



## Minnesota Counties Computer Cooperative

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## Corrections Standards Meeting Minutes August 24, 2010, 9:30 a.m.-11:45 a.m.

In attendance: Jennye Croft and Brenda Kieffer, Dakota; Paul Schroeder, Ramsey; Nancy Tallman, Wright; Heidi Rademacher, Scott; Dan Pepper and Wendy Anderson, Washington; Brandy Christiansen, Goodhue; Ardi Ihrke, Tami Noble, and Brenda Martini, DFO; Lynn Rohlf, ARC; Jan Krugman, DOC; Julie Bruns and Brenda LaFayette, Sherburne; Scott Verdoorn, Hennepin; Barb King, STI.

### **Intrastate transfer module pilot**

Some data transfer issues have been revealed in early stages of pilot. STI is working on fixing them. The volume of transfers is not as high as hoped for between counties in pilot, thus the pilot is being extended a bit. Full implementation of the module is expected in late 2010 or early 2011.

### **Hennepin County update**

Hennepin County is still exploring whether to begin using CSTS. The county and STI are continuing to discuss the feasibility of it.

### **Intrastate transfer module standards**

All transfers chronos will have a default chrono type of "transfer."

For instances where an assessment was not completed by a transferring county, the standard will be to enter a "0" in the assessment score field and enter a comment of "no assessment done" in comment field.

The group reviewed the metro supervisors' committee recommendations for standardizing chrono types. Discussion by standards group was tabled until next meeting. Group members were asked to bring to next meeting a list of the chrono types their agency is currently using.

Group discussed data entry practice for instances when a DEMS case that was previously supervised by a particular county is transferred back for supervision at a later time. Question was whether a new case number should be assigned or whether the original case file should be reopened with a new start date. Group decided that the original case file should be reopened rather than assigning a new case number.

### **DANCO**

Committee was asked by a user group member to address what offense table a DANCO would apply to. It was determined that a DANCO is not an offense, thus it should be entered either as a condition or as an Alert.

## **No permanent address standard**

Committee clarified that new standard for clients without a permanent address should be to create an address in the *pre-defined facility* table that contains either NPA or “no permanent address” in the street address field. System administrators need to create this, and then data entry users would select it in applicable situations rather than typing in data in the address fields.

## **Electronic manual proposal from STI**

Creation of an electronic standards manual is on hold as the project cost and time to create make it undoable at this time for STI.

## **Supervised Release date as sentenced date**

Committee was asked to discuss whether it was acceptable practice to data enter the supervised released date in the sentenced date field. Group decided with would not be best practice and it should be requested of the enhancements committee to add a supervised release date field in an upcoming version of CSTS.

## **Juvenile with adult cases issues**

User group member brought concern to group about juvenile data being released for instances where juveniles have an adult case file. Committee reiterated the new standard that a new adult client record should be created in CSTS for any juvenile who subsequently has a new adult case. Data privacy issues to be dealt with through training.

## **Juvenile dispositions contained in stay type reference table**

Standards committee asked to clarify how user group agencies are to address juvenile dispositions that are contained in the *stay type* table. Agencies are to run the reference table utility and map those juvenile dispositions to the correct type in the *juvenile disposition* table.

## **Standards manual review**

Committee members gave feedback on the new manual layout created by Dan Traun. Feedback was positive. Group also discussed options for where best to house the manual (on STI website, MCCC website, etc.).

### **Next Meeting:**

Tuesday, October 26, 2010

9:30-11:45 a.m. @ STI