



CSTS STANDARDS MANUAL

Spring 2016

NOTES FOR USING THIS STANDARDS MANUAL

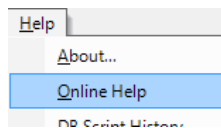
Even though there are screen shots in the manual, the most effective way to use this information is to have CSTS open at the same time you are reading the document.

The standards identified in this manual are the result of work completed by the CSTS Standards Committee. The Committee meets monthly to answer questions, identify new standards needed based on CSTS upgrades, and discusses open issues. The Standards Chair(s) report to the CSTS Executive Committee.

Standards are intended to be used by all agencies so that consistency in data entry is maintained across counties. This facilitates the transfer of information across agencies, and provides equitable comparisons across agencies for reporting purposes.

The Standards Manual will always be a work in progress. Revision dates are identified in the lower left footer. As changes are made, the revision dates will be updated, and a summary of the changes will be included in the Appendices for reference, along with the date the changes were included in the manual.

Other help for using CSTS can be found in the online Help in CSTS. Note for Use: Sometimes after a release, the Online Help may not return information. See Appendix D for instructions on how to fix.



Manual Structure:

- Headings are the CSTS “buckets,” as shown along the left side of the CSTS screens.
- The manual is set up alphabetically by heading.
- Within headings, items are listed in the order that they appear on the screen.
- Screenshots are of data entry screens that appear when the user selects “Add.”
- Special Terms/Phrases
 - “Note for Use” provides some suggestions and examples for use.
 - “Predefined list” indicates that the values are from a locked down table, ie. agencies cannot add/edit/or delete the values in the reference tables.
 - “Dropdown box” indicates that the agency can set up the values in references tables to be displayed and chosen.
- The Standards Manual document will reside on both the STI and MCCC websites and will be considered the most current manual.
- Comments and suggestions are always welcome. Contact the CSTS Standards Chair(s) via the website WWW.MNCCC.ORG.

TABLE OF CONTENTS

Icons	3
-----------------------------	---

CLIENT SCREEN INFORMATION

Addresses	4
Agent History	5
Alerts	6
Aliases	7
Contact Plan (CCP)	7
Detail (Client)	9
Education	11
Emp./Income	11
Fees	12
Intrastate	13
Phone Numbers	13
POR	13
PSC	14
Relationships	14
Status History (Client)	15
Summary	15
Sup. Lvl/Assmt	15
Supervising Location	16
Work Service	17

CASE SCREEN INFORMATION

Agent Work	18
Status History (Case)	19
Cases	20

CLIENT AND CASE SCREEN INFORMATION

Activities	24
Chronos	24
Conditions	25
Documents	28
Victims	29
Warrants	29
Other IDs	30

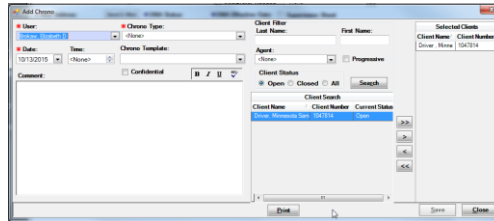
Appendices	31
----------------------------------	----

Hover over the icon to identify its function.



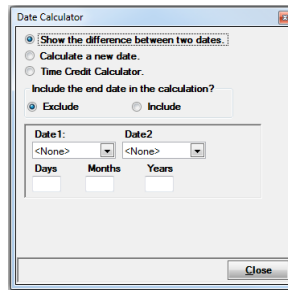
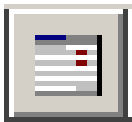
ADD NEW CLIENT CHRONO:

Opens a chrono screen which can be linked to the current client or search for a different client.



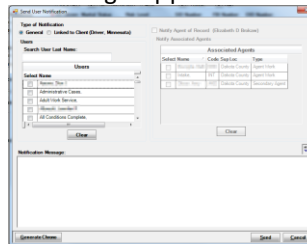
SHOW DATE CALCULATOR

Determine the number of days between various dates.



SEND NOTIFICATION

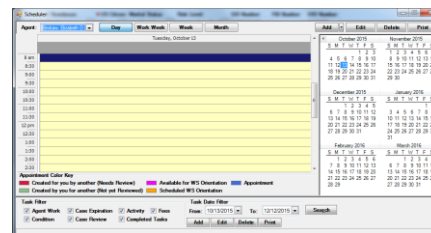
Sends a message to any active user in CSTS. The message appears in the user's Message Center.



SHOW CALENDAR



Opens the scheduler feature.



CLIENT SCREEN INFORMATION

ADDRESSES

CLIENT SCREEN

ADDRESS DETAILS TAB

Effective Date

Enter date of address change or date the agent became aware of the change.

Verified Date

Enter the date the address was verified using one or more of the following examples: home visit, mail received, driver's license, property search, etc.

Physical Address

Client physical address for visits and merge documents.

Mailing Address

Client's mailing address for letters.

Formatting Complete

Check if address conforms to postal standards.

Valid Address

Check if address is complete. Used for sending merge letters to "valid addresses only." Note for Use: If left unchecked, may adversely affect batch letters, such as those for group reporting or fees.

Predatory Placement

Identifies that the client is a predatory offender and is living in a location where appropriate paperwork must be filed with BCA. Box must be checked to access predatory placement tab. Note for Use: A new address cannot be added or a client cannot be closed until a previous "predatory placement" is closed out.

Owns residence

Check box if client owns residence.

Predefined Facilities

Select from dropdown box if residence is a facility or agency specific address such as a treatment center, halfway house, etc. Note for Use: The CSTS standard is to create "No Permanent Address," "ICE-Awaiting Deportation" and "ICE-Deported" as predefined facilities. If a pre-defined facility is chosen the majority of address information will be grayed out on the screen.

Facility Contact Name

Enter contact person at the facility.

Facility Telephone

Enter main facility number or the contact person's number.

Additional Name Line

Enter C/O information.

in Household

Enter number of persons in client's household.

Living Arrangements

Select from predefined dropdown field to identify who the client is living with.

Street Info Number

Enter house or residence number.

Pre-Directional

Select from predefined list to specify direction (for example, NE) which comes before the street name.

Street

Enter the street name.

Suffix

Select from predefined list to specify address suffix (for example, Ave).

Post Directional

Select from predefined list to specify direction (for example, SW) after the street name.

Supplemental Info Type

Select type of supplemental information for address; for use with route and box numbers.

Box/Route

Enter number relating to the supplemental information.

Secondary Unit Info Type

Select unit information such as apartment, suite, etc. from predefined list.

Number

Enter number of secondary unit.

City

Select city from predefined list.

State

Select state, Canadian Province or US Territory code from dropdown box.

Zip

Enter five or nine digit zip code.

Country

Select country of residence from dropdown box.

Update Client County of Residence

Check box if you want to update county of residence. When selected choose county from dropdown box. Note for use: It is important for intrastate transfers to have the correct county reflect for latest address.

Update Client Email Address

Check box if you want to enter an email address. When selected, enter email address. Note for Use: email address can also be entered/updated on client detail screen.

Show Map Button

Links to website

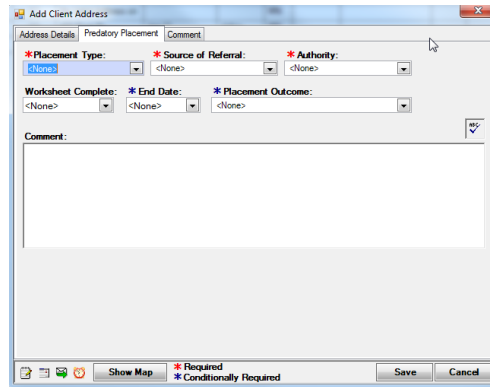
Comment Tab

Free-form text for comments related to client address

Note for Use: For questions on any of the above address details, consult USPS: <http://pe.usps.gov/text/pub28/welcome.htm>

ADDRESS SCREEN: PREDATORY PLACEMENT TAB

A predatory placement refers to a location where a predatory offender is residing and the location is a type which requires paper work to be filed with the BCA, such as nursing home, treatment center.

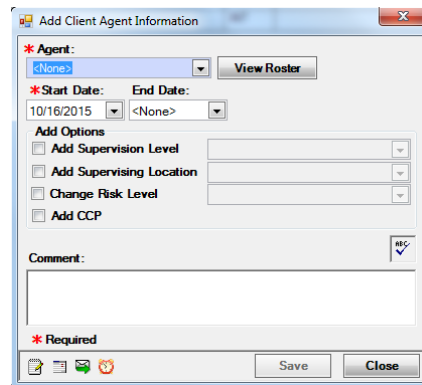


Placement Type	Select appropriate facility type from predefined list.
Source of Referral	Select appropriate referral source from predefined list.
Authority	Select appropriate placement authority from predefined list.
Worksheet Complete	Enter date of completion of "BCA Notice to Facility Administrator" form.
End Date	Enter date predatory placement ended.
Placement Outcome	Select appropriate option from predefined list when an end date is entered.
Comment	Free-form text for comments related to predatory placement.

AGENT HISTORY

CLIENT SCREEN

Always ADD a new record in order to maintain the history of agent assignments.



Agent:	Select assigned agent from dropdown list.
View Roster	Displays any agent rosters created. Note for Use: Agent rosters are created in the administrative section under Miscellaneous.
Start Date	Enter date agent was assigned. Triggers a message center notification to agent.
End Date	Auto-fills when new agent is added or when client is closed.
Add Supervision Level	Check box and select supervision level from dropdown box.
Add Supervising Location	Check box and select location from dropdown box.
Change Risk Level	Check box and select level from dropdown box.
Add CCP (Client Contact Plan)	[
Comment	Free-form text for additional comments regarding agent assignment.

Alert Type

Select alert from predefined list. The “display character” for the alert will display in the client’s row on the main search grid.

If substance abuse is chosen as an alert type then you must complete additional fields:

Substance Prescriber Name

Enter prescriber name for substance

Substance Category

Select from predefined categories for appropriate substance category.

Substance Name

Enter name of substance

Other Substance Name

Choose substance name from dropdown box.

Amount

Enter amount

Frequency

Choose frequency from dropdown box.

Substance Use Status

Select status from predefined list.

Alert Level

Select alert level from predefined list. Note for Use: A “Primary” alert will display on main search grid as capital letter(s); an “Other” alert will display as lower-case letter(s). Primary alerts will also trigger the display of “Alert” at top right corner of all screens.

Start Date

Enter date alert became effective.

End Date

Enter date alert ended.

Entered Date

Auto-populates with current date.

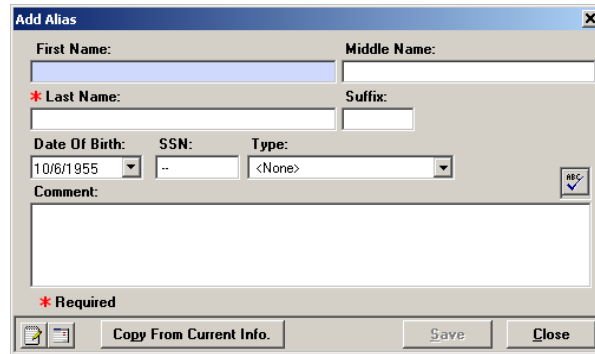
Military Related

Check if alert is military related.

Comment

Free-form text for comments related to alerts.

Use for variances from legal name, DOB or SSN. Note for Use: An asterisk (*) will show to the left of the client's name on the main search screen if the client *has* an alias. A check mark will show if the name *is* an alias.



The 'Add Alias' dialog box contains the following fields and controls:

- First Name:** Text input field.
- Middle Name:** Text input field.
- * Last Name:** Text input field, with an asterisk indicating it is required.
- Suffix:** Text input field.
- Date Of Birth:** Dropdown menu with '10/6/1955' selected.
- SSN:** Text input field with two dashes '--'.
- Type:** Dropdown menu with '<None>' selected.
- Comment:** Large text area for free-form text.
- * Required:** Legend indicating that fields with an asterisk are required.
- Buttons:** 'Copy From Current Info.', 'Save', and 'Close'.

First, Middle, Last Name
Date of Birth

Enter all spellings of names which are associated with client.

Enter date of birth if this is information different from primary client record (client detail screen).

SSN

Enter SSN if different than value on primary client record (client detail screen).

Type

Select alias type from predefined list.

Comments

Free-form text for comments related to aliases.

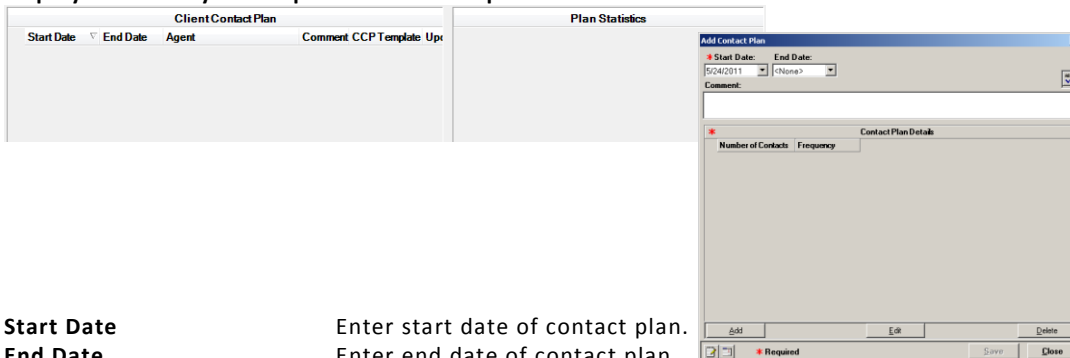
Copy From Current Info.

Click to copy current information, then modify to create new record.

CONTACT PLAN (CCP)

CLIENT SCREEN

The Contact Plan tracks contacts per client based on supervision level and/or individually as predefined. Plan Statistics display the history of the previous contact plan.



The image shows two overlapping windows from the Client Screen:

- Client Contact Plan:** A table with columns: Start Date, End Date, Agent, Comment, CCPTemplate, Up.
- Add Contact Plan:** A dialog box with fields for Start Date (5/24/2011), End Date (<None>), and Comment. It also has a 'Contact Plan Details' section with a table for Number of Contacts and Frequency.

Start Date

Enter start date of contact plan.

End Date

Enter end date of contact plan.

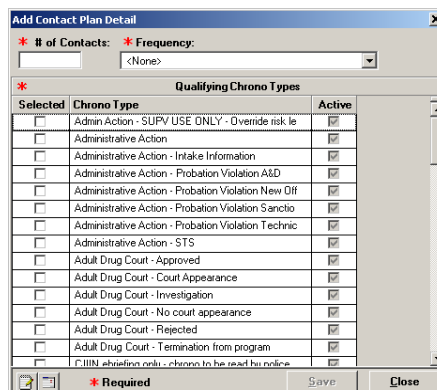
Comment

Free-form text for comments related to contact plan.

CONTACT PLAN:

CONTACT PLAN DETAILS TAB

Defines the types of contacts (using chrono type codes) and the number of contacts for a particular contact plan.



The 'Add Contact Plan Detail' dialog box contains the following fields and controls:

- * # of Contacts:** Text input field.
- * Frequency:** Dropdown menu with '<None>' selected.
- * Qualifying Chrono Types:** A table with columns: Selected, Chrono Type, Active.

Selected	Chrono Type	Active
<input type="checkbox"/>	Admin Action - SUPV USE ONLY - Override risk le	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - Intake Information	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - Probation Violation ASD	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - Probation Violation New Off	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - Probation Violation Sanctio	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - Probation Violation Technic	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Administrative Action - STS	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - Court Appearance	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - Investigation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - No court appearance	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - Rejected	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adult Drug Court - Termination from program	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHIN, ehiefins only - chrono to be read by police	<input checked="" type="checkbox"/>
- * Required:** Legend indicating that fields with an asterisk are required.
- Buttons:** 'Save' and 'Close'.

of Contacts

Enter number which is the expected number of contacts for frequency selected.

Frequency

Select frequency of contacts from predefined list.

Qualifying Chrono Type

Check chrono type(s) which will identify a chrono as a contact to be counted for the plan.

Revised 07/2016

First Name	Enter client's first name.
Middle Name	Enter client's middle name. Note for use: Leave blank when client has no middle name, do not use NMN.
Last Name	Enter client's legal last name. Note for Use: Enter other common spellings (such as with/without hyphen or apostrophe) as aliases.
Suffix	Enter client suffix (ex: Jr, Sr., III).
Client Number	Unique number assigned to client. Note for Use: System can be set, in administration module, to automatically assign number or let user enter the number.
Date of Birth	Enter date of birth of client; if unknown, leave blank.
Age	System auto populates age.
Social Security Number	Enter SSN; if a client does not have a social security number, leave the SSN field blank.
Adult/Juvenile	Enter A for Adult; J for Juvenile.
Gender	Select gender from predefined list. Note for Use: Administrators can set a default option.
Supervision Level	Auto-populates from the supervision level screen.
County of Residence	Select county of residence from dropdown box.
US Citizen	Select status from predefined list.
Marital Status	Select legal marital status from predefined list.
Risk Level	Choose risk level from dropdown box.
SID Number	Enter Minnesota state ID number as provided by BCA or NCIC. Note for Use: Always start with 'MN'. If SID is not available, enter NAMmddyyyy, ex: NA04012004 indicates that the information was not available as of 4/1/20014. This SID is important in DOC applications, such as SSS.
FBI Number	Enter FBI number provided by BCA and/or NCIC.
OID Number	Enter Offender Identification Number (OID) assigned by the MN Department of Corrections (DOC).
AFIS Index	Enter Automated Fingerprint Information System number.
Alien Number	Enter Alien Registration Number. Note for use: This is a ten-digit number starting with A0 (zero) followed by eight numbers.
Interpreter Needed	Check if an interpreter is needed for the client.
Language Spoken	Select language spoken by the client, from predefined list.
E-Mail Address	Enter client e-mail address.
Send E-Mail Button	Click to create an Outlook e-mail message addressed to shown email address
DNA Status	Select status from predefined list.
DNA Effective Date	Enter date the selected DNA status became effective.
Supervision Sheet	Check if client is to be included in batch printing of supervision sheets.
Client Label	Check if client is to be included in batch printing of client labels.
# of Children	Enter client's number of children.
# of Dependents	Enter client's number of dependents.
Client Agency Defined ID	Enter agency defined ID.
Veteran	Check if client served or is serving in the military.
Confidential Client	Check if chronos and documents are to be marked as confidential.
Driver License Number	Enter driver license number without spaces or dashes.
Driver License State	Select state code for state issuing license, from predefined list.
Supervising Location	Auto-populates from supervising location
Supervising County	Auto-populates from supervising location
Client Status	Auto-populates the effective date from most recent client status history record.
Effective Date	Auto-populates status from the most recent client status history record.
Created By	Auto-populates with name of user who created the client record.
Create Date	Auto-populates with date the client record was created.
Last Updated By	Auto-populates with name of user who last updated the client record.
Update Date	Auto-populates the date the client record was last updated.

CLIENT SCREEN: F3 -- PHYSICAL DESCRIPTION TAB

Hair Color	Select hair color from predefined list.
Eye Color	Select eye color from predefined list.
Race	Select race from dropdown box. Note for Use: Race choices should match US Census short-form options. Client should self-select race.
Ethnic Origin	Select ethnic origin from dropdown box. Note for Use: Hispanic is the original intended use for this field. Other uses are agency specific.
Height	Enter height in feet and inches.
Weight	Weight of client, in pounds.
Physical Features	Free-form text for comments related to scars, marks or tattoos to identify client
Primary Photo	Displays the photo marked as primary on the F4 tab.

CLIENT SCREEN: F4 – PHOTOS TAB

Description	Enter text to identify the type of photo such as mug shot, right side, tattoo, scars.
Photo	Displays photo.
Effective Date	Enter date photo was entered into CSTS or date photo was taken.
Primary	Check if this is primary photo. Note for Use: If checked, this will be the photo displayed on F3 tab, merged into documents, and exported.

CLIENT SCREEN: F5 – COMMENT TAB

Comment	Free-form text for agency specific use.
----------------	---

CLIENT SCREEN: F6 – CLIENT ORIGIN TAB

Birth City	Enter the city the client was born in.
Birth State	Select the state the client was born in, from predefined list.
Birth Country	Select the country the client was born in, from predefined list.
Previous Residency City	Enter city where the client lived prior to supervision.
Previous Residency State	Select state where the client lived prior to supervision, from predefined list.
Previous Residency Year Moved	Enter the year when the client moved from previous residence.

CLIENT SCREEN: F7 – USER DEFINED TAB

Agency can define 5 fields with dropdown values and 1 field, which is free-form text. Note for Use: These fields are setup in the administration module, under Miscellaneous.

The screenshot shows the 'F7 - User Defined' tab within an administrative interface. The tab contains five dropdown menus, each labeled 'Client Caption 1' through 'Client Caption 5'. Each dropdown menu has a 'None' option selected. Below these dropdowns is a large text area labeled 'Client User Defined Text'.

CLIENT SCREEN: F8 -- OFFENSE HISTORY TAB

The offense history tab allows users to maintain the client's prior offense record. Any offense history information created in the violation module, entered manually on the F8 tab, or obtained with a "Get MNCIS" will display.

[F3 - General](#) |
 [F3 - Physical Description](#) * |
 [F4 - Photos](#) |
 [F5 - Comments](#) |
 [F6 - Client Origin](#) |
 [F7 - User Defined](#) |
 [F8 - Offense History](#) * |
 [Data Exchange Info](#) |
 [Instructions](#)

[Get MNCAS Data](#)

MNCAS Offense History

Effective Date	Case Number	Sort Category	Offense Date	Offense	Level	County	Sentence Date/Response	Disposition Date
11/24/2014	PRCH13	Felony	01/16/2008	DOB	Felony	Madison MS	2 yrs probation	
11/24/2014	PRCH6	Misdemeanor	01/24/2008	DOC	misdemeanor	Scott	Prison Management	
11/24/2014	PRCH6	Grass Maintenance	01/11/2013	Public Nuisance	GM	Douglas	30/3/13	

[Add](#)

[Edit](#)

CLIENT SCREEN: DATA EXCHANGE INFO TAB – NO DATA ENTRY

Auto-populates with client information from the processing of an in-coming COMS transfer.

[illegible]

CLIENT SCREEN: INTRASTATE TAB – NO DATA ENTRY

Auto-populates with case information from the processing of in-coming intrastate transfer.

Prior Agency Case Status History:			
10/4/2013 -	Open Probation	Transfer Out Pending	
8/13/2013 - 10/3/2013	Open Pre-Trial/disposition	Conditional Release/psi	
8/2/2013 - 8/12/2013	Open Pre-Trial/disposition	Investigation-Warrant	
6/5/2013 - 8/7/2013	Open Pre-Trial/disposition	Conditional Release/psi	
5/30/2013 - 6/4/2013	Open Pre-Trial/disposition	Conditional Release	
4/4/2013 - 5/29/2013	Open Pre-Trial/disposition	Conditional Release/Pre plea Worksheet	
2/26/2013 - 4/3/2013	Open Pre-Trial/disposition	Conditional Release	
2/25/2013 - 2/25/2013	Open Pre-Trial/disposition	Investigation-Bail Evaluation	
Prior Agency Other IDs:			

Always ADD a new education row to maintain history.

School

District

Current

Highest Completed

Status

Effective Date

Comment

Select school name from dropdown box.

Auto-populates if a district has been associated with the selected school name. Note for Use: School and district are linked during setup in the administration module.

Select current education level from predefined list.

Select highest education level completed from predefined list.

Select education status from predefined list.

Enter the date the education status was effective.

Free-form text for comments related to education.

Employment History - Always ADD a new row to maintain history. To add a new record, highlight the “Employment History” section header and click Add or choose “Add Employment” from the dropdown arrow choices on the Add button.

Name

Employer Telephone

Employer Fax

Employer Aware of Case

Status

Start Date

End Date

Merge

Employee Telephone

Extension

Hours of work

Pay Rate

Per

Contact Name

Date Verified

Comment

Enter employer name. When appropriate, this may be a job title instead of specific employer, ex: “Cabinet Maker”, “Self Employed”.

Enter employer’s main telephone number.

Enter employer’s main fax number.

Check if client’s employer is aware of case.

Select employment status from predefined list.

Enter start date of employment.

Enter end date of employment.

Check box to select the record as the one to use in merge documents.

Enter client’s phone number at place of employment.

Enter client’s phone number extension at place of employment.

Enter hours of work as free-form text, ex: Mon-Fri, 8:00-4:30.

Enter dollar amount for rate of pay.

Select compensation unit from predefined list.

Enter employer contact name.

Enter date employment was verified.

Free-form text for comments related to employment.

Other Income History - To add a new record, highlight “Other Income History” section header and click Add or choose “Add Income” from the dropdown arrow choices on the Add button.

The 'Add Other Income' dialog box includes the following fields and controls:

- * Start Date:** A date selection dropdown.
- End Date:** A date selection dropdown with '<None>' as the default.
- * Income Source:** A dropdown menu with '<None>' as the default.
- * Monthly Amount:** A text input field.
- Comment:** A large text area for free-form text.
- * Required:** A legend indicating that red asterisks denote required fields.
- Buttons:** 'Save' and 'Close' buttons at the bottom right.

Start Date	Enter beginning date of other income source.
End Date	Enter end date of other income source.
Income Source	Select other income source from predefined list.
Monthly Amount	Enter amount of monthly income from other income source.
Comment	Free-form text for comments related to other income.

FEES

CLIENT SCREEN

The 'Add Fee' dialog box includes the following fields and controls:

- Client / Case:** Radio buttons to select the entity type.
- * Case Number:** A dropdown menu with '<None>' as the default.
- Invoice#:** A text input field.
- * Fee Type:** A dropdown menu with '<None>' as the default.
- * Fee Multiple:** A text input field.
- * Fee Date:** A date selection dropdown with '<None>' as the default.
- Fee Amount:** A text input field.
- Legend:** Red asterisks for 'Required' fields and blue asterisks for 'Conditionally Required' fields.
- Buttons:** 'Save' and 'Close' buttons at the bottom right.

Case Number	Select case number from cases listed in dropdown box.
Invoice #	Auto-populates with next sequential invoice number.
Fee Multiple	Enter fee multiple.
Fee Date	Enter date fee is effective.
Fee Amount	Fee populates, based on definitions from reference table created in administration module.

Information in this area will display information on incoming and outgoing intrastate transfer requests for the client. With appropriate permissions, you can accept or reject a case listed on this screen. Note for Use: Use the "+" to expand a row for more detail; use the "-" to collapse the row.

Message Date	Message Status	Info. Requests Sent	Info. Replies Sent	Addtl. Info. Sent	Outstanding Info. Req
10/09/2013	Transfer Request has been Accepted	0	0	0	<input type="checkbox"/>
Transfer Replies					
Reply Date	Accepted	Investigation Complete Date	Address Different From Request	Employment Different From Request	
11/26/2013	<input checked="" type="checkbox"/>	11/26/2013	<input type="checkbox"/>	<input type="checkbox"/>	Subject repo 9am. Please
Transfer Cases					
Case Number	Case Description				
82-CR-13-749	Ct 1: Drugs - 5th Degree - Possess Schedule 1,2,3,4 - Not Small Amount Marijuana				

Always ADD a new row to maintain history.

Primary

Check if this is the primary phone number for the client.

Effective Date

Enter date the phone number became effective or the date the agent became aware of the phone number.

Telephone Type

Select telephone type from predefined list.

Telephone Number

Enter phone number with area code.

Extension

Enter extension number if applicable.

Comment

Free-form text for comments regarding phone numbers.

To maintain history, always ADD a new Predatory Offender Registration (POR) record. For additional information regarding POR, see the BCA website at: <https://por.state.mn.us/PredatorFAQ.aspx>

Effective Date

Enter agency defined date.

Registration Status

Select registration status from predefined list.

BCA/POR Expiration Date

Enter the expiration date listed on the BCA's POR website. Note for Use: For clients with lifetime registration, use 12/31/9999 as the expiration date.

Community Notification Level

Select appropriate level from predefined list.

POR Offender ID

Comment

Enter POR Offender ID, obtained from BCA POR website.

Free-form text regarding predatory offender registration.

PSC

CLIENT SCREEN

PSC (Probation Service Center)

Optional use as defined by agency.

The PSC module provides agencies with the functionality to track and manage groups of clients. Specifics are not given in this manual.

RELATIONSHIPS

CLIENT SCREEN

The screenshot shows a web-based form titled "Add Relationship". It contains several sections: "Relationship Type" with a dropdown menu; checkboxes for "Responsible Entity", "Emergency Contact", and "Living with Client"; name fields for "First Name", "Middle Name", "Last Name", and "Suffix"; "Attorney Bar #", "SSN", and a "Financially Responsible" checkbox; a "Comment" text area; a "Conditionally Required" checkbox; an "Address" section with fields for "Effective Date", "Mailing", "Additional Name Line", "Street Address", "Secondary Unit", "State", and "Zip Code"; a "Telephone Numbers" section with fields for "Telephone Type", "Primary", "Telephone Number", and "Extension"; and a "Copy Client Phone" checkbox. At the bottom, there are buttons for "Copy Client Address", "Show Map", "Add", "Edit", "Delete", "Save", and "Close".

Relationship Type

Responsible Entity

Emergency Contact

Living with Client

First Name

Middle Name

Last Name

Suffix

Attorney Bar #

Financially Responsible

SSN

Comment

Addresses

Telephone Numbers

Select relationship type from predefined list in dropdown box. Note for Use: These relationship types are also available on the victim screen.

Check if the relation is the entity responsible for the client.

Check if this relation is an emergency contact.

Check if this relation lives with client.

Enter first name

Enter middle name

Enter last name

Enter name suffix

Enter attorney bar number. Note for Use: If a "Get MNCIS" is done, this number will populate from MNCIS.

Check if this relation is financially responsible for the client.

Enter SSN when relation is financially responsible for the client.

Free-form text field for information related to the relationship.

Click on "Add" to enter address for this relationship or "Copy client address" to create a relationship address. Note for Use: See Client Address screen for explanation of fields.

Enter telephone information or click on "Copy client address" to create a relationship address. Note for Use: See Client Phone Number screen for explanation of fields.

Tracks the open/closed status of client. Always ADD a new row to maintain history.

Status

Select status from dropdown box.

Effective Date

Enter date status became effective.

Comment

Free-form text regarding status history.

SUMMARY

CLIENT – NO DATA ENTRY

Displays information from various screens to provide an overview of client and case(s). Use the Expand icon (+) next to the section headers to display additional information.

SUP.LVL/ASSMT

CLIENT SCREEN

Supervision Level History -- Always ADD a new supervision level to maintain history. To add, highlight the Supervision Level section header and click Add or use the drop-down arrow on the Add button to select "Add Supervision Level".

Supervision Level

Select supervision level from dropdown box.

Effective Date

Enter date supervision level was assigned.

Add Supervising Location

Check to enter supervising location and choose location from dropdown list.

Add Agent

Check to enter agent and choose agent from dropdown list.

Change Risk Level

Check to enter risk level and choose risk level from dropdown list.

Add CCP (Client Contact Plan)	Check box to add a client contact plan (CCP) if supervision level has a CCP template defined.
Comment	Free-form text regarding supervision level.

Risk Assessment History – To add, highlight the Risk Assessment History section header and click Add, or use the drop-down arrow on the Add button to select “Add Risk Assessment”.

Assessment Type	Choose assessment type from predefined list.
Assessment Date	Enter date assessment completed
Assessment Score	Enter assessment score
Comment	Free-form text regarding assessment

SUPERVISING LOCATION

CLIENT SCREEN

Supervising location refers to the supervising unit/location for the client. Always add a new supervising location to maintain history; information auto-populates on client detail screen.

Supervising Location	Choose location from dropdown box.
Effective Date	Enter date supervising location became effective.
Add Supervision Level	Check to enter supervision level and choose level from dropdown box.
Add Agent	Check to enter agent and choose agent from dropdown box.
Change Risk Level	Check to enter risk level and choose risk level from dropdown box.
Add CCP	Check box to add a client contact plan (CCP) if supervision level has a CCP template defined.
Comment	Free-form text regarding supervision level.

Agency-defined.

WS Client Information

Client Name: Jade Starla Mohlacher Date of Birth: 6/23/1982 Gender: Male Primary Phone: (851) 313-2284 Current Agent: Lawrence Kuster

Client WS Details CW3-Crew Schedule Orientation (Group) Orientation (Individual) Client Hold Information Comment Report to Agency

Physical Address: 425 Grove St, St Paul, MN 55101 Emergency Contact: Telephone: () - -

Case Number: 62-CR-14-8862 Case Description: Predatory Offender-Knowingly Violates Registration Sentenced Date: 03/27/2015 Expire Date: 03/27/2020 Judge: Barbaucher, Jay D. Selected: [X]

WS Type: <None> WS Open Date: 5/16/2016 WS Current Status: <None> Due Date: <None> Client In Custody: [X] On Hold: []

WS Close Date: <None> WS Close Reason: <None> Client Transferred To: <None>

Close Comment: []

Amounts Owed

Work	In Lieu of Jail	Restitution	Restitution Rate	Work Adj.	Financial Adj.
0	0	\$0.00	\$0.00	0	\$0.00

Fines: \$0.00 Fine Rate: \$0.00 Fees: \$0.00 Fee Rate: \$0.00 Completed: 0 Credit: 0 Penalty: 0

Update Work Order

Work	In Lieu of Jail	Restitution	Fines	Fees
0	0	\$0.00	\$0.00	\$0.00

Reports / Documents [] Required [] Conditionally Required [] Save Close

CASE SCREEN INFORMATION

AGENT WORK

CASE SCREEN

Used for assigning and monitoring case related work tasks

Add Agent Work

* Agent: <None> View Roster * Work Code: <None>

* Start Date: 5/16/2016 Due Date: <None> * Completed Date: <None>

* Outcome: <None>

Comment:

* Required * Conditionally Required

Save Close

Agent	Choose agent assigned to the task from dropdown list.
View Roster	Displays any agent rosters created. Note for Use: Agent rosters are created in the administrative section under Miscellaneous.
Work Code	The Mental Health Screening work code is standard; all other work codes are agency-specific. Note for use: Mental health screening codes are pre-defined in the administrative reference table and apply only to juveniles.
Start Date	Enter date the agent work task was assigned.
Due Date	Enter date agent work task is due to be completed; triggers a Message Center notification to selected agent.
Completed Date	Enter date agent work task is completed.
Outcome	Choose outcome from pre-defined list.
Comments	Free-form text for comments related to the agent work task.
Batch Adding Agent Work:	Select "Add Batch Agent Work" on Agent Work screen to add a batch of agent work.

Batch Agent Work

Batch Agent Work

* Agent: <None> View Roster

* Agent Work Template: <None> * Start Date: 6/12/2014 Due Date: <None>

* Required

OK Cancel

Agent	Choose agent, assigned to the task, from the dropdown list.
View Roster	Displays any agent rosters created.
Agent Work Template	Select a template from the pre-defined list. Note for use: Templates are agency-specific and are created in the Administration area, Other Templates tab.
Start Date	Enter date the agent work task was assigned.
Due Date	Enter date the task is due to be completed; triggers a Message Center notification to selected agent.

Tracks the history of when the CASE was opened or closed, the case type and the case service. Always ADD a new Case Status to maintain history.

Status**Start Date****End Date****Case Type****Service****Close Reason**

Select from dropdown list. Note for Use: Standard values are "Open" and "Closed".

Enter date the case status took effect.

Do not manually enter a date. The system will enter an end date when the next row is added.

Select case type from dropdown list.

Select case service from dropdown list.

If "closed" is chosen for status, then choose a close reason from dropdown list. Standard values and codes: Dismissed (DM), Death (DE), Discharge (DC), Executed (EX), EJJ-Adult Sentence Executed (EJJ), Sentence Executed (EX). These standard values correspond to the main categories of SSS codes that close reasons must be mapped to in setting up the closed reason table.

Agencies can build on these reasons to meet jurisdictional needs:

Use the 3rd-6th characters for more specificity in reason. Examples:

- DCER - Discharge early
- DCCT - Discharge certified as an adult
- DCEX - Discharge expiration
- CLRJ - Closed rejected
- CLI - Closed at intake

Notes for use:

- Transferred-Out cases remain open except when:
 1. Supervised release cases are transferred out of state
 2. Supervised release cases are transferred to another agency for supervision
 3. Case did not originate in your agency and has been transferred to another state or agency in Minnesota for supervision
- Cases with a warrant status should be left open; add a record with service indicating "warrant status".

Add Supervision Location**Add Supervision Level****Add Agent****Change Risk Level****Add CCP****Comment**

Check to enter supervising location and choose location from dropdown list.

Check to enter supervision level and choose level from dropdown list.

Check to enter agent and choose agent from dropdown list.

Check to enter risk level and choose risk level from dropdown list.

Check box to add a client contact plan (CCP) if supervision level has a CCP template defined.

Free form text for comments about status, case type, or case service.

Case Number

The case number is a unique number assigned to each case.

Note for use:

- For MN probation cases use the MNCIS number (when available) beginning with two-digit county code, and optional location, and hyphen, i.e. 82-CR-59-00000 or 19HA-CR-78-000.
- For all supervised release (SR) cases, the case number should be the OID number plus any COMS release number (i.e. 218564-001). If a client is released on the same governing offense, re-open the appropriate existing supervised release case.
 - Incoming supervised release/parole cases from COMS should be treated as new cases.
 - If a client is released on the same termination milestone offense that was previously an SR case in CSTS, re-open the existing SR case in CSTS.
 - If a client is released on the same termination milestone offense that was previously a probation case in CSTS, create a new supervised release case using the COMS OID-sequence # for the CSTS case number.
 - If a client is released on a termination milestone offense not in CSTS, create a new supervised release case using the COMS OID-sequence # for the CSTS case number.
 - Note: Hennepin County will keep the court file number as the case number for supervised release cases due to data integration issues and this will not affect reports. Other counties receiving intrastate supervised release cases from Hennepin County will change the CSTS case number from the MNCIS court file number to the appropriate OID number.
- For incoming interstate cases, use the sending state's case number preceded by the two-digit state postal abbreviation (i.e. MO-489529).
- For other types of cases (i.e. diversion), individual agencies determine what to enter into the case number field.

MNCIS Court File Number

Enter case number assigned by MNCIS; for non-MNCIS cases, leave blank. Note for use: for SR cases add the governing MNCIS case number in this field.)

Origination County

For cases sentenced in Minnesota, choose agency which has jurisdiction over the case from pre-defined list. For supervised release cases, the field will auto-populate with prison/facility. For incoming interstate cases, choose "Non-Minnesota County" from the pre-defined list.

Origination Agency

Select agency, with the original supervision responsibility, from predefined list. "Prison/Facility" is the standard for SR cases. "Non-Minnesota Agency" will auto-populate when "Non-Minnesota County" is selected for the origination county.

Case Source

Select original arresting or charging agency (i.e., Court/arresting authority/state or county). For Supervised Release cases, select the release institution; for work release and supervised release transfers, use the client's last institution of record.

Get MNCIS Case and Update MNCIS Case

For Minnesota sentenced cases, Get MNCIS Case and Update MNCIS Case buttons prompt CSTS to interface with MNCIS resulting in case and offense data automatically populating in CSTS. Do not use the Get MNCIS Case and Update MNCIS Case buttons for cases that do not have a MNCIS court file number.

Judge

Choose judge from dropdown list.

Adult/Juvenile

Select based on case. Note for Use: If an open juvenile client is sentenced on an adult case, open a new adult client for that conviction. The client will have two client records, one juvenile and one adult, and should the individual later be transferred, the juvenile information will not be sent.

Juvenile Disposition

Select disposition from predefined list.

Adult Stay Type

Select from predefined list.

Convicted Date	Enter date of conviction or adjudication entered by the court. Note for use: For juvenile cases originally disposed as a Stay of Adjudication but which later become Adjudicated Delinquent cases, it is the local agency's discretion whether or not to populate the convicted date field with the Adjudicated Delinquent disposition date. The same process applies to an Adult Stay of Adjudication case which is revoked and sentenced to new stay type.
Sentence Date	Date of sentencing/disposition by the court. Note for use: For cases originally disposed as a Stay of Adjudication but which later become adjudicated cases, it is the local agency's discretion whether to populate the sentence date field with the adjudication disposition date or to leave the sentence date as the Stay of Adjudication disposition date.
Review Date	Enter future review/report date of case or next case activity; triggers a Message Center notification. Note for use: A Case Review Report Due can be created based on these dates.
Sup. Rel. Dt.	For SR cases, enter the most recent date the offender is released from prison. Note for use: In COMS this is the confinement release date.
Cond. Rel. Dt.	For SR cases, enter the conditional release date. Note for use: This date is the earliest expiration date.
Expiration Date	Enter the anticipated end of supervision.
ICR Number	Enter "Initial Complaint Report" number. Note for use: This can be found in the complaint.
SJIS Number	For Hennepin user, enter the SJIS number.
Bail Amt.	Enter amount of bail imposed by court.
Status	Displays current case status as entered in case status history.
Start Date	Displays start date of current case status as entered in case status history.
Case Type	Displays current case type as entered in case status history.
Case Service	Displays current case service as entered in case status history.
Offense Level	Select highest severity offense level. Note for use: <ul style="list-style-type: none"> Choose highest severity level based on charged and convicted charges for the case. (<i>Hierarchy of offense: F-GM-M-PM</i>) Should reflect original sentence level <ul style="list-style-type: none"> Ex: felony charge results in a gross misdemeanor sentence; case offense level is then gross misdemeanor. Ex: felony level case with a stay of imposition at the time of discharge; the case offense level is still a felony.
Offense Date	Enter date of offense. Note for use: Use the first of the month when exact date is unknown.
Next Court Date:	A display-only field when data are imported from MNCIS using Get/Update MNCIS Case.
Federal Case	Check if case is a federal case.
Lifetime Supervision	Check if case requires lifetime supervision. By checking this field, expiration data changes to 12/31/9999.
Sealed/Expunged	Check if case is sealed or expunged. If checked, the case will not display in CSTS or be sent to S3. Note: Enhancement committee is reviewing redesign/modifications for current design. (10/2016)
Public Defender	Check if client has/had a public defender for this case.
Certified Juvenile	Check if case is for a certified juvenile.
Offenses (Statute/Local Ordinance)	Add, edit, or delete offenses for the case. See details for this screen below.
Case Description	Text box for description of case. Note for use: Offense descriptions will auto-populate the case description field when offenses are entered; the text can be edited.
Supervision	Check to include case information when running Supervision Sheet reports.
F3 – Offense Details Tab	Details for all case related offenses (including dismissed offenses). Displays Charge History, Sentence Events, Sentence Dispositions, Sentence Disposition Details, Sentence Components, and Sentence Conditions for all case offenses. The "Show As Supervised" button allows a user to display any offense in the offense grid in the F-2 case detail screen.
F4 – Comment Tab	Text field for any case related comments.
F5 – User Defined Tab	Data fields that can be defined by each agency.
F6 – Intrastate Tab	Displays intrastate related data for cases transferred in or out of the agency through the CSTS transfer module.
F7 – Interim Conditions	Conditions imposed by the court prior to sentencing; is only auto-populated when a "Get MNCIS Case" is done.

Select to enter offense by “Minnesota Statute” or “Local Ordinance”.

If entering by statute, select “Minnesota Statute” radio button:

Chapter	Enter statute chapter.
Section	Enter statute section.
Subdivision	Enter statute subdivision.
Offense Date	Enter offense date.
Level	Select offense level from predefined list.

If entering by statute, select “Local Ordinance/Non-Minnesota Offense” radio button:

Ordinance Code	Enter local ordinance number or non-Minnesota statute number.
Count	Enter case offense count number.
Offense Description	Enter description of case offense.
Charge Level	Select level of offense from pre-defined list.
Prob. Survey Cat.	Select Minnesota Probation Survey offense code category from pre-defined list.
Expiration Date	Enter supervision expiration date for the count.
BAC Level	Select, from dropdown list, blood alcohol level of offender at the time of offense. Note for use: Recommended standard BAC level values are:

- .07 and below (less than .08)
- .08 to .09
- .10 to .15
- .16 to .19
- .20 or above
- Other controlled substance
- Refused test

Sentence Level	Select level of offense sentenced from pre-defined list.
Stay Type	Select offense stay type from dropdown list.
Domestic	Check box if domestic-related offenses, regardless of offense charged.
Weapon Used	Check box if a weapon was used while committing the offense.
Registerable	Check box if client is required to register as a predatory offender. If an offense is marked “registerable” in statute service, will automatically pull to this field.
Close Date	Enter date offense closed
Close Reason	Select close reason from dropdown list.
Disposition Date	Populated when “Get MNCIS Case” is done.
Judge	Populated when “Get MNCIS Case” is done.
Disposition	Populated when “Get MNCIS Case” is done.
Offense Community	Populated when “Get MNCIS Case” is done.

Click on "Extended Offense Information" to see fields for optional offense information.

The screenshot shows the 'Add Case Offense' form with the 'Extended Offense Information' tab selected. The form is divided into several sections: 'Minnesota Statute' (with fields for Chapter, Section, Subdivision, Offense Date, and Level), 'Charge Level' (with fields for Charge Level and Prob. Survey Cat.), 'Disposition' (with fields for Disposition Date, Judge, Disposition, and Offense Community), 'Offense Force Used Information' (with fields for Force Involved, Type, Quantity, and Quantity Type), 'Offense Drug Information' (with fields for Drug Name, DEA Schedule, and DEA Number), and 'Offense Victim Information' (with fields for Victim Involved, Gender, Date of Birth, Race, Ethnic Origin, and Relationship). The 'Extended Offense Information' tab is active, showing the 'Force Involved' and 'Drug Involved' sections.

Force Involved

Force Involved – Type

Drugs Involved

Drug Involved – Type

Drug Involved – Quantity

Drug Involved – Quantity

Type

Drug Name

DEA Schedule

DEA Number

Victim Involved

Victim Involved – Gender

Victim Involved – Date of Birth

Birth

Victim Involved – Victim age

Victim Involved – Race

Victim Involved – Ethnic

Origin

Victim Involved –

Relationship

Check if force was involved when the offense was committed.

Select type of force from predefined list.

Check if drugs were involved.

Select the type of drug from predefined list.

Enter quantity of drug.

Select quantity type of from predefined list.

Enter the drug name.

Select the drug's drug enforcement agency (DEA) schedule from dropdown list.

Enter the drug enforcement agency (DEA) number.

Check if offense involved a victim.

Select gender of the victim from predefined list.

Enter date of birth of victim.

Select an age category for victim.

Select race of victim from predefined list.

Select ethnic origin of victim from dropdown list.

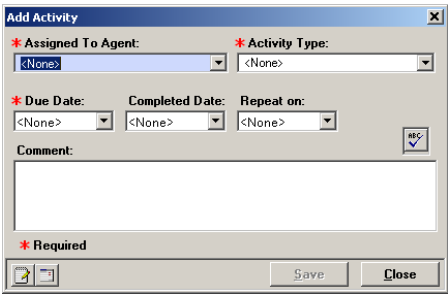
Select the victim's relationship to the offender from predefined list.

CASE AND CLIENT SCREEN INFORMATION

ACTIVITIES

CLIENT OR CASE SCREEN

Activities are client specific but can be created and accessed from the client or case information screens; a notification is also created in the message center.



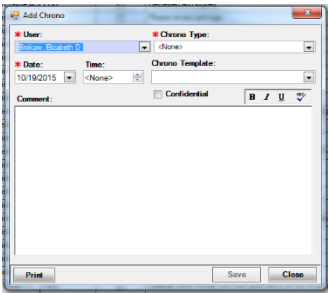
Assigned To Agent
Activity Type
Due Date
Completed Date
Repeat on
Comment

Select agent, who is assigned to the activity, from dropdown list
Select type of activity from dropdown list.
Enter date the activity is due.
Enter date activity was completed.
Enter date on which the activity should reoccur.
Free-form text for comments related to activities.

CHRONOS

CLIENT OR CASE SCREEN

Chronos are client specific, but can be accessed from the client or case information screens. Chronos are not linked to a specific case; rather they are chronological recordings for the client. One year of chronos are automatically sent with the case information during the intrastate transfer process.



User Defaults to the user logged in if user is an agent; if user logged in is not an agent then defaults to primary agent. Note for use: If user role for individual signing into CSTS is “agent”, then “User” defaults to the user’s name, otherwise the “User” is the supervising agent. When the “User” is different than the supervising agent, the chrono is marked “to review” and appears in supervising agent’s message center.

Chrono Type Refer to Appendix B for standard chrono types.

Date Enter date of chrono. Defaults to current date

Time Enter time of day of chrono entry; optional field.

Chrono Template Select chrono template from dropdown list. Note for use: A template can be designed at the administration level or individual users can create new or modify existing agency-specific templates for their own use.

Confidential Check to mark confidential. Note for use: When chrono is confidential, only the agent of record, the agent’s supervisor, author of the chrono (if different from the agent of record) and his/her supervisor, and all system administrators can view the chrono. Users require assigned permission to mark individual chronos as confidential. Confidential chronos go with intrastate transfer.

Comment Free-form text field or text from a selected chrono template will auto-populate.

CONDITIONS

CLIENT OR CASE SCREEN

Conditions are actions/orders the offender must complete. You can add a condition, condition detail, or a batch of conditions from the Condition screen.

CONDITIONS

F2 – CONDITION TAB

Case Number

If entering a condition at the client level, i.e. not on a specific case, select the case number from the dropdown list. If entering at the case level, the case number does not show on the “Add Condition” screen.

Code Selection Filter

Select a filter to reduce the number of condition codes displayed in the “condition code” dropdown list. Filter defaults to “All”.

Condition Code

Select condition from menu of all agency-specific condition codes. Note for use: If a code section filter was used, only the condition codes associated with that filter will be available in the dropdown list.

Authority

Select the appropriate choice to indicate party ordering the condition.

Start Date

Enter date the condition became effective. Note for use: Defaults to case sentence date if sentence date is entered in case detail, otherwise it defaults to the most current case status history date.

Due Date

Enter due date; triggers a message center notification. Note for use: When “batch conditions” is used, the due date defaults to case expiration date.

End Date

Enter date the condition was completed or ended.

Days

Auto-populated with days from the start date to the stop date or current date, whichever is earliest.

Outcome

Select outcome from dropdown list. Outcome is required if an end date is entered.

Calculation Type

Select calculation method to determine number of days between the start date and the end date. Inclusive uses the end date in calculation; exclusive omits the end date.

Create Fee

Selecting the Create Fee button takes users to a new screen to create client/case fees.

CONDITION

ADD CONDITION DETAIL

Select the Add Condition Detail button to enter additional detail related to a specific condition code.

Case Number

Auto-populates the case number assigned to the condition.

Condition Code
Last Changed By
Last Changed Date
Facility Name
Program/Service
Main Issue
Professional Type
Professional Name
Start Date
End Date
Outcome

Auto-populates the condition code for the condition.
 Auto-populates the last CSTS user to make changes to the condition detail.
 Auto-populates the last date in which changes were made to the condition detail.
 Select the facility associated with the condition detail from dropdown list.
 Select program/service offered by the specific facility from dropdown list.
 Free-form text field.
 Select title of professional from predefined list.
 Enter name of the person identified in professional type field.
 Enter start date of services.
 Enter end date of services.
 Select outcome from predefined list.

CONDITION

F3 – COMMENT TAB

Comment Free-form text field for comments related to the condition. If using “Update MNCIS”, MNCIS condition comments are auto-populated. Comments upload to SSS.

Court Order Description Text field for alternative condition description. If there is information entered in this field, and a user selects the condition code when in the violation module, then this information is entered into the violation report rather than the CSTS condition code description.

Financial Comment Text field to add financial related comments. Note for use: Field is available when the “Display Financial” check box is checked in the reference table for the specific condition code.

CONDITION

F4 – SECONDARY AGENT TAB

Use when the case is assigned to one agent and another agent is monitoring a specific condition(s).

Agent Select agent from dropdown list.

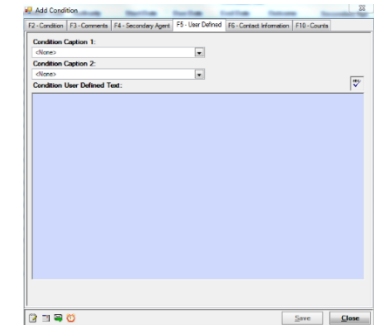
Start Date Enter start date for secondary agent.

End Date	Enter end date for secondary agent.
Comment	Free-form text field for comments related to secondary agent.
View Roster	Displays any agent rosters created. Note for use: Agent rosters are created in the administrative section by selecting the F3-Reference Tables tab and then Miscellaneous.

CONDITION

F5 – USER DEFINED TAB

Use to specify condition information, as defined by agency. Note for use: Setup for labels is in default values for administration; setup for values in dropdown lists is in reference tables for administration.

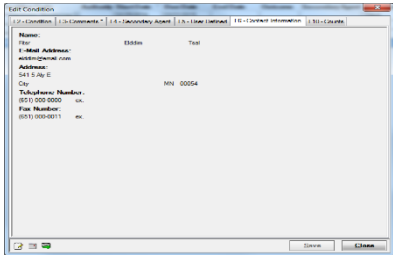


Condition Caption 1	Select from predefined list.
Condition Caption 2	Select from predefined list.
Condition User Defined Text	Free-form text field for comments related to condition user defined fields.

CONDITION

F6 – CONTACT INFORMATION TAB

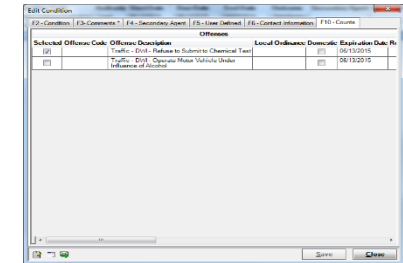
Display-only tab detailing any contact information entered in the condition code reference table for the specific condition code.



CONDITION

F10 – COUNTS TAB

Users can link a specific condition code to one or more offense counts. Check the “Selected” box for the count(s) to which the condition code applies.



Documents can be added to CSTS by use of a pre-designed template (set up by the system administrator) or linked in from another source. For ease in transferring cases, use clear descriptions of the document content. For administrators, when creating templates, be aware that the template description will transfer.

You can add a document at the client level or the case level.

At Client Level:

At Case Level:

Template Description

Highlight the template to use for new document

Confidential

Enter description of document. Provide clarity in description. Note for use: Since documents transfer it is useful to have the case number in the description, date, and type of document. Click if document is to be marked confidential. When the confidential box is checked, only the agent of record, agent's supervisor, creator of the document (if different from the agent of record) and his/her supervisor, and all system administrators can view the document.

Case Number

Documents can be added from within the case or client screens. If on a client screen, enter the case associated with the document content prior to creating the document or the case-specific information will not merge. If on a case screen, the case number pre-populates.

Sup. Release Violation

If this document was created in violation module, this box will default to "checked". Otherwise, check if you want the document to be identified as a supervised release document.

Send Violation to COMS

If completed through the Violation Module, this document will be sent automatically. Note for use: You can check the box at any time.

Violation Report

If the template is marked as a "Violation Report", this box will default to "checked". Note for use: The "violation report" check box is in administration setup for the template.

Intrastate Report

If checked, enables the ability to send the report to the originating agency.

Send Intrastate Report

Check the box and then click to send to the "originating agency". Note for use: The "originating agency" is displayed on the case detail screen. If document is sent to wrong agency, change the originating agency on case detail screen and click again on "Send Intrastate Report" to send to correct agency.

Created By / On

Auto-populates user who created the document.

Updated By / On

Auto-populates user who last changed document information.

TO LINK A DOCUMENT:

From Client Screen:

From Case Screen:

Description Document Date Case Number File Type

Enter description of document.

Defaults to the current date; can be changed.

Select case number to attach to specific case.

Select appropriate file type to be linked. Note for Use: Then click on "Find Document" to browse to document; click Open to attach the file.

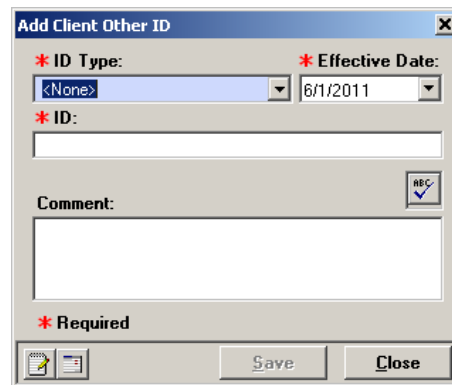
Victims are case-specific.

Case	If accessing the Victims section from the Client screens, select the case number from the dropdown list. The case number will auto-populate if added from the case screen.
First Name	Enter the victim's first name.
Middle Name	Enter the victim's middle name.
Last/Business Name	Enter the victim's last name. Note for use: if victim is a business enter the name in the last name field.
Suffix	Enter suffix.
Secondary Contact	Enter additional contact name.
Relationship Type	Select relationship type from pre-defined list.
Gender	Select gender from pre-defined list.
Race	Select race from dropdown list.
Adult/Juvenile	Select status from pre-defined list.
Comment	Free-form text regarding Victims.
Addresses	Add victim address. See Addresses section for data entry standards.
Telephone Type	Add victim telephone number. See Phone Numbers section for data entry standards.
Cases/Claimants	Search for Existing Claimant or Add New Claimant

When a case is marked with a warrant, a warrant icon will appear in the upper right hand corner of the Client and Case screens. The "W" warrant indicator must be set as Primary under Warrant Level to show on the main search screen.

Case Number	Select the case number for the warrant. If adding warrant from the case screen, the case number auto-populates.
Type	Select type of warrant from dropdown list.
Level	Select level from dropdown list. Note for use: Primary warrants will display in red on search screen.
Date Issued	Enter date warrant became effective.
Date Cancelled	Enter date warrant was cancelled/quashed/removed.
Comment	Free-form text field for comments related to the warrant.

Optional and defined by each agency. Other ID's can be attached to the client and/or the case.



The dialog box is titled "Add Client Other ID" and contains the following fields and controls:

- * ID Type:** A dropdown menu with "<None>" selected.
- * Effective Date:** A date field showing "6/1/2011".
- * ID:** A text input field.
- Comment:** A large text area with a "ABC ✓" icon to its right.
- * Required:** A label indicating required fields.
- Buttons:** "Save" and "Close" buttons at the bottom right, and a small icon button at the bottom left.

Id Type

Effective Date

ID

Comment

Select type of ID.

Enter date the ID is effective.

Enter the ID value.

Free-form text related to the ID.

APPENDIX A - REFERENCE TABLES

TABLES THAT ARE LOCKED DOWN

Ref Table Category	Field
Case	Stay Type
Client	Address Directions
	Address Living Arrangement
	Address Secondary Unit
	Address State
	Address Suffix
	Address Supplemental Type
	Alert Level
	Alert Type
	Alias Type
	Education Level
	Education Status
	Employment Compensation Unit
	Employment Status
	Eye Color
	Hair Color
	Income Source
	Language
	Marital Status
	POR Community Notification Type
	POR Registration Status
	Telephone Type
Condition	Condition Detail Professional Type
Offense	Drug Test Type
	Offense DEA Schedule
	Offense Drug Quantity Type
	Offense Force Type
	Offense Level
	Offense Victim Relationship

APPENDIX B – CHRONO STANDARDS

STANDARDS FOR CHRONO ENTRIES (ADOPTED 12/2012)

Purpose: Documentation is essential to the effective supervision of offenders. Consistent, quality documentation facilitates the following:

- evaluation of offender progress and adjustment
- offender case planning
- determining offender supervision strategies
- attending to responsivity factors
- providing support testimony during Court/HRU proceedings
- keeping others informed of an offender's situation

Establishing professional standards for chrono content will increase the quality of case documentation, thereby enhancing communication and offender supervision.

The importance of clear, professional and understandable chrono entries is furthered with the addition to the intrastate transfer policy specifying that one year of chronos from the sending county will be sent to the receiving county when transferring clients via the CSTS transfer module.

Chrono Standards:

1. Employees should receive CSTS chrono content training as defined by local agency
2. Chrono entries should begin at the time of case assignment and continue in a timely fashion (as defined by local agency policy) throughout the case's history
3. Chronos entries should:
 - Identify whom the contact was with
 - Identify when and where the contact occurred
 - Describe the nature of the contact
 - Describe changes in the offender's situation or status
 - Objectively describe offender behavior and activities. Personal opinions regarding an offender or others should be kept to a minimum and clearly identified as such if included.
 - Be accurate, understandable, complete, and professional. Information contained in chrono entries may be viewed by any number of individuals/entities, including but not limited to:
 - Judiciary
 - Offenders' Counsel
 - Public
 - Media
 - Managers/Administrators
 - Supervisors
 - Other Agents/Agencies
 - Offenders
4. The use of abbreviations and acronyms in chrono entries should be kept to a minimum. Examples of standard abbreviations and acronyms for use in chrono entries are listed in the Appendix.
 - Local agencies and treatment programs can be identified using acronyms in chrono entries provided the full name of the agency/program has been identified previously.
5. Text messaging acronyms/shorthand/abbreviations should not be used in chrono entries.
6. Chrono entries should be spell-checked prior to being saved.

CSTS Chronos: Standard Abbreviations/Acronyms

ABBREVIATION/ACRONYM	DESCRIPTION
A&D	Apprehension and Detention Order
AA	Alcoholics Anonymous
Adj	Adjudicated
Appt	Appointment
Atty	Attorney
BAC	Blood Alcohol Content
CD	Chemical Dependency
CD Eval	Chemical Dependency Evaluation
CIP	Challenge Incarceration Program
CL	Client
Cog	Cognitive skills
CTS	Credit for Time Served
CUA	Chemical Use Assessment
CSW	Community Service Work
CWS	Community Work Service

DL	Driver's License
DNA	Deoxyribonucleic Acid
DOC	Department of Corrections
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
EHM	Electronic Home Monitoring
Eval	Evaluation
Exec	Execution
Fel	Felony
FTA	Failure to Appear
FV	Field Visit
GED	General Equivalency Diploma
GM	Gross Misdemeanor
GPS	Global Positioning System
Hrg	Hearing
HRU	Hearings and Release Unit
HV	Home Visit
IEP	Individualized Education Plan
Imp	Imposition
ISP	Intensive Supervision Program
ISR	Intensive Supervised Release
LE	Law Enforcement
LEC	Law Enforcement Center
LS/CMI	Level of Service/Case Management Inventory
LSI-R	Level of Service Inventory – Revised
MA	Medical Assistance
Meth	Methamphetamine
Mgmt	Management
MH	Mental Health
Misd	Misdemeanor
MSG	Minnesota Sentencing Guidelines
MV	Motor vehicle
NA	Narcotics Anonymous
O	Offender
OFP	Order for Protection
OID	Offender Identification Number
OV	Office Visit
PBT	Preliminary Breath Test
PD	Police Department
PM	Petty Misdemeanor
PO	Probation Officer
POR	Predatory Offender Registration
PSI	Pre-Sentence Investigation
Psych Eval	Psychological Evaluation
PV	Probation Violation
PVH	Probation violation hearing
Recs	Recommendations
Rest	Restitution
Rx	Prescription
SO	Sex Offender
SR	Supervised Release
SSI	Social Security Insurance
STS	Sentencing to Service
THC	Tetrahydrocannabinol
TIR	Transfer Investigation Request
Tx	Treatment
UA	Urinalysis
VA	Veterans Administration
VM	Voicemail/message
VOP	Violation of Probation
YLS	Youth Level of Service/Case Management Inventory

APPENDIX C: STANDARD CONDITION CODES

2012 Proposed Standardized Conditions

11/29/2012

SSS Code	SSS Description	New Condition Description	NEW	NOTES
FFE	Fees - Fees defined/collected by the agency	Agency Imposed Financial		
GASP		Agency Specific Programming	X	NEW-use for 1. Intensive Supervision Program or 2. Drug Court Programming
GAP		Apology Related	X	NEW-use for 1. Apology Letter, 2. Apology in Person, 3. Apologize as Directed
AAV	Anger/Violence - Completed on offenders with anger mgmt. Issues	Assessment-Anger/Violence		
ACA	Chemical Assessments - General assessment.	Assessment-Chemical Assessments		
ADG	Diagnostic - Diagnosis assessments	Assessment-Diagnostic		
ADA	Domestic Abuse - Conducted on offenders with domestic abuse issues	Assessment-Domestic Abuse		
AEE EEE	Educational Evaluations - IQ, LD, etc., assessments	Assessment-Educational Evaluation		previously "Education-Educational Evaluation," moved to Assessment category and re-named "Assessment-Educational Evaluation"
AGB	Gambling - Completed of offenders with gambling issues	Assessment-Gambling		
APE	Psychological Evaluations - Conducted by licensed psychologist	Assessment-Psychological Evaluations		
ASX	Sex Offender Assessments - Completed on offenders charged with sex offenses	Assessment-Sex Offender		
PLC	Long Term Camp	Camp-Long Term		
PSC	Short Term Camp	Camp-Short Term		
RCP		Cell Phone Restrictions	X	NEW

SSS Code	SSS Description	New Condition Description	NEW	NOTES
NCS	Community Work Service - Used in lieu of, or as a sanction	Community Work Service		use for 1. Community Work Service in Lieu of Fine, 2. Community Work Service in Lieu of Jail and 3. Community Work Service in Lieu of Restitution
GCT		Cooperate and Be Truthful	X	NEW
GCCA		Cooperate with Collateral Agency/Plan	X	NEW-use for 1. Sign Releases, 2. Cooperate with Mental Health Case Mgmt, 3. Cooperate with Transfer, 4. Fingerprinting, and 5. Medication Monitoring.
NCL	Counseling - Includes all types – family, group, individuals	Counseling		
FFI	Fines - Fine imposed by the Court; part of Court order	Court Imposed Financial		previously "Fines," renamed "Financial-Court Imposed"
RCU	Curfew	Curfew		
PDE	Detention - Court order holds/pending some action	Detention		use for 1. Placement-Juv-Detention-Non-Secure
FDR	Detention Reimbursement - Reimbursement of detention costs	Detention Reimbursement Financial		
GDNA		DNA	X	NEW
RST		Do Not Leave the State Without Agent Approval	X	NEW use for 1. Travel Permit/Notify if Leaving State
GDL		Driver's License Related	X	NEW-use for 1. Surrender Driver's License or 2. Obtain Driver's License
EAE	Alcohol/Chemical Education - For offenders dealing with alcohol/chemical issues	Education-Alcohol/Chemical		

SSS Code	SSS Description	New Condition Description	NEW	NOTES
EAM	Anger Management - For offenders dealing with anger management issues	Education-Anger Management		
ECG	Cognitive Skills - Offender competency skills building programming	Education-Cognitive Skills		
ECM	Conflict Management - For offenders dealing with conflict mgmt. Issues	Education-Conflict Management		
EDP	Diversion Programming - Covers issues of status offenses/diversion pgms.	Education-Diversion Programming		Note: Standard Code is EDV instead of EDP
EDA	Domestic Abuse Education - For offenders dealing with domestic issues	Education-Domestic Abuse		
EDI	Driver Improvement - Covers defensive driving	Education-Driver Improvement		
EFA	Fire Awareness - Covers fire awareness and safety	Education-Fire Awareness		
EGB	Gambling - For offenders dealing with gambling issues	Education-Gambling		
EGS	Gun Safety - Covers gun safety and proper use	Education-Gun Safety		
EIL	Independent Living Skills - Covers everyday living skills	Education-Independent Living Skills		

SSS Code	SSS Description	New Condition Description	NEW	NOTES
GEDU		Education-School Related	X	NEW-use for 1. School Attendance, 2. Attend School with no unexcused absences, 3. Follow I.E. plan/behavioral plan
ESX	Sex Offender Education	Education-Sex Offender		
ETF	Theft Education programs - Covers theft, shoplifting, etc.	Education-Theft		
ETA	Tobacco Awareness - Appropriate for misdemeanor tobacco offenders	Education-Tobacco Awareness		
EAI	Victim Impact Panel	Education-Victim Impact/Awareness		
REAM		Electronic Alcohol Monitoring	X	NEW
REHM PEM	Home Electronic Monitoring - Used in lieu of, or as a sanction	Electronic Home Monitoring		Previously Residential category named Home Electronic Monitoring. Renamed Electronic Home Monitoring and moved to Restrictive Category
GEMP		Employment	X	NEW
GER		Essay/Report	X	NEW
GFPR		Follow Probation Rules	X	NEW-use for 1. Follow general conditions of release, 2. Follow rules and regulations of the supervising agency
GFRH		Follow Rules of Home	X	NEW-use for 1. Follow household rules
PFH	Foster Homes - Adults function as parents/in family home	Foster Homes		
G (was GSA and GGN)	Specific Client Action - Specific Client Action	General		combined with General-County General Sanctions. Use for general or specific client action that is not in the current list, such as 1. Clean Yard/Property, 2. SEE OTHER FILE
RGPS		GPS	X	NEW

SSS Code	SSS Description	New Condition Description	NEW	NOTES
PGH	Group Homes - Living environment not associated with treatment	Group Homes		
PHH	Halfway Houses - Transitional living environment	Halfway House		
PIH	Hospital - Critical care for psych problems	Hospital		
RHA		House Arrest	X	NEW
RII		Ignition Interlock		
ICM	Commitments/DOC - Commitments to the DOC/Commissioner of Corrections	Incarceration-Commitments/DOC		
PLI	Long term Institution	Institution-Long Term-Juvenile		add "juv" in description name. use for 1. Placement-Juv-Evaluation
PSI	Short term Institution	Institution-Short Term-Juvenile		add "juv" in description name
ILI	Local Incarceration - Local Incarceration, jails, etc.	Local Incarceration/Jail		
RNA	No Assaultive Behavior	No Assaultive- Disorderly Behavior		renamed from "No Assaultive Behavior" to "Restrictive-No Assaultive-Disorderly Behavior."
RNCM RMI	No Contact with Minors	No Contact with Minors		
RNCV RNC	No Contact w/ Victim	No Contact with Victim		
RNCO		No Contact-Other	X	NEW use for 1. No Contact-Accomplices/Co-Defendants, 2. No Contact with Business, 3. No Contact with Specific Person
RND		No Driving	X	NEW
RDE	No Entering a Drinking Establishment	No Entering Alcohol Establishment		renamed from "No Entering a Drinking Establishment to Restrictive-No Entering Alcohol Establishment."
RGB		No Gambling	X	NEW
RGA		No Gang Activity	X	NeW
RNS	No Same/Similar	No Same/Similar		
RCI		No Use of Computer/Internet	X	NEW

SSS Code	SSS Description	New Condition Description	NEW	NOTES
RP		No Use/Possession Pornography	X	NEW
RNUA RNU	No Use/Abstain	No Use/Possession-Alcohol		renamed from "No Use/Abstain" to "Restrictive-No Use/Possession-Alcohol"
RNUD		No Use/Possession-Mood Altering Chemicals	X	NEW
RWE	No Weapons	No Weapons		
NS	Not Sent	Not Sent		
GLEC		Notify Agent of any Law Enforcement Contact	X	NEW-use for 1. Notify Agent if Arrested or Issued Summons
GRA		Obtain Residency Approval	X	NEW-use for 1. Residency Approval
ROFP		OFP/HRO/DANCO	X	NEW
GPL		Polygraph Related	X	NEW- use for 1. Complete Polygraph
GRT (<i>was ATE</i>)	Testing - Court or PO ordered/mandated, i.e., DNA, UA, PBT	Random Testing		previously in Assessment Category named "Assessment-Testing"
RPR	Predatory Offender Register	Register-Predatory Offender		
RSX	Sex Offender Registration	Register-Sex Offender		
GLA RLA	Remain Law Abiding	Remain Law Abiding		previously Restrictive Category--moved to General Category
FRN	Restitution - Court ordered sanctions	Restitution Financial		
ROT	Restrictive - Other	Restrictive-Other		use for 1. No Alcohol Related Offenses, 2. No convictions of Intoxicated Driving; Reckless/Careless Driving; Leaving Scene or Open Bottle, 3. Do Not Drink and Drive, 4. Do Not Drive/Operate a Motor Vehicle without a Valid Driver's License/Registration/Insurance 7. No Driving
GSS		Search and Seizure	X	NEW-use for 1. Allow Unannounced Search of Person, Vehicle, or Premises or 2. Submit to Search
NSS	Sentencing To Service - Court ordered sanctions	Sentencing to Service		

SSS Code	SSS Description	New Condition Description	NEW	NOTES
PSH	Shelter - Temporary pending placement or disposition	Shelter		
NSG ESG	Support Groups - Ongoing - coping skills, i.e., AA.	Support Groups		previously Education Category--moved to Non-Residential
NAC	Treatment / Aftercare - Post treatment program	Treatment/Aftercare		
NACM	Treatment – Anger/Conflict Mgmt	Treatment/Anger-Conflict Mgmt		
PCD	Treatment – CD Inpatient	Treatment/CD Inpatient		
NCD	Treatment – CD Outpatient	Treatment/CD Outpatient		use for Special Alcohol Program
NDT	Treatment – Day Tx	Treatment/Day		
PDA	Treatment – Domestic Inpatient	Treatment/Domestic Inpatient		
NDA		Treatment/Domestic Outpatient	X	NEW-use for Batters Groups
PDD		Treatment/Dual Diagnosis Inpatient	X	NEW-use for 1. MICD (Mental Illness-Chemical Dependency)
NDD		Treatment/Dual Diagnosis Outpatient	X	NEW
NSX	Treatment – Sex Offender Outpatient	Treatment/Sex Offender Outpatient		
PLR	Treatment – Long Term Residential - Juvenile – 90 days or more; adults 30 days or more	Treatment-Long Term		
PSX	Treatment – Sex Offender Inpatient	Treatment-Sex Offender Inpatient		
PSR	Treatment – Short Term Residential - Juvenile – up to 90 days; adults up to 30 days	Treatment-Short Term		
NVO	Victim Offender Programs	Victim Offender Programs		
FDO	Donations – Donations-ordered by the Court	XREMOVED Financial Donations-		enter under "Financial-Court Imposed

SSS Code	SSS Description	New Condition Description	NEW	NOTES
FSC	Surcharges – Includes law-library fee, criminal surcharge	XREMOVED Financial Surcharges		enter under "Financial-Court Imposed"
GGN	County General Sanctions – County General Sanctions	XREMOVED General County General Sanctions		combined with General-Specific Client Action
PBG	Batterers Groups – Appropriate for offenders with violence issues	XREMOVED Residential Batterers Groups (NOTE: Standards Manual has this listed as Non-Residential)		condition removed - used with Non-Residential-Treatment/Domestic Outpatient
PSA	Special Alcohol Program – Appropriate for offenders w/chemical dependency	XREMOVED Residential-Special Alcohol Program		condition removed - should be non-residential use CD Outpatient instead
RCO	Contact/Notify Probation Officer	XREMOVED Restrictive Contact/Notify Probation Officer		condition removed-not restrictive

APPENDIX E: EBP SMART CHRONO

SmartChronos Access via Client or Case

SmartChronos are attached to a client, but can be entered from within the client or case.

SmartChrono Template Can be designed by the administrator for agency use. Individual users can define their own or modify the agency SmartChrono templates for their own use. Agency specific

SmartChrono Template Standards:

1. Employees should receive SmartChrono content training by their local agency for each template created by the local agency
2. General SmartChrono templates will be used in accordance to local policy
3. Additional comments will follow the CSTS general chrono standards in addition to agency defined requirements for each template

EBP Adult SmartChrono Template Must be entered by each agency to track EBP strategies in the statewide approved format and cannot be used to supplement as a case plan

EBP Adult SmartChrono Standards:

1. Employees should receive EBP Adult SmartChrono content training by their local agency and as defined by statewide standards
2. EBP Adult SmartChrono's will be used for office/field visits with high risk clients, but may be utilized on medium risk clients according to local agency standards
3. EBP Adult SmartChrono entries should:
 - Identify via checkbox which criminogenic need(s) addressed
 - Identify via checkbox if homework was assigned
 - Identify via checkbox if an intervention or skill strategy was taught
 - Identify via checkbox which skill deficit(s) were addressed
 - Identify via checkbox if skill practice with feedback (role plays) were used
 - Identify via checkbox the amount of time spent on EBP skill strategies
4. The additional comments should include the following information:
 - Describe the nature of the contact
 - Describe changes in the offender's situation or status
 - Describe the homework assigned, skills taught, skill deficits addressed and feedback provided
 - Follow additional CSTS general chrono standards

EBP Adult SmartChrono

- 1. Which Criminogenic Need was Addressed? (the agent will check the corresponding box(es) for the criminogenic needs addressed during the OV)**
 - a. Antisocial Attitude/Orientation
 - b. Antisocial Pattern of Behavior
 - c. Antisocial Peers
 - d. Alcohol/Drugs
 - e. Education/Employment
 - f. Family/Marital
 - g. Leisure/Recreation
- 2. Was an Intervention or Strategy Taught?**
 - a. No
 - b. Yes
- 3. Which Skill Deficit(s) Were Addressed? (the agent will check the corresponding box(es) for the skills addressed during the OV)**
 - a. Problem Solving Skills
 - b. Thinking and Reasoning Skills
 - c. Social Skills
- 4. Did you use Skill Practice with feedback? (role plays)**
 - a. No
 - b. Yes
- 5. Was Homework Assigned?**
 - a. No
 - b. Yes
- 6. How much time did you spend with your client using EBP strategies?**
 - a. 0-15 Minutes
 - b. 16-29 Minutes
 - c. 30-45 Minutes
 - d. Over 45 Minutes
- 7. Additional Comments:** This box is used for the text chrono to note the types of intervention, skill practice or homework along with any other client visit information in accordance to CSTS Chrono Business Rules.

SKILLS DEFINED

Agent should check all skills that were discussed.

Problem Solving Skills are the ability to follow a pro-social process in finding a solution to a problem. Many clients are not able to solve problems in a positive manner. Often times they will make things worse on themselves. Use this checkbox when discussing patterns of behavior and interventions/cycles (i.e. stop/think/act) the client can identify for a more positive outcome in future decision making (i.e. changing daily patterns for pro-social outcomes in problem situations, strategies to deal with breaking the historical cycle of failing to self-regulate/manage behavior.)

We want the client to understand their process they use for solving problems and help them identify a more positive method to solving the problem. This can be done by teaching them the problem solving cycle and having the client fill in the blanks of a problem statement for a specific situation.

Thinking and Reasoning Skills are the ability to use logical thinking to make sense of a situation or idea. Use this check box if you are discussing the client's thought process and/or working on new thinking interventions (i.e. identifying thinking errors, risky thinking and ideas for positive thoughts/feelings).

We want the client to understand his/her risky thoughts that may lead to negative consequences. Help the client recognize risk thoughts, attitudes and behaviors in an effort to form new thinking that will result in more positive outcomes.

Social Skills are the skills we use to communicate and interact with each other, both verbally and non-verbally through gestures, body language and our personal appearance. Use this checkbox when discussed socially related behaviors (i.e. understanding others feelings, understanding their own feelings, active listening, coping with peer pressure).

We want the client to understand which social skills he/she may have difficulty with and then walk him/her through the process to the use of the specific skill.