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CSTS STANDARDS MEETING AGENDA

MEETING INFORMATION

Date: 08/23/2011

Time: 9:30 AM – 11:45 AM

Call-In Number: TBD

Location: STI Conference Room

Call-In Code: TBD

ACTION ITEMS FROM PREVIOUS MEETING

1. How do we map deported: Jan asking Deb for a S3 code, STI can then add the S3 code to the next release
2. Transfer Codes (Case Service): Heidi has added the terminology to the Next draft of the standards manual.(does it look alright?) pg. 54
 - a. The Transfer code should be mapped to the S3 code of one of the following:
 - TRI = Transferred With-In State
 - TRO = Transferred Out of State

If these codes are not used you will not receive police reports from out of state.

3. Deleted the comment in standards manual pg 49:
 - a. There must be a dash between type and group codes.
4. Recording Counts with Multiple stays: Heidi has put in an enhancement request for adding a stay type column to the offense, also needing the functionality to merge the stay off of the offense.
5. Identify Standards for Modules: Barb emailed Heidi the release notes on these modules to give the committee a starting point for standards on the Fee and Work Service Modules – Heidi will send out copies to everyone with the agenda.
6. Registerable check box: Heidi will add in the terminology on the Registerable Offense check box into the Draft of the next standards manual.

Use if client is required to register as a predatory offender. See website:

<https://por.state.mn.us/PredatorFAQ.aspx>. If offense is marked "registerable" under offense code table, will automatically pull to this field. *Does not reflect history of offenses where the offense would become registerable.

7. Hennepin County changes
 - a. Reference Tables – Barb gave list of reference tables for next upgrade to standards committee.
 - b. Changes – when prototype is approved and ready for demo – Barb will give Demo at August meeting

AGENDA ITEMS

1. Demo of Prototype of next CSTS Release
2. Reference Tables for next Release
 - a. Alert Types
 - b. Drug Category
 - c. Substances
 - d. Income Source
 - e. Living Arrangements
 - f. Drug Test Type
 - g. Professional Type
 - h. Risk Assessment Type
3. Chrono/Code – For BCA Weapons restrictions

OTHER NOTES OR INFORMATION

1. Transfer Codes:
 - a. TRA – Transferred – Standards recommends that we inactivate this code
 - b. Standards Committee will recommend:
 - i. CSTS Code: XFTRI – S3 Code mapped to TRI – Transferred with-in MN
 - ii. CSTS Code: XFTR0 – S3 Code mapped to TRO – Transferred Out of State
 - iii. Rationale: In order to receive Police reports on clients, the TRI and TRO codes need to be used. We are now transferring from CSTS to CSTS, we should have codes that match up in the various systems. Counties using only TRA are showing inconsistency with counties who are choosing TRI and TRO.

FUTURE AGENDA ITEMS

1. Emergency contact(s) multiple
2. Supervision Level for CCP and Statistical Summary
3. Local Incarceration:
 - a. Ordered 180 days stayed for 2 years. Should we be putting this into suspended? Also then how do you address violations?
4. Add to Standards Manual (suggestions):
 - a. Additional Detail added to Standards Manual
 - i. S3 Codes
 - ii. Data Entry/agent/administrator help
 - iii. Training documents incorporated into Standards Manual
 - iv. Identify the standards for Modules: Fee, PSC, Work Service, Intrastate and incorporate them into the standards manual
 - v. How code changes relate to reports
 - vi. Would like to be able to have an interactive table of contents that will bring you right to the subject you are looking for. (Nancy Tallman)
 - vii. Locked Down Reference Tables:

1. Address Direction
2. Address Secondary Unit Type
3. Address Suffix
4. Address Supplemental Type
5. Alert Level
6. Alert Type (Adding Substance Use)
7. Alias Type
8. Compensation Unit
9. Education Level
10. Education Status
11. Eye Color
12. Hair Color
13. Language
14. Marital Status Type
15. Offense Level
16. State
17. Stay Type (Adult)
18. Telephone Type

CHANGES TO MANUAL THIS YEAR (STILL NEED APPROVAL FROM EXECUTIVE BOARD)

1. Transfer Case service mapping to TRI or TRO code instead of all mapping to TRA.
2. Deleted the statement "There must be a dash between type and group codes"