

FUNCTIONAL SPECIFICATIONS FOR CORRECTIONAL MANAGEMENT SYSTEMS

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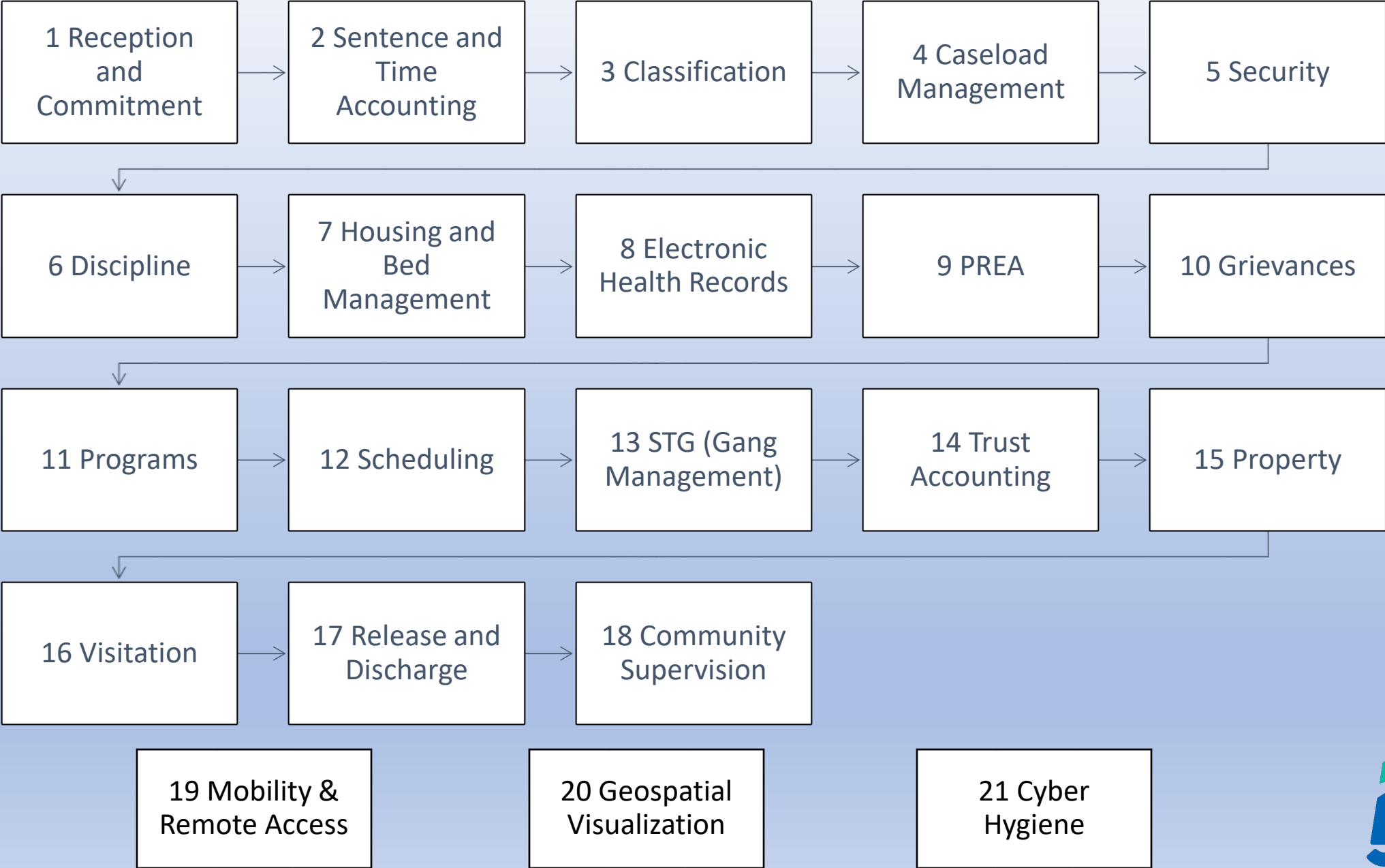


Purpose

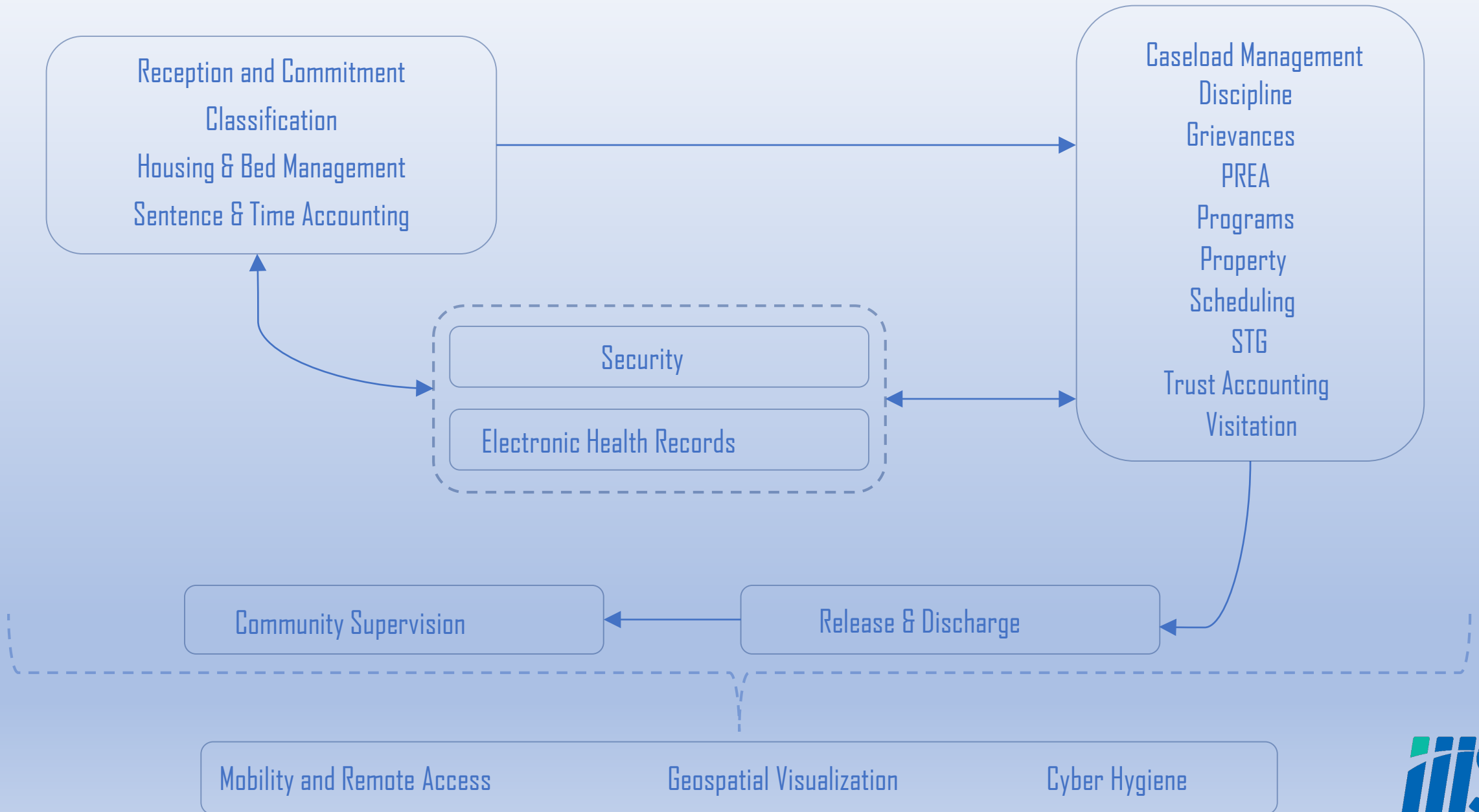
- Raise awareness and provide information on the various functions of a Corrections Information Management System at the Federal, State, and Local level:
 - Offender Management System (OMS)
 - Jail Management System (JMS)
 - Case Management System (CMS)
 - Electronic Health Records (EHR)
- Assist in assessing different technologies to support Corrections Operations
- Support the needs analysis for Corrections
- Provide input into developing the operational requirements to procure and/or enhance Corrections



Business Functional Areas



Functional Relationship Diagram



Reception, Intake and Commitment

Accurately record offender commitments and calculate sentences dates.

Tactical Processes

- Enter court commitments and calculate when the inmate will be eligible for release, discharge, end of supervision, etc.
- Determine the 'controlling' sentence and determine eligibility for programs that are based upon offense, sentence, and time to serve factors.
- Automatically recalculate release dates when an inmate's rate of credit earnings changes (typically caused by change in work or education assignment or by a classification action) or after gain/loss of good behavior credits (typically the result of a rules violation).
- Enforce court orders, linking to other modules (for example, restitution payments and victim notification).

Sentence Calculation

Accurately record offender commitments and calculate sentences dates.

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Classification

Conduct classification processes and assessments.

Tactical Processes

- Conduct risk and needs assessments and objective classification risk assessments to establish internal and external risks, health needs and other special needs to determine appropriate placement and assignment.
- Apply an objective classification instrument that recommends inmate custody level, factoring for security risk and program and healthcare treatment needs.
- Approve or override the custody level recommended by the classification instrument.
- Reclassify inmates on a recurring basis; reclassify inmates after inmate rules violations and after changes to the inmate commitment record (e.g., receiving additional court convictions or pending charges).

Caseload Management

Coordinate caseload assignment and management.

Tactical Processes and Objectives

- Assign inmates to counselors and provide triggers and alerts for case actions due.
- Define treatment goals for inmates based upon assessed needs, taking projected release date into consideration.

Security

The “Security” business function is a composite of processes oriented around management and operation of prisons, jails, and supervision activities.

Tactical Processes and Objectives

- Automate counts, instituting specific processes for clearing the count and response to “short count” scenarios.
- Provide inmate services (canteen, religious services, recreation).
- Plan emergency response provisions.
- Automate selected facility management functions (e.g., key control, tools).
- GPS monitoring of designated parolees.

Offender Discipline

Manage the offender discipline process.

Tactical Processes and Objectives

- Record and categorize information about incidents and any subsequent action (i.e., incident management).
- Charge inmates with rules violations (i.e., disciplinary process).
- Conduct hearing: convict or drop charges.
- Apply sanctions (e.g., assignment to restrictive housing, loss of credits, loss of visitation, telephone and/or canteen privileges, etc.).
- Communicate events that occur within an institution to administrators who have a “need to know” and are responsible for responding to incidents.

Housing and Bed Management

Manage beds, dorms, and housing units.

Tactical Processes and Objectives

- Track inmate movement and bed assignment history.
- Assign inmates to beds to meet classification requirements, while enforcing inmate separation requirements.
- Automate transportation scheduling processes.

Electronic Health Records

Provide healthcare services to inmates.

Tactical Processes and Objectives

- Assess and triage medical, mental health, and dental needs at intake to document chronic conditions and necessary follow ups.
- Provide on-going out-patient services to inmates (e.g., sick call, healthcare appointments) as well as in-patient treatment.
- Support pharmacy operations, including tracking administration of prescriptions (i.e., pill line).
- Integrate health information from specialty services, including labs, radiology, and specialized clinics.
- Adhere to industry standards regarding diagnosis and treatment (e.g., ICD-10, CPT, DRG).

PREA

Support the assessment, monitoring, and reporting of the PREA Process.

Tactical Processes and Objectives

- Manage the assessment, assignment, incident management and reporting in the CMS.
- Build key PREA requirements, terminology, and time constraints into the CMS.

Grievances

Manage the Offender Grievance process.

Tactical Processes and Objectives

- Track offender grievances/appeals of classification decisions, disciplinary decisions, conditions, events, staff, etc.
- Track offender grievances against staff and/or treatment.
- Respond to inmate appeals, tracking remedies, and engagement of administrative managers.

Programs

Track and assign offenders to programs.

Tactical Processes and Objectives

- Assign inmates to programs.
- Track attendance in programs, certifications, milestones achieved, as well as removals and withdraws.
- Track program outcomes against treatment goals that have been defined in the case plan.

Scheduling

Facilitate the appointment and scheduling of offenders.

Tactical Processes and Objectives

- Automate process of requesting and approving appointments, with structured rules for appointment prioritization (for example, a healthcare appointment “bumps” a case review).
- Generate a daily list of approved appointments and generate “orders to report” as prescribed by Policy.
- In community corrections, provide appointment reminders to offenders for community service appointments.

Security Threat Groups (STG)

Identify STGs (gangs) and affiliations.

Tactical Processes and Objectives

- Institute structured, objective process for identifying STG affiliation.
- Apply a consistent approach across all institutions, jails, and community corrections to validate affiliation.
- Document events and incidents that have an STG nexus.
- Detect and document the existence of new prison and street STG's.

Trust Accounting

Track and manage offender funds.

Tactical Processes and Objectives

- Track deposits into the inmate trust account from pay for inmate work assignments and from deposits made by family members (using approved payment systems).
- Withhold a percentage of deposits, directing funds toward restitution and fees.
- Freeze inmate access to funds.
- Return funds to the inmate upon release.
- Perform financial accounting functions.

Property

Inventory and track offender property.

Tactical Processes and Objectives

- At intake, record, and store property in accordance with Policy.
- Record state-issued property provided to the inmate, and property acquired by the inmate through canteen operations and from the mail room.
- Maintain inventory of inmate property.
- Alert corrections staff of inmates exceeding allowed property.

Visitation

Automate the visitor visitation function, streamline processes, aid in policy compliance, and support inmate family relationships.

Tactical Processes and Objectives

- Manage Visitor Authorization, including background checks.
- Schedule and track visits.
- Temporarily revoke inmate visiting privileges (after a sanction is issued in response to a rules violation).
- Temporarily or permanently revoke a visitor from visiting one or all inmates (typically in response to visitor violations).
- Incorporate biometric screened entry and exit for visitors to protect against inmate escape attempts.

Release & Discharge

Automate the release and discharge process to improve safety and reduce recidivism.

Tactical Processes and Objectives

- Generate rosters of inmates becoming eligible for release and parolees becoming eligible for discharge of supervision.
- Audit records to ensure accurate calculation of release/discharge dates. Screen inmates for release to ensure all terms have been met, including requirements to release the inmate to a detainer or to have an approved residence in the community.
- Carry out pre-release processes, such as reentry programs.
- Coordinate release/discharge with law enforcement officials.
- Notify victims in advance and at time of release in accordance with policy.

Community Supervision

Manage the release, case management, and supervision for Community Corrections.

Tactical Processes and Objectives

- Assign released inmate to parole and/or probation officer caseload, document conditions of supervision, follow supervision case plan, with offender goals.
- Track history of addresses (residence, work, school, treatment centers, etc.).
- Track supervision events and contacts. Monitor compliance, record sanctions, and violations.
- Schedule revocation hearings; manage revocation process.

Mobility & Remote Access

Leverage mobile technology to improve both custodial and community supervision processes.

Tactical Processes and Objectives

- Extend correctional management system functionality to mobile devices for staff at correctional facilities and community corrections.
- Provide on-line as well as off-line data exchange.
- Extend secure mobile access to inmates and community supervised offenders.

Geospatial Visualization

Combine event/demographics, date/time, and location/address to visualize inmate/offender data.

Tactical Processes and Objectives

- Expand the understanding of existing data on inmates and offenders using geospatial mapping.
- Add a third data point, *location*, to inmate and offender data.
- Select pertinent data with location of the event or data to display on maps of facilities and the community.

CYBER HYGIENE

Implement a Cyber Hygiene Program for agency IT systems.

Tactical Processes and Objectives

- Improve online security and maintain system health.
- Implement an Incident Response Plan.

Functional Specification Structure

Summary of business function

Use case diagram

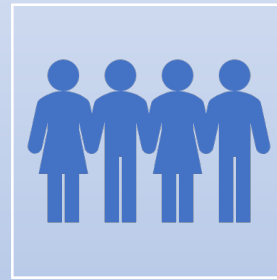
Use case specification

- Associated actor table
- Activity diagram
- Flow of events

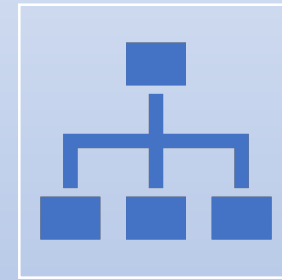
Next Steps



Market and Outreach



Corrections Community
Feedback



Organizational Level
Implementation



Promoting **safer** & **healthier** communities.

The IJIS Institute is a nonprofit *collaboration network* that brings together innovative thinkers from the public and private sectors, national practice associations, and academic / research organizations working together to solve public sector mission, information sharing, policy and technology challenges.

IJIS Institute has members from both the public and private sectors who work within and across several major public sector domains to support the following focus areas:

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- Homeland Security
- Health and Human Services
- Education (School Safety)
- Critical Infrastructure
- Public Safety (Fire, Emergency Medical Services, Emergency Management)

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