



Minnesota Counties Computer Cooperative

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CSTS STANDARDS MEETING AGENDA

MEETING INFORMATION

Date: September 27, 2011

Location: STI Conference Room

Time: 9:30 AM – 11:45 AM

Call-In Number:

Call-In Code:

PREPARATION FOR MEETING

Please Read: *The new reference table suggestions*

Please Bring: *Your county's suggestions for the Reference Tables for the Next Release*

ACTION ITEMS FROM PREVIOUS MEETING

1. Heidi Added Ice – Deported and Ice – Awaiting Deportation to the standards manual.
2. Heidi entered an enhancement request to add a review date on to the Risk assessment

AGENDA ITEMS

1. Reference Tables for the Next Release of CSTS
 - a. Alert Types
 - b. Substance category
 - c. Substances
 - d. Income Source
 - e. Living Arrangements
 - f. Test Type
 - g. Professional Type
 - h. Risk Assessment Type
 - i. Test drug substances
2. Discussion on Standardizing Conditions
3. Emails from users
 - a. Supervised Release Case number entry – OID number/County code in front/Origination Agency/MNCIS case number

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
 - a. Standards Committee will recommend:
 - i. CSTS Code: XFTRI – S3 Code mapped to TRI – Transferred with-in MN
 - ii. CSTS Code: XFTRO – 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.
2. Deleted the statement “there must be a dash between type and group codes”
3. Registerable check box wording *does not reflect history of offenses where the offense would become registerable.
4. Ice – Deported and Ice – Awaiting Deportation to the predefined addresses in CSTS.