

OPS CHAPTER 10 - CIS Movement History / Maintenance

This document is designed to walk you through making changes on the Movement History/Maintenance screen. **Remember!** Always start with F10 to print your screens before making changes.

10.1 CHANGING "ADMISSION FROM" LOCATION:

Ever goof when admitting a brand new offender and put the wrong code in the "Admission From" field in the Admissions process? A good example would be putting your county code in that field instead of the two letter State code when admitting a Compact case. You now can change this easily!

SYS402I	Corrections Information Systems (TEST)	15:33:20
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1706643		
Offender.... 12965371	Lacorte, Gaetano Jack	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS	03/27/2006	
01-04 Status: PR	07/26/2008	
01-04-01 COOS	07/26/2008 10:00	
Housing	07/26/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

Step One: Position your cursor to the line that says 'Admission From' and press F18 (shift F6) to Change Data. The following Custody Cycle Maintenance screen will appear:

SYS406I	Corrections Information Systems (TEST)	15:37:29
SHIPPEYT	Custody Cycle Maintenance	10/21/08
Offender.... 12965371 LACORTE, GAETANO JACK		
Status..... Probation	Location.... COOS	
Custody from location.... COOS		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-01 Status: PR		
01-01-01 COOS		VIOL LCOO
Housing	03/27/2006 10:00	03/21/2007 10:00
F3=Exit F4=Prompt F5=Refresh F11=Menu bar		
F12=Cancel F14=Delete custody F17=Show all data		

Step Two: Position your cursor on the 'Custody from location' field and change to the appropriate code (For instance, if the offender was a Compact

case from Washington State, you would change COOS to WA). If you do not know the correct code, press the F4 key. Press <Enter> to save your change.

10.2 CHANGING STATUS

Have you ever admitted an offender to Probation, when you really meant to admit them to Conditional Discharge? How about admitting a Compact offender to Probation instead of Parole? It's easy to change with the Movement History/Maintenance screen!

SYS402I	Corrections Information Systems (TEST)	16:10:51
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1706643		
Offender....	12965371 Lacorte, Gaetano Jack	Curr cycle. 01-04-01
Status.....	Probation	Loca: COOS Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle--	Location	--Admission-----Release-----
01 Admission From:	COOS	03/27/2006
01-04	Status: PR	07/26/2008
01-04-01	COOS	07/26/2008 10:00
Housing		07/26/2008 10:00
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

Step One: Position your cursor to the line that reads '**Status**' and press F18 (Shift F6) to Change Data. The following screen will appear:

SYS405I	Corrections Information Systems (TEST)	16:36:23
SHIPPEYT	Admission Cycle Maintenance	10/21/08
Offender.... 12965371 LACORTE, GAETANO JACK		
Status.....	Probation	Location.... COOS
New current status..... PR Hold reason/location...		
--Cycle--	Location	--Admission-----Release-----
01-04	Status: PR	
01-04-01	COOS	
Housing	COOS	07/26/2008 10:00
Bottom		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar		
F12=Cancel F14=Delete admission F17=Show all data		

Step Two: Position your cursor to the line that reads '**New current status...**' and change to the correct one. For example, if the offender was really a conditional discharge case, you would enter CD. Use the F4 prompt key if you don't know the correct status code. Press enter to save your changes.

NOTE: Remember that Status is tied to offense type. Program edits will not allow you to make a status change if you haven't changed the sentence type first (example: PR status must have an open 'P' type offense, etc.).

10.3 CHANGING ADMISSION DATE:

Here's another pesky problem. You accidentally put the wrong date in the Admission Date/Time field in the Admissions process. No problem with this screen! Remember, the Admission Date, Sentence Begin Date or Compact Begin Date, and the Supervision Fee Account Start Date must match.

SYS402I	Corrections Information Systems (TEST)	16:48:41
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1735925		
Offender.... 16016905	Lawing, Jim Lee	Curr cycle. 01-01-01
Status..... Probation	Loca: COOS	Prim caseload 6207
Position custody/admission cycle... 1 1		
--Cycle--	Location	--Admission-----
01	Admission From: COOS	07/14/2008
01-01	Status: PR	07/14/2008
01-01-01	COOS	07/14/2008 10:00
Housing		07/14/2008 10:00
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

Step One: Position your cursor to the line that reads '**Housing**' with the date to the right of it, and press F18 (Shift F6) to change data. The following screen will appear:

SYS403I	Corrections Information Systems (TEST)	11:00:33
SHIPPEYT	Maintain Movement Data	10/22/08
CHANGE		
Offender.. 12965371	LACORTE, GAETANO JAC	
Location... COOS	Coos County Community Corre	
Housing location..... COOS Coos County Community Corre		
Start date/time.....	7/26/2008 10:00	
Cell number.....		
Outcount reason/loca....		
Stop date/time.....		
F3=Exit F4=Prompt F5=Refresh F6=Create		
F11=Menu bar F12=Cancel F14=Delete		

Step Two: Position your cursor to the field '**Start date/time**' and change the date to the correct one. Press <Enter> and you're done!

10.4 DELETING ADMISSION PORTION OF HOUSING/LOCATION RECORDS

Remember to print those screens first! **REMEMBER: NEVER use the F14=Delete function if both "Move-in" and "Move-out" data is showing on this screen.**

Let's look at the following example. This offender should not have gone out on ABSC status. The record will need to be removed in two steps, Admission and Release.

SYS402I	Corrections Information Systems (TEST)	11:14:51
SHIPPEYT	Movement History/Maintenance	10/22/08
RECORD KEY: 1706643		
Offender.... 12965371	Lacorte, Gaetano Jack	Curr cycle. 01-04-01
Status..... Probation(ABSC)	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS	03/27/2006	
01-04 Status: PR	07/26/2008	
01-04-01 COOS	07/26/2008 10:00	
Housing	07/26/2008 10:00	09/20/2008 10:00
Housing ABSC	09/20/2008 10:00	
		Bottom
F3=Exit F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

Step One: Delete Housing To remove the record, place your cursor on the last 'Housing' record, and press F18 (shift F6) to change data.

SYS403I	Corrections Information Systems (TEST)	11:43:45
SHIPPEYT	Maintain Movement Data	10/22/08
CHANGE		
Offender.. 12965371	LACORTE, GAETANO JAC	
Location... COOS	Coos County Community Corre	
Housing location..... COOS Coos County Community Corre		
Start date/time..... 9/20/2008 10:00		
Cell number.....		
Outcount reason/loca.... ABSC		
Stop date/time.....		
F3=Exit F4=Prompt F5=Refresh F6=Create		
F11=Menu bar F12=Cancel F14=Delete		

Step Two: To delete the admission portion of the record, press F14 (Shift F2). If you just wanted to change the Move-in date/time you could do that from this screen.

NOTE: When changing/deleting a 'Start' date/time, you must also change the previous Housing record's 'Stop' date/time to match. If this was done at another location, you will

have to call that location to change the “Release” record as there is an edit that prevents us from changing another location’s records.

10.5 Deleting Release Portion of Housing/Location Records

This record is still showing the Release date/time of the incorrect ABSC movement. This movement must also be removed. **REMEMBER: NEVER use the F14=Delete function if both “Move-in” and “Move-out” data is showing on this screen.**

```

SYS402I          Corrections Information Systems (TEST)          11:52:19
SHIPPEYT          Movement History/Maintenance                10/22/08
RECORD KEY: 1706643
Offender.... 12965371 Lacorte, Gaetano Jack                  Curr cycle. 01-04-01
Status..... Probation          Loca: COOS                    Prim caseload 6202
Position custody/admission cycle... 1 4
--Cycle-- Location          --Admission-----  -----Release-----
01 Admission From: COOS      03/27/2006
01-04 Status: PR            07/26/2008
01-04-01 COOS              07/26/2008 10:00
Housing                  07/26/2008 10:00 09/20/2008 10:00

                                                                    Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F21=Auto cycle/summary maintenance
    
```

Step One: To remove the Release portion of the record, place your cursor on the last ‘Housing’ record, and press F18 (shift F6) to change data.

```

SYS403I          Corrections Information Systems (TEST)          11:59:02
SHIPPEYT          Maintain Movement Data                      10/22/08
                                                                    CHANGE
Offender.. 12965371 LACORTE, GAETANO JAC
Location... COOS Coos County Community Corre
Housing location..... COOS Coos County Community Corre
Start date/time..... 7/26/2008 10:00
Cell number.....
Outcount reason/loca....
Stop date/time..... 9/20/2008 10:00

F3=Exit F4=Prompt F5=Refresh F6=Create
F11=Menu bar F12=Cancel F14=Delete
    
```

Step Two: Tab to the ‘Stop date/time’ field and remove the date and time by using the space bar or field exit key. Press <Enter>.

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```

SYS402I                Corrections Information Systems (TEST)                13:50:03
SHIPPEYT              Movement History/Maintenance                        10/22/08
RECORD KEY: 1706643
Offender.... 12965371 Lacorte, Gaetano Jack                Curr cycle. 01-04-01
Status..... Probation          Loca: COOS                    Prim caseload 6202
Position custody/admission cycle... 1 4
--Cycle-- Location          --Admission-----  -----Release-----
01 Admission From: COOS          03/27/2006
01-04 Status: PR                07/26/2008
01-04-01 COOS                    07/26/2008 10:00
Housing                          07/26/2008 10:00

                                                                 Bottom

F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F21=Auto cycle/summary maintenance
    
```

The incorrect Abscond movement has been removed and record returned to active status.

10.6 Deleting the 'Only' or Last Housing Record:

This only applies if there are multiple admission lines. If the Cycle reads: 01-01-01, do not do this!

In order to delete an Admission record with only one Housing record attached, you must delete the Location and Housing record together as follows:

```

SYS402I                Corrections Information Systems (TEST)                14:39:19
SHIPPEYT              Movement History/Maintenance                        10/22/08
RECORD KEY: 1706643
Offender.... 12965371 Lacorte, Gaetano Jack                Curr cycle. 01-04-02
Status..... Probation          Loca: LANE                    Prim caseload 6500
Position custody/admission cycle... 1 4
--Cycle-- Location          --Admission-----  -----Release-----
01 Admission From: COOS          03/27/2006
01-04 Status: PR                07/26/2008
01-04-01 COOS                    07/26/2008 10:00 09/05/2008 10:00 TRAN LANE
Housing                          07/26/2008 10:00 08/01/2008 10:00
Housing ABSC                    08/01/2008 10:00 09/01/2008 10:00
Housing                          09/01/2008 10:00 09/05/2008 10:00
01-04-02 LANE                    09/05/2008 10:00
Housing                          09/05/2008 10:00

                                                                 Bottom

F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F21=Auto cycle/summary maintenance
    
```

Step One: Place your cursor on the line above the last Housing record that shows the last Location. Press F18 (shift F6) to go to the Change Transfer Data screen:

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SYS404I SHIPPEYT	Corrections Information Systems (TEST) Change Transfer Data	14:41:51 10/22/08
Offender.... 12965371	LACORTE, GAETANO JACK	
Status..... Probation	Location.... LANE	
Transfer location... LANE	Transfer reason.....	
--Cycle-- Location	Transfer to location....	
01-04-02 LANE	--Admission-----	-----Release-----
Housing	09/05/2008 10:00	
		Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F14=Delete F17=Show all dates		

Step Two: Delete Record: Press F14 (shift F2) to delete the record. Remember that the Release date/time of the previous record will need to be changed, and can only be done by the transferring location

NEVER use the F14=Delete function if "Release" information is also showing on this screen.

10.7 Auto Cycle/Summary Maintenance:

This feature will help if programming gets confused. Edits in CIS maintain that all the cycle information must match. An example would be that 'Curr cycle' must contain the same cycle numbers as the field 'Position custody/admission cycle,' and 'Status..... PROBATION' must match '01-01 Status: PR'. 'Location.... COOS' must also match '01-01-01 COOS,' and if there is a outcount record in the Housing file, it must also be parenthetically noted in the 'Status' field (an example would be PROBATION(ABSC)). If things start to look funny, trying pressing F21, Auto cycle/summary maintenance, and it will automatically make everything match up!

SYS402I SHIPPEYT	Corrections Information Systems (TEST) Movement History/Maintenance	15:32:31 10/22/08
RECORD KEY: 1706643		
Offender.... 12965371	Lacorte, Gaetano Jack	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS	03/27/2006	
01-04 Status: PR	07/26/2008	
01-04-01 COOS	07/26/2008 10:00	
Housing	07/26/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history F18=Change data F21=Auto cycle/summary maintenance		

10.8 Tips and Reminders:

- **Print It!** It may be very handy to print out the Movement History/Maintenance screen before making any changes. That way if you 'goof', you can put it back the way you found it!
- **More Message!** You know that message you get at the bottom of the screen, like "Status does not match offenses. Correct offenses or change status." Well, if you place your cursor on the message and press the Page Down key, a second message may appear with some more specific information!
- **Only Yours:** Remember you can change only your own location's movements. Our commitment to data integrity is extremely high in Community Corrections, and we're proud of it! Make sure the information is correct, and call the previous location to correct their piece if needed.
- **But it IS my Location!:** Joe Offender is on PPS in CIS when you notice that a movement is incorrect while he was on probation status. When you go to change it, the system gives you a message that you can't! This is because you can only make changes in the most current movement. Submit a ticket request to the Help Desk who will refer it to a member of the Super User Network to make the change.
- **Add it Back:** So you removed the last housing movement, and now want to add another movement back on. The program is unhelpful. That is because you must use your regular release or admit process to add the last movement.
- **Missed a Movement:** You discover, back in Joe's history, that he's missing a move out to Abscond. The Super User Network can insert this movement in the history for you, so that you don't have to do a lot of deleting. Contact the Help Desk for a referral.
- **Need Help?:** Remember to contact your SOON Rep first if things get tough, or send an email to the SOON Rep distribution list for assistance.