



CSTS Standards

Agenda

9/28/10; 9:30 to 11:45

STI

- ♣ Note: Dan Traun will chair the meeting in Jennye's absence. Jan Krogman will be connecting via phone.
- ♣ Introductions – new member from Wabasha County.
- ♣ Approve minutes from previous meeting.
- ♣ Additions to the agenda?
- ♣ Standards for Chrono types. Members are to bring their current appended codes. Metro supervisors had suggested some changes (see attached). Their interest is in enhancing consistency before the Intrastate Module is rolled out.
- ♣ Options for Standards manual, given the delay in creating an electronic version. Paul, Dan T. to meet? Others?
- ♣ Continue review of current standards.
- ♣ New ad hoc committee: Standards for chrono content. 2 members from each delivery system. Jennye offered to coordinate the first meeting.
- ♣ Future issue – develop COMS/DEMS standards
- ♣ Update: November user group meeting has been cancelled.
- ♣ Next meeting: Tuesday, October 26, 2010

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)