CSTS XP DATA ENTRY STANDARDS

CORRECTIONS USER GROUP

3-06-Draft

CSTS XP Data Entry Standards

Client Information (Proper Case)

Client Number*:	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
First Name:	Client first name.
Middle Name:	Client middle name. Leave blank when client has not middle name – do not use NMN.
Last Name*:	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.
Suffix:	Client suffix – i.e. Jr or Sr - no punctuation.
Social Security Number:	Social Security number of client. **0000000000** can be a placeholder if helpful
Date of Birth:	Date of birth of client. System figures age. Blanks are rejected by SSS
Adult/Juvenile*:	Age status of client. **A** for Adult; **J** for Juvenile.
Gender*:	Gender of client. **M** for male; **F** for Female. (System defaults to male)
Supervision Level:	View supervision level only. To add supervision level, go to supervision level screen.
Risk Level:	Risk level of client. Determined by Agency. Recommended standards: **Risk Level:** **H** – High **M** – Medium **L** – Low **U** – Unclassified
County of Residence:	Client county of residence. (Used for DOC Law Enforcement Report)
Supervising County:	Jurisdiction providing supervision
Location:	Agency reporting choice for branches, offices, units, etc.
US Citizen*:	Status of citizenship—**Y-**yes, **N-**no, **U**-unknown.
Marital Status:	Legal marital status of client. (Married, Not Married)
SID Number:	State ID number as noted by BCA or NCIC. Always proceeded 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. **MN000000000** can be used as a placeholder if helpful
FBI Number:	FBI number of client. As noted by BCA and/or NCIC. No punctuation.
OID Number:	Six-digit Offender Identification number assigned by the MN Department of Corrections for inmates and supervised release purposes.
AFIS Number:	Automated Fingerprint Information System number.
INS Number:	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.
E-Mail Address:	Client e-mail address.
DNA on file:	Check box – check if DNA sample drawn or have verified BCA has sample (checked box=yes; unchecked box =no).

Driver License Number: 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.

Driver License State: Two-digit state code for state issuing license.

Hair Color: Client hair color. NCIC codes are:

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

Standards consensus is to seek Design changes to lock down these choices to match NCIC choices

Eye Color: Client eye color. NCIC codes are:

Black	BLK	Blue	BLU
Brown	BRO	Gray	GRY
Green	GRN	Hazel	HAZ
Maroon	MAR	Multicolored	MUL
Pink	PNK	Unknown	XXX

Standards consensus is to seek Design changes to lock down these choices to match NCIC choices

Race: Race of client. First character is standard. **W** for White, **B** for Black, **A** for Asian/Pacific Island, **I** for American Indian/Alaskan Native, **U** for Unknown. Note that these choices are based on client self-identification, and match US Census short-form options

Ethnic Origin 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.

Height: Height in feet and inches. Fill in feet, inches w/o punctuation

Weight: Weight of client. Indicate number only, no abbreviations or punctuation (i.e., 180 indicates client is 180 pounds).

Physical Features: Free-form text for comments related to scars, marks or tattoos to identify client

Photo/Text: To display photo, check photo box and link to digital photo For best results use JPG format in a 600 x 800 resolution

Place of Origin-City: Created for Ramsey County – per Joan Fabian. Not currently used

Place of Origin-State: Created for Ramsey County – per Joan Fabian. Not currently used

Previous Residency-City: Created for Ramsey County – per Joan Fabian. Not currently used

Previous Residency-State: Created for Ramsey County – per Joan Fabian. Not currently used

Year Moved: Created for Ramsey County – per Joan Fabian. Not currently used

Birth Country: Created for Ramsey County – per Joan Fabian. Not currently used

User Defined: Area to track agency specific information

Alias: Client alias. Any other documented name differences including married, maiden, other case names, hyphenated names. *For one-name alias, use Last Name field*. DOB will default unless over-written—track additional DOB and SSN here.

Alias Type:
AKA False Name, alternate identity, Also Known as
Maiden, Name changes due to Marriage
Nickname Non-legal monikers; Excluding Gang
Gang Name Use first name for Gang,
Identity Theft Use name or identifiers of another person
Misspelling Similar name in another system or agency

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

Comment: Free-form text for additional comments regarding agent assignment.

Supervision Level: Supervision level of client. Determined by Agency. Recommended standards:

Supervision Level:
H – High
M – Medium
L – Low
U - Unclassified

Examples:
Intensive – HI
Transferred – LT
Monitored – LM

Note the Client Statistical Summary ignores any blank Clients

Client Status: Open or closed.

Status Change Date: Date status became effective.

User Defined: Agency specific codes to track agency specific information needs.

Employment: 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

Employment Status:

- **Disabled,**
- **Homemaker**
- **Retired,**
- **Less than 20 hours/week**
- **21-35 hours/week**
- **Fulltime**
- **Seasonal/Laid-off,**
- **Unemployed,**
- **Unknown.**

Start Date:. Effective date of above-noted status

End Date Effective date of employment end

Education: Client’s current or last known school. (School District set by System Administrator)

Standards for Current and Highest Grade Completed

These will be adjusted to try to match DOC information in future

4th or less ,
5th,
6th,
7th,
8th,
9th,
10th,
11th,
12th
GED
Vocational/Trade School
Some College
Two-year Degree
Bachelors Degree
Post Graduate Work
Graduate Degree
PhD

Status:.

- **Graduated**
- **Expelled**
- **Attending**
- **Dropped Out**

If grade is listed status should be indicated

Effective Date: Effective date of above-noted status.. As of the information being known

Comment:. 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

The same Reference table is used for Victim Relationships

Attorney	Guardian ad Lidum	Other Contact
Aunt	Father	School
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	Interpretor	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
- 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 2nd, 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.

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:

- **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

- **Adult Stay Type:**

- **ADJ** Stay of Adjudication
- **CFD** Continued for Dismissal **– Not obligatory**
- **EXE** Stay of Execution
- **IMP** Stay of Imposition

Offense Level:	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: **F** felony **G** gross misdemeanor **M** misdemeanor **P** petty misdemeanor **C** CHIPS
Offense Date:	Date of offense. Offense date for case (use earliest date if multiple offenses are involved).**Use 1st of Month when exact date is not known.**
Offense Code(s): **Case Description:**	Codes assigned to specific offenses. For offense coding see Offense Code Standards. **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.
Case Comments:.	Free-form text for comments related to case
User Defined:	Agency specific codes to track agency specific information needs.
Case Status History*:.	Open or Closed. Selecting "Closed" will activate the Close Reason field
Start Date*:	Date Service was first opened. Earliest court event and/or request for **Agency** involvement.
Type	**:** See section for Standards on Type.
Service:.	See section for Standards on Service
End Date:	Date Service was closed. Last legal/court date of supervision or service.
Close Reason:	Status of case closing. Reason case was closed: **DE**- death **DC** – discharge-formal adjudication or conviction **DM** – dismissed-no conviction or adjudication **CL** - closed-no ongoing responsibilities **EX** – executed **Note: Transferred-Out cases remain open**. Use 3rd-6th 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.
Victim:).	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

Conditions

Case Number ***:** Case number condition is assigned to, if applicable.

Condition Code*: Refer to "Condition Codes" section for a more complete description.(Previously Group and Detail

Authority: Source of the condition. Standards are: **Court Probation Officer\Agency, Law Enforcement,**
Hearings and Release Unit

Start Date*: Date condition became effective (defaults to case sentence date).

Due Date: Date condition is due (defaults to case expiration date).

End Date: Actual date condition was completed or ended.

Days in Program: System calculates from start date to stop date or current date; whichever is earlier.

Outcome: *Note – These are only suggestions – no consensus has been possible for either User Group or Standards Committee*

- Absconded
- Court Removed condition
- Death
- Expired in substantial compliance
- In lieu of fine/hours
- No amount determined Expired without completing
- Non-jurisdictional Transfer
- Not Met/Non-Compliant/Unsuccessful
- Not Tracked
- Revenue Recapture
- Sentence Executed
- Successful

Calculation Type: Used to track days in program (inclusive or exclusive).

Units:). Type of units (Days, Weeks, Hours, Sessions, Months

Units Ordered: Number of units ordered.

Units Completed: Number of actual units completed.

Units Suspended: Number of units suspended.

Balance: System will automatically calculate balance of units remaining.

Financial Ordered: Amount of financial ordered.

Financial Paid: Amount of financial paid.

Financial Credited: Amount of financial credited.

Financial Suspended: Amount of financial suspended.

Balance. **:** System automatically calculates balance owing

Comments:. Free-form text for comments related to the condition

Secondary Agent: Any secondary staff assigned to the condition.

Start Date: Date secondary agent was assigned to case.

End date:. Date secondary agent assignment ended

Comments: Free-form text for comments related to secondary agent.

User Defined:. Used to track agency specific information

Contact Information: Set up by System Administrator