

OPS CHAPTER 20 - Reports

20.1 INSTITUTION MISCONDUCT REPORTS

Step 1 – On selection line in DOC, type MENU INCOUNS, press enter. This will take you to the ‘Counselor Menu’ screen.

```

CCSUPPORT          Corrections Information Systems          13:15:22
MCCARTHY           CC Support Menu                        8/24/05
Select one of the following:

  1. Offender Information
  2. LEDS
  3. Admissions
  4. CC Release Process
  5. CC Court Orders Process
  6. CC Support Data Entry/Update
  7. CC EPR Process
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. CC Change Primary Caseload
 11. W/W Risk Assessments
 12. W/W Sex Offender Assessments
      More...

Selection: MENU INCOUNS          Job:

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

```

INCOUNS           Corrections Information Systems          13:17:29
MCCARTHY           Counselor Menu                        8/24/05
Select one of the following:

 14. 1206 Transfer/Rel Log Process
 15. 1206 Transfers Requests
 16. Call-Outs by Institution
 17. W/W Relationships by Location
 18. W/W Relationships by Inmate
 19. W/W Misconduct by Inmate
 21. W/W Visitor todo list
 22. W/W Criminogenics
 24. W/W Caseload Definitions
 30. W/W ALL Offender Wait List
 31. W/W Offender Wait List
 32. Sex Offender Work Crew Screen
 35. W/W Notifiers
 39. Inmate List (Alpha or Unit)
      More...

Selection:          Job:

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

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Step 2 – On selection line type 19, press enter. This will bring up the ‘W/W Inmate Misconduct’ screen.

```

Offender..... 15288200 Jackson, Aaron
Location:      SRCI      Cell Number:    DSB01B Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019 PRD: 08/23/2019 Major RV - 1 Year:    2
Est Stat GT:      Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule  Lvl  Description Hearing Ofcr Status
  8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR Assault I Myers, R SUPR
  8/16/2005 0508 M 011 M 05 4N    1 MAJR Un Org I Myers, R SUPR
  7/12/2005 0507 M 063 M 00 1C    1 MINR Prop II Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
JACKSON AARON is the court name for JACKSON AARONM.
    
```

Step 3 - Type in the offender’s SID number, press enter. This will bring up the offender.

```

MTA200I      Corrections Information Systems      13:19:24
MCCARTHY      W/W Inmate Misconduct      8/24/05

Offender..... 15288200 Jackson, Aaron
Location:      SRCI      Cell Number:    DSB01B Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019 PRD: 08/23/2019 Major RV - 1 Year:    2
Est Stat GT:      Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule  Lvl  Description Hearing Ofcr Status
  8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR Assault I Myers, R SUPR
  8/16/2005 0508 M 011 M 05 4N    1 MAJR Un Org I Myers, R SUPR
  7/12/2005 0507 M 063 M 00 1C    1 MINR Prop II Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
JACKSON AARON is the court name for JACKSON AARONM.
    
```

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Step 4 - Tab down to the entry you want to review, put an R on the option line and press enter to review the report.

```
MTA218I          Corrections Information Systems          13:22:03
MCCARTHY          Display Misconduct Report          082405

-----

MTA201BR          Corrections Information Systems (DEVL400)          8/24/05
MCCARTHY          Disciplinary Hearing Unofficial Copy          13:22:03
                  Findings of Fact, Conclusions, and Order          Page 1
Name: Jackson, Aaron          SID#: 15288200          Case#: 0508 M041 M05
Date(s) of Hearing: 08/08/2005
Tape#(s): 05-121-A-099
RULES CHARGED AND PLEA:
#2A  Assault I          Plea DENY
#2D  Disrespct I          Plea ADMT
#4A  Disobed I          Plea ADMT
#4L  Un Area I          Plea ADMT
Procedural Points
Inmate received a copy of the Misconduct Report, Notice of
Hearing, Notice of Inmate Rights in a hearing and Rules of
Prohibited Conduct. The inmate acknowledged understanding

More...

F3=Exit  F11=Menu bar
F12=Cancel  F14=Comments
```

Step 5 - To print all reports, put an R on all entries and press F10 to print. Press F3 twice to return to the counselors menu. Press F12 to return to your Menu.

20.2 HOW TO PRINT TOTAL OFFICE CASELOAD REPORTS

This is done per your county policy

The below is done at the end of each month for the following month or per your county policy.

Step 1 –From the Main Menu type a 23 on selection line, press enter. This will take you to the ‘CC Reports Menu’.

```

CCSUPPORT          Corrections Information Systems          7:42:36
MCCARTHY           CC Support Menu                        8/25/05
Select one of the following:

 13. W/W Sanctions
 14. Offender Remarks (old CF9)
 15. PSI Menu
 16. W/W Supervision Fees
 17. Kardex/Face Sheet Print Option
 18. Employee Maintenance Changes
 19. ID#/Caseload Maintenance
 20. W/W Red Tags
 21. W/W Housing History
 22. W/W Caseloads
 23. CC Reports Menu
 24. Office Calendar

                                More...

Selection:                               Job:

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

Step 2 - Type a 4 on selection line, press enter. This will take you to the ‘Total Office Reports Menu’.

```

CCRPTS            Corrections Information Systems          7:47:30
MCCARTHY           CC Reports Menu                        8/25/05
Select one of the following:

 1. Management Statistics
 2. PPO Special Reports
 3. Structured Sanction Reports
 4. Total Office Reports
 5. Fee System Reports

 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
    
```

20.2.1 Parole Officer Caseload Report #7

Type 7 on selection line, this will take you to the Parole Officer Caseload Report screen, tab to the 'Print Now' field, change the 'N' to a 'Y' to have report print now, press enter. If you want report to print over night, just press enter. Press F12 to return to Total Office Reports Menu.

- A – Yellow highlight offenders name and crime(s) that are past due for expiration.
- B – Blue highlight offenders name and crime(s) that are expiring in the next month.
- C – Give to PO's or per your counties policy.

CMS587BP	Corrections Information Systems	7:54:17
MCCARTHY	Parole Officer Caseload Report	8/25/05
	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		

NOTE: If you only want one PO's caseload report, then tab to the 'caseload' field and enter the specific PO's caseload number. The other fields are different ways of sub-setting the report to meet your offices specific needs. Use F4=Prompt to see the different options available.

20.2.2 Expiration Report

Type 1 on selection line, press enter. This will take you to the Parole/Probation Expiration screen. Tab to the 'Report Date Range Through' fields enter month and year that you are requesting; tab down to the caseload field, type in PO caseload number; tab down to print option field and type in '1' this will make the report print immediately. Tab back to the caseload field and repeat for each PO number for your office. Press F12 to return to Total Office Reports Menu. Distribute per your county policy.

```

CMS543BP          Corrections Information Systems          7:58:35
MCCARTHY          Parole/Probation Expiration            8/25/05
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 . . . . . 1      1=Now, 2=Overnight

F4=Prompt      F12=Cancel      Enter=Print
    
```

20.2.3 Temporary SID Number Report

Type 4 on selection line, press enter. This will take you to the Temporary SID numbers screen, press enter to print report. If you want to include abscond offenders, then tab down to the With Absconders field and type a 'Y', press enter to print report. Press F12 to return to Total Office Reports Menu.

A – Go to WebLEDS and run a QH to check for SID #. If no SID #, disregard.

B – If there is a SID #, print CCH, go to ID#/Caseload Maintenance #19 from Main Menu, put a '1' on the selection line, press enter. This will take you to the Offender Data Change Utility screen. Enter the temporary SID # of offender (Block #), press enter. Tab down to the ID Number/SID field and enter the SID # from the CCH you just ran, press enter. F3 twice to return to the Main Menu.

C – Go to WebLEDS and enter EPR. If offender is on abscond, RTP should be entered as ABS.

```

CMS546BP          Corrections Information Systems          8:08:54
MCCARTHY          Temporary SID Numbers            8/25/05
Type choices, press Enter.

Location. . . . . COMM Community Corrections

With Absconders. . . . N

F4=Prompt      F5=Refresh      F12=Cancel
    
```

20.2.4 Expected Arrival / Released but Not Admitted Report

Type 3 on selection line, press enter. This will take you to the Expected Arrivals and Released. Not Admitted Reports screen. Tab down to Report Type, type in a '1' for the Expected Arrivals Report and a '2' for the Released but Not Admitted Report, then tab down to the Display/Print field, type in a '1' to display report or type a '2' to print report, press enter. Press F12 to return to Total Office Reports Menu.

A – For cases transferred to your office from another office, check remarks screen to see who offender is assigned to. Go to the Movement History/Maintenance screen, check date of transfer. If the transfer date is over 2 weeks, ask PO if they have received file. If PO has file, ask them to return it to you so you can process the admission to your office.

B – For cases released from an institution, check remarks screen to see who offender is assigned to and admit offender to your office. Go to Print Parole Orders #48 on Main Menu and print order. Review W/W Court Orders screen, make any corrections needed. Make label and give all to PO.

```

CMS545BP          Corrections Information Systems          8:11:33
MCCARTHY          Expected Arrivals and Released/Not Admitted Reports      8/25/05

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
    
```

20.2.5 Office Supv/Distribution Report

Type 10 on selection line, press enter. This will take you to the Office Supv/Distribution Report, press enter, report will print overnight. Press F12 to return to More CC Reports Menu.

```

CMS554I          Corrections Information Systems          8:15:05
MCCARTHY          Supervision Distribution Report          8/25/05

Type choices, press Enter.

                        Office: COMM

Note...Report is submitted to run tonight. Expect report tomorrow.

F4=Prompt      F12=Cancel      Enter=Print
    
```

20.2.6 Transitional Leave Report

Type 15 on selection line, press enter. This will take you to the Transitional Leave Report. Tab to the 'T/L End Date Range From' field enter the first day of the month, tab to the 'To' field and enter the last day of the month desired, press enter, report will print.

```

AIP500BP           Corrections Information Systems           8:16:51
MCCARTHY           Transitional Leave Report               8/25/05

Type choices, press Enter.

Location:           COMM *ALL, location Community Corrections

TL End Date Range From: 8/22/2005
To:                 8/28/2005

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
    
```

20.2.7 Second Look Offender Report

Type 16 on selection line, press enter. This will take you to the Second Look Offender Report. Press enter to print report.

```

OPS540BP           Corrections Information Systems           8:18:29
MCCARTHY           Second Look OYA Report Prompt               8/25/05

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
    
```


20.3 SIS REPORT

This is done per your counties policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the ‘CC Reports Menu’.

```

CCSUPPORT          Corrections Information Systems          13:37:22
MCCARTHY           CC Support Menu                        8/24/05
Select one of the following:

 13. W/W Sanctions
 14. Offender Remarks (old CF9)
 15. PSI Menu
 16. W/W Supervision Fees
 17. Kardex/Face Sheet Print Option
 18. Employee Maintenance Changes
 19. ID#/Caseload Maintenance
 20. W/W Red Tags
 21. W/W Housing History
 22. W/W Caseloads
 23. CC Reports Menu
 24. Office Calendar

                                     More...

Selection:                               Job:

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

Step 2 – From the ‘CC Reports Menu’ type a 4 on the selection line, press enter. This will take you to the ‘Total Office Reports Menu’.

```

CCRPTS             Corrections Information Systems          13:38:57
MCCARTHY           CC Reports Menu                        8/24/05
Select one of the following:

 1. Management Statistics
 2. PPO Special Reports
 3. Structured Sanction Reports
 4. Total Office Reports
 5. Fee System Reports

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
    
```

Step 3 – Type 13 (SSN Permission Report) on selection line, press enter. This will take you to the ‘SSN Permission Report’ screen.

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```
CCTOTRPT          Corrections Information Systems          13:44:28
MCCARTHY          Total Office Reports                    8/24/05
Select one of the following:

  13. SSN Permission Report
  14. Compact Reports
  15. Transitional Leave Report
  16. Second Look Offender Report
  17. Offender Condition 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
```

```
OPS519BP          Corrections Information Systems          13:46:22
MCCARTHY          SSN Permission Report                    8/24/05

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
```

Step 4 - Press enter to print report. This report will print alphabetical for the entire office. If you want individual reports for each PO, then tab down to the Primary Caseload field and enter the PO's caseload number, pressing enter after each PO number entered. Press F12 three times to return to Main Menu.

20.4 DNA REPORT

This is done per your counties policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the ‘CC Reports Menu’.

```

CCSUPPORT          Corrections Information Systems          13:50:30
MCCARTHY           CC Support Menu                        8/24/05
Select one of the following:

 13. W/W Sanctions
 14. Offender Remarks (old CF9)
 15. PSI Menu
 16. W/W Supervision Fees
 17. Kardex/Face Sheet Print Option
 18. Employee Maintenance Changes
 19. ID#/Caseload Maintenance
 20. W/W Red Tags
 21. W/W Housing History
 22. W/W Caseloads
 23. CC Reports Menu
 24. Office Calendar

                                     More...

Selection:                               Job:

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

```

CCRPTS             Corrections Information Systems          13:51:25
MCCARTHY           CC Reports Menu                        8/24/05
Select one of the following:

 1. Management Statistics
 2. PPO Special Reports
 3. Structured Sanction Reports
 4. Total Office Reports
 5. Fee System Reports

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
    
```

Step 2 – From the ‘CC Reports Menu’ type a 4 on the selection line, press enter. This will take you to the ‘Total Office Reports Menu’.

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```

CCTOTRPT          Corrections Information Systems          13:55:26
MCCARTHY          Total Office Reports                   8/24/05
Select one of the following:

TOTAL OFFICE REPORTS
1. Parole/Probation Expiration
2. Parole Officer Listing
3. Expected Arr/Rel Not Admitted
4. Temporary SID Number Report
5. Alpha Office List
6. PA/LV Released to Office/Cnty
7. Parole Officer Caseload Report
8. Total Office Caseload Report
9. Parole Officer Data Sheet
10. Office Supv/Distribution Rpts
11. Sex Offenders by Name/City/Zip
12. DNA Report
More...

Selection:          Job:

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

Step 3 – From the ‘Total Office Reports Menu’ type a12 on the selection line, press enter. This will take you to the ‘DNA Sample Collection Report’ screen.

```

SNT501BP          Corrections Information Systems          13:56:32
MCCARTHY          DNA Sample Collection Report                   8/24/05

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

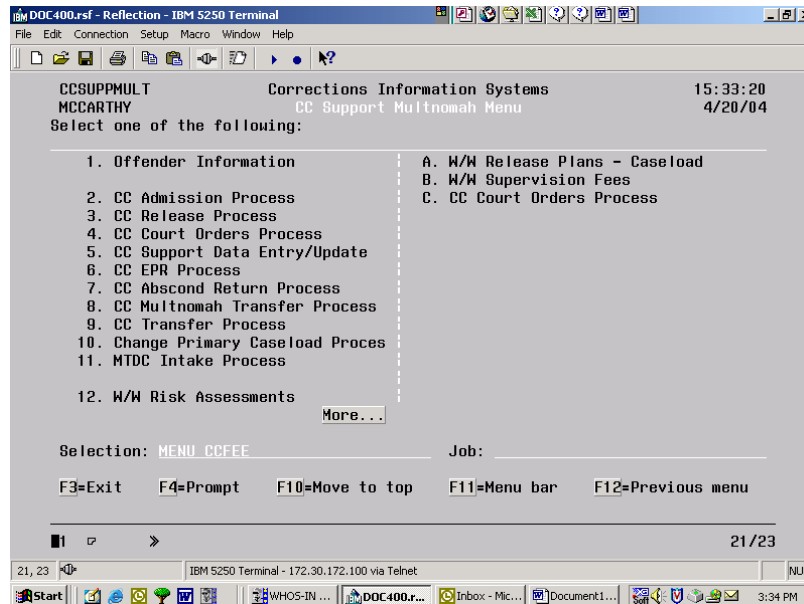
F4=Prompt   F12=Cancel   Enter=Print
    
```

Step 4 – On the Primary Caseload field enter each individual PO caseload number, pressing enter after each PO number entered. This will print individual reports by caseload number. Press F12 three times to return to Main Menu.

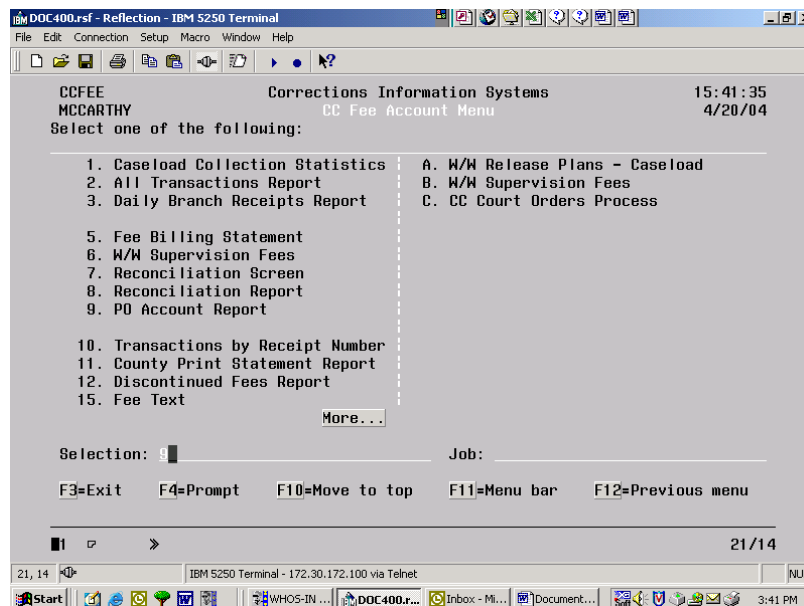
20.5 Supervision Fee Reports

20.5.1 PO Account Report - #9

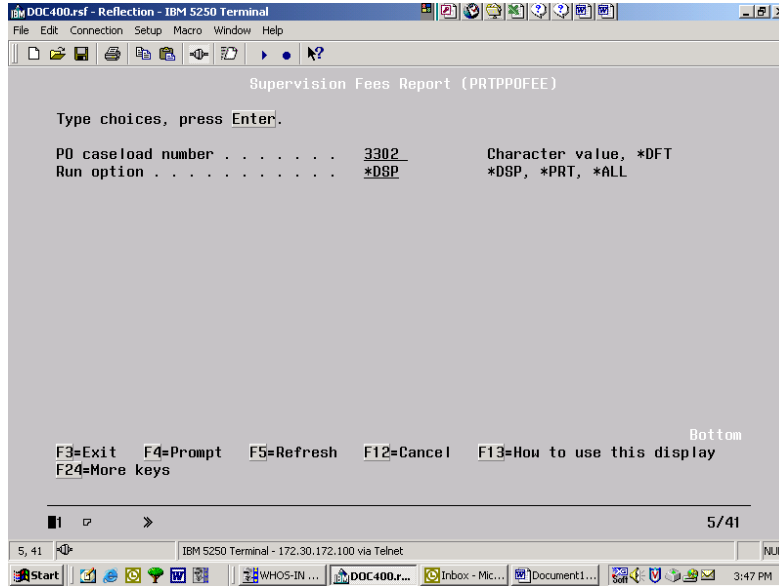
1 – From your ‘CC Support Multnomah Menu’, type “MENU CCFEE” on the selection line, press enter.



2 – This will take you to the ‘CC Fee Account Menu’, type 9 on the selection line and press enter.



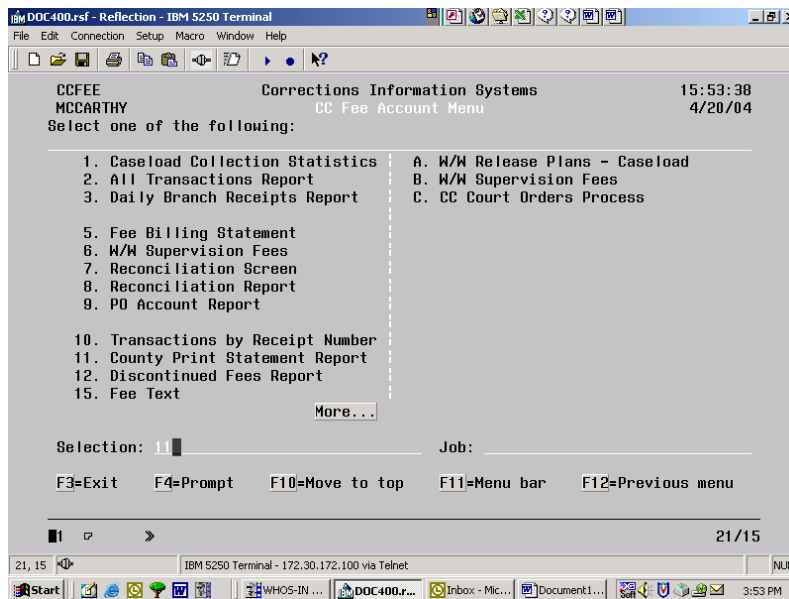
3 - This will take you to the 'Supervision Fees Report' screen. On the 'PO Caseload Number Field', type in the caseload # of the PO, tab to the 'Run option field' and type *PRT, press enter, this will print the report. You will get a message that request is being processed and then it will return you to the 'CC Fee Account Menu'. You can also just display this report.



4 – You will need to follow the above steps for all caseloads in your office.

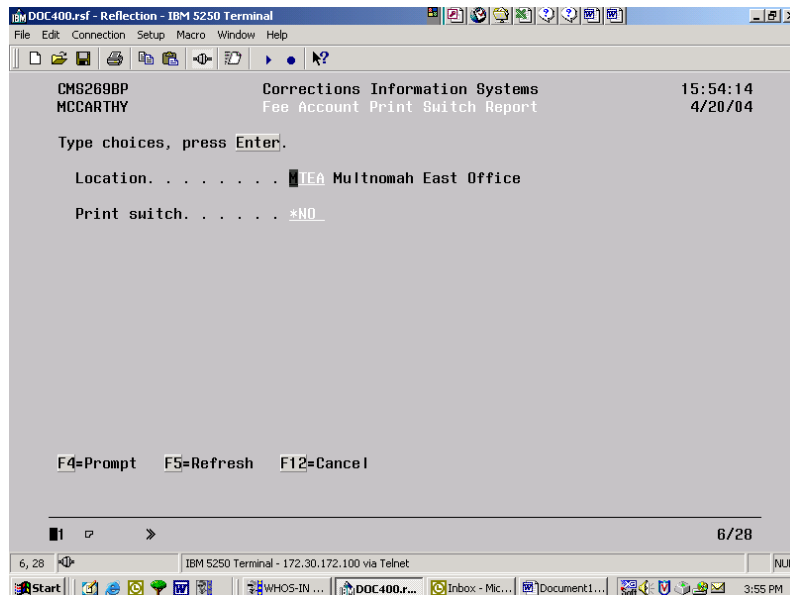
20.5.2 County Print Statement Report - #11

1 – From the 'CC Fee Account Menu' screen, type an 11 on the selection line, press enter.



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2 – This will take you to the 'Fee Account Print Switch Report' screen. Press enter and report will print for your whole office location.



3 – This is not a real clean report so you will need to cross off offenders that are not supervised in your office before you check the addresses in DOC. The purpose of this is to make sure the address in DOC is a good address and that it is marked 'Y' to help assure that all clients with a valid address are receiving a statement for their fees.

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