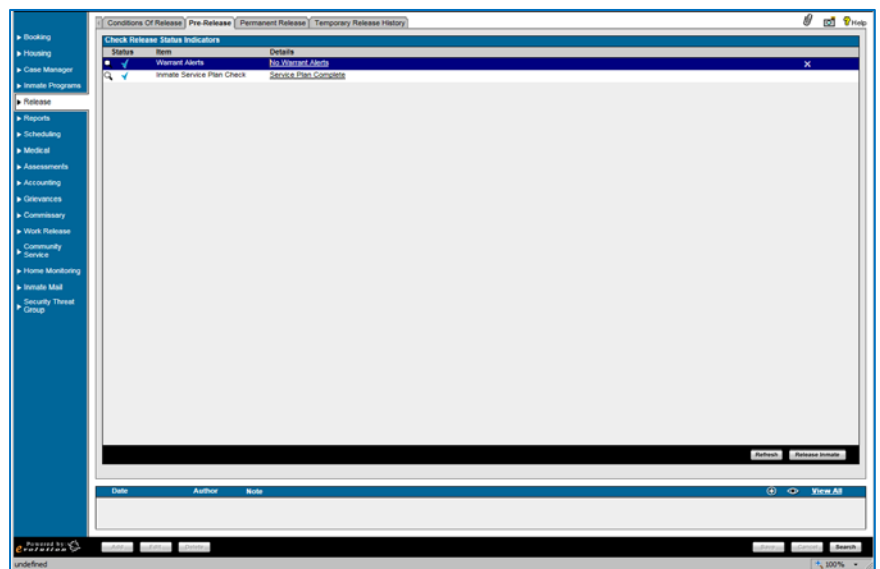
### OMIS 3 Assessment (Release – Conditions of Release Tab): Pending Functionality with Minor Modifications

- ❖ The pending Sentencing Conditions module with minor modifications specific to a jail will cover this functionality.

## Pre-Release

- ❖ The Pre-Release Tab displays the offender's status for release.
- ❖ Check Release Status Indicators
  - Fields: Status, Item, Details
  - Functionality:
    - Check off status, Delete
    - Refresh, Release Inmate
- ❖ PreRelease Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Not Used



### OMIS 3 Assessment (Release – Permanent Release Tab): Functionality Does Not Exist (Primary Feature)

- ❖ A Release module does not exist in OMIS, but should be implemented.
- ❖ Release is a primary feature of a Jail Management System

## Permanent Release

- ❖ Release Verification Information
  - The Release Verification area allows partial entry of release information.
  - Fields: Release Shift, Release Officer, Date/Time of Release, Days Served on this Sentence
  - Functionality: None Additional
- ❖ Release Information
  - The Release Information area allows additional entry of release information.
  - Fields: Release Authority, Parole Violation, Release Type, Sentence Description, Released in Custody of:
  - Functionality: None Additional
- ❖ Release Identity Check Information
  - The Release Identity Check Information area allows documentation of NCIC and fingerprint checks prior to release.
  - Fields: NCIC Check Done, NCIC Check Result, Image Verified, Fingerprint Verified, Verifying Officer ID
  - Functionality: None Additional
- ❖ Permanent Release Notes
  - The Permanent Release Notes area allows entry of any notes related to the release.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete

### **OMIS 3 Assessment (Release – Permanent Release Tab):** *Functionality Does Not Exist (Primary Feature)*

- ❖ A Release module does not exist in OMIS, but should be implemented.
- ❖ Release is a primary feature of a Jail Management System

## Temporary Release

- ❖ Temporary Release History:
  - The Temporary Release History Tab shows the offender's past temporary release (weekender, etc.) information.
  - Fields: Start Date/Time, Original Booking Date, Return Date/Time, Type of Release, Release in Custody, Releasing Authority
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

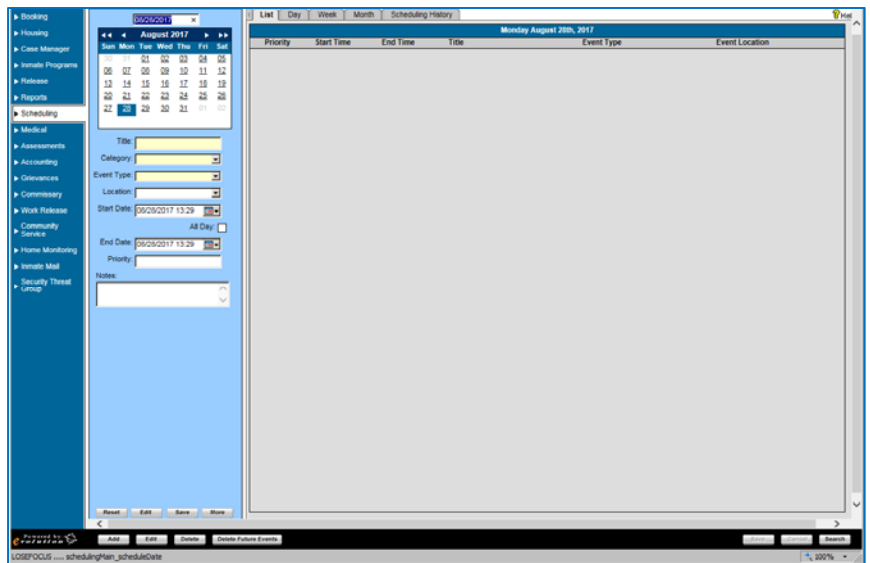
### **OMIS 3 Assessment (Release – Temporary Release Tab):** *Functionality Does Not Exist*

- ❖ A Temporary Release feature does not exist in OMIS, but could be implemented.



## Scheduling

- ❖ The Scheduling feature allows staff to create calendar items in OMS.
- ❖ Date Filter:
  - Fields: Title, Category, Event Type, Location, Start Date, All Day, End Date, Priority, Notes
  - Functionality: Reset, Edit, Save, More
- ❖ Appointment:
  - Fields:
    - Day of Week, Date
    - Priority, Start Time, End Time, Title, Event Type, Event Location
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete, Delete Future Events
  - Save, Cancel, Search



❖ Scheduling Feature Not Used

## OMIS 3 Assessment (Scheduling): Pending Functionality with Minor Modifications

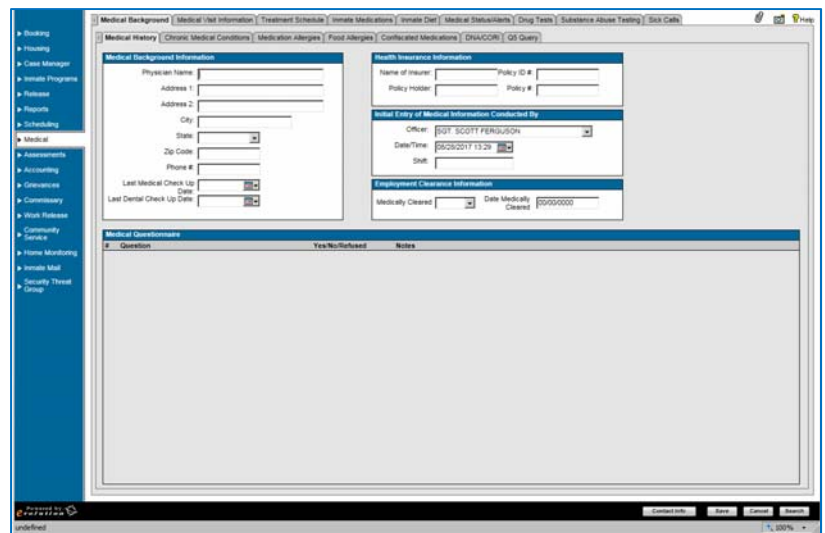
- ❖ A pending Scheduling module should handle this functionality.

## Medical

### Medical Background

#### Medical History

- ❖ Medical Background Information:
  - The Medical Background Information area allows entry of offender physician and current checkup information.
  - Fields: Physician Name, Address 1, Address 2, City, State, Zip Code, Phone #, Last Medical Check Up Date, Last Dental Check Up Date
  - Functionality: None Additional
- ❖ Health Insurance Information:
  - The Health Insurance Information area allows entry of offender insurance policy information.
  - Fields: Name of Insurer, Policy ID #, Policy Holder, Policy #
  - Functionality: None Additional
- ❖ Initial Entry of Medical Information Conducted By
  - This area documents the officer entering offender medical information.
  - Fields: Officer, Date/Time, Shift
  - Functionality: None Additional
- ❖ Employment Clearance Information
  - This area documents when an offender is medically cleared for employment.
  - Fields: Medically Cleared, Date Medically Cleared
  - Functionality: None Additional
- ❖ Medical Questionnaire
  - The Medical Questionnaire area documents answers and/or refusals to medical questions.
  - Fields: #, Question, Yes/No/Refused, Notes
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Contact Information
  - Save, Cancel, Search

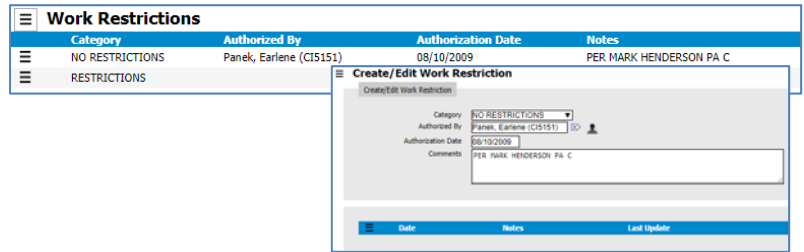


## OMIS 3 Assessment (Medical – Medical History Tab): Functionality Does Not Exist

- ❖ Documenting Medical Insurance documentation, although not necessarily documented by the prisons, is a good thing to do and

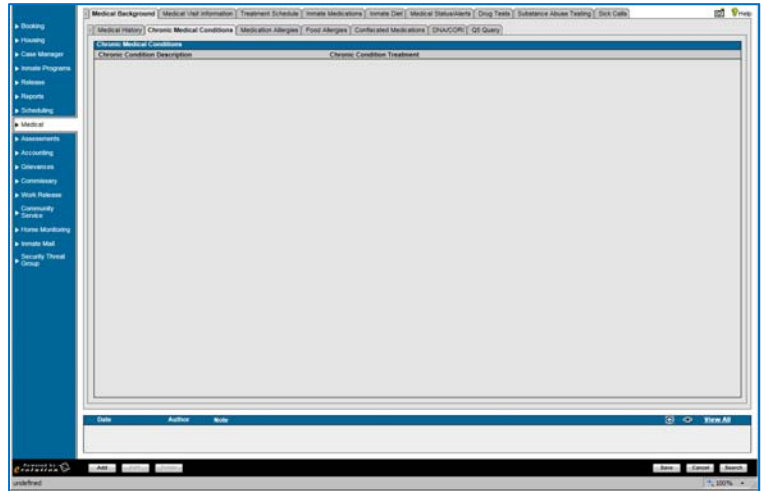
could be used to reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.

- ❖ Medical Background Information is gathered on the PSI questionnaire, but is not currently documented in OMIS due to concerns of confidential medical information.
- ❖ Employment Clearance Information could be documented in the Work Restrictions module.
  - Work Restrictions documents medical concerns for inmates that would prevent them from performing certain jobs.



### Chronic Medical Conditions

- ❖ This Tab allows documentation of offender Chronic Medical Conditions.
- ❖ Chronic Medical Conditions
  - Fields: Chronic Condition Description, Chronic Condition Treatment
  - Functionality: None Additional
- ❖ Chronic Medical Conditions Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

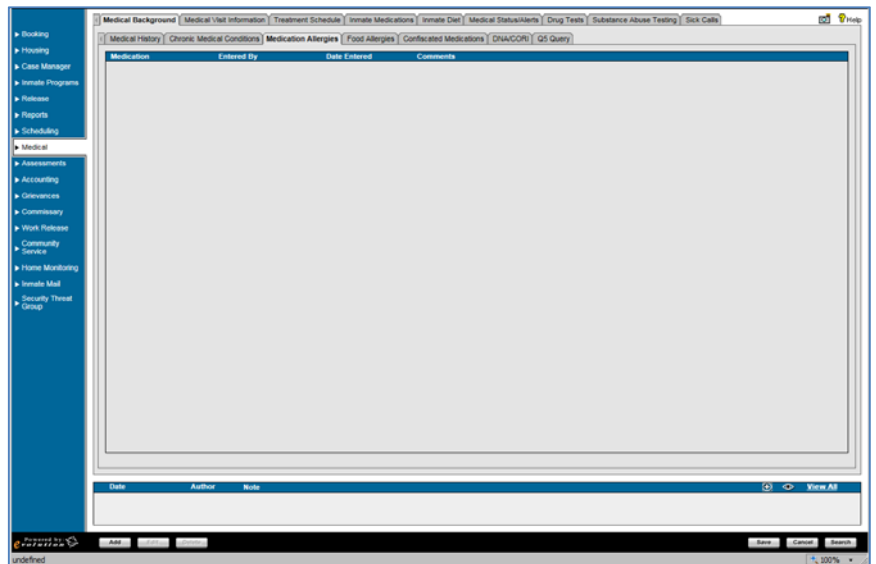


### OMIS 3 Assessment (Medical – Chronic Medical Conditions Tab): *Functionality Does Not Exist*

- ❖ Medical Background Information is gathered on the PSI questionnaire, but is not currently documented in OMIS due to concerns of confidential medical information.

### Medication Allergies

- ❖ This Tab allows documentation of offender Medication Allergies.
- ❖ Medication Allergies:
  - Fields: Medication, Entered By, Date Entered, Comments
  - Functionality: None Additional
- ❖ Medication Allergies Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

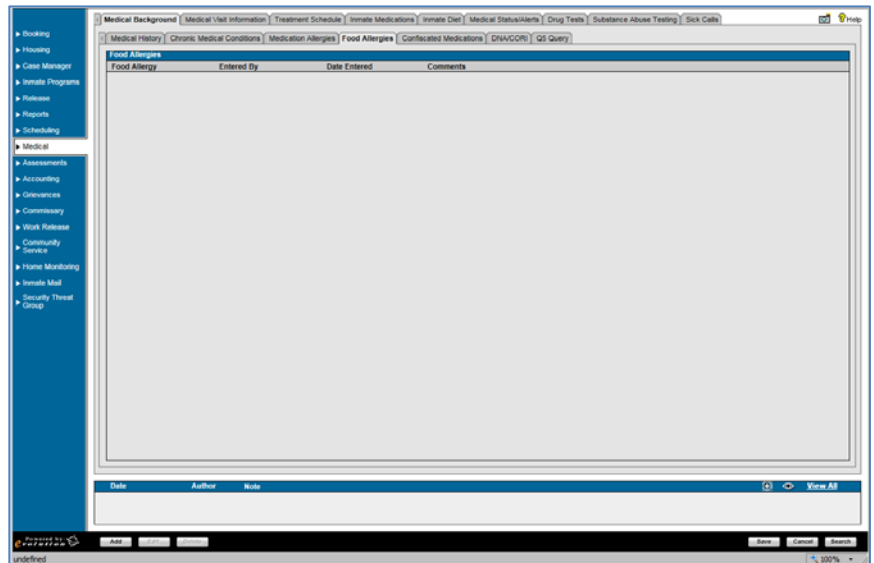


### OMIS 3 Assessment (Medical – Medication Allergies Tab): *Pending Functionality*

- ❖ The pending Allergies module should cover this functionality.

## Food Allergies

- ❖ This Tab allows documentation of offender Food Allergies.
- ❖ Food Allergies:
  - Fields: Food Allergy, Entered By, Date Entered, Comments
  - Functionality: None Additional
- ❖ Food Allergies Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

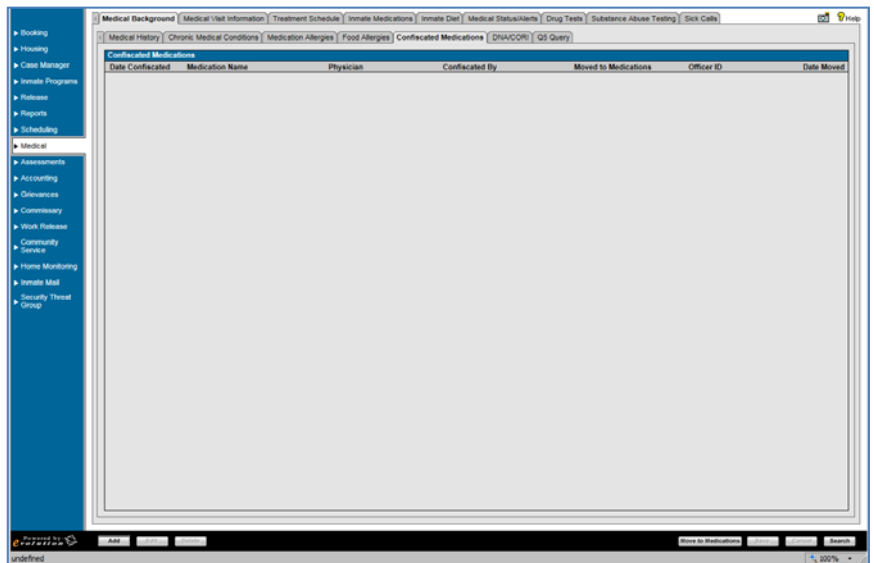


### OMIS 3 Assessment (Medical – Food Allergies Tab): Pending Functionality

- ❖ The pending Allergies module should cover this functionality.

## Confiscated Medications

- ❖ This Tab allows documentation of offender Medications that were confiscated.
- ❖ Confiscated Medications:
  - Fields: Date Confiscated, Medication Name, Physician, Confiscated By, Moved to Medications, Officer ID, Date Moved
  - Functionality:
    - Add, Edit, Delete
    - Move to Medications
    - Save, Cancel, Search



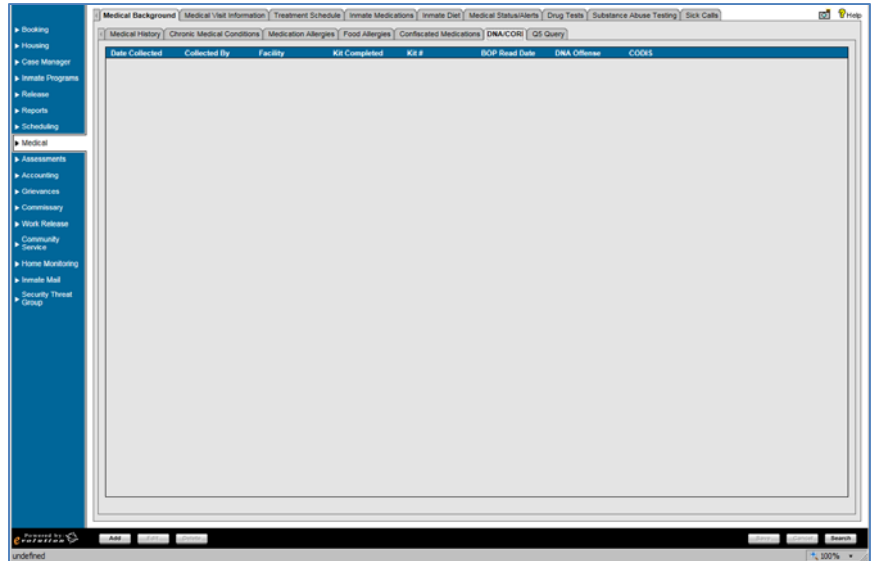
### OMIS 3 Assessment (Medical – Confiscated Medications Tab): Pending Functionality with Minor Modifications

- ❖ The ability to document Confiscated Medications does not exist.
- ❖ Medication documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care.
- ❖ The pending Substance Use module will allow for documentation of both illegal and prescription drug use.

## DNA/CORE

- ❖ This Tab allows documentation of offender DNA samples taken.
- ❖ DNA/CORE
  - Fields: Date Collected, Collected By, Facility, Kit Completed, Kit #, BOP Read Date, DNA Offense, CODIS
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

❖ Not Used



## OMIS 3 Assessment (Medical – DNA/CORE Tab): *Functionality Exists*

- ❖ DNA Samples are documented in the OMIS DNA Sample module.

DNA Samples						
Date	Time	Performed By	Witnessed By	Location	Comments	
11/12/2005	12:00 AM	JEFF ERICKSON	SHAWN CLAY	MONTANA STATE PRISON	AS400 DATA CONVERSION DONE	

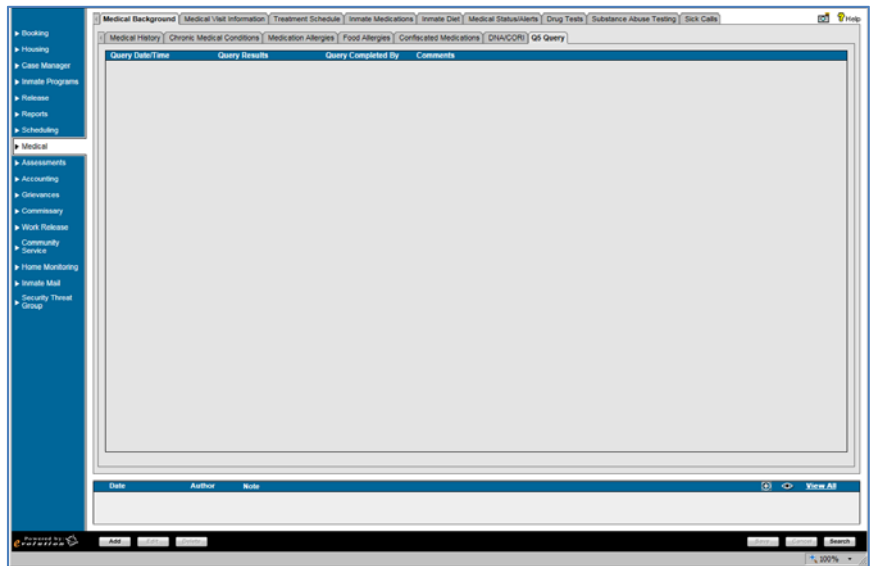
  

DNA Sample Details						
Date	Time	Performed By	Location	Witnessed By	Comment	
11/12/2005	12:00 AM	JEFF ERICKSON	MONTANA STATE PRISON	SHAWN CLAY	AS400 DATA CONVERSION DONE BY JASON NELSON ON 12-SEP-08	

## Q5 Query

- ❖ Detention staff does not know what “Q5 Query” means
- ❖ Q5 Query
  - Fields: Query Date/Time, Query Results, Query Completed By, Comments
  - Functionality: None Additional
- ❖ Q5 Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Not Used



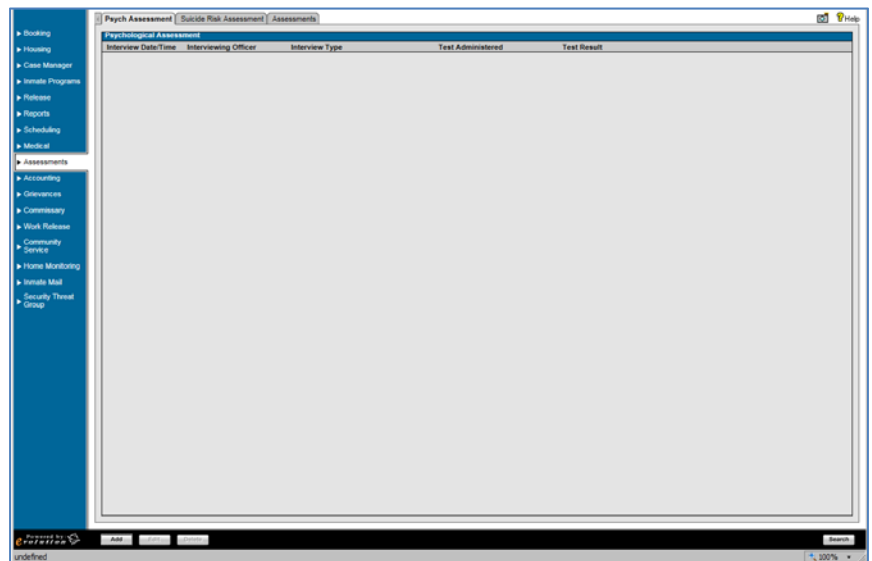
## OMIS 3 Assessment (Medical – Q5 Query Tabs): *Inconclusive with Current Information*

- ❖ More information is necessary to properly assess the needed functionality.

## Assessments

### Psych Assessments

- ❖ This Tab allows documentation of offender psychological assessments.
- ❖ Psychological Assessment:
  - Fields: Interview Date/Time, Interviewing Officer, Interview Type, Test Administered, Test Result
  - Functionality: None Additional
- ❖ Module Additional Functionality
  - Add, Edit, Delete
  - Search

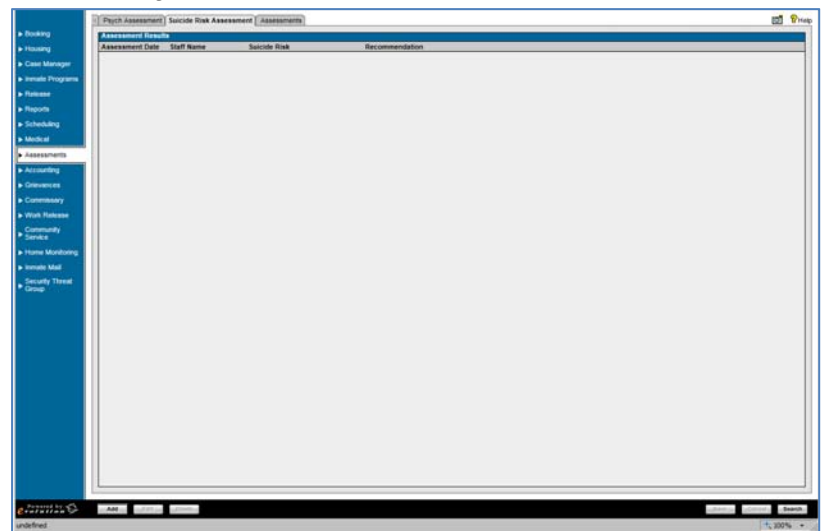


### OMIS 3 Assessment (Assessments – Psych Assessment Tabs): Pending Functionality

- ❖ 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.
- ❖ The assessments used for the facility must then be created in OMIS 3.

### Suicide Risk Assessment

- ❖ This Tab allows documentation of offender suicide risk assessments.
- ❖ Assessment Results:
  - Fields: Assessment Date, Staff Name, Suicide Risk, Recommendation
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

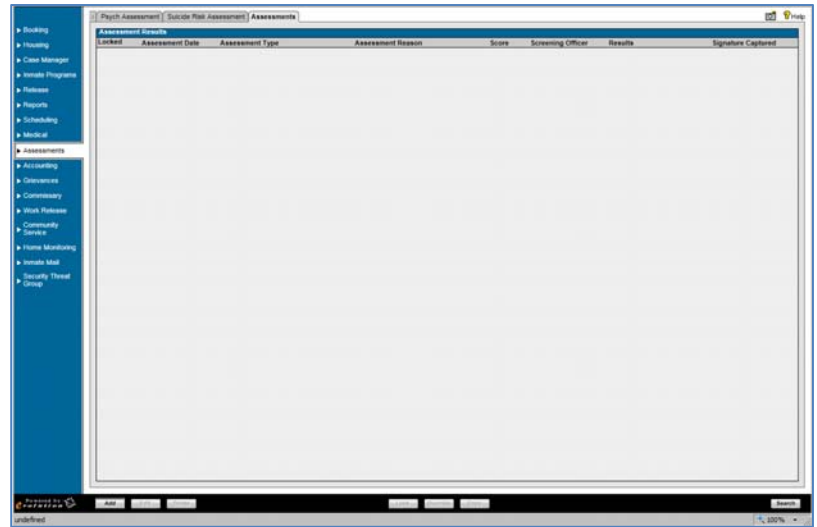


### OMIS 3 Assessment (Assessments – Psych Assessment Tabs): Pending Functionality

- ❖ 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.
- ❖ The assessments used for the facility must then be created in OMIS 3.

## Assessments

- ❖ This Tab allows documentation of other offender assessments.
- ❖ Assessment Results:
  - Fields: Locked, Assessment Date, Assessment Type, Assessment Reason, Score, Screening Officer, Results, Signature Captured
  - Functionality:
    - Add, Edit, Delete
    - Lock, Override, Copy
    - Search



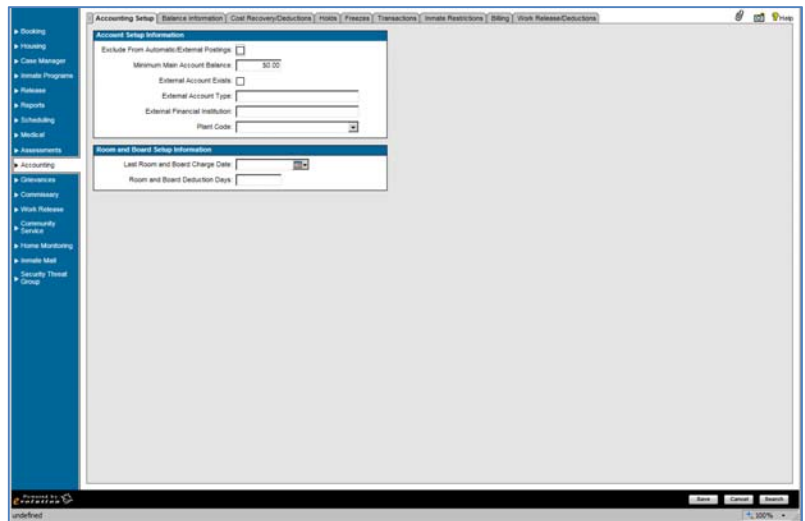
### OMIS 3 Assessment (Assessments – Assessments Tab): Pending Functionality

- ❖ 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.
- ❖ The assessments used for the facility must then be created in OMIS 3.

## Accounting

### Accounting Setup

- ❖ This Tab allows setup for accounting (billing, invoicing, etc.).
- ❖ Account Setup Information:
  - Fields: Exclude From Automatic/External Postings, Minimum Main Account Balance, External Account Exists, External Account Type, External Financial Institution, Plant Code
  - Functionality: None Additional
- ❖ Room and Board Setup Information
  - Fields: Last Room and Board Charge Date, Room and Board Deduction Days
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Save, Cancel, Search



### Accounting Not Used

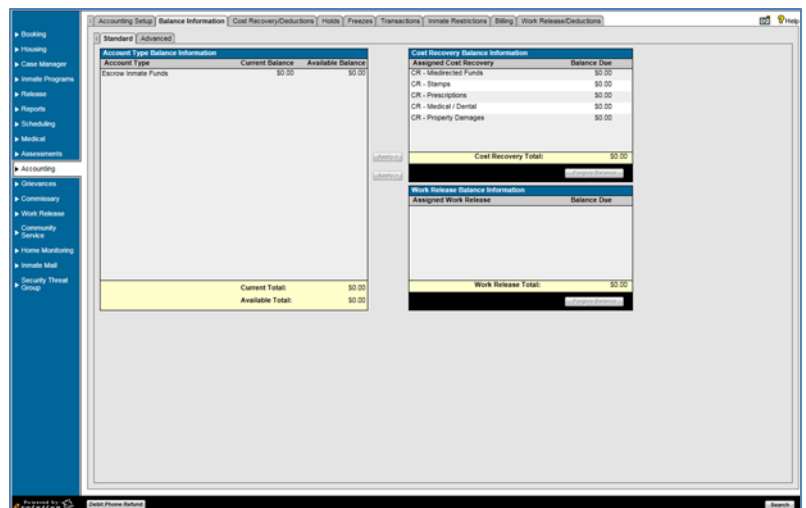
### OMIS 3 Assessment (Accounting – Accounting Setup):

### Functionality Does Not Exist

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

### Balance Information

- ❖ This Tab allows display of inmate financial balance.
- ❖ Account Type Balance Information
  - Fields: Account Type, Current Balance, Available Balance, Current Total, Available Total
  - Functionality: None Additional
- ❖ Cost Recovery Balance Information
  - Fields: Assigned Cost Recovery, Balance Due, Cost Recovery Total
  - Functionality: Forgive Balance
- ❖ Work Release Balance Information



- Fields: Assigned Work Release, Balance Due, Work Release Total
- Functionality: Forgive Balance
- ❖ Module Additional Functionality:
  - Debit Phone Refund, Search

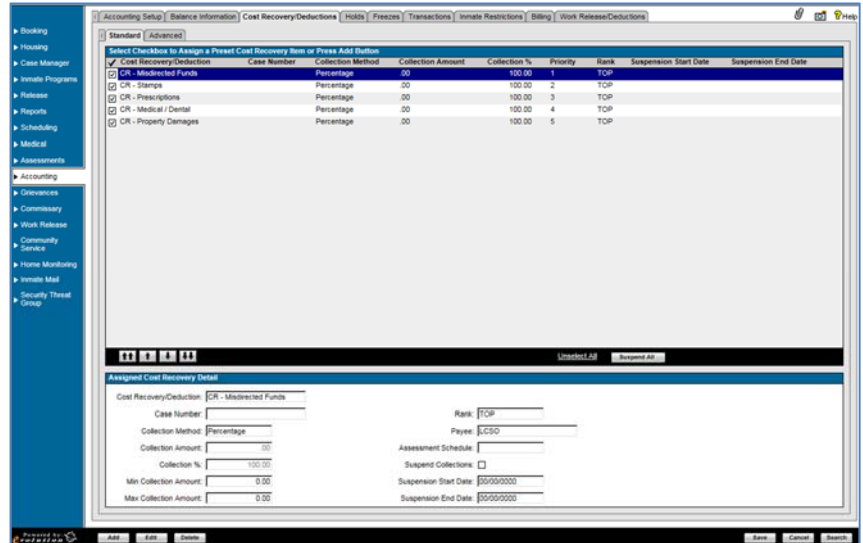
❖ Screen Not Used

**OMIS 3 Assessment (Accounting – Accounting Setup):** *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

**Cost Recovery/Deductions**

- ❖ This Tab allows entry and display of inmate financial cost recovery and/or deductions.
- ❖ Cost Recovery/Deductions
  - Fields: Cost Recovery Deduction, Case Number, Collection Method, Collection %, Priority, Rank, Suspension Start Date, Suspension End Date
  - Functionality: Select/Unselect All, Suspend All
- ❖ Assigned Cost Recovery Detail
  - Fields: Cost Recovery Deduction, Case Number, Collection Method, Collection %, Min Collection Amount, Max Collection Amount, Rank, Payee, Assessment Schedule, Suspend Collections (Y/N), Suspension Start Date, Suspension End Date
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



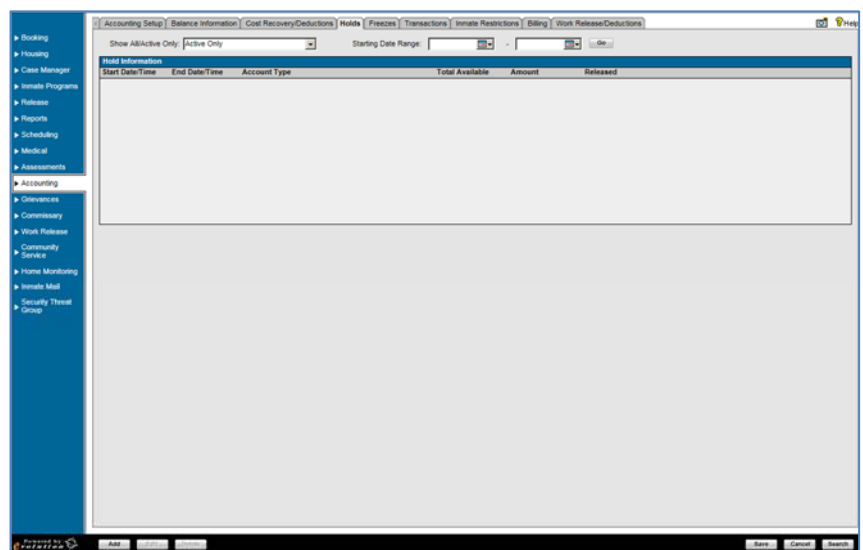
❖ Screen Not Used

**OMIS 3 Assessment (Accounting – Accounting Setup):** *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

**Holds**

- ❖ This Tab allows entry and display of inmate financial holds.
- ❖ Holds
  - Fields: Show All/Active Only, Starting Date Range, Ending Date Range
  - Functionality: Go (Search)
- ❖ Hold Information
  - Fields: Start Date/Time, End Date/Time, Account Type, Total Available, Amount, Released (Y/N)
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



❖ Screen Not Used

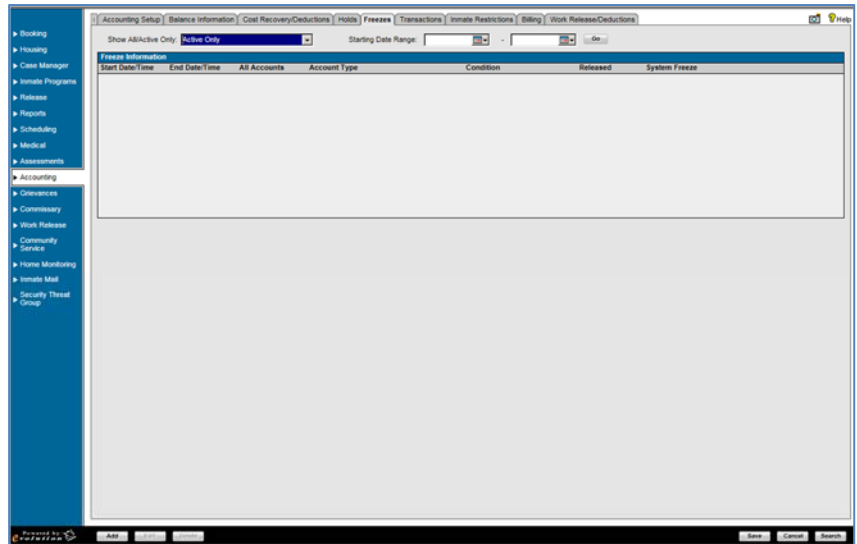
**OMIS 3 Assessment (Accounting – Accounting Setup):** *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

## Freezes

- ❖ This Tab allows entry and display of inmate financial freezes.
- ❖ Freezes
  - Fields: Show All/Active Only, Starting Date Range, Ending Date Range
  - Functionality: Go (Search)
- ❖ Freeze Information
  - Fields: Start Date/Time, End Date/Time, All Accounts, Account Type, Condition, Released (Y/N), System Freeze (Y/N)
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used



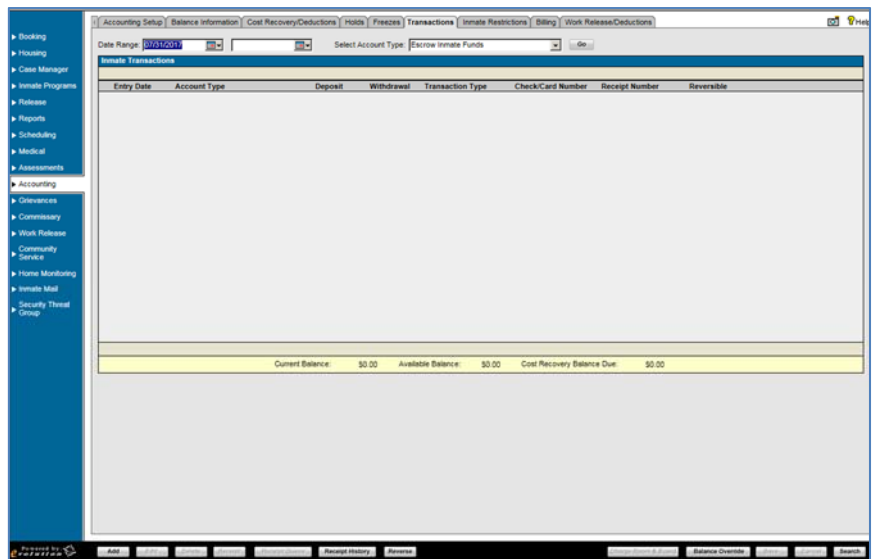
### OMIS 3 Assessment (Accounting – Accounting Setup): *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

## Transactions

- ❖ This Tab allows entry and display of inmate financial transactions.
- ❖ Transactions
  - Fields: Date Range, Select Account Type
  - Functionality: Go (Search)
- ❖ Inmate Transactions
  - Fields: Entry Date, Account Type, Deposit, Withdrawal, Check/Card Number, Receipt Number, Reversible (Y/N)
  - Functionality: None additional
- ❖ Summary
  - Fields: Current Balance, Available Balance, Cost Recovery Balance Due
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete, Receipt, Receipt Queue, Receipt History, Reverse, Charge Room & Board, Balance Override,
  - Save, Cancel, Search

❖ Screen Not Used



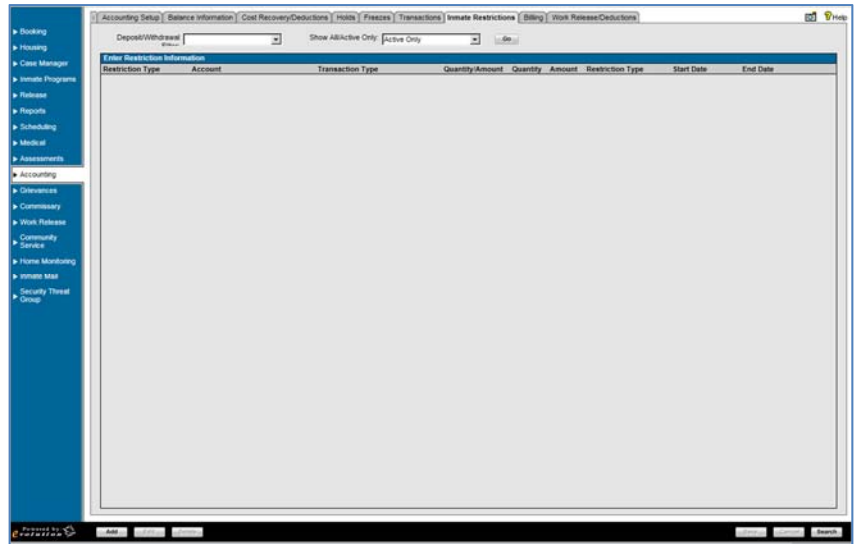
### OMIS 3 Assessment (Accounting – Accounting Setup): *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.



## Inmate Restrictions

- ❖ This Tab allows entry and display of inmate financial restrictions.
- ❖ Inmate Restrictions
  - Fields: Deposit/Withdrawal, Show All/Active Only
  - Functionality: Go (Search)
- ❖ Restriction Information
  - Fields: Restriction Type, Account, Transaction Type, Quantity/Amount, Quantity, Amount, Restriction Type, Start Date, End Date
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search



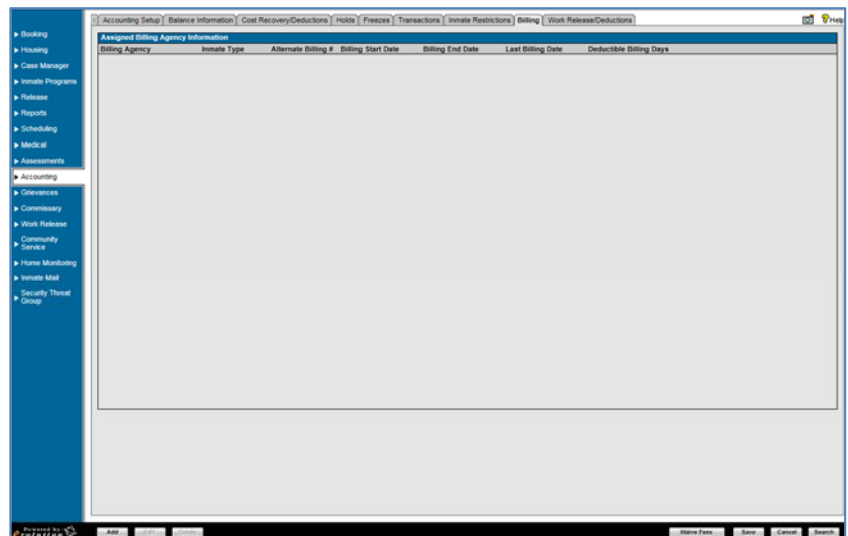
❖ Screen Not Used

### OMIS 3 Assessment (Accounting – Accounting Setup): *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

## Billing

- ❖ This Tab allows entry and display of inmate billing agency information.
- ❖ Assigned Billing Agency Information
  - Fields: Billing Agency, Inmate Type, Alternate Billing #, Billing Start Date, Billing End Date, Last Billing Date, Deductible Billing Days
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Waive Fees, Save, Cancel, Search



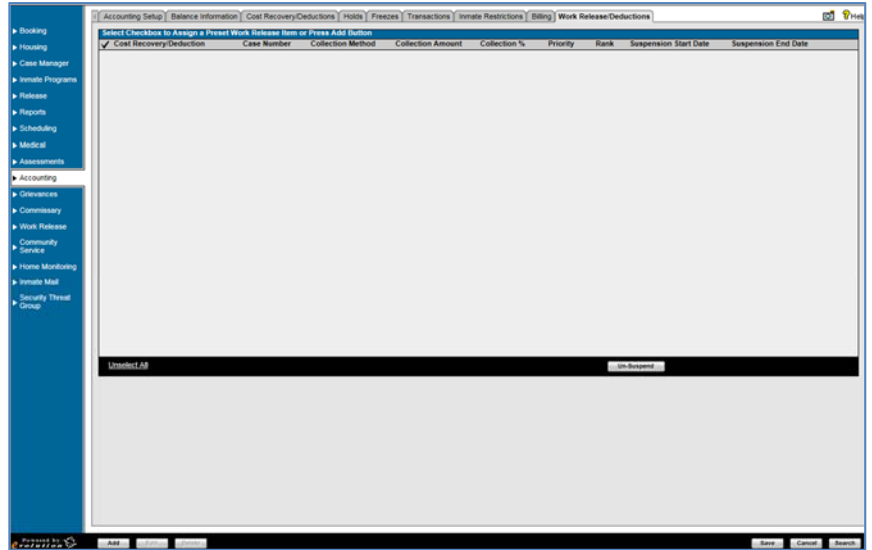
❖ Screen Not Used

### OMIS 3 Assessment (Accounting – Accounting Setup): *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

## Work Release/Deductions

- ❖ This Tab allows entry and display of inmate work release deduction items.
- ❖ Work Release Item
  - Fields: Cost Recovery/Reduction, Case Number, Collection Method, Collection Amount, Collection %, Priority, Rank, Suspension Start Date, Suspension End Date
  - Functionality: Select/Unselect All, Un-Suspend
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search
- ❖ **Screen Not Used**



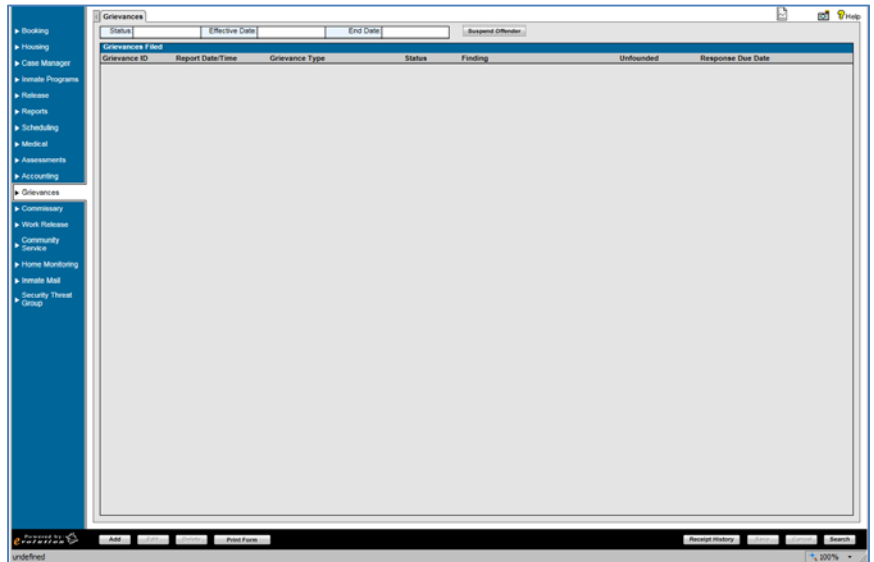
### OMIS 3 Assessment (Accounting – Accounting Setup): *Functionality Does Not Exist*

- ❖ Accounting Functionality is not currently a functionality of OMIS. The MT Department of Corrections does track length of stays for billing purposes, but generally only to ensure that agencies that provide billing for stays accurately bill.

## Grievances

- ❖ This Tab allows entry and display of inmate grievances.
- ❖ Grievance Info:
  - Fields: Status, Effective Date, End Date
  - Functionality: Suspend Offender
- ❖ Grievance Info:
  - Fields: Grievance ID, Report Date/Time, Grievance Type, Status, Finding, Unfounded, Response Due Date
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit Delete
  - Print Form
  - Receipt History
  - Save, Cancel, Search

**Grievances Not Used**



### OMIS 3 Assessment (Grievances – Grievances Tab): *Functionality Exists with Minor Modification*

- ❖ The Grievance module should allow this functionality, although it will have to be modified as per who answers the various types of grievances.

Grievances by Offender					
Number	Opened Date	Type	Status	Description	
3241	06/15/2012	EMERGENCY	GRIEVANCE CLOSED	Inmate seeks emergent care due to leg numbness and pain.	

**Edit EMERGENCY Grievance**

**Number:** 3241  
**Opened Date:** 06/15/2012  
**Unit:** Infirmary (Medical/Vision)  
**Complaint Type:** Actual failure to treat  
**Location:** UNIT C  
**Description:** Inmate seeks emergent care due to leg numbness and pain.

**Coordinator Level Disposition**

**Disposition:** GRIEVANCE CLOSED  
**Received Date:** 06/15/2012

**Warden Level Disposition**

**Disposition:** APPEALED TO DIRECTOR  
**Received Date:** 06/15/2012  
**Response Due Date:** 06/17/2012  
**Response By:** COBBAN, KRISTY (CIB130)  
**Response To Offender Date:** 06/15/2012  
**Appeal Date:** 06/19/2012

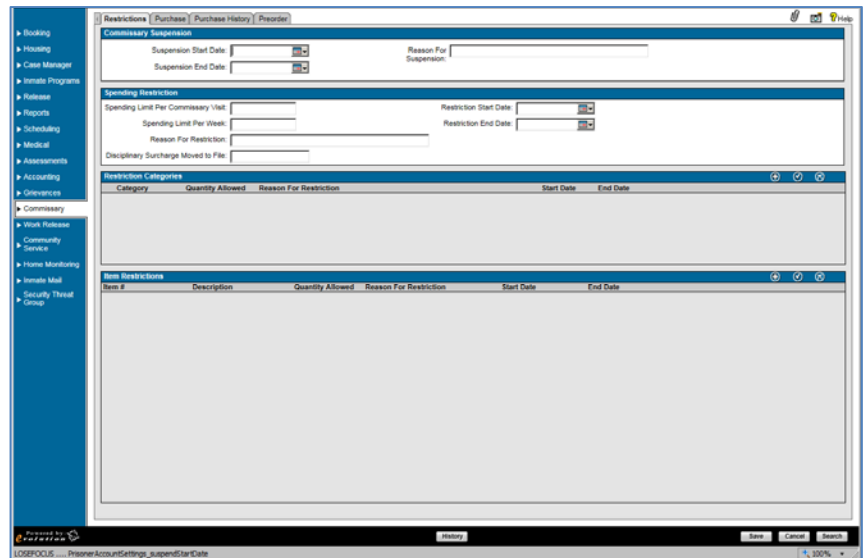
**Director Level Disposition**

**Disposition:** GRIEVANCE CLOSED  
**Reason:** Closed  
**Closed Date:** 07/05/2012  
**Received Date:** 06/19/2012  
**Response Due Date:** 06/29/2012  
**Response By:** FERRITER, MIKE (CIB04)  
**Response To Offender Date:** 06/29/2012

## Commissary

### Restrictions

- ❖ Commissary Suspension:
  - This Tab allows entry of inmate commissary suspension restrictions.
  - Fields: Suspension Start Date, Suspension End Date, Reason for Suspension
  - Functionality: None Additional
- ❖ Spending Restriction
  - This Tab allows entry of inmate spending restrictions.
  - Fields: Spending Limit Per Commissary Visit, Spending Limit Per Week, Reason for Restriction, Disciplinary Surcharge Moved to File, Restrictions Start Date, Restriction End Date
  - Functionality: None Additional
- ❖ Restriction Categories
  - This Tab allows for display and entry of inmate restriction categories.
  - Fields: Category, Quantity Allowed, Reason for Restriction, Start Date, End Date
  - Functionality: Add, Edit/View, Delete
- ❖ Item Restrictions:
  - This Tab allows display and entry of inmate commissary item restrictions.
  - Fields: Item #, Description, Quantity Allowed, Reason For Restriction, Start Date, End Date
  - Functionality: Add, Edit/View, Delete
- ❖ Module Additional Functionality:
  - History
  - Save, Cancel, Search



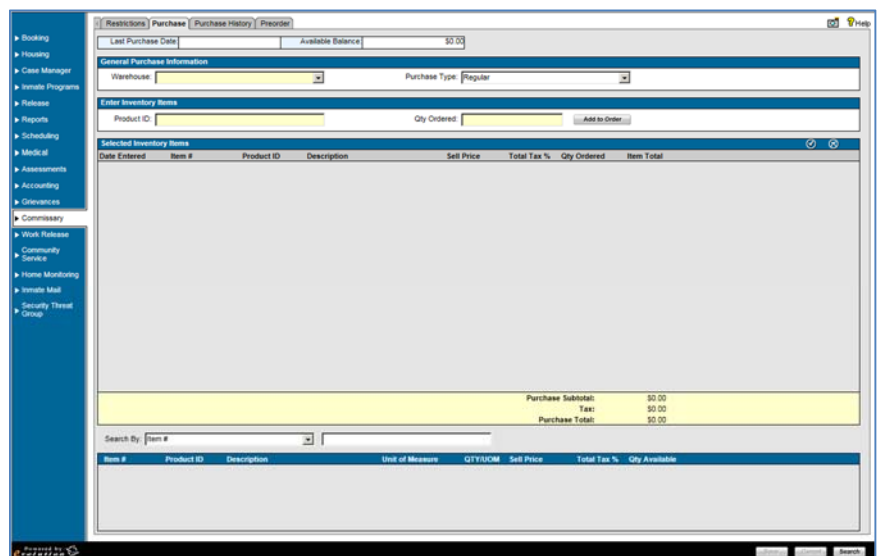
### Commissary Not Used

#### OMIS 3 Assessment (Commissary – Restrictions): *Functionality Does Not Exist*

- ❖ Commissary functionality does not exist in OMIS. The Montana DOC utilizes CACTAS to track Canteen information.

### Purchase

- ❖ This Tab allows entry of inmate commissary purchases.
  - Main Tab Header Fields: Last Purchase Date, Available Balance
  - Functionality: None Additional
- ❖ General Purchase Information
  - Fields: Warehouse, Purchase Type
  - Functionality: None Additional
- ❖ Enter Inventory Items
  - Fields: Product ID, Quantity Ordered
  - Functionality: Add to Order
- ❖ Selected Inventory Items
  - Fields: Date Entered, Item #, Product ID, Description, Sell Price, Total Tax %, Quantity Ordered, Item Total, Purchase Subtotal, Tax, Purchase Total
  - Functionality: View, Delete
- ❖ Item Search
  - Fields: Search By (Item #, etc.),
  - Functionality: None Additional
- ❖ Item Display
  - Fields: Item #, Product ID, Description, Unit of Measure, Quantity/UOM, Sell Price, Total Tax %, Quantity Available
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Save, Cancel, Search



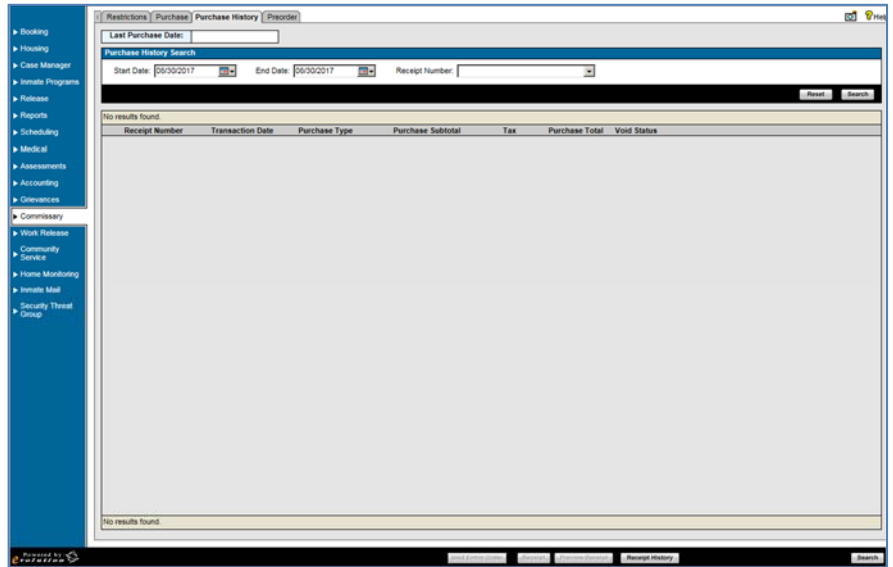
❖ Screen Not Used

**OMIS 3 Assessment (Commissary – Purchase):**      *Functionality Does Not Exist*

❖ Commissary functionality does not exist in OMIS. The Montana DOC utilizes CACTAS to track Canteen information.

**Purchase History**

- ❖ This Tab allows search and display of inmate commissary purchase history.
  - Main Tab Header Fields: Last Purchase Date
  - Functionality: None Additional
- ❖ Purchase History Search
  - Fields: Start Date, End Date, Receipt Number
  - Functionality: Reset, Search
- ❖ Purchase History Search Results Display
  - Fields: Receipt Number, Transaction Date, Purchase Type, Purchase Subtotal, Tax, Purchase Total, Void Status
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Void Entire Order, Receipt, Preview Receipt, Receipt History, Search



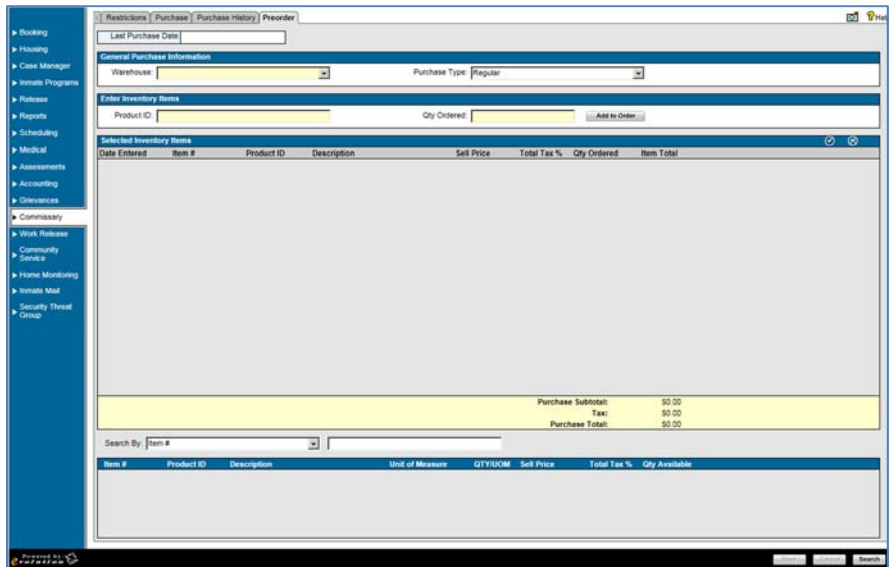
❖ Screen Not Used

**OMIS 3 Assessment (Commissary – Purchase History):**      *Functionality Does Not Exist*

❖ Commissary functionality does not exist in OMIS. The Montana DOC utilizes CACTAS to track Canteen information.

**PreOrder**

- ❖ This Tab allows display and entry of inmate commissary purchase preorders.
  - Main Tab Header Fields: Last Purchase Date
  - Functionality: None Additional
- ❖ General Purchase Information
  - Fields: Warehouse, Purchase Type
  - Functionality: None Additional
- ❖ Enter Inventory Items
  - Fields: Product ID, Quantity Ordered
  - Functionality: Add to Order
- ❖ Selected Inventory Items
  - Fields: Date Entered, Item #, Product ID, Description, Sell Price, Total Tax %, Quantity Ordered, Item Total, Purchase Subtotal, Tax, Purchase Total
  - Functionality: View, Delete
- ❖ Item Search
  - Fields: Search By (Item #, etc.),
  - Functionality: None Additional
- ❖ Item Display
  - Fields: Item #, Product ID, Description, Unit of Measure, Quantity/UOM, Sell Price, Total Tax %, Quantity Available
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Save, Cancel, Search



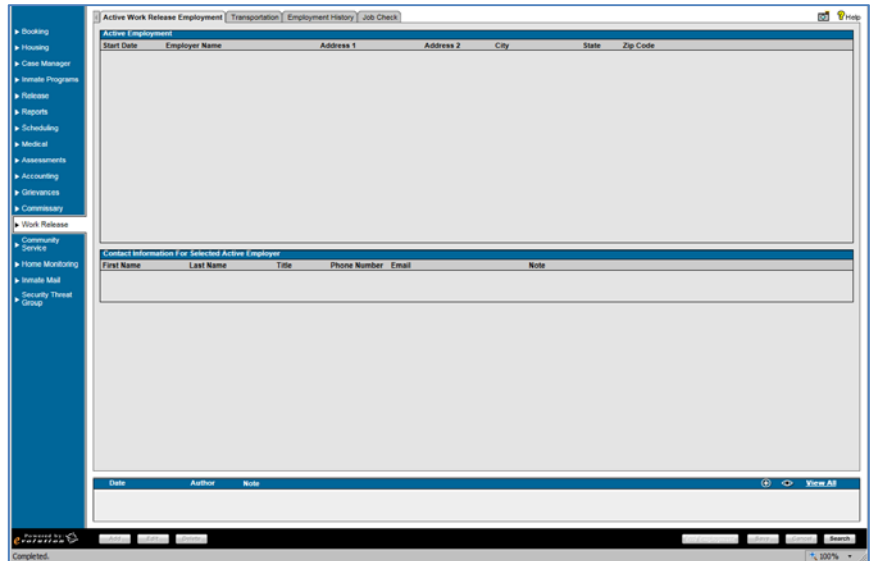
❖ Screen Not Used

**OMIS 3 Assessment (Commissary – PreOrder):**      *Functionality Does Not Exist*

❖ Commissary functionality does not exist in OMIS. The Montana DOC utilizes CACTAS to track Canteen information.

## Work Release

- ❖ Active Work Release Employment:
  - This area displays inmate active employment information.
  - Fields: Start Date, Employer Name, Address 1, Address 2, City, State, Zip Code
  - Functionality: None Additional
- ❖ Contact Information for Selected Active Employer
  - This area displays inmate active employment contact information.
  - Fields: First Name, Last Name, Title, Phone Number, Email, Note
  - Functionality: None Additional
- ❖ Work Release Notes
  - This area displays and allows entry for inmate work release notes.
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - End Employment
  - Save, Cancel, Search
- ❖ **Work Release Not Used**



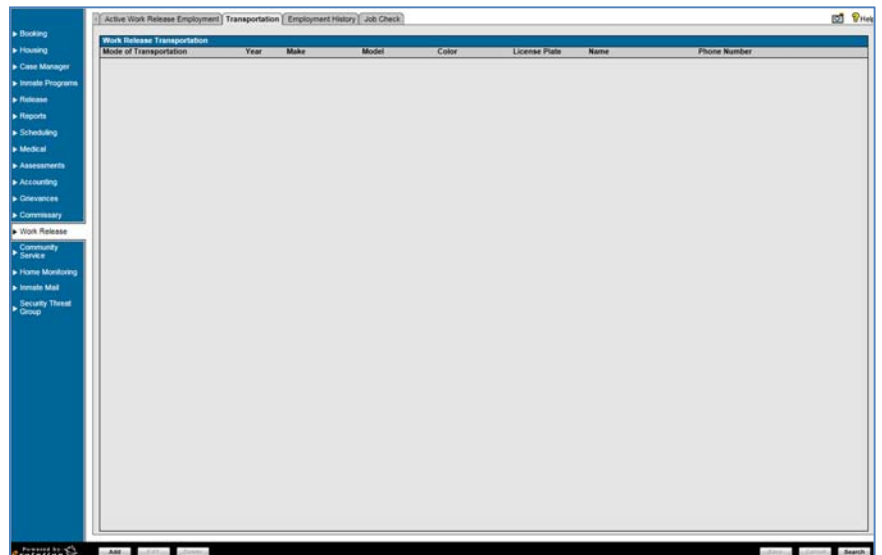
### OMIS 3 Assessment (Work Release – Active Work Release Employment): *Functionality Does Not Exist*

- ❖ Work Release functionality does not exist in OMIS.
- ❖ Employment information is documented in the Employment Module.
- ❖ 10-Day Furloughs utilized for finding employment prior to release is documented in the Placement group.
- ❖ Job Checks could be documented in Employment Notes.

## Transportation

- ❖ This Tab allows entry and display of inmate work release transportation mode.
- ❖ Work Release Transportation
  - Fields: Mode of Transportation, Year, Make, Model, Color, License Plate, Name, Phone Number
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ **Screen Not Used**



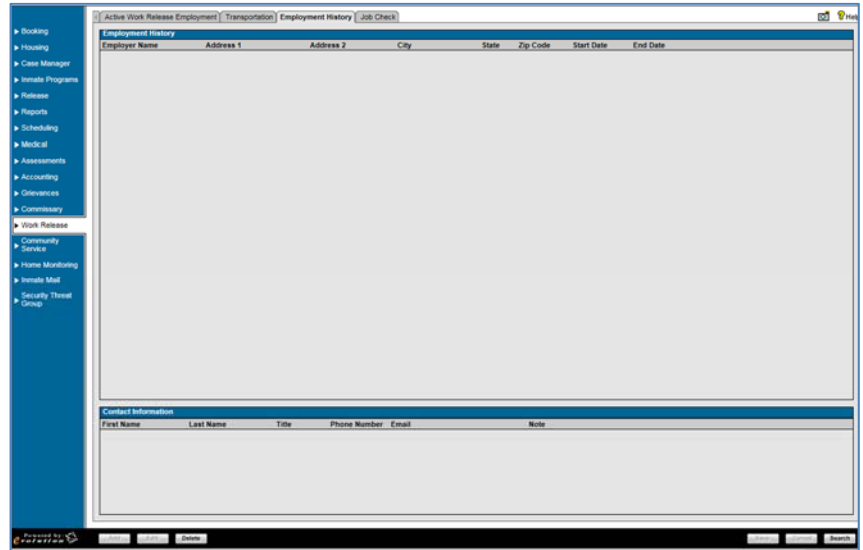
### OMIS 3 Assessment (Work Release – Active Work Release Employment): *Functionality Does Not Exist*

- ❖ Work Release functionality does not exist in OMIS.
- ❖ Employment information is documented in the Employment Module.
- ❖ 10-Day Furloughs utilized for finding employment prior to release is documented in the Placement group.

## Employment History

- ❖ This Tab allows entry and display of inmate work release employment history.
- ❖ Employment History
  - Fields: Employer Name, Address 1, Address 2, City, State, Zip Code, Start Date, End Date
  - Functionality: None additional
- ❖ Contact Information
  - Fields: First Name, Last Name, Title, Phone Number, Email, Note
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used



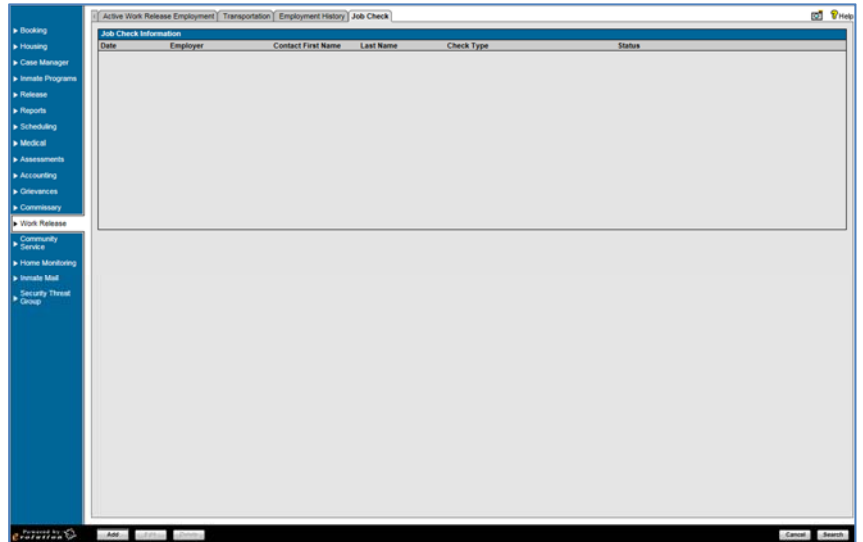
**OMIS 3 Assessment (Work Release – Active Work Release Employment):**      *Functionality Does Not Exist*

- ❖ Work Release functionality does not exist in OMIS.
- ❖ Employment information is documented in the Employment Module.

## Job Check

- ❖ This Tab allows entry and display of inmate work release job check (verification) information.
- ❖ Job Check Information
  - Fields: Date, Employer Name, Contact First Name, Last Name, Check Type, Status
  - Functionality: None additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Cancel, Search

❖ Screen Not Used



**OMIS 3 Assessment (Work Release – Active Work Release Employment):**      *Functionality Does Not Exist*

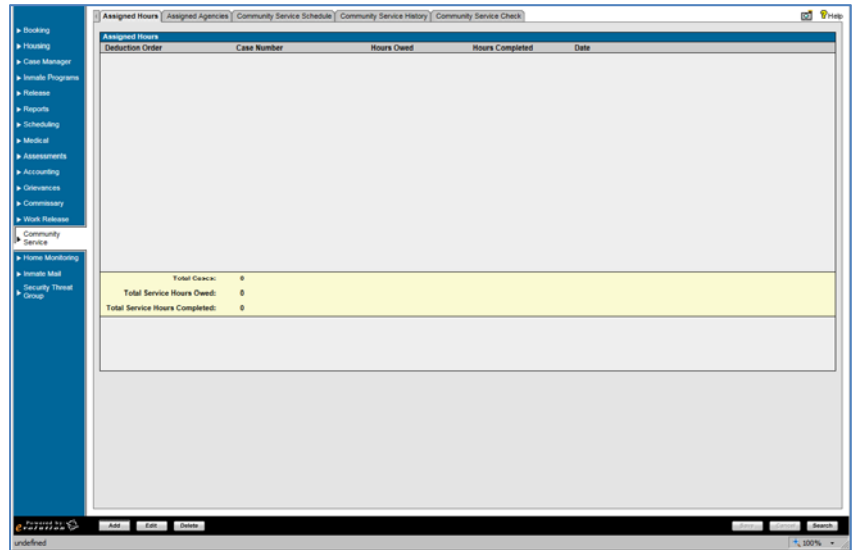
- ❖ Work Release functionality does not exist in OMIS.
- ❖ Job Checks could be documented in Employment Notes.

## Community Service

### Assigned Hours

- ❖ This Tab allows entry and display of inmate community service hours assigned information.
- ❖ Assigned Hours:
  - Fields: Deduction Order, Case Number, Hours Owed, Hours Completed, Date
  - Functionality: None Additional
- ❖ Assigned Hours Summary:
  - Total Cases, Total Service Hours Owed, Total Service Hours Completed
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used



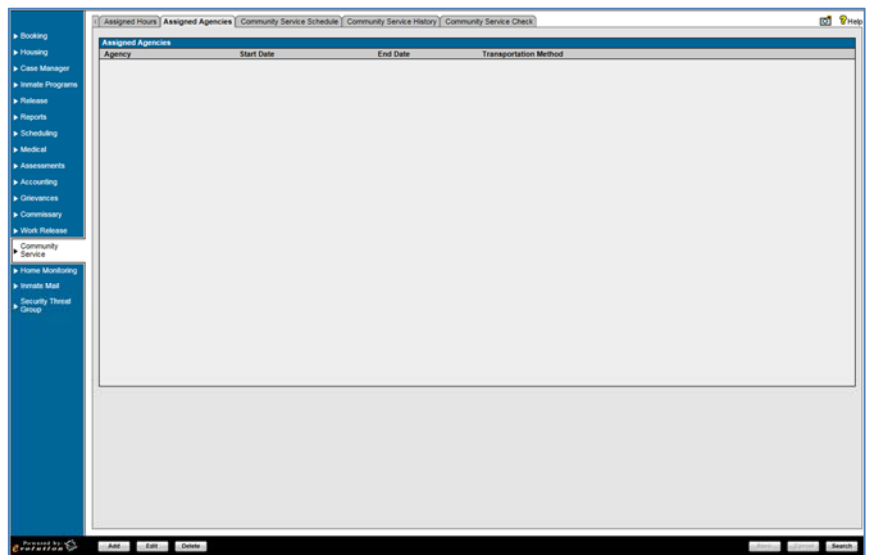
### OMIS 3 Assessment (Community Service – Assigned Hours): *Functionality Does Not Exist*

- ❖ Community Service functionality is not currently tracked in OMIS. It is possible that this could be future functionality.

### Assigned Agencies

- ❖ This Tab allows entry and display of inmate community service agency information.
- ❖ Assigned Agencies:
  - Fields: Agency, Start Date, End Date, Transportation Method
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used



### OMIS 3 Assessment (Community Service – Assigned Agencies): *Functionality Does Not Exist*

- ❖ Community Service functionality is not currently tracked in OMIS. It is possible that this could be future functionality.

## Community Service Schedule

- ❖ This Tab allows entry and display of inmate community service schedule information.
- ❖ Active Agencies:
  - Fields: Start Date, Agency Name, Transport Authority, Transport Method, End Date
  - Functionality: None Additional
- ❖ Contact Information for Selected Active Agencies:
  - Fields: Last Name, First Name, Title, Email, Phone, Extension, Fax
  - Functionality: None Additional
- ❖ Community Service Schedule:
  - Fields: None?
- ❖ Module Additional Functionality:
  - End Service
  - Save, Cancel, Search

❖ Screen Not Used

### **OMIS 3 Assessment (Community Service – Community Service Schedule):** *Functionality Does Not Exist*

- ❖ Community Service functionality is not currently tracked in OMIS. It is possible that this could be future functionality.

## Community Service History

- ❖ This Tab allows entry and display of inmate community service history.
- ❖ Assigned Agencies:
  - Fields: Agency, Start Date, End Date, Transportation Method, Termination Date, Termination Reason
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used

### **OMIS 3 Assessment (Community Service – Community Service History):** *Functionality Does Not Exist*

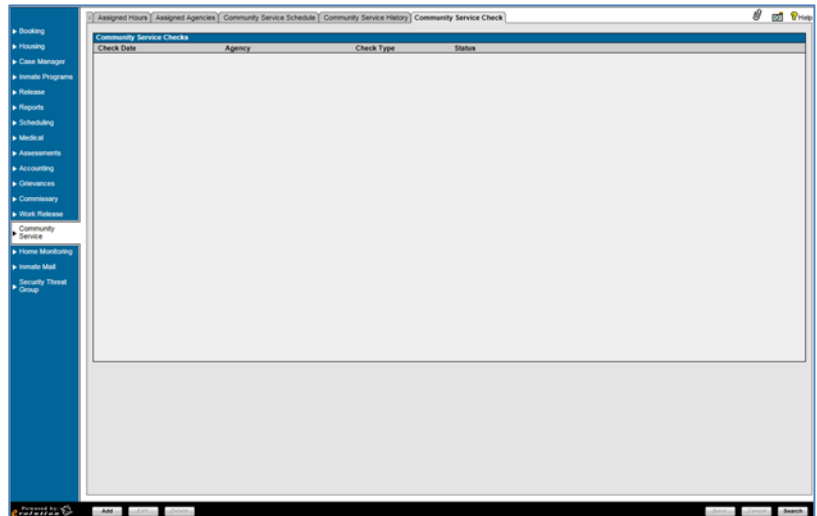
- ❖ Community Service functionality is not currently tracked in OMIS. It is possible that this could be future functionality.



## Community Service Check

- ❖ This Tab allows entry and display of inmate community service check (verification).
- ❖ Assigned Agencies:
  - Fields: Check Date, Agency, Check Type, Status
  - Functionality: None Additional
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

❖ Screen Not Used



### OMIS 3 Assessment (Community Service – Community Service Check): *Functionality Does Not Exist*

- ❖ Community Service functionality is not currently tracked in OMIS. It is possible that this could be future functionality.

## Home Monitoring

❖ Screen Not Used

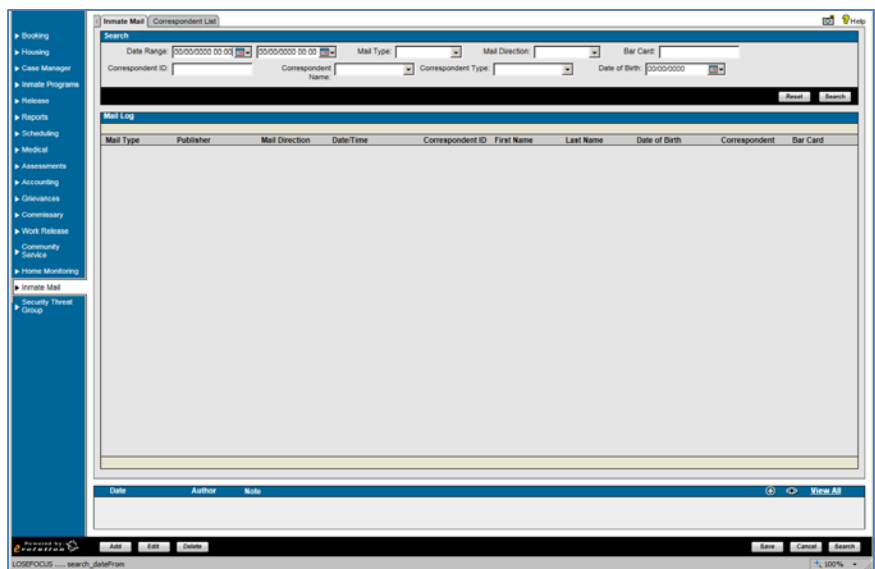
### OMIS 3 Assessment (Home Monitoring): *Inconclusive with Current Information*

- ❖ Home Monitoring functionality is not currently tracked in OMIS, however the Program Placement module can track.

## Inmate Mail

### Inmate Mail

- ❖ The Inmate Mail Tab allows entry and display of inmate incoming and outgoing mail.
- ❖ Search
  - Fields: Date Range (Start/End), Mail Type, Mail Direction, Bar Card, Correspondent ID, Correspondent Name, Correspondent Type, Date of Birth
  - Functionality: Reset, Search
- ❖ Mail Log:
  - Fields: Mail Type, Publisher, Mail Direction, Date/Time, Correspondent ID, First Name, Last Name, Date of Birth, Correspondent, Bar Card
  - Functionality: Reset, Search
- ❖ Inmate Mail Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, Delete
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Save, Cancel, Search

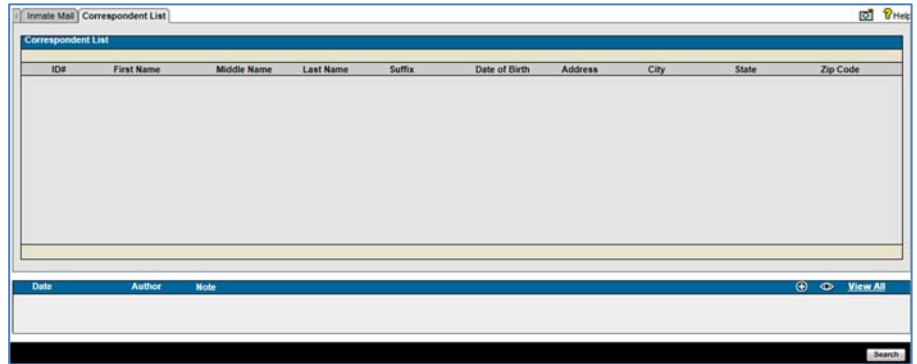


### OMIS 3 Assessment (Inmate Mail – Inmate Mail): *Pending Functionality*

- ❖ A Mail module is planned for OMIS.
  - This module should cover all necessary features described here with additional functionality to document the receipt/sending/disposition of letters, packages, and legal mail.
  - This module is in design mode. No screenshot is available.

## Correspondent List

- ❖ This Tab allows entry and display of approved inmate correspondences.
- ❖ Correspondent List:
  - Fields: ID#, First Name, Middle Name, Last Name, Suffix, Date of Birth, Address, City, State, Zip Code
  - Functionality: None
- ❖ Correspondent List Notes
  - Fields: Date, Author, Note
  - Functionality: Add, View, View All
- ❖ Module Additional Functionality:
  - Add, Edit, Delete
  - Search



❖ Screen Not Used

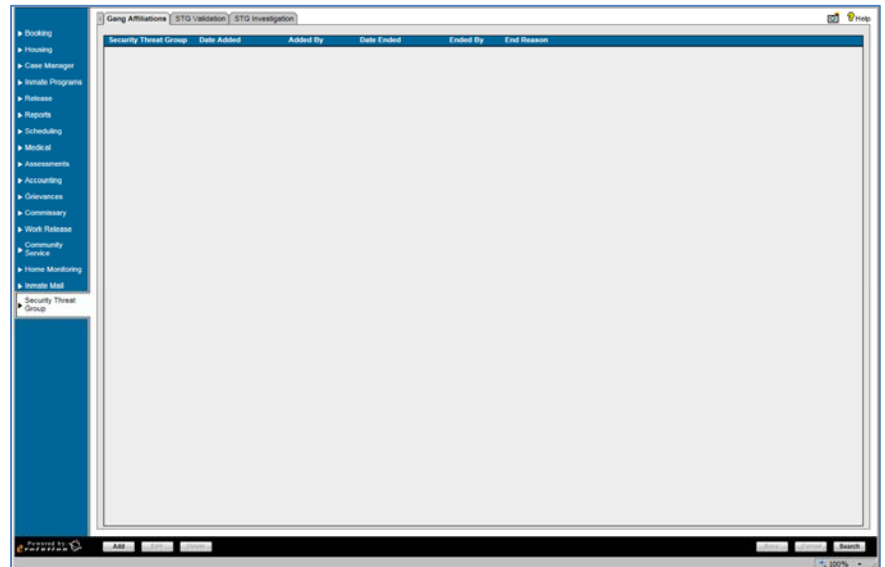
## OMIS 3 Assessment (Inmate Mail – Inmate Mail): Pending Functionality

- ❖ A Mail module is planned for OMIS.
  - This module should cover all necessary features described here with additional functionality to document the receipt/sending/disposition of letters, packages, and legal mail.
  - This module is in design mode. No screenshot is available.

## Security Threat Group

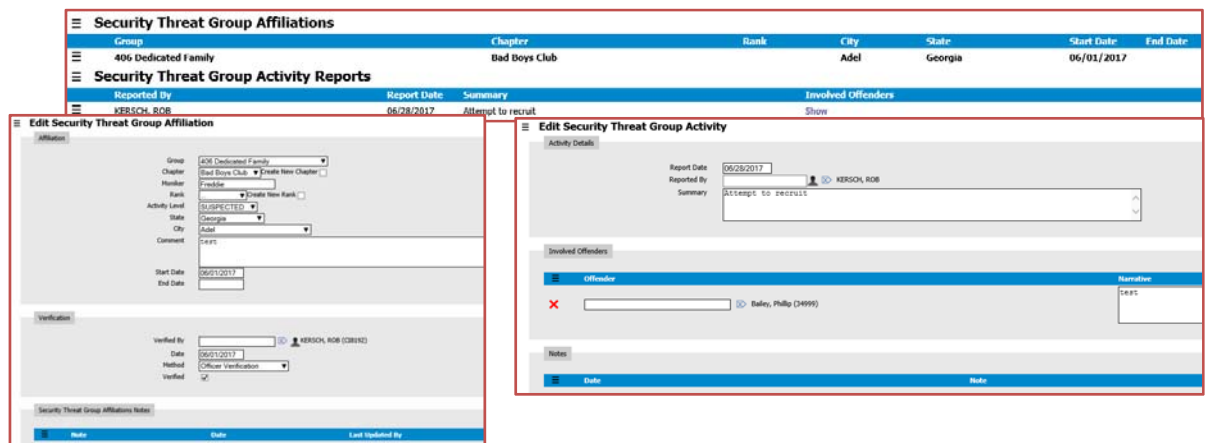
### Gang Affiliations

- ❖ This Tab allows entry and display of inmate gang affiliations.
- ❖ Gang Affiliation:
  - Fields: Security Threat Group, Date Added, Added By, Date Ended, Ended By, End Reason
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search



## OMIS 3 Assessment (Security Threat Group – Gang Affiliations): Functionality Exists

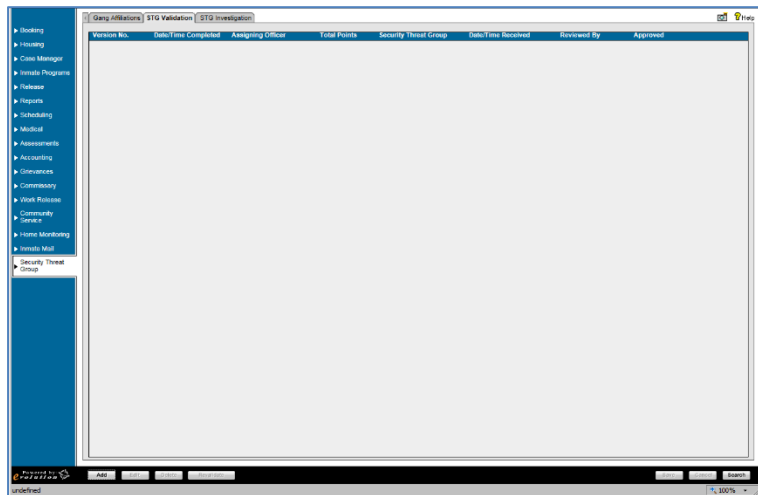
- ❖ This feature is covered by the Security Threat Groups module, including the added functionality of documenting STG activity.



## STG Validation

- ❖ This tab is used to document security threat groups
- ❖ STG Validation:
  - Fields: Version Number, Date/Time Completed, Assigning Officer, Total Points, Security Threat Group, Date/Time Received, Reviewed By, Approved
  - Functionality:
    - Add, Edit, Delete
    - Revalidate
    - Save, Cancel, Search

❖ Screen Not Used



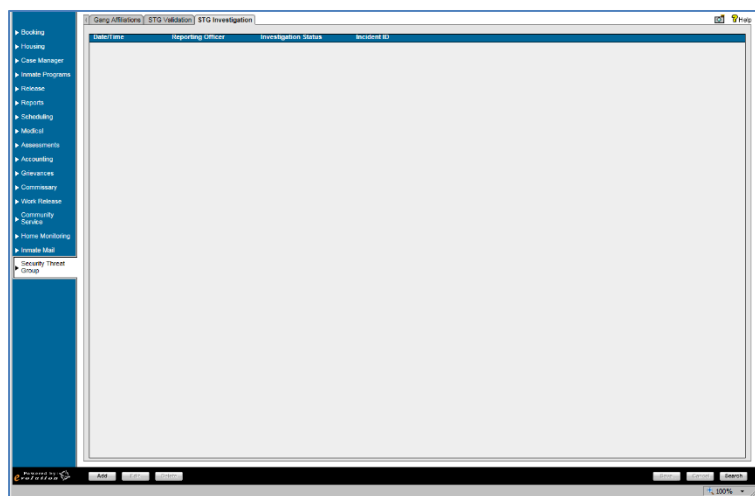
### **OMIS 3 Assessment (Security Threat Group – STG Validation):**      **Functionality Exists With Minor Modifications**

- ❖ This feature is covered by the Security Threat Groups module, including the added functionality of documenting STG activity.
- ❖ The MT Department of Corrections utilizes an STG validation process via an assessment that is not currently documented within OMIS. If this were to be implemented, it would be in the Assessment module.

## STG Investigation

- ❖ This tab is used to document security threat group investigations.
- ❖ STG Investigation:
  - Fields: Date/Time, Reporting Officer, Investigation Status, Incident ID
  - Functionality:
    - Add, Edit, Delete
    - Save, Cancel, Search

❖ Screen Not Used

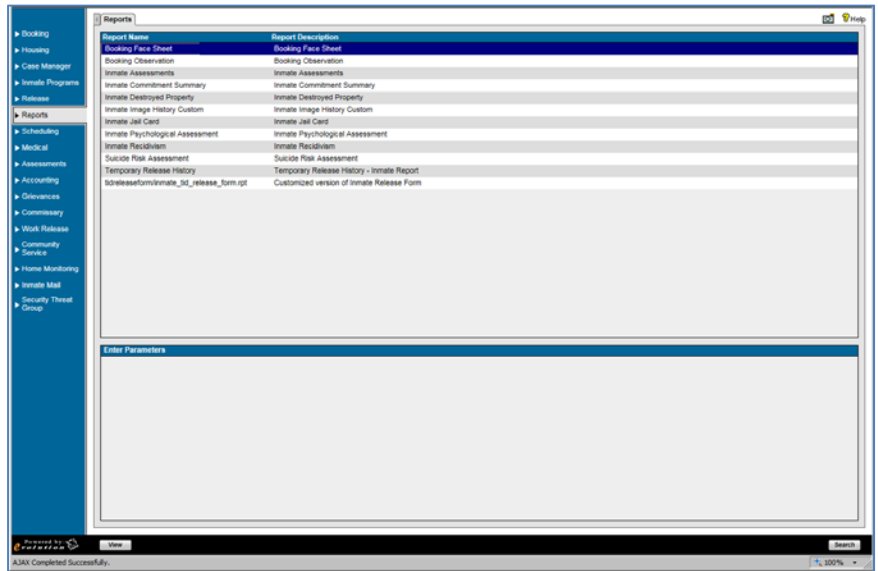


### **OMIS 3 Assessment (Security Threat Group – STG Investigation):**      **Functionality Exists With Minor Modifications**

- ❖ This feature is covered by the Security Threat Groups module, including the added functionality of documenting STG activity.
- ❖ The MT Department of Corrections utilizes an STG validation process via an assessment that is not currently documented within OMIS. If this were to be implemented, it would be in the Assessment module.

## Reports

- ❖ This tab is used to access pre-defined inmate reports.
- ❖ Fields: Report Name, Report Description
- ❖ Functionality: None Additional



## Reports

- ❖ OMIS Reports are created in Jasper Server Reports Pro. Reports would have to be generated. An important thing to remember about reports is that if the data is not stored in the database, it cannot be reported.

## Global Reports

❖ This tab is used to access pre-defined non-inmate-centric reports.

The image displays six screenshots of a report selection interface, arranged in two columns and three rows. Each screenshot shows a list of reports under a specific category. The categories include:

- 03 Custom - Population LOS Charges and Bonds:** Reports include Public Inmate Roster, Inmate Roster Snapshot, Inmate Roster Snapshot - From Snapshot Table, Population LOS Charges and Bonds, Classification - Inmate Classification By Housing Historical, Accounting - Indigent Inmates Date Range, Case Manager - OTN History, Charges - Active Inmate Offense History, Charges - Charge Info For Inmates On Temp Release, Charges - Charge Info For Inmates On Work Release, Charges - Inmates By Specific Charge, Charges - Top N Charges Within Facility, Classification - Inmate Classification By Housing, Commissary - Current Commissary Restrictions, General - Screen Customizations, Housing - Current Housing Location For Active Inmates, Housing - Current Housing Status, Housing - Current Inmate Roster By Age.
- 03 Custom - Population LOS Charges and Bonds:** Reports include Current Housing Status, Current Inmate Roster By Age, Current Inmate Roster By Education, Current Inmate Roster By Inmate Name, Current Inmate Roster By Race, Housing Analysis, Housing Detail Report, Housing Template, Inmate Housing Snapshot, Occupancy History, Lineup Report, Incident Listing - Expunged Incidents, Incidents Due For Sanctions Appeal, Sanction Review Summary, Inmate Mail - Incoming, Inmate Mail - Outgoing, Inmate Programs - Program Usage, Inmate Programs - Program Waiting Lists.
- 03 Custom - Population LOS Charges and Bonds:** Reports include Inmate Programs - Program Usage, Inmate Programs - Program Waiting Lists, Inmate Requests - Inmate Request Audit Trail, Inmate Requests - Inmate Request Search, Inmate Requests - Inmate Request Search By Date, Inmate Requests - Inmate Request Statistics, Inmate Requests - Inmate Request Statistics By Date, Inmate Requests - Inmate Requests Assigned To, Inmate Requests - Inmate Requests Requiring Response, Inmate Worker - Time Card Analysis, Movement - Inner Facility Movement, Population - Active Inmate Special Diets, Population - Average Daily Population, Population - Average Days Served, Population - Booking Statistic Report - All, Population - Booking Statistic Report - Current, Population - Booking Statistic Report - Released, Population - Current Inmate Roster, Population - Daily Bookings.
- 03 Custom - Population LOS Charges and Bonds:** Reports include Current Inmate Roster, Daily Bookings, Inmate Census, Inmate Census Historical, Inmate Census Snapshot, Inmate Clothing, Inmate Court History, Inmate Days Served, Inmate Length of Stay Analysis, Inmate Location, Inmate Movement, Inmate Prior Involvements, Inmate Recidivism For Facility, Inmate Risk Management, Inmates Booked By Jurisdiction Code (Current), Inmates Booked By Jurisdiction Code (History), Inmates Classified Over 30 Days Ago, Non U.S. Citizens.
- 03 Custom - Population LOS Charges and Bonds:** Reports include Non U.S. Citizens, Non U.S. Citizens History, Pre-Booked Inmates, Projected Release Dates, Released Inmates, Short Population Report, Social Security Report, Probation / Parole - Active, Probation / Parole - All, Probation / Parole - Released, Scheduling - Inmate Hearings, Scheduling - Scheduled Facility Events, Scheduling - Scheduled Facility Events By Date, Scheduling - Scheduled Facility Events By Event, Scheduling - Scheduled Facility Events By Inmate, Temporary Release - Inmates On Temporary Release, Temporary Release - Temporary Release History, Releaseform/inmate\_id\_release\_form\_batch.rpt, User - Inactive Report.
- 03 Custom - Population LOS Charges and Bonds:** Reports include Probation / Parole - Released, Scheduling - Inmate Hearings, Scheduling - Scheduled Facility Events, Scheduling - Scheduled Facility Events By Date, Scheduling - Scheduled Facility Events By Event, Scheduling - Scheduled Facility Events By Inmate, Temporary Release - Inmates On Temporary Release, Temporary Release - Temporary Release History, Releaseform/inmate\_id\_release\_form\_batch.rpt, User - Inactive Report, Visitation - Active Visitation Restriction Schedules, Visitation - Active Visitation Schedules And Upcoming Visits, Visitation - Chronological List Of Visitation, Visitation - Employee Visitation, Visitation - Restriction Schedules, Visitation - Visitation Summary, Work Release - Job Check Information, Workflow - Completion Summary, Workflow - Completion Times.

❖

## 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.