



an introduction to the

**INMATE
ROSTER
CLASSIFICATION
SYSTEM**



**A DISTRIBUTED DATA PROCESSING SYSTEM
APPLICATION**

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Inmate Roster Classification System



Distributed Data Processing System

Dear Inmate Roster Classification System Client:

This brochure has been prepared to provide you with a quick reference guide to the Classification System. It should help you to walk through the various processes that have been automated by the Application, and should acquaint you with the options that are available to you.

Along with this brochure, the INFORMATION SYSTEM BRANCH (ISB) Roster Classification project team has published a User Manual. That manual contains detailed instructions about the procedures that should be followed to actually use the Classification System. This brochure is not intended to replace that manual, but to supplement it. It can be used to remind someone already experienced with the system about other options available, or to introduce a new user to the system. It does not contain enough detail to be the sole reference for the use of the Inmate Roster Classification System.

Information Systems Branch
Evaluation and Compliance Division
California Department of Corrections

Inmate Roster Classification System

138162

Distributed Data Processing System

**INMATE ROSTER CLASSIFICATION SYSTEM
A DISTRIBUTED DATA PROCESSING SYSTEM APPLICATION**

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ACQUISITIONS

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CHAPTER 1

INTRODUCTION TO THE DISTRIBUTED DATA PROCESSING SYSTEM

The California Department of Corrections (CDC) has developed and implemented an integrated information sharing system for institutions that includes inmate housing, inmate classification, inmate assignments and inmate trust accounting. This system is called the Distributed Data Processing System (DDPS) and is operated on Hewlett-Packard 3000 mini-computers. At least one computer is located at each institution. Staff at the institutions back up the data on the computer each day, and the computers are otherwise maintained from Central Office.

In the DDPS, all computer programs are maintained, and new programs developed, at the Central Office in Sacramento by dedicated project teams. Each application has its own project team. This concept maximizes the efficiency of effort by eliminating duplication at each institution. It also encourages a degree of standardization at each institution since all facilities use an identical operating system and maintain data in the same format. This chapter will provide an explanation of how the DDPS functions from a user's point of view.

When a new inmate arrives at a Reception Center, he or she is assigned a unique number (CDC number) for the duration of his or her stay under the custody of the Department. This CDC number is the key to all the information that the DDPS keeps about the inmate. The Control Room in the Reception Centers will enter the number, along with the full name, date of birth, and ethnicity of the inmate. The system will keep this information throughout the inmate's commitment. Control Room staff will also assign the inmate to a bed in the Reception Center. The housing information will be retained only for the duration of the inmate's uninterrupted stay at that institution.

Inmates generally stay at the Reception Center for three to six weeks. During this time, the Reception Center counselors are determining the best permanent place-

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ment for the inmate. Once an inmate is transferred from the Reception Center to an institution, institutional staff provide the rest of the inmate information.

At subsequent institutions, Control Room staff enter the inmate's number and the first five characters of the inmate's last name. They also enter the bed/cell number assigned to the inmate. The same night, a computer program takes the inmate information and goes up the data lines to Central Office to find the rest of the inmate information (full name, date of birth, ethnicity, etc.). This information, or data, is sent back to the institution, where another program uses it to update the inmate record on the institution's computer. Thus far, the information entered on the system is all entered in the Control Rooms. This part of the system is known as the **INMATE ROSTER MOVEMENT SYSTEM**.

Within the first two weeks after an inmate arrives at the institution where he or she has been assigned, he or she will be classified and assigned a work/privilege group. The classification score is calculated by a Correctional Counselor, based upon the information in the inmate's case file. The custody level is determined by a combination of factors, which may include the classification score, classification overrides, or administrative determinants. Other information about the inmate is identified, including work availability, medical/psychiatric status, previous escape history, and certain other case-related variables. Once the counselor has gathered all pertinent data, the classification committee meets with the inmate and formalizes the classification score, custody level, and work/privilege group. The counselor, either at the time of committee, or immediately thereafter, enters this information into the **INMATE ROSTER CLASSIFICATION SYSTEM** on the computer, where it is retained on the inmate record.

The classification committee determines the inmate's work availability and assigns the inmate to a work group. As soon as an inmate is classified as available for work, the Inmate Assignment Lieutenant will either assign the inmate to a job, if one is

available, or will add the inmate's name and number to a waiting list. Inmate work availability information and job information are stored in the computer. As jobs become vacant by an inmate's job change or relocation, another inmate is assigned from a waiting list. These transactions are done within the **INMATE JOB ASSIGNMENT SYSTEM**. The Inmate Job Assignment System uses the personal data from the Inmate Roster Classification System and the job information entered in the Inmate Job Assignment System.

At any time during this process, from the time the inmate enters the Reception Center, throughout his or her stay at the institution, he or she may receive money. The inmate may have arrived with funds, money may have been sent to the inmate through the mail, someone might purchase some hobby-craft made by the inmate, or the inmate may earn money at his or her job. In any event, inmates are not permitted to have cash in the institutions. Any money belonging to an inmate must be deposited in an account and administered by the Inmate Trust Accounting Office. The Trust Accounting Offices in the institution are automated via the DDPS, as the **INMATE TRUST ACCOUNTING SYSTEM (ITAS)**.

The ITAS uses the Inmate Roster to establish accounts for new inmates. Inmate Classification keeps the Trust Offices up-to-date on each inmate's privilege group, which partially determines the amount of money an inmate is permitted to spend in the Canteen. Trust Office staff, through their Super Query function, can use the Inmate Assignment data to determine whether an inmate has a steady income, which helps them determine indigent status and how to proceed to recoup monies that the inmate might owe to the institution.

All the information added through any of the above systems is integrated with the other DDPS information to constitute the inmate record. The result is an integrated system where data is shared throughout the institution. Users of each of the systems have access to information entered through the other systems on a "need-to-know-

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basis" in the Super Query function. This function provides information screens and reports that combine information from the various systems to satisfy needs of users in other areas.

Current applications approved for development include the **AUTOMATED CANTEEN SALES AND INVENTORY SYSTEM (ACSIS)** and the **INMATE RESTITUTION FINE COLLECTIONS SYSTEM (IRFCS)**. The ACSIS is designed to provide automated inventory tracking via UPC codes scanned at the time of sale. It will interact with ITAS to determine each inmate's maximum purchase amount and then deduct the actual sale from the inmate's account in ITAS. The IRFCS will track the restitution fines assigned to inmates at the time of sentencing and will deduct 20% from the payroll deposits to repay those restitution fines, providing money back to the Victim's Fund for the first time.

CHAPTER 2

THE INMATE ROSTER CLASSIFICATION SYSTEM

OVERVIEW

The Inmate Roster Classification System is a subset of the DDPS. As a Counselor, you will be using this application to help with your daily work. The rest of this booklet will address the Inmate Roster Classification System with a view towards helping you to get started and to "move around" in the application. To begin, let's discuss why the Inmate Classification was created and what it is trying to accomplish.

BACKGROUND

When DDPS first came into use, the only application on the computer was the Roster Movement System. An automated system was needed to keep track of Inmate Classification information. Therefore, the Inmate Roster Classification System was born. The system was designed to:

1. Give quick classification information.
2. Provide an annual/ICC hearing tickler system.
3. Track out-of-level inmates (overrides).
4. Obtain specialized reports pertaining to one or a group of inmates.

OBJECTIVE

To provide where and when it is needed, critical information to assist in classifying inmates.

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SCOPE

The Inmate Roster Classification System collects and reports specific classification data about inmates. The data is available to counseling, custody, and Central Office Office staff on a regular basis. The data works in conjunction with Job Assignments (Job Assignments is made aware that the inmate has gone to Classification so they can assign them to a job) and Trust (the Trust Office is able to determine what privilege group the inmate belongs to for canteen purchases).

The Inmate Roster Classification System is currently being enhanced. Additional fields are being provided for counselor use. In future enhancements, we hope to provide the counselors with more information to prepare for placement hearings.

GENERAL CLASSIFICATION SYSTEM DESCRIPTION

After an inmate arrives at an institution, the Transfer-In (TRI) is entered into the DDPS by the Control Room staff. The next day, the new institution receives the inmate's information (all roster information and any prior classification information that was entered into the system) from the Central Office data base.

Typically, information on which inmate is moving into each unit is distributed the day after the movement via the automated Daily Movement Sheet. This document serves as an excellent source document for supervising counselors to maintain the counselor assignments to inmates. This is also an excellent time to input a 14 day initial classification tickler date (or 10 day initial classification tickler date for Administrative Segregation inmates) into the system for new arrivals. During the Classification hearing, the committee establishes the work/privilege group, custody level and suffix, administrative determinants, job assignment status and next hearing date. The caseworker records this information along with other case factors on a CDC-128 Form which is placed in the inmate's central file. The caseworker also enters the

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hearing results into the automated system. This information must be input by the counselor on the day of classification committee action.

Classification committee information is also reported on the Institution classification result sheets (or call sheets) which are used as a source document by the Inmate Assignment Lieutenant to input job placement, work group and work group effective date (job placement seniority date) information into the system.

The hearing results and any other corrections input to the automated system are printed on the Daily Movement Sheet (DMS) which is distributed to custody staff the following day. This report informs custody staff of indicated housing or custody information changes. Custody changes that effect or restrict an inmate's ability to pass through security gates into less secure areas require special attention and should be disseminated to appropriate custody staff either during or immediately after committee.

A Scheduled Committee Hearing Report informs caseworkers of impending hearings. The caseworker schedules a date and time for the hearing. If the date is different from that in the "next hearing date" field on the system, he/she makes the correction on the system. The caseworker then prepares for the next hearing by producing the Consolidated Offender Information report.

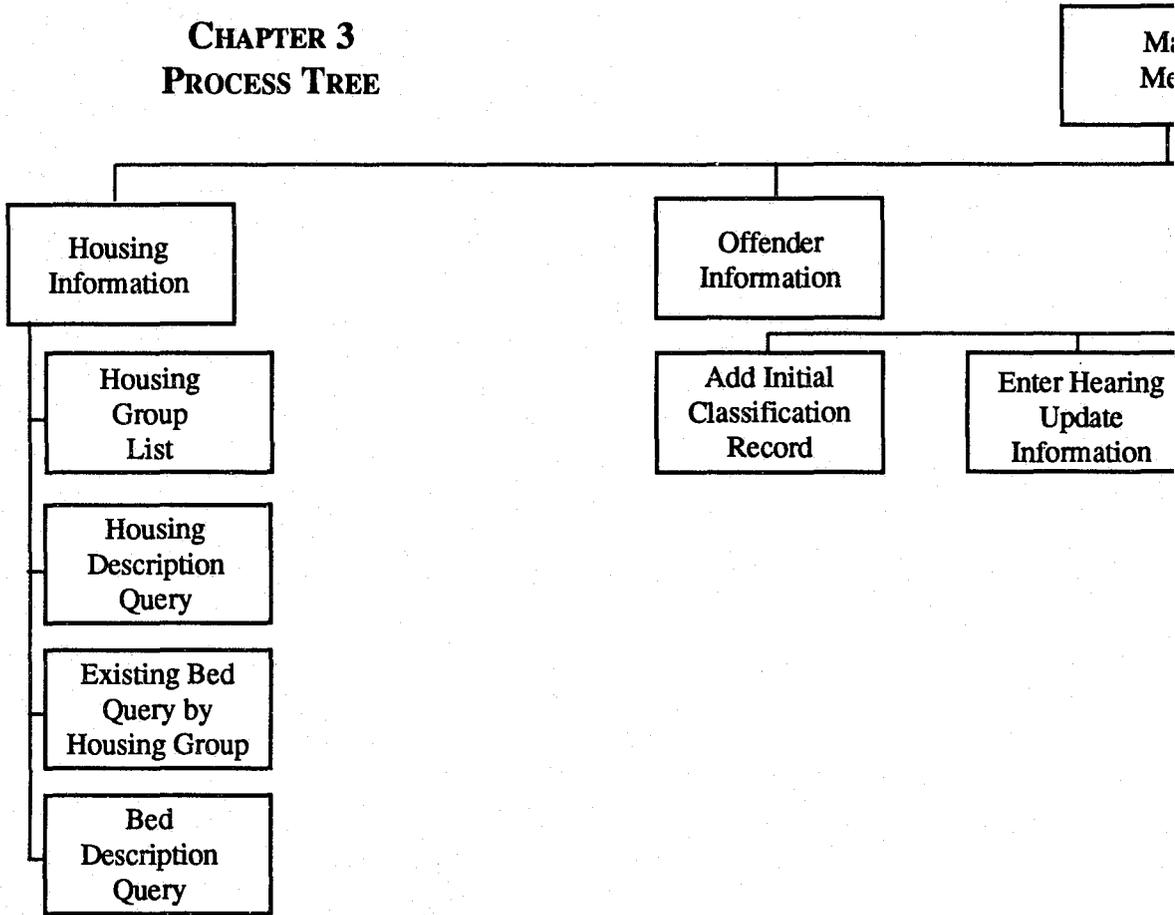
Supervising counselors are ultimately responsible for insuring that the classification information entered into the system by their staff is timely and accurate. Many reports exist to help monitor this data as well as to notify supervisors if committee actions are being conducted as scheduled. The system provides many such reports to assist the supervisors. The accuracy of these reports is only as good as the information entered into the system. Thus, periodic auditing of the data entered is also important.

When an inmate is transferred, paroled, or discharged, the transaction is entered by

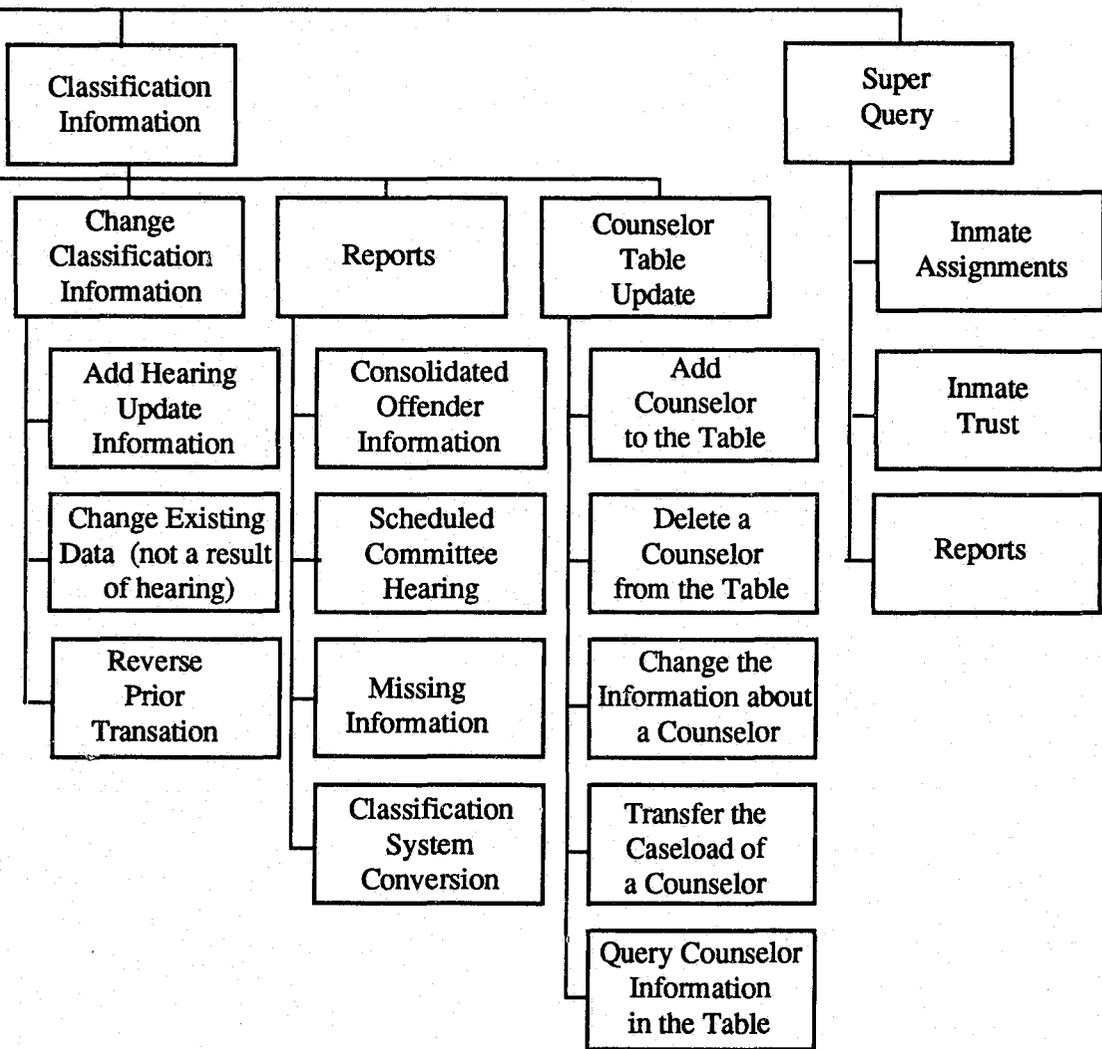
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the Control Room staff. The sending institution retains historical roster information for 90 days. The transaction is batched to Central Office in the Codaily process and Central Office records are updated.

**CHAPTER 3
PROCESS TREE**



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CHAPTER 4 USING THE SYSTEM

Welcome to the Inmate Roster Classification System. In this section we will cover all areas that can be accessed by a Counselor log on.

Once you have logged on, the first screen displayed is the main menu. The following are the four major areas that can be accessed by counselors:

- F-1 HOUSING INFORMATION
- F-2 OFFENDER INFORMATION
- F-3 CLASSIFICATION INFORMATION
- F-4 SUPER QUERY

(Whenever you see an **F** before a number, the function keys at the top of your keyboard are to be used.) Of these four areas, there is only one in which updating can be done, F-3 Classification Information. F-1 and F-2 are view only screens. F-4 Super Query provides accessibility to Inmate Assignments and Inmate Trust. These are also view-only screens. The Reports Section of Super Query is for specialized reports that are made either by your coordinator or by Central Office staff. If specialized reports are found to be useful and you use them often, then contact your coordinator. He/she will contact Central Office and put them on your Super Query so that you can order them whenever you want.

Starting at the beginning of the main menu, F-1 is Housing Information. You may or may not need to use Housing Information. This area lists and/or gives a description of the housing groups and beds at your institution.

Your second choice is F-2 Offender Information. This area gives you the opportunity to query an inmate at your institution by either CDC number, last name, or bed/cell

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number. If you are on a computer with several facilities, you have the opportunity to query all facilities by typing a "Y" in the box labeled **SEARCH ALL FACILITIES (Y/N)**. This query is helpful in locating inmates on one's caseload.

The next area F-3 Classification Information is the area that counselors will use most. We will go into a little more depth in this section.

After you have pressed F-3, another menu will be displayed on your screen:

1. ADD INITIAL CLASSIFICATION RECORD
2. ENTER HEARING UPDATE INFORMATION
3. CHANGE CLASSIFICATION INFORMATION
4. REPORTS
5. COUNSELOR TABLE UPDATE

Before a counselor can begin entering any information in the DDPS, the counselor must be sure that his/her supervisor has added him to the COUNSELOR TABLE. Even if the counselor has been added to the HP3000 security system, he must also be in the COUNSELOR TABLE. The only person that has access to the COUNSELOR TABLE is the supervisor.

The ADD INITIAL CLASSIFICATION RECORD and ENTER HEARING UPDATE INFORMATION screens are identical. The same information can be entered in either screen. Since reception centers no longer input any information into the system, the receiving institutions enter the classification record into the system. Most counselors use #2 ENTER HEARING UPDATE INFORMATION. Type #2 and press enter. Another screen will be displayed. Type the offender's CDC number

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and first five letters of the last name and press enter. The information entered on this screen is: custody, classification score, administrative determinants, overrides, work group, privilege group, exceptional placement, work group effective date, last UCC date, next UCC date, last ICC date, next ICC date, counselor last name and initials. If you have entered the inmate's last UCC date, the system will automatically update the next UCC date one year later. Or it may be entered manually. The next ICC date must be entered manually by the counselor. Either the last ICC date or the last UCC date is required.

The next area of access is #3 CHANGE CLASSIFICATION INFORMATION. This is where error corrections are made for classification. Another menu will be displayed:

1. ADD HEARING UPDATE INFORMATION - to update hearing information as a result of the hearing or to correct a data entry error.
2. CHANGE EXISTING DATA (NOT A RESULT OF A HEARING) - to update hearing information which is not the result of a hearing. All data on the classification record is displayed and available for change. This type of correction should be used if an update is completed, but some fields were inadvertently left out.
3. REVERSE THE PRIOR TRANSACTION (ENTIRE TRANSACTION WAS IN ERROR) - to invalidate the last transaction made. This type of correction results in the record looking as it did before the last transaction occurred.

After keying in the corrections, press Enter to store the data. To end this or any activity, Press F-8 (EXIT).

The next section, #4 are the reports that can be obtained by the counselors. They are:

1. CONSOLIDATED OFFENDER INFORMATION - to view or print a report

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of all existing, current data on either a given offender or group of offenders.

2. **SCHEDULED COMMITTEE HEARING** - to view or print a list of all Scheduled Committee Hearings for a given period of time for up to ten counselors. This also allows the supervisor to look at a counselor's entire caseload.
3. **MISSING INFORMATION** - to view or print a report of offenders with an arrival date 14 or more days prior to the request date.

The next section can only be accessed by CCII's. **#5 COUNSELOR UPDATE TABLE:**

1. **ADD A COUNSELOR TO THE TABLE** - to add the name of a new counselor to the list of counselors.
2. **DELETE A COUNSELOR FROM THE TABLE** - to remove the name of a counselor from the list of counselors.
3. **MODIFY INFORMATION ABOUT A COUNSELOR** - to change or update counselor information.
4. **TRANSFER THE CASELOAD OF A COUNSELOR** - to transfer a counselor's caseload to another counselor or exchange caseloads between two counselors.
5. **QUERY COUNSELOR INFORMATION IN THE TABLE** - to view and/or print a list of all counselors and their titles.

At any time during input to these counselor records, **F-1 COUNSELOR QUERY** may be pressed to view a list of all counselors and their titles.

This is the final section of the Classification Information. The last and final section

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of your main menu is SUPER QUERY, F-4. In Super Query, you are able to query Inmate Job Assignments and Inmate Trust. The SUPER QUERY MENU is as follows:

F-1. INMATE ASSIGNMENTS - to view if and where an inmate is working. You will also be able to view if an inmate is on a waiting list.

F-2. INMATE TRUST - to view if an inmate is indigent or not. To view if there are any holds. To view if there is any unusual activity on an inmates account. *NOTE - Account activity or history is only available for up to 3 months. Further history will need to be obtained from the Trust Office archive records.

F-3. REPORTS - Customized reports created by your coordinator under the counselors direction that are added to your Super Query by Central Office staff.

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**CHAPTER 5
GETTING HELP**

If you find at some time during input of information into the DDPS that you need some information on a particular code, first refer to your Users Manual. If you are unable to obtain the information needed, contact your coordinator. If your coordinator is not available, contact the User Support Unit at Information Systems Branch at Central Office at 916-322-6131 or ATSS 492-6131.

If you have some kind of system or hardware problem, again contact your coordinator first. If your coordinator is not available, contact the User Support Unit.

We have designed the Inmate Roster Classification System to be easy to use and understand. However, if you do have any problems and are unable to contact your coordinator, feel free to contact the User Support Unit or the Roster Project Team at Central Office so that your questions can be answered.