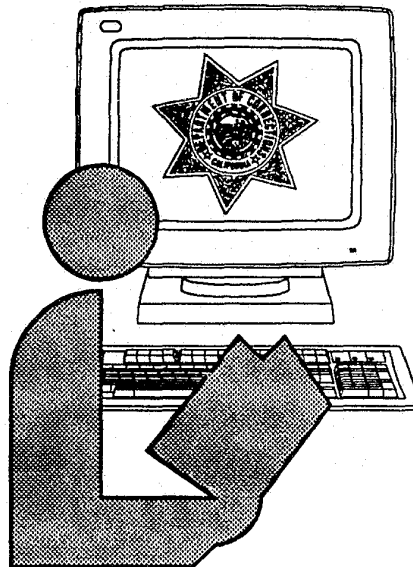


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DDPS REPORTS LIBRARY

I. MANAGEMENT REPORTS

WARDEN'S MORNING REPORT

Provides management information by facility in the areas of inmate count and bed vacancies and custody and ethnic breakdown by unit (Control Room information); Inmate Assignment information and job vacancy by work area (Inmate Assignments); Inmate Trust Account canteen draw information/weekly expenditures (Trust Accounting); and a missing data section to validate the integrity of the information by program.

DEPUTY WARDEN'S MORNING REPORT

Provides management information by program housing unit in the areas of inmate count and bed vacancies and custody and ethnic breakdown by unit (Control Room information); Inmate Assignment information and job vacancy by work area (Inmate Assignments); Inmate Trust Account canteen draw information/weekly expenditures (Trust Accounting); and a missing data section to validate the integrity of the information by program.

CENTRAL OFFICE DEMOGRAPHICS REPORT

Similar to the Warden's Morning Report, but run at Central Office and includes summary data for all institutions. This report is for utilization by the Deputy Directors to evaluate the institutions' system utilization.

INSTITUTION AUDIT REPORTS

A set of nine reports used by institution counselors and run monthly. Specific descriptions follow.

Audit 1

Used to identify those inmates who are overdue on their initial classification cases. This report also identifies those inmates who have a counselor not assigned (CNA).

Audit2

Used to identify those inmates who have an invalid classification score of 999. This indicates that there was a typographical error when the classification score was entered.

Audit3

Used to identify overdue annual classification cases.

Audit4

Used to identify those inmates whose classification score is less than that allowed to be designated as MAXA or MAXB. In some cases this would indicate an override placement factor due to enemies, gangs, or disciplinary reasons.

Audit5

Used to identify those inmates whose classification score is greater than that allowed to be designated as MINA or MINB.

Audit6

Used to identify Level II inmates who are possibly eligible for a CSR reduction to Level I.

Audit7

Used to identify Level III inmates who are possibly eligible for a CSR reduction to Level II.

Audit8

Used to identify Level IV inmates who are possibly eligible for a CSR reduction to Level III.

Audit9

This is a complete alphabetic listing of inmates by housing unit. Because most caseloads are assigned by housing units, this report helps to identify that the correct counselor is assigned to the right housing unit.

II. APPLICATION REPORTS

INMATE ROSTER MOVEMENT REPORTS

Offender Roster by Number

Institutional listing of inmates in CDC numerical order.

Offender Roster by Number (Filing Order)

Institutional listing of inmates by the last two digits of their CDC number.

Offender Roster by Name

Alphabetical listing by last name of institution's inmates.

Offender Roster by Housing

Institutional listing of inmates by bed/cell.

Bed Vacancy

This report lists the total occupied beds by housing group, the total unoccupied beds, and the designated capacity of each housing group.

Partial Housing Roster

Housing roster for a specified housing group showing bed and assigned inmate with name, CDC number, date of birth, and ethnicity.

Bed Vacancy by Age and Ethnicity

Lists all beds that are occupied but are associated with a vacant bed and lists name, CDC number, age, and ethnicity for the occupied bed.

Empty Beds by Bed Number

Produces a listing of all vacant beds sorted by housing group and a total of vacant beds for each housing group.

Movement Report

Lists all movement transactions for a given time frame and operator.

Daily Movement Sheet (DMS)

This report was designed to replace the 117 and contains all the information on the current form.

Ethnic Breakdown Report

An institution wide ethnic breakdown of inmates listed by housing group.

Work Release Report

Lists all inmates who have job assignments, their job location, and work hours. May be run for all beds in the institution or may suppress vacant beds.

INMATE ROSTER CLASSIFICATION REPORTS

Consolidated Offender Information

This report prints all existing data on either a given offender or a group of offenders

Scheduled Committee Hearing

A list of all scheduled committee hearings for a given period of time for up to ten counselors.

Missing Information

A report of offenders with an arrival date 14 or more days prior to the request date.

INMATE JOB ASSIGNMENT REPORTS

The following reports are accessible from the Main Menu:

Assignment Roster/Dictionary

This report lists all jobs in a facility sorted by DOT Sequence Number within DOT code within IWTIP code.

Work/Training Assignments Status Summary

This report gives a status summary of all job assignments in a facility.

101 Tracking Report

This report lists all inmates in job assignments requiring work supervisor reports (CDC 101).

Vacant Positions

This report lists all vacant job positions within a facility.

Location Assignments Report

This report lists assignment information for individual locations or for all locations, depending upon the selection entered on the Location Assignment Roster Menu.

Daily Activity Report

This report lists all inmate job assignment activity for a selected date and time (If no time is specified, the report will automatically print for the entire day).

Waiting List Report

This report lists waiting list information for individual waiting list or for all waiting lists.

Special Skills Waiting List Report

This report lists waiting list information for all special skills waiting lists.

Vacant Assignments Summary

This report lists information on vacant jobs within a facility.

Miscellaneous Code Listing

This report lists all system miscellaneous codes and their descriptions.

Inmate Locator Report

This report will list information on all inmates in the facility. (Information includes Name, CDC Number, Housing Unit, Custody Level, Ethnicity Code, Age, Work Group, Privilege Group, Position Number(s), and Location(s), Regular Days Off, and Position Start and End Times. Also, facility totals for inmates with jobs, inmates without jobs, and the sum of the two.)

The following reports are accessible from the original Super Query Menu:

Positions by Location Code

All position, vacant and assigned are displayed by Location Code.

Vacant Position by Location Code

All vacant positions and the date they became vacant are displayed in location order.

Ethnic Report by Location

This report displays ethnic group totals by location.

Positions by a Specific Location Code

Selecting a specific location code will print inmate information for that area only.

Unassigned Inmates by Work Group and Housing

This report will sort all unassigned inmates by work group and housing order.

IWTIP End of Month Totals

This report will print totals for population and assigned quota information at month-end.

Assigned Inmates Without an A1 Work Group

This report lists data for assigned inmates without an A1 work group.

DOT Codes in Sequential Order

This report lists the DOT codes and titles in sequential order.

IWTIP Screen

An additional report screen is displayed when selecting this option. A list of several reports are displayed and can be printed individually. These reports provide summary information as indicated by the report titles below:

1. Total Population Count
2. Assignment Quotas (Actual number of jobs)
3. Total Inmates Assigned Jobs
4. Category Breakdown of Unassigned Inmates
5. Category Breakdown of Assignment Quotas
6. Category Breakdown of Inmates Actually Assigned
7. Inmate With Half-time Assignment Only
8. Custody Breakdown By Ethnicity

The following report is accessible from either the original Super Query Menu or the Utility Report Menu:

Ethnicity Count Update/Report

This report provides ethnicity counts by location.

The following reports are accessible from either the original Super Query Menu or the Custom Report Menu:

Daily Movement Sheet (DMS)

This report prints the job assignment activity for the day.

Assignment Ducat Report

This report prints eight Ducat/Activity Cards per page.

Job Total Summary Report

This report lists total inmates with jobs and total inmates without jobs by housing unit.

Unassigned Inmates Report

This report will generate 2 reports.

1. Unassigned Inmates On A Waiting List
2. Unassigned Inmates Not On A Waiting List

Inmate Work/Training Assignments Monthly Report

This report provides monthly statistics for assigned and unassigned inmates' quotas and jobs.

The following reports are accessible from the New Report Menu:

Ethnicity Balance by Location

The first report shows each location and its counts and percentages broken down by ethnicity. The second report shows Job positions for which the inmate is no longer at the institution.

Waiting List with Clearance Dates

This report provides a list of inmates on a waiting list with clearance dates.

Inmates with Clearance Dates

This report lists inmates with clearance dates.

Inmate Assignment Section of Warden's Report

This report will print the Inmate Assignment section of the Warden's Report by IWTIP and Ethnicity.

Inmates with "HAF" Time Work Status

This report lists attributes of inmates with "HAF" time work.

Positions for a Specific Location

This report contains the cell bed number and other inmate attributes for assigned inmates by position number within a selected location.

Food Handlers Report

Inmates with a work qualifier of 'FH' will display on this report.

Job Assignment Activity DMS

Assignment activity for a specified day is printed in CDC-Number order.

INMATE TRUST ACCOUNTING REPORTS

General Ledger Account Totals

The "General Ledger Account Totals" report lists the cumulative total of funds in all Inmate, Group and Control accounts.

Batch Posting Summary

The "Batch Posting Summary" report summarizes, by batch number, the total debits and credits posted to each account.

Status Of Batches

The "Status of Batches" report lists the status of batches whether they are completely posted, in balance or in process.

Indigent, Frozen and Canteen Loss Accounts

This report lists accounts that have been flagged by the trust office as being frozen, indigent and/or lost canteen privileges.

Batch Activity Report

This report lists, by batch number, all transactions posted to accounts within a selected period of time.

Transaction Activity Report

The "Transaction Activity Report" lists all transactions posted to accounts during a selected period of time. The report is grouped by transaction code.

Trust Account Reference List

The "Account Reference List" report lists all trust accounts with their respective current account and hold balances, as well as any account flags.

Abnormal Balance Accounts Report

The "Abnormal Balance Accounts Reports" lists accounts with negative (red) current balances.

Accounts Less Than 99 Cents

The "Account Less than 99 cents" report lists all departed, deceased, and transferred (account types T and D) trust accounts with a balance between \$.01 and \$.99.

Transferred Inmates Report

The "Transferred Inmates Report" lists all inmate accounts for those inmates who have transferred (account type T) and have a positive or negative (non-zero, red) balance on their accounts.

Departed Inmates With Balances

The "Departed Inmates With Balances" report lists the accounts of inmates who have paroled or are deceased and have a positive or negative (non-zero, red) Trust account balance.

Accounts With Current Holds

The "Accounts With Current Holds" report lists all accounts with current (active) holds, the dates of the holds, and the assigned hold release date.

Hold Activity Report

The "Hold Activity Report" lists holds that are placed and released on trust accounts by date.

Departed Inmates With Balances

The "Departed Inmates With Balances" report lists all the departed inmates (accounts type D) and the information listed in the forwarding address box on the trust account.

Asset And Liability Account Activity

The "Asset and Liability Account Activity" report lists the debits and credits posted to any asset or liability account.

Individual Account Statements

The "Individual Account Statement" report prints up to 25 selected trust account statements.

Account Statements By CDC Number

The "Account Statements By CDC Number" report will print activity performed on all inmate accounts (type I,D,T,S,U) from a selected date to the present.

Account Statements By Cell/Bed

The "Account Statements By Cell/Bed" report prints activity performed for all inmates currently at the institution (type I) and group accounts from selected date to the present.

Account Statements By Last Name

The "Account Statements by Last Name" report prints activity performed for all inmate accounts (type I,D,T,U) and groups by the account's last name, from a selected date to the present.

Transaction Table List

The "Transaction Table List" report lists all transaction codes defined for the institution.

Duplicate Accounts In Batches

The "Duplicated Accounts In Batches" report lists any account number appearing more than once in any one batch or any combination of batches that have not yet been posted.

Outstanding Checks List

The "Outstanding Checks List" report lists all outstanding checks on the system that are dated through the cutoff date entered.

The Daily Activity Report

The "Daily Activity Report" is printed in check number sequence beginning with the lowest number and ending with the highest number. This report provides accountability, control, and cross referencing.

Check Cancelled Or Voided Report

This report lists voided and cancelled checks, both of which are summarized by count and amount, and also provides verification totals for cancelled check transaction batches.

Check Register

The "Check Register" report lists the latest check status, the status change date, and the transaction code batch number for each check. This report will assist in the verification/reconciliation of the trust cash account.

Checks Printed Report

The "Checks Printed Report" accumulates and lists all checks posted to the system since the last "Checks Printed Report" was produced.

Cleared Checks Report

The "Cleared Checks Report" lists all checks that have been cleared in the system within a selected date range. This report will assist in the bank reconciliation.

Canteen Report

The "Canteen Report" prints a list containing the name of each inmate in a canteen draw, the inmate's account number, a sequence number, transaction description and amount, any comments, and the canteen card number for that inmate.

Canteen Duplicate Report

The "Canteen Duplicate" report locates duplicates within the group of cards/labels after or before they are printed. Once the cards/labels are purged, they are no longer available to be checked for duplicates.