



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

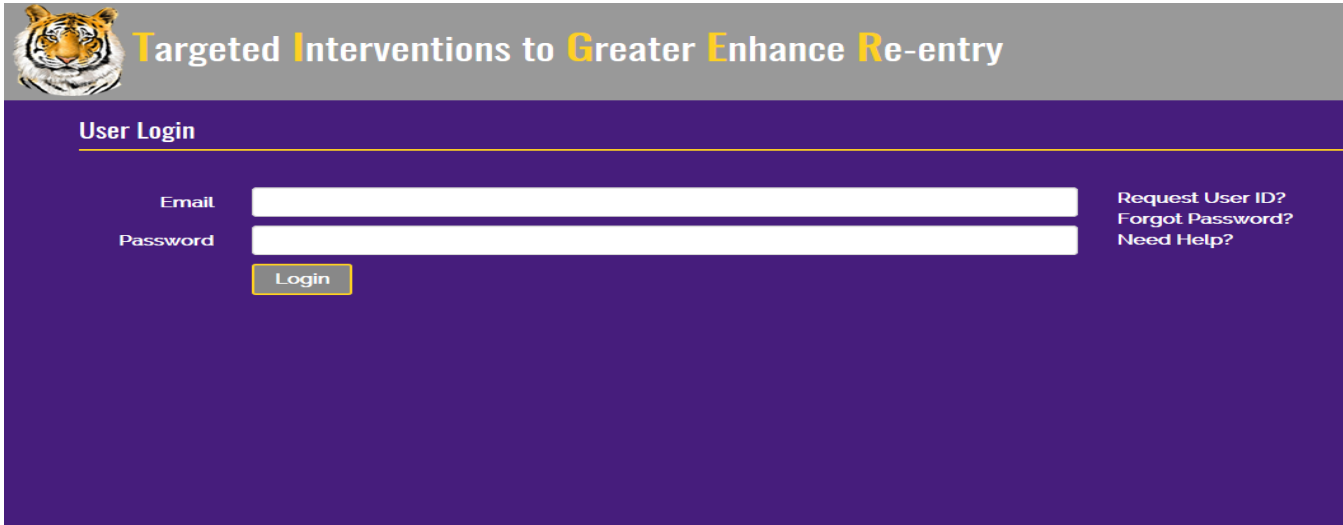
TIGER interfaces with the Department of Correction CAJUN system on a nightly basis to retrieve updated offender information and perform Risk Assessments.


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**.



 **Targeted Interventions to Greater Enhance Re-entry**

User Login

Email

Password

[Login](#)

[Request User ID?](#)
[Forgot Password?](#)
[Need Help?](#)

- **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.

USERS


ADD USER

OFFENDER SEARCH

ADD OFFENDER

HELP

LOGOUT

Targeted Interventions to Greater Enhance Re-entry

Offender Search

Last Name:

DOC #:

First Name:

Date of Birth:

Gender:

- All -

SID #:


Race:

- All -

Search

Add New Offender

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.

Targeted Interventions to Greater Enhance Re-entry

Offender Search

Last Name:

moses

DOC #:

First Name:

clarence

Date of Birth:

Gender:

- All -

SID #:

Race:

- All -

Search

Click on SID # to view Offender details.


DOC #	SID #	Last Name	First Name	Date of Birth	Risk Count	ODARA Count	Static 99 Count	Needs Count
00259710	760799	MOSES	CLARENCE	11/21/1950	2	0	0	0

Add New Offender

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.



Targeted Interventions to Greater Enhance Re-entry

Add Offender

DOC #:

SID #: *

Docket #:

First Name: *

Middle Initial:

Last Name: *

Date of Birth: *

Race: *

- Select Race -

Gender: *


- Select Gender -

Save

Cancel

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.



Targeted Interventions to Greater Enhance Re-entry

Offender Details

Printable

First Name: CLARENCE

Middle Initial:

Last Name: MOSES

SID #: 760799

Docket #:

Active: Yes

Date of Birth: 11/21/1950

DOC #: 00259710


Gender: M

Race: Black

MODERATE

LOW

HIGH



Institutional

Risk Score: High

Last Updated: 08/07/2018

Risk Assessment

ODARA Assessment


Static 99 Assessment

Needs Assessment

Last Updated:

Treatment Pathways

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.



Targeted Interventions to Greater Enhance Re-entry

Risk Assessment

First Name: CLARENCE

Middle Initial:

Last Name: MOSES

SID #: 760799

Docket #:

Active: Yes

Date of Birth: 11/21/1950

DOC #: 00259710

Gender: M

Race: Black

Back to Offender Details

Create Institutional Risk Assessment


Create Supervision Risk Assessment

Date of Risk Assessment

Risk

08/07/2018 07:32 AM

Institutional

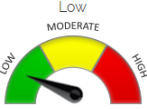


Delete Assessment

View Assessment

07/10/2018 02:14 PM

Supervision



Delete Assessment

View Assessment

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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.

Institutional Risk Assessment

Back to Risk Assessments

Printable

RISK ASSESSMENT DATE:

08/07/2018

OFFENDER INFORMATION

First Name:

CLARENCE

Date of Birth:

11/21/1950

Middle Initial:

Last Name:

MOSES

SID:

750799

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:

185

Po7 - 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

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.



Targeted Interventions to Greater Enhance Re-entry

Offender Details

Printable

First Name: CLARENCE

SID #: 760799

Date of Birth: 11/21/1950

Gender: M

Middle Initial:

Docket #:

DOC #: 00259710

Race: Black


Last Name: MOSES

Active: Yes

MODERATE

Low

High



Institutional

Risk Score: High

Last Updated: 08/07/2018

Risk Assessment

ODARA Score:

Last Updated:

ODARA Assessment

Static 99 Score:

Last Updated:

Static 99 Assessment

Need Score:


Last Updated:

Needs Assessment

Last Updated:

Treatment Pathways

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



Targeted Interventions to Greater Enhance Re-entry

Risk Assessment

First Name: CLARENCE

SID #: 760799

Date of Birth: 11/21/1950

Gender: M

Middle Initial:

Docket #:

DOC #: 00259710

Race: Black



Last Name: MOSES

Active: Yes

Back to Offender Details

Create Institutional Risk Assessment

Create Supervision Risk Assessment

Date of Risk Assessment	Risk
08/07/2018 07:32 AM Institutional	<div><div><div>High</div><div>MODERATE</div><div>Low</div><div>High</div></div><div></div></div> <div><div>Delete Assessment</div><div>View Assessment</div></div>
07/10/2018 02:14 PM Supervision	<div><div><div>Low</div><div>MODERATE</div><div>Low</div><div>High</div></div><div></div></div> <div><div>Delete Assessment</div><div>View Assessment</div></div>

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.

Add User

First Name *

Last Name *

Email *

Password *

Confirm Password *

Contact Number

Agency Name *

Division Name *

Supervisor Name

Supervisor Email *

Supervisor Phone #

User Role *

- Select Agency Name -

- Select Division Name -

- Select User Role -

Save

GUIDELINES

If you are entering a Password that is not equal to the Email, Password:

Must have a minimum length of 8 characters.

Must contain at least 1 of each: 1 number, 1 lower case letter, and 1 upper case letter.

Cannot contain the user's First Name or Last Name.

Cannot contain the words 'password' or 'drowssap'

Cannot contain a single quote, double quote, or backward slash character

Cannot be equal to the previous 4 passwords

If Password is equal to the Email, the password will be set to "expired". At next login, the user will have to change their password.

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.