

OPS CHAPTER 11 - Caseload History Maintenance

The following instruction manual will walk you through changing, adding, or removing caseload history.

11.1 CHANGING INCORRECT CASELOAD NUMBER

There may be several ways of adding an offender to an incorrect caseload number. These could be mistakes made in the admission process, transfer process, change primary caseload process, or batch caseload change. To correct the caseload number, go to the W/W Caseload History by Offender screen from whichever process you prefer (i.e. Admissions, Releases, Transfer, CC Support Data Entry/Update). The new screen appears as follows:

```

CMS294I          Corrections Information Systems (TEST)          14:41:16
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 6166167 Porter, Robert Russell
Location..... YAMH Yamhill County Community Corrections
Primary caseload. 5327  SETTELL, RANDY
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
      5327     YAMH  11/01/1998
      5306     YAMH   8/25/1994  11/01/1998  PS
      00106    OSP    5/31/1994   8/25/1994  IN
      00504    SCI    5/24/1994   5/31/1994  IN
      01001    MCCF   3/25/1994   5/24/1994  IN
      00306    OSCI  12/16/1991   3/25/1994  IN
      5306     YAMH   5/16/1990  10/02/1991  * PA
To create entry
Bottom

F3=Exit   F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
    
```

In our example, caseload number 5327 is incorrect. To change, place your cursor on the incorrect number and type over with the correct number, and <Enter>. If you don't know the correct number, you can use the F4 prompt function and select the correct caseload number from the window. You can also use the 2=edit option and either type the correct number, or use the F4 prompt function to select the correct number. See the corrected screen below:

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```
CMS294I                      Corrections Information Systems (TEST)          15:18:26
CUMMINSL                      W/W Caseload History by Offender          5/31/00

ID Number..... 6166167 Porter, Robert Russell
Location..... YAMH Yamhill County Community Corrections
Primary caseload. 5301 PAGEL, KLAUS
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
5301  YAMH     YAMH  11/01/1998
5306  YAMH     YAMH  8/25/1994  11/01/1998  PS
00106 OSP       OSP   5/31/1994  8/25/1994   IN
00504 SCI       SCI   5/24/1994  5/31/1994   IN
01001 MCCF     MCCF  3/25/1994  5/24/1994   IN
00306 OSCI     OSCI  12/16/1991 3/25/1994   IN
5306  YAMH     YAMH  5/16/1990  10/02/1991  * PA

                                Bottom

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
```

11.2 INSERTING CASELOAD NUMBER

There may be times when you discover an offender should have been transferred to a different caseload within your location, or some caseload history was deleted by mistake and needs to be recreated. To insert, go to your W/W Caseload History by Offender screen:

```
CMS294I                      Corrections Information Systems (TEST)          15:50:40
CUMMINSL                      W/W Caseload History by Offender          5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
1542  DESC     DESC  10/28/1999
1540  DESC     DESC  7/31/1999  10/28/1999  LC
1538  DESC     DESC  8/12/1997  7/31/1999   PO
00110 OSP       OSP   5/24/1997  8/12/1997   IN
00501 SCI       SCI   2/19/1997  5/24/1997   IN
00410 EOCI     EOCI  8/14/1996  2/19/1997   IN
13002 PRCF     PRCF  6/04/1996  8/14/1996   IN
13099 PRCF     PRCF  6/04/1996  6/04/1996   IN
11002 SRCI     SRCI  9/20/1994  6/04/1996   IN
00410 EOCI     EOCI  9/02/1994  9/20/1994   IN

                                More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
```

In this example, we need to add caseload number 1560 with an entry date of 6/4/98 and an exit date of 7/31/99. To accomplish this we will insert caseload 1560 between 1538 and 1540. The first step is to create a space within the existing dates by changing the exit date on the line prior to where the new caseload number will be inserted and pressing <Enter>:

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```

CMS294I                Corrections Information Systems (TEST)                15:55:59
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
-----
1542  DESC  10/28/1999  -----  To create entry
1540  DESC  7/31/1999  10/28/1999  LC
1538  DESC  8/12/1997  6/04/1998 * PO
00110  OSP  5/24/1997  8/12/1997  IN
00501  SCI  2/19/1997  5/24/1997  IN
00410  EOCI  8/14/1996  2/19/1997  IN
13002  PRCF  6/04/1996  8/14/1996  IN
13099  PRCF  6/04/1996  6/04/1996  IN
11002  SRCI  9/20/1994  6/04/1996  IN
00410  EOCI  9/02/1994  9/20/1994  IN

More...

F3=Exit  F5=Refresh  F6=Create  F11=Menu
F12=Cancel  F15=Secondary caseloads
    
```

***Please note when changing either entry or exit dates, the date must be greater than the previous date, and less than the latter date.

The next step will be to create the new record by using F6=create function, or by entering the data on the top blank lines (text says To create entry) as follows:

```

CMS294I                Corrections Information Systems (TEST)                15:55:59
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
-----
1560  -----  06 04 1998  07 31 1999  To create entry
1542  DESC  10/28/1999  -----  PO
1540  DESC  7/31/1999  10/28/1999  LC
1538  DESC  8/12/1997  6/04/1998  * PO
00110  OSP  5/24/1997  8/12/1997  IN
00501  SCI  2/19/1997  5/24/1997  IN
00410  EOCI  8/14/1996  2/19/1997  IN
13002  PRCF  6/04/1996  8/14/1996  IN
13099  PRCF  6/04/1996  6/04/1996  IN
11002  SRCI  9/20/1994  6/04/1996  IN
00410  EOCI  9/02/1994  9/20/1994  IN

More...

F3=Exit  F5=Refresh  F6=Create  F11=Menu
F12=Cancel  F15=Secondary caseloads
    
```

Please note that the asterisk between the exit date and the status denotes a break in sequential progression. There should always be an asterisk between custody cycles, however this would otherwise indicate a possible problem with the caseload history that may need to be fixed. In this particular case, the asterisk is there because you are currently making changes to the caseload.

After pressing <Enter> to save your changes, you will see the following:

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```

CMS294I                Corrections Information Systems (TEST)                16:20:27
CUMMINSL              W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542     DESC  10/28/1999
    1540     DESC  7/31/1999  10/28/1999  LC
    1560     DESC  6/04/1998  7/31/1999  PO
    1538     DESC  8/12/1997  6/04/1998  PO
    00110    OSP   5/24/1997  8/12/1997  IN
    00501    SCI   2/19/1997  5/24/1997  IN
    00410    EOCI  8/14/1996  2/19/1997  IN
    13002    PRCF  6/04/1996  8/14/1996  IN
    13099    PRCF  6/04/1996  6/04/1996  IN
    11002    SRCI  9/20/1994  6/04/1996  IN

                                More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
1560 06/04/1998 Added.
  
```

And your data has been inserted.

11.3 REMOVING AN INCORRECT RECORD

In this example, you discover a record within the caseload history that should not be there. For instance, in the old program, the only way to correct a mistake in the caseload number was to add a new line of data, leaving the incorrect data there. Now you can simply remove the incorrect line, in essence by doing reversing the steps in Scenario II as follows:

```

CMS294I                Corrections Information Systems (TEST)                16:46:10
CUMMINSL              W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542     DESC  10/28/1999
    1540     DESC  7/31/1999  10/28/1999  LC
    4  1560     DESC  6/04/1998  7/31/1999  PO
    1538     DESC  8/12/1997  6/04/1998  PO
    00110    OSP   5/24/1997  8/12/1997  IN
    00501    SCI   2/19/1997  5/24/1997  IN
    00410    EOCI  8/14/1996  2/19/1997  IN
    13002    PRCF  6/04/1996  8/14/1996  IN
    13099    PRCF  6/04/1996  6/04/1996  IN
    11002    SRCI  9/20/1994  6/04/1996  IN

                                More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
  
```

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Place your cursor on the line to be removed and enter 4=delete option and press <Enter>.

You will be asked to confirm the deletion by pressing <Enter> again.

```

CMS294I                Corrections Information Systems (TEST)                16:49:11
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
1542    DESC  10/28/1999
1540    DESC  7/31/1999  10/28/1999  LC
1538    DESC  8/12/1997   6/04/1998  * PO
00110   OSP   5/24/1997   8/12/1997  IN
00501   SCI   2/19/1997   5/24/1997  IN
00410   EOCI  8/14/1996   2/19/1997  IN
13002   PRCF  6/04/1996   8/14/1996  IN
13099   PRCF  6/04/1996   6/04/1996  IN
11002   SRCI  9/20/1994   6/04/1996  IN
00410   EOCI  9/02/1994   9/20/1994  IN

More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
1560  04/06/1998 Deleted.
    
```

Note that the asterisk has returned because the dates are now out of sequence. You must now change the exit date of the previous record to match the entry date of the latter record by placing your cursor on the date to be changed, typing the correct date, and pressing <Enter> as follows:

```

CMS294I                Corrections Information Systems (TEST)                16:52:45
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
1542    DESC  10/28/1999
1540    DESC  7/31/1999  10/28/1999  LC
1538    DESC  8/12/1997   7/31/1999  PO
00110   OSP   5/24/1997   8/12/1997  IN
00501   SCI   2/19/1997   5/24/1997  IN
00410   EOCI  8/14/1996   2/19/1997  IN
13002   PRCF  6/04/1996   8/14/1996  IN
13099   PRCF  6/04/1996   6/04/1996  IN
11002   SRCI  9/20/1994   6/04/1996  IN
00410   EOCI  9/02/1994   9/20/1994  IN

More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
    
```

Note that the asterisk has gone away, denoting that the dates are again in sequential order.

11.4 BACKING OUT INCORRECT DISCHARGE

In this example, the offender's record was discharged on 01/11/2000 to EXPI in error, and needs to be reopened to active status. Any time changes are made to the Movement History/Maintenance screen, you **MUST** make corresponding changes to the W/W Caseload History by Offender screen. To begin, go to the Movement History Maintenance screen. Please refer to the Movement History/Maintenance Manual for more detail on changing Admission/Release history.

```

SYS402I          Corrections Information Systems (TEST)          17:35:47
CUMMINSL          Movement History/Maintenance                  5/31/00

                                **Remarks**
Offender.... 8018119 FRANKLIN, CONNIE E                      Curr cycle. 01-01-03
Status..... DISCHARGE                               Location... MTCB          Primary caseload *None
Position custody/admission cycle... 1 1
--Cycle-- Location      --Admission----- -----Release-----
01 Admission From: MULT
01-01      Status: PR
01-01-01   MTDC                                TRAN MTSW
Housing    01/12/1998 09:00 01/22/1998 13:26
01-01-02   MTSW                                TRAN MTCB
Housing    01/22/1998 13:26 11/23/1999 00:00
01-01-03   MTCB                                EXPI
Housing    11/23/1999 00:00 01/11/2000 23:00

                                Bottom
F3=Exit  F7=Remarks  F10=Print  F13=Show dates  F16=Caseload history
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance
FRANKLIN CONNIEE is the court name for MACK CONNIEE.
    
```

Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information **ONLY** from the Maintain Movement Data screen. **DO NOT USE F14=DELETE.**

```

SYS402I          Corrections Information Systems (TEST)          17:43:55
CUMMINSL          Movement History/Maintenance                  5/31/00

                                **Remarks**
Offender.... 8018119 FRANKLIN, CONNIE E                      Curr cycle. 01-01-03
Status..... PROBATION                               Location... MTCB          Primary caseload *None
Position custody/admission cycle... 1 1
--Cycle-- Location      --Admission----- -----Release-----
01 Admission From: MULT
01-01      Status: PR
01-01-01   MTDC                                TRAN MTSW
Housing    01/12/1998 09:00 01/22/1998 13:26
01-01-02   MTSW                                TRAN MTCB
Housing    01/22/1998 13:26 11/23/1999 00:00
01-01-03   MTCB
Housing    11/23/1999 00:00

                                Bottom
F3=Exit  F7=Remarks  F10=Print  F13=Show dates  F16=Caseload history
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance
Records deleted. Next, caseload history.
    
```

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Notice – the Discharge status has returned to the previous active status, in this example Probation. You will also receive the message the record was deleted and that “Next, caseload history”. This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

```

CMS294I          Corrections Information Systems (TEST)          17:47:59
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 8018119 Franklin, Connie E
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload.
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date   Status
                                To create entry
      3222     MTCB  11/23/1999  1/11/2000  PR
      3661     MTSW   3/06/1998   11/23/1999  PR
      4825              1/22/1998   3/06/1998   PR
      4008     MTDC   1/12/1998   1/22/1998   PR

                                                    Bottom

F3=Exit      F5=Refresh   F6=Create   F11=Menu
F12=Cancel   F15=Secondary caseloads
Check caseload history.
    
```

On the above screen, the “Exit Date” corresponding to the discharge date removed from the Movement History Maintenance screen must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

To remove the 1/11/2000 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```

CMS294I          Corrections Information Systems (TEST)          17:50:07
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 8018119 Franklin, Connie E
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload. 3222 ASSP CASELOAD
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date   Status
                                To create entry
      3222     MTCB  11/23/1999                PR
      3661     MTSW   3/06/1998   11/23/1999  PR
      4825              1/22/1998   3/06/1998   PR
      4008     MTDC   1/12/1998   1/22/1998   PR

                                                    Bottom

F3=Exit      F5=Refresh   F6=Create   F11=Menu
F12=Cancel   F15=Secondary caseloads
    
```

Note: The “Primary caseload” is now showing the last caseload of 3222.

11.5 REMOVING AN ADMISSION/RELEASE CYCLE

In this example, the offender should not have been released to Post Prison. We will be removing the 10/28/1999 admission to Post and the corresponding LCMP release, returning the offender to LC status.

To begin, go to the Movement History/Maintenance screen. Place your cursor on the 02-04 Status: PO line, press F18=change data and <Enter>.

```

SYS402I                Corrections Information Systems (TEST)                17:56:24
CUMMINSL                Movement History/Maintenance                        5/31/00

Offender.... 7506907 MACARTHUR, CHRISTOPHER DALE                Curr cycle. 02-04-01
Status..... POST PRISON                Location... DESC                Primary caseload *None
Position custody/admission cycle... 2 3
--Cycle-- Location                --Admission----- -----Release-----
02 Admission From: DESC
02-03                Status: LC
02-03-01 LDES                LCMP DESC
Housing                07/31/1999 12:00 10/28/1999 05:30
02-04                Status: PO
02-04-01 DESC
Housing                10/28/1999 05:31

Bottom

F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance
    
```

On the Admission Cycle Maintenance screen, press F14=delete to remove the entire admission cycle. You will be asked to press F14 again to confirm.

```

SYS405I                Corrections Information Systems (TEST)                18:45:22
CUMMINSL                Admission Cycle Maintenance                        5/31/00

Offender.... 7506907 MACARTHUR, CHRISTOPHER DALE
Status..... POST PRISON                Location.... DESC

New current status..... PO Hold reason/location...
--Cycle-- Location                --Admission----- -----Release-----
02-04                Status: PO
02-04-01 DESC
Housing                DESC                10/28/1999 05:31

Bottom

F3=Exit F4=Prompt F5=Refresh F11=Menu bar
F12=Cancel F14=Delete admission F17=Show all data
Records deleted. Next, caseload history.
    
```


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Notice – You will receive the message the “Record was deleted. Next, caseload history.” This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

```

CMS294I          Corrections Information Systems (TEST)          18:46:27
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... LDES Deschutes County Jail
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
1542   DESC  10/28/1999
1540   DESC  7/31/1999  10/28/1999  LC
1538   DESC  8/12/1997   7/31/1999  PO
00110  OSP   5/24/1997   8/12/1997  IN
00501  SCI   2/19/1997   5/24/1997  IN
00410  EOCI  8/14/1996   2/19/1997  IN
13002  PRCF  6/04/1996   8/14/1996  IN
13099  PRCF  6/04/1996   6/04/1996  IN
11002  SRCI  9/20/1994   6/04/1996  IN
00410  EOCI  9/02/1994   9/20/1994  IN

More...

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
Check caseload history.
    
```

You must first remove the caseload and entry date of the admission cycle you just deleted. To do this, place your cursor in the Opt field and use the 4=delete option.

```

CMS294I          Corrections Information Systems (TEST)          18:46:27
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... LDES Deschutes County Jail
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
4  1542   DESC  10/28/1999
1540   DESC  7/31/1999  10/28/1999  LC
1538   DESC  8/12/1997   7/31/1999  PO
00110  OSP   5/24/1997   8/12/1997  IN
00501  SCI   2/19/1997   5/24/1997  IN
00410  EOCI  8/14/1996   2/19/1997  IN
13002  PRCF  6/04/1996   8/14/1996  IN
13099  PRCF  6/04/1996   6/04/1996  IN
11002  SRCI  9/20/1994   6/04/1996  IN
00410  EOCI  9/02/1994   9/20/1994  IN

More...

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
Check caseload history.
    
```

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The "Exit Date" corresponding to the previous entry date must also be removed. Please note the "Primary caseload" field is blank at this point. Removing the "Exit Date" causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

```

CMS294I                Corrections Information Systems (TEST)                18:53:29
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... LDES Deschutes County Jail
Primary caseload.
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
    1540     DESC  7/31/1999  10/28/1999  LC
    1538     DESC  8/12/1997  7/31/1999   PO
    00110    OSP   5/24/1997  8/12/1997   IN
    00501    SCI   2/19/1997  5/24/1997   IN
    00410    EOCI  8/14/1996  2/19/1997   IN
    13002    PRCF  6/04/1996  8/14/1996   IN
    13099    PRCF  6/04/1996  6/04/1996   IN
    11002    SRCI  9/20/1994  6/04/1996   IN
    00410    EOCI  9/02/1994  9/20/1994   IN
    01441                8/26/1994  9/02/1994   IN

                                                                More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
1542 28/10/1999 Deleted.
  
```

To remove the 10/28/1999 "Exit Date", place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```

CMS294I                Corrections Information Systems (TEST)                18:54:42
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 7506907 Macarthur, Christopher Dale
Location..... LDES Deschutes County Jail
Primary caseload. 1540 DIZNEY, VICKI
Enter option...
  2=Edit  4=Delete  5=Display
Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
    1540     DESC  7/31/1999                LC
    1538     DESC  8/12/1997  7/31/1999   PO
    00110    OSP   5/24/1997  8/12/1997   IN
    00501    SCI   2/19/1997  5/24/1997   IN
    00410    EOCI  8/14/1996  2/19/1997   IN
    13002    PRCF  6/04/1996  8/14/1996   IN
    13099    PRCF  6/04/1996  6/04/1996   IN
    11002    SRCI  9/20/1994  6/04/1996   IN
    00410    EOCI  9/02/1994  9/20/1994   IN
    01441                8/26/1994  9/02/1994   IN

                                                                More...

F3=Exit    F5=Refresh  F6=Create  F11=Menu
F12=Cancel F15=Secondary caseloads
  
```

Note: The Primary caseload field is again showing a current primary caseload number.

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The final step for this example is to remove the 10/28/1999 release to LCMP. Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information ONLY from the Maintain Movement Data screen. DO NOT USE F14=DELETE.

```
SYS402I          Corrections Information Systems (TEST)          18:55:52
CUMMINSL          Movement History/Maintenance                5/31/00

Offender.... 7506907 MACARTHUR, CHRISTOPHER DALE          Curr cycle. 02-03-01
Status..... LOCAL CONTRL          Location... LDES          Primary caseload 1540
Position custody/admission cycle... 2 3
--Cycle-- Location          --Admission----- Release-----
02 Admission From: DESC
02-03          Status: LC
02-03-01      LDES          LCMP DESC
Housing          07/31/1999 12:00 10/28/1999 05:30

Bottom
F3=Exit  F7=Remarks  F10=Print  F13=Show dates  F16=Caseload history
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance
```

The record should look like the following screen when you have completed this scenario.

```
SYS402I          Corrections Information Systems (TEST)          18:57:41
CUMMINSL          Movement History/Maintenance                5/31/00

Offender.... 7506907 MACARTHUR, CHRISTOPHER DALE          Curr cycle. 02-03-01
Status..... LOCAL(DESC)          Location... LDES          Primary caseload 1540
Position custody/admission cycle... 2 3          LC COUNTY..... DESC
--Cycle-- Location          --Admission----- Release-----
02 Admission From: DESC
02-03          Status: LC
02-03-01      LDES
Housing          07/31/1999 12:00
SB1145          JAIL 07/31/1999 12:00

Bottom
F3=Exit  F7=Remarks  F10=Print  F13=Show dates  F16=Caseload history
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance
```

POST NOTE: Scenario V involved the removal of an admission and release cycle within the same location. When dealing with admission/release data from two different locations, each office must correct their own data.

11.6 SECONDARY CASELOAD INDICATOR

As an added feature, the F15=secondary caseloads will now show you all caseloads attached to this offender. To access this feature, from the W/W Caseload History by Offender screen, press F15 function key.

```

CMS294I          Corrections Information Systems (TEST)          20:40:37
CUMMINSL          W/W Caseload History by Offender              5/31/00

ID Number..... 10028250 Majors, Wanda Lou
Location..... OWCC Oregon Womens Correctional Center
Primary caseload. 00202 HATHAWAY, MIKE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    00202    OWCC   4/13/1999
    4970    MTPN   9/15/1997   4/13/1999   PR
    4917    MTPN   6/07/1996   9/15/1997   PR
    3406    MTNO   3/17/1993   6/07/1996   PR
    4004    MTDC   3/15/1993   3/17/1993   PR

                                                                Bottom

F3=Exit      F5=Refresh   F6=Create   F11=Menu
F12=Cancel   F15=Secondary caseloads
    
```

The following screen shows the primary and any secondary caseloads attached to this offender.

```

CMS224I          Corrections Information Systems (TEST)          20:37:03
CUMMINSL          W/W Primary/Secondary Caseloads              5/31/00
Offender: 10028250 Majors, Wanda Lou      Location: OWCC Cell Number: W6B

                                Position to:
Enter option...
  4=Delete   5=Display   A=Audit stamp

Opt  Caseload  P/S  Name                Type  Location
    00202    P    HATHAWAY, MIKE      I    OWCC
    08021    S    PTA - JUDY ROCQUE   I    IBRO
    4664    S    TOM CHILDERS        C    MTAD
                                S

                                                                Bottom

F3=Exit      F5=Refresh   F6=Create   F11=Menu bar
F12=Cancel   F13=Repeat
MAJORS WANDAL is the court name for MANN WANDAL.
    
```