Pretrial and Community Corrections Case Management System User Guide

Ver. 2.3.2

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Virginia Department of Criminal Justice Services

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Introduction

About the Pretrial and Community Corrections Case Management System User Guide

The Pretrial and Community Corrections Case Management System (PTCC) User Guide provides information users will need when working with PTCC. The guide contains all the information a new user will need to operate PTCC, and is guaranteed to be useful to experienced users. The guide contains information about all PTCC modules, and the main windows in each module. The **Table of Contents** and a comprehensive **Index** can assist with finding more information on various topics.

How to Use this Manual

For a basic understanding of how the PTCC Case Management System works:

If you want to know…	*Read…*
How PTCC works	• *Chapter 1: System Concepts* • *Chapter 2: System Conventions*
Common PTCC functions	• *Chapter 3: Common Operations* • *Chapter 4: Setup Module* • *Chapter 11: Reports and Forms* • *Appendix B: Sample Reports and Forms*
Pretrial functions	• *Chapter 5: Jail Admissions Module* • *Chapter 6: Screening Module* • *Chapter 7: Pretrial Placement Module* • *Chapter 8: Pretrial Supervision Module*
Community Corrections functions	• *Chapter 9: Community Corrections Placement Module* • *Chapter 10: Community Corrections Supervision Module*
Administrative functions	• *Chapter 12: Administration*
Specific tasks and functions	• *Appendix A: Deleting a Case, Placement, and/or Screening* • *Table of Contents* • *Glossary* • *Index*

Symbols

Watch for the following symbols throughout the manual:

Symbol	Description
!!!	Important points that could affect your work.
FYI	Additional information to help you understand how the system works.
Tip	Things to do that can help your work.

Text Conventions

This manual uses the following text conventions:

- **Arial 10 pt bold** for text that appears in windows and buttons.
- **`Courier New 12 pt bold`** for text you type into a field.
- ***Times New Roman 12 pt bold italic*** for text to emphasize terms.

Chapter 1: System Concepts

This chapter contains information that relates to the Pretrial and Community Corrections Case Management System (PTCC) user interface.

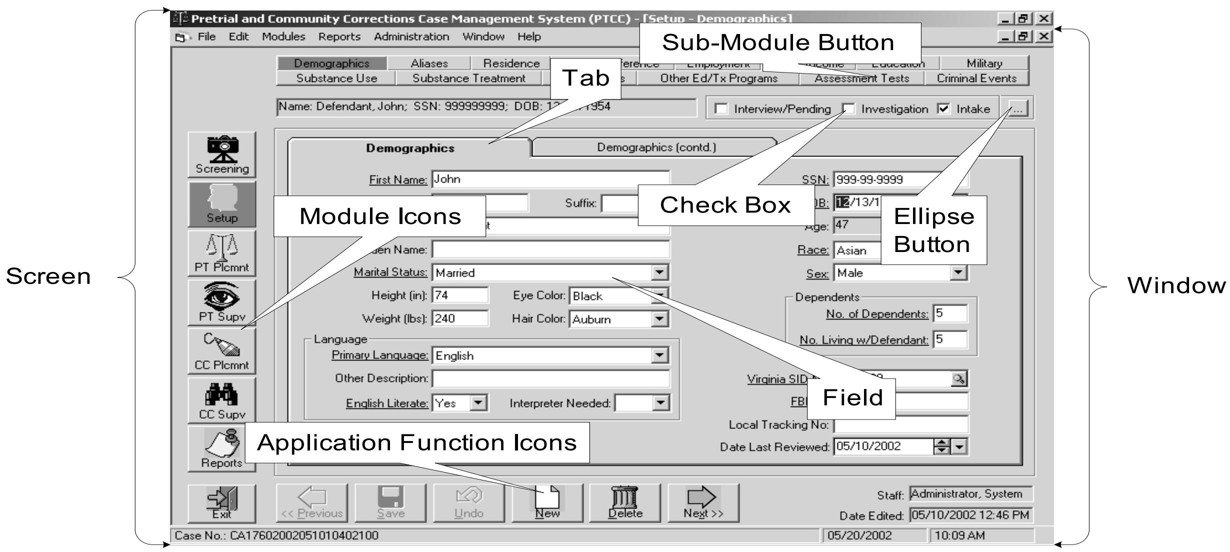
PTCC Terms

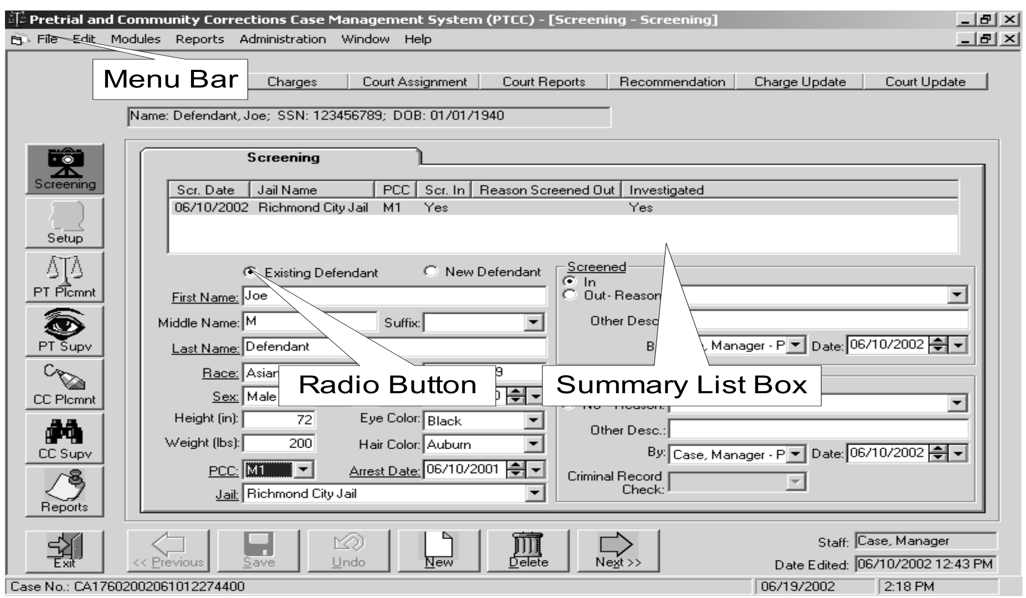
The table below contains a list of screen terms and their definitions.

Term	Definition
Application Function Icon	A box labeled with a picture that executes a command when clicked. Application function icons appear across the bottom section of the window.
Barrel Button	Buttons that allow rolling back and forth through numerical sequences.
Button	An object labeled with a word that performs an action when clicked.
Check Box	A box beside a field name that, when selected, activates the function associated with the field name, such as **View All Active Cases**.
Dialog Box	A window that provides specific system information, such as an error.
Ellipse Button	A button, showing the ellipse (…) symbol, that provides specific information about the sub-modules that must be filled out for each process.
Field	A section of a window or tab that contains one piece of information.
Magnifying Glass Icon	An icon that takes you to a search window.
Menu Bar	A bar at the top of a window that contains system menus, such as **File**.
Module	A segment of PTCC that carries out a specific function and combines with other modules to make up the program. PTCC contains seven modules: **Setup**, **Jail Admissions**, **Screening**, **PT Placement**, **PT Supervision**, **CC Placement**, and **CC Supervision**.
Module Icon	A box labeled with a picture indicating a module. Module icons appear along the left side of the window.
Radio Button	A button that enables a particular system function.
Screen	The entire viewing area of the PC's monitor. It may contain features of Microsoft Windows®, as well as PTCC.
Sub-module	A segment of a module that carries out a specific function and combines with other sub-modules to make up a module. Each module in PTCC contains several sub-modules.
Sub-Module Button	A button that takes you to the sub-module.
Summary List Box	An area in a window or tab that contains data in text format.
Tab	A title that opens a sub-window when clicked. Tab in this manual also refers to the sub-window itself, such as the **Demographics (contd.)** tab.
Window	The area of the screen containing the PTCC Case Management System.

Screen Samples

The screen samples below show some of the different PTCC terms.





Data Fields

Data fields are spaces in the tabs that are designated to contain words or numbers recorded in response to specific data items on the form. This manual includes explanations of unusual or potentially confusing data fields; it does not contain information about data fields that are self-explanatory.

Terms and Definitions

The table below contains a list of terms that appear in the PTCC User Guide and their definitions.

Term	Definition
PTCC	Pretrial and Community Corrections Case Management System
PT	Pretrial
CC	Community Corrections
GUI	Graphical user interface is the collection of buttons and icons that let you use a piece of software.
Defendant	A person, or case, involved in the **Screening** process or supervised by Pretrial.
Offender	A person, or case, supervised by Community Corrections.
Case	A defendant or offender and their associated information.

PTCC Case Management System Overview

The Pretrial and Community Corrections Case Management System (PTCC) was developed to satisfy the case management and reporting needs of statewide Pretrial and Community Corrections localities and the Virginia Department of Criminal Services. PTCC provides increased productivity and supervision at the local level, accurate reporting to DCJS and local courts, and data consistency throughout the Commonwealth of Virginia.

PTCC contains seven modules with numerous sub-modules that are used to collect, display, and report information about cases entered into the system. In addition, PTCC has a user-friendly, intuitive, graphical user interface (GUI) for entering and displaying information. The table below shows the modules that are used by Pretrial and those used by Community Corrections.

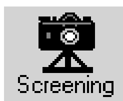
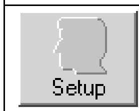
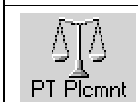
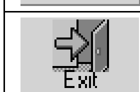
PTCC Modules	Pretrial	Community Corrections
Setup	Yes	Yes
Jail Admissions	Yes	
Screening	Yes	
PT Placement	Yes	
CC Placement		Yes
PT Supervision	Yes	
CC Supervision		Yes

Chapter 2: System Conventions

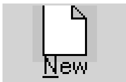
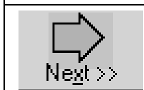
This chapter contains information about system conventions, such as PTCC icons, underlined field names, and shortcuts.

PTCC Icons

The module icons on the left side of the PTCC window allow access to the PTCC modules and the reports function; the application function icons at the bottom section of the window control system functions.

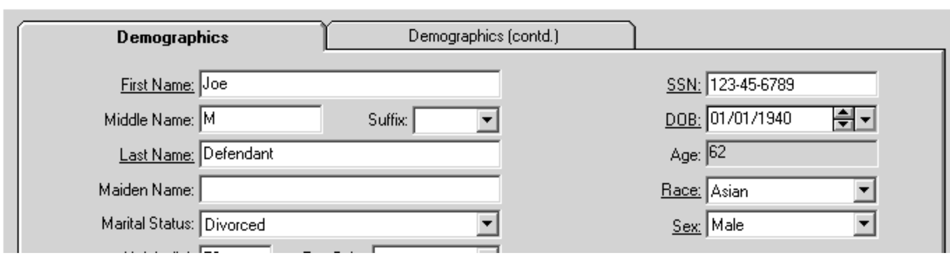
Icon	Name	What it Does
	Screening	Opens the **Screening** module.
	Setup	Opens the **Setup** module.
	PT Placement	Opens the **Pretrial Placement** module.
	PT Supervision	Opens the **Pretrial Supervision** module.
	CC Placement	Opens the **Community Corrections Placement** module.
	CC Supervision	Opens the **Community Corrections Supervision** module.
	Reports	Opens the **Reports** function.
	Exit	Exits the PTCC program.
	Previous	Takes you to the previous window in the module.
	Save	Saves the information in the current window.
	Undo	Cancels the most recent changes.

Icons, continued

	New	Creates a new record in the sub-module you are working in. For instance, if you are entering employment information and want to enter another employment, click the **Save** icon to save the current data, click the **New** icon to re-set the data fields, enter the new information and click the **Save** icon.
	Delete	Deletes the current record in the sub-module or window you are in.
	Next	Takes you to the next window in the module.

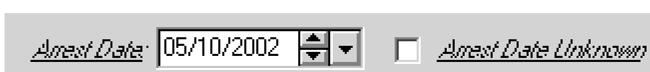
Underlined Field Names

Underlined field names indicate required fields. These fields must contain data before a record can be saved. If you click the **Save** icon without entering data in a required field, a system error message will prompt you to complete the field. The example below shows the required fields for **Interview/Pending** on the **Demographics** tab.



Underlined and Italicized Field Names

Underlined and italicized field names require completion of at least one of the fields. For instance, the example below shows the **Arrest Date** field and the **Arrest Date Unknown** check box. One of these fields must be completed in order to save the record.



Shortcuts

Like most Windows applications, PTCC has certain shortcuts that can enhance the use of the application. The following are a few of the most useful shortcuts.

Alt + Letter

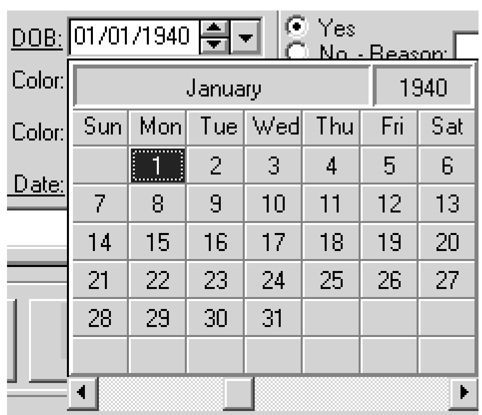
Whenever you see an underlined letter on an icon or menu item, you can activate that function by pressing the **`Alt`** key and the underlined letter. For instance, pressing the **`Alt + S`** keys at the same time activates the ***Save*** function. The sample below shows the **Save** icon with the **S** underlined.

Date Fields

Date fields contain barrel buttons (up and down arrows) and a drop-down arrow.

Double-click directly in the field, and the system displays the current date. Otherwise, type the date in the field, select it from the drop-down calendar, or use the barrel buttons to choose it.

Click the drop-down arrow, and the drop-down calendar appears.



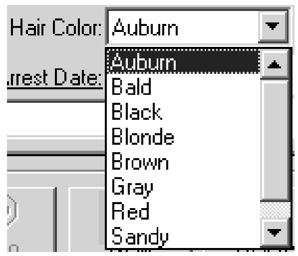
Select the year and month before selecting the day. Use the slide bar at the bottom section of the window to change the year and month. Click to the right or left of the slide button to select the year, click the right or left arrow to select the month, and then select the day.

Tip	To enter the current date, double-click in the field; otherwise, it is easier and faster to type the date in the field or select it from the calendar.

Shortcuts, continued

Drop-Down Lists

Some fields have drop-down lists from which a selection can be made by pressing the drop-down arrow. The example below shows the **Hair Color** drop-down list.



If the desired item is on the list, it is quicker to type the first letter in the field. The system fills in the rest of the selection. In cases where the selections include several words that start with the same letter, pressing the first letter a second time will get the second selection in alphabetical order. For example, for hair color press **B** one time and **Bald** appears; press **B** again and **Black** appears. The same functionality exists in other drop-down lists, such as: **Eye Color, State**, and **Marital Status**.

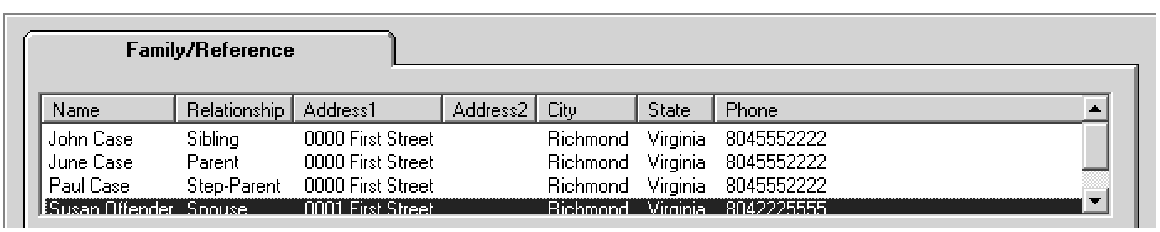
Keystrokes

The table below contains a list of keystrokes and corresponding actions.

Key Stroke	Example
Ctrl + C	Copy selected text or graphic to the clipboard.
Ctrl + V	Paste copied text from the clipboard.
Ctrl + X	Cuts selected text or graphic and copies it to the clipboard.
Shift + Tab	Opens the previous window.
Space Bar	Toggles a checkbox between checked and unchecked.

Sorting Summary List Box Data

All summary list boxes can be sorted by clicking a column heading.



Click the heading you want to sort by and PTCC sorts the information in alphanumeric order, depending on the selection. For instance, to sort a list of family members or references, click the **Name** column heading and the system sorts the rows of information will in alphabetical order by name.

Navigating the System

Menu Bar

The menu bar contains seven menus that can be helpful when working with PTCC. The following list shows the menu selections and the items they contain:

- **File**—Open Active Cases, New Case, Close, Close All, and Exit.
- **Edit**—Find and Find (Master-Name Index).
- **Modules**—Jail Admissions, Screening, Setup, PT Placement, PT Supervision, CC Placement, and CC Supervision.
- **Reports**—Run Reports.
- **Administration**—Support Tables, Application Settings, and Staff. (Only super users can access the **Support Tables** and **Staff** menu items.)
- **Window**—Cascade, and name of all open windows, if any.
- **Help**—Help Index and About PTCC.

!!!	Menu availability and content may differ between sub-modules.

FYI	Each module contains sub-modules that capture or display related information. Some sub-modules contain more than one tab, allowing for additional information to be captured.

System Reminders

The system provides various reminders and warnings about missing information or business rule violations, when attempting to save data. The following are some of the common dialog boxes:

Invalid Data

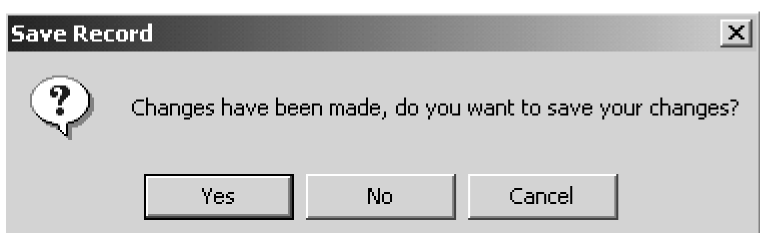
This appears when attempting to save information in the **Demographics** tab before selecting one of the following processes: **Interview/Pending**, **Investigation**, or **Intake**.

Missing Information

This appears when attempting to save a window without entering all required information.

Save Changes

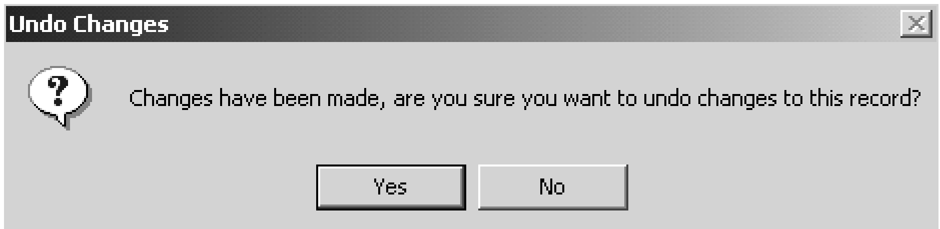
This appears when attempting to leave a window without saving.



System Reminders, continued

Undo Changes

This appears when the **Undo** icon is clicked.



Valid Placement

This appears when attempting to continue before entering a valid placement.

Pending/Closed Modification

This appears when attempting to modify placement-related information when the current status is **Pending** or **Closed**.

Chapter 3: Common Operations

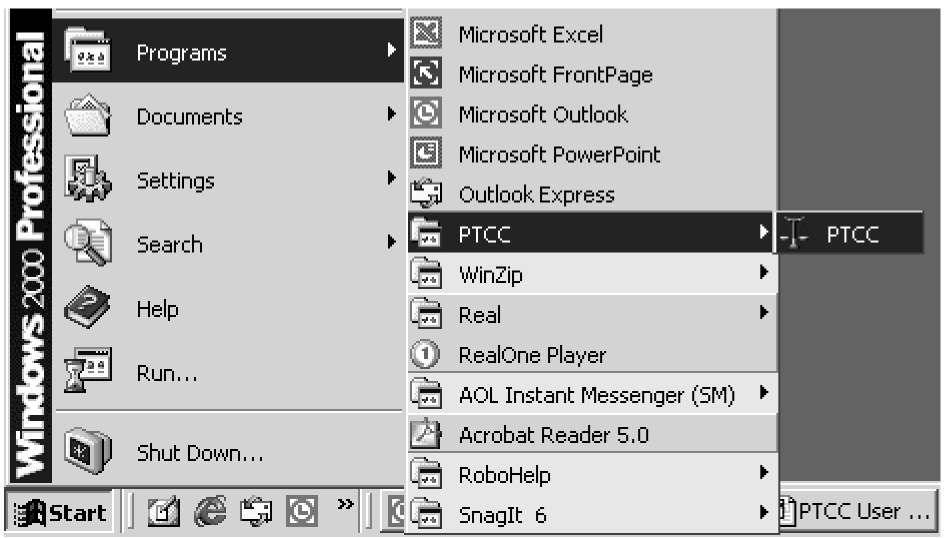
This chapter contains information about operations that are common to both Pretrial and Community Corrections users, such as logging in to the system and viewing cases.

Logging In

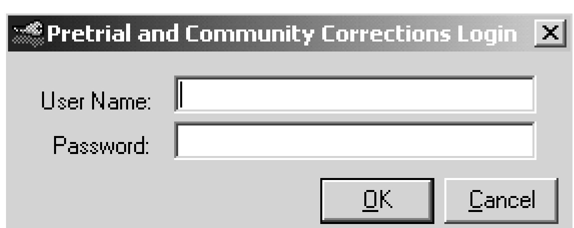
Follow the steps in the procedure below to log in to the PTCC Case Management System.

1. Click the **PTCC** icon, or

2. Click **Start>Programs>PTCC>PTCC**.



Result: The **Pretrial and Community Corrections Login** window appears.



Pretrial and Community Corrections Login window

Logging In, continued

3. Type your `user name` in the **User Name** field and your `password` in the **Password** field.

FYI	**User Name** and **Password** are required for security and data integrity. If a different user name appears in the **User Name** field, that person was the last one to log in to PTCC from that computer. To change the name, highlight the contents of the **User Name** field and type your user name.

4. Click **OK**.

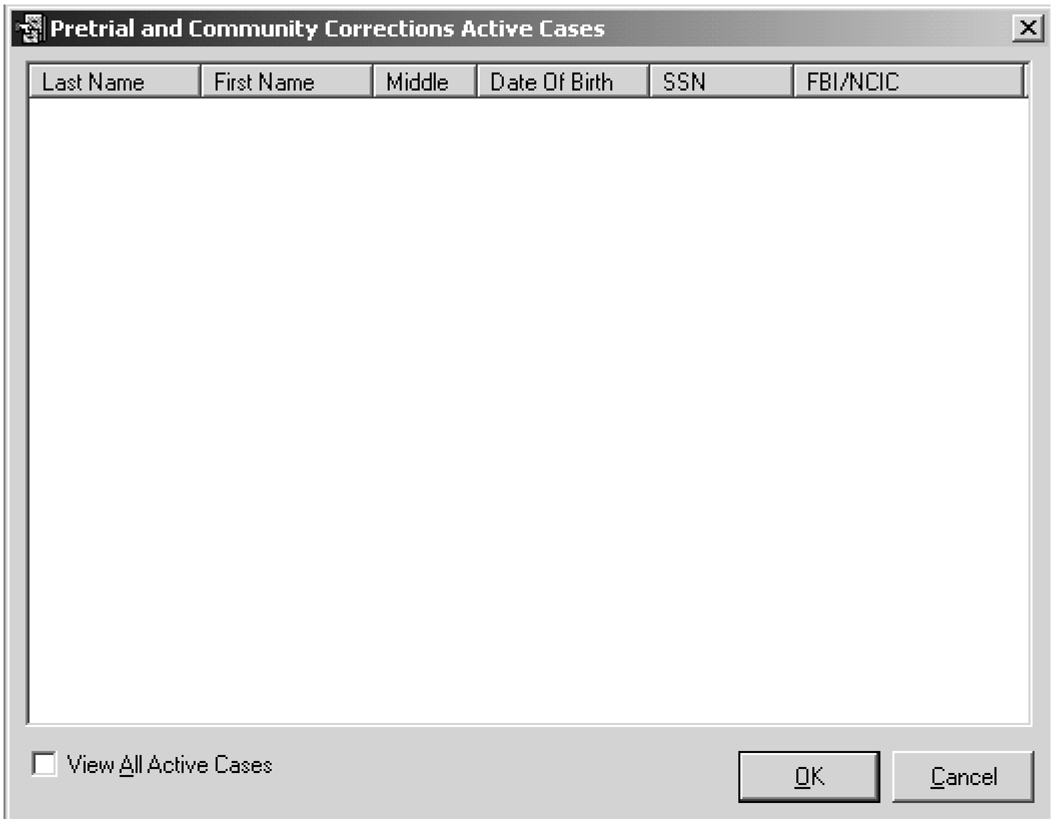
   <u>Result</u>: If you have active cases assigned to you, the **Active Cases** window appears with your cases listed. If you do not have active cases assigned to you, a blank window appears.

   - From the **Active Cases** window, you can select the case you want to view or update from your active cases, view all active cases and select a case to view or update, or close the **Active Cases** window and get to the blank window.
   - From the blank window, you can create a new case, search for an existing case, or access any menu on the menu bar.

FYI	The **Active Cases** window does not show cases that have no placements, nor those placements that have a status of **Inactive**, **Pending**, or **Closed**.

Viewing Active Cases

Upon entering PTCC, if you have active cases assigned to you, the cases will appear in the **Active Cases** window. The window contains summary information about all cases assigned to you that currently have an active placement. The cases appear as line items in the window, showing the following information: **Last Name**, **First Name**, **Middle**, **Date of Birth**, **SSN**, and **FBI/NCIC**.



Active Cases window

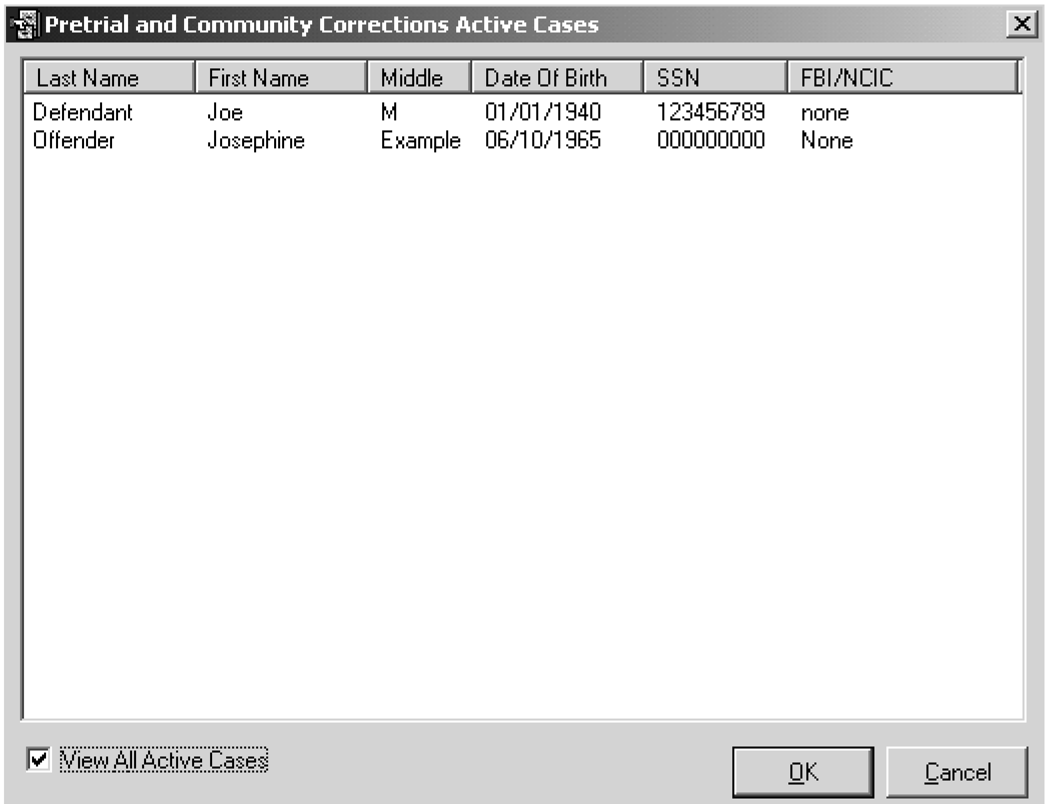
FYI	To access the **Active Cases** window at any time click **File>Open Active Cases** on the menu bar.

Viewing Active Cases, continued

Viewing All Active Cases

To view all active cases, select the **View All Active Cases** check box on the **Active Cases** window.

> Result: The **Active Cases** window appears showing all active cases in the database, regardless of who they are assigned to.



Active Cases window

Selecting an Active Case

To select an active case from the list of active cases, double-click the case in the **Active Cases** window, or highlight the case and click the **OK** button.

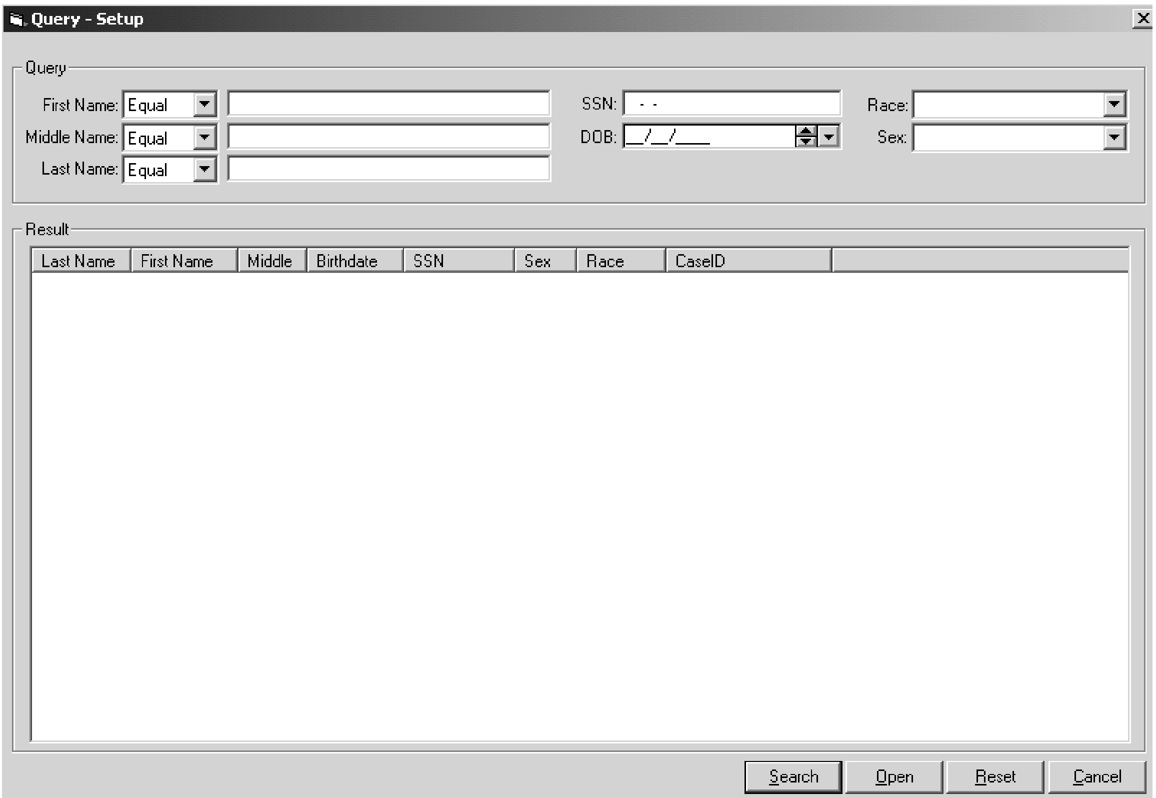
> Result: The case appears in the **Demographics** tab of the **Setup** module.

Searching for a Case

To search for a case that does not currently have any active placements, follow the steps in the procedure below to access the **Query-Setup** window:

1. Click **Edit>Find**, or press the **`Control`** and **`F`** keys at the same time.

   Result: The **Query-Setup** window appears.



Query-Setup window

2. Type the criteria by which you want to search for a case in the data fields at the top of the window. Search using any of the following criteria: **First Name**, **Middle Name**, **Last Name**, **SSN** (Social Security Number), **DOB** (date of birth), **Race**, and/or **Sex**.

FYI	The **Query-Setup** window does not allow searches by **Case ID**, but **Case ID** appears as part of the line item in the **Result** list box.

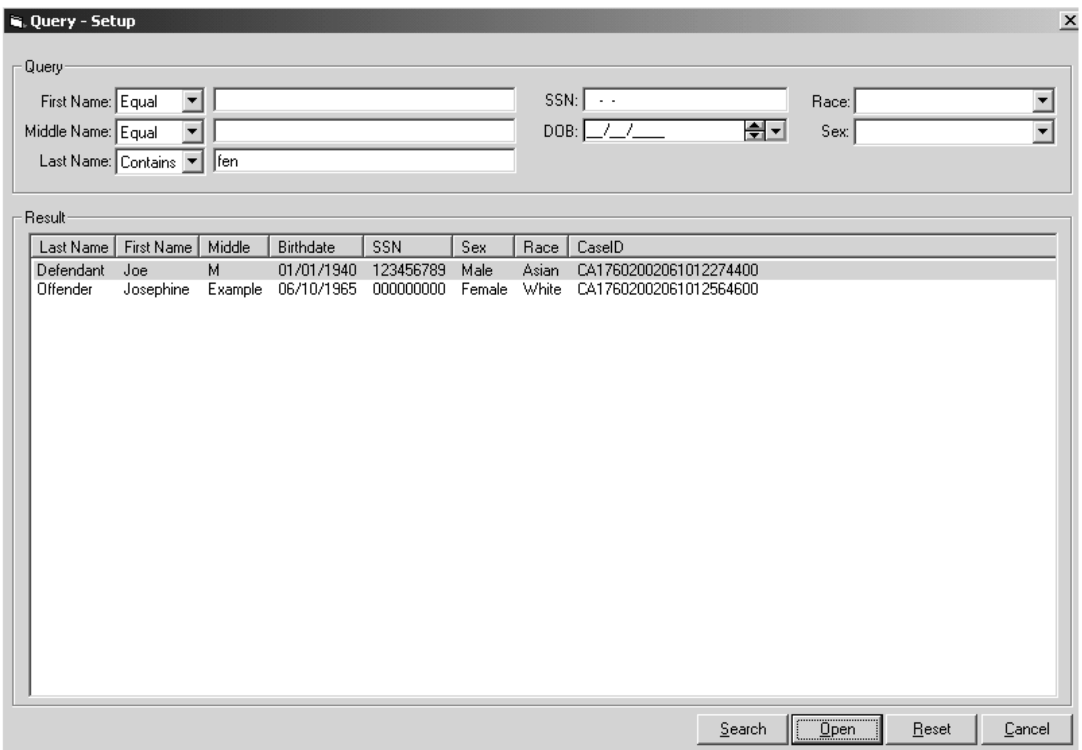
Searching a Case, continued

The name fields contain drop-down lists that can be used to modify the search using the following selections: **Begins**, **Ends**, **Equals**, or **Contains**.

- **Begins** searches for a case whose name starts with the letters typed in that field.
- **Ends** searches for a case whose name ends with the letters typed in that field.
- **Equals** searches for a case whose name matches the letters typed in that field.
- **Contains** searches for a case whose name includes the letters, in the order they were typed, in that field.

3. Click the **Search** button.

   Result: The following screen shot shows the results of a search for cases whose last names contain the letters **fen**.



Query-Setup window

4. Highlight the case you want to open in the **Result** list box and click the **Open** button, or double-click the case.

   Result: The case appears in the **Demographics** tab of the **Setup** module.

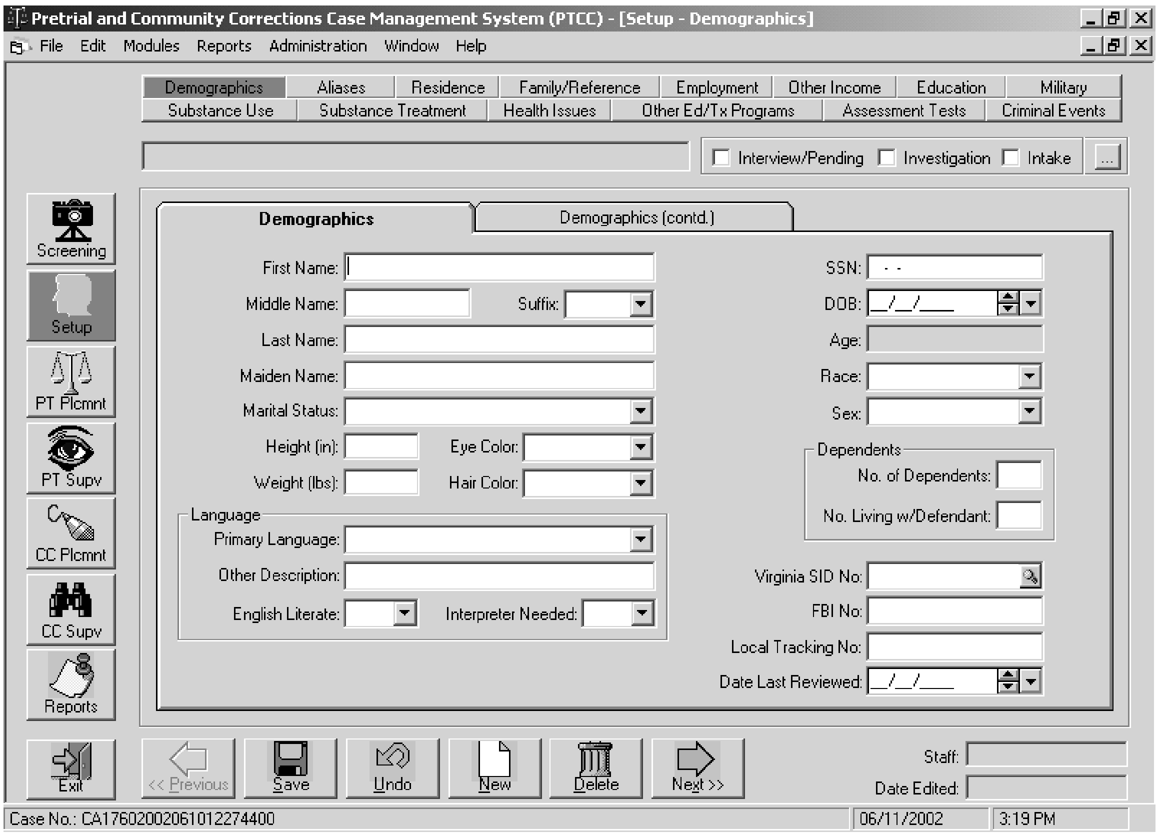
FYI	Anytime a case is opened or a new case is created, the case appears in the **Demographics** tab in the **Setup** module.

Creating a New Case

Follow the steps in the procedure below to create a new case:

1. Click **File>New Case**.

   Result: A blank **Demographics** tab appears.



Demographics tab

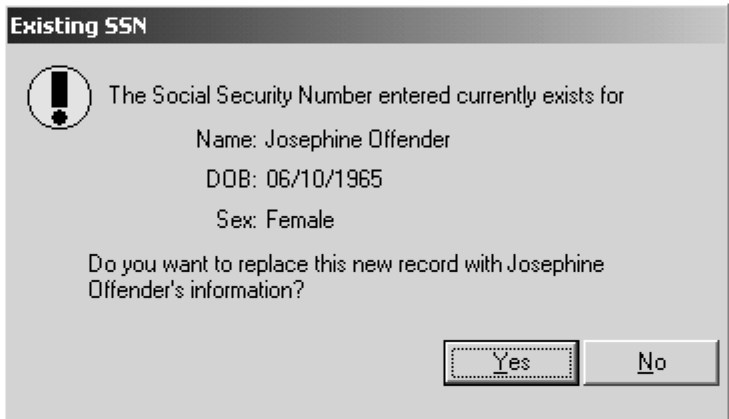
2. Select one of the three process check boxes at the top of the window: **Interview/Pending**, **Investigation**, or **Intake**. Each process activates a different set of required fields on this screen, and throughout the **Setup** module. Click the **Ellipses** icon to see which sub-modules are required for each process type. Once a process has been selected, type all available information in the fields, ensuring that, at a minimum, all required fields are complete.

FYI	For more information about the processes, see ***Demographics Data Fields*** on page 4-3.

Existing Social Security Numbers

The system provides a warning when an existing Social Security Number (SSN) has been entered.

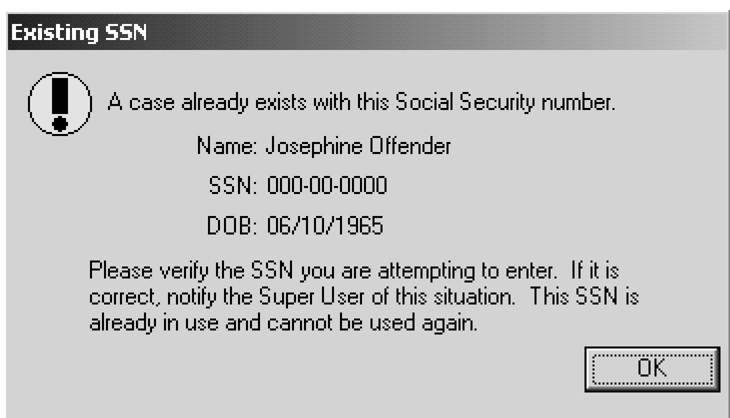
If an existing SSN is entered for a new case, the following dialog box appears when the case is saved:



Existing SSN dialog box

To replace the new record with the existing information, click the **Yes** button. To enter a different SSN for the new record, click the **No** button and enter a different SSN, or all 9's if the case's SSN is unknown.

If a case's SSN is changed to an existing SSN, the following dialog box appears when the case is saved:

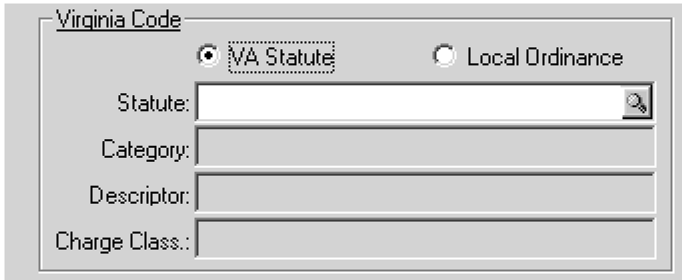


Existing SSN dialog box

Click the **OK** button, and verify the SSN. If the correct SSN was entered, notify the ***Super User*** (for more information about ***Super Users***, see **Staff Access Levels** on page 12-18). To save the case until the duplicate SSN issue is resolved, click the **Undo** icon.

Searching for a VA Statute or Local Ordinance

When a charge is required, it must be identified as a **Virginia Code** or **Local Ordinance**. Click the appropriate radio button, and search for the charge.

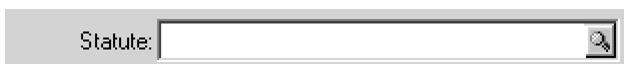


If the charge violates a ***VA Statute***, go to the section ***Searching for a VA Statute***; if the charge violates a ***Local Ordinance***, go to the section ***Searching for a Local Ordinance***.

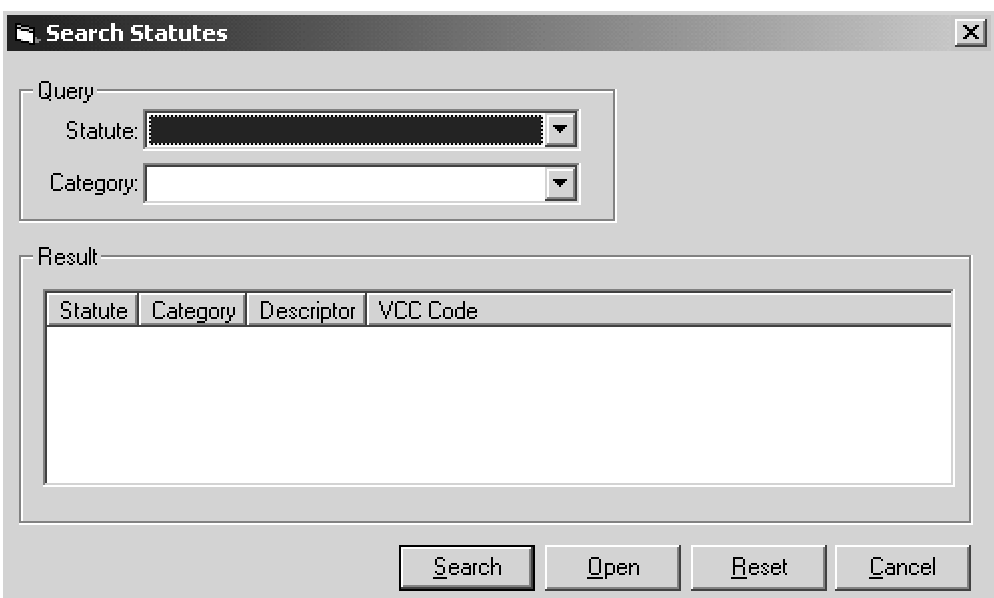
Searching for a VA Statute

To enter a specific Virginia statute, search for it by clicking the **Magnifying Glass** icon at the end of the **Statute** data field. Follow the steps in the procedure below to search for statutes:

1. Click the **Magnifying Glass** icon at the end of the **Statute** data field.



Result: The **Search Statutes** window appears.



Search Statutes window

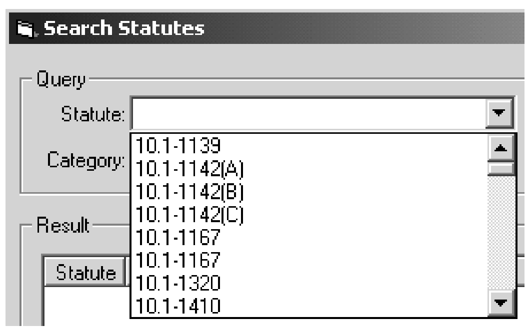
Searching for a VA Statute or Local Ordinance, continued

Tip	Search for either a statute or a category, not both. Searching for both causes the system to return the following message: 

2. Statutes can be searched in either of two ways: by **Statute** number or by **Category**.

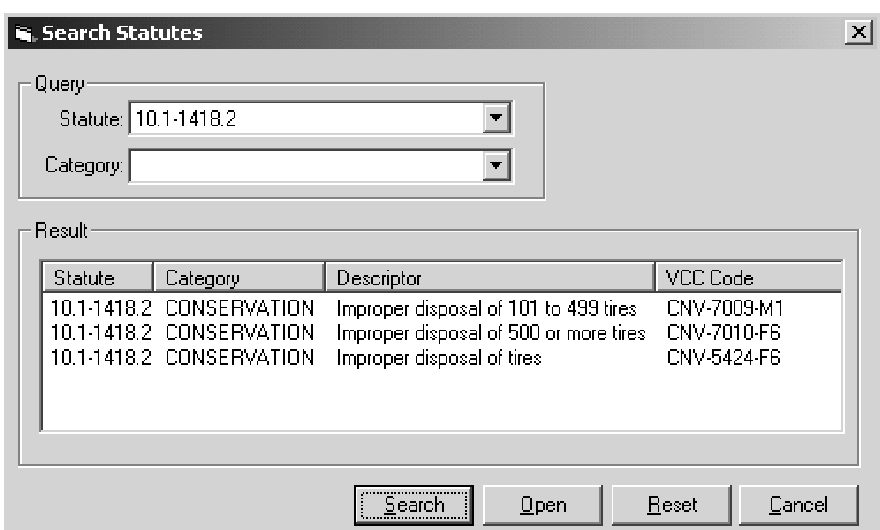
   a. To search by **Statute** number:

      i. Click the **Statute** drop-down arrow.



      ii. Select a statute number from the drop-down list, and click the **Search** button.

Result: The related **Statutes** appear as line items in the **Result** list box.



Searching for a VA Statute or Local Ordinance, continued

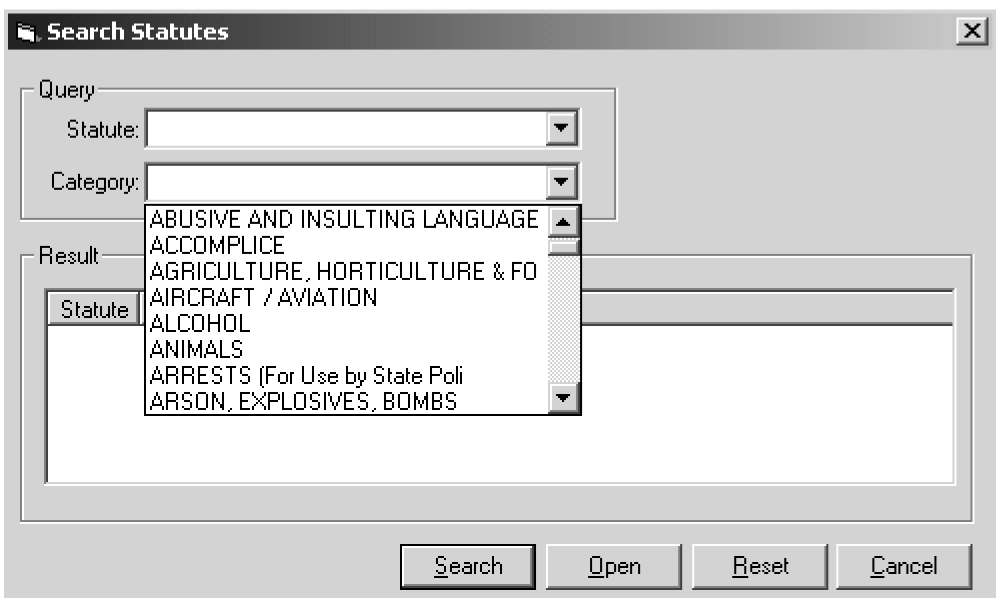
iii. Select the desired statute from those listed in the **Result** list box, and click the **Open** button.

Result: The statute number appears in the **Statute** field, and the system automatically fills the **Category**, **Descriptor**, and **Charge Class** fields.

b. To search by **Category**:

i. Click the **Category** drop-down arrow.

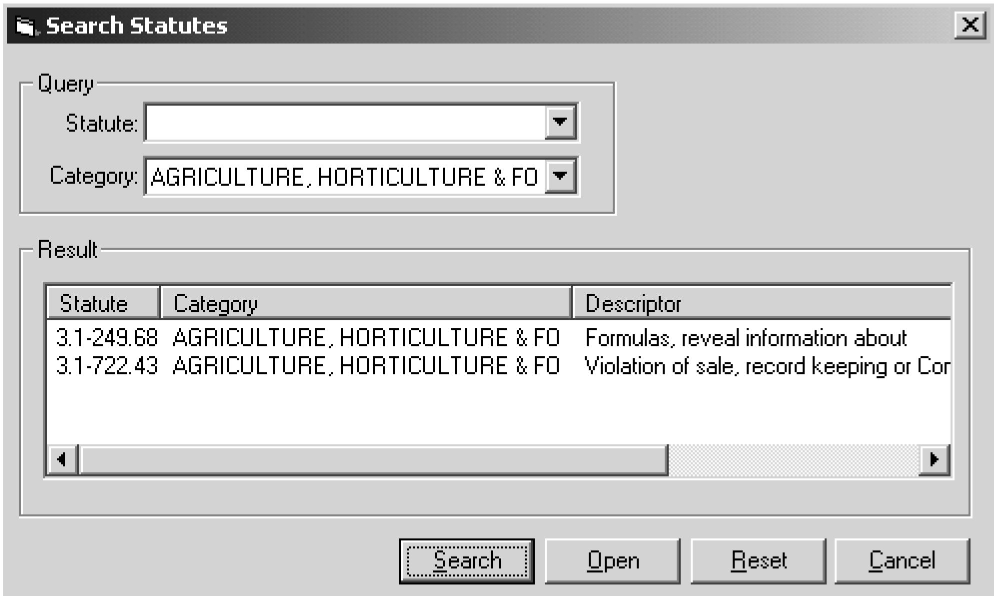
Result: The **Category** drop-down list appears.



Searching for a VA Statute or Local Ordinance, continued

ii. Select a category from the drop-down list, and click the **Search** button.

Result: The related **Statutes** appear as line items in the **Result** list box.



iii. Select the desired statute from those listed in the **Result** list box, and click the **Open** button.

Result: The statute number appears in the **Statute** field, and the system automatically fills the **Category**, **Descriptor**, and **Charge Class.** fields.

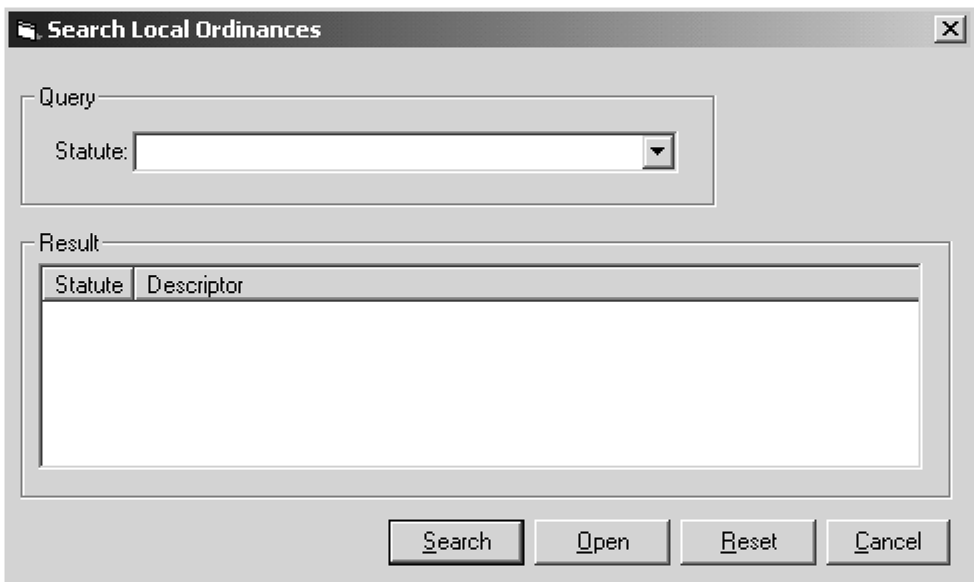
Searching for a VA Statute or Local Ordinance, continued

Searching for a Local Ordinance

To enter a specific Local Ordinance, search for it by clicking the **Magnifying Glass** icon at the end of the **Statute** data field. Follow the steps in the procedure below to search for local ordinances:

1. Click the **Magnifying Glass** icon at the end of the **Statute** data field.

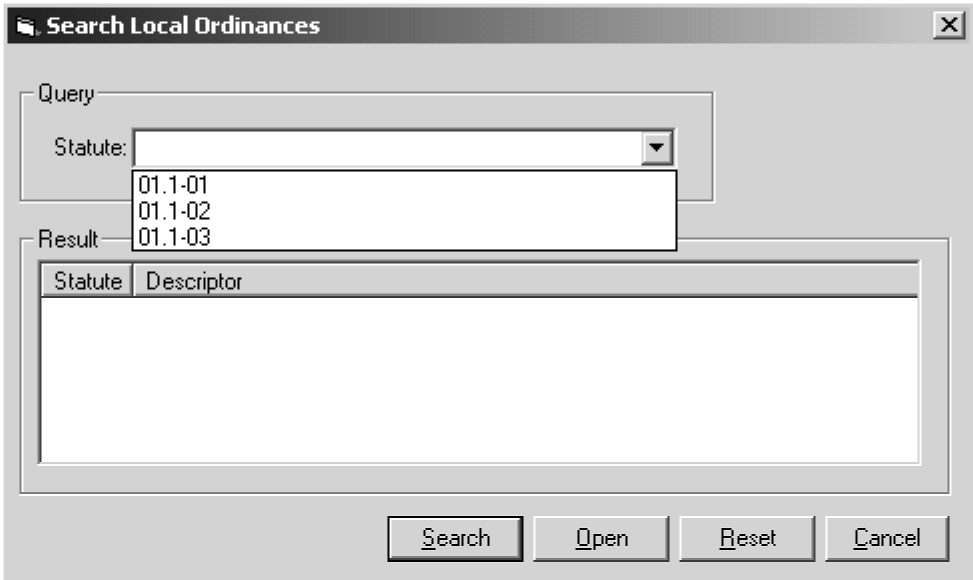
Result: The **Search Local Ordinances** window appears.



Searching for a VA Statute or Local Ordinance, continued

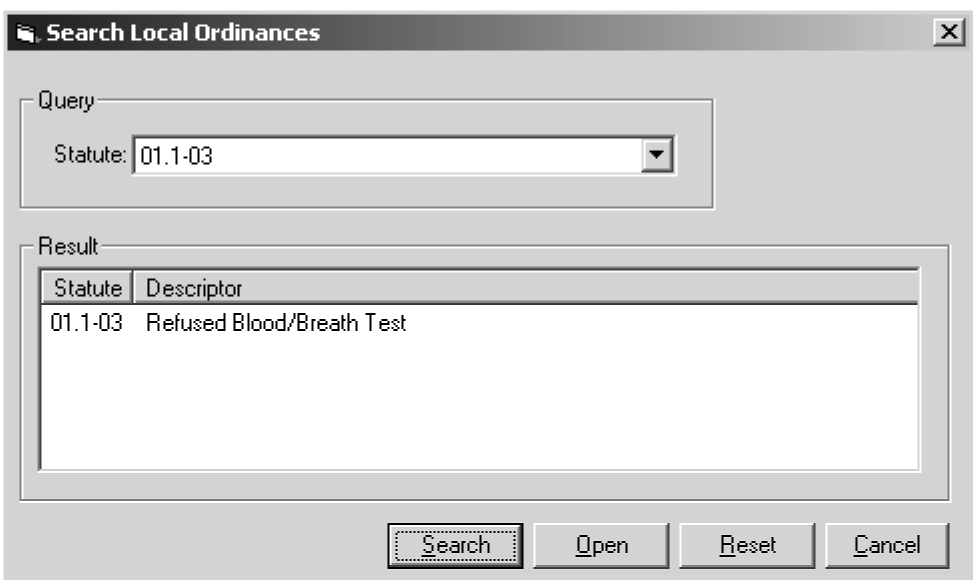
2. Click the **Statute** drop-down arrow.

   Result: The **Local Ordinances** drop-down list appears.



3. Select the **Local Ordinance** from the drop-down list, and click the **Search** button.

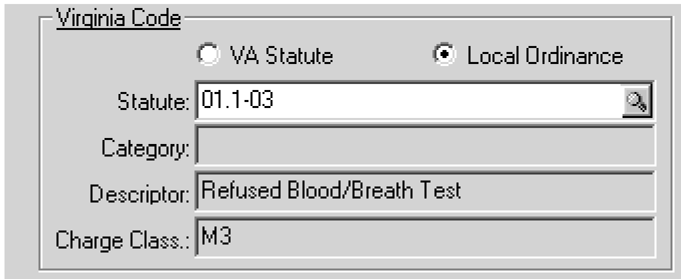
   Result: The related **Local Ordinances** appear as line items in the **Result** list box.



Searching for a VA Statute or Local Ordinance, continued

4. Select the desired **Local Ordinance** from those listed, and click the **Open** button.

   Result: The **Local Ordinance** appears in the **Statute** field, and the system automatically fills the **Descriptor** and **Charge Class.** fields.

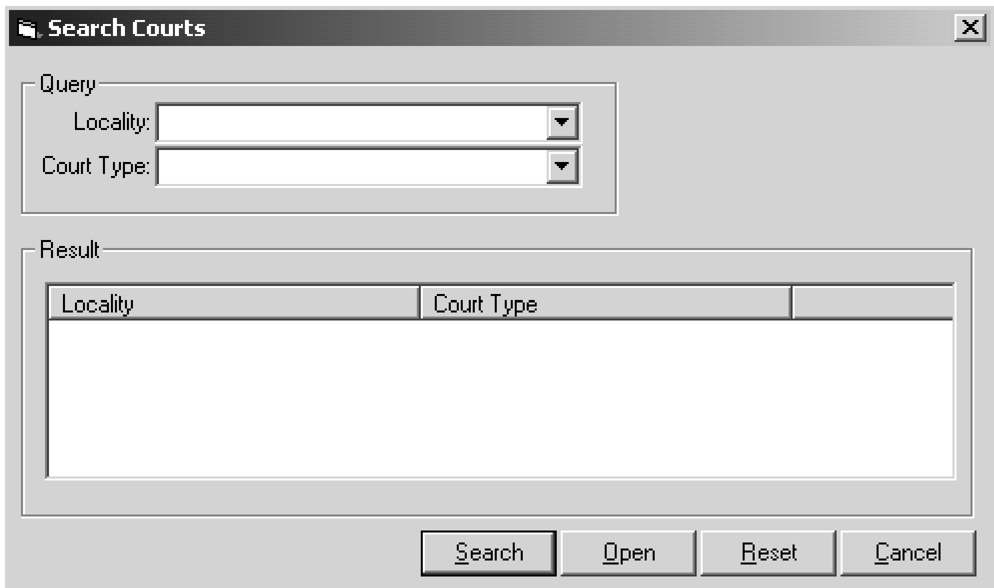


Searching for Courts

To enter a specific court, search for it by clicking the **Magnifying Glass** icon at the end of the **Court** data field. Follow the steps in the procedure below to search for a court:

1. Click the **Magnifying Glass** icon at the end of the **Court** data field.

Result: The **Search Courts** window appears.



Search Courts window

FYI	Searching by locality returns all courts serving the locality. Searching by court returns all localities served by that court type (General District, General District Criminal, General District Criminal & Traffic, General District Traffic, or Juvenile & Domestic Relations).

Tip	It is recommended that you search for either a locality or a court type, not both. Searching for both may return the **No Matches Found** error message if the wrong combination is entered.

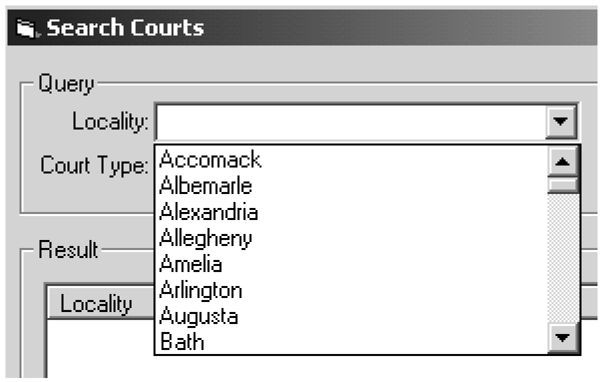
Searching for Courts, continued

2. A **Court** can be searched in either of two ways: by **Locality** or by **Court Type**.

   b. To search by **Locality:**

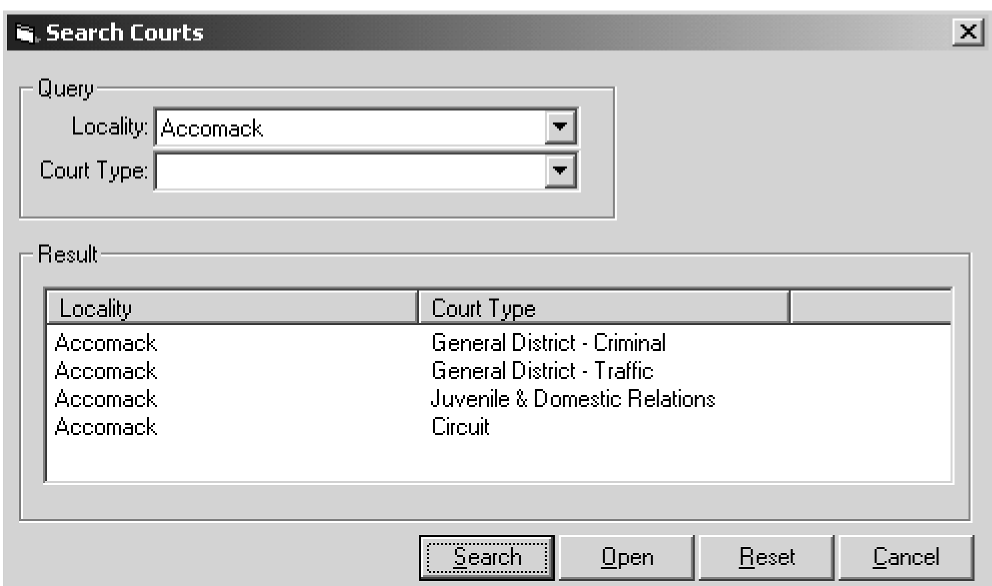
      i. Click the **Locality** drop-down arrow.

      Result: The **Locality** drop-down list appears.



      ii. Select a locality from the drop-down list, and click the **Search** button.

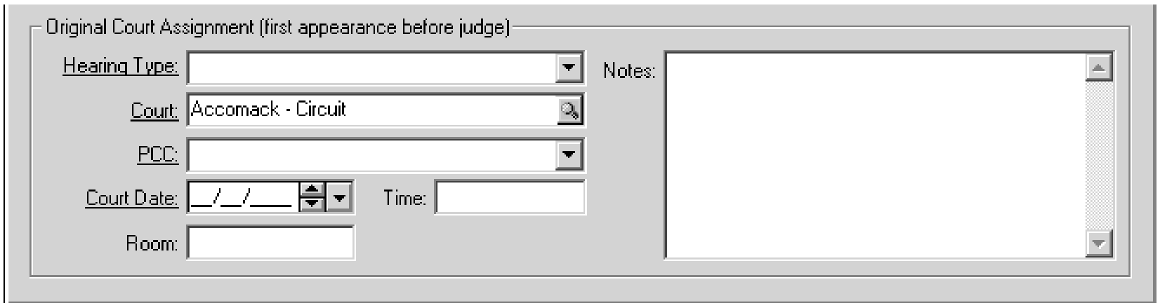
      Result: Matches for the **Locality** and any **Court Type** appear in the **Result** list box in the **Search Courts** window.



Searching for Courts, continued

iii. Select the desired court from the **Result** list box, and click the **Open** button.

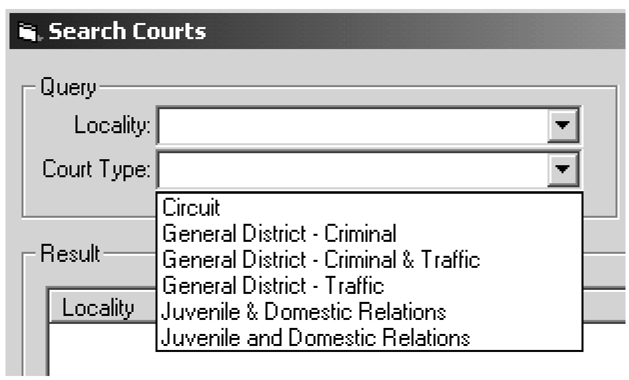
Result: The locality and court type appear in the **Court** field.



c. To search by **Court Type:**

i. Click the **Court Type** drop-down arrow.

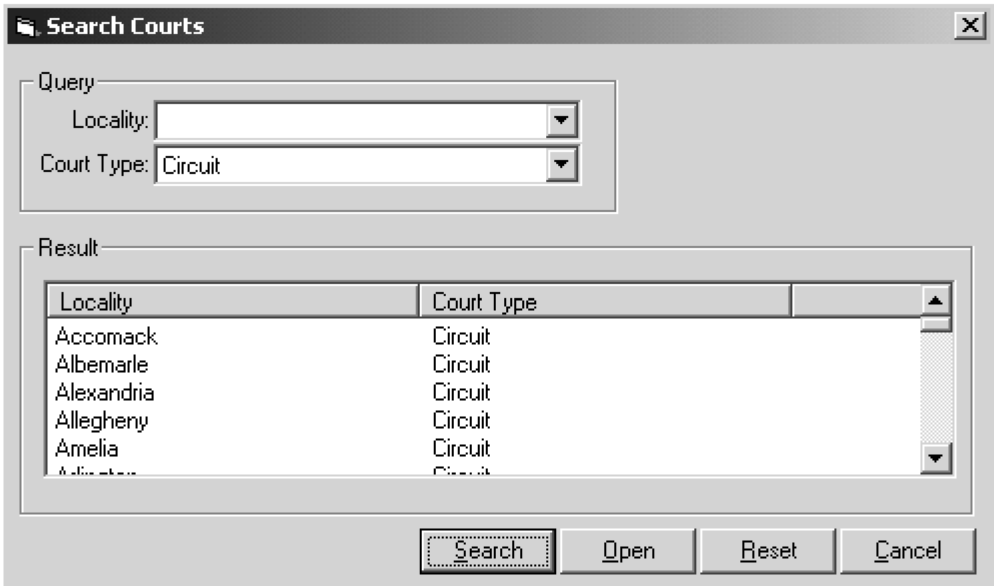
Result: The **Court Type** drop-down list appears.



Searching for Courts, continued

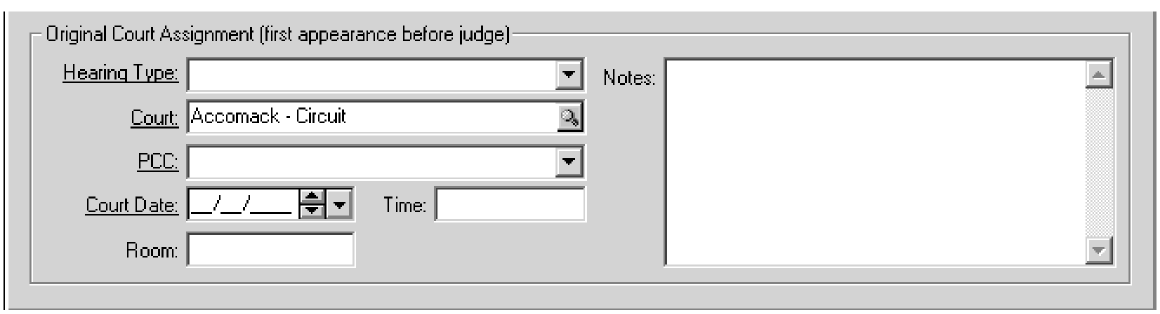
ii. Select a court type from the drop-down list, and click the **Search** button.

Result: Matches for all localities that have that court type appear in the **Result** list box in the **Search Courts** window.



iii. Select the desired locality from the **Result** list box, and click the **Open** button.

Result: The locality and court type appear in the **Court** field.



Statewide Search for Defendants and Offenders

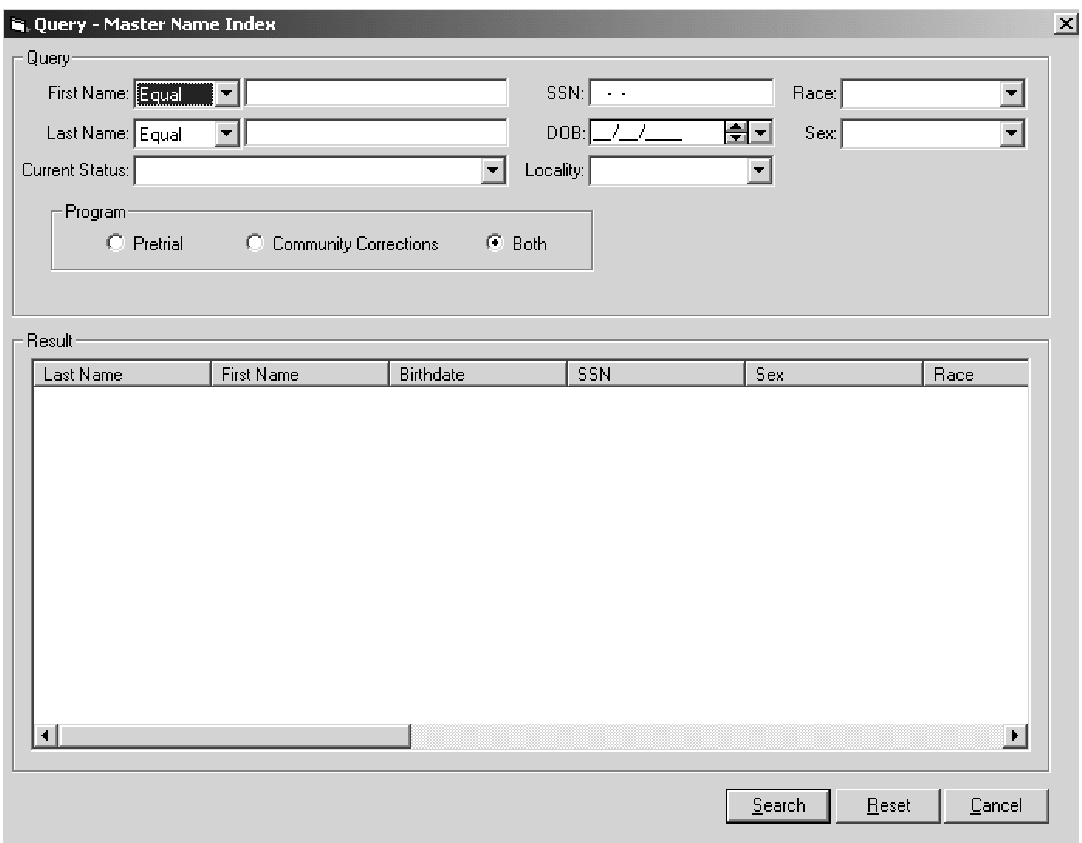
The **Master-Name Index** is a database that contains records for all cases in the state that have at least one current and/or past PTCC placement. Use the **Master-Name Index** to search the statewide database of defendants and offenders who have an active, inactive, or closed PTCC placement in a locality in the state. For more information about a case identified in the **Master-Name Index**, call the program listed in the **Master-Name Index** record for that case.

Using Edit>Find (Master-Name Index) to Locate a Defendant or Offender

Follow the procedure below to conduct a statewide search for a defendant or offender.

1. Click **Edit** on the **PTCC** menu bar, and click **Find (Master-Name Index)**, or press the `Ctrl` and `I` keys at the same time.

Result: The **Query-Master Name Index** window appears.



2. Select the **Radio** button to search the desired program (Pretrial, Community Corrections, or both).

Statewide Search for Defendants and Offenders, continued

3. To search for a case, type the search criteria in the data fields at the top of the window. Searches can be completed by **First Name**, **Last Name**, **Current Status**, **SSN** (Social Security Number), **DOB** (date of birth), **Locality**, **Race**, and/or **Sex**.

   The name fields contain drop-down lists that can be used to modify the search using the following selections: **Begins**, **Ends**, **Equals**, or **Contains**.

   - **Begins** searches for cases whose names start with the letters typed in that field.
   - **Ends** searches for cases whose names end with the letters typed in that field.
   - **Equals** searches for cases whose names match the letters typed in that field.
   - **Contains** searches for cases whose names include the letters, in the order they were typed, in that field.

4. Click the **Search** button and the cases that match the search criteria appear in the **Result** list box. The **Result** list box shows the following information about each case: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Birthdate**, **SSN**, **Sex**, **Race**, **Case ID**, **Locality**, **No. PT Plcmts**, **PT Status**, **PT Status Date**, **No. CC Plcmts**, **CC Status**, **CC Status Date**, **Program**, **SID**, and **FBI No.**.

5. If the specified case is found, call the locality where the case has a current or past PTCC placement.

Chapter 4: Setup Module

This chapter contains information about the **Setup** module. The module captures and displays information in PTCC. When opening a new or existing case, PTCC opens to the **Demographics** tab in **Setup**. **Setup** includes the following sub-modules:

- Demographics
- Aliases
- Residence
- Family/Reference
- Employment
- Other Income
- Education
- Military
- Substance Use
- Substance Treatment
- Health Issues
- Other Ed/Tx Programs
- Assessment Tests
- Criminal Events—accesses the following sub-modules:
  Pending Charges
  Outstanding Warrants
  Prior Criminal Activity

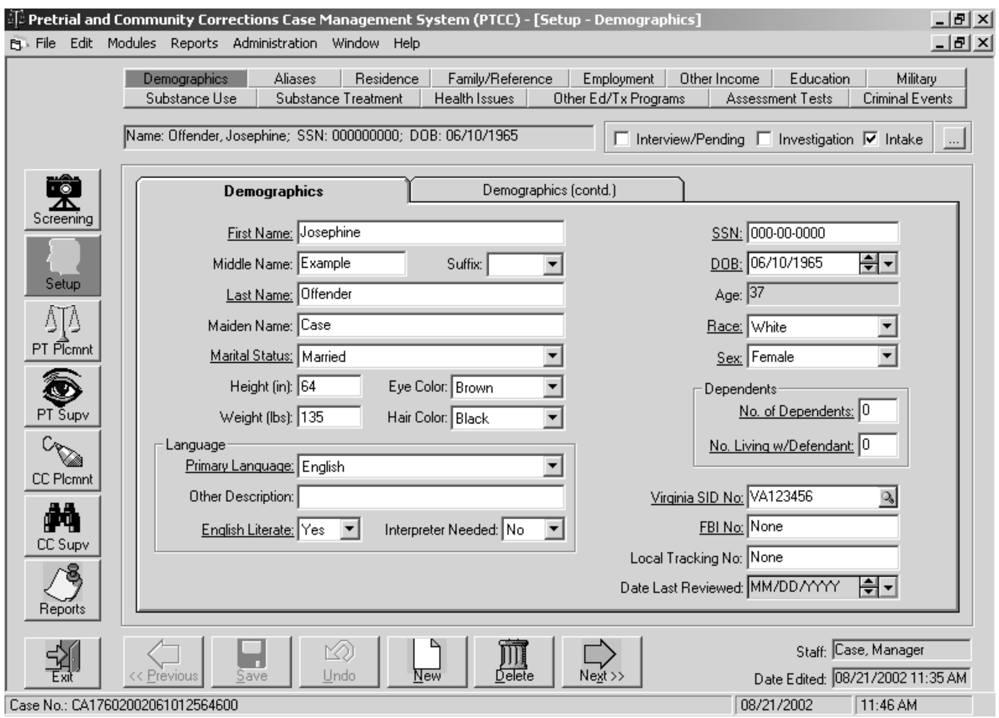
FYI	Information in the **Setup** module is required by minimum standards as part of program operations.

Demographics

The **Demographics** sub-module captures and displays personal information about a case. The sub-module consists of two tabs: **Demographics** and **Demographics (contd.)**.

Demographics Tab

The **Demographics** tab allows for the addition, modification, or deletion (with limitations, see **Appendix A: Deleting a Case, Placement, and/or Screening** on page A-1) of personal information about a case. Data entry minimum requirements for this tab vary, depending on the process that is being completed: **Interview/Pending**, **Investigation**, or **Intake**. One of the processes must be selected in order to save the information. Once the process is selected, the system identifies the minimum required fields by underlining the field names. When a new case is saved, the system automatically assigns a case number, which appears in the bottom section left corner of the PTCC window.



Demographics Tab

FYI	The **Interview/Pending** process is used when interviewing a defendant in preparation for an investigation and to set up a placement in advance of an intake (pending). The **Investigation** process is used when completing a pretrial investigation. The **Intake** process is used when performing a full intake.

Only users with ***Supervisor*** rights to PTCC can enter a **Date Last Reviewed**. For more information about ***Supervisor*** rights, see **Staff Access Levels** on page 12-18.

Click the **New** icon to clear the data fields on both tabs and enter a new case.

Demographics, continued

Demographics Data Fields

The following table lists the minimum required fields based on the process type selected in the **Demographics** tab. The table shows the field names, whether they are required, and what should be entered.

Interview/Pending Process Requirements		Six fields are required when conducting an ***Interview***, or setting up a pending **PT** or **CC Placement**.
Field	**Required**	**Entry**
First Name	***Yes***	Type first name.
Last Name	***Yes***	Type last name.
SSN	***Yes***	Type Social Security Number. If unknown, use all 9's.
DOB	***Yes***	Select date.
Race	***Yes***	Select from drop-down.
Sex	***Yes***	Select from drop-down.
Investigation Process Requirements		All ***Interview*** requirements plus these three fields are required for an **Investigation**.
Field	**Required**	**Entry**
Martial Status	***Yes***	Select from drop-down.
No. of Dependents	***Yes***	Type number of dependents.
No. Living w/ Defendant	***Yes***	Type number of dependents living with the case.
Intake Process Requirements		All ***Interview*** and ***Investigation*** requirements plus these five fields are required for an **Intake**.
Field	**Required**	**Entry**
Primary Language	***Yes***	Select from drop-down.
Other Description	***No***	Type language.
English Literate	***Yes***	Select from drop-down.
Virginia SID No.	***Yes***	Type number; the system allows **None**.
FBI No.	***Yes***	Type number; the system allows **None**.

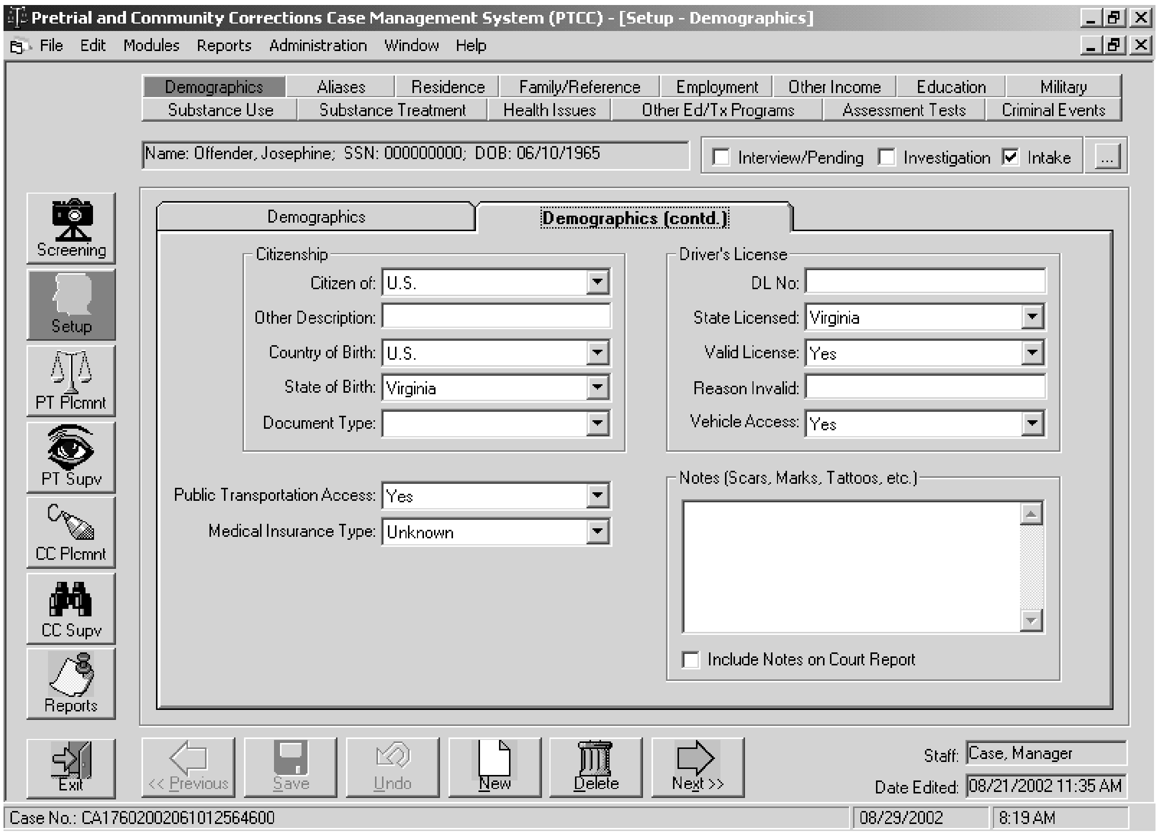
Demographics, continued

Non-required fields		These fields are not required, but are strongly recommended.
Field	**Required**	**Entry**
Middle Name	***No***	Type middle name.
Suffix	***No***	Select from drop-down.
Maiden Name	***No***	Type maiden name.
Height (in)	***No***	Type height in inches.
Weight (lbs)	***No***	Type weight in pounds.
Eye Color	***No***	Select from drop-down.
Hair Color	***No***	Select from drop-down.
Interpreter Needed	***No***	Select from drop-down.
Age	**-**	System filled.
Local Tracking No.	***No***	Type local tracking number.
Date Last Reviewed	***No***	Select date.

Demographics, continued

Demographics (contd.) Tab

The **Demographics (contd.)** tab is a continuation of the **Demographics** tab. It captures and displays additional personal information about a case.



Demographics (contd.) tab

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields on both tabs and enter a new case.

Demographics, continued

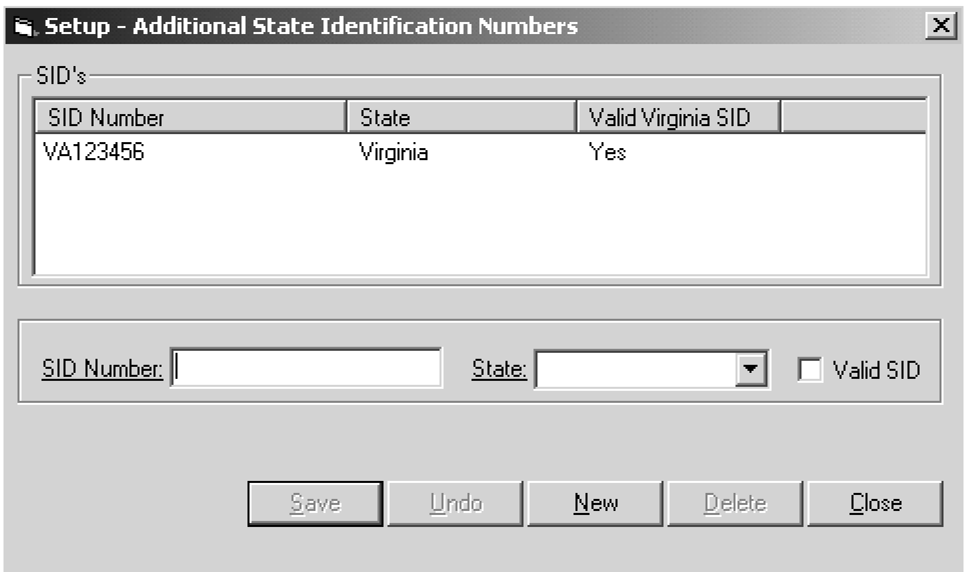
Entering SID Numbers

One SID (State Identification) number can be entered directly into the **Virginia SID No.** field. Follow the steps in the procedures below to add, modify, or delete additional SID numbers:

1. Save the information on the current **Demographics** tab.

2. Click the **Magnifying Glass** icon beside the **Virginia SID No.** field.

Result: The **Additional State Identification Numbers** window appears.



FYI	If the **SID Number** field contains a **SID Number**, that number and any additional **SID** numbers appear in the **SID's** list box.

Adding a SID Number

To add a **SID** number, follow the steps in the procedure below:

1. Click the **New** button to clear the fields.

2. Type the **SID** number in the **SID Number** field.

3. Click the **State** drop-down arrow.

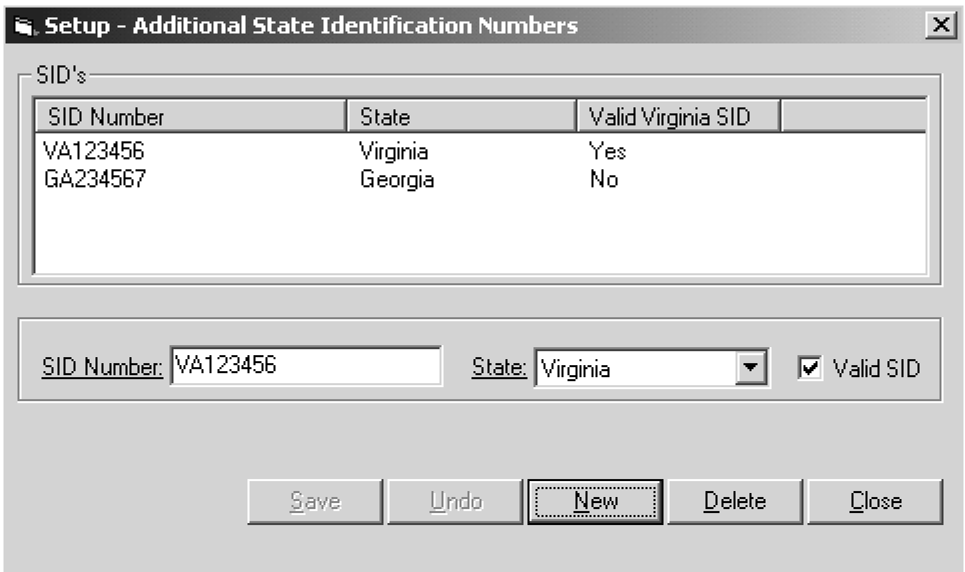
4. Select a state from the drop-down list.

Demographics, continued

5. If this **SID** is the valid **Virginia SID**, select the **Valid SID** check box.

6. Click **Save**.

   Result: The new **SID** number and related information appear in the list box. When the **Valid SID** check box is activated, **Yes** appears in the summary list box under the **Valid Virginia SID** column.



FYI	The **SID** marked as valid is the one that appears on the **Demographics** tab.

Modifying a SID Number

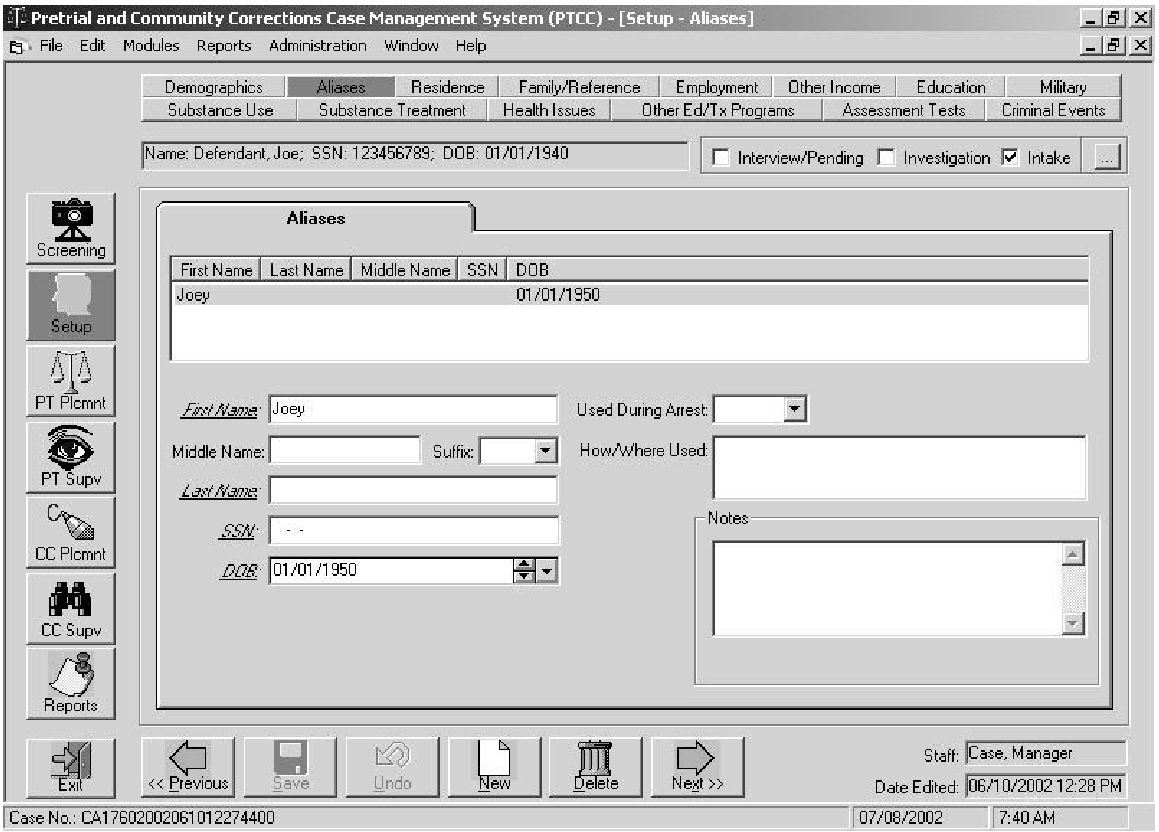
To modify a **SID** number:
- select a **SID** number in the list box
- make the changes in the data fields at the bottom section of the window, and
- click the **Save** button.

Deleting a SID Number

To delete a **SID** number:
- select a **SID** number record in the list box, and
- click the **Delete** button.

Aliases

The **Aliases** sub-module captures and displays alias information for a case. The sub-module contains one tab, **Aliases**. The tab contains a summary list box showing: **First Name**, **Last Name**, **Middle Name**, **SSN**, and **DOB**. Select an alias record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete alias information.



Aliases tab

Select **Yes** from the **Used During Arrest** drop-down list, if the person used the alias at the time of the arrest. Type comments about how and where the person used the alias during the arrest in the **How/Where Used** data field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another alias.

Residence

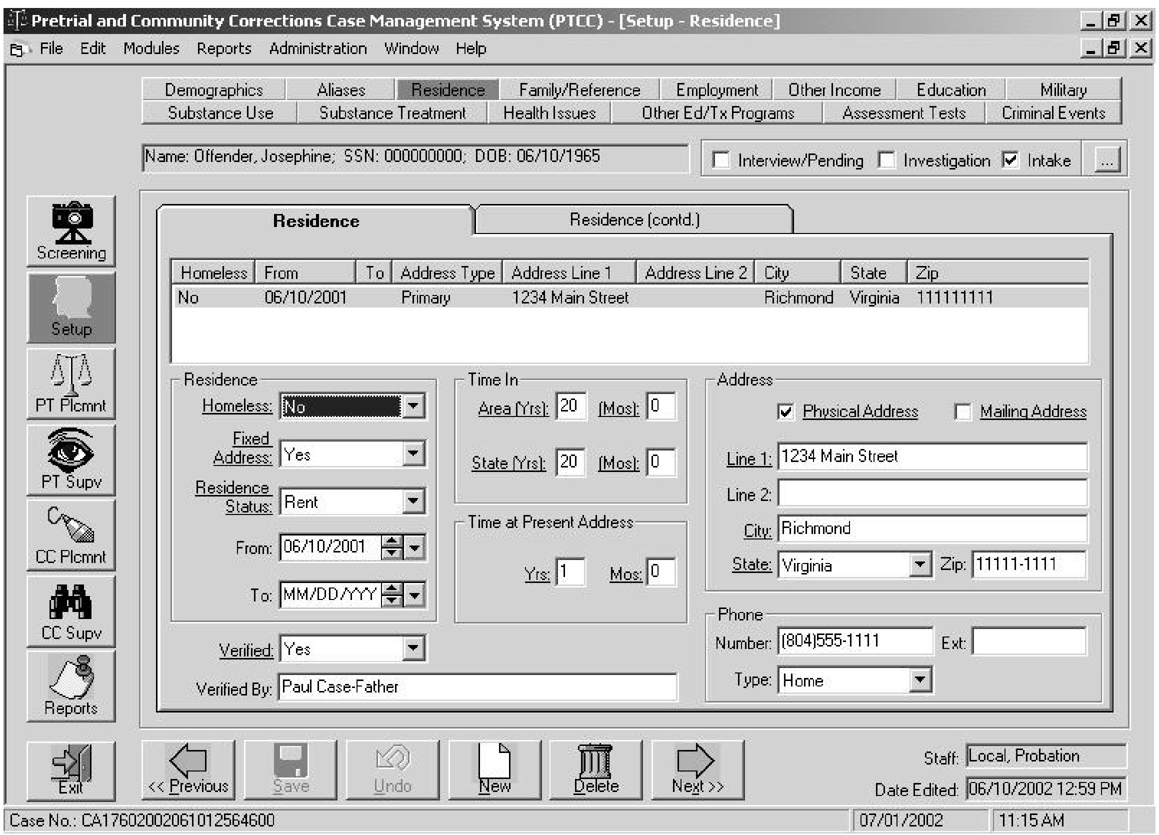
The **Residence** sub-module captures and displays information about the case's current and past addresses. The sub-module contains two tabs: **Residence** and **Residence (contd.)**.

Residence Tab

The **Residence** tab contains a summary list box showing: **Homeless**, **From**, **To**, **Address Type**, **Address Line 1**, **Address Line 2**, **City**, **State**, and **ZIP**. Select a residence record in the list box, and the details for that record appear in the fields at the bottom section of the tab and on the **Residence (contd.)** tab. Use the fields in this tab to add, modify, or delete residence information.

!!!	The **Investigation** and **Intake** processes require entry of at least one address.

FYI	PTCC uses the last residence record entered as the current residence for correspondence and in other instances when an address is needed.



Residence tab

Homeless, **Fixed Address**, **Time In Area**, and **Time in State** are case-specific fields rather than residence-specific. When these fields change in one record, they automatically change in all records.

Residence, continued

If the physical address is the same as the mailing address, click both check boxes, enter the physical address, and the mailing address will automatically be filled on the second tab.

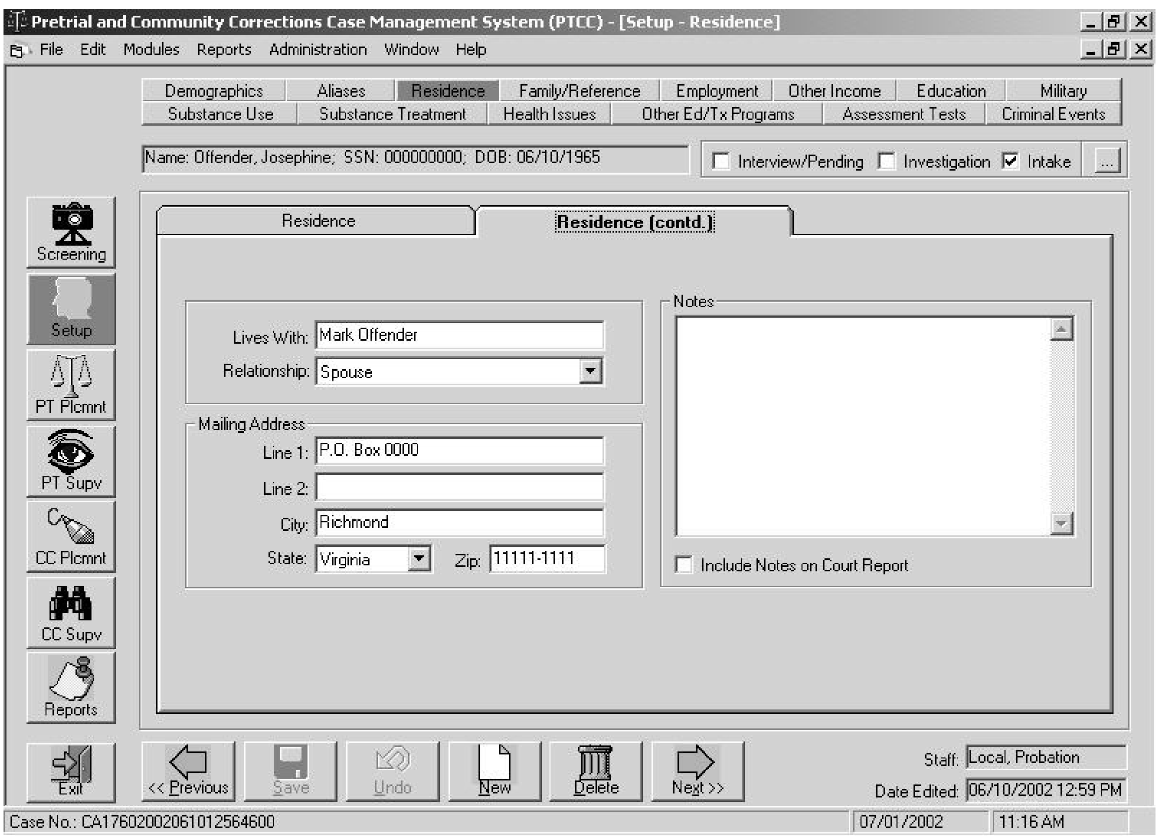
If the physical address differs from the mailing address, click the physical address check box, enter the physical address, and then enter the mailing address on the 2nd tab.

FYI	The mailing address, if entered, is used for all correspondence to the case. If mailing address is not entered, the physical address will be used.

Click the **New** icon to clear the data fields on both tabs and enter another residence.

Residence (contd.) Tab

The **Residence (contd.)** tab is a continuation of the **Residence** tab. The tab captures and displays additional information for the residence record.



Residence (contd.) tab

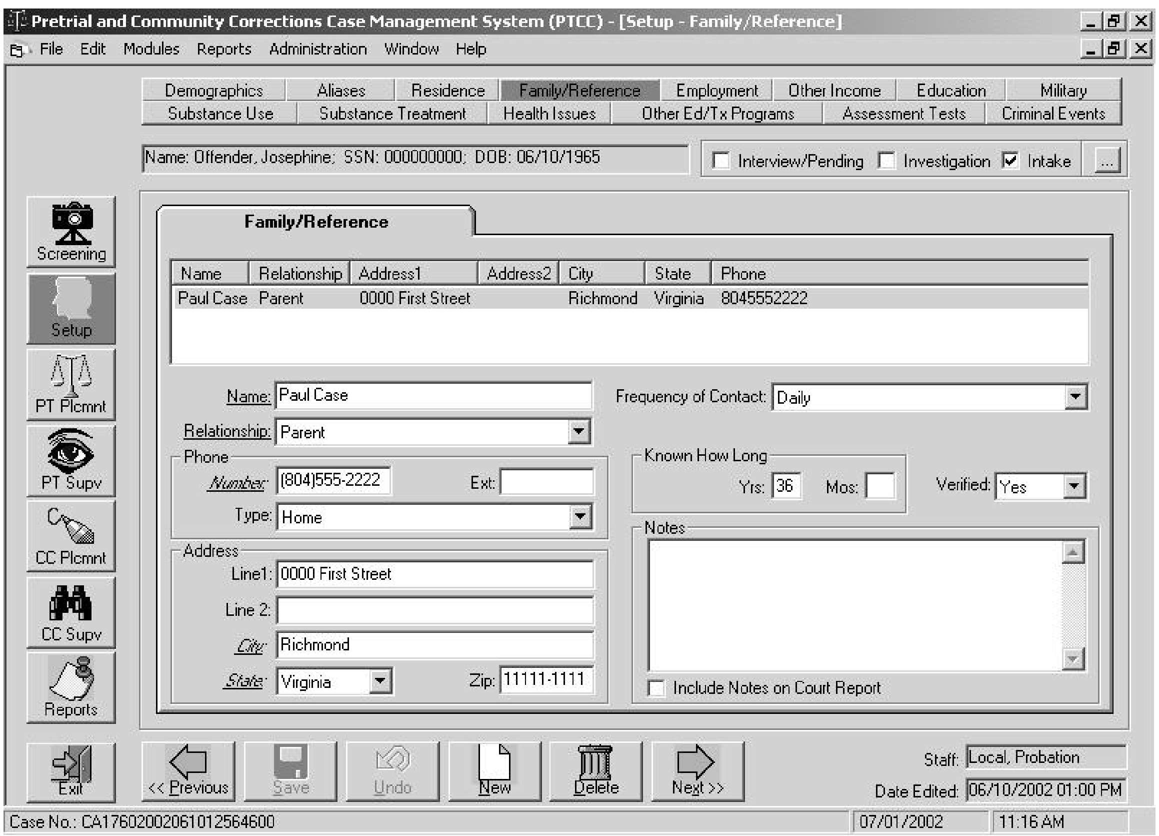
Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields on both tabs and enter another residence.

Family/Reference

The **Family/Reference** sub-module captures and displays information about a case's family members and references. The sub-module consists of one tab, **Family/Reference**. The tab contains a summary list box showing: **Name**, **Relationship**, **Address1**, **Address2**, **City**, **State**, and **Phone**. Select a family/reference record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete family/reference information.

FYI	When **Family/Reference** information is obtained, the following fields are required for the selected process: • Interview/Pending: **Name**. • Investigation and Intake: **Name**, **Relationship**, **Verified**, and either **City**, **State**, or **Phone Number**.



Family/Reference tab

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another family/reference record.

Employment

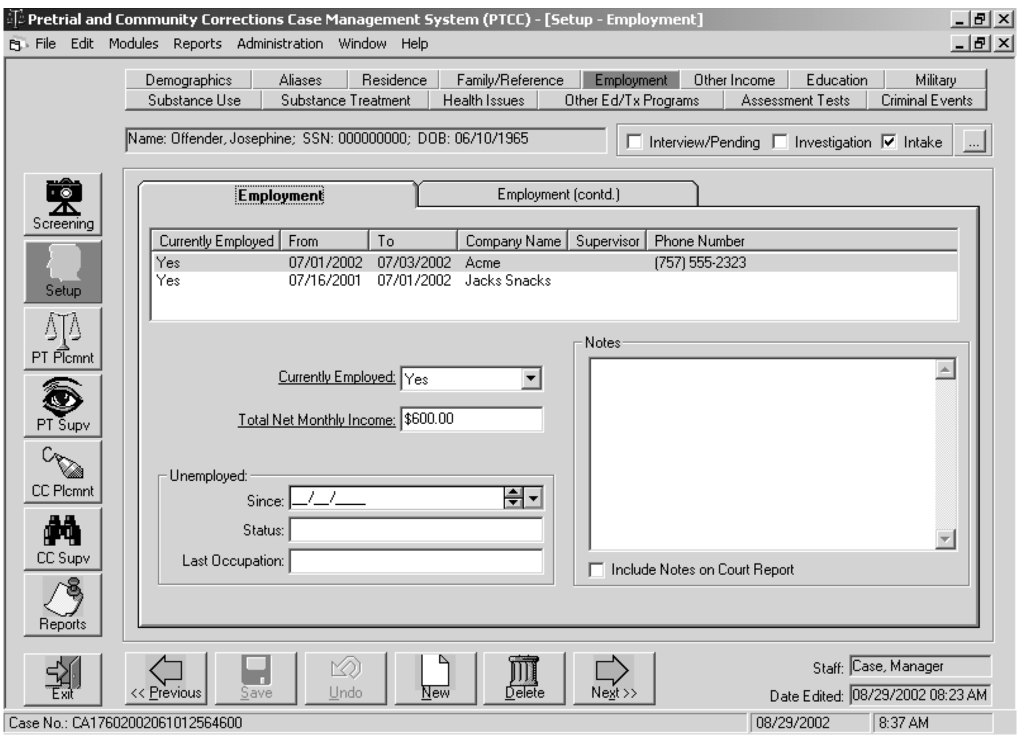
The **Employment** sub-module captures and displays information about a case's employment history. The sub-module contains two tabs: **Employment** and **Employment (contd.)**.

Employment Tab

The **Employment** tab contains a summary list box showing: **Currently Employed**, **From**, **To**, **Company**, **Supervisor**, and **Phone Number**. Select an employment record in the list box, and the details for that record appear in the fields at the bottom section of the tab and on the **Employment (contd.)** tab. Use the fields in this tab to add, modify, or delete employment information.

!!!	The **Investigation** and **Intake** processes require at least one employment record.

FYI	PTCC uses the last employment record entered as the current employment in instances when employment information is needed.



Employment tab

The **Employed** and **Total Net Income** data fields are case-specific rather than employment-specific. When either of these fields changes in one record, the field automatically changes in all records.

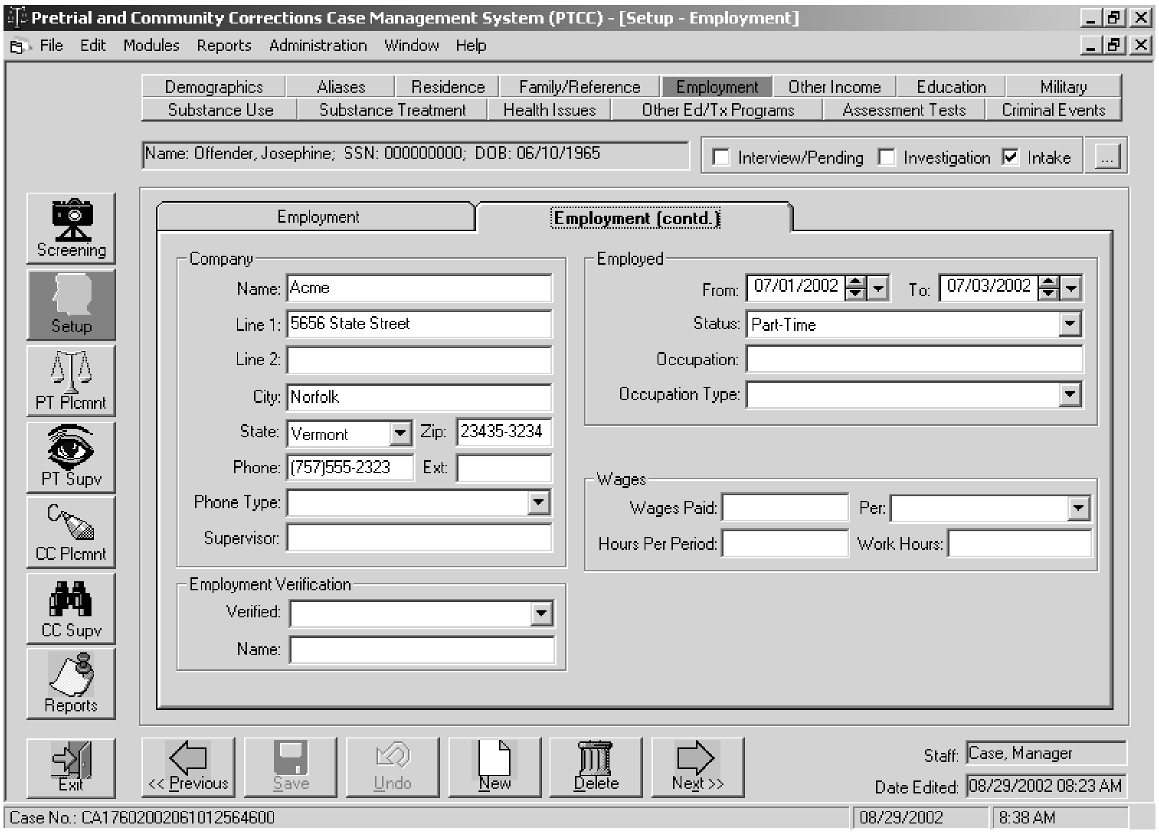
Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields on both tabs and enter another employment.

Employment, continued

Employment (contd.) Tab

The **Employment (contd.)** tab is a continuation of the **Employment** tab. The tab captures and displays additional information for the employment record.

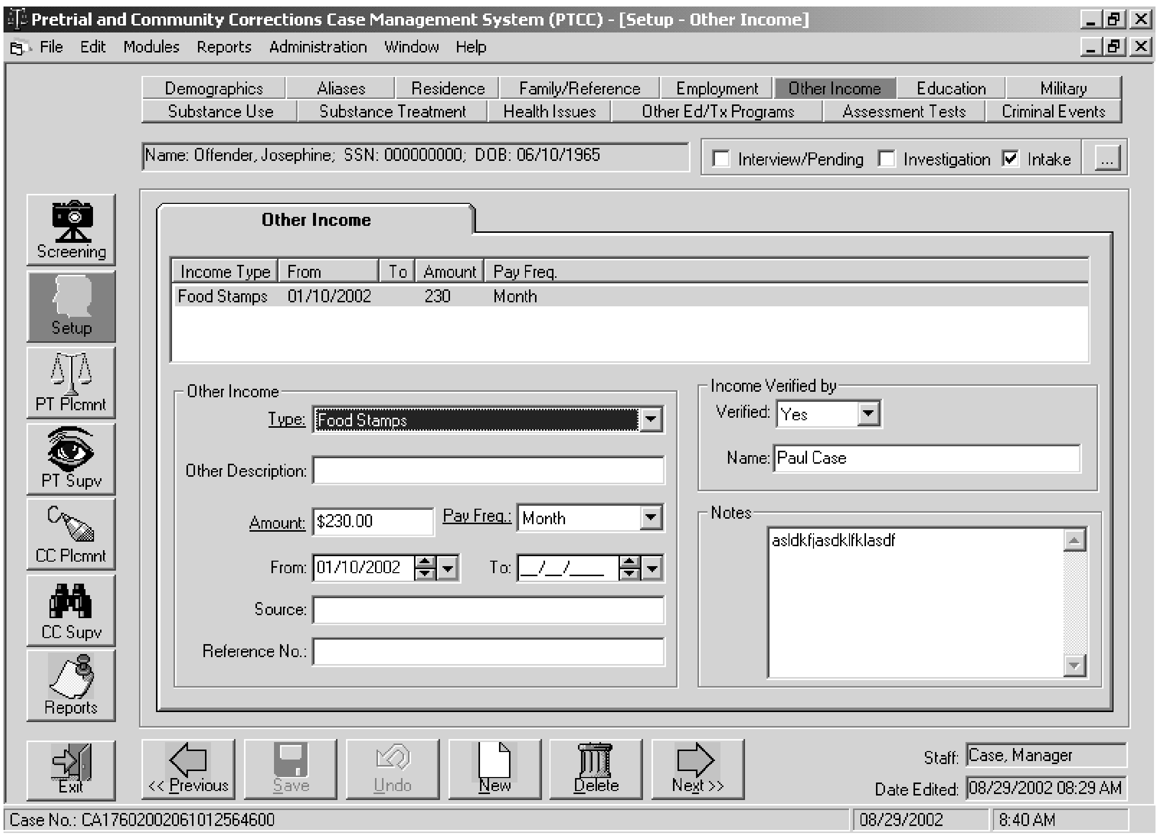


Employment (contd.) tab

Click the **New** icon to clear the data fields on both tabs and enter another employment.

Other Income

The **Other Income** sub-module captures and displays information about additional income sources a case may have that are not a result of employment. The sub-module consists of one tab, **Other Income**. The tab contains a summary list box showing: **Income Type**, **From**, **To**, **Amount**, and **Pay Freq.** Select an other income record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete other income information.



Other Income tab

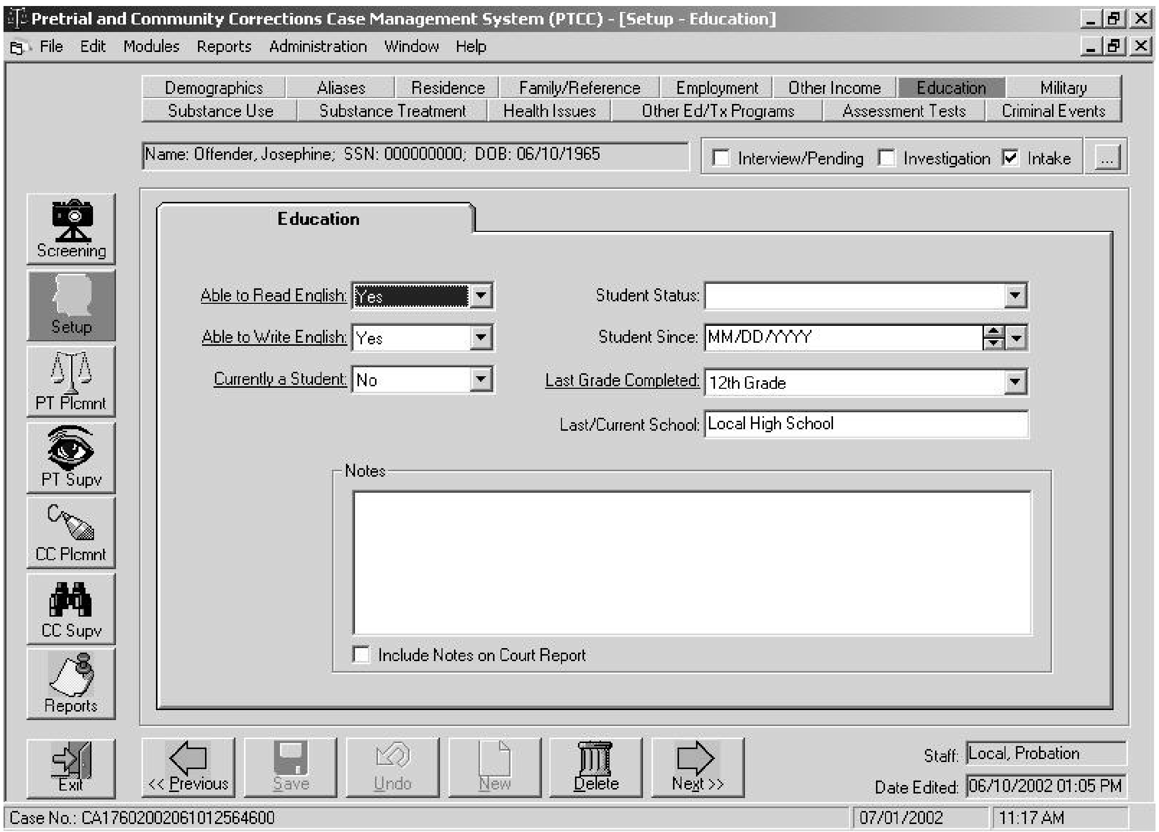
If **Other** is selected from the **Type** drop-down list, type a description of the **Other Income** in the **Other Description** data field. Type the income source in the **Source** field. Type any identifying number in the **Reference No.** field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another other income.

Education

The **Education** sub-module captures and displays information about a case's education. The sub-module consists of one tab, **Education**. Use the fields in this tab to add, modify, or delete education information.

!!!	The **Investigation** and **Intake** processes require education information to be completed.



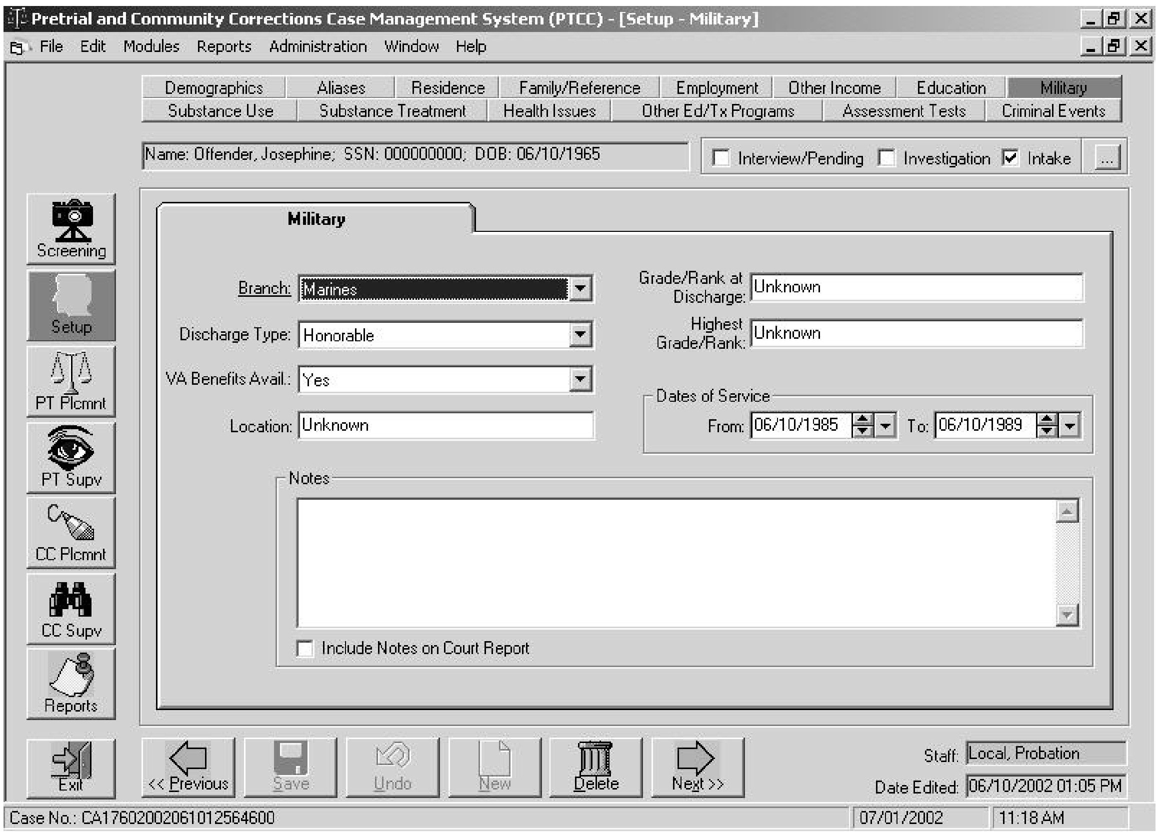
Education tab

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Military

The **Military** sub-module captures and displays information about a case's prior military service. The sub-module consists of one tab, **Military**. Use the fields in this tab to add, modify, or delete military information.

FYI	Current military service should be entered in the **Employment** sub-module.



Military tab

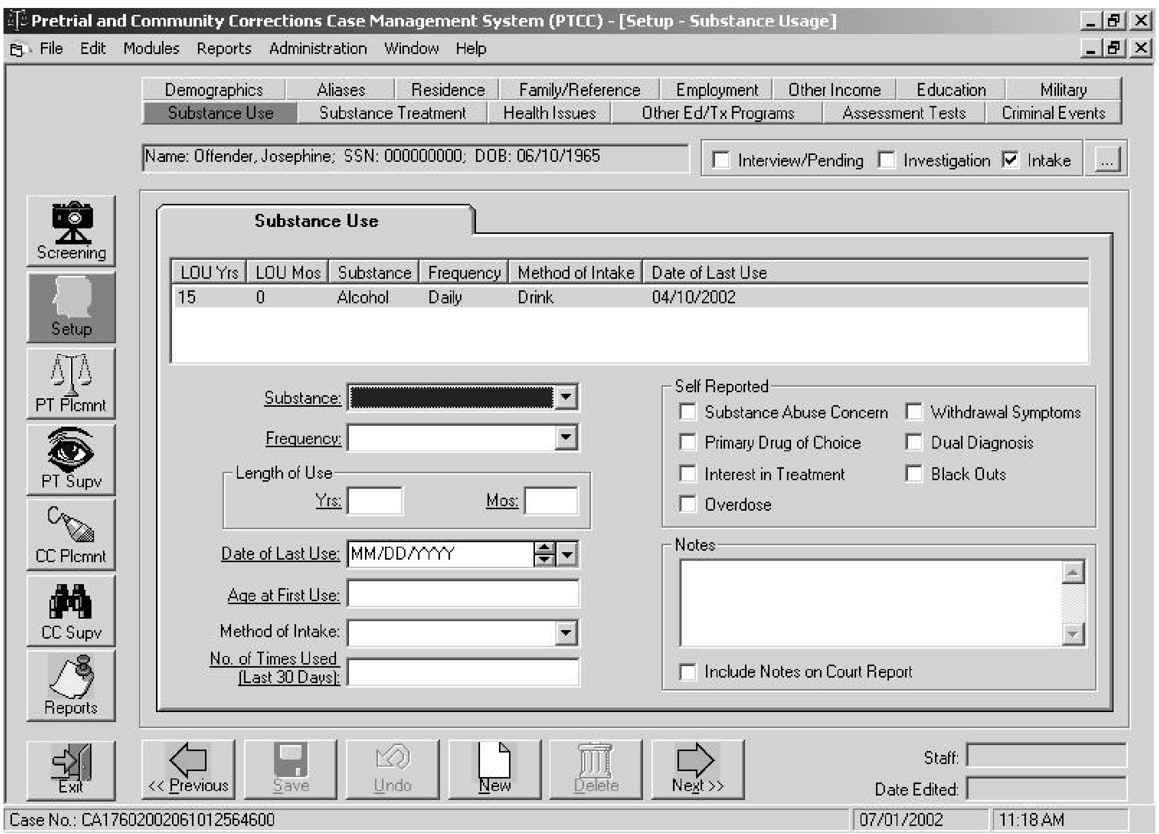
If the person is eligible to receive Veteran Administration (VA) benefits for medical insurance, select **Yes** from the **VA Benefits Avail** drop-down list. Type the location where the person served military duty in the **Location** field.

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Substance Use

The **Substance Use** sub-module captures and displays information about a case's current and past substance use. The sub-module consists of one tab, **Substance Use**. The tab contains a summary list box showing: **LOU** (length of use) **Yrs**, **LOU Mos**, **Substance**, **Frequency**, **Method of Intake**, and **Date of Last Use**. Select a substance use record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete substance use information.

FYI	The following fields are required for the selected process: • Interview: **Substance**. • Investigation or Intake: **Substance**, **Frequency**, **Length of Use (yrs./mos.)**, **Date of Last Use**, **Age at First Use**, and **No. of Times Used (Last 30 Days)**.



Substance Use tab

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

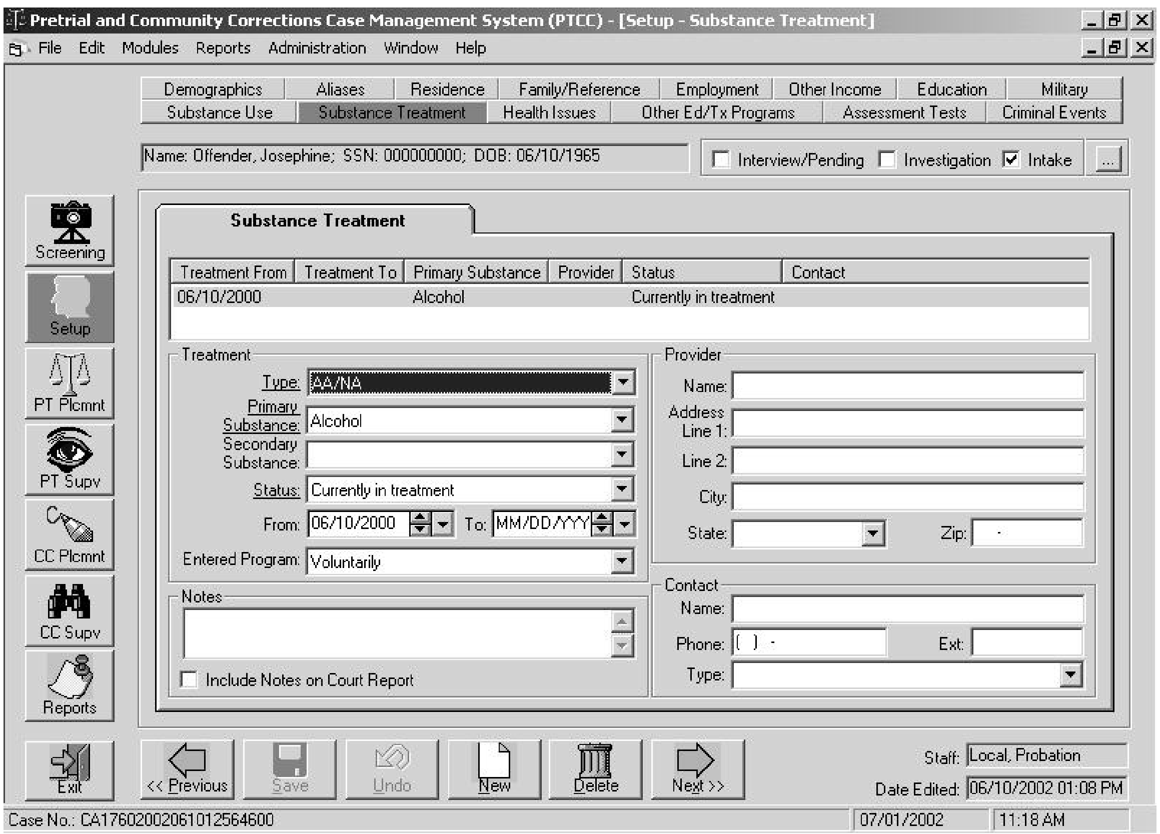
Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another substance use record.

Substance Treatment

The **Substance Treatment** sub-module captures and displays information about a case's current and past substance treatment. The sub-module consists of one tab, **Substance Treatment**. The tab contains a summary list-box showing: **Treatment From**, **Treatment To**, **Primary Substance**, **Provider**, **Status** and **Contact**. Select a substance treatment record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete substance treatment information

The following fields are required for the selected process:

- Interview: **Primary Substance**.
- Investigation or Intake: **Type**, **Primary Substance**, and **Status**.



Substance Treatment tab

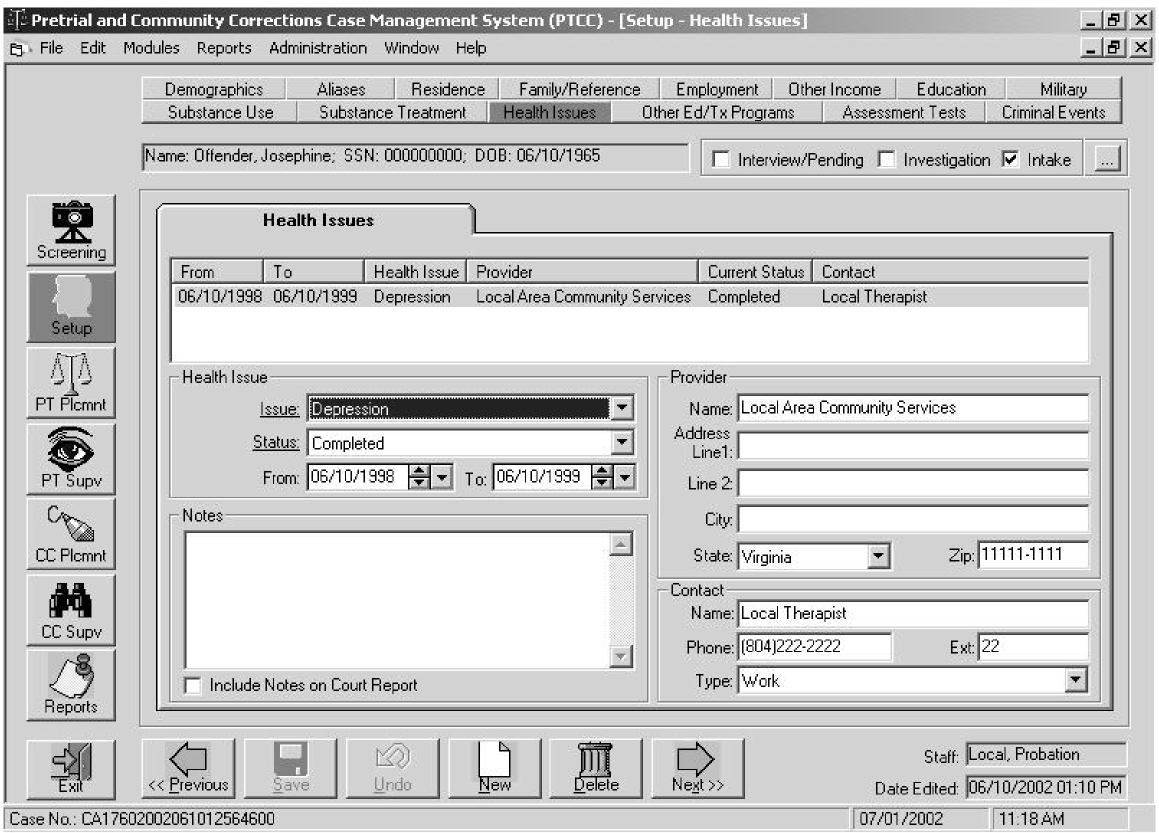
Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another substance treatment.

Health Issues

The **Health Issues** sub-module captures and displays information about a case's health, not including substance use information. The sub-module consists of one tab, **Health Issues**. The tab contains a summary list box showing: **From**, **To**, **Health Issue**, **Provider**, **Current Status**, and **Contact**. Select a health issue record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete health issue information.

FYI	The following fields are required for the selected process: • Interview: **Issue**. • Investigation or Intake: **Issue** and **Status**.



Health Issues tab

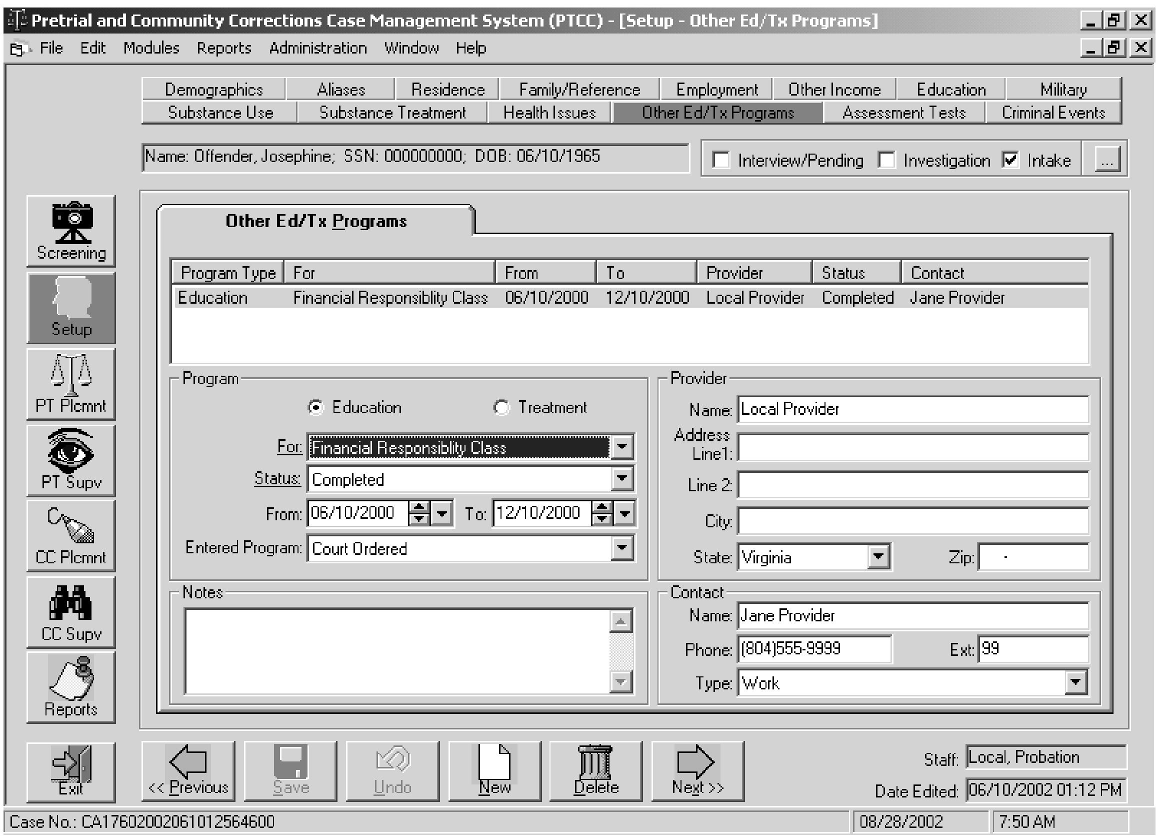
Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another health issue.

Other Ed/Tx Programs

The **Other Ed/Tx Programs** sub-module captures and displays information about a case's current or prior education and treatment, other than substance abuse education and treatment. The sub-module consists of one tab, **Other Ed/Tx Programs**. The tab contains a summary list box showing: **Program Type**, **For**, **From**, **To**, **Provider**, **Status**, and **Contact**. Select an education or treatment program record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete other ed/tx program information.

FYI	The following fields are required for the selected process: • Interview: **Education** or **Treatment,** and **For**. • Investigation or Intake: **Education** or **Treatment**, and **For** and **Status**. Other education and treatment includes such things as: **Anger Management**, **Financial Responsibility**, or **Sex Offender Treatment**.

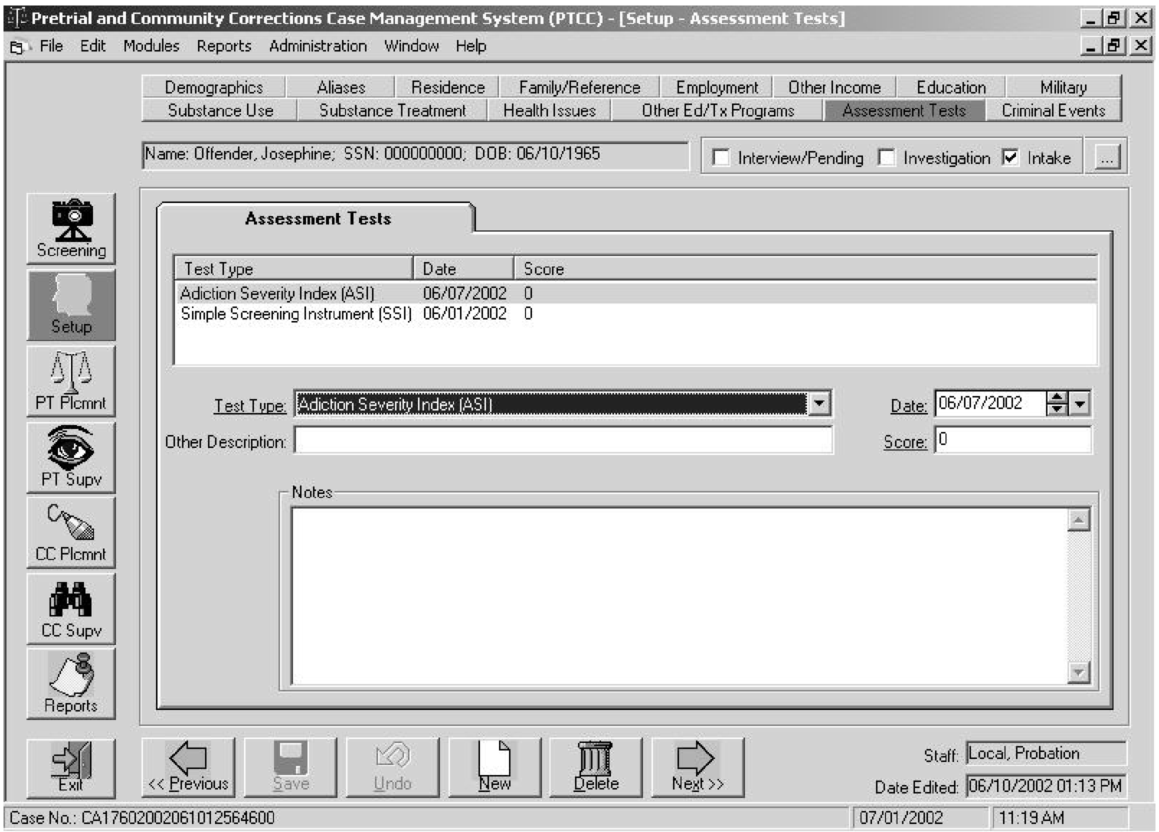


Other Ed/Tx Programs tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another education or treatment program.

Assessment Tests

The **Assessment Tests** sub-module captures and displays information about assessment tests given to a defendant or offender. The sub-module consists of one tab, **Assessment Tests**. The tab contains a summary list box showing: **Test Type**, **Date**, and **Score**. Select an assessment test record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete assessment tests information.



Assessment Tests tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another assessment test.

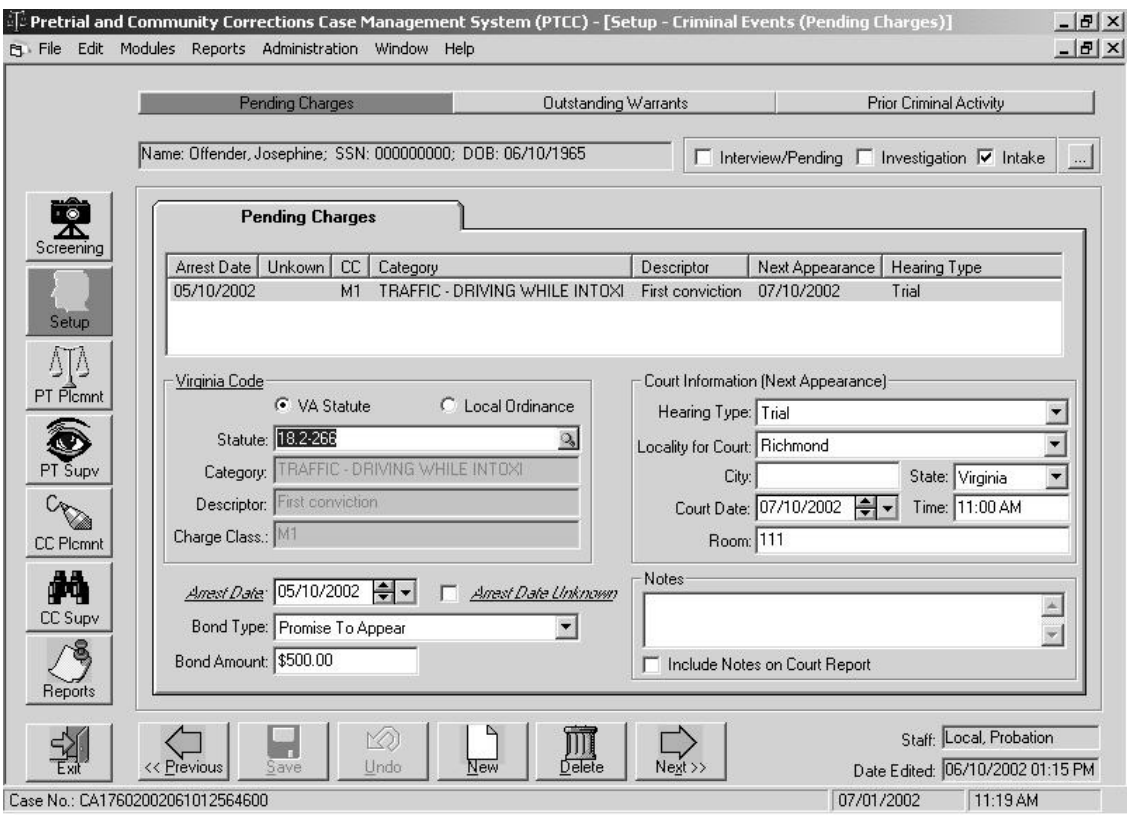
Criminal Events

The **Criminal Events** button provides access to the last three **Setup** sub-modules. When the **Criminal Events** button is clicked, the system opens to the **Pending Charges** sub-module, and provides access to the **Outstanding Warrants** and **Prior Criminal Activity** sub-modules.

Pending Charges

The **Pending Charges** sub-module captures and displays information about charges pending against a defendant or offender. The sub-module consists of one tab, **Pending Charges**. The tab contains a summary list box showing: **Arrest Date**, **Unknown**, **CC** (Charge Classification), **Category**, **Descriptor**, **Next Appearance**, and **Hearing Type**. Select a pending charge record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete pending charges information.

Tip	Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar.



Pending Charges tab

Click the **Include Notes on Court Report** check box to include these notes in the **Court Report**. If the box is not checked, the notes will not appear on the **Court Report**.

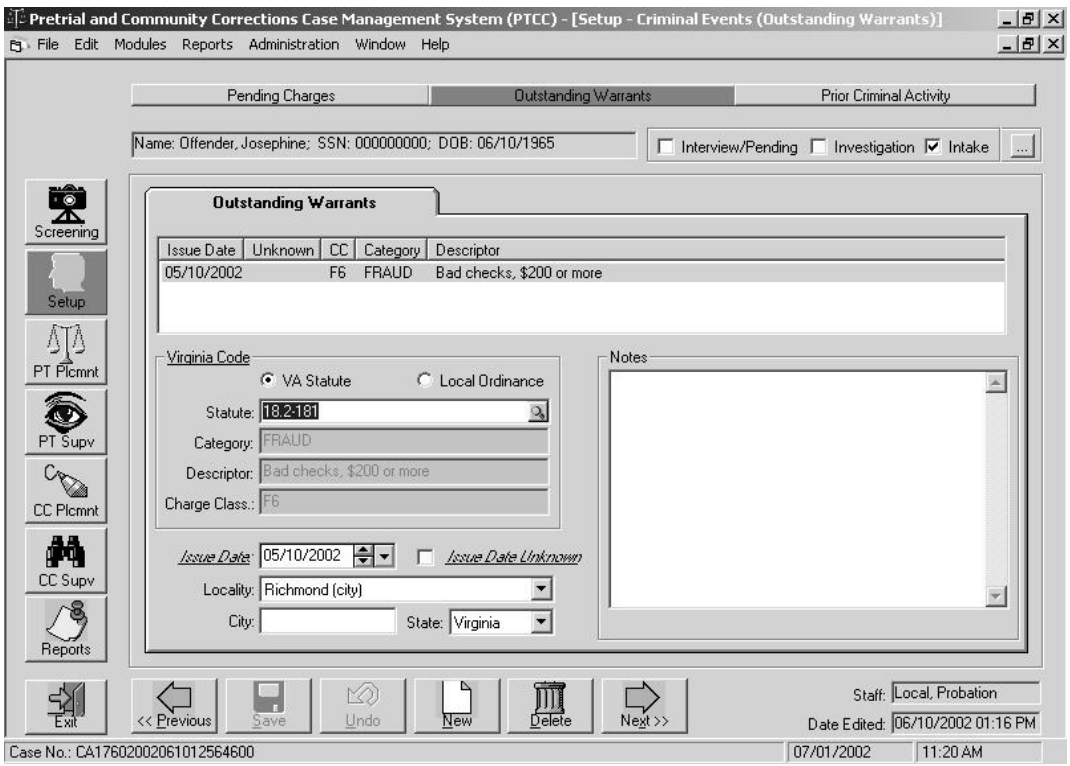
Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another pending charge.

Criminal Events, continued

Outstanding Warrants

The **Outstanding Warrants** sub-module captures and displays information about any outstanding warrants for a case. The sub-module consists of one tab, **Outstanding Warrants**. The tab contains a summary list box showing: **Issue Date**, **Unknown**, **CC** (Charge Classification), **Category**, and **Descriptor**. Select an outstanding warrant record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete outstanding warrants information.

Tip	Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar.



Outstanding Warrants tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another outstanding warrant.

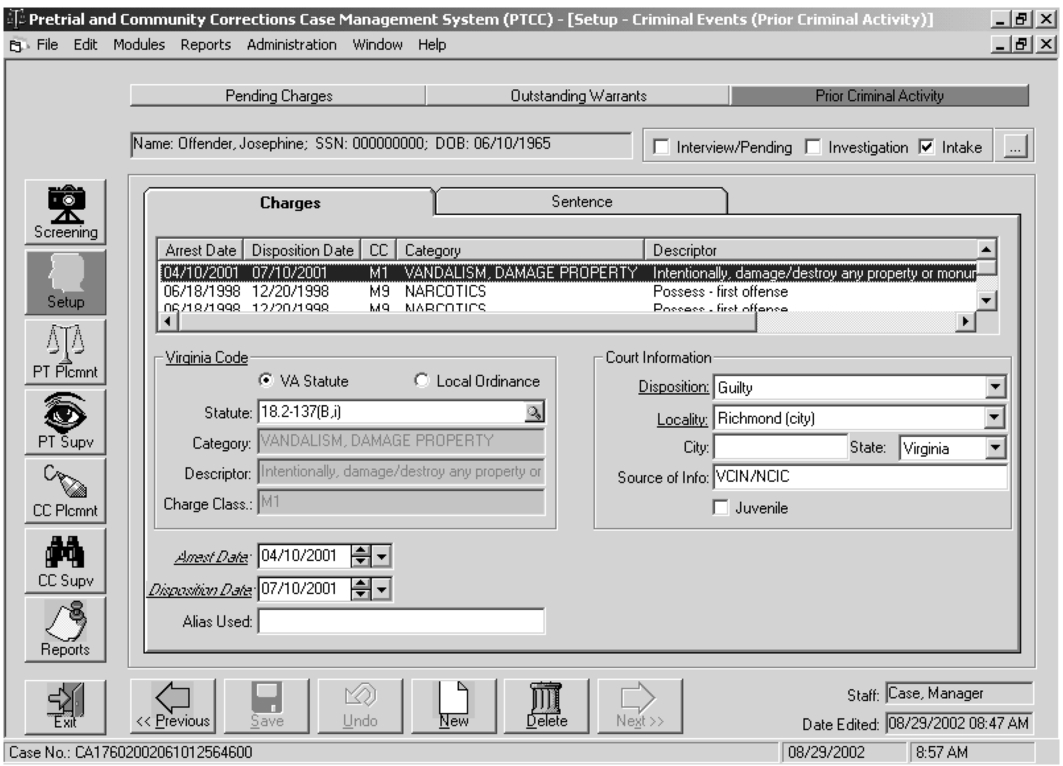
Prior Criminal Activity

The **Prior Criminal Activity** sub-module captures and displays information about a case's prior criminal activity. The sub-module contains two tabs: **Charges** and **Sentence**.

Charges Tab

The **Charges** tab captures and displays information about a case's prior criminal activity. The tab contains a summary list box showing: **Arrest Date**, **Disposition Date**, **CC**, **Category**, **Descriptor**, **Locality**, and **Disposition**. Select a charge record in the list box, and the details for that record appear in the fields at the bottom section of this tab and on the **Sentence** tab. Use the fields in this tab to add, modify, or delete prior criminal activity information.

Tip	Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar.



Charges tab

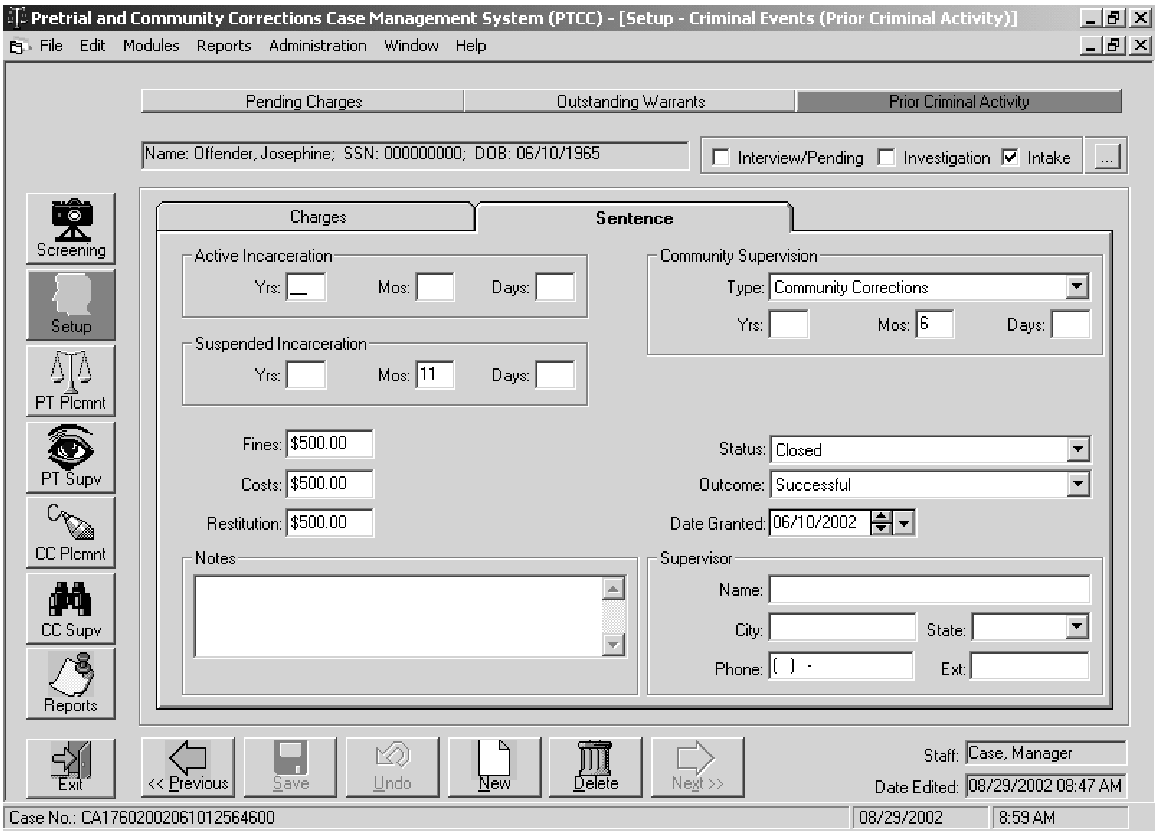
Use the **Source of Info** data field to record where the information was received, such as from the VCIN Report. If the charge was part of the cases's juvenile record, click the **Juvenile** check box.

Click the **New** icon to clear the data fields on both tabs and enter another prior criminal activity.

Prior Criminal Activity, continued

Sentence Tab

The **Sentence** tab captures and displays disposition and sentencing information about the prior criminal activity record selected on the **Charges** tab.



Sentence tab

Click the **New** icon to clear the data fields on both tabs and enter another prior criminal activity.

Chapter 5: Jail Admissions Module

The **Jail Admissions** module captures and displays **Jail Admissions** information, which is obtained from jail records.

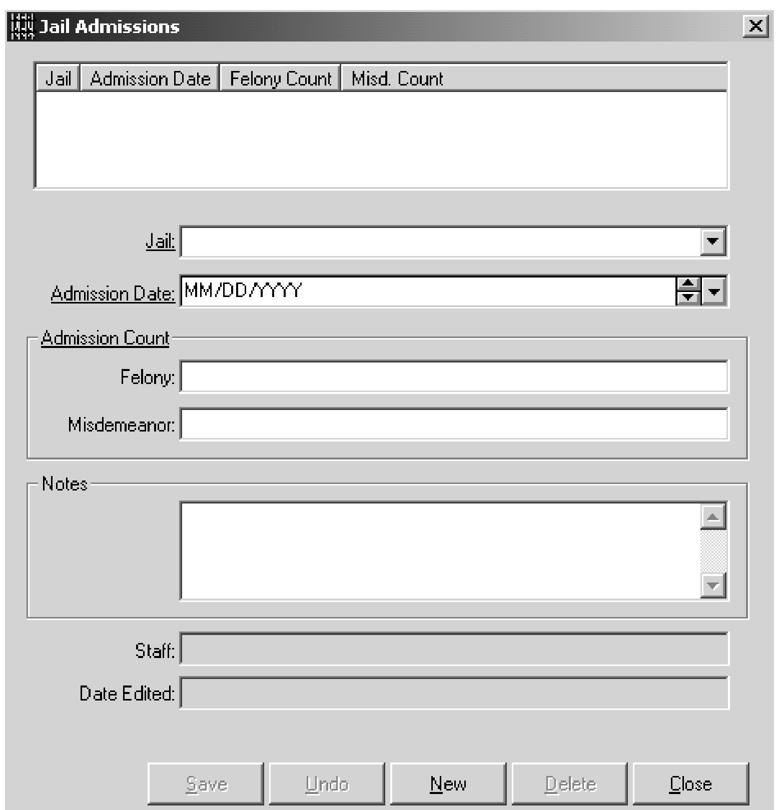
FYI	**Jail Admissions** information is required for the Pretrial Services Monthly Report.

Accessing the Jail Admissions Window

Jail Admissions is a module that Pretrial uses to document the number of admissions to jail. Follow the steps in the procedure below to access the window:

Click **Modules>Jail Admissions** on the PTCC tool bar.

Result: The **Jail Admissions** window appears.



Jail Admissions

Jail Admissions, continued

The **Jail Admissions** window contains a summary list box showing: **Jail**, **Admission Date**, **Felony Count**, and **Misd. Count**.

Entering Jail Admissions Information

Follow the steps in the procedure below to enter jail admissions information:

1. Select the date of admissions from the **Admission Date** drop-down calendar.

2. Select the **Jail** from the drop-down list.

3. Enter the number of defendants admitted for misdemeanor charges in the **Misdemeanor** data field.

4. Enter the number of defendants admitted for felony charges in the **Felony** data field.

5. Click the **Save** button to save the jail admissions information.

Click the **New** button to clear the fields at the bottom section of the window, and enter new jail admissions information.

Deleting Jail Admissions Information

Follow the steps in the procedure below to delete jail admissions information:

1. select a jail admission in the summary list box, and

2. click the **Delete** button to delete the line.

Chapter 6: Screening Module

The **Screening** module captures and displays defendant information for a single arrest event. An arrest event includes at least one charge, but may include multiple charges. As you work through the **Screening** sub-modules, any information entered is associated with the screening selected in the **Screening** tab. The **Screening** module consists of the following sub-modules:

- Screening
- Charges
- Court Assignment
- Court Reports
- Recommendation
- Charge Update
- Court Update

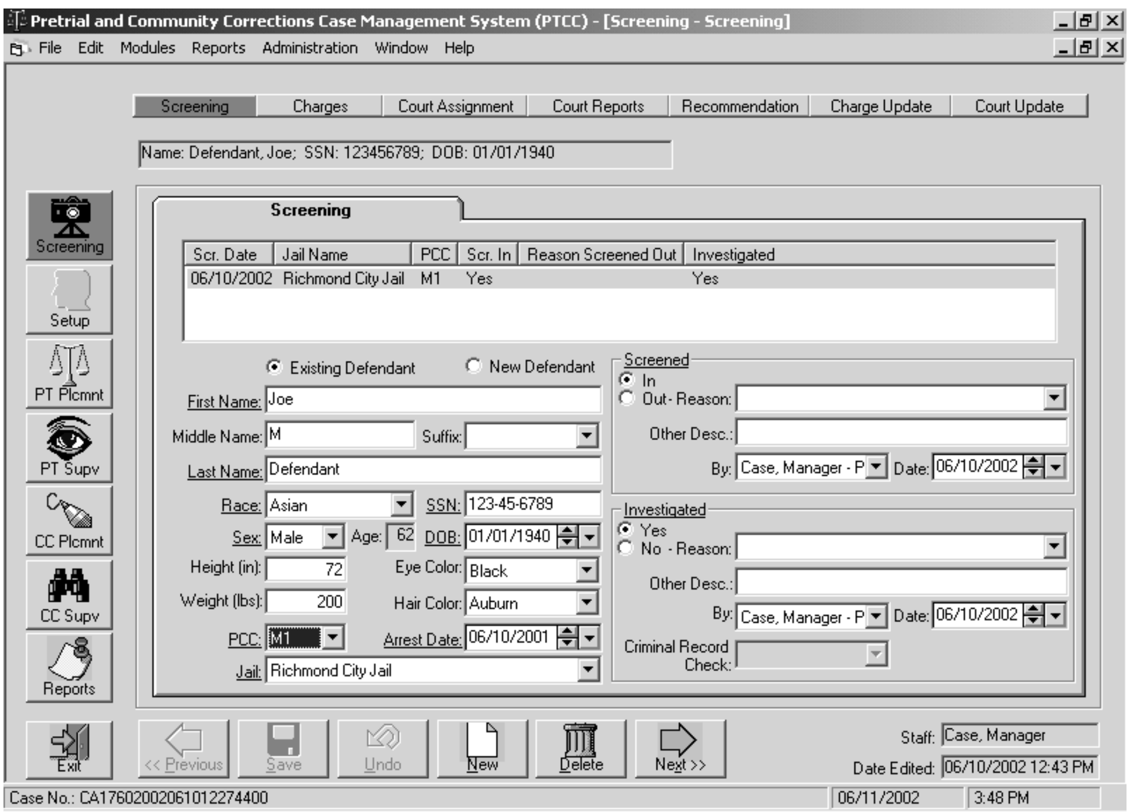
Screening

The **Screening** sub-module captures and displays information about a single arrest event. The sub-module contains one tab, **Screening**. The tab contains a summary list box showing: **Scr. Date**, **Jail Name**, **PCC**, **Scr. In**, **Reason Screened Out**, and **Investigated**. Select a screening record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Information must be entered and saved in this tab before continuing in the **Screening** module. Use the fields in this tab to add, modify, or delete screening details (see **Appendix A: *Deleting a Case, Placement, and/or Screening*** on page A-1).

This tab allows screening information to be entered for:

- an existing defendant using the **Search** feature or the **Active Cases** window, or
- a new defendant by clicking the **New Defendant** radio button and the **New** icon.

FYI	If entering a new defendant, you ***must*** enter information in the following fields: **First Name**, **Last Name**, **Race**, **Sex**, **DOB**, and **SSN**.



Screening tab

If the defendant is screened out, select a reason from the **Reason** drop-down list. If the reason is other, type the description in the **Other Desc** data field. Complete the **Screened By** and **Date** fields. This will end the screening process for this arrest event.

Screening, continued

If the defendant is screened in, but not investigated, select a reason from the **Reason** drop-down list. If the reason is other, type the description in the **Other Desc** data field. Complete the **Investigated By** and **Date** fields. Select **Yes** or **No** from the **Criminal Record Check** drop-down list, to indicate whether a criminal record check will be provided.

If the defendant is screened out, not investigated, and no criminal record check is provided, the screening process for this arrest event will end.

If the defendant is screened in and investigated; or screened in, not investigated, but a criminal record check will be provided, the **Screening** process continues. Proceed next to the **Charges** sub-module.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another screening.

Charges

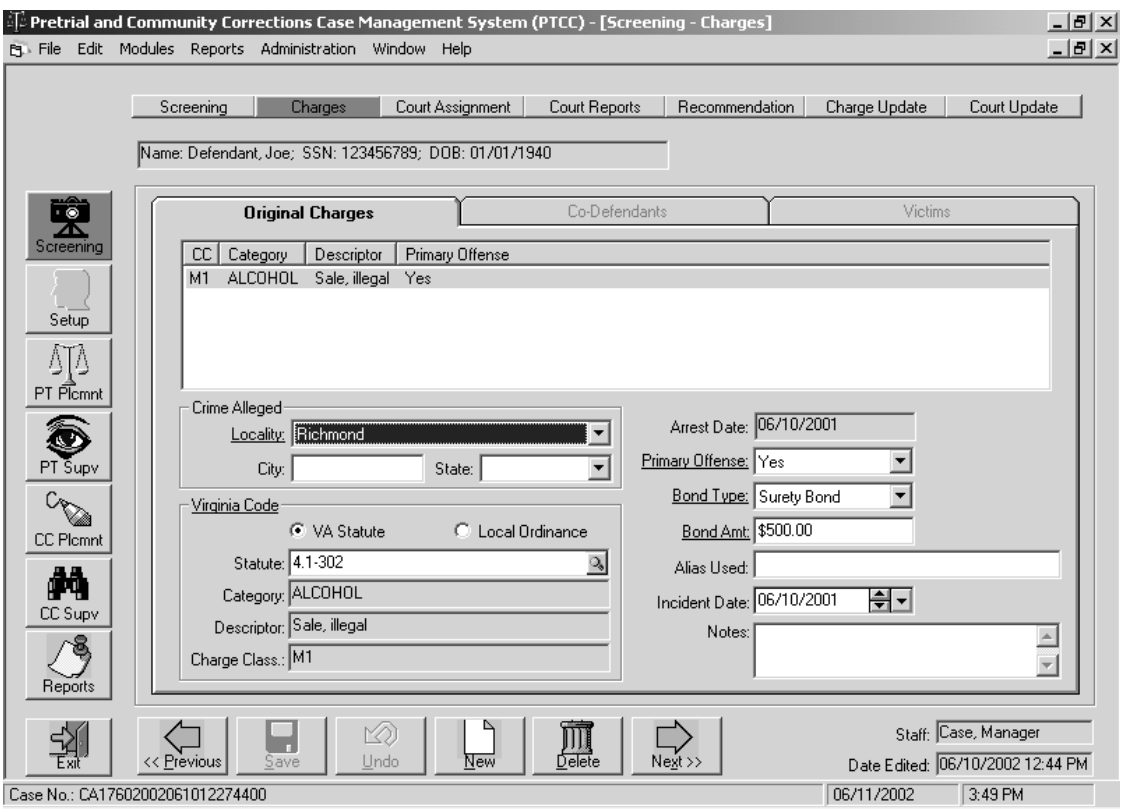
The **Charges** sub-module captures and displays information relating to the charges for a particular arrest event. The sub-module contains three tabs: **Original Charges**, **Co-Defendants**, and **Victims**.

Original Charges Tab

The **Original Charges** tab captures and displays information about the original charges for a particular screening. The tab contains a summary list box showing: **CC**, **Category**, **Descriptor**, and **Primary Offense**. Select a charge record in the list box, and the details for that record appear in the fields at the bottom section of the tab, and the **Co-Defendants** and **Victims** tabs. Use the fields in this tab to add, modify, or delete charges.

!!!	All charges for the **Screening** arrest event must be entered in order to continue the **Screening** process.

Tip	After each charge is entered, associated co-defendant and victim information can be added by clicking the **Co-Defendants** or **Victims** tab. Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar. When duplicating a charge, the system prompts for duplication of the associated co-defendants and victims.



Original Charges tab

Charges, continued

As new charges are entered, one and only one must be marked as the **Primary Offense**. If there is more than one charge, the **Primary Offense** is the charge that is considered the most serious, based on the maximum potential penalty for each charge.

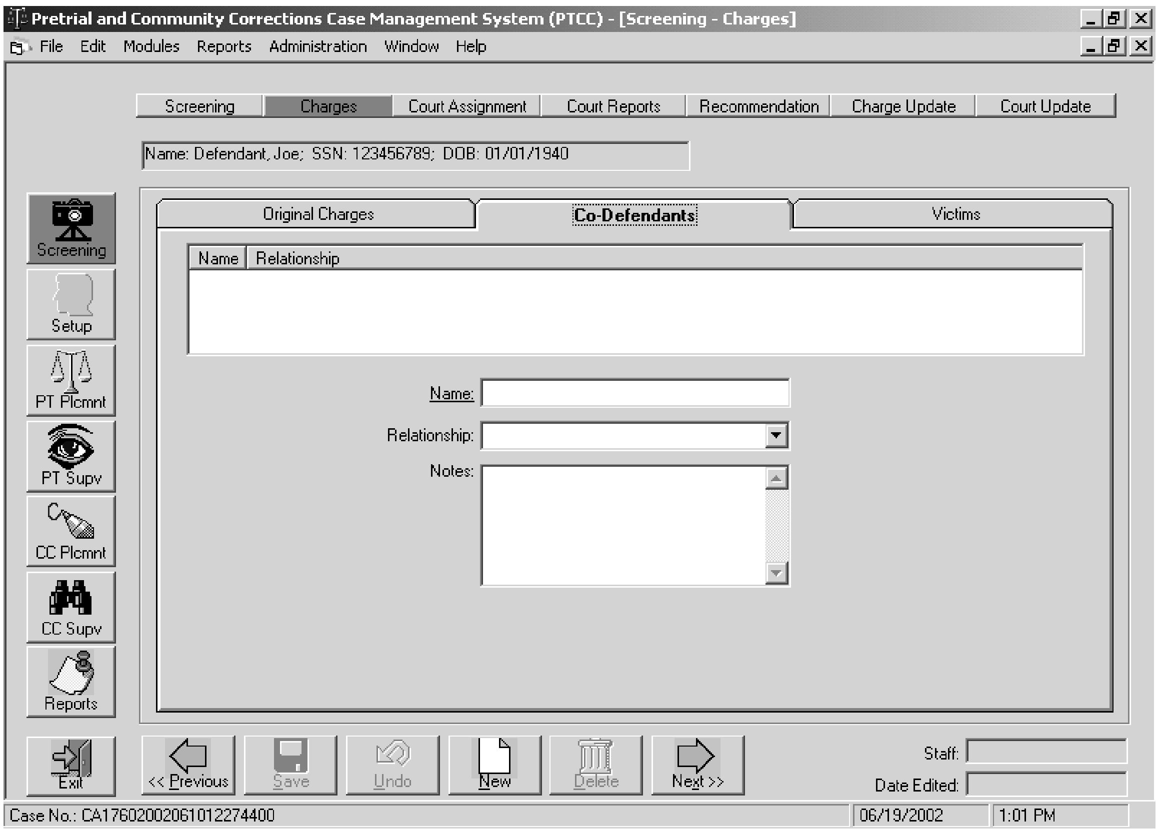
Only changes to the original charge can be made here. To update the charge after a court appearance, use the **Charge Update** tab.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another original charge.

Charges, continued

Co-Defendants Tab

The **Co-Defendants** tab captures and displays information about co-defendants for the charge selected in the **Original Charges** tab. The tab contains a summary list box showing: **Name** and **Relationship**. Select a co-defendant record from the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete co-defendants.



Co-Defendants tab

To add or view a co-defendant for another charge:

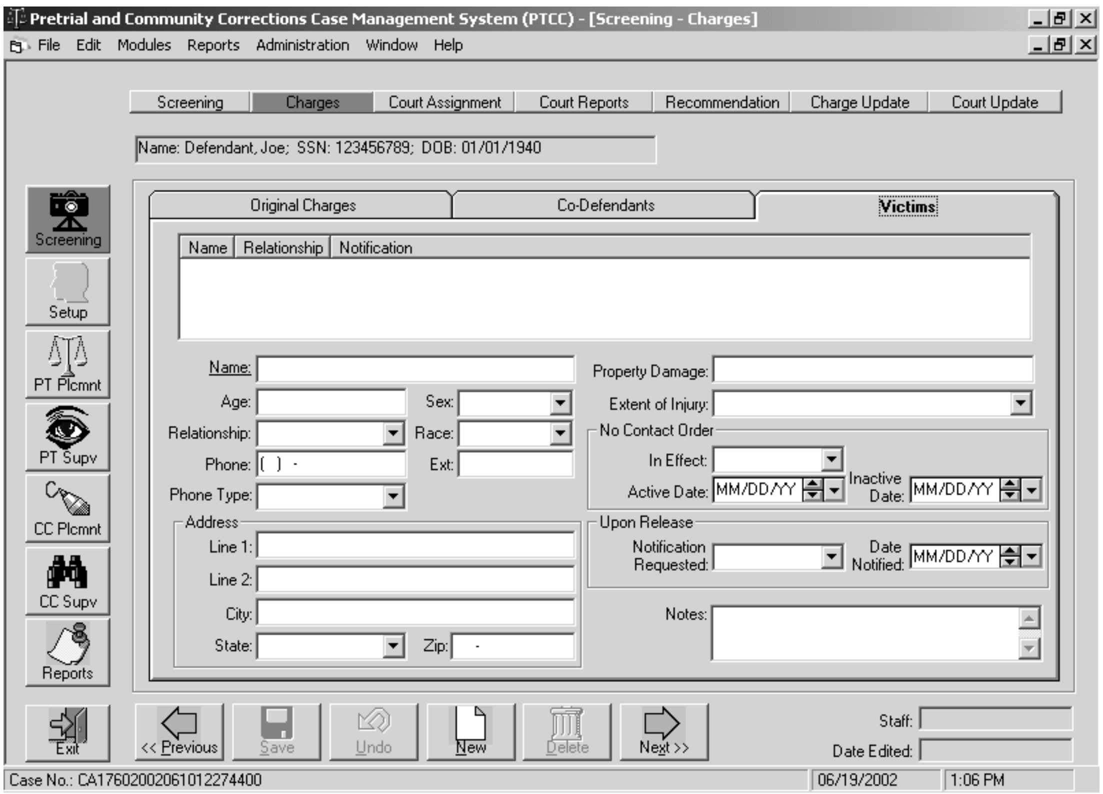
- go back to the **Original Charges** tab
- select the charge, and
- return to this tab.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another co-defendant.

Charges, continued

Victims Tab

The **Victims** tab captures and displays information about victims for the charge selected in the **Original Charges** tab. The tab contains a summary list box showing: **Name**, **Relationship**, and **Notification**. Select a victim record from the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete victim information.



Victims tab

To add or view a victim for another charge:

- go back to the **Original Charges** tab
- select the charge, and
- return to this tab.

Type any property damage in the **Property Damage** data field. Select **Death**, **Emotional**, **None**, **Physical**, **Serious Physical**, or **Threatened** from the **Extent of Injury** drop-down list. Select **Yes** or **No** from the **Notification Requested** data field. Select the date the victim was notified of the person's release in the **Date Notified** field.

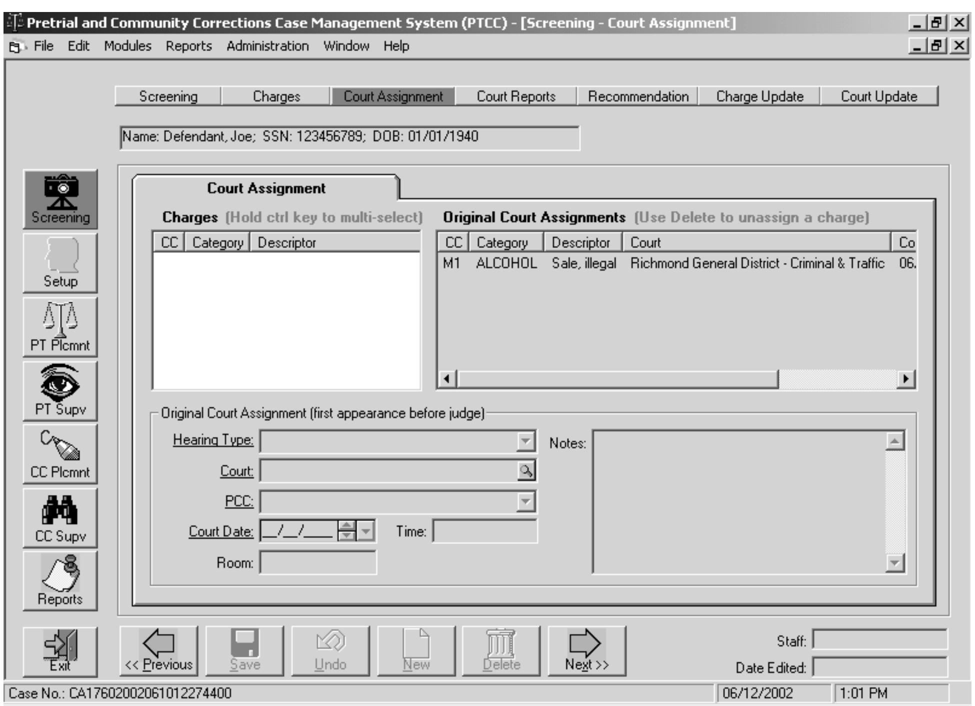
Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another victim.

Court Assignment

The **Court Assignment** sub-module captures and displays information required to assign charges to the appropriate court. The sub-module consists of one tab, **Court Assignment**. The tab contains two list boxes, **Charges** and **Original Court Assignments**. The **Charges** list box shows: **CC**, **Category**, and **Descriptor**. The **Original Court Assignments** list box shows: **CC**, **Category**, **Descriptor**, **Court**, **Court Date**, **Court Time**, and **PCC**. Charges that have not been assigned to a court appear in the **Charges** list box on the left side of the tab. When a charge is assigned to a court, the system moves the charge to the **Original Court Assignments** list box on the right. Use the **Ctrl** key to select multiple charges for assignment. Use the slide bar at the bottom section of the **Original Court Assignments** list box to see any hidden fields. Use the fields in this tab to add or remove court assignment information.

!!!	Charges must be assigned to a court before continuing the **Screening** process.

FYI	Selecting a charge and assigning it to a specific hearing type, court, date, and time and then selecting a second charge and assigning it to the exact same hearing type, court, date, and time does NOT link the two charges. Multiple charges going to the same court must be selected and assigned as a group in order for them to be processed together (use the `Ctrl` key to select multiple charges for assignment). The **Delete** icon removes court assignment information from the charge highlighted in the **Original Court Assignment** list box. When the court assignment is removed, the charge will move back to the **Charges** list box.



Court Assignment tab

Court Assignment, continued

Assigning Charges to a Court

Follow the steps in the procedure below to assign charges to a court:

- Select the charge you want to assign to a court in the **Charges** list box. To select multiple charges, hold down the **`Ctrl`** key when making your selections.
- Enter information in the fields at the bottom section of the tab.
- Press **Save**, and the charges appear in the **Original Court Assignments** list box.

Removing Charges from a Court Assignment

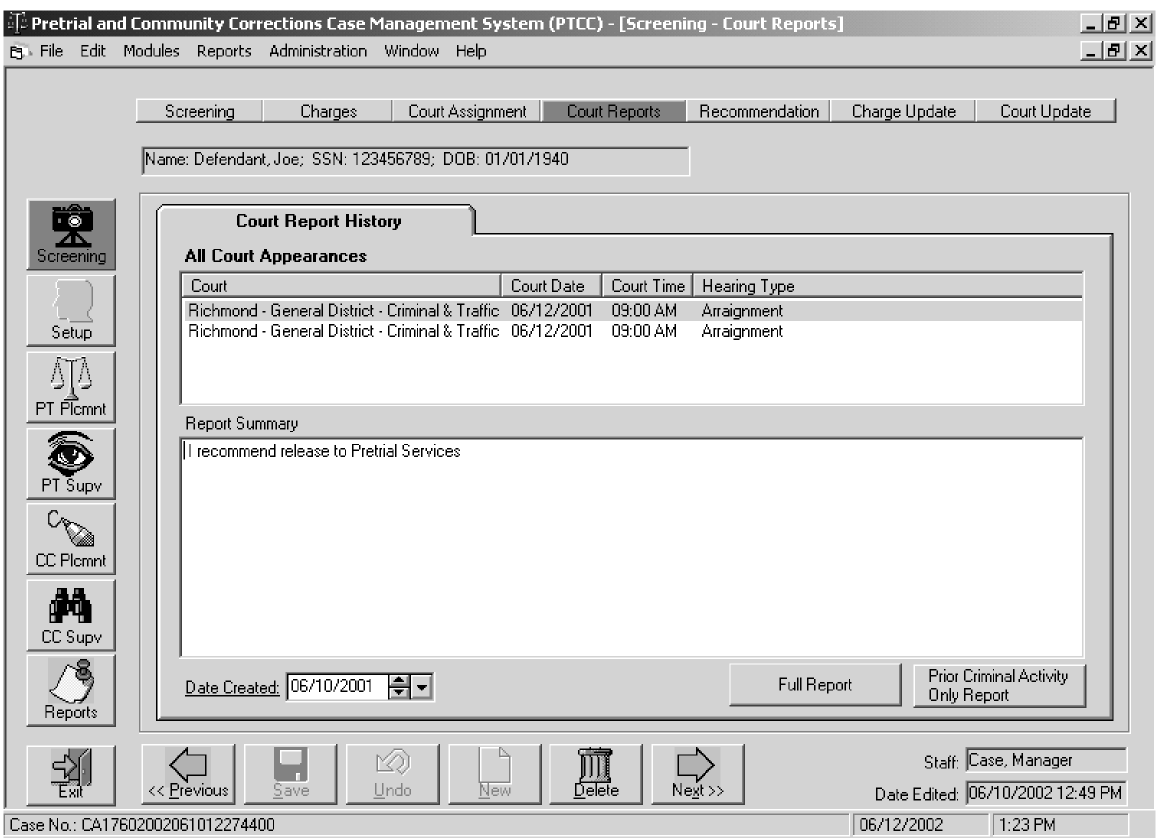
Follow the steps in the procedure below to remove charges from a court:

- Select the charge to be removed (unassigned) from a court in the **Original Court Assignments** list box.
- Press **Delete**, and the charges will appear in the **Charges** list box.

Court Reports

The **Court Reports** sub-module creates a court report for a particular court appearance. The sub-module consists of one tab, **Court Report History**. The tab contains a summary list box showing: **Court**, **Court Date**, **Court Time**, and **Hearing Type** for all courts that have had charges assigned for the selected screening event. Select a **Court Appearance** record in the list box to create or view a report. Once a **Court Appearance** record has been selected, type or modify the court report date and the report summary information in the **Report Summary** field.

FYI	The report buttons are inactive until the **Date Created** field is complete, and the **Save** icon is clicked. If a **Report Summary** is entered, click the **Save** icon prior to selecting **Full Report** or **Prior Criminal Activity Only** in order for the summary to appear on the **Court Report**. Any notes created in **Setup** modules, where **Include on Court Report** is checked, will appear on the **Full Report** printout. The **Delete** icon removes the date created and any report summary information for the highlighted court, thereby deleting the record of the **Court Report** being created. The court still appears in the summary list box, but it no longer has an associated date or summary.



Court Reports tab

Court Reports, continued

Creating a Court Report

To create a **Court Report**, follow the steps in the procedure below:
- select the court appearance from the **All Court Appearances** list box
- select the **Date Created** from the drop-down calendar
- if a summary is desired, type the summary in the **Report Summary** box
- click the **Save** icon, and
- click the button for the type of court report to be generated.

Printing Court Reports

The **Court Reports** sub-module has two buttons that print either a:
- **Full Report**—shows information entered in the **Setup** module, current charges, victims, and the summary, or
- **Prior Criminal Activity Only Report**—shows basic demographic information entered in the **Setup** module, current charges, victims, prior criminal activity, pending charges, outstanding warrants, and the summary.

To print a **Full Report:**
- complete an investigation in **Setup**, and
- click the **Full Report** button.

To print a **Prior Criminal Activity Only Report**, click the **Prior Criminal Activity Only Report** button.

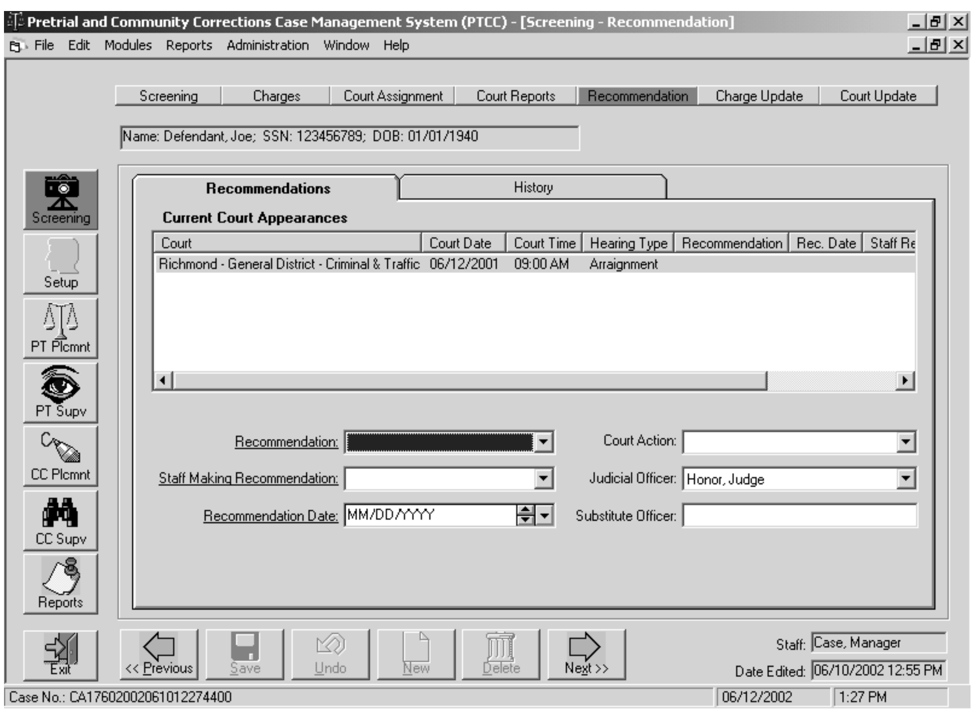
Recommendation

The **Recommendation** sub-module contains information relating to a Pretrial staff's current and past recommendations for the selected court appearance. The sub-module contains two tabs: **Recommendations** and **History**.

Recommendations Tab

The **Recommendations** tab captures and displays, for the selected court appearance, the Pretrial staff's bail recommendation for a defendant, and whether the judicial officer accepted or rejected the recommendation. This information must be entered after the court appearance. The tab contains a summary list box showing: **Court**, **Court Date**, **Court Time**, **Hearing Type**, **Recommendation**, **Rec. Date**, **Staff Recommending**, and **Court Action** for all court appearances associated with this screening. Select a court appearance record in the summary list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete recommendations for the court appearances. To delete a recommendation for a court appearance, highlight the **Recommendation**, and click the **Delete** button. The court record remains in the list box, but the recommendation to that court is removed.

FYI	**Recommendations** information is required for the **Pretrial Services Monthly Report**. The information must be entered and saved before continuing the **Screening** process. The **Delete** icon removes the recommendation information that was entered for a highlighted court appearance. The court still appears in the summary list box, but it no longer has an associated recommendation.



Recommendations tab

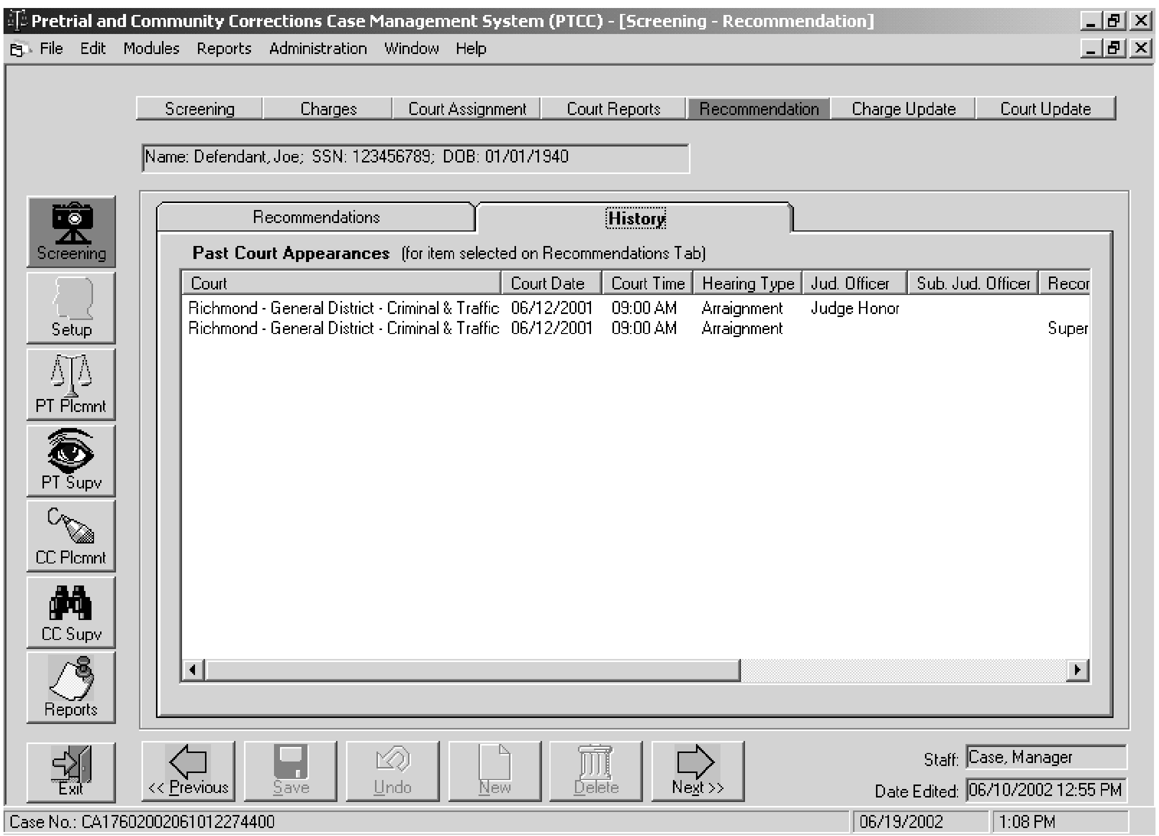
Recommendation, continued

Select the judge or magistrate that presided over the case from the **Judicial Officer** drop-down list. If the judicial officer was a substitute, select substitute from the **Judicial Officer** drop-down list, and type the substitute's name in the **Substitute Officer** data field.

History Tab

The **History** tab shows the case's **Past Court Appearances**, with respective recommendations for all appearances in a particular court. The tab contains a summary list box showing: **Court**, **Court Date**, **Court Time**, **Hearing Type**, **Jud. Officer**, **Sub. Jud. Officer**, **Recommendation**, **Rec. Date**, **Staff Recommending**, and **Court Action**. The information in this tab is view only; you cannot add, modify, or delete it.

FYI	The **History** tab shows a history of the recommendations for the court selected on the **Recommendations** tab.

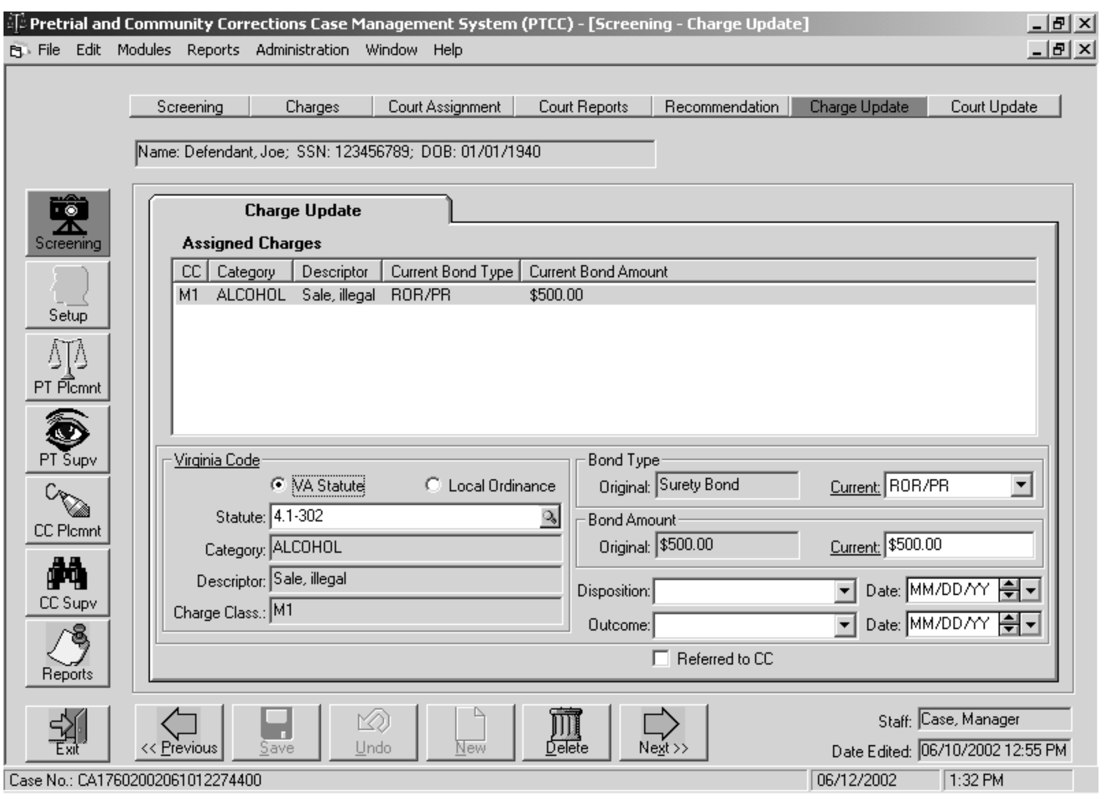


History tab

Charge Update

The **Charge Update** sub-module captures and displays information regarding any updates to the charges record after a defendant appears in court. The sub-module consists of one tab, **Charge Update**. The tab contains a summary list box showing: **CC**, **Category**, **Descriptor**, **Current Bond Type**, and **Current Bond Amount**. The summary list box contains all charges associated with the selected screening that have been assigned to a court. Select a charge record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use this tab to modify charges only; they cannot be added or deleted.

FYI	If the charge has been referred to **Pretrial Supervision**, make sure **Referred to PT** has been selected from the **Outcome** drop-down list. If the charge has been sentenced to **Community Corrections**, make sure the **Referred to CC** check box at the bottom section of the tab has been selected. The **Delete** icon removes any charge update information that may have been entered about the highlighted charge, and restores the charge to its previous charge update status or to its original charge status. The charge still appears in the summary list box, but it no longer has the updated information. If a charge is deleted from the **Charge Update** screen that has been **Referred to PT** or **Referred to CC** and subsequently assigned to a placement, it also removes the charge from its PT- or CC-respective assignment.



Charge Update tab

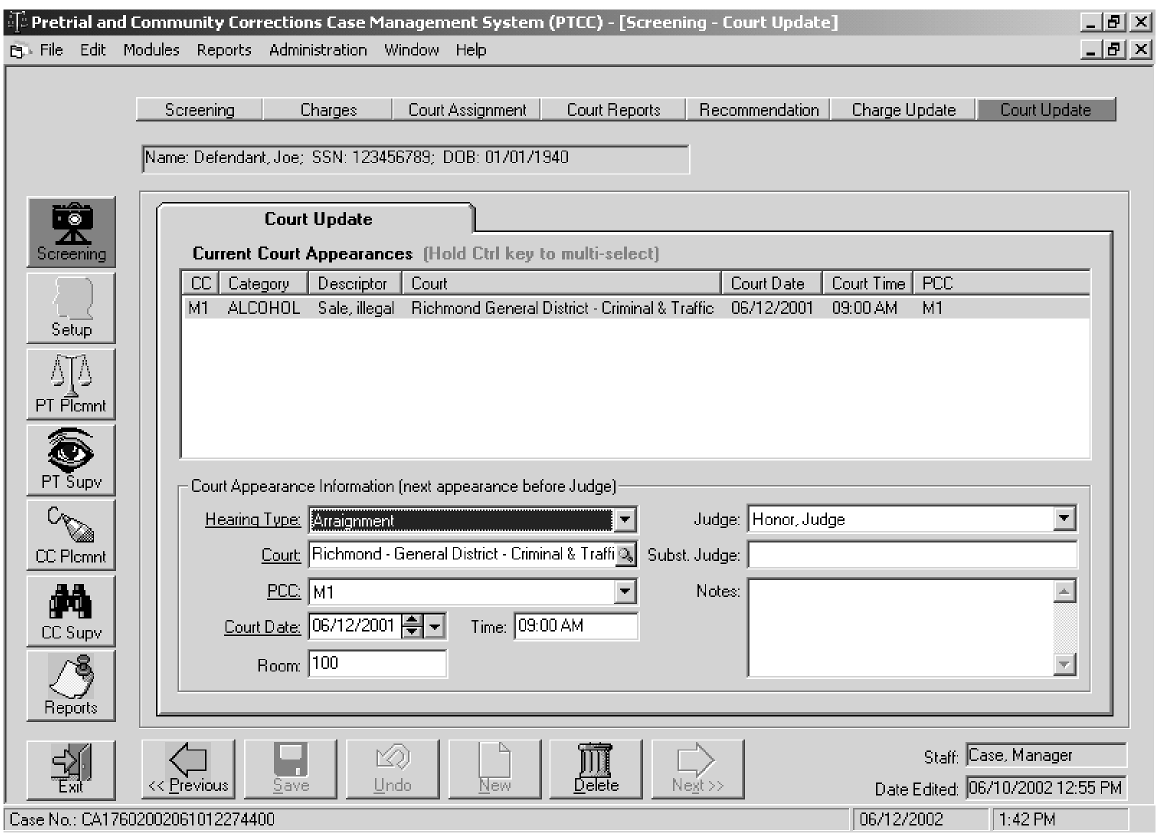
Charge Update, continued

Modifications made on this tab will not affect the original charge being displayed on the **Original Charges** tab in **Screening**. To modify the original charge, return to the **Charges** sub-module and make the change there.

Court Update

The **Court Update** sub-module allows for the update of court information related to a specific charge or group of charges. The sub-module consists of one tab, **Court Update**. The tab contains a summary list box showing: **CC**, **Category**, **Descriptor**, **Court**, **Court Date**, **Court Time**, and **PCC**. The summary list box contains all charges associated with the selected screening that have been assigned to a court. Select a court appearance record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use this tab to modify **Court Update** records only; they cannot be added or deleted.

FYI	To assign more than one charge to the same court, press the `Ctrl` key, select all charges you want to assign to the court, and assign them all at once. The **Delete** icon removes any court update information that may have been entered about the highlighted charge, and restores the previous court information for the charge. The charge still appears in the list box, but it no longer has court update information.



Court Update tab

Select the judge or magistrate that presided over the case from the **Judicial Officer** drop-down list. If the judicial officer was a substitute, select substitute from the **Judicial Officer** drop-down list, and type the substitute's name in the **Subst. Judge** data field.

Court Update, continued

Upon modifying court information, the updated court will be available for a new court report and recommendation (new court information now appears on the **Court Reports** and **Recommendations** tabs).

Chapter 7: Pretrial Placement Module

This chapter contains information about the **Pretrial Placement** module. **Pretrial Placement** is used to set up a placement for a defendant that is to be supervised while awaiting trial. While working through the **Pretrial Placement** sub-modules, any information entered is associated with the placement selected in the **Placement** tab. **Pretrial Placement** contains the following sub-modules:

- Placement
- Charges
- Conditions
- Payment Obligations
- Court Dates
- Attorney

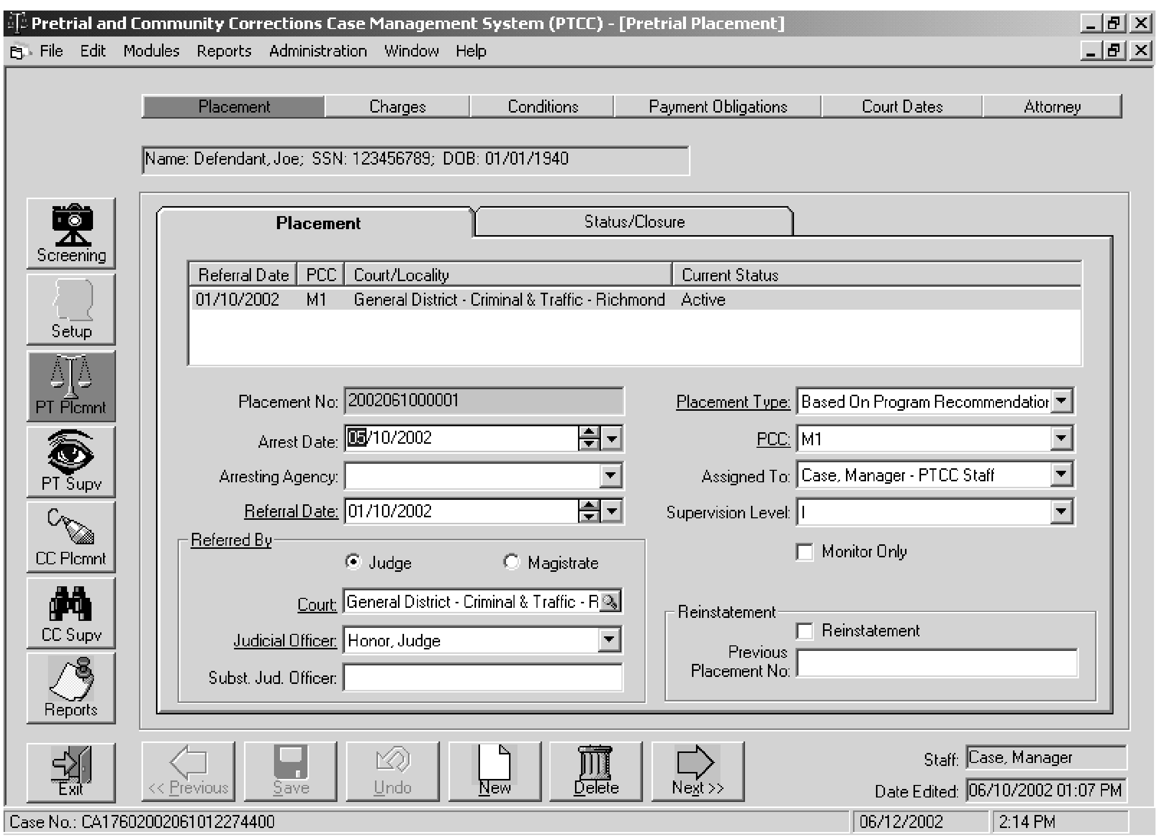
Placement

The **Placement** sub-module captures and displays defendant placement information. The sub-module contains two tabs: **Placement** and **Status/Closure**. The information in the remaining sub-modules relate to the placement selected in the **Placement** tab. Before continuing to the other sub-modules in **Pretrial Placement**, be sure to select the appropriate placement from the summary list box.

Placement Tab

The **Placement** tab contains a summary list box showing: **Referral Date**, **PCC**, **Court/Locality**, and **Current Status**. A defendant can have multiple placements, which appear on separate lines and are separate records in the list box. Select a placement record from the list box, and the details for that record appear in the fields at the bottom section of this tab, and on the **Status/Closure** tab. Use the fields in this tab to add, modify, or delete (with limitations, see **Appendix A: *Deleting a Case, Placement, and/or Screening*** on page A-1) pretrial placement information.

FYI	All **Active**, **Inactive**, and **Pending** Pretrial placements for a defendant must be assigned to the same case manager. Therefore, if a defendant has existing **Active**, **Inactive**, or **Pending** placements assigned to one case manager, and a new placement is added and assigned to a different case manager, the new case manager inherits all existing **Active**, **Inactive**, or **Pending** placements.



Placement tab

Placement, continued

Enter the date the placement was referred to **Pretrial Supervision** in the **Referral Date** data field. If a judge referred the placement, select the **Judge** radio button and enter the referring court, and the referring judge. If a magistrate referred the placement, select the **Magistrate** radio button and enter the referring locality and the referring magistrate. Select the judge or magistrate from the **Judicial Officer** drop-down list. If the judicial officer was a substitute, select **Substitute** from the **Judicial Officer** drop-down list and type the substitute's name in the **Subst. Jud. Officer** data field.

Make a selection from the **Supervision Level** drop-down list, if appropriate. Select **Monitor Only** for placements that do not require traditional supervision, but do need to be monitored to remind them of the court date. If this placement is a reinstatement, click the **Reinstatement** check box, and enter the original placement number that is associated with this reinstatement. This does not link the two placements in any way, but shows the placement associated with the reinstatement.

!!!	Placements checked **Monitored Only** will not be included in **Sections I** and **III** of the **Pretrial Services Monthly Report**.

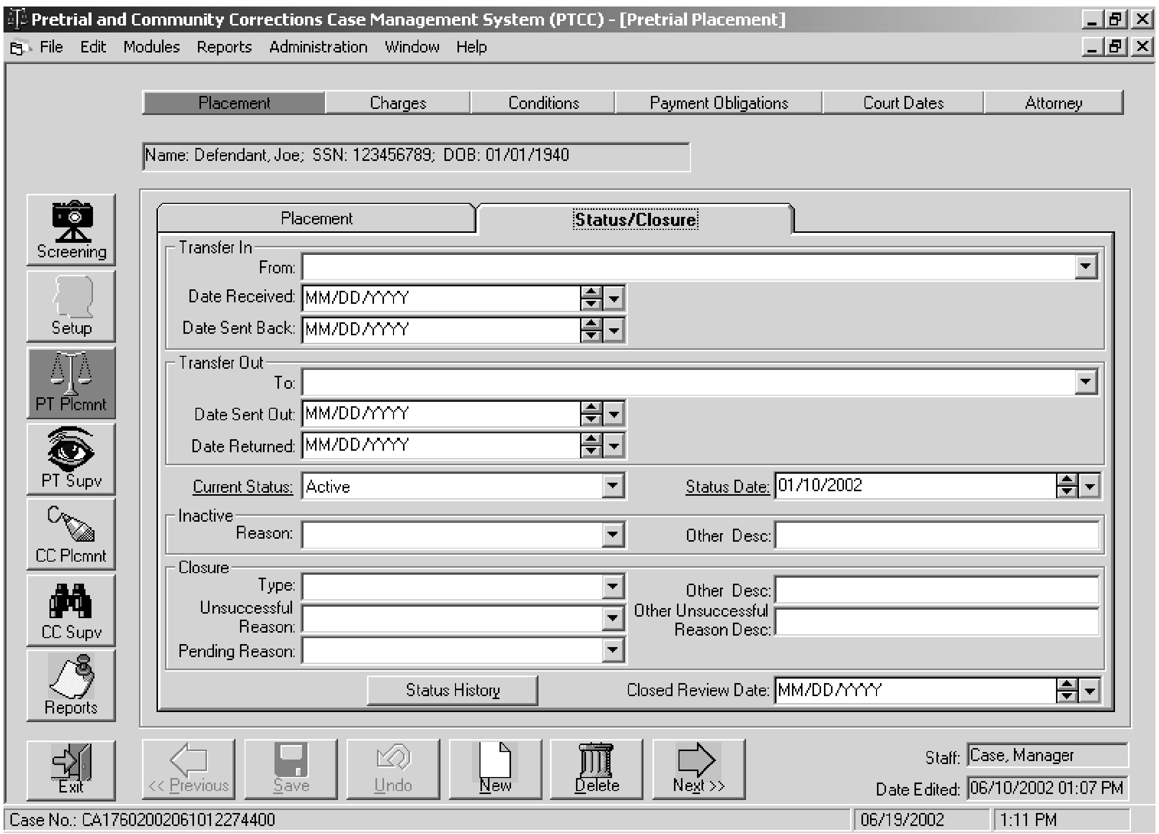
Click the **New** icon to clear the data fields on both placement tabs and enter another placement.

Placement, continued

Status/Closure Tab

The **Status/Closure** tab captures and displays placement status and closure information, as well as information about the placement's transfer status. When the current status of the placement status changes, PTCC makes an entry showing: **Status**, **Status Date**, and **Inactive Reason** in the **Placement Status History** window, which can be accessed by clicking the **Status History** button.

FYI	See page 7-6 for detailed information about business rules associated with this tab.



Status/Closure tab

If the placement was received from another locality, go to the **Transfer In** group and select the locality from the **From** drop-down list, and the transfer date from the **Date Received** drop-down calendar. Upon returning the placement back to the original locality, select the **Date Sent Back** from the drop-down calendar, and select **Transferred in-Sent Back** as the closure type to close the placement.

Placement, continued

If transferring a placement to another locality, go to the **Transfer Out** group and select the locality from the **To** drop-down list and the transfer date from the **Date Sent Out** drop-down list. Change the **Current Status** to **Inactive**, the reason to **Transferred Out**, and select the **Status Date** from the drop-down calendar. Upon receiving the placement back, go to the **Transfer Out** group and select the date from the **Date Returned** drop-down calendar, and update the **Current Status** and **Status Date**, accordingly.

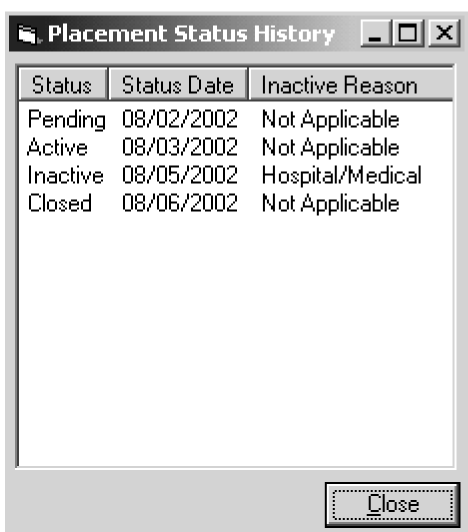
Note: If there is more than one active or inactive placement for the defendant, all placements are automatically transferred out to the same locality using the information entered on this tab (**Transferred Out To**, **Date Sent Back**, **Status**, **Status Date**, and **Reason Inactive**). These placements can be returned on a one-by-one basis for closure. If any are returned to **Active** or **Inactive** status, the system automatically returns all of them to **Active** or **Inactive** status using the information entered on this tab (**Transferred Out**, **Date Returned**, **Status**, **Status Date**, and **Reason Inactive**).

Only users with **Supervisor** rights in PTCC can enter **Closed Review Date**.

Click the **New** icon to clear the data fields on both placement tabs and enter another placement.

Placement Status History Window

Click the **Status History** button, at the bottom section of the **Status/Closure** tab, to access the **Placement Status History** window. The **Placement Status History** window shows: **Status**, **Status Date**, and **Inactive Reason** for the placement currently selected. The window provides a quick overview of the placement's status history, for instance it shows when and why the status changed from active to inactive. Information in this window is view only; it cannot be added, modified, or deleted.



Placement Status History window

Placement, continued

Pretrial Placement Rules

The following rules apply to **Pretrial Placements**:

Pending Rules

- Placements that leave **Pending** status can never return to **Pending** status.
- A **Pending-Close** closure type only applies when current status is **Pending**, and is the only way to close a **Pending** placement.
- You may enter the following information about a **Pending** placement:
  - Charges
  - Co-Defendants
  - Victims
  - Conditions
  - Payment Obligations
  - Court Dates
  - Attorney
  - Setup information
  - Pending Charges
  - Outstanding Warrants
  - Prior Criminal Activity
- No supervision activity can be entered in the **PT Supervision** module while a placement has a status of **Pending**.

Status Rules

- A new **Status Date** is required whenever **Current Status** changes.
- The new **Status Date** must be greater than the current **Status Date**.
- If **Current Status** changes from active to inactive for one placement, ***ALL*** placements for the defendant that are ***NOT*** closed or pending, become inactive with the same **Reason** and **Status Date**; however, no new **Status Date** can be less than any other placement's current **Status Date**. (See **Example 1**.)
- If **Current Status** changes from inactive to active, ***ALL*** placements for that defendant, that are ***NOT*** closed or pending, become active with the same **Status Date**; however, no new **Status Date** can be less than any other placement's current **Status Date**. (See **Example 2**.)

Example 1: Placement 1 Active 10/05/01
Placement 2 Active 10/20/01

Placement 1 cannot be made inactive on 10/12/01; the date must be greater than 10/20/01.

Example 2: Placement 1 Inactive 10/05/02
Placement 2 Inactive 10/05/02

A new active placement cannot be opened before 10/06/02; and neither existing placement can be changed to have an active date before 10/06/02.

Placement, continued

Closure Rules

- To close a placement as ***Successful***, all charges must have a disposition and there can be no future court dates.
- Once a placement is closed, changes to any of the placement information cannot be made (this includes changing other sub-modules in the **Placement** module).

Transfer In Rules

- Entering information in the **Transfer-In** group, **From** field requires information to be entered in the **Date Received** field, and vice-versa.
- Use the **Transfer In–Date Sent Back** closure type only when the placement type is **Transferred In** (this is the only way to close a **Transferred In** placement).
- To close a **Transfer In**, you must enter the **Date Sent Back**.

Transfer Out Rules

- Entering information in the **Transfer-Out** group, **To** field requires information to be entered in **Date Sent Out**, and vice versa.
- When placements are transferred out, you must make the status **Inactive** with an **Inactive Reason** of **Transferred Out**.
- When placements are transferred out, all other active and inactive placements will automatically be transferred out with the same information; however, you can return and close **Transferred Out** placements on a one-by-one basis.
- If a **Transferred Out** placement is made active, enter the information in the **Transfer-Out** group **Date Returned** field, and all inactive placements automatically become active again with the same **Date Returned**.
- Before closing a **Transferred Out** placement, you must enter information in the **Transfer-Out** group **Date Returned** field.

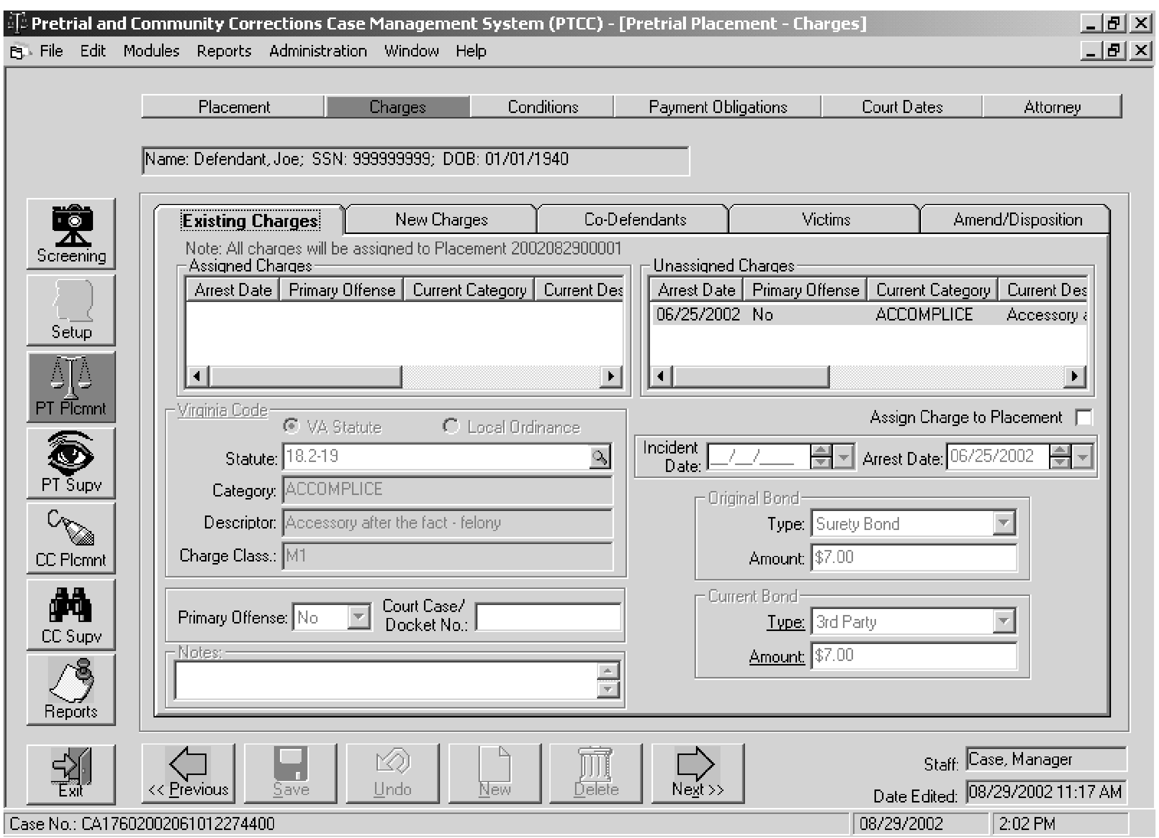
Charges

The **Charges** sub-module captures and displays a variety of information relating to a defendant's charges. The sub-module contains five tabs: **Existing Charges**, **New Charges**, **Co-Defendants**, **Victims**, and **Amend/Disposition**. Assign charges to a placement in either the **Existing Charges** or **New Charges** tabs. You cannot assign both **Existing Charges** and **New Charges** to the same placement.

Existing Charges Tab

The **Existing Charges** tab allows charges to be assigned to a placement that were entered in **Screening** and marked **Referred to PT**. The **Existing Charges** tab has two summary list boxes, **Assigned Charges** and **Unassigned Charges**. The list boxes show: **Arrest Date**, **Primary Offense**, **Current Category**, **Current Descriptor**, **Current CC**, **Orig. Category**, **Orig. Descriptor**, and **Orig. CC**. Select a charge record in either of the list boxes, and the details for that record appear in the fields at the bottom section of the tab. Use the **Assign Charge to Placement** check box in this tab to assign any of the defendant's unassigned charges to the placement selected on the **Placement** tab.

FYI	You can assign **Existing Charges** to a placement if the charges associated with the placement were marked as, **Referred to PT** in the **Charges Update** tab in the **Screening** module.



Existing Charges tab

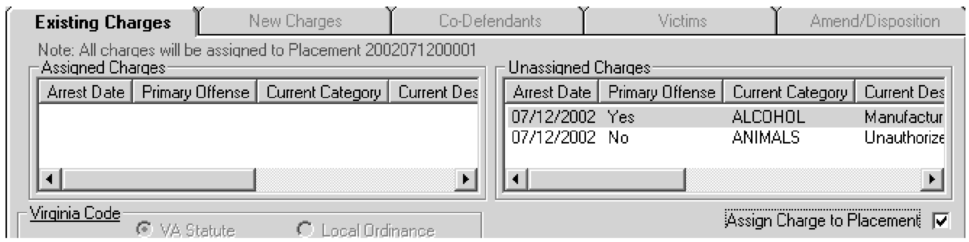
Charges, continued

Assigning Charges

Follow the steps in the procedure below to assign existing charges to a placement:

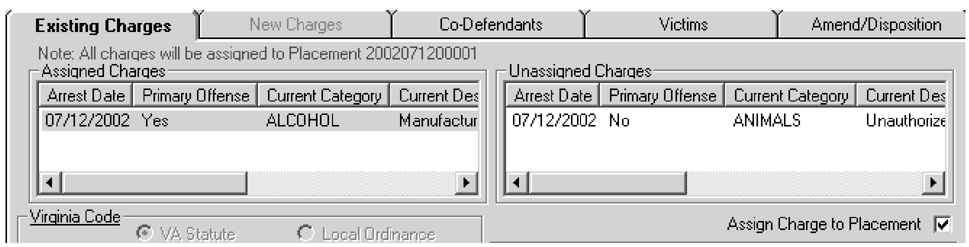
1. Select the charge from the **Unassigned Charges** list box on the right. Only one charge can be assigned at a time.

2. Click the **Assign Charge to Placement** check box.



3. Save the record.

   Result: When the record saves, the charge moves to the **Assigned Charges** list box.



FYI	**Existing Charges** cannot be modified from the **Charges** sub-module. To make a change: unassign the charge, return to **Charge Update** in **Screening**, make the change, and return to the **Existing Charges** tab to reassign the charge.

Unassigning Charges

Follow the steps in the procedure below to unassign charges:

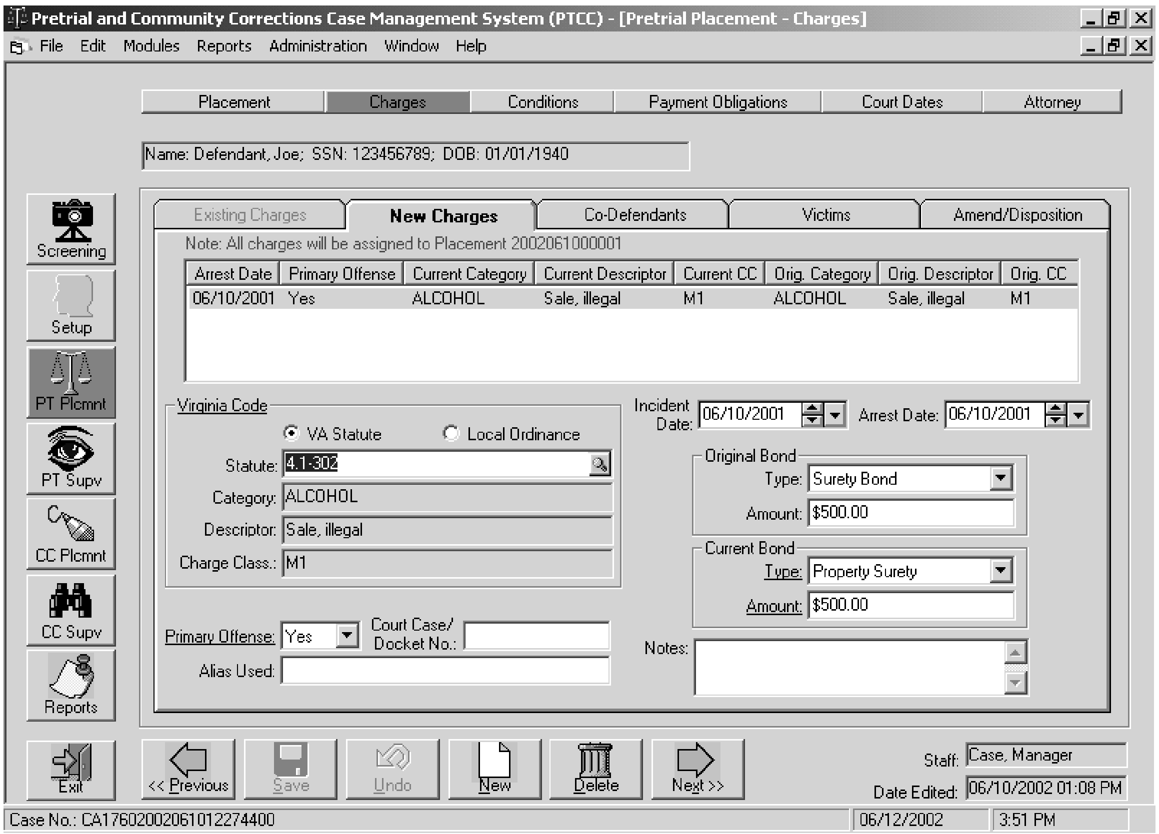
- Select the charge from the **Assigned Charges** list box. Only one charge can be unassigned at a time.
- De-select the **Assign Charge to Placement** check box.
- Save the record.

  Result: When the record saves, the charge moves back to the **Unassigned Charges** list box on the right.

Charges, continued

New Charges Tab

The **New Charges** tab allows the entering of charges associated with the placement that were not previously entered in **Screening**. The tab contains a summary list box showing: **Arrest Date**, **Primary Offense**, **Current Category**, **Current Descriptor**, **Current CC**, **Orig. Category**, **Orig. Descriptor**, and **Orig. CC**. Select a charge record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete new charges.



New Charges tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another charge.

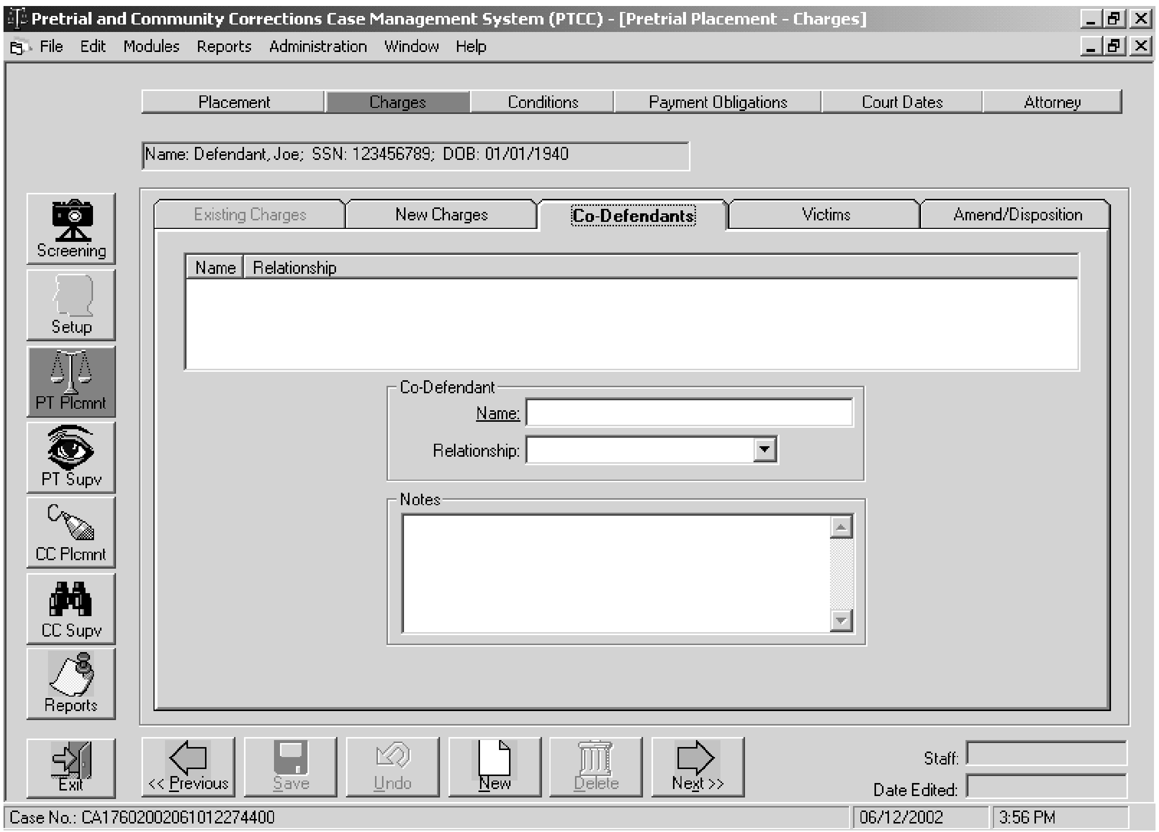
Tip	Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar. When duplicating a charge, the system prompts for duplication of the associated co-defendants and victims.

As new charges are entered, one and only one must be marked as the **Primary Offense**. If there is more than one charge, the **Primary Offense** is the charge that is considered the most serious, based on the potential maximum penalty of each charge.

Charges, continued

Co-Defendants Tab

The **Co-Defendants** tab captures and displays information about co-defendants for the charge selected in the **Existing Charges** or **New Charges** tab for a particular placement. The tab contains a summary list box showing: **Name** and **Relationship**. Select a co-defendant record in the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete co-defendants.



Co-Defendants Tab

To add or view a co-defendant for another charge:

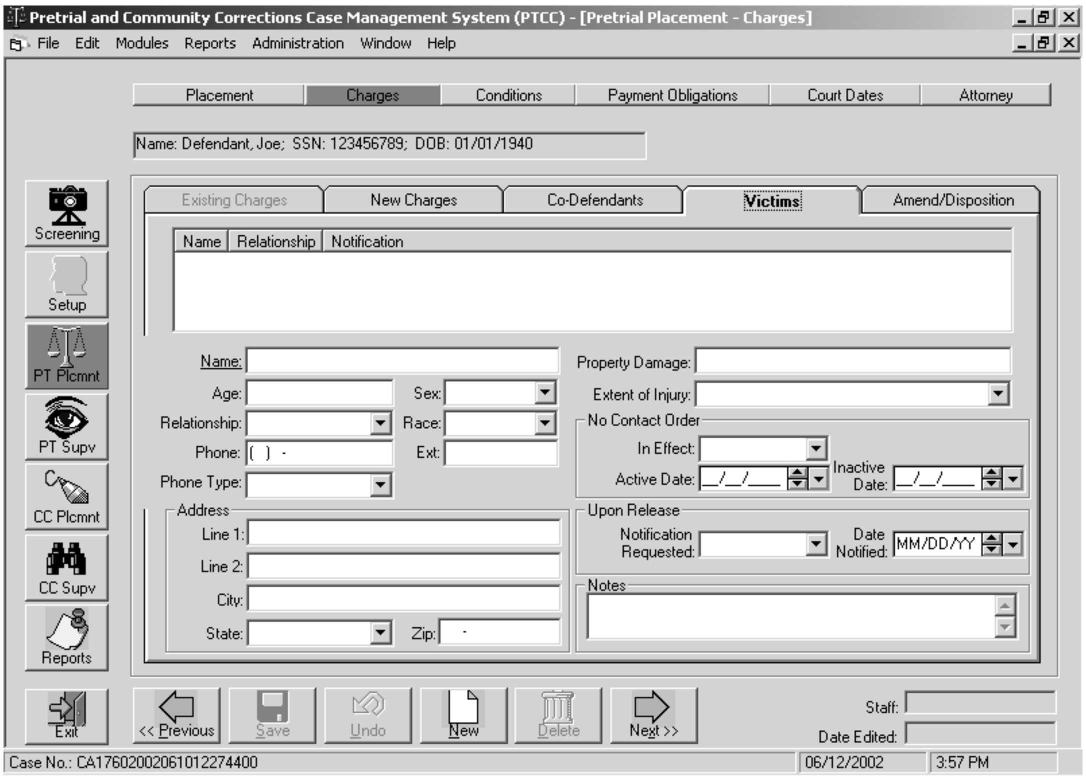
- go back to the **Existing Charges** or **New Charges** tab
- select the charge, and
- return to this tab.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another co-defendant.

Charges, continued

Victims Tab

The **Victims** tab captures and displays information about victims for the charge selected in the **Existing Charges** or **New Charges** tab for a particular placement. The tab contains a summary list box showing: **Name**, **Relationship**, and **Notification**. Select a victim record in the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete victims.



Victims Tab

To add or view a victim for another charge:

- go back to the **Existing Charges** or **New Charges** tab
- select the charge, and
- return to this tab.

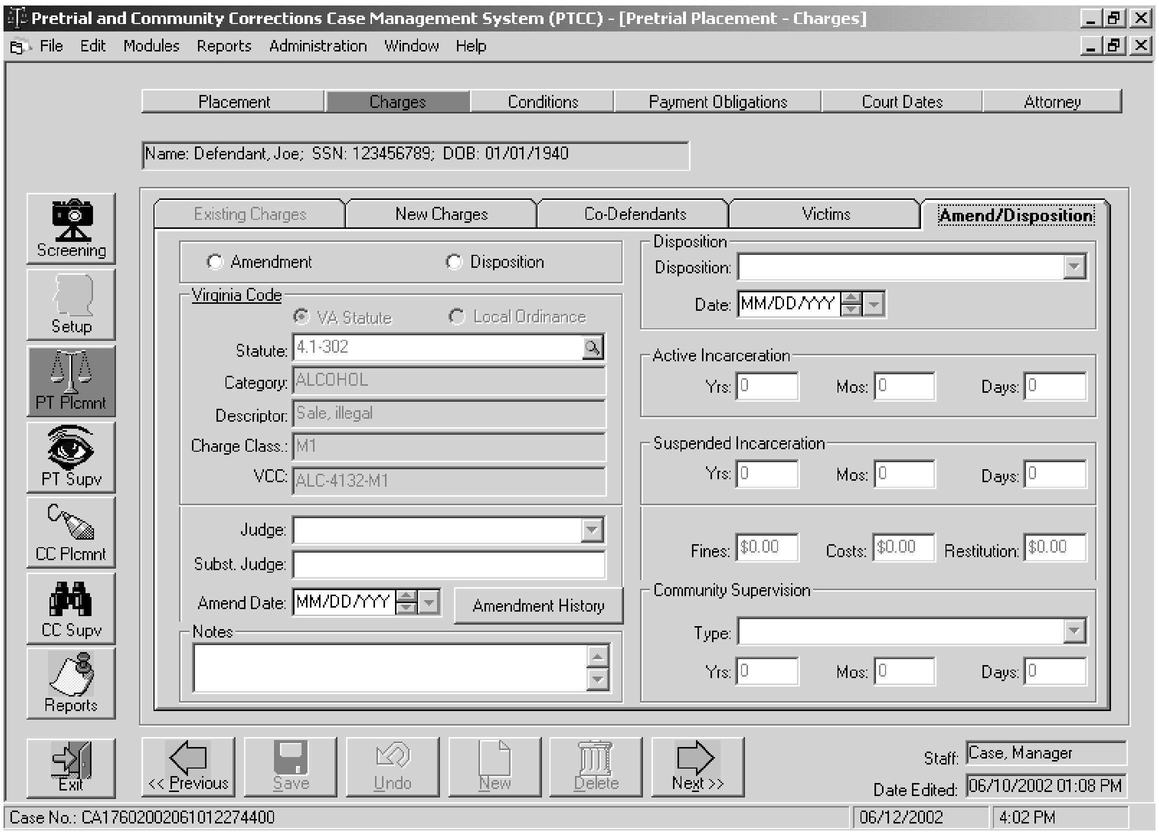
Type any property damage in the **Property Damage** data field. Select **Death**, **Emotional**, **None**, **Physical**, **Serious Physical**, or **Threatened** from the **Extent of Injury** drop-down list. Select **Yes** or **No** from the **Notification Requested** data field. Select the date the victim was notified of the person's release in the **Date Notified** field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another victim.

Charges, continued

Amend/Disposition Tab

The **Amend/Disposition** tab allows the amendment of a charge, or the recording of the disposition of a charge. Any amendment or disposition entered in this tab is for the placement selected on the **Placement** tab, and the charge selected on the **Existing Charges** or **New Charges** tab. Before a placement can be closed as ***Successful***, the charge disposition information must be completed.



Amend/Disposition tab

Making an Amendment

To make an amendment:

- click the **Amendment** radio button
- enter the new charge in the **Virginia Code** group, and
- select the **Amend Date** from the drop-down calendar.

Select the judge from the **Judge** drop-down list. If **Substitute** is selected from the **Judge** drop-down list, type the substitute's name in the **Subst. Judge** data field.

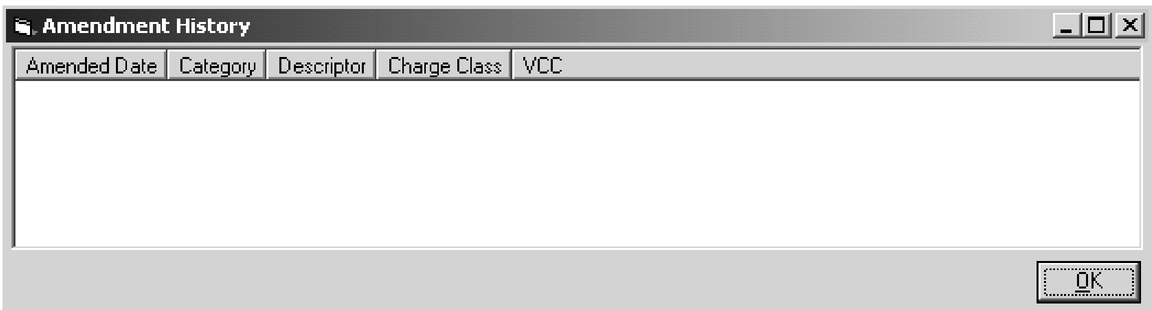
Charges, continued

Amendment History Window

The **Amendment History** window allows information to be viewed only; it cannot be added, modified, or deleted. The window contains a summary list box showing: **Amended Date**, **Category**, **Descriptor**, **Charge Class**, and **VCC** (Virginia Crime Code). Follow the procedure below to view a defendant's **Amendment History**.

1. Click the **Amendment History** button.

   Result: The **Amendment History** window opens.



Amendment History window

2. Click the **OK** button to close the window.

Entering a Disposition

To enter a disposition:

- click the **Disposition** radio button
- select the **Disposition** from the drop-down list
- select the **Disposition Date** from the **Date** drop-down calendar
- if the sentence for this charge includes Community Corrections, select **Community Corrections Supervision** from the drop-down list as the **Community Sentence Type.**

Entering an Amendment or Disposition for Another Charge

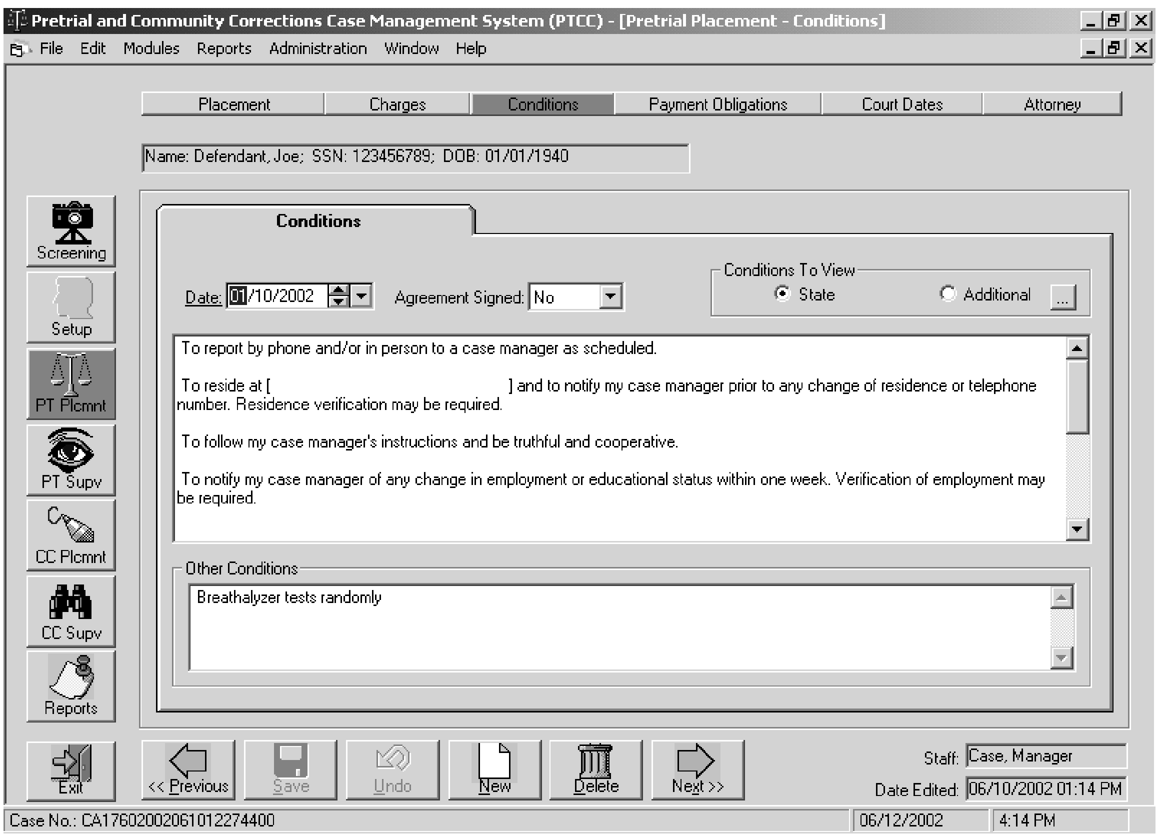
To enter an amendment or disposition for another charge:

- go back to the **Existing Charges** or **New Charges** tab
- select the charge, and
- return to this tab.

Conditions

The **Conditions** sub-module displays the standard **State Condition of Supervision**, and allows the addition of **Additional Conditions** (locally defined), and/or **Other Conditions** (unique conditions) for the defendant. The sub-module contains one tab, **Conditions**. The tab contains a summary list box showing either the **State Conditions** or **Additional Conditions** depending on the radio button selected in the **Conditions to View** group. Conditions entered in this tab are for the placement selected in the **Placement** tab.

FYI	***State Conditions*** are automatically entered for the defendant; they cannot be modified. Once entered, ***Additional Conditions*** can be added or removed, and ***Other Conditions*** can be added, modified, or deleted.



Conditions tab

Select the date the **Conditions** take effect from the **Date** drop-down calendar. Select **Yes** or **No** from the **Agreement Signed** drop-down list to indicate whether the defendant signed the **Conditions of Supervision** form.

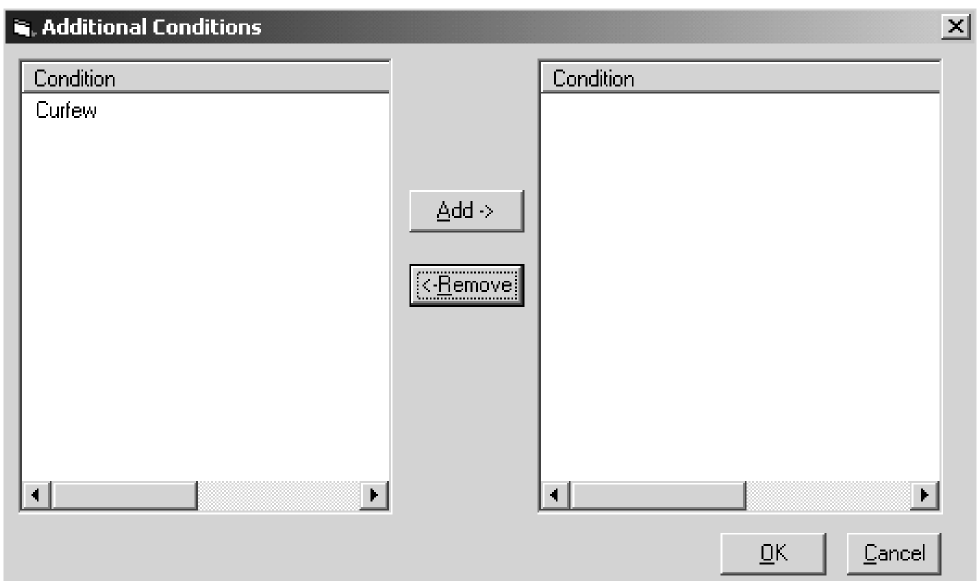
Conditions, continued

Adding Additional Conditions

Follow the steps in the procedure below to add additional conditions.

1. Select the **Additional** radio button in the **Conditions to View** group, and click the **Ellipse** button.

Result: The **Additional Conditions** window appears with **Additional** conditions on the left.



Additional Conditions window

2. Highlight the **Additional Condition** to be imposed, click the **Add** button, and the **Additional** condition moves to the list box on the right.

FYI	There is no limit to the number of **Additional Conditions** that a judicial officer may impose and that can be entered.

3. Click the **OK** button and the condition appears in the **Conditions** tab.

Conditions, continued

Removing Additional Conditions

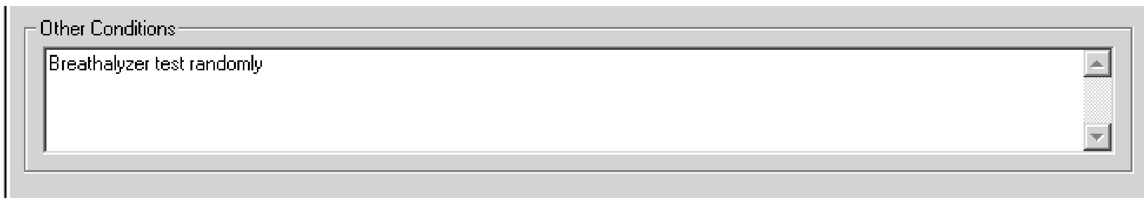
To remove **Additional Conditions**:

- select the condition to be removed on the right
- click the **Remove** button, and the condition moves back to the list box on the left.

Entering Other Conditions

Follow the steps in the procedure below to enter **Other** conditions.

1. Type the unique condition in the **Other Conditions** memo box on the **Conditions** tab.



Other Conditions memo box

2. Click **Save**.

Removing Other Conditions

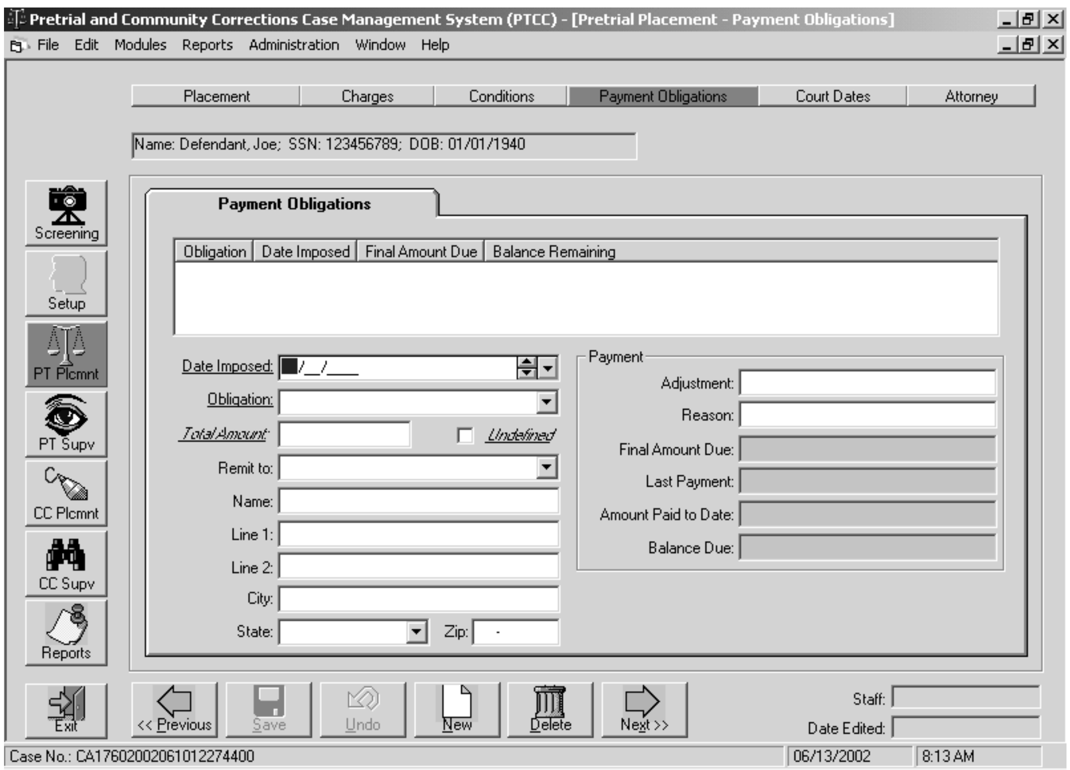
To remove **Other Conditions**:

- select the condition to be removed in the **Other Conditions** memo box, and
- press the `Delete` key on the keyboard.

Payment Obligations

The **Payment Obligations** sub-module captures and displays information about a defendant's payment obligations for the placement selected in the **Placement** tab. The sub-module consists of one tab, **Payment Obligations**. The tab contains a summary list box showing: **Obligation**, **Date Imposed**, **Final Amount Due**, and **Balance Remaining**. Select a payment obligation record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete payment obligations.

FYI	As payments are entered in the **Supervision** module, the system automatically updates the following data fields in the **Payment Obligations** tab: • **Final Amount Due** • **Last Payment** • **Amount Paid To Date** • **Balance Due**



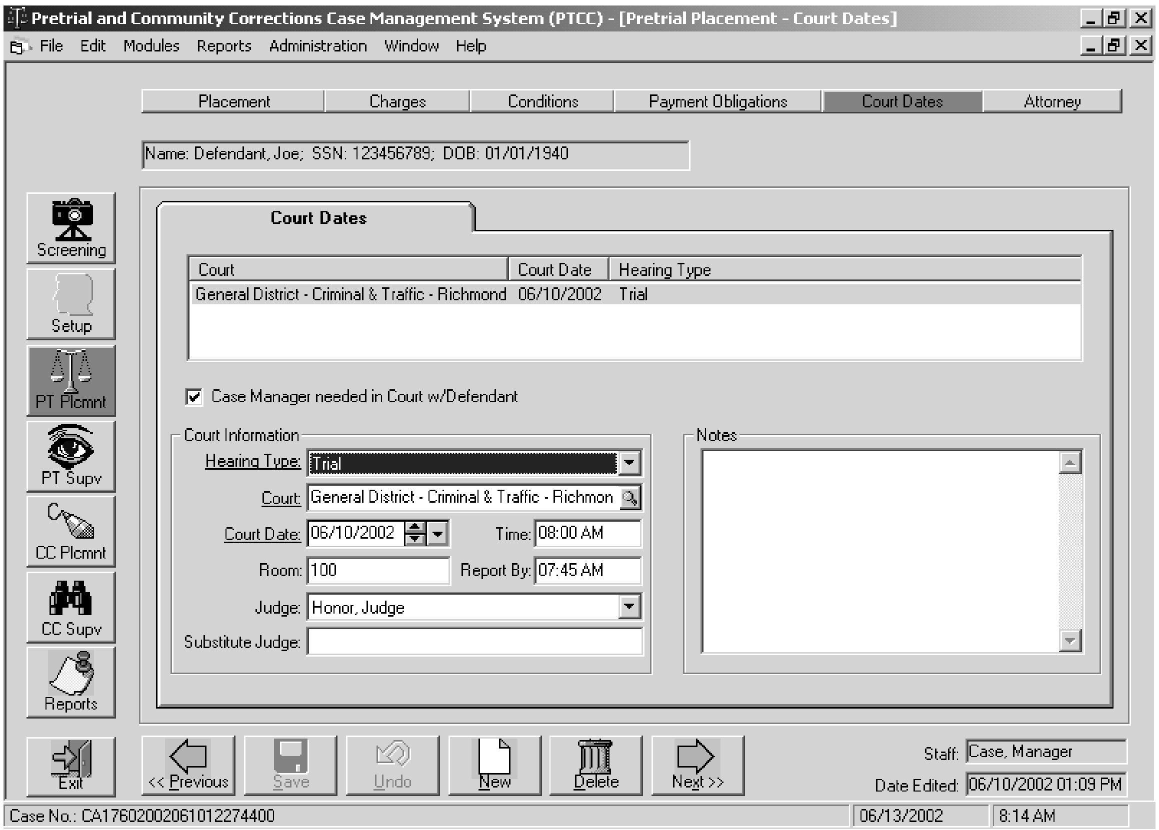
Payment Obligations tab

If a defendant's payment obligation amount is not defined, click the **Undefined** check box. Select **Court Clerk**, **Program**, or **Victim** from the **Remit To** drop-down list, depending on who will receive the payments. Type any adjustments to **Payment Obligations** in the **Adjustment** data field, and type the reason for the adjustment in the **Reason** data field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another payment obligation.

Court Dates

The **Court Dates** sub-module captures and displays information about future court dates for the placement selected in the **Placement** tab. The sub-module consists of one tab, **Court Dates**. The tab contains a summary list box showing: **Court**, **Court Date**, and **Hearing Type**. Select a court date record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete court dates.



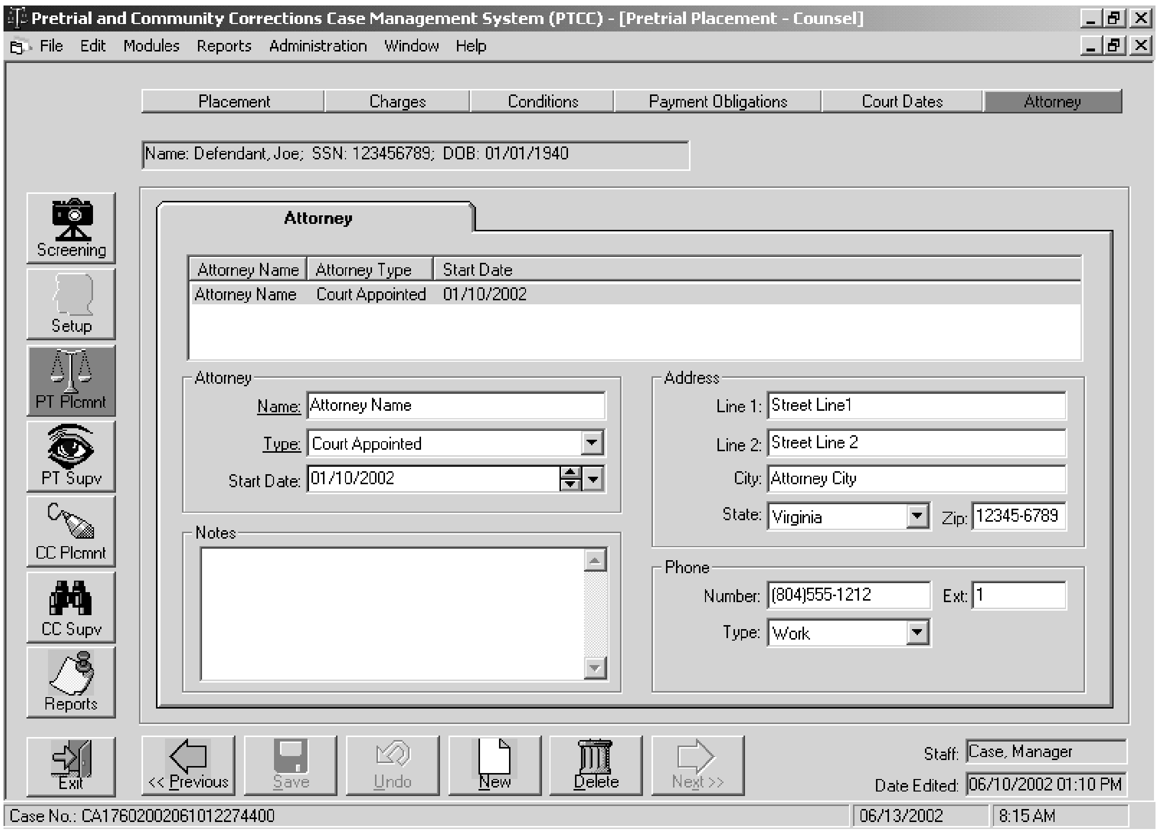
Court Dates tab

If the court requires the case manager to appear in court with the defendant for any reason, select the **Case Manager needed in Court w/ Defendant** check box. If the judge is a substitute, select **Substitute** from the **Judge** drop-down list, and type the substitute's name in the **Substitute Judge** data field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another court date.

Attorney

The **Attorney** sub-module captures and displays attorney information for the placement selected on the **Placement** tab. The sub-module consists of one tab, **Attorney**. The tab contains a summary list box showing: **Attorney Name**, **Attorney Type**, and **Start Date**. Select an attorney record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete attorney information.



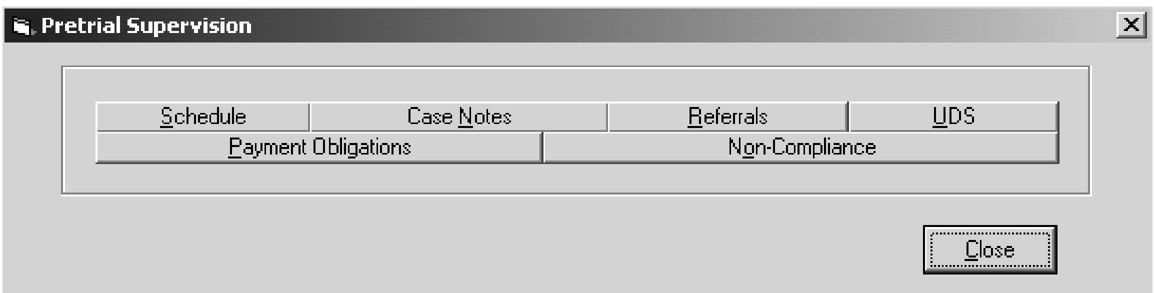
Attorney tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another attorney.

Chapter 8: Pretrial Supervision Module

This chapter contains information about the **Pretrial Supervision** module, which captures and displays all supervision-related information for defendants. **Pretrial Services Supervision** contains the following sub-modules:

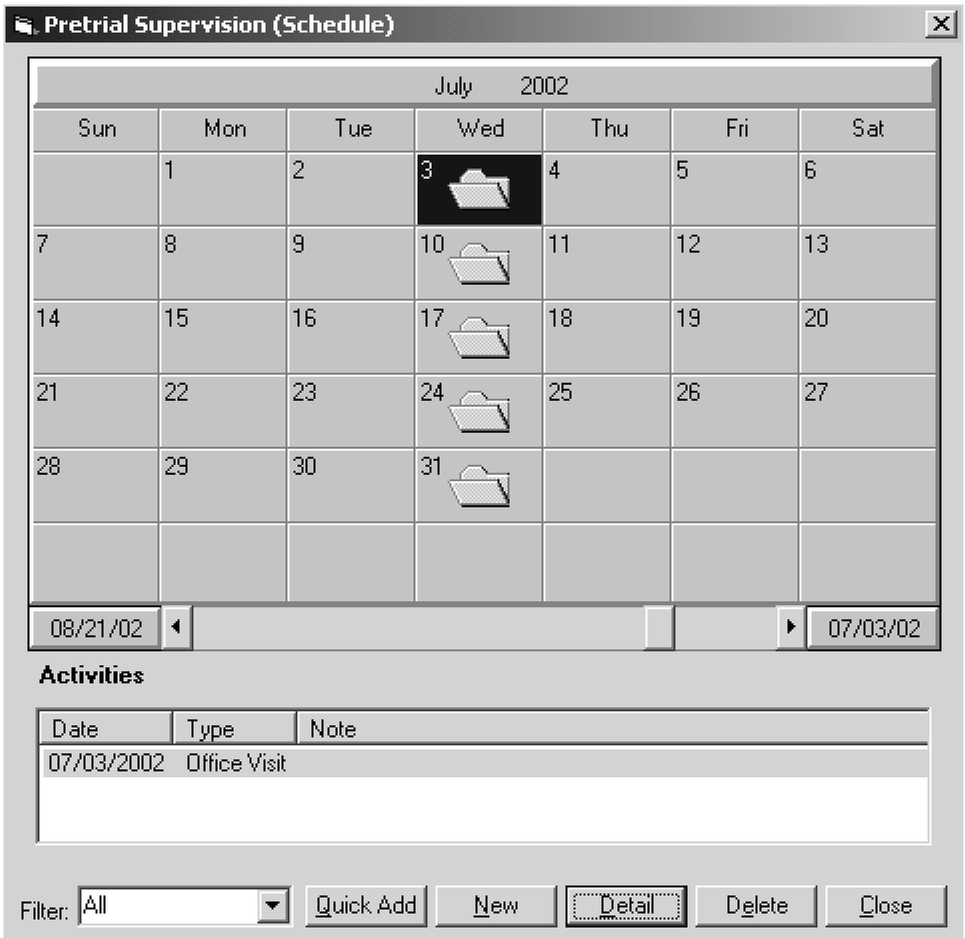
- Schedule
- Case Notes
- Referrals
- UDS
- Payment Obligations
- Non-Compliance



Pretrial Supervision window

Schedule

The **Schedule** sub-module shows a calendar of the defendant's scheduled appointments. A **Folder** icon on a calendar date indicates an appointment has been scheduled. Click the folder and a list of activities scheduled for that date appears in the **Activities** list box at the bottom section of the window. The **Activities** list box shows: **Date**, **Type**, and **Note**. You can schedule new appointments, delete existing appointments, or enter contact notes for a scheduled appointment from this window. More than one appointment can be made for the same date.



Schedule window

Use the slide bar at the bottom section of the calendar to help select the date.

- Click to the right or left of the slide button to change the year.
- Click the left or right arrow to change the month.
- Click and drag the slide button to get to dates that are more than a few years in the past or future.

Click the **New** button to clear the data fields in the tab and enter another appointment.

Schedule, continued

Entering Schedule Information

To enter defendant schedule information:

- click the **Quick-Add** button to enter recurring appointments, or
- click the **New** button to enter one appointment at a time.

Viewing Appointment Details

To view the details of an appointment:

- click the **Folder** icon for the date, and
- double-click the appointment from the **Activities** list box, or
- select the appointment and click the **Detail** button at the bottom section of the window.

Deleting Scheduled Appointments

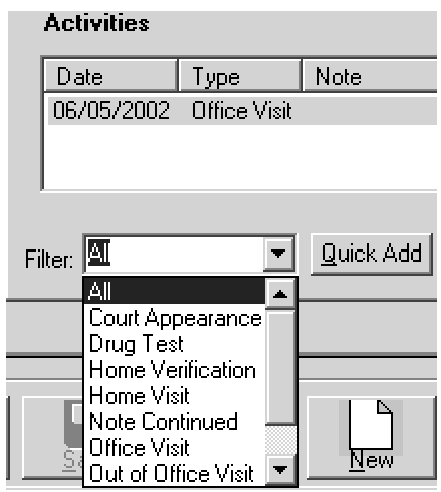
To delete a scheduled appointment:

- click the **Folder** icon for the date
- select the appointment from the **Activities** list box, and
- click the **Delete** button at the bottom section of the window.

Filtering Appointment Types

To filter appointments shown in the **Activities** list box using a specific ***Filter*** option:

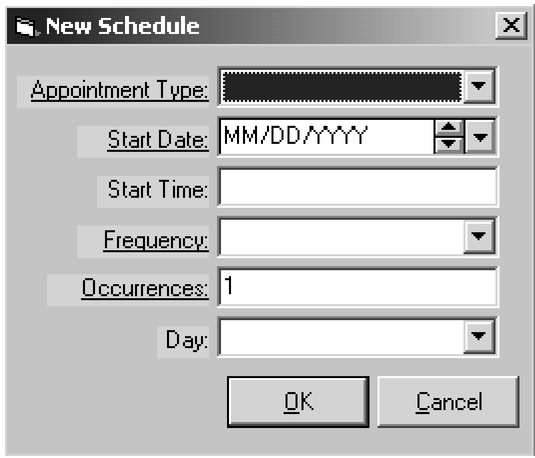
- click the **Filter** drop-down arrow, and
- select a filter from the **Filter** drop-down list.



Schedule, continued

Quick Add

Click the **Quick Add** button, and the **New Schedule** window appears. This window allows you to schedule the same appointment type for multiple dates. When entering appointments on this window, a **Folder** icon appears on all appropriate dates on the calendar.

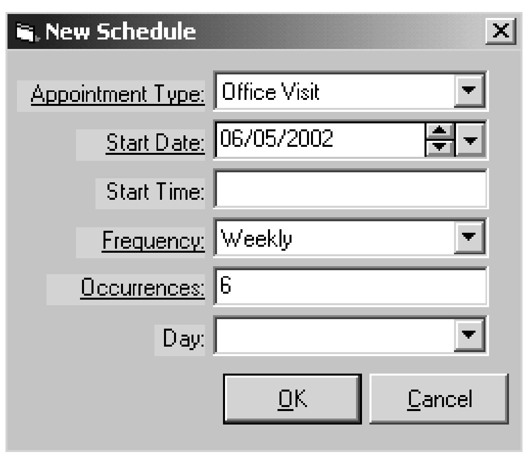


New Schedule window

When scheduling appointments using **Quick Add**, the following information is required: **Appointment Type**, **Start Date**, **Frequency**, and **Occurrences**. If you schedule an appointment to occur on the 1st, 2nd, etc. week of the month, **Day** is also required.

Example 1: This shows how to schedule a recurring weekly appointment for six weeks. Follow the steps in the procedure:

1. Enter the information in the **New Schedule** window as follows:

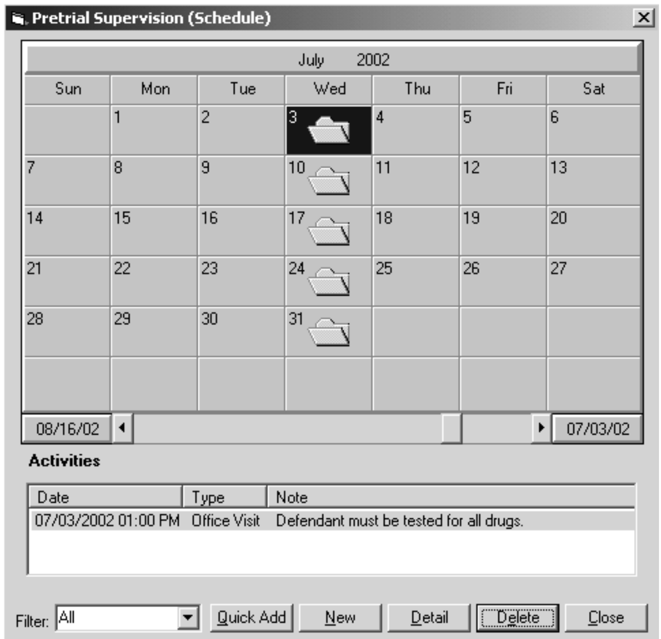


New Schedule window

Schedule, continued

2. Click the **OK** button.

   Result: A **Folder** icon for an ***Office Visit*** appears on every Wednesday for six weeks from the date of the first appointment.

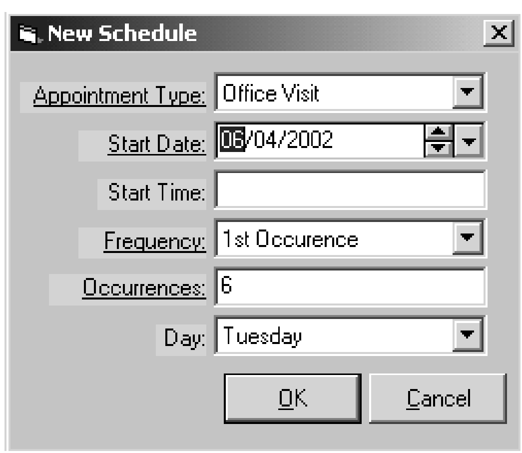


Schedule window

3. Click on the **Folder** icon and the appointment **Date**, **Type**, and **Note** appears in the **Activities** list box at the bottom section of the window.

Example 2: This shows how to schedule an appointment for the first Tuesday of each month for six months, starting June 4th. Follow the steps in the procedure below:

1. Enter the information in the **New Schedule** window as follows:

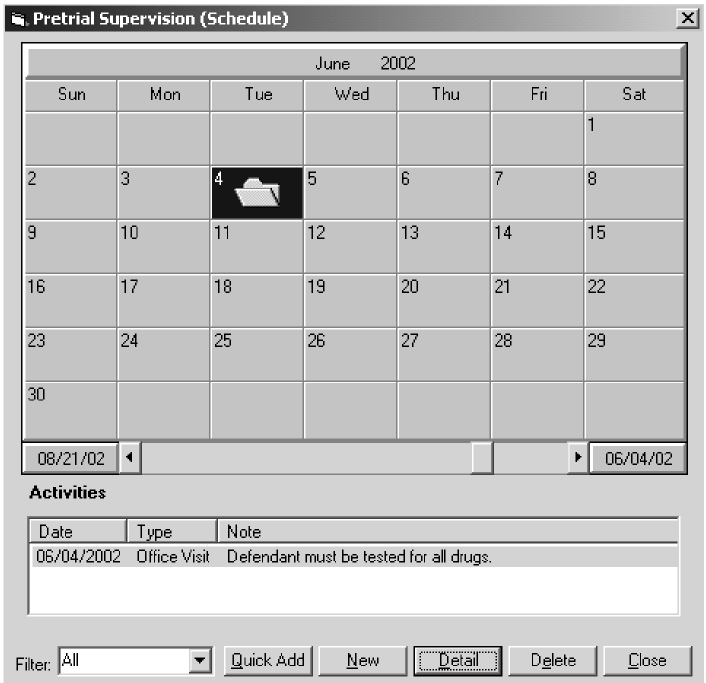


New Schedule window

Schedule, continued

2. Click the **OK** button.

   Result: A **Folder** icon for an ***Office Visit*** appears on the first Tuesday for the next six months from the date of the first appointment.



Schedule window

3. Click on the **Folder** icon and the appointment **Date**, **Type**, and **Note** appears in the **Activities** list box at the bottom section of the window.

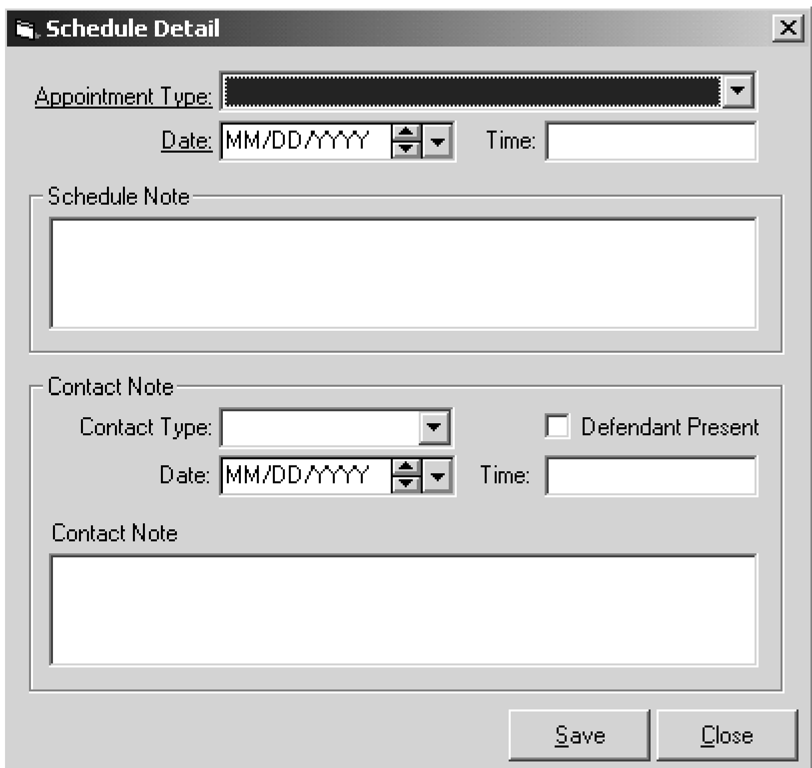
Schedule, continued

New

To add a new appointment or contact note, click the **New** button and the **Schedule Detail** window appears. The window serves two purposes as follows:

- schedule an appointment in the top of the window, or
- enter a **Contact Note** about a scheduled appointment in the bottom section of the window.

FYI	A **Contact Note** cannot be entered here unless an appointment was scheduled. Not all **Contact Notes** can be entered from here. **Referrals**, **UDS**, **Payments**, **Non-Compliance**, and **Graduated Sanctions** must be entered through their respective sub-module in the **PT Supervision** module. Saving a **Contact Note** record creates an entry in the **Case Notes Log** that shows: **Contact Date**, **Contact Type**, **Time**, **Defendant Present**, and **Contact Note**. The information can be viewed from the **Case Notes** window. Once a **Contact Note** has been entered and saved, it cannot be changed or deleted.



Schedule Detail window

If the defendant was present for the contact, click the **Defendant Present** check box.

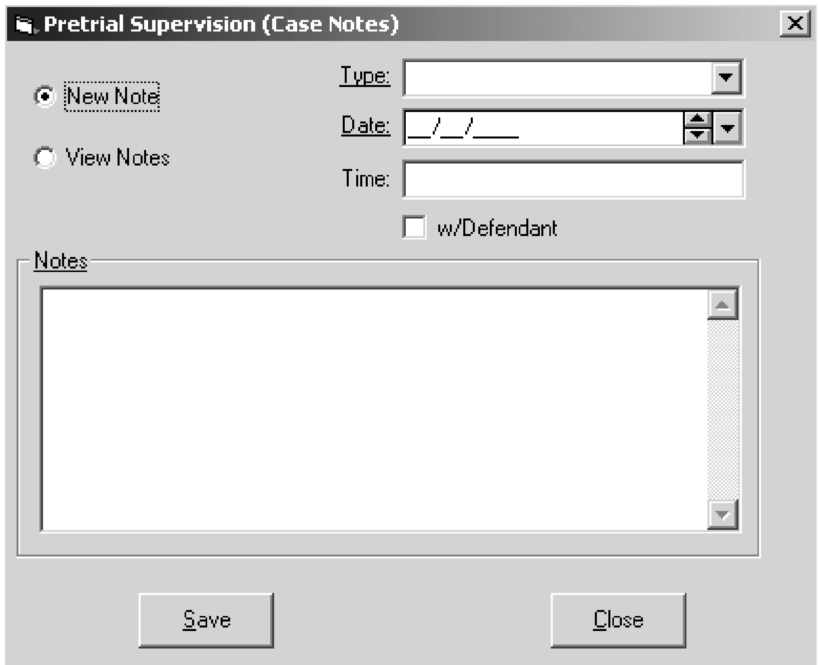
Case Notes

The **Case Notes** sub-module serves two functions, it allows for the:

- entering of a **New Note** for a defendant, or
- displaying of **View Notes** for a defendant.

New Note

Click the **New Note** radio button to enter a case note about a defendant for a specific date.



Case Notes window

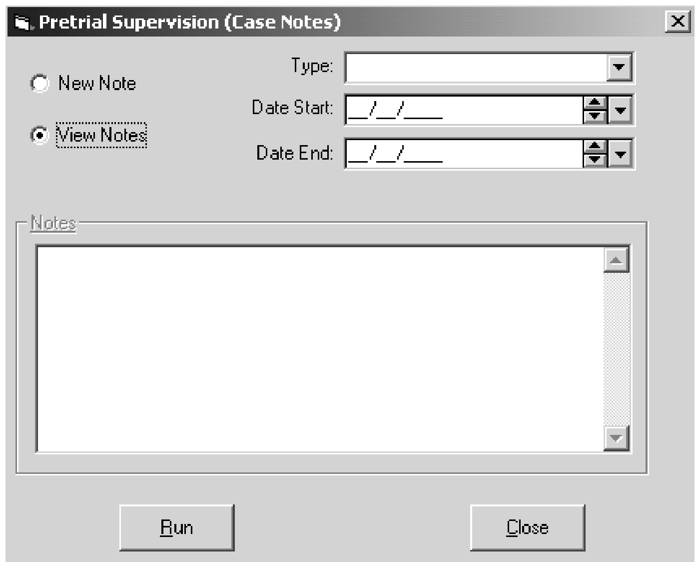
Select the note type from the **Type** drop-down list, select the date, and type in the time. If the defendant was present for the contact, click the **w/Defendant** check box.

Type the note in the **Notes** field, and click the **Save** button. Once the note is saved, it cannot be modified or deleted. A new note, however, can be entered.

Case Notes, continued

View Notes

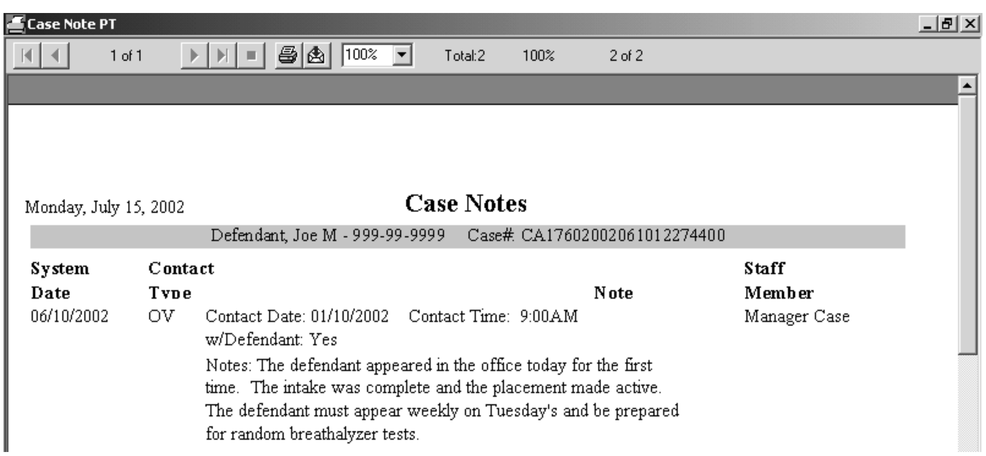
Click the **View Notes** radio button to view notes about a defendant over a specified period of time.



Case Notes window

To filter the case notes by a specific type and/or date range, select the note type from the **Type** drop-down list and/or select **Date Start** and **Date End**, and click the **Run** button. If no filtering information is entered, all case notes will appear on the log.

> Result: All case notes, based on the criteria selected, appear in a report called **Case Notes Log**. To print the report, click the **Print** icon at the top of the report window.



Case Notes Log

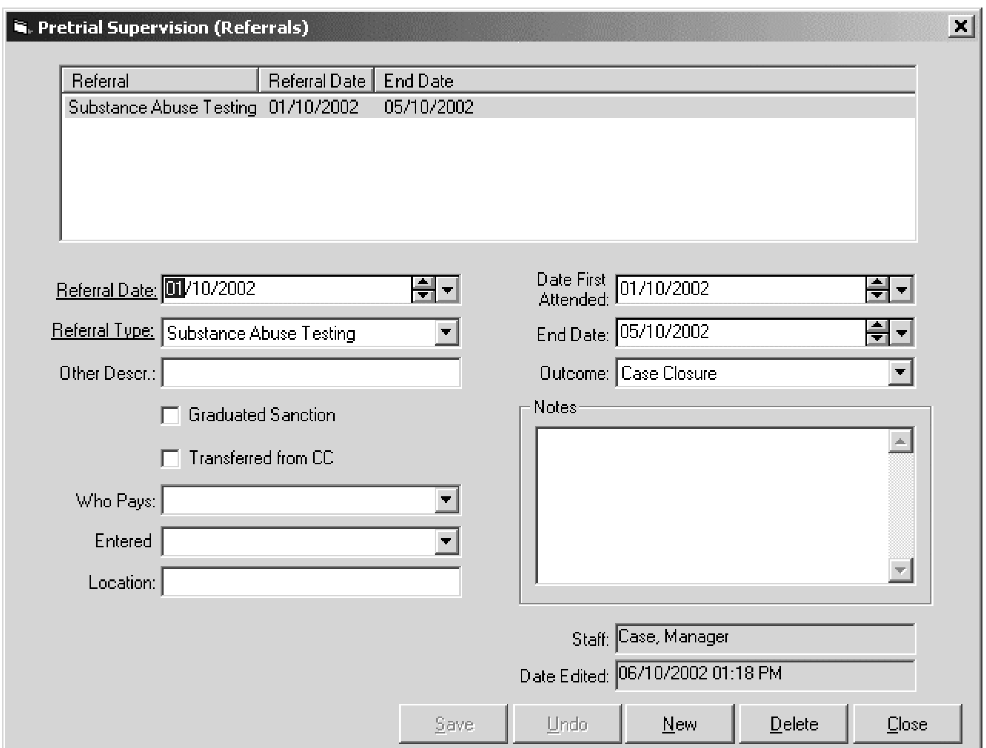
FYI	See **Chapter 11: Reports and Forms** for more information about other reports.

Referrals

The **Referrals** sub-module captures and displays information needed to refer a defendant to an education or treatment program, as well as to record the first substance abuse testing. The sub-module contains a summary list box showing: **Referral**, **Referral Date**, and **End Date**. Select a referral record in the list box, and the details for that record appear in the fields at the bottom section of the window. Use the fields in this sub-module to add, modify, or delete referrals.

!!!	Referral information is part of the **Pretrial Services Monthly Report**, therefore, all referrals must be entered. The **Date First Attended** field must be completed for the **New Service Placement** to be counted on the **Pretrial Services Monthly Report**. A defendant's first substance abuse testing is considered a referral, and must be entered here to receive credit on the **Pretrial Services Monthly Report**.

FYI	Saving a **Referral** record creates an entry in the **Case Notes Log** that shows: **Referral Date**, **Contact Type**, **Referral Type**, **Where**, **Date First Attended**, **Staff**, and **Outcome**. The information can be viewed from the **Case Notes** window.



Referrals window

Date First Attended and **End Date** are required when the **Outcome** for the referral is **Successful**. **Date First Attended** and **Outcome** are required when an **End Date** is entered. If the referral is a result of a graduated sanction due to a non-compliance issue, select the **Graduated Sanction** check box. If this referral was initiated in Community Corrections and then transferred

Referrals, continued

to Pretrial, select the **Transferred from CC** check box. Select **Insurance**, **Program**, **Other**, or **Self** from the **Who Pays** drop-down list to identify who is responsible for paying for the service. Select **Court Ordered**, **Employment Directed**, **Other**, or **Voluntarily** from the **Entered** drop-down list to identify how the person entered the education or treatment program.

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

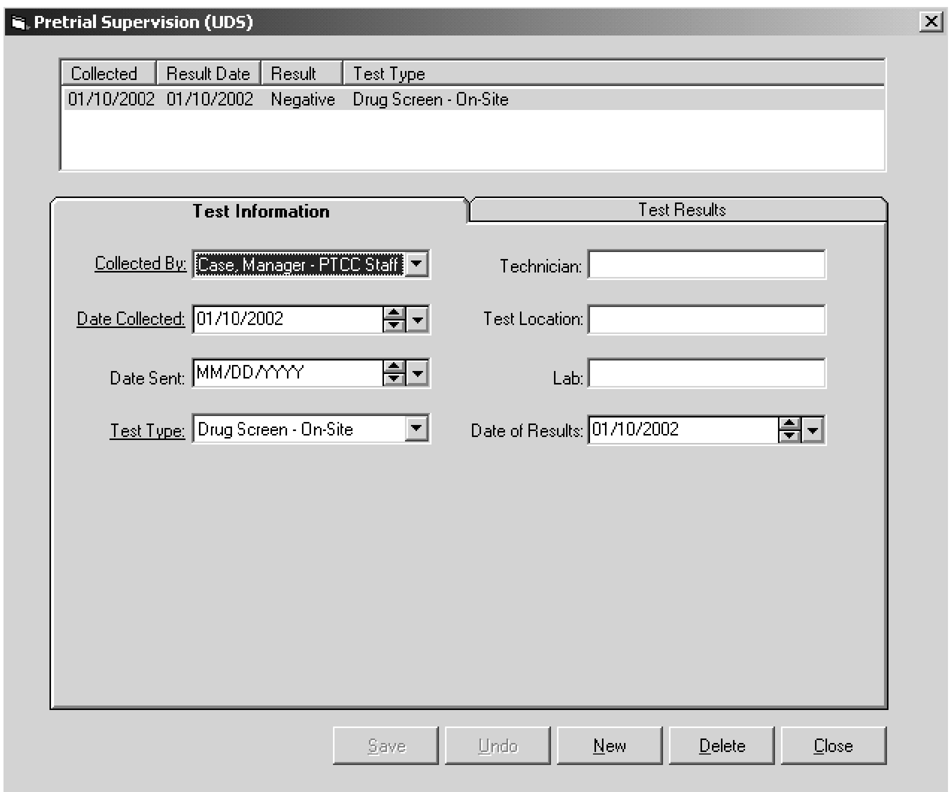
Click the **New** button to clear the data fields at the bottom section of the tab, and enter another referral.

UDS

The **UDS** (Urine Drug Screen) sub-module captures and displays information about drug tests performed for the defendant. The sub-module contains two tabs: **Test Information** and **Test Results**. The window contains a summary list box showing: **Collected**, **Result Date**, **Result**, and **Test Type**. Select a UDS record in the list box, and the details for that record appear in the fields in the tabs at the bottom section of the window. Use the fields in the tabs to add, modify, or delete UDS information.

Test Information Tab

The **Test Information** tab allows the capturing and viewing of information about the collection and testing of UDS'. Information in this tab must be saved before continuing to the **Test Results** tab. **Date of Results** must be entered for the test results to appear in the **Results** column of the summary list box. If data is only entered in the **Test Information** tab, a case note is not added to the **Case Notes Log**.



Test Information tab

Select the staff person who collected the UDS from the **Collected By** drop-down list. Type the name of the technician who tested the sample in the **Technician** field. Use the **Test Location** field to record where the sample was tested. Type the name of the lab that conducted the test in the **Lab** field.

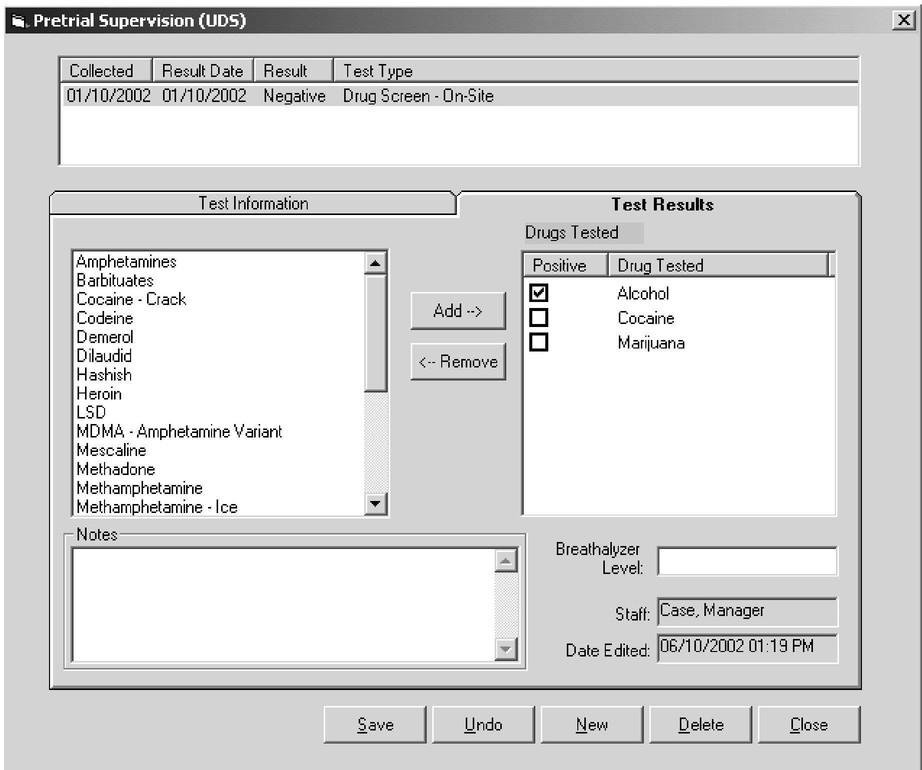
Click the **New** button to clear the data fields on both tabs and enter another UDS.

UDS, continued

Test Results Tab

The **Test Results** tab captures and displays the drugs the defendant was tested for, and the results of those tests.

FYI	Saving **Test Results** creates an entry in the **Case Notes Log** that shows: **Date Collected**, **Contact Type**, **Drug Test Type**, **Drugs Tested**, **Results**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Test Results tab

To select a drug: highlight the drug on the left, click the **Add** button and the drug appears on the right.

To remove a drug: highlight the drug on the right, click the **Remove** button and the drug appears on the left.

Mark positive results by clicking the check box next to the drug.

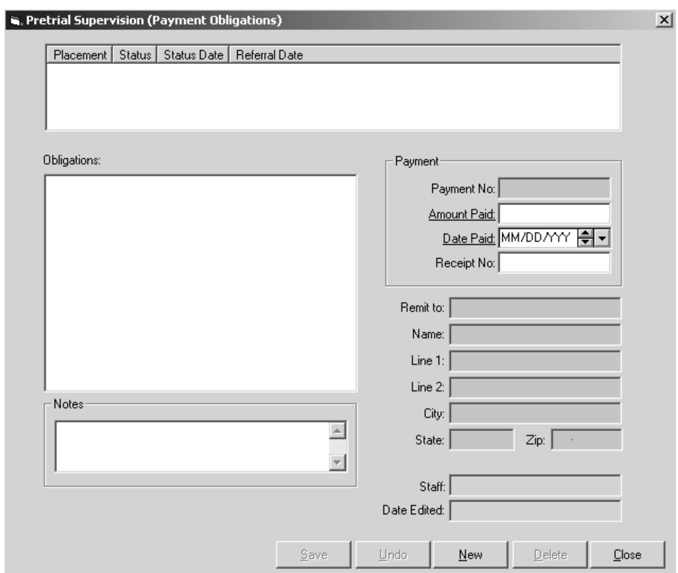
If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields on both tabs and enter another UDS.

Payment Obligations

The **Payment Obligations** sub-module captures and displays information about payments made by the defendant. The sub-module contains a summary list box showing: **Placement**, **Status**, **Status Date**, and **Referral Date**. Select a placement record from the list box, and the payment obligations for that placement appear in the **Obligations** list box. If payments have been made for a particular obligation, a + sign appears next to the obligation. Click the + sign and the payments made toward that obligation appear in the **Obligations** list box. Highlight a specific payment to modify or delete it. Add new payments by selecting a placement, selecting an obligation, entering the amount and the date, and clicking the **Save** icon.

FYI	Only **Active** and **Inactive** placements appear on the **PT Supervision Payment Obligations** window. The actual **Payment Obligation** must be entered in the **PT Placement** module **Payment Obligations** sub-module in order to appear here. Saving a **Payment** record creates an entry in the **Case Notes Log** that shows: **Arrest Date** and **Referral Date** for the placement, plus **Contact Type**, **Date Paid**, **Amount Paid**, **Balance Due**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Payment Obligations window

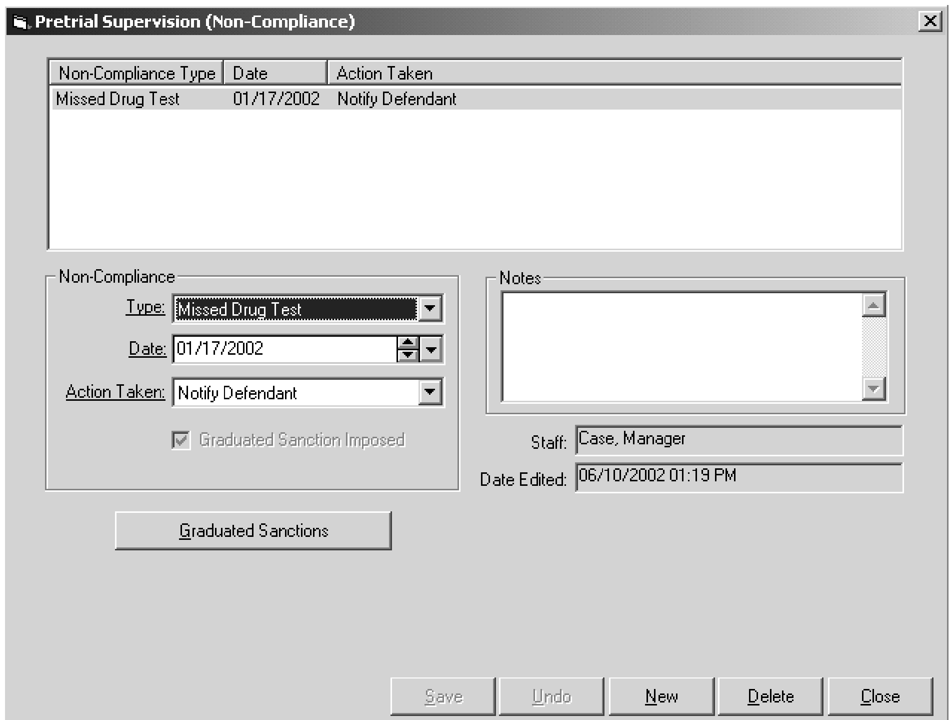
The **Amount Paid** field is limited to less than $1,000. If the payment made is greater than or equal to $1,000, enter the payment as two separate payments. The **Payment No** field will automatically fill once a payment has been entered and saved. If there is a receipt number, enter it in the **Receipt No** field. If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields on the right side of the tab, and enter additional payments made.

Non-Compliance

The **Non-Compliance** sub-module captures and displays information about a defendant's non-compliance issues. The sub-module contains a summary list box showing: **Non-Compliance Type**, **Date**, and **Action Taken**. Select a non-compliance issue record in the list box, and the details for that record appear in the fields at the bottom section of the sub-module. Use the fields in this sub-module to add, modify, or delete non-compliance issues.

FYI	Saving a **Non-Compliance** record creates an entry in the **Case Notes Log** that shows: **Non-Compliance Date**, **Contact Type**, **Non-Compliance Type**, **Action**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Non-Compliance window

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields at the bottom section of the tab, and enter another non-compliance.

Graduated Sanctions Button

The **Graduated Sanctions** button allows access to the **Graduated Sanctions** window, which captures and displays graduated sanction information imposed against a defendant. If the non-compliance issue results in **Graduated Sanctions** being imposed:

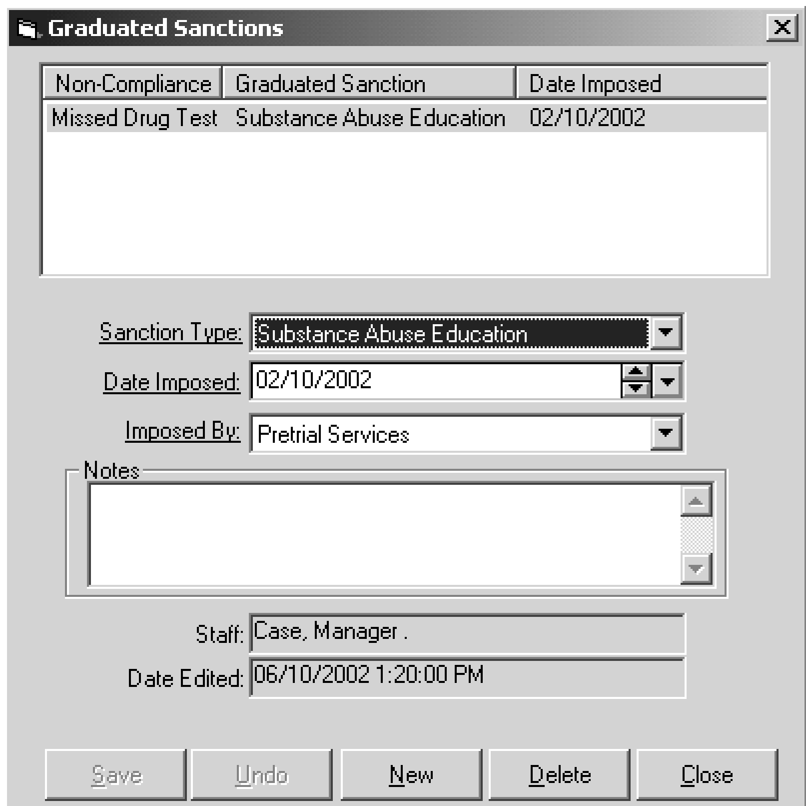
- select the **Graduated Sanction Imposed** check box
- save the non-compliance record, and
- click the **Graduated Sanctions** button to activate the **Graduated Sanctions** window.

Non-Compliance, continued

Graduated Sanctions Window

The **Graduated Sanctions** window captures and displays information about graduated sanctions imposed for the defendant. The window contains a summary list box showing: **Non-Compliance**, **Graduated Sanction**, and **Date Imposed**. Select a graduated sanction record in the list box, and the details for that record appear in the fields at the bottom section of the window. Use the fields in the window to add, modify, or delete graduated sanctions.

FYI	Saving a **Graduated Sanction** record creates an entry in the **Case Notes Log** that shows: **Date Imposed**, **Contact Type**, **Sanction Type**, **Imposed By**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Graduated Sanctions window

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields at the bottom section of the window, and enter another graduated sanction.

Chapter 9: Community Corrections Placement Module

This chapter contains information about the **Community Corrections Placement** module. **Community Corrections Placement** is used to set up a placement for an offender that is to be supervised by Community Corrections. As you work through the **Community Corrections Placement** sub-modules, any information entered is associated with the placement selected in the **Placement** tab. **Community Corrections Placement** contains the following sub-modules:

- Placement
- Program Requirements
- Community Service
- Conditions
- Payment Obligations
- Court Dates
- Attorney
- Charges

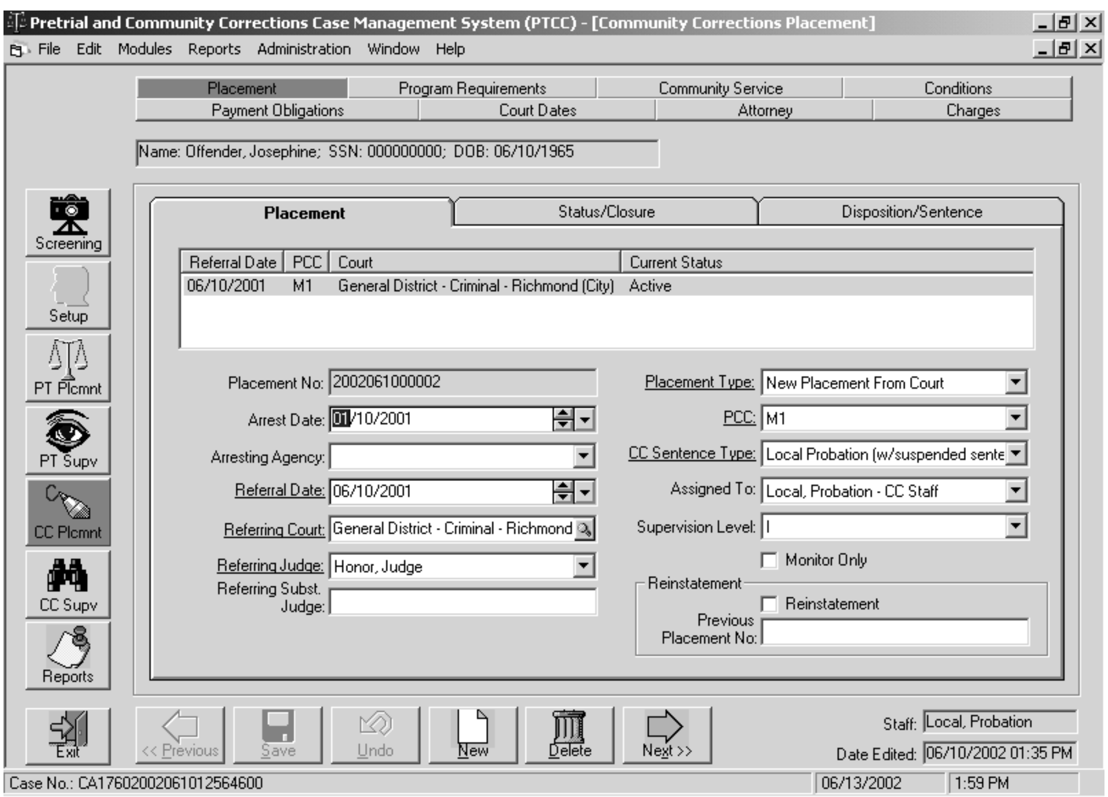
Placement

The **Placement** sub-module captures and displays offender placement information. The sub-module contains three tabs: **Placement**, **Status/Closure**, and **Disposition/Sentence**. The information in the remaining sub-modules relate to the placement selected in the **Placement** tab. Before continuing to the other sub-modules in **Community Corrections Placement**, be sure to select the appropriate placement from the summary list box.

Placement Tab

The **Placement** tab contains a summary list box showing: **Referral Date**, **PCC**, **Court**, and **Current Status**. An offender can have multiple placements, which appear on separate lines and are separate records in the list box. Select a placement record in the list box, and the details for that record appear in the fields at the bottom section of this tab, and on the **Status/Closure** and **Disposition/Sentence** tabs. Use the fields in this tab to add, modify, or delete (with limitations, see **Appendix A: Deleting a Case, Placement, and/or Screening** on page A-1) community corrections placement information.

FYI	All **Active**, **Inactive**, and **Pending** Community Corrections placements for an offender must be assigned to the same case manager. Therefore, if an offender has existing **Active**, **Inactive**, or **Pending** Community Corrections placements assigned to one case manager, and a new placement is added and assigned to a different case manager, the new case manager inherits all existing **Active**, **Inactive**, or **Pending** placements.



Placement tab

Placement, continued

Enter the date the placement was sentenced to **Community Corrections** in the **Referral Date** data field. Select the judge that referred the placement from the **Referring Judge** drop-down list. If the judge was a substitute, select **Substitute** from the **Referring Judge** drop-down list, and type the substitute's name in the **Referring Subst. Judge** data field.

Make a selection from the **Supervision Level** drop-down list, if appropriate. Select **Monitor Only** for placements that do not require traditional supervision, but do need to be monitored to ensure they complete their **Community Service** requirement and/or **Payment Obligations**. If this placement is a reinstatement, click the **Reinstatement** check box, and enter the original placement number that is associated with this reinstatement. This does not link the two placements in any way, but shows the placement associated with the reinstatement.

!!!	Placements checked **Monitored Only** will not be included in **Sections I** and **III** of the **Community Corrections Monthly Report**.

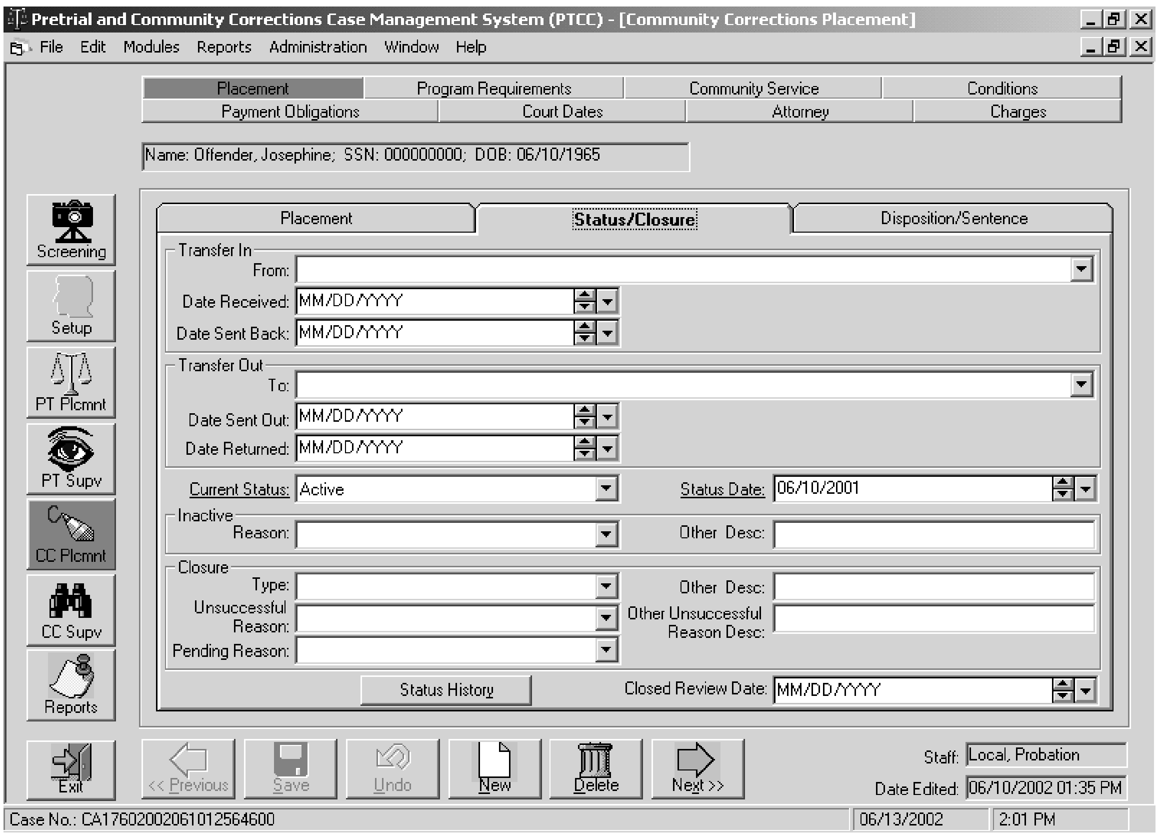
Click the **New** icon to clear the data fields on all placement tabs and enter another placement.

Placement, continued

Status/Closure Tab

The **Status/Closure** tab captures and displays placement status and closure information, as well as information about the placement's transfer status. When the current status of a placement changes, PTCC makes an entry showing: **Status**, **Status Date**, and **Inactive Reason** in the **Placement Status History** window, which can be accessed by clicking the **Status History** button.

Tip	See page 9-6 for detailed information about business rules associated with this tab.



Status/Closure tab

If a placement was received from another locality, go to the **Transfer In** group and select the locality from the **From** field drop-down list, and the transfer date from the **Date Received** drop-down calendar. Upon returning the placement back to the original locality, select the **Date Sent Back** from the drop-down calendar, and select **Transferred in-Sent Back** as the closure type to close the placement.

Placement, continued

If transferring a placement to another locality, go to the **Transfer Out** group and select the locality from the **To** drop-down list and the transfer date from the **Date Sent Out** drop-down calendar. Change the **Current Status** to **Inactive**, the reason to **Transferred Out**, and select the **Status Date** from the drop-down calendar. Upon receiving the placement back, go to the **Transfer Out** group and select the date from the **Date Returned** drop-down calendar, and update the **Current Status** and **Status Date**, accordingly.

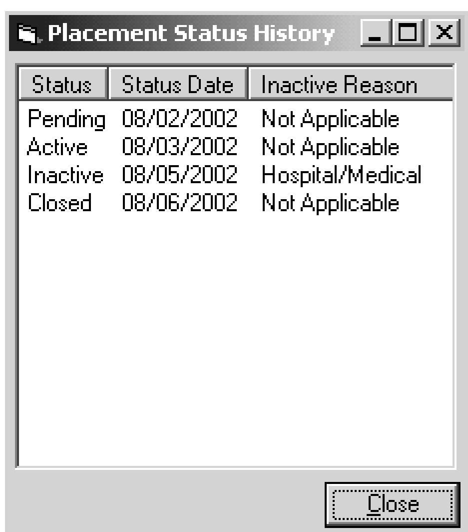
Note: If there is more than one active or inactive placement for the offender, all placements are automatically transferred out to the same locality using the information entered on this tab (**Transferred Out To**, **Date Sent Back**, **Status**, **Status Date**, and **Reason Inactive**). These placements can be returned on a one-by-one basis for closure. If any are returned to **Active** or **Inactive** status, the system automatically returns all of them to **Active** or **Inactive** status using the information entered on this tab (**Transferred Out**, **Date Returned**, **Status**, **Status Date**, and **Reason Inactive**).

Only users with **Supervisor** rights in PTCC can enter **Closed Review Date**.

Click the **New** icon to clear the data fields on all placement tabs and enter another placement.

Placement Status History Window

Click the **Status History** button at the bottom section of the **Status/Closure** tab to access the **Placement Status History** window. The **Placement Status History** window shows: **Status**, **Status Date**, and **Inactive Reason** for the currently selected placement. The window provides a quick overview of the placement's status history, for instance you can see when and why the status changed from active to inactive. Information in this window is view only; it cannot be added, modified, or deleted.



Placement Status History window

Placement, continued

Community Corrections Placement Rules

The following rules apply to **Community Corrections Placements**:

Pending Rules

- Placements that leave **Pending** status can never return to **Pending** status.
- A **Pending-Close** closure type only applies when **Current Status** is **Pending**, and is the only way to close a **Pending** placement.
- You may enter the following information about a **Pending** placement:
  - Program Requirements
  - Community Service
  - Conditions
  - Payment Obligations
  - Court Dates
  - Attorney
  - Charges
  - Co-Defendants
  - Victims
  - Setup information
  - Pending Charges
  - Outstanding Warrants
  - Prior Criminal Activity
- No supervision activity can be entered in the **CC Supervision** module while a placement has a status of **Pending**.

Placement, continued

Status Rules

- A new **Status Date** is required whenever **Current Status** changes.
- The new **Status Date** must be greater than the current **Status Date**.
- If **Current Status** changes from active to inactive for one placement, ***ALL*** placements for the offender that are ***NOT*** closed or pending become inactive with the same **Reason** and **Status Date**; however, no new **Status Date** can be less than any other placement's current **Status Date**. (See **Example 1**.)
- If **Current Status** changes from inactive to active, ***ALL*** placements for that offender that are ***NOT*** closed or pending become active with the same **Status Date**; however, no new **Status Date** can be less than any other placement's current **Status Date**. (See **Example 2**.)

Example 1: Placement 1 Active 10/05/01
Placement 2 Active 10/20/01

Placement 1 cannot be made inactive on 10/12/01; the date must be greater than 10/20/01.

Example 2: Placement 1 Inactive 10/05/02
Placement 2 Inactive 10/05/02

A new active placement cannot be opened before 10/06/02; and neither existing placement can be changed to have an active date before 10/06/02.

Closure Rules

- Once a placement is closed, changes to any of the placement information cannot be made (this includes changing other sub-modules in the **Placement** module).

Transfer In Rules

- Entering information in the **Transfer-In** group **From** field requires information to be entered in the **Date Received** field, and vice-versa.
- Use the **Transfer In–Date Sent Back** closure type only when the placement type is **Transferred In** (this is the only way to close a **Transferred In** placement).
- To close a **Transfer In**, you must enter the **Date Sent Back**.

Placement, continued

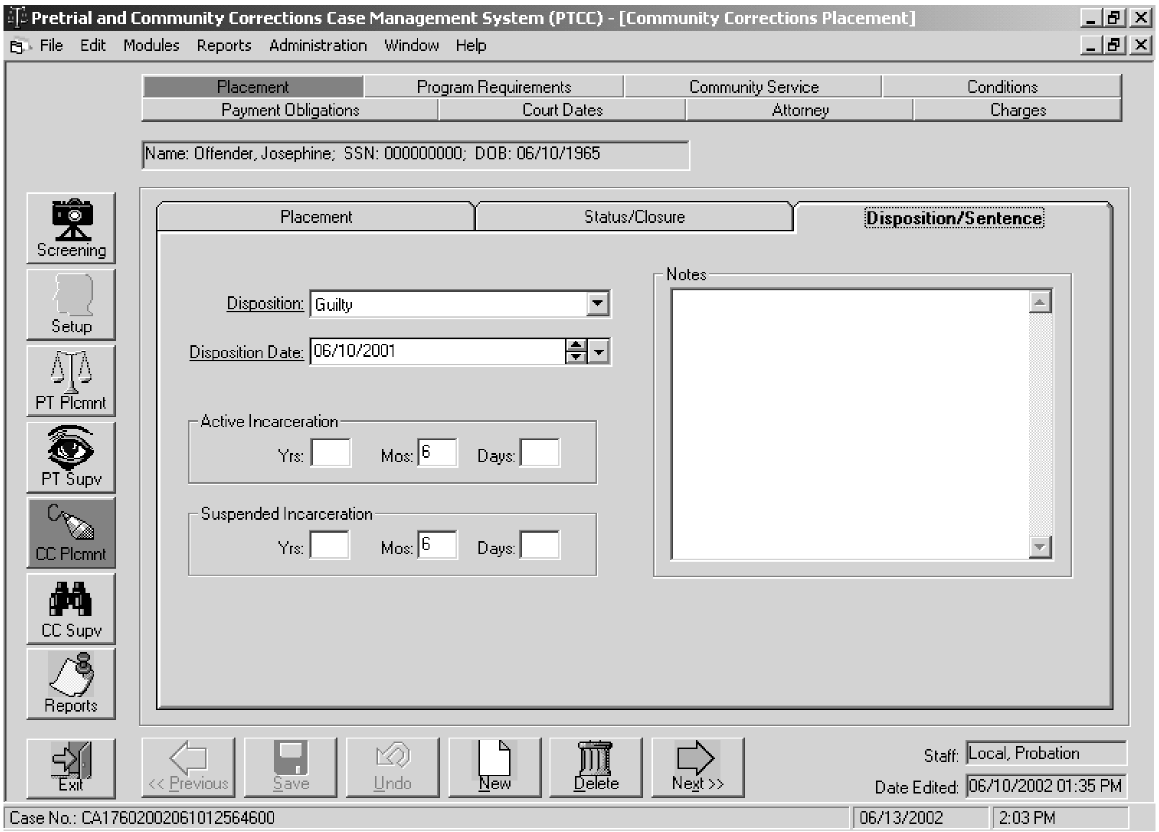
Transfer Out Rules

- Entering information in the **Transfer-Out** group **To** field requires information to be entered in **Date Sent Out**, and vice versa.
- When placements are transferred out, you must make the status **Inactive** with an **Inactive Reason** of **Transferred Out**.
- When placements are transferred out, all other active and inactive placements will automatically be transferred out with the same information; however, you can return and close **Transferred Out** placements on a one-by-one basis.
- If a **Transferred Out** placement is made active, enter information in the **Transfer-Out** group **Date Returned** field, and all inactive placements automatically become active again with the same **Date Returned**.
- Before closing a **Transferred Out** placement, you must enter information in the **Transfer-Out** group **Date Returned** field.

Placement, continued

Disposition/Sentence Tab

The **Disposition/Sentence** tab captures and displays charge disposition and sentence information for the selected placement.



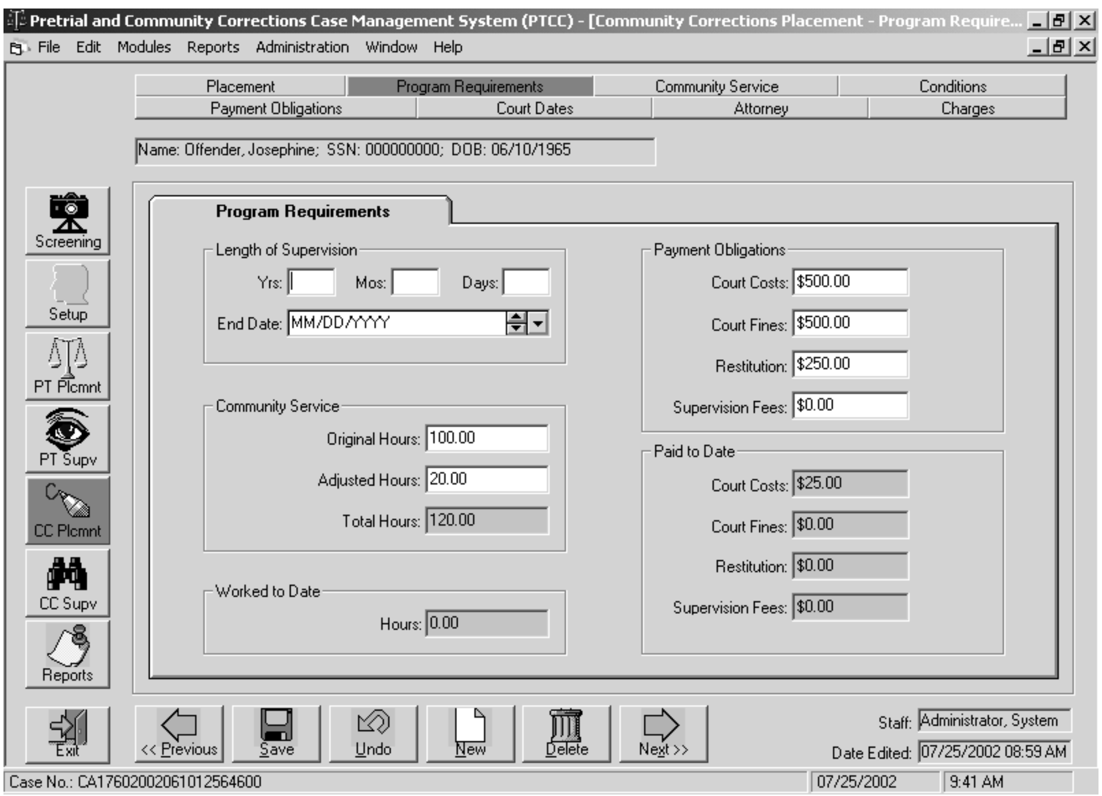
Disposition/Sentence tab

Click the **New** icon to clear the data fields on all placement tabs and enter another placement.

Program Requirements

The **Program Requirements** sub-module captures and displays court-ordered requirements information. The sub-module consists of one tab, **Program Requirements**. The tab shows: **Length of Supervision**, **Community Service**, **Worked to Date**, **Payment Obligations**, and **Paid to Date**. Each placement has only one program requirements record.

FYI	**Program Requirements** information should be entered for all placements. Before setting up **Community Service** work sites and site assignments, fill out how many hours of community service the court imposed. Before setting up **Payment Obligations**, fill out the amount of **Court Costs**, **Court Fines**, **Restitution**, and/or **Supervision Fees** the court imposed.



Program Requirements tab

If **Community Service** hours are adjusted for any reason, such as additional hours due to a graduated sanction, you must enter the adjustment + or – here.

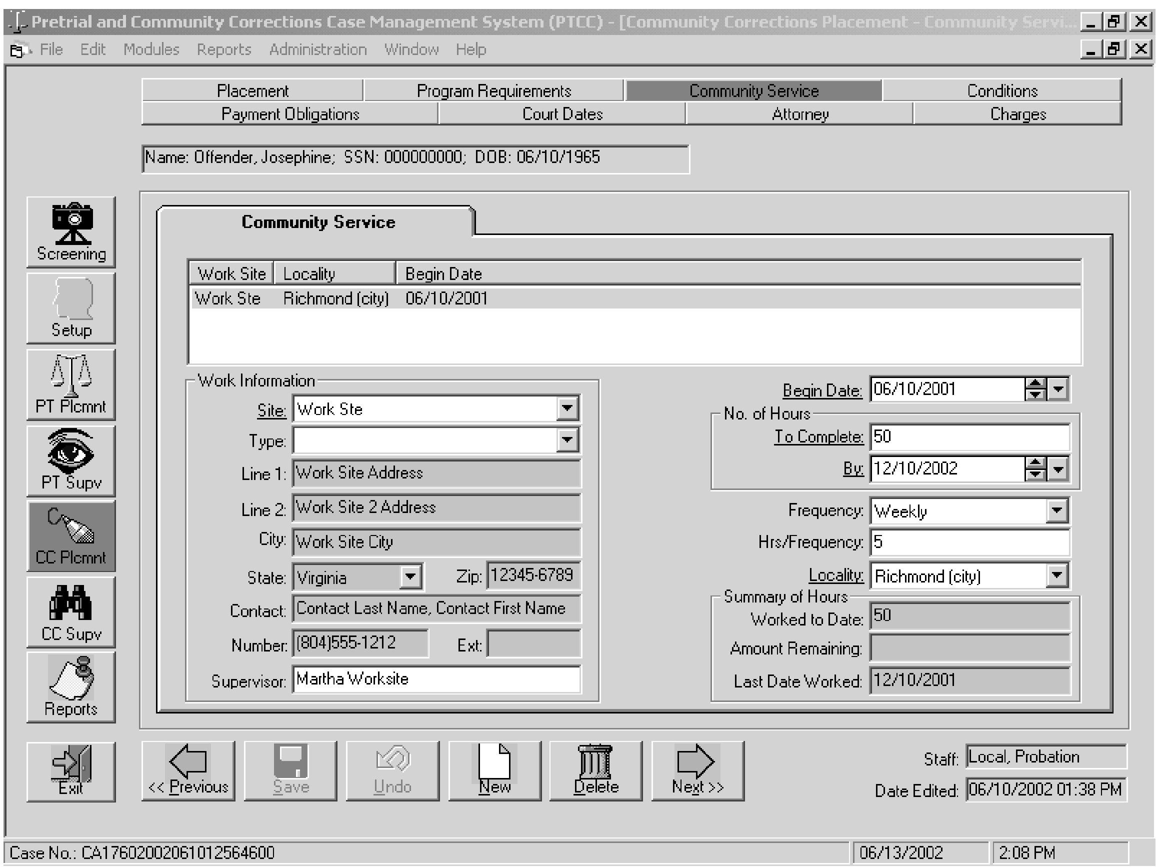
As hours are worked and recorded, the system automatically updates the **Hours** field in the **Worked to Date** group.

As payments are made and recorded, the system automatically updates the **Court Costs**, **Court Fines**, **Restitution**, and **Supervision Fees** fields in the **Paid to Date** group.

Community Service

The **Community Service** sub-module captures and displays information about the work sites where the offender will perform community service for the placement selected on the **Placement** tab. The sub-module consists of one tab, **Community Service**. The tab contains a summary list box showing: **Work Site**, **Locality**, and **Begin Date**. Select a work site record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete community service information.

FYI	Once hours are worked and recorded in the **CC Supervision** module, the system calculates and shows: **Worked to Date**, **Amount Remaining**, and **Last Date Worked** in the **Summary of Hours** group. This summary is for the total hours worked, regardless of the number of different work sites. Before setting up **Community Service** work sites and site assignments, enter the number of community service hours the court imposed on the **Program Requirements** tab.



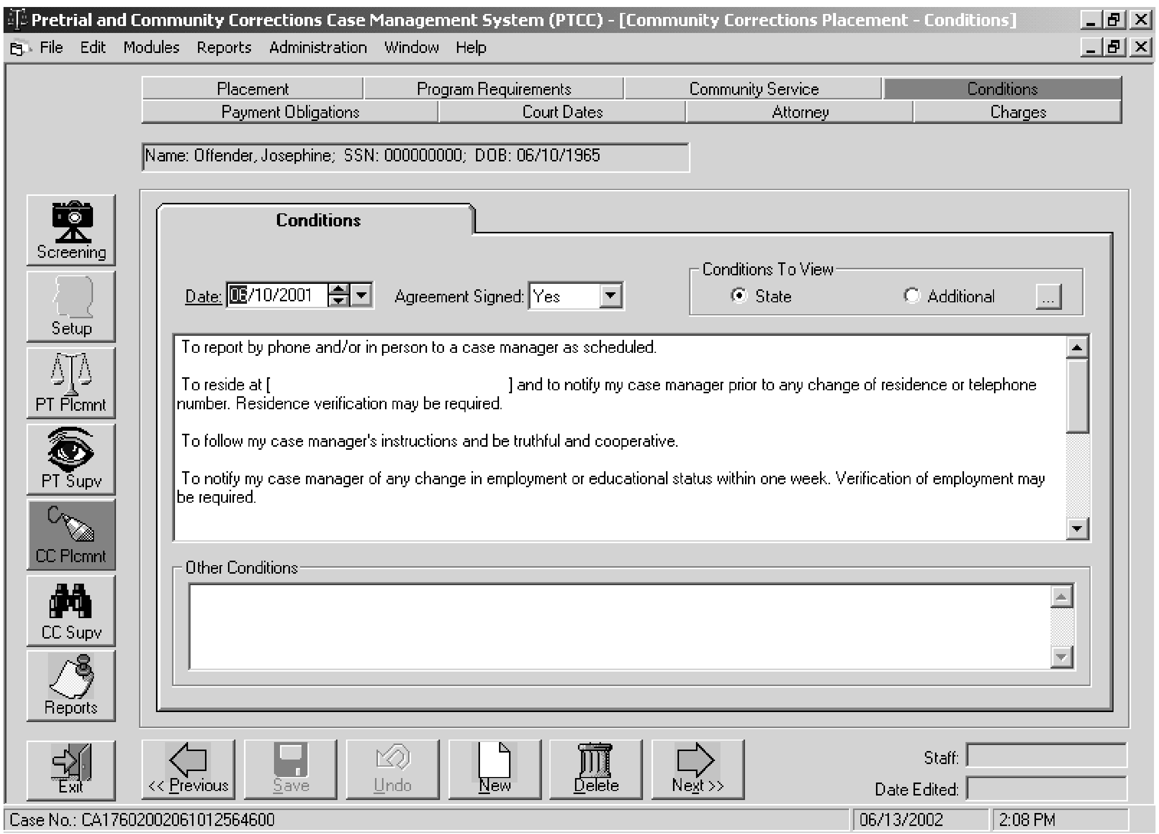
Community Service tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another community service work site.

Conditions

The **Conditions** sub-module displays the standard **State Condition of Supervision**, and allows the additional of **Additional Conditions** (locally defined), and/or **Other Conditions** (unique conditions) for the offender. The sub-module contains one tab, **Conditions**. The tab contains a summary list box showing either the **State Conditions** or **Additional Conditions**, depending on the radio button selected in the **Conditions to View** group. Conditions entered in this tab are for the placement selected in the **Placement** tab.

FYI	***State Conditions*** are automatically entered for the offender; they cannot be modified. Once entered, ***Additional Conditions*** can be added or removed, and ***Other Conditions*** can be added, modified, or deleted.



Conditions tab

Select the date the **Conditions** take effect from the **Date** drop-down calendar. Select **Yes** or **No** from the **Agreement Signed** drop-down list to indicate whether the offender signed the **Conditions of Supervision** form.

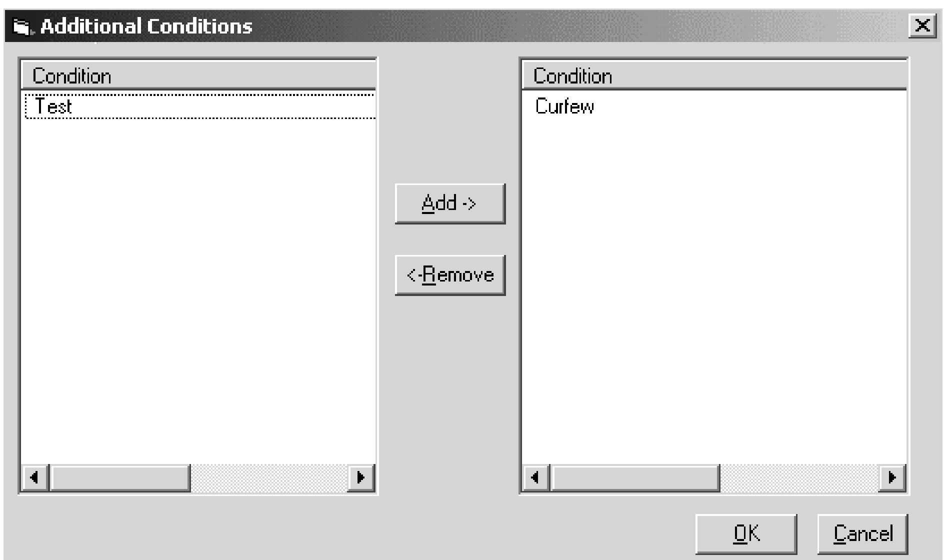
Conditions, continued

Adding Additional Conditions

Follow the steps in the procedure below to select additional conditions.

1. Select the **Additional** radio button in the **Conditions to View** group, and click the **Ellipse** button.

Result: The **Additional Conditions** window appears with **Additional** conditions on the left.



Additional Conditions window

2. Highlight the **Additional Condition** to be imposed, click the **Add** button, and the **Additional** condition moves to the list box on the right.

FYI	There is no limit to the number of **Additional Conditions** that can be entered.

3. Click the **OK** button and the condition appears in the **Conditions** tab.

Conditions, continued

Removing Additional Conditions

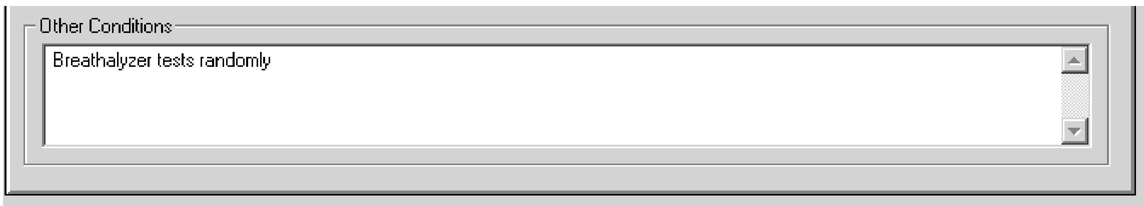
To remove **Additional Conditions**:

- select the condition to be removed on the right
- click the **Remove** button, and the condition moves back to the list box on the left.

Entering Other Conditions

Follow the steps in the procedure below to select **Other** conditions.

1. Type the unique condition in the **Other Conditions** memo box on the **Conditions** tab.



Other Conditions memo box

2. Click **Save**.

Removing Other Conditions

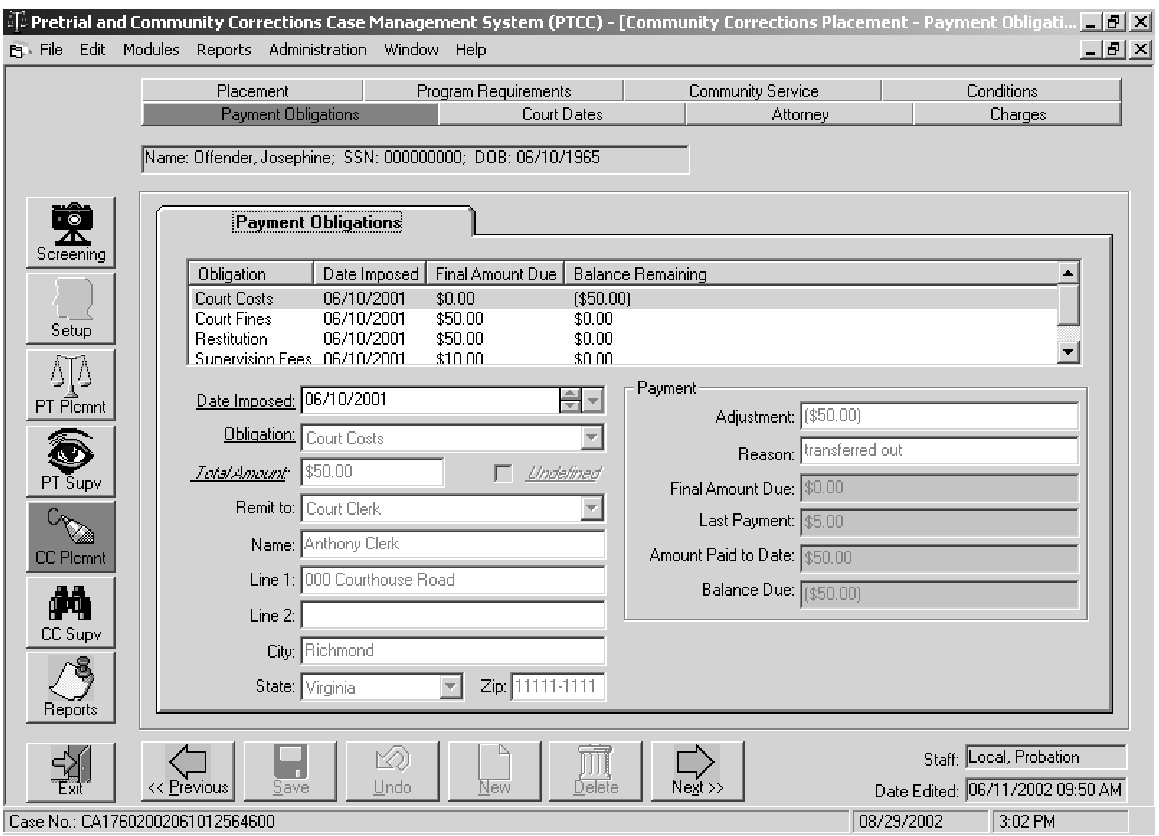
To remove **Other Conditions**:

- select the condition to be removed in the **Other Conditions** memo box, and
- press the **`Delete`** key on the keyboard.

Payment Obligations

The **Payment Obligations** sub-module captures and displays information about an offender's payment obligations for the placement selected in the **Placement** tab. The sub-module consists of one tab, **Payment Obligations**. The tab contains a summary list box showing: **Obligation**, **Date Imposed**, **Final Amount Due**, and **Balance Remaining**. Select a payment obligation record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete payment obligations.

FYI	As payments are entered in the **Supervision** module, the system automatically updates the following data fields in the **Payment Obligations** tab: • **Final Amount Due** • **Last Payment** • **Amount Paid To Date** • **Balance Due** Before setting up **Payment Obligations**, enter the amount of **Court Costs**, **Court Fines**, **Restitution**, and/or **Supervision Fees** the court imposed on the **Program Requirements** tab.



Payment Obligations tab

Payment Obligations, continued

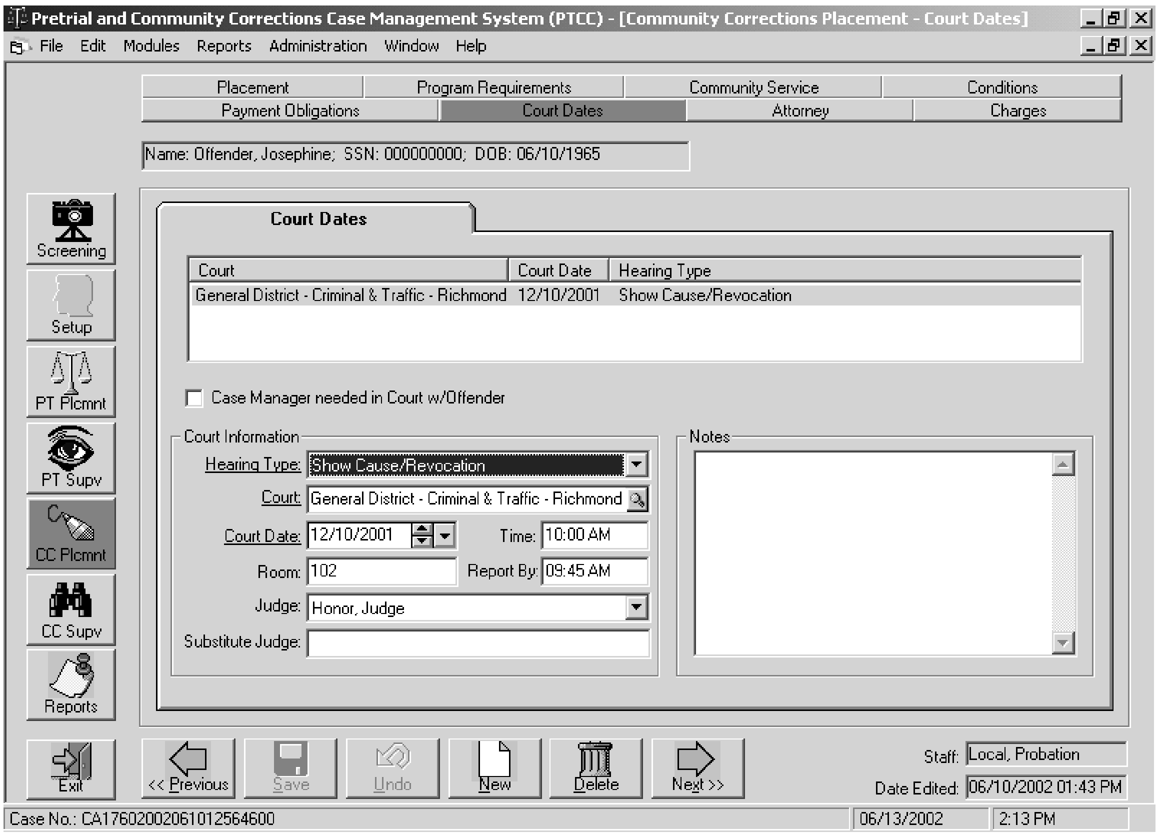
If an offender's payment obligation amount is not defined, click the **Undefined** check box. Select **Court Clerk**, **Program**, or **Victim** from the **Remit To** drop-down list, depending on who will receive the payments. Type any adjustments to **Payment Obligations** in the **Adjustment** data field, and type the reason for the adjustment, such as `Court Order`, in the **Reason** data field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another payment obligation.

Tip	If an offender is going to work extra **Community Service** hours in lieu of a payment, select the **Payment Obligation**, enter a negative payment adjustment, and enter the reason as **Community Service in Lieu of**. Make sure you add the hours to the **Program Requirements** and **Community Service** tabs.

Court Dates

The **Court Dates** sub-module captures and displays information about future **Court Dates** for the placement selected in the **Placement** tab. The sub-module consists of one tab, **Court Dates**. The tab contains a summary list box showing: **Court**, **Court Date**, and **Hearing Type**. Select a court date record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete court dates.



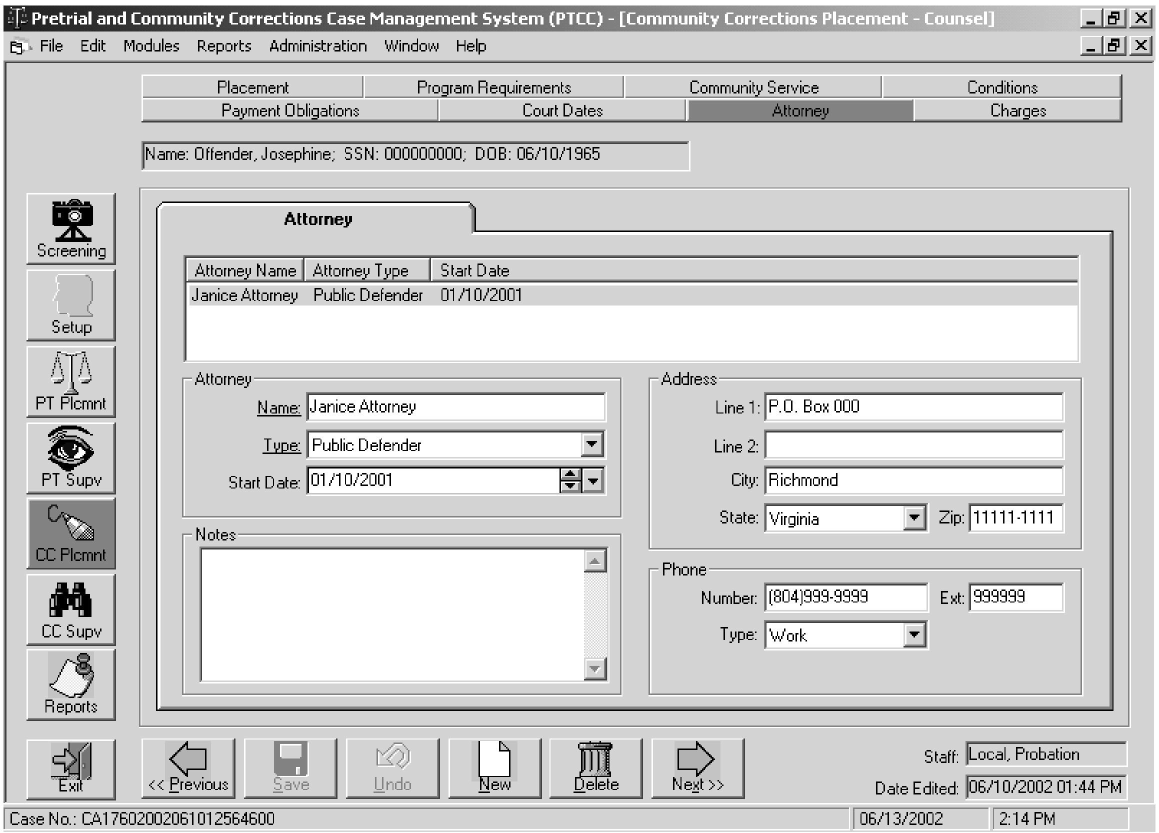
Court Dates tab

If the court requires the case manager to appear in court with the offender for any reason, select the **Case Manager needed in Court w/ Offender** check box. If the judge is a substitute, select **Substitute** from the **Judge** drop-down list, and type the substitute's name in the **Substitute Judge** data field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another court date.

Attorney

The **Attorney** sub-module captures and displays attorney information for the placement selected on the **Placement** tab. The sub-module consists of one tab, **Attorney**. The tab contains a summary list box showing: **Attorney Name**, **Attorney Type**, and **Start Date**. Select an attorney record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete attorney information.



Attorney tab

Click the **New** icon to clear the data fields at the bottom section the tab and enter another attorney.

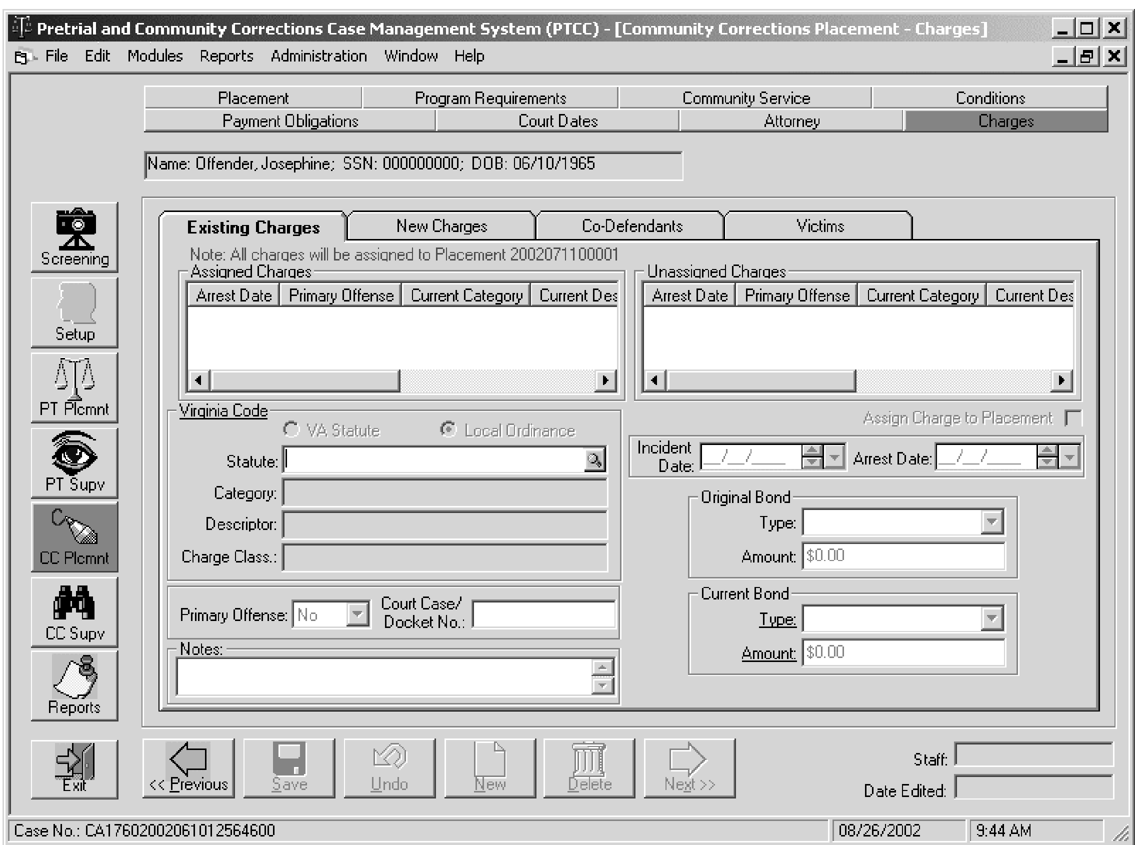
Charges

The **Charges** sub-module captures and displays a variety of information relating to an offender's charges. The sub-module contains four tabs: **Existing Charges**, **New Charges**, **Co-Defendants**, and **Victims**. Assign charges to a placement in either the **Existing Charges** or **New Charges** tabs. You cannot assign both **Existing Charges** and **New Charges** to the same placement.

Existing Charges Tab

The **Existing Charges** tab allows charges to be assigned to a placement that were entered in **Screening** and marked **Referred to CC**. The **Existing Charges** tab has two summary list boxes, **Assigned Charges** and **Unassigned Charges**. The list boxes show: **Arrest Date**, **Primary Offense**, **Current Category**, **Current Descriptor**, **Current CC**, **Orig. Category**, **Orig. Descriptor**, and **Orig. CC**. Select a charge record in either of the list boxes, and the details for that record appear in the fields at the bottom section of the tab. Use the **Assign Charge to Placement** check box in this tab to assign any of the offender's unassigned charges to the placement selected on the **Placement** tab.

FYI	**Existing Charges** can be assigned to a placement if the charges associated with the placement were marked as: • **Referred to CC** in **Screening-Charges Update**, or • **Community Supervision Type** is **Community Corrections** on **PT Placement Charges -Amend/Disposition**.



Existing Charges tab

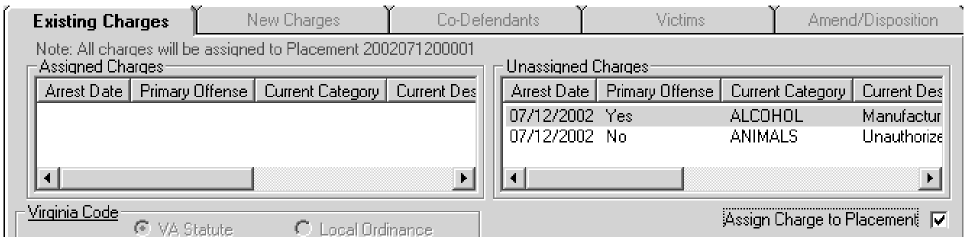
Charges, continued

Assigning Charges

Follow the steps in the procedure below to assign existing charges to a placement.

1. Select the charge from the **Unassigned Charges** list box on the right. Only one charge can be assigned at a time.

2. Click the **Assign Charge to Placement** check box.



3. Save the record.

   Result: When the record saves, the charge moves to the **Assigned Charges** list box.

FYI	**Existing Charges** cannot be modified from the **Charges** sub-module. To make a change: unassign the charge, return to **Charge Update** in **Screening**, make the change, and return to the **Existing Charges** tab to reassign the charge.

Unassigning Charges

Follow the steps in the procedure below to unassign charges:

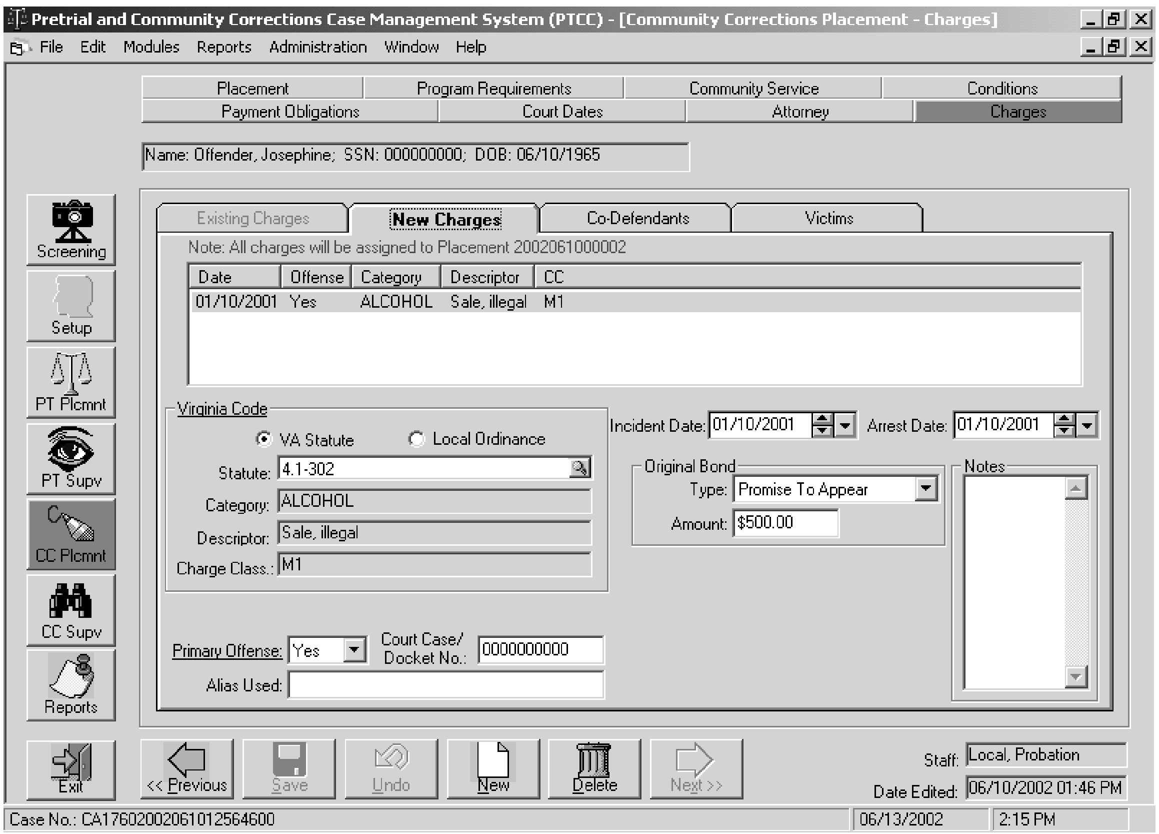
- Select the charge from the **Assigned Charges** list box. You can only unassign one charge at a time.
- De-select the **Assign Charge to Placement** check box.
- Save the record.

  Result: When the record saves, the charge moves back to the **Unassigned Charges** list box on the right.

Charges, continued

New Charges Tab

The **New Charges** tab allows the entering of charges associated with the placement that were not previously entered in **Screening**. The tab contains a summary list box showing: **Arrest Date**, **Primary Offense**, **Current Category**, **Current Descriptor**, **Current CC**, **Orig. Category**, **Orig. Descriptor**, and **Orig. CC**. Select a charge record in the list box, and the details for that record appear in the fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete new charges.



New Charges tab

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another charge.

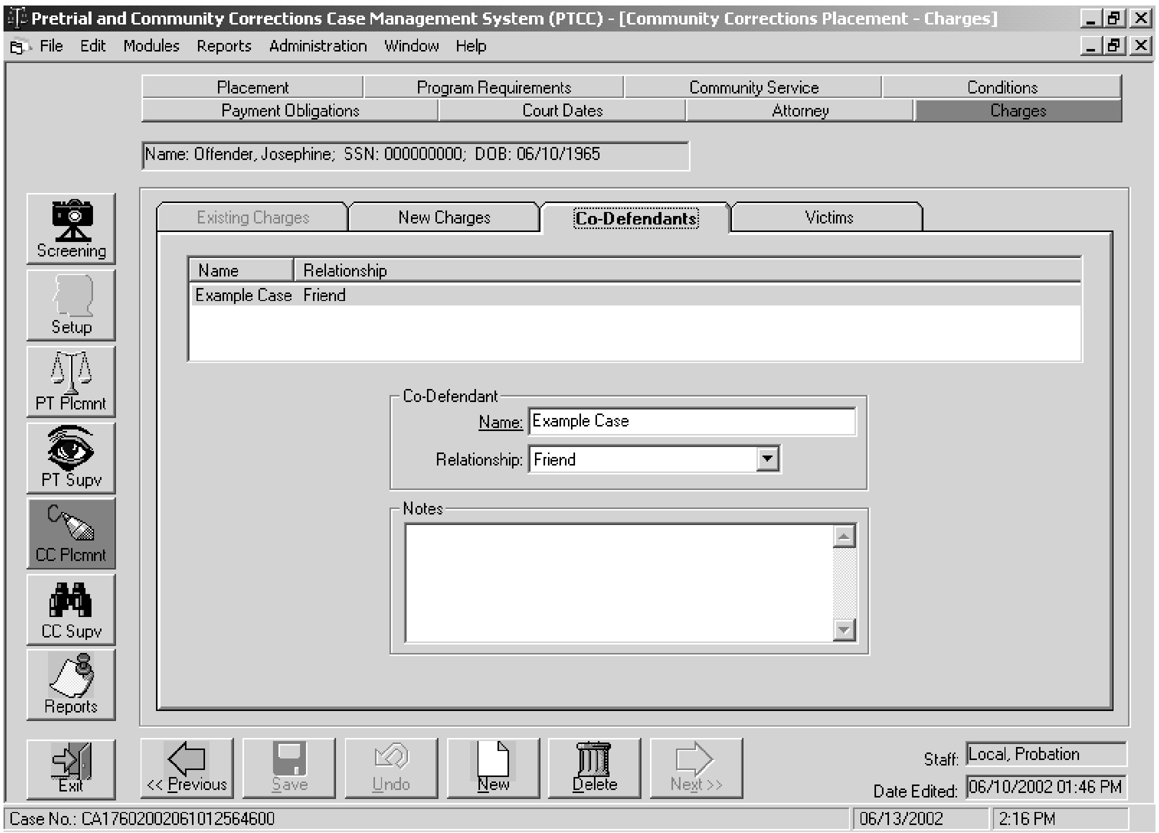
Tip	Once a charge is saved, you can duplicate charges by selecting a charge, and clicking **Edit>Duplicate Charge** on the menu bar. When duplicating a charge, the system prompts for duplication of the associated co-defendants and victims.

As new charges are entered, one and only one must be marked as the **Primary Offense**. If there is more than one charge, the **Primary Offense** is the charge that is considered the most serious, based on the potential maximum penalty of each charge.

Charges, continued

Co-Defendants Tab

The **Co-Defendants** tab captures and displays information about co-defendants for the charge selected in the **Existing Charges** or **New Charges** tab for a particular placement. The tab contains a summary list box showing: **Name** and **Relationship**. Select a co-defendant record in the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete co-defendants.



Co-Defendants tab

To add or view a co-defendant for another charge:

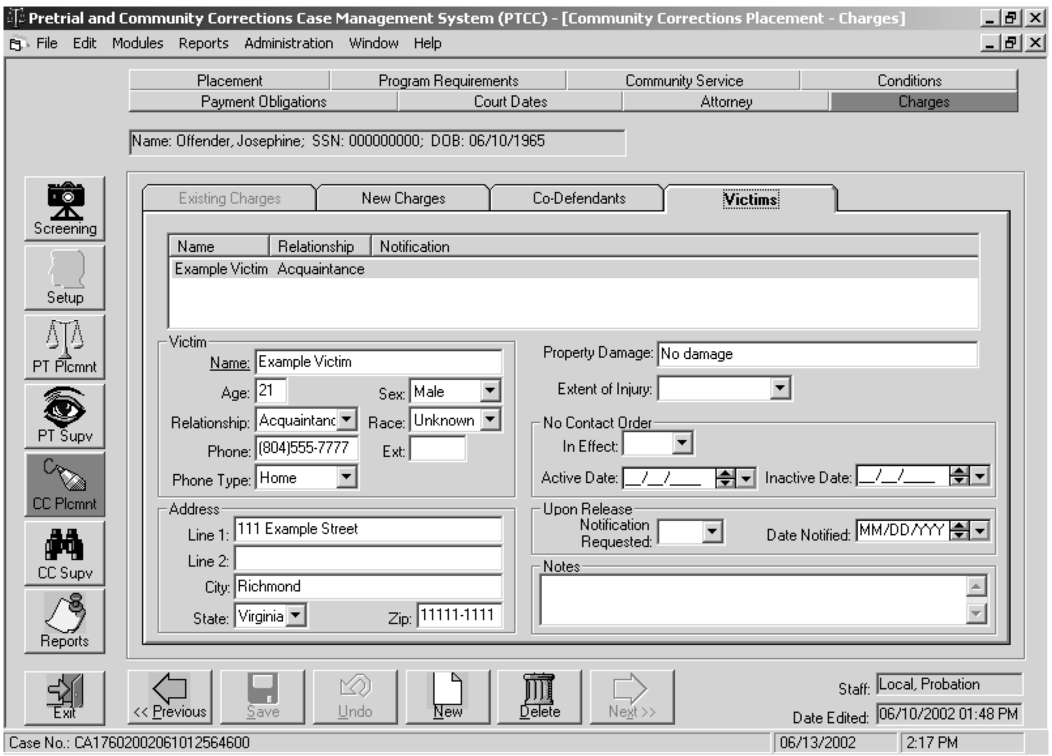
- go back to the **Existing Charges** or **New Charges** tab
- select the charge, and
- return to this tab.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another co-defendant.

Charges, continued

Victims Tab

The **Victims** tab captures and displays information about victims for the charge selected in the **Existing Charges** or **New Charges** tab for a particular placement. The tab contains a summary list box showing: **Name**, **Relationship**, and **Notification**. Select a victim record in the list box, and the details for that record appear in the data fields at the bottom section of the tab. Use the fields in this tab to add, modify, or delete victims.



Victims Tab

To add or view a victim for another charge:

- go back to the **Existing Charges** or **New Charges** tab
- select the charge, and
- return to this tab.

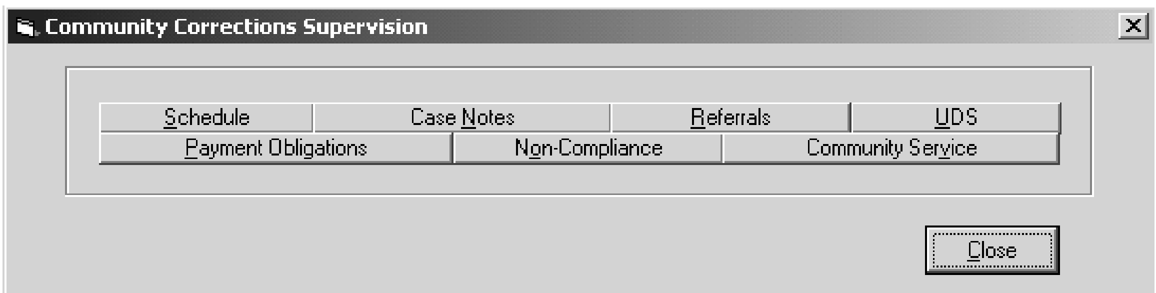
Type any property damage in the **Property Damage** data field. Select **Death**, **Emotional, None**, **Physical**, **Serious Physical**, or **Threatened** from the **Extent of Injury** drop-down list. Select **Yes** or **No** from the **Notification Requested** data field. Select the date the victim was notified of the person's release in the **Date Notified** field.

Click the **New** icon to clear the data fields at the bottom section of the tab, and enter another victim.

Chapter 10: Community Corrections Supervision Module

This chapter contains information about the **Community Corrections Supervision** module, which captures and displays all supervision-related information for offenders. **Community Corrections Supervision** contains the following sub-modules:

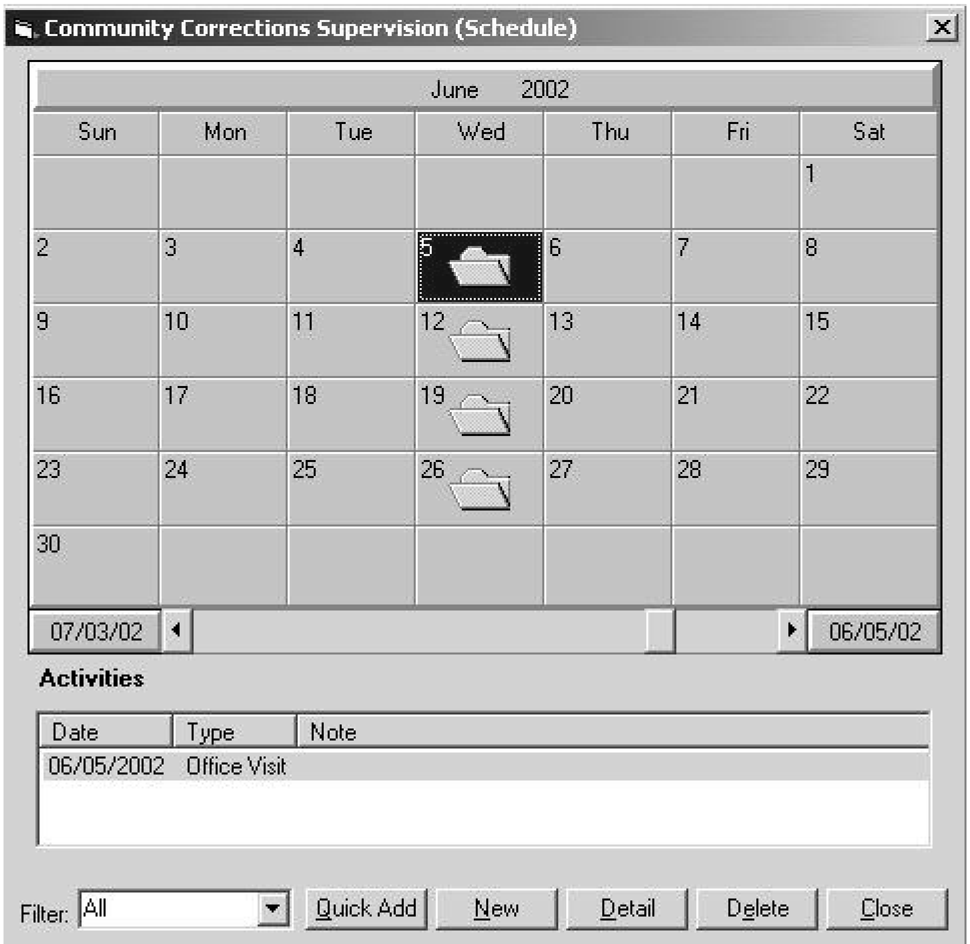
- Schedule
- Case Notes
- Referrals
- UDS
- Payment Obligations
- Non-Compliance
- Community Service



Community Corrections Supervision window

Schedule

The **Schedule** sub-module shows a calendar of the offender's scheduled appointments. A **Folder** icon on a calendar date indicates an appointment has been scheduled. Click the folder and a list of activities scheduled for that date appears in the **Activities** list box at the bottom section of the window. The **Activities** list box shows: **Date**, **Type**, and **Note**. You can schedule new appointments, delete existing appointments, or enter contact notes for a scheduled appointment from this window. More than one appointment can be made for the same day.



Schedule window

Use the slide bar at the bottom section of the calendar to help select the date.

- Click to the right or left of the slide button to change the year.
- Click the left or right arrow to change the month.
- Click and drag the slide button to get to dates that are more than a few years in the past or future.

Click the **New** button to clear the data fields in the tab and enter another appointment.

Schedule, continued

Entering Schedule Information

To enter offender schedule information:

- click the **Quick-Add** button to enter recurring appointments, or
- click the **New** button to enter one appointment at a time.

Viewing Appointment Details

To view the details of an appointment:

- click the **Folder** icon for the date, and
- double-click the appointment from the **Activities** list box, or
- select the appointment and click the **Detail** button at the bottom section of the window.

Deleting Scheduled Appointments

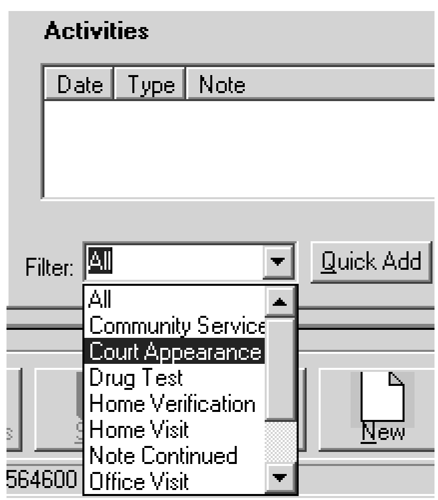
To delete a scheduled appointment:

- click the **Folder** icon for the date
- select the appointment from the **Activities** list box, and
- click the **Delete** button at the bottom section of the window.

Filtering Appointment Types

To filter appointments shown in the **Activities** list box using a specific ***Filter*** option:

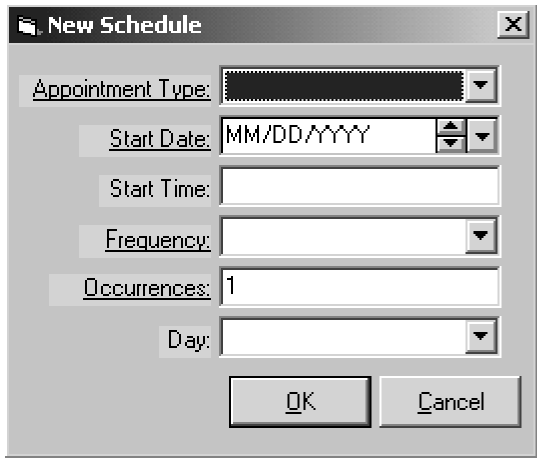
- click the **Filter** drop-down arrow, and
- select a filter from the drop-down list.



Schedule, continued

Quick Add

Click the **Quick Add** button, and the **New Schedule** window appears. This window allows you to schedule the same appointment type for multiple dates. When entering appointments on this window, a **Folder** icon appears on all appropriate dates on the calendar.

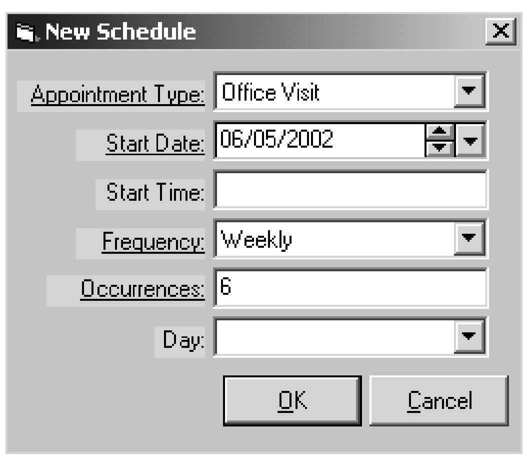


New Schedule window

When scheduling appointments using **Quick Add**, the following information is required: **Appointment Type**, **Start Date**, **Frequency**, and **Occurrences**. If you schedule an appointment to occur on the 1st, 2nd, etc. week of the month, **Day** is also required.

Example 1: This shows how to schedule a recurring weekly appointment for six weeks. Follow the steps in the procedure:

1. Enter the information in the **New Schedule** window as follows:

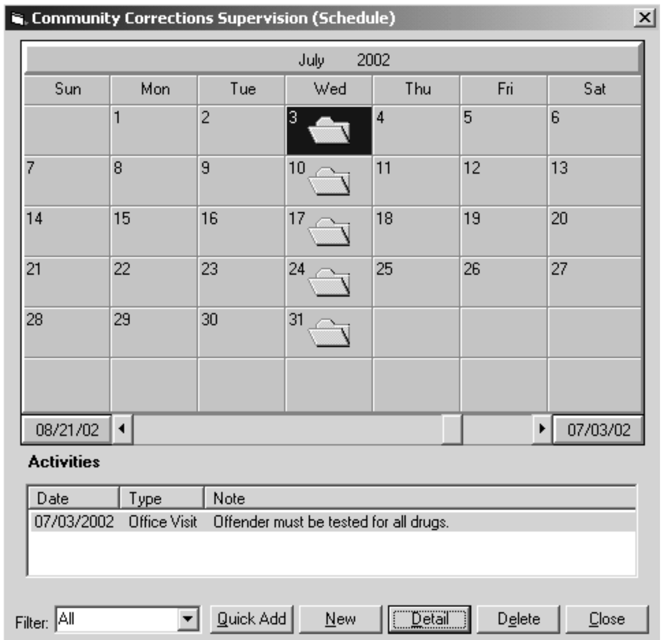


New Schedule window

Schedule, continued

2. Click the **OK** button.

   Result: A **Folder** icon for an ***Office Visit*** appears on every Wednesday for six weeks from the date of the first appointment.

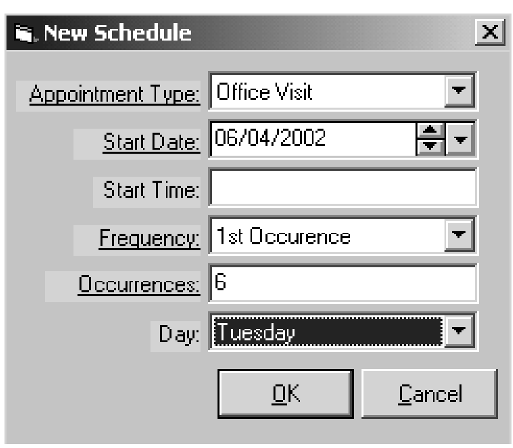


Schedule window

3. Click on the **Folder** icon and the appointment **Date**, **Type**, and **Note** appears in the **Activities** list box at the bottom section of the window.

Example 2: This shows how to schedule an appointment for the first Tuesday of each month for six months, starting June 4th. Follow the steps in the procedure below:

1. Enter the information in the **New Schedule** window as follows:



New Schedule window

Schedule, continued

2. Click the **OK** button.

   Result: A **Folder** icon for an ***Office Visit*** appears on the first Tuesday of the next six months from the date of the first appointment.

Schedule window

3. Click on the **Folder** icon and the appointment **Date**, **Type**, and **Note** appears in the **Activities** list box at the bottom section of the window.

Schedule, continued

New

To add a new appointment or contact note, click the **New** button and the **Schedule Detail** window appears. The window serves two purposes as follows:

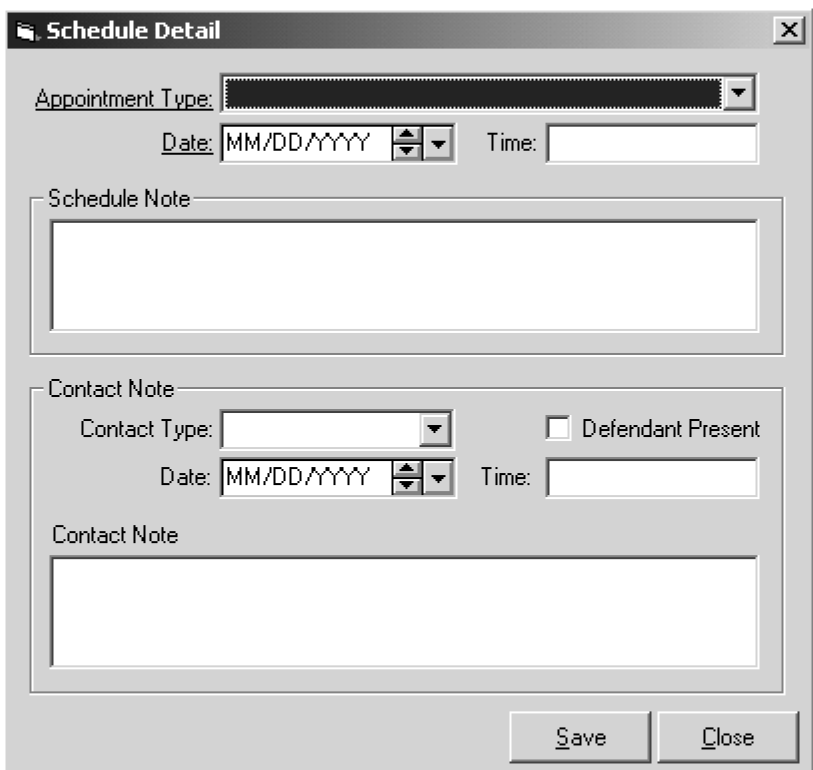
- schedule an appointment in the top of the window, or
- enter a **Contact Note** about a scheduled appointment in the bottom section of the window.

FYI

A **Contact Note** cannot be entered here unless an appointment was scheduled.

Not all **Contact Notes** can be entered from here. **Referrals**, **UDS**, **Payments**, **Non-Compliance**, and **Graduated Sanctions** must be entered through their respective sub-module in the **PT Supervision** module.

Saving a **Contact Note** record creates an entry in the **Case Notes Log** that shows: **Contact Date**, **Contact Type**, **Time**, **Defendant Present**, and **Contact Note**. The information can be viewed from the **Case Notes** window. Once a **Contact Note** has been entered and saved, it cannot be changed or deleted.



Schedule Detail window

If the offender was present for the contact, click the **Defendant Present** check box.

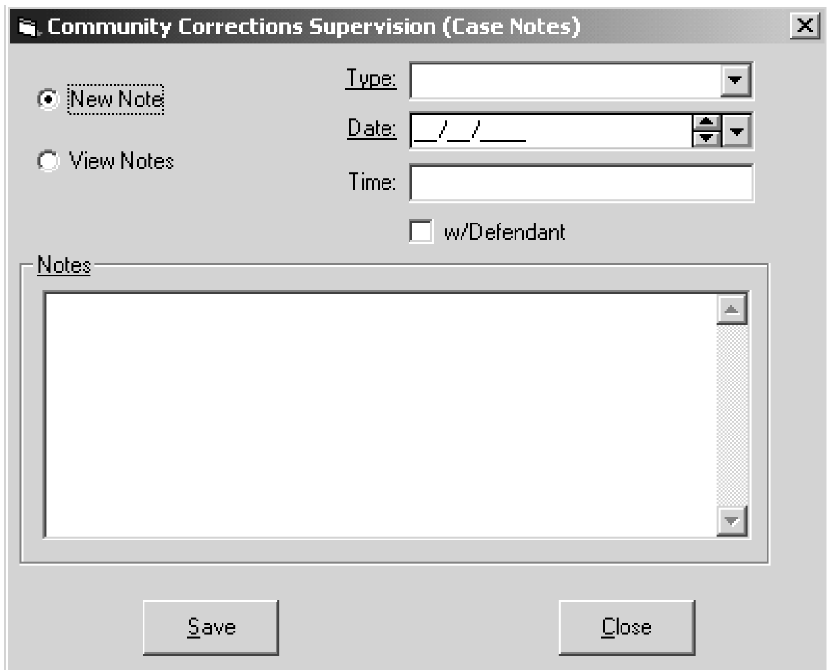
Case Notes

The **Case Notes** sub-module serves two functions, it allows for the:

- entering of a **New Note** for an offender, or
- displaying of **View Notes** for an offender.

New Note

Click the **New Note** radio button to enter a case note about an offender for a specific date.



Case Notes window

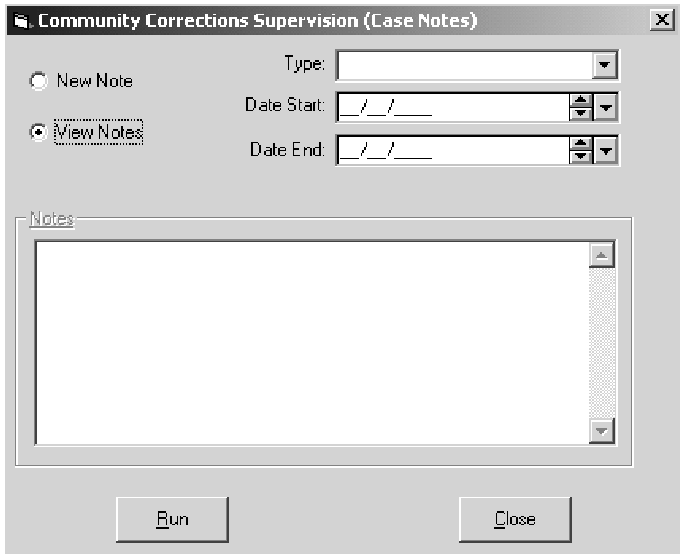
Select the note type from the **Type** drop-down list, select the date, and type in the time. If the offender was present for the contact, click the **w/Defendant** check box.

Type the note in the **Notes** field, and click the **Save** button. Once the note is saved, it cannot be modified or deleted. A new note, however, can be entered.

Case Notes, continued

View Notes

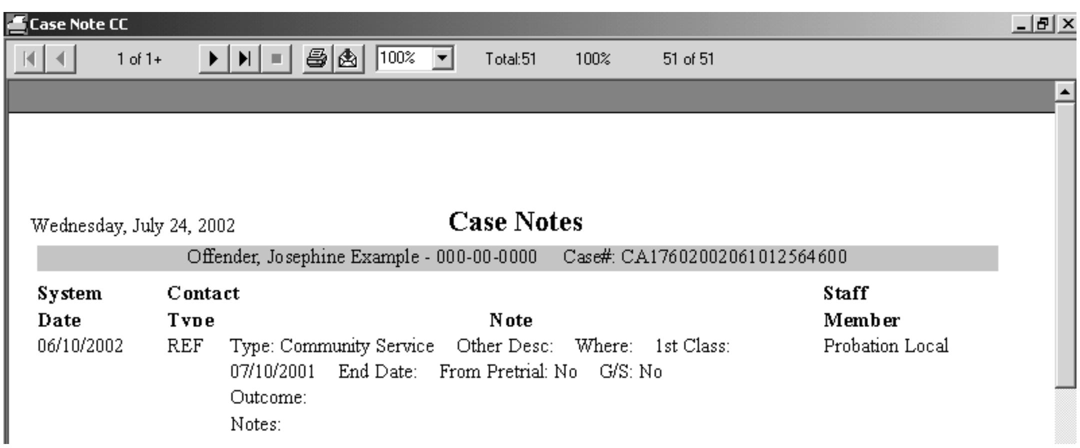
Click the **View Notes** radio button to view notes about an offender over a specified period of time.



Case Notes window

To filter the case notes by a specific type and/or date range, select the note type from the **Type** drop-down list and/or select **Date Start** and **Date End**, and click the **Run** button. If no filtering information is entered, all case notes will appear on the log.

> Result: All case notes, based on the criteria selected, appear in a report called **Case Notes Log**. To print the report, click the **Print** icon at the top of the report window.



Case Notes Log

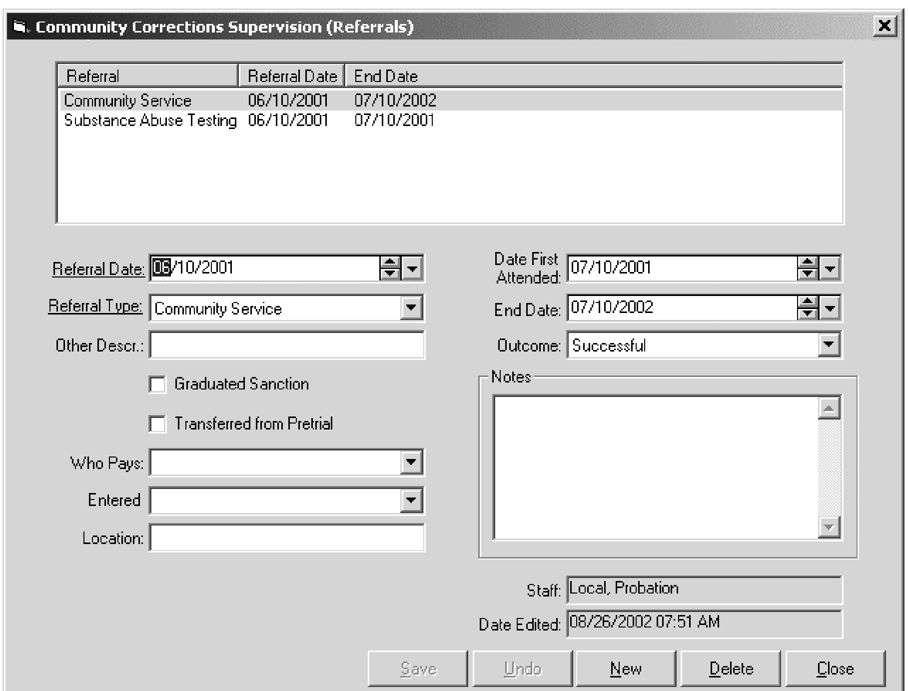
FYI	See **Chapter 11: Reports and Forms** for more information about other reports.

Referrals

The **Referrals** sub-module captures and displays information needed to refer an offender to an education or treatment program, as well as to record the first substance abuse testing and first community service assignment. The sub-module contains a summary list box showing: **Referral**, **Referral Date**, and **End Date**. Select a referral record in the list box, and the details for that record appear in the fields at the bottom section of the window. Use the fields in this sub-module to add, modify, or delete referrals.

!!!	Referral information is part of the **Community Corrections Monthly Report**, therefore, all referrals must be entered. The **Date First Attended** field must be completed for the **New Service Placement** to be counted on the **Community Corrections Monthly Report**. An offender's first drug test and first community service assignment are considered **Referrals**, and must be entered here to receive credit on the **Community Corrections Monthly Report**.

FYI	Saving a **Referral** record creates an entry in the **Case Notes Log** that shows: **Referral Date**, **Contact Type**, **Referral Type**, **Where**, **Date First Attended**, **Staff**, and **Outcome**. The information can be viewed from the **Case Notes** window.



Referrals window

Date First Attended and **End Date** are required when the **Outcome** for the referral is **Successful**. **Date First Attended** and **Outcome** are required when an **End Date** is entered. If the referral is a result of a graduated sanction due to a non-compliance issue, select the **Graduated Sanction** check box. If this referral was initiated in Pretrial and then transferred to Community

Referrals, continued

Corrections, select the **Transferred from Pretrial** check box. Select **Insurance**, **Program**, **Other**, or **Self** from the **Who Pays** drop-down list to identify who is responsible for paying for the service. Select **Court Ordered**, **Employment Directed**, **Other**, or **Voluntarily** from the **Entered** drop-down list to identify how the person entered the education or treatment program.

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

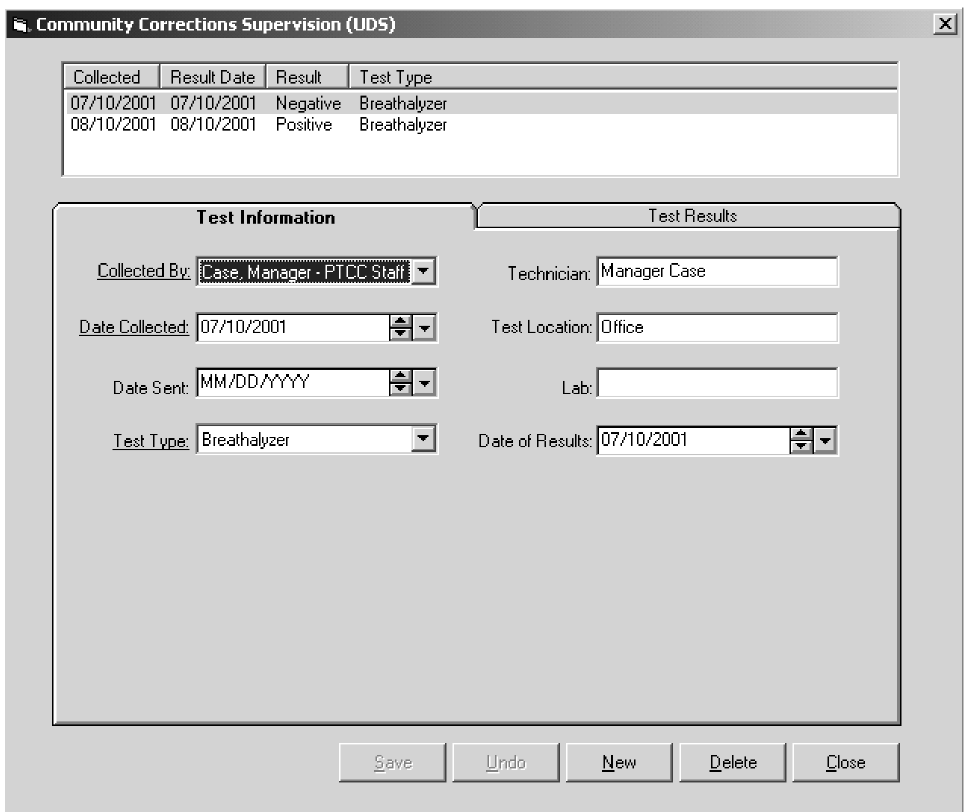
Click the **New** button to clear the data fields at the bottom section of the tab, and enter another referral.

UDS

The **UDS** (Urine Drug Screen) sub-module allows you to capture and view information about drug tests performed for the offender. The sub-module contains two tabs: **Test Information** and **Test Results**. The window contains a summary list box showing: **Collected**, **Result Date**, **Result**, and **Test Type**. Select a UDS record in the list box, and the details for that record appear in the fields in the fields at the bottom section of the tabs. Use the fields in the tabs to add, modify, or delete UDS information.

Test Information Tab

The **Test Information** tab allows the capturing and viewing of information about the collection and testing of UDS'. Information in this tab must be saved before continuing to the **Test Results** tab. **Date of Results** must be entered for the test results to appear in the **Results** column of the summary list box. If data is only entered in the **Test Information** tab, a case note is not added to the **Case Notes Log**.



Test Information tab

Select the staff person who collected the UDS from the **Collected By** drop-down list. Type the name of the technician who tested the sample in the **Technician** field. Use the **Test Location** field to record where the sample was tested. Type the name of the lab that conducted the test in the **Lab** field.

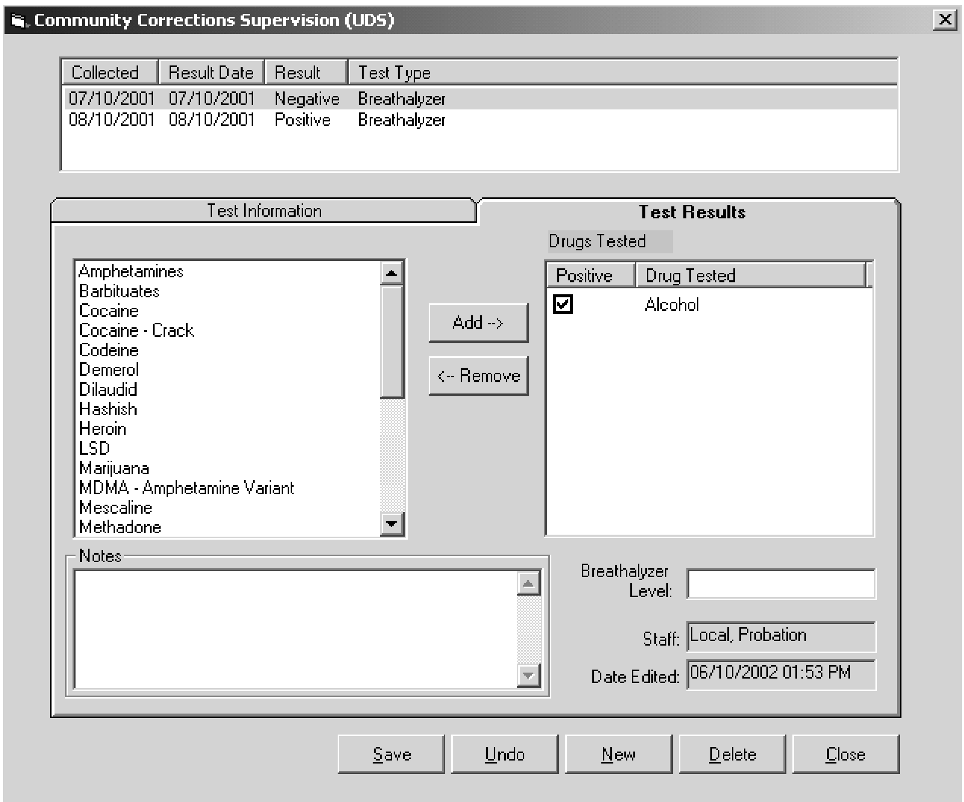
Click the **New** button to clear the data fields on both tabs and enter another UDS.

UDS, continued

Test Results Tab

The **Test Results** tab captures and displays the drugs the offender was tested for, and the results of those tests.

FYI	Saving **Test Results** creates an entry in the **Case Notes Log** that shows: **Date Collected**, **Contact Type**, **Drug Test Type**, **Drugs Tested**, **Results**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Test Results tab

To select a drug: highlight the drug on the left, click the **Add** button and the drug appears on the right.

To remove a drug: highlight the drug on the right, click the **Remove** button and the drug appears on the left.

Mark positive results by clicking the check box next to the drug.

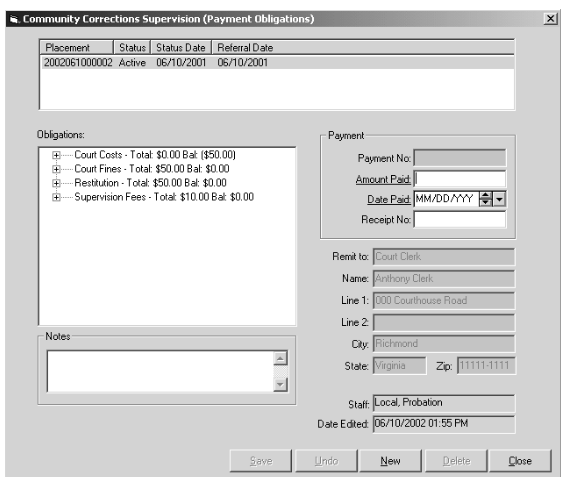
If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields on both tabs and enter another UDS.

Payment Obligations

The **Payment Obligations** sub-module captures and displays information about payments made by the offender. The sub-module contains a summary list box showing: **Placement**, **Status**, **Status Date**, and **Referral Date**. Select a placement record from the list box, and the payment obligations for that placement appear in the **Obligations** list box. If payments have been made for a particular obligation, a + sign appears next to the obligation. Click the + sign and the payments made toward that obligation appear in the **Obligations** list box.. Highlight a specific payment to modify or delete it. Add new payments by selecting a placement, selecting an obligation, entering the amount and the date, and clicking the **Save** icon.

FYI	Only **Active** and **Inactive** placements appear on the **CC Supervision Payment Obligation** window. The actual **Payment Obligation** must be entered in **CC Placement** module **Payment Obligations** sub-module in order to appear here. Payment information is part of the **Community Corrections Monthly Report**, and therefore all payments must be entered. Saving a **Payment** record creates an entry in the **Case Notes Log** that shows: **Arrest Date** and **Referral Date** for the placement, plus **Contact Type**, **Date Paid**, **Amount Paid**, **Balance Due**, **Staff**, and **Notes**. The information can be viewed from the Case Notes window.



Payment Obligations window

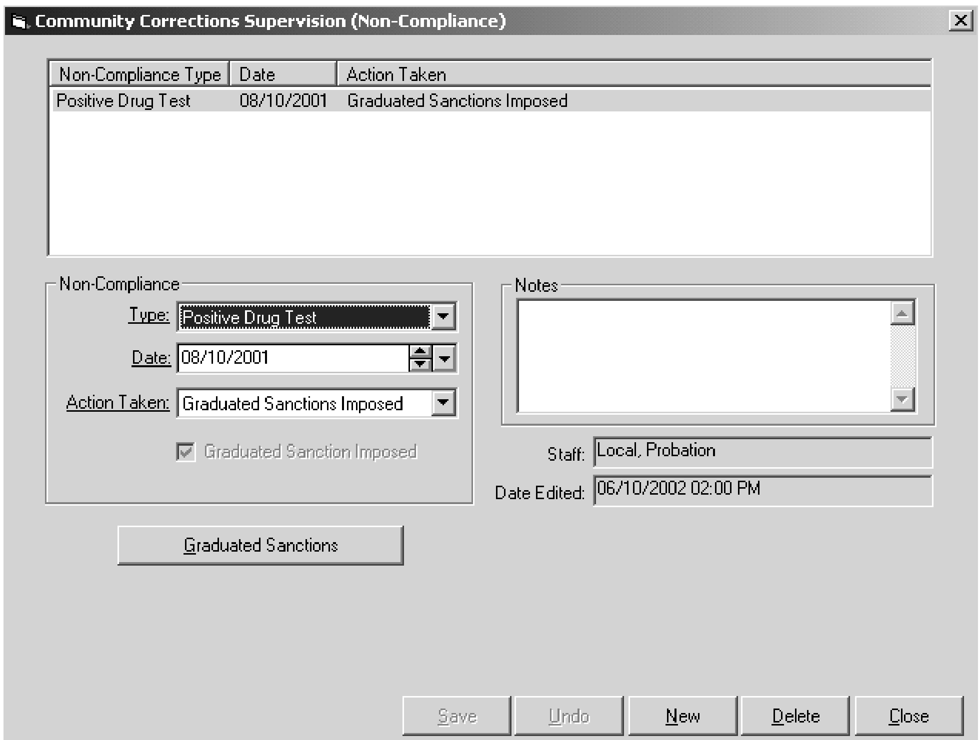
The **Amount Paid** field is limited to less than $1,000. If the payment made is greater than or equal to $1,000, enter the payment as two separate payments. The **Payment No** field will automatically fill once a payment has been entered and saved. If there is a receipt number, enter it in the **Receipt No** field. If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields on the right side of the tab, and enter additional payments made.

Non-Compliance

The **Non-Compliance** sub-module captures and displays information about an offender's non-compliance issues. The sub-module contains a summary list box showing: **Non-Compliance Type**, **Date**, and **Action Taken**. Select a non-compliance issue record in the list box, and the details for that record appear in the fields at the bottom section of the sub-module. Use the fields in this sub-module to add, modify, or delete non-compliance issues.

FYI	Saving a **Non-Compliance** record creates an entry in the **Case Notes Log** that shows: **Non-Compliance Date**, **Contact Type**, **Non-Compliance Type**, **Action**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Non-Compliance window

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields at the bottom section of the tab, and enter another non-compliance.

Graduated Sanctions Button

The **Graduated Sanctions** button allows access to the **Graduated Sanctions** window, which captures and displays graduated sanction information imposed against an offender. If the non-compliance issue results in **Graduated Sanctions** being imposed:

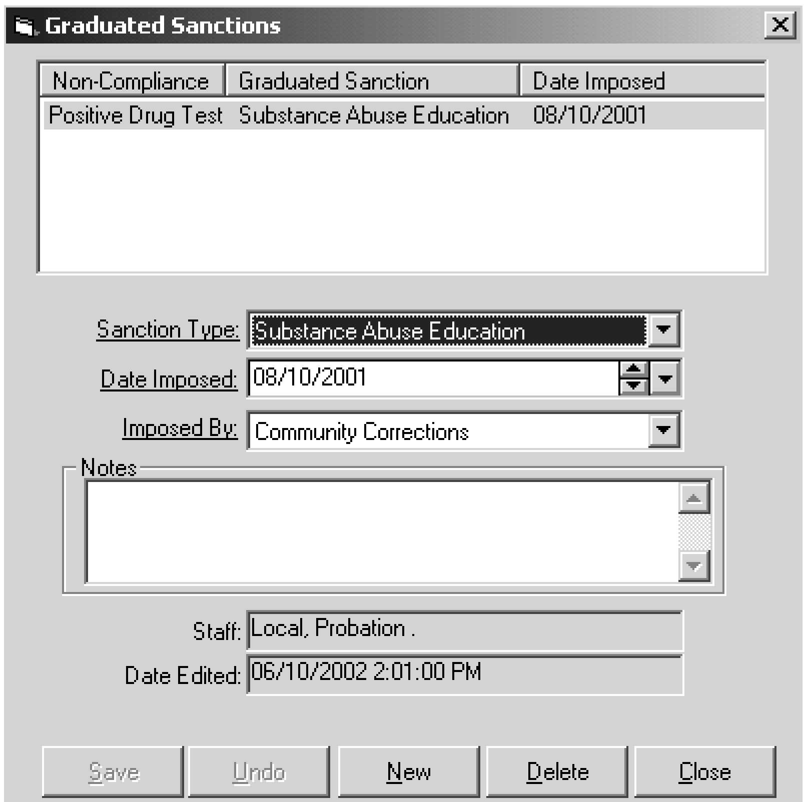
- select the **Graduated Sanction Imposed** check box
- save the non-compliance record, and
- click the **Graduated Sanctions** button to activate the **Graduated Sanctions** window.

Non-Compliance, continued

Graduated Sanctions Window

The **Graduated Sanctions** window captures and displays information about graduated sanctions imposed for the offender. The window contains a summary list box showing: **Non-Compliance**, **Graduated Sanction**, and **Date Imposed**. Select a graduated sanction record in the list box, and the details for that record appear in the fields at the bottom section of the window. Use the fields in the window to add, modify, or delete graduated sanctions.

FYI	Saving a **Graduated Sanction** record creates an entry in the **Case Notes Log** that shows: **Date Imposed**, **Contact Type**, **Sanction Type**, **Imposed By**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Graduated Sanctions window

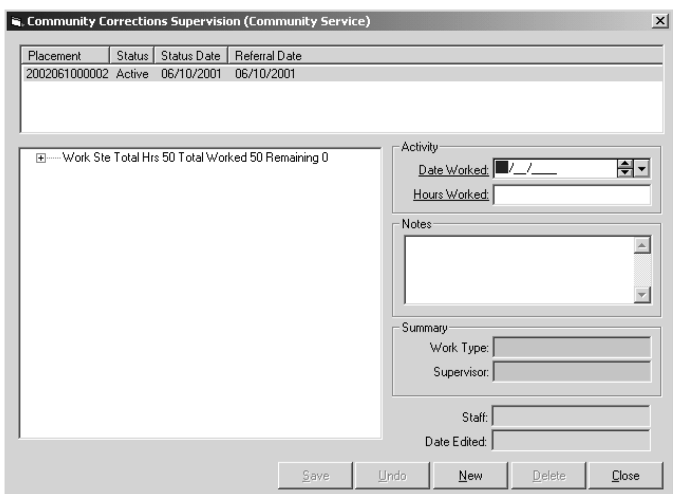
If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields at the bottom section of the window, and enter another graduated sanction.

Community Service

The **Community Service** sub-module captures and displays information about community service hours the offender works. The sub-module contains a summary list box showing: **Placement**, **Status**, **Status Date**, and **Referral Date**. Select a placement record from the list box, and the work sites where the work is to be performed appear in the work site list box. If hours have been worked at a particular work site, a + sign appears next to the work site. Click the + sign, and the hours worked at that site appear. Highlight a specific record of hours worked to modify or delete it. Add new hours by selecting a **Placement**, selecting a work site, entering the date and hours worked, and clicking the **Save** icon.

FYI	Only **Active** and **Inactive** placements appear in the **CC Supervision Community Service** sub-module. The actual **Community Service** obligation and work-site must be entered in **CC Placement** module, **Community Service** sub-module to appear here. **Community Service** hours are part of the **Community Corrections Monthly Report**, and therefore all hours must be entered. Saving a **Community Service** record creates an entry in the **Case Notes Log** that shows: **Placement No.**, **Contact Type**, **Work Site**, **Work Type**, **Locality**, **No. of Hours to Complete**, **No. of Hours Worked**, **Staff**, and **Notes**. The information can be viewed from the **Case Notes** window.



Community Service window

The **Hours Worked** field is limited to less than 1,000 hours. If the hours worked are greater than or equal to 1,000, the hours will need to be entered as two separate entries.

If information is entered in the **Note** field and the **Save** button is clicked, the note cannot be modified or deleted. A new note, however, can be entered.

Click the **New** button to clear the data fields on the right side of the tab, and enter additional hours worked.

Chapter 11: Reports and Forms

This chapter contains information about reports and forms. PTCC contains 15 reports and 21 forms. The chapter includes information about accessing, running, and printing reports and forms.

Tip	The **Report** window default view shows **All** reports and forms. Select the **Reports** or **Forms** radio button to view those specific items.

FYI	See ***Appendix B: Sample Reports and Forms*** for printed examples of the reports and forms.

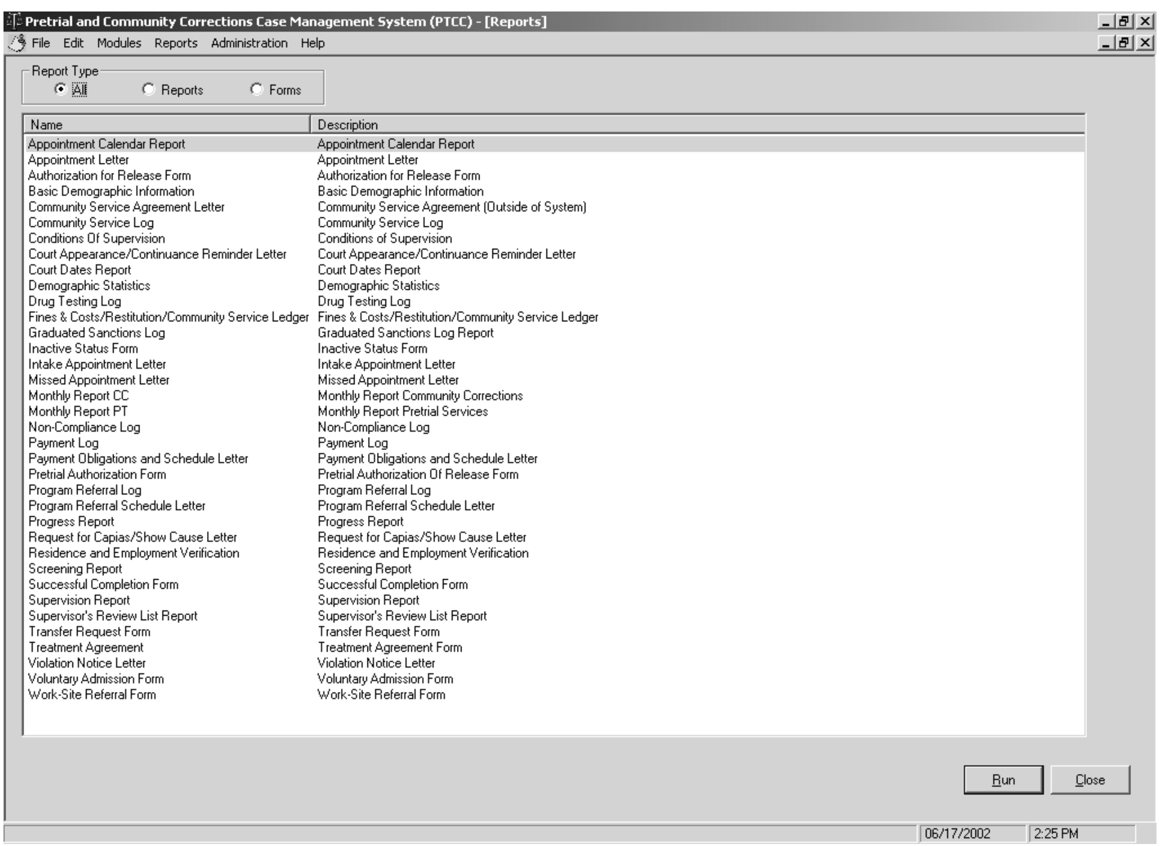
Accessing Reports and Forms

Follow the steps in the procedure below to access **Reports**:

1. click the **Reports** icon, or

2. click **Reports>Run Reports** from the menu bar.

   Result: The **Reports** module opens showing **All** reports and forms.



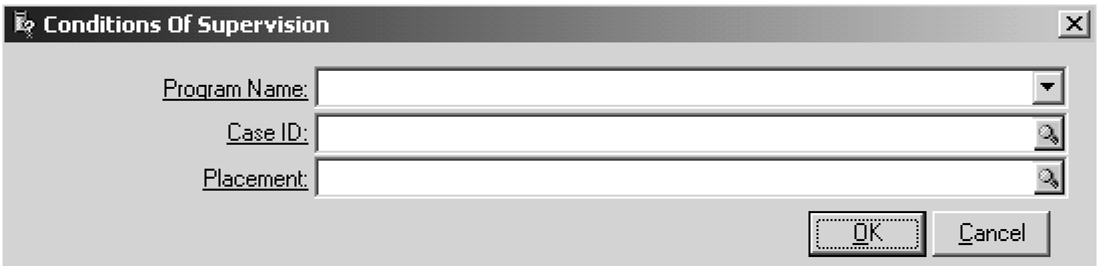
Reports window

Accessing Reports and Forms, continued

3. Select the desired report or form by either:
- double-clicking the name, or
- selecting the name and clicking the **Run** button.

Viewing Reports and Forms

After selecting a report or form, a parameter box appears prompting you to enter the information needed to produce a specific report or form.



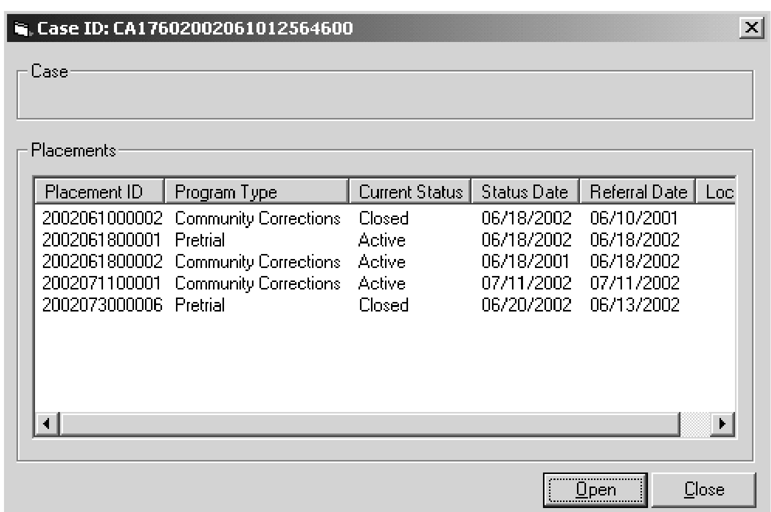
Conditions of Supervision parameter box

The sample shown above has three fields: **Program Type, Case ID,** and **Placement**.

Select the **Program Name** (**Pretrial** or **Community Corrections**) from the drop-down list.

Type the case identification number directly into the **Case ID** field, or click the **Magnifying Glass** icon at the end of the field to search for the case. For more information about searching for case identification, see ***Searching for a Case*** on page 3-5.

Type the placement number directly into the **Placement** field, or click the **Magnifying Glass** icon at the end of the field to gain access to the **Placement Search** window.



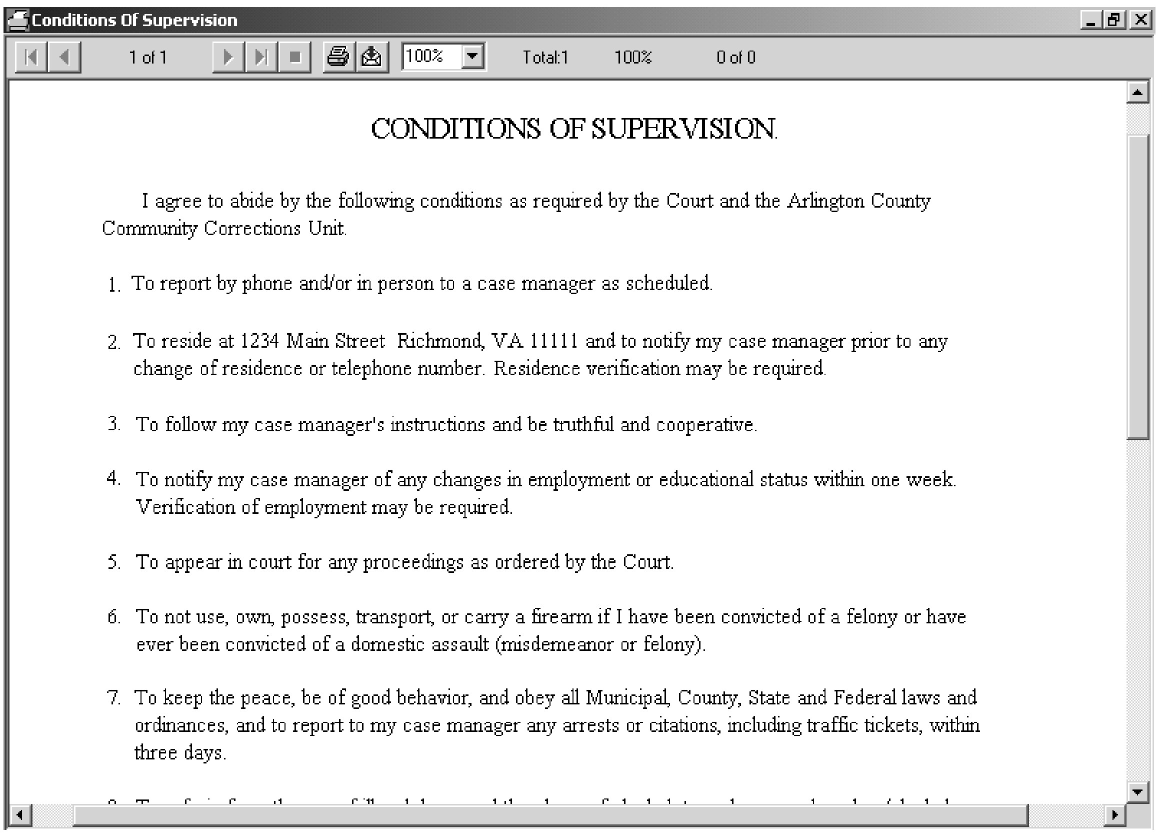
Placement Search window

Viewing Reports and Forms, continued

The **Placement Search** window allows querying of the database using the currently selected case identification number. The search window contains a **Placements** list box showing: **Placement ID**, **Program Type**, **Current Status**, **Status Date**, **Referral Date**, and **Locality**. Select the placement to be included by double clicking the line, or selecting the line and clicking the **Open** button.

When you complete the required fields in the parameter box, click **OK**.

Result: The form appears in a **Print Preview** window.



CONDITIONS OF SUPERVISION.

I agree to abide by the following conditions as required by the Court and the Arlington County Community Corrections Unit.

1. To report by phone and/or in person to a case manager as scheduled.
2. To reside at 1234 Main Street Richmond, VA 11111 and to notify my case manager prior to any change of residence or telephone number. Residence verification may be required.
3. To follow my case manager's instructions and be truthful and cooperative.
4. To notify my case manager of any changes in employment or educational status within one week. Verification of employment may be required.
5. To appear in court for any proceedings as ordered by the Court.
6. To not use, own, possess, transport, or carry a firearm if I have been convicted of a felony or have ever been convicted of a domestic assault (misdemeanor or felony).
7. To keep the peace, be of good behavior, and obey all Municipal, County, State and Federal laws and ordinances, and to report to my case manager any arrests or citations, including traffic tickets, within three days.

Conditions of Supervision form

The **Print Preview** window contains a menu bar that allows you to change pages, print the report, export the report, and change the viewing size. It also displays the page, percentage, and total number of pages.

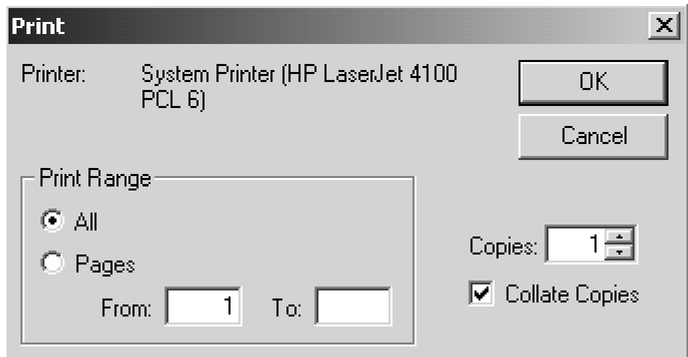
Viewing Reports and Forms, continued

Printing Reports and Forms

Once the report or form has been selected and run, follow the steps in the procedure below to print it:

1. Click the **Print** icon.

   Result: The **Print** window appears.



2. Select the number of pages and copies desired (for only one copy of the report or form, do not change anything).

3. Click the **OK** button.

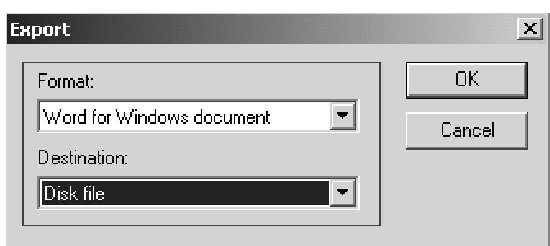
4. The report prints to the default printer.

Exporting a Report or Form

An electronic copy of a report or form can be exported in several different formats. Follow the steps in the procedure below to save an electronic copy of a report or form:

1. Click the **Export** icon on the **Print Preview** tool bar.

   Result: The **Export** window appears.



Export window

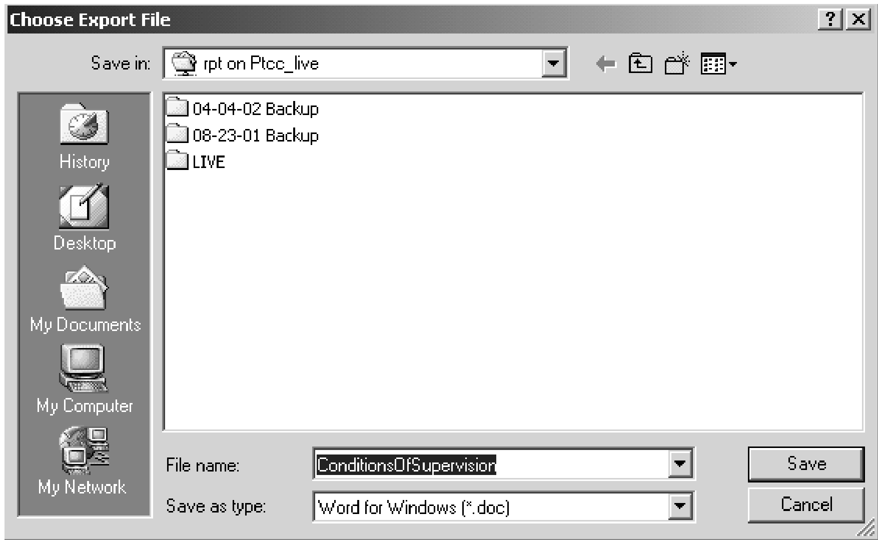
2. Select the desired format from the **Format** drop-down list.

3. Select **Disk File** from the **Destination** drop-down list.

Viewing Reports and Forms, continued

4. Click the **OK** button.

   Result: The **Choose Export File** window appears, prompting you to designate where to save the file.



Choose Export File window

5. Select where to save the report or form, and click the **Save** button.

FYI	Do not save the report or form in the default folder. That folder is on the server, and not on your PC. To save the report on your PC, click the drop-down arrow, select the C:-drive, and then choose the desktop or a folder in which to save the report or form.

Creating Reports and Forms

This section provides short descriptions of each report and form, and explains how to create them.

FYI	See ***Appendix B: Sample Reports and Forms*** for samples of all reports and forms.

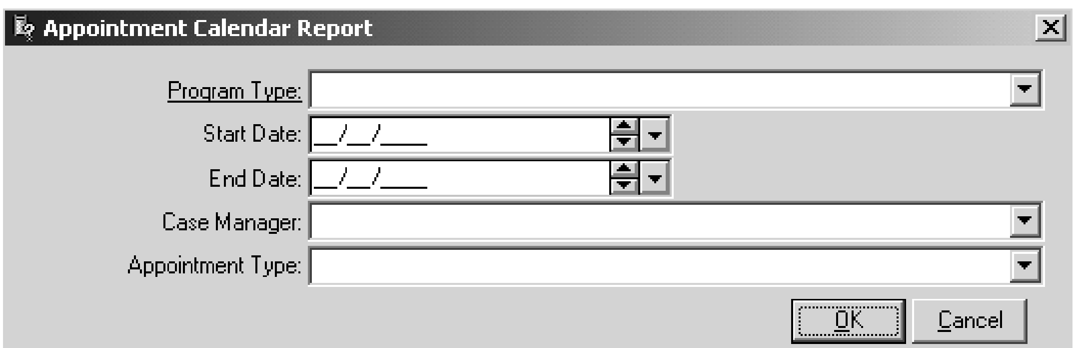
Reports

Following is a list of all PTCC reports in alphabetical order. Creating reports is a two-step procedure:

- fill the fields in the parameters window, and
- click the **OK** button.

Appointment Calendar

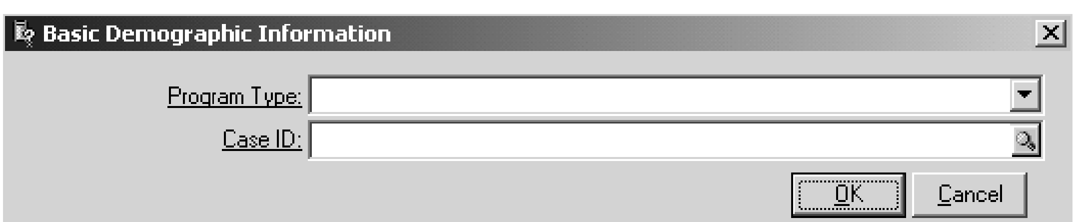
The **Appointment Calendar Report** shows a list of scheduled appointments for all cases or for a specific case manager's case. The results are sorted by: **Date**, **Name**, and **Appointment Type**. The content of the report can be altered by using the following criteria: **Program Type**, **Start Date**, **End Date**, **Case Manager**, and **Appointment Type**.



Appointment Calendar Report

Basic Demographic Information

The **Basic Demographic Information** report shows demographic information (basic demographics, aliases, residence, etc.) about a specific case. Select **Program Type** from the drop-down list and use the current case, or use the **Magnifying Glass** icon in the **Case ID** field to select a different case.

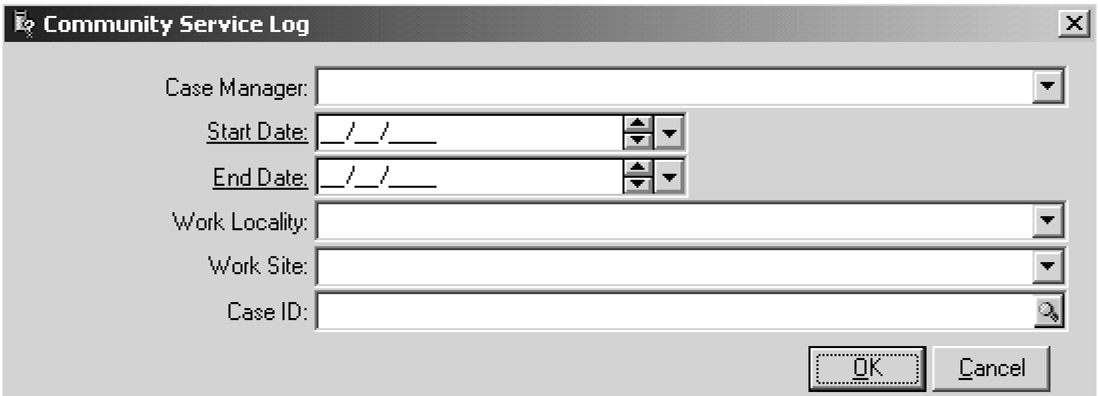


Basic Demographic Information

Creating Reports and Forms, continued

Community Service Log

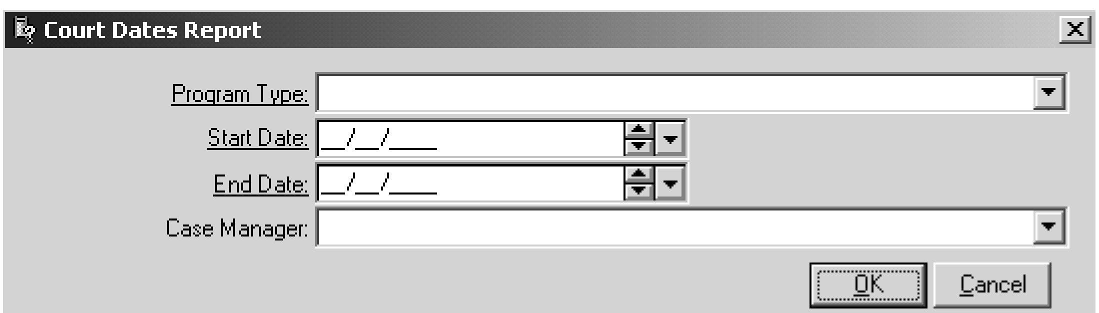
The **Community Service Log** returns a record of community service hours logged for all cases, or for a particular case. The results are sorted by: **Name**, **Placement Number**, **Work Site**, and **Date Worked**. The content of the log can be altered by using the following criteria: **Case Manager**, **Start Date, End Date, Work Locality**, **Work Site**, and **Case ID**.



Community Service Log

Court Dates Report

The **Court Dates Report** returns a record of court dates for all cases. The results are sorted by: **Court Date**, **Name**, **Court**, and **Hearing Type**. The content of the report can be altered by using the following criteria: **Program Type, Start Date**, **End Date**, and **Case Manager**.

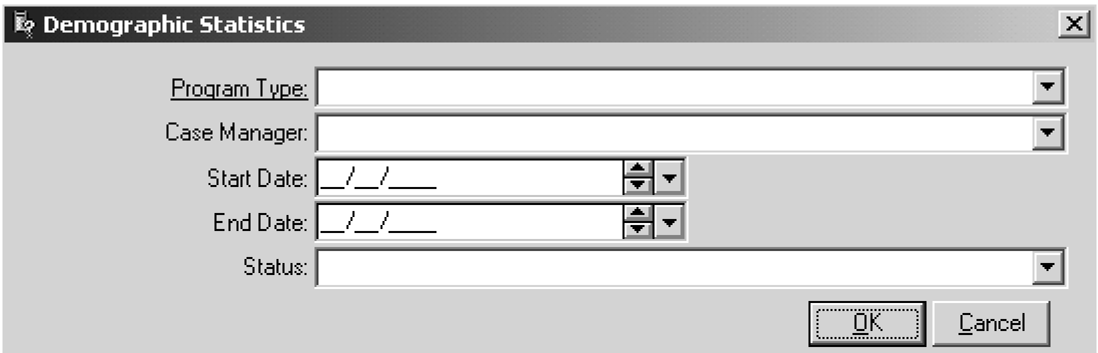


Court Dates Report

Creating Reports and Forms, continued

Demographic Statistics

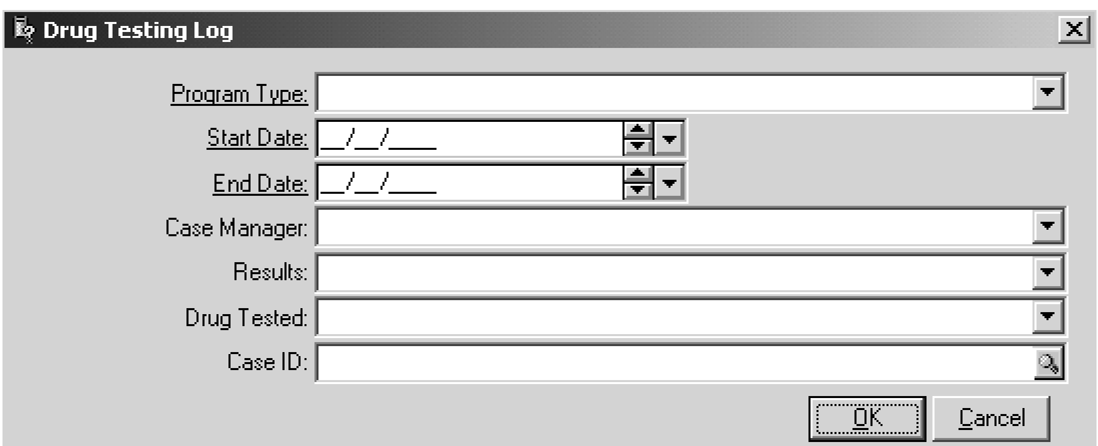
The **Demographics Statistics Report** returns statistical information about the **Pretrial** or **Community Corrections** population. In addition to showing demographic breakdowns, this report also captures statistical information about the primary charge for every placement included in the report. The content of the report can be altered by using the following criteria: **Program Type**, **Case Manager, Start Date, End Date**, and **Status**.



Demographics Statistics

Drug Testing Log

The **Drug Testing Log** returns a record of drug tests performed on all cases, or for a particular case. The results are sorted by: **Name**, **Test Date**, and **Drugs Tested**. The content of the log can be altered by using the following criteria: **Program Type, Start Date, End Date, Case Manager, Results, Drug Tested,** and **Case ID**.

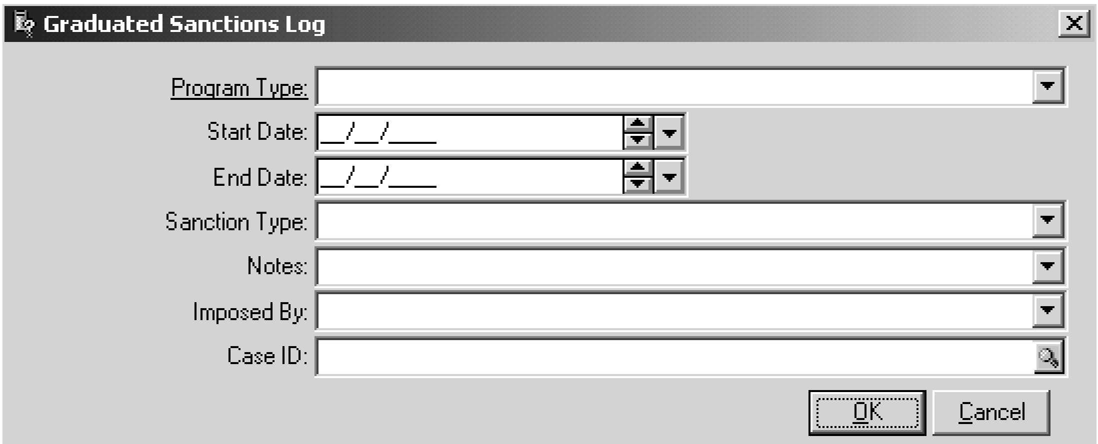


Drug Testing Log

Creating Reports and Forms, continued

Graduated Sanctions Log

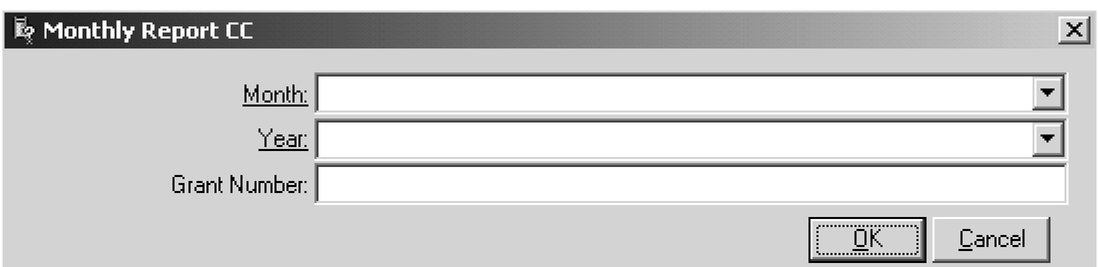
The **Graduated Sanctions Log** returns a record of graduated sanctions imposed on all cases, or for a particular case. The results are sorted by: **Name**, **Date Imposed**, and **Sanction Type**. The content of the log can be altered by using the following criteria: **Program Type**, **Start Date, End Date, Sanction Type, Notes, Imposed By,** and **Case ID**.



Graduated Sanctions Log

Monthly Report CC

The **Community Corrections Monthly Report** is required by the Virginia Department of Criminal Justice Services (DCJS). The content of the report can be altered by using the following criteria: **Month** and **Year**. Input the **Grant Number** for it to appear on the report.



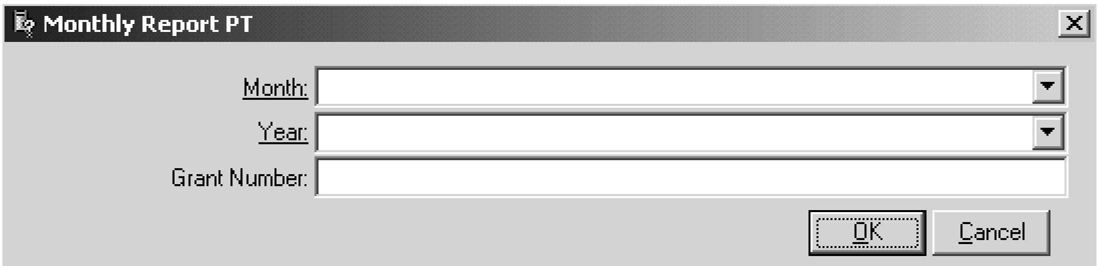
Monthly Report CC

Tip	The previous month's report cannot be printed until the Monday following the 12th of the current month. Older reports can be printed any time.

Creating Reports and Forms, continued

Monthly Report PT

The **Pretrial Services Monthly Report** is required by the Virginia Department of Criminal Justice Services (DCJS). The content of the report can be altered by using the following criteria: **Month** and **Year**. Input the **Grant Number** for it to appear on the report.

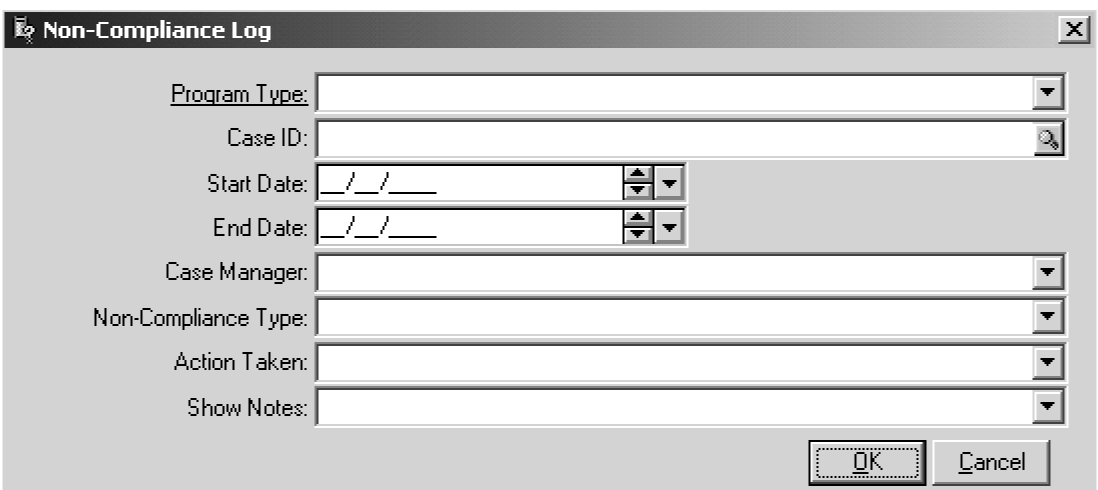


Monthly Report PT

Tip	The previous month's report cannot be printed until the Monday following the 12th of the current month. Older reports can be printed any time.

Non-Compliance Log

The **Non-Compliance Log** returns a record of non-compliance issues for all cases, or for a particular case. The results are sorted by: **Name**, **Non-Compliance Date**, **Non-Compliance Issue**, and **Action Taken**. The content of the log can be altered by using the following criteria: **Program Type**, **Case ID, Start Date, End Date, Case Manager, Non-Compliance Type,** and **Action Taken**. Notes can be included by selecting **Yes** or **No** from the **Show Notes** drop-down list.

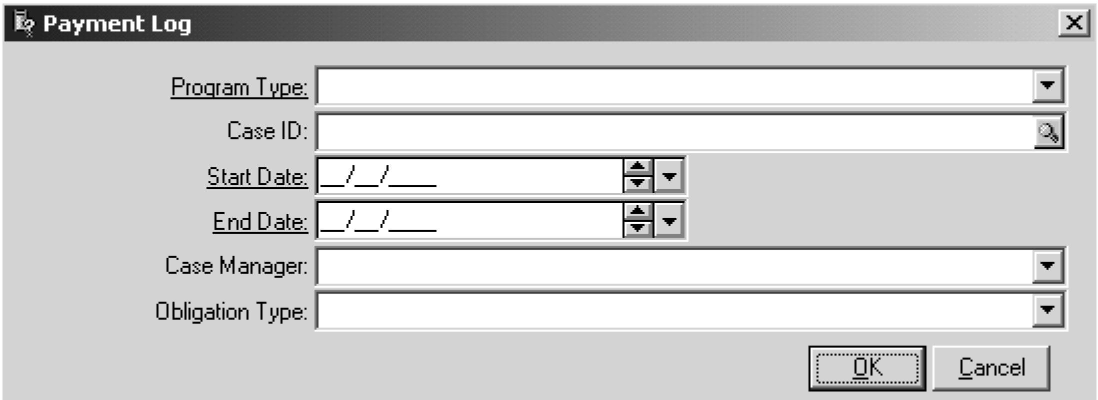


Non-Compliance Log

Creating Reports and Forms, continued

Payment Log

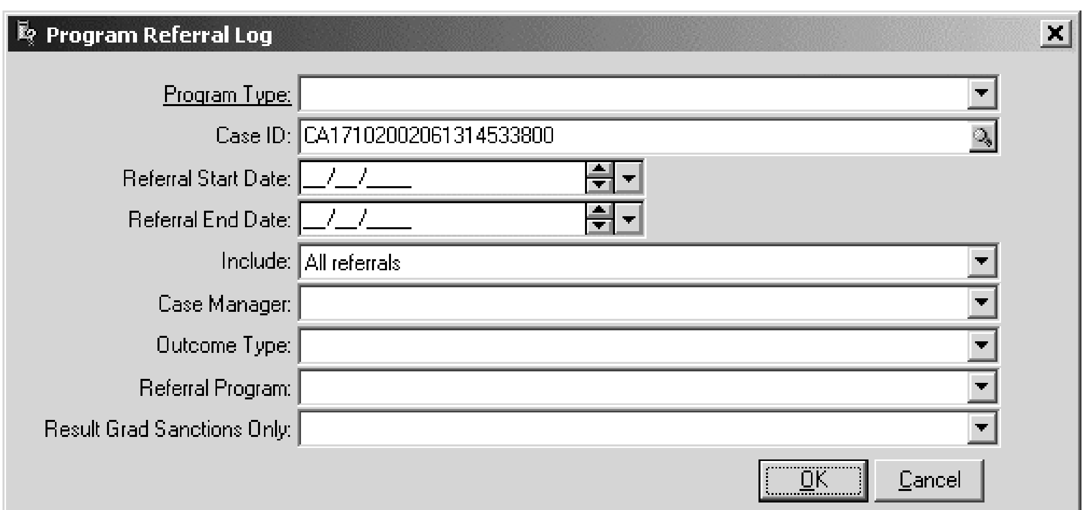
The **Payment Log** returns a record of payments and payment obligations for all cases, or for a particular case. The results are sorted by: **Name**, **Placement Number**, **Type of Obligation**, and **Payment Date**. The content of the log can be altered by using the following criteria: **Program Type, Start Date, End Date**, **Case ID, Case Manager,** and **Obligation Type**.



Payment Log

Program Referral Log

The **Program Referral Log** returns a record of program referrals or all cases, or for a particular case. The results are sorted by: **Name**, **Referral Program**, and **Date 1st Attended**. The content of the log can be altered by using the following criteria: **Program Type**, **Case ID, Referral Start Date, Referral End Date, Include, Case Manager, Outcome Type,** and **Referral Program**. A referral log showing only the results of referrals from graduated sanctions can be obtained by selecting **Yes** from the **Result Grad Sanctions Only** drop-down list.

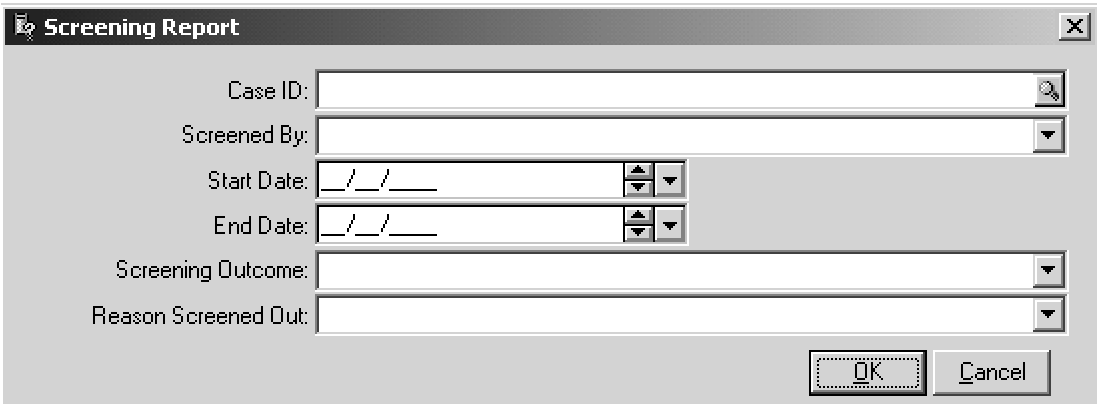


Program Referral Log

Creating Reports and Forms, continued

Screening Report

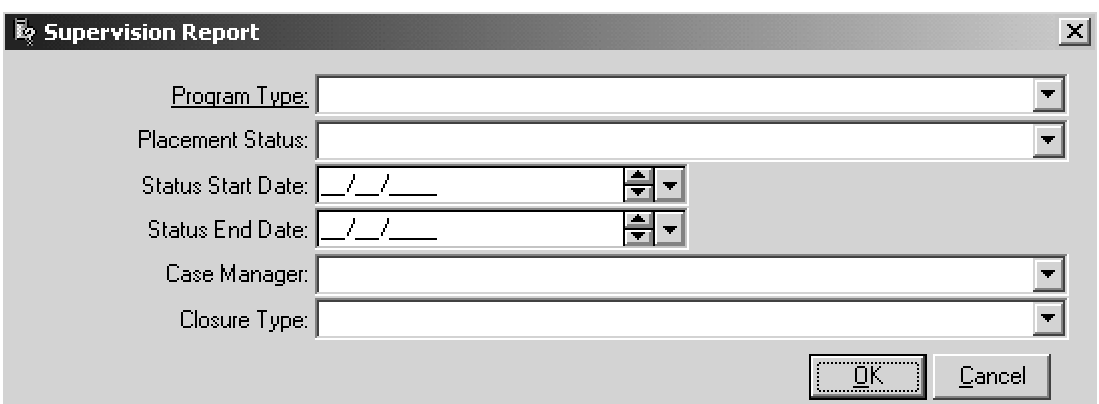
The **Screening Report** returns a record of screenings for all defendants, or for a particular defendant. The results are sorted by: **Screening Date** and **Name**. The content of the report can be altered by using the following criteria: **Case ID, Screened By, Start Date, End Date, Screening Outcome,** and **Reason Screened Out**.



Screening Report

Supervision Report

The **Supervision Report** returns a record of all placements by placement status. The results are sorted by: **Status**, **Name**, and **Placement Number**. The content of the report can be altered by using the following criteria: **Program Type**, **Placement Status, Status Start Date, Status End Date, Case Manager,** and **Closure Type**.

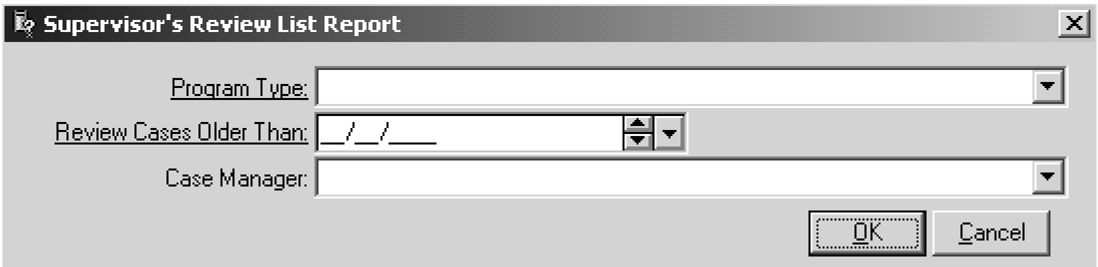


Supervision Report

Creating Reports and Forms, continued

Supervisor's Review List Report

The **Supervisor's Review List Report** returns a record of cases that need to be reviewed by a ***Supervisor***. The results are sorted by: **Name**, **Current Status**, and **Date of Last Review**. The content of the report can be altered by using the following criteria: **Program Type**, **Review Cases Older Than**, and **Case Manager**.



Supervisor's Review List Report

Forms

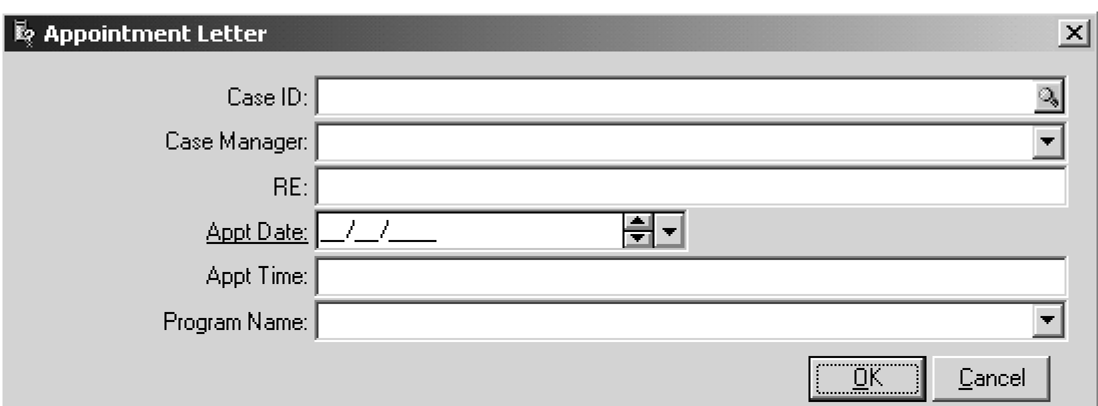
Following is a list of all PTCC forms in alphabetical order. Creating forms is a two-step procedure:

- fill the fields in the parameters window, and
- click the **OK** button.

Tip	Any parameter that is not entered will result in a blank line being printed on the form. Those portions of the form can be completed by hand.

Appointment Letter

The **Appointment Letter** is used to notify a case about a scheduled appointment. The content of the letter can be altered by using the following criteria: **Case ID**, **Case Manager**, **RE**, **Appt Date**, **Appt Time**, and **Program Name**.

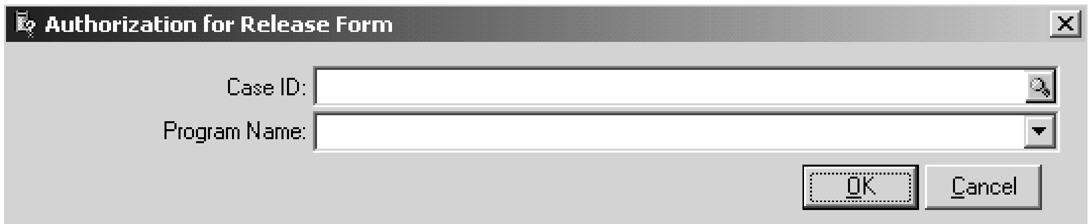


Appointment Letter

Creating Reports and Forms, continued

Authorization for Release Form

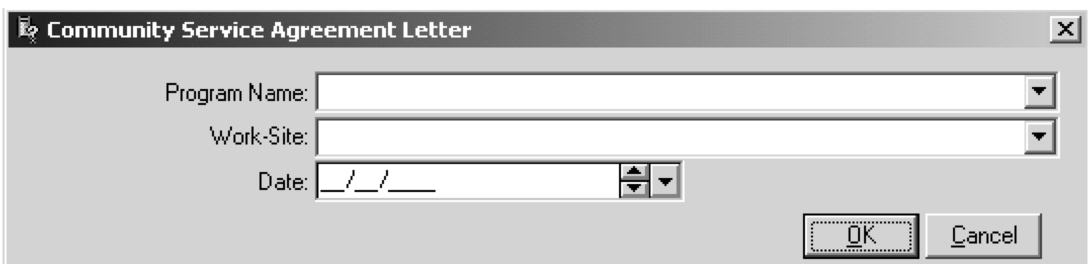
The **Authorization for Release Form** is a form to be dated and signed by the case and case manager. The form authorizes the Pretrial or Community Corrections programs to obtain information about the individual. The content of the form can be altered by using the following criteria: **Case ID** and **Program Name.**



Authorization for Release Form

Community Service Agreement Letter

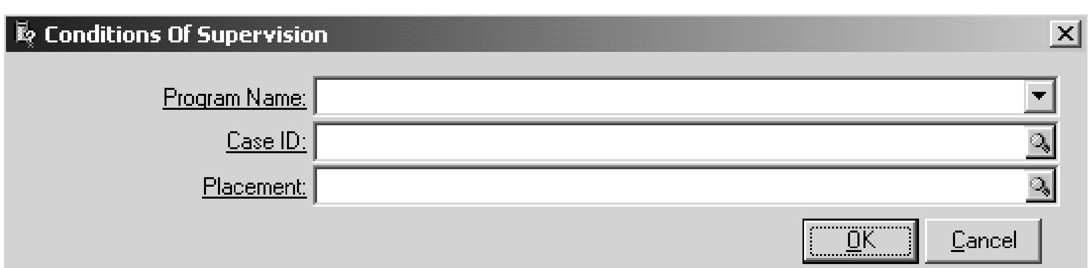
The **Community Service Agreement Letter** is a form letter to the Community Service Agency outlining the contract the Community Service Program has with your agency. The content of the letter can be altered by using the following criteria: **Program Name, Work-Site,** and **Date**.



Community Service Agreement Letter

Conditions of Supervision

The **Conditions of Supervision** form is a contract cases sign to indicate they understand the behavior that is required of them while in the Pretrial or Community Corrections program. The content of the form can be altered by using the following criteria: **Program Name, Case ID**, and **Placement**.

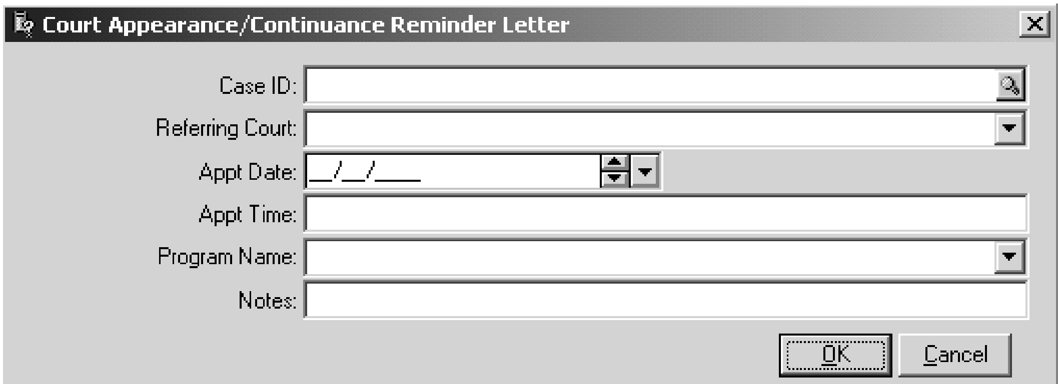


Conditions of Supervision

Creating Reports and Forms, continued

Court Appearance/Continuance Reminder Letter

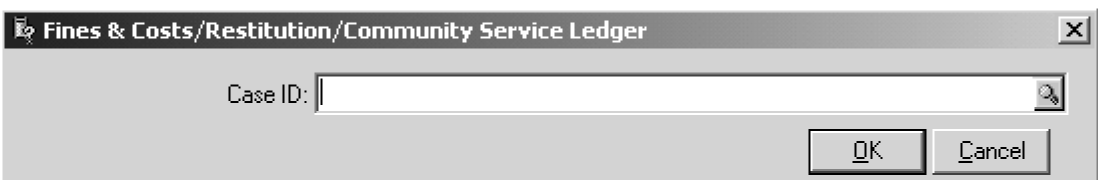
The **Court Appearance/Continuance Reminder Letter** is a form letter from the case manager that is used to notify the case of the location, date, and time of their next scheduled court appearance. The content of the letter can be altered by using the following criteria: **Case ID**, **Referring Court**, **Appt. Date**, **Appt. Time**, **Program,** and **Notes**.



Court Appearance/Continuance Reminder Letter

Fines & Costs/Restitution/Community Service Ledger

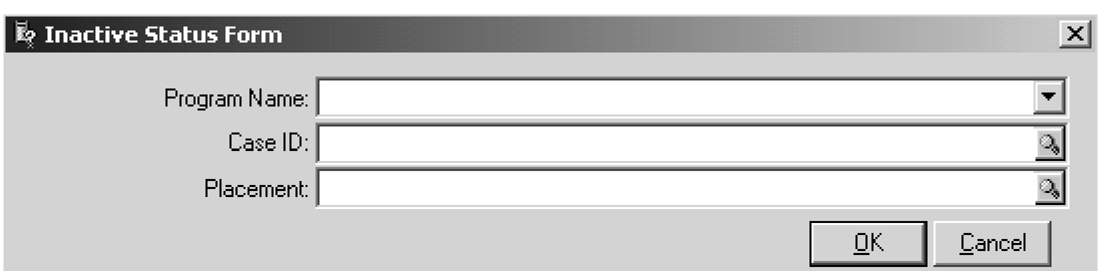
The **Fines and Costs/Restitution/Community Service Ledger** is a form to be used when a case owes fines, court costs, restitution, and/or has community service.



Fines & Costs/Restitution/Community Service Ledger

Inactive Status Form

The **Inactive Status Form** is a form to be used when a case has an interruption of supervision. The content of the form can be altered by using the following criteria: **Program Name**, **Case ID**, and **Placement**.

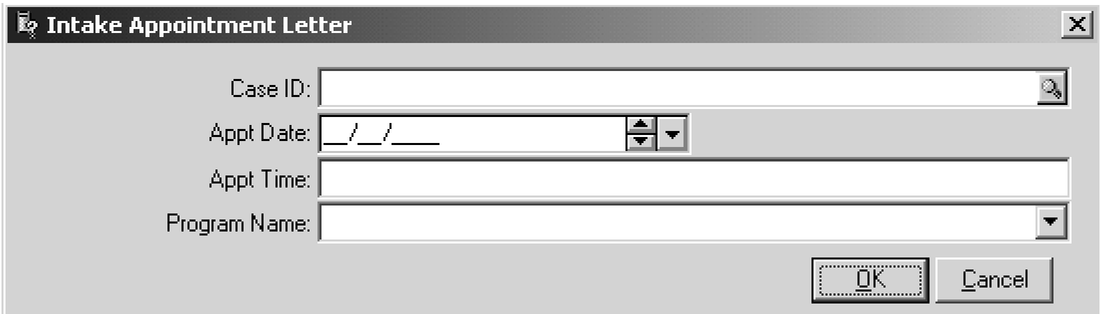


Inactive Status Form

Creating Reports and Forms, continued

Intake Appointment Letter

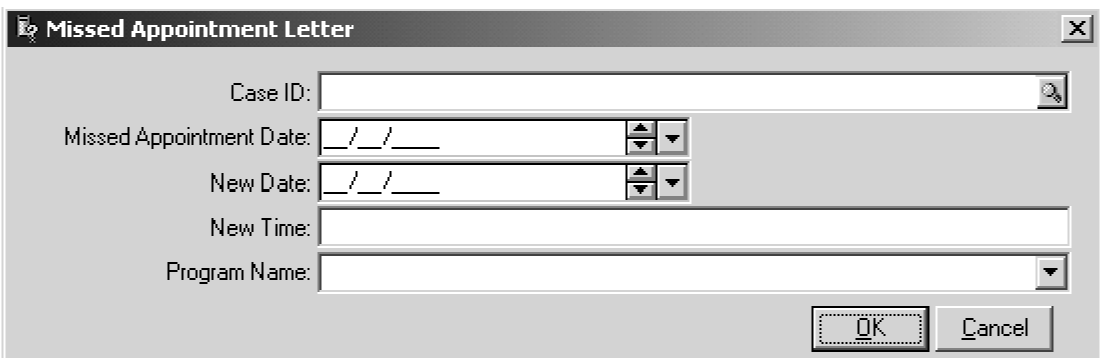
The **Intake Appointment Letter** is a form letter used to notify cases that they have been assigned to the Pretrial or Community Corrections agency and when they are to appear for intake. The content of the letter can be altered by using the following criteria: **Case ID**, **Appointment Date**, **Appt. Time**, and **Program Name**.



Intake Appointment Letter

Missed Appointment Letter

The **Missed Appointment Letter** is a form letter used to notify cases that they have missed a scheduled appointment and are in violation of their supervision agreement. The content of the letter can be altered by using the following criteria: **Case ID**, **Missed Appointment Date**, **New Date**, **New Time**, and **Program Name**.

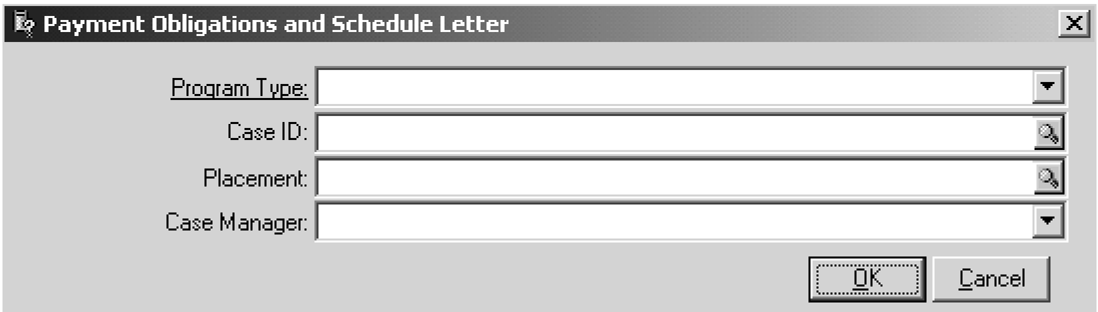


Missed Appointment Letter

Creating Reports and Forms, continued

Payment Obligations and Schedule Letter

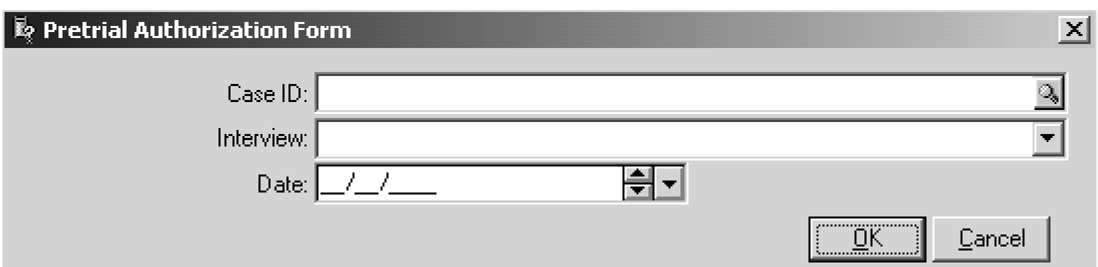
The **Payment Obligation and Schedule Letter** is a form letter used to inform cases of their payment obligations and the schedule of payments. The content of the letter can be altered by using the following criteria: **Payment Type**, **Case ID**, **Interview**, and **Date**.



Payment Obligation and Schedule Letter

Pretrial Authorization Form

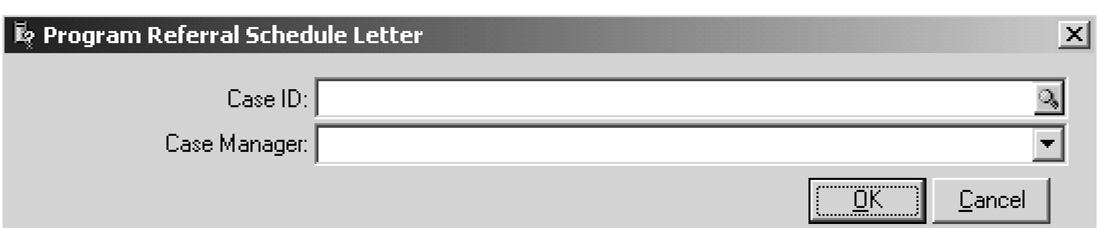
The **Pretrial Authorization Form** is a form to be dated and signed by the case and the case manager. The form authorizes the Pretrial programs to obtain information about the individual. The content of the form can be altered by using the following criteria: **Case ID**, **Interview**, and **Date.**



Pretrial Authorization Form

Program Referral Schedule Letter

The **Program Referral Schedule Letter** is a form letter used to inform cases that they have been referred to a service program and when they must attend. The content of the letter can be altered by using the following criteria: **Case ID** and **Case Manager**.

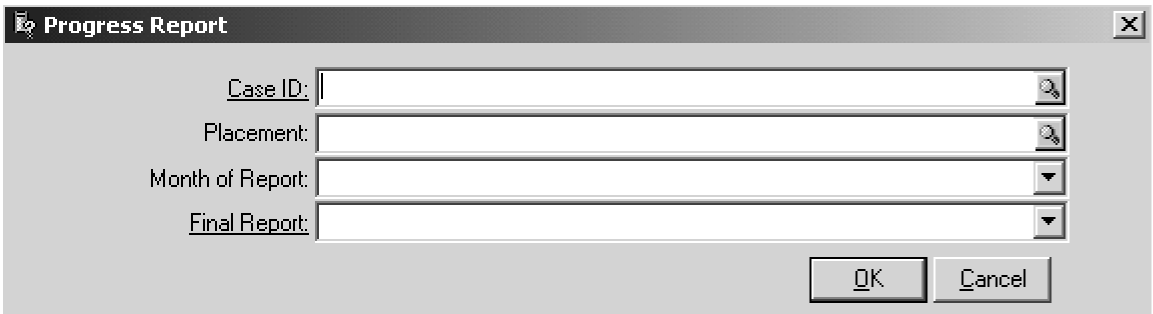


Program Referral Schedule Letter

Creating Reports and Forms, continued

Progress Report

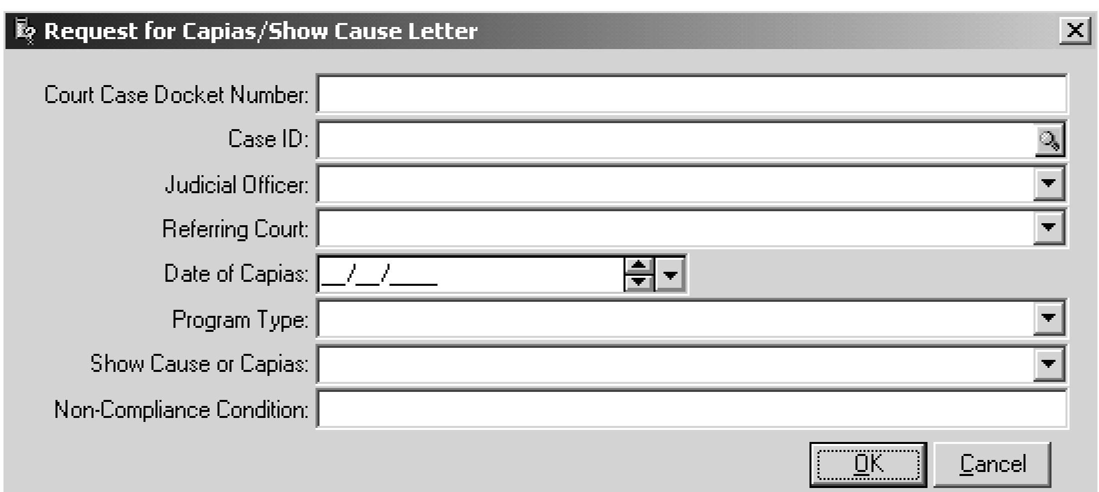
The **Progress Report** is used to notify the transferring program about a case's progress in meeting the requirements of supervision. The content of the report can be altered by using the following criteria: **Case ID**, **Placement**, **Month of Report**, and **Final Report.**



Progress Report window

Request for Capias/Show Cause Letter

The **Request for Capias/Show Cause Letter** is a form letter to the court notifying them of a case's non-compliance, and requesting a show cause or a capias for the case's return to court. The content of the letter can be altered by using the following criteria: **Court Case Docket Number**; **Case ID**, **Judicial Officer**, **Referring Court**, **Date of Capias**, **Program Type**, **Show Cause Rule or Capias**, and **Non-Compliance Condition**.

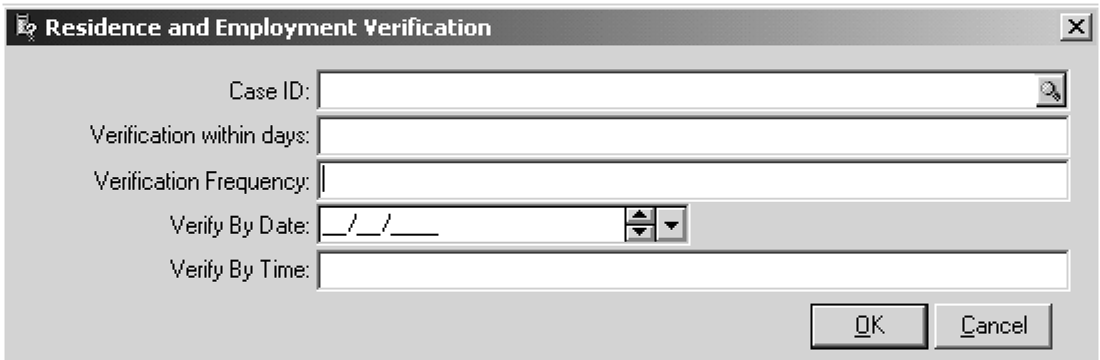


Request for Capias/Show Cause Letter

Creating Reports and Forms, continued

Residence and Employment Verification

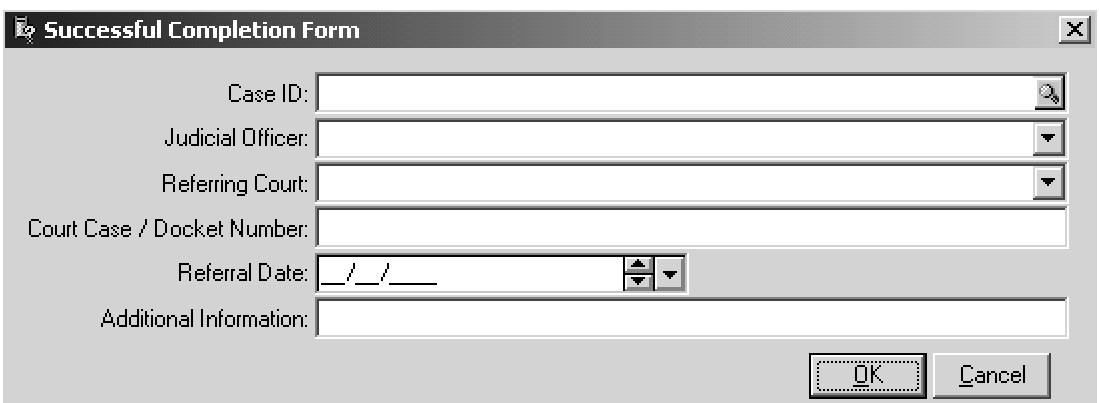
The **Residence and Employment Verification** is a form letter used to instruct cases on when and how they must provide proof of residence and employment. The content of the form can be altered by using the following criteria: **Case ID**, **Verification within days**, **Verification Frequency**, **Verify By Date**, and **Verify By Time**.



Residence and Employment Verification

Successful Completion Form

The **Successful Completion Form** is a form letter used to notify the court when a case has successfully completed a Pretrial or Community Corrections placement. The content of the form can be altered by using the following criteria: **Case ID**, **Judicial Officer**, **Referring Court**, **Court Case/Docket Number**, **Referral Date**, and **Additional Information**.

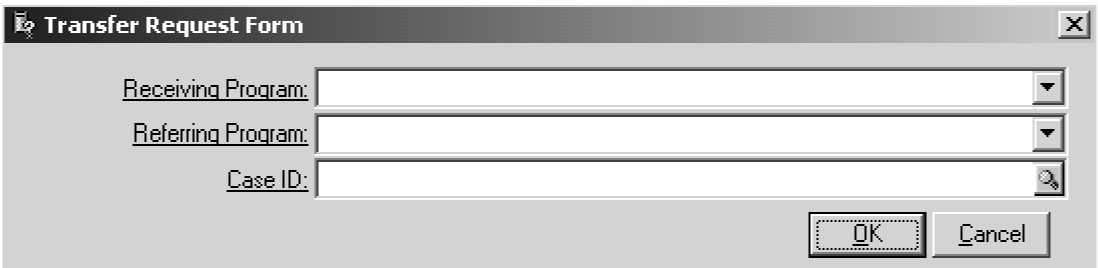


Successful Completion Form

Creating Reports and Forms, continued

Transfer Request Form

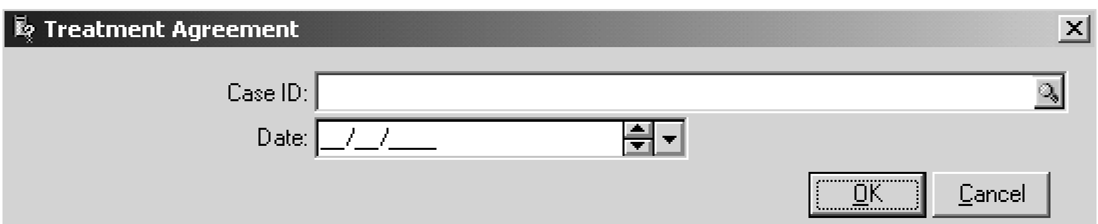
The **Transfer Request Form** is a form completed by a transferring agency to notify the receiving agency that a supervision case is being transferred. The content of the form can be altered by using the following criteria: **Receiving Program**, **Referring Program**, and **Case ID**.



Transfer Request Form

Treatment Agreement

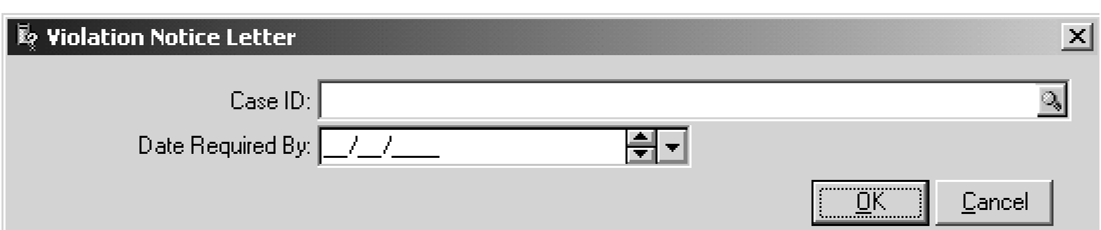
The **Treatment Agreement Form** is a form letter to be signed by cases indicating their agreement to participate willingly in specific substance abuse treatment due to a positive drug test result. The content of the form can be altered by using the following criteria: **Case ID** and **Date**.



Treatment Agreement

Violation Notice Letter

The **Violation Notice** is a form letter used to advise cases that they are in danger of being returned to court as non-compliant due to their failure to abide by the conditions of supervision. The content of the letter can be altered by using the following criteria: **Case ID** and **Date Required By**.



Violation Notice Letter

Creating Reports and Forms, continued

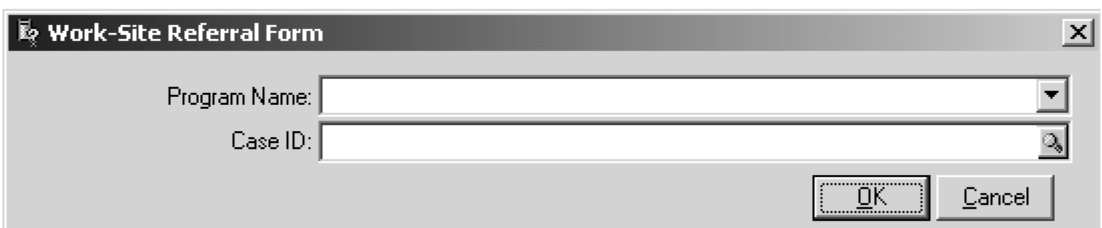
Voluntary Admission Form

The **Voluntary Admission Form** can be used when a case voluntarily admits to drug/alcohol usage, and/or to voluntarily confirm results of tests. The content of the form can be altered by using the following criteria: **Case ID** and **Number of Days**.

Voluntary Admission Form

Work-Site Referral Form

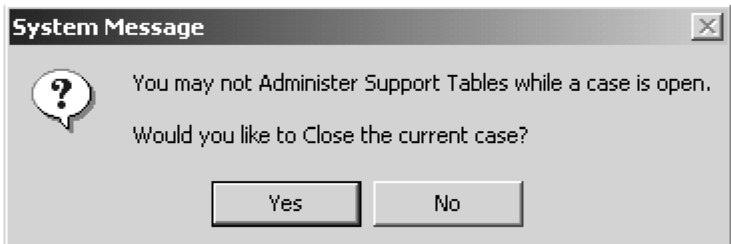
The **Work-Site Referral Form** is an agreement between the work site, agency, and case, as well as the form that allows you to collect hours worked for community service. The content of the form can be altered by using the following criteria: **Program Name** and **Case ID**.



Work-Site Referral Form

Chapter 12: Administration

PTCC relies on a database with a number of tables containing local program-specific information and a setting to make the software run efficiently. This appendix contains general information about the administration segment of PTCC. To access the administrative functions go to the **Administration Menu** on the menu bar at the top of the window. If you attempt to open the support tables while a case is open, the following dialog box appears:



Click the **Yes** button and continue working with the **Administration** function.

For the **Admin** user, the **Administration Menu** has three selections. For all other users, only one menu option, **Application Settings**, is available.

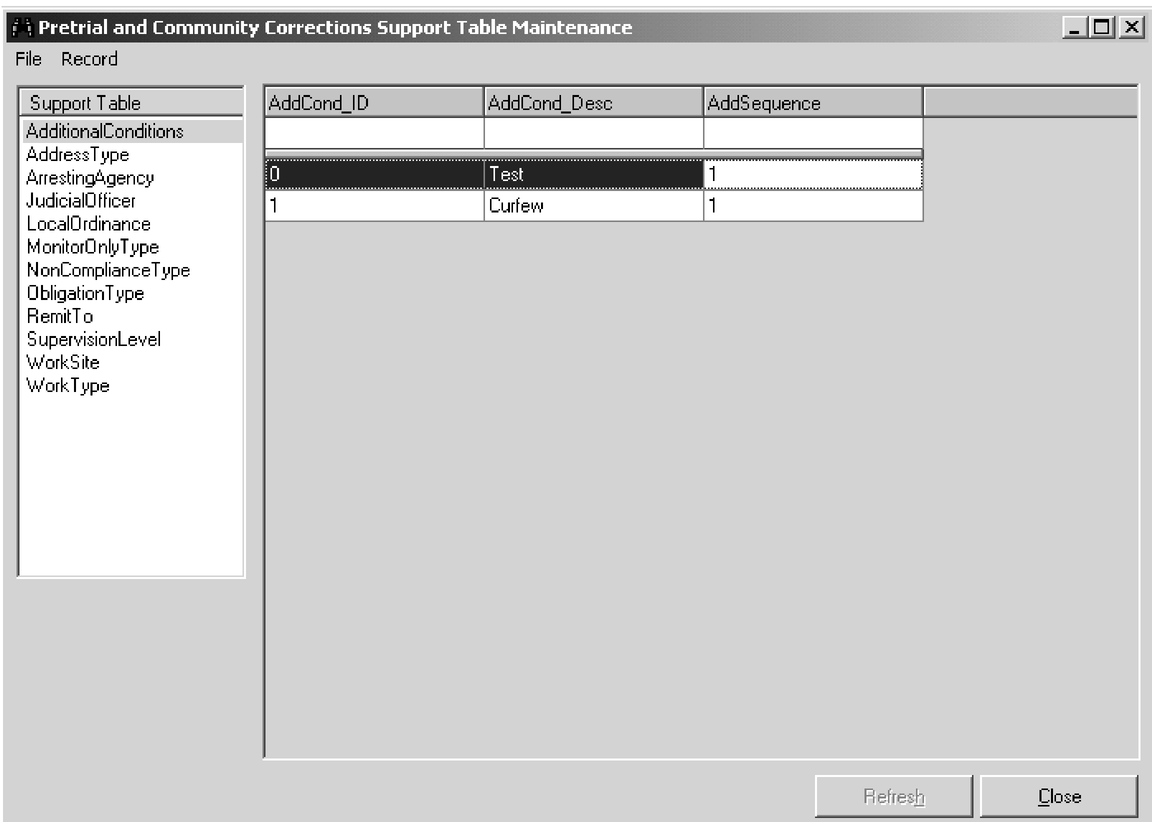
Administration Menu

The following paragraphs describe the contents and provide instruction for use.

Support Tables

There are 12 locally supported tables that allow you to enter and modify information specific to your local program. Click **Administration>Support Tables…** from the drop-down menu. Only users with **Admin** rights can modify these tables.

Result: The **Support Table Maintenance** window appears.

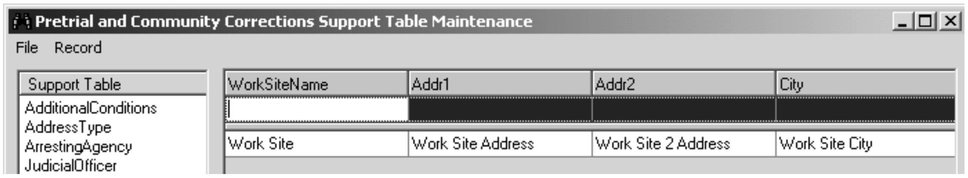


Support Table Maintenance window

Select the table to be worked on from the **Support Table** list on the left. The table appears in the work area on the right.

Support Tables, continued

Make additions to the selected table using the top row; make modifications in the specific row to be modified. When you finish adding or modifying information, press the **`Enter`** key to save the information.



Work Site table

!!!	Once an item is entered into a table, it cannot be deleted. Be sure you want to add the item before pressing the **`Enter`** key. Some tables allow you to designate item status as active or inactive. Inactive keeps an item from appearing in drop-down lists if it is out-dated or unavailable; it does not remove the item from the table.

Adding Values to the Support Tables

Adding values to the **Support Tables** for the first time:

Some support tables are installed with pre-set values. Entering the first record into these tables is done by typing the information into the top row and pressing the **`Enter`** key.

Other tables are installed with no pre-set values. These tables will have one record that will say ***Enter first (name of support table) value here.*** For these tables, modify the initial record with the first record of information by typing over the fields in the highlighted row and pressing the **`Enter`** key (do **NOT** use the top row). Once the first valid record is entered, type the information into the top row, and press the **`Enter`** key to add additional records.

Adding values to the **Support Tables** after the first time:

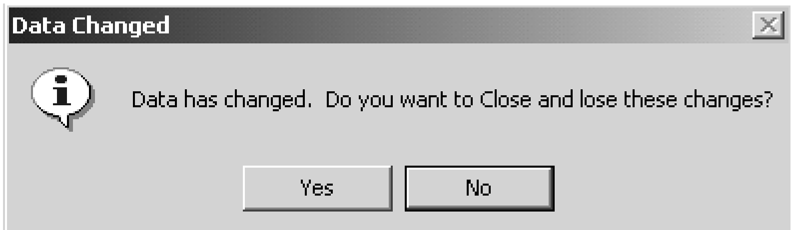
Select the table to add values to, enter the information in the top row, and press the **`Enter`** key to save the information.

Support Tables, continued

Modifying Values in the Support Tables

To modify existing support table information, open the table containing the information to be modified, click in the appropriate row, make the necessary changes, and press the `Enter` key.

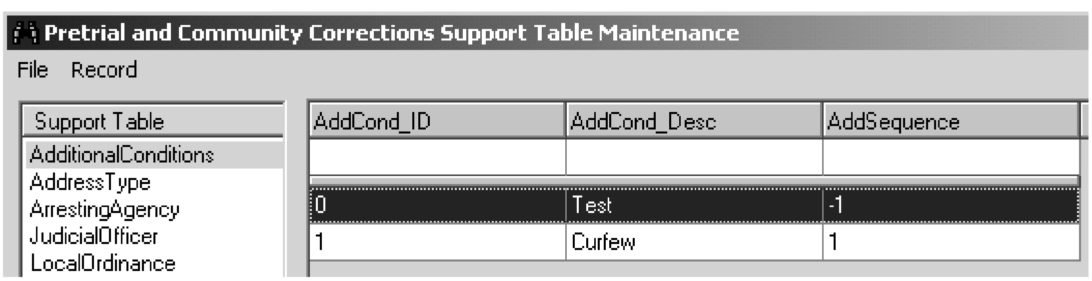
If you try to exit the table without saving the new information, the following warning appears:



Data Changed dialog box

Additional Conditions

The **Additional Conditions** table contains additional conditions that are common to your local program, and that a judicial officer may choose to impose on a defendant or offender. This table allows conditions to be entered or modified. The table contains three fields: **AddCond_ID**, **AddCond_Desc**, and **AddSequence**. The **AddCond_ID** field is a unique identifier for additional condition; the **AddCond_Desc** field contains a written description of the condition, and the **AddSequence** field contains the add sequence, or order in which the description appears if the condition has multiple lines. Additional conditions appear in the **Conditions** sub-module in **Pretrial** and **Community Corrections Placement** modules, and in the **Conditions of Supervision** report. There are no preset entries.



Additional Conditions table

FYI	The **Additional Conditions** table appears in the following modules and sub-modules: • PT Placement: **Conditions,** and • CC Placement: **Conditions**.

Support Tables, continued

Entering Conditions

The very first time a condition is entered in this table, enter it in the highlighted area containing the text ***Enter Condition here***. Add subsequent conditions in the first blank row at the top of the table. When you press the **`Enter`** key, the conditions appear in the table listed in **Add Condition** and **Add Sequence** order (see **Example 1**).

Example 1: To enter a short condition that will fit on one line (less than 247 characters):

AddCond_ID	AddCond_Desc	AddCond_Sequence
1	You must attend Anger Management classes.	1
2	You must follow a 10 p.m. curfew	1

Note: The two conditions above are separate conditions, which can be selected and printed separately. The **AddCond_ID** is different for each one.

Entering Conditions with Multiple Lines

If a condition requires more space than 247 characters in the description field, the rest of the condition can be entered in subsequent lines. If this is done, make sure the **AddCond_ID** field for each line contains the same number, and use the **AddCond_Sequence** field to identify the order in which each line should be displayed. Leave a space at the beginning of each additional line, so that the condition displays correctly when the system joins the lines (see **Example 2**).

Example 2: To enter a long condition that will ***not*** fit on one line (more than 247 characters):

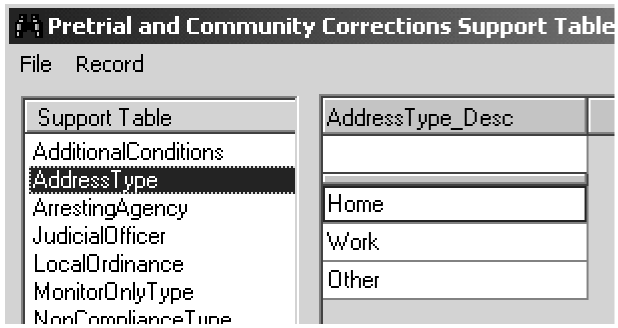
AddCond_ID	AddCond_Desc	AddCond_Sequence
3	You must complete 150 hours of Community Service and	1
3	report your hours on a weekly basis to your Case Manager.	2

Note: The two lines in the example above contain information needed for one condition. The **AddCond_ID** is the same for both lines. The **AddCond_Sequence** shows the order in which the lines should be displayed. When printed, Condition 3's **AddCond_Desc** prints in the order of the **AddCond_Sequence**.

Support Tables, continued

Address Type

The **Address Type** table allows you to enter or modify address types. The table contains one field, **AddressType_Desc**. The **Home**, **Work**, and **Other** entries are preset.

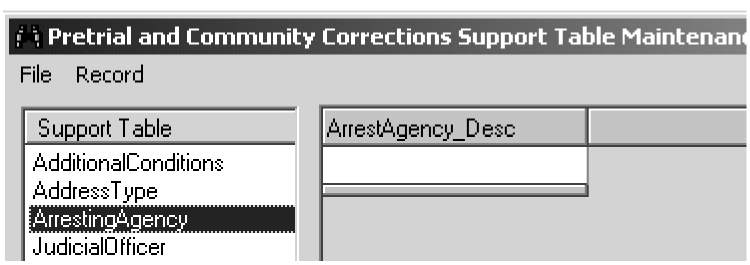


Address Type table

FYI	PTCC does not currently use the **Address Type** table.

Arresting Agency

The **Arresting Agency** table allows you to enter or modify local arresting agency information. The table contains one field, **ArrestAgency_Desc**. There are no preset entries.



Arresting Agency table

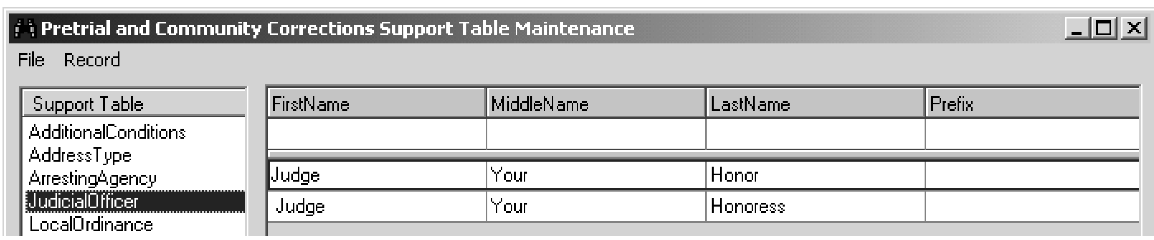
FYI	The **Arresting Agency** table appears in the following modules and sub-modules: • PT Placement: **Placement,** and • CC Placement: **Placement**.

Support Tables, continued

Judicial Officer

The **Judicial Officer** table allows you to enter or modify judicial officer information. The table contains eight fields: **FirstName**, **MiddleName**, **LastName**, **Prefix**, **Type**, **Suffix**, **ModDate**, and **CurrentStatus**. There are no preset entries.

FYI	**Prefix**-identifies a substitute judge or magistrate, if ***Substitute*** is entered; it also refers to the greetings: ***Your Honor*** and ***The Honorable***. **Type**-indicates whether the person is a judge or magistrate. The only values entered here are judge and magistrate. **CurrentStatus**-indicates whether the judge or magistrate is active or inactive.



Judicial Officer table

To enter a substitute judge:

- Type **`Substitute`** in **Prefix** column, and
- Type **`Judge`** in the **Type** column.

To enter a substitute magistrate:

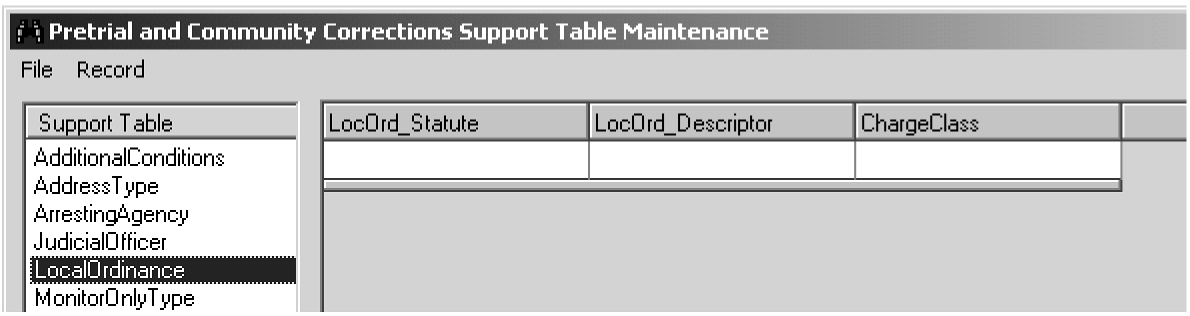
- Type **`Substitute`** in **Prefix** column, and
- Type **`Magistrate`** in the **Type** column.

FYI	The **Judicial Officer** table appears in the following modules and sub-modules: • Screening: **Recommendations** and **Court Update** • PT Placement: **Placement** and **Court Date**, and • CC Placement: **Placement** and **Court Date**.

Support Tables, continued

Local Ordinance

The **Local Ordinance** table allows you to enter or modify local ordinances. The table contains three fields: **LocOrd_Statute**, **LocOrd_Descriptor**, and **ChargeClass**. The **LocOrd_Statute** field uniquely identifies the ordinance; the **LocOrd_Descriptor** field contains a description of the ordinance; and the **ChargeClass** field contains the charge classification for the ordinance. There are no preset entries.

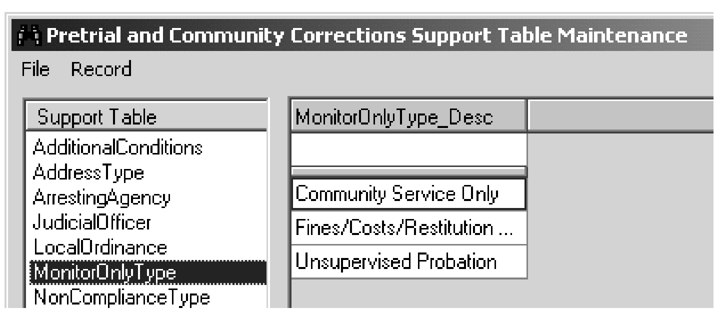


Local Ordinance table

	PTCC uses the **Local Ordinance** table in the following modules and sub-modules: • Screening: **Charges** and **Charge Update** • Setup: **Pending Charges**, **Outstanding Warrants**, and **Prior Criminal History** • PT Placement: **New Charges** and **Amend/Disposition**, and • CC Placement: **New Charges**.

Monitor Only Type

The **Monitor Only Type** table allows you to enter or modify monitor only type information. The table contains one field, **MonitorOnlyType_Desc.** There are no pre-set entries.



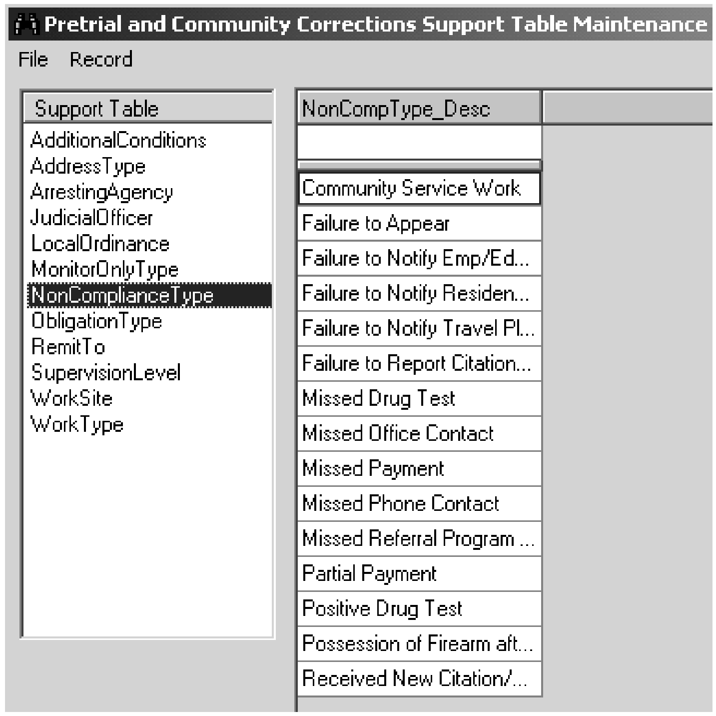
MonitorOnlyType table

	PTCC does not currently use the **MonitorOnlyType** table. It was setup for a future enhancement of adding **Monitor Only Type** to **CC Placement**.

Support Tables, continued

Non-Compliance Type

The **Non-Compliance Type** table allows you to enter or modify types of non-compliance. The table contains one field, **NonCompType_Desc**. There are many preset entries.



Non Compliance Type table

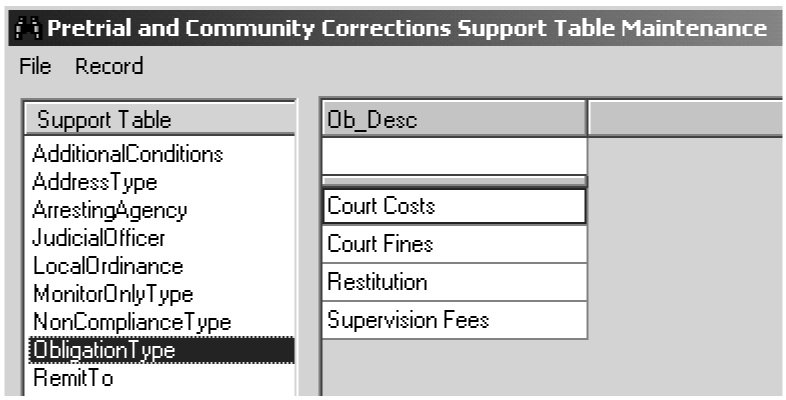
FYI	The **Non-Compliance Type** table appears in the following modules and sub-modules: • PT Supervision: **Non-Compliance**, and • CC Supervision: **Non-Compliance**.

Support Tables, continued

Obligation Type

The **Obligation Type** table allows you to enter or modify types of payment obligations. The table contains one field, **Ob_Desc**. The table has four pre-set entries, **Supervision Fees**, **Court Costs**, **Court Fines**, and **Restitution**. The entries appear in a predefined order. Any additional entries will appear under them.

!!!	Although you can move and modify the four pre-set entries, doing so will cause significant problems with the **Community Corrections Monthly Report**. **DO NOT CHANGE THE FOUR PRE-SET ENTRIES!**



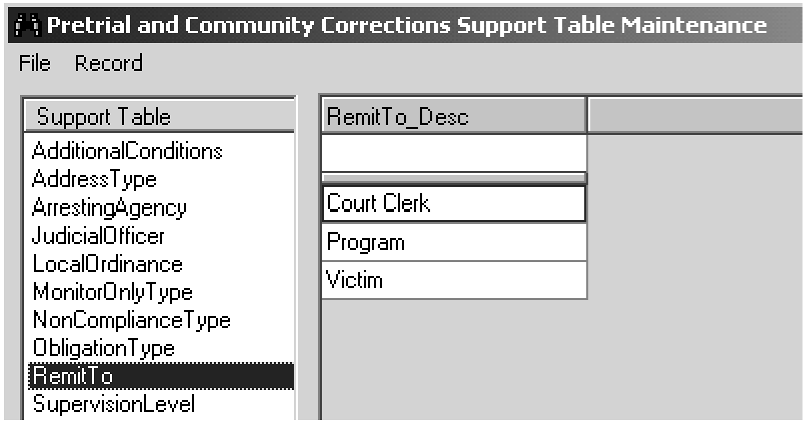
Obligation Type table

FYI	The **Obligation Type** table appears in the following modules and sub-modules: • PT Placement: **Payment Obligations**, and • CC Placement: **Payment Obligations**.

Support Tables, continued

Remit To

The **Remit To** table allows you to enter or modify remit to information. The table contains one field, **RemitTo_Desc**. The table has three preset entries: **Court Clerk**, **Program**, and **Victim**.

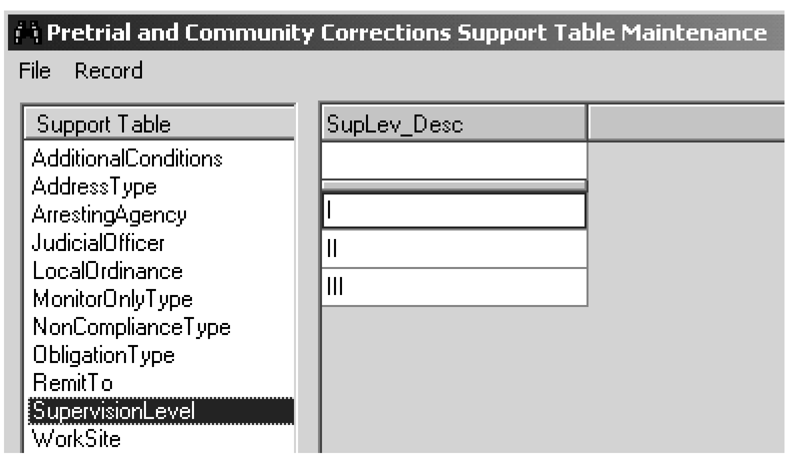


Remit To table

FYI	The **Remit To** table appears in the following modules and sub-modules: • PT Placement: **Payment Obligations**, and • CC Placement: **Payment Obligations**.

Supervision Level

The **Supervision Level** table allows you to enter or modify supervision level information. The table contains one field, **SupLev_Desc**. There are no preset values.



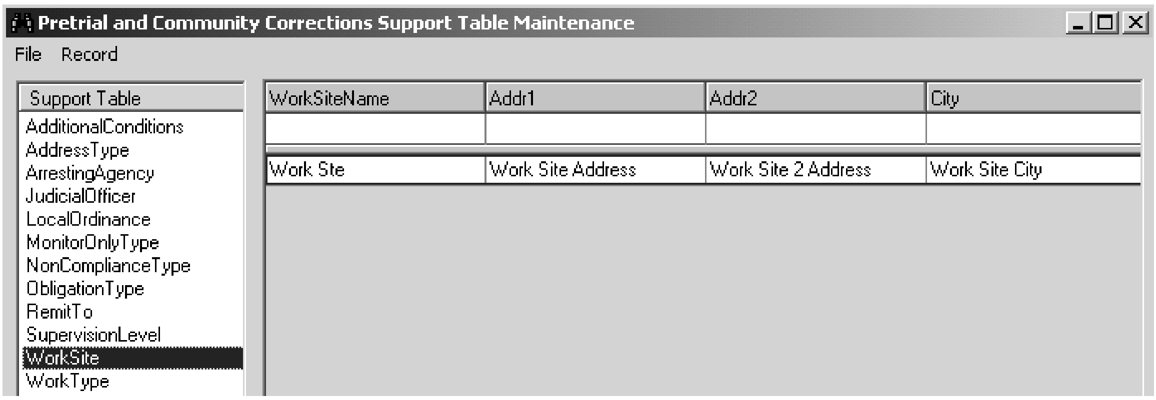
Supervision Level table

FYI	The **Supervision Level** table appears in the following modules and sub-modules: • PT Placement: **Placement**, and • CC Placement: **Placement**.

Support Tables, continued

Work Site

The **Work Site** table allows you to enter or modify work site information. The table contains six fields: **WorkSiteName**, **Addr1**, **Addr2**, **City**, **State**, **Zip**, **ContactFirstName, ContactMiddleName, ContactLastName, ContactSuffix, Phone Number, Staff, Phone Ext.,** and **ModDate.** There are no preset values.



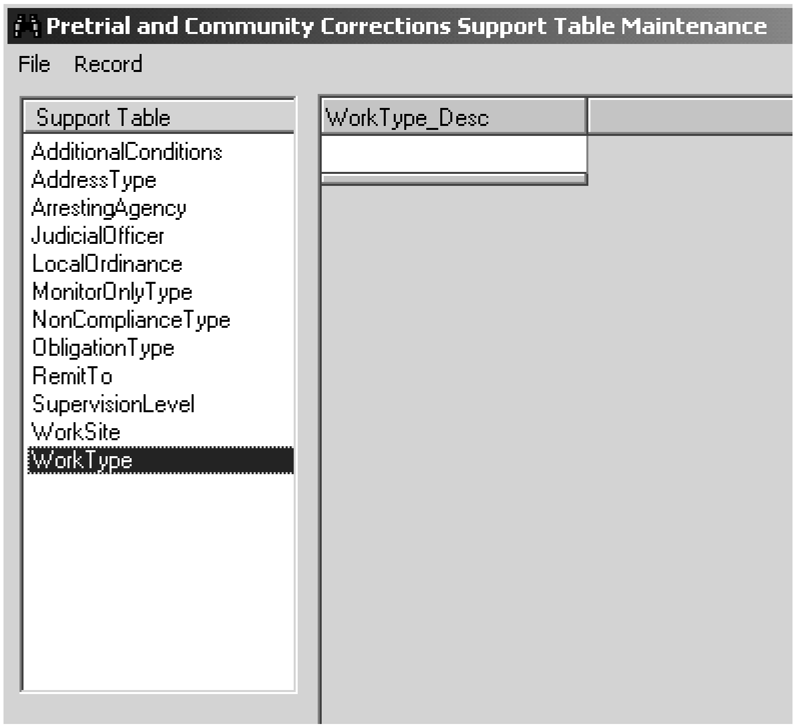
Worksite table

FYI	The **Work Site** table appears in the following module and sub-module: CC Placement: **Placement**.

Support Tables, continued

Work Type

The **Work Type** table allows you to enter or modify a work type description. The table contains one field, **WorkType_Desc**. There are no preset entries.



Work Type table

FYI	The **Work Type** table appears in the following module and sub-module: CC Placement: **Placement**.

Application Settings

This window allows you to change the navigation color.

Application Settings window

1. Click the drop-down arrow, and select the desired color from the drop-down list.

2. Select the **Log errors to file** check box to create an error file.

FYI	The system creates a file called ***errorlog.log***, which it stores at this location: c:\program files\ptcc\errorlog.log. This function is not currently enabled in PTCC.

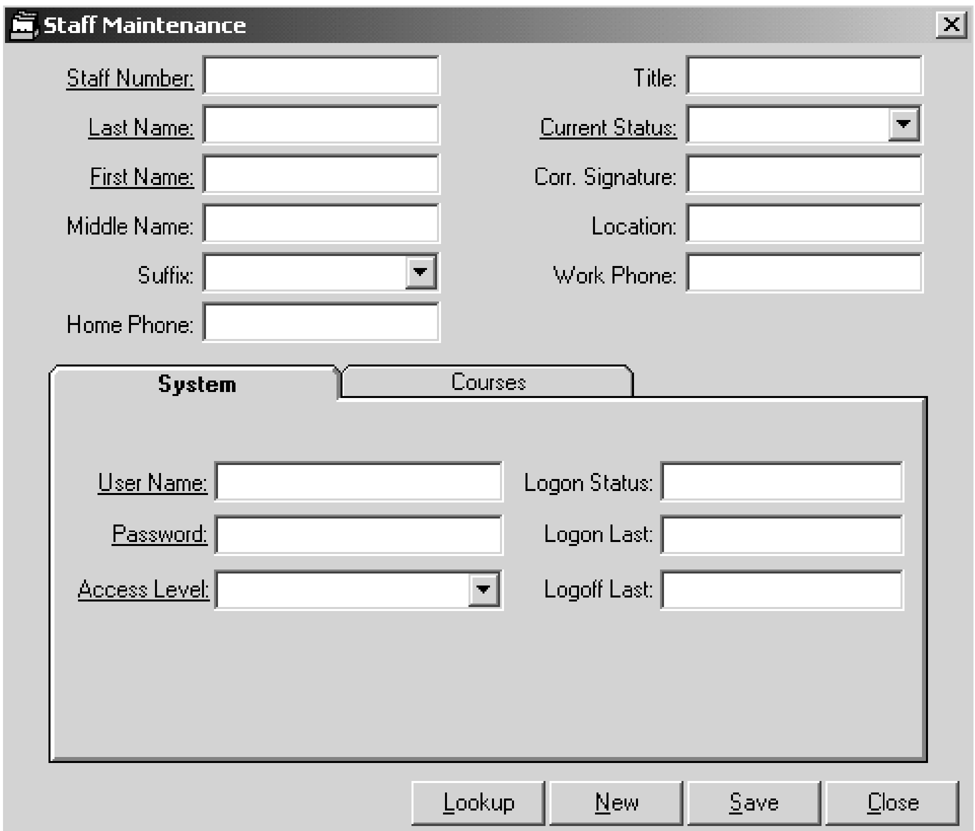
3. Click **OK** to accept the changes.

Staff

The **Staff** menu item provides access to the **Staff Maintenance** window, which is used to maintain staff user rights and track staff education and training information.

Staff Maintenance

Use this window to add or update staff information. In addition to the general information at the top of the window, the staff window has two tabs: **System** and **Courses**. Use the **System** tab to enter user login information; use the **Courses** tab to enter course information.



Staff Maintenance window

Staff Number is the number assigned to that person by the administrator. **Corr. Signature** is the person's correspondence signature, which PTCC does not use. **Location** is the office where the person works.

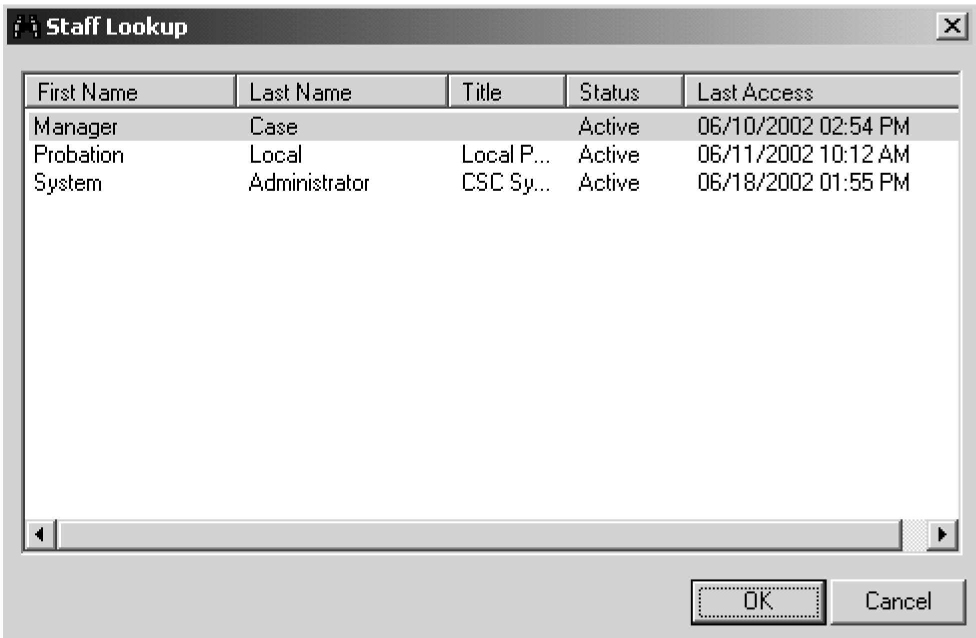
Staff, continued

Staff Maintenance Window Buttons

The **Staff Maintenance** tab contains four buttons: **Lookup**, **New**, **Save**, and **Close**.

Lookup

Click the **Lookup** button to access the **Staff Lookup** window to search for a current staff member.



Staff Lookup window

Select a current staff member from the list by:

- double-clicking the name, or
- highlighting the name and clicking the **OK** button.

New

Click the **New** button to add a new staff member. The cursor appears in the **Staff Number** field at the top of the window.

Save

Click the **Save** button to save added or modified staff information. When adding or modifying staff member passwords, click the **Save** button and a system prompt requests verification of the password.

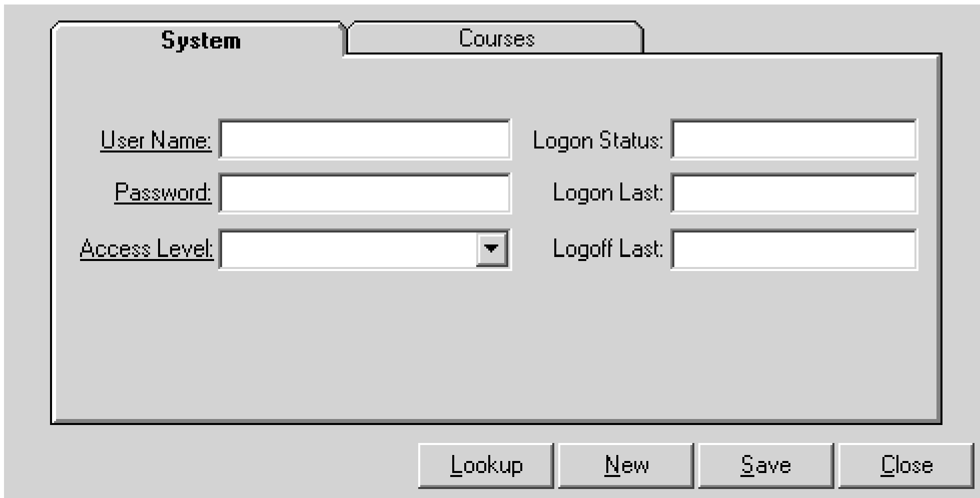
Close

Click the **Close** button to return to the blank window in PTCC.

Staff, continued

System Tab

The **System** tab allows the addition or modification of user login information.



System tab

Access Level is the group the staff member is assigned to for system permissions. **Logon Status** shows if the staff member is currently logged in to PTCC. **Logon Last** displays the last time and date the staff member logged on to PTCC. **Logoff Last** displays the last time and date the staff member logged off PTCC. PTCC automatically enters **Logon Status**, **Logon Last**, and **Logoff Last**.

Staff, continued

Staff Access Levels

The table below shows the different roles and responsibilities associated with PTCC. Each of these roles can be assigned for PT only, CC only, or for both PT and CC.

Access Level	Who they are	Permissions
Admin	Super Users	Can modify all locally defined support tables and the staff support table. While they can view all other system information, they cannot add, modify, or delete any information. They can print reports. Whether the Admin user is identified as PT, CC, or PTCC does not make a difference to their access level.
Guest	Outside Users	Can view all system information, but they cannot add, modify, or delete any information. They can print reports. Whether the Guest user is identified as PT, CC, or PTCC does not make a difference to their access level.
Staff	Basic Users	Can add, modify, and delete all information about cases with the following exceptions: • PT and CC Staff users cannot update **Date Last Reviewed** or **Closed Review Date** • PT Staff users cannot update **CC Placement** or **CC Supervision** information • CC Staff users cannot update **Screening**, **PT Placement**, or **PT Supervision** information They can print reports.
Supervisor	Director, or Sr. Case Manager	Can add, modify, and delete all information about cases with the following exceptions: • PT Supervisor users cannot modify information in **CC Placement** or **CC Supervision** • CC Supervisor users cannot modify information in **Screening**, **PT Placement**, or **PT Supervision** They can print reports.

Staff, continued

Courses Tab

The **Courses** tab allows viewing of a staff member's education/training history.

Courses tab

FYI

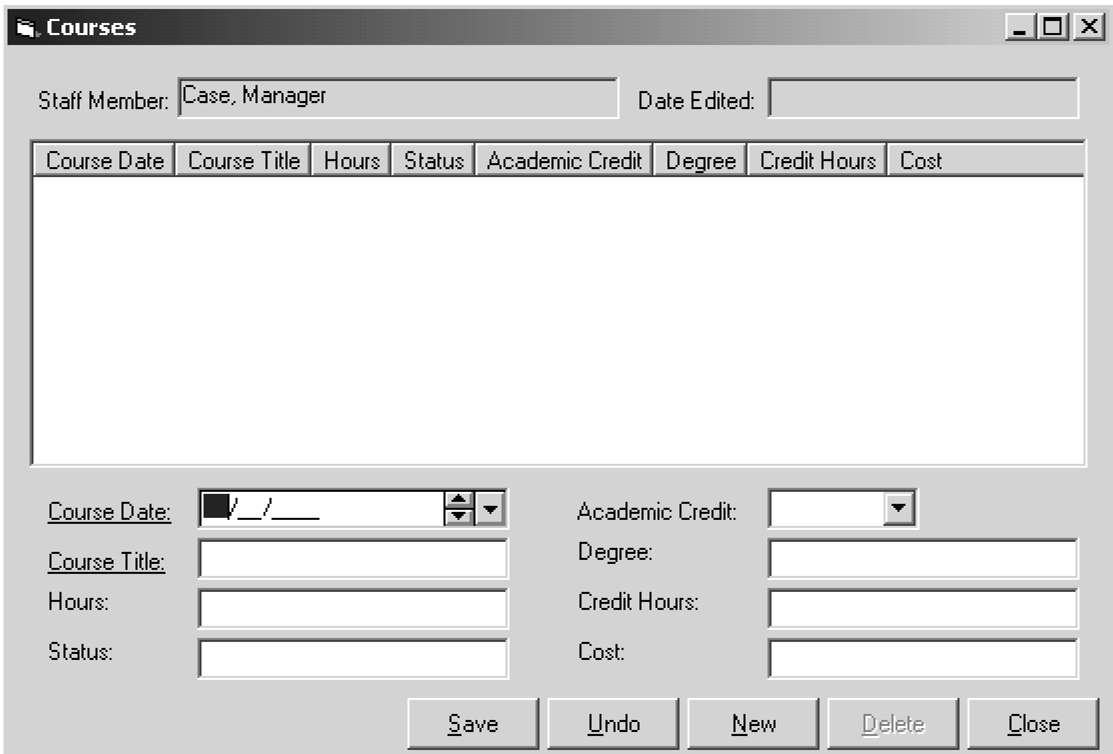
A new staff member's information must be saved, before entering course information. If the staff record is not saved, the following dialog box:

Click the **Ellipses** icon to access the **Courses** window, and add, modify, or delete courses.

Staff, continued

Courses Window

Staff member **Course** information can be added, modified, and deleted from this window. The window contains a summary list box showing: **Course Date**, **Course Title**, **Hours**, **Status**, **Academic Credit**, **Degree**, **Credit Hours**, and **Cost**.



Courses window

Adding a Course

Follow these steps to add a course:
- Type the information in the data fields.
- Click the **Save** button, and a new line appears in the summary list box.

Modifying a Course

Follow these steps to modify a course:
- Select a line record in the list box, and the details for that record appear in the fields at the bottom section of the window.
- Change the information in the data fields.
- Click the **Save** button.

Appendix A: Deleting a Case, Placement, and/or Screening

This appendix contains information about deleting a case, placement, and/or screening from PTCC. It includes the conditions that determine whether information cannot be deleted, as well as the procedures for deleting case information when it is possible to do so.

General

The following paragraphs identify rules about deleting a case, placement, or screening from PTCC:

A case cannot be deleted if it has:
- a closed placement in Pretrial or Community Corrections, or
- a Pretrial or Community Corrections Placement which at some point had charges associated with it, even if those charges have been removed.

A Pretrial Placement cannot deleted if it:
- has charges that have been amended or disposed of, or
- is a closed placement.

A Community Corrections Placement cannot be deleted if the placement is closed.

A Screening can always be deleted; however, doing so can be time consuming.

With all deletion processes, PTCC provides error messages identifying associated records that must be deleted first. Once all associated records are deleted, the main record can be deleted. Read the error message carefully, go to the sub-module and delete the record, then delete the information in the sub-module. Deleting the case, placement, or screening is often a multi-step process.

Follow the steps in the procedures below to delete an entire case, placement, and/or screening. Begin the process at the last level of information entered. For instance, to delete a **Screening** for which information has been entered on the **Screening**, **Charges**, **Court Assignment**, and **Court Report** sub-modules, start the deletion process at the **Court Report** sub-module. If information also happened to be entered on the **Recommendation** sub-module, start the deletion process at the **Recommendation** sub-module.

Deleting an Entire Case

Follow the steps in the procedure below to delete an entire case:

1. Delete all placements associated with the case (see ***Deleting an Entire Pretrial or Community Corrections Placement*** below).
2. Delete all screenings associated with the case (see ***Deleting an Entire Screening*** below).
3. Return to the **Setup** module, **Demographics** sub-module, and click the **Delete** icon to delete the case.

Deleting an Entire Pretrial or Community Corrections Placement

Deleting a Pretrial Placement

Follow the steps in the procedure below to delete an entire Pretrial Placement:

1. In the **PT Supervision** module, **Payment Obligations** sub-module, highlight the placement to delete, and delete any payments made for the placement.
2. In the **PT Placement** module, **Placement** sub-module, and select the placement to delete.
3. Go to the **Payment Obligations** sub-module, and delete all payment obligations.
4. Go to the **Attorney** sub-module, and delete all attorneys.
5. Return to the **Placement** sub-module, and click the delete icon to delete the highlighted placement.

Deleting a Community Corrections Placement

Follow the steps in the procedure below to delete an entire Community Corrections Placement:

1. In the **CC Supervision** module, **Payment Obligations** sub-module, highlight the placement to delete, and delete any payments made for the placement.
2. In the **CC Supervision** module, **Community Service** sub-module, highlight the placement to delete, and delete any community service hours entered for the placement.
3. In the **CC Placement** module, **Placement** sub-module, select the placement to delete.
4. Go to the **Payment Obligations** sub-module, and delete all payment obligations.
5. Go to the **Community Service** sub-module and delete all community service obligations.
6. Go to the **Program Requirements** sub-module, and delete the program requirements information.
7. Go to the **Attorney** sub-module, and delete all attorneys.
8. Return to the **Placement** sub-module, and click the delete icon to delete the highlighted placement.

Deleting an Entire Screening

Follow the steps in the procedure below to delete an entire **Screening**:

1. In the **Screening** module, **Screening** sub-module, highlight the screening to delete.
2. Go to the **Court Updates** sub-module, and remove all updates to the court information associated with the charges listed.
3. Go to the **Charge Updates** sub-module, and remove all updates to the charges listed.
4. Go to the **Recommendation** sub-module, and remove all recommendations for the courts listed.
5. Go to the **Court Reports** sub-module, and delete the date created and any report summary information for the highlighted court, thereby deleting the record of the report being created.
6. Go to the **Court Assignment** sub-module, and delete all updates to the charges listed (use the `Ctrl` key to select multiple charges for deletion).
7. Go to the **Original Charges** sub-module, and delete all charges listed.
8. Return to the **Screening** sub-module, and click the delete icon to delete the highlighted screening.

Deleting an Entire Screening, continued

At times it may be necessary to delete information from the various sub-modules in a different order than stated above. For example, if a recommendation was entered for a court that was updated in the **Court Update** sub-module, delete the recommendation from the **Recommendation** sub-module before deleting the court information from the **Court Update** sub-module; however, if no recommendation was made to a court that was updated in the **Court Update** sub-module, begin the **Screening** deletion process at the **Court Update** sub-module. Again, read the error messages carefully and they explain what needs to happen during the process.

In several of the **Screening** sub-modules, because of the application design, the **Delete** icon does not function in a normal way. In these sub-modules, clicking the **Delete** icon removes information from the record, rather than actually deleting the record. The **Delete** icon functions differently when used with the sub-modules listed below:

> **Court Assignment**–the **Delete** icon removes court assignment information from the charge highlighted in the **Original Court Assignment** list box. When the court assignment is removed, the charge will move back to the **Charges** list box.
>
> **Court Reports**–the **Delete** icon removes the date created and any report summary information for the highlighted court, thereby deleting the record of the **Court Report** being created. The court still appears in the summary list box, but it no longer has an associated date or summary.
>
> **Recommendation**–the **Delete** icon removes the recommendation information that was entered for the highlighted court appearance. The court still appears record in the list box, but it no longer has an associated recommendation.
>
> **Charge Update**–the **Delete** icon removes any charge update information that might have been entered about the highlighted charge, and restores the charge to its previous charge update status or to its original charge status. The charge still appears in the summary list box, but it no longer has the updated information. If a charge is deleted from the **Charge Update** screen that has been **Referred to PT** or **Referred to CC** and subsequently assigned to a placement, it also removes the charge from its PT- or CC-respective assignment.
>
> **Court Update**–the **Delete** icon removes any court update information you might have entered about the highlighted charge, and restores the previous court information for the charge. The charge still appears in the list box, but it no longer has court update information.

Multiple Recommendations

If a group of charges have multiple recommendations, delete a ***Recommendation***, then delete its associated ***Court Update*** record, delete the next ***Recommendation***, and then delete its associated ***Court Update*** record. Continue until you remove all ***Recommendations*** and ***Court Updates***, and then continue with the steps above.

Deleting an Entire Screening, continued

Multiple Charge Updates

If a charge has multiple ***Charge Updates***, delete all updates before deleting the original charge from the **Charges** sub-module.

Miscellaneous Error Messages

The following error messages may appear when you attempt to delete a case, placement, and/or screening.

Original Court Appearance

If, on the **Court Update** tab, updated court information has either never been entered for the charge highlighted in the summary list box or updated court information has already been deleted for that particular charge, and you try to delete the charge, the following message appears:

This message means there is no ***updated*** court information to delete from the highlighted charge, and since only updated court information from the **Court Update** sub-module can be deleted, not original court information, there is nothing to delete for this charge in this sub-module. To continue to delete the screening, continue with the steps listed above. An original court appearance can only be deleted from the **Court Assignment** sub-module.

Original Charge

If, on the **Charge Update** screen, the charge highlighted in the summary list box has either never been updated or all updated charge information for that particular charge has already been deleted, and an attempt is made to delete the charge, the following message appears:

This message means there is no ***updated*** charge information to delete from the highlighted charge, and since only updated charge information from the **Charge Update** sub-module can be deleted, not an original charge, nothing is left to delete for this charge in this sub-module. To continue to delete the screening, continue with the steps listed above. An original charge can only be deleted from the **Charges** sub-module.

Miscellaneous Error Messages, continued

Existing Screenings

It is possible, when trying to delete a case, to get the following error message:

This error message can occur for two reasons:

- A case has screenings that need to be deleted before the case can be deleted.
- A PT or CC placement at some point had charges associated with it (even if those charges have been removed). When adding charges to a PT or CC placement, PTCC adds an internal record to the **Screening** table. Currently, when deleting a PT or CC charge, the application does not remove the additional **Screening** record, therefore when it tries to delete the case, the system thinks there are existing screenings even though there are not. Under these circumstances, the case cannot be deleted.

Appendix B: Sample Reports and Forms

This appendix contains examples of the all PTCC reports and forms, in alphabetical order starting with Reports.

Reports

Appointment Calendar

Appointment Calendar - (PT)

Friday, July 26, 2002
for: All Case Managers
All Appointments
06/10/2001 - 11/10/2002

Name	Phone	Date	Time	App' t Type	Note
Defendant , Joe M	(804)555-5555	01/10/02		Office Visit	
Defendant , Joe M	(804)555-5555	01/17/02		Office Visit	
Defendant , Joe M	(804)555-5555	01/24/02		Office Visit	
Defendant , Joe M	(804)555-5555	01/31/02		Office Visit	
Defendant , Joe M	(804)555-5555	02/07/02		Office Visit	
Defendant , Joe M	(804)555-5555	02/14/02		Office Visit	
Defendant , Joe M	(804)555-5555	02/21/02		Office Visit	
Defendant , Joe M	(804)555-5555	02/28/02		Office Visit	
Defendant , Joe M	(804)555-5555	03/07/02		Office Visit	
Defendant , Joe M	(804)555-5555	03/14/02		Office Visit	
Defendant , Joe M	(804)555-5555	04/10/02		Office Visit	
Defendant , Joe M	(804)555-5555	04/17/02		Office Visit	
Defendant , Joe M	(804)555-5555	04/24/02		Office Visit	
Defendant , Joe M	(804)555-5555	05/01/02		Office Visit	
Defendant , Joe M	(804)555-5555	05/08/02		Office Visit	
Defendant , Joe M	(804)555-5555	05/15/02		Office Visit	

Reports, continued

Basic Demographic Information

Defendant Demographic Information

Defendant, Joe M - PTCC Case #CA17602002061012274400 Page 1 of 2

Basic Information:

Name: Defendant Joe M **SSN:** 999-99-9999 **Sex:** M **Race:** Asian

DOB: 01/01/40 **Age:** 62 **Birth Place:** Virginia U.S. **Dep Living w/ Defendant:** 0

Primary Language: English **Marital Status:** Divorced **Dependents:** 0

SID#: 123456 **FBI#:** none **Local Tracking#:**

Notes: tattoo of an eagle on upper right should in green

Known Aliases:

Alias Name	Alias SSN	Alias DOB
Joey		01/01/50

Residence:

Verified By: his mother Margaret

Homeless: No **Fixed Address:** Yes **Phone:** (804) 555-5555

Addr1: street address **Lives With:** Margaret **Relationship:** Parent

Addr2: street 2 address **Length at Present Address: Years:** 10 **Months:** 0

City: city address **In area: Years:** 10 **Months:** 0

State: Virginia **Zip:** 12345 **In State: Years:** 10 **Months:** 0

Vehicle Access: Yes **Drivers License:** 123456789

Public Transportation Access: Yes **State Issued:** Virginia

Notes:

References:

Name	Relationship	Phone Number	Note
Margaret	Parent	(804) 555-5555	

Employment:

Verified By: Boss

Employed: Yes **Employer:** Employer Name

Phone: (804) 555-1212 **Addr1:** Employer Street Address **City:** Employer City

Supervisor: Boss **Addr2:** Employer Street 2 Address **State:** Virginia

Emp From: 06/10/01 **Zip:** 12345-6789

Wages: 300.00 **Period:** Weekly

Notes:

Education:

Current Student: No **Last/Curr School:**

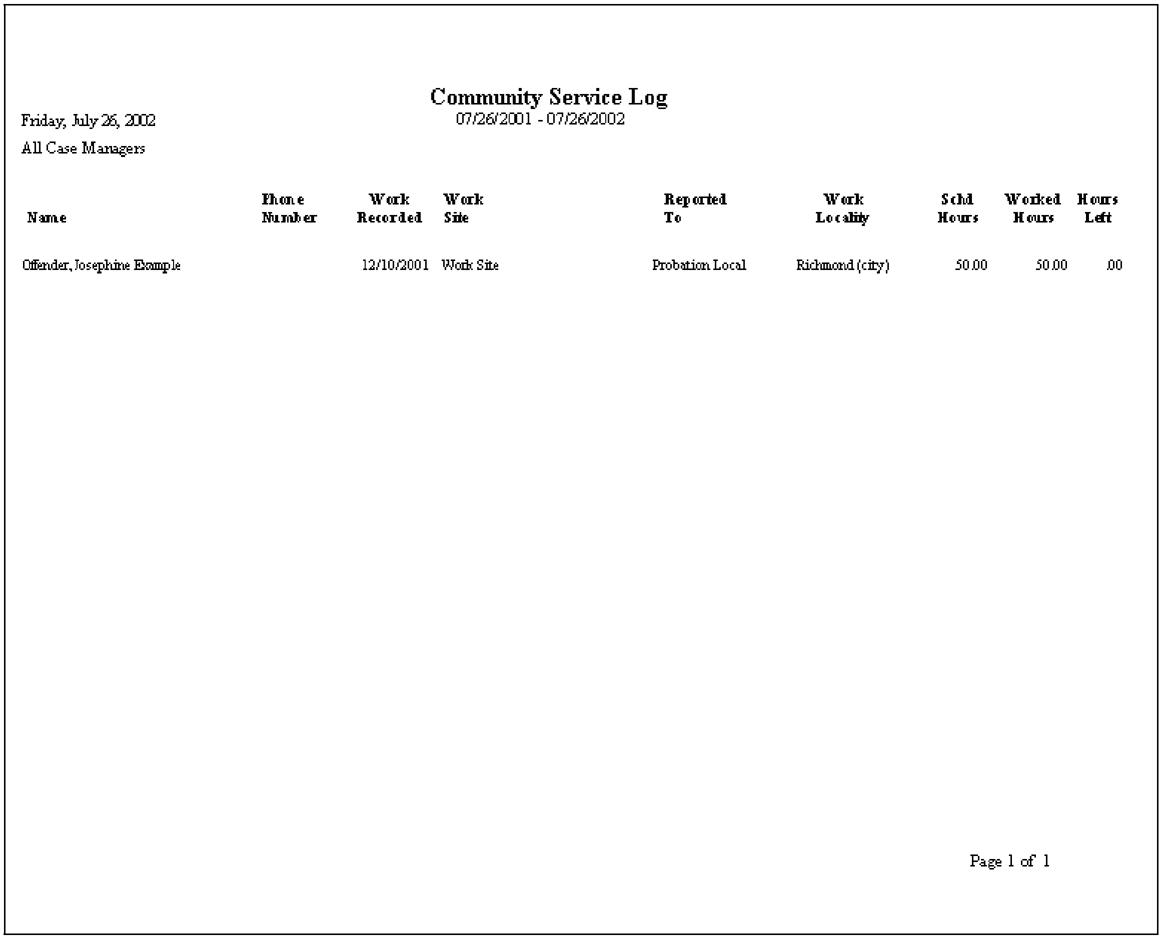
Last GradeComp: 12th Grade **Writes English:** Yes **Reads English:** Yes

Notes:

Printed: 07/26/2002 8:43AM

Reports, continued

Community Service Log



Community Service Log

Friday, July 26, 2002

07/26/2001 - 07/26/2002

All Case Managers

Name	Phone Number	Work Recorded	Work Site	Reported To	Work Locality	Schd Hours	Worked Hours	Hours Left
Offender, Josephine Example		12/10/2001	Work Site	Probation Local	Richmond (city)	50.00	50.00	.00

Page 1 of 1

Reports, continued

Court Dates

Court Dates - (PT)

Monday, July 29, 2002

07/29/2002 - 11/30/2002

Name	Placement Date	Case Manager	Court Date	Charge
Defendant, Joe M	06/25/2002	Manager Case	08/29/2002	ACCOMPLICE Accessory after the fact - felony
Defendant, Joe M	06/25/2002	Manager Case	10/29/2002	ACCOMPLICE Accessory after the fact - felony

Page 1 of 1

Reports, continued

Demographic Statistics

Demographic Statistics

For: Community Corrections   Case Manager: All Case Managers

06/10/2001 - 07/11/2002

Age:

Minimum	37
Average	37
Maximum	37

Gender:

# Males	0
# Females	1

Race:

# Black	0
# White	1
# Asian	0
# Hispanic	0
# Native American	0
# Other	0
# Unknown	0

Employment:

# Employed	1
# Unemployed	0
# Unknown	0

Marital Status:

# Married	1
# Divorced	0
# Never Married	0
# Separated	0
# Widowed	0
# Other	0

Count	Category	Descriptor	PCC	Percent Total
1	ALCOHOL	Sale, illegal	M1	50.00
1	NARCOTICS	Possession w/intent to sell, distribute, etc.	F9	50.00
2	**Total Charges**			

Page 1 of 1

Reports, continued

Drug Testing Log

Drug Testing Log (CC)

All Drugs Tested 07/26/2001 - 07/26/2002

Name	Test Date	Collected By	Drugs Tested	Results
Offender, Josephine Example	08/10/01	Probation Local	Alcohol (pos)	Positive

Friday, July 26, 2002 Page 1 of 1

Reports, continued

Graduated Sanctions Log

Graduated Sanctions Log (CC)

Community Corrections Graduated Sanctions

08/10/2001 - 02/10/2002

Name	Date Imposed	Case Manager	Imposed By	Sanction Type	Notes
Offender, Josephine Example	08/10/01	Manager Case	Community Corrections	Substance Abuse Education	

Friday, July 26, 2002

Page 1 of 1

Reports, continued

Monthly Report CC

COMMUNITY CORRECTIONS ACT
MONTHLY REPORT

Locality: Richmond   Grant Number:

Report For: 06 / 2002
MM/ YYYY

I.	Offender Activity	Misd.	YTD	Felony	YTD	Total MTD	Total YTD
1.	Total # Active Offenders on First Day of the Month	0	0	1	12	1	12
2.	Total # Inactive Offenders on First Day of the Month	0	0	0	0	0	0
3.	Total # Offenders Placed on Supervision	0	0	0	0	0	0
4.	Total # Offenders Terminated from Supervision	1	1	0	0	1	1
5.	Total # Inactive Offenders on Last Day of the Month	0	0	0	0	0	0
6.	Total # Active Offenders on Last Day of the Month	0	0	1	12	1	12
7.	Total # Supervision Days	0	0	30	365	30	365
8.	Average Daily Caseload		0		1		1
9.	Average Length of Supervision		0		0		0

II.	New Service Placements	Misd.	YTD	Felony	YTD	Total MTD	Total YTD
1.	Substance Abuse Testing	0	1	0	0	0	1
2.	Substance Abuse Education	0	0	0	0	0	0
3.	Substance Abuse Counseling	0	0	0	0	0	0
4.	Short-term Detox (3-7 days)	0	0	0	0	0	0
5.	Long-term Inpatient Tx (28+ days)	0	0	0	0	0	0
6.	Shoplifters Group	0	0	0	0	0	0
7.	Anger Management	0	0	0	0	0	0
8.	Batterer's / Domestic Violence Group	0	0	0	0	0	0
9.	Sex Offender Treatment	0	0	0	0	0	0
10.	Financial Responsibility Class	0	0	0	0	0	0
11.	Electronic Monitoring (EM)	0	0	0	0	0	0
12.	Home Incarceration (w/out EM)	0	0	0	0	0	0
13.	Community Service	0	1	0	0	0	1
14.	Other	0	0	0	0	0	0

Printed: 07/26/2002 @ 9:11AM

Reports, continued

Monthly Report PT

PRETRIAL SERVICES ACT
MONTHLY REPORT

Locality: Richmond   Grant Number:

Report For: 06 / 2002
MM YY

I. Defendant Activity	Misd.	YTD	Felony	YTD	Total MTD	Total YTD
1. Total # Active Defendants on First Day of the Month	1	3	1	14	2	17
2. Total # Inactive Defendants on First Day of the Month	0	0	0	0	0	0
3. Total # Defendants Placed on Supervision	0	0	1	2	1	2
4. Total # Defendants Terminated from Supervision	0	0	0	0	0	0
5. Total # Inactive Defendants on Last Day of the Month	0	0	0	0	0	0
6. Total # Active Defendants on Last Day of the Month	0	3	3	16	3	19
7. Total # Supervision Days	24	108	55	451	79	559
8. Average Daily Caseload		0		1		1
9. Average Length of Supervision		0		226		280

II. New Service Placements	Misd.	YTD	Felony	YTD	Total MTD	Total YTD
1. Substance Abuse Testing	0	0	0	1	0	1
2. Substance Abuse Education	0	0	0	0	0	0
3. Substance Abuse Counseling	0	0	0	0	0	0
4. Short-term Detox (3-7 days)	0	0	0	0	0	0
5. Long-term Inpatient Tx (28+ days)	0	0	1	1	1	1
6. Shoplifters Group	0	0	0	0	0	0
7. Anger Management	0	0	0	0	0	0
8. Batterer's / Domestic Violence Group	0	0	1	1	1	1
9. Sex Offender Treatment	0	0	0	0	0	0
10. Financial Responsibility Class	0	0	1	1	1	1
11. Electronic Monitoring (EM)	0	0	0	0	0	0
12. Home Incarceration (w/out EM)	0	0	1	1	1	1
13. Other	0	0	0	0	0	0

Printed: 07/26/2002 @ 9:12AM

Reports, continued

Non-Compliance Log

Non-Compliance Log (CC)

All Non-Compliance Issues

08/10/2001 - 08/10/2001

Name	Date	Case Manager	Non-Compliance Category	Action Taken	Notes
Offender, Josephine Example	08/10/01	Probation Local	Positive Drug Test	Graduated Sanctions Impos	

Friday, July 26, 2002

Page 1 of 1

Reports, continued

Payment Log

Payment Log (CC)

07/26/2001 - 07/26/2002

All Payment Obligations

Name	Payment Date	Case Manager	Payment Rec'd By	Type of Obligation	Orig Oblig. Amt	Amount Paid	Bal. After Payment	Receipt #
Offender, Josephine Example	09/10/01	Probation Local	Probation Local	Court Costs	$50.00	$15.00	-$30.00	002
Offender, Josephine Example	10/10/01	Probation Local	Probation Local	Court Costs	$50.00	$15.00	-$45.00	003
Offender, Josephine Example	12/10/01	Probation Local	Probation Local	Court Costs	$50.00	$5.00	-$50.00	004
Offender, Josephine Example	06/26/02	Manager Case	System Administrator	Court Costs	$500.00	$25.00	$375.00	
Offender, Josephine Example	08/20/01	Probation Local	Probation Local	Court Fines	$50.00	$20.00	$15.00	005
Offender, Josephine Example	11/21/01	Probation Local	Probation Local	Court Fines	$50.00	$15.00	$0.00	006
Offender, Josephine Example	07/31/01	Probation Local	Probation Local	Restitution	$50.00	$29.00	$21.00	007
Offender, Josephine Example	09/20/01	Probation Local	Probation Local	Restitution	$50.00	$11.50	$9.50	008
Offender, Josephine Example	10/31/01	Probation Local	Probation Local	Restitution	$50.00	$5.25	$4.25	009
Offender, Josephine Example	11/01/01	Probation Local	Probation Local	Restitution	$50.00	$4.00	$0.25	0010
Offender, Josephine Example	12/05/01	Probation Local	Probation Local	Restitution	$50.00	$.25	$0.00	0011
Offender, Josephine Example	12/10/01	Probation Local	Probation Local	Supervision Fees	$10.00	$10.00	$0.00	0012

Friday, July 26, 2002

Page 1 of 1

Reports, continued

Program Referral Log

Program Referral Log (CC)

All Referrals 06/10/2001 - 07/11/2002

Name	Date 1st Class	Case Manager	Program Name	End Date	Outcome	Result of Grad-Sanc.	Transferred From
Offender, Josephine Example	07/10/01	Probation Local	Community Service	07/11/02	Successful	No	
Offender, Josephine Example	07/11/02	Probation Local	Other			No	
Offender, Josephine Example	07/10/01	Probation Local	Substance Abuse Testing			No	

Friday, July 26, 2002 Page 1 of 1

Reports, continued

Screening Report

Screening Report

All Case Managers 01/09/2002 - 07/12/2002

Name	Screened By	Date	Screening Outcome	Reason
Defendant, Joe M	Manager Case	01/09/02	In	
Defendant, Joe M	Manager Case	06/10/02	In	
Defendant, Joe M	Manager Case	06/25/02	In	
Offender, Josephine Example	Manager Case	06/25/02	In	

Friday, July 26, 2002 Page 1 of 1

Reports, continued

Supervision Report

07/24/2002

Supervision Report (Community Corrections)

06/18/2001 - 07/11/2002

Name	Placement	Status Date	Case Manager	Supv Level	Placement Type	Category	Descriptor	PCC	Outcome / Reason Inactive
Status: Active									
Offender, Josephine Example	2002061800002	06/18/2001	Manager Case		New Placement From	NARCOTICS	Possession w/intent to sell,	F9	
Offender, Josephine Example	2002071100001	07/11/2002	Manager Case		Transferred In From				
Status: Closed									
Offender, Josephine Example	2002061000002	06/18/2002	Probation Local	I	New Placement From	ALCOHOL	Sale, illegal	M1	Successful

Page 1 of 1

Reports, continued

Supervisor's Review List Report

Supervisor's Review List - (CC)

Friday, July 26, 2002

for: All Case Managers

Cases Not Reviewed since 07/26/2002

Name	Case Manager	# Placements	Current Status	Date of Last Review	Reason Inactive
Offender, Josephine	Manager Case	2	Active	Never	

Page 1 of 1

Forms

Appointment Letter

TO: ____________________

DATE: Friday, July 26, 2002

FROM: ____________________

RE:

YOUR NEXT APPOINTMENT IS AS FOLLOWS:

DATE: 07/26/2002

TIME: ______________

PLACE: ____
____
____

Your attendance for this appointment is required and is a condition of your ____________________ Agreement. Failure to attend or make appropriate changes may result in your case being returned to the court as non-compliant. You may contact me at ____________.

____
Agency Representative

Forms, continued

Authorization for Release Form

Authorization for Release of Information

I. CONSENT FOR RELEASE OF INFORMATION

I, ______________________________, the undersigned, hereby authorize any agency, institution, public or private, or person, to release any information they may have concerning me or my background to a ____________________ authorized agent. Implicit to this authorization is that a ____________________ authorized agent may release to you any necessary information regarding me to facilitate this request.

This consent and authorization for release of information shall include such information as it relates to my emotional, mental or physical health, medical records, school records, test scores, academic or behavioral memoranda, all court records, employment records (both past and present), and any military history.

I understand that: (1) the use, disclosure, and redisclosure of such information is made only in the investigation and/or supervision of my case; (2) while under investigation and/or supervision I cannot revoke this consent; and (3) this consent will terminate upon my release from the custody of the Courts, ____________________, and their authorized agents.

By affixing my signature, I attest to having read, or been read, this document and fully understand same. I consent and request that all such persons or agencies accept a photocopy of this authorization as valid authorization to give such information or records.

__________ ______________________________

Date Signature of Defendant/Offender

II. SUBSTANCE ABUSE DISCLOSURE CONSENT AUTHORIZATION - IF APPLICABLE

I, ______________________________, the undersigned, hereby authorize the ____________________ and their agents to receive and to release confidential information on my history of drug and/or alcohol use in their knowledge, possession, or records for the purposes of identity, diagnosis, prognosis, and/or treatment by the Courts and the ____________________ in the investigation and/or supervision of my case.

I understand that: (1) the use, disclosure, and redisclosure of such information is made only in the investigation and/or supervision of my case; (2) while under investigation and/or supervision I cannot revoke this consent; and (3) this consent will terminate upon my release from the custody of the Courts, ____________________, and their authorized agents.

By affixing my signature, I attest to having read, or been read, this document and fully understand same. I consent and request that all such persons or agencies accept a photocopy of this authorization as valid authorization to give such information or records.

__________ ______________________________

Date Signature of Defendant/Offender

__________ ______________________________

Date Signature and Title of Witness

Forms, continued

Community Service Agreement Letter

Placement Agency: ____________________________

Contact Person: ____________________________

Address: ________________________________
____
____

Telephone Number: ______________________

COMMUNITY SERVICE AGREEMENT

This agreement is made this ______ day of _____________, _________ by and between ____________________________ and ____________________________. This agreement is intended to delineate the responsibilities of ____________________________ and ____________________________.

1. ______________________________ will:

A. Schedule all offenders for screening.
B. Monitor activities of offenders.
C. Provide general liability insurance on all offenders.
D. Provide appropriate technical assistance (e.g. provide forms and information regarding rules and regulations on the use of offenders).

2. ______________________________ will:

A. Maintain a record of community service hours completed by offenders and provide an evaluation of the offender, including failures to report, when called upon.
B. Provide supervision and guidance of offenders for each task that needs to be completed. I am aware of the intent of ____________________________ and will provide this supervision as a contracting agency on behalf of ____________________________.
C. Describe the type(s) of community service work the offenders will be performing.
D. Contact the Case Manager if problems should arise, especially in regards to the offender's attendance, attitude, performance, and/or behavior.
E. Notify ____________________________ immediately of any injury incurred by the offender.

____ ____________________
Community Service Agency Representative Date

____ ____________________
______________________________ Date
Representative

Forms, continued

Conditions of Supervision

CONDITIONS OF SUPERVISION

I agree to abide by the following conditions as required by the Court and the Alexandria Criminal Justice Services.

1. To report by phone and/or in person to a case manager as scheduled.
2. To reside at 1234 Main Street Richmond, VA 11111 and to notify my case manager prior to any change of residence or telephone number. Residence verification may be required.
3. To follow my case manager's instructions and be truthful and cooperative.
4. To notify my case manager of any changes in employment or educational status within one week. Verification of employment may be required.
5. To appear in court for any proceedings as ordered by the Court.
6. To not use, own, possess, transport, or carry a firearm if I have been convicted of a felony or have ever been convicted of a domestic assault (misdemeanor or felony).
7. To keep the peace, be of good behavior, and obey all Municipal, County, State and Federal laws and ordinances, and to report to my case manager any arrests or citations, including traffic tickets, within three days.
8. To refrain from the use of illegal drugs and the abuse of alcohol; to undergo random drug/alcohol testing upon request.
9. To not travel outside the State of Virginia without first notifying my case manager.
10. Test
11. Curfew
12. Additional conditions required for PTCC demo.

I understand that my criminal and driving records will be checked. I also understand that I will remain in the program until released by the Court.

I have read, or have had read to me, the preceding conditions. I understand that if I fail to comply with any of these conditions the Court will be notified and a warrant may be issued for my arrest.

____________ Date	______________________________ Signature of Defendant/Offender
____________ Date	______________________________ Agency Representative

Forms, continued

Court Appearance/Continuance Reminder Letter

COURT APPEARANCE/CONTINUANCE REMINDER LETTER

TO: ____________________________________

Please be informed that you are to appear in the ________________________ Court of ________________________ on ______________ at ______________ as ordered by the court. Failure to appear may result in a capias for your arrest.

Please call the ________________________ office Monday through Friday between the hours of ______________ a.m. and ______________ p.m. at __________________, immediately upon receipt of this letter to verify that you have received this reminder.

If you are unable to reach the office, you are still required to be in court at the above listed date and time.

____
Agency Representative

____
Date

Forms, continued

Fines & Costs/Restitution/Community Service Ledger

FINES AND COSTS/RESTITUTION/
COMMUNITY SERVICE LEDGER

Name: Joe M Defendant

RESTITUTION PAYABLE TO:

Name:______________________________ Telephone #: ______________
Address:______________________________
____
______________________________ Zip Code: __________

PAYMENT CHART

FINES AND COSTS RESTITUTION CSH

_______ Due by: _________ _______ Due by: _________ _________________

DATE	AMT PAID	BALANCE	DATE	AMT PAID	BALANCE	DATE	AMT WORKED	BALANCE

Forms, continued

Inactive Status Form

Inactive Status Form

Defendant/Offender Name: ______________________________ Placement Date: ___________

Offense(s): ____

Next Court Date: _________ Last Contact: _____________________________

Reason for Inactive Status:

______ Court action has been requested for successful termination
______ Excused absences for:
  ______ Employment ______ Military Duty
  ______ Training ______ Medical Emergencies
  ______ Vacation ______ Family Emergencies of the Defendant/Offender
______ Defendant/Offender incarcerated
______ Defendant/Offender absconded
______ Other

Explanation: ____

____

____

Requested Inactive Dates: From __________ To __________

Submitted By: ______________________ Date: ________

________ Approved

________ Denied

_____________________________________ Date: _____________
Program Director / Designee

Note: Supervision of incarcerated defendants/offenders must resume upon release, regardless of approval dates above.
Case Managers are responsible for communication with local jails to verify release date.

Forms, continued

Intake Appointment Letter

INTAKE APPOINTMENT LETTER

Friday, July 26, 2002

____
____
____
____

Dear ____ :

You have been ordered to this agency by the local court. In order for you to comply with the order of the Court, you must appear in this office for an intake appointment on _____________ at _____________.

Our office is located at: ____
____
____

It is imperative that you keep this appointment. If you have any questions, feel free to contact me at ____________.

Sincerely,

____
Agency Representative

Forms, continued

Missed Appointment Letter

MISSED APPOINTMENT NOTICE

Friday, July 26, 2002

____
____
____
____

Dear ____ :

You have failed to keep your scheduled office visit on ______________. This is a serious violation of the terms of your contract and has placed you in non-compliance with your Court Order.

I have scheduled you an appointment on ______________ at __________.

You must report to: ____
____
____
____

YOU MUST KEEP THIS APPOINTMENT!

Sincerely,

____

Agency Representative

Forms, continued

Payment Obligations and Schedule

TO: ______________________________
____
____
____

DATE: Friday, July 26, 2002

FROM: ______________________________

PAYMENT OBLIGATIONS AND SCHEDULE

As you are aware, you have been ordered by the local court to pay the following:

$__________ for ____________________ Payable to: __________

The following payment schedule has been set up for you:

Beginning ______ Pay $ _____ per _______ for ____________________

Payments must be in the form of a money order or cashier's check and submitted to this office. If you have any questions, feel free to contact me at ____________________.

____
Agency Representative

Forms, continued

Pretrial Authorization Form

Authorization of Release of Information
Pretrial Services Program

The Pretrial Representative will be conducting an interview concerning your residence, family, employment, mental and physical disabilities, substance abuse, and treatments. The purpose of this interview is to inform the judicial officer of your ties to the community and to aid in the effort of making a more sound decision with regard to your release.

By signing this form, you are giving the Pretrial Representative the right to conduct this interview and to verify any information reported during such interview. You are further advised that a copy of your police record will be obtained and verified against any information reported by you during this interview.

This information will be released to the judge, prosecutor, defense attorney, and to the appropriate agencies that will enforce the conditions of your release.

This release expires at the conclusion of the pretrial investigation.

______________________________ ______________
Signature of Defendant Date

Witnessed by:

______________________________ ______________
Pretrial Representative Date

REFUSED INTERVIEW:

______________________________ ______________
Defendant Name Date

Forms, continued

Program Referral Schedule Letter

TO: ______________________________
____
____
____

DATE: Friday, July 26, 2002

FROM: ______________________________

PROGRAM REFERRAL SCHEDULE

As you are aware, you have been ordered by the local court to attend the following programs:

____

____

____

The following initial program schedule has been set up for you:
____________________ on __________ at __________ Location: __________

____________________ on __________ at __________ Location: __________

____________________ on __________ at __________ Location: __________

It is imperative that you attend these programs. If you have any questions, feel free to contact me at __________.

____
Agency Representative

Forms, continued

Progress Report

COMMUNITY CORRECTIONS/PRETRIAL SERVICES
TRANSFER CASE MONTHLY PROGRESS REPORT

__Final Closure Report

CASE TRANSFERRED FROM ON REPORT FOR MONTH July

OFFENDER/DEFENDANT NAME Josephine Example Offender SSN 000-00-0000

ADDRESS 1234 Main Street Richmond, Virginia 11111 PHONE ____________

EMPLOYER Jacks Snacks TOTAL MONTHLY INCOME $ 600.00

PAID THIS MONTH: RESTITUTION $ ________ COURT COSTS $ ________ FINES $ ________

C.S.W. HOURS ASSIGNED ________ COMPLETED THIS MONTH ________ BALANCE ________

COMMUNITY SERVICE WORKSITE ____________________

SUPERVISION: DATES AND TYPES OF CONTACTS ____________________

____

____

MISSED APPOINTMENTS ____________________

INACTIVE SUPERVISION: FROM ____________ TO ____________

REASON INACTIVE ____________________

DRUG / ALCOHOL SCREENS: DATES AND RESULTS ____________________

____

COMMENTS ____________________

____

____

____

____

____________________ ____________
Agency Representative Date

Forms, continued

Request for Capias/Show Cause Letter

VIOLATION NOTICE

Friday, July 26, 2002

____
____

RE: ________________ ____

Your Honor:

The above named individual was referred to this agency by Your Honor on ________. It is alleged that ___ has violated the following conditions of supervision:

The last known address for this ____________________ is:

____
____
____

It is respectfully requested that a ________________________ be issued for violation of supervision.

Sincerely,

____
Agency Representative

Forms, continued

Residence and Employment Verification

RESIDENCE AND EMPLOYMENT VERIFICATION

TO: ____
____
____
____

In accordance with supervision requirements, Residence and Employment Verification is necessary within ____ days of your case being opened and once each ______________ thereafter.

Appropriate residence verification is:
- A current lease or bill (such as utilities or credit card).
- Verification from someone with whom you reside.
- Bring this letter with you to your next appointment.

Appropriate employment verification is:
- Your most recent pay check stub.
- Speaking with a work supervisor or co-worker.
- On-site visit by Case Manager.

Please submit appropriate verification by: ____________ on ____________.

____
Agency Representative

____
Date

Forms, continued

Successful Completion Form

SUCCESSFUL COMPLETION

Friday, July 26, 2002

____
____

RE: ____

The above named individual was referred to this agency by Your Honor on ___________. ___ has complied with the conditions of supervision and completed the following:

Unless advised otherwise, we have closed our interest in this case.

Sincerely,

____
Agency Representative

Forms, continued

Transfer Request Form

CCCA: ___ **TRANSFER REQUEST** PSA: ___

TO: RECEIVING PROGRAM DIRECTOR	FROM: REFERRING PROGRAM DIRECTOR
Alexandria Criminal Justice Services	Arlington County Community Corrections Unit
421 King Street Suite 503	Court Square West1400 N. Uhle Street, Suite 102
Alexandria Virginia 22314	Arlington Virginia 22201
Reason for Transfer request:	
Supervision Required to begin on, DATE: LAST CONTACT: TYPE: (Date of transfer is date the case becomes inactive in originating jurisdiction)	

CASE INFORMATION

NAME: Josephine Example Offender	RACE: White	SEX: F	AGE: 37	DOB: 06/10/1965	SSN: 000-00-0000
ADDRESS: 1234 Main Street	CITY: Richmond	ZIP: 11111	PHONE:		TO LIVE WITH:
EMPLOYED BY: Jacks Snacks	ADDRESS: 444 Fourth Street, Fours, NE 32345		PHONE		EXT.
COURT JURISDICTION:			FELON: ( ) MISD: ( )		
OFFENSE(S):			NET SENTENCE:		
COURT DATE:			COURT RETURN DATE: (IF APPLICABLE).		
STATE PROBATION STATUS:	DISTRICT #:		NONE ( )	ACTIVE ( )	

COURT COSTS:	ORIG AMT: ___________	AMT DUE: ____________	PYMT SCHED: ____________
FINES	ORIG AMT: ___________	AMT DUE: ____________	PYMT SCHED: ____________
SUPERVISION FEE:	ORIG AMT: ___________	AMT DUE: ____________	PYMT SCHED: ____________
RESTITUTION:	ORIG AMT: ___________	AMT DUE: ____________	PYMT SCHED: ____________
OTHER:	ORIG AMT: ___________	AMT DUE: ____________	PYMT SCHED: ____________

COMPONENTS/OPTIONS	Please Check
Local Probation Supervision:	__________
Pretrial Supervision:	__________
Community Service:	__________
Home Incarceration:	__________
Home Electronic Monitoring:	__________
Substance Abuse Treatment:	__________
Drug Screens:	__________
Special Conditions:	__________

Special Considerations/Disabilities/Limitations/Addictions:

____

____

REQUIRED ATTACHMENTS:	Check if attached
Intake	______
Conditions of Supervision	______
Release of Information	______
Court Order/Warrant	______

CONTACT CASE MANAGER (NAME):	FAX #:	PHONE #:
PROGRAM DIRECTOR or DESIGNEE (SIGNATURE):	DATE:	

Transfer received / accepted ___________ Agency Representative ________________________________ Date ___________

Comment: ____

____

Forms, continued

Treatment Agreement

TREATMENT AGREEMENT

I, ________________________________ , agree to enroll in and successfully complete ____ group. I will remain drug and alcohol free while in treatment. I understand that placement in this group is a result of illicit drug use and/or abuse of alcohol.

____
Defendant/Offender

____
Agency Representative

Forms, continued

Violation Notice Letter

Friday, July 26, 2002

____
____
____
____

Dear ____:

YOUR CASE WILL BE RETURNED TO COURT unless you comply with the following conditions of your contract as set forth by the court. If you owe restitution, fines and court costs money to the program, please make a money order out to one of the following and mail it to our office at the address listed above.

AMOUNT PAY TO THE FOLLOWING: (MONEY ORDERS ONLY!)

__________ General District Court
__________ Circuit Court
__________ J & DR Court
__________ Restitution (Make payment to: __________________________________)

To comply with your conditions of supervision, you need to do the following:

________ Perform community service
________ Fulfill counseling requirement
________ Provide Residence & Employment Verification
________ Pay fine and court costs
________ Pay restitution
________ Other: ____________________

You must complete the above requirement(s) by ____________.

Sincerely,

____
Agency Representative

Forms, continued

Voluntary Admission Form

VOLUNTARY ADMISSION

The admission given below was given voluntarily and without duress.

I, ____________________________________, Social Security # _______________, voluntarily admit to using the substance(s) checked below within the last ___ days:

_______	Cocaine (including "Crack")	_______	Barbiturates
_______	Marijuana	_______	Heroin
_______	Alcohol	_______	Phencyclidine (PCP)
_______	Amphetamines (including "Ice")	_______	Other

By:__________________________________ Witness: ______________________________

Defendant/Offender Agency Representative

Date: ______________________

Forms, continued

Work-Site Referral Form

WORK-SITE REFERRAL FORM

____
____
____
____

To Community Service Work-Site: Date:___________________________

Agency: ________________________ Offender's Name:
____

Address: ________________________ Community Service Hours Assigned: ______
Telephone: ________________________ Completion Date: ______________
Type of Work: ________________________
Supervision Provided By: ________________

Dear Colleague:

Please:

1. Log the hours worked on the attached form
2. Sign for verification with full name
3. Indicate nature of work performed
4. Indicate person supervising the work done
5. Return this form upon completion of time (without written verification from you, our offender will be summoned back to Court to explain his/her failure to comply with the judge's order).

By accepting this placement you agree to supervise this offender's community service and to notify ____ of any problems that may develop concerning this offender. Please note that in order for the community service to comply with the court's order, all service must be unpaid and must be given at a rate of an hour for an hour (i.e. work credit cannot be given at a rate of two hours of credit for one hour worked for difficult work). Additionally, we ask that sites only give credit for hours worked doing public service. Credit cannot be given for time traveled to and from the site, for attending church services or for doing any personal work that does not directly benefit the community service site. If you have any questions about whether something qualifies as community service, please feel free to contact the case manager that is assigned to this case.

Although it's optional, we and the referring court would greatly appreciate hearing your comments about this person and/or the ____ in general. Please include those comments in the comments section on the attached form. The above offender has been directed to contact your agency for a screening within seven (7) days or as follows: ____________________.

Thank you again on behalf of the offender, ____, and the court for your cooperation. Without your assistance community service programs could not function. We trust the offender will perform a meaningful service for your agency. We expect the offender to be prompt, courteous, cooperative, and to perform the work assigned. Please call us if you experience any problems or have any questions.

Sincerely,

____
Agency Representative

________________________ ______________
Offender Date

Glossary

The table below contains words and definitions.

Term	Definition
Active Case	Any defendant or offender being supervised and provided pre- or post-trial services in accordance with standard supervision requirements, and who has not been placed on inactive supervision or been removed from supervision.
Case	A defendant or an offender entered into the Pretrial and Community Corrections Case Management System established by the Virginia Department of Criminal Justice Services.
Inactive Case	A case is considered inactive when supervision has been suspended for any reason. These cases have not yet been closed; however, supervision days are not counted.
Intake	A process option in the PTCC Setup Module that is used when gathering information from defendants or offenders for the purpose of opening a case for active supervision. This includes the compilation of the required case record information and assessment of defendant or offender needs through an interview.
Interview/Pending	A process option in the PTCC Setup Module that is used when interviewing a defendant in preparation for an investigation or to set up a placement in advance of an intake.
Investigation	A process option in the PTCC Setup Module that allows for a formal pre- or post-trial procedure that includes preparing a court report summarizing the results of the intake interview, the defendant's or offender's financial status, social history, community stability, verified criminal history, and DMV record.
Monitoring Placement	For pretrial this is a Court approved process of notifying, by phone or mail, defendants released by the magistrate on summons, promise to appear, or unsecured bond, of the first and future court appearances. For post-trial this a service provided to the court that tracks an offender's compliance with a court order for performing community service only or in lieu of fines and costs, which does not require probation supervision. Offenders in this status are not subject to standard supervision requirements nor counted as a placement.
New Case	Any defendant or offender entered into PTCC for the first time and no other information exists on PTCC.
Pending Placement	A court referral where supervision services by either a Pretrial or Community Corrections program has not started. For Pretrial Services, an example could be when a defendant must post bond before being released to Pretrial Services.
Placement	An action by a judicial officer as a result of a bail determination or by court order requiring a defendant or an offender to be supervised by an agency for one or more offenses or charges.
Primary Charge Classification	The charge that is the most severe, as defined by range of sentence and offense type.

Glossary, continued

Term	Definition
Reinstatement	A placement that was previously closed unsuccessful that the Court has referred back (reinstated) to the program for the charges in the original placement.
Screening	The process of determining the number of detained defendants awaiting initial or subsequent bail hearing available for pretrial investigation.

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