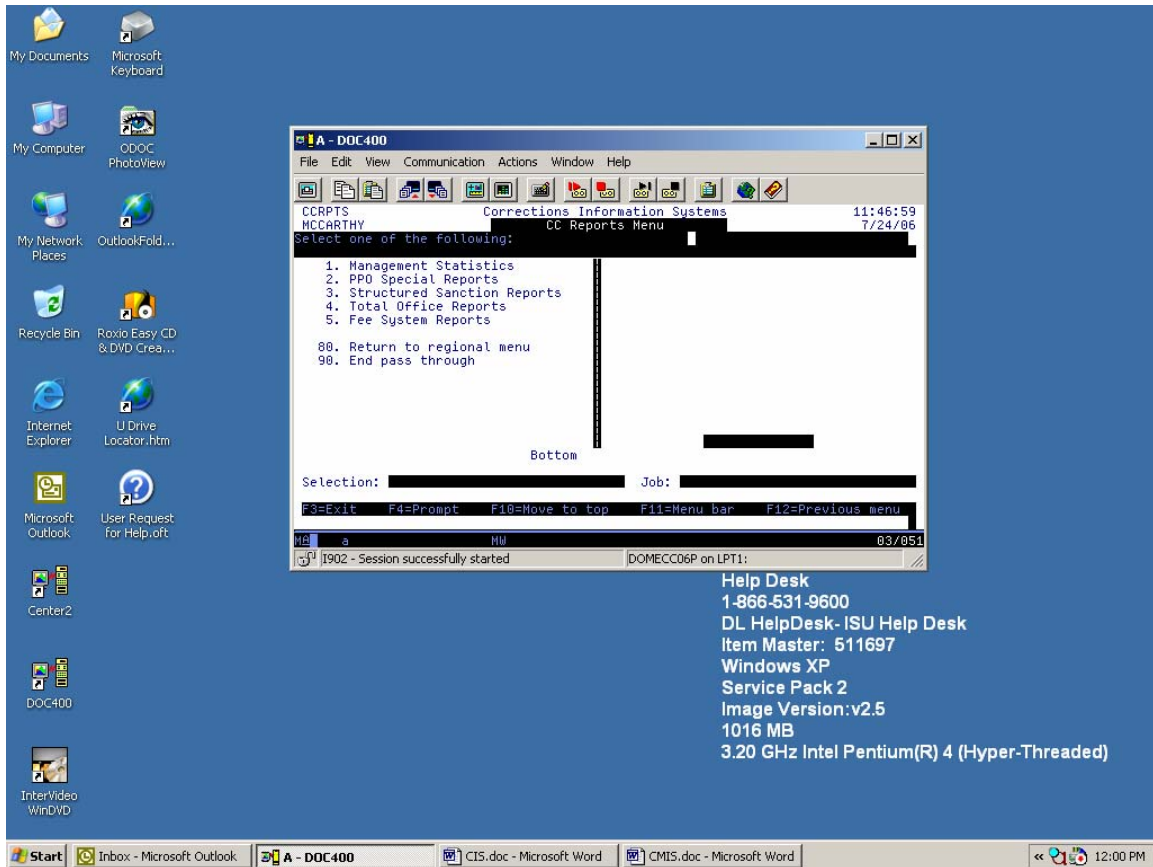


# CORRECTIONS INFORMATION SYSTEM REPORTS (CIS)



Oregon Department of Corrections  
Community Corrections Branch  
Issue Date: August 2007

## INTRODUCTION

This manual has been designed to assist you in running and understanding the Corrections Information System (CIS) Reports for your county. These reports are a snapshot of the date and time you requested and can be accessed from many different menus as shown below.

- CCMGR - #13
- CCPPO & CCPPOSUPP - #16
- CCSUPPORT - #23
- CCMULTSUPP - #24
- CCAIDE - #8
- CCBASIC - #10
- CCCOMPACT – #22
- CCTECH - #12

The menu name can be located at the top left hand corner of screen after you sign on to DOC400.

**NOTE: Some reports have an option for “Research standards” – The reports have NOT been updated to current research standards – It is recommended that this field be left at the default setting of \*NO.**

**Some reports have an option to list ONLY funded or ONLY unfunded cases – It is recommended that this field be left at the default setting of ‘N’ – CIS has not been updated with current funding formulas.**

**CIS Reports will NEVER provide the same information found in CMIS or in reports generated by Research – CIS uses different reporting criteria than CMIS or Research.**

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For Changes or updates, please contact Mary Hunt

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## MANAGEMENT STATISTICS

CCMGTRPT	Corrections Information Systems	17:19:13
HUNTM	Management Statistics Report	8/01/07

Select one of the following:

MANAGEMENT STATISTICS |

1. CC Significant Contact Report |
2. CC Management Fee Report |
3. CC Management Treatment Report |
4. CC Management U/A Report |
5. Supv Level by Offense Type |
6. Supv Level by LOC/Caseload |
7. Demographics Report |
8. Employment Levels Report |
9. Admissions/Closures Report |
10. Statewide Supv/Dist Report |
11. Statewide Risk Score Report |
12. Case Closures by Spec Closure |

More...

Selection: Job:

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

CCMGTRPT	Corrections Information Systems	17:20:01
HUNTM	Management Statistics Report	8/01/07

Select one of the following:

13. Print Monthly Contact Report |

80. Return to regional menu |

90. End pass through |

Bottom

Selection: Job:

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

## SIGNIFICANT CONTACT REPORT

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '1=Significant Contact Report' on selection line, press enter. This will take you to the below screen.

CMS514BP	Corrections Information Systems	14:18:13
MCCARTHY	Significant Contact Report	3/03/06

Type choices, press Enter.

Date range from . . . 2/01/2006 To 2/28/2006  
**NOTE: For more accurate results enter full month for date range.**

Location . . . . . COMM Code, F4 to prompt  
Caseload . . . . . \*ALL \*ALL, Number, F4 to prompt  
Report Type . . . . . S S = Summary, D = Detail  
If Detail, Sort . . . . . A = Alphabetically, S = Supervision Level  
Print Now . . . . . N N = Overnight, Y = Now

F4=Prompt F5=Refresh F12=Cancel

**PURPOSE:** To show whether contact standards are being met, per your individual county requirements. Report will only show 'required' significant contacts (REQ SC) and 'required' home visits (REQ HV) if your county's specific contact standards have been recorded in CIS. To change county contact standards, send request to DOC FAST Team.

**REPORT DEFINITION:** Information is pulled from your county contact standards table and the chrono headers entered by parole/probation officers. Contact will not be counted as a "Home" contact unless 'H' is used in the chrono header.

**Date Range from:** Use your county's standards to determine length of date range; either 30, 60 or 90 days.

**Location:** Defaults to your county/office location.

**Caseload:** \*ALL is entire office; or can be run by individual caseload # by entering desired caseload #.

**Report Type:** S=Summary (total #'s per caseload); D=Detail (breaks down by offender per caseload).

**Print Now:** Default set to print over night or can be changed to 'Y' to print immediately. Press enter to run report, you will receive message 'CMS514R report submitted'.

Press F12 to return to Management menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

**NOTE:** Refer to 'Code Index' on last page of reports for definition of column headers.

## MANAGEMENT SUPERVISION FEE COLLECTION REPORT

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '2=Management Fee Report' on selection line, press enter. This will take you to the below screen.

CMS513BP	Corrections Information Systems	10:14:39
MCCARTHY	Supervision Fee Collections	1/29/07
Type choices, press Enter.		
Report beginning date . . . . .	12/01/2006	
Report ending date . . . . .	12/31/2006	
Location . . . . .	COMM	*All, Code, F4 to prompt
Fee Type . . . . .	*ALL	*ALL, F4 to Prompt
Include Outcounts? . . . . .	N	Y=Yes, N=No
Report Type . . . . .	1	1=Supervision Fee Collections 2=Caseload Statistics
F3=Exit    F4=Prompt    F12=Cancel    F5=Refresh		

**PURPOSE:** Supervision Fee Collections provides amounts collected, payments, average paid and percent paid for the date range entered. Data is listed by caseload number when run for individual location and listed by office location when run using location \*ALL; Caseload Statistics provides amounts of balance forward, billings, payments, credits, debits, and open balances for date range entered. Data is listed by caseload number when run for an individual location and listed by office location when run using location \*ALL.

**NOTE:** Both reports include data from all account activity occurring within the selected date range (i.e. payments to closed DOR accounts). The Open Balance column pulls data from both open and closed accounts if the discontinued date is after the 'Report Beginning Date'.

**REPORT DEFINITION:** Information is pulled from the Fee Obligation File, Fee Obligation Detail, Summary File by Record-key, Master Caseload File and Caseload History File.

Report beginning date: Defaults to previous month. Date can be changed by filling in begin date of desired range (mm/dd/yyyy).

Report ending date: Defaults to previous month. Date can be changed by filling in end date of desired range (mm/dd/yyyy).

Location: Defaults to user's location. Can be changed to \*ALL locations or another specific location. Use F4=prompt for list of available location codes.

Fee Type: Defaults to \*ALL. Can be changed to an individual fee type if desired. Use F4=prompt for list of available fee types.

Include Outcounts?: Defaults to 'N' for active offenders only. Can be changed to 'Y' for data on outcount cases.

Report Type: Defaults to '1=Supervision Fee Collection'. Can be changed to '2=Caseload Statistics'

At the bottom or last page of each report, you will find 'Column Definitions' and 'Selection Criteria'. The 'Column Definitions' explain what data is contained in the individual columns and the calculations used. The 'Selection Criteria' is a copy of the parameters you used for the report.

Both reports will print immediately when you press enter. You will receive message 'Supervision Fee Collections Report has been submitted'.

Press F12 to return to the Management Statistics Report menu

Press F12 to return to the CC Reports menu

Press F12 to return to Main menu



## MANAGEMENT TREATMENT REPORT

From CC Report Menu, type '1=Management Reports' on selection line, press enter, then type '3=Management Treatment Report' on selection line, press enter. This will take you to the below screen.

```
Treatment Management Report (PRTCCMTMT)

Type choices, press Enter.

Report beginning date . . . . . Date
Report ending date . . . . . Date
Treatment type . . . . . *ALL      Character value, *ALL
Location . . . . . *CUR          Character value, *ALL, *CUR

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show the treatment referral, entry and completion statistics by treatment program for your county.

**REPORT DEFINITION:** Information is pulled from the Treatment File, the Offender Treatment File and the Movement File.

Report beginning date: Fill in begin date of desired range (mm/dd/yyyy).  
Report ending date: Fill in ending date of desired range (mm/dd/yyyy).  
Treatment type: Defaults to \*ALL. This will give you all treatment types.  
Location: Defaults to \*CUR. This will give you your county/office treatment statistics.  
To see another counties treatment statistics, type in the 4-digit code of the desired county.

Press enter to run report, no message will appear. You will be returned to the 'Management Statistics Report' main menu. This report will print overnight.

Press F12 to return to the CC Reports menu  
Press F12 to return to Main menu

## MANAGEMENT U/A REPORT

From CC Report Menu, type '1=Management Reports' on selection line, press enter, then type '4=Management U/A Reports' on selection line, press enter. This will take you to the below screen.

```

                                Urinalysis Statistical Report (PRTCCMUAL)

Type choices, press Enter.

Report beginning date . . . . .      Date
Report ending date . . . . .        Date
Location . . . . . *CUR              Character value, *ALL, *CUR

                                           Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
    
```

**PURPOSE:** To show the negative and positive results by drug type of U/A's taken, how many tests are outstanding, and/or awaiting results for your county.

**REPORT DEFINITION:** Information is pulled from the U/A Detail file, the U/A Chrono Header, the Movement File and the Codes Table. The outcount reason must be blank and the move in date must be within the date range of the report.

- Awaiting Results: Program looks at the 'result date', if 'result date equals zero or is past end of report date range, it adds to column.
- Results Received: Should equal the total of positive and negative results columns.
- No Shows: Program looks at the 'test type', if 'test type' equals XNOS, it adds to column.
- Tests Outstanding: Program looks at the 'sample date of the UA header record', and it must be before the start of report date range and the result date equals zero or after start of report date range.
- Abnormal results should be listed under the 'Results Received' column.
- Tests Outstanding and the Awaiting Results columns will not be the same as they are looking at different dates.

Report beginning date: Fill in begin date of desired range (mm/dd/yyyy).

Report ending date: Fill in ending date of desired range (mm/dd/yyyy).

Location: Defaults to \*CUR. This will give you your county/office U/A statistics for the desired date range requested. \*ALL will give you all county locations statistics.

Press enter to run report, no message will appear. You will be returned to the 'Management Statistics Report' menu. This report will print overnight.

Press F12 to return to CC Reports menu

Press F12 again to return to Main menu

## SUPV LEVEL BY OFFENSE TYPE

From the CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '5=Supv Level by Offense Type' on selection line, press enter. This will take you to the below screen.

CMS571P	Corrections Information Systems	9:14:34
MCCARTHY	Supervision Level by Supervising Area Selections	3/22/06
Type choices, press Enter.		
Report type . . . . .	LOC	*ALL, LOC, CNTY
Report selection. . . .	COMM	location, county
Subset by		
Override section. . .	*NONE	*NONE, HI, LOW
Offender status . . .	*ALL	*ALL, code
Outcount. . . . .	*NONE	*ALL, *NONE, *ONLY, code
Offense category. . .	*ALL	*ALL, FEL, MIS, FUND, UNFD
Offense group . . . .	*ALL	*ALL, group
or offense . . . . .	*ALL	*ALL, ORS abbreviation
Off. gender / race. A	*ALL	A, M, F, O / *ALL, *NW, race
Address zone / zip. .	*ALL *ALL	*ALL, zone, zipcode
Treatment type. . . .	*ALL	*ALL, type
Treatment program . .	*ALL	*ALL, name
OR use		
Research standard . .	*NO	
F4=Prompt    F5=Refresh    F12=Cancel		

**PURPOSE:** To show the total number of offenders supervised by your county/office, by offense type (person, property, or statute) and supervision level (Ltd, Low, Med, High, or Unclassified).

**REPORT DEFINITION:** Information is pulled from the Caseload file, Location file, Offender file, Summary file, Description file, Address file, Offender Treatment file, Risk file and ORS Table.

**Report type:** Defaults to LOC=User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB) or can be changed to CNTY=User's county location code (i.e. MULT, JACK, UMAT, DOUG).

**Report Selection:** Defaults to your county/office location. For most county/office locations, the Report selection field will be the same no matter which setting is used for Report type.

**Subset by**

- **Override section:** Defaults to \*NONE. Can change to Hi or Low for overrides to higher or lower levels.
- **Offender status:** Defaults to \*ALL. Use F4=Prompt to select PA, PS, PO, PR, LC or type over \*ALL with status desired.
- **Outcount:** Defaults to \*NONE for no outcounts. To include outcount offenders change to \*ALL. Using \*ONLY will display only outcounts, or use F4=Prompt to select a specific outcount.

- Offense category: Defaults to \*ALL. For only FEL or MIS change to desired category. NOTE: FUND, UNFD do not provide accurate numbers (see note on introductory page)
- Offense group: Defaults to \*ALL. Use F4=Prompt to select individual group.
- or offense: Defaults to \*ALL. Use F4=Prompt or type in desired ORS abbreviation.
- Off. gender / race: Defaults to A and \*ALL. This gives you all genders and races. If only a desired gender or race is wanted, use the F4=Prompt to see the table of appropriate codes for these two fields.
- Address zone / zip: Defaults to \*ALL, or type in desired zip code. If your county doesn't use the zone field then no desired zone can be requested.
- Treatment type: Defaults to \*ALL. If only a desired treatment is needed, type in desired treatment code. Use the F4=Prompt for code abbreviation table.
- Treatment program: Defaults to \*ALL. If only one desired program is needed, type in desired treatment program code. Use the F4=Prompt for treatment program table.
- Research standards: Defaults to \*NO. Leave at \*NO – standards are not current in CIS.

Any or all of the above fields can be run separately or together. Press enter to run report, you will receive message 'Supervision Level by Offense Type job has been submitted'. This report will print immediately.

Press F12 to return to Management Statistics menu  
 Press F12 again to return to CC Reports menu  
 Press F12 again to return to Main menu

NOTE: If you need to find the 'offense/crime type' for a particular crime/ORS, go to your main menu and select the option for W/W ORS Descriptions. Once you have located the ORS/Crime on the table, use Option 5=Display and press enter. Midway down the screen is the 'Crime Type' of PERS, PROP, STAT, or NONE.

## SUPV LEVEL BY LOC/CASELOAD

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '6=Supv Level by LOC/Caseload' on selection line, press enter. This will take you to the below screen.

CMS574P	Corrections Information Systems	9:47:23
MCCARTHY	Supervision Level by Supervising Area Selections	3/22/06
Type choices, press Enter.		
Report type . . . . .	LOC	*ALL, LOC, CNTY
Report selection. . . .	COMM	location, county
Subset by		
Override selection.	*NONE	*NONE, HI, LOW
Offender status . .	*ALL	*ALL, F4 to prompt
Outcount. . . . .	*NONE	*ALL, *NONE, *ONLY, outcount
Offense category. .	*ALL	*ALL, FEL, MIS, FUND, UNFD
Offense type. . . .	*ALL	*ALL, PERS, PROP, STAT
Offense group . . .	*ALL	*ALL, group
or offense . . . .	*ALL	*ALL, ORS abbreviation
Off. gender / race.	A *ALL	A, M, F, O / *ALL, *NW, race
Address zone / zip.	*ALL *ALL	*ALL, zone, zipcode
Treatment type. . .	*ALL	*ALL, type
Treatment program .	*ALL	*ALL, name
OR use		
Research Standard .	*NO	*YES, *NO
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show total number of offenders supervised by caseload number and supervision level for your county/office.

**REPORT DEFINITION:** Information is pulled from the Location file, Caseload file, Offender file, Summary file, Description file, Address file, Offender Treatment file, Treatment file, Risk file and ORS Table.

**Report type:** Defaults to LOC=User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB) or can be changed to CNTY=User's county location code (i.e. MULT, JACK, UMAT, DOUG).

**Report Selection:** Defaults to your county/office location. For most county/office locations, the Report selection field will be the same no matter which setting is used for Report type.

**Subset by**

- **Override section:** Defaults to \*NONE. Can change to Hi or Low for overrides to higher or lower levels.
- **Offender status:** Defaults to \*ALL. Use F4=Prompt to select PA, PS, PO, PR, LC or type over \*ALL with status desired.
- **Outcount:** Defaults to \*NONE for no outcounts. To include outcount offenders change to \*ALL. Using \*ONLY will display only outcounts, or use F4=Prompt to select a specific outcount.
- **Offense category:** Defaults to \*ALL. For only FEL or MIS change to desired category. NOTE: FUND, UNFD do not provide accurate numbers (see note on introductory page)

- Offense type: Defaults to \*ALL. If you want a specific type use the F4=Prompt for desired type code table.
  - Offense group: Defaults to \*ALL. Use F4=Prompt to select individual group.
  - or offense: Defaults to \*ALL. Use F4=Prompt or type in desired ORS abbreviation.
  - Off. gender / race: Defaults to A and \*ALL. This gives you all genders and races. If only a desired gender or race is wanted, use the F4=Prompt to see the table of appropriate codes for these two fields.
  - Address zone / zip: Defaults to \*ALL, or type in desired zip code. If your county doesn't use the zone field then no desired zone can be requested.
  - Treatment type: Defaults to \*ALL. If only a desired treatment is needed, type in desired treatment code. Use the F4=Prompt for code abbreviation table.
  - Treatment program: Defaults to \*ALL. If only one desired program is needed, type in desired treatment program code. Use the F4=Prompt for treatment program table.
- Research standards: Defaults to \*NO. Leave at \*NO – standards are not current in CIS.

Any of the above fields can be run separately or together. Press enter to run report, you will receive message 'Supervision Level by Supervising Area job has been submitted'. This report will print immediately.

Press F12 to return to Management Statistics menu  
Press F12 again to return to CC Reports menu  
Press F12 again to return to Main menu.

## DEMOGRAPHICS REPORT

From CC Report Menu, type '1=Management Reports' on selection line, press enter, then type '7=Demographics Report' on selection line, press enter. This will take you to the below screen.

CMS580P	Corrections Information Systems	10:17:21
MCCARTHY	Demographics Report Selections	3/22/06
Type choices, press Enter.		
Report type . . . . .	LOC	*ALL, LOC, CNTY, CASE
Report selection. . . . .	COMM	location, county, caseload
Offender status . . . . .	*ALL	*ALL, PA, PR, PS, PO
Outcount. . . . .	*NONE	*ALL, *NONE, *ONLY, outcount
Offense category. . . . .	*ALL	*ALL, FEL, MIS, FUND, UNFD
Offense type. . . . .	*ALL	*ALL, PERS, PROP, STAT
Offense group . . . . .	*ALL	*ALL, group
or offense. . . . .	*ALL	*ALL, ORS abbreviation
Offender gender . . . . .	A	A, M, F, O
Offender race . . . . .	*ALL	*ALL, *NW, race
Address zone / zipcode. . . . .	*ALL *ALL	*ALL, zone, zipcode
Treatment type. . . . .	*ALL	*ALL, type
Treatment program . . . . .	*ALL	*ALL, name
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show total offenders supervised by your county/office and percentages per demographics selected.

**REPORT DEFINITION:** Information is pulled from the Caseload file, Offender file, Location file, Description file, Admission file, Treatment file, Sex Offense file, ORS Table, LEDS file and Offense file.

**Report type:** Defaults to LOC=User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB) or can be changed to CNTY=User's county location code (i.e. MULT, UMAT, JACK, DOUG). CASE=User's caseload number. If selected as Report type, report selection needs to be 4-digit caseload number.

**Report selection:** Defaults to your county/office location. For most county/office locations, the Report selection field will be the same no matter which setting is used for Report type. If by caseload is desired, enter caseload number in this field.

**Offender status:** Defaults to \*ALL. Use F4=Prompt to select PA, PS, PO, PR, LC or type over \*ALL with status desired.

**Outcount:** Defaults to \*NONE for no outcounts. To include outcount offenders change to \*ALL. Using \*ONLY will display only outcounts, or use F4=Prompt to select a specific outcount.

**Offense category:** Defaults to \*ALL. For only FEL or MIS change to desired category. NOTE: FUND, UNFD do not provide accurate numbers (see note on introductory page)

**Offense type:** Defaults to \*ALL. If you want a specific type use the F4=Prompt for desired type code table.

Offense group: Defaults to \*ALL. Use F4=Prompt to select individual group.  
or offense: Defaults to \*ALL. Use F4=Prompt or type in desired ORS abbreviation.  
Offender gender / race: Defaults to A and \*ALL. This gives you all genders and races.  
If only a desired gender or race is wanted, use the F4=Prompt to see the table of  
appropriate codes for these two fields.  
Address zone / zip: Defaults to \*ALL, or type in desired zip code. If your county  
doesn't use the zone field then no desired zone can be requested.  
Treatment type: Defaults to \*ALL. If only a desired treatment is needed, type in desired  
treatment code. Use the F4=Prompt for code abbreviation table.  
Treatment program: Defaults to \*ALL. If only one desired program is needed, type in  
desired treatment program code. Use the F4=Prompt for treatment program table.

Any of the above fields can be run separately or together. Press enter to run report, you  
will receive message 'Demographics Report has been submitted'. This report will print  
immediately.

Press F12 to return to Management Statistics menu  
Press F12 again to return to CC Reports menu  
Press F12 again to return to Main menu



## EMPLOYMENT LEVELS REPORT

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '8=Employment Levels Report' on selection line, press enter. This will take you to the below screen.

CMS576P	Corrections Information Systems	9:47:12
MCCARTHY	Employment Levels Report Selections	3/23/06
Type choices, press Enter.		
Report type . . . . .	LOC	*ALL, LOC, CNTY
Report selection. . . .	COMM	location, county
Report date . . . . .	3/23/2006	
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show totals and percentages of offenders employed by caseload for your county/office.

**REPORT DEFINITION:** Information is pulled from the Location file, Caseload file, Offender file, Summary file, Description file, Address file, Offender Treatment file, Treatment file, Risk Assessment file, Offender Caseload file, and ORS table.

**Report type:** Defaults to LOC=User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB) or can be changed to CNTY=User's county location code (i.e. MULT, UMAT, JACK, DOUG).

**Report selection:** Defaults to your county/office 4-digit location code. For most county/office locations, the Report selection field will be the same no matter which setting is used for Report type.

**Report date:** Defaults to current date. For a different time period, type in desired date (mm/dd/yyyy).

Press enter to have report print. You will get the message 'Employment Levels Report has been submitted'. This report will print immediately.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

## ADMISSIONS/CLOSURES REPORT

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '9=Admissions/Closures Report' on selection line, press enter. This will take you to the below screen.

CMS578P	Corrections Information Systems	9:57:08
MCCARTHY	Admission/Closure Report Selections	3/23/06
Type choices, press Enter.		
Report type . . . . .	LOC	*ALL, LOC, CNTY
Report selection. . . .	COMM	location, county
Report date range . . .		
	thru 3/23/2006	
Subset by:		
Offender status. . . .	*ALL	*ALL, F4 to prompt
Offense category . . .	*ALL	*ALL, FEL, MIS, FUND, UNFD
Offense type . . . . .	*ALL	*ALL, PERS, PROP, STAT
Offense group. . . . .	*ALL	*ALL, group
or offense . . . . .	*ALL	*ALL, ORS abbreviation
Off. gender / race . . .	A *ALL	A, M, F, O / *ALL, *NW, race
Address zone / zip . . .	*ALL *ALL	*ALL, zone, zipcode
Treatment type . . . .	*ALL	*ALL, type
Treatment program. . .	*ALL	*ALL, name
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show total number and percentages of Positive, Negative and Neutral closures and to show total number of admissions per your county/office for date range selected.

- Positive=BNPB, DISC, EARL, and EXPI
- Negative=CRTR, RTNS, and VIOL
- Neutral=ABEX, APPE, COMP, DIED, USAP, and VACA

**REPORT DEFINITION:** Information is pulled from the Location file, Admits file, Closes file, Summary file, Description file, Address file, Offender Treatment file, Treatment file, and ORS table.

**Report type:** Defaults to LOC=User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB) or can be changed to CNTY=User's county location code (i.e. MULT, UMAT, JACK, DOUG).

**Report selection:** Defaults to your county/office location. For most county/office locations, the Report selection field will be the same no matter which setting is used for Report type.

**Report date range:** The ending date defaults to today's date. Fill in begin date (mm/dd/yyyy).

**Subset by:**

- **Offender status:** Defaults to \*ALL. Use F4=Prompt to select PA, PS, PO, PR, LC or type over \*ALL with status desired.

- Offense category: Defaults to \*ALL. For only FEL or MIS change to desired category. NOTE: FUND, UNFD do not provide accurate numbers (see note on introductory page).
- Offense type: Defaults to \*ALL. If you want a specific type use the F4=Prompt for desired type codes.
- Offense group: Defaults to \*ALL. Use F4=Prompt to select individual group.
- or offense: Defaults to \*ALL. Use F4=Prompt or type in desired ORS abbreviation.
- Off. gender / race: Defaults to A and \*ALL. This gives you all genders and races. If only a desired gender or race is wanted, use the F4=Prompt to see the table of appropriate codes for these two fields.
- Address zone / zip: Defaults to \*ALL, or type in desired zip code. If your county doesn't use the zone field then no desired zone can be requested.
- Treatment type: Defaults to \*ALL. If only a desired treatment type is needed, type in desired treatment code. Use the F4=Prompt for code abbreviation table.
- Treatment program: Defaults to \*ALL. If only a desired treatment program is needed, type in desired treatment program code. Use F4=Prompt for treatment program table.

Press enter to print, you will get the message 'Admission/Closure Report has been submitted'. This report will print immediately.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

## STATEWIDE SUPERVISION/DISTRIBUTION REPORT

From CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '14=Statewide Supv/Dist Report' on selection line, press enter. This will take you to the below screen.

CMS555I	Corrections Information Systems	9:55:26
MCCARTHY	Statewide Supervision Distribution	3/27/06

Type choices, press Enter.

Report location:  
Report by Office....: Y  
Report by County....: N

Submit option..:  
1 print now  
2 print tonight.....: 2

Note: Extract file is complete.  
Last updated by system on 03/26/06 at 20:02.

F12=Cancel Enter=Print

**PURPOSE:** To show the statewide supervision of offenders by risk and class for all counties/offices. Gives number/percentage of offenders for each risk level, and number/percentage of overrides. FUNDED column may be accurate.

**REPORT DEFINITION:** Information is pulled from the Location file, Summary file, and Risk Assessment file.

**Report location:**

- **Report by Office:** Defaults to Y. User's physical office location code (i.e. MTSW, UMAP, DOUG, JACB). Using this default ensures you get the individual offices for Multnomah County. If only the County total is desired change to N.
- **Report by County:** Defaults to N. User's county location code (i.e. MULT, UMAT, JACK, DOUG). Using this default ensures you get the individual offices for Multnomah County. If only the County total is desired change to Y.

**Submit Option:** Defaults to 2 which will have the report print overnight. If you want the report to print immediately, then change the 2 to 1, press enter.

You will get a message 'Office Report submitted to print'.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

## STATEWIDE RISK SCORE REPORTS

From CC Reports Menus, type '1=Management Reports' on selection line, press enter, then type '15=Statewide Risk Score Report' on selection line, press enter. This will take you to the below screen.

CMS557I	Corrections Information Systems	10:12:31
MCCARTHY	Statewide Risk Score Reports	3/27/06

Type choices, press Enter.

(Y/N)  
Y - Report by County.  
or  
N - Report by Office.

Y - Funded/Unfunded.  
N - Funded Only.  
N - Unfunded Only.

Note: Extract file is complete.  
Last updated by system on 03/26/06 at 20:02.

F12=Cancel Enter=Print

**PURPOSE:** To show the statewide supervision risk score of offenders by risk score for all counties/offices. Gives number/percentage of offenders for each risk score number. Overrides are not included. FUNDED column may not be accurate.

**REPORT DEFINITION:** Information is pulled from the Location file, Summary file, and Risk Assessment file.

**Report by County:** Defaults to Y. This is user's physical office location code (i.e. MTSW, UMAP, DOUG, JACB).

**Report by Office:** Defaults to N. This is user's county location code (i.e. MULT, UMAT, JACK, DOUG). Multnomah County will need to change this to Y to see the individual offices for their county.

**Funded/Unfunded:** Defaults to Y. This means you get everything.

**Funded Only:** Defaults to N. If only funded cases are desired change to Y.

**Unfunded Only:** Defaults to N. If only unfunded cases are desired change to Y.

Press enter to have report print. You will get a message 'County Reports submitted'.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

## CASE CLOSURE BY SPEC CLOSURE

From the CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '16=Case Closure by Specific Closure Type' on selection line, press enter. This will take you to the below screen.

RSH502BP	Corrections Information Systems	10:29:02
MCCARTHY	Case Closures by Specific Closure Type	3/27/06
Type choices, press Enter.		
Location . . COMM *ALL, Code		
Start Date . 9/01/2005		
Stop Date . 3/01/2006		
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show the total number of positive, negative, and neutral closures by closure code for your county/office per desired date range at time of total body closure. This report is also broken down by status type, i.e. Felony, Misdemeanor, Parole, PPS, and other status changes.

- Positive=BNPB, DISC, EARL, and EXPI
- Negative=CRTR, RTNS, and VIOL
- Neutral=ABEX, APPE, COMP, DIED, USAP, and VACA

**REPORT DEFINITION:** Information is pulled from the Offense file, Sentence file, Transfer file, Admission file and Summary file.

**Location:** Defaults to your county/office location code. If all counties/offices are desired, change to \*ALL.

**Start Date:** Fill in begin date of desired range (mm/dd/yyyy).

**Stop Date:** Fill in end date of desired range (mm/dd/yyyy).

Press enter to have report print. You will get a message 'Offender Status Change Report Report submitted'.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu

## PRINT MONTHLY CONTACT REPORT

From the CC Reports Menu, type '1=Management Reports' on selection line, press enter, then type '18=Print Monthly Contact Report' on selection line, press enter. This will take you to the below screen.

OPS561BP	Corrections Information Systems	10:41:03
MCCARTHY	Monthly Contact Report	3/27/06
Type choices, press Enter.		
Location . . . . .	COMM Community Corrections	
Team Name or *ALL . . . .	*ALL	
Date range from . . . . .	2/01/2006 To 2/28/2006	
Print detail report . . . .	N Y for complete list, E for exceptions only C for contact counts only	
Print summary report. . . .	Y Y for summary report	
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show home and face contacts by caseload number for your county.

**REPORT DEFINITION:** Information is pulled from the transfer file, summary file and work file.

**Location:** Defaults to your county/office 4-digit location code.

**Team Name or \*ALL:** Defaults to \*ALL. This will give you all caseloads in your county/office.

**Date range from:** Fill in begin date (mm/dd/yyyy) and end date (mm/dd/yyyy) for desired range.

**Print detail report:** Defaults to N. Use Y for complete list; E for exceptions only; and C for contact counts only.

**Print summary report:** Defaults to Y.

Press enter to have report print. You will get a message 'Monthly contact report has been submitted'. This report will print immediately.

Press F12 to return to Management Statistics menu

Press F12 again to return to CC Reports menu

Press F12 again to return to Main menu





## PPO OFFICE VISIT DUE (OCMS)

From the CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '1=PPO Office Visit Due (OCMS)' on selection line, press enter. This will take you to the below screen.

```
Office Visits Due (PRTPPPOVD)

Type choices, press Enter.

Office visit due as of . . . . . *TODAY      Date, *TODAY
Risk class . . . . . *ALL                Character value, *ALL
PO caseload number . . . . . *DFT        Character value, *DFT
Run option . . . . . *DSP                *DSP, *PRT, *ALL

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of office visits due by caseload as of date requested. Offenders are sorted by risk class, and shown date of last office visit.

**REPORT DEFINITION:** Information is pulled from the Caseload Master file, Caseload Offender file, Summary file, Offender file, Contact file, Chrono file. Contact type in Chrono header must be "O" for office.

Office visit due as of: Defaults to \*TODAY. If a different date is desired, fill in date using mm/dd/yyyy.

Risk class: Defaults to \*ALL. Can be run by individual risk class i.e. HI, MED, LOW or LTD by typing desired class in field.

PO Caseload number: Defaults to \*DFT, which is the requestors caseload number. Type in desired caseload number(s) for your county/office.

Run Option: Defaults to \*DSP which stands for display. To print type \*PRT. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display, you will get a message 'Request is being processed' and report will display. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter and report will print immediately, and you are sent back to the 'PPO Special Reports' Menu.

Press F12 to return to CC Reports menu

Press F12 again to return to Main menu

## PPO HOME VISIT DUE (OCMS)

From CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '2=PPO Home Visit Due (OCMS)' on selection line, press enter. This will take you to the below screen.

```
Home Visits Due (PRTPPOHVD)

Type choices, press Enter.

Home visit due as of . . . . . *TODAY      Date, *TODAY
Risk class . . . . . *ALL                Character value, *ALL
PO caseload number . . . . . *DFT        Character value, *DFT
Run option . . . . . *DSP                *DSP, *PRT, *ALL

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of home visits due as of date requested by offender name, address and SID number per caseload. Provides date of last home visit and risk class.

**REPORT DEFINITION:** Information is pulled from Caseload Master file, Caseload Offender file, Summary file, Offender file, Contact file, Chrono file, and Address file. Contact type in Chrono header must be "H" for home.

Home visit due as of: Defaults to \*TODAY. If any other date is desired, fill in that date using mm/dd/yyyy.

Risk class: Defaults to \*ALL. If only HI, MED, LOW or LTD are desired, type those in field.

PO Caseload number: Defaults to \*DFT which is requestors caseload number. Type in desired caseload number(s) for your county/office.

Run option: Defaults to \*DSP, which will display the list. To print type \*PRT in field. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu. Press F12 again to return to the Main Menu.

## PPO HOME VISIT DUE ALPHA (Non-OCMS)

From CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '3=PPO Home Visit Due Alpha (Non-OCMS)' on selection line, press enter. This will take you to the below screen.

```
Home Visit Data (PRTPOHVR2)

Type choices, press Enter.

Last home visit prior to date . *TODAY      Date, *TODAY
Risk class . . . . . *ALL              Character value, *ALL
PO caseload number . . . . . *DFT       Character value, *DFT
Run option . . . . . *DSP              *DSP, *PRT, *ALL

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of home visits due as of date requested in alphabetical order by offender last name per caseload.

**REPORT DEFINITION:** Information is pulled from Caseload Master file, Caseload Offender file, Summary file, Offender file, Contact file, Chrono file, and Address file. Contact type in Chrono header must be "H" for home.

Last home visit prior to date: Defaults to \*TODAY. If a different date is desired, filling date using mm/dd/yyyy.

Risk class: Defaults to \*ALL. Can be run by individual risk class i.e. HI, MED, LOW, or LTD by typing desired class in field.

PO caseload number: Defaults to \*DFT, which is the requestors caseload number. Type desired caseload number(s) for your county/office.

Run Option: Defaults to \*DSP which stands for display. To print type \*PRT. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu.

Press F12 again to return to the Main Menu.

## PPO HOME VISIT DUE ZIPCD (Non-OCMS)

From CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '4=PPO Home Visit Due Zipcd (Non-OCMS)' on selection line, press enter. This will take you to the below screen.

```
Home Visit Data (PRTPPOHVR)

Type choices, press Enter.

Last home visit prior to date . *TODAY      Date, *TODAY
Risk class . . . . . *ALL              Character value, *ALL
PO caseload number . . . . . *DFT       Character value, *DFT
Run option . . . . . *DSP              *DSP, *PRT, *ALL

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of home visits due as of date requested by offender name, address and SID number in numerical order of zip code per caseload.

**REPORT DEFINITION:** Information is pulled from Caseload Master file, Caseload Offender file, Summary file, Offender file, and Address file. Contact type in Chrono header must be "H" for home.

Last home visit prior to date: Defaults to \*TODAY. If a different date is desired, filling date using mm/dd/yyyy.

Risk class: Defaults to \*ALL. Can be run by individual risk class i.e. HI, MED, LOW, or LTD by typing desired class in field.

PO caseload number: Defaults to \*DFT, which is the requestors caseload number. Type desired caseload number(s) for your county/office.

Run Option: Defaults to \*DSP which stands for display. To print type \*PRT. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu.

Press F12 again to return to the Main Menu.

## PPO URINALYSIS DUE

From CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '5=PPO Urinalysis Due' on selection line, press enter. This will take you to the below screen.

```
Urinalysis Due (PRTPOUAD)

Type choices, press Enter.

Last UA prior to date . . . . . *TODAY      Date, *TODAY
Risk class . . . . . *ALL          Character value, *ALL
PO caseload number . . . . . *DFT       Character value, *DFT
Run option . . . . . *DSP          *DSP, *PRT, *ALL

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of urinalysis due as of date requested per caseload. Sorts alphabetically by offender's last name.

**REPORT DEFINITION:** Information is pulled from Caseload Master file, Offender file, Summary file, Conditions file, UA Header file and UA Detail file. Must have a condition entered for URIN or BODY.

Last UA prior to date: Defaults to \*TODAY. If a different date is desired, fill in date using mm/dd/yyyy.

Risk class: Defaults to \*ALL. If only HI, MED, LOW or LTD are desired, type those in field.

PO Caseload number: Defaults to \*DFT which is requestors caseload number. Type in desired caseload number(s) for your county/office.

Run option: Defaults to \*DSP, which will display the list. To print type \*PRT in field. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu.

Press F12 again to return to the Main Menu.

## PPO TREATMENT OPEN REFERRAL

From the CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '6=PPO Treatment Open Referral' on selection line, press enter. This will take you to the below screen.

```
Treatment Open Referrals (PRTPPOTOR)

Type choices, press Enter.

Referred prior to . . . . . *TODAY      Date, *TODAY
PO caseload number . . . . . *DFT       Character value, *DFT
Run option . . . . . *DSP             *DSP, *PRT, *ALL

Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of offenders that have entered treatment but have not completed treatment.

**REPORT DEFINITION:** Information is pulled from Caseload Master file, Caseload Offender file, Summary file, Treatment file and Offender Treatment file. Must have entry date in Treatment record, and no exit date.

**Referred prior to:** Defaults to \*TODAY. If a different date is desired, fill in date using mm/dd/yyyy.

**PO Caseload number:** Defaults to \*DFT, which is the requestors caseload number. Type in desired caseload number(s) for your county/office.

**Run option:** Defaults to \*DSP which stands for display. To print type \*PRT. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu.

Press F12 again to return to the Main Menu.

## PPO TREATMENT COMPLETION

From CC Reports Menu, type '2=PPO Special Reports' on selection line, press enter, then type '7=PPO Treatment Completion' on selection line, press enter. This will take you to the below screen.

```
Treatment Completion Due (PRTPPOTCD)

Type choices, press Enter.

Completion due as of . . . . . *TODAY      Date, *TODAY
PO caseload number . . . . . *DFT        Character value, *DFT
Run option . . . . . *DSP                *DSP, *PRT, *ALL

                                                                 Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

**PURPOSE:** To show total number of offenders who have completed treatment by caseload.

**REPORT DEFINITION:** Information pulls from Caseload Master file, Caseload Offender file, Summary file, Treatment file, and Offender Treatment file. Must have entry date on Treatment file, and exit date. Uses unit code of TX record (Daily, Weekly, and Monthly) to calculate average length.

Completion due as of: Defaults to \*TODAY. If a different date is desired, fill in date using mm/dd/yyyy.

PO Caseload number: Defaults to \*DFT which is the requestors caseload number. Type in desired caseload number(s) for your county/office.

Run option: Defaults to \*DSP which stands for display. To print type \*PRT. For both display and printed copy, change to \*ALL.

If \*DSP is chosen, press enter to display report. Press F12 to return to 'PPO Special Reports' Menu. If \*PRT is chosen, press enter, report will print immediately, and you will be sent back to the 'PPO Special Reports' Menu.

Press F12 to return to the 'CC Report' Menu.

Press F12 again to return to the Main Menu.

## STRUCTURED SANCTION REPORTS

CCSANCRIPT                      Corrections Information Systems                      18:07:23  
HUNTM                              Structured Sanction Reports                      8/01/07  
Select one of the following:

STRUCTURED SANCTION REPORTS

- 1. Sanc Agent Totals by Office
- 2. Sanctions by Agent
- 3. Statewide Sanctions by Agent
- 4. Statewide Sanctions by Code
- 5. Statewide Sanctions by Cond

- 80. Return to regional menu
- 90. End pass through

Bottom

Selection:

Job:

F3=Exit      F4=Prompt      F10=Move to top      F11=Menu bar      F12=Previous menu



## SANC AGENT TOTALS BY OFFICE

From CC Reports Menu, type '3=Structured Sanction Reports' on selection line, press enter, then type '1=Sanc Agent Totals by Office' on selection line, press enter. This will take you to the below screen.

CMS582BP	Corrections Information Systems	10:03:41
MCCARTHY	Sanction Agent Totals by Office	3/29/06
Type choices, press Enter.		
Location . . . . .	COMM	Code
Date range from date .		
Date range to date . .		
Status selection . . .	*ALL	*ALL, Code
Offense category . . .	*ALL	*ALL, FEL, MISD
Sanction action . . .	*ALL	*ALL, Code
F4=Prompt    F12=Cancel    Enter=Print		

**PURPOSE:** County/Office report showing total number of sanctions/interventions given, average number of custody units given per sanction, and percent of total per caseload/agent for date range selected.

**REPORT DEFINITION:** Information pulls from Sanction files, Summary file, and Admission file. Must have a sanction code in 'Given Sanction Code' field. 'Given Authority Code' used will determine which column data falls under (i.e. PPO, SUPV, HO, or Judge). Agent=PPO, Supervisor, Hearings Officer and Judge/Board of Parole.

- Location: Defaults to your county/office 4-digit location code.
- Date range from date: Fill in the begin date of desired range.
- Date range to date: Fill in ending date of desired range.
- Status selection: Defaults to \*ALL. If only one status is desired, press F4=prompt for status table.
- Offense category: Defaults to \*ALL. If only one category is desired, type FEL or MISD in field.
- Sanction action: Defaults to \*ALL. If only one sanction code is desired, press F4=prompt for sanction status table.

Press enter to print report you will get message 'CMS – Sanct Agent Total by Office Report submitted'. This report will print immediately.

- Press F12 to return to the 'Structured Sanction Reports' Menu.
- Press F12 again to return to the 'CC Reports' Menu.
- Press F12 a third time to return to the Main Menu.

**REPORT KEY:**

- S = the number of sanctions/interventions given for date range.
- C = the average number of custody units given per sanction for date range.
- % = the percent this caseload/agent is of the total.

## SANCTIONS BY AGENT

From CC Reports Menu, type '3=Structured Sanction Reports' on selection line, press enter, then type '2=Sanctions by Agent' on selection line, press enter. This will take you to the below screen.

CMS583BP	Corrections Information Systems	10:27:06
MCCARTHY	Sanctions by Agent	3/29/06
Type choices, press Enter.		
Caseload . . . . .	COMM	Code
Date range from date .		
Date range to date . .		
Status selection . . .	*ALL	*ALL, Code
Offense category . . .	*ALL	*ALL, FEL, MISD
Sanction action . . .	*ALL	*ALL, Code
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** County/Office report showing total number of sanctions/interventions given, average number of custody units given per sanction and percent of total per sanction code/agent for date range selected.

**REPORT DEFINITION:** Information pulls from Sanction files, Summary file, and Admission file.

**Caseload:** Defaults to 4-digit location code. Type in desired caseload number.

**Date range from date:** Fill in the begin date of desired range.

**Date range to date:** Fill in ending date of desired range.

**Status selection:** Defaults to \*ALL. If only one status is desired, press F4=prompt for status table.

**Offense category:** Defaults to \*ALL. If only one category is desired, type FEL or MISD in field.

**Sanction action:** Defaults to \*ALL. If only one sanction code is desired, press F4=prompt for sanction status table.

Press enter to print report; you will get message 'CMS – Sanctions by Agent Report submitted'. This report will print immediately.

Press F12 to return to 'Structured Sanction Reports' menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 a third time to return to Main menu.

**REPORT KEY:**

- S = the number of sanctions/interventions given for date range.
- C = the average number of custody units given per sanction for date range.
- % = the percent this sanction/agent is of the total.

## STATEWIDE SANCTIONS BY AGENT

From CC Reports Menu, type '3=Structured Sanction Reports' on selection line, press enter, then type '3=Statewide Sanctions by Agent' on selection line, press enter. This will bring you to the below screen.

```
CMS584BP           Corrections Information Systems           10:43:03
MCCARTHY           Statewide Sanctions by Agent           3/29/06

Type choices, press Enter.

Date range from date .
Date range to date . .

Status selection . . . *ALL           *ALL, Code
Offense category . . . *ALL
Sanction action . . . *ALL           *ALL, Code
                                           *ALL, FEL, MISD

F4=Prompt   F12=Cancel   Enter=Print

Open options ignored for shared open of member TBTABLL1.
```

**PURPOSE:** Statewide report showing total number of sanctions given and percent of total by agent for desired date range, per county/office.

**REPORT DEFINITION:** Information pulls from Sanction files, Summary file, and Admission file. Must have a sanction code in 'Given Sanction Code' field. 'Given Authority Code' used will determine which column data falls under (i.e. PPO, SUPV, HO, or Judge). Agent=PPO, Supervisor, Hearings Officer and Judge/Board of Parole.

Date range from date: Fill in the begin date of desired range.

Date range to date: Fill in ending date of desired range.

Status selection: Defaults to \*ALL. If only one status is desired, press F4=prompt for status table.

Offense category: Defaults to \*ALL. If only one category is desired, type FEL or MISD in field.

Sanction action: Defaults to \*ALL. If only one sanction code is desired, press F4=prompt for sanction status table.

Press enter to print report, you will get message 'CMS-Statewide Sanctions by Agent submitted'. This report will print immediately.

Press F12 to return to the 'Structured Sanction Reports' Menu.

Press F12 again to return to the 'CC Reports' Menu.

Press F12 a third time to return to the Main Menu.

## STATEWIDE SANCTIONS BY CODE

From CC Reports Menu, type '3=Structured Sanction Reports' on selection line, press enter, then type '4=Statewide Sanctions by Code' on selection line, press enter. This will take you to the below screen.

CMS585BP	Corrections Information Systems	10:57:30
MCCARTHY	Statewide Sanctions by Code	3/29/06
Type choices, press Enter.		
Date range from date .		
Date range to date . .		
Status selection . . .	*ALL	*ALL, Code
Offense category . . .	*ALL	*ALL, FEL, MISD
Sanction action . . .	*ALL	*ALL, Code
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** Statewide report showing total number of sanctions given and percent of total, by sanction code and location for desired date range.

**REPORT DEFINITION:** Information pulls from Sanction files, Summary file, and Admission file. Must have a sanction code in 'Given Sanction Code' field. 'Given Authority Code' used will determine which column data falls under (i.e. PPO, SUPV, HO, or Judge). Agent=PPO, Supervisor, Hearings Officer and Judge/Board of Parole.

Date range from date: Fill in the begin date of desired range.

Date range to date: Fill in ending date of desired range.

Status selection: Defaults to \*ALL. If only one status is desired, press F4=prompt for status table.

Offense category: Defaults to \*ALL. If only one category is desired, type FEL or MISD in field.

Sanction action: Defaults to \*ALL. If only one sanction code is desired, press F4=prompt for sanction status table.

Press enter to print report, you will get message 'CMS-Statewide Sanctions by Code Report submitted'. This report will print immediately.

Press F12 to return to 'Structured Sanction Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 a third time to return to Main menu.

## STATEWIDE SANCTIONS BY COND

From CC Reports Menu, type '3=Structured Sanction Reports' on selection line, press enter, then type '5=Statewide Sanctions by Cond' on selection line, press enter. This will take you to the below screen.

CMS586BP	Corrections Information Systems	11:05:58
MCCARTHY	State Sanctions by Condition	3/29/06
Type choices, press Enter.		
Date range from date .		
Date range to date . .		
Status selection . . .	*ALL	*ALL, Code
Offense category . . .	*ALL	*ALL, FEL, MISD
Sanction action . . .	*ALL	*ALL, Code
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** Statewide report showing total number of sanctions given and percent of total, by condition code and sanction code for desired date range.

**REPORT DEFINITION:** Information pulls from Sanction files, Summary file, and Admission file. Must have a sanction code in 'Given Sanction Code' field. 'Given Authority Code' used will determine which column data falls under (i.e. PPO, SUPV, HO, or Judge). Agent=PPO, Supervisor, Hearings Officer and Judge/Board of Parole.

Date range from date: Fill in the begin date of desired range.

Date range to date: Fill in ending date of desired range.

Status selection: Defaults to \*ALL. If only one status is desired, press F4=prompt for status table.

Offense category: Defaults to \*ALL. If only one category is desired, type FEL or MISD in field.

Sanction action: Defaults to \*ALL. If only one sanction code is desired, press F4=prompt for sanction status table.

Press enter to print report, you will get message 'CMS-Statewide Sanctions by Condition Report submitted'. This report will print immediately.

Press F12 to return to 'Structured Sanction Reports' menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 a third time to return to Main menu.





## PAROLE PROBATION EXPIRATION

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '1=Parole/Probation Expiration' on selection line, press enter. This will take you to the below screen.

CMS543BP MCCARTHY	Corrections Information Systems Parole/Probation Expiration	10:02:18 4/03/06
Type choices, press Enter.		
Location . . . . .	COMM	Code, F4 Prompt
Report Date Range. . . through. . .		
Caseload . . . . .	*ALL	*ALL, Code, F4 Prompt
Outcount Reason. . . .	*ALL	*ALL, NONE, ONLY, Code, F4 Prompt
Print Option . . . . .	2	1=Now, 2=Overnight
F4=Prompt    F12=Cancel    Enter=Print		

**PURPOSE:** To show offenders that have expired or will expire for the desired date range; sorts by caseload.

**REPORT DEFINITION:** Information is pulled from Master Caseload file, Summary file, Offense file, Sentence file, and Location table.

**Location:** Defaults to your county/office location.

**Report Date Range:** Fill in desired begin date using mm/dd/yyyy.

**through:** Fill in desired ending date using mm/dd/yyyy.

**Caseload:** Defaults to \*ALL for entire county/office caseloads; or can be run by individual caseload # by entering desired caseload #.

**Outcount Reason:** Defaults to \*ALL. Type 'None' in field if outcount reasons are not desired. Type 'ONLY' in field if only outcounts are desired or F4=Prompt for specific outcount code.

**Print Option:** Defaults to '2' for overnight prints. If you want the report to type immediately, type '1' in field.

Press enter to run report, you will receive message 'Parole/Prob Expiration submitted'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## PAROLE OFFICER LISTING

From the CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '2=Parole Officer Listing' on selection line, press enter. This will take you to the below screen.

CMS544I	Corrections Information Systems	10:17:45
MCCARTHY	Parole Officer Listing	4/03/06
Type choices, press Enter.		
Office: COMM		
1. Submit to print now.		
2. Submit to print tonight.		
Option.		
F4=Prompt F12=Cancel		

**PURPOSE:** To show names of current employees with assigned caseload numbers in your county/office.

**REPORT DEFINITION:** Information is pulled from Caseload Master file and Location table. If information is incorrect, make necessary changes to Employee/Maintenance Table.

**Office:** Defaults to your county/office location.

**Option:** Type a '1' on option line to have report print immediately and type '2' on option line to have report print overnight.

Press enter to run report, you will receive message 'Report submitted to print'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main menu.

## EXPECTED ARR/REL NOT ADMITTED

From the CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '3=Expected Arr/Rel Not Admitted' on selection line, press enter. This will take you to the below screen.

CMS545BP	Corrections Information Systems	10:25:17
MCCARTHY	Expected Arrivals and Released/Not Admitted Reports	4/03/06
Type choices, press Enter. Print one report at a time.		
Location . . . COMM Community Corrections		
Report Type. .	1. Expected Arrivals 2. Released but Not Admitted	
Display/Print. 1	1. Display 2. Print Now	
F4=Prompt F12=Cancel		

### PURPOSE:

- Expected arrivals shows offenders that have been released/transferred to your county/office from the institutions and other counties and have not yet been admitted to your location.
- Released but Not Admitted shows offenders that you have transferred to another county/office that have not been admitted by that county/office.

**REPORT DEFINITION:** Information is pulled from Summary file, Transfer file, Expected Arrival file, and Arrival file.

**Location:** Defaults to your county/office location.

**Report Type:** Type 1 on option line for Expected Arrivals and type 2 on option line for Released but Not Admitted.

**Display/Print:** Defaults to '1' which will display the report. To print report type '2' on option line.

If you chose to display report, press F12 to return to 'Expected Arrivals and Released/Not Admitted Reports' Menu.

If you chose to print report, you will receive message 'Report has been submitted' and the report will print immediately.

Press F12 again to return to 'Total Office Reports' Menu.

Press F12 a third time to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

NOTE: When 'Display' is used, you have an Option 2=Movement History which will take you to the Movement/History Maintenance screen for the offender selected. DO NOT make changes to the Movement/History Maintenance screen from the report display. This is for VIEW ONLY.

## TEMPORARY SID NUMBER REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '4=Temporary SID Number Report' on selection line, press enter. This will take you to the below screen.

CMS546BP	Corrections Information Systems	10:40:30
MCCARTHY	Temporary SID Numbers	4/03/06
Type choices, press Enter.		
Location. . . . .	COMM Community Corrections	
With Absconders. . . .	N	
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show offenders that still have Temporary ID #'s, and need an SID #. Offenders either need to be fingerprinted or they need to have a LEDS query done to see if an SID # has been assigned.

**REPORT DEFINITION:** Information is pulled from Summary file and Location file.

**Location:** Defaults to your county/office location.

**With Absconders:** Defaults to 'N' which means offenders on abscond status will not be on list. To include abscond offenders, change 'N' to 'Y'.

Press enter to run report; you will receive message 'Temporary SID number report has been submitted'. This report will print immediately.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## ALPHA OFFICE LIST

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '5=Alpha Office List' on selection line, press enter. This will take you to the below screen.

```
CMS548I                Corrections Information Systems                10:50:42
MCCARTHY                Alpha Office Report                        4/03/06
Type choices, press Enter.

                Location: COMM

(Funded and Unfunded Cases Appear
UNLESS You Specify Choice:)
                Y/N
                N - Funded Cases Only.
                N - Unfunded Cases Only.

(Select ONE or More of following)
                N - Active Offenders.
                N - Abscond Offenders.
                N - WARR - Fee Warrant.
                N - Jail Offenders.
                N - INAC/UNSU Offenders.
                N - Immigration Offenders.
                N - REVP Offenders
                N - Emergency Print Now!.

F4=Prompt  F12=Cancel
```

**PURPOSE:** To show active and/or outcount offenders in alphabetical order that are assigned to your county/office.

**REPORT DEFINITION:** Information is pulled from Summary file, Caseload file, Description file, Admission file, Housing file, Location file, State table, Caseload Master file, Supervision level table, Offense file, and Offense Calc.

**Location:** Defaults to your county/office location.

**Funded/Unfunded:** Defaults to 'N' so you receive both. The report will not provide accurate numbers if you specify Funded or Unfunded cases. Funding criteria has not been updated in CIS reports. Recommend you leave these 2 choices at 'N' for No.

**(Select ONE or More of the following):** Defaults to 'N' for all choices. Put a 'Y' on desired choices.

**Print option:** Defaults to 'N' which will have report print over night. If you desire report to print immediately, change 'N' to 'Y'.

Press enter to run report, you will receive message 'Report submitted to print'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## PA/LV RELEASED TO OFFICE/CNTY

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type, '6=PA/LV Released to Office/Cnty' on selection line, press enter. This will take you to the below screen.

CMS550I	Corrections Information Systems	9:28:08
MCCARTHY	PA/LV Released	4/04/06
Type choices, press Enter.		
Report by Office: COMM		
or		
Report by County:		
Month Year:		
mmccyy		
Include LV over 30 Days: N (Y/N)		
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show total number of offenders released and admitted to PA/PO/PS/LV status to your county/office from all institutions for desired month/year.

**REPORT DEFINITION:** Information is pulled from Location file and County file.

**Report by Office:** Defaults to your county/office location, i.e. MTSW, JACB, DOUG, UMAP.

**Report by County:** Use MULT, JACK, DOUG, UMAT. For example: MULT would be typed on that line and the office line would be left blank.

**Month Year:** Type in month and year for desired run.

**Include LV over 30 days:** Defaults to 'N'. If LV offenders that were released more than 30 days are desired, then change the 'N' to 'Y'.

Press enter to run report, you will receive message 'PA/LV by OFFICE submitted'. This report will print immediately.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## PAROLE OFFICER CASELOAD REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '7=Parole Officer Caseload Report' on selection line, press enter. This will take you to the below screen.

CMS587BP	Corrections Information Systems	9:40:41
MCCARTHY	Parole Officer Caseload Report	4/04/06
	With or Without Offenses Listed	
Type choices, press Enter.		
Location . . . . .	COMM Code, F4 to prompt	
Caseload . . . . .	*ALL *ALL, Number, F4 to prompt	
Subset by:		
Current Status . . .	*ALL *ALL, F4 to prompt	
Outcount Reason . .	NONE *ALL, NONE, ONLY, F4 to prompt	
Major crime class .	*ALL *ALL, FEL, MISD	
Gender . . . . .	A A, M, F, O	
Race . . . . .	*ALL *ALL, race, F4 to prompt	
ORS abbreviation .	*ALL *ALL, NONE, F4 to prompt	
Sentence type . . .	*ALL *ALL, F4 to prompt	
Sentences . . . . .	*ALL *ALL, MAJ	
OR use		
Research Standard .	*NO *YES, *NO	
Print now . . . . .	N Y = Now, N = Overnight	
F4=Prompt F5=Refresh F12=Cancel Enter=Print		

**PURPOSE:** To show total number of offenders by caseload for your county/office by specific desired subsets.

**REPORT DEFINITION:** Information is pulled from Summary file, Description file, Offense file, Sentence file, Location file, Master Caseload file, Assessment file, Condition file, Sanction file, State Table and Movement file.

**NOTE:** If Discharged (DI Status) offenders appear on this report, it may mean that an offense is still open. Be sure to check offenses for all cycles to make sure they contain a Termination Date and Code. Once the offenses are closed, the offender will no longer show on the report.

**Location:** Defaults to your county/office location. For local control report type your counties 4-digit local control location code in field.

**Caseload:** Defaults to \*ALL which gives you all caseloads for your county/office. If only one caseload is desired, type that caseload in field.

**Subset by:**

- **Current Status:** Defaults to \*ALL. If only one status is desired, type that status in field or use F4=prompt to display status table.
- **Outcount Reason:** Defaults to NONE. If outcounts are desired, type the desired outcount in field or use F4=prompt to display outcount reason table.
- **Major crime class:** Defaults to \*ALL. If only one crime class is desired, type the desired crime class.
- **Gender:** Defaults to A for all genders. If only one gender is desired, type M=Male, F=Female or O=Other in field.



- Race: Defaults to \*ALL. If only one race is desired, type that race in field or use F4=Prompt to display race table.
- ORS abbreviation: Defaults to \*ALL. If only one ORS is desired, type that ORS abbreviation in field or use F4=Prompt to display ORS table.
- Sentence type: Defaults to \*ALL. If only one sentence type is desired, type desired sentence type in field or use F4=Prompt to display sentence type table.
- Sentences: Defaults to \*ALL. If you want the most serious offense to show on report, then type 'MAJ' in field.
- Or use Research Standards: Defaults to \*NO. Leave at \*NO – standards are not current in CIS.

Print Now: Defaults to 'N' which will have report print overnight. To have report print immediately, change 'N' to 'Y'.

Press enter to run report; you will receive message 'CMS587R report submitted'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## TOTAL OFFICE CASELOAD REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '8=Total Office Caseload Report' on selection line, press enter. This will take you to the below screen.

CMS588BP	Corrections Information Systems	10:00:00
MCCARTHY	Total Office Caseload Report	4/04/06
Type choices, press Enter.		
Location . . . . .	COMM Code, F4 to prompt	
Sort Order . . . . .	A A = Alphabetically, S = Supervision Level	
Subset by:		
Current Status . . .	*ALL	*ALL, F4 to prompt
Outcount Reason . . .	NONE	*ALL, NONE, ONLY, F4 to prompt
Major Crime Class. . .	*ALL	*ALL, FEL, MISD
Gender . . . . .	A	A, M, F, O
Race . . . . .	*ALL	*ALL, race, F4 to prompt
ORS Abbreviation . . .	*ALL	*ALL, NONE, F4 to prompt
Sentence type. . . . .	*ALL	*ALL, F4 to prompt
Sentences. . . . .	*ALL	*ALL, MAJ
OR use		
Research Standard. . .	*NO	*YES, *NO
Print now . . . . .	N	Y = Now, N = Overnight
F4=Prompt F5=Refresh F12=Cancel Enter=Print		

**PURPOSE:** To show total number of offenders supervised by your county/office per desired subset.

**REPORT DEFINITION:** Information is pulled from Summary file, Description file, Offense file, Sentence file, Location file, Assessment file, Condition file, Sanction file, State file, and Movement file.

**NOTE:** If Discharged (DI Status) offenders appear on this report, it may mean that an offense is still open. Be sure to check offenses for all cycles to make sure they contain a Termination Date and Code. Once the offenses are closed, the offender will no longer show on the report.

This report works the same as the "Parole Officer Caseload Report". The one difference is the Sort Order: Defaults to A for Alphabetically or you can change it to S for Supervision level.

Press enter to run report, you will receive message 'CMS588R Report submitted'.

Press F12 to return to 'Total Office Reports' Menu.  
 Press F12 again to return to 'CC Reports' Menu.  
 Press F12 one more time to return to Main Menu.

## PAROLE OFFICER DATA SHEET

From CC Report Menu, type '4=Total Office Reports' on selection line, press enter, then type '9=Parole Officer Data Sheet' on selection line, press enter. This will take you to the below screen.

CMS553I	Corrections Information Systems	10:12:05
MCCARTHY	Parole Officer Data Sheet	4/04/06
Type choices, press Enter.		
Location . . . . .	COMM Code, F4 to prompt	
Caseload . . . . .	*ALL *ALL, Number, F4 to prompt	
Subset by:		
Current Status . . . . .	*ALL *ALL, Code, F4 Prompt	
Outcount . . . . .	NONE *ALL, NONE, ONLY, SLCT	
If SLCT, select from following:		
ABSCond . . . . .	N Y/N	
WARR Outcount . . . . .	N Y/N	
INACTIVE . . . . .	N Y/N	
UNSupervised . . . . .	N Y/N	
IMMigation . . . . .	N Y/N	
REVP (Fed Prison) . . . . .	N Y/N	
CMPO (Compact Out) . . . . .	N Y/N	
PSRB (Psych Rev) . . . . .	N Y/N	
USAP (Unsu Appeal) . . . . .	N Y/N	
Funded (Research) . . . . .	*ALL *NO (Unfunded Only), *YES (Funded Only), *ALL	
Print Now . . . . .	N Y = Now, N = Overnight	
F4=Prompt F12=Cancel		

**PURPOSE:** To show detailed information by offender per caseload supervised in your county/office by specific subset choices.

**REPORT DEFINITION:** Information is pulled from Summary file, Offense Calc, Probation Condition file, Location table, Caseload Master file, Condition table, Outcount table.

**NOTE:** If Discharged (DI Status) offenders appear on this report, it may mean that an offense is still open. Be sure to check offenses for all cycles to make sure they contain a Termination Date and Code. Once the offenses are closed, the offender will no longer show on the report.

**Location:** Defaults to your county/office location.

**Caseload:** Defaults to \*ALL which gives you all caseloads for your county/office. If only one caseload is desired, type that caseload in field.

**Subset by:**

- **Current Status:** Defaults to \*ALL. If only one status is desired, type that status in field or use F4=Prompt to display status table.
- **Outcount:** Defaults to NONE. If specific outcounts are desired, type SLCT in field and then put a 'Y' by desired choices. \*ALL=all outcounts and ONLY=just outcounts.

**Funded (Research):** Defaults to \*ALL. Type \*NO for unfunded only, and \*YES for funded only.

**Print Now:** Defaults to 'N' which will have report print overnight. If you desire report to print immediately, change 'N' to 'Y'.

Press enter to run report, you will receive message 'Report submitted'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main menu.

## OFFICE SUPV/DISTRIBUTION REPORT

From the CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '10=Office Supv/Distribution Report' on selection line, press enter. This will take you to the below screen.

CMS554I	Corrections Information Systems	13:00:12
MCCARTHY	Supervision Distribution Report	4/05/06
Type choices, press Enter.		
Office: COMM		
Note...Report is submitted to run tonight. Expect report tomorrow.		
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show all active offenders for the county/office by parole officer name and classification.

**REPORT DEFINITION:** Information is pulled from

Office: Defaults to your county/office location.

Press enter to print report, you will receive message 'Supervision Distribution Report submitted'. This report will print overnight.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## SEX OFFENDERS BY NAME/CITY/ZIP

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '11=Sex Offenders by Name/City/Zip' on selection line, press enter. This will take you to the below screen.

CMS558BP	Corrections Information Systems	13:09:26
MCCARTHY	Sex Offenders by Office	4/05/06
Type choices, press Enter.		
Location . . . . .	COMM	Code, F4 to prompt
Caseload . . . . .	*ALL	*ALL, Number, F4 to prompt
Subset by:		
Outcount Reason . . .	NONE	*ALL, NONE, ONLY, Code, F4 to prompt
Offender status . . .	A	*ALL, A=Active, D=Discharged
Sort Option . . . . .	1	1=Name, 2=Zip, 3=City, 4=Crime Category
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show Sex Offender's by name, city and zip for your county/office location.

**REPORT DEFINITION:** Information is pulled from Summary file, Offense file, and Address file.

**Location:** Defaults to your county/office location.

**Caseload:** Defaults to \*ALL for entire county/office caseloads; or can be run by individual caseload # by entering desired caseload #(s).

**Subset by:**

- **Outcount Reason:** Defaults to NONE. If offenders on outcount are desired, type outcount code or use F4=Prompt for outcount reason table.
- **Offender Status:** Defaults to A = Active; for all offenders type \*ALL; for discharged offenders type D in field.
- **Sort Option:** Defaults to 1=Name; 2=Zip; 3=City; 4=Crime Category

Press enter to print report, you will receive message 'Sex Offenders by Office submitted'. This report will print immediately.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## DNA REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '12=DNA Report' on selection line, press enter. This will take you to the below screen.

SNT501BP	Corrections Information Systems	13:43:06
MCCARTHY	DNA Sample Collection Report	4/05/06
Type choices, press Enter.		
DNA collection status. . .	R	R=Required,*ALL,F4=list
Location . . . . .	COMM	*ALL, location
Primary caseload . . . . .	*ALL	*ALL, caseload
Supervision expiration . .	99/99/9999	Before this date
Comm. Corr. outcounts. . .	NONE	*ALL, NONE, ONLY, F4 to prompt
F4=Prompt    F12=Cancel    Enter=Print		

**PURPOSE:** To show offenders who require a DNA sample taken for your county/office location per caseload #.

**REPORT DEFINITION:** Information is pulled from Location file, Caseload file, Offender file, Summary file, DNA file and Codes table.

**DNA collection status:** Defaults to R=Required. Type \*ALL for all DNA status or use F4=List to see DNA collection status table. C=Collected and N=Not Required

**Location:** Defaults to your county/office location.

**Primary caseload:** Defaults to \*ALL for entire county/office. If only one caseload is desired, type desired caseload # in field.

**Supervision expiration:** Defaults to 99/99/9999, which gives you all records. If you want records before a specific date, type date in field.

**Comm. Corr. outcounts:** Defaults to NONE. If outcounts desired, type appropriate outcount reason, or \*ALL for all outcounts; or use F4=Prompt for outcount table.

Press enter to print report, you will receive message 'DNA Report has been submitted'.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## SSN PERMISSION REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '13=SSN Permission Report' on selection line, press enter. This will take you to the below screen.

OPS519BP	Corrections Information Systems	14:00:15
MCCARTHY	SSN Permission Report	4/05/06
Type choices, press Enter.		
SSN Permission . . . . .	NONE	*ALL, Y=Yes, N=No, NONE
Responsible Location . . .	COMM	*ALL, location
Primary caseload . . . . .	*ALL	*ALL, caseload
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show offenders participating or not participating in the SSN program for your county/office by caseload.

**REPORT DEFINITION:** Information is pulled from Summary file, Location file, Caseload file, Offender file, and SSN file.

**SSN Permission:** Defaults to NONE.=no record; \*ALL=all offenders with or without a record; Y=yes lists offenders with records set to 'Yes'; and N=no lists offenders with record set to 'No'.

**Responsible Location:** Defaults to your county/office location.

**Primary caseload:** Defaults to \*ALL for entire county/office location. If only one caseload is desired, type desired caseload # in field.

Press enter to print report, you will receive message 'SSN Permission Report has been submitted'. This report will print immediately.

Press F12 to return to 'Total Office Reports' Menu.

Press F12 again to return to 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.



## COMPACT REPORTS

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '14=Compact Reports' on selection line, press enter. This will take you to the below screen.

OPS555BP	Corrections Information Systems	10:00:26
MCCARTHY	Compact Report Prompt	5/05/06
Type choices, press Enter.		
Location . . . . .	COMM	*ALL, Code, F4=Prompt
State. . . . .	*ALL	*ALL, Code, F4=Prompt
Sentence Type. . . .	*ALL	*ALL, Code, F4=Prompt
Report Type. . . . .	1	1. Compacts to other states
		2. Compacts from other states
Detail or Summary. .	D	D=Detail, S=Summary
Print or Display . .	P	P=Print, D=Display
F4=Prompt F12=Cancel Enter=Continue		

**PURPOSE:** To show offenders for your county/office that have been released to other states and offenders received from other states.

**REPORT DEFINITION:** Information is pulled from Summary file, Offense file, Sentence file, and State table.

**Location:** Defaults to your county/office location.

**State:** Defaults to \*ALL which includes all States. If only one State is desired, use F4=Prompt to view State list or type the 2-digit code for that State in the field.

**Sentence Type:** Defaults to \*ALL which includes all sentence types. If only one sentence type is desired, use F4=Prompt to view list or type in 3-letter code in field.

**Report type:** Defaults to '1' which gives you Compacts to other States; type '2' in field for Compacts from other states.

**Detail or Summary:** Defaults to 'D' for detailed report; type 'S' for summary report.

**Print or Display:** Defaults to 'P' to print report; type 'D' for report to display. This report will print immediately.

**NOTE: Detailed report** gives you a list of offenders for your specific selection and breaks down by sentence type. **Summary report** provides break down by sentence type without listing offenders.

Press F12 to return to the 'Total Office Reports' Menu.

Press F12 again to return to the 'CC Reports' Menu.

Press F12 one more time to return to Main Menu.

## TRANSITIONAL LEAVE REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '15=Transitional Leave Report' on selection line, press enter. This will take you to the below screen.

AIP500BP	Corrections Information Systems	10:52:45
MCCARTHY	Transitional Leave Report	4/07/06
Type choices, press Enter.		
Location:	COMM *ALL, location Community Corrections	
TL End Date Range From:	4/03/2006	
To:	4/09/2006	
Primary Caseload:	*ALL *ALL, caseload	
Secondary Caseload:	*ALL *ALL, caseload	
Type of report:	C (I)nstitution or (C)ommunity Corr.	
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show transitional leave offenders at your county/office location whose leave end date falls within the default date range.

**REPORT DEFINITION:** Information is pulled from the Summary file, Transitional Leave Inmate Work and Offender file, Offenders Program file, Program Control table, Caseload Master file, and Offender Caseload file.

**Location:** Defaults to your county/office location.

**TL End Date Range From and To:** Defaults to the week range for the time period that you went into to run report. Type in desired date range using mm/dd/yyyy in fields.

**Primary Caseload:** Defaults to \*ALL for entire county/office caseloads, or can be run by individual caseload # by entering desired caseload #.

**Secondary Caseload:** Defaults to \*ALL for entire county/office caseloads, or can be run by individual caseload # by entering desired caseload #.

**Type of report:** Defaults to 'C' for Community Corrections offenders. If institution offenders are desired, type 'I' in field.

Press enter to run report, you will receive message 'Transitional Leave Report has been submitted'. This report will print immediately.

Press F12 to return to the 'Total Office Reports' Menu.

Press F12 again to return to the 'CC Reports' Menu.

Press F12 one more time to return to the Main Menu.

## SECOND LOOK OFFENDER REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '16=Second Look Offender Report' on selection line, press enter. This will take you to the below screen.

OPS540BP	Corrections Information Systems	11:11:02
MCCARTHY	Second Look OYA Report Prompt	4/07/06
Type choices, press Enter.		
Location. . . . .	COMM *ALL for all locations	
Primary Caseload. . . .	*ALL *ALL for all caseloads	
Type of report. . . . .	C (I)nstitution or (C)ommunity Corr.	
F4=Prompt F5=Refresh F12=Cancel		

**PURPOSE:** To show Second Look Offenders for your county/office location. Report provides 2<sup>nd</sup> look date, projected release date, and max date.

**REPORT DEFINITION:** Information is pulled from

**Location:** Defaults to your county/office location.

**Primary Caseload:** Defaults to \*ALL for entire county/office; or can be run by individual caseload # by entering desired caseload #.

**Type of report:** Defaults to 'C' for Community Corrections offenders. If institution offenders are desired, type 'I' in field.

Press enter to run report, you will receive message 'Second Look Offender Report has been submitted'. This report will print immediately.

Press F12 to return to the 'Total Office Reports' Menu.

Press F12 again to return to the 'CC Reports' Menu.

Press F12 one more time to return to the Main Menu.

## OFFENDER CONDITION REPORT

From CC Reports Menu, type '4=Total Office Reports' on selection line, press enter, then type '17=Offender Condition Report' on selection line, press enter. This will take you to the below screen.

CMS524BP	Corrections Information Systems	11:17:41
MCCARTHY	Offender Condition Report	4/07/06

Type choices, press Enter.

Date range from . . .	To
Location . . . . . COMM	Code, F4 to prompt
Caseload . . . . . *ALL	*ALL, Number, F4 to prompt
Current Status . . . *ALL	*ALL(Trackable),ACTIVE, Code, F4 to prompt
Outcount Reason . . NONE	*ALL, NONE, ONLY, F4 to prompt
Sentence Type . . . *ALL	*ALL, Code, F4 to prompt
Sentences . . . . . CLOSED	*ALL, OPEN, CLOSED
Perf Measure Cond . Y	Y = REST, CSWK, CMPF, SC7 only
Other Condition . .	Code, F4 to prompt
Report Type . . . . . S	S = Summary, D = Detail
Print Now . . . . . N	N = Overnight, Y = Now

F4=Prompt F5=Refresh F12=Cancel

**PURPOSE:** To show offenders who have not completed their trackable conditions for your county/office location per desired date range.

**REPORT DEFINITION:** Information is pulled from Caseload Master and History file, Summary file, Offender Condition and Condition Expired file, Housing file, Offense file, Sentence file, and ODOC location table.

**Date range from:** Fill in desired dates using mm/dd/yyyy in fields.

**Location:** Defaults to your county/office location.

**Caseload:** Defaults to \*ALL for entire county/office location; or can be run by individual caseload # by entering desired caseload # in field.

**Current Status:** Defaults to \*ALL which includes all offenders. If only Active offenders are desired, type ACTIVE in field; if only one status is desired, type that status code in field or use F4=Prompt for list of status codes.

**Outcount Reason:** Defaults to NONE=no outcounts. If all offenders on outcount are desired, type \*ALL in field; if only one outcount reason is desired, type ONLY in field or use F4=Prompt for a list of outcount reasons.

**Sentence Type:** Defaults to \*ALL which includes all sentence types. If only one sentence type is desired, type that code in field or use F4=Prompt for table of sentence types.

**Sentences:** Defaults to CLOSED. If all offenders are desired, type \*ALL in field or if only open offenses are desired type OPEN in field.

**Perf Measure Cond:** Defaults to Y which includes the four performance measured conditions listed.

Other condition: Type in desired condition code that your county/office has marked as trackable or use F4=Prompt for list of condition codes. Must change 'Perf Measure Cond' field to 'N'.

Report type: Defaults to S for summary; if detailed report is desired, type D in field.

Print Now: Defaults to N for overnight, if you want report to print now, type Y in field.

Press enter to run report; you will receive message 'CMS524R report submitted'.

Press F12 to return to the 'Total Office Reports' Menu.

Press F12 again to return to the 'CC Reports' Menu.

Press F12 one more time to return to the Main Menu.

NOTE: This report will not coincide with CMIS Outcome Measure Reports or reports generated by Research. The reason is that this report pulls by sentence closure, not body closure and it reports on all sentences/offenses, felony and misdemeanor, and trackable flag can be set to 'Y' or 'N'. CMIS and Research only report on discharged cases (full body closure) on felonies only and only if condition remains marked trackable='Y'.



## CASELOAD COLLECTION STATISTICS

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '1=Caseload Collection Statistics' on selection line, press enter. This will take you to the below screen.

CMS513BP	Corrections Information Systems	10:14:39
MCCARTHY	Supervision Fee Collections	1/29/07
Type choices, press Enter.		
Report beginning date . . . . .	12/01/2006	
Report ending date . . . . .	12/31/2006	
Location . . . . .	COMM	*All, Code, F4 to prompt
Fee Type . . . . .	*ALL	*ALL, F4 to Prompt
Include Outcounts? . . . . .	N	Y=Yes, N=No
Report Type . . . . .	1	1=Supervision Fee Collections 2=Caseload Statistics
F3=Exit    F4=Prompt    F12=Cancel    F5=Refresh		

**PURPOSE:** Supervision Fee Collections provides amounts collected, payments, average paid and percent paid for the date range entered. Data is listed by caseload number when run for individual location and listed by office location when run using location \*ALL; Caseload Statistics provides amounts of balance forward, billings, payments, credits, debits, and open balances for date range entered. Data is listed by caseload number when run for individual location and listed by office location when run using location \*ALL.

**NOTE:** Both reports include data from all account activity occurring within the selected date range (i.e. payments to closed DOR accounts). The Open Balance column pulls data from both open and closed accounts if the discontinued date is after the 'Report Beginning Date'.

**REPORT DEFINITION:** Information is pulled from Location file, Fee Obligation File, Fee Obligation Detail, Summary File by Record-key, Master Caseload File and Caseload History File.

Report beginning date: Defaults to previous month. Date can be changed by filling in begin date of desired range (mm/dd/yyyy).

Report ending date: Defaults to previous month. Date can be changed by filling in end date of desired range (mm/dd/yyyy).

Location: Defaults to user's location. Can be changed to \*ALL locations or another specific location. Use F4=prompt for list of available location codes.

Fee Type: Defaults to \*ALL. Can be changed to an individual fee type if desired. Use F4=prompt for list of available fee types.

Include Outcounts?: Defaults to 'N' for active offenders only. Can be changed to 'Y' for data on outcount cases.

Report Type: Defaults to '1=Supervision Fee Collection'. Can be changed to '2=Caseload Statistics'

At the bottom or last page of each report, you will find 'Column Definitions' and 'Selection Criteria'. The 'Column Definitions' explain what data is contained in the individual columns and the calculations used. The 'Selection Criteria' is a copy of the parameters you used for the report.

Both reports will print immediately when you press enter. You will receive message 'Supervision Fee Collections Report has been submitted'.

Press F12 to return to the Fee System Reports menu

Press F12 to return to the CC Reports menu

Press F12 to return to Main menu



## ALL TRANSACTIONS REPORT

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '2=All Transaction Report' on selection line, press enter. This will take you to the below screen.

```

                                Fee System Transaction Listing (FEELSTTRN)

Type choices, press Enter.

Location code . . . . . *ALL           Location code, *ALL
Listing start date . . . . . *TODAY      Date (MMDDCCYY), *TODAY
Listing stop date . . . . . *TODAY      Date (MMDDCCYY), *TODAY
Transaction type . . . . . *ALL         *ALL, ADJ, BILL, WAVR, PMT...
Fee Type . . . . . *ALL                *ALL, ASSE, BRBA, CSW...

                                                                    Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

**PURPOSE:** To show all fee transactions for the desired time period indicated for your county/office.

**REPORT DEFINITION:** Information is pulled from the Offender Summary file; Fee Offender Detail file; Fee Offender Master file; Location table; Offender Name file.

**Location code:** Defaults to \*ALL. Type in your county/office 4-digit code to receive just your county/office information.

**Listing start date:** Defaults to \*TODAY. If a different date is desired type in that date using mm/dd/yyyy.

**Listing stop date:** Defaults to \*TODAY. If a different date is desired type in that date using mm/dd/yyyy.

**Transaction type:** Defaults to \*ALL. If only one transaction type is desired, use F4=prompt to receive transaction type table or type specific transaction type in field.

**Fee type:** Defaults to \*ALL. If only one fee type is desired, use F4=prompt to receive fee type table or type specific fee type in field.

Press enter to print report immediately, no message will appear. You will be returned to the Fee System Report menu.

Press F12 to return to CC Reports menu

Press F12 again to return to Main menu

## DAILY BRANCH RECEIPTS REPORT

From the CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '3=Daily Branch Receipts Report' on selection line, press enter. This will take you to the below screen.

```
Fee Payment Transaction List (FEELSTPMT)

Type choices, press Enter.

Location code . . . . . *ALL           Location code, *ALL
Listing start date . . . . . *TODAY       Date (MMDDCCYY), *TODAY
Listing stop date . . . . . *TODAY       Date (MMDDCCYY), *TODAY
Payment Transaction type . . . . . *ALL    *ALL, PMT, UPM, OPM
Document Type . . . . . *ALL             *ALL, CASH, CHCK

                                           Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

**PURPOSE:** To show all payments received for desired time period for your county/office location.

**REPORT DEFINITION:** Information is pulled from the Offender summary file; Offender Fee Detail file, Offender Fee Master file; Location table; Offender Name file.

This report works the same as the All Transaction Report except for the below changes.

Payment Transaction type: Defaults to \*ALL. If only one payment type is desired, use F4=prompt to receive payment type table or type specific payment type in field.

Document type: Defaults to \*ALL. If only one document type is desired, use F4=prompt to receive document type table or type specific document type in field.

Press enter to print report immediately, no message will appear. You will be taken back to the Fee System Reports menu.

Press F12 to return to the CC Reports menu

Press F12 again to return to the Main menu

## CC FEE RECONCILIATION REPORT

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '4=CC Fee Reconciliation Report' on selection line, press enter. This will take you to the below screen.

```
Supervision Fee Deposits (PRTSFDEP)

Type choices, press Enter.

Location . . . . . *CUR          Character value, *ALL, *CUR
Deposit date . . . . . *TODAY      *Today or Date, (MMDDYY)

                                           Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

**PURPOSE:** To show fee transactions taken in order to reconcile deposit monies for your county/office location.

**REPORT DEFINITION:** Information is pulled from the Offender summary file, Offender fee detail file, and location table.

**Location:** Defaults to \*CUR. This will give you your county/office fee transactions.  
**Deposit date:** Defaults to \*TODAY. If a different date is desired, type in that date using mm/dd/yyyy.

Press enter to print report immediately, no response will appear. You will be taken back to the Fee System Reports menu.

Press F12 to return to the CC Reports menu  
Press F12 again to return to the Main menu

## CC FEE PPO ACCOUNT REPORT

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '5=CC Fee PPO Account Report' on selection line, press enter. This will take you to the below screen.

```

Supervision Fees Report (PRTPOFEE)

Type choices, press Enter.

Specific Location or *ALL . . . *CUR          Character value, *ALL, *CUR
Specific Caseload or *ALL . . . *ALL          Character value, *ALL
Run option . . . . . *DSP          *DSP, *PRT, *ALL
Only SUPV . . . . . *NO           *YES, *NO

                                                    Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
    
```

**PURPOSE:** To provide an alphabetical listing of offenders with open fee accounts per caseload for your location. The report lists fee type, amount billed, if it's a Court Ordered amount, balance owing, and date last payment was made.

**REPORT DEFINITION:** Information is pulled from Offender summary file; Offender fee detail file; and location table.

**Specific Location or \*ALL:** Defaults to \*CUR. This will give you your county/office location. Other locations can be requested.

**Specific Caseload or \*ALL:** Defaults to \*ALL. This will give you your county/office location report using page breaks between caseload numbers. Individual caseload numbers can be requested also.

**Run Option:** Defaults to \*DSP which displays a single spaced list of offenders, you will get a message 'Request is being processed'. Press F12 or F3 to return to Fee System Reports menu. To print report type \*PRT which prints a double spaced list, you will receive message, 'request is being processed' and report will print immediately, and you are sent back to the 'Fee System Reports menu. \*ALL will display the report first and after you press F12 or F3 to go back to menu, the report will print.

**Only SUPV:** Defaults to \*NO which provides a list of all open account types. If you only want to see open SUPV accounts, change to \*YES.

Press F12 to return to CC Report menu  
 Press F12 again to return to Main menu

## TRANSACTIONS BY RECEIPT NUMBER

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '6=Transactions by Receipt Number' on selection line, press enter. This will take you to the below screen.

CMS581BP	Corrections Information Systems	10:28:21
MCCARTHY	PO Transactions by Receipt Number	4/10/06
Type choices, press Enter.		
Location . . . . .	COMM	Code
Date range from date. . .		MMDDCCYY
Date range to date. . . .		MMDDCCYY
Fee Payment Document Type	*ALL	*ALL, Code
Fee Transaction Type. . .	*ALL	*ALL, Code
F4=Prompt F12=Cancel Enter=Print		

**PURPOSE:** To show fee receipt transactions for desired date range for your county/office per caseload.

**REPORT DEFINITION:** Information is pulled from the Location table, Offender Summary file, Offender fee detail file, and work file.

**Location:** Defaults to your county/office location.

**Date range from date:** Fill in begin date of desired range (mm/dd/yyyy).

**Date range to date:** Fill in ending date of desired range (mm/dd/yyyy).

**Fee Payment Document type:** Defaults to \*ALL. If only a specific code is desired, use F4=prompt for payment document type table or type desired payment document type in field.

**Fee Transaction Type:** Defaults to \*ALL. If only a specific code is desired, use F4=prompt for transaction type table or type desired transaction type in field.

Press enter to print. You will receive message 'CMS – PO Fee Receipt Report Submitted' and report will print immediately.

F12 to return to Fee Systems Reports menu

F12 again to return to CC Reports menu

F12 again to return to Main menu

## COUNTY PRINT STATEMENT REPORT

From the CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '7=County Print Statement Report' on selection line, press enter. This will take you to the below screen.

CMS269BP	Corrections Information Systems	10:41:34
MCCARTHY	Fee Account Print Switch Report	4/10/06
Type choices, press Enter.		
Location type . . . . .	LOC	*ALL, LOC, CNTY
Report selection. . . . .	COMM	Location, county
	Community Corrections	
Outcount. . . . .	*NONE	*ALL, *NONE, *ONLY, code
Caseload. . . . .	*ALL	*ALL, caseload number
Sort by . . . . .	C	C=Caseload, N=Name
Fee account type. . . . .	*ALL	*ALL, F4=Select
Print switch . . . . .	N	N=No, Y=Yes, *ALL
F4=Prompt    F5=Refresh    F12=Cancel		

**PURPOSE:** To find accounts that does not generate billing statements.

**REPORT DEFINITION:** Information is pulled from the Offender fee master, Offender summary file, location table, and work file.

**Location type:** Defaults to county/office location. Use \*ALL=all counties; CNTY=larger counties with more than one office and they want to run the whole county not office report, i.e. MULT.

**Report selection:** Defaults to county/office location.

**Outcount:** Defaults to \*NONE=active records only. \*ALL=all active records including outcounts. If specific outcounts are desired, type that outcount in field.

\*ONLY=outcount records (no active records).

**Caseload:** Defaults to \*ALL for entire office; or can be run by individual caseload # by entering desired caseload # in field.

**Sort by:** Defaults to C=caseload or can be run by N=Name.

**Fee account type:** Defaults to \*ALL. If only one fee account type is desired, use F4=select to view fee account table or type desired fee account type in field.

**Print switch:** Defaults to N=No, so accounts will not generate billing statement. Y=Yes for accounts to generate billing statements. \*ALL will give you all types of accounts.

Press enter to run report, you will receive message, 'Fee account print report has been submitted', and report will print immediately.

F12 to return to Fee System Reports menu

F12 again to return to CC Reports menu

F12 again to return to Main menu

## DISCONTINUED FEES REPORTS

From CC Reports Menu, type '5=Fee System Reports' on selection line, press enter, then type '8=Discontinued Fees Reports' on selection line, press enter. This will take you to the below screen.

CMS508BP	Corrections Information Systems	10:57:17
MCCARTHY	Discontinued Fee Accounts	4/10/06
Type choices, press Enter.		
Discontinued after:	3/10/2006 mm/dd/year	
Office:	COMM	
Total due over:	.99	
Print/Display:	<u>P</u> P or D	
F4=Prompt F12=Cancel		

**PURPOSE:** To show fee accounts that have been discontinued for your county/office location that still have a balance due.

**REPORT DEFINITION:** Information is pulled from the Offender fee master file, Offender summary file, location file, and work file.

**Discontinued after:** Defaults to the month prior to request date. Can change to any desired date using mm/dd/yyyy.

**Office:** Defaults to your county/office location.

**Total due over:** Defaults to .99 which will give you list of all closed accounts with balance owing of \$1.00 or more. Any desired amount can be entered in field.

**Print/Display:** Defaults to 'P' for Print, you will receive message 'Discontinued fee accounts report has been submitted' and report will print immediately. To display report type 'D' in field.

F12 to return to Fee Systems Report menu

F12 again to return to CC Reports menu

F12 again to return to Main menu