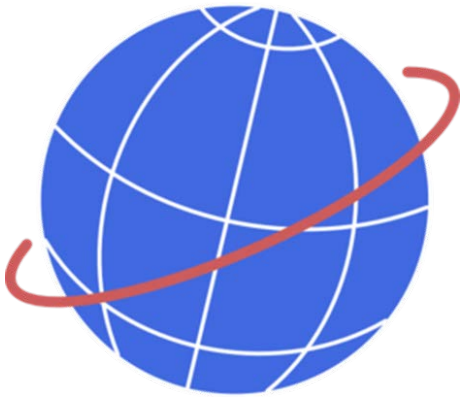


Professional Online Testing Solutions, Inc.



**Behavior Data  
Systems, Ltd.  
Integrated  
Case Management  
System**



**Information at  
Your Fingertips**

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# 1 Getting Started

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## 1.1 Who Should Use It

Our Case Management System (ICMS) is a full-featured caseload tracking and information management system design specifically for adult probation. (Future modifications will be made for juvenile probation and parole.) Incorporated within this system are modules which provide for intake, assessment, classification, referral, court data, probation violations, warrants, victim restitution, officer alerts, discharges, transfers, and much more. Used in conjunction with an Online-Testing account, the ICMS automates all key functions of probation's supervisory responsibilities.

The ICMS opens the door to the world of strength-based case planning, workload management, and a case management system. This system has a sequential set of activities that include, but are not limited to:

- Assisting officer effectiveness in the supervision process
- Assessing actuarial risk and needs
- Aiding in developing caseload priorities and meeting responsive case management standards
- Providing caseload ratios which aid in workload management
- Improving probationer accountability by tracking case planning assignments
- Assisting in increasing positive outcomes which enhances community safety
- Connecting the offender to appropriate services, interventions (e.g. mutual help groups) and levels of care (e.g., treatment) which match the Offenders risk/needs
- Monitoring court ordered conditions

- Facilitating the collection of fines, court costs, and restitution
- Tracking presentence investigations to completion
- Discharge management
- Tracking Interstate and Intrastate Transfers

As you log into our system, you will find it is a robust and customizable single data entry system. It is a comprehensive caseload monitoring and information management system.

---

## 1.2 Setting Up Users – Existing Clients

- Existing clients should check the [compatibility chart](#) to ensure their test has been integrated with the ICMS. This will be available from the online-testing website. If the test is not available, the customer will need to call BDS to inquire about test integration at 800-231-2401.
- Existing clients should then contact BDS to create an ICMS account. BDS will create the initial ICMS Administrator account and associate it with the client's existing online-testing account.
- Once the ICMS Administrator account has been created, the client can log in at <http://www.case-mgmt.com> and will have the ability to add offenders, add additional users, and navigate the site freely.

---

## 1.3 Setting Up Users – New Clients


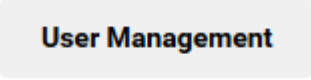

- New clients should check the [compatibility chart](#) to ensure the assessment the client will be using has been integrated with the ICMS. If the test is not available, the client will need to call BDS to inquire about test integration at 800-231-2401.
- Even though you may have been just a single user, please call BDS and request a Volume Account. In addition, if the necessary assessment is not listed on the compatibility chart from step 1, the client should request that the

test be integrated into the ICMS at this time. BDS will create an online-testing account as well as an ICMS Administrator account. This process can take from 2 days to 2 weeks. You will be notified once you are set up.

- Once the ICMS Administrator account has been created, the client can log in at <http://www.case-mgmt.com> and will have the ability to add offenders, add additional users, and navigate the site freely.

---



## 1.4 Creating New User Accounts

- Begin by logging in with an administrator account. Only Administrators can create or delete additional users.
- Click the administrator username in the top right corner.
- Select  **Settings** from the pop-up menu.
- Select the  **User Management** button.
- Click the  icon in the bottom right corner.
- Select the appropriate role for the user. See Section 2.3 Roles and Restrictions for information about roles.
- To allow the user to be assigned as a Supervising PO for an offender, they must be part of the Supervising PO list, which is assigned here.
- To allow the user to be assigned as an Assistant PO for an offender, they must be part of the Assistant PO list, which is assigned here.
- To allow the user to be assigned as an Investigating PO for an offender, they must be part of the Investigating PO list, which is assigned here.
- Please Note :
  - Any user that is assigned with a User One role or higher will also be able to use the ICMS login and password at <http://www.online-testing.com> to generate assessments or reassessments.

- Disabling an ICMS user, deleting an ICMS user, or changing a user's role below User One will disable that user's access at <http://www.online-testing.com>.
- User names and passwords are not editable. If you need to change a user name or password, please contact BDS to make that change.

---

## 1.5 Creating New User Accounts In Bulk

- Begin by logging in with an administrator account. Only Administrators can create or delete additional users.
- Click the administrator username in the top right corner.
- Select  **Settings** from the pop-up menu.
- Select the  **User Management** button.
- Click the link above the user list that says "Add Users in Bulk".
- Select the appropriate role for every user that will be added. If multiple roles are needed, break the user list down by role and perform multiple bulk additions. See Section 2.3 Roles and Restrictions for information about roles.
- The list of users to be added should be supplied in a CSV (comma separated values) list, with one user per line.
- The CSV Format is: [First Name], [Last Name], [Email], [User Name], [Password], [Title], [User Role], [District], [Is Supervising PO], [Is Assistant PO], [Is Investigating PO]
- Note: Do not include brackets around the data.
- The required values are:
  - First Name
  - Last Name
  - Email Address
- Additional information can be provided, but is not required. User names and passwords can be provided as part of your list or they can be automatically

generated by ICMS. Please note that user names and passwords on your list must conform to ICMS requirements. If they do not meet requirements, that user will not be added and you will be prompted after the bulk addition to fix the data for that user.

- Automatically generated user names will conform to a pattern using the first letter of the first name followed by the last name, up to a maximum total of 15 characters. Additional letters from the first name may be included if the user name is too short. If the user name is already in use, numbers will be added to the end of the username.

---

## 1.6 Explanations and Disclaimers

- Drop Down Menu – Refers to a table in the ICMS that when the User clicks on the table a drop down menu of items will be generated. The User then may select the appropriate data element that matches the requirement for that field.
- There are several times in the User’s Manual in which the term “null” is used. This term is used to explain there is not any data in the referenced field.
- Names and Photographs – Any names in the ICMS are fictitious and the photographs are computer generated. These items are intended to not identify any company or person.



---

## 2 Describing the ICMS

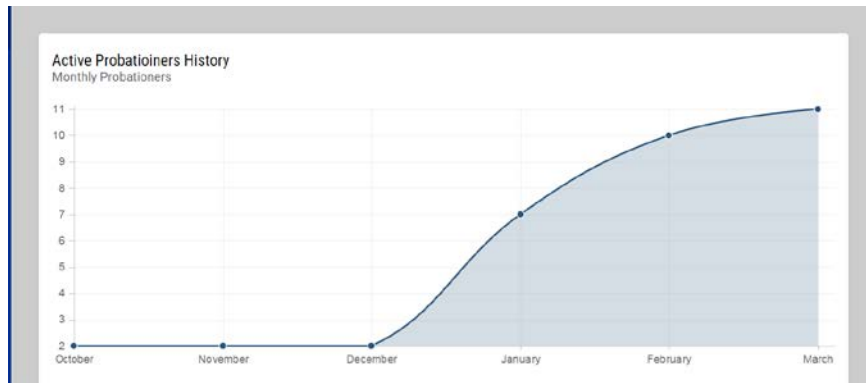
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### 2.1 Dashboard Key Functions

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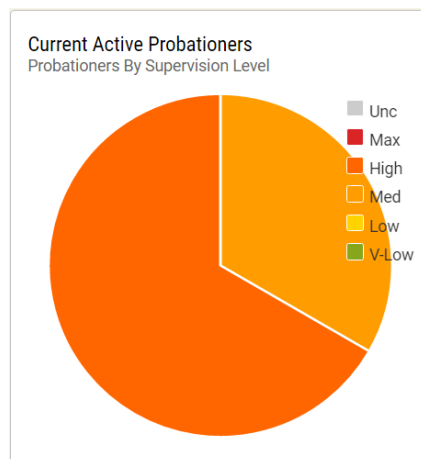
After logging into the ICMS, you will be moved to the Dashboard page. This page contains the following key functions and tools that will assist you in managing your caseload.

- **Active Probationer's History**



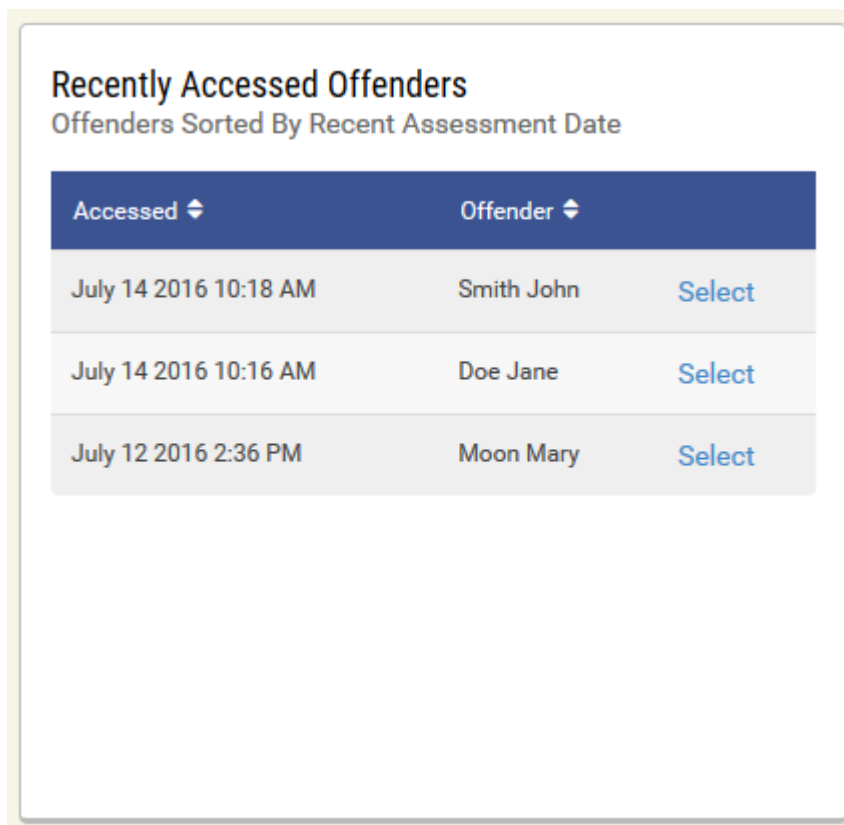
This chart above identifies the number of active probationers the officer has supervised within the previous six months.

- **Current Active Probationers by Supervision Level**



Current Active Probationers by Supervision Level provides an accounting of the number of probationers who have been defined by risk levels, i.e., Maximum = Highest Risk Level, High = Very high risk but not enough risk to be considered Maximum, Medium = Medium Risk Assessment Level, and Low = Low Risk, Very Low = No risk or very limited risk. It also identifies those probationers who are Unclassified, which means the case has never been assess.

- **Recently Accessed Offenders**



The screenshot displays a table titled "Recently Accessed Offenders" with the subtitle "Offenders Sorted By Recent Assessment Date". The table has two main columns: "Accessed" and "Offender". Each row contains an access timestamp, an offender name, and a "Select" link.

Accessed	Offender	
July 14 2016 10:18 AM	Smith John	<a href="#">Select</a>
July 14 2016 10:16 AM	Doe Jane	<a href="#">Select</a>
July 12 2016 2:36 PM	Moon Mary	<a href="#">Select</a>

This graphic will identify those offenders the user has accessed within the last ninety days. The user may click on Select and then be moved to that offender's record allowing for case management and any record editing that needs to be completed.

- **Officer Alerts**



The functionality of this graphic will alert probation staff when there are significant functions which have not been completed. These functions include:

**Missing Court Records** – A new offender record had been added and 30 days have passed since the record was entered without a court record being entered.

**Missing Education Record** – A new offender record had been added and 30 days have passed since the record was entered without an education record being entered.

**Missing Employment Record** - A new offender record had been added and 30 days have passed since the record was entered without an employment record being entered.

**Disposition Missing** - A Charge Record has been entered and 60 days have passed since it was entered and a Disposition Record has not been entered.

(Note – The Staff Person who has Administrative rights may adjust the 60 days to any time period that meets their policy.)

**Appeal Pending** - An Appeal was requested and the case is 90 days past the date of a Disposition Record being entered.

**Assessment Not Completed** – Probation is the disposition of the case and the case is 30 days past the Probation From Date and an Assessment has not been completed.

**Case Plan – Behavioral Based** – Case Plan has been entered with a status of Pending, On Waiting List, or Partially Completed, and case is 30 days past Status Date.

**Case Plan – Accountability Based – Collected Amount** - Case is 60 days past “Next Payment Due Date.”

**Reassessment** – Case is 180 days past Reassessment Completed Date. (Note – The Staff Person who has Administrative rights may adjust the 180 days to any time period that meets their policy.)

**Drug Testing Results** – The drug test was positive for at least one drug within the last 30 days since the Collected Date and Consequences are null.

**Violation of Probation - Technical** – Case is 60 days past Filed Date and Sanctions are null.

**Violation of Probation – Law** – Case is 60 days past Filed Date and Disposition is null.

**Interstate In – Reporting Instructions – Offender Resides in Receiving State** – Case is 30 Days past Date Reporting Instructions received and Reporting Instructions Decision is null.

**Interstate In – Offender Does Not Reside in Receiving State** – Case is 30 Days past Received Date Local Office and Accepted Date is null.

**Interstate Out – Offender Resides in Receiving State** – Case is 30 days past date of Reporting Instructions Sent and Reporting Instructions Decision is null.

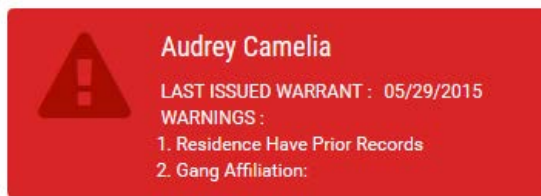
**Interstate Out – Offender Does Not Reside in Receiving State** – Case is 30 days past Transfer Out to Compact Office Date and Accepted Date is null.

**Intrastate Out** – Case is 30 days past Transfer out Date and Transfer Accepted is null.

**Intrastate In** – Case is 30 days past Transfer Received Date and Decision Date is null.

**Discharge** – Case is 30 days past Probation to Date and a Violation of Probation Filed Date, Technical or Law, is null and the Discharge Date is null.

- **Staff Warnings**



A red rectangular notification box with a white warning triangle icon on the left. The text inside reads: 'Audrey Camelia', 'LAST ISSUED WARRANT : 05/29/2015', 'WARNINGS :', '1. Residence Have Prior Records', and '2. Gang Affiliation:'.

Staff Warnings will identify those offenders who have had a warrant issued with the Warrant Pending and the record is 90 days past the Last Verified Date. It will also alert the officer if any residents of the home have prior records, weapons in the house, and the Offender’s Gang affiliation.

- **Upcoming Appointments**

Upcoming Appointments

This Month		
Moon Mary	Interview	June 19 2015 9:00 AM

This feature will inform the officer of forthcoming appointments 90 days from the date of logging into the ICMS.

- **Upcoming Hearings**

Upcoming Hearings

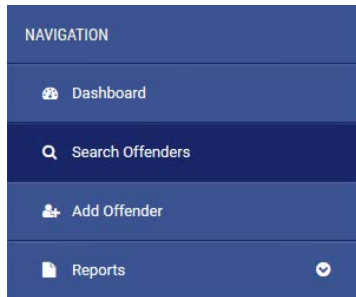
This Month		
Audrey Camelia	Arrestment	June 21 2015 2:46 PM

This feature will inform the officer of forthcoming Court Hearings 90 days from the date of logging into the ICMS.

---

## 2.2 Search Functions

After logging into the ICMS, the officer may immediately Add Offender or Search Offender to identify if the offender had previously been added.



- **Search Offenders**

The Search Offenders feature allows the User numerous avenues to search for the correct offender. The User may search by Last or First Name and confine the search by entering Court Case Number, SSN, and numerous other data elements as shown below:

ENTER OFFENDER INFORMATION BELOW

<p><b>Last Name</b> Last Name</p> <p><b>Court Case Number</b> Court Case Number</p> <p><b>Date of Birth</b> Date of Birth</p> <p><b>Investigating PO</b> Select One</p>	<p><b>First Name</b> First Name</p> <p><b>SSN</b> Social Security Number</p> <p><b>Supervising PO</b> Select One</p> <p><b>Assistant PO</b> Select One</p>
---	--

Active
  Discharged
  Investigation Record

The Search feature also allows the user to Search Currently Active cases, Discharged cases, or those offenders in which a presentence investigation only had been entered. Once the Offender has been located, Personal Information and other elements may be modified with the User having the ability to add a new Court Record.

---

## 2.3 Roles and Restrictions

Roles and Restrictions have been incorporated within the ICMS to preserve security and confidentiality. The purpose of this function is to provide an avenue for the Chief Probation Officer or Chief Administrator to assign a role for each of their staff; therefore, allowing staff to perform only defined functions. (Roles will be assigned when the Administrator sets up staff by using the Settings tab in the upper right-hand page of ICMS.)

Role	Restrictions
Administrator	Generate All Reports, Enter and Edit Data, Modify all Users' Data within their Jurisdiction, All Victim Information, and Modify Application Interface Program (API) Configurations.
User One	Add and Edit their Data only, Edit, Enter and Modify their Victim Data.
User Two	Add and Edit their data enter and Modify their Victim Data, and Generate Reports.
User Three	Add and Edit their Data, Generate Reports, Delete Records, Modify Other User's Data, and Edit and modify all Victim Data.
Drug Technicians	Enter and Edit Drug Testing Data only. (Probation record would have had to be previously entered.)
Visitor	Read Only

---

## 2.4 Standard Reports

Standard Reports provide an avenue for a probation officer to gain an understanding of the status of their cases. The ICMS allows the Probation Officer to generate predefined reports based on the following criteria:

ACTIVE CASE REPORT Print Save PDF

Active Case Report

Select Report

Active Case Report

Inactive Case Report

Active Alpha List by County/Court

Inactive Alpha List by County/Court

Offenders to be Assessed

Offenders to be Reassessed

VOP - Technical (Filed by PO)

VOP - Technical (Filed by District Attorney)

VOP - Law

Investigations Pending

Investigations Completed

Warrant(s) Issued

Interstate In - Offender Resides in Receiving State Report

Interstate In - Offender Does Not Reside in Receiving State Report

Interstate Out - Offender Resides in Receiving State Report

Interstate Out - Offender Does Not Reside in Receiving State Report

No

The Officer merely selects the report and defines the between dates and then generates the report. They may print the report or save in a PDF format.

---

## 2.5 Administrative Reports

It is equally important for the Chief Probation Officer or Administrator of the jurisdiction to be able to identify the status of cases which are being supervised in their jurisdiction. The Chief Probation Officer or Administrator may select any of the following reports, enter search criteria, and print the report or save in a PDF format.

DRUG TESTS Print Save PDF

Drug Tests

Select Report

Drug Tests

Investigations Ordered

Offender Releases

Offenders Placed On Probation

Offenders Supervised

VOP - Law

VOP - Technical

Generate Report



## 2.6 Offender Case Review Report

After either searching and selecting an offender or selecting an offender from the Recently Accessed Offenders, the officer may go to Reports and select Case Reviews.

The Case Review Report allows the user to select certain pieces of the Offender's case and print an overview of that offender's case as demonstrated in the following graph.

The screenshot shows a web interface for generating a Case Review Report. At the top left, it says "CASE REVIEWS". On the top right, there are "Print" and "Save PDF" buttons. Below this, there is a "Check All" button. The main area contains a grid of 16 checkboxes for selecting report sections: Associates, Appointments, Case Plan Accty Based, VOP Technical by DA, Employment, Case Plan, Accty Based Tracking, VOP Law, Charges/Disposition, Case Plan Behav Based, Drug Testing, Discharge, Hearings, Behav Based Tracking, and VOP Tech Sanctions Appl by PO. A "Generate Report" button is located at the bottom left of the grid.

- Offender Case Report Sample

Offender Case Review For: Mary Moon

### Personal Information

**Primary Street Address:** 1234 Main St.

**SS #:** 012-62-7272

**City, State, Zip Code:** Lincoln Nebraska, 68506

**Home Phone:** (402)555-5858

**DOB:** 04/01/1984

**Mobile Phone:** (402)555-5858

### Associates

**Name:** Marsh Mary

**In Support System:** Yes

**Relationship:** Sponsor

**On Probation:** No

**Phone:** (402)555-5858

**On Parole:** No

**Mobile Phone:** (402)555-6565

## 3 Offender Setup

### 3.1 Personal Information

After selecting Add Offender, the page identified below will be generated providing an avenue for the Officer to enter the Personal Information of the offender. The Officer will have the ability to update this information as new data is obtained in the future. Any time during the data entry, the user may select Cancel and terminate the entry.

ADD PERSONAL INFORMATION Add Cancel

Last Name	<input type="text" value="Last Name"/>	First Name	<input type="text" value="First Name"/>
Middle Initial	<input type="text" value="Middle Initial"/>	Seniority	<input type="text" value="Seniority"/>
Gender	<input type="text" value="Select One"/>	National Origin	<input type="text" value="Select One"/>
Citizenship	<input type="text" value="Select One"/>	Eye Color	<input type="text" value="Select One"/>
Birth Date	<input type="text" value="MM/DD/YYYY"/>	Hair Color	<input type="text" value="Select One"/>
Age	<input type="text" value="0"/>	Weight	<input type="text" value="0"/>
Height	<input )"="" type="text" value="Height in feet and inches (0'0"/>	Age of First Arrest	<input type="text" value="0"/>
SSN	<input type="text" value="Social Security Number (000-00-0000)"/>	Ethnicity	<input type="text" value="Select One"/>
Race	<input type="text" value="Select One"/>	Marital Status	<input type="text" value="Select One"/>
Drivers License #	<input type="text" value="Drivers License Number"/>	Drivers License Expiration	<input type="text" value="MM/DD/YYYY"/>
Home Phone	<input type="text" value="Phone Number with area code ((000)000-0000)"/>	Mobile Phone	<input type="text" value="Mobile Phone Number with area code ((000)000-0000)"/>
Email Address	<input type="text" value="Email Address"/>	Text Messages	<input type="checkbox"/> Check if able to receive text messages
Alias	<input type="text" value="Alias"/>	Local Id Number	<input type="text" value="Local ID Number"/>
Registered Sex Offender	<input type="checkbox"/> Check if Registered Sex Offender	Gang Affiliation	<input type="text" value="Select One"/>

The Age is generated automatically after the Birth Date is entered and the record saved. It will automatically refresh each time the record is opened.

The drop down lookup tables are attached to the fields of Gender, National Origin, Citizenship, Eye Color, Hair Color, Ethnicity, Race, Marital Status, and Gang

Affiliation. The User may select the appropriate data that describes the Offender. The data provided in these tables all meet Federal and APPA Standards.

Required fields are those fields in which data has to be entered before the record can be saved. **Required fields: Last Name, First Name, Gender, SSN, Birth Date, National Origin, Citizenship, Eye Color, Hair Color, Weight, Height, Ethnicity, and Race**

A number of fields in the ICMS such as Birth Date  describe how the data should be entered.

---

## 3.2 Residence – Primary Address

The purpose of Residence is to be able to demonstrate a history of residences as well as to identify the most current or primary address of the Offender.

<p><b>Address</b></p> <input type="text" value="1234 Main St."/>	<p><b>City</b></p> <input type="text" value="Anytown"/>
<p><b>State</b></p> <input type="text" value="Nebraska"/>	<p><b>Zip Code</b></p> <input type="text" value="68506"/>
<p><b>Residing From</b></p> <input type="text" value="03/23/2005"/>	<p><b>Residing To</b></p> <input type="text" value="04/01/2016"/>
<p><b>Mailing Address</b></p> <input type="checkbox"/> Check if this address is also the mailing address	
<p><b>Residing in the US Since</b></p> <input type="text" value="1984"/>	<p><b>Residing in the State Since</b></p> <input type="text" value="1984"/>
<p><b>Residing in the County Since</b></p> <input type="text" value="1984"/>	<p><b>Residing With</b></p> <input type="text" value="No One"/>
<p><b>Weapons In House</b></p> <input type="text" value="No"/>	<p><b>Animals In House</b></p> <input type="text" value="Yes"/>
<p><b>Residents Have Prior Records</b></p> <input type="text" value="No"/>	

The drop down lookup tables are attached to the fields of Residing With, Weapons in House, Animals in House, and Residents Have Prior Records. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

The User may add up to five Additional Addresses so as to establish a pattern of addresses for the Offender. When entering Additional Addresses, the User must enter a To Date as this will allow for additional addresses to be entered. A Mailing Address may also be entered when entering the Primary Address.

Required Fields: Street Address, City, State, Zip Code, From Date, and To Date, Same Mailing Address, City, State, and Zip Code

### 3.3 Education

The purpose of Education is to track current and past education information of the offender. This data will assist the officer in future case planning.

<b>School</b> UNL	<b>Address</b> 50000 Vine Street
<b>City</b> Lincoln	<b>State</b> Nebraska
<b>Zip Code</b> 68509	<b>Phone</b> (402)432-5656
<b>Zip Code</b> 68509	<b>Phone</b> (402)432-5656
<b>Grade</b> SOPH. COLLEGE	<b>School Type</b> State University
<b>From</b> 08/10/2000	<b>To</b> 06/10/2002
<b>Special Programs</b> Accounting	

The drop down lookup tables are attached to the fields of State, Grade/Level, and School Type. The user may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Add Previous Education**

The User may add up to five additional schools allowing for an educational pattern to be developed.

Required Fields: School Attended, Grade, School Type, and From

---

## 3.4 Employment

A significant piece of data for a probation officer is having an understanding of the employment status of the Offender. This information is equally important to the Officer during case planning. Employment within the ICMS will document that employment and will also allow for five previous employers to be entered demonstrating an employment pattern.

Employment Status Select One ▼	Employer Employer Name
Phone Employer Phone Number (000)000-0000	Address Employer Address
City Employer City	State Select One ▼
Zip Code Employer Zip Code	Position Position, Job Title
Wages Employer Wages	Wages Unit Select One ▼
Working Hours Working Hours (9am - 5pm)	Supervisor Supervisor or Contact
Location/Department Location/Department	Hire Date MM/DD/YYYY
Separation Date MM/DD/YYYY	Reason For Separation Reason for Separation

**\*Leave blank if currently employed**

Terminated  
 Check If Terminated / Fired

The drop down lookup tables are attached to the fields of Employment Status, State, and Wages Unit. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Employment Name, Phone, Address, City, State, Zip Code, Position, Wages, Wages Unit, Working Hours, Supervisor, Hire Date, Separation Date (Blank if employed. And Reason for Separation (If Separation date is entered.)**  
**Required Fields don't apply to "Part Time and Od Jobs."**

---

## 3.5 Transportation

Transportation and Associated Insurance becomes an important piece of data when the Offender is seeking employment or when the Offender has possibly absconded from the jurisdiction and needs to be found. The ICMS offers this important module:

MARY MOON - VEHICLE 1

---

<b>Owns Vehicle</b> <input checked="" type="checkbox"/> Check if owner of vehicle	<b>Vehicle Owner</b> <input type="text" value="Vehicle Owner"/>
<b>Make</b> <input type="text" value="Toyota"/>	<b>Year</b> <input type="text" value="2014"/>
<b>Model</b> <input type="text" value="Camry"/>	<b>Color</b> <input type="text" value="Blue"/>
<b>License Number</b> <input type="text" value="DDD-9898"/>	<b>Has Insurance</b> <input checked="" type="checkbox"/> Check if has insurance on vehicle
<b>Insurance Company</b> <input type="text" value="Farmers"/>	<b>Insurance Expiration</b> <input type="text" value="10/01/2019"/>

This module allows the User to identify who owns the vehicle and who is providing the insurance coverage along with the Insurance Company. If the Offender has more than one vehicle, additional vehicles may be entered.

**Required Fields: Owns Vehicle, Vehicle Owner, License Plate Number, and Has Insurance**

---

## 3.6 Associates

It is important for a probation officer to understand who the Offender is associating with and if that is a positive or a negative relationship. The following module allows the Officer to have an overview of those associates:

<b>Last Name</b> <input type="text" value="Last Name"/>	<b>First Name</b> <input type="text" value="First Name"/>
<b>Address</b> <input type="text" value="Address"/>	<b>City</b> <input type="text" value="City"/>
<b>State</b> <input type="text" value="Select One"/>	<b>Zip Code</b> <input type="text" value="Zip Code"/>
<b>Home Phone</b> <input type="text" value="Associate Phone Number"/>	<b>Mobile Phone</b> <input type="text" value="Associate Mobile Phone Number"/>
<b>Email</b> <input type="text" value="Email Address"/>	<b>Relationship</b> <input type="text" value="Select One"/>
<b>In Support System</b> <input type="text" value="Unspecified"/>	<b>On Probation</b> <input type="text" value="Unspecified"/>
<b>On Parole</b> <input type="text" value="Unspecified"/>	<b>Contact Satisfactory</b> <input type="text" value="Unspecified"/>
<b>Has Gang Affiliation</b> <input type="text" value="Unspecified"/>	

The drop down lookup tables are attached to the fields of In Support System, On Parole, and On Probation. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

After the data has been entered, it is displayed in the following table allowing the Officer to see the data at a glance. The Officer can immediately identify if the associate is in the support system of the Offender.

Name	Relationship	Support System	Probation	Parole	
Mary Marsh	Sponsor	Yes	No	No	Select

**Required Fields: Last Name and First Name**

### 3.7 Health Insurance

As Health Insurance is not only important during times of emergencies and health problems, it is also important during case planning times when the Officer is making referrals for treatment. Therefore, the ICMS offers the following module:



Policy Holder	<input type="text" value="Offender"/>		
Policy Name	<input type="text" value="Mutual of Omaha"/>		
Rep - First Name	<input type="text" value="James"/>	Rep - Last Name	<input type="text" value="Jones"/>
Policy End Date	<input type="text" value="12/01/2019"/>		

A drop down lookup table is attached to the field of Policy Holder so documentation can be made of who holds the policy for the Offender.

**Add Supplemental Insurance**

Supplemental Insurance Policies may be added should the Offender have additional policies.

A drop down lookup table is attached to the field of Policy Holder allowing the selection of the Offender or Other. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Policy Holder, Policy Name, and Policy End Date**

---

## 3.8 Military Status

This module will provide an avenue to track both Active and Discharged Military Status.

Upon the User clicking on Active Military, the following page will appear, allowing for data entry tracking Active Military status.

<b>Active Military</b> <input checked="" type="checkbox"/> Check if Active Military	<b>Discharged</b> <input type="checkbox"/> Check if Discharged
<b>Branch Serving</b> <input type="text" value="Select One"/>	<b>Stationed At</b> <input type="text" value="Stationed At"/>
<b>Current Job Assignment</b> <input type="text" value="Current Job Assignment"/>	
<b>Anticipated Deployment</b> <input type="checkbox"/> Check if Deployment is anticipated	<b>Deployment To</b> <input type="text" value="Deployment To"/>

A drop down lookup table is attached to the fields of Branch Serving. This lookup table may be customized at the request of the Chief Probation Officer.

**Required Fields: Branch Serving, Stationed At, and Current Job Assignment**

Upon the User clicking on Discharged, the following page will appear allowing for data entry tracking Active Military status.

<b>Active Military</b> <input type="checkbox"/> Check if Active Military	<b>Discharged</b> <input checked="" type="checkbox"/> Check if Discharged
<b>Branch Served</b> <input type="text" value="Select One"/>	<b>Medals</b> <input type="text" value="Medals or Accommodations Received"/>
<b>Discharge Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Discharge Type</b> <input type="text" value="Select One"/>
<b>Benefits Received</b>	
<input type="checkbox"/> Health Care	<input type="checkbox"/> VA Pension
<input type="checkbox"/> Education Training	<input type="checkbox"/> Home Loan
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Transition Assistance

The drop down lookup tables are attached to the fields of Branch Served and Discharge Type. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Branch Served, Discharge Date, and Discharge Type**

---

## 3.9 Language

This module tracks the need for interpreters and signers.

Primary Language	Select One ▾	Needs Interpreter	<input type="checkbox"/>
Interpreter For	Select One ▾	Hearing Impaired	<input type="checkbox"/>
Signer Needed <input type="checkbox"/>			


The drop down lookup tables are attached to the fields of Primary Language and Interpreter For. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Field: Primary Language**

---

### 3.10 Photos

The User may upload a Front, Right, and Left view of the Offender. Image size must be smaller than 1800 x 1850 and a file format of gif, jpeg, or png.



Front Photo

Image Name :

No file chosen

Image size must be smaller than 1800 x 1850

Valid image types are gif, jpeg, and png

---

## 3.11 Tattoos

The User may upload a Tattoo with an image size smaller than 1800 x 1850 and a file format of gif, jpeg, or png.

Add Tattoo

---

 No file chosen

Title

Comments

A Title of the Tattoo may be entered along with any comments the User would like to add as to the purpose of the Tattoo.

---

## 4 Court Case Setup

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### 4.1 Select or Add Court Case

When the User wants to select a Court Case that has already been added, they would click on Court Case in the Menu Bar and then click on Select or Add Court Case.



If the Court Case had been entered previously, they would then click on Select and open up the previously added Court Case. If the Court Case does not have an attached Discharge, it will be identified as **Active**.

Docket Number	County	Judge	Sentencing Date	Status
02-989874	Lancaster	Donald Rowlands		Active <a href="#">Select</a>

If the User needs to add a Court Case, they will need to click on [Add Court Case](#) and move on to add the new Court Case data.

Add Court Case to Mary Moon

<b>Court Type</b> Select One	<b>County</b> Select One
<b>Court Code</b> Select One	<b>Docket Number</b> Docket Number
<b>Judge</b> Select One	<b>District Attorney</b> Select One
<b>Defense Attorney</b> Select One	<b>Sentencing Date</b> MM/DD/YYYY
<b>Appealed</b> <input type="checkbox"/> Check if Appealed	<b>Set Aside</b> <input type="checkbox"/> Check if Set Aside

The drop down lookup tables are attached to the fields of Court Type, Court Code, Judge, District Attorney, Defense Attorney. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Court Type, Court Code, County, Docket Number, Judge, District Attorney, and Defense Attorney**

After the initial setup data has been entered, the photo inserted, and the Court Case has either been entered or selected, the data will be generated on a side pane of the ICMS. This allows the User quick access to this data when they log into the ICMS and select the offender.

**CURRENT OFFENDER**



**Name:** Mary Moon  
**Address:** 1234 Main St.  
**City:** Anytown  
**State:** Pennsylvania  
**Zip:** 00001  
**Phone:** (402)555-5858  
**Mobile Phone:** (402)555-5858

**SELECTED COURT CASE**

**Docket Number:** 02-989874  
**Court Type:** District  
**Court Code:** Felony

## 4.2 Charges

The User may enter several Counts or Charges. If the Offender has several Counts, the User will need to enter in Count I with the associated charges and then enter the next Count and each subsequent Count will be identified automatically as Count II, Count III, etc.

OFFENDER - 02-989874 - COUNT I

<p><b>Offense Date</b></p> <input type="text" value="02/02/2015"/>	<p><b>Arrest Date</b></p> <input type="text" value="02/02/2015"/>
<p><b>Place Of Arrest</b></p> <input type="text" value="Novartis"/>	<p><b>BAC</b></p> <input type="text" value="Blood Alcohol Level"/>
<p><b>Charged Offense</b></p> <input type="text" value="Amphetamine - Possess - 3572"/>	<p><b>Convicted Offense</b></p> <input type="text" value="Amphetamine - Possess - 3572"/>
<p><b>Charged Class Crime</b></p> <input type="text" value="Felony"/>	<p><b>Convicted Class Crime</b></p> <input type="text" value="Felony"/>
<p><b>Guilt By</b></p> <input type="text" value="Guilty Plea"/>	

The drop down lookup tables are attached to the fields of Charged Offense (Commensurate with the NCIC Codes), Convicted Offense (Commensurate with the NCIC Codes), Charged Class Crime, Convicted Class Crime, and Guilt By. The User may select the appropriate data which describes the Offender and their criminal offense. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Offense Date, Charged Offense, Convicted Offense, Convicted Class Crime, and Guilt By**

---

## 4.3 Disposition

After the Charges have been entered, the User may click on Edit Charges and then click on Add Disposition to add the Disposition for each Count.



The screenshot shows a web form titled "Add Disposition". It features a dropdown menu labeled "Disposition" with the text "Select One" and a small downward arrow. Below the dropdown, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

The User then has the option to select whatever Disposition applies that is identified in the drop down menu. If Probation is selected as a sentence and not a suspended sentence, the User has the ability to add all of those kinds of data elements that apply to that Disposition.

Add Disposition

The drop down lookup tables are attached to the fields of Disposition and Supervising PO. There is also a lookup table attached to Conditions Allowed. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Disposition, Disposition Length, Disposition Value, Supervising PO, and Probation To**

**Please note: Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.**

If the offender was sentenced to the Department of Corrections and the sentence then suspended and placed on Probation, the User would need to enter that Disposition and then click on Sentence Suspended – Placed on Probation.

Once this data has been entered, the User will then be able to enter the data that pertains to a Disposition of Probation.



Disposition  
 Probation

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Probation From  
 MM/DD/YYYY

Probation To  
 MM/DD/YYYY

Supervising PO  
 Select One

Assistant PO  
 Select One

Disposition Value  
 Disposition Value

Disposition Length  
 Select One

Probation Conditions

No Weapons       No Computer Use  
 Search/Seizure Allowed       No Criminal Associates  
 No Alcohol Possession       No Drug Possession

Fine Amount  
 \$ Amount (to the nearest dollar) .00

Please note a Fine amount may be entered no matter what Disposition has been entered.

## 4.4 Appeal

If after the Disposition of the case has been made and either the District Attorney or the Offender and their Attorney would Appeal the Disposition, the Court Case

Summary would need to be Edited and modified to reflect **Appealed:**

The User would now need to select Appeal from the Menu and enter the following data:

MARY MOON - 02-989874

Save

Cancel

Appeal Date  
 MM/DD/YYYY

Appeal Type  
 Select One

Appeal To  
 Select One

Defense Attorney  
 Select One

District Attorney  
 Select One

Appeal Status  
 Select One

Last Verified Date  
 MM/DD/YYYY

The drop down lookup tables are attached to the fields of Appeal Type, Appeal To, Defense Attorney, District Attorney, and Appeal Status. The User may select the

appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

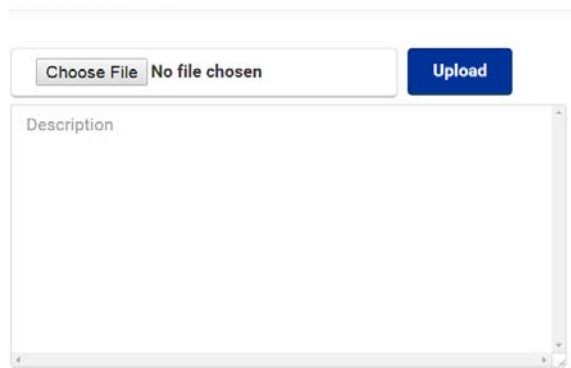
**Required Fields: Appeal Date, Appeal Type, Appeal To, Defense Attorney, District Attorney, Appeal Status, and Last Verified Date**

---

## 4.5 Court Documents

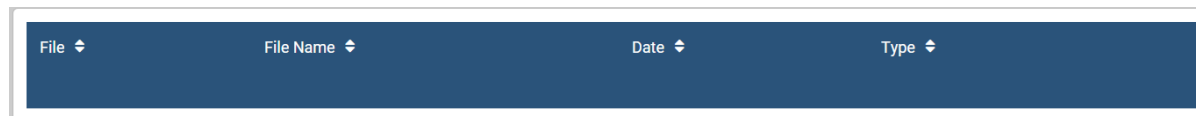
Numerous Court Documents such as Complaints, Information, and Probation Orders may be uploaded for easy access. These documents may be in a pdf, .doc, or a .docx format.

Add Court Document



The screenshot shows a web form titled "Add Court Document". At the top, there is a file selection interface with a "Choose File" button and the text "No file chosen". To the right of this is a blue "Upload" button. Below the file selection is a large, empty text area with the label "Description" at the top left.

The User may add a description to the document as it will be displayed in the following table:



File	File Name	Date	Type
------	-----------	------	------

---

## 4.6 Investigations

After an Offender either pleads guilty or is found guilty, the Judge may order a Presentence Investigation (PSI). The ICMS allows for the PSI data to be entered before a final disposition is made.

JANE DOE - 12-Q4455 Save Cancel

Once saved, this offender record will be reassigned to the selected Investigating PO. Unless you are the Investigating PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<p><b>Ordered Date</b></p> <input type="text" value="MM/DD/YYYY"/>	<p><b>PSI Type</b></p> <input type="text" value="Select One"/>
<p><b>Due Date</b></p> <input type="text" value="MM/DD/YYYY"/>	<p><b>Investigating PO</b></p> <input type="text" value="Select One"/>
<p><b>Court Ordered Evaluation</b></p> <input type="checkbox"/> Check if the evaluation is court ordered	<p><b>Evaluation Type</b></p> <input type="text" value="Evaluation Type"/>
<p><b>PSI Completion Date</b></p> <input type="text" value="MM/DD/YYYY"/>	<p><b>Disposition Date</b></p> <input type="text" value="MM/DD/YYYY"/>

The drop down lookup tables are attached to the fields of PSI Type and Investigating PO. The user may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Ordered Date, PSI Type, and Investigating PO**

**Note: Once saved, this offender record will be reassigned to the selected Investigating PO. Unless you are the Investigating PO (or have sufficient permissions) you will not be able to make any additional changes to this offender record.**

## 4.7 Hearings

This module is an excellent tool in identifying forthcoming Court Hearings of all types. Forthcoming hearings for the next 90 days are displayed on the Dashboard after the User logs into the system.

Add Hearing

<p><b>Date</b></p> <input type="text" value="MM/DD/YYYY"/>	<p><b>Time</b></p> <input type="text" value="Time 00:00 am/pm"/>
<p><b>Hearing Type</b></p> <input type="text" value="Select One"/>	<p><b>Comments</b></p> <input type="text" value="Comments"/>

The drop down lookup table is attached to the field of Hearing Type. The User may select the appropriate data which describes the Offender. This lookup table may be customized at the request of the Chief Probation Officer.

### Required Fields: Date, Hearing Type and Time

Hearings that have been entered are displayed on the Hearings page as well as on the Dashboard.

OFFENDER - HEARING 1		<a href="#">Edit</a>	<a href="#">Delete</a>
Date: 04/27/2015	Time: 10:00 AM		
Hearing Type: Review Hearing	Comments: Complete an updated report		

The Hearing may be edited or deleted.

---

## 4.8 Victims

The ICMS provides the following module to track Victim information which is important data for the overall supervision of the Offender.

<b>Victim Type</b> Select One	<b>Information Provided By</b> Select One
<b>Business Name</b> <a href="#">Add Victim</a> Business Name	<b>Contact Last Name</b> Contact Last Name
<b>Contact First Name</b> Contact First Name	<b>Contact Middle Initial</b> Contact Middle Initial
<b>Last Name</b> Last Name	<b>First Name</b> First Name
<b>Middle Initial</b> Middle Initial	<b>Street Address</b> Street Address
<b>City</b> City	<b>State</b> Select One
<b>Zip Code</b> Zip Code	<b>Ethnicity</b> Select One
<b>Race</b> Select One	<b>Age</b> Age

The drop down lookup tables are attached to the fields of Victim Type = Person, Property, or No Direct Victim, Information Provided By, State, and Ethnicity. The user may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

<p><b>Relationship To Offender</b></p> <p>Select One <span style="float: right;">▼</span></p>	<p><b>Victim Service Requested</b></p> <p><input checked="" type="checkbox"/> Check if a victim service is requested</p> <p>Victim Services Requested</p>
<p><b>Restitution Amount Requested</b></p> <p><input checked="" type="checkbox"/> Check if restitution is requested</p> <p>Restitution Amount</p>	<p><b>Protection Order</b></p> <p><input checked="" type="checkbox"/> Check if a protection order was issued</p> <p>End Date: MM/DD/YYYY</p> <p><input type="checkbox"/> Indefinite</p>
<p><b>Restraining Order</b></p> <p><input checked="" type="checkbox"/> Check if a restraining order was issued</p> <p>End Date: MM/DD/YYYY</p>	

The remainder of the Victim’s page as shown above displays significant information for a probation officer to track victim data and assure the safety of the victim. This data includes Restitution Requested, Victim Services Requested, Protection and Restraining Orders.

**Required Fields: Victim Type, Last Name, First Name, Street Address, City, State, Zip, Ethnicity, Race, Relationship to Offender, Victim Services Requested, and Restitution Requested.**

**If Restitution Amount is selected, Amount has to be entered. If Protection Order is selected, End Date must be entered. If Restraining Order is selected, End Date must be entered.**

---

## 4.9 Guardian

As there are cases in which an offender may be suffering from a disability and need a Guardian, this module provides for tracking that Guardian data.

Last Name Last Name	First Name First Name
Middle Initial Middle Initial	Street Address Street Address
City City	State Select One
Zip Code Zip Code	Home Phone Home Phone
Mobile Phone Mobile Phone	Relationship to Victim Select One

The drop down lookup tables are attached to the fields of State and Relationship to Victim. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

There are no required fields.

## 4.10 Appointments

This module provides an avenue of assisting the Officer in maintaining and organizing their schedule. Appointments can be added by selecting New Appointment and entering the appropriate data.

Add Appointment >







MM/DD/YYYY	00:00am	
Select Contact Type	Select Purpose	Select Location

Save Cancel

The drop down lookup tables are attached to the fields of Select Contact Type, Select Purpose, and Select Location. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Date, Time, Contact Type, Purpose, and Location**

After an Appointment has been entered, it will be displayed on the Appointment Page as well as the Dashboard where it will display appointments for the next 90 days.

	Date ▾	Time ▾	Contact Type ▾	Purpose ▾	Location ▾		
	06/19/2015	9:00:00 AM	Probationer	Interview	Probation Office		
	04/20/2015	8:30:00 AM	Probationer	Office Appointment	Probation Office		

---

## 5 Case Management

---

### 5.1 Introduction

Much work has been accomplished in the past ten years within probation and the criminal justice system relating to what has been identified as Case Management. The advancement of Evidenced Based Practices (EBP) has contributed to the emphasis of Case Management and its implementation within many probation jurisdictions across the country.

The driving question which has been discussed amongst the professionals and practitioners is “What is Case Management?” In order for the user to understand the ICMS, which includes the integration of Case Management, this definition is offered:

Case Management includes the Assessment and Reassessment of the Risk/Needs of the offender. These assessments are important ingredients of Case Planning. Other critical ingredients of Case Planning are the Prioritization of Risk coupled with the officer’s Critical Thinking and Level of Engagement with the Offender. The ultimate result of the practice of these factors will lead to Behavioral Change of the Offender along with increased Accountability.

The ICMS has incorporated each of the above components within its Case Management module. We will now explain each of the pieces of this module which will assist you in Case Planning. This, in turn, will support Case Management and EBP practices.

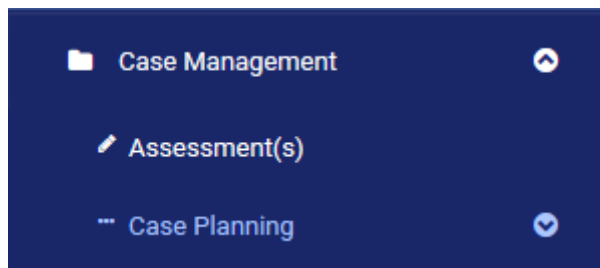


---

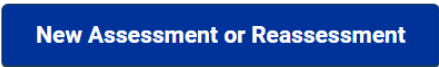
## 5.2 Assessments

Integrated with the ICMS are the Assessments published by Behavior Data Systems, Ltd. from which the User has made previous arrangements to purchase. The User may continue without selecting an assessment from BDS should the Offender be a low risk offender or another assessment is being utilized. (Please see page 44)

Assessments may be selected when the Case Management menu item is opened in the pane located on the left and the user clicks on Assessment(s).



Assessments and Reassessments are selected when the button below is selected on the Assessment page.



New Assessment or Reassessment

When the New Assessment or Reassessment button is selected and if they are an identified as a volume user, the ICMS will move them to the following page where the appropriate assessment may be selected and generated.



Back to CMS



CMS Assessments

[SAQ-AP III](#)

[DRI 2](#)

[DVI](#)

---

After you click on the appropriate assessment, and whether a Single or Volume User, you will be moved to the following page where you will need to enter Customer ID, Username, and Password.



To proceed, enter your Customer ID number, username and your password.

Customer ID:   
Username:   
Password:

Login

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After entering the above information, you will then be moved to the following page where you may select New Test and move on in generating the Assessment. You may also click on the Back to ICMS button and be back to the ICMS program.

The screenshot shows a web application interface with a dark blue header. On the left, a "Back to CMS" button is visible. The main header area contains the text "Substance Abuse Questionnaire - Adult Probation III. Main Menu". Below this, a large white box displays "Offender List: Customer ID # NE000BDS" and "Lamb, Linda". At the bottom left, a "Test Credit Status" section shows "Total Tests: 1" and "Credits Remaining: 99". On the right side, there is a vertical menu with the "PROFESSIONAL ONLINE TESTING SOLUTIONS, INC." logo at the top, followed by buttons for "Edit Current Test", "Add New Test", "Reassessment", "Supervisor Options", "Your Account Page", "Home Page", and "Live Support". At the bottom right of the menu, there are links for "English Test Booklet" and "Spanish Test Booklet".

After the Assessment data has been entered, you may click on the Back to ICMS button and wait a few minutes and the Assessment will be interfaced with the ICMS.

**INTEGRATED CASE MANAGEMENT SYSTEM**  
BY PROFESSIONAL ONLINE TESTING SOLUTIONS, INC.

bdadmin -

NAVIGATION

- Dashboard
- Search Offenders
- Add Offender
- Reports
- Offender Info
- Court Case
- Case Management
  - Assessment(s)
  - Case Planning
  - Drug Testing
  - Violation Of Probation (Technical)
  - Violation Of Probation (Law)
  - Warrant(s)
  - Tracking Notes
- Transfers

**ASSESSMENT(S)** > Current Offender

**MARY MOON - DRIVER RISK INVENTORY 5.03** TEST DATE: 04/27/2015

This arrest is for: **Drugs**

Date of present DUI arrest: **02/01/2015**

Was this arrest reduced to reckless driving: **No**

Driver's License is suspended or revoked: **No**

Number of DUI schools previously attended: **1**

# lifetime alcohol-related reckless driving arrests: **0**

# non-driving alcohol arrests in past 5 years: **0**

# at-fault accidents in past 5 years: **0**

Blood Alcohol Content: **.000**

In this arrest, did you have an accident: **No**

Other DUI offenses pending: **No**

Previously attended a DUI school: **No**

# lifetime DUI arrests: **1**

# lifetime DUI's reduced to reckless driving: **0**

# non-driving drug arrests in past 5 years: **0**

# traffic violations with points assessed past 5 yrs: **0**

**PERCENTILE**

Category	Percentile
Traffic/Points	45
Alcohol	90
Drugs	90
Driver Risk	65
Stress Management	75

**RISK LEVELS**

Category	Risk Level
Traffic/Points	Medium
Alcohol	Max
Drugs	Max
Driver Risk	Medium
Stress Management	High

**CURRENT OFFENDER**

Name: Mary Moon  
Address: 1234 Main St.  
City: Anytown  
State: Pennsylvania  
Zip: 00001  
Phone: (402)555-5858  
Mobile Phone: (402)555-5858

**SELECTED COURT CASE**

Docket Number: 02-909874  
Court Type: District  
Court Code: Felony

The User may hold the cursor over the Percentile graphic and it will identify the percentile for that particular scale.

Similarly, the User may hold the cursor over a particular scale in the Risk Level graphic and it will identify the risk level for that domain.

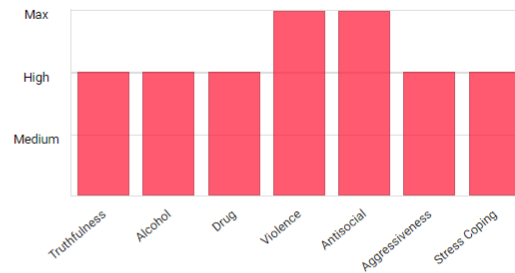
When the interface is completed and the Assessment data appears on the Assessment page of the ICMS, the User may elect to select View Full report and print the report or convert it to a PDF format and then print the report.

Number of alcohol-related arrests: 0

Number of drug-related arrests: 0

Number of months employed: 12

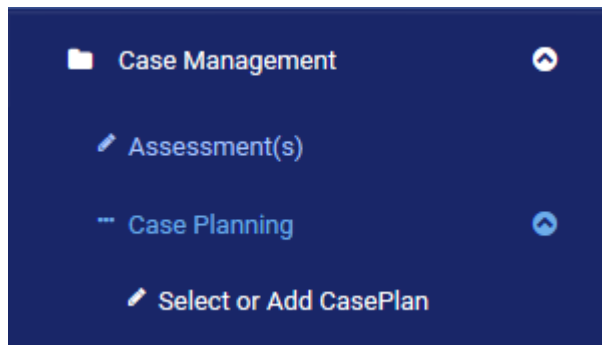
#### RISK LEVELS



Reassessments		
Id	Reassessment Date	318
<a href="#">View Full Report</a>		

## 5.3 Select or Add Case Plan

The User may now proceed to developing a Case Plan based on the generated assessment by opening Case Planning and then selecting Select or Add Case Plan.



After clicking on Select or Add Case Plan, they would then click on Add Case Plan.

Docket Number	Probation	Supervising PO	Assistant Supervising PO	
02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	Select
02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	Select

[Add Case Plan](#)

This page will open allowing them to enter in a Case Plan and assign assessment levels based on the assessment and the Officer's information and judgement.

## Add Case Plan

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<b>Court Case</b> No Court	<b>Associated Assessment</b> SAQ-AP3 05/29/2016
<b>Supervising PO</b> Select One	<b>Assistant PO</b> Select One
<b>Probation From</b> MM/DD/YYYY	<b>Probation To</b> MM/DD/YYYY
<b>Primary Risk</b> <input type="text"/>	<b>Secondary Risk</b> <input type="text"/>
<b>Subsequent Risk</b> <input type="text"/>	

**Please note – Once the Case Plan is saved, the offender record will be assigned to the selected Supervision PO. No other Officer except a staff member with Administrative Rights may modify the record.**

The drop down lookup tables are attached to the fields of Court Case, Associated Assessment, Supervising PO, and Assistant PO. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Court Case, Supervising PO, Probation From, and Probation To**

After the Case Plan has been entered, the User may click on Select Case Plan.

SELECT OR ADD CASEPLAN				
Docket Number	Probation	Supervising PO	Assistant Supervising PO	
+ 02-8989	04/15/2016 - 04/15/2018	Wegner, David	Wegner, David	Select

The Summary Case Plan will be generated.

**INTEGRATED CASE MANAGEMENT SYSTEM**  
BY PROFESSIONAL ONLINE TESTING SOLUTIONS, INC.

bdadmin

NAVIGATION: Dashboard, Search Offenders, Add Offender, Reports, Offender Info, Court Case, Case Management (Assessment(s), Case Planning, Select or Add CasePlan, Summary, Behavioral Based, Accountability Based, Drug Testing, Violation Of Probation (Technical), Violation Of Probation (Law), Warrant(s), Tracking Notes)

**SUMMARY** > Current Offender

**CASE PLAN SUMMARY**

**PERCENTILE**

Category	Assessment
Toxicology	~45
Alcohol	~95
Drugs	~95
Driver Risk	~65
Stress Management	~75

**RISK LEVELS**

Category	Assessment
Toxicology	Medium
Alcohol	Max
Drugs	Max
Driver Risk	Medium
Stress Management	High

Docket Number: 02-989874

Supervising PO: Assistant PO: [Blank]

Probation From: 04/20/2015 Probation To: 04/01/2019

Assessment Instrument: Driver Risk Inventory 5.03 Calculated Total Risk: SEVERE **Override**

Identified Risks Based on Assessment from 4/27/2015  
 Primary Risk: Alcohol Secondary Risk: Drugs Subsequent Risk: Stress [Edit](#)

[Edit Case Plan](#)

**CURRENT OFFENDER**

Name: Mary Moon  
 Address: 1234 Main St.  
 City: Aryftown  
 State: Pennsylvania  
 Zip: 00001  
 Phone: (402)555-5858  
 Mobile Phone: (402)555-5858

**SELECTED COURT CASE**

Docket Number: 02-989874  
 Court Type: District  
 Court Code: Felony

The Summary Page will identify Percentile scales and the Risk levels of the assessment along with other case related data.

The ICMS will automatically assign the Calculated Total Risk based upon the generated assessment. The User may elect to override the Risk Level by selecting Override which is located beside the Calculated Risk Level. The assessment level may be overridden by the User selecting “Override” and the following page will be generated.

Override Total Risk Level

---

Override To:  Very Low  Low  Medium  High  Max

Reason For Override

---

[Close](#) [Save](#)

The “Override To” must be selected and a Reason for the Override given.

After the override has been completed, it will be identified on the Case Plan Summary page.

<b>Assessment Instrument:</b> Substance Abuse Questionnaire - Adult Probation III	<b>Calculated Total Risk:</b> Medium (PO Override) - The Offender has been very cooperative. <a href="#">Override</a>
--	---

The User may elect to edit the Primary, Secondary, and Subsequent Risk factor as well by clicking on the Edit.

<b>Identified Risks Based on Assessment from 5/29/2016</b>			
<b>Primary Risk:</b> Drugs	<b>Secondary Risk:</b> Alcohol	<b>Subsequent Risk:</b> Stress	<a href="#">Edit</a>

By selecting Edit, the following page will open allowing for the edit to be completed.

Edit Risks ✕

---

Primary	<input type="text"/>	Secondary	<input type="text"/>	Subsequent	<input type="text"/>
---------	----------------------	-----------	----------------------	------------	----------------------

---

The user may click on Edit Case Plan and this action will open the following page where basic factors of the Case Plan may be modified.

Edit Case Plan ✕


---

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<b>Court Case</b> <input type="text" value="02-8989"/>	<b>Associated Assessment</b> <input type="text" value="SAQ-AP3 05/29/2016"/>
<b>Supervising PO</b> <input type="text" value="Wegner, David"/>	<b>Assistant PO</b> <input type="text" value="Wegner, David"/>
<b>Probation From</b> <input type="text" value="04/15/2016"/>	<b>Probation To</b> <input type="text" value="04/15/2018"/>

---

How to proceed when a BDS Assessment has not been generated and another assessment has been used.

Select  and proceed to the following page that opens.

Add Case Plan ×


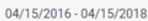

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

<b>Court Case</b> <input type="text" value="No Court"/>	<b>Associated Assessment</b> <input type="text" value="No Assessment"/>
<b>Supervising PO</b> <input type="text" value="Select One"/>	<b>Assistant PO</b> <input type="text" value="Select One"/>
<b>Probation From</b> <input type="text" value="MM/DD/YYYY"/>	<b>Probation To</b> <input type="text" value="MM/DD/YYYY"/>
<b>Assessment Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Assessment Instrument Name</b> <input type="text"/>
<b>Risk Level</b> <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max	<b>Basis for Risk Level</b> <input type="text"/>
<b>Override To</b> <input type="radio"/> Very Low <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High <input type="radio"/> Max <a href="#">Clear</a>	<b>Reason For Override</b> <input type="text"/>
<b>Primary Risk</b> <input type="text"/>	<b>Secondary Risk</b> <input type="text"/>
<b>Subsequent Risk</b> <input type="text"/>	

Drop down tables are attached to Court Case and Supervising PO.

**Required Fields: Supervising PO, Probation From, Probation To, Assessment Date, Assessment Instrument Name, Rick Level, and Basis for Risk Level**

The User may then may proceed to selecting Case plan and the Case Plan Summary page will be opened identify the assessment and risk factors.



**RISK LEVELS**

■ Assessment

Docket Number: 02-9595

Supervising PO: Wegner, David	Assistant PO: Wegner, David
Probation From: 02/28/2016	Probation To: 02/28/2021
Assessment Instrument: LS/CMI	Calculated Total Risk: High (PO Override) - Drugs - 2 <a href="#">Override</a>

Identified Risks Based on Assessment from 2/28/2016

Primary Risk: drugs      Secondary Risk: Alcohol      Subsequent Risk: Stress      [Edit](#)

The User may select Override where they will be moved to the following page where the Override may be completed.

Override Total Risk Level ×

---

Override To:       Very Low    Low    Medium    High    Max

Reason For Override

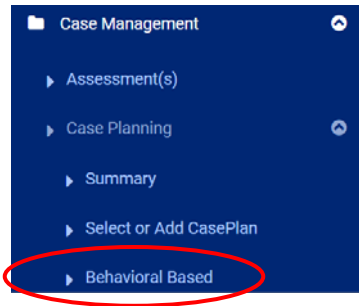
---

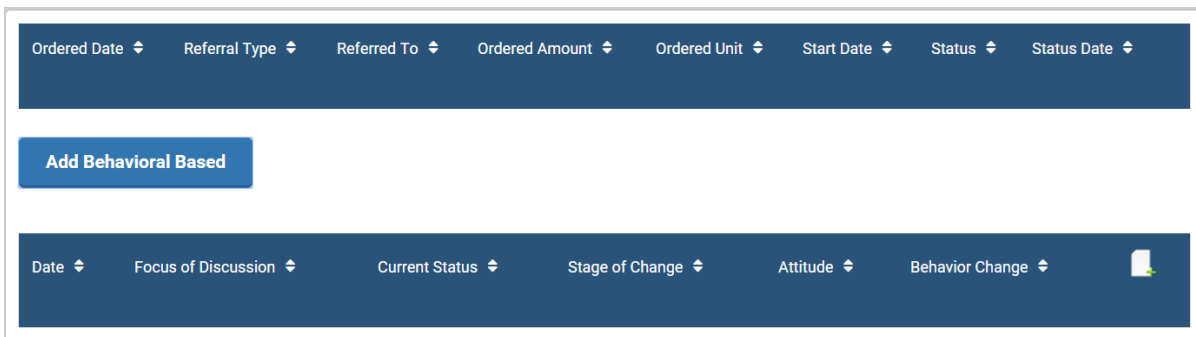
## 5.4 Behavioral Based

Once the User has selected the Case Plan, they will then be able to enter Case Planning data, i.e., referral information, etc. in the Behavioral Based page.

Docket Number	Probation	Supervising PO	Assistant Supervising PO	
02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	<a href="#">Select</a>
02-989874	04/20/2015 - 04/01/2019	David Wegner	Lonnie Smith	<a href="#">Select</a>



When the user clicks on Behavioral Based, the following page will open, allowing the user to click on Add Behavioral Based. The User will then be able to begin case planning.



When Add Behavioral Based is selected, the following table will open, providing the necessary data elements for the user to case plan referrals, etc.

Add Case Plan Behavioral x

---

**Docket Number** 02-989874

<b>Primary Risk</b> Alcohol	<b>Secondary Risk</b> Drugs	<b>Subsequent Risk</b> Stress
<b>Required For</b> <input type="text" value="Select One"/>	<b>Ordered Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Ordered Date</b> <input type="text" value="MM/DD/YYYY"/>
<b>Ordered Amount</b> <input type="text"/>	<b>Ordered Unit</b> <input type="text" value="Select One"/>	<b>Ordered Unit</b> <input type="text" value="Select One"/>
<b>Referral Type</b> <input type="text" value="Select One"/>	<b>Referred To</b> <input type="text"/>	<b>Referred To</b> <input type="text"/>
<b>Start Date</b> <input type="text" value="MM/DD/YYYY"/>	<b>Status</b> <input type="text" value="Select One"/>	<b>Status</b> <input type="text" value="Select One"/>
<b>Status Date</b> <input type="text" value="MM/DD/YYYY"/>		

The drop down lookup tables are attached to the fields of Required For, Ordered Unit, Referral Type, and Status. The user may select the appropriate data which

describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Requirement For, Ordered Date, Referral Type, Referred To, Ordered Amount, Ordered Unit, Status**

After the appropriate data is entered and saved, the information will be displayed in a table like the following graphic.

Ordered Date	Referral Type	Referred To	Ordered Amount	Ordered Unit	Start Date	Status	Status Date
04/20/2015	Drug Education	Pine Lake Treatment Center	12	Hours	04/24/2015	Pending	

**Add Behavioral Based**

**Docket Number:** 02-989874

**Primary Risk:** Alcohol      **Secondary Risk:** Drugs      **Subsequent Risk:** Stress

**Required For:**      **Ordered Date:** 04/20/2015

**Ordered Amount:** 12.00      **Ordered Unit:** Hours

**Referred To:** Pine Lake Treatment Center      **Referral Type:** Drug Education

**Start Date:** 04/24/2015      **Status:** Pending

**Status Date:** 03/20/2015

**Edit**

Date	Focus of Discussion	Current Status	Stage of Change	Attitude	Behavior Change
------	---------------------	----------------	-----------------	----------	-----------------

The User may then click on the table icon  and open the Behavioral Based table. This table will assist them in in the documentation of case planning data.

Date	Focus of Discussion	Current Status	Stage of Change	Attitude	Behavior Change
MM/DD/YY	Select One	Select One	Select 0		
<b>Skills Under Development:</b> <input type="text"/> <b>Skills Gained:</b> <input type="text"/> <b>Feedback Next Steps:</b> <input type="text"/>					

The drop down lookup tables are attached to the fields of Focus of Discussion, Current Status, and Stage of Change. The User may select the appropriate data which describes the offender. These lookup tables may be customized at the request of the Chief Probation Officer.

After Case Planning data has been entered the table the following table may be generated.

Date	Focus of Discussion	
03/01/2016	Drug Education	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Current Status:</b>	Pending	
<b>Stage of Change:</b>	Precontemplative	
<b>Skills Under Development:</b>	The Offender is working on being on time to class.	
<b>Skills Gained:</b>	The Offender has not missed any classes.	
<b>Attitude:</b>	The Offender has a very positive attitude.	
<b>Behavior Change:</b>	The Offender has moved from a negative attitude towards treatment and education to a very positive attitude.	
<b>Feedback Next Steps:</b>	The Offender needs to meet her first goal of being 30 days of being clean.	

**Required fields: Date and Focus of Discussion.**

---

## 5.5 Accountability Based

This module is designed to assist the User in documenting collected amounts, i.e. Fines, Court Costs, Drug Testing Fees, or Sessions Attended, Hours Completed, towards a completion of the ordered amount.

When clicking on the **Add Accountability Based** button, the following table will open enabling the User to add Accountability Based ordered amounts.

Add Case Plan Accountability

---

**Docket Number** 02-989874

<b>Primary Risk</b> Alcohol	<b>Secondary Risk</b> Drugs	<b>Subsequent Risk</b> Stress
<b>Charge</b> <input type="text" value="Select Charge"/>		<b>Requirement For</b> <input type="text" value="Select One"/>
<b>Date Ordered</b> <input type="text" value="MM/DD/YYYY"/>		<b>Referral Type</b> <input type="text" value="Select One"/>
<b>Ordered Amount</b> <input type="text"/>		<b>Ordered Unit</b> <input type="text" value="Select One"/>
<b>Waived Amount</b> <input type="text"/>		<b>Waived Unit</b> <input type="text" value="Select One"/>
<b>Current Status</b> <input type="text" value="Select One"/>		

---

The drop down lookup tables are attached to the fields of Charge, Requirement For, Referral Type, Ordered Unit, Waived Unit, and Current Status. The User may select the appropriate data which describes the Offender. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Required For, Date Payment Made, Referral Type, Collected Amount, Collected Amount, Current Status**


After data has been entered and the page saved, the ICMS will generate a table identifying the data entered.


ACCOUNTABILITY BASED								
Requirement For	Referral Type	Charge	Date Ordered	Ordered	Waived	Collected	Remaining	Status
Court	Fine	Marijuana - Possess - 3562 - I	04/15/2016	500.00/Dollars	0/	0	500.00	Pending <a href="#">View</a>

[Add Accountability Based](#)

The User may select View and a table will be generated identify the Accountability Based data entered.

ACCOUNTABILITY BASED CASE PLAN <a href="#">Edit</a>		
<b>Docket Number:</b> 2252223-1		
<b>Charge:</b> Bribe - Offering - 5102 - I <a href="#">View</a>	<b>Requirement For:</b> Court	
<b>Primary Risk:</b>	<b>Secondary Risk:</b>	<b>Subsequent Risk:</b>
<b>Date Ordered:</b> 07/08/2016	<b>Referral Type:</b> Fine	
<b>Ordered Amount:</b> 120.00	<b>Ordered Unit:</b> Dollars	
<b>Waived Amount:</b>	<b>Waived Unit:</b>	
<b>Current Status:</b> In Progress		

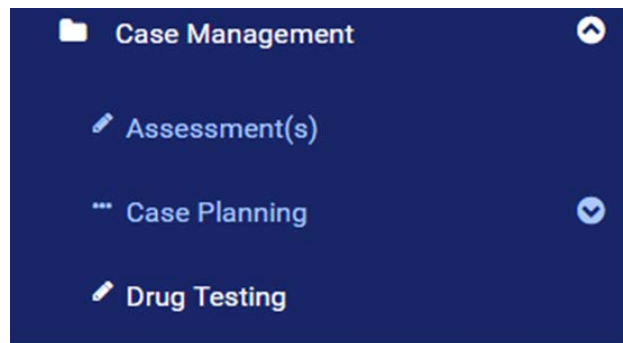
Date Payment Made	Referral Type	Collected Amount	Collected Unit	Current Status	Balance	
-------------------	---------------	------------------	----------------	----------------	---------	---

In order to enter continued payments, the User may click on the table icon  at which time the following table will open allowing for data entry. This table will automatically calculate the balance to be paid as well as identify when the balance has been satisfied.

Date Payment Made	Referral Type	Collected Amount	Collected Unit	Current Status	Balance	
07/08/2016	Fine	20.00	Dollars	In Progress	100.00	<a href="#">Edit</a>   <a href="#">Delete</a>
07/11/2016	Fine	50.00	Dollars	In Progress	50.00	<a href="#">Edit</a>   <a href="#">Delete</a>
07/14/2016	Fine	50.00	Dollars	Successfully Completed	0.00	<a href="#">Edit</a>   <a href="#">Delete</a>

## 5.6 Drug Testing

The Drug Testing module provides an avenue for staff to enter drug testing results along with identifying the results of the test and any probation consequences.



When selecting Drug Testing, the following table will open and the User may search for previous tests completed or add a new drug test.

DRUG TESTING

**Enter the Date Range or Search Term**

After selecting Add New Drug Test, the following table will open allowing for pertinent drug testing data to be entered.

Select One ▾

Collected Date  
MM/DD/YYYY

Contact Type  
Select One ▾

Consequences  
Select One ▾

Tested By  
Select One ▾

Specimen Number  
Specimen Number

BAC  
BAC

Consequences Administered  
 Check if consequences have been administered.

Testing Type  
Select One ▾

**Drugs Of Choice**  
\* Select all that apply

- Amphetamine
- Barbiturates
- Cocaine
- Ecstasy
- Inhalants
- Methamphetamine
- Morphine/Heroin
- Oxycodone
- Propoxyphene
- Tramadol/ Ultram
- Marijuana
- Alcohol
- Benzodiazepines
- Creatinine
- Hallucinogens
- LSD
- Methadone
- Opiates
- PCP
- Synthetic Cannabis
- Non-User

After this data is entered, the User may scroll down the page and open up the following table where the User may enter the confirmation of the drug test.

**Drugs Of Choice**  
\* Select all that apply

- Amphetamine
- Barbiturates
- Cocaine
- Ecstasy
- Inhalants
- Methamphetamine
- Morphine/Heroin
- Oxycodone
- Propoxyphene
- Tramadol/ Ultram
- Marijuana
- Alcohol
- Benzodiazepines
- Creatinine
- Hallucinogens
- LSD
- Methadone
- Opiates
- PCP
- Synthetic Cannabis
- Non-User

Drug ▾	Instrument ▾	Methodology ▾	Confirmation ▾	Confirm Date ▾	Result ▾	
Select One ▾	Select Or ▾	Select One ▾	<input type="checkbox"/>	MM/DD/YYYY	Select On ▾	<a href="#">Remove</a>



After the data has been entered and saved, the following table will be generated.

BELLA BONZI - DRUG TEST

Edit
Delete

---

**Docket Number:** 02-8989

<b>Collected Date:</b> 05/10/2016	<b>Specimen Number:</b> 2222
<b>Contact Type:</b> Random	<b>BAC:</b> Not Specified
<b>Consequences:</b> Not Needed	<b>Consequences Administered:</b> <input type="checkbox"/>
<b>Tested By:</b> Probation Officer	<b>Testing Type:</b> Urine

**Drugs Of Choice:**

Drug	Instrument	Methodology	Result
<span style="color: orange;">-</span> Marijuana	1 - Panel	Redwood EtG	Negative

**Confirmation:**

**Confirm Date:** 05/11/2016

The drop down lookup tables are attached to the fields of Contact Type, Consequences, Tested By, Testing Type, Drugs of Choice, Drug, Instrument, Methodology, and Result. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Collected Date, Collected Type, Tested By, Drug, Methodology, and Result**

---

## 5.7 Violation of Probation (Technical)

Probation Violations are usually filed as a result of a Technical or Law Violation. A Law Violation is the result of a violation of the Law which occurs when the offender has violated a Federal or State law. Technical Violations occur when the Offender has violated a term of probation.

Click on **Violation Of Probation (Technical)** and then click on **Add Technical VOP** and open up this page to enter a Technical Violation.

The User will have option of applying Administrative Sanctions or referring the matter to the District/County Attorney for prosecutions.

(District/County Attorney)

Add Technical VOP

<b>Docket Number</b> Select Docket	<b>Charged Technical Violation</b> Select One
<b>Filed Decision</b> District Attorney Filed	<b>Filed Date</b> MM/DD/YYYY
<b>Associated Warrant</b> None	<b>Violation Date</b> MM/DD/YYYY
<b>Guilt By</b> Select One	<b>Admitted/Convicted Technical Violation</b> Select One
<b>Disposition Pending</b> No	<b>PSI Ordered</b> <input type="checkbox"/> Check if Pre Sentence Investigation ordered
<b>Final Disposition</b> Probation Extended	
<b>Disposition Date</b> MM/DD/YYYY	<b>Probation Extended To</b> MM/DD/YYYY
<b>Supervising PO</b> Select One	<b>Assistant PO</b> Select One

Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.

Cancel Save

## (Administrative Sanctions)

Add Technical VOP ✕

Docket Number Select Docket	Charged Technical Violation Select One
Filed Decision Administrative Sanctions Applied by PO	Filed Date MM/DD/YYYY
Admitted/Convicted Technical Violation Select One	

Sanction	Applied Date	
----------	--------------	--

Cancel

Save

This module is also designed should there be a Presentence Investigation ordered and final disposition be made at a later date.

Please note this warning: **Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.**

The drop down lookup tables are attached to the fields of Final Decision, Associated Warrant, Guilt By, Sanction, Disposition Pending, Final Disposition, Disposition Length, and Supervising PO. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Final Decision, Filed Date, Sanction, and Applied Date**

## 5.8 Violation of Probation (Law)

Violation of Probation occurs when a law has been broken and a decision to file that Violation is decided by the probation officer and/or the District/County Attorney.

Data may be entered by selecting **▶ Violation Of Probation (Law)** in the menu on the left of the screen and then selecting **Add Law VOP**. The following page will opened allowing all of the pertinent data related to a VOP (Law) to be entered.

Add Law VOP ✕


---

**Docket Number**  
Select Docket ▼

**Processed Date**  
MM/DD/YYYY

**Violation Type**  
Select One ▼

**Violations Charged**

Violation Charged	Class Crime	
Select One <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>	<a href="#">Remove</a>

**Associated Warrant**  
None ▼

**VOP Guilt By**  
Select One ▼

**Disposition Pending**  
No ▼

**PSI Ordered**  
 Check if Pre Sentence Investigation ordered

**Final Disposition**  
Probation Extended ▼

**Disposition Date**  
MM/DD/YYYY

**Probation Extended To**  
MM/DD/YYYY

**Supervising PO**  
Select One ▼

**Assistant PO**  
Select One ▼

This page is flexible as it allows for the District/County Attorney to file a Technical Violation. It also provides the ability for a Presentence Investigation to be ordered. When Warrant data is entered, it is automatically copied to the Warrant utility.

Please note the special warning: **Once saved, this offender record will be reassigned to the selected Supervising PO. Unless you are the Supervising PO (or have sufficient permissions), you will not be able to make any additional changes to this offender record.**

The drop down lookup tables are attached to the fields of Select Docket, VOP Decision, Violation Type, Violation Charged, Class Crime, Associated Warrant, Final Disposition, Disposition Length, and Supervising PO. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Docket Number, VOP decision, Violation Type, Filed Date, Violation Charge, and Class Crime.**

When New Warrant is selected in the Associated Warrant field, the following untruly will open for data information to be entered.

Associated Warrant

New Warrant

Issued Date

MM/DD/YYYY

Last Verified Date

MM/DD/YYYY

Warrant Action



Select One

The drop down lookup tables are attached to the fields of Docket, Warrant Action, and Violation Type. The User may select the appropriate data which describes the Warrant. These lookup tables may be customized at the request of the Chief Probation Officer.

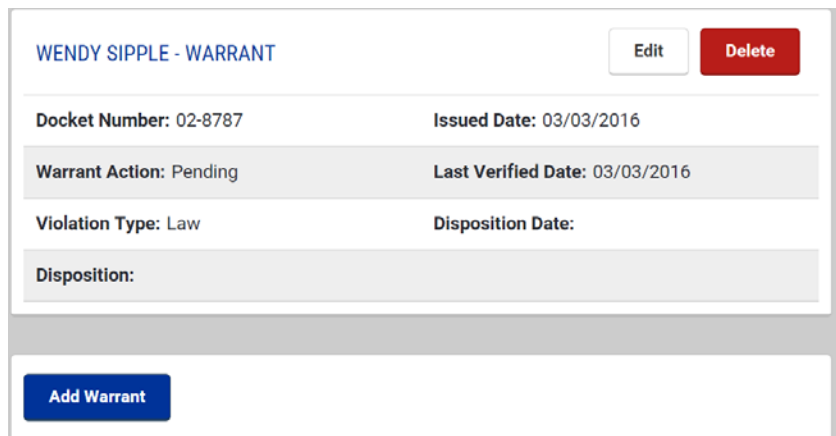
Required Fields: Issued Date, Warrant Action, Last Verified Date, and Violation Type.

---

## 5.9 Warrant(s)

The User may click on  and on  to add a Warrant or check on a Warrant and associated data that would have been copied from VOP (Law).

If a Warrant had been entered as a result of a VOP Law Violation, the data would have been copied to Warrants as displayed on the following page.



The screenshot shows a web form titled "WENDY SIPPLE - WARRANT". At the top right are "Edit" and "Delete" buttons. The form contains several fields: "Docket Number: 02-8787", "Issued Date: 03/03/2016", "Warrant Action: Pending", "Last Verified Date: 03/03/2016", "Violation Type: Law", and "Disposition Date:". Below these fields is a "Disposition:" label followed by a text input area. At the bottom left of the form is an "Add Warrant" button.

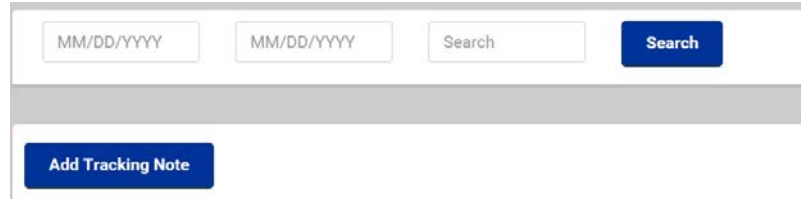
Within this utility, the user may update the data or Add Warrant should there be another Warrant Issued.

---

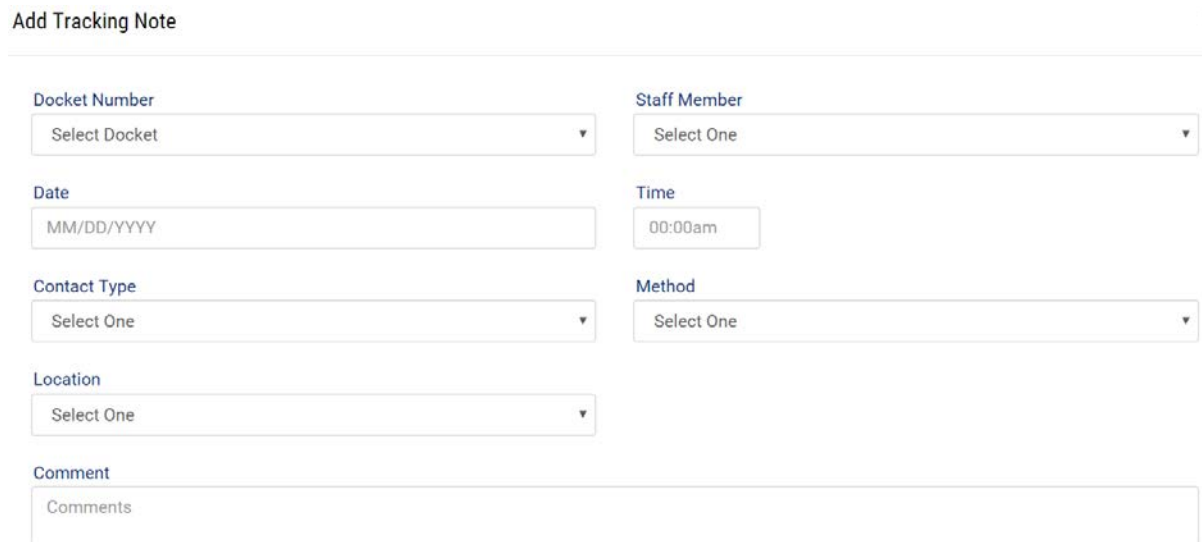
## 5.10 Tracking Notes

As it is extremely important that a Probation Officer document their activity associate with the probationer, this utility is provided allowing for that data entry.

Select **Tracking Notes** from the menu located on the left hand side of the page and the user may select Adding Tracking Note or completed a search on a previous Tracking Note.



When selecting Add Tracking Note, the following utility will be opened allowing for the new note to be entered.



The drop down lookup tables are attached to the fields of Docket Number, Staff Member, Contact Type, Method, and Location. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Docket Number, Staff Member, Time, Date, Contact Type, Method, Location, and Comment**

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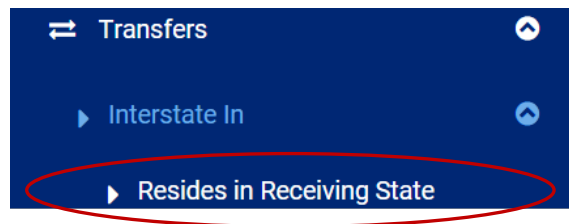
## 6 Transfers

An effort has been made to make certain the ICMS operationally is in compliance with the Interstater Commission for Adult Offender Supervision (ICAOS). It is for this reason there are four modules in the ICMS to handle Interstate Transfers: Interstate In – Resides in Receiving State, Interstate In – Does not Reside in Receiving State, Interstate Out – Resides in receiving State, and Interstate Out – Does not Reside in Reside in receiving State.

---

### 6.1 Interstate In – Resides in Receiving State

Please select Transfers in the menu on the left hand side of the menu page and then click on Interstate In and then on Resides in receiving State.



Click on  and the following utility will open.



## Add Interstate In Transfer Residing

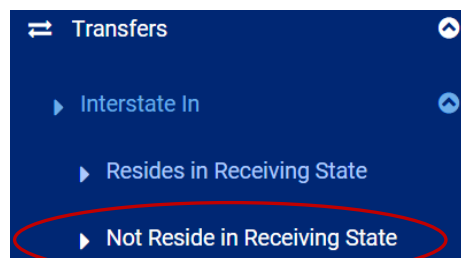
Docket Number	<input type="text" value="Select Docket"/>	Transfer Type	<input type="text" value="Select One"/>
Reason Reporting Instructions Received	<input type="text" value="Select One"/>	Reporting Instructions Decision	<input type="text" value="Select One"/>
Date Reporting Instructions Received	<input type="text" value="MM/DD/YYYY"/>	Date Reporting Instructions Decision	<input type="text" value="MM/DD/YYYY"/>
Offender Directed To Return	<input type="text" value="UnSpecified"/>	Date Requested To Return	<input type="text" value="MM/DD/YYYY"/>
Travel permit Received	<input type="text" value="UnSpecified"/>		

The drop down lookup tables are attached to the fields of Docket Number, Reason Reporting Instructions Received, Reporting Instructions Decision, Offender Directed to Return, and Travel Permit Received. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Reason Reporting Instructions Received, Transfer Type, and Date Reporting Instructions Received**

## 6.2 Interstate In – Not Residing in Receiving State

Please select Transfers in the menu on the left hand side of the Menu page and then click on Interstate In and then on Not Residing in Receiving State.



**Add Interstate Transfer**

Click on and the following utility will open.

#### Add Interstate In Transfer Non Residing

<b>Docket Number</b> Select Docket	<b>Decision Date</b> MM/DD/YYYY
<b>Transfer Decision by Compact Office</b> Select One	
<b>Transfer Requests Received</b> * Select all that apply	
<input type="checkbox"/> Conditions of Supervision	<input type="checkbox"/> Copy of Signed Offender App.
<input type="checkbox"/> Court Ordered Financial Obligations	<input type="checkbox"/> Instant Offense Details
<input type="checkbox"/> Photograph of Offender	<input type="checkbox"/> PSI
<input type="checkbox"/> Supervision History	
<b>Sex Offender Transfer Request</b> <input type="checkbox"/>	<b>Received Date (Local Office)</b> MM/DD/YYYY
<b>Transfer State</b> Select One	<b>Transfer Type</b> Select One
<b>Projected Release Date</b> MM/DD/YYYY	
<b>Accepted Date</b> MM/DD/YYYY	<b>Reporting Instructions Received</b> <input type="checkbox"/>
<b>Case Closure Reason</b> Select One	<b>Case Closure Date</b> MM/DD/YYYY

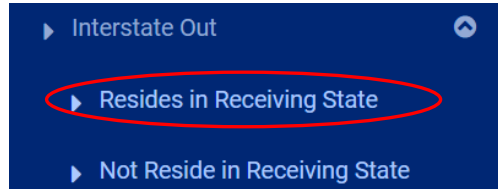
The drop down lookup tables are attached to the fields of Docket Number, Transfer Decision by Compact Office, Transfer request Received, Transfer State, and Transfer Type. The User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Docket number, Transfer Decision by Compact Office, Decision date, Received Date, Transfer State, and Transfer Type**

---

## 6.3 Interstate Out – Resides in Receiving State

Please select Transfers in the menu on the left hand side of the Menu page and then click on Interstate Out and then on Resides in Receiving State.



**Add Interstate Transfer**

Click on **Add Interstate Transfer** and the following utility will open.

Add Interstate Out Transfer Residing

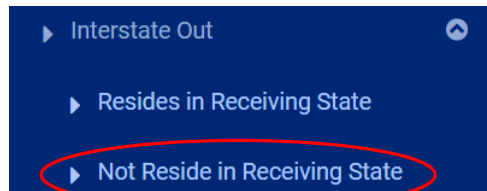
Docket Number	
Select Docket	
Reason Reporting Instructions Sent	
* Select all that apply	
<input type="checkbox"/> Employment Transfer/Family Member	<input type="checkbox"/> Expedited
<input type="checkbox"/> Resides w/Family of Military Member	<input type="checkbox"/> Military Member
<input type="checkbox"/> Offender Employment	<input type="checkbox"/> Offender Living in State/Time of Sentencing
<input type="checkbox"/> Offender Returning to Sending State	
Transfer State	
Select One	
Date Reporting Instructions Sent	Reporting Instructions Decision
MM/DD/YYYY	Select One
Date Reporting Instructions Decision	Transfer Type
MM/DD/YYYY	Select One
Offender Directed To Return	Date Requested To Return
UnSpecified	MM/DD/YYYY
Travel Permit Approved	

The drop down lookup tables are attached to the fields of Docket Number, Reason Reporting Instructions Sent, Transfer State, Reporting Instructions Decision, Transfer Type, Offender Directed to Return, and Travel Permit Approved. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

Required Fields: Transfer State, Date reporting Instructions Sent, and Transfer Type

## 6.4 Interstate Out – Not Residing in Receiving State

Please select Transfers in the menu on the left hand side of the Menu page and then click on Interstate Out and then on Not Residing in Receiving State.



Click on **Add Interstate Transfer** and the following utility will open.

Add Interstate Out Transfer Non Residing

<b>Docket Number</b> Select Docket	
<b>Transfer Requests Sent</b> <input type="checkbox"/> Conditions of Supervision <input type="checkbox"/> Court Ordered Financial Obligations <input type="checkbox"/> Photograph of Offender <input type="checkbox"/> Supervision History	<input type="checkbox"/> Copy of Signed Offender App. <input type="checkbox"/> Instant Offense Details <input type="checkbox"/> PSI
<b>Sex Offender Transfer Request</b> <input type="checkbox"/>	<b>Transfer Out Date To Compact Office</b> MM/DD/YYYY
<b>Transfer State</b> Select One	<b>Transfer Type</b> Select One
<b>Projected Release Date</b> MM/DD/YYYY	<b>Transfer Accepted By Compact Office</b> <input type="checkbox"/>
<b>Reporting Instructions Sent</b> <input type="checkbox"/>	
<b>Case Closed Reason</b> Select One	<b>Date Case Closed</b> MM/DD/YYYY

The drop down lookup tables are attached to the fields of Docket Number, transfer requests Sent, Transfer State, Transfer Type, and Case Closed Reason. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Transfer Out Date to Compact Office, Transfer State, Transfer Type, and Case Closed Reason**

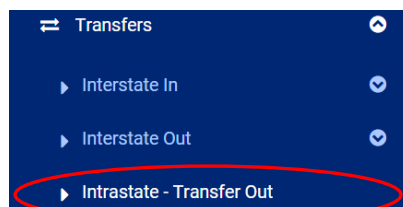
## Intrastate Transfers

As there is a need to track probationers who are moving to another part of the district or jurisdiction, the ICMS has the following two modules. These two modules will allow for tracking those probationers who are moving within the district/jurisdiction from one office to another.

---

## 6.5 Intrastate – Transfer Out

Please select Transfers in the menu on the left hand side of the Menu page and then click on Intrastate Out.



Click on [Add Intrastate Transfer](#) and the following utility will open.

## Add Intrastate Transfer (Out)

---

**Docket Number**  
Select Docket

**Transfer Out Date**  
MM/DD/YYYY

**Transfer To District/County**  
Transfer To District/County

**Transfer Requirements Met**

- Case Management Assignments Met
- Public Safety
- Suitable Residence
- In Compliance with Probation Condition
- Suitable Associates

**Transfer Purpose**

- Best Interest of Probationer
- Education
- Inpatient Treatment
- Counseling Program
- Employment
- Outpatient Treatment

**Transfer Accepted**

**Decision Date**  
MM/DD/YYYY

**Comments**  
Comments

---

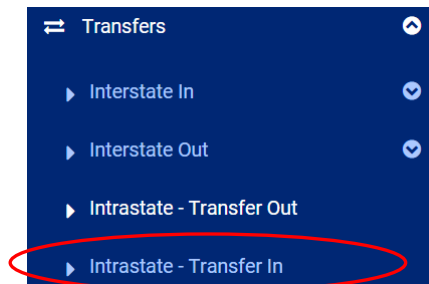
The drop down lookup tables are attached to the fields of Docket Number, Transfer Requirements Met, and Transfer Purpose. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Transfer Out Date and Transfer to District/County**

---

## 6.6 Intrastate – Transfer In

Please select Transfers in the menu on the left hand side of the Menu page and then click on Intrastate In.



**Add IntraState Transfer**

Click on **Add IntraState Transfer** and the following utility will open.

Add IntraState Transfer (In)

---

**Docket Number**  
Select Docket ▼

**Transferred Received Date**  
MM/DD/YYYY

**Transfer From District/County**  
Transfer From District/County

**Transfer Requirements Met**

- Case Management Assignments Met
- Public Safety
- Suitable Residence
- In Compliance with Probation Condition
- Suitable Associates

**Transfer Purpose**

- Best Interest of Probationer
- Education
- Inpatient Treatment
- Counseling Program
- Employment
- Outpatient Treatment

**Transfer Accepted**

**Decision Date**  
MM/DD/YYYY

**Comments**  
Comments

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The drop down lookup tables are attached to the fields of Docket Number, Transfer Requirements Met, and Transfer Purpose. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Transfer Received Date**

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## 7 Discharge

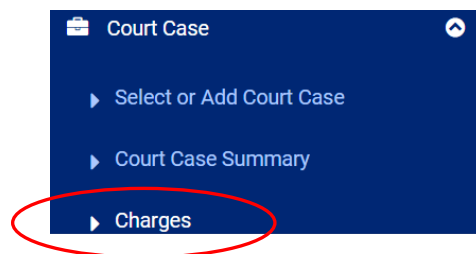
One of the major modules of the ICMS is a tool which provides the opportunity for Case Planning. One of the major factors a probation office will have in mind while they are Case Planning is for the probationer to one day be successfully discharged from probation. With that in mind, the user may proceed and document the Discharge Type in the ICMS.

Once the Discharge information is entered and saved, except for modifying the Offender's Personal Information, Court or Case Planning cannot be changed.

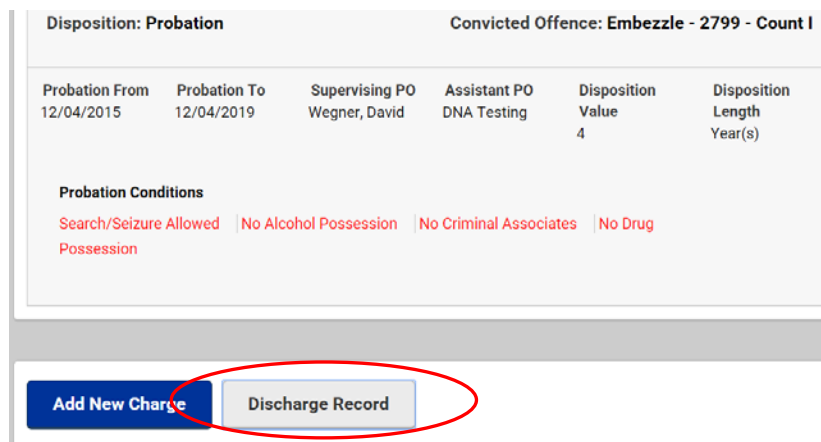
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### 7.1 Discharge

Please select Charges on the menu which is located on the left side of the opening page of the ICMS.



The Charge page will open and then click on Discharge.





The following utility will open so you can appropriately enter Discharge information.

Discharge Court Case

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Date	<input type="text" value="MM/DD/YYYY"/>	Discharge Type	<input type="text" value="Select One"/>
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The drop down lookup tables are attached to the fields of Discharge Type. User may select the appropriate data which describes the Drug Test. These lookup tables may be customized at the request of the Chief Probation Officer.

**Required Fields: Date and Discharge Type**