



NEW YORK CITY DEPARTMENT OF CORRECTION

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August 20, 2014

ADDENDUM #3 to PIN 072201501MIS

Jail Management System (JMS) Implementation
Project

Dear Prospective Proposer:

Pursuant to 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Correction (Department) is issuing **Addendum #3** to the Request for Proposal for the design, development, testing and implementation of a new Jail Management System (JMS).

BID DUE DATE

Please be advised that the Bid Opening Date for the above referenced procurement remains **Thursday, September 4, 2014 at 3:00PM**

DEADLINE FOR CLARIFICATIONS

The deadline for questions is **Wednesday, August 27, 2014 at close of business**. The Department will endeavor to answer any questions received after this date, but there may not be sufficient time for replies to be received before the bid due date.

ADDITIONAL DOCUMENTS

Please see attached document with IIS documentation for a number of screens as requested.

ADDITIONAL QUESTIONS AND RESPONSES

	<u>Question</u>	<u>Response</u>
1	Please clarify if DOC is looking for a Vendor to build a custom application (OR) procure a commercial off the shelf (COTS) application that provides the requirements outlined in the RFP.	DOC is open to either a custom application or a customized COTS solution as long as requirements are met and the solution can be supported.
2	As a follow up to the above question, Has the DOC reviewed any COTS products that meet the DOC requirements	DOC has not found a COTS solution that can meet requirements within a reasonable timeframe.
3	If the answer to above question is Yes, please list the COTS products that were reviewed	N/A

4	Does the DOC have any preferred COTS products that it is considering for this RFP	No
5	Which Vendor developed the current Inmate Information System (IIS).	The IIS was developed by in-house staff and consultants.
6	Which Vendor is responsible for the maintenance and support of the current Inmate Information System (IIS).	In-house staff and consultants, and maintenance by ADMINIS, Inc.
7	Is the incumbent Inmate Information System (IIS). Maintenance and Support Vendor allowed to bid on the JMS RFP	Yes
8	What technology (Java, .net) was used to develop the current Inmate Information System (IIS).	The legacy application was developed in ADMINIS.
9	What database (Oracle, SQL Server, DB2) is being used in the current Inmate Information System (IIS).	The IIS resides in ADMINIS 4GL.
10	RFP states that "DOC has developed newer web-based ancillary systems to accommodate changes in business processes and functionality that is lacking in IIS". Please provide more details on these ancillary systems.	These systems are all DB2/Java, fed by a web service from the legacy system.
11	As a continuation to the above question, will these newly developed web-based ancillary systems act as external interfaces with the proposed JMS System? Should JMS interface with these new systems?	Yes
12	As a continuation to the above question, please list these new systems.	Security Risk Group (SRG) Inmate Intake Tracking System (IITS) Visitor Express
13	As a continuation to the above question, please provide details on the technology to be used (Web Service, File Transfer) for JMS to interface with them.	Web Service
14	RFP states that "DOC has determined that it requires a highly-configurable, web-based solution that is easy to use and maintain." Please clarify DOC's expectation from solution being highly-configurable.	The Agency must have the ability to respond to changes in legislation and court orders by adding/changing tables, fields, values.
15	RFP states that JMS will be used by groups other than General Office. Please provide details on the new User-Base for JMS.	The goal is to have data entry and inquiry in points of inmate processing (intake, discharge, movement) and in the housing areas.
16	Will JMS be an internet based system or an intranet based?	The JMS will be accessible over DOC's private network and also available via the internet.
17	Will JMS be used by external users (users other than DOC) who are outside the DOC network/infrastructure?	Yes

18	From the RFP we understand that JMS should interface with data from NYPD and NYS. Please provide details on all the External Systems that JMS should interface with.	Interface documentation is provided. Most of these interfaces are currently through FTP, which is expected to change with the new system.
19	RFP states that one of the objectives of JMS is "Provide an automated means for capturing and disseminating various inmate evaluations". Please clarify this objective.	This objective refers to requirements for capturing inmate classification, risk of re-entry scoring, and discharge planning interviews.
20	RFP states that "Additionally, the Consultant's staff will need to collaborate with the Project Monitoring and Quality Assurance (PMQA) vendor who will be providing third party PMQA assistance to DOC." Has DOC already identified a PMQA vendor?	The PMQA vendor is KPMG
21	In continuation to the above question, if yes, please provide details on the vendor who has been selected by the DOC for PMQA.	See above
22	In continuation to the above question, please clarify if the PMQA vendor is allowed to bid / send proposal for this design and development RFP.	KPMG will not be bidding on this project
23	RFP states that "Project activities will include work at the DOC headquarters at 75-20 Astoria Blvd, East Elmhurst, NY as well as visits to jail facilities." Please confirm if the Vendor project team is expected to be located at DOC headquarters throughout the lifecycle of this project development.	This will be determined in project planning.
24	Does DOC have any preference for onsite / offsite / offshore development?	There is no preference, as long as there is effective communication among all project staff
25	If the Vendor can propose a less expensive solution, can the Vendor propose an approach where the Vendor has resources located outside of the US (i.e. Canada)?	Yes
26	How many onsite Vendor resources can be accommodated by DOC?	DOC has physical plant to accommodate approximately 30 resources onsite.
27	Please confirm that DOC will not provide a lower score to a Vendor that proposes Offshore application development (for example an application development center in India).	Confirmed
28	Will a proposal with offsite / offshore work scored less?	No
29	Does the Vendor staff need to travel to other non-primary locations? If yes, please provide the information about of locations, who from Vendor staff needs to visit the locations, time/duration and frequency of such visits.	Travel will be limited to DOC sites in the 5 boroughs.

30	Will the DOC provide onsite parking for the Vendor team members? Is parking available for Vendor personnel free of cost? How many parking spots can be made available for Vendor personnel?	Parking is available at the Bulova Corporate Center on a first come-first serve basis.
31	In case of onsite model, please confirm that DOC will provide necessary office facilities, phones, cubes, pc, software, etc. to the Vendor onsite resources?	Office space and phones will be provided; we encourage vendors to bring laptops for connection to the DOC-provided server environments.
32	In the case of offsite service, will DOC provide VPN access to Vendor team members?	Vendors will have remote access through DoITT provided resources.
33	RFP states that "It is anticipated that the available funding for the contract awarded from this RFP will be \$10,000,000." Please confirm that DOC is expecting the Vendor to provide a Fixed Price quote for this project.	Confirmed
34	RFP states that "DOC has laid the foundation for the development of the JMS. The proposing vendor is expected to immediately proceed with design and implement a solution that meets DOC's needs" Please confirm that Business Requirement Gathering is out-of-scope for Vendor in terms of this RFP.	Confirmed
35	RFP states that "DOC does not require the vendor to develop management reports as DOC will leverage COGNOS to generate the new JMS Management Reports internally." Please confirm that design and creation of reports (including adhoc reports) are not in scope of this RFP requirement.	Confirmed
36	Should a role based authentication/authorization solution be implemented as part of this RFP for the proposed application?	Yes
37	If a role based authentication/authorization solution is to be implemented as part of this project, what is the prescribed DOC standard tool for role based authentication/authorization?	DOC currently manages permissions through Active Directory.
38	Should a workflow be designed and developed as part of this proposed JMS?	Current workflows will be provided during project planning; a revised workflow may result from a new solution.
39	If a workflow is to be implemented as part of this project, what is the prescribed DOC standard tool for work flow management?	Not applicable
40	RFP states that the Security Plan deliverables should include the following: - Integration with centralized Identity Management applications - Integration with centralized Access Management applications Please provide more details on centralized Identity Management applications and centralized Access Management applications	DOC currently validates employee identity against an employee web service, and access management against AD. It is anticipated that application access be validated against both.

41	Please confirm that DOC will be responsible for legacy data cleansing prior to the Vendor starting the Data Migration/Conversion activities.	Confirmed
42	Will the training be conducted in the UAT environment or in a different environment?	Test environment
43	Technical Training – How many DOC individuals will be working with the Contractor during the development time? What are their Roles and Responsibilities in the new system development? Should this training be provided at the end of each stage such as Requirements, Design etc.?	This will be determined in project planning
44	Will the DOC provide training facilities/conference rooms, etc.? If yes, will the DOC also help in scheduling such facilities?	Yes to both.
45	Please confirm that the DOC will help prioritize / balance the project system delivery and training needs.	Confirmed
46	Please confirm that the DOC will provide the Vendor with production data for testing purposes so that Vendor can verify accuracy of the new developed system.	Confirmed
47	How many business days of User Acceptance Testing does the DOC expect to perform for this application?	To be determined in project planning.
48	Would the DOC like to perform Performance\Stress testing?	This will be done jointly with the vendor
49	Will DOC assume responsibility for performing integration testing from the perspective of external systems not included in the project?	Yes
50	Please confirm that, the DOC will provide sample or test data for user and system testing.	Confirmed
51	Please confirm that, the DOC will be responsible for data loading in the UAT and production environments.	DOC will be responsible for data loading.
52	Will the DOC conduct User Acceptance Testing after every deliverable (Intake / Medical/Health /) or will conduct only one UAT?	DOC will review deliverables after each stage, but will conduct one UAT for the integrated solution.
53	Please confirm that the UAT scripts be available to the Vendor, so that the Vendor can address the problems discovered during the UAT.	Confirmed
54	RFP states "Generate a unique Book and Case Number (BK&CS) for every new admission....." . JMS is expected to generate this unique number internally using the rules provided and JMS is not expected to interface with any external systems to get this unique number. Please confirm.	Confirmed
55	RFP has reference to some supporting documents which includes the following: - Artifact 1 Warrants- Detainers - Artifact 10 Arraignment and Classification Risk Screening - Artifact 11 Discharge Planning Questionnaire - Artifact 11 Discharge Planning Questionnaire - Artifact 13 New York State Record of Juvenile Detention in NYCDOC Form - Artifact 14 Sentence and Commitment Order - Artifact 15 Initial Classification Form 4100A 06-29-2011 - Artifact 16 60-day Reclassification Form 4100B 07-01-2011 - Artifact 2 Detention Card-Form 239	Artifacts provided.

	<ul style="list-style-type: none"> - Artifact 2 Securing Order - Artifact 21 Detention Record-Form ARC239M - Artifact 21 Detention Record-Form ARC239M - Artifact 22 Report and Notice of Infraction Form 6500A - Artifact 23 Investigation Report Form 6500B - Artifact 24 Notice of Pre- Hearing Detention 6500C - Artifact 25 Request for Evaluation of an Inmate Pending Disciplinary Action Form 4016R - Artifact 26 Evaluation of an Inmate Pending Disciplinary Action and Recommendation to Hearing Officer Form 4016AR - Artifact 27 Hearing Report and Notice of Disciplinary Disposition Form 6500D - Artifact 27 Hearing Report and Notice of Disciplinary Disposition Form 6500D - Artifact 28 Inmate Witness Statement Form 6500E - Artifact 29 Inmate Refusal to Testify as a Witness Form 6500F - Artifact 30 Staff Witness Statement Form 6500G - Artifact 31 Form 6500H - Artifact 32 Form 44B - Artifact 32 Form 44B Surrender of Inmate to Law Enforcement Agency - Artifact 32 Surrender of Inmate to Law Enforcement Agency Form 44B - Artifact 33 Form 44A - Artifact 33 Surrender of Inmate for Court Appearance Form 44A - Artifact 34 Undelivered Defendant Form - Artifact 36 Classification- Directive 4100R-C Appendix B - Artifact 37 Reclassification_Dir410 0-RC_Appendix B - Artifact 38 Infraction Charges - Artifact 39 Writ - Artifact 4 Accompanying Card-Form 236 - Artifact 40 Pricing for Damaged DOC Property by Inmates - Artifact 41 Infraction Penalties - Artifact 5 Detention Card-Form 239 - Artifact 6 Suicide Prevention Form-Form 330 - Artifact 6 Suicide Prevention Form-Form 330 - Artifact 7 Movement Control Card - Artifact 8 Inmate Record Envelope - Artifact XX Parole Violators Operations Order <p>Are these specifications to some external systems? Can we have access to these artifacts for better understanding?</p>	
56	<p>RFP states the Intake module should -</p> <ul style="list-style-type: none"> - Enable user to capture legal information from Commitment Orders - Enable user to capture legal information from Warrants and Detainers - Enable user to capture legal information from Securing Order - Enable user to capture legal information from Criminal History 	These refer to entering data from paper artifacts (examples provided)

	<p>Report</p> <ul style="list-style-type: none"> - Enable user to capture legal information from Prisoner Movement Slip <p>Are these referring to data coming into JMS from some external systems?</p>	
57	In continuation to the above question, if YES, please list and provide more details on these external interfaces.	See above.
58	In continuation to the above question, Please provide details on the technology (Web Service) user for this interfaces.	See above.
59	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Interface with the Inmate Intake Tracking System (IITS) at key activities to provide triggers for IITS action. <p>Please provide details on the interfacing technology to be used (Web Service, File Transfer, ETL)</p>	Web service
60	<p>RFP states the Intake module should -</p> <ul style="list-style-type: none"> - Enable the user to capture the information found on the inmates' Accompanying Card - Enable the user to capture the information found on the inmates' Detention Card - Enable the user to capture the information found on the inmates' Suicide Prevention Form - Enable the user to capture the information found on the inmates' Medical Record Folder - Enable the user to capture the information found on the inmates' Inmate Record Envelope - Enable the user to capture the information found on the inmates' Arraignment and Classification Risk Screening Form - Enable the user to capture the information found on the inmates' Discharge Planning Questionnaire <p>Are these referring to data coming into JMS from some external systems?</p>	These refer to entering data from paper artifacts (examples provided)
61	In continuation to the above question, should JMS have the capability to scan bar code from cards (Accompanying Card, Detention Card.....)?	Not a requirement for this project.
62	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Interface with DOC's Inmate Property Tracking System (IPTS). <p>Please provide details on the interfacing technology to be used (Web Service, File Transfer, ETL)</p>	Web service
63	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Interface with DOC's Inmate Phone System (IPS). <p>Please provide details on the interfacing technology to be used (Web Service, File Transfer, ETL)</p>	Web service

64	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Interface with DOC's Inmate Banking System. <p>Please provide details on the interfacing technology to be used (Web Service, File Transfer, ETL)</p>	Web service.
65	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Enable the user to capture the information found on the "Report and Notice of Infraction," Form 6500A, in the system. <p>Please provide more details on infractions?</p>	<p>Infractions refer to institutional behavior which violates DOC Inmate Rules and Regulations. Infractions are served and adjudicated, and may result in penalties, including punitive segregation.</p>
66	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Enable the user to add an inmate to the Punitive Segregation facility/cell waitlist. <p>Please provide more details on PSEG?</p>	Punitive Segregation refers to housing inmates in specific housing areas with limited privileges.
67	<p>RFP states that Intake module should -</p> <ul style="list-style-type: none"> - Enable user to view a complete history of an inmate's infractions, associated charges, dispositions, status and other attributes by NYSID and BK&CS. <p>Are NYSID and BK&CS external systems to JMS. If yes, please provide details on the interfacing technology to be used (WebService, File Transfer, ETL)</p>	<p>The NYSID is the New York State identifier at the person level and is assigned by the NY State Division of Criminal Justice Services (DCJS); BK&CS number is the ID for a specific incarceration and is generated by the JMS.</p>
68	<p>RFP states that Warrants, Detainers, and Holds module should -</p> <ul style="list-style-type: none"> - Generate a pre-populated, printable Form 44A "Surrender of Inmate for Court Appearance" <p>Please confirm if JMS should have include a module to create templates for these predefined Forms (44A).</p>	Yes.
69	<p>RFP states that Warrants, Detainers, and Holds module should -</p> <ul style="list-style-type: none"> - Alert Custody Management when an inmate has a "locally conditional release" (LCR) <p>Please confirm the mode of these alerts. Should they be sent out as emails or on-screen displays.....?</p>	On-screen
70	<p>RFP states that Court Orders module should -</p> <ul style="list-style-type: none"> - Generate a pre-populated, printable "Undelivered Defendant Form" in the event the court cannot be reached to reschedule a conflict. <p>Please confirm if JMS should have included a module to create templates for these predefined Forms (Undelivered Defendant Form).</p>	Yes.

71	<p>RFP states that "There are approximately fifty (50) interfaces to and from IIS to other applications as well as other Agencies."</p> <p>Please provide more details on these interfaces (Name, Data Elements getting transferred with IIS/JMS, Technology being used for the interface</p>	Provided.
72	<p>In continuation to the above question, should JMS be interfacing with all of these 50+ systems?</p>	Many of these interfaces are internal to DOC and will be accomplished with 1) a single service to the reporting repository and 2) a single service to composite web applications. It is expected that existing FTP exchanges will be more limited and replaced with XML/MQ exchange.
73	<p>In continuation to the above question, what should be the interface technology used (Web Service, File Transfer</p>	See above.
74	<p>RFP states that Parole Violator Tracking module should -</p> <ul style="list-style-type: none"> - Enable user to generate Technical Parole Violator (TPV) Census Reports <p>Please confirm if these reports are to be displayed on the screen or should these be in downloadable format (PDF, CSV</p>	Both.
75	<p>In continuation to the above question, if these are downloadable reports, what should be the format (PDF, CSV</p>	Downloaded reports should be available in PDF, HTML, and CSV options.
76	<p>In general, will the reports in JMS contain charts, graphs and images? Or will the contents be only texts and numbers? Please clarify.</p>	Reports will be rosters and exception reports.
77	<p>RFP states that City Sentenced module should -</p> <ul style="list-style-type: none"> - Capture that fingerprints were taken for City-Sentenced inmates and the date/time stamp of capture <p>Please confirm if JMS should have the capability to capture/scan biometric (fingerprints, iris scan) data.</p>	Not included in this project
78	<p>RFP states that Common Functions module should -</p> <ul style="list-style-type: none"> - Enable the user to export/extract JMS data from the application screens into MS Excel, MS Word, Adobe PDF, and CSV formats <p>Will the above specified JMS data contain images, graphs, charts ?Please clarify.</p>	Downloaded reports should be available in PDF, HTML, and CSV options
79	<p>RFP states that Common Functions module should -</p> <ul style="list-style-type: none"> - Provide an inmate calendar functionality to maintain and schedule inmate appointments <p>Is JMS expected to interface with any third party calendar solution? Please clarify.</p>	No third-party calendar solution has been chosen for this project

80	In continuation to the above question, is JMS is expected to interface with a third party calendar solution, does DOC have any preference in terms of the solution to be used.	No third-party calendar solution has been chosen for this project.
81	RFP states that Common Functions module should - - Interface with Visitor Express to transmit inmate Visit Restriction data Please provide more details on these interfaces (Name, Data Elements getting transferred with IIS/JMS, Technology being used for the interface)	Basic inmate demographic and housing data via web service
82	Please clarify if the DOC will host the application or expects the Vendor to host the application	DOC will host the application
83	Please confirm that the DOC will be responsible for production deployment and the Vendor will assist the deployment efforts (Note: Vendor may not have access to the production environment)	DOC will deploy the application
84	We appreciate that the DOC has provided details on the requirements. We need as much as information possible such as screen mockups, system requirements specifications, use case documents, business requirements documents, data models, data dictionary, technical specifications / architecture document (with languages, tools and their version numbers), interfacing requirements, user manuals, online help, sample reports, batch requirements etc of the currently used IIS that the proposed JMS will replace. The above specified information will facilitate us to better estimate, plan and propose a solution for this RFP. Hence we would appreciate if you can provide us all the above details.	Attached are major IIS business logic rules. Tables, fields will be shared with vendors chosen to present.
85	Please confirm that no bonds or damages are required under this RFP.	No bonds are required. The proposed contract will provide for liquidated damages related to the Contractor's delay in providing deliverables or meeting phase deadlines.
86	Will any preference be given to a particular group of companies (for example, local, non-profit, minority owned)?	No
87	How many environments does the DOC have for this project (for example, Development, Testing, Production)	Development, Testing, Staging, Production
88	Please confirm if the DOC will provide necessary hardware and software for this project in all environments.	Confirmed
89	Please confirm that the DOC is responsible for the costs of acquiring any 3rd party tools / technology (for example, web server, development and test tools, source code control, database, communication infrastructure) required by various phases of the project.	Confirmed
90	To provide necessary clarifications during design, development and testing how many SMEs will be allocated by the DOC to this project during various phases of the project for further clarifications, reviews etc.?	SMEs will be provided as needed.
91	What is the approximate % allocation of these SMEs to this project?	The SMEs are critical to Agency

		operations and will be brought in as needed.
92	What is the advance notice time to request access to the SMEs described in the question above?	1-2 weeks notice is required.
93	Does the Vendor need to integrate with other DOC or Vendor team(s) to deliver a complete solution. If yes, what are such dependencies and what is the integration process?	The vendor will need to work closely with the DOC IT Development and Infrastructure teams.
94	Does DOC want the Vendor to use specific templates for project deliverables like Project Reporting, Detailed Requirements Document, Architecture Design document, Deployment Plan, Testing Plan etc or is it expected that Vendor templates will be used for the project?	Vendor templates will be reviewed for acceptance.
95	In relation to the above question, if a Vendor needs to use DOC provided templates, please provide a copy of the templates so that we have a clear understanding of the level of details required.	Not applicable
96	Does DOC have any preference in terms of the software development methodology that could be adopted for this project (Waterfall, AGILE)	DOC is open to proposed methodologies
97	Since JMS is a major application implementation, is DOC open to an iterative release schedule for the launch of JMS?	It is expected that core functionality be released in one cutover
98	In continuation to the above question, if iterative release is acceptable, please provide DOC's expectation in terms of the vendor providing a cost allocation by phase as outlined in the table on page 18.	Not applicable
99	In continuation to the above question, every iteration will have a Development, testing and deployment phase. How would DOC want the vendor to split the cost for these phases across iterations?	The vendor should propose a cost structure consistent with phased deliverables but one major cutover.
100	Does DOC have any preference in terms of the technology to be used for this proposed JMS (Java, .NET).	DOC's current platform is DB2/WebSphere/Java.
101	Does the Vendor need to provide technical / maintenance support after implementation and 6 months Warranty? If yes, how many months of support does the Vendor need to provide?	This will depend on the solution; one year support is preferred.
102	In continuation to the above question, should Vendor estimate the cost for Maintenance and Support as part of the response for this RFP? Please clarify	The maintenance and support past warranty is not included in this proposal.
103	Can the support be provided by offsite team? If yes, please confirm that the DOC will provide VPN connectivity. If not, please confirm that the DOC will provide the travel costs, in addition to the support costs.	Travel costs are not an allowable expense. Connectivity will be provided.
104	Please confirm that the scope of Vendor's responsibility is to design, develop, test and provide 6 months warranty for the following modules in JMS: 1. Intake 2. Medical/Health 3. Classification	Confirmed

	4. Location Maintenance 5. Vehicle Management 6. Inmate Housing 7. Interfacility Movement and Court Production 8. Infractions 9. Warrants, Detainers, and Holds 10. Jail Time Calculations 11. City Sentenced 12. State Ready 13. Discharge and External Transfers 14. Interfaces 15. Common Functions 16. Calendaring 17. Clinic Visit Management 18. Convert Transportation Information IIS 19. Substitute Jail Orders/Takeout Orders 20. Court Orders 21. Parole Violator Tracking	
105	Does this project involve any Data Migration activity?	Yes – IIS files have been readied for migration, and data cleansing is in progress.
106	In continuation to the above question, if Data Migration is in scope, in order for the vendors to estimate the data migration effort, please provide the IIS system data model with the associated table relationships	This will be provided during project planning
107	In continuation to the above question, due to DOC's familiarity with the current data, please confirm that DOC will perform data cleansing of the IIS data before migrating the data to JMS.	Confirmed.
108	In continuation to the above question, please provide the volume (number of rows) of data to be converted for each table	Not all IIS tables will be converted and rules for conversion have not yet been established.
109	Is DOC planning to use JMS on mobile and tablet devices?	Not at this project phase.
110	In continuation to the above question, if yes, should vendor estimate for a responsive web design of JMS as part of this RFP?	See above
111	In continuation to the above question, is DOC expecting the vendor to design and develop any native mobile functionality as part of this JMS project?	No
112	In continuation to the above question, if yes, what OS (iOS, Android) should be supported?	N/A
113	Does the DOC have any preference w.r.t. the skills and experience of the Vendor team members who will be deployed to the project.	Potential implementation teams will be evaluated based on relevant skills and experience.

Question No. 114:

Is the JMS required to process data which falls under HIPAA protections?

Response No. 114:

No

Question No. 115:

Does NYC Department of Corrections require solution certification regarding HIPAA compliance? Are internal or external reviews or audits required?

Response No. 115:

No

Question No. 116:

Is agency planning to use MS Active Directory for authentication?

Response No. 116:

Yes

Question No. 117:

Is IBM WebSphere Process Server part of current agency technology stack? If not, can vendor propose it as part of solution stack?

Response No. 117:

Not currently in use, but can be proposed.

Question No. 118:

What Source version control system is used by agency?

Response No. 118:

SVN

Question No. 119:

Are current data exchanges based on XML standards (well defined XSDs)?

Response No. 119:

Many interfaces are FTP or SFTP; MQ series are also implemented.

Question No. 120:

What tools are used by agency for Load testing and security testing?

Response No. 120:

HP Loadrunner, JMeter

Question No. 121:

Are there 2,500 users of the new jail system?

Response No. 121:

Please refer to Addendum #2, question #2.

Question No. 122:

Can the vendor submit more than one bid?

Response No. 122:

Proposers may propose more than one approach that incorporates a mix of different solutions to the requirements and that may also provide different payment structures. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.

Additional responses to questions received to date will be addressed in subsequent Addenda and posted on the Department's website.

Please sign below in acknowledgment of this addendum. ***Submit this addendum with your proposal.**


Deputy Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Proposer/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature)

Date

New York City Department of Correction

Inmate Information System (IIS)
Program Logic and Coding Specification

New Admission (NA) Screen

Table of Contents

- 1.1 Overview**
- 1.2 Program Logic Performed for Data Entry**
- 1.3 Program Logic Performed at Time of Commit**
 - 1.3.1 Alerts and Errors**
 - 1.3.2 File Updates**

INMATE INFORMATION SYSTEM (IIS) PROGRAM LOGIC and CODING SPECIFICATION

December 20, 2010

1.0 **Screen Name:** New Admission (NA)

1.1 **Overview**

This screen is used to define a newly admitted inmate in the IIS. Upon entry of a valid NYSID number (which must not match that of any currently incarcerated inmate), along with the inmate's name and, optionally, any aliases, the system generates a 10-digit Book and Case (BK&CS) number that uniquely identifies this inmate's new incarceration in the DOC. In addition, the system generates the inmate's admission date and time, which may be overridden. Finally, the system generates specially-formatted new admission records that will be transmitted in interface files to specific external systems.

Special Case: If the newly admitted inmate is a turnaround (i.e., an inmate discharged within the past 24 hours with the discharge code of "XW," and then readmitted with a new BK&CS #.

1.2 **Program Logic Performed for Data Entry**

NYSID

CALL NYSID_CHECK_DIGIT_SUBR

**Verify whether NYSID is an active inmate.*

IF already active inmate

ERROR = 90050.

**Issue alert if suicide watch inmate*

IF suicide inmate NYSID [IIS_SUICIDE_WATCH] match found

AND

suicide watch not discontinued DISCONT_DATE [IIS_SUICIDE_WATCH] = blank

ALERT = 90000.

**Issue alert and use data from previous BK&CS if active turnaround inmate*

IF NYSID [INM_TURN_AROUND] match found

AND

prior bk&cs number OBK&CS [INM_TURN_AROUND] not = blank

**Issue alert if turnaround inmate, i.e., elapsed time until admitted again < 24 hours*

CALCULATE elapsed time between discharge date and current date (Current Date – turnaround discharge date DIS_DATE [INM_TURN_AROUND]).

IF elapsed time until admitted again < 24 hours

** Turnaround inmate: Use name, alias, etc. of previous BK&CS*
ALERT = 90058.

**Issue alert if active mental health discharge planning inmate*
IF *MHDP date opened* BH_DTE_OPEN [INM_TURN_AROUND] not = blank
AND
MHDP date closed BH_DTE_CLOSE = blank
ALERT = 90011.

**Issue alert if active CMC inmate*
IF *inmate match found in* [NYSID]
AND
cmc number CMCNO [NYSID] not = blank
IF *not violent inmate* CMCNO [NYSID] not = "9999-99"
ALERT = 90001
ELSE
ALERT = 90002
ELSE

**Issue alert if previous CMC inmate*
IF *previous cmc number* PRE_CMCNO [NYSID] not = blank
AND
not violent inmate PRE_CMCNO [NYSID] not = "9999-99"
ALERT = 90003
ELSE
ALERT = 90004.

IF *inmate match found in* [NYSID]
**Issue alert if active separation order*
IF *separation order number* SEPNO [NYSID] not = blank
OR
separation order number SEP_ORD_NUM [INM_SEP_ORDER] not = blank)
ALERT = 90012
ELSE

**Issue alert if previous separation order*
IF *previous separation order number* PRE_SEPNO [NYSID] not = blank
ALERT = 90013.

BK&CS

SET protected.

**The description below describes how the next BK&CS # is generated.*

Using the IIS username of the data entry person:

Determine the user's facility from USER [USERS]

Use the facility code to access that facility's:

Last-used-BK&CS-sequence-number LSEQ [LOC_BKCS]
Book (facility/court) number BOOK [LOC_BKCS]
Year LYR [LOC_BKCS]**.

***Special Case: Determine if there was a year change:*
IF 2-digit year LYR [LOC_BKCS] not = current year
SET LYR [LOC_BKCS] = 2-digit current year.

To create the new BK&CS #:
Increment the last-used sequence number LSEQ = LSEQ + 1
Concatenate BOOK, LYR and LSEQ
DISPLAY and SAVE new BK&CS.

<u>Last Name</u>	N/A
<u>First</u>	N/A
<u>MI</u>	N/A

Admit – Location
Determine user's facility from USER [USERS].
SET and DISPLAY Admit-Location ADM_LOC [INMATE] = user's facility.

**Verify user-override of system generated Admit-Location*
IF Admit – Location ADM_LOC [INMATE] not = a housing facility or court
ERROR = 36.

Date
SET and DISPLAY *admission date* ADM_DATE [INMATE] = Current Date

**Verify user-override of system generated Admit Date*
IF admission date is invalid
ERROR = 90023
ELSE
IF *admission date* ADM_DATE [INMATE] > Current Date
ERROR = 1001.

Time
SET and DISPLAY *admission time* ADM_TIME [INMATE] = Current Time

**Verify user-override of system generated Admit Time*
IF *admission time is invalid*
ERROR = 90023
ELSE
IF admission date ADM_DATE [INMATE] = Current Date
AND
Admission time ADM_TIME [INMATE] > Current Time
ERROR = 159.

INS/US MRSHL #

**Verify if entry permitted*

IF user's facility not = equal 'ARDC' or 'BKHD' or 'VCBC' (formerly MTF3)

SET Protected

ELSE

IF first character of FEDID [INMATE] not = 'A', 'G', 'Z'

ERROR = 150.

Other Jurisdiction Jail Time Credit

**Verify entry*

IF not "Y" or blank

ERROR = 10.

Aliases:

Last Name 1 No logic

First 1 No logic

Last Name 2 No logic

First2 No logic

Last Name3 No logic

First3 No logic

Remarks No logic

Head Count

**Using User's Facility*

DISPLAY Head Count = ADM_HEAD [LOC_COUNTS].

Census

IF user's facility is a housing facility (not a court)

**Using User's Facility*

DISPLAY Census = ADM_CENSUS [LOC_COUNTS].

1.3 Program Logic Performed at Time of Commit

1.3.1 Alerts and Errors

**DNA inmate*

IF dna inmate NYSID [DNA_REQ_TAKEN] match found

IF dna already taken DNA_TAKEN [DNA_REQ_TAKEN] = "Y"

Use DNA_DATE_TAKEN [DNA_REQ_TAKEN] for alert

ALERT = 90009

ELSE

ALERT = 90008.

**OSIU inmate*

IF *OSIU inmate* NYSID [NEW_ADMIT_ALERT] *match found*
ALERT = 90057.

**Punitive Segregation (PSEG) inmate – time owed*

IF *PSEG inmate* NYSID [PSEG_HIST_SUM] *match found*
AND

((*Time owed after last release* LR_TM_OWED [PSEG_HIST_SUM] > zero)
OR

(*Time owed before new system activated* LR_BNS_OWED [PSEG_HIST_SUM] > zero
AND

Time owed before new system was not applied HPS_APP_DR [PSEG_HIST_SUM] = blank))
ALERT = 90056.

**Verify required fields*

IF *NYSID number* = blank
ERROR = 90051.

IF *last name* LNAME = blank
ERROR = 90052.

IF *first name* = blank
ERROR = 90053.

IF *admission date* = blank
ERROR = 90054.

IF *admission time* = blank
ERROR = 90055.

1.3.2 File Updates

**Note: Many field settings in these files are self-explanatory and have, consequently, been omitted. (See file/record definitions.)*

INMATE File – one record per incarceration

CREATE and SAVE [INMATE] record, including:

SET *inmate status code* STATUS [INMATE] = *detainee* 'DE'

LOC COUNTS File – one record per location (facility, court)

**Using user's facility:*

UPDATE and SAVE [LOC_COUNTS] record, including

**Increment admitting location (court/housing facility) head count*

SET *headcount* ADM_HEAD [LOC_COUNTS] = ADM_HEAD [LOC_COUNTS] +
1

**Increment facility census count when admitting location is a housing facility*

IF user's facility is a housing facility (not a court)

SET *census count* ADM_CENSUS [LOC_COUNTS] = ADM_CENSUS
[LOC_COUNTS] + 1.

NYSID File – one record per individual

CREATE (if it doesn't already exist) or UPDATE and SAVE [NYSID] record, including:

SET total # incarcerations for this NYSID NO_INCAR [NYSID] = NO_INCAR
[NYSID] + 1.

REGISTER File

**The Register File, ordered by facility, date and time, contains all inmate movement-related transactions. For new admissions, a record is generated for the initiating facility.*

**Using initiating (user's) facility:*

CREATE and SAVE [REGISTER] initiating-site record, including:

SET USER_ID [REGISTER] = IIS username

SET *initiating site* INIT_SITE [REGISTER] = User's Facility

IF admitting location is a court

SET *transaction type* TR_CODE [REGISTER] = "CRTADM"

ELSE

SET *transaction type* TR_CODE [REGISTER] = "DADM" (direct admit).

IF admitting location is a court

SET *transaction description* TR_DESC [REGISTER] = "Court Admission"

ELSE

SET *transaction description* TR_DESC [REGISTER] = "Direct Admission".

SET *type of transfer-in* IN_IND [REGISTER] = "A" (new admission).

INM_MOV_HOU File – one record per inmate, for most recent movement

CREATE and SAVE [INM_MOV_HOU] record, including:

SET *transfer-from location* I_FL_CODE [INM_MOV_HOU] = blank

SET *transfer-from move type* I_FL_MT_CODE [INM_MOV_HOU] = blank

SET *transfer-to location* I_TL_CODE [INM_MOV_HOU] = User's Facility

SET *transfer-to move type* I_TL_MT_CODE [INM_MOV_HOU] =

T_MT_CODE [MOV_TBL_DIR:MOV_CTRL.TAB]

SET *transfer-to-other location (override)* I_OTL_CODE [INM_MOV_HOU] = blank

SET *transfer-to-other move type* I_OTL_MT_CODE [INM_MOV_HOU] = blank

SET *Send status (Yes/Cancel/Refusal/etc)* I_SND_CODE [INM_MOV_HOU] = blank

SET *Receive status (Yes/Readmit)* I_RCV_CODE [INM_MOV_HOU] = A

(admission)

SET *inmate status at completion of transaction* I_M_STATUS [INM_MOV_HOU] =

"C" (see MOV_CTRL.TAB)

IF facility admission

SET *transaction type* I_MR_CODE [INM_MOV_HOU] = "ADM"

ELSE (court admission)

SET *transaction type* I_MR_CODE [INM_MOV_HOU] = "CRTADM"

(see MOV_CTRL.TAB).

SET *current location* I_CL_CODE [INM_MOV_HOU] = User's Facility

SET *movement start date* I_M_SDATE [INM_MOV_HOU] = blank

SET *movement start time* I_M_STIME [INM_MOV_HOU] = blank

SET *movement end date* I_M_EDATE [INM_MOV_HOU] = Current Date

SET *movement end time* I_M_ETIME [INM_MOV_HOU] = Current Time
 SET *current facility* I_F_CODE [INM_MOV_HOU] = User's Facility (or blank if court)
 SET *date into facility* I_F_DATE [INM_MOV_HOU] = Current Date (or blank if court)
 SET *time into facility* I_F_TIME [INM_MOV_HOU] = Current Time (or blank if court)
 SET *housing area* I_FA_CODE [INM_MOV_HOU] = blank if a court or = "RR" (Receiving Room) if a facility
 SET *bed #* I_FA_BED_NO [INM_MOV_HOU] = blank if a court or = BK&CS if a facility
 SET *date into area* I_BED_DATE [INM_MOV_HOU] = blank if a court or = Current Date if a facility
 SET *time into area* I_BED_TIME [INM_MOV_HOU] = blank if a court or = Current Time if a facility

FAC BEDS File – For Cell area: one record per cell bed; for Dorm area: one record for each active inmate in the housing area

CREATE and SAVE [FAC_BEDS] record only if the admitting location is a facility:
 SET *facility* F_CODE [FAC_BEDS] = User's Facility
 SET *housing area* FA_CODE [FAC_BEDS] = "RR" (Receiving Room)
 SET *pseudo-bed #* FAB_CODE [FAC_BEDS] = BK&CS (initially)
 SET *BK&CS of inmate* FAB_BK&CS [FAC_BEDS] = BK&CS
 SET *date area/bed occupied* FAB_OCC_DATE [FAC_BEDS] = Current Date
 SET *time area/bed occupied* FAB_OCC_TIME [FAC_BEDS] = Current Time.

.....

INM MOV ACT LOG File – one record per inmate per movement

CREATE and SAVE [INM_MOV_ACT_LOG] record

*Same as INM_MOV_HOU File (see above)

MHDP (Mental Health Discharge Planning/BRADH) File – Record created only if turnaround inmate

*Note: A turnaround inmate is discharged on one incarceration and is immediately admitted on another one with a new BK&CS#

CREATE and SAVE [INM_BRADH] record, including:

SET BK&CS = value in screen (new BK&CS)
 SET DTE_OPEN [INM_BRADH] = ADM_DATE [INMATE]
 SET TIME_OPEN [INM_BRADH] = ADM_TIME [INMATE]
 *Note: The following fields use the Turn-Around BK&CS number
 SET F_CODE [INM_BRADH]** = BH_F_CODE [INM_BRADH]**
 SET FA_CODE [INM_BRADH]** = BH_FA_CODE [INM_BRADH]**

** = record corresponds to the new BK&CS

*** = record corresponds to the previous BK&S

IIS_VINE_INT File – VINE Interface File - one record per required inmate transaction

CREATE and SAVE [IIS_VINE_INT] record, *including*:

SET	TRANS_DT [IIS_VINE_INT]	= Current Date
SET	TRANS_TM [IIS_VINE_INT]	= Current Time
SET	REC_TYPE [IIS_VINE_INT]	= “A” (New Admission)
SET	BK&CS [IIS_VINE_INT]	= value in screen
SET	NYSID [IIS_VINE_INT]	= value in screen
SET	LNAME [IIS_VINE_INT]	= value in screen
SET	FNAME [IIS_VINE_INT]	= value in screen
SET	MI [IIS_VINE_INT]	= value in screen
SET	DOB [IIS_VINE_INT]	= blank
SET	DIS_REASON [IIS_VINE_INT]	= blank
SET	ARREST_DATE [IIS_VINE_INT]	= blank
SET	ARR_NUMBER [IIS_VINE_INT]	= blank
SET	RACE [IIS_VINE_INT]	= blank.

IIS_SAINTBAR File – Prison Health Services Interface File - one record per required inmate transaction

CREATE and SAVE [IIS_SAINTBAR] record, *including*:

SET	STB_DT [IIS_SAINTBAR]	= Current Date
SET	STB_TM [IIS_SAINTBAR]	= Current Date
SET	STB_RTYP [IIS_SAINTBAR]	= “A” (New Admission)
SET	BK&CS [IIS_SAINTBAR]	= value in screen
SET	NYSID [IIS_SAINTBAR]	= value in screen
SET	LNAME [IIS_SAINTBAR]	= value in screen
SET	FNAME [IIS_SAINTBAR]	= value in screen
SET	MI [IIS_SAINTBAR]	= value screen
SET	DOB [IIS_SAINTBAR]	= blank
SET	SEX [IIS_SAINTBAR]	= blank
SET	ADM_DATE [IIS_SAINTBAR]	= value in screen
SET	DIS_DATE [IIS_SAINTBAR]	= blank
SET	DIS_REASON [IIS_SAINTBAR]	= blank
SET	RACE [IIS_SAINTBAR]	= blank
SET	HISPANIC [IIS_SAINTBAR]	= blank
SET	SEN_NO [IIS_SAINTBAR]	= blank
SET	PROJ_DIS_DATE [IIS_SAINTBAR]	= blank
SET	I_F_CODE [IIS_SAINTBAR]	= blank if user’s facility is a court; otherwise, user’s facility
SET	I_FA_CODE [IIS_SAINTBAR]	= blank if user’s facility is a court; otherwise, “RR” (receiving room).

AICMS_IFCOM Interface File – one record per required inmate transaction

SET parameter to identify caller as NA screen.

CALL CREATE_RECORD_FOR_AICMS_IFCOM_INTERFACE_SUBR.

New York City Department of Correction

Inmate Information System (IIS)
Program Logic and Coding Specification

Inmate Identification (ID) Screen

Table of Contents

1.1 Overview

1.2 Program Logic Performed Prior to Initial Display of Screen Data

1.3 Program Logic Performed at Time of Read Only Display of Screen

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen

1.4 Business Logic Performed for Data Entry

1.4.1 Print Labels

1.5 Program Logic Performed at Time of Commit

1.5.1 Error Messages

1.5.2 File Updates

INMATE INFORMATION SYSTEM (IIS) PROGRAM LOGIC and CODING SPECIFICATION

December 15, 2010

1.0 **Screen Name:** Inmate Identification (ID)

1.1 **Overview**

The primary purpose of this screen is to capture and display inmate pedigree information, including age, height, weight, address, background, closest contact, etc. In addition, arrest and arraignment dates are entered, although this information is also captured directly from a daily NYPD interface file. Finally, this screen is used to specify the number of inmate-folder labels to be printed; these labels are printed at a specially designated printer at each facility.

1.2 **Program Logic Performed Prior to Initial Display of Screen Data**

BK&CS:

VALIDATE user entered BK&CS.

IF valid

RETRIEVE and DISPLAY all required data

CALL BKCS_IND_SUBR.

ELSE

ERROR 19.

1.3 **Program Logic Performed at Time of Read Only Display of Screen**

BK&CS: N/A

NYSID: N/A

Last Name: N/A

First: N/A

MI: N/A

Street: N/A

Apt: N/A

City: N/A

State: N/A

ZIP: N/A

DOB: N/A

Race: N/A

Hispanic: N/A

Nativity: N/A

Citizen?: N/A

Height: N/A

Weight: N/A

Eyes: N/A

<u>Hair:</u>	N/A	
<u>Sex:</u>	N/A	
<u>Marital Status:</u>	N/A	
<u>Religion:</u>	N/A	
<u>Drugs:</u>	N/A	
<u>Alcoholic:</u>	N/A	
<u>Closest Contact</u>	N/A	
<u>Last Name:</u>	N/A	
<u>First:</u>	N/A	
<u>MI:</u>	N/A	
<u>Street:</u>	N/A	
<u>Apt:</u>	N/A	
<u>City:</u>	N/A	
<u>State:</u>	N/A	
<u>Relationship:</u>	N/A	
<u>Arrst #:</u>	N/A	
<u>Arrest Date:</u>	N/A	
<u>Arraign. Date:</u>	N/A	
<u>No. of Labels:</u>	(16 Labels/Page, max.32)	N/A
<u>Possible Gang Affiliation:</u>	N/A	

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen

**Issue alert if Arrest Number missing*

IF ARREST_NUMBER [INM_IDENT] = blank
ALERT90066.

**Issue alert if active Mental Health Discharge Planning (MHDP) inmate*

IF date assigned as MHDP inmate BH_DTE_OPEN [INM_BRADH] not = blank
AND
MHDP still active BH_DTE_CLOSE [INM_BRADH] = blank
ALERT = 90011.

**Issue alert if active or previous Centrally Monitored Case (CMC) inmate*

**Active CMC inmate*

IF inmate match found in [NYSID]
AND
cmc number CMCNO [NYSID] not = blank
IF not violent inmate CMCNO [NYSID] not = "9999-99"
ALERT = 90001
ELSE
ALERT = 90002

ELSE

**Previous CMC inmate*

IF previous cmc number PRE_CMCNO [NYSID] not = blank
AND
not violent inmate PRE_CMCNO [NYSID] not = "9999-99"
ALERT = 90003
ELSE
ALERT = 90004.

**Issue alert if active or previous Separation Order*

**Active Separation Order*

IF separation order number SEPNO [NYSID] not = blank
OR
separation order number SEP_ORD_NUM [INM_SEP_ORDER] not = blank
ALERT = 90012

ELSE

**Previous Separation Order*

IF previous separation order number PRE_SEPNO [NYSID] not = blank
ALERT = 90013.

**Issue alert if DNA required*

IF dna inmate match found NYSID = NYSID [DNA_REQ_TAKEN]
IF dna already taken DNA_TAKEN [DNA_REQ_TAKEN] = "Y"
Use DNA_DATE_TAKEN [DNA_REQ_TAKEN] for alert
ALERT = 90009

ELSE

ALERT = 90008.

1.4 Program Logic Performed for Data Entry

BK&CS: N/A
NYSID: N/A; Protected
Last Name: N/A; Protected
First: N/A Protected
MI: N/A Protected
Street: N/A Protected
Apt: N/A
City: N/A
State:
IF invalid STATE [STATE]
ERROR1.
ZIP: N/A

DOB:
IF DOB [INM_IDENT] > or = Current Date
ERROR5.
IF DOB [INM_IDENT] < 12
ALERT 90064.
IF DOB [INM_IDENT] > 90
ALERT 90065.

**Difference between Arrest Date and DOB must be greater or equal to 12 years.*
IF ARREST_DATE [INM_IDENT] not = blank
IF ARREST_DATE [INM_IDENT] - DOB [INM_IDENT] < 12
ERROR 433.

Race:
IF invalid RACE (*using [RACE] table*)
ERROR 1.

Hispanic:
IF HISPANIC [INM_IDENT] not = "Y" or "N" or "U"
ERROR 14.

Nativity:
IF invalid NATIVITY (*using [NATIVITY] table*)
ERROR 1.

Citizen:
IF CITIZEN [INM_IDENT] not = "Y" or "N" or "U"
ERROR 14.

Height:
IF HGT_IN [INM_IDENT] < 0
OR

HGT_IN [INM_IDENT] > 11
ERROR 4.
IF HGT_FT [INM_IDENT] > 7
ALERT 90059.
IF HGT_FT [INM_IDENT] < 3
ALERT 90060.

Weight:

IF WEIGHT [INM_IDENT] > 500
ALERT 90061.
IF WEIGHT [INM_IDENT] < 50
ALERT 90062.

Eyes:

IF invalid EYES (*using [EC_TYPE] table*)
ERROR 1.

Hair:

IF invalid HAIR (*using [HC_TYPE] table*)
ERROR 1.

Sex:

IF SEX [INM_IDENT] not = "M" or "F"
ERROR 27.

Marital Status:

IF invalid MARITAL (*using [MS_TYPE] table*)
ERROR 1.

Religion:

IF invalid RELIGION (*using [RELIGION] table*)
ERROR 1.

Drugs:

IF invalid DRUG_ADDICT (*using [DRUG_TYPE] table*)
ERROR 1.

Alcoholic:

IF ALCOHOLIC [INM_IDENT] not = "Y" or "N" or "U"
ERROR 14.

Closest Contact:

Last Name: N/A

First: N/A

MI: N/A

Street:

IF RSTREET [INM_IDENT] = "SAME" (*as inmate's address*)
SET RSTREET [INM_IDENT] = STREET [INM_IDENT]
SET RCITY [INM_IDENT] = CITY [INM_IDENT]
SET RSTATE [INM_IDENT] = STATE [INM_IDENT].

Apt: N/A

City: N/A

State:

IF invalid RSTATE (*using [STATE] table*)

ERROR 1.

Relationship:

IF invalid RELATION (*using [RELATION] table*)

ERROR 1.

Arrest #: N/A

Arrest Date:

IF ARREST_DATE [INM_IDENT] > Current Date

ERROR 202.

IF ARREST_DATE [INM_IDENT] > *admission date* ADM_DATE [INMATE]

ERROR 201.

IF ARREST_DATE [INM_IDENT] > *arraignment date* ARRAIGN_DATE [INMATE]

ERROR 203.

**Difference between Arrest Date and DOB must be greater or equal to 12 years.*

IF ARREST_DATE [INM_IDENT] not = blank

IF DOB [INM_IDENT] – ARREST_DATE [INM_IDENT] < 12 years

ERROR 433.

**Alert if difference between Admission Date and Arrest Date > 2 days.*

IF ADM_DATE [INMATE] – ARREST_DATE [INM_IDENT] > 2 days

ALERT 90063.

Arraign. Date:

IF ARRAIGN_DATE [INM_IDENT] > Current Date

ERROR 202.

IF ARRAIGN_DATE [INM_IDENT] > ADM_DATE [INMATE]

ERROR 206.

IF ARREST_DATE [INM_IDENT] > ARRAIGN_DATE [INMATE]

ERROR 208.

No. of Labels: (16 Labels/Page, max.32)

**Validate # labels requested for printing*

IF LBL_CNT < 1 OR LBL_CNT > 32

ERROR 30.

**Refer to Section 1.4.1 for formatting labels*

Possible Gang Affiliation:

IF GANG [INM_IDENT] not = “Y” or “N”

ERROR 8.

Remarks N/A

1.4.1 Print Inmate Labels

**This subroutine sets up an inmate's labels with all necessary data and prints them to a Facility Label Printer as defined in the IIS User's Profile [USERS].*

Line 1

**Name: Non-city sentenced inmates*

```
IF SEN_NO [INMATE] = blank
    IF MI [INMATE] = blank
        SET Line 1 = LNAME [INMATE], FNAME [INMATE],
                    FEDID [INMATE].
    ELSE
        SET Line 1 = LNAME [INMATE], FNAME [INMATE],
                    MI [INMATE], FEDID [INMATE].
```

ELSE

**Name: City sentenced inmates*

```
SET Line 1 = LNAME [INMATE], FNAME [INMATE], MI [INMATE],
            SEN_NO [INMATE].
```

Line 2

```
SET Line 2 = STREET [INM_IDENT].
```

Line 3

```
SET Line 3 = CITY [INM_IDENT], STATE [INM_IDENT], ZIP [INM_IDENT].
```

Line 4

```
SET Line 4 = DOB [INM_IDENT], RACE [INM_IDENT], HISPANIC [INM_IDENT],
            SEX [INM_IDENT], HGH_FT [INM_IDENT], HGH_IN [INM_IDENT],
            WEIGHT [INM_IDENT], EYES [INM_IDENT], HAIR [INM_IDENT].
```

Line 5

**Non-city sentenced*

```
IF SEN_NO [INMATE] = blank
    SET Line 5 = NATIVITY [INM_IDENT], RELIGION [INM_IDENT].
```

ELSE

**City sentenced*

```
IF CITIZEN [INM_IDENT] = 'Y'
    SET CIT = 'CIT'
```

ELSE

```
SET CIT = 'NCIT'.
```

```
SET Line 5 = NATIVITY [INM_IDENT], CIT, RELIGION [INM_IDENT].
```

Line 6

**Relative's name*

```
SET Line 6 = RLNAME [INM_IDENT], RFNAME [INM_IDENT],
            RMI [INM_IDENT.}
```


Line 7

**Non-City Sentenced: Set relative's address*

IF SEN_NO [INMATE] = blank

SET Line 7 = RSTREET [INM_IDENT], RAPT [INM_IDENT],
RCITY [INM_IDENT], RSTATE [INM_IDENT]

ELSE

**City-Sentenced: Set BK&CS, NYSID and Sentence Start Date*

IF SEN_F_ST_DATE [INMATE] not = blank

**Felon Sent. Start date*

SET SEN_S_DATE = SEN_F_ST_DATE [INMATE]

ELSE

**Non-felon Sent. Start Date*

SET SEN_S_DATE = SEN_ST_DATE [INM_IDENT].

SET Line 7 = BK&CS [INMATE], NYSID [INMATE], SEN_S_DATE.

Line 8

IF SEN_NO [INMATE] = blank

**Non-City Sentenced: Set BK&CS, NYSID and Admission Date*

SET Line 8 = BK&CS [INMATE], NYSID [INMATE],
ADM_DATE [INMATE].

ELSE

**City-Sentenced: Set Highest Charge Sentenced and Projected Discharge Date*

SET Line 8 = SEN_CHRG [INMATE], PROJ_DIS_DATE [INMATE].

***Print**

**Using the number of labels requested, determine the number of pages required to print all labels and create the required number of label print pages.*

SUBMIT label print pages to User Facility's Label Printer Queue.

PRINT.

1.5 Program Logic Performed at Time of Commit

1.5.1 Error Messages

IF STREET [INM_IDENT] = blank
ERROR 403.

IF CITY [INM_IDENT] = blank
ERROR 404.

IF STATE [INM_IDENT] = blank
ERROR 405.

IF RACE [INM_IDENT] = blank
ERROR 411.

IF HISPANIC [INM_IDENT] = blank
ERROR 412.

IF SEX [INM_IDENT] = blank
ERROR 413.

IF HGT_FT [INM_IDENT] = 0
ERROR 414.

IF WEIGHT [INM_IDENT] < 1
ERROR 415.

IF EYES [INM_IDENT] = blank
ERROR 416.

IF HAIR [INM_IDENT] = blank
ERROR 417.

IF NATIVITY [INM_IDENT] = blank
ERROR 418.

IF CITIZEN [INM_IDENT] = blank
ERROR 419.

IF MARITAL [INM_IDENT] = blank
ERROR 420.

IF RELIGION [INM_IDENT] = blank
ERROR 421.

IF DRUG_ADDICT [INM_IDENT] = blank
ERROR 422.

IF ALCOHOLIC [INM_IDENT] = blank
ERROR 423.

IF ARREST_DATE [INM_IDENT] = blank
ERROR 431.

IF DOB [INM_IDENT] = blank
*If DOB blank, set to dummy date
SET DOB [INM_IDENT] = 1-JAN-1901.

1.5.2 File Updates

IIS_VINE_INT File: VINE Interface File

CREATE and SAVE [IIS_VINE_INT] record, *including*:

SET	TRANS_DT [IIS_VINE_INT]	= Current Date
SET	TRANS_TM [IIS_VINE_INT]	= Current Time
SET	REC_TYPE [IIS_VINE_INT]	= "U" (Update)
...		

IIS_SAINBAR File: Prison Health Services Interface File

CREATE and SAVE [IIS_SAINBAR] record, *including*:

SET	STB_DT [IIS_SAINBAR]	= Current Date
SET	STB_TM [IIS_SAINBAR]	= Current Date
SET	STB_RTYP [IIS_SAINBAR]	= "U" (Update)
...		

AICMS File: AICMS/IFCOM Interface File

SET parameter to identify subroutine caller as ID screen.

CALL CREATE_RECORD_FOR_AICMS_IFCOM_INTERFACE_SUBR.

New York City Department of Correction

Inmate Information System (IIS)
Program Logic and Coding Specification

Court Case (CC) Screen

Table of Contents

1.1 Overview

1.2 Program Logic Performed Prior to Initial Display of Screen Data

1.3 Program Logic Performed at Time of Read Only Display of Screen Data

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen Data

1.4 Program Logic Performed for Data Entry

1.4.1 Add a New Case

1.4.2 Modify a Case

1.5 Program Logic Performed at Time of Commit

1.5.1 Errors

1.5.2 File Updates

1.5.3 Alerts

INMATE INFORMATION SYSTEM (IIS) PROGRAM LOGIC and CODING SPECIFICATION

December 15, 2010

1.0 **Screen Name:** Court Case (CC)

1.1 **Overview**

This screen captures and displays information on the cases on which the inmate is being held – either waiting for a court appearance or as a result of having been sentenced. The screen provides the ability to define new cases - by docket and/or indictment - or modify data in already defined cases. A case may contain one docket and/or one indictment, and each case may contain one or more penal code charges.

Significant data defining each case includes: the date the case was opened/closed; the case disposition; next court date information (date, time, location); remand, bail and bond data; and sentencing information (if applicable – conviction date, sentence date, sentence time).

For optimizing retrieval, the software maintains a Case Summary File record for each BK&CS that includes, but is not limited to: number of open cases, highest five charges by severity, highest five charges by points, cumulative sentence time, total bail and bond amounts.

For state-sentenced inmates (i.e., those with sentences of greater than one year), the software creates a corresponding State-Ready File record, which will be used for determining state-ready eligibility.

Based on the inmate's charges, the software determines whether an inmate requires DNA to be taken and creates a corresponding DNA File record accordingly.

1.2 **Program Logic Performed Prior to Initial Display of Screen Data**

BK&CS #:

**Validate BK&CS #.*

VALIDATE user entered BK&CS.

IF valid

 CALL BKCS_IND_SUBR

ELSE

 ERROR 19.

1.3 **Program Logic Performed at Time of Read Only Display of Screen Data**

<u>NYSID</u>	N/A
<u>Name</u>	N/A
<u>Status</u>	N/A
<u>Total Open Cases</u>	N/A
<u>Case#</u>	N/A

<u>Docket #</u>	N/A
-----------------	-----

*Validate user-entered Docket #

CALL CHECK_DOCKET_FORMAT_SUBR

IF valid

IF Docket # doesn't exists for this BK&CS

ERROR 16

ELSE

Continue

ELSE

ERROR 509.

<u>Indictment #</u>	N/A
---------------------	-----

*Validate user-entered Indictment #

CALL CHECK_INDICTMENT_FORMAT_SUBR

IF valid

IF Indictment # already exists for this BK&CS

ERROR 18

ELSE

Continue

ELSE

ERROR 513.

<u>Consl. Indictment #</u>	N/A
<u>Disposition</u>	N/A
<u>Dte Open</u>	N/A
<u>Closed</u>	N/A
<u>Nxt Crt Dte</u>	N/A
<u>Hour</u>	N/A
<u>Part</u>	N/A
<u>Boro</u>	N/A
<u>Crt Type</u>	N/A
<u>Veh Pri</u>	N/A
<u>Charge (line 1)</u>	N/A
<u>Severity (line 1)</u>	N/A
<u>Charge (line 2)</u>	N/A
<u>Severity (line 2)</u>	N/A
<u>Charge (line 3)</u>	N/A
<u>Severity (line 3)</u>	N/A
<u>Charge (line 4)</u>	N/A
<u>Severity (line 4)</u>	N/A

<u>Charge (line 5)</u>	N/A
<u>Severity (line 5)</u>	N/A
<u>Cnvct Dte</u>	N/A
<u>Remand</u>	N/A
<u>Bond</u>	N/A
<u>Bail</u>	N/A
<u>Surety Exam</u>	N/A
<u>Sent Date</u>	N/A
<u>Reimb Date</u>	N/A
<u>Minimum Sentence (Years)</u>	N/A
<u>Minimum Sentence (Months)</u>	N/A
<u>Minimum Sentence (Days)</u>	N/A
<u>Maximum Sentence (Years)</u>	N/A
<u>Maximum Sentence (Months)</u>	N/A
<u>Maximum Sentence (Days)</u>	N/A
<u>Consecutive Sentence</u>	N/A

**Determine if the next 3 field labels should be hidden because inmate not Post Release Supervision (PRS).*

Post-Release Supervision

IF *Post-Release Supervision indicator* PRS_IND [INM_CASE_DET] = blank

Hide label; protect.

PRS Sent

IF *Post-Release Supervision indicator* PRS_IND [INM_CASE_DET] = blank

Hide label; protect.

(yrs)

IF *Post-Release Supervision indicator* PRS_IND [INM_CASE_DET] = blank

Hide label; protect.

<u>Remarks</u>	N/A
----------------	-----

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen Data

IF *Post-Release Supervision indicator* PRS_IND [INM_CASE_DET] = “Y”

ALERT 90010.

IF *DIN Number* DIN [INM_CRET] not null

ALERT 90010.

1.4 Program Logic Performed for Data Entry

1.4.1 Add a New Case

<u>NYSID</u>	N/A
<u>Name</u>	N/A
<u>Status</u>	N/A

Total Open Cases N/A
Case# N/A

Docket #

**Validate Docket #*

CALL CHECK_DOCKET_FORMAT_SUBR

IF valid

 IF Docket # already exists for this BK&CS

 ERROR 16

 ELSE

 Continue

ELSE

 ERROR 509.

Indictment #

**Validate Indictment #*

CALL CHECK_INDICTMENT_FORMAT_SUBR

IF valid

 IF Indictment # already exists for this BK&CS

 ERROR 18

 ELSE

 Continue

ELSE

 ERROR 513.

Consl. Indictment #

**Validate consolidated indictment #*

IF *not consolidated indictment* CASE_DISP not = "CONS"

 SET protected

ELSE

IF *consolidated indictment number* CONINDICT [INM_CASE_DET]

does not match an already existing indictment in another case for this BK&CS

 ERROR 551.

Disposition

VALIDATE *disposition code using table* [CASE_DISP_TYPES].

IF invalid

 ERROR 1.

**Set Date Case Opened/Closed*

SET and DISPLAY *date case opened* OP_CASE_DT [INM_CASE_DET] = Current Date

IF *case disposition code* CASEDISP [INM_CASE_DET] not =
*continued "CTD", convicted "CVT", intermittent "INT", hold for
observation "730"*

 SET and DISPLAY *date case closed* CL_CASE_DT [INM_CASE_DET] =
 Current Date

ELSE

SET and DISPLAY CL_CASE_DT [INM_CASE_DET] = null.

Dte Open

**Validate date case opened*

IF date case opened OP_CASE_DT [INM_CASE_DET] > Current Date
ERROR 202.

IF OP_CASE_DT [INM_CASE_DET] < DOC admission date
ADM_DATE [INMATE]
ERROR 250.

IF OP_CASE_DT [INM_CASE_DET] > DOC discharge date
DIS_DATE [INMATE]
AND

DIS_DATE [INMATE] not null
ERROR 251.

IF OP_CASE_DT [INM_CASE_DET] > date case closed
CL_CASE_DT [INM_CASE_DET]
AND
CL_CASE_DT [INM_CASE_DET] not null
ERROR 252.

Closed

**Validate date case closed*

IF CL_CASE_DT [INM_CASE_DET] > Current Date
ERROR 202.

IF CL_CASE_DT [INM_CASE_DET] < ADM_DATE [INMATE]
ERROR 250.

IF CL_CASE_DT [INM_CASE_DET] > DIS_DATE [INMATE]
AND

DIS_DATE [INMATE] not null
ERROR 251.

IF OP_CASE_DT [INM_CASE_DET] > CL_CASE_DT [INM_CASE_DET]
AND

CL_CASE_DT [INM_CASE_DET] not null
ERROR 252.

IF CASEDISP [INM_CASE_DET] = "CTD" or "CVT" or "INT" or "730"
AND

CL_CASE_DT [INM_CASE_DET] = null
ERROR 253.

Nxt Crt Dte

**Protect if case closed*

IF CL_CASE_DT [INM_CASE_DET] not null
SET protected

ELSE

**Validate next court date*

IF *next court date* NCDATE [INM_CASE_DET] < Current Date
 ERROR 520.
IF DIS_DATE [INMATE] not null
 ERROR 1125.
IF *next court time* NCHOUR [INM_CASE_DET] is null
 SET and DISPLAY NCHOUR [INM_CASE_DET] = "09"
SET and DISPLAY *vehicle priority for transportation to court (1= highest)* 1_VAN
[INM_CASE_DET] = 2.

Hour

**Protect if no Next Court Date*
**Validate Next-Court-Date Hour*
IF NCDATE [INM_CASE_DET] is null
 SET protected
ELSE
IF NCHOUR [INM_CASE_DET] not 01,02,03,04,09,11,13
 ERROR 519.

Part

**Protect if no Next Court Date*
**Validate Court Part*
IF NCDATE [INM_CASE_DET] is null
 SET protected
ELSE
VALIDATE *court part using table* [ITC_CRT_PART]
 IF invalid
 ERROR 524
 ELSE
 **Set and Display court particulars: boro, type, etc.*
 SET and DISPLAY NCLOC [INM_CASE_DET] = REG_CODE
 [ITC_CRT_PART]
 SET and DISPLAY NCBORO [INM_CASE_DET] = BORO
 [ITC_CRT_PART]
 SET and DISPLAY NCTYPE [INM_CASE_DET] = CT_TYPE
 [ITC_CRT_PART]
 **Special validation of boro*
 IF NCBORO [INM_CASE_DET] not = *boro code in 5th character of*
 Docket # DOCKET [INM_CASE_DET]
 ALERT 900021
 **Special priority vehicle (1st van) determination*
 IF NCPART [INM_CASE_DET] = "39"
 AND
 STG_AREA [ITC_CRT_PART] = *Manhattan Supr. Ct., 111 Centre St., 9*
 Fl "NS111-9"
 SET and DISPLAY *vehicle priority for transportation to court*
 1_VAN [INM_CASE_DET] = "1".

<u>Boro</u>	Previously Set and Displayed in <u>Part</u>
<u>Crt Type</u>	Previously Set and Displayed in <u>Part</u>

Veh Pri

**Protect if no Next Court Date*

IF NCDATE [INM_CASE_DET] is null

SET protected

ELSE

**Validate vehicle priority, court date, court part,*

VALIDATE vehicle priority code using table ITC_VAN_PRI

IF invalid

ERROR 1

ELSE

IF NCDATE [INM_CASE_DET] < Current Date

ERROR 520.

IF NCPART [INM_CASE_DET] = blank

ERROR 524.

Charge 1

VALIDATE charge code using table CHARGE

IF invalid

ERROR 1

ELSE

**Set charge severity, points, narcotics and violence indicators*

SET and DISPLAY 1st charge severity code 1SEVERITY

[INM_CASE_DET] = SEVERITY [CHARGE]

SET 1st narcotic charge code 1NARCOTIC [INM_CASE_DET] =

NARCOTIC [CHARGE]

SET 1st charge points 1POINTS [INM_CASE_DET] = POINTS

[CHARGE]

SET 1st violent charge code 1VIOLENT [INM_CASE_DET] = VIOLENT

[CHARGE].

Severity 1 Set and Display in Charge 1 (above)

Charge 2 See Charge 1

Severity 2 See Charge 1

Charge 3 See Charge 1

Severity 3 See Charge 1

Charge 4 See Charge 1

Severity 4 See Charge 1

Charge 5 See Charge 1

Severity 5 See Charge 1

Cnvct Dte

**Protect Conviction Date for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "CVT", "INT", *sentenced* "SEN", *transferred state prison* "XSP"

SET protected

ELSE

**Validate conviction date*

IF *conviction date* CONVDATE [INM_CASE_DET] > Current Date

ERROR 503.

IF CONVDATE [INM_CASE_DET] > *sentence date* SENTDATE [INM_CASE_DET]

ERROR 501.

Remand

**Protect for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", *consolidated* "CONS", "CTD", "CVT", "INT", "SEN", "XSP"

SET protected

ELSE

**Validate remand*

IF *remand* REMAND [INM_CASE_DET] not = "Y" or "N"

ERROR 153.

**If remanded, initialize bond, bail (cash), surety exam indicator*

IF REMAND [INM_CASE_DET] = "Y"

SET and DISPLAY *bond amount* BOND [INM_CASE_DET] = 0

SET and DISPLAY *bail amount* CASH [INM_CASE_DET] = 0

SET and DISPLAY *surety exam* SURETY [INM_CASE_DET] = "N".

Bond

**Protect for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "CTD", "CVT"

SET protected

ELSE

** Validate bond; set bail accordingly*

IF REMAND [INM_CASE_DET] = "Y"

ERROR 6.

IF BOND [INM_CASE_DET] = 0

SET and DISPLAY CASH [INM_CASE_DET] = 0

IF BOND [INM_CASE_DET] < CASH [INM_CASE_DET]

SET and DISPLAY CASH [INM_CASE_DET] = BOND [INM_CASE_DET].

Bail

**Protect for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "CTD", "CVT"

SET protected

ELSE

** Validate bail*

IF REMAND [INM_CASE_DET] = "Y"

ERROR 6.

IF BOND [INM_CASE_DET] < CASH [INM_CASE_DET]

ERROR 512.

Surety Exam

**Protected for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "CTD", "CVT"

SET protected

ELSE

** Validate surety exam*

IF SURETY [INM_CASE_DET] not = "Y" or "N"

ERROR 8.

IF SURETY [INM_CASE_DET] = "Y"

AND

BOND [INM_CASE_DET] = 0

ERROR 541.

Sent Date

**Protected certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730" (hold) or "SEN" (sentenced) or "XSP"
(state prison)

SET protected

ELSE

** Validate sentence date*

IF SENTDATE [INM_CASE_DISP] > Current Date

ERROR 504.

IF SENTDATE [INM_CASE_DET] < *admission date* ADM_DATE [INMATE]

ERROR 250.

IF SENTDATE [INM_CASE_DET] > *discharge date* DIS_DATE [INMATE]

ERROR 251.

IF SENTDATE [INM_CASE_DET] < *conviction date* CONVDATE [INM_CASE_DET]

ERROR 501.

Reimb Date

** Validate reimbursement date*

IF *state effective reimbursement date* ST_EFF_DATE [INMATE] < ADM_DATE
[INMATE]

ERROR 2000.

IF ST_EFF_DATE [INMATE] > Current Date

ERROR 2001.

IF ST_EFF_DATE [INMATE] < *discharge date* DIS_DATE [INMATE]

ERROR 2002.

Minimum Sentence (Years)

**Protect for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
 SET protected

ELSE

** Determine if eligible for post release supervision (min. and max. sentences must be 1 year)*

 CALL CHECK_POST_RELEASE_SUPERVISION_SUBR.

Minimum Sentence (Months)

**Field is protected for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
 SET protected

ELSE

 CALL CHECK_POST_RELEASE_SUBROUTINE_SUBR.

Minimum Sentence (Days)

**Field is protected for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
 SET protected

ELSE

 CALL CHECK_POST_RELEASE_SUPERVISION_SUBR.

Maximum Sentence (Years)

**Field is protected for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
 SET protected
 Skip to next field

ELSE

 IF *maximum sentence years* MAXYEAR [INM_CASE_DET] = 0
 SET and DISPLAY *minimum sentence years* MINYEAR
 [INM_CASE_DET] = 0

** Perform state sentence processing, if applicable*

 CALL CHECK_STATE_READY_SUBR

 CALL CHECK_POST_RELEASE_SUPERVISION_SUBR.

Maximum Sentence (Months)

**Field is protected for certain case disposition codes*

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
 SET protected

ELSE

 CALL CHECK_STATE_READY_SUBR

 CALL CHECK_POST_RELEASE_SUPERVISION_SUBR.

Maximum Sentence (Days)

**Field is protected for certain case disposition codes*

```

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
    SET protected
ELSE
    CALL CHECK_STATE_READY_SUBR
    CALL CHECK_POST_RELEASE_SUPERVISION_SUBR.

```

Consecutive Sentence

**Field is protected for certain case disposition codes*

```

IF CASEDISP [INM_CASE_DET] not = "730", "SEN", "XSP"
    SET protected
ELSE
    * Validate consecutive sentence
    IF consecutive sentence CONSEQ [INM_CASE_DET] not = "Y" or "N"
        ERROR 8.

```

Post-Release Supervision

** Validate post release supervision indicator*

```

IF PRS_IND [INM_CASE_DET] not = "Y" or "N"
    ERROR 8.

```

** Post release supervision alert*

```

IF PRS_IND [INM_CASE_DET] = "Y"
    ALERT 900010.

```

ELSE

** Initialize post release supervision*

SET and DISPLAY PRS_SENT = 0.

PRS Sent

** Validate post release supervision sentence*

```

IF post release supervision indicator PRS_IND [INM_CASE_DET] = "Y"
    AND

```

Post release supervision sentence PRS_SENT = 0
 ERROR 740.

```

IF post release supervision indicator PRS_IND [INM_CASE_DET] = "N"
    AND

```

Post release supervision sentence PRS_SENT > 0
 ERROR 745.

<u>(yrs)</u>	N/A
--------------	-----

<u>Remarks</u>	N/A
----------------	-----

1.4.2 Modify a Case

Modify-a-Case is identical to Add-a-New-Case (Section 1.4.1), except for the following:

Docket

**Validate Docket #*

CALL CHECK_DOCKET_FORMAT_SUBR

IF valid

 IF Docket # already exists for this BK&CS

 Continue

 ELSE

 ERROR 514

ELSE

 ERROR 509.

Indictment

**Validate Indictment #*

CALL CHECK_INDICTMENT_FORMAT_SUBR

IF valid

 IF Indictment # already exists for this BK&CS

 ERROR 515

 ELSE

 Continue

ELSE

 ERROR 513.

1.4.2.1 Alert Messages Generated At Time of Display of Screen Data when Modifying a Case

**Post Release Supervision inmate alert*

IF *Post-Release Supervision indicator* PRS_IND [INM_CASE_DET] = "Y"

 ALERT 900010.

**State Prisoner alert*

IF *DIN Number* DIN [INM_CRET] not null

 ALERT 900010.

1.5 Business Logic Performed at Time of Commit

1.5.1 Errors

** Validate case disposition*

**The validations below use case disposition CASEDISP [INM_CASE_DET] and the Case Disposition Type table [CASE_DISP_TYPES].*

IF *case disposition* CASEDISP [INM_CASE_DET] = blank

ERROR 575.

**Validate consolidated indictment*

IF *case disposition is a consolidated indictment* CIFLD [CASE_DISP_TYPES] = "Y"

AND

consolidated indictment number COINDICT [INM_CASE_DET] = null

ERROR 576.

** Validate Next Court Date/Time and Court Part were entered*

IF *case disposition requires a next court date* NCFLD [CASE_DISP_TYPES] not = "N"

AND

(*next court date* NCDATE [INM_CASE_DET] = null

OR

next court time NCHOUR [INM_CASE_DET] = blank

OR

next court part NCPART [INM_CASE_DET] = blank)

ERROR 577.

** Validate Remand and Bond*

IF (*disposition requires a next court date* NCFLD [CASE_DISP_TYPES] not = "N"

OR

disposition is convicted CNFLD [CASE_DISP_TYPES] not = "N")

AND

(*case is not remanded* REMAND [INM_CASE_DET] = null

AND

bond amount missing BOND [INM_CASE_DET] = 0)

ERROR 505.

** Validate Conviction Date.*

IF *disposition is convicted* CNFLD [CASE_DISP_TYPES] = "Y"

AND

conviction date not entered CONVDATE [INM_CASE_DET] = null

ERROR 580.

** Validate Sentence Date*

IF *disposition is sentenced* SEFLD [CASE_DISP_TYPES] = "Y"

AND

(*conviction date not entered* CONVDATE [INM_CASE_DET] = null

OR

sentenced date not entered SENTDATE [INM_CASE_DET] = null)

ERROR 581.

**Validate that at least one charge was entered*

IF *no charges* CHARGE [INM_CASE_DET]

ERROR 579.

** Validate Maximum and Minimum Sentence Time*

IF maximum sentence < minimum sentence

ERROR 582.

** Validate Surety Exam and Bond*

IF surety exam required SURETY [INM_CASE_DET] = "Y"

AND

bond amount missing BOND [INM_CASE_DET] = 0

ERROR 541.

** Validate Post Release Supervision*

IF eligible for post release supervision

AND

post release supervision screen field PRS_IND [INM_CASE_DET] not = "N" or "Y"

ERROR 730.

1.5.2 File Updates

CALL CASE_SUMMARY_MAINTENANCE_SUBR

CALL STATUS_CALCULATION_SUBR

SET parameter to identify caller as CC screen

CALL CREATE_RECORD_FOR_AICMS_IFCOM_INTERFACE_SUBR

UPDATE [INM_CASE_DET]

UPDATE [INM_CASE_SUM]

UPDATE [INMATE]

UPDATE [AICMS]

UPDATE [DNA_REQ_TAKEN]

1.5.3 Alerts

** Using charges and sex offender charge table [SEXOFF_CHARGES] determine whether an alert is required.*

IF case disposition CASEDISP [INM_CASE_DET] = "SEN"

AND

maximum sentence <= 1 year

AND

any charge within the case CHARGE [INM_CASE_DET] is in the Sex Offender charges table [SEXOFF_CHARGES]

IF sex offender alert message flag ALERT_FLG [SEXOFF_CHARGES] = "1"

ALERT 900005.

ELSE

ALERT 900006.

** Using charges and DNA charge table [DNA_CHARGES] determine whether an alert is required.*

IF case disposition CASEDISP [INM_CASE_DET] = "SEN"

AND

any charge within the case CHARGE [INM_CASE_DET] *is in the DNA charges table*
[DNA_CHARGES]

ALERT 900007.

New York City Department of Correction

**Inmate Information System (IIS)
Program Logic and Coding Specification**

Inmate Housing (HO) Screen

Table of Contents

1.1 Overview

1.2 Program Logic Performed Prior to Initial Display of Screen Data

1.3 Program Logic Performed at Time of Read Only Display of Screen

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen

1.3.2 Current Housing Area

1.3.3 New Housing Area

1.4 Program Logic Performed for Data Entry

1.4.1 Alert Messages Generated At Time of Read Only Display of Screen

1.4.2 Current Housing Area

1.4.3 New Housing Area

1.4.3.1 Special Processing for Heat Sensitive Inmates

1.5 Program Logic Performed at Time of Commit

1.5.1 Errors

1.5.2 File Updates

INMATE INFORMATION SYSTEM (IIS) PROGRAM LOGIC and CODING SPECIFICATION

December 15, 2010

1.0 **Screen Name:** Inmate Housing (HO)

1.1 **Overview**

This screen allows the user to assign or reassign an inmate to a housing area. Warnings, which may be overridden, are issued if an attempt is made to house an inmate in a housing area whose security level differs from the inmate's classification. As a special case, the screen allows the user to identify and house a heat-sensitive inmate (i.e., one who requires air conditioned housing).

1.2 **Program Logic Performed Prior to Initial Display of Screen Data**

```
VALIDATE BK&CS exists
  IF exists
    RETRIEVE and DISPLAY:
      NAME
      NYSID
    CALL BKCS_IND_SUBR
  ELSE
    ERROR 19.
```

1.3 **Program Logic Performed at Time of Read Only Display of Screen Data**

<u>Name</u>	N/A
<u>NYSID</u>	N/A
<u>Inmate's Classification</u>	N/A

Heat Sensitive

**Determine if inmate had been designated as heat sensitive*

IF date inmate was designated heat sensitive DESIGN_DT [HEAT_SENSITIVE_HOU]
> date inmate's heat sensitive designation was removed DES_REM_DT
[HEAT_SENSITIVE_HOU]

OR

Heat sensitive inmate refused to be housed in an A/C area when last housed REFUSED
[HEAT_SENSITIVE_HOU] = "Y"

SET Heat Sensitive.

<u>Refusal</u>	N/A
----------------	-----

**Unhide Refusal screen label if heat sensitive inmate*

IF Heat Sensitive

Display screen label.

1.3.1 Alert Messages Generated At Time of Read Only Display of Screen

**1. Determine if inmate's classification differs from the housing area security level*

**Part 1: General Population inmates*

IF inmate's classification CLASS [INM_CLASS] = "GPxx"

AND

Housing area security level FA_HT_CODE [INM_HOU] not = inmate's classification level

IF inmate's classification CLASS [INM_CLASS] < is lower than security level of area FA_HT_CODE [INM_HOU]

ALERT 90040

ELSE

IF inmate's classification CLASS [INM_CLASS] > is greater than security level of area FA_HT_CODE [INM_HOU]

ALERT 90041.

**Part 2: Special Housing Inmates*

IF inmate's special housing classification CLASS [INM_CLASS] not = housing area security level FA_HT_CODE [INM_HOU]

ALERT 90042.

**2. Determine if active or former Centrally-Monitored-Case (CMC) inmate*

IF active CMC inmate NYSID [NYSID]

AND

CMCNO [NYSID] not = blank

IF not violent inmate CMCNO [NYSID] not = '9999-99'

ALERT = 90001

ELSE

IF violent inmate CMCNO [NYSID] = '9999-99'

ALERT = 90002

ELSE

Continue

ELSE

IF former CMC inmate NYSID [NYSID]

AND

PRE_CMCNO [NYSID] not = blank

IF not violent inmate PRE_CMCNO [NYSID] not = '9999-99'

ALERT = 90003

ELSE

IF violent inmate PRE_CMCNO [NYSID] = '9999-99'

ALERT = 90004.

**3. Determine if active or former Separation Order inmate*

IF separation order number SEPNO [NYSID] not = blank

OR

NYSID exists in separation order file [INM_SEP_ORDER]

ALERT 90012

ELSE

IF former separation order number PRE_SEPNO [NYSID] not = blank

ALERT 90013.

**4. Determine if active Mental Health Discharge Planning (MHDP) inmate*

IF date assigned as MHDP inmate BH_DTE_OPEN [INM_BRADH] not = blank

AND

MHDP status still active BH_DTE_CLOSE [INM_BRADH] = blank

ALERT = 90011.

1.3.2 Current Housing Area

Facility N/A

Area N/A

Bed/Cell N/A

Since N/A

Override

IF heat sensitive inmate

Display screen label.

**User may permit heat sensitive inmate to be housed in non-air conditioned area by an override*

IF Override inmate

SET Override.

Reason N/A

**Reason required for Override; unhide label*

IF Override

DISPLAY Reason screen label

DISPLAY Override reason OR_REASON [HEAT_SENSITIVE_HOU].

1.3.3 New Housing Area

INITIALIZE all fields:

Facility

Area

Bed/Cell
Since
Override
Reason

1.4 Program Logic Performed for Data Entry

<u>Name</u>	N/A
<u>NYSID</u>	N/A
<u>Inmate's Classification</u>	N/A

Heat Sensitive

**Verify entry; initialize related fields; issue alerts.*

VALIDATE Heat Sensitive.

IF invalid

ERROR 10.

IF Heat Sensitive

AND

**Inmate's current housing area not found in the A/C housing area table*

[HEAT_SEN_HOU_AREA_AC]

ALERT 90043.

Refusal

VALIDATE Refusal

IF Invalid

ERROR 10.

1.4.1 Other Alerts and Error Messages

**None*

1.4.2 Current Housing Area

**No data entry. Same as Business Logic Performed at Time of Read Only Display of Screen with Data (Section 1.3.2)*

1.4.3 New Housing Area

<u>Facility</u>	N/A; protected
-----------------	----------------

**1. Validate inmate is not in-transit to another housing facility*

IF inmate's current location I_CL_CODE [INM_MOV_HOU] = "TRANS"

AND

To location I_TL_CODE [INM_MOV_HOU] = different housing facility

ERROR 10005.

**2. Using IIS username, validate user's facility is same as inmate's*

IF inmate's current housing facility I_FL_CODE [INM_MOV_HOU] not = IIS user's location U_FACIL [USERS]

ERROR 90044

ELSE

SET Facility = inmate's current housing facility I_FL_CODE [INM_MOV_HOU].

Area

1. Using [FAC_AREA] table, VALIDATE user entered valid housing area.

IF Invalid

ERROR 1.

2. Determine if space available for housing

*2a. Cell area

IF housing area structure type FA_HS_CODE [FAC_AREA] for Area = "CELL"

IF housing area occupant BK&CS FAB_BK&CS not = null for every cell record in the housing facility area beds [FAC_BEDS] for Area

ERROR 10001

ELSE

*2b. Non-cell area

*Capacity of housing area has been exceeded

IF inmate count in housing area FA_OCCUP [FAC_AREA] >= number of standard beds in housing area FA_STD_BEDS [FAC_AREA] + number of variance beds in housing area FA_VAR_BEDS [FAC_AREA]

ALERT 90068 .

* 3. Issue alert if OSIU inmate

IF inmate exists in the OSIU Alert file NYSID [NEW_ADMIT_ALERT]

ALERT 90057.

*4. Issue alert if user-entered housing area is not appropriate for a heat sensitive inmate

IF Heat Sensitive

AND

Inmate didn't refuse to be housed in an A/C housing area

AND

Inmate's current housing area not found in the A/C housing area table [HEAT_SEN_HOU_AREA_AC]t

ALERT 90045

CONTINUE to Override field (See Section 1.4.3.1).

Bed/Cell

*Using the facility area table, determine whether the new housing area structure type is a cell or dorm/mod and mark a cell or dorm bed as occupied

IF new housing area structure type FA_HS_CODE [FAC_AREA] for Area = "CELL"

SET Bed/Cell = cell number

ELSE

**If the new housing area structure type is not a cell (dorm, mod, etc.)*

**Set bed number to inmate's BK&CS*

SET Bed = BK&CS.

Since

**Set date and time housed*

SET Since = Current date and time; protected.

1.4.3.1 Special Processing for Heat Sensitive Inmates

Override

**If a user houses a heat sensitive inmate in a non A/C area (Section 1.4.3,) and the inmate didn't refuse to be housed in an A/C area, the screen immediately forces user to make an entry into the Override field (Y/N).*

IF Override invalid

ERROR 8.

IF Override = "N"

ERROR 90046

CONTINUE (i.e., start over with housing the inmate)

ELSE

Continue.

Reason

**Reason required for overriding housing a heat sensitive inmate in a non A/C housing area*

IF not Override

SET Protected

ELSE

User must enter reason

Continue.

1.5 Program Logic Performed at Time of Commit

1.5.1 Errors

**Heat sensitive inmate not housed in an A/C area, not refused and not overridden.*

IF Heat Sensitive

AND

Inmate didn't refuse to be housed in an A/C housing area

AND

New housing area not found in the list of A/C housing areas

[HEAT_SEN_HOU_AREA_AC]

AND

Override reason = blank

ERROR 90046.

1.5.2 File Updates

*Update [INM MOV HOU]

SET housing start date I_BED_DATE [INM_MOV_HOU] = Current date
SET housing start time I_BED_TIME [INM_MOV_HOU] = Current time
SET housing area I_FA_CODE [INM_MOV_HOU] = New housing area from screen
SET bed/cell number I_FA_BED_NO [INM_MOV_HOU] = New bed/cell from screen
Update [INM_MOV_HOU]

*Update [FAC BEDS]

*1. Initialize this inmate's former housing data in [FAC_BEDS]
*2. Update this inmate's new housing data in [FAC_BEDS]
SET bed/cell number FAB_BK&CS [FAC_BEDS] = New bed/cell from screen
SET occupied start date FAB_OCC_DATE [FAC_BEDS] = Current date
SET occupied start time FAB_OCC_TIME [FAC_BEDS] = Current time
Update [FAC_BEDS].

* Update housing area counts in [FAC AREA]

*1. Decrement inmate count of the former housing area
SET inmate count of former housing area FA_OCCUP [FAC_AREA] = FA_OCCUP
[FAC_AREA] – 1

*2. Increment inmate count of the new housing area
SET inmate count of new housing area FA_OCCUP [FAC_AREA] = FA_OCCUP
[FAC_AREA] +1
Update [FAC_AREA].

*Create IFCOM/AICMS interface file record

SET parameter to identify caller as HO screen.
CALL CREATE_RECORD_FOR_AICMS_IFCOM_INTERFACE_SUBR
UPDATE [AICMS].

*Create Prison Health Services interface file record

SET record type STB_RTYP [IIS_SAINTBAR_INT] = housing "H"
CALL CREATE_PHS_RECORD_SUBR.

*Update [HEAT SENSITIVE HOU]

*1. If applicable, set heat sensitive designation date of an inmate

Case 1: Newly designated

IF Heat Sensitive

AND

The heat sensitive indicator at initial display of screen was not set

SET *heat sensitive designation date* DESIGN_DT [HEAT_SENSITIVE_HOU] =
Current Date
SET *heat sensitive date designation removed* DESIGN_REM_DT
[HEAT_SENSITIVE_HOU] = null.

**Case 2: Remove heat sensitive designation date because inmate changes refusal to non-refusal.*

IF *inmate no longer refuses to be housed in an A/C area*

AND

Inmate refused to be housed in an A/C area when housed previously housed

SET *heat sensitive designation date* DESIGN_DT [HEAT_SENSITIVE_HOU] =
Current Date

SET *heat sensitive date designation removed* DESIGN_REM_DT
[HEAT_SENSITIVE_HOU] = null.

**2. If applicable, remove heat sensitive designation of an inmate*

Case 1: *Reset heat sensitive designation because inmate is no longer heat sensitive.*

IF *not Heat Sensitive currently*

AND

Inmate was heat sensitive at initial display of screen

SET *heat sensitive designation date* DESIGN_DT [HEAT_SENSITIVE_HOU] =
blank

SET *heat sensitive date designation removed* DESIGN_REM_DT
[HEAT_SENSITIVE_HOU] = Current date.

**Case 2: Reset heat sensitive settings because inmate refuses to be housed in an A/C area.*

IF *Refusal currently set*

AND

Refusal was not set at initial display of screen

SET *heat sensitive designation date* DESIGN_DT [HEAT_SENSITIVE_HOU] =
blank

SET *heat sensitive date designation removed* DESIGN_REM_DT
[HEAT_SENSITIVE_HOU] = Current date.

**3. Update remaining fields in [HEAT_SENSITIVE_HOU]*

SET REFUSAL [HEAT_SENSITIVE_HOU] = *Refusal from screen.*

SET OR_REASON [HEAT_SENSITIVE_HOU] = *Override Reason from screen.*

IF *Override*

SET *date of override* OR_DATE [HEAT_SENSITIVE_HOU] = Current Date.

Update [HEAT_SENSITIVE_HOU].

New York City Department of Correction
Information Technology Division

**Inmate Information System (IIS)
Program Logic Specification**

Punitive Segregation (PSEG) Screens

Table of Contents

Introduction

1.0 PSEG Admit/Release Screen (PSEGAR)

2.0 PSEG Inquiry Screen (QPSEG)

3.0 PSEG Pre-Hearing Detention Credit (PSEGPC)

4.0 PSEG Infraction Consecutive Sentence Adjustment (PSEGCS)

5.0 PSEG Historical Time Data Entry (PSEGHT)

6.0 PEG Date Adjustment Data Entry (PSEGDA)

**INMATE INFORMATION SYSTEM (IIS)
PROGRAM LOGIC**

March 30, 2011

INTRODUCTION

This specification contains the program logic for the IIS Punitive Segregation (PSEG) application screens, which include:

- PSEG Admit/Release (PSEGAR)
- PSEG Inquiry (QPSEG)
- PSEG Pre-Hearing Detention Credit (PSEGPC)
- PSEG Infraction Consecutive Sentence Adjustment (PSEGCS)
- PSEG Historical Time Data Entry (PSEGHT)
- PSEG Date Adjustment (PSEGDA)

1.0 **Screen Name:** PSEG Admit/Release (PSEGAR)

1.1 **Overview**

The PSEGAR screen is used to track inmates being held in DOC's punitive segregation (PSEG) facilities. This is done by logging the inmate's admission-to and release-from PSEG.

Inmates may be admitted to PSEG only: 1) if they have previously been transferred, using the Transfer/Discharge (TD) screen, to a facility with a punitive segregation area, and 2a) if they have been sentenced in their current incarceration to serve punitive segregation time, using the Infractions (INFR) screen, or 2b) if they owe punitive segregation time from a previous incarceration. Inmates may be released from PSEG only if they are currently in a PSEG facility.

Files Used

PSEG_ADM_REL
PSEG_TIME_OWED
PSEG_HIST_SUM
PSEG_FACIL
INM_INFRAC
INMATE
INM_MOV_HOU
USER

1.2 **Display of Screen Data**

- User enters BKCS # or NYSID #
- System validates NYSID
- System validates that inmate is currently incarcerated and is either:
 - * Currently serving PSEG time (Release), or
 - * Must serve PSEG time due to prior or current infractions (Admit).

1.2.1 **Basic Information**

BK&CS
NYSID
Name
DOC Admission Date
DOC Discharge Date
PSEG Admit Date
PSEG Release Date

COMPUTE (days) Subtotal Time Owed =
[Prior] Conditional Release Time Applied or [Prior] Time Owed Applied (if any; they are mutually exclusive)

- + [Total Current Infraction] Time Sentenced
- PHD (Pre-Hearing Detention) Credit.

COMPUTE (days) Total Time Owed =

Subtotal Time Owed

- Time Served
- [Current] Conditional Release Time (applicable to performing a Release only).

1.3 Data Entry

1.3.1 Admitting an Inmate into PSEG

BK&CS or NYSID

Validate that user is assigned to a PSEG facility (using the user's facility location - in the USER file - and the defined PSEG facilities in table PSEG_FACIL.

IF not

ERROR 4322.

Validate inmate is housed in user's facility

IF not

ERROR 4321.

Validate that inmate owes PSEG time

IF (Historical Conditional Release Time + Historical Time Owed + Current Time Owed due to a Sentenced Infraction) = 0

ERROR 4301.

PSEG Admit Date

SET Admit Date to Current date.

Validate date entered

IF PSEG Admit Date > current date

ERROR 4305.

IF PSEG Admit Date < date inmate was housed in current facility I_F_DATE

ERROR 4308.

Set the screen historical times (as applicable)

SET [Historical] Conditional Release Time Applied = Historical Conditional Release Time

or

SET [Historical] Time Owed Applied = Historical Time Owed

COMPUTE Subtotal Time Owed = Historical Time Applied + Time Sentenced

COMPUTE Time Served = Current Date - PSEG Admit Date + 1

COMPUTE Total Time Owed = Historical Time Applied + Time Sentenced – Time Served

1.3.2 Releasing an Inmate from the PSEG

BK&CS or NYSID

Validate inmate is currently serving PSEG time

IF last PSEG Admit Date for this BK&CS = null or last PSEG Release Date for this BK&CS not = null

ERROR 4311.

PSEG Release Date

SET to current date

COMPUTE Time Served = PSEG Release Date – PSEG Admit Date + 1

COMPUTE Total Time Owed = Historical Time Applied + Current Time Sentenced – PHD Credit – Time Served

Automatically adjust Release Date if user neglected to release inmate when all time was served.

IF Total Time Owed < 0
SET PSEG Release Date = PSEG Admit Date + Total Time Owed - 1
SET Time Served = Total Time Owed - 1
ALERT 90070.

Validate release date entered
IF PSEG Release Date < PSEG Admit Date
ERROR 4303.
IF PSEG Release Date > DOC Discharge Date
ERROR 4304.
IF PSEG Release date results in a Total Time Owed < 0
ERROR 4310.

Conditional Release Indicator

If Total Time Owed > 0, prompt user on whether time owed is conditional release time
IF Conditional Release Indicator not = "Y" or "N"
ERROR 4315.

IF Conditional Release Indicator = "Y"
SET Conditional Release = Total Time Owed
SET Total Time Owed = 0.

ARNT (A Road Not Traveled) Program Indicator

If Conditional Release Indicator = "Y" then prompt user whether inmate qualifies for the ARNT program
Validate ARNT Program is a "Y" or "N"
IF not
ERROR 4333.

1.4 Commit Changes

1.4.1 Committing an Admission into PSEG

1.4.1.1 Error Processing
N/A

1.4.1.2 File Updates

Update PSEG_ADM_REL
Update PSEG_TIME_OWED
Update PSEG_HIST_SUM
Update INM_INFRAC

1.4.2 Committing a Release from the PSEG

1.4.2.1 Error Processing

Validate Conditional Release indicator is either "Y" or "N" when Total Time Owed > 0
IF not
ERROR 4316.
Validate ARNT Program indicator is either "Y" or "N" when Condition Release indicator = "Y"
IF not
ERROR 4333.

1.4.2.2 File Updates

Update PSEG_ADM_REL
Update PSEG_TIME_OWED
Update PSEG_HIST_SUM
Update INM_INFRAC

2.0 Screen Name: PSEG Inquiry (QPSEG)

2.1 Overview

This screen displays all of an inmate's punitive segregation incarcerations, both current and historical. The information is displayed in the following sort order: by NYSID; by admission date of incarceration within NYSID (in descending order); by admit date to a punitive segregation facility within incarceration (in descending order).

2.2 Basic Information

The indentation, below, illustrates the sort order and relationships of the displayed data.

NYSID

BK&CS

Name

DOC Admission Date

DOC Discharge Date

PSEG Admit Date

PSEG Release Date

Total PSEG Time Sentenced

Total PHD Credit Time

Total PSEG Time Served

Total Conditional Release Time

[Time] Owed at Cutover

[Total] Time Sentenced

[Total] PHD Credit Time

[Total] Time Served

[Total] Conditional Release Time

COMPUTE Total Time Owed =

[Time] Owed at Cutover

+ [Total] Time Sentenced

- [Total] PHD Credit Time

- [Total] Time Served

- [Total] Conditional Release Time.

3.0 Screen Name: PSEG PHD Credit Data Entry (PSEGPC)

3.1 Overview

This screen is used for posting PHD (Pre-Hearing Detention) Credit, if any, for each PSEG incarceration.

3.2 Basic Information

Identical to PSEG Admit/Release (section 1.2.1)

3.3 Data Entry

PHD Credit

Entry must be a positive value

IF not

ERROR 4306.

COMPUTE Total Time Owed = Historical Time Applied + Time Sentenced – PHD Credit – Time Served

Validate days entered of PHD Credit does not result in a negative total time owed

IF Total Time Owed < 0

ERROR 4307.

4.0 Screen Name: PSEG Infraction Consecutive Sentence Adjustment (PSEGCS)

4.1 Overview

This screen is used for adjusting an inmate's total sentenced time for all current infractions, where sentences are to be served concurrently. Current infractions include those that are either being served in the PSEG or have not yet begun to be served.

4.2 Basic Information

BK&CS

NYSID

Name

PSEG Admit Date

DOC Admission Date

Total Sentence Time for Current Infractions

Sentence Time Reduction for Consecutive Sentence

4.3 Data Entry

COMPUTE Revised Total Sentence Time for Current Infractions =

- Total Sentence Time for Current Infractions
- Sentence Time Reduction for Consecutive Sentence

Validate entry of Sentence Time Reduction for Consecutive Sentence.

IF Revised Total Sentence Time for Current Infractions < 0

ERROR 4312.

IF inmate is currently serving PSEG time and the Revised Total Sentence Time for Current Infractions results in a negative Time Owed for the PSEG incarceration

ERROR 4329.

5.0 Screen Name: PSEG Historical Time Data Entry (PSEGHT)

5.1 Overview

This screen was developed in lieu of an automated data conversion of historical data for those inmates not serving PSEG time at the time of the cutover, November 15, 2007. It is used for entering Historical Total Conditional Release Time and Historical Total Time Owed. (Historical time owed for those inmates who were serving PSEG time at the time of cutover to this new system was entered using a different, no longer operational, screen.)

5.2 Basic Information

NYSID

Name

Time Owed Before New System

Conditional Release Time Before New System

5.3 Data Entry

Time Owed Before New System

*Validate entry

IF Time Owed Before New System < 0

ERROR 4312.

Conditional Release Time Before New System

*Validate entry

IF Conditional Release Time Before New System < 0

ERROR 4312.

*Validate both can't be entered

IF Conditional Release Time Before New System > 0 and

Time Owed Before New System > 0

ERROR 4317.

6.0 Screen Name: PSEG Date Adjustment (PSEGDA)

6.1 Overview

This screen is used to correct erroneous entry of data. Specifically:

- 1) To modify a PSEG Admit Date for an inmate currently serving a PSEG incarceration, or
- 2) To modify a PSEG Admit Date and/or Release Date for an inmate's most recently completed PSEG incarceration,
or
- 3) To deleting a PSEG incarceration an inmate is currently serving.

6.2 Basic Information

Identical to PSEG Admit/Release (section 1.2.1) for the current or latest PSEG incarceration.

6.3 Data Entry

[New] PSEG Admit Date

*Same logic and edits as in Admitting an Inmate in PSEG (section 1.3.1), with the following addition:
IF new PSEG Admit Date results in a negative Time Owed for the PSEG incarceration
ERROR 4307.

[New] PSEG Release Date

Same logic and edits as Releasing an Inmate (section 1.3.2).

Delete PSEG Admission

Delete record in PSEG_ADM_REL file.

Update PSEG_TIME_OWED and PSEG_HIST_SUM.

New York City Department of Correction
Information Technology Division

**Inmate Information System (IIS)
Program Logic Specification**

Clinic Inmate Tracking (CIT) Screen

Table of Contents

1.1 Overview

1.2 Display of Screen Data

1.3 Data Entry

1.4 Commit Changes

1.4.1 Error Processing

1.4.2 File Updates

INMATE INFORMATION SYSTEM (IIS) PROGRAM LOGIC

March 15, 2011

1.0 **Screen Name:** Clinic Inmate Tracking (CIT)

1.1 **Overview**

This screen is used track the time and reason an inmate is admitted to a jail clinic, the time it took to see a medical professional, the total time the inmate was in the clinic and the inmate's destination after checking out of the clinic.

In addition, a special feature, inmates-in-clinic roster, provides a real-time inquiry that displays the inmates currently in that clinic, sorted in ascending order by the inmate's time of admission into the clinic. This roster is automatically "refreshed" every 30 seconds.

Files Used

INM_CLINIC_TRK
INMATE
INM_IDENT
INM_MOV_HOU

1.2 **Display of Screen Data**

- User enters either BKCS #, NYSID #, or uses a bar code reader for entering the inmate's BKCS# from inmate's identification card.
- System validates to ensure that inmate is currently incarcerated.
- Using the BKCS_IND_SUBR subroutine, system retrieves and displays up to three indicators which are displayed to the right of the BK&CS #, if applicable: "*" (Centrally Monitored Case); "S" (Separation Orders); "M" (Mental Health Discharge Planning). Note: This display is applicable to all major IIS screens.

1.2.1 **Basic Information**

BK&CS
NYSID
Name
[Current] Facility
[Current] Housing Area
Possible Gang Affiliation
Type of Visit
Clinic Facility
Clinic ID [code]¹
Clinic ID [description]
Declined
Postponed
Ck-Out Disposition]
Note
[Admitted into Clinic] In Date
[Admitted into Clinic] In Time
Called Date
Called Time
Called Wait [Time between Admit Time and Called Time]
[Check] Out Date [from Clinic Date]
[Check] Out Time [Released from Clinic Time]
[Check] Out Wait [Time between Clinic Admit Time and Clinic Check Out Time]

Inmate's Full Name [Earliest Admit -1 ... 18]²
[Inmate] Called? [1 ... 18]²
BK&CS [1 ... 18]²

1.3 Data Entry

1.3.1 Admitting an Inmate into the Clinic

BK&CS or NYSID

Validate that inmate is not currently active in another clinic.

IF active in another clinic

ERROR 354.

SET In Date = Current date

SET In Time = Current time

Type of Visit

The possible values for this field vary depending on the category of the specific clinic. Clinics fall under three categories: General Medical, Mental Health and Specialty) which are identified in the FAC_CLINIC table. The valid type-of-visit values for the user's facility are automatically displayed in the screen. (See Footnote 3)

Note

Optional comment.

1.3.2 Calling an Inmate

BK&CS or NYSID

User selects inmate from Inmates-in-Clinic roster.

SET Call Date = Current date

SET Call Time = Current time

SET Call Wait Time (HH:MM) = Current date/time – In date/time.

Declined

A visit can be declined only if the Type of Visit is "S" (sick).

If Declined = "Y" and Type of Visit not = "S"

ERROR347.

SET Call Date = blank

SET Call Time = blank

SET Out Date = Current date

SET Out Time = Current time

SET Out Wait Time (HH:MM) = Current date/time – In date/time.

Postponed

A visit can be postponed only if the Type of Visit is "S" (sick), "E" (emergency), "I" (injury) or "X" (consultation return – hospital run medical).

If Postponed = "Y" and Type of Visit not = "S", "E", "I", or "X"

ERROR348.

SET Call Date = blank

SET Call Time = blank

SET Out Date = Current date

SET Out Time = Current time

SET Out Wait Time (HH:MM) = Current date and time – In date and time

Ck-Out Disp[osition]

A Ck-Out Disposition code is required if either Declined or Postponed is set to "Y". The system initially sets the value to "R" (Returned to Housing). (See Footnote 4)

Note

Optional comment

1.3.3 Checking an Inmate Out of the Clinic

BK&CS or NYSID

User selects from "Inmate in Clinic" roster

SET [Check] Out Date = Current date

SET [Check] Call Time = Current time
SET [Check] Out Wait Time (HH:MM) = Current date and time – In date and time

Ck-Out Disp[osition]

A Ck-Out Disposition code is required for checking an inmate out of the clinic. The system initially sets the value to “R” (Returned to Housing). (See Footnote 4)

Note

Optional comment

1.4. Commit Changes

1.4.1 Committing Admission to Clinic

DISPLAY inmate data at the next available line in the “Inmate in Clinic” roster.

1.4.1.1 Error Processing

IF Type of Visit = blank
ERROR 352.

1.4.1.2 File Updates

Update INM_CLINIC_TRK file

1.4.2 Committing Call of the Inmate

SET [Inmate] Called? to “Y” in “Inmate in Clinic” roster.

1.4.2.1 Error Processing

Ck-Out Disp[osition] is required if either Declined or Postponed = “Y”
IF Declined = “Y” or Postponed = “Y” and Ck-Out Disp = blank
ERROR 346.

1.4.2.2 File Updates

Update INM_CLINIC_TRK file

1.4.3 Committing Checking the Inmate Out of the Clinic

DELETE inmate’s entry from “Inmate in Clinic” roster.

1.4.3.1 Error Processing

Ck-Out Disp[osition] required.
IF Ck-Out Disp = blank
ERROR 346.

1.4.3.2 File Updates

Update INM_CLINIC_TRK file.

FOOTNOTES

(1) Using the IIS User ID, the system sets the Clinic ID to the user’s location [INM_CLINIC_USER].

(2) These three fields each occur eighteen times per page, and define each of the inmates currently in the clinic, ordered by clinic admit date and time in ascending order.

(3) Type of Visit Codes

a. General Medical and Mental Health Clinics

Code & Description

A NEW ADMISSION
B ADMISSION - OTHER JURISDICTIONS
D DENTAL FOLLOW UP
E EMERGENCY
F MEDICAL FOLLOW UP
I INJURY REPORT
O OVERLOAD
S SICK CALL
T TURNAROUND
U CONSULT RETURN - URGICARE
W CONSULT RETURN - SPECIALTY CLINIC
X CONSULT RETURN - HOSP RUN MEDICAL
Y CONSULT RETURN - HOSP RUN PSYCH
L CIVIL DISCHARGE
N C-71 EVALUATION
P DISCHARGE PLANNING
Q MENTAL HEALTH FOLLOW-UP
R MENTAL HEALTH REFERRAL

b. Specialty Clinics

Code & Description

C SPECIALITY CLINIC

4. Check-out Dispositions

Code Description

R RETURNED TO HOUSING
H REFERRED TO HOSPITAL
U REFERRED TO URGICARE
C REFERRED TO SPEC CLINIC
E REFERRED TO C71 EVALUATION

New York City Department of Correction
Information Technology Division

**Inmate Information System (IIS)
Program Logic Specification**

Inmate Infractions (INFR) Screen

Table of Contents

1.1 Overview

1.2 Display of Screen Data

1.3 Data Entry

1.3.1 Add an Infraction

1.3.2 Add a Charge

1.3.3 Modify an Infraction

1.3.4 Modify a Charge

1.4 Commit Infraction Changes

1.5 Commit Charge Changes

**INMATE INFORMATION SYSTEM (IIS)
PROGRAM LOGIC**

February 16, 2011

1.0 **Screen Name:** Inmate Infractions (INFR)

1.1 **Overview**

This screen captures and displays all infractions incurred during an active inmate's current incarceration. An inmate may have any number of infractions, and each infraction may have any number of charges. The disposition of each charge specifies whether the inmate has been found guilty or not. If guilty, the inmate's sentence is also specified.

An inmate's infractions related to previous incarcerations may be viewed in the QIFH read-only screen.

Files Used

INM_INFRAC
INM_INFR_CHG
INMATE

Interfaces Internal to the IIS

- The system determines if a change of disposition to any of the inmate's infraction charges would affect the inmate's General Population classification code. If it would, the system sets an indicator in the Classification File that will be used by the Classification Screen and by a Reclassification-alert report to signal to the user to consider reclassifying the inmate.
- The system determines if the disposition of any charge has been changed to/from guilty while the inmate is sentenced to punitive segregation time. If these conditions are met, the system updates the inmate's punitive segregation time owed in the Punitive Segregation Time Owed file.

Expunging Infractions

It is sometimes necessary to expunge an inmate's infraction as a result of a court order. If the infraction is in an active incarceration, then the disposition of each of the infraction's charges must be marked "Void" using the INFR screen. If the infraction is in a discharged incarceration, the disposition of each of the infraction's charges must be marked "Void" by a programmer by accessing the database directly.

1.2 **Display of Screen Data**

- User enters BKCS # or NYSID #.
- System validates NYSID, and validates that inmate is currently incarcerated.
- Using the BKCS_IND_SUBR subroutine, system retrieves and displays up to three indicators which are displayed to the right of the BK&CS #, if applicable: "*" (Centrally Monitored Case); "S" (Separation Orders); "M" (Mental Health Discharge Planning). Note: This display is applicable to all major IIS screens.

1.2.1 Basic Information

The fields below apply to all of an inmate's current infractions.

BK&CS
NYSID
Name
Classification
Housing Type
Current Facility
DOB
Age
Sent #

City Sentenced/Detained

IF Sent # not Null

Set = "Sentenced"

ELSE

Set = "Detained".

Adult/Adoles

IF Age < 19

Set = "Adoles"

ELSE

Set = "Adult".

Gender

IF Current Facility = "RMSC"

Set = "Female"

ELSE

Set = "Male".

1.2.2 Infraction Summary Information

The fields below apply to each infraction:

Seq[uence] #

Infraction]#

Date [of infraction]

Facility

High Charge

Disp[osition]

1.2.3 Charge Information

The fields below apply to each charge associated with an infraction:

Charge

Charge Description

Disposition

Disposition Description

Privileges Lost

Good Time Lost

Punitive Segregation (in days)

Reprimand

1.3 Data Entry

The infraction data entry functions are:

- Add an Infraction
- Add a Charge
- Modify an Infraction
- Modify a Charge.

1.3.1 Add an Infraction

Date

Validate date of infraction

IF > Current Date

ERROR 202.

IF < Admission Date

ERROR 250.

Inmate's Facility

User selects from table [FACILITY]

Infraction Log#

System validates format: SSSS-YY (where SSSS is a 4 digit sequence number, and YY are the last two digits of the year the infraction occurred)

IF invalid

ERROR 4253.

System validates that infraction log number has not been previously assigned

IF INFR# already exists for another infraction

ERROR 4201.

Where Occurred

User selects from table [INFR_LOC]

Hearing Facility

User selects from table [FACILITY]

UOF#

System validates use-of-force number format: SSSS-YY (where SSSS is a 4 digit sequence number and YY are the last two digits of year the infraction occurred)

IF invalid

ERROR 4253.

Number of Charges (Set by system)

High Charge (Set by system)

1.3.2 Add a Charge

Charge

System validates charge using table [INFRAC_TAB]

IF Invalid

ERROR 1

ELSE

SET and DISPLAY Charge Description.

Charge Description

(See above)

Disposition

User selects from [INFR_DISP_TAB].

System SETs and DISPLAYs Disposition Description.

Disposition Description

(See above)

Privileges Lost

System allows entry only if Disposition is "Guilty"

IF Disposition not = "G"

ERROR 4220.

Good Time Lost

System allows entry only if Disposition is "Guilty"

IF Disposition not = "G"

ERROR 4220.

Punitive Segregation (in days)

System allows entry only if Disposition is "Guilty"

IF Disposition not = "G"

ERROR 4220.

Reprimand

System allows entry only if Disposition is "Guilty"

IF Disposition not = "G"

ERROR 4220.

System validates Reprimand

IF Reprimand not = "Y" or blank

ERROR 10.

1.3.3 Modify an Infraction

Modify an Infraction is similar to Add an Infraction (see section 1.3.1)

1.3.4 Modify a Charge

Modify a Charge is similar to Add a Charge (see section 1.3.2), except for the following:

Disposition

IF Disposition not = "G" (Guilty)

System removes penalties:

SET Privileges lost = 0

SET Good time lost = 0

SET Punitive segregation time = 0.

IF Punitive Segregation Time > 0

AND

Inmate has already served PSEG time for this infraction

ERROR 4270.

Punitive Segregation Time (in days)

IF Punitive Segregation time before the change > 0

AND

Inmate has already served PSEG time for this infraction

ERROR 4270.

1.4. Commit Infraction Changes

1.4.1 Error Processing

System validates that Infraction Date, Housing Facility, Infraction Number, Location Where Infraction Occurred and Hearing Facility are set.

IF infraction date is blank

ERROR 4209.

IF inmate's housing facility at time of infraction is blank

ERROR 4208.

IF infraction number is blank

ERROR 4207.

IF location where infraction occurred is blank

ERROR 4206.

IF infraction hearing facility is blank

ERROR 4205.

1.4.2 File Updates

System modifies Total Good Time Days Lost in the Jail Time file based on changes to Good Time Lost while inmate was serving a city sentence. (This field is not used by the IIS in the jail time calculation, but rather in computing Projected Discharge Date.)

System modifies IIS-calculated Projected Discharged Date in the Inmate file based on a change in Good Time Lost while inmate was serving a city sentence. Note: As of this writing, user's have been instructed by the Chief of the Department not to use the IIS's results for projected discharge date.

Update INM_INFRAC File.

Update JTIM File.

Update INMATE File.

1.5 Commit Charge Changes

1.5.1 Error Processing

None

1.5.2 File Updates

If there are changes to guilty dispositions, system determines - using the grade of the charge - the highest guilty charge and its disposition (guilty) and sets them in the Infractions File. If there are no charges with guilty dispositions,

system - using the grade of the charge - determines and sets the charge and disposition of the highest non-guilty charge in the Infractions File.

System modifies Total Good Time Days Lost (in the Jail Time file) and the IIS-calculated Projected Discharged Date (in the Inmate file) based on a change to Good Time Lost while inmate was serving a city sentence.

If the number of Punitive Segregation Days has been changed, the system recalculates and sets Current PSEG Time Sentenced in the Punitive Segregation Time Owed file.

If a change, since the last classification, to either the number of guilty infractions or the highest infraction charge, results in a change to the inmate's general population (GPx) code:

System resets the Date the Custody Level Changed in the Classification File, using the date of the new infraction.

Update INM_INFR_CHG File.

Update INM_INFRAC File.

Update INM_CLASS File.

Update PSEG_TIME_OWED File.

Update JTIM File.

Update INMATE.

New York City Department of Correction
Information Technology Division

**Inmate Information System (IIS)
Program Logic Specification**

Mental Health Discharge Planning (MHDP) Screen

Table of Contents

1.1 Overview

1.2 Display of Screen Data

1.3 Data Entry

1.4 Commit Changes

1.4.1 Error Processing

1.4.2 File Updates

**INMATE INFORMATION SYSTEM (IIS)
PROGRAM LOGIC**

February 22, 2011

1.0 **Screen Name:** Mental Health Discharge Planning (MHDP)

1.1 **Overview**

This screen is used to assign active inmates to the DOC's MHDP program. It is also used to remove inmates from the program. In addition, several MHDP-related reports are available to users from the IIS Menu.

Note: The former name of the MHDP program was "BradH."

Files Used

INM_BRADH
INMATE

Interfaces Internal to the IIS

If a current city-sentenced MHDP inmate completes his/her sentence at a DOC facility and is immediately admitted, under a new BK&CS #, to another facility because of an outstanding open case (i.e., a "turnaround" inmate), all the MHDP-related data from the prior incarceration is automatically copied (by the code behind the New Admission - NA - screen), into the new BK&CS's data.

1.2 **Display of Screen Data**

- User enters BKCS # or NYSID #.
- System validates NYSID, and validates that inmate is currently incarcerated.
- Using the BKCS_IND_SUBR subroutine, system retrieves and displays up to three indicators which are displayed to the right of the BK&CS #, if applicable: "*" (Centrally Monitored Case); "S" (Separation Orders); "M" (Mental Health Discharge Planning). Note: This display is applicable to all major IIS screens.

1.2.1 **Basic Information**

BK&CS
NYSID
Name
Adm[ission] Date
Dis[charge] Date
Current Fac[ility]
Current [Housing] Area
MHDP?
Open Date
Open Time
Close Date
Close Time

*Note: The four fields below occur seven times, corresponding to the last seven times the inmate may have been previously selected and then dropped from the MHDP program during the current incarceration.

Open Date [Previous-1 ... 7]
Close Date [Previous-1 ... 7]
[Housing] Facility-1 ... 7] [at Close Date]
[Housing] Area-1 ... 7 [at Close Date]

1.3 **Data Entry**

MHDP?
Validate entry.
IF not "Y" or "N"

ERROR 11111.

IF user changed MHDP to “Y” and previous setting was “N” (i.e., assigned inmate to MHDP Program)

SET Open Date to Current Date and Open Time to Current Time

Initialize Close Date/Time.

IF user changed MHDP to “N” and previous setting was “Y” (i.e., removed inmate from MHDP Program)

SET Close Date to Current Date and Close Time to Current Time.

Open Date

If user modified Open Date and it is earlier than Admission Date

ERROR 11110.

Open Time

Format checking.

Close Date

If user modified Close Date and it is earlier than the Open Date

ERROR 11109.

Close Time

Format checking.

1.4. Commit Changes

1.4.1 Error Processing

Validate that Open Date, Open Time, Close Date and Close Time are set appropriately.

IF MHDP? = “Y” and Open Date = blank

ERROR 11106.

IF Open Date not = blank and Open Time = blank

ERROR 11104.

IF MHDP? Was changed to “N” from “Y” and Close Date = blank

ERROR 11105.

IF Close Date not = blank and Close Time = blank

ERROR 11103.

1.4.2 File Updates

If a new date was entered into Close Date, “push” the previous Close Date and Time onto the Close Date/Time [Previous] array.

Update INM_BRADH file