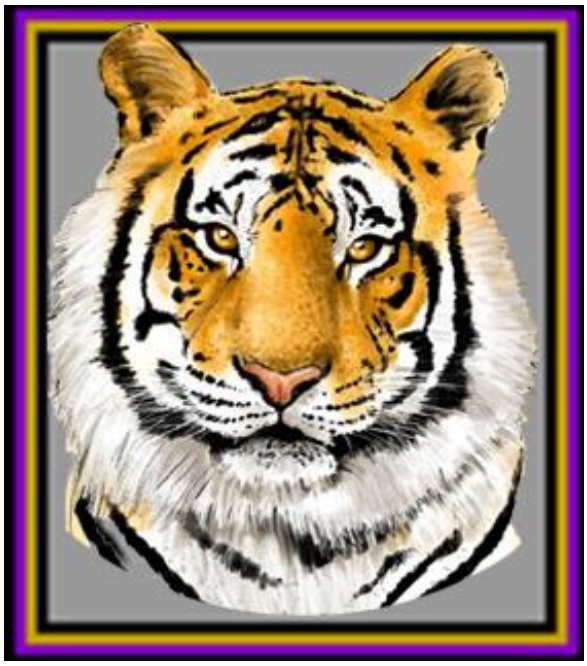

TIGER

USER GUIDE

Revised August 2018

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INTRODUCTION

The main objective of the TIGER (Targeted Interventions to Greater Enhance Re-entry) project is to develop a single Risk/Need/Responsivity tool for Sentencing Courts, Committee on Parole, State institutions, local jails, Probation & Parole, and community partners (such as Day Reporting Centers).

TIGER consists of three modules:

1. Risk Calculation Automation
2. Need Assessment Automation
3. Prescription/Case Recommendations

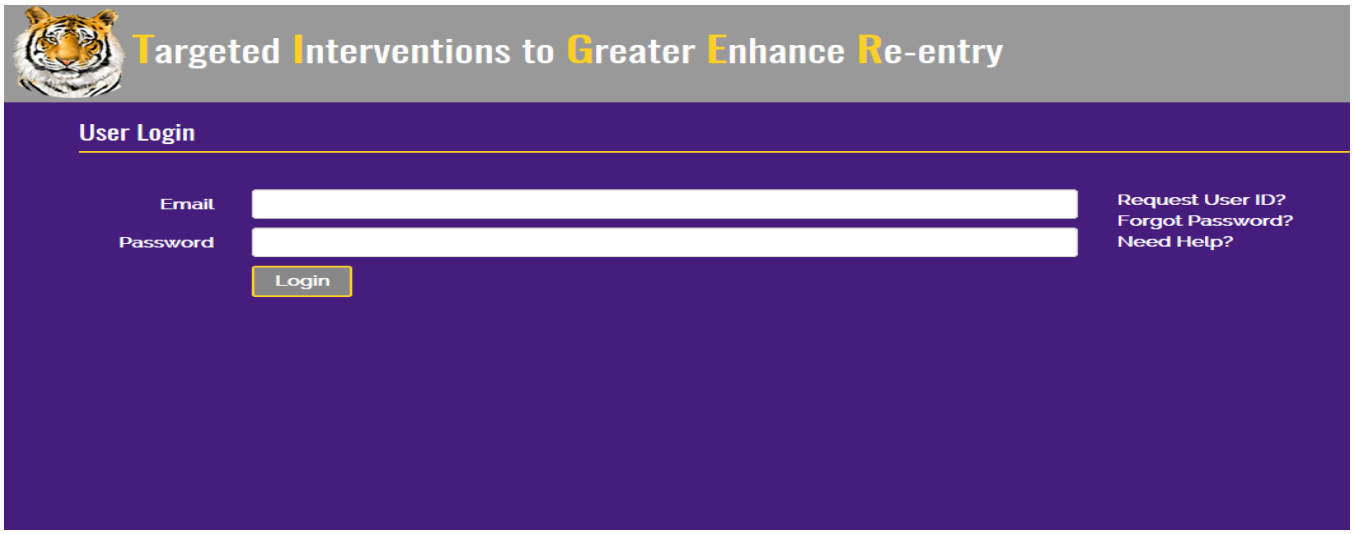
TIGER interfaces with the Department of Correction CAJUN system on a nightly basis to retrieve updated offender information and perform Risk Assessments.

Department of Corrections Help Desk: TigerHelp@corrections.state.la.us

TIGER Technical Support Help Desk: doa-ots-wdis@la.gov

USER LOGIN

The log-in screen will appear as shown below. Follow instructions on the screen to log into the system. Click **Login**.



- **Request User ID?** – Fill in the required fields (*) to submit your request. Request will be submitted to supervisor at this point.
- **Forgot Password?** –
    - In order to comply with security policies, never share your login information or allow anyone to use your Login ID to log into the system.
    - Click on the forgot password link and it will instruct you on how to reset/create a new password

- **Need Help?** – Provides link to the TIGER User Guide.

TIGER User Groups and Permissions

Viewers

- Institutional Staff/Probation & Parole/Community Partners
- View Scores and Treatment Pathways through a specialized "Viewer Report"
- Viewer Report will be the version you can print and will contain no confidential information but will include the risk assessment

Editors (limited to certain end users that are performing assessments)

- Institutional Staff/Probation & Parole/Courts/Regional Reentry Centers
- Create new TIGER Supervision risk assessments
- Edit assessments (that do not exist in CAJUN) and view data
- All functions of Viewers

Admin User

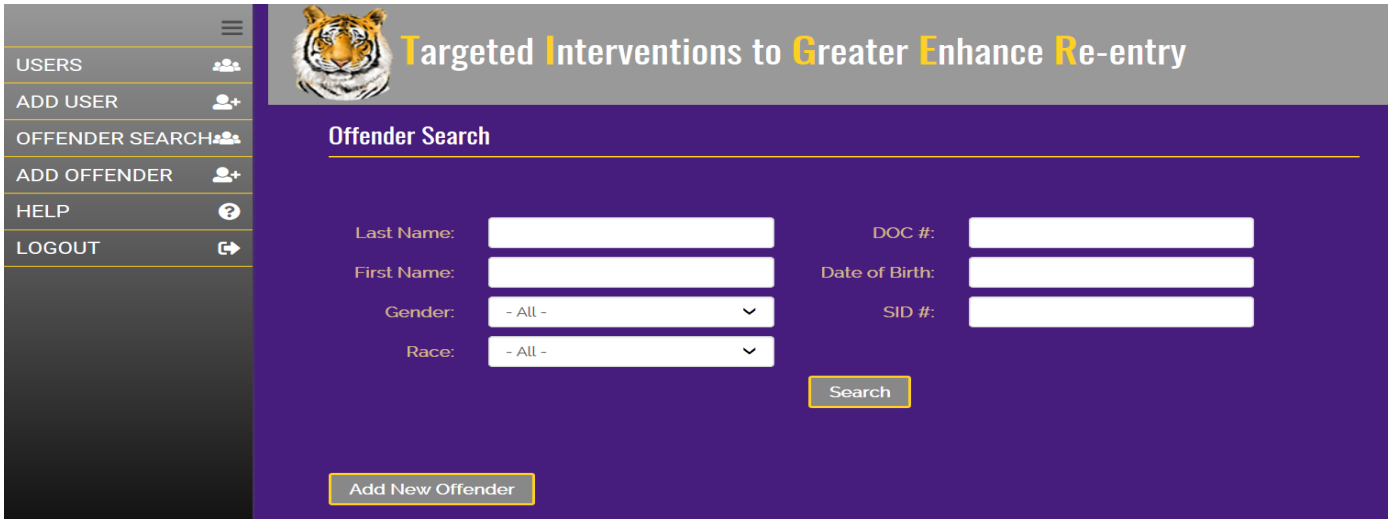
- Assistant Wardens or above, P&P supervisors or above (DOC employees only)
- All functions of Editors
- Authorize Editors and Viewers (modify these user groups)
- Modify or delete TIGER risk assessments

Admin Super Users

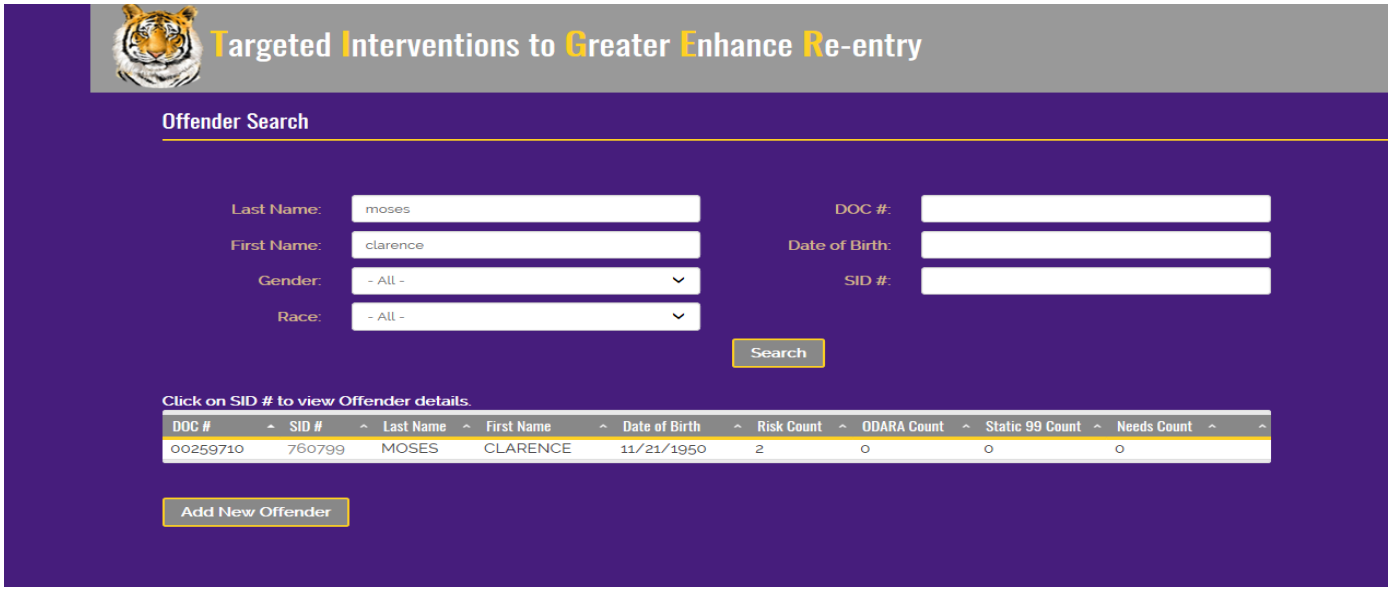
- Institution/P&P Administrators (DOC employees only) – strictly limited department-wide
- All functions of Admin User
- Maintain Admin Users
- Maintains Risk default values and coefficients

HOME SCREEN/OFFENDER SEARCH

Once logged in this screen will appear this is Offender Search. Any of the criteria can be entered to filter results to search for an offender. Clicking on the down arrow next to search fields will provide available selection values.



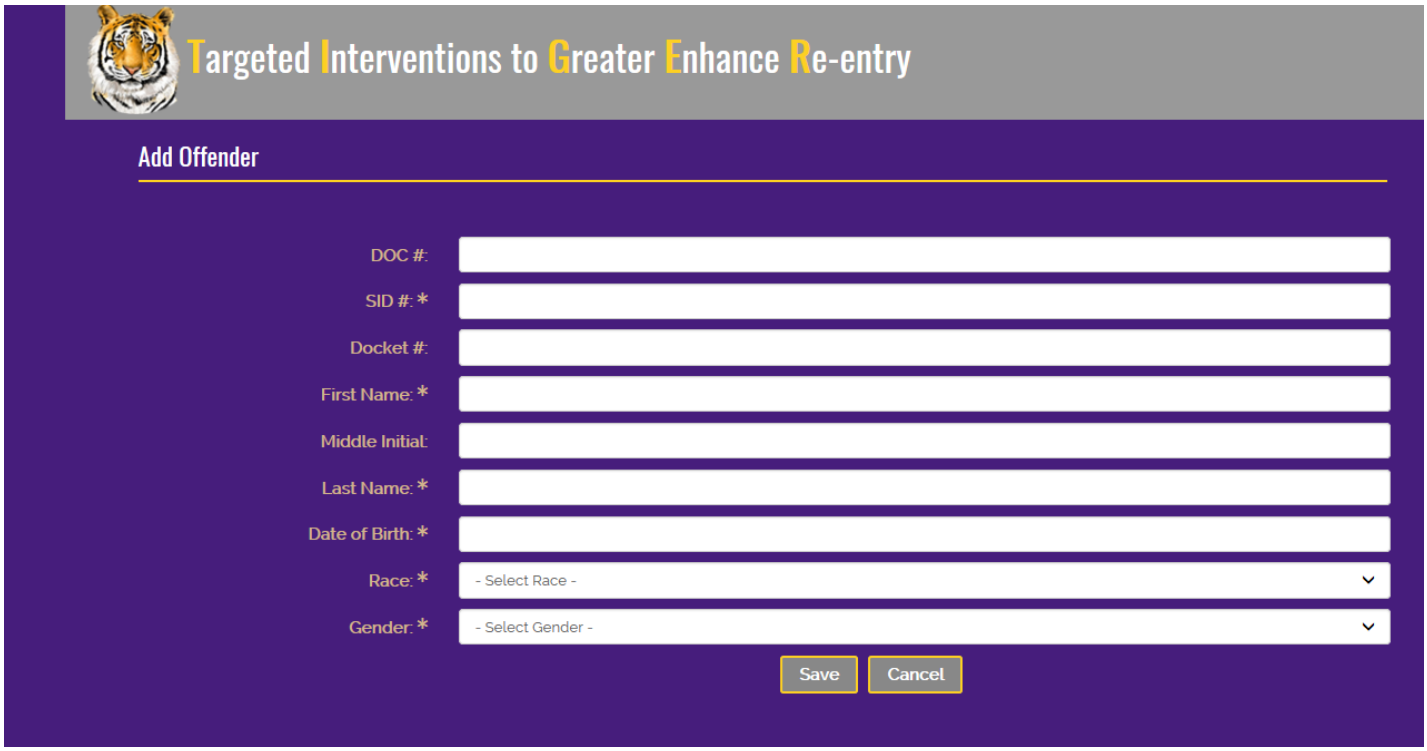
After entering search criteria, click on the Search button, and a list of offenders meeting that criteria will display. Click on the SID # to view the Offender detail.



To add an offender click on Add New Offender as shown on the above screen. (Details below)

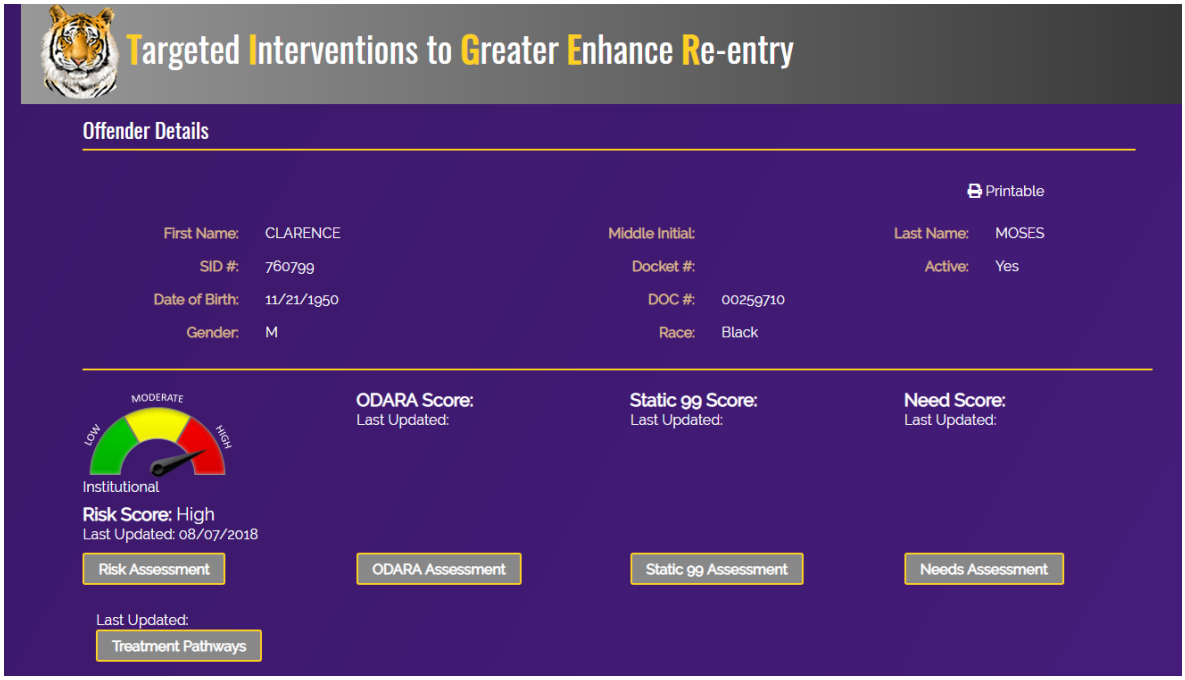
ADD OFFENDER

To add an offender, enter the required information on the screen. Required fields are indicated with an asterisk (*). After adding the offender's basic detail information, click on the **Save**. If the offender already exists in the TIGER database, it will give you an error message and not allow you to make a duplicate.

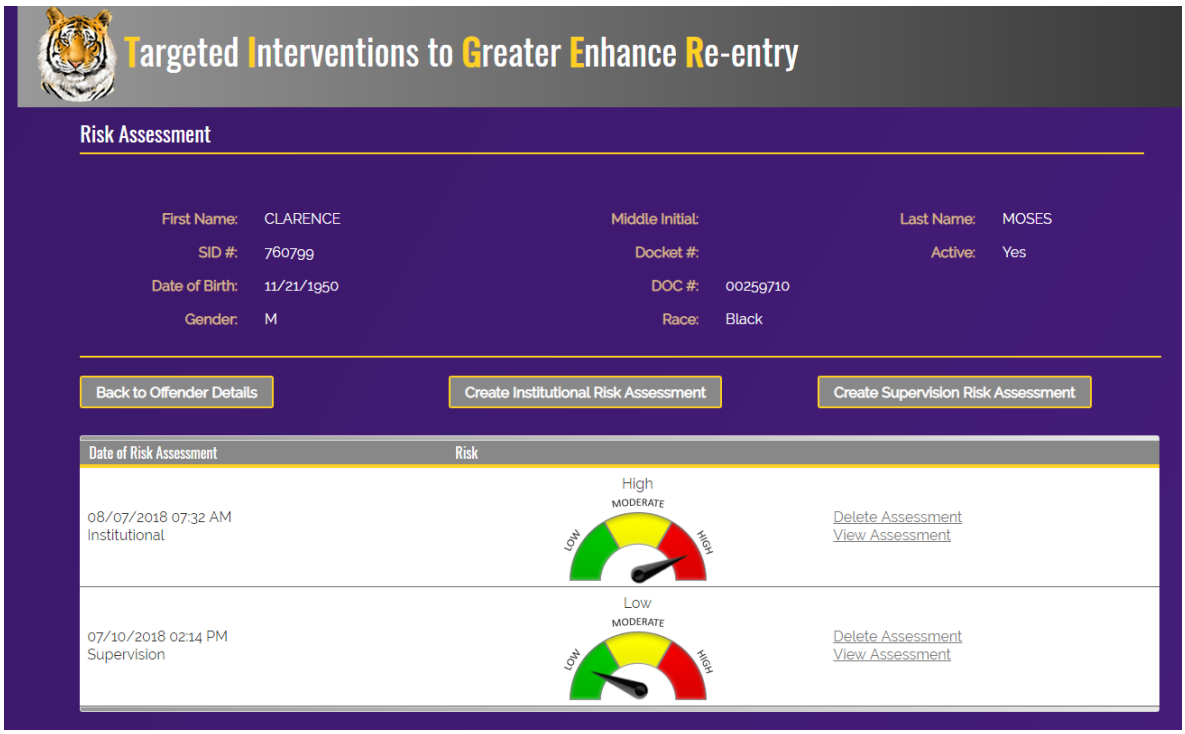


CREATE ASSESSMENTS

While Viewing the offender details you are able to view any institutional risk assessments the offender may have or add an ODARA Assessment, Static 99 Assessment or Needs Assessment. Treatment Pathways is also accessed from this screen.



Click on Risk Assessment to view the Offender's Risk Assessment(s). Then View Assessment to see the answers to the assessment questions. The most current assessments will be displayed.

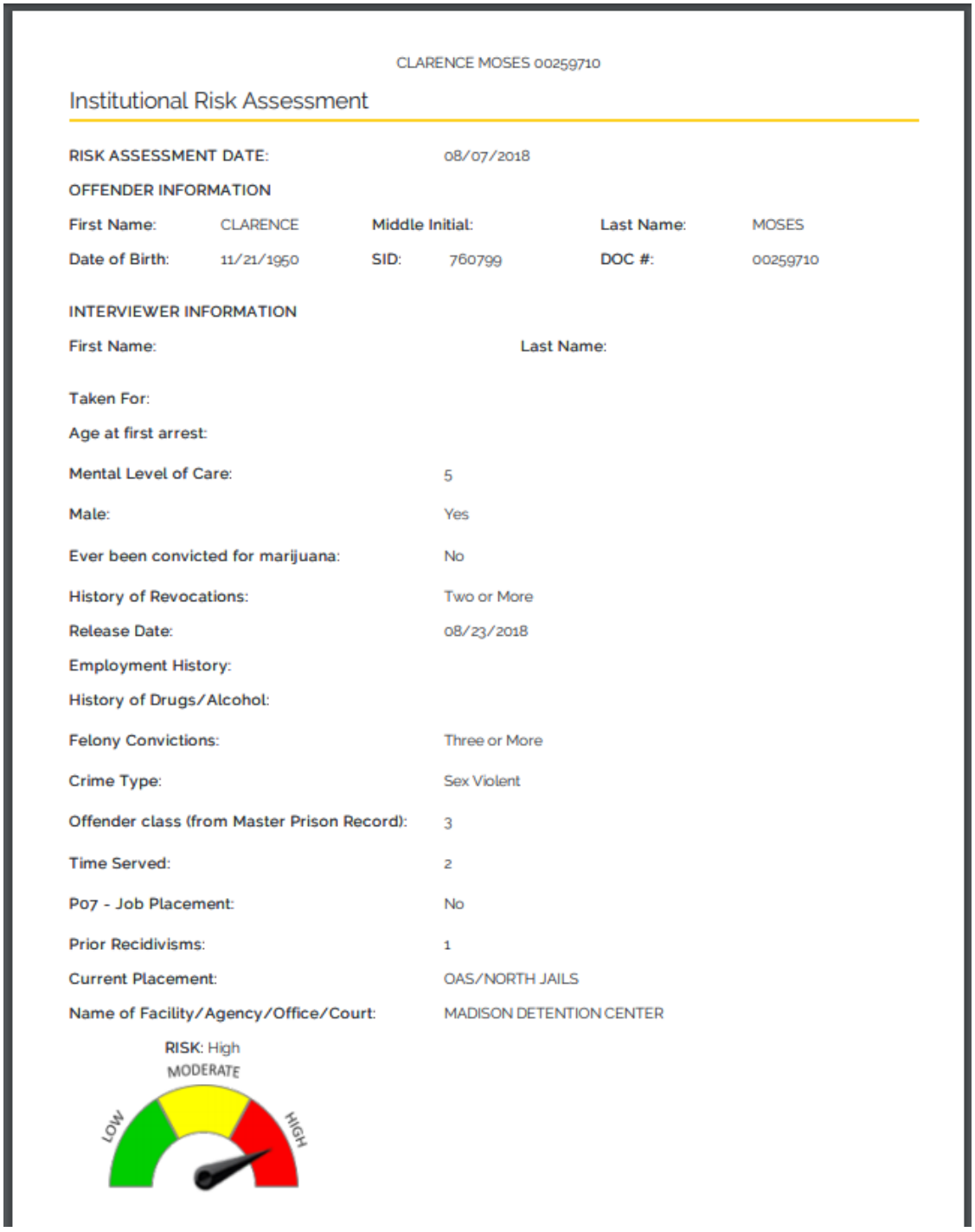


INSTITUTIONAL RISK ASSESSMENT

This is populated by data received from Cajun and will not be able to be changed only viewed. If an offender does not have an institutional risk assessment, once more information that is needed is entered into CAJUN, the institutional risk assessment will be populated in TIGER.

PRINT REPORT

Clicking on printable in the upper right corner will give you a PDF of the offenders risk assessment.



CLARENCE MOSES 00259710

Institutional Risk Assessment

RISK ASSESSMENT DATE: 08/07/2018

OFFENDER INFORMATION

First Name:	CLARENCE	Middle Initial:		Last Name:	MOSES
Date of Birth:	11/21/1950	SID:	760799	DOC #:	00259710

INTERVIEWER INFORMATION

First Name: Last Name:

Taken For:	
Age at first arrest:	
Mental Level of Care:	5
Male:	Yes
Ever been convicted for marijuana:	No
History of Revocations:	Two or More
Release Date:	08/23/2018
Employment History:	
History of Drugs/Alcohol:	
Felony Convictions:	Three or More
Crime Type:	Sex Violent
Offender class (from Master Prison Record):	3
Time Served:	2
P07 - Job Placement:	No
Prior Recidivisms:	1
Current Placement:	OAS/NORTH JAILS
Name of Facility/Agency/Office/Court:	MADISON DETENTION CENTER

RISK: High

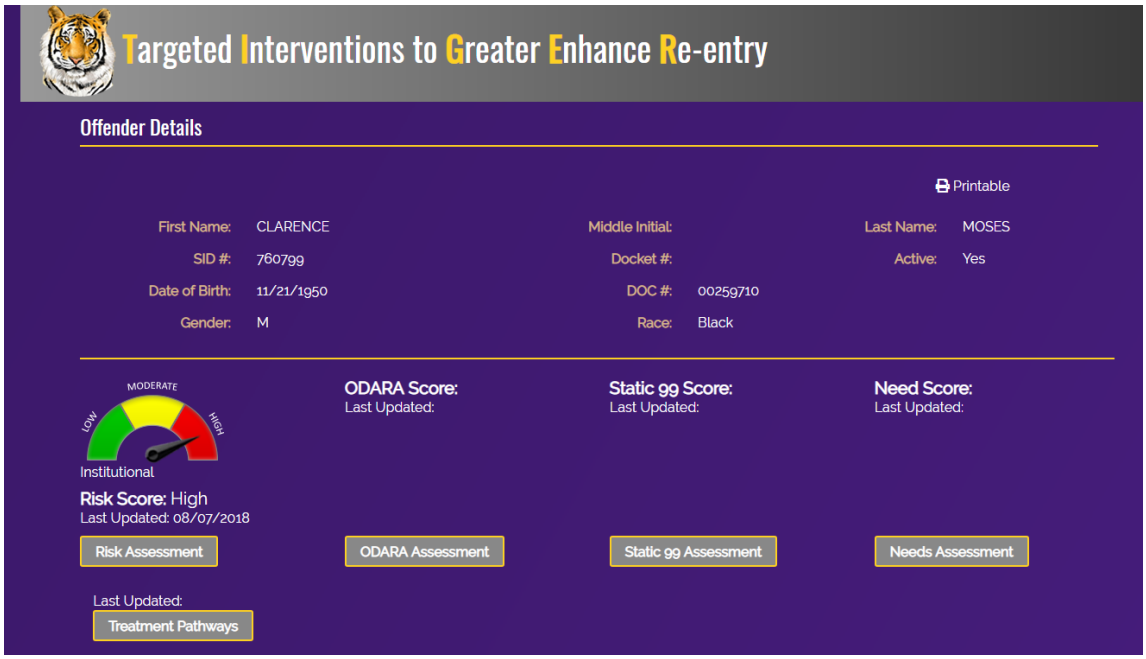
MODERATE

LOW

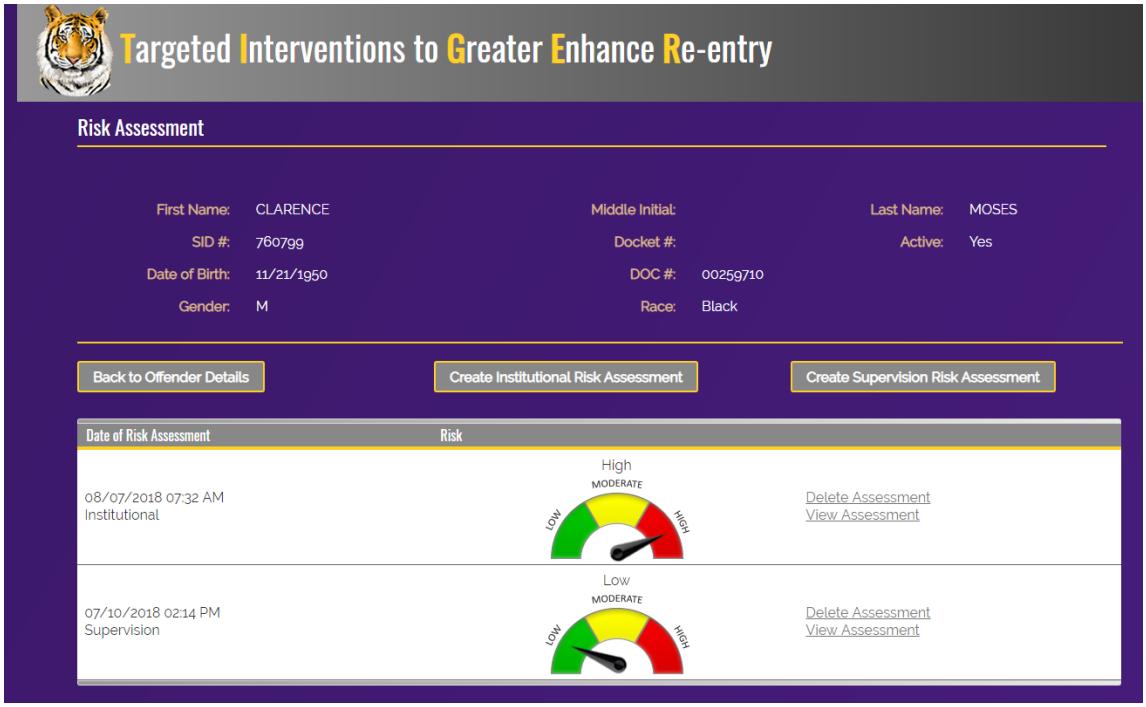
HIGH

SUPERVISION RISK ASSESSMENT

To create a supervision risk assessment click on Risk Assessment in the offender details screen.



Click on Create Supervision Risk Assessment and fill in all necessary fields. Remember to fill in all fields for the most accurate score.

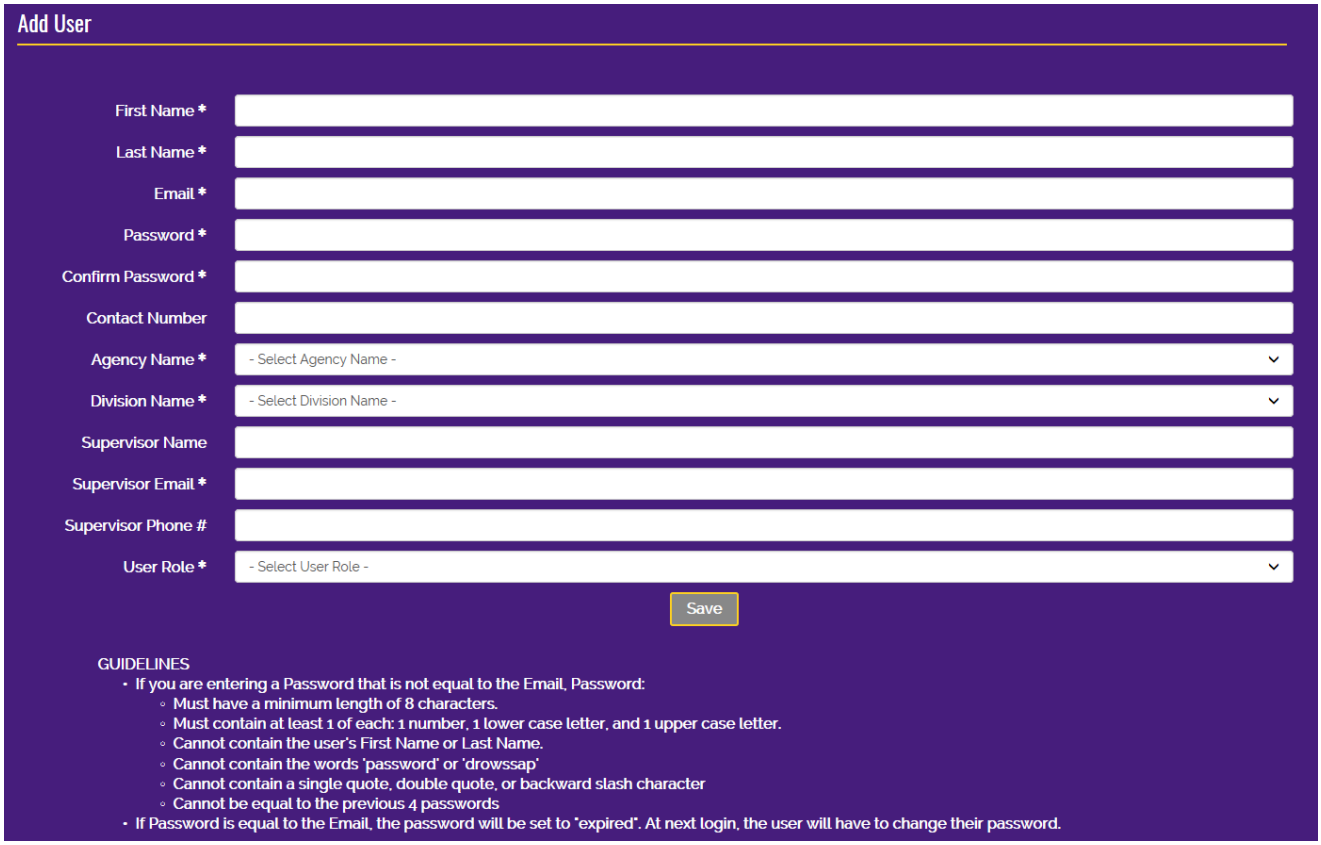


ADD USER (Administrators Only)

NOTE: This function is only available for users with the Admin User role in the system.

It is very important that User profile information is correct in TIGER. To add a user, click on the Add User link in the navigation menu on the left side of the screen.

The Add User screen will display.



Enter the User Information and Role. Users can be Editor or Viewer. Agency Editors can modify Offender information and create Risk Assessments. Users with a Viewer role will only be able to view information.

The Active field allows for a User to be inactivated if they should no longer have access to the system. If a User is tied to existing Offender information, the user cannot be deleted. However, if the User is not tied to existing offender data, the User can be deleted using the Delete button at the bottom of the screen.

When all information has been entered, click the **Save** button.

*** **Important Note:** When a new user is set up in TIGER, an email will be sent to the user's email address so that the user can login and set up password and security questions. If a user is set up incorrectly with an invalid email address, the user will need to be deleted and entered into TIGER with correct email address and other information. At that time, a new email will be sent to the correct email address.