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# CSTS XP DATA ENTRY STANDARDS



## CORRECTIONS USER GROUP

Approved at 6-18 2008 User Group  
- Updated for errors 8/7/2008

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## CSTS XP Data Entry Standards

### Client Information (Proper Case)

<b>Client Number*:</b>	Unique number assigned to client. System Administrator will set system to automatically assign number or have the number manually assigned. Number is assigned through the data entry wizard
<b>First Name:</b>	Client first name.
<b>Middle Name:</b>	Client middle name. Leave blank when client has not middle name – do not use NMN.
<b>Last Name*:</b>	Client last name, use most current legal name. (Enter with no punctuation or spaces – except for hyphens in hyphenated names and add alias for each part of name – i.e. enter Smith-Jones as Smith-Jones, Smith, and Jones.) When client has no first or middle name use Last Name field only.
<b>Suffix:</b>	Client suffix – i.e. Jr or Sr - no punctuation.
<b>Social Security Number:</b>	Social Security number of client. <b>000000000</b> can be a placeholder if helpful
<b>Date of Birth:</b>	Date of birth of client. System figures age. Blanks are rejected by SSS
<b>Adult/Juvenile*:</b>	<b>A</b> for Adult; <b>J</b> for Juvenile.
<b>Gender*:</b>	Gender of client. <b>M</b> for male; <b>F</b> for Female. (System defaults to male)
<b>Supervision Level:</b>	View supervision level only. To add supervision level, go to supervision level screen.
<b>Risk Level:</b>	Risk level of client. Determined by Agency. Recommended standards: <b>Risk Level:</b> <b>H</b> – High <b>M</b> – Medium <b>L</b> – Low <b>U</b> – Unclassified
<b>County of Residence:</b>	Client county of residence. (Used for DOC Law Enforcement Report)
<b>Supervising County:</b>	Jurisdiction providing supervision
<b>Location:</b>	Agency reporting choice for branches, offices, units, etc.
<b>US Citizen*:</b>	Status of citizenship – <b>Y</b> -yes, <b>N</b> -no, <b>U</b> -unknown.
<b>Marital Status:</b>	Legal marital status of client. (Married, Not Married)
<b>SID Number:</b>	State ID number as noted by BCA or NCIC. Always preceded by MN for Minnesota cases. No punctuation (ten-digit alpha/numeric field). If SID can not be located at request of DOC for outcome purposes, field should be completed with NAMmddyyyy i.e. NA04012004. This allows staff to indicate that the information was not available as of that date. <b>MN000000000</b> can be used as a placeholder if helpful
<b>FBI Number:</b>	FBI number of client. As noted by BCA and/or NCIC. No punctuation.
<b>OID Number:</b>	Six-digit Offender Identification number assigned by the MN Department of Corrections for inmates and supervised release purposes.
<b>AFIS Number:</b>	Automated Fingerprint Information System number.
<b>INS Number:</b>	Alien Registration Number assigned to legal immigrants who come to this county to live and work (vacation/visit does not apply). When illegal aliens are charged with crimes, INS will eventually assign number. Ten-digit number A0 (zero) followed by eight numbers-i.e. A0XXXXXXXX.
<b>E-Mail Address:</b>	Client e-mail address.
<b>DNA on file:</b>	Check box – check if DNA sample drawn or have verified BCA has sample (checked box=yes; unchecked box =no).
<b>Driver License Number:</b>	Driver license number – use spaces instead of dashes. REVOKED as applicable. New License format is straight 1 Letter and 12 numbers without spaces, dash or punctuation. Old license numbers may be placed in Client Comments or new ID#s. State is supposedly tracking and linking the old DLNs and will give a new number with each renewal.

<b>Driver License State:</b>	Two-digit state code for state issuing license.																												
<b>Hair Color:</b>	Client hair color. NCIC codes are: <table border="0" style="margin-left: 20px;"> <tr> <td>Bald</td> <td>BLD</td> <td>Purple</td> <td>PLE</td> </tr> <tr> <td>Black</td> <td>BLK</td> <td>Red/Auburn</td> <td>RED</td> </tr> <tr> <td>Blond</td> <td>BLN</td> <td>Sandy</td> <td>SDY</td> </tr> <tr> <td>Blue</td> <td>BLU</td> <td>White</td> <td>WHI</td> </tr> <tr> <td>Brown</td> <td>BRO</td> <td>Unknown/Completely Bald</td> <td>XXX</td> </tr> <tr> <td>Gray</td> <td>GRY</td> <td>Green</td> <td>GRN</td> </tr> <tr> <td>Orange</td> <td>ONG</td> <td>Pink</td> <td>PNK</td> </tr> </table> <p><i>Standards consensus is to seek Design changes to lock down these choices to match NCIC choices</i></p>	Bald	BLD	Purple	PLE	Black	BLK	Red/Auburn	RED	Blond	BLN	Sandy	SDY	Blue	BLU	White	WHI	Brown	BRO	Unknown/Completely Bald	XXX	Gray	GRY	Green	GRN	Orange	ONG	Pink	PNK
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<b>Eye Color:</b>	Client eye color. NCIC codes are: <table border="0" style="margin-left: 20px;"> <tr> <td>Black</td> <td>BLK</td> <td>Blue</td> <td>BLU</td> </tr> <tr> <td>Brown</td> <td>BRO</td> <td>Gray</td> <td>GRY</td> </tr> <tr> <td>Green</td> <td>GRN</td> <td>Hazel</td> <td>HAZ</td> </tr> <tr> <td>Maroon</td> <td>MAR</td> <td>Multicolored</td> <td>MUL</td> </tr> <tr> <td>Pink</td> <td>PNK</td> <td>Unknown</td> <td>XXX</td> </tr> </table> <p><i>Standards consensus is to seek Design changes to lock down these choices to match NCIC choices</i></p>	Black	BLK	Blue	BLU	Brown	BRO	Gray	GRY	Green	GRN	Hazel	HAZ	Maroon	MAR	Multicolored	MUL	Pink	PNK	Unknown	XXX								
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<b>Race:</b>	Race of client. First character is standard. <b>W</b> for White, <b>B</b> for Black, <b>A</b> for Asian/Pacific Island, <b>I</b> for American Indian/Alaskan Native, <b>U</b> for Unknown. Note that these choices are based on client self-identification, and match US Census short-form options																												
<b>Ethnic Origin</b>	Hispanic was the original intended use for field, and is the only required use. Hmong, Arab, North African, and Native American tribal identification have all been considered (or used) by agencies with interest in tracking that detail.																												
<b>Height:</b>	Height in feet and inches. Fill in feet, inches w/o punctuation																												
<b>Weight:</b>	Weight of client. Indicate number only, no abbreviations or punctuation (i.e., 180 indicates client is 180 pounds).																												
<b>Physical Features:</b>	Free-form text for comments related to scars, marks or tattoos to identify client																												
<b>Photo/Text:</b>	To display photo, check photo box and link to digital photo For best results use JPG format in a 600 x 800 resolution																												
<b>Place of Origin-City:</b>	Created for Ramsey County – per Joan Fabian. Not currently used																												
<b>Place of Origin-State:</b>	Created for Ramsey County – per Joan Fabian. Not currently used																												
<b>Previous Residency-City:</b>	Created for Ramsey County – per Joan Fabian. Not currently used																												
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<b>Year Moved:</b>	Created for Ramsey County – per Joan Fabian. Not currently used																												
<b>Birth Country:</b>	Created for Ramsey County – per Joan Fabian. Not currently used																												
<b>User Defined:</b>	Area to track agency specific information																												
<b>Alias:</b>	Client alias. Any other documented name differences including married, maiden, other case names, hyphenated names. <i>For one-name alias, use Last Name field.</i> DOB will default unless over-written – track additional DOB and SSN here.																												
<b>Alias Type:</b>	<b>AKA</b> False Name, alternate identity, Also Known as <b>Maiden</b> , Name changes due to Marriage <b>Nickname</b> Non-legal monikers; Excluding Gang <b>Gang Name</b> Use first name for Name-of-Gang, Last name for Gang-Nickname <b>Identity Theft</b> Use name or identifiers of another person <b>Misspelling</b> Similar name in another system or agency																												
<b>Alias Comment:</b>	<u>Possible uses</u> <b>Maiden</b> capture rough date of change if known <b>Identity Theft</b> capture what elements/ other identifiers may be involved, and where/when client has used it if known <b>Misspelling</b> Note other system in which used..																												

<b>Address Effective Date:</b>	Date of address change (or when we became aware of change)..
<b>Address Comment</b>	May be used to describe details of client relocation as desired
<b>Physical Checkbox:</b>	Client physical address, which appears on rosters and reports. Checked box=yes; unchecked box =no.
<b>Mailing address Checkbox:</b>	Client's mailing address, which imports to letters. Checked box=yes; unchecked box =no.
<b>Formatting Complete Checkbox:</b>	Address has been entered per postal standards. Checked box=yes; unchecked box =no.
<b>Additional Name Line:</b>	Can be used for C/O. Standards are established for consistency with addresses and returned mail. Utilize this field with <i>Last Known mmdyyy</i> or <i>Mail Returned mmdyyy</i> , and uncheck the physical or mailing address as it applies. I.e. Last Known 02182004. There is a space between Known or Returned and the date entered.  <b>Design</b> is considering new fields to better track details related to letter creation
<b>Street Information Number:</b>	House or residence number i.e. 555 NE Wilson Ave S.
<b>Pre Directional:</b>	Postal standards per dropdown box i.e. 555 NE Wilson Ave S.
<b>Street</b>	Street name i.e. 555 NE <b>Wilson</b> Ave S.
<b>Suffix</b>	Postal standards per dropdown box i.e. 555 NE Wilson <b>Ave</b> S.
<b>Post Directional:</b>	Postal standards per dropdown box i.e. 555 NE Wilson Ave <b>S</b> .
<b>Supplemental Information Type:</b>	For use with route and box numbers.
<b>Box/Route:</b>	Enter number.
<b>Secondary Unit Information Type:</b>	Unit information such as box, apartment, suite, etc.
<b>Number:</b>	Enter number of above unit.
<b>City:</b>	No abbreviations in city with exception for St for Saint.
<b>State:</b>	Use the two-digit state, Canadian Province or US Territory postal codes, if applicable.
<b>Zip:</b>	Five or nine digit zip code.
<b>Comment:</b>	Free-form text for comments related to client address.
<b>Questions on any of the above?</b>	Check with US PO regarding address questions: <a href="http://www.usps.com/ncsc/">http://www.usps.com/ncsc/</a> <a href="http://www.usps.com/ncsc/addressinfo/addressinfomenu.htm">http://www.usps.com/ncsc/addressinfo/addressinfomenu.htm</a>
<b>Phone Effective Date</b>	Date phone became available. Check box if primary phone Use Comments as needed to describe utility of non-primary phones
<b>Phone Type:</b>	Client home, cell, pager, voicemail account number, work, fax, or none
<b>Phone Number:</b>	Client phone number. Enter phone with area code. Check box for primary number.
<b>Extension:</b>	Note extension number if applicable.
<b>Agent:</b>	Staff assigned for intake/monitoring/or supervision - up to six-character abbreviation for agent/unit of record.
<b>Start Date:</b>	Date supervisory agent was assigned or changed. Date of assignment to supervisory agent code.
<b>End Date:</b>	End date of assignment.
<b>Comment:</b>	Free-form text for additional comments regarding agent assignment.

<b>Supervision Level:</b>	Supervision level of client. Determined by Agency. Recommended standards: <b>Supervision Level:</b> <b>H</b> - High <b>M</b> - Medium <b>L</b> - Low <b>U</b> - Unclassified Examples:   Intensive - HI Transferred - LT Monitored - LM
	Note the Client Statistical Summary ignores any blank Clients
<b>Client Status:</b>	Open or closed.
<b>Status Change Date:</b>	Date status became effective.
<b>User Defined:</b>	Agency specific codes to track agency specific information needs.
<b>Employment:</b>	Employer name field requires data. Where appropriate this may be job title instead of specific employer; i.e. "Cabinet Maker".
	Multiple current records are possible, but only one merges
<b>Employment Status:</b>	<ul style="list-style-type: none"> <li>• <b>Disabled,</b></li> <li>• <b>Homemaker</b></li> <li>• <b>Retired,</b></li> <li>• <b>Less than 20 hours/week</b></li> <li>• <b>21-35 hours/week</b></li> <li>• <b>Fulltime</b></li> <li>• <b>Seasonal/Laid-off,</b></li> <li>• <b>Unemployed,</b></li> <li>• <b>Unknown.</b></li> </ul>
<b>Start Date:</b>	Effective date of above-noted status
<b>End Date</b>	Effective date of employment end
<b>Education:</b>	Client's current or last known school. (School District set by System Administrator)
<b>Standards for Current and Highest Grade Completed</b>	4 <sup>th</sup> or less , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> GED Vocational/Trade School Some College Two-year Degree Bachelors Degree Post Graduate Work Graduate Degree PhD
These will be adjusted to try to match DOC information in future	
<b>Status:.</b>	<ul style="list-style-type: none"> <li>• <b>Graduated</b></li> <li>• <b>Expelled</b></li> <li>• <b>Attending</b></li> <li>• <b>Dropped Out</b></li> </ul>
	If grade is listed status should be indicated
<b>Effective Date:</b>	Effective date of above-noted status.. As of the information being known
<b>Comment:.</b>	Free-form text for comments related to education

**Relationships:** Client relative information. Follow name format in client name field.  
Recommended Relationship Standards:

For Juveniles, check one Relationship as the responsible entity where appropriate	Attorney	Guardian ad Litem	Other Contact
	Aunt	Father	School
The same Reference table is used for Victim Relationships	Brother	Foster Parent	Significant Other
	Brother-in-law	Foster Child	Sister
	Business/Organization	Friend/Acquaintance	Son
	Cousin	Grandfather	Stepfather
	Daughter	Grandmother	Stepmother
	Emergency	Guardian	Stepchild
	Ex-Wife	Husband	Stranger
	Ex-Husband	Insurance	Uncle
	Mother-in-law	Interpreter	Wife
	Sister-in-law	Law Enforcement/Government	
	Grandson	Mother	
	Granddaughter	Mother-in-law OR other in-laws as needed	
	Guardian		

**Relationships –**

**Alternate Schema**

Some agencies want to be able to group or report on victim or relationship information. Rather than an exhaustive list, they would prefer a shorter set of categories

- :
- Attorney
- Business/Organization
- Child/Ward/Foster
- Contact
- Counselor
- Insurance
- Interpreter
- Other Relative
- Parent/guardian
- Sibling/half sibling
- Significant Other
- Ex-Spouse
- Ex Significant Other
- Spouse

**Primary Alerts:**

A primary alert is reserved for clients who represent imminent danger to staff and others with whom they come into contact. The Primary Alert should inform staff to take immediate and substantial precautions in all contact with the client and to inform others to do likewise.

**Secondary Alerts:**

. Secondary alerts are used to show other information on clients, i.e. clients who have shown dangerous behavior or violence in the past, but who are not believed to represent an automatic and immediate danger. These will not show in red in CSTS, but will be marked for the alert on the client browse list.

Design requests are under review for clear non-urgent notices

**Alert Type:**

Agency specific.

**Alert Level:**

Alert levels Primary (1) will display a red box. Any other levels will not displayed

**Start Date:**

Date alert became effective.

**End Date:**

Date alert ended. Entering date cancelled will remove red flag.

**Comments:**

Free-form text for comments related to Alerts.

## Case Information

- Case Number\*:** **Case Number\*:** Unique number assigned to case. For MN probation cases, use **TCIS** number (when available) beginning with two-digit county code and hyphen, i.e. 82-KK-99-00000; OR use or **MNCIS** number with no leading "00"  
 For all supervised release cases, use **OID** number.  
 When cases have more than one count where expiration dates are different – i.e. Count I is executed and Count V is 0-20 years probation, use the case number alone on the first one and create additional Case records for each additional sentence, followed by "-2", for the 2<sup>nd</sup>, etc., as needed (i.e. 73-KO-04-444 for the 1st and 73-KO-04-444-5 for the 5th).  
 The number following the case number should match the number of the Count, except for the first. Exact case number for the first will enable search by the actual case number, both in your CSTS and in SSS.  
 Incoming supervised release/parole cases should be treated as new cases regardless of whether the case was previously in your jurisdiction as a probation and/or investigation case with assigned TCIS number. Use the **OID** number for those cases as the case number.  
 If supervised release/parole client has returned multiple times use a -2 or -3 to delineate the separate cases under the same **OID** number.  
 For other out-state/transfer cases, use the appropriate case number from the transferring agency of origin preceded by the two-digit state postal abbreviation.
- Convicted Date:** Date of conviction or adjudication entered by the court.
- Sentenced Date:** Date of sentencing/disposition by the court.
- Review Date:** Date of case review. Next review/report date of case or next case activity.
- Expiration Date:** Date supervision/involvement ends. Anticipated end of involvement/supervision/legal expiration date for this case.  
**When cases have more than 1 count, and Stay dates are different reflect this by entering additional Case Records using the numbering schema above**
- Judge:** Presiding judge. Agency specific for Judge ID#. Drop-down box is alphabetical by last name
- ICR Number:** Initial Complaint Report Number. Unique to each agency, but you must know the originating agency.
- SJIS Number:** State Judicial Information System number
- Case Source\*:** Originating jurisdiction (i.e., Court/arresting authority/state or county) **This should be the agency to which reports of progress or PVs will be referred.** For a detailed list of codes, refer to the section titled, Case Source Codes. For Supervised Release cases, use institution client released from; for work release and supervised release transfers, use client's last institution of record
- Adult/Juvenile\*:** Select for type of case.
- Juvenile Disposition:**
- **JTR** Juvenile Traffic
  - **JADJ** Juvenile Adjudicated Delinquent
  - **JC** Juvenile Continuance (can be followed by # of days JC90, JC180, etc.)
  - **JEJJ** Juvenile Extended Jurisdiction Juveniles
  - **JCHIPS** Juvenile CHIPS cases
  - **JSTAT** Juvenile Status Offender
  - **JPO** Juvenile Petty Offender
  - **ADJ** Stay of Adjudication
  - **CFD** Continued for Dismissal – **Not obligatory**
  - **EXE** Stay of Execution
  - **IMP** Stay of Imposition
- **Adult Stay Type:**

<b>Offense Level:</b>	Severity level of offense; leave blank if unknown and complete when level is known. Ordinance violations should be added under P or M. Offense severity level: <b>F</b> felony <b>G</b> gross misdemeanor <b>M</b> misdemeanor <b>P</b> petty misdemeanor <b>C</b> CHIPS
<b>Offense Date:</b>	Date of offense. Offense date for case (use earliest date if multiple offenses are involved). <b>Use 1<sup>st</sup> of Month when exact date is not known.</b>
<b>Offense Code(s):</b> <b>Case Description:</b>	Codes assigned to specific offenses. For offense coding see Offense Code Standards. <b>Case description default is created by CSTS concatenation of Offense Code descriptions, but this can be edited as required, or to summarize multiple offenses. Add "EJJ" in front of description for EJJ cases.</b>
<b>Case Comments:</b>	Free-form text for comments related to case
<b>User Defined:</b>	Agency specific codes to track agency specific information needs.
<b>Case Status History:</b>	Open or Closed. Selecting "Closed" will activate the Close Reason field
<b>Start Date*:</b>	Date Service was first opened. Earliest court event and/or request for <b>Agency</b> involvement.
<b>Type</b>	See section for Standards on Type.
<b>Service:</b>	See section for Standards on Service
<b>End Date:</b>	Date Service was closed. Last legal/court date of supervision or service.
<b>Close Reason:</b>	Status of case closing. Reason case was closed: <b>DE</b> - death <b>DC</b> – discharge-formal adjudication or conviction <b>DM</b> – dismissed-no conviction or adjudication, including stay type-“Stay of Adjudication” <b>CL</b> - closed-no ongoing responsibilities <b>EX</b> – executed <b>Note: Transferred-Out cases remain open.</b> Use 3 <sup>rd</sup> -6 <sup>th</sup> characters after the five major headings to meet jurisdictional needs, Example DCER-discharge early, DCCT discharge certified as an adult, DCEX discharge expiration, CLRJ closed rejected, CLI closed at intake. Cases that have a warrant status should be left open and should be changed to warrant status (service) to allow the history to appear.
<b>Victim:</b>	Victim information. Same relationship codes as indicated in the Relationship Table. Last Name is required. Agency/Business names must be placed in the Last Name field. (Check box for victim survey). (Address log for address/s exists)

## Agent Work

<b>Agent:</b>	Agent assigned to the case/task.
<b>Work Code:</b>	See below
<b>Start Date:</b>	Date the work was assigned.
<b>Due Date:</b>	Date work is due (per policy or statute).
<b>Completed Date:</b>	Date work is completed
<b>Comments:</b>	Free-form text for comments related to the work assignment

**Agent Work Codes:** (field has nine-digits—agencies may append to any of the following areas).

**ADJ** Adjustment Report  
ADJPROG – Adjustment Progress Report  
ADJDOCRES – DOC Restructure  
**APA** Alcohol Problem Assessment/Chemical Use Assessment

**ASMT** Assessments  
ASMTDC – Assessment Drug Court

**BAIL** Bail and Bond Studies  
**DAA** Domestic Abuse Assessment  
**DIS** Discharge Report  
**DIV** Diversion  
DIVIN – Diversion Intake

**JUV** Juvenile (append for Certification, EJJ, out-home placement, etc)  
JUVCERT – Juvenile Certification Study  
JUVEJJ – Juvenile EJJ Study  
JUVEJJREV – Juvenile EJJ Revocation  
JUVPLAN – Juvenile Placement Plan

**POST** Post-Sentence Investigation  
POSTLSI – Post-Sentence LSI

**PSI** Presentence Investigation  
PSIS – Presentence Investigation Short-form  
PSIF – Presentence Investigation Felony  
PSIG – Presentence Investigation Gross  
PSIM – Presentence Investigation Misdemeanor  
PSIPDR – Presentence Dispositional Report

**REF** Referrals (append for agency detail)  
REFANGER – Referral Anger Evaluation  
REFCD – Referral Chemical Dependency Eval  
REFDOM – Referral Domestic Abuse  
REFPLACE – Referral Placement  
REFPSYCH – Referral Psych Eval

**REST** Restitution Studies  
**TR** Transfer Response (incoming investigations)  
**TIR** Transfer Investigation Request (outgoing)

**VN** Violation New Offense  
**VR** Violation **R**ule Infraction/s (violation of General Conditions)  
**VS** Violation **S**pecial Conditions  
**VM** Violation **M**ultiple (New Offense plus VR or VS)

**WRK** Minnesota Sentencing Guidelines Worksheet

Juvenile Mental Health Screenings

**MHC** = **M**ental **H**ealth **S**creening **C**ompleted  
**MHD** = **MH** Screen not done because **D**iagnostics assessment was completed in last 6 months  
**MHP** = **MH** Screen not done because child already under care of **MH** Professional  
**MH6** = **MH** Screen not done because child screened within last **6** months  
**MHR** = **MH** Screen not done because parent **R**efused  
**MHU** = **MH** Screen not done because **U**nable to locate  
**MHCL** = **MH** Screen not done because case **C**losed within 30 days.

## Conditions

<b>Case Number</b>	*: Case number condition is assigned to, if applicable.
<b>Condition Code*:</b>	Refer to “Condition Codes” section for a more complete description.(Previously Group and Detail
<b>Authority:</b>	Source of the condition. Standards are: <b>Court Probation Officer\Agency, Law Enforcement, Hearings and Release Unit</b>
<b>Start Date*:</b>	Date condition became effective (defaults to case sentence date).
<b>Due Date:</b>	Date condition is due (defaults to case expiration date).
<b>End Date:</b>	Actual date condition was completed or ended.
<b>Days in Program:</b>	System calculates from start date to stop date or current date; whichever is earlier.
<b>Outcome:</b>	<i>Note – These are only suggestions – no consensus has been possible for either User Group or Standards Committee</i> <ul style="list-style-type: none"> <li>• Absconded</li> <li>• Court Removed condition</li> <li>• Death</li> <li>• Expired in substantial compliance</li> <li>• In lieu of fine/hours</li> <li>• No amount determined Expired without completing</li> <li>• Non-jurisdictional Transfer</li> <li>• Not Met/Non-Compliant/Unsuccessful</li> <li>• Not Tracked</li> <li>• Revenue Recapture</li> <li>• Sentence Executed</li> <li>• Successful</li> </ul>
<b>Calculation Type:</b>	Used to track days in program (inclusive or exclusive).
<b>Units:</b>	Type of units (Days, Weeks, Hours, Sessions, Months
<b>Units Ordered:</b>	Number of units ordered.
<b>Units Completed:</b>	Number of actual units completed.
<b>Units Suspended:</b>	Number of units suspended.
<b>Balance:</b>	System will automatically calculate balance of units remaining.
<b>Financial Ordered:</b>	Amount of financial ordered.
<b>Financial Paid:</b>	Amount of financial paid.
<b>Financial Credited:</b>	Amount of financial credited.
<b>Financial Suspended:</b>	Amount of financial suspended.
<b>Balance.</b>	: System automatically calculates balance owing
<b>Comments:</b>	Free-form text for comments related to the condition
<b>Secondary Agent:</b>	Any secondary staff assigned to the condition.
<b>Start Date:</b>	Date secondary agent was assigned to case.
<b>End date:</b>	Date secondary agent assignment ended
<b>Comments:</b>	Free-form text for comments related to secondary agent.
<b>User Defined:</b>	Used to track agency specific information
<b>Contact Information:</b>	Set up by System Administrator

## Warrants

<b>Case Number:</b>	Case number warrant will be activated on.
<b>Warrant Type:</b>	Agency specific.
<b>Warrant Level:</b>	Similar to alerts, a level 1 will activate red flag until cancelled date is input. All other levels will not be displayed. Levels are agency specific.
<b>Date issued:</b>	Date warrant became effective.
<b>Date Cancelled:</b>	Date warrant status ended. Entering date cancelled will remove red flag.
<b>Description:</b>	Comments related to warrant.

## Chronos

<b>Date/Time:</b>	Date/Time of chrono, defaults to current date and time.
<b>Chrono Type:</b>	Type of chrono
<b>Agent:</b>	Defaults to supervising agent; change to agent initiating chrono.
<b>Chrono Comments:</b>	Allows for free form text to be added by agent

## Chrono Standards

<b>OV</b>	Office Visit (visit in County or Government Facility) <i>Reserved Codes</i> OVM - Office Visit Missed
<b>TC</b>	Offender Telephone Contact (includes voice mail)
<b>FV</b>	Field Visit (face-to-face contact with probation officer outside of the office) <i>Reserved Codes</i> FVE - Field Visit Employer FVH - Field Visit Home FVS - School Visit
<b>DT</b>	Drug Test (regardless of who performs the actual test) <i>Reserved Codes</i> DTU - Drug Test Urine DTBL - Drug Test Blood DTBR - Drug Test Breath
<b>AA</b>	Administrative Action (internal processes related to the case/client)
<b>CC</b>	Collateral Contact – Non-offender (telephone, Fax, e-mail NOT with offender) <i>Reserved</i> CCV - Collateral Contact – Victim
<b>CT</b>	Court Action (any action by judicial authority or HRU)
<b>OC</b>	Offender Correspondence (hard copy in file – includes Fax, e-mail, letters, memos, etc.)

## STATUS

### TYPE: (Do Not Append)

Court-Ordered Service	CO
Diversion	DI
Pre-disposition	PT
Probation	PR
Supervised Release/Parole	SR
Civil	CI

### SERVICE: (May be appended)

Conditional Release	CR
Detention (Juvenile)	DT
Investigation	I
Bail Evaluation	IB
Pre-sentence Investigation	IP
Transfer Investigation	IT
Warrant	IW
Monitoring	MN
Supervision	S
Supervised-Administrative	SA
Supervised-Conditional Release	SC
Supervised-Traditional	ST
Supervised-Warrant	SW
Transfer Out	XF

## Case Type (Legal status of the case – Do not Append)

<b>Court Ordered Service (CO)</b>	This type is used for non-probation cases when the court has ordered some form of follow-up or activity, post-sentence. (Adult and Juvenile)
<b>Diversion (DI)</b>	This type is used when there has been no formal court action. (Adult and Juvenile)
<b>Pre-Trial/Disposition (PT)</b>	This type is used when there has been some contact with or service provided before: 1) a sentence or conviction for an adult, or 2) a disposition for a juvenile.
<b>Probation (PR)</b>	This type is used when the court has ordered probation. (Adult and Juvenile)
<b>Supervised Release/Parole (SR)</b>	This type is used when the offender has been released from a state institution and is supervised locally or under investigation for supervision. (Adult and Juvenile)
<b>Civil (CI)</b>	Civil court ordered actions and supervision.

**Case Service – May be Appended**

<b>Conditional Release (CR)</b>	This service is used when the offender has been placed on pre-trial/disposition by the court before being sentenced or convicted. (Adult only)
<b>Detention (DT)</b>	This service is used when a juvenile has been placed in detention before a formal court appearance. (Juvenile only)
<b>Investigation (I)</b>	This generic category is for those jurisdictions who do not detail types of investigations or for those services not detailed below. (Adult - i.e. Request for Agent Assignment; or Juvenile - i.e. I&R, Certification Study, EJJ)
<b>Investigation-Bail Evaluation (IB)</b>	This service is used for all bail evaluations. (Adult only)
<b>Investigation-PSI (IP)</b>	This service is used for all pre-sentence investigations, including worksheets only, as well as post-sentence investigations. (Adult or Juvenile)
<b>Investigation-Transfer (IT)</b>	This service is used for all incoming transfer investigations. (Adult or Juvenile)
<b>Investigation-Warrant (IW)</b>	This service is used when a warrant has been issued while the offender is in an investigative service.
<b>Monitoring (MN)</b>	This service is used when an offender has NOT been placed on probation, but there are dispositions or activities to be tracked--includes Diversion. (Adult or Juvenile)
<b>Supervised (S)</b>	This generic category is for those jurisdictions who do not detail types of supervision or for those services not detailed below.
<b>Supervised-Administrative (SA)</b>	This service is used when an offender has been placed on probation with dispositions or activities to be tracked. (Adult or Juvenile)
<b>Supervised-Conditional Release (SC) <i>Please note this is a new service standard.</i></b>	This service is used for special category offenders who have been released from the institutions on supervised release and have completed the imposed sentence. They were convicted in violation of 609.342, 609.343, 609.344, or 609.35. If it was the first offense, they are ordered on conditional release for 5 years; if it was their second conviction, they have an additional 10 years imposed. (Adult only)
<b>Supervised-Traditional (ST)</b>	This service is used for offenders who have been required to have contact with their probation officer. (Adult or Juvenile)
<b>Supervised-Warrant (SW)</b>	This service is used when a warrant has been issued while the offender has a supervision service. (Adult or Juvenile)
<b>Transfer Out (XF)</b>	This service is used when an offender was originally sentenced in your county, but has been transferred to another jurisdiction for supervision. (Adult only)

## Offense Standards

### Approach

- Offenses are grouped by broad general category. The categories used are those used in the Annual Probation Survey. The goal is not only to have us use the same codes, but also to use the same groupings and put the same offense counts in the same categories.
- A short set of **Required Codes** is offered for each category. The list is short to avoid forcing agencies to keep track of a level of detail they are not interested in.
- A more detailed set of **Reserved Codes** is also offered for each category. If your agency does track the offenses listed, they should use these codes.
- Consistent rules for coding offense counts are followed throughout the attached list. If the codes offered are still inadequate for the level of breakdown required in your agency, you could either add additional digits to a more general code from the above, or use a non-reserved code of your own devising.

### Rules for Coding

A five-digit format is used for each offense count:

- **First digit** is a letter to designate general class of the offense (the same letters are used in the MOC listings). Example: Axxxx is used for Assaults
- **Second digit** is for offense level.
  - x1xxx for Felony
  - x2xxx for Aggravated/Enhanced Gross Misdemeanor
  - x3xxx for Gross Misdemeanor
  - x5xxx for Misdemeanor
  - x6xxx for Petty Misdemeanor
  - x7xxx for Juvenile Status Offender

Example: A1xxx is a Felony-level assault
- **Third digit** is used for more specific breakdown by nature of the offense.
- **Fourth digit** is used for the degree of the offense (xxx1x for first degree, xxx2x for second degree, etc.). "0" is used if degree is not tracked. Example: A1x1x is a Felony Assault in the First Degree.
- **Fifth digit** is used when specific context or additional sub-categories are needed. Where possible, a "0" is used to indicate no additional detail is tracked, and a "9" is used to designate "other" when several items are being specifically tracked under related codes.

Example: A1010 is First Degree Assault Felony without additional details or breakout tracked.

**Example: Second Degree Felony Sale of Cocaine/Crack**

D 1 5 2 1 First Digit: "Dxxx" Means a Drug Offense  
 Second Digit: "x1xxx" Means a Felony  
 Third Digit: "xx5xx" under Drugs Means "sale"  
 Fourth Digit: "xxx2x" Means Second Degree  
 Fifth Digit: "xxxx1" under Drugs Means Cocaine/Crack

**POR Registerable Offense information** have been added to the Offense Code tables below

List #1 Registerable offenses in **Red** List#2 Registerable offenses in **Blue**

Updates on these and other issues are available from the BCA website

<https://por.state.mn.us/PredatorFAQ.aspx>

Check the [More Details] section

**Offense Codes**

<b>OFFENSE</b>	<b>POR Registerable</b>	<b>REQUIRED</b>	<b>RESERVED</b>
<b>Assault</b>	<b>List #2 only</b>	<b>Required</b> A1000 Felony Assault A3000 Gross Misdemeanor Assault A5000 Misdemeanor Assault	<b>Reserved</b> Ax5xx Domestic Assault Ax6xx Terroristic Threats Axx1x Assault 1 <sup>st</sup> Degree Axx2x Assault 2 <sup>nd</sup> Degree Axx3x Assault 3 <sup>rd</sup> Degree Axx5x Assault 5 <sup>th</sup> Degree
<b>Burglary</b>	<b>1<sup>st</sup> Degree only- List #2 only</b>	<b>Required</b> B1000 Felony Burglary B3000 Gross Misdemeanor Burglary B5000 Misdemeanor Burglary	<b>Reserved</b> Bx5xx Burglary Tools B1x1x Burglary in 1 <sup>st</sup> Degree
<b>Forgery/ Counterfeiting</b>		<b>Required</b> C1000 Felony Forgery/Counterfeiting C3000 Gross Misdemeanor Forgery/Counterfeiting C5000 Misdemeanor Forgery/Counterfeiting	
<b>Drugs</b>	<b>Using Drugs to injure or to facilitate a crime - List #2</b>	<b>Required</b> D1000 Felony Drugs D3000 Gross Misdemeanor Drugs D5000 Misdemeanor Drugs	<b>Reserved</b> Dx0xx No additional Detail Tracked Dx1xx Possession Dx2xx Paraphernalia Dx3xx Inhaling a Non-Controlled Substance Dx4xx Importing Dx5xx Sale Dx6xx Manufacture Dx7xx Procure by Fraud Dx8xx Intentional Distribution of a Controlled Substance Dx9xx Other DxUxx Use Drugs to Injure or facilitate Other Crime  Dxxx0 Specific Drug not Tracked Dxxx1 Cocaine/Crack Dxxx2 Amphetamine/Methamphetamine Dxxx3 Marijuana Dxxx4 Heroin/Morphine/Opium Dxxx5 LSD/Other Hallucinogens Dxxx8 Non-Controlled Substance Dxxx9 Other Drugs
<b>Escape/Flight</b>		<b>Required</b> E1000 Felony Escape from Custody/Fleeing Police E3000 Gross Misdemeanor Escape from Custody/Fleeing Police E5000 Misdemeanor Escape from Custody/Fleeing Police	<b>Reserved</b> Ex0xx No additional Detail Tracked Ex1xx Fleeing Police Ex2xx Escape from Custody
<b>Arson/ Negligent Fires</b>		<b>Required</b> F1000 Felony Arson/Negligent Fire F3000 Gross Misdemeanor Arson/Negligent Fire F5000 Misdemeanor Arson/Negligent Fire	<b>Reserved</b> Fx0xx No additional Data Tracked Fx1xx Arson Fx2xx Negligent Fire

CSTS XP Data Entry Standards

OFFENSE	POR Registerable	REQUIRED	RESERVED	
<b>Gambling</b>		<b>Required</b>	<b>Reserved</b>	
		G1000 Felony Gambling	Gx0xx No additional Detail Tracked	
		G3000 Gross Misdemeanor Gambling	Gx1xx Possession of Gambling Devices	
		G5000 Misdemeanor Gambling	Gx2xx Bookmaking	
<b>Homicide</b>	<b>1<sup>st</sup> Degree Murder -List #1</b>	<b>Required</b>	<b>Reserved</b>	
		H1000 Homicide	<b>H1x1x 1<sup>st</sup> Degree Murder or Attempted Murder</b>	
	<b>2/3rd Degree Murder or Manslaughter - List #2 only</b>		H10xx No additional Detail Tracked	<b>H1x2x 2<sup>nd</sup> Degree Murder/Manslaughter</b>
			H11xx Murder	
			H12xx Attempted Murder	
			H13xx Manslaughter	
	H14xx Criminal Vehicle Homicide			
<b>Crimes Against Family</b>	<b>Felony Malicious Punishment of a Child - List #2</b>	<b>Required</b>	<b>Reserved</b>	
		I1000 Felony Neglect/Endangerment or other crime	Ix0xx No additional Detail Tracked	
		I3000 Gross Misdemeanor Neglect/Endangerment or other crime	Ix1xx Neglect	
			Ix2xx Endangerment	
		I5000 Misdemeanor Neglect/Endangerment or other crime	Ix3xx Deprivation of Parental Rights	
	Ix9xx Other	<b>I14xx Malicious Punishment of a Child</b>		
<b>DWI/DUI Traffic and Accident Related</b>		<b>Required</b>	<b>Reserved</b>	
		J1000 Felony Traffic Offense	J2100 Aggravated DUI Offense	
		J3000 Gross Misdemeanor Traffic Offense	J2108 Enhanced DUI Offense	
		J3110 1 <sup>st</sup> Degree DWI/DUI	Jx1x0 DUI - No additional Detail Tracked	
		Gross Misdemeanor	Jx1x1 DUI - Over .10	
		J3120 2 <sup>nd</sup> Degree DWI/DUI	Jx1x2 DUI - 2 Offenses in 5 years	
		Gross Misdemeanor	Jx1x3 DUI - 3 Offenses in 10 years	
		J5000 Misdemeanor Traffic Offense	Jx1x4 DUI - Child Endangerment	
		J5130 3 <sup>rd</sup> Degree DWI/DUI	Jx1x5 DUI - Boating	
		Misdemeanor	Jx1x6 DUI - Snowmobile	
		J6000 Petty Misdemeanor Traffic Offense	Jx2x0 Moving Violation - No additional Detail Tracked	
		J1100 Felony DUI Offense	Jx2x1 Reckless Driving	
		J3100 Gross Misdemeanor DUI Offense	Jx2x2 Careless Driving	
		J5100 Misdemeanor DUI Offense	Jx2x3 Speeding	
			Jx2x4 Criminal Vehicular Injury	
		Jx3xx DAR/DAS/DAC		
		Jx4xx Parking Violations		
		Jx5xx Leaving Scene of an Accident		
		Jx6xx No Insurance		
		Jx9xx Other Safety Violations		
<b>Kidnapping/False Imprisonment</b>	<b>Kidnapping &amp; False Imprisonment of a minor - List #1</b>	<b>Required</b>	<b>Reserved</b>	
		<b>K1000 Felony Kidnapping/False Imprisonment</b>	Kx1xx Coercion	
		<b>K3000 Gross Misdemeanor Kidnapping/False Imprisonment</b>		
		<b>K5000 Misdemeanor Kidnapping/False Imprisonment</b>		
<b>Criminal Sexual Conduct</b>	<b>List #1</b>	<b>Required</b>	<b>Reserved</b>	
		<b>L1000 Felony Criminal Sexual Conduct</b>	Lxxx1 Incest	
		<b>L3000 Gross Misdemeanor Criminal Sexual Conduct</b>	Lxxx2 Interstate Transportation	
		<b>L5000 Misdemeanor Criminal Sexual Conduct</b>		

CSTS XP Data Entry Standards

OFFENSE	POR Registerable	REQUIRED	RESERVED
<b>Juvenile Status Offenses</b>		<b>Required</b> M7000 Juvenile Status Offenses	<b>Reserved</b> Mx1xx Truancy Mx2xx Runaway Mx3xx Curfew Mx4xx Tobacco Mx5xx Alcohol
<b>Disturbing Peace/ Privacy</b>		<b>Required</b> N1000 Felony Peace/Privacy Offense N3000 Gross Misdemeanor Peace/Privacy Offense N5000 Misdemeanor Peace/Privacy Offense N6000 Petty Misdemeanor Peace/Privacy Offense	<b>Reserved</b> Nx1xx Ordinance Violations Nx5xx Disorderly Conduct Associated with a Domestic Assault Nx7xx Disorderly Conduct not Associated with DA
<b>Obscenity</b>	<b>Pictorial Representations of a minor - List #1</b>	<b>Required</b> O1000 Felony Obscenity O3000 Gross Misdemeanor Obscenity O5000 Misdemeanor Obscenity	
<b>Property Damage</b>		<b>Required</b> P1000 Felony Property Damage P3000 Gross Misdemeanor Property Damage P5000 Misdemeanor Property Damage	
<b>Stolen Property</b>		<b>Required</b> Q1000 Felony Receiving Stolen Property Q3000 Gross Misdemeanor Receiving Stolen Property Q5000 Misdemeanor Receiving Stolen Property	
<b>Robbery</b>	<b>Aggravated Robbery - List #2</b>	<b>Required</b> R1000 Felony Robbery R3000 Gross Misdemeanor Robbery R5000 Misdemeanor Robbery	<b>Reserved</b> Rx1xx Simple Robbery <b>Rx2xx Aggravated Robbery</b>
<b>Other</b>	<b>Felony Crime Committed for Benefit of a Gang - List #2</b>	<b>Required</b> S1000 Miscellaneous Felony S3000 Miscellaneous Gross Misdemeanor S5000 Miscellaneous Misdemeanor S6000 Miscellaneous Petty Misdemeanor	<b>Reserved</b> <b>S1001 Felony Crime Committed for Benefit of Gang</b> <b>S3001 Gross Misdemeanor Crime Committed for Benefit of Gang</b> <b>S5001 Misdemeanor Crime Committed for Benefit of Gang</b>
<b>Theft</b>		<b>Required</b> T1000 Felony Theft T3000 Gross Misdemeanor Theft T5000 Misdemeanor Theft T6000 Petty Misdemeanor Theft	<b>Reserved</b> Tx1xx Theft by Check Tx2xx Shoplifting Tx2x5 Shoplifting Gear
<b>Theft Related</b>		<b>Required</b> U1000 Felony Theft Related U3000 Gross Misdemeanor Theft Related U5000 Misdemeanor Theft Related	<b>Reserved</b> Ux1xx Theft of Public Assistance Ux2xx Financial Card Transaction Fraud

CSTS XP Data Entry Standards

OFFENSE	POR Registerable	REQUIRED	RESERVED
<b>Vehicle Theft/ Vehicle Theft Related</b>		<b>Required</b>	<b>Reserved</b>
		V1000 Felony Vehicle Theft/Related	Vxxx1 Theft of Motor Vehicle Vxxx2 Theft from Vehicle
		V3000 Gross Misdemeanor Vehicle Theft/Related	Vxxx5 Tampering with Vehicle Vxxx6 Temporary Control of Vehicle
		V5000 Misdemeanor Vehicle Theft/Related	
<b>Weapons</b>	<b>Felony Unlawful Possession of Pistol or Semi-automatic Military-style Assault Weapon - List #2</b>	<b>Required</b>	<b>Reserved</b>
		W1000 Felony Weapons Offense	<b>Wx1xx Possession w/o Permit</b>
		W3000 Gross Misdemeanor Weapons Offense	<b>Wxxx1 Pistol</b>
		W5000 Misdemeanor Weapons Offense	<b>Wxxx2 Assault Weapon</b>
			Wxxx3 Stun Gun/Electrical Device
			Wxxx4 Tear Gas
			Wxxx5 Explosive/Incendiary Device
			Wx2xx Illegal Transportation
			Wx3xx Reckless Use of a Firearm/Dangerous Discharge
			Wx3x1 Drive by Shooting Wx4xx Furnishing Weapon to a Minor <b>Wx5xx Possession by a Prohibited Person</b> Wx6xx Weapon Possession on a School Grounds
<b>Crime Against Administration of Justice</b>	<b>Witness Tampering - List #2</b>	<b>Required</b>	<b>Reserved</b>
		X1000 Felony Crime Against Justice	Xx1xx Misc. Violation of Legal Process Xx1x1 Contempt of Court
		X3000 Gross Misdemeanor Crime Against Justice	Xx1x2 Obstructing Legal Process Xx1x3 Violation of Order for Protection/Restraining Order
		X5000 Misdemeanor Crime Against Justice	Xx1x4 Interfering with 911 call Xx1x5 Resisting Arrest <b>Xx1x6 Tampering with a Witness</b>
			Xx2xx Misc. Law Enforcement Related
			Xx3xx Misconduct/Bribery
			Xx4xx Bringing Contraband into a Jail/Correctional Facility
			Xx5xx Failure to Register as a Sex Offender
			Xx6xx Failure to Report Sex Abuse
		<b>Crime Against Government</b>	
	Y1000 Felony Crime Against Government		Yx1xx Alcohol Related Violations Yx1x1 Selling Alcohol w/o a License
	Y3000 Gross Misdemeanor Crime Against Government		Yx1x2 Furnishing Alcohol to a Minor Yx1x3 Possession of Alcohol by an Underage Person
	Y5000 Misdemeanor Crime Against Government		Yx1x4 Minor Purchasing Alcohol Yx1x5 Consumption of Alcohol by an Underage Person
	Y6000 Petty Misdemeanor Crime Against Government		Yx2xx Hunting Related Violations Yx3xx Animal Licensing Violations
<b>Sex Related (including Obscene Phone Calls/Letters)</b>	<b>Indecent Exposure, Soliciting Minor, Using Minor in sex Performance - List #1 Felony Harassment or Stalking - List #2</b>	<b>Required</b>	<b>Reserved</b>
		Z1000 Felony Sex Related	Zx1xx Crime requiring registration as a sex offender
		Z3000 Gross Misdemeanor Sex Related	Zxxx1 Prostitution and related offenses <b>Zxxx2 Poss. of pictorial representations of a minor</b>
		Z5000 Misdemeanor Sex Related	<b>Zxxx3 Solicit a minor for Prostitution</b>
			<b>Zxxx4 Indecent Exposure</b>
			<b>Zxxx5 Use a minor for a performance</b>
			<b>Z1xx6 Felony Harassment</b> <b>Z1xx7 Felony Stalking</b>

## Other Registerable Offense Issues

In addition to the Above List #1 registerable offenses, clients must register if:

- Convicted or adjudicated delinquent of an offense arising out of the same set of circumstances
- Or of a comparable offense in another state
- Or comparable Federal Offenses
- Or comparable violations of the Uniform Code of Military Justice
- Or if required to register in another state
- Convicted of a Predatory Crime and sentenced as a Patterned Sex Offender
- Or convicted prior to 7/1/2000 of an offense that would now require registration and convicted of a new qualifying offense

### Client must Register for Life if

1. Convicted or Adjudicated Delinquent for a 2<sup>nd</sup> offense that requires registration.
2. Convicted or Adjudicated Delinquent for 1<sup>st</sup> Degree Murder
3. Convicted of CSC 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Degree
4. Required to register pursuant to a court commitment under 253B.185 or similar law of another state, or a federal offense
5. Required to register in the state where the offense was committed.

Updates on these and other issues are available from the BCA website  
<https://por.state.mn.us/PredatorFAQ.aspx>

Check the [More Details] section

**Case Source Codes**

1	Aitkin Co.	43	Mcleod Co.	85	Winona Co.	<b>NM</b>	New Mexico
2	Anoka Co.	44	Mahnomen Co.	86	Wright Co.	<b>NS</b>	Nova Scotia
3	Becker Co.	45	Marshall Co.	87	Yellow Medicine Co.	<b>NT</b>	NW Territories And Nunavut
4	Beltrami Co.	46	Martin Co.	88	Other	<b>NV</b>	Nevada
5	Benton Co.	47	Meeker Co.	<b>AB</b>	Alberta	<b>NY</b>	New York
6	Bigstone Co.	48	Mille Lacs Co.	<b>AK</b>	Alaska	<b>OH</b>	Ohio
7	Blue Earth Co.	49	Morrison Co.	<b>AL</b>	Alabama	<b>OK</b>	Oklahoma
8	Brown Co.	50	Mower Co.	<b>AR</b>	Arkansas	<b>ON</b>	Ontario
9	Carlton Co.	51	Murray Co.	<b>AS</b>	American Samoa	<b>OR</b>	Oregon
10	Carver Co.	52	Nicollet Co.	<b>AZ</b>	Arizona	<b>PA</b>	Pennsylvania
11	Cass Co.	53	Nobles Co.	<b>BC</b>	British Columbia	<b>PE</b>	Prince Edward Island
12	Chippewa Co.	54	Norman Co.	<b>CA</b>	California	<b>PR</b>	Puerto Rico
13	Chisago Co.	55	Olmsted Co.	<b>CO</b>	Colorado	<b>QC</b>	Quebec
14	Clay Co.	56	Ottertail Co.	<b>CT</b>	Connecticut	<b>RI</b>	Rhode Island
15	Clearwater Co.	57	Pennington Co.	<b>DC</b>	District Of Columbia	<b>SC</b>	South Carolina
16	Cook Co.	58	Pine Co.	<b>DE</b>	Delaware	<b>SD</b>	South Carolina
17	Cottonwood Co.	59	Pipestone Co.	<b>FL</b>	Florida	<b>SK</b>	Saskatchewan
18	Crow Wood Co.	60	Polk Co.	<b>GA</b>	Georgia	<b>TN</b>	Tennessee
19	Dakota Co.	61	Pope Co.	<b>GU</b>	Guam	<b>TX</b>	Texas
20	Dodge Co.	62	Ramsey Co.	<b>HI</b>	Hawaii	<b>UT</b>	Utah
21	Douglas Co.	63	Red Lake Co.	<b>IA</b>	Iowa	<b>VI</b>	Virgin Islands
22	Faribault Co.	64	Redwood Co.	<b>ID</b>	Idaho	<b>VA</b>	Virginia
23	Fillmore Co.	65	Renville Co.	<b>IL</b>	Illinois	<b>VT</b>	Vermont
24	Freeborn Co.	66	Rice Co.	<b>IN</b>	Indiana	<b>WA</b>	Washington
25	Goodhue Co.	67	Rock Co.	<b>KS</b>	Kansas	<b>WI</b>	Wisconsin
26	Grant Co.	68	Roseau Co.	<b>KY</b>	Kentucky	<b>WV</b>	West Virginia
27	Hennepin Co.	69	St Louis Co.	<b>LA</b>	Louisiana	<b>WY</b>	Wyoming
28	Houston Co.	70	Scott Co.	<b>MA</b>	Massachusetts	<b>YT</b>	Yukon
29	Hubbard Co.	71	Sherburne Co.	<b>MB</b>	Manitoba	<b>MCF-FRB</b>	MN Correctional Facility Faribault
30	Isanti Co.	72	Sibley Co.	<b>MD</b>	Maryland	<b>MCF-LL</b>	MN Correctional Facility Lino Lakes
31	Itasca Co.	73	Stearns Co.	<b>ME</b>	Maine	<b>MCF-WR/ML</b>	MN Correctional Facility Willow River/Moose Lake
32	Jackson Co.	74	Steele Co.	<b>MI</b>	Michigan	<b>MCF-OPH</b>	MN Correctional Facility Oak Park Hghts
33	Kanabec Co.	75	Stevens Co.	<b>MN</b>	Minnesota	<b>MCF-RW</b>	MN Correctional Facility Red Wing
34	Kandiyohi Co.	76	Swift Co.	<b>MO</b>	Missouri	<b>MCF-RC</b>	MN Correctional Facility Rush City
35	Kittson Co.	77	Todd Co.	<b>MS</b>	Mississippi	<b>MCF-SCL</b>	MN Correctional Facility St Cloud
36	Koochiching Co.	78	Traverse Co.	<b>MT</b>	Montana	<b>MCF-SHK</b>	MN Correctional Facility Shakopee
37	Lac Qui Parle Co.	79	Wabasha Co.	<b>NB</b>	New Brunswick	<b>MCF-STW</b>	MN Correctional Facility Stillwater
38	Lake Co.	80	Wadena Co.	<b>NC</b>	North Carolina		
39	Lake Of The Woods Co.	81	Waseca Co.	<b>ND</b>	North Dakota		
40	Le Sueur Co.	82	Washington Co.	<b>NE</b>	Nebraska		
41	Lincoln Co.	83	Watsonwan Co.	<b>NF</b>	Newfoundland		
42	Lyon Co.	84	Wilkin Co.	<b>NH</b>	New Hampshire		
		85	Winona Co.	<b>NJ</b>	New Jersey		

## Condition Codes

**Please Note:** New location code field is a 10-character/digit field. *First* character/digit is reserved for TYPE code. *Second* and *third* characters/digits will be reserved for GROUP code. *Fourth* through *tenth* character/digits will be reserved for SPECIFIC LOCATION code. There must be a dash between type and group codes.

Example: Prison commitment to MCF-Stillwater would be coded something like ICT3001 or ICTMCFSTW.

TYPE	GROUP/DISPOSITION	LOCATION/DETAIL
Incarceration (I)	Commitments (CT) Local Incarcerations (LI)	Specific Locations
Residential Placement/Program (R)	Foster Homes (FH) Group Homes (GH) Halfway Homes (HH) Long Term (LT) Residential Treatment Centers (LR) Juvenile Institutions (LJ) Camps (LC) Short Term (ST) Residential Treatment Centers (SR) Juvenile Institution (SJ) Camps (SC) Shelter (SH) Emergency Shelter (SE) Staff Shelter (SS) Family Shelter (SF) Sex Offender Treatment (SXR) CD Inpatient Treatment (CD) Detention (DE) Secure (DS) Non-secure (DN) Domestic (DAR) Inpatient Hospital Treatment (IH)	Specific Locations
Non-residential Placement/Program (N)	Counseling (CL) Day Treatment (DT) Aftercare (AC) Sex Offender Treatment (SXN) Special Alcohol Programs (SA)  Batterer's Groups (BG) Home Electronic Monitoring (EM) Community Work Service (CS) Sentencing to Service (STS) Victim/Offender Programs (VO)	Specific Locations  CD Outpatient Safe Streets First Repeat Offender  V/O Conferencing Mediation Circle Sentencing
Financials (F)	Restitution (RN) Fines (FI) Surcharges (SU) Donations (DO) Detention Reimbursement (DR) Fees (FE)	

TYPE	GROUP/DISPOSITION	LOCATION/DETAIL
Educational (E)	Cognitive Skills (CG) Support Groups (SG) Gambling (GBE) Anger Management (AM) Domestic Abuse (DAE) Conflict Management (CM) Independent Living Skills (IL)  Alcohol/Chemical Education (AE) Impact Panels (AI) DUI Clinics (AD) Driver Improvement (DI) Gun Safety (GS) Theft (TF) Tobacco Awareness (TA) Educational Evaluations (EE) Fire Awareness (FA) Diversion Programming (DV)	Specific Locations/Types  Expanded Life Choices Work Readiness  IQ, LD, etc.
Assessments (A)	Diagnostic/Psychiatric (DG) Chemical Assessments (CA) Rule Programs (CR) CD Evaluations (CE) Alcohol Problem Assessment (CP) Psychological Evaluations (PE) Anger/Violence (AV) Gambling (GBA) Testing (TE) Sex Offender Assessment (SXA) Domestic Abuse (DAA)	Specific Locations/Types  UAs/DNA/Polygraph
General (G)	Restrictive (RS)  County General Sanctions (GE)  Specific Client Action (SCA)	No Use/ Abstain Curfew No Contact With Victim No Weapons  Notify new arrests Regular PO Contact Permit to leave state, etc. Remain Law Abiding No Same/Similar  Sex Offender Registration Essay, apology letter, etc.

## Disposition Detail Location Code Definitions

### Incarceration (I)

<b>Commitments (CT):</b>	Commitments to the Department of Corrections/Commissioner of Corrections.
<b>Local Incarceration (LI):</b>	Local incarceration, jails, etc.

### Residential Placement Program (R)

<b>Foster Homes (FH)</b>	Adults function as parents in family home.
<b>Group Homes (GH):</b>	Living environment not associated with treatment/programming.
<b>Halfway Homes (HH)</b>	Transitional living environment
<b>Long Term (LT)</b>	Juvenile – 90 days or longer; Adult – 30 days or longer.
<b>Residential Treatment Center (LR):</b>	Treatment oriented and needs diagnostic label – 90 days or more for juveniles; 30 days or more for adult
<b>Juvenile Institution (LJ):</b>	Correctional in nature – facility licensed by Department of Corrections – 90 days or more for juveniles; 30 days or more for adult.
<b>Camps (LC):</b>	More consequence/punitive versus treatment; 90 days or longer for juveniles; 30 days or more for adult.
<b>Short Term (ST)</b>	Juvenile up to 90 days; Adult up to 30 days.
<b>Residential Treatment Center (SR):</b>	Treatment oriented and needs diagnostic label – less than 90 days stay for juveniles; less than 30 days for adults.
<b>Juvenile Institution (SJ):</b>	Correctional in nature – facility
<b>Camps (SC):</b>	More consequence/punitive versus treatment; less than 90 days for juveniles; less than 30 days for adults
<b>Shelter (SH)</b>	Temporary pending placement or disposition.
<b>Emergency Shelter (SE):</b>	Crisis oriented.
<b>Staff Shelter (SS):</b>	
<b>Family Shelter (SF):</b>	
<b>Sex Offender Treatment (SXR)</b>	Residential treatment facility appropriate for sex offenders.
<b>Chemical Dependency Inpatient Treatment (CD)</b>	Residential treatment facility appropriate for individuals with chemical dependency issues.
<b>Detention</b>	Court order holds/pending some action.
	<b>Secure (DS):</b> Locked facility; determined by license.
	<b>Non-secure (DN):</b> Open setting; determined by license.
<b>Domestic (DAR)</b>	Residential domestic treatment for offenders.
<b>Inpatient Hospital Treatment (IH)</b>	Critical care for psych problems.

### **Non-Residential Placement/Program (N)**

<b>Counseling (CL)</b>	Includes all types, i.e. family, group, individual, etc.
<b>Day Treatment (DT)</b>	Physical setting for a period of hours, usually has educational components. Individuals check-in at the beginning of the day and checkout at the end of the day.
<b>Aftercare (AC)</b>	Post treatment program. Implies that they have received primary treatment and monitors skills received in primary treatment in a community setting.
<b>Sex Offender Treatment (SXN)</b>	Non-residential treatment appropriate for sex offenders.
<b>Special Alcohol Programs (SA)</b>	Non-residential programs appropriate for offenders with chemical dependency issues.
<b>Batterer's Groups (BG)</b>	Non-residential treatment appropriate for offenders with violence issues.
<b>Home Electronic Monitoring (EM)</b>	Both in lieu of and/or as a sanction.
<b>Community Work Service (CS)</b>	Both in lieu of and/or as a sanction.
<b>Sentence to Service (STS)</b>	Court ordered sanction, usually in lieu of jail time.
<b>Victim/Offender Programs (VO)</b>	Victim/offender programs, mediation, circle sentencing.

### **Financial (F)**

<b>Restitution (RN)</b>	Court ordered sanction.
<b>Fines (FI)</b>	Fine imposed by the Court; part of Court order.
<b>Surcharges (SU)</b>	All court-assessed fees. Includes law library fee, criminal surcharge, etc.
<b>Donations (DO)</b>	Donations ordered by the Court.
<b>Detention Reimbursement (DR)</b>	Reimbursement of detention costs.
<b>Fees (FE)</b>	Fees defined/collected by the agency.

### **Educational (E)**

<b>Cognitive Skills (CG)</b>	Offender competency skills building programming; has educational component.
<b>Support Groups (SG)</b>	Ongoing-coping skills, i.e. AA.
<b>Gambling (GBE)</b>	Education program for offenders dealing with gambling issues.
<b>Anger Management (AM)</b>	Educational programs for offenders dealing with anger management issues.
<b>Domestic Abuse (DAE)</b>	Educational programs for offenders dealing with domestic issues.
<b>Conflict Management (CM)</b>	Educational programs for offenders dealing with conflict management issues.
<b>Independent Living Skills (IL)</b>	Educational programs which covers everyday living skills, i.e. Expanded Life Choices, Work Readiness, etc.
<b>Alcohol/Chemical Education (AE)</b>	Educational programs for offenders dealing with alcohol/chemical issues.
<b>Impact Panels (AI)</b>	Educational programs for offenders where victims are involved.
<b>DUI Clinics (AD)</b>	Educational programs for alcohol/driving offenders.
<b>Driver Improvement (DI)</b>	Educational programs which covers defensive driving.
<b>Gun Safety (GS)</b>	Educational programs covering gun safety and proper use.
<b>Theft (TF)</b>	Educational programs covering theft, shoplifting, etc.
<b>Tobacco Awareness (TA)</b>	Educational programs appropriate for misdemeanor tobacco offenders.
<b>Educational Evaluations (EE)</b>	IQ, LD, etc. assessments.
<b>Fire Awareness (FA)</b>	Educational programs covering fire awareness, safety.

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**Assessments (A)**

<b>Diagnostic (DG)</b>	Diagnostic and psychiatric assessments.
<b>Chemical Assessments (CA)</b>	General assessment category that is not a Rule, CE Eval or APAs.
<b>Rule Programs (CR)</b>	Rule 24/25 CD evaluations
<b>CD Evaluations (CE)</b>	Conducted by licensed chemical dependency counselors.
<b>Alcohol Problem Assessment (CP)</b>	Usually done internally/alcohol screenings done by agents.
<b>Psychological Evaluations (PE)</b>	Evaluations conducted by licensed psychologists.
<b>Anger/Violence Evaluations (AV)</b>	Assessments completed on offenders with anger management issues.
<b>Gambling (GBA)</b>	Assessments completed on offenders with gambling issues.
<b>Testing (TE)</b>	Court or Probation Officer ordered or mandated, i.e. DNA, UA, PBT etc.
<b>Sex Offender Assessments (SXA)</b>	Assessments completed on offenders charged with sex offenses.
<b>Domestic Abuse (DAA)</b>	Assessments conducted on offenders with domestic abuse issues/charges.

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**General (G)**

<b>Restrictive (RS)</b>	Sanctions that restrict the offender, i.e. no use, abstain, curfew, no contact with victim, no weapons, etc.
<b>County General Sanctions (GE)</b>	Sanctions commonly/frequently ordered. County specific and identified, i.e. notify new arrest, remain law abiding, regular contact with probation officer, permission to leave state, etc.
<b>Specific Client Action (SCA)</b>	Specific actions as ordered, i.e. essay, apology letter, sex offender registration etc.

**Sealed and Expunged Records**

- Change Last Name to SEALEDMMDDYYYY (month, day, and year order was given); leave First and Middle initials
- Delete any identifying information such as Address, Phone, Social Security Number, Relationship, Employment, etc.
- Leave Date of Birth
- Agencies should develop their own internal criteria for handling other issues such as chronos, relationships/parents and other information contained in CSTS
- For clients who have multiple cases and one is sealed or expunged, create a “dummy” client and move the sealed/expunged case information under that client to preserve the original and active client information.

## Standards Document Updates *(since 6/22/06 version)*

1. Structural Changes
  - a. Added Table of Contents
  - b. Normalized Page Numbering and Footers
  - c. Standards Document Updates Page (this page) added at end
2. Collating into this document items approved by Users separately
  - a. Agent Work Codes (which were added for MAYSI)
3. Additions for New Areas of CSTS
  - a. Offense Codes Additions to include Registerable information for POR module additions
4. Spelling Corrections:
  - a. Page 6 **Guardian ad Litem** corrected on list of relationship codes
  - b. Various pagination format and font changes to rationalize page breaks
5. Clarifying language Changes:
  - a. Page 2 Under **Adult/Juvenile** words "Age Status of client" has been removed.
  - b. Pages 14-15
    - i. Added (**Do Not Append**) under **Case Type** (2 places)
    - ii. Added (**May be Appended**) under **Case Service**
  - c. Page 8 **Case Close Reason** includes "Adult Stay of Adjudication"