



CSTS Standards

Agenda

8/24/10; 9:30 to 11:45

STI

- ♣ Approve minutes from previous meeting
- ♣ Additions to the agenda
- Intrastate Transfer Module Standards
 - a. Default auto-chrono name for chronos transferred in
 - ♣ b. No assessment done in transferring county: Use score of 0 and “No assessment done” under comment
 - c. Metro supv. suggestions for chrono changes (see attached)
 - d. DEMS assignment of case #s – how will this be accounted for in the transfer module?
- ♣ What offense table would a DANCO or Domestic Abuse No Contact Order fall under?
- ♣ Enhancement request to flag that the client can’t read or write. Should a standard be created?
- ♣ Finalize “no permanent address” standard
- ♣ Conviction deemed a Misdemeanor – electronic reporting to BCA
- ♣ Using the SRD date as the sentencing date on the restructure form.
 - ♣ Standards for a case that has a number of counts w/same expiration date and different stay types (execute on count 1 and imposition on count 2)? Currently we enter a dash- on to the case number for different stays. For example using the instant above 19HA-CR-10-XXXX and 19HA-CR-10-XXXX-2. I’m thinking that we would want this to be entered this way.
 - ♣ *There was a standard developed for different expiration date but doesn’t make reference to different stays. This appear in the CSTS XP Data Entry Standards Current of June 2009, Page 7*
- ♣ Electronic manual proposal from STI
- ♣ Juveniles w/adult offenses – f/up on discussion. Joanne Pohl from Goodhue has concerns about juvenile information being released. Training/professionalism vs. standard?
- ♣ Reference tables – how are we recording juvenile dispositions that used to be stay of adjudication?
- ♣ F/up on use of transfer out codes for those transferred out of state, so they show up as active on S3.
- ♣ Manual review continues

Chronological Case Records
 Suggestions for standards from Metro Supervisors Group
 Draft: April 10

OV	Office Visit
FVH	Field Visit at Residence
FVE	Field Visit at place of Employment
FVJ	Visit at Jail/Prison /Detention
OVG	Office Visit-Group
OV-M	Office Visit Missed
FV-M	Field Visit-M Missed or failed to attempt at field visit
FVP	Field Visit Placement/treatment setting
FVC	Filed Visit in the Community (i.e. place of business- restaurant, library)
-M	Code suffix for missed or attempted but failed contact (e.g.- OV-Missed)
TC	Phone contact with offender
CC	Collateral Contact (other than victim) to include personal, phone, written, or electronic (e-mail, text)
CCV	Collateral Contact with Victim to include personal, phone, written, or electronic (e-mail, text)
OC	Offender Correspondence- written or electronic (e-mail, text)
AA-WS	CWS/STS Program Updates, or case actions
DNA	DNA test obtained (do we need?)
AA	Any task performed on a case (e.g.- case assignment, report submitted, transfer sent, transfer accepted, etc)