



# CSTS STANDARDS MEETING AGENDA

## MEETING INFORMATION

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**Date:** January 24, 2012  
**Time:** 9:30 AM – 11:45 AM  
**Call-In Number:**

**Location:** STI Conference Room in Plymouth, MN  
**Call-In Code:**

## OLD BUSINESS:

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1. Standardizing CSTS Conditions: Looking at CSTS Condition Groupings.  
**ACTION ITEM: All Committee Members need to review the MNCIS Conditions/Groups, SSS Groups and compare to your agency's Conditions/Groups to see if there are some extras needed. Please bring your specific agency's conditions/groups that need to be added.**  
Note: Need to include condition for Interlock Program or Intoxalock Program. Ardith/Traci/Nancy
2. Chronos Standards Document: Do we want to incorporate in CSTS Standards Document?

## NEW BUSINESS:

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1. Enhancement Committee Questions:
  - a. Lock down Authority table? – Can we?
  - b. FYI: Supervised Release = governing offense is going away – going to use probation survey category.
  - c. Hennepin Release:
    - i. Address has “Verified Date.” Hennepin and Standards Committee need to define what action qualifies as “verified.” (Jan K.)
    - ii. Previous Residency and State – Can Standards Committee define use of this field? (Jan)
    - iii. Assessments: Standards Committee decided not to lock this down. Can we provide suggestions so we have them similar, i.e., YLS, LSI LSCMI, Prescreen-Adult, Prescreen-Juv? (Jan K.)
    - iv. Standardize these new tables for the next release? (Barb – list of Hennepin’s values?)
      1. Outcome Field
      2. Substance Use Status
2. Emails from users:
  - a. Jan K. -Case Numbers for supervised releases: At the September meeting, the decision was made to remove the two-digit county of commit in front of the OID number. Please reconsider as losing the county of commit affects offices that have supervised releasees that are civilly committed among other concerns.
  - b. Jan K. - Consecutive cases: Is there a recommended procedure for handling these types of cases? We currently leave the consecutive case as “Pre-Trial” and change it to “Probation” after the active case is discharged. I checked with Deb Kerschner to see if it affected the probation survey and by keeping it “Pre-trial”, we would be ok. If we use “Probation”, that could alter the offense ranking for the individual on the probation survey.
  - c. Traci Green - Juvenile scenario:
    - i. Juvenile comes to court in May and receives a stay of adjudication. In CSTS no Conviction date entered/blank
      1. Juvenile violates in November. He Returns to court and the judge adjudicates him delinquent.
      2. If you enter conviction date now as November, it is after the sentencing date in May?
    - ii. Questions/Discussion:

1. Should standard be to change original sentencing date to new November date so that sentencing and conviction the same?
2. Could CSTS develop a history log of dates?
3. Emergency contacts(s) multiple
4. Supervision Level for CCP and Statistical Summary
5. Define usage for:
  - a. Alerts
  - b. Income Source
  - c. Professional type
6. Local Incarceration: Ordered 180 days stayed for 2 years. Should we be putting this into suspended? Also, how do you address violations when days are imposed?
7. Conditions outcomes and linking them to S3: It appears they are suggestions and not standards? If they are just suggestions, I would recommend it say that where the reference table is listed (page 41) in addition to where it states that in the general instructions (page 16) to make things clear. We may also want to add appropriate S3 code to the suggested outcomes—if it is possible to come to a consensus. Nancy T.
8. Add to Standards Manual (Suggestions):
  - a. S3 Codes
  - b. Data Entry/agent/administrator help
  - c. Training documents incorporated into Standards Manual
  - d. Identify the standards for Modules:
    - i. Fees
    - ii. PSC
    - iii. Work Service
    - iv. Intrastate
  - e. 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 T.
  - f. Locked down reference tables
9. Have we ever discussed a standard for individuals who do not have SSN's? Can we consider 000-00-0000 or something like that? Jennye C.
10. Standards Committee make-up – decision by Executive Committee regarding membership. Dan Pepper

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

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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: 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.
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.
5. Do not add the County Code to the front of a Transferred Supervised Release case. If specification is needed, use MNCIS case number to track county.

6. Verbiage added to the Supervised Release Case Numbers:
  - a. Do not add the County Code to the front of a Transferred Supervised Release case. If specification is needed, use MNCIS case number to track county.
7. Reference Tables that are locked down: (\* indicates new reference table with 2012 release)
  - i. Address Direction
  - ii. Address Secondary Unit Type
  - iii. Address Suffix
  - iv. Address Supplemental Type
  - v. Alert Level
  - vi. Alert Type\*
    1. Adding:
      - a. Substance use
      - b. Mental Health
  - vii. Alias Type
  - viii. Compensation Unit
  - ix. Education Level
  - x. Education Status
  - xi. Eye Color
  - xii. Hair Color
  - xiii. Income Source\*
  - xiv. Language
  - xv. Living Arrangements\*
  - xvi. Marital Status Type
  - xvii. Offense Level
  - xviii. Professional Type\*
  - xix. State
  - xx. Stay Type (Adult)
  - xxi. Telephone Type
  - xxii. Substance Category\*
  - xxiii. Test Type\*