# Lewis and Clark Detention Center (OMS) Gap Analysis

## Offender Header

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Tab</td>
<td>1</td>
</tr>
</tbody>
</table>

## Booking Tab

<table>
<thead>
<tr>
<th>Screen Sections</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>1</td>
</tr>
<tr>
<td>Booking Information</td>
<td>1</td>
</tr>
<tr>
<td>Booking Verification</td>
<td>1</td>
</tr>
<tr>
<td>Inmate ID Numbers</td>
<td>1</td>
</tr>
<tr>
<td>PAT Search</td>
<td>1</td>
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<tr>
<td>NCIC Check</td>
<td>1</td>
</tr>
<tr>
<td>Booking Notes</td>
<td>1</td>
</tr>
</tbody>
</table>

### Screen Functionality

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprinting</td>
<td>2</td>
</tr>
<tr>
<td>Booking History</td>
<td>2</td>
</tr>
</tbody>
</table>

## Alias

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Questions</td>
<td>4</td>
</tr>
</tbody>
</table>

## Clothing

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Size Information</td>
<td>4</td>
</tr>
<tr>
<td>Issued Clothing</td>
<td>4</td>
</tr>
<tr>
<td>Notes</td>
<td>4</td>
</tr>
</tbody>
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### Screen Functionality

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Notes</td>
<td>4</td>
</tr>
</tbody>
</table>

## Property

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Descriptors</td>
<td>5</td>
</tr>
</tbody>
</table>

### Physical Characteristics

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scars, Marks, and Tattoos</td>
<td>5</td>
</tr>
</tbody>
</table>

### Physical Descriptors Notes

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Additional Functionality</td>
<td>5</td>
</tr>
</tbody>
</table>

## Alerts

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainers</td>
<td>7</td>
</tr>
</tbody>
</table>

## Inmate Notebook

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>8</td>
</tr>
</tbody>
</table>

## Housing

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>8</td>
</tr>
<tr>
<td>Keep Separates</td>
<td>9</td>
</tr>
<tr>
<td>STG Keep Separates</td>
<td>10</td>
</tr>
<tr>
<td>Housing Status</td>
<td>10</td>
</tr>
</tbody>
</table>

## Case Manager

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Manager</td>
<td>12</td>
</tr>
<tr>
<td>Case Manager Main</td>
<td>13</td>
</tr>
</tbody>
</table>
**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
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)

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

**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

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
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 Disposition, Discharge Type, 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 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
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

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.

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

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.
**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

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**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.

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**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, County of Residence, 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

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.

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.

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.

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 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.

**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:
  - 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

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.
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
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

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

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

**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

**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.

OMIS Assessment Legend

**Functionality Negligible**

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

**Functionality Negligible, Not Used**

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

**Inconclusive with Current Information**

- Critical information is necessary to properly assess the needed functionality.

**Functionality Exists or Will Be Created**

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

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

**Feature Does Not Exist, but Could with Minor Modifications**
- This feature does not exist in an OMIS module.
- The feature is simple enough that it could be easily created.

**Functionality Exists Partially With Major Additions**
- Partial functionality exists in OMIS
- Additional significant features will need to be added.

**Functionality Exists**
- A module in OMIS exists that contains 100% of the functionality

**Functionality Exists with Minor Modification**
- A module in OMIS exists that contains most of the functionality.
- A modification to that module would be necessary to include 100% functionality

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

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

**Pending Functionality**
- A module in OMIS is planned for implementation that contains most of the functionality.

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

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

**Functionality Does Not Exist (PRIMARY FEATURE)**
- The feature does not exist within OMIS.
- This feature is a primary feature of a JMS
- The feature would absolutely have to be created specifically for the JMS.

**Feature Does Not Exist. Functionality Won’t Be Implemented**
- The feature does not exist within OMIS.
- This feature would most likely not be considered for implementation.

**Some Features Do Not Exist. Functionality Could Be Implemented**
- A module in OMIS is planned for implementation that contains some of the functionality.
- Additional functionality would have to be created specifically for the JMS as another module(s), if deemed necessary.

**Pink Highlighted Text in Assessment Banner**
- Requires additional information in order to properly assess.

**Yellow Highlighted Text**
- Requires additional information.