

Department of Public Safety

RELEASE DATE: August 1, 2022

REQUEST FOR PROPOSAL RFP No. PSD 23-COR-08

SEALED OFFERS FOR CORRECTIONS COLLABORATION SYSTEM STATE OF HAWAII DEPARTMENT OF PUBLIC SAFETY

WILL BE RECEIVED UP TO 2:00 P.M. (HST)

ON

SEPTEMBER 14, 2022

ELECTRONICALLY AT psd.bids@hawaii.gov. DIRECT WRITTEN QUESTIONS RELATING TO

THIS SOLICITATION TO MARC YAMAMOTO AT FACSIMILE (808) 587-1244 OR E-MAIL:

marc.s.yamamoto@hawaii.gov.

Max N. Otani, Director

RFP No.: PSD 23-COR-08

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SECTION ONE

1. INTRODUCTION, TERMS, AND ACRONYMS AND KEY DATES

1.1 INTRODUCTION

The State of Hawaii (SOH), Department of Public Safety (PSD) is requesting proposals for a Corrections Collaboration System. The purpose of this request is to configure, test, implement (including historical data), train, and support an automated, integrated web-accessible, vendor-hosted "Corrections Collaboration System" that integrates data from currently disparate sources within PSD into a common database platform that is state-of-the-art in technology while maintaining mandated operational and legal requirements of each component.

It is the PSD's desire that, for the duration of any contract resulting from this Request for Proposal, the completed solution will consist of a functioning Corrections Collaborations System (and all subcomponents), including all data transmittals and reports currently produced by the current system(s), that is demonstrably capable of fulfilling the goals and direction of the State Department of Public Safety Corrections Division.

1.2 MINIMUM REQUIREMENTS

- a) The proposed solution must have been in service for three (3) years or more in a government contract with client(s) whose principal business is the management of jails and prisons. Offerors may include distinct contracts for prisons and others for jails as long as their terms of services consists of a minimum of 3 years each. The PSD requires mature products with the capability of serving both environments (jails and prisons).
- b) The proposed solution must provide functionalities for all of the functional areas listed in Section 2.4.

1.3 CANCELLATION

The Request for Proposal (RFP) may be cancelled and any or all proposals rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State. The contract resulting from this RFP shall be paid with state funds received by PSD. In the event funds are insufficient, this RFP will be cancelled.

1.4 RFP PACKET CONTENTS

This Request for Proposal includes the documents listed below. Ensure that all items are accounted for before composing your responses:

1. Request For Proposals Document (this document)
2. Attachment III – Cost Proposal Workbook
3. Attachment VII – Functional and Technical Requirements
4. Attachment VIII – Project Narrative Proposal
5. Attachment IX – Demonstration Scripts
6. Confidential Content:

Confidential Content includes specific information regarding sensitive functional areas. Access to this document is restricted to those who receive PSD approval for the non-disclosure form in Attachment I in Section 7 below.

The PSD strongly encourages offerors to request access to this document in order to qualitatively respond to the perspective of stakeholders.

1.5 TERMS AND ACRONYMS

Terms and Acronyms	
Acronym/Term	Description
ACO	“Adult Correction Officer.” There are roughly 1,400 available Adult Correction Officer positions available.
BAFO	<u>B</u>est <u>a</u>nd <u>F</u>inal <u>O</u>ffer
Bidder or Offeror	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated.
Browser	Internet browser such as Microsoft Edge, Google Chrome, or FireFox
CJIS	“Criminal Justice Information System,” Statewide [Hawaii] criminal history record information system (CJIS-Hawaii) managed by the State of Hawaii Attorney General's Office
Community Correctional Center (CCC)	PSD naming convention for jail facilities.
HCCC	Hawaii Community Correctional Center
KCCC	Kauai Community Correctional Center

Terms and Acronyms	
Acronym/Term	Description
MCCC	Maui Community Correctional Center
OCCC	Oahu Community Correctional Center
WCCC	Women's Community Correctional Center
Correctional Facility (CF)	The PSD naming convention for Hawaii prisons.
HCF/MSF/SNF	Halawa Correctional Facility Medium Security Facility Special Needs Facility
KCF	Kulani Correctional Facility
WCF	Waiawa Correctional Facility
Corrections Division	For the purposes of this RFP, the largest division within the Department of Public Safety. Corrections Division consists of: -Institutions (Correctional Facilities) -Intake Service Center (Corrections Intake processing) -Corrections Program Services (reform programs) -Health Care -Correctional Industries -Inmate Reentry - Classification, Restitution, Victim Notification, Reentry
COTS	"Commercial Off-The-Shelf": An adjective that describes software or hardware products that are ready-made and available for sale to the general public.
CPO	Chief Procurement Officer
CVCC	The Crime Victim Compensation Commission was created in 1967 by the Hawai'i Legislature to alleviate the physical, mental, and financial hardships suffered by victims of violent crime. The Commission, which is administratively attached to PSD, provides compensation to victims of violent crimes for their crime-related injuries and losses, and to "Good Samaritans" for injuries or property damage suffered in the prevention of a crime or apprehension of a criminal. The Commission is comprised of three Governor-appointed Commissioners, an Executive Director, investigators, and support staff.

Terms and Acronyms	
Acronym/Term	Description
Department Obligations	(Inmate Trust Accounts) Articles or services purchased by an inmate from the Department such as copy machine services, drug screen testing, telephone calls, and so forth.
Director	Director of the Department of Public Safety
EMR	Electronic Medical Records software.
Employee	Employee of Public Safety or Administratively attached agency
ETS	Office of Enterprise Technology Services
Facility	<i>[Correctional] Facility - Correctional facility is a term that may be used to refer to a jail, prison, or other place of incarceration by government officials. They serve to confine and rehabilitate prisoners and may be classified as minimum, medium, or maximum security facilities, or contain separate divisions for such categories of prisoners. The prisoners may participate in educational and vocational programs as well as in paid industries programs or a work release program. - USLegal.com</i>
Facility Custody Management	Management procedures and policies that maintain safety and security of staff, inmates, and civilians at prisons and jails. In the context of this RFP, Facility Custody Management will refer to the events during incarceration after intake and before reentry.
FTP	File Transfer Protocol, standard network protocol used for the transfer of computer files between a client and server on a computer network.
Furlough	An authorized leave of absence from a correctional facility without an escort, which is creditable toward service of sentence and is intended to provide the selected inmates opportunities for in-community experiences with family and social reintegration, education, employment, vocational training, and/or specialized treatment prior to parole.
GET	State of Hawaii G eneral E xercise T ax. Refer to site https://tax.hawaii.gov/geninfo/get/

Terms and Acronyms	
Acronym/Term	Description
Hawaii Correctional Industries (HCI)	As a division of the Department of Public Safety, Hawaii Correctional Industries (HCI) provides work related skills for offenders, which increase their employment prospects upon release. Qualified, able-bodied inmates are utilized in the manufacturing or production of goods and services needed for the construction, operation and maintenance of any office, department, institution, or agency supported in whole or in part by the state, cities, or counties of Hawaii.
HCJDC	The H awaii C riminal J ustice D ata C enter is an agency of the Hawaii State Attorney General's Office and is responsible for the statewide criminal history record information system (CJIS-Hawaii), the statewide Automated Fingerprint Identification System (AFIS), the statewide SexOffender and Other covered Offender Registry, and the Adult Criminal Conviction Information Web Site (eCrim). Refer its website for additional information.
HCE	H awaii C ompliance E xpress, online information system Employers use to prove and submit applications for Certificates of Compliance. Validated compliance with Workers Compensation, Temporary Disability Insurance, and Pre-paid Health Care laws is one requirement of obtaining the Certificate of Compliance, the system provides a summary of compliance with WC, TDI, and PHC laws and reflects the status of approval process, Under Hawaii Law, an Employer must prove compliance with 103D-310(c), HRS, to receive a contract of \$2,500 or more with state or county government entities within Hawaii.
HST	H awaii S tandard T ime (or HT, Hawaii Time)
Individual Inmate Savings Accounts	(Furlough Inmates Only): A savings account maintained at a bank under the name of an inmate for their personal use when actively participating in a work furlough program. These are restricted accounts requiring case manager/designee approval in order to make financial transactions. (PSD P&P Cor 2.12)
Inmate	The term inmate applies to a detainee – a person sentenced for felonies and misdemeanors, and those detained awaiting trial.

Terms and Acronyms	
Acronym/Term	Description
Inmate - Jail	Any inmate who is convicted of a crime and committed by the courts to imprisonment for a period of ONE (1) YEAR OR LESS (this includes probation violators awaiting adjudication of their violation hearings, pretrial detainees, Federal/other State holds). (PSD P&P Cor.14.02)
Inmate - Prison	Any individual who is convicted of a crime and sentenced by the courts to imprisonment for a period of MORE THAN ONE (1) YEAR (this includes anyone that has been SENTENCED to a CONSECUTIVE term TOTALLING more than one (1) year combined) and parole violators returned to custody. (PSD P&P Cor.14.02)
Inmate Trust Account	An account established to hold funds belonging to the inmate and maintained at a bank under the name of a facility for use by a group of inmates under the trust fund accounting system. (PSD P&P Cor 2.12)
Inmate Trust Accounts	A trust fund available to inmates. These trust funds are used by inmates to procure amenities and items from the prison commissary and to store income from work furloughs or work-line activity. (PSD P&P Cor 2.12)
Kamakani Reports	Coined by a past director, these reports identify the productivity and current status of projects and specific key sections within the PSD
Legal Obligations	(for Inmate Trust Accounts) Payments ordered by the Court such as fines, restitution, damages, fees, costs, etc . (PSD P&P Cor 2.12)
MOTS	Modified off-the- Shelf (MOTS) is a type of software solution that can be modified and customized after being purchased from the software vendor. MOTS is a software delivery concept that enables source code or programmatic customization of a standard prepackaged, market-available software.

Terms and Acronyms	
Acronym/Term	Description
OffenderTrak	<p>Computer application currently in use by the Corrections Division to manage Facility Custody Information. Founded by a company named Epic, it was purchased by PrinTRAK, and is currently owned by Motorola, Inc.</p> <p><i>Offendertrak, Printrak's [Motorola's] advanced corrections management system offers a complete solution for the operational and administrative needs of today's correctional facility. The Offendertrak suite of interconnected applications, provide for the capture, storage and retrieval of all inmate data from intake through release. The system includes a full menu of modules addressing all aspects of today's jails and correctional facilities by providing a centralized database of offender and facility data. – corrections.com</i></p>
OMS	Offender Management System –A generic term referring to a software case management system that manages inmate care from intake to release.
PO	P rocurement O fficer designated to this Request for Proposal
PSD	Hawaii Department of Public Safety - Public Safety Department
Restitution	Court or Facility ordered repayment of part or all of a loss caused by a crime, misconduct, or loss or damage of State or personal property. (PSD P&P Cor 2.12)
SAVIN	The Statewide Automated Victim Information and Notification (SAVIN) system is powered by the nationwide Victim Information and Notification Everyday (VINE) system. It offers victims and concerned citizens free, anonymous, and confidential access to timely information and notification on the custody and parole status of offenders under the jurisdiction of the State of Hawai'i Department of Public Safety.
SD	Sheriffs Division
SMT	Scars, marks, and tattoos (SMT) are being increasingly used for suspect and victim identification in forensics and law enforcement agencies. Tattoos, in particular, are getting serious attention because of their visual and demographic characteristics as well as their increasing prevalence.
SOTP	S ex O ffender T reatment P rogram

Terms and Acronyms	
Acronym/Term	Description
SR – Supervised Release	Supervised release may be ordered by a court in lieu of bail. The PSD Intake Service Center Division is responsible for the management of departmental SR's, amongst other things. With regard to Victim Notification, the present policy is to automatically transmit SR's to the victim notification site, contracted with Appriss, as releases.
State	State of Hawaii
STG	S ecurity T hreat G roup (STG) is a formal or informal group of prison inmates. They are basically the prison gangs. Law enforcement officials use the term Security Threat Group to refer such gangs in order to take away the recognition that the term "gang" connotes.
TPD	T entative P arole D ate is the date a minimum term of imprisonment set by the Hawaii Paroling Authority expires. It is also recorded in OffenderTrak.

1.6 RFP SCHEDULE AND SIGNIFICANT DATES

The following schedule is the agency's best estimate of the respective due dates of the stated events.

Event	Date
Issuance of the Request for Proposals	August 01, 2022 (Mon)
Pre-Proposal Conference	August 05, 2022 (Fri)
Written Questions from Prospective Bidders	August 10, 2022 (Wed)
Addendum to Respond to Questions	August 17, 2022 (Wed)
Proposal Due Date/Time (HST)	September 14, 2022 (Wed) 4:30 PM
Proposal Evaluations	September 19, 2022 (Mon) - October 31, 2022 (Mon)
Demonstrations	October 11, 2022 (Tue) - October 18, 2022 (Tue)
Addendum (if necessary)	October 19, 2022 (Wed)
Best and Final Offer	October 21, 2022 (Fri)
Notice of Award	November 14, 2022 (Mon)
Debriefing	November 15, 2022 (Tue) - November 23, 2022 (Wed)
Protest Period	November 25, 2022 (Fri) - December 01, 2022 (Thu)
Estimated Contract Start Date	January 02, 2023 (Mon)

1.7 PRE-PROPOSAL CONFERENCE

The purpose of the pre-proposal conference is to provide Offerors an opportunity to be briefed on this procurement and to ask any questions about this procurement. The pre-proposal conference is not mandatory; however, Offerors are encouraged to attend to gain a better understanding of the requirements of this RFP.

Offerors are advised that anything discussed at the pre-proposal conference does not change any part of this RFP. All changes and/or clarifications to this RFP shall be done in the form of a written addendum.

The non-mandatory pre-proposal conference will be held on **August 5, 2022**:

Due to COVID-19 and social distancing protocol, no direct face-to-face meeting will be held. There will be a meeting via Microsoft Teams:

Topic: Corrections Collaboration System

Time: **August 5, 2022, 10:00 AM Hawaii Standard Time**

https://teams.microsoft.com/join/19%3ameeting_MGQ5ZmQ2ZWltMzI0Ni00YWUzLTkzM2MtODMyYmRjZGVjNzQ2%40thred.v2/0?context=%7b%22Tid%22%3a%223847dec6-63b2-43f9-a6d0-58a40aaa1a10%22%2c%22Oid%22%3a%22a86e8725-1419-4c4f-9d89-d312fad1f3a5%22%7d

The purpose of the meeting is to provide interested parties an overview of the Request for Proposal (RFP). Questions regarding the RFP should be forwarded to the e-mail address below.

Offeror assumes any risk of lost connections. PSD makes no guarantees concerning the functionality and interoperability of remote conferencing.

1.8 QUESTIONS AND ANSWERS PRIOR TO OPENING OF PROPOSALS

All questions shall be in writing to psd.bids@hawaii.gov, and shall identify the specific section and sub-section of the area in question. Questions received by the due date for written questions in Section 1.4 shall be responded to in the form of an addendum.

1.9 WRITTEN INQUIRIES

All questions shall be submitted by the due date specified in Section 1.5 – RFP Schedule and Significant Dates, as amended. The State will respond to questions through Addenda/Amendments by the date specified in Section 1.5 – RFP Schedule and Significant Dates, as amended.

1.10 PROPOSAL DELIVERY INFORMATION

Proposals shall be submitted to the Issuing Office to psd.bids@hawaii.gov. There is a **30Mb** per email size limit, and multiple emails may be required to submit a series of large files. Offerors may alternately mail an electronic copy to the Issuing Office, and this submission must be received in the Issuing Office by the date and time listed in Section 1.6. The Offeror shall provide the following:

1. One (1) un-redacted electronic copy in pdf and Excel format, with bookmarked Table of Contents, and marked “CONFIDENTIAL”.
2. One (1) redacted electronic copy in pdf and Excel format, with bookmarked Table of Contents.

1.11 ISSUING OFFICE

All written correspondence regarding the RFP shall be addressed to:

Marc Yamamoto
Department of Public Safety
ASO-PC
1177 Alakea Street, Room 306
Honolulu, Hawaii 96813
Electronic mail address: psd.bids@hawaii.gov

CONTRACT ADMINISTRATOR AND PROJECT MANAGER:

Mr. Keith Harada
Telephone: (808) 587-2579
Facsimile: (808) 587-2529
e-mail: keith.t.harada@hawaii.gov

SECTION TWO

2 PROJECT OVERVIEW, BACKGROUND OF PSD CORRECTIONS AND SCOPE OF WORK

2.1 PROJECT OVERVIEW AND GOAL

The PSD is engaged in an effort to procure a solution that will integrate presently heterogeneous sources of correctional inmate information and related operational units onto a single platform while leveraging technological innovations such as document management and Statewide/National criminal data integration and retaining compliance with Departmental Policies and Procedures and Hawaii Statutes.

It is the goal of the PSD to have a single, comprehensive Corrections “tool,” crafted to simplify reporting of inmate behavior and activity, while providing a flexible framework for emergent inmate reform initiatives.

The following are the principal operational units targeted for integration:

1. Intake Service Center
2. Inmate Reentry Coordination
3. Institutions
4. Inspections and Investigations (including Inmate Grievances)
5. Litigation Coordination (PREA)
6. Inmate Trust Accounts
7. Aggregate Corrections Reporting
8. Programs
9. Law Enforcement
10. Healthcare

These areas are described more fully later in this RFP.

1. *It is important to note that relevant Departmental Policies and Procedures have not been included in this Request to streamline its content. Offerors are encouraged to view all public Policies and Procedures at [this site](#). Specific chapters of Corrections Policies and Procedures will be referenced at key points in this Request.*
2. *It is also important to note that all State of Hawaii Executive Branch IT procurements and subsequent IT contracts must conform to, apply and abide by any prevailing information technology governance framework and published guidance provided by the State of Hawaii Chief Information Officer and the Office of Enterprise Technology Services. Offerors are encouraged to*

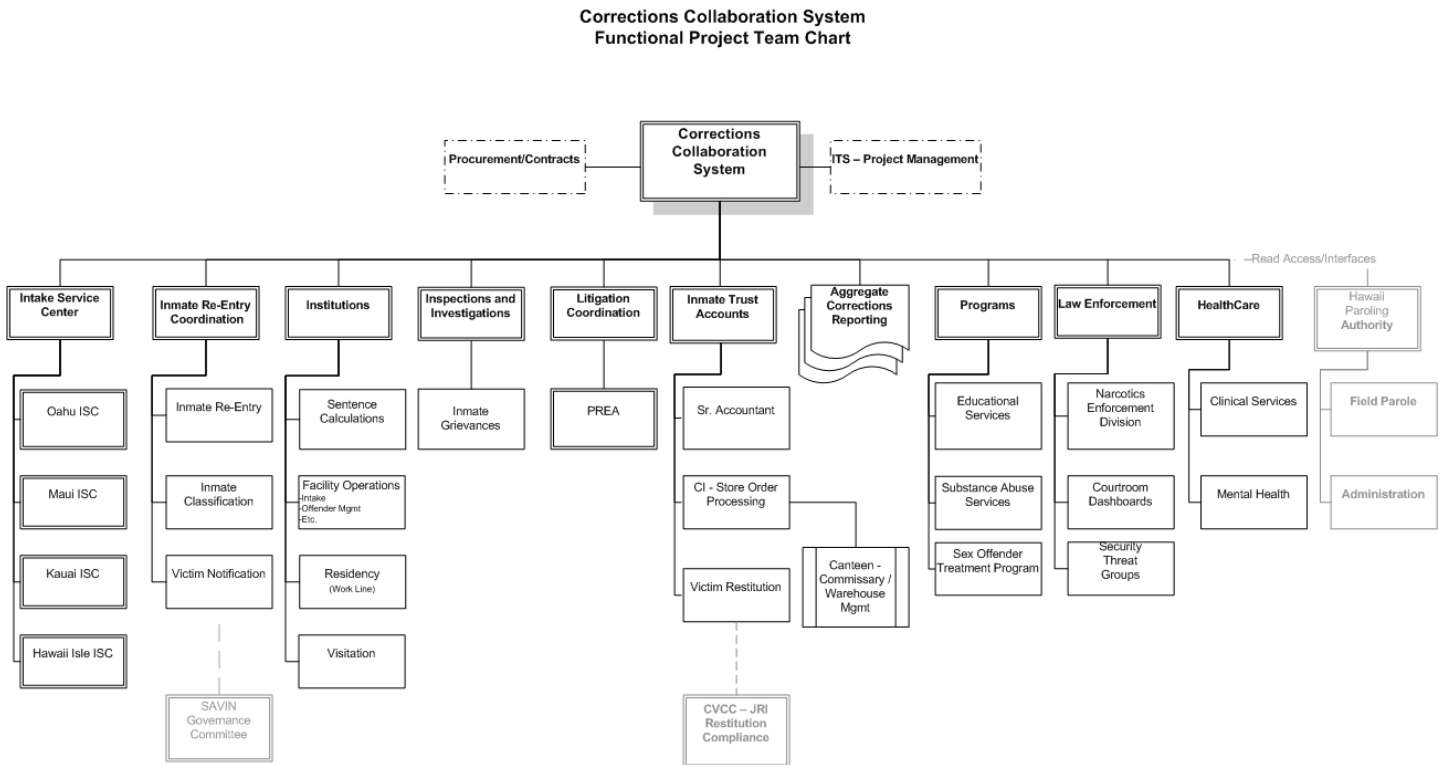
familiarize themselves with the following laws, policies, standards, and guidelines - or their future additions or replacements:

- a) Hawaii Revised Statutes §27-43 - Office of enterprise technology services; chief information officer; information technology steering committee; establishment; responsibilities. State of Hawaii CIO. (<https://ets.hawaii.gov/it-governance/it-governance-forms/it-budget-and-spend-request-cycle/hrs-section-27-43/>)
- b) ADMINISTRATIVE DIRECTIVE NO. 18-03 - Program Governance and Independent Verification and Validation Requirements for Enterprise IT Projects (<https://budget.hawaii.gov/wp-content/uploads/2018/10/AD-18-03-Program-Governance-and-Independent-Verification-and-Validation-Requirements-for-Enterprise-IT-Projects.pdf>)
- c) ETS IT Governance found on the Hawaii ETS website (<https://ets.hawaii.gov/it-governance/>)
- d) ETS Policies, Standards and Guidelines found on the Hawaii ETS website (<https://ets.hawaii.gov/it-governance/>)

2.2 STAKEHOLDERS/USERS

Figure 1 depicts the various roles involved in this project. It is not an organizational chart of the PSD.

Figure 1 – PSD Functional Project Team Chart



----- Dotted lines denote that use of the system is largely if not wholly for reference purposes. The exception is Security Threat Groups (STG) where active entry and retrieval by designated officers.

----- Lightly colored lines and boxes indicate that the system is used entirely for reference purposes and/or for nightly data downloads. These groups do not actively update information.



CVCC - JRI Restitution

The Crime Victim Compensation Commission is an administratively attached agency to the PSD. Its principal involvement in this project is to ensure that proper restitution is provided to their constituents. Additional information regarding the CVCC JRI Restitution Compliance office in the table below.



The Hawaii Paroling Authority is an administratively attached agency to the PSD. Its involvement with this project is again, to ensure that information commonly referenced now will be easily accessible in the new software platform. Additional interest was sparked with the possibility of leveraging the integration of Inmate Program status and other information, saving them time and money.

This project is supported by key “Field Experts” (that is, Subject Matter Experts experienced and knowledgeable within their respective fields). Field Experts are organized by a smaller collection of “Primary Stakeholders” whose positions are generally (not always) charged with the management of groups of Field Experts. Each Primary Stakeholder is accountable for results from members in their operational unit. Improved management and rehabilitation of inmates is the long-term goal of this project.

Table 1 depicts a list of stakeholders for this modernization project.

Table 1 – Project Stakeholders

Stakeholder	Description
Adult Corrections Officers (ACO)	Correctional officers supervise the daily activities of inmates, ensuring that inmates obey the rules. They must also ensure the whereabouts of all inmates at all times.
Correctional Industries (CI)	Correctional Industries is a division within PSD. Its goal is to provide hands-on work experience in a variety of fields. With regard to this project, CI

Stakeholder	Description
	manages facilities “canteens” (Commissaries), closely related to the Inmate Trust Accounts.
Crime Victim Compensation Commission (CVCC)	The Crime Victim Compensation Commission (Commission) was created in 1967 by the Hawai'i Legislature to alleviate the physical, mental, and financial hardships suffered by victims of violent crime. The Commission provides compensation to victims of violent crimes for their crime-related injuries and losses, and to “Good Samaritans” for injuries or property damage suffered in the prevention of a crime or apprehension of a criminal. The Commission is comprised of three Governor-appointed Commissioners, an Executive Director, investigators, and support staff. The Commission is governed by Chapter 351, Hawaii Revised Statutes and Section 23-605 of the Hawaii Administrative Rules.
CVCC JRI Restitution Accountability	Under the general direction and guidance of the Executive Director, the Justice Reinvestment (JRI) Restitution Accountability Project collects restitution and crime victim compensation fees from prison inmates and parolees; disburses restitution to appropriate victims/payees; identifies and addresses issues impacting the assessment and collection of restitution; and monitors the collection and disbursement of restitution from probationers through the repayment of restitution to the Commission on cases where the Commission provided compensation to crime victims. The Commission's restitution recovery efforts will assist the Correctional Facilities and the Paroling Authority to meet their statutory obligation to crime victims. The Commission's recovery efforts identify issues relating to the assessment and collection of restitution by prosecutors, victim witness advocates, correctional facilities, Hawai'i Paroling Authority, and the Judiciary and allow the Commission to work collaboratively with these agencies to address the problems

Stakeholder	Description
Department Statistician (Aggregate Corrections Reporting)	The Department Statistician provides the Department with a source for aggregate information gathering of inmates from intake to release. Reports produced by this position consist of a variety of criteria depending upon the needs of requestors (executives, news media, or prison reform analysts).
Education Specialists (Programs)	Education professionals, employed in the assessment, planning, coordination, delivery, and evaluation of an inmate's education path.
Facility Operations	For the purposes of this RFP, Facility Operations refers to the tasks and responsibilities of adult correctional officers (see "ACO" above).
The Hawaii Paroling Authority (HPA)	<p>The Hawaii Paroling Authority is an administratively attached agency to the PSD. It sets a minimum term of imprisonment for all inmates convicted of felonies and sentenced to imprisonment for four years or longer. Once the minimum term expires, the inmate becomes eligible for but is not required to be released on parole.</p> <p>In exchange for this opportunity, the offender agrees to follow certain conditions. If the conditions are violated, the offender may be returned to prison.</p> <p>Parole can only be granted if the offender is not serving a mandatory minimum sentence of imprisonment established by the court.</p>
Inmate	<p>Detainees and those sentenced for felonies and misdemeanors currently incarcerated at one of Hawaii's eight (8) facilities or at the outsourced facility at Arizona.</p> <p>Latest headcounts may be determined at ehawaii.gov under "Corrections Division"</p>
Inmate Classification Specialists (Residency)	These employees work within facilities and are classified under different nomenclature. However, they perform the bulk of data entry. The data collected includes but is not limited to:

Stakeholder	Description
	<ol style="list-style-type: none"> 1. Detailed Demographics 2. Risk Assessments 3. Mug Shots 4. Identification and photographs of Scars, Marks, and Tattoos (SMT)
Inmate Grievance Specialists	<p>Inmate Grievance Specialists provide inmates with a means to report ACOs regarding mistreatment. If adequate proof can be determined, these incidents may end in disciplinary action or termination of the ACO's employment.</p>
Intake Service Center (ISC) Case Workers	<p>As indicated in the background section above, these employees perform a number of functions depending on the status of the individual being processed:</p> <ol style="list-style-type: none"> 1. Personal/Family information; Security Information; and Medical/Health screening. 2. Bail evaluation 3. Supervised release management <p>ISC case workers are stationed in 4 offices around the State (one for each county).</p>
ITA Account Clerks	<p>Charged with the management of Inmate Trust Accounts</p>
Narcotics Enforcement Division (NED)	<p>The Narcotics Enforcement Division is responsible for the control of narcotics in the State. Its interest in the project is to obtain meaningful leads provided by specialized reports.</p>
Prison Rape Enforcement Act (PREA)	<p>The Prison Rape Elimination Act of 2003 (PREA), a federal law, was passed to address sexual abuse and sexual harassment in prisons, jails, community correctional centers, and lock ups. In support of PREA, PSD has a "Zero Tolerance" policy against any form of sexual abuse and sexual harassment towards an offender by another offender or by a staff member, volunteer or contractor.</p> <p>For additional information click this link and review the introduction of our 2019 PREA report.</p>

Stakeholder	Description
	A special operational team is responsible for investigating, enforcing, and reporting infractions.
PREA Administrator	The PSD PREA Administrator is responsible for compliance with federal requirements. Federal audits are conducted at regular intervals to ensure prevention and safety to inmates during their incarceration.
PREA Officers	PREA Correctional Officers are designated to investigate incidents and record/report their investigations, findings, and other relevant incident information.
Restitution Specialists	Restitution Specialists consist of experienced personnel, knowledgeable in existing and prior regulations regarding monetary restitution due to crime victims of the inmates.
Security Threat Group (STG)	The STG is a specialized task force of Sheriffs and Corrections Officers charged with managing information about gangs and their interaction with inmates in our facilities.
Sentence Calculation Clerks	These clerks calculate inmate release dates based on physical court documents. This can be a complex process in circumstances with mixed consecutive and concurrent sentences.
Sex Offender Treatment Specialists (Programs)	These specialists are skilled with the treatment of sex offenders.
Sheriffs (Courtroom Dashboard)	Sheriffs and facility staff are stakeholders, as they utilize a "Courtroom Dashboard" that provides Sheriffs and facility staff with inmate transport requirements to- and from- facilities.
Substance Abuse Specialists (Programs)	These are trained professionals specialized in providing treatment and support to inmates to recover from addiction or modify problem behaviors.
Victim Notification (SAVIN Coordinator)	The SAVIN Coordinator is responsible for ensuring proper transmittal of appropriate inmate movements to a public facing internet site available to registered crime victims.

2.3 BACKGROUND DESCRIPTION OF PSD CORRECTIONS

The State of Hawaii Department of Public Safety, Corrections Division is responsible for the placement and management of pretrial and sentenced individuals as directed by court rulings and statutes in addition to Departmental Policies and Procedures.

The Corrections Division consists of several major subdivisions:

1. Intake Services Center Division
2. Reentry Coordination Office
3. Institutions – Facility Custody Management
4. Inmate Trust Accounts
5. Correctional Programs
6. Health Care Electronic Medical Records

We have included a description of the legacy systems supporting these subdivisions in the subdivisions descriptions. The PSD desires a replacement offender management system that will substantively result in retirement of these systems.

2.3.1 A Word About OffenderTrak

OffenderTrak is the primary Offender Management System that the PSD uses to manage inmates. Subsystems such as Education and Inmate Trust Accounts receive nightly downloads from this system. *It is important to note that the functions currently performed by Offender Trak must be fully operational by the proposed system no later than June 30, 2025.*

Listed below are some of the functional areas that OffenderTrak supports:

1. Reentry Coordination Office - Inmate Classification and Reentry
2. Institutions (Sentence calculation, Prison Work, Visitation, Security Threat Group screening/management, facility operations, etc.)
3. Inmate Grievances
4. PREA
5. Reentry Coordination Office - Victim Notification.

A reproduction of the PSD training manual for OffenderTrak can be viewed when requesting confidential content by authorizing and submitting the "Request for Confidential Content" [Section 7.1 below](#).

2.3.2 Intake Services Center Division (ISCD)

ISCD is responsible for initial assessment or facility intake of persons committed to the custody of the PSD. This occurs at the Community Correctional Centers (CCC) located on Oahu, Maui, Hawaii Island,

and Kauai. ISCD is also responsible for preparing bail reports on persons unable to afford bail and for supervising individuals, who are released pending trial and ordered by the courts to some type of pretrial supervision.

2.3.2.1 Facility Intake

The first major function of ISCD is facility intakes. In FY 2018, ISCD performed 12,708 facility intakes. These intakes include collecting personal and family information, security information, and a medical/mental health screen. As part of the intake process, ISCD staff are required to complete a classification assessment on each admission to insure the proper housing placement at the CCC (“Community Correctional Center”, i.e. “Jail”). In May of 2014, ISCD began conducting the PREA screening.

Note: As regards this project, Facility Intake will be considered to be an operation conducted by correctional facility staff responsible to the Institutions Division (ref. PSD Team Chart above). ISCD will not be considered to be charged with management of this business function.

2.3.2.2 Bail Evaluation

The second major function of ISCD focuses on bail evaluations. All persons being held for bail by the county police or confined in a jail with bail are eligible for a bail evaluation. In fiscal year 2018, ISCD conducted 10,557 bail investigation reports. A bail investigation starts with the ISCD staff assessing the detainee using the Ohio Risk Assessment System-Pretrial Assessment Tool (ORAS-PAT). The ORAS-PAT will score the detainee as low, medium, or high risk for pretrial failure. Pretrial failure is defined as being arrested for a new crime or failing to appear in court while on pretrial release. The bail evaluation is submitted to the court with a recommendation for some form of pretrial release or that the person be held pursuant to the Court’s order, which may include bail.

2.3.2.3 Pretrial Supervision

The third function of ISCD is to supervise persons released by the court on pretrial supervision. In FY 2018, ISCD had a total of 2,200 new cases of supervised release for a total active caseload of 11,543 statewide. There was a total of 1,873 closed cases with 1,210 cases successfully closed and 663 cases that were unsuccessful. The cases that were closed unsuccessfully were due to arrests for new crimes, failure to appear in court, positive illicit drug use and other court condition violations. In FY 2018, ISCD’s supervised release program achieved a 65% success rate.

2.3.2.4 Inmate Assessment

Inmates are assessed at several custody points by two groups of stakeholders, shown below in Figure 2.

Figure 2: Inmate Entry Custody Points

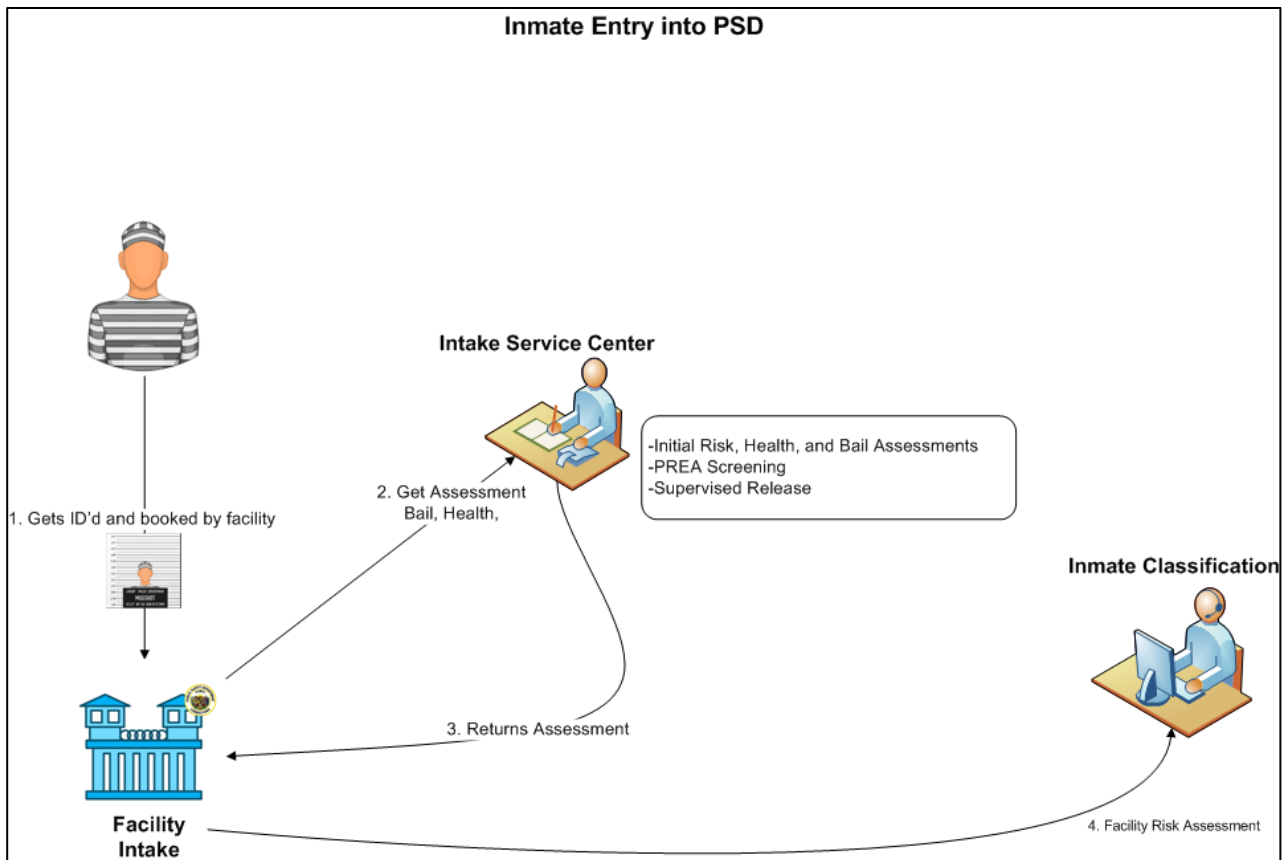


Figure 2 above indicates the distinction between our two assessment groups (for post-sentencing):

1. Intake Service Centers provide control at the entry point for the PSD whether an inmate has been sentenced or is awaiting trial.
2. Inmate Classification principally identifies the level of risk a sentenced inmate may pose to himself, other inmates, correctional officers, non-uniformed staff and civilians working in the facility (as well as the community). Inmates may also be reassessed during their incarceration by Inmate Classification staff.

2.3.2.5 ISCD Legacy System

The legacy system supporting the ISCD is a customized, in-house developed system, written in Microsoft C# with data stored in an on-premise Microsoft SQL Server v2012 database on a Windows Server 2008 computer. The ISCD system houses data collected from interviews and relevant police reports, risk assessments, and information to monitor people sentenced with supervised release. Interview data is captured directly into the system, minimizing the use of paper.

Reports produced by the ISCD system are generated by the client and also directly from the server (via SSRS). Bail reports are rendered in PDF file format via SSRS and subsequently transmitted electronically to the Judiciary utilizing FTP.

For a deeper look into the ISCD usage, the Offeror is encouraged to review the ISCD user manual in [Attachment XII](#).

2.3.2.6 Data Structure:

Table names and counts will not be made available. Specific table and column names will be provided to the awarded Offeror. Additionally, documentation of entity relationship diagrams for this relational database are not available at this time.

2.3.2.7 Data Exchanges:

The ISCD database makes use of a common *Green Box* database supplied by the State of Hawaii Attorney General. Use of this database provides a means to populate interview forms, streamlining manual data entry considerably.

The Hawaii CJIS *Green Box* is also used by OffenderTrak for similar purposes.

For more information on Data Exchanges, review Attachment VII Functional and Technical Requirements Worksheet #24.

Offerors should understand that input screens, saved data, and reports for these two groups of stakeholders should remain distinct, particularly to those Offerors who manage jails and prisons separately for states that do not maintain mixed populations of sentenced and pretrial inmates such as Hawaii.

2.3.3 Reentry Coordination Office

The Reentry Coordination Office, continuing under the general supervision of the Office of the Deputy Director for Corrections, refers to an operational unit of field experts working together to identify gaps in available programming and develop corrective actions to effectively address the deficiencies. This unit strives to ensure inmate custodies are being calculated at the least restrictive level and work towards increasing collaboration efforts between the department, other agencies, and community partners. The purpose: to provide services, pre- and post-release, in preparation for an inmate's return to the community and to increase chances for success.

Inmate Reentry refers to an operational unit of Field Experts providing a range of professional services, including:

2.3.3.1 Inmate Classification

Inmate Classification's principal purpose is to identify the level of risk an inmate may pose to himself, other inmates, correctional officers, non-uniformed staff, and civilians working in the facility and in the community. The Inmate Classification Office (ICO) takes into consideration several objective factors when determining a custody designation, while also making sure to place the inmate in the least restrictive environment possible. As the custodial requirements

differ between the jail and prison populations, distinct instruments have been developed to assess each inmate, depending on their assignment, with special management plans created, based on these assessments.

Inmate Classification is the “Heavy Lift” within the confines of PSD Correctional facilities, responsible for monitoring the integrity of the instruments, and the information that determines an inmate’s custody level. Data entered by Classification professionals are commonly used for demographic, biometric, gang, and other forms of reporting as well as detailing historical and behavioral information.

Refer to the attachment [Inmate Classification](#) for a sample of their assessment instrument form. Specific details may be obtained by Offerors after the completion, signing, submittal, and approval of the [attached non-disclosure agreement](#).

There are up to 92 residency staffers with varying degrees and functions at our facilities.

2.3.3.2 The Statewide Automated Victim Information and Notification System section or SAVIN/VINElink

The purpose of SAVIN is to develop and manage an open but comprehensive statewide 24/7 automatic notification program for victims and other interested parties to be informed on an offender’s movements within the department in order to best manage their safety. The notifications are distributed by telephone, texts, or email, and through this program, PSD provides accurate and timely notices for victims and others to create a safe environment for themselves and their family. The services are free, anonymous, but most importantly, confidential, working with community providers to increase their involvement by providing, “hand off” opportunities to reduce the number of violent incidents and ultimately, break the cycle of increased violence the community is currently experiencing.

2.3.3.3 Victim Restitution Section (RAVS)

RAVS provides free information, support, and referral assistance to victims of crime and the general public. RAVS is also responsible for processing automatic deductions from inmate accounts for payments towards court-ordered restitution, both pre- and post-release. RAVS is responsible to ensure that funds are regularly collected and sent to the Crime Victim Compensation Commission (CVCC) so that payments to victims are distributed in a timely manner. RAVS provides responses to questions regarding the criminal justice process, much like the Victim-Witness Kokua section of the Prosecutor’s Office does. They assist with inquiries related to the victim’s court-ordered restitution, guide victims when registering with the **SAVIN/VINElink** system, to receive automatic notifications, and offer referrals for victims to connect with community services and resources. This assistance also includes connecting to the Crime Victim Compensation Office and to advocate for providing support and guidance on behalf of victims being harassed by or receiving unwanted contact from inmates, either still incarcerated or within the community.

2.3.3.4 Program Planning and Training Section

This section utilizes the Comprehensive Offender Reentry Program (CORP) system to validate a program's efficiency, identify gaps in programming, and develop and contract services to effectively address or improve the current curriculum being provided. Using the Prison and Jail Checklist, this section strives to propagate lines of communication between the department, other divisions, and community providers to conceptualize and implement new evidence-based, reentry programs and services to address needs identified by the checklist. This section coordinates initial and regular, follow-up training on the use of checklists to develop program plans for inmates and staff to use as guides as the inmate transitions through the system. Training on new programs that are introduced is also a part of this section's responsibility, to assist staff with the many questions and procedures involved, to ensure program principals remain intact and goals are reached and maintained. At times, this section works with Risk Assessment to plan and coordinate statewide training, developing tools to validate the program's overall effectiveness to sustain its goals.

2.3.3.5 Risk Assessment Section

This section evaluates, monitors, and manages the department's inmate risk assessment instruments and overall system to ensure uniformity of its application and the integration into an inmate's program plan at correctional facilities statewide. The section coordinates training for staff with the Interagency Council on Intermediate Sanctions (ICIS) on the two (2) evidence-based instruments used statewide to determine an inmate's risk for recidivism: the Level of Service Inventory-Revised (LSI-R), a 54-item instrument used to assess an inmate's propensity for recidivism while also identifying the principles of effective interventions and 6 main risk factors for future criminal activity and the Adult Substance Use Survey-Revised (ASUS-R), a 96-item, psychometric-based, adult self-report survey, comprised of fifteen (15) basic scales and three (3) supplemental scales, all of which are used to assess the patterns and problems associated with the use of alcohol and other drugs.

This section also assists the other sections of the unit to standardize the evaluation process of program performance and increase monitoring, if needed, to ensure that the relevancy of any given program remains consistent with department goals and objectives and that it is effectively maintained. Risk Assessment helps the other sections of the unit to develop strategies for improvement, ensure uniform continuity of instrument application, and integration at all correctional facilities, statewide.

2.3.3.6 Legacy System

The legacy system supporting the Reentry Coordination Office is largely OffenderTrak. It maintains information gathered at facility intake, custody, and release. OffenderTrak's Oracle client interfaces with an on premise Oracle v11.2 DBMS using Microsoft Windows Server 2008. It maintains a history spanning several decades, inclusive of information migrated from an older, minicomputer framework in 1997.

The following groups enter data into OffenderTrak:

i Reentry Office

(a.) Inmate Classification

As indicated above, Inmate Classification entries comprise the bulk of demographic and arrest history information for our Corrections Systems. Standard jail and prison interview formats have been implemented to guide interviewers through the process. A sample training handbook and interview format can be obtained after PSD receives and authorizes the attached non-disclosure agreement from a requesting Offeror. During this process, information is selectively imported from the “Green Box” database supplied by the Hawaii Criminal Justice Data Center, which subsequently pre-fills information and intelligently disables interview items that are not applicable.

(b.) Victim Notification (movement transmittals)

OffenderTrak contains triggers for specific inmate events such as movements, releases, death, and escapes. Descriptions of these predefined movements are sent to Appriss VINE, our current contractor for this service, via a comma-delimited file.

(c.) Victim Restitution Specialists

(d.) Inmate Reentry

2.3.4 Institutions – Facility Custody Management

The State of Hawaii is one of a handful of states nationwide that maintains community correctional centers and prisons. Generally, Community Correctional Centers house pre-sentenced detainees and inmates who have been sentenced to one year or less. Prisons in Hawaii detain those whose term is longer than one year of imprisonment and parole violators.

Jails

The department oversees the following jails: Hawaii Community Correctional Center, Kauai Community Correctional Center, Maui Community Correctional Center, and the Oahu Community Correctional Center. Hawaii jails provide for the secure incarceration of our pretrial and short-term sentence misdemeanor population. Jails are locally situated on each major island. The jails also provide for the transitional sentence felon population, those who have almost completed their felony sentences, and are returning to the community. Our jail population consists of both male and female inmates.

Prisons

The department oversees the following prisons: Halawa Correctional Facility, Waiawa Correctional Facility, Women’s Community Correctional Center, and Kulani Correctional Facility.

Total inmate population fluctuates but was last recorded at roughly 5,500 adults. Offerors are welcome to visit the Corrections Division website for the latest head counts organized by facility and gender at <https://dps.hawaii.gov/about/divisions/corrections/>.

Additional noteworthy institution functions include:

2.3.4.1 Sentence Calculation

Sentences are presently calculated and recalculated manually by personnel at both jails and prisons. After receiving them, clerks must:

- i. Interpret physical court documents
- ii. Researching historical information
- iii. Enter their calculations into OffenderTrak

Hawaii does not utilize “good time” but may do so in the future.

2.3.4.2 Inmate Booking

The following are examples of data captured during booking. This is not a comprehensive list:

- i. Electronic Mug Shots and scars, marks, and tattoos.
- ii. Demographics
- iii. Property management

2.3.4.3 Inmate Housing

OffenderTrak provides an interface that recommends suitable housing for inmates. Inmate placement and movement reports are drawn from this unit.

2.3.4.4 Incident/Misconduct.

OffenderTrak contains an in-depth incident/misconduct reporting feature that lists the date, description of misconduct, and other details.

Hard copies of these incident reports are scanned and loaded into the OffenderTrak database.

2.3.4.5 Alerts

OffenderTrak allows for several types of alerts, including but not limited to:

- i. Misconduct
- ii. Suicide Watch
- iii. Safety
- iv. Location change (“Admin Seg.”)
- v. PREA
- vi. Health (entered manually)
- vii. COVID-19 (entered manually)
- viii. Gang affiliation

ix. Other (“Court Order”)

2.3.4.6 Court Appointments, scheduled visits, sessions, and reform program classes.

As of this writing, OffenderTrak is used to manage visits.

It is hoped that, with an integrated system, classroom/therapy session and medical appointments will also be accessible.

Courtroom appointments are currently managed at most counties by OffenderTrak. However, a new third-party web application (off-premise) is in use for the Oahu First Circuit Court. More about this third-party application and its need for expansion will be covered later, under [Law Enforcement](#).

2.3.4.7 Visitation Management

Currently, logistics for facility visitation are managed on printed spreadsheets. The data is then keyed into OffenderTrak. OffenderTrak is also used to print visitor badges (standard paper to be inserted into tags) for approved visitors.

i. Visits

Inmate visits are currently scheduled by telephone and recorded in a spreadsheet.

Dates and times of visitor entry and departure are recorded in OffenderTrak.

Visitation privileges may also be denied due to failed background checks and other concerns, or an inmate’s custody status.

ii. Visitor Registration

All visitors must personally report to the Correctional facility and undergo background checks before being cleared. Failed background checks are recorded as well as those that are revoked, banned, and approved.

OffenderTrak manages the status of each requesting visitor and the outcome of the research.

2.3.4.8 Residency Functions:

PSD staff use OffenderTrak for the following residency functions:

- i. Special housing for Administrative Segregation and Sanctioned inmates
- ii. Logging, evaluation, and monitoring education status
- iii. Work Line (prison work) Request Processing and Approval

Each facility maintains their own workflow guidelines. However, in general, case managers use the following criteria when evaluating inmate housing assignments:

- (a.) Health clearance (from facility healthcare staff)
- (b.) Sentencing Status (pretrial vs. Sentenced)

- (c.) Custody level (community or minimum)
- (d.) Alert history (incidents...etc.)
- (e.) Charges level/type (felony type, violent crimes)
- (f.) PREA and Gang affiliations
- (g.) Release dates
- (h.) Keep separates.

2.3.4.9 Security Threat Group (STG) management

STG management inside facilities consists of two components:

- i. Screening and entry into OffenderTrak
- ii. Investigative research. This can take the form of mug shot lineups, SMT photo searches, housing reports, prison work assignments, etc.:
 - a. Tattoo Search on several criteria
 - b. Specialized Screening Instruments
 - c. Specialized STG Reports

2.3.4.10 Inmate Grievances

The purpose of the Inmate Grievance Program is to allow an inmate under the jurisdiction of the Department of Public Safety (PSD) to seek a formal and constructive process to address inmate complaints relating to any aspect of his/her conditions of confinement through a credible, confidential, and independent administrative remedy process.

Grievance specialists investigate reports and/or pass them to other offices (PREA) for specialized handling. Hard copies are customarily uploaded into the Grievance subsystem of OffenderTrak.

The following levels of inmate grievances are directed through Grievance Officers:

1. Directed to the immediate source of the problem (e.g., Complaint against an ACO will be directed to the Chief of Security).
2. If the inmate is not satisfied with the response, directed to the next logical position (e.g., Warden)
3. If the inmate is still not satisfied with the response continues to be unsatisfactory, it is again elevated to the next higher position (e.g., Warden, or Institutions Division Administrator).
4. As a last resort, the inmate has the right to file a lawsuit.

For more information, consult our Policy & Procedure regarding [the Inmate Grievance Program](#).

The legacy system supporting the Institutions is largely OffenderTrak.

The following groups enter data into OffenderTrak:

i Institutions Record keeping

(a.) Inmate Booking

Amongst other activities, at booking the inmate is photographed, belongings are recorded and stored, and other biometric readings are taken.

(b.) Sentence Calculation

Sentencing Calculation (i.e. "release date") is of particular interest. Separate ad-hoc and contracted "helper" applications in MS Access and Excel have been devised to facilitate proper release date computation and to produce necessary paperwork.

OffenderTrak provides a rudimentary calculation feature which has been faulted where multiple concurrent sentences are combined with consecutive ones. Additional "helper" spreadsheets are used to assist with accurate computation.

(c.) Housing

Housing assignments are performed by designated Adult Corrections Officers. Information gained from Classification risk assessments and charges filed against the inmate.

(d.) Residency

Residency focusses on Reentry goals in addition to the immediate needs of the facility at which they work.

(e.) Visitation

OffenderTrak manages visitor registration and allows for visitor scheduling. At this time, the application does not provide public-facing pre-registration/scheduling website capability. While in-personal registration would still be a requirement, online scheduling is highly desirable.

iii Adult Corrections Officers

The primary focus of Adult Corrections Officers in the PSD is to manage inmates individually, not record-keeping of their activities. Digital Cellblock logs are also not maintained in Hawaii due to current restrictions. As a result, it is estimated that fewer than 500 guards (of the approximately 1,400) have authorization to enter data in OffenderTrak. The percentage of authorized guard usage of OffenderTrak varies by facility, presumably due to the degree of overlapping roles each ACO must assume for their facility needs.

iv STG & PREA Officers

STG and PREA officers require specialized interview “instruments” in addition to the data gathered from Classification teams. Data recovered from these assessments are entered into OffenderTrak both online from computer terminals, and offline when terminals are not available.

Refer to the attachment for sample STG and PREA assessment/validation instruments and report samples.

Data gleaned from these instruments are gathered into reports and used for inmate management, investigations (including law enforcement), and Federal Compliance.

v Inmate Grievance Officers

OffenderTrak has been customized to manage inmate grievances. This feature provides Grievance Officers with a real-time, integrated tool to easily investigate, and manage issues with complete confidentiality. Refer to the attachment, Inmate Grievances at the end of this request for sample screen snapshots and a sample report.

vi Narcotics Enforcement and Security Threat Group Investigations

Both our Law Enforcement NED and STG groups currently utilize mugshot lineups based on demographic data as well as other information pertaining to their specialties. They also expressed interest in the use of visitor registration and visit schedule history, court appointments, inmate trust fund donation sources, and arrest history of inmates.

In addition to their use of OffenderTrak for reference, Sheriffs and designated STG Corrections Officers conduct interviews with inmates using an instrument similar to Inmate Classification. A sample form and subsequent reports can be found in the STG attachment below.

Beyond the above groups, there are a host of operational units that use their OffenderTrak logins for reference purposes. Groups included in this group are PREA administration (mentioned above), Law Enforcement, and the Department Statistician for aggregate reporting (To be discussed singularly later in this section).

Additionally, OffenderTrak transmits electronic information to several external and internal agencies/functions. And, it submits automated reports to others.

For more information regarding data transmittals from and to OffenderTrak, see the section on “Data Interfaces” below.

2.3.5 Inmate Trust Accounts (ITA)

Inmate Trust accounts provide inmates with a means to store funds and spend them on prison commissary items. Fund sources take the form of donations from approved visitors and payroll from prison work.

Procedures for managing inmate trust accounts have been summarized below. Offerors are advised to review [official procedures](#) to gain a complete overview, and to measure the adjustments that their products may need.

1. Restricted and Spendable Accounts

An inmate trust fund consists of two accounts – a spendable account and restricted one. Remaining balances in restricted accounts are provided to the inmate at release.

2. Deposits

Deposits take the form of payroll from work furlough programs, donations, and prison work/line duty. All deposits during inmate incarcerated are subject to deductions as outlined in court orders, State statutes, and departmental policy.

Fifty percent (50%) in excess of \$20 in a single month of all money earned by an inmate while incarcerated is held in his restricted account.

A standard restitution percentage is automatically calculated and deducted from most deposit categories based on sentencing date unless otherwise ordered by the Court.

Donations from outside sources can be received by mail or in-person. In the latter case, receipts are generated and given to the source of the donation. Donations can only be processed from an approved source on the inmate's visitor list. They are deposited in full to the inmate's spendable account.

As indicated above, inmates may generate payroll income while incarcerated in the form of Correctional Industries' work/line duty or work furlough programs.

Payroll Deposits

Payroll from prison work is presently entered from timesheets, submitted by the duty officer. These dates and times are recorded in our ITA program in a grid, consisting of inmates, hourly rates, and total earnings.

Pay Period Date [Edit Time Sheets](#)

Section Description Unit Description Funding Source

SID	Inmate Name	Inmate Facility	Pay Grade	Hourly Rate	Hours Worked	Earnings
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Once posted, earnings are deposited into the inmate’s trust account.

These entries are saved in the database for accounting purposes.

3. Withdrawals and Deductions

Store Orders – the PSD Canteen

In addition to providing prison work opportunities for inmates, the Hawaii Correctional Industries Division maintains Canteen (Commissary) services to inmates detained within the State. This division provides, amongst other things, [paper order forms](#) and menus for inmates to fill by pencil. These paper forms are scanned and sent to a third party, (“Tech Friends”). Tech Friends processes the orders and reads account balances transmitted by ITA. Based on item priority (set by facility wardens), items requested, and available balance, Tech Friends subsequently sends a list of fillable orders back to Correctional Industries while transmitting the corresponding transactions to Inmate Trust Accounts. ITA deducts inmate balances when uploading these transactions.

Merchandise availability is determined by the facility warden. Consequently, menus are generally unique to each facility and configurable by end users.

At purchase, 2.5% of the price for most items (there are some exceptions) are transferred to an ITA fund. 4% is transferred to a SAVIN fund.

The Hawaii Correctional Industries maintains a warehouse of goods for each canteen. Standard procedures have been established in order to maintain quality control and adequate inventory levels for correctional facilities.

Additional commissary workflow information may be obtained in Chapter 21 of PSD Policies and Procedures by clicking [this link](#). It is not confidential and is open to the public.

4. Victim Restitution (Reentry Coordination Office)

As of this writing, a standard victim restitution percentage is applied based on the sentencing year unless otherwise ordered by the Court. These rates may be added to or change with time:

- i. Before 7/1/2012
Payroll only is deducted at a rate of 10%.
- ii. On or After 7/1/2012
All deposits are deducted at 25%, except for Social Security and Child Support checks and Veteran Administration (VA) income.
- iii. Work Furlough
All deposits from work furlough are deducted at 25%, regardless of sentencing year.

5. Restitution transfer to Crime Victim Compensation Commission (CVCC)

RAVS will prepare the monthly cash receipts and payroll deduction batches in CRMS (CVCC's online restitution database) at designated times of each month (1st for Cash Receipts and 15th for Payroll of the following month). RAVS will then submit the batch to CVCC via email for review and approval. When approved by CVCC, RAVS will inform the facility via email and facility staff will prepare and remit payment to CVCC.

6. Other Deductions

Other sources of deductions can include child support payments, replacement costs of damages to State property while incarcerated...etc. (for more details browse to Chapter 2 of the PSD Policies and Procedures by clicking [here](#)).

7. Release Distribution

Numi Financial (Stored Value Cards, INC.) currently provides Prestige Release Cards to all eight Hawaii DOC facilities. These cards are to provide released inmates with their funds. They are immediately useable upon issuance everywhere that Mastercard® is accepted.

The PSD wishes to continue the use of Numi Debt Release Cards and may wish to have future expanded products such as Work Release cards. The winning vendor will provide an automated option to release funds via Numi Financial using their existing API interface requirements that will be provided after award and a dually executed Numi Non-Disclosure Agreement.

When releasing an inmate, the PSD should have the ability to release with a check (for transfers to other agencies/facilities) or a Numi Debit Release card. Upon selecting Numi, the interface between the awarded CCS vendor and Numi shall communicate inmate name, Inmate ID number, Date of Birth, and Inmate Trust Balance in scope of the Numi interface API. The software would then prompt the user to scan a blank Numi Card via a Numi-supplied, USB barcode reader. On-screen prompts will display a successful or non-successful activation. The funds will be automatically zeroed in the Inmate Funds Management software and the card will be instantly useable. Minimum card load amount is \$.01, the maximum load amount is \$9,999. The software will then produce a receipt that will be signed by the released inmate. The receipt will show date and time of release/card issuance, inmate name, inmate ID number, card load balance, and provide a disclaimer pursuant to federal guidelines and Mastercard regulations. The receipt shall have a place for the Cardholder to sign verifying acceptance of the card, the program and accompanying materials. This language will be supplied by Numi Financial and may need to be modified to reflect changing regulations.

The legacy system supporting the ITA unit is a separate application called ITA. The ITA system is presently a native Oracle suite version 6.0 on a Microsoft Windows Server 2003. Its users number under 30 and include facility business office account clerks, office assistants, and restitution specialists.

The application receives nightly transmittals from OffenderTrak in order to synchronize inmate movements and perform other vital processes. Each correctional facility currently maintains its own, independent bank account to manage their own pool of funds – transfer checks must be sent to receiving facilities when inmates are relocated.

Due to its distinct disposition separate from OffenderTrak, inmate movements are frequently not processed cleanly, resulting in the inmate's inability to procure goods from the commissary and potentially more complex issues. It is hoped that Offerors will provide the PSD with some relief.

The following is a summary of activities and policies associated with Inmate Trust Accounting. For more detailed information, it is advisable to review its Policy and Procedures.

- i Event-Driven Activities
 - (a.) Facility Intake:
 - (1.) Account Creation or reinstatement
 - (2.) Deposit contingent on funds
 - (b.) Transfers (inmate movements):
 - (1.) Inmate's accounts are reconciled.

- (2.) Check is written to the receiving facility.
- (c.) Inmate Release:
 - (1.) Inmate's accounts are reconciled.
 - (2.) If applicable, a check or debit card is issued to the inmate for the total amount remaining in both balances (restricted and spendable).
- (d.) Quarterly Processing Requirements
 - (1.) Each fiscal quarter (commencing on July 1), the State is required to provide inmates with account statements that detail prior balances, deposit and withdrawal transactions, deductions, and their ending balances. Account statements may also be provided on-demand.
 - (2.) As statements are produced, the Inmate Trust Account Clerks must reconcile all balances within the system. The aggregate of all inmate accounts must be reconciled to the general ledger account and monthly bank statements. The monthly and quarterly reconciliations must be submitted to the PSD Fiscal Office for review and reporting.
- (e.) Monthly Restitution
 - (1.) Cash Deposits and Furlough.
Cash deposits and furlough batches are prepared each month from the Cash Receipts Journal Report.
 - (2.) Payroll
Payroll batches are prepared utilizing the Payroll Distribution Report.
- (f.) Store Orders (from prison commissary)
 - (1.) Each week, inmates are ushered into a secured area, and fill out an order form.
 - (2.) These forms are scanned and transmitted to a third-party vendor which digitizes the images into transactions that are subsequently transmitted back to the PSD and loaded into the Inmate Trust Accounts application.

While transactions are loaded and processed by the ITA, all deposits are frozen. This has caused issues due to corrupt transmittals resulting in a backlog of hand-written receipts.

Correctional Industries is a division within the PSD which manages warehouse inventories, the packaging, and delivery of ordered goods. The division utilizes a web solution called, "LockDown" which provides a wide range of inventory management tools including:

- Barcode automation
- Reorder points/alerts
- Inventory, Price Lists, item costs, and markups
- For orders, amounts due to SAVIN, and amounts due to ITA, blind receipts (warehouse pull orders)
- Bubble sheet scanning

Offerors with integrated inventory management suites (assuming other priority needs are met) are strongly advised to respond. For additional information, browse through the PSD policy regarding the "canteen".

(g.) Donation-Deposits

- (1.) At the time of this writing, donation-deposits are received physically. These transactions are entered into the application which prints a receipt.
- (2.) Should the application become unavailable, clerks produce hand-receipts.
- (3.) Work is currently underway to implement deposit kiosks which will transmit deposits to inmate trust accounts. This solution will utilize the "authorized visitors list" stored in OffenderTrak in following with the Department's Policies and Procedures.

2.3.6 Corrections Program Services

The Corrections Program Services (CPS) is responsible for implementing and monitoring a variety of programs, aimed at providing inmates with education, nutrition, religion, substance abuse counseling, and sex offender treatment.

It consists of 6 primary branches which include:

1. Education Services
2. Sex Offender Treatment
3. Substance Abuse Treatment
4. Library Services
5. Food Services
6. Volunteer Services

Of these, Education Services, Sex Offender Treatment, and Substance Abuse Treatment programs will be included in this RFP.

1. Education Services

The vision of the Education Services Branch is to assist in developing self-empowered individuals who are successful in their reentry back into community. Its mission is to realize and actualize the potential of each individual through the development of academic education, career and technical training, cultural awareness and awakening, social, emotional and spiritual growth. Academic points from coursework can be gained when provided by teachers of local colleges. Similarly State and National licenses (e.g., forklift operator, electrician, etc.) may be also obtained.

Inmates may use transcripts and certificates at their Parole Board hearings. Education Services is a member of the Alliance for Higher Education in Prison and the ACA. There are roughly 20 Education Specialists at facilities across the State.

Official guidelines may be found in Chapter 14 of the PSD Policies and Procedures by clicking the following:

- i. [Academic and Career and Technical Program Standards](#)
- ii. [Administration of Inmate Education Records,](#)
- iii. [Establishment of New Academic and Career and Technical Program](#)
- iv. [Post-Secondary Programs](#)

Educational Services uses a system called the Student Management System. SMS is an off-premise, web-hosted system specifically tailored to their needs. It is written in asp.net with an MS SQL Server database. Inmate information is periodically downloaded from OffenderTrak.

Data entry is performed by education specialists stationed in facilities across the state. A wealth of operational and demographic reports is generated from this system on demand.

For additional detail of required reports, refer to the Education Services Reports below.

2. Sex Offender Treatment (SOTP)

There are six to seven treatment modules in SOTP. Two of them are at the core of our program (both called Relapse Prevention, one covering Victim Empathy and the other, Deviant Cycle) and can never be waived. The other four or five modules are skills (depending on their individual treatment plan) identified as important in reducing recidivism but can be taken through the department's Education section during their incarceration and then later used (with my permission) to either waive or test out of SOTP modules. SOTP is one of several programs the parole board recommends. When an inmate completes the program, the Parole Board is informed. Inmates begin the program two to three years prior to their TPD. Generally, the program takes about 18 to 24 months to complete depending on the

inmate and not counting any possible disruptions, some of which include waiting for a needed treatment module or inmate misconducts. Completing SOTP is just one factor that will help the parole board decide to parole an inmate. Inmates still must register as a sex offender regardless of if they do the program. Inmates who complete the program can be cleared to go to the department's work furlough program and continue treatment in aftercare sessions.

The Sex Offender Treatment Program makes extensive use of MS Excel. As with other programs, SOTP manages inmate treatments and progress.

Refer to the Attachment for more information regarding their treatment as well as the tracking spreadsheet used.

3. Substance Abuse Services

The goal of the Substance Abuse Services (SAS) is to eliminate the risk of recidivism with respect to substance abuse habits and crime. Risk assessments are based on screening sessions with inmates on several levels such as standard LSI-R/ASUS and Biological/psychological/social behaviors. Subsequent to these screening sessions, inmates are assigned to a Recommended Treatment Level (RTL) from which a schedule of treatment is designed and managed. Progress notes are recorded, and success rates are measured.

The SAS makes extensive use of MS Excel. They had previously used a web application similar to Education's to track inmate status and progress. It currently collaborates with other agencies using a multi-state sharing framework named "WITS". Statewide subscription to this service is provided to the program by the State of Hawaii Department of Health, Alcohol and Drug Addiction Division.

The SAS presently manages inmate sessions manually, via spreadsheets. Prior to this, a web application, "SMS" had been used until it failed to function and was abandoned. Input screens from this "SMS" application, Excel spreadsheets, and other reports can be found in the [Attachment](#).

The program additionally uses a "CyZap" workflow supplied by the State Judiciary to fulfill assessment paperwork requirements.

2.3.7 Health Care Division

The Health Care Division of the Department of Public Safety operates medical units in each of its correctional facilities across the State of Hawaii. Each medical unit regularly treats both in- and out-patients and also transports inmates to private hospitals when needed.

The Division is supported by approximately 200 employees, which includes approximately 15 doctors and 83 nursing positions in addition to therapists, assistants, and psychologists.

Services and specialties include general clinical, nursing, dental, mental health, social services, occupational therapy, psychology, and recreational therapy. Patients whose needs exceed care limits of our medical units are transferred to appropriate private hospitals.

Public Safety, Health Care Division currently utilizes eClinical Works (eCW) version 9.0 to manage its medical records. The implementation chosen for this EMR is based on an on-premise server, maintained by the vendor -- an undesirable setup by current standards.

Pharmaceutical supplies are sourced to Contract Pharmacy Services which utilizes software for electronic order processing. However, eCW lacks the technology to interface with it, requiring clinicians to manually retype orders.

Several shortcomings stem from eCW's roots as an ambulatory/clinical EMR that centers around out-patient treatment:

- a. Lacks the features required to support inpatient care.
- b. Unable to share information with outside organizations such as public/private hospitals, State support programs, and even our prison facilities outsourced on the mainland US. Paper packets are currently used.
- c. Inflexible design which does not allow for change. This has proved to be materially problematic during the COVID-19 Pandemic for testing, vaccinating, and population analysis.
- d. Lacks a digital interface with the automated pharmacy system. Prescription orders must be manually retyped.
- e. Lacks a method to remotely enter treatment data on-site, away from terminals and Wi-Fi.
- f. Minimal ad-hoc reporting capabilities.
- g. Lacks 24/7 technical support

2.3.8 Other Supported Functions

Below are additional functions that are currently supported by OffenderTrak.

2.3.8.1 *PREA*

The Prison Rape Elimination Act (PREA) is a federal law enacted in 2003 intended to address sexual abuse and sexual harassment in prisons, jails, community correctional centers, and lock ups. In support of PREA, PSD has instituted a "Zero Tolerance" policy against any form of sexual abuse and sexual harassment towards an offender by another offender or by a staff member, volunteer, or contractor.

Inmates are screened upon entry into the Corrections system by Intake Service Center employees via the PREA screening instrument found in the [attachment](#). If an inmate is to be detained by the

PSD, screening results are factored into his housing, program participation, prison work, separation, and protective custody assignments.

Prison Rape Enforcement Act Officers are assigned to each facility. They respond to reports and grievances (above) and preserve the PSD's compliance with federal standards.

The PREA Coordinator gathers investigation data and produces reports to ensure that cases are closed in a timely manner and again, to ensure that the PSD complies with federal standards.

For more information regarding PREA standards at the Hawaii PSD, refer to our [Policies and Procedures](#).

2.3.8.2 Aggregate Corrections Reporting

Due to its varied nature, there are no standard Policies and Procedures in place for this function. Aggregate Corrections Reporting is an imperative for PSD. Pre-defined, functional/operational reports that maintain office productivity are supplied by OffenderTrak, ISC, and ITA. Aggregate reports allow the executive branch to view the Division as a whole from several angles. This role is also responsive to news media and public information inquiries when called upon.

Aggregate Corrections Reporting combines data sources from the applications described above. Special interest groups, the media, and social researchers require specific reports and statistics that require this function to cross platforms. Many require combining age ranges, reform program participation, ethnicities, with sentencing, risk assessments, or even work line performance.

It is hoped that the amount of effort involved in data gathering is significantly reduced for this function. Currently, read-only queries in MS Access are linked to the ISC database. In the case of OffenderTrak, a subset must be downloaded into MS Access as well. Comma-delimited information from other sources is also imported and processed when the need arises.

More complex reports are exported to a format suitable for import to SAS (Statistical Analysis Software) where, the department statistician can focus on his specialty to complete his reports.

2.3.8.3 Law Enforcement

Although the PSD Law Enforcement Division is separate from the Corrections Division, members use OffenderTrak in several different ways.

Their published mission is “...*To provide for the security of designated State facilities, lands, and waters. State law Enforcement will protect the public and State personnel within its purview by preserving the public peace, enforcing laws, preventing, and detecting crimes, and apprehending offenders.*”

Three stakeholders from this division stepped forward with interest in this project:

1. Narcotics Enforcement Investigations
 - i. Mugshot/photo Lineup
 - ii. Special Incident Reporting
2. Courtroom Dashboard – Inmate Transport

PSD recently implemented a web-based courtroom dashboard which retrieves information from Court Calendars and provides facility forenotice to prepare inmates for trial. At last report, entry is recorded manually by the Court and monitored by facility personnel.

The courtroom dashboard was implemented in 2017 by a sole proprietor software company to improve inmate attendance for court appointments. The web-based application is designed in Ruby-on-Rails storing data in a PostgreSQL database and operates from an off premise Heroku platform.

The workflow is superficially elegant:

- i Daily Court Calendar is entered or uploaded by the Court to the dashboard database.
- ii The dynamically updating Court Calendar is displayed in different formats to terminals for:
 - (a.) Local jail or prison
 - (b.) Local ISC terminals
 - (c.) Defendant Attorneys
 - (d.) Sheriff Station at the courts

Concerns regarding a potential disparity between stored OffenderTrak appointment schedules and actual court appointments have made this an important item for inclusion in this project.

Sample reports and technical excerpts from the documentation can be found in Attachment XXII Courtroom Dashboards.

2.4 FUNCTIONAL AREAS

The PSD is seeking a fully realized, secure, web-based, vendor-hosted solution that will combine all the organizational functions described above utilizing a single platform from which data can be easily extracted. All proposed solutions will not require any proprietary desktop client software. The solution's data and software will be housed and managed by the awarded contractor outside of the Hawaii State government network, accessible to PSD desktops via the internet.

Although our existing mix of solutions have proven predictable and reliable in accomplishing many of the functions above, the expectation of the PSD is for their replacement to *exceed* existing capabilities both qualitatively and quantifiably in terms of scope, flexibility, and ease of use, while providing the same reliability and business need (for Corrections).

The PSD requires the functional areas listed in Table 2 in an OMS. Attachment VII Functional and Technical Requirements contains the detailed functionality the PSD requires within each functional area. These functional areas substantively follow the guidance provided by the Corrections Technology Association (CTA).

Table 2: Functional Areas

No.	Functional Area	No.	Functional Area
1	General	14	Medical
2	Technical	15	Grievances
3	Reception and Commitment	16	Programs
4	Sentence Calculation (Records)	17	Scheduling
5	Classification	18	Security Threat Group (STG)
6	Caseload Management	19	Trust Accounting
7	Security	20	Release and Discharge
8	Incidents	21	Prison Rape Elimination Act (PREA)
9	Discipline	22	Arrest and Booking
10	Property	23	Pretrial Services
11	Visitation	24	Law Enforcement
12	Community Supervision	25	Data Exchange
13	Housing, Bed Management, and Transport	26	Data Conversion

Functional Area Descriptions

The descriptions in Table 3 are intended to provide a high-level overview of each functional area. Offerors should reference these descriptions when providing responses in Attachment VII Functional and Technical Requirements.

Table 3: Functional Area Descriptions

General
This section contains functional system requirements including task management, electronic document management, and workflows.
Technical
This section contains technical system requirements including security, reporting, and performance.
Reception and Commitment
The reception and initial commitment of an offender into the system is an essential phase that not only verifies and gathers accurate demographic information and screens offenders for an initial determination for overall health, housing and programming needs.
Sentence Calculation (Records)

The purpose of this business function is to ensure offenders are incarcerated for the exact amount of time as prescribed by law. The function of sentence and time accounting encompasses the initial calculation of an offender's required length of incarceration using applicable statutes and case law, and applying statutory awarded good time. An iteration of recalculating the projected release date continues during the incarceration period, applying earned time credits awarded and revoked, amendments to the original sentences, or other actions that can reduce the length of incarceration.

Classification

The system should have the ability for the business process to ensure that all offender assignments are based on risk, security, and programmatic needs. A custody level is identified that helps sort the offenders to specific facilities and assignments within the system.

Caseload Management

Offender caseload management is the process used by institution corrections staff to structure the risk levels of clients and determine the program and security strategies to meet the criminogenic needs defined in the management process.

Security

This business process includes the custody and control of offenders during their incarceration period, by enforcement of a defined secured perimeter, accountability of offenders by conducting regularly scheduled and unscheduled counts, and processing offenders into and out of facility control.

Incidents

This module serves to document incidents occurring in the facilities. Some incidents may result in disciplinary action; other incidents may be maintenance related, or may not be associated with an inmate.

Discipline

This module serves to regulate the conduct of offenders and officially document disciplinary actions stemming from incidents. Additionally, this module should include the management of the underlying incident for which the disciplinary event is based. The module should have the flexibility to manage both formal procedures that are followed when moderate to serious incidents occur and informal procedures for minor infractions.

Property

The system should have the ability to track offender property. Functions should include but may not be limited to the receipt, transfer, storage, maintenance, release, and disposal of offender personal property and items brought with them during arrival processing, issued by the corrections department/agency, or received from approved sources.

Visitation

<p>This module is intended to promote family and other supportive relationships important to offender stability during and after incarceration period. This privilege requires that the corrections agency develop a process that has a high degree of consistency and uniformity while maintaining the security and integrity of the facility.</p>
<p>Community Supervision</p>
<p>By Hawaii Statute, the term “Supervised Release” is a Bail Status where bail is set aside in lieu of conditions that we monitor. PSD uses the term “Community Supervision” as we also have defendants who have posted bail but still have conditions placed on their bail by the courts. The system will also be used by the Hawaii Paroling Authority.</p>
<p>Housing, Bed Management, and Transport</p>
<p>The offender movement process is required to facilitate the placement of offenders into appropriate facilities. This placement is based on a number of factors including but not limited to classification or risk assessment, program needs, medical needs and institutional bed space needs. This area also supports transportation needs including: transfers, medical, appointments, court, work release, work programs, furloughs, etc.</p>
<p>Medical</p>
<p>This module provides for transfer of information between the OMS and an Electronic Health Records (EHR) system.</p>
<p>Grievances</p>
<p>The system should have the ability to provide the appropriate means for offenders to communicate their problems, with an expectation the problems will be heard and resolved. The resolution may be in many forms, from an action to correct the problem to an explanation of circumstances with no action at all. The process must be timely, documented, address emergencies or special conditions appropriately, and afford the offender an appeal to have the resolution reviewed should they choose to do so.</p>
<p>Programs</p>
<p>The system should have the ability to assign inmates to programs, track attendance, and track program outcomes against treatment goals. The purpose of this business function is promoting self-improvement and pro-socialization among the offender population.</p>
<p>Scheduling</p>
<p>The purpose of this business function is to facilitate offender and activity scheduling within a correctional facility. Communicating appointments in a structured and consistent fashion to correction staff fosters controlled movement of inmates within the institution and fewer interruptions to daily operations.</p>
<p>Security Threat Group (STG)</p>
<p>The processes of identifying, validating, and collecting information about offender affiliation and participation with known social groups commonly referred to as STG, to promote safety and security is the focus of this business process. This encompasses two primary</p>

<p>functions, which include the collection of valid information and the reporting of the information to appropriate entities.</p>
<p>Trust Accounting</p>
<p>The system should have the ability for the module to provide for the accounting processes used to track trust account monies. The governing entity acts as trustee of monies received from offenders upon transfer of custody, during their incarceration period, until the offenders' eventual release from custody. Like PREA, the PSD is required to comply with federal, state, and Judiciary requirements for crime victim restitution. For the purposes of this RFP, Victim Restitution takes the form of deductions from inmate trust funds.</p>
<p>Release and Discharge</p>
<p>The purpose of the Release and Discharge module is to track both releases from an institution to community supervision, or a complete discharge in a timely and accurate manner. Release to community supervision for offenders can include releasing to Probation, Parole or independent Community Corrections programs. Incarcerated supervision targets offenders in pre-release environments, with an imminent parole consideration or release date. Offenders may be discharged directly from an institution. Once discharged the offender is no longer under the custody of corrections. At the various stages of release, and discharge, PSD is obligated to notify registered victims of the upcoming events.</p>
<p>Prison Rape Elimination Act (PREA)</p>
<p>This functional area tracks PREA related business functions including but not limited to education at orientation, screening, staff training drills, and reporting. Compliance with the Federal Prison Rape Elimination Act of 2003 is a requirement for this RFP. The State of Hawaii Department of Public Safety has proved compliant with federal and state requirements in the past and expects continued compliance when transitioning to new software solutions.</p>
<p>Arrest and Booking</p>
<p>This functional area tracks booking information for recently arrested defendants. This includes the capture of arrest record information, defendant demographics, and release data (i.e., bail).</p>
<p>Pretrial Services</p>
<p>This functional area tracks the defendant's release conditions, including bail suitability reports which are submitted to the courtroom as well as risk assessments.</p>
<p>Law Enforcement</p>
<p>"Law Enforcement" is a regrettable misnomer. This functional area is focused on the coordination between individual correctional facilities and courtroom calendars to ensure that an inmate is present when required.</p>
<p>Data Exchange</p>

This section contains the list of potential exchanges with the OMS.
Data Conversion
This section contains data sources that will need to be accessed in the OMS.

The subsections below include summaries that describe the PSD’s desired future state for each of these functional areas. The intent of this section is to elaborate on the individual requirements provided in Attachment VII Functional and Technical Requirements for each of these functions so that Offerors may have a clearer picture of the PSD’s vision for a new system.

2.4.1 General

Offerors must propose an OMS that is mature (3 years or more in use) and meets or exceeds the baseline standards that are common in the offender management system industry. Core features must include:

- Configurable Task Management
- Configurable Rules Engine
- Configurable Workflow
- Configurable Alerting and Notifications
- Integrated Calendar and Scheduling
- Browser-based platform, with modern user experience – no client component to install or upgrade.
- Integrated electronic signature capabilities
- Seamless ability to upload, retrieve, view files (i.e., photos, PDF files, reports, and scanned documents/reports).
- A significant repository of standard reports that can be easily configured by the PSD to meet PSD-specific needs
- Adhoc reporting capabilities
- Dashboards

Easy customization/modification such that input screens, queries, and lists can be designed, tested, and deployed by selected designees at the PSD.

- i. Regarding input screens, accurate detainee identification with the following benefits to Classification, Re-Entry Forms, and ISC instruments:
 - (a.) Known information (typically demographics) are pre-filled, reducing entry time and improving accuracy.
 - (b.) Context-sensitive input screens that, for example, disable irrelevant options (such as age and gender questions) based on the imported data, improving accuracy.
- ii. Improved, intuitive interface to decrease data entry time with a format that will promote intelligent review and management rather than keypunch skills:

- (a.) Accurate data entry
- (b.) Intuitive (less than 4 clicks) access of desired target windows or interface.

The driving forces for Correctional Reporting are:

- i. Time
The awarded solution shall provide the ability to save or discard query/report templates as needed. The interface for customizing reports must be intuitive and not overly technical or code intensive.
- ii. Required Periodic State and Federal Reports
If the Contractor can provide downloads of database backups to the PSD, the Contractor must provide a data dictionary and entity relationship diagrams.

2.4.2 Technical

Offerors must propose a solution that is mature (three years or more in use by prisons and jails) and meets or exceeds the baseline technical standards that are common in the offender management system industry. Core technical features must include:

- Role-based security with sufficient granularity to restrict or grant specific privileges on an individual basis.
- Conformance with industry standards such as the American Disabilities Act, HIPAA, and GAAP
- Support for multiple environments, such as Development, Testing, Training, Staging, Production
- Browser-based desktop interface only – The system and subcontracted modules must NOT require any desktop component that requires additional installation, maintenance, or troubleshooting on desktop computers.
- Secure, Vendor-Hosted, SaaS. The system must reside on a certified, FedRAMP cloud-based server managing the application database and software platforms that vendors (not the SOH PSD) will maintain, upgrade, and troubleshoot.
- Response Time
 - (a.) Data entry – less than 1 second
 - (b.) Real time (less than 4 second delay) distribution of captured information across all relevant operational units (see the [Stakeholders/Users](#) section).
 - (c.) Popup dialog screens and offender photos - easily within 1 second
 - (d.) Query results - within 10 seconds for 2,000 rows/results
- Reliable accessibility – The current system has been available to the PSD 99.9% 24 hours, 7 days per week; this must be supported by the new OMS
- Improved/intuitive Document Management (“DM”) – reducing the need for bulky filing cabinets and fewer trips to facility records. Although an integrated “DM” component is ideal, Offerors may include

subcontracts with known carriers on the condition that the Offerors are wholly responsible for response time, security, and reliability of the subcontracted service.

- The awarded solution shall provide administrative features secured by user role. That is, facility-specific settings (alerts, store orders, etc.) shall be set by authorized personnel.
- Similarly, the awarded solution shall provide relevant application administration features for technical IT staff to adjust global settings.
- Data security, application, system security (including protection from malicious code, intrusions, hackers, and unauthorized access), and physical security are important State objectives. Because the CCS will contain data that is highly sensitive, special governance procedures and appropriately robust data protection procedures are required.
 - These must include:
 - (a.) Encryption and Firewalls: The goal is to apply appropriate security zoning, technologies and monitoring measures at low expense to the State.
 - (b.) Identity: Identity provisioning and management are required to enforce role-based access control for administrators and users of IT applications and infrastructure.

2.4.3 Reception and Commitment

Workflow automation and electronic information sharing, supported by robust technology and OMS system enhancements, provide the foundation for PSD's future vision for Intake, Reception, and Commitment. In this future state, automation of paper forms will serve to streamline data entry and reduce the occurrence of duplicate data entry as shared offender fields (demographics, sentencing, etc.) will auto-populate for Intake Service Center (ISC) and Community Supervision staff use. As the offender is received and moved through the intake process, unique identifying numbers will be assigned in accordance with the primary offender type. System automation will confirm if each offender is new or returning, and will then generate offender receipts following initial intake.

As the offender is processed through a variety of intake processes, secure role-based system access will ensure that staff are accessing only the offender screens and details that are pertinent to their work. While sensitive information may not be present to all OMS users, a comprehensive offender file will be built as station data and assessments are entered.

System workflows accompanied by configurable notifications, alerts, and triggers will assist offender tracking across all stages of intake, reception, and commitment, to ensure collective stage completion in an efficient and effective manner.

CJIS integration is critical for this component. Our current ISC application imports a wealth of demographic information from CJIS directly into input screens and the database.

There is significant interest in LiveScan integration to assist with proper identification.

PREA assessments are also performed by the ISC. Refer to Attachment XVII for samples of the online PREA assessment instrument and current reporting requirements. Contractors must fully integrate these components as well as new federal requirements as they become available.

2.4.4 Sentence Calculation

The future state of PSD's sentence and time accounting business function should include system automation capable of accurately calculating both initial and ongoing incarceration periods such as recalculations based on the offender's charges, severity, court mandates, case law, earned good time credits, and other conditions for adjustment. Dynamic system calculations should allow for sentence enhancements, credits and suspensions, in order to arrive at an offender's net time imposed and to determine the controlling offense/sentence based on concurrent or consecutive offense/sentence relationships.

The new OMS should provide a historical view of an offender's sentence, noting changes over time due to event-driven occurrences. Currently, the State of Hawaii does not utilize "good time" credits with regard to sentencing. However, should this change, the OMS should provide functionality to add, change, or invalidate good time accounting rules by date range based on changing legislation, as well as the functionality to track sentences based on what statutes were in place at the time the offense was committed. With each sentence recalculation, the offender's projected release date should be updated for both concurrent and consecutive sentences. As the central repository for all offender information, the OMS should be able to share sentencing data with the following program modules: disciplinary, housing and bed management for medical appointments and/or out to court days, offender property, victim services, offender programming, probation and parole, etc.

It is the vision of PSD to have one sentence computation engine that can be used by the facilities (prison and jail) and community supervision to calculate and track sentencing. The system should be able to process sentencing changes based on events, such as probation or parole violations, parole revocations, and amended sentence orders. This includes shared access to offender data and system screens required for real-time sentence calculations. Supporting system features may include: automated triggers and notifications, and business rules that allow for mass approvals or deductions as well as application of these details on a case-by-case basis, approval workflows, and flexible time-clock alerts. Additionally, the engine should accurately automate the calculation of "days served" for abstract sentence calculations for sentences such as "weekender" or furloughs.

With these enhancements, PSD could leverage projected release date information to project beds and housing at the facility level and to project release dates based on the offender's potential program participation and possible good time earning.

2.4.5 Classification

The future vision of PSD classification centers on dynamic system assessment, risk indicator calculations with supporting functionality of alerts and reminders, and enhanced communication about offender classification

status and custody level determinations. Within the COTS OMS system, objective based classification will be streamlined as each offender is assessed across common standards/objectives during their initial inception into prison and at frequent, specified intervals based on needs or as required by policy.

Initial custody level determinations establish the offender's facility and assignments within the system which prioritizes identified security and risk considerations. When the scored custody level is determined to be inappropriate for any justified reason, a variance to this level can be requested in order to raise or lower the custody level, e.g. an override. The COTS OMS system will support an override process that includes both mandatory, supported by PSD policy or law, and discretionary, justified by staff request and supported by sound correctional analysis, overrides. System functionality, including secure role-based abilities to approve or deny requested overrides, historical records of all classification/reclassification changes, alerts, and notifications when a change to a classification results in a different custody level, will be important to maintain a safe correctional environment.

Centralizing classification information and providing visibility across PSD business processes will enable dynamic reporting and analysis important for the assessment of how well the risk level of each offender with regard to their threat to the public, other offenders, staff, and visitors is determined. Additional analysis may be placed on overrides to determine the State's yearly override rate and how this rate may indicate inaccuracies in the initial and/or ongoing assessment of the offender's risk and threat levels.

As with ISC's risk assessments, the Inmate Classification Office requires a significant amount of data-feed from the Hawaii CJIS. Additionally, the present solution (OffenderTrak) evaluates the data and pre-fills subsequent categories while disabling irrelevant options (such as disabling specific age-related questions for those under 25 for a thirty-year-old inmate). Contractors shall accommodate this behavior in their solution. Several assessments may be conducted over the length of an inmate's incarceration. New and prior assessment results must be saved separately for review and analysis.

In addition to the requirements above, the Contractor shall provide a solution that will:

- Replicate the four assessment instruments that the Inmate Classification Office currently employs (see Attachment XIII Inmate Classification).
- Update inmate security classification on his summary screen
- Provide an "In- and Out-"list, indicating the inmate's history of movements to other facilities during this custody period or past ones.
- Relevant information from the awarded solution shall populate the classification instrument (input form), while accommodating irrelevant options (see the first paragraph above).
- Relevant information from CJIS will also populate the classification instrument, while accommodating irrelevant options.

The contractor shall comply with risk assessment criteria and methodology indicated in this RFP with details to be supplied by Intake Service Center management. Refer to the ISC user guide for sample screens and procedures.

It is important to note that assessments executed by the ISC are distinct from risk assessments by the Inmate Classification Office. While data may be shared between the two assessments (particularly demographic, educational...etc.), the assessment data is not to overlap to avoid confusion and improper management of inmates.

2.4.6 Caseload Management

The future vision for Offender Caseload Management is to capture documentation of events during an offender's incarceration period within the OMS, including the counseling and guidance provided to offenders by their assigned case manager or officer.

OMS case management should permit for offender assignments based on the current capacity and location of case manager/officer and allow for case manager reassignment as needed. Additionally, OMS case management functionality should capture and/or interface with a third party assessment or case management tool for the lifecycle of offender management plans from creation through completion; complete with customizable performance metrics, goals and activities, and ongoing tracking of progress towards goals. Case management workflows will alert staff to required next steps/system actions as the offender completes goals, is referred for additional programs, and ultimately nears his/her projected release date.

2.4.7 Security

The future state of security (facility/count) will be characterized by OMS centralization and automation workflows through which scheduled and unscheduled counts will be efficiently and effectively tracked. Bringing these business processes into the system will enable expedited processing of offenders as they move both within the facility and in and out of the facility for approved/scheduled activities. This electronic location tracking will inform the scheduled and unscheduled count process as the system cross references offender real-time locations with scheduled activities that are captured in the Programs unit, and additional modules within OMS such as facility programs and medical/court appointments.

Offender transportation workflows within the OMS will manage the processing and scheduling of offender transport with the objective of maintaining the highest level of security during all offender movements both within and outside of the facility. The OMS system should be able to maintain a history of all transport activities, provide a schedule of current and future transport activities, and provide a comprehensive understanding of offender transport considerations/needs based on their custody level and identified risks and threats.

OMS security functionality should also include robust offender communication monitoring including the ability to track and review all mail – moving towards 100% email – phone calls, and visitation events. Future system interfaces should greatly enhance PSD's security resources by quickly parsing through written/spoken communication logs and flagging key words, phrases, and names as defined by PSD.

OMS functionality will also be crucial in supporting PSD's emergency planning and associated business processes for each of the following scenarios: escapes, hostage incidents, disturbances, fires, natural disasters, external breaches and employee or inmate strikes. Configurable emergency plan workflows should ensure consistent application of emergency procedures, timely notification of appropriate PSD and State staff, and expedited resolution of the emergency scenario.

2.4.8 Incidents

The future vision of PSD's incidents business processes is centered on a robust OMS system that enables comprehensive incident tracking, process workflows, and enhanced information sharing between the incident, grievance, classification, sentence and time accounting, and disciplinary areas of the system.

OMS functionality should include the assigning a unique identifier to each incident, tracking a grievance and disciplinary record, and maintaining a history of all offender citations. This unique identifier will be instrumental in linking incident cases to an accompanying misconduct report and resulting disciplinary actions. System automation of these details should also support the ability to make investigation referrals to the investigations team as needed. System formalization of incident and discipline tracking will be important to support both legal and administrative purposes.

2.4.9 Discipline

The future vision of PSD's disciplinary business process is centered on a robust OMS system that enables comprehensive disciplinary tracking, process workflows, and enhanced information sharing between the incident, grievance, classification, sentence and time accounting, and disciplinary areas of the system.

Disciplinary workflows will track offender incidents from the date and time of the issue through investigation to resolution. OMS functionality should include tracking the disciplinary record, and maintaining a history of all offender citations. This unique identifier will be instrumental in linking incident cases to the accompanying misconduct report and resulting disciplinary actions. System automation of these details should also support the ability to make investigation referrals to the investigations team as needed. System formalization of incident and discipline tracking will be important to support both legal and administrative purposes.

2.4.10 Property

PSD's vision for the future business process of offender property management includes system automation and user-friendly workflows that manage the receipt, transfer, storage, maintenance, release, and disposal of offender personal property. Additionally, as the OMS stores all offender data in a centralized location, property officers will be able to track approved items against offender custody levels and current privileges.

Property lifecycle reports will store the date, time, property category (e.g., approved, not approved), acquisition details (e.g., state issued, offender purchased), and resulting action(s) (e.g., inventoried, confiscated, destroyed). As paper forms are automated into the OMS system, dropdown menus and one-click options will

expedite the data entry and inventory process as mail-ordered items are received and reviewed, and as random property searches are conducted.

Future system enhancements to the tracking of property data will assist with facility compliance to PSD property policies, and will allow for extended reporting and property analysis.

2.4.11 Visitation

PSD's visitation processes will be greatly enhanced through the OMS as paper forms are automated and all visitation information is centralized within the system. OMS centralization will enable comprehensive visitor tracking, maintaining a history of all visitation occurrences and generating alert notifications if a visitor attempts to exceed the number of allowable visits during a defined period of time. Future OMS visitor tracking will include and is not limited to: approved visitors (family, friends etc.), approved volunteers, and legal counsel. The OMS will enable electronic submissions of visitor applications, triggering a review and approval workflow process. Automated workflow will assist PSD staff as they review and add verification results, demographic data and photos, and move efficiently through the approval or denial of applications. The OMS will have the ability to generate standard and configurable application result communications to either individuals or batches of visitors. Additionally, this electronic communication feature may assist with the drafting, responding, and grouping of inquiries as they are received by offender friends and family members.

In this future environment, PSD visitation staff will be able to track and log visitors electronically through the OMS, thus effectively removing the previous paper logs kept at each facility. By tracking this information in real-time electronically, PSD staff will be able to quickly identify if a visitor is approved or exceeding their visitation limit. Further, electronic tracking will increase the accuracy of visitation data statewide, i.e. who was present, where, from what times, and which offender the visitor is linked to. As this information is centralized within the OMS, the hope is that visitors linked to more than one offender at either the same facility or across facilities, will become flagged for further review and consideration for removal.

It is also the desire of PSD that visitation, both group events and individual appointments, may be scheduled through the OMS. Electronic scheduling would assist with enforcing facility capacity restrictions, and would provide PSD with a list of potential visitors either a day, week, or month in advance. For additional details, see Scheduling.

2.4.12 Community Supervision

The future vision for Community Supervision is centered upon an OMS that supports policy-driven business processes to support, track, and manage the ongoing and dynamic activities required during community supervision. Equipped with supervision workflows, the OMS will enable offender tracking through intake and assignment to a Probation and Parole Officer (see Caseload Management) to completion of his/her individualized supervision requirements. The OMS will have the ability to classify the type of supervision required based on individual offender needs and risks as well as track ongoing supervision and reporting tasks.

In the future environment, all offender supervision data will be housed in a centralized location, which will enhance information sharing between facilities and Community Supervision. Community Supervision staff will have the ability to create and maintain offender agreements and conditions. The OMS will store probation and parole violation details and assist with managing the violation process through a unique violation workflow.

For the purposes of the ISC, Supervised Release takes the form of a type of Bail Status. It can take many forms (participation in programs, geographic restraint, “halfway houses”, or curfew restrictions...). The Contractor must provide a solution that adequately allows the ISC to manage people charged with those constraints in a meaningful way. An example may be ankle bracelet monitoring for a person under geographic restrictions.

In addition to the items below, it is imperative that contractors provide a solution that allows end-users (managers) to easily produce customizable reports and save them for reuse. The Contractor shall also provide a means to share them with others at the same level to encourage standardization and to streamline workflows. The need for end-user, custom reporting was echoed by all stakeholder groups.

2.4.13 Housing, Bed Management, and Transport

Comprehensive offender placement tracking will allow PSD to verify the location of any inmate in real-time. In order for this to occur, the OMS will track and monitor all bed assignments, available facility/unit/cell space, and all offender moves as they occur over time. OMS will provide the ability to track case notes and highlight factors considered in making both initial and subsequent housing and bed assignments.

The creation of housing control maps, or GIS reports, will greatly enhance PSD’s ability to track all offenders within a facility as they are linked to a unit, cell, and bed placement. Color mapping will further expedite bed management as occupied, placed on hold, and available beds are clearly identified.

2.4.14 Medical

A real-time, bidirectional interface between the OMS and Electronic Health Record (EHR) system will largely define the future vision of PSD’s handling of all medical business processes. In this future state, all sensitive offender health information will be stored solely within the EHR. Shared medical and mental health data should pertain to the following: general offender medical needs and considerations, i.e. cane, lower bunk, dietary restrictions, regular medications, etc., and medical appointment scheduling details. Information shared from OMS will inform medical staff of the offender’s intake and projected release dates, identified security and threat risks, history of locations, disciplinary occurrences, court dates, and offender medical requests and grievances.

The OMS will continue to support the use of medical and behavioral health “chrono” notes by facility staff in determining the proper handling and management of each offender.

The OMS should enable scheduling of all offender appointments, with priority placed on medical/mental health needs and activities. EHR scheduling information will be shared across the following OMS areas: medical, programs, scheduling, visitation, security, housing/bed management, and transportation. Equipped with scheduling details, the OMS should be able to maintain information about offender health appointment requests as well as information about diagnostic and evaluation assessments.

Syncing offender medical data between the OMS and EHR will enable staff to better manage offender's needs as they may change over time. Configurable system clocks should be utilized for conducting periodic reviews of offender health records as determined by PSD.

- a. The EMR/EHR shall have the same technological constraints as those of the Offender Management System (if a separate product from the awarded OMS):
 - i. The application must be completely browser based – No client component, thick- or thin shall be required.
 - ii. The application must be vendor hosted – All data and computer code must reside off-premise, in a certified FedRAMP cloud server.
 - iv. Response time of the application for common data entry shall be within one second.
 - v. Allow for offline entries to be uploaded once network access is gained.
- b. The EMR/EHR shall be an accredited member of the National Commission on Correctional Health Care (NCCHC).
- c. The EMR/EHR shall provide extensive support for in-patient as well as out-patient settings.
- c. The EMR/EHR shall contain an offline data entry mode to record data at the treatment site (e.g., in a cell block, recreation area, etc.).
- d. The EMR/EHR shall seamlessly transmit prescription orders to the pharmacy software.
- e. The EMR/EHR shall contain an electronic medicine administration (eMAR) module.

2.4.15 Grievances

The future vision of the grievance process includes centralized grievance tracking within the OMS. In this new environment, offenders should have the ability to submit both informal and formal grievances electronically, thus reducing the current paper process. Supported by configurable workflows, alerts, and notifications, PSD should be able to more effectively manage the grievance receipt, review, resolution, and appeal process. OMS time clocks should assist PSD staff in providing timely responses, and should help streamline grievance progression through a defined staff elevation chain.

With OMS information centralization, formal grievances should be linked to prior informal submissions, maintaining a single identification number and a clear historical account of prior investigation actions and findings. All staff involvement should be logged, with date and time stamps applied to all reviews, activities and recommendations. The new OMS should enable the opening and closing of grievances, the assigning of

grievance types for a streamlined intra-facility and inter-facility referral process, and the ability to capture the reasons for a grievance closure.

A few grievance forms and reports have been included in Section 7, Attachment XV. A user manual may be obtained after approval of a non-disclosure agreement (Section 7, Attachment I below).

2.4.16 Programs

The future vision for offender programs is to automate the current paper-based offender needs assessments into the OMS and to include integration and data-sharing with external assessment systems. By building these pieces within the OMS, PSD will be able to access a comprehensive view of an offender's needs, assessment history, and results.

OMS workflows will assist facility staff in identifying programs and resources that meet each offender's individualized needs, allow for information sharing about program performance measures and participation expectations, and be used to gain offender approval of their program roster. Further OMS automation will also serve to capture program/job data including: offender attendance, participation, and performance measures specific to each program/job.

The OMS will enable the creation of case plans for each offender, which is modifiable as the plan is reviewed and approved by committee. The resulting case plan will be supported within the OMS by ongoing performance measure tracking and configurable alerts and notifications as programs/jobs are completed, removed, or updated over time.

By managing all program information in a central location, PSD staff will be better able to assess offender rates of program completion, the earned amount of good time credits and any discovered disciplinary actions as well as identify any scheduling conflicts. Complete automation of these processes will help to enforce data entry standards while enhancing reporting abilities and analysis based on specific program or job categories. Further, PSD desires that the future OMS tie successful program completion to recidivism in efforts to measure the true effectiveness of offender programs.

It is also PSD's vision for the future OMS programming and scheduling components to have inclusive functionality across each of the PSD functional areas. To support the requirements of each of these business processes (for example: faith-based, victim, and family services), the OMS should be equipped with dynamic scheduling functionality (see Scheduling below), comprehensive case note features, and robust contact tracking logs. A representation of each of these respective programs should be reflected in each facilities' collective program lists, with supporting programmatic descriptions, limitations, and dates/times of operation.

For the education program, the awarded solution will replicate the reporting formats indicated in Attachment XIX Education Services Reports as "standard" reports. Enhancements and additions must be approved by the

educations program manager prior to implementation. As stated elsewhere in this document, all reports are to be exportable to Microsoft Excel.

Due to its intricate nature and relation to healthcare, it has been determined that many EMRs include Substance Abuse Service and Sex Offender Treatment components. If the principal OMS does not already contain this component, the awarded contractor may utilize its EMR provider if, in fact, Substance Abuse Service components are supported in it.

2.4.17 Scheduling

The future vision for offender scheduling is to automate scheduling supported through robust schedule tracking and assignments within the OMS. System automation will streamline program availability confirmation to make the referral to registration process seamless. Alerts and notifications will inform facility staff of wait-list assignments and of any anticipated scheduling conflicts, helping to avoid issues before they begin.

In this future environment, program and facility staff will be able to submit requests for new activity and event creation. These requests will be reviewed to determine suitability at the facility and/or offender level. The OMS will enable automated scheduling reconciliation as requests to add or terminate activities/events are prioritized and analyzed for current and future time availability. As scheduling conflicts are identified, the OMS should prevent double-booking and notify offenders and facility/program staff accordingly. Once confirmed and free of scheduling conflicts, the OMS will update the facility and offender schedule and generate staff notifications. Automating these processes will help to enforce scheduling prioritization and consistency as offender's needs and participation eligibility change over time. Further, as the OMS centralizes all details pertaining to an offenders schedule, real-time location tracking will have increased reliability to support facility counts, overall site security, and emergency planning.

2.4.18 Security Threat Group (STG)

STG management is currently supported by PSD's present OMS. It is expected that this function with enhancements will be implemented for the future. With robust data sharing across systems, data entry will become streamlined and efficient. Additionally, these systems will benefit from a reduced occurrence of data errors as both systems reflect up-to-date offender information and gang participation. The OMS will track STG participation dates, noting active and inactive periods of time, as well as potential STG denunciation which would effectively terminate STG participation.

All STG investigation details will be centralized in the OMS, allowing for electronic information sharing across facilities and across functional areas of the OMS as defined by PSD such as housing/bed management, classification, programs, and caseload management. Role-based security within the OMS will protect sensitive offender information as data is shared across functional areas.

Appropriate entities will be able to create, define, and modify STGs within the OMS. In addition, STG staff will have access to the offender's historical information and documentation. The OMS will have the ability to flag active STG offenders requiring ongoing monitoring and generate alerts and notifications to staff when monitoring deadlines are approaching. The OMS will have the ability to assess and score STG activity criteria to determine affiliation level and to determine which additional types of documents/validation may be needed. Further, the OMS will have the ability to enter and maintain multiple offender photos as a way of documenting STG participation, i.e., tattoos, scars, marks.

The OMS will also have features to support and track PSD efforts of reducing gang participation, increased safety, and reduced security risks.

2.4.19 Trust Accounting

The future vision for PSD's offender Trust Accounting includes, and is not limited to, enhanced OMS system automation for the following activities: retrieving and unfreezing existing accounts for returning offenders, confirming available funds prior to approving withdrawal transactions, preventing withdrawals in cases of insufficient funds, allocating offender obligation payments based on assigned priority when deposits are received, and preventing deposits from unapproved sources. In this environment, the OMS will enable dynamic calculations of the following ongoing account allocations as defined by the state and requested by the offender: percentage of victim payment, percentage of restitution fees and fines, and percentage of money earned into the discharge account.

The new OMS will maintain a history of all account transactions, including date, time, and activity details, as well as any offender requests for account adjustments. As offender requests are processed, the OMS will enable the scheduling of single or reoccurring transactions by approved entities. Standardized account parameters with configurable adjustments will enable individualization of offender trust accounting as required.

As offenders move into processing for release and discharge, account closure activities should be automatically triggered within the OMS. Once the offender is confirmed for discharge, the account should proceed through a closure workflow process that includes: placing the account into a "freeze" status, generating transportation debit cards (with support for checks), confirming pending charges or outstanding monies owed, and generating offender release debit cards (with support for checks). A successful closure workflow will result in frozen offender accounts that reflect a zeroed-out balance.

If the Offeror does not have an integrated ITA component in the proposed OMS, the PSD may consider allowance of an experienced third-party provided that it is integrated sufficiently with the main corrections solution and that the Offeror assumes complete responsibility for the operation of the ITA component (labor, cost).

If a third-party provider is engaged, it must follow the same technical requirements of the Offender Management System:

- i. The application must be completely browser based – No client component, thick- or thin shall be required.
- ii. The application must be vendor hosted – All data and computer code must reside off-premise, in a certified FedRAMP cloud server.
- iii. Response time of the application for common data entry shall be within one second.

2.4.20 Release and Discharge

In addition to providing all the 'As-Is' functionality, it is a central part of PSD's vision that Parole Board functionality is closely integrated with the Release and Discharge business processes. As such, the OMS will enable dynamic workflows equipped with a variety of hand-offs between the pre-release and parole board activities. In these workflows, advancement through process steps may only occur once all prior conditions are completed and approved. OMS alert and notification functionality will assist staff as the many pre-release components are tracked through completion. Centralizing all offender release, discharge, and parole board information into the OMS will allow for real-time information sharing across PSD departments and appropriate staff. Automating pre-release activities with time constraint functionality will support standardization across facilities to ensure that release timelines are met and create potential for future system interfaces with external agencies.

2.4.21 Prison Rape Elimination Act (PREA)

The proposed OMS should support all elements of process of PREA-related events, including initial documentation regarding a possible event, through adjudication of offenders (in the event that they are the perpetrators) through the disciplinary process (including new charges as appropriate). It is assumed that the Offeror has detailed knowledge of PREA processing, and the OMS includes seamless integration of PREA processing associated with the offenders' records, along with incidents, disciplinary, investigation, and charges/sentences modules.

2.4.22 Arrest and Booking

As indicated in the background section, the PSD is one of a handful of jurisdictions in the United States that supports both pretrial and post-adjudication processing for offenders. Because of this, the PSD envisions that the proposed OMS will provide a seamless workflow for offenders that are arrested and remanded to the PSD for some period of time. Seamless transfer of law enforcement record data (arrest data) will assist the PSD in reducing duplicate data entry and the possibility of human error.

2.4.23 Pretrial Services

As indicated in the background section, the PSD is one of a handful of jurisdictions in the United States that supports both pretrial and post-adjudication processing for offenders. Because of this, the PSD envisions that the proposed OMS will provide a seamless workflow for offenders that are arrested and remanded to the PSD during the pretrial period, or released to the community prior to court hearings. Should the offender

subsequently be convicted and remanded to the PSD to service time in a facility, the PSD envisions that the OMS will seamlessly support this transition without the need for duplicate data entry. Bail, and the generation of bail reports, is a critical element of pretrial processing. Bail reports are formatted legal documents that will be digitally provided to the courts, and provide information regarding the defendants' abilities to remit bail. These reports should be in PDF format, digitally signed, and provided to the judiciary electronically.

2.4.24 Law Enforcement

The PSD envisions law enforcement to utilize the new OMS to conduct investigations, and to determine the needs of offenders to be present in court hearings.

Law enforcement is included in this solicitation in two major ways:

1. Courtroom Dashboards

Currently, a third-party, web-based solution retrieves Court Calendars (schedules) and alerts Correctional Facility staff and Sheriffs of upcoming court appointments for inmates. It is the intention of the PSD to integrate this function into the Offender Management solution.

2. Investigations

Sheriffs customarily use lookup tools and ad-hoc reports to research cases. The branches involved are, Security Threat Groups ("STG" - gangs within prisons), and Narcotics Enforcement agency. The STG investigators use specific reporting as well.

2.4.25 Data Exchange

Data exchanges (transmittal to and from outside entities) provides an expedient means of communication between applications. The PSD expects that the Offeror will develop or otherwise provide data exchanges as defined in Attachment VII Functional and Technical Requirements, Data Exchange Worksheet #24.

2.4.26 Data Conversion

The PSD expects that the Offeror will migrate legacy data as defined in Attachment VII Functional and Technical Requirements, Data Conversion Worksheet #25.

All data converted from existing systems and data subsequently entered into the new system will be the property of the PSD, not the Contractor.

The Contractor will not distribute or publish information owned by the PSD without the expressed, signed, written consent of the PSD for the duration of this contract and subsequent contract extensions.

The Contractor is liable for misuse of PSD information, should the source of the misuse be determined to have originated by the Contractor. The State of Hawaii, Department of Public Safety will allow to the Contractor

stewardship to safely and securely manage its data with due diligence and integrity. The State of Hawaii will retain ownership rights of this information.

The Contractor will be responsible to convert all existing data, currently in use by targeted applications to populate the new solution with the help of the PSD.

The PSD will assume responsibility of “cleaning” existing data prior to transmittal to the Contractor.

Data sources include, but are not necessarily limited to:

- i. SQL Server (from education database)
- ii. Excel Spreadsheets from Sex Offender Treatment and Substance Abuse programs
- iii. SQL Server
- iv. Oracle v6 data from Inmate Trust Accounts
- v. Oracle v11 data from OffenderTrak
- vi. Converted data shall appear and operate as if they had been entered manually at a console.

The PSD will assist the Contractor by providing data dictionaries and Entity Relationship diagrams, row counts, and data where available. However, the Contractor will be responsible for the timeliness and seamless integration of the converted data into the new solution.

Specialized Data Conversion Requirement:

The contractor shall convert current correctional programs data and integrate them into the new database.

- i. Of the components to be combined in this RFP, Corrections programs is the least formal. Substance Abuse Program and Sex Offender Treatment are both managed in Microsoft Excel spreadsheets.
- ii. Education data is structured a step more formally, in Microsoft SQL Server.

2.5 SCOPE OF WORK

All services to be performed for the PSD shall be in accordance with this RFP, including its attachments and any addenda. The subsections below describe the work to be completed during the implementation of the selected solution, as well as post-implementation operational support.

2.5.1 OffenderTrak End of Life

It is critical that all functions currently managed directly by OffenderTrak are completed by **June 30, 2025**. Its parent company, Motorola, sent a memorandum that indicated they would stop supporting this solution.

Other functional areas may be completed as late as January 2026. But replacement of OffenderTrak must be a priority.

As mentioned earlier in this solicitation, OffenderTrak manages inmate management for our correctional facilities. The following are areas that will need to be converted:

1. Reception and Commitment
2. Sentence Calculation
3. Classification
4. Security
5. Incidents
6. Discipline
7. Property
8. Visitation
9. Housing, Bed Management, and Transport
10. Grievance
11. Security Threat Group
12. Release and Discharge
13. Prison Rape Elimination Act (PREA)

2.5.2 Future Growth Capabilities

The awarded contractor must fully understand the future needs of the PSD as described above and design a system that will meet the needs of the Department beyond the present. In order to retain relevance with emergent needs of JRI initiatives, the replacement system must provide an enterprise solution that allows for growth and expansion of programs from a business need and informational perspective. The awarded contractor will also be expected to leverage evolving technologies and security methods into this solution to ensure technical relevance and reliability of PSD data.

2.5.3 Project Personnel, Software Solution, Approach, Management, Implementation, Testing and Training

Offerors must use Attachment VIII Project Narrative Proposal to provide the PSD with details on:

- i. How the Offeror proposes to staff the project
- ii. The proposed software solution, architecture, security, and hosting
- iii. The proposed general project approach given the PSDs requirements
- iv. The proposed project management plan
- v. The proposed project schedule, milestones, and deliverables
- vi. The proposed project implementation plan
- vii. The proposed approach to testing and quality assurance
- viii. The proposed training approach

***** END OF SECTION TWO *****

3 SECTION THREE: PROPOSAL FORMAT AND CONTENT

3.1 OFFEROR'S AUTHORITY TO SUBMIT AN OFFER

The State will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer.

3.2 REQUIRED REVIEW

1. Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, all attachments, addenda, and other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

Specific to Information Technology, offerors are encouraged to familiarize themselves with the following laws, policies, standards, and guidelines - or their future additions or replacements:

- a) Hawaii Revised Statutes §27-43 - Office of enterprise technology services; chief information officer; information technology steering committee; establishment; responsibilities. State of Hawaii CIO
 - b) [ADMINISTRATIVE DIRECTIVE NO. 18-03](#) - Program Governance and Independent Verification and Validation Requirements for Enterprise IT Projects
 - c) [ETS IT Governance](#) found on ETS website
 - d) [ETS Policies, Standards and Guidelines](#) found on ETS website
2. Should Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify the PSD in writing prior to the deadline for written questions as stated in Section 1.4 – RFP Schedule and Significant Dates, as amended. This will allow the issuance of any necessary corrections and/or amendments to the RFP by addendum and mitigate reliance of a defective solicitation and exposure of proposal(s) upon which award could not be made.

3.3 PROPOSAL PREPARATION COSTS

Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP. The State shall not reimburse such costs.

3.4 TAX LIABILITY

1. Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. State General Excise Tax (GET) and

County Surcharge shall not exceed the following rates, if the seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

2. Federal I.D. Number and Hawaii General Excise Tax License I.D. Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on the attachment, [Offer Form Letter, Standard Form Letter](#), thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

3.5 PROPERTY OF THE STATE

All proposals become the property of the State of Hawaii.

3.6 CONFIDENTIAL INFORMATION

1. If an Offeror believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld from disclosure as confidential, then the Offeror shall inform the Procurement Officer in writing and provided with justification to support the Offeror's confidentiality claim. Price is not considered confidential and will not be withheld.
2. An Offeror shall request in writing nondisclosure of information such as designated trade secrets or other proprietary data Offeror considers to be confidential. Such requests for nondisclosure shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

3.7 EXCEPTIONS

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, Offeror shall list such exceptions in this section of the Offeror's proposal. Offeror shall

reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any. The State reserves the right to accept or not accept any exceptions.

No exceptions to statutory requirements of Exhibit A AG General Conditions shall be considered.

3.8 PROPOSAL OBJECTIVES

One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals.

Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness and clarity and content.

When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in Section 2.1.

3.9 PROPOSAL FORMS

1. To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions providing in the RFP or in any subsequent addendum may be rejected without further consideration.
2. Offer Form, OF-1. Offer Form, OF-1 is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on Offer Form, OF-1 (Section 7, Attachment II). Failure to do so may delay proper execution of the Contract.

The Offeror's authorized signature on the Offer Form shall be an original signature in ink, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

3. Offer Form, OF-2. Pricing shall be submitted as instructed in Section Seven, Attachment III). The price shall be the all-inclusive cost, including the GET, to the State. No other costs will be honored. Any unit prices shall be inclusive.
4. Offer Form, OF-3. References should be submitted on Attachment IV Offer Form OF-3.
5. Additional Forms. Other required forms are provided in Attachments V and VI.

3.10 PROPOSAL CONTENTS

Section I: Table of Contents. A table of contents will list the individual sections of the Proposal and their corresponding page numbers. Tabs should separate each of the individual sections. For the electronic copy, each item in the table of contents shall be linked to the bookmarked section it refers to. All sections including attachments shall be bookmarked.

Section II: Transmittal Letter. Include a Transmittal Letter confirming that the Offeror shall comply with all of the provisions of this RFP and containing the complete name and address of Offeror's firm and the name, mailing address, email address, and telephone number of the person the State should contact regarding the Offeror's proposal

Include a signed Offer Form OF-1 with the complete name and address of Offeror's firm and the name, mailing address, telephone number, and fax number of the person the State should contact regarding the Offeror's proposal.

If subcontractor(s) will be used, append a statement to the transmittal letter from each subcontractor, signed by an individual authorized to legally bind the subcontractor and stating:

- The general scope of work to be performed by the subcontractor;
- The subcontractor's willingness to perform the indicated scope of work.

Section III: Executive Summary. Include an Executive Summary, signed by an officer of the company, describing the Offeror and providing a brief synopsis of the proposal, including benefits to the State if accepted. This synopsis should be three (3) or fewer pages in length and easily understood.

Section IV: Qualifications of Firm.

- 1) Please include a statement of compliance to Section 1.2 Minimum Requirements, and list at least one **current jail and one current prison client entity name, the solution deployed, and the dates that the solution has been in place.** Please also include a statement that your proposed solution will provide functionality for all functional areas listed in Section 2.4.
- 2) A complete, relevant, and current client listing indicating their primary use of the product as "Jail," "Prison," or "Unified - Jail and Prison".
- 3) The number of years Offeror and subcontractors have been in business and the number of years Offeror has performed services specified by this RFP.
- 4) Attachment IV Offer Form OF-3: A list of at least three (3) references from the Offeror's client listing that may be contacted by the State as to the Offeror's past and current job performance. Offeror shall provide names, titles, organizations, telephone numbers, and email and postal addresses.

- 5) A summary listing of judgments or pending lawsuits or actions against your firm; adverse contract actions, including termination(s), suspension, imposition of penalties, or other actions relating to failure to perform or deficiencies in fulfilling contractual obligations against your firm. If none, so state.

Section V: **Functional and Technical Requirements**. Describe how the proposal addresses all requirements specified in Sections 2.2 through 2.4 and in Attachment VII Functional and Technical Requirements.

Section VI: **Project Narrative Proposal**. Please include narrative responses to Attachment VIII Project Narrative Proposal as part of your proposal.

Section VII: **Offeror Form OF-2, Cost Proposal Workbook**

Section VIII: **Confidential Information**. Offeror shall place all Confidential Information, if any, in this tabbed section with a request in writing for nondisclosure of designated trade secrets or other proprietary data. See Section 6.8 – Rules of Procurement Confidentiality of Information.

Section IX: **Exceptions**. Offeror shall list any exceptions taken to the terms and conditions herein. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any. The absence of any exception by the Offeror represents compliance with every requirement of this RFP.

Offeror shall not submit their organization's terms and conditions, standard contracts, or other agreements unless requested by the PSD. General references to such items or attempts at complete substitution of such items may result in disqualification of Offeror's proposal. Offerors are encouraged to submit specific alternate language to the PSD terms and conditions if such changes are desired. The decision to accept or reject any exceptions taken shall be at the discretion of the PSD, and its decision shall be final.

Section X: **Required Certificates**. Certificates listed below shall be submitted at the time of award. However, if valid certificates are not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award (See Section 6.25 – Liability Insurance, and Section 6.28 Requirements for Award). Contractors are requested to apply for these certificates and submitted with their offer.

3.11 RECEIPT AND REGISTER OF PROPOSALS

Proposals will be received, and receipt verified by two or more procurement officials on or after the date and time specified in Section One, or as amended. If two procurement officials are not available, another full-time, civil service employee of the State will be provided as a witness.

The register of proposals and proposals of the Offeror(s) shall be open to public inspection upon posting of award pursuant to section 103D-701, HRS.

3.12 BEST AND FINAL OFFER

If the State determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

3.13 MODIFICATION PRIOR TO SUBMITTAL DEADLINE OR WITHDRAWAL OF OFFERS

The Offeror may modify or withdraw a proposal before the proposal due date and time.

- i Any change, addition, deletion of attachments or data entry of an Offer may be made prior to the deadline for submittal of offers.

3.14 MISTAKES IN PROPOSALS

- i Mistakes shall not be corrected after award of contract.
- ii When the Procurement Officer knows or has reason to conclude before award that a mistake has been made, the Procurement Officer should request the Offeror to confirm the proposal. If the Offeror alleges mistake, the proposal may be corrected or withdrawn pursuant to this section.
- iii Once discussions are commenced or after best and final offers are requested, any priority-listed Offeror may freely correct any mistake by modifying or withdrawing the proposal until the time and date set for receipt of best and final offers.
- iv If discussions are not held, or if the best and final offers upon which award will be made have been received, mistakes shall be corrected to the intended correct offer whenever the mistake and the intended correct offer are clearly evident on the face of the proposal, in which event the proposal may not be withdrawn.
- v If discussions are not held, or if the best and final offers upon which award will be made have been received, an Offeror alleging a material mistake of fact which makes a proposal non-responsive may be permitted to withdraw the proposal if: the mistake is clearly evident on the face of the proposal but the intended correct offer is not; or the Offeror submits evidence which clearly and convincingly demonstrates that a mistake was made.

Technical irregularities are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality, or quantity. If discussions are not held or if best and final offers upon which award will be made have been received, the Procurement Officer may waive such irregularities or allow an Offeror to correct them if either is in the best interest of the State. Examples include the failure of an Offeror to: return the number of signed

proposals required by the request for proposals; sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound; or to acknowledge receipt of an amendment to the request for proposal, but only if it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or the amendment involved had no effect on price, quality or quantity.

3.15 ECONOMY OF PRESENTATION

Proposals shall be prepared in a straightforward and concise manner and shall describe the offering(s) and capabilities in a format that is reasonably consistent and appropriate to the purpose. Emphasis shall be on completeness and clarity of content. If any additional information is required by the PSD regarding any aspect of the Offer's proposal, it shall be provided within five (5) business days after request.

4 SECTION FOUR: EVALUATION CRITERIA

4.1 GENERAL INFORMATION

1) The PSD is targeting products from experienced Offerors that require minimal modification to comply with our requirements. It is in the State's best interest to select a product with a majority of required components already in use by other customers.

2) Scoring

Proposals will be reviewed by field experts who will score the fitness of the written presentation of proposals, as it pertains to their fields of expertise. During this evaluation, proposals will be categorized as acceptable, potentially acceptable, or unacceptable.

3) Demonstrations

Only the top scoring Offerors will have the opportunity to provide demonstrations. These demonstrations will be scored similarly to the written scoring stage, where field experts (and sometimes primary stakeholders) will judge demonstrations in their areas of expertise.

4.2 SCORING FOR WRITTEN RESPONSES

1) **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

Compliance Review (Pass/Fail)

Proposals must contain responses to all sections of the proposal contents including the functional and technical requirements. Proposals lacking sufficient responses may be disqualified at PSD's discretion.

Organization Qualifications and Experience (20 points)

Sections III and IV of the Offeror's proposal will be evaluated.

Functional and Technical Requirements (60 points)

Sections V and VI of the Offeror's proposal will be evaluated.

Section V will be weighted as follows:

Business Area*	Weight
Intake Service Center	4
Inmate Re-Entry Coordination	4
Institutions	6
Inspections and Investigations	4
Litigation Coordination	4
Inmate Trust Accounts	5
Aggregate Corrections Reporting	4
Programs	4

Business Area*	Weight
Law Enforcement	4
HealthCare	6
Total Points	45

*See Section 2.4 Table # for a crosswalk of business areas and functional areas.

Section VI will be worth a total of **15 points**.

Cost Proposal (20 points)

Section VIII of the Offeror's proposal will be evaluated.

2) Scoring Process:

The evaluation and scoring of proposals will be conducted using a staged approach. Proposals will be required to meet, or exceed, the stated minimum scoring requirements of the stage in which the proposal is being evaluated to move on to the next stage of evaluation. Any proposal not meeting the stated minimum scoring requirements of a stage will be ineligible for award consideration and, at that point, be removed from the evaluation process.

Evaluators will use the following scoring rubric to assign scores to each proposal section:

- 0** The Proposal fails to address the criterion, or the Proposal cannot be assessed due to missing or incomplete information. Offeror has not demonstrated sufficient knowledge of the subject matter or has grossly failed to explain how the requirement(s) will be met.
- 1** Poor. The criterion is inadequately addressed, Offeror demonstrates only a slight ability to comply, or there are serious inherent weaknesses.
- 2** Fair. The Proposal addresses the criterion, but there are significant deficiencies, or Offeror has not adequately explained how its services fit the requirement.
- 3** Good. The Proposal addresses the criterion; meets the requirements at a minimal level. Demonstrates knowledge and understanding of the subject matter, with no deficiencies noted.
- 4** Very Good. The Proposal addresses the criterion well, highly comprehensive.
- 5** Excellent. The Proposal addresses the criterion well and goes beyond the requirements of the RFP, providing added value. In addition, the response may cover areas not originally addressed within the RFP and include additional information and recommendations that would prove both valuable and beneficial to the State.

Stage One - Qualifications and Experience: Proposals will be evaluated for "Qualifications and Experience" and will be scored by the evaluators. Proposals will be able to earn up to a

maximum of **20** points for this section with the minimum score of **12** being required for a proposal to move on to Stage Two.

Stage Two – Functional and Technical Requirements: Proposals with a score of **12** or higher in Stage One will move on to be evaluated for “Functional and Technical Requirements” and will be scored by the evaluators. Responses to the Functional and Technical Requirements will be evaluated based on the narrative supplied by the Bidder, and the response to the Functional and Technical Requirements will be evaluated based on how well the Bidder’s solution fits the requirements. Proposals will be able to earn up to a maximum of **60** points for this section with the minimum score of **36** being required for a proposal to move on to Stage Three.

Stage Three – Cost Proposal: Proposals with a score of **36** or higher in Stage Two will move on to be evaluated for Section VIII Cost Proposal. The total cost proposed for the PSD project in **Attachment III** will be assigned a score according to a mathematical formula. The lowest bid will be awarded **18 points**. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 18 = \text{prorated score}$

The highest Rate Card Discount will be awarded 2 points.

Proposals with lower discounts will be awarded proportionately fewer points calculated in comparison with the highest rate.

The scoring formula is:

$(\text{Rate being scored} / \text{Highest rate}) \times 2 = \text{prorated score}$

4.3 DEMONSTRATIONS AND AWARD

Scripted product demonstrations will be conducted with at least the highest three (3) scoring offers after Stage Three of the evaluation. Please refer to Attachment IX Demonstration Scripts for details on what Offerors may be required to demonstrate. Demonstrations will be able to earn up to a maximum of **20** additional points, according to the impressions of the evaluation team.

Proposed solutions need not be configured according to PSD requirements at the time of presentations. Demonstrations will be a time to sell system features, flexibility, ease of use, and how the interface would appear in context of each stakeholder group’s needs.

Due to COVID-19 outbreak concerns, qualifying Offerors will be required to teleconference their product demonstrations rather than visit in person. PSD will schedule the time for these presentations (if required), according to the procurement schedule. To minimize technical issues for the PSD scoring team, all demonstrations will be executed using MS Teams (Not Skype or Zoom).

The Offeror with the highest combined score from written responses and demonstrations will be recommended for award, in accordance with Section Five Offeror Selection and Contract Award.

5 SECTION FIVE: OFFEROR SELECTION AND CONTRACT AWARD

5.1 OVERVIEW OF THE RFP PROCESS

- a. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS Section 103D-303.
- b. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by Addendum.
- c. Proposals shall not be opened publicly but shall be opened in the presence of two (2) or more procurement officials. The register of proposals and Applicants' proposals shall be open to public inspection after posting of the award.

All proposals and other material submitted by Applicants become the property of the State and may be returned only at the State's option.

- d. The Procurement Officer, or an evaluation committee selected by the Procurement Officer, shall evaluate the proposals in accordance with the evaluation criteria in Section Four. The proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable.
- e. Proposals may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Applicants submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Applicants who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Applicant's proposal before the BAFO is tendered.

The priority list in this RFP shall comprise of the Offerors meeting the requirements set forth in Section Four of the evaluations for their written proposals and qualifying for an invitation for a demonstration.

- f. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Applicants who submit acceptable or potentially acceptable proposals.
- g. Following any discussions, Priority Listed Applicants will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with at least the top three (3) Priority Listed Applicants prior to the submission of the BAFO.

- h. The date and time for Applicants to submit their BAFO, if any, is indicated in Section 1.04, RFP Schedule and Significant Dates. If Applicant does not submit a notice of withdrawal or a BAFO, the Applicant's immediate previous offer shall be construed as its BAFO.
- i. After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section Four, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Applicant whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section Four.
- j. The contents of any proposal shall not be disclosed during the review, evaluation, discussion, or negotiation process. Once award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Applicant and the State agree are confidential and/or proprietary should be identified by the Applicants and shall be excluded from access.
- k. The Procurement Officer or an evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The Procurement Officer or an evaluation committee will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
- l. The RFP, any addenda issued, and the successful Applicant's proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.

5.2 CONFIDENTIAL INFORMATION

If a person believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP should be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld.

A Contractor shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Pursuant to HAR Section 3-122-58, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with HRS Chapter 92F. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with HRS Section 92F-42(12).

5.3 REQUIRED REVIEW

Contractor shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be made in writing and should be received by the PSD-ASO/PC prior to the deadline for written questions as stated in the RFP Schedule and Significant Dates, page 3. This will allow issuance of any necessary corrections and/or amendments to the RFP. It will help prevent the opening of a defective solicitation and exposure of Applicant's proposal upon which award could not be made. Any exceptions taken to the terms, conditions, specifications, or other requirements listed herein, must be listed in the *Exceptions* section of the Applicant's proposal, if the exception is unresolved by the Proposal Due date.

5.4 QUESTIONS PRIOR TO OPENING OF PROPOSALS

All questions must be submitted in writing and directed to the PSD-ASO/PC, via mail, facsimile (808) 587-1244 or e-mail at marc.s.yamamoto@hawaii.gov. The State will respond to written questions by the date indicated in Section One, 1.04 RFP Schedule and Significant Dates, or as amended.

5.5 CANCELLATION OF RFP AND PROPOSAL REJECTION

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State, pursuant to HAR Section 3-122-96 through 3-122-97.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Applicant in the event this RFP is cancelled, or a proposal is rejected.

5.6 OFFER ACCEPTANCE PERIOD

The State's acceptance of offer, if any, will be made within ninety (90) calendar days after the opening of proposals. Prices or commissions quotes by the Applicant shall remain firm for a ninety (90) day period.

6 SECTION SIX: SPECIAL PROVISIONS

6.1 SCOPE

The providing of a Corrections Collaboration Management System for correctional facilities statewide shall be in accordance with these Special Provisions, Specifications, and GC included by reference. Copy of the GC is available on the Internet at <http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf>.

6.2 TERM OF CONTRACT

Contractor shall enter into a multi-term contract for period of thirty-six (36) months, commencing upon the start date indicated on the Notice to Proceed.

The contract may be extended by mutual agreement without the necessity of rebidding for up to three (3) additional twelve (12) month periods, or parts thereof, provided that the contract price for the extended periods shall remain the same as or lower than the contract price for the original term.

The State or the Contractor may terminate any extended contract period upon at least one-hundred twenty (120) calendar days prior written notice.

6.3 WARRANTY PERIOD

The Contractor shall provide a minimum of one (1) year warranty for the system or functional subsystem, which will commence upon go-live date of the production system or functional subsystem.

6.4 CONTRACT ADMINISTRATOR

For purposes of this contract, Mr. Keith Harada, Project Manager, or his appointed designee telephone (808) 587-2579.

6.5 CONFIDENTIAL INFORMATION

If a person believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP should be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld.

A Contractor shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Pursuant to HAR Section 3-122-58, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with HRS Chapter 92F. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with HRS Section 92F-42(12).

6.6 REQUIRED REVIEW

Contractor shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be made in writing and should be received by the PSD-ASO/PC prior to the deadline for written questions as stated in the RFP Schedule and Significant Dates in Section 1.6 above. This will allow issuance of any necessary corrections and/or amendments to the RFP. It will help prevent the opening of a defective solicitation and exposure of Applicant's proposal upon which award could not be made. Any exceptions taken to the terms, conditions, specifications, or other requirements listed herein, must be listed in the *Exceptions* section of the Applicant's proposal, if the exception is unresolved by the Proposal Due date.

6.7 QUESTIONS PRIOR TO OPENING OF PROPOSALS

All questions must be submitted in writing and directed to the PSD-ASO/PC, at email: psd.bids@hawaii.gov. The State will respond to written questions by the date indicated in Section One, 1.6 RFP Schedule and Significant Dates, or as amended.

6.8 CANCELLATION OF RFP AND PROPOSAL REJECTION

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State, pursuant to HAR Section 3-122-96 through 3-122-97.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Applicant in the event this RFP is cancelled, or a proposal is rejected.

6.9 OFFER ACCEPTANCE PERIOD

The State's acceptance of offer, if any, will be made within ninety (90) calendar days after the opening of proposals. Prices or commissions quotes by the Applicant shall remain firm for a ninety (90) day period.

6.10 PROPOSAL AS PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the contract.

6.11 CONTRACT MODIFICATIONS - UNANTICIPATED AMENDMENTS

During the course of this contract, the Contractor may be required to perform additional work that will be within the general scope of the initial contract. When additional work is required, the Contract Administrator will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule for accomplishing the additional work, and any corresponding impact to the implementation plan.

Changes to the contract may be modified only by written document (supplemental agreement) signed by the PSD and Contractor personnel authorized to sign contracts on behalf of the Contractor.

The Contractor will not commence additional work until a signed contract modification has been issued.

6.12 PROTEST

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award, if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: <https://hands.ehawaii.gov/hands/awards>.

Any protest pursuant to §103D-701, HRS, and Section 3-126-3, HAR, shall be submitted in writing to the Procurement Officer, PSD-ASO/PC, 1177 Alakea Street, Honolulu, Hawaii 96813.

6.13 DOWNLOADED SOLICITATION

Contractor is advised that if interested in responding to this solicitation, Contractor may choose to submit its offer on a downloaded document from the Internet **provided** Contractor registers its company by fax or e-mail for this specific solicitation. If Contractor does not register its company, Contractor will not receive addenda, if any, and its offer may be rejected and not considered for award.

6.14 GOVERNING LAW: COST OF LITIGATION

The laws of the State of Hawaii shall govern the validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract. Any action at law or equity to enforce or interpret the provisions of this contract shall be brought in a state court or competent jurisdiction in Honolulu, Hawaii.

In case the State shall, without any fault on its part, be made a part to any litigation commenced by or against the Contractor in connection with this contract, the Contractor, shall pay all costs and expenses incurred by or imposed on the State, including attorneys' fees.

6.15 SUBMISSION OF PROPOSAL

The submission of a proposal shall constitute an incontrovertible representation by the Applicant of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a proposal, each Applicant must:

- (1) Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, and any other relevant documents;
- (2) Become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

6.16 PROPOSAL PREPARATION

- a. **OFFER FORM, page OF-1.** See Attachment II in section 7. Proposals shall be submitted using Applicant's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Offer Form page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Applicant's intent to be bound.

- i **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. State General Excise Tax (GET) and County Surcharge shall not exceed the following rates, if the seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII (island)	0.50%	4.0%	4.7120%	12/31/2030
MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

- c. **Taxpayer Preference.** For evaluation purposes, pursuant to Section 103-53.5, HRS, as amended, the price offer submitted by a Contractor not liable for the GET under this solicitation, shall be increased by the current rate of the GET. Under no circumstance shall the dollar amount of the award include the aforementioned adjustments.
- d. **Original Proposal and Copies to be Submitted.** Applicant shall submit one (1) full digital version marked "CONFIDENTIAL", and one (1) redacted digital of the proposal on a CD/DVD. It is imperative to note that the Applicant submit only one original marked as such, and the required number of copies. **DO NOT SUBMIT MORE THAN ONE ORIGINAL.**
- Applicant is encouraged to submit typewritten offers. If handwritten, it should be clearly printed. Applicant is cautioned that the reviewers may automatically reject illegible offers of any item(s) to avoid any errors in interpretation during the evaluation process.
- e. Costs for developing the Proposal are solely the responsibility of the Applicant, whether or not any award results from this solicitation. The State of Hawaii will not reimburse such costs.
- f. All proposals become the property of the State of Hawaii.
- g. Copies of documents transmitted by Applicants via facsimile machines shall be limited to the modifications or withdrawal of an offer pursuant to HAR Sections 3-122-108 and 3-122-28, respectively.
- h. **Wage certificate.** The Contractor shall complete and submit a Wage Certificate by which the Contractor certifies that services required will be performed pursuant to §103-55, HRS.

6.17 SUBMISSION OF PROPOSAL

Electronic proposals shall be received at the psd.bids@hawaii.gov no later than the date and time stated in Section 1.04, Significant Dates, as amended. Timely receipt of offers shall be evidenced by the date and time registered by the PSD-ASO/PC e-mail system. Offers received after the deadline shall be returned unopened.

6.18 PRICING

Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.

The pricing shall be the all-inclusive cost to the State and no other costs will be honored.

6.19 ECONOMY OF PRESENTATION

Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness and clarity and content. If any additional information is required by the State regarding any aspects of the Applicant's proposal, it shall be provided within four (4) business days.

6.20 PROPOSAL OPENING

Proposals will be opened at the date, time, and place specified in Section One, or as amended. Proposals shall not be opened publicly, but shall be opened in the presence of two or more procurement officials. The register of proposals and Applicant's proposals shall be open to public inspection after all parties sign the contract.

6.21 EVALUATION OF PROPOSALS

The Procurement Officer, or an evaluation committee of at least three (3) qualified state employees selected by the Procurement Officer shall evaluate proposals. The evaluation will be based solely on the evaluation criteria set out in Section Four of this RFP.

Proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. Discussion may be conducted with priority listed Applicants who submit proposals determined to be acceptable or potentially acceptable of being selected for award, but proposals may be accepted without such discussions. The objective of these discussions is to clarify issues regarding the Applicant's proposals before the best and final offer, if necessary.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three responsive, responsible applicants who submitted the highest-ranked proposals.

6.22 DISCUSSION WITH PRIORITY LISTED APPLICANTS

Priority listed applicants shall have a discussion with the evaluation committee to discuss their proposal to ensure thorough, mutual understanding. The State in its sole discretion shall schedule the time and location for these discussions, normally within the timeframe indicated in Section 1.04.

6.23 ADDITIONAL TERMS AND CONDITIONS

The State reserves the right to add terms and conditions during the contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

6.24 CONTRACT EXECUTION

The successful Contractor shall be required to enter into a formal written contract.

No work is to be undertaken by the Contractor prior to the commencement date. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for the additional extension period. The Contractor or the State may terminate the extended contract at any time without cause upon six (6) weeks prior written notice.

6.25 LIABILITY INSURANCE

The Contractor shall be responsible for any and all injury or damage as a result of the Contractor's negligence involving any equipment or services outlined under the terms and conditions of the contract. In addition to the liability imposed upon the Contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the Contractor's negligence, the Contractor assumes the obligation to save the PSD, including its agencies, employees, and assigns, from every expense, liability, or payment arising out of such negligent acts. The Contractor also agrees to hold the PSD, including its agencies, employees, and assigns harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor under the terms of the contract.

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$1,000,000 combined single limit per occurrence for bodily injury and property damage
Technology Errors and Omissions and Cyber Liability	\$10,000,000 per claim and aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. "The State of Hawaii, Department of Public Safety, is added as an additional insured in respect to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance and insurance policy endorsements (for additionally insured, and the Contractor's insurance policy shall be primary and non-contributory to any insurance maintained by the State of Hawaii) necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, Subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its Subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

6.26 PAYMENT

Incremental payments shall be made to the awarded Contractor based on the achievement and acceptance by the State of milestones designated on the Contractor's proposal.

Retainage:

The PSD will withhold a Retainage for implementation project deliverables in the following manner:

- a) The allowable payment amount from each deliverable payment will be multiplied by ten (10) percent, giving the amount that will be withheld from payment. Ninety (90) percent of the allowable deliverable payment amount will be paid to the Contractor.
- b) The Retainage will be held by the PSD until the end of the warranty period.

HRS Section 103-10, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any offer submitted with a condition requiring interest payments greater than that allowed by HRS §103-10, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

6.27 Ownership Rights and Copyright.

The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon expiration or termination of this Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.

6.28 AWARD

Method of Award. The award will be made to the responsive, responsible Applicant whose proposal is determined to be the most advantageous to the State. The Applicant with the highest combined adjusted point score in accordance with will receive the award.

REQUIREMENT FOR AWARD:

Reference §3-122-112, HAR, Responsibility of Offerors. If compliance documents have not been submitted to the ASO-PC prior to award, the lowest responsive Offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

Effective July 1, 2011, Pursuant to Act 190, SLH 2011 and Procurement Circular No. 2011-02, verification of vendor's compliance to HRS §103D-310(c) shall be through Hawaii Compliance Express (HCE).

Effective October 31, 2013, pursuant to Procurement Circular No. 2011-02, Amendment 1, for all other Offerors, registering on HCE is recommended but not mandatory. Valid hardcopies of tax clearance, LIR #27 and Certificate of Good Standing are acceptable. However, if the Offeror is currently participating in HCE, Offeror shall be required to maintain compliance through HCE.

To facilitate award it is recommended that Offerors register with the Hawaii Compliance Express prior to their bid submittal.

Hawaii Compliance Express. The Hawaii Compliance Express (HCE), allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of Chapter 103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

Alternatively, for Offerors who elect not to register on Hawaii Compliance Express (HCE), verification of compliance shall be submitted by separately applying to paper certificates at the various state agencies as follows:

HRS Chapter 237 tax clearance requirement for award. Instructions are as follows:

Pursuant to §103D-328, HRS, lowest responsive Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the ASO-PC.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX TAX CLEARANCE APPLICATION Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): http://www6.hawaii.gov/tax/a1_1alphalist.htm

DOTAX Forms by Fax/Mail: (808) 587-4242

1-800-222-3229

IRS (808) 566-2748

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488

IRS: (808) 524-5950

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the ASO-PC. However, the tax clearance certificate shall be submitted to the ASO-PC.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award.

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the ASO-PC. A photocopy of the certificate is acceptable to the ASO-PC.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, Form LIR#27 which is available at <http://labor.hawaii.gov/ui/ui-forms/> or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the ASO-PC.

The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR and not to the ASO-PC. However, the certificate shall be submitted to the ASO-PC.

Compliance with Section 103D-310(c)(1) and (2), HRS. Pursuant to section 3-122-112, HAR, the Offeror shall be required to submit a CERTIFICATE OF GOOD STANDING (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the ASO-PC. A photocopy of the certificate is acceptable to the ASO-PC.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. On-line business registration and the Certificate are available at www.BusinessRegistrations.com. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the ASO-PC as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

6.29 SUBCONTRACTING

No work or services shall be subcontracted or assigned without the prior written approval of the State. No subcontract shall under any circumstances relieve the Contractor of his/her obligations and liability under this contract with the State. All persons engaged in performing the work covered by the contract shall be considered employees of the Contractor.

6.30 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

6.31 NON-DISCRIMINATION

The Contractor shall comply with all applicable federal and State laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, age, sexual orientation, marital status, handicap, or arrest and court records in employment and any condition of employment with the Contractor or in participation in the benefits of any program or activity funded in whole or in part by the State.

6.32 CONFLICTS OF INTEREST

The Contractor represents that neither the Contractor, nor any employee or agent of the Contractor, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the Contractor's performance of this contract.

6.33 WAIVER

The failure of the State to insist upon the strict compliance with any term, provision or condition of this contract shall not constitute or be deemed to constitute a waiver or relinquishment of the State's right to enforce the same in accordance with this contract.

6.34 SEVERABILITY

In the event that a court declares any provision of this contract invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this contract.

6.35 CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS

It has been determined that funds for this contract have been appropriated by a legislative body.

Therefore, Applicant, if awarded a contract in response to this solicitation, agrees to comply with HRS Section 11-205.5, which states that campaign contributions are prohibited from a State and county government Contractor during the term of the contract if the Contractor is paid with funds appropriated by a legislative body.

7 SECTION SEVEN: ATTACHMENTS AND EXHIBITS
I. REQUEST FOR CONFIDENTIAL CONTENT

This Request for Proposal includes references to confidential content, not to be disclosed to the Public-At-Large.

In order to retrieve this content, Offerors must fill out, sign, and submit the following eight-page non-Disclosure form (Attachment I) to psd.bids@hawaii.gov. Telephone notification to the Procurement Officer is encouraged.



Confidential Content Instructions

**FURNISHING, CUSTOMIZING, TRAINING, AND IMPLEMENTING
THE CORRECTIONS COLLABORATION SYSTEM**

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
RFP: PSD 22-COR-04**

File Name:
RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
1177 Alakea St. Suite 306, Honolulu, Hawaii 96813

NON-DISCLOSURE AGREEMENT

RFP: PSD 22-COR-04

All of the contents including manuals, procedures, process flows, etc. in file "**RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF**" are for reference and discussion purposes only to assist with the RFP process. The information may be outdated, inconsistent with the current system process, or may need to be redefined based on the proposed new business process models and system implementation. The awarded Offeror must go through a discovery and due diligence process as part of implementation of the SYSTEM and not execute SYSTEM implementation based on existing documents in file "**RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF**".

In order for an offeror to access file "**RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF**", the Offeror must sign and deliver a Confidentiality and Nondisclosure Agreement (NDA) to the Department of Public Safety as set forth below. The Offeror authorized representative shall submit a request to the Department of Public Safety for access to file "**RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF**" via e-mail to DEPARTMENT OF PUBLIC SAFETY point of contact:

MARC S. YAMAMOTO
TELEPHONE: (808) 587-1215
EMAIL ADDRESS: PSDBIDS@HAWAII.GOV

Once the Confidentiality and NDA is approved by the Department of Public Safety, the Department of Public Safety will notify the requestor via email of the secured data file internet address.

Department of Public Safety shall not be responsible for the Offeror's failure to use or receive information from file, "**RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF**", arising from a failure of an Offeror to submit the Confidentiality and NDA on a timely basis so as to receive the electronic reference documents. No Prospective Offeror shall permit any other party to use or view the reference documents. Any other party (including a proposed subcontractor) must submit a signed NDA and receive its own physical media from the Department of Public Safety.

ATTACHMENT I

DIRECT ALL QUESTIONS OR ISSUES RELATING TO THE ACCESSIBILITY OF THE ATTACHED CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT, AND REQUESTS FOR ACCOMMODATIONS FOR PERSONS WITH DISABILITIES IN CONNECTION WITH THIS AGREEMENT, TO:

MARC S. YAMAMOTO
TELEPHONE: (808) 587-1215
EMAIL ADDRESS: PSDBIDS@HAWAII.GOV

CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT ("Agreement") is made and entered into as of _____, 2020 (the "Effective Date") by and between the State of Hawaii Department of Public Safety ("the State"), and _____, a _____ organized and existing under the laws of _____, with offices at _____ ("Prospective Offeror") (each, a "Party" and together, the "Parties").

WITNESSETH:

WHEREAS, the State has issued a Request for Proposals for a Corrections Collaboration System for the State (the "RFP") and shall conduct a RFP process for the same (the "RFP Process");

WHEREAS, Prospective Offeror is potentially interested in submitting an offer to respond to the RFP;

WHEREAS, the State owns, has rights to, and/or controls "Confidential Information" (as such term is defined below) and certain data;

WHEREAS, the State is willing to disclose to Prospective Offeror certain Confidential Information through file, "RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF", (as such term is defined in the RFP) on the terms and conditions set forth herein;

WHEREAS, the State requires a Prospective Offeror to maintain such Confidential Information and data in confidence and protect it from unauthorized use and disclosure and use it only in accordance with the terms hereof, and Prospective Offeror agrees to do so; and

WHEREAS, Prospective Offeror acknowledges that unauthorized disclosure or use of such Confidential Information or data would cause irreparable harm to the State.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the State and Prospective Offeror hereby covenant and agree as follows:

1. Definitions

1.1 "Affiliates" means any person, including any individual, corporation, subsidiary, affiliate, partnership, association, business, organization or other entity that, directly or indirectly through one or more intermediaries, controls, or is controlled by, or is under common control with, a Party and/or such entities. The term "control" (including the terms "controlling," "controlled by" and "under common control with") means the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of an individual or entity, whether through the ownership of fifty percent (50%) or more of voting shares (or their equivalent), by contract or otherwise.

1.2 "Confidential Information" means materials and information relating to the State's information technology systems and specific operational procedures referred to in file, "RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF"; the State PII; other material or information labeled or identified as confidential to the State by the State or its professional advisors or which by its nature is confidential to the State; and the Prospective Offeror's evaluations, assessments and reports regarding any of the foregoing ("Reports").

1.3 "Prospective Contractor Assisting Entities" means the Prospective Offeror and its Affiliates and its and their prospective subcontractors.

1.4 "State PII" means any information relating to an identified or identifiable natural person, including, without limitation, government officials, employees, agents, citizens and residents of, and visitors to, the State, and any other person or entity who provides such information to the State. Such information includes, without limitation, individual's names, geographic addresses, telephone numbers, email addresses, Social Security numbers, driver's license numbers, credit or debit card numbers, and information concerning insurance, health, and other care and related information, insurance policy numbers (including, without limitation, medical and life insurance policy numbers), personal health information, medical records and financial information, stored in or accessed through (a) the State's information technology systems; (b) the information technology systems or other storage systems or means of Prospective Offeror, or a Prospective Contractor Assisting Entity, arising out of or in connection with the RFP Process or the services to be provided thereunder; and/or (c) the information technology systems or other technology systems or means of a vendor, offeror or provider of goods or services to the State.

2. Use and Disclosure of Confidential Information

2.1 Prospective Offeror represents, warrants and covenants to the State that Prospective Offeror shall use the Confidential Information only for the limited purpose of evaluating the RFP as part of the RFP Process and preparing offers in response to the RFP in accordance with the provisions of this Agreement and the RFP. Prospective Offeror further represents, warrants and covenants to the State that Prospective Offeror shall maintain the Confidential Information of the State in complete confidence and secrecy and, subject to the further provisions of this Agreement, shall take all reasonable steps and precautions necessary (including those reasonably directed by the State) to carefully safeguard and prevent the disclosure of the Confidential Information and Reports thereto, except only to the Prospective Contractor Assisting Entities, and to employees, consultants and agents (provided, that each such Prospective Contractor Assisting Entity, employee, consultant and agent shall execute or be and

remain subject to a confidentiality agreement with provisions not less protective than those herein) of Prospective Offeror and the Prospective Contractor Assisting Entities on a need-to-know basis; provided, however, that each of the Prospective Offeror and the Prospective Contractor Assisting Entities shall, at a minimum: (a) take measures to protect the Confidential Information that are no less protective than the measures the Prospective Offeror or Prospective Contractor Assisting Entity, as applicable, uses to protect the confidentiality of and prevent the disclosure of its own confidential and proprietary information of like importance; and (b) maintain the Confidential Information and Reports in a physically secure location, and in the case of electronic files, in a secure computer system. Prospective Offeror shall be responsible for any breach of this Agreement by any of its Prospective Contractor Assisting Entities, or by its or its Prospective Contractor Assisting Entities' employees, consultants or agents. Without limiting the foregoing, Prospective Offeror shall not provide, make available or permit access to any Confidential Information to any of the Prospective Contractor Assisting Entities, consultants or agents if otherwise prohibited by any other agreement between the Parties, or if not so prohibited, shall provide, make available or permit access to any Confidential Information only in accordance with any applicable restrictions or conditions as are set forth in any such agreement.

2.2 Without limiting any of the other provisions hereof, and subject to the provisions of **Sections 2.1 and 2.3**, Prospective Offeror represents, warrants and covenants to the State that Prospective Offeror shall not, and shall not permit or assist others to directly or indirectly, without the prior express written consent of the State, (a) by electronic means or otherwise (including, without limitation, on or through the Internet), disclose, copy, sell, transfer, publish, distribute, license, transmit, provide access to, make available or otherwise release any part of the Confidential Information to any person or entity other than a person authorized to receive the same hereunder, or (b) knowingly or negligently misappropriate or use the Confidential Information of the State for its own benefit or for the benefit of others, except in conjunction with the RFP Process or in accordance with the provisions of **Section 2.1**.

2.3 At any time, at the State's request, Prospective Offeror shall, and shall cause the Prospective Contractor Assisting Entities to, return or destroy, as specified by the State from time to time, all copies of the Confidential Information and Reports. With respect to any electronic or computer copies or records of or relating to the same, without limiting the foregoing, Prospective Offeror shall immediately shred, permanently delete or otherwise irretrievably destroy and render unreadable all such copies or records from all computers, servers and storage devices and media owned by, or operated by or for, Prospective Offeror, except to the extent that through the exercise of reasonable commercial efforts the same cannot be removed from databases or records that are not maintained specific to the State.

2.4 Prospective Offeror acknowledges that as between the Parties, the State owns and shall retain ownership of the State intellectual property rights. Nothing contained in this Agreement shall be construed as an assignment of, or the granting or conferring of, any license, express, implied or otherwise, of the State's intellectual property rights, except only to the extent any State intellectual property rights are included or embodied in Confidential Information disclosed by the State hereunder, and for the avoidance of doubt, Prospective Offeror's use of any such intellectual property rights shall be only as permitted hereunder.

2.5 After execution of this Agreement by both Parties, the Prospective Offeror will receive authentication credentials from the State or its professional service advisors that will enable the Prospective Offeror to access the file, "RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF", subject to any additional provisions set forth in the RFP and/or the file, "RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF". Prospective

Offeror's rights to use such credentials shall be governed by the terms hereof and as may be further set forth in the RFP and/or the file, "RFP_22_COR_04_CONFIDENTIAL_CONTENT.PDF".

3. Duration

Prospective Offeror shall, and to the best of its commercially reasonable ability each of the Prospective Contractor Assisting Entities shall, maintain the Confidential Information in confidence pursuant to the terms hereof in perpetuity (or the maximum period permitted by applicable law), except to the extent that, through no wrongful act of Prospective Offeror or a Prospective Contractor Assisting Entity, a portion of the Confidential Information (excluding State PII), as evidenced by written proof: (a) is or becomes available to the public and whose technical and commercial significance is made available to the applicable trade or portion of the public by the State; (b) is already in the possession of Prospective Offeror and is not subject to any agreement of confidence or nondisclosure between the Parties hereto; (c) is disclosed to Prospective Offeror on a non-confidential basis by a third party who was legally free to do so; or (d) is independently developed by Prospective Offeror; provided, further, that for the avoidance of doubt, all State PII shall at all times constitute Confidential Information even if any State PII would otherwise be excluded from the definition of "Confidential Information" pursuant to subsections (a), (b), (c) and/or (d) of this Section. In the event that Prospective Offeror or any Prospective Contractor Assisting Entity is ordered to disclose any Confidential Information of the State by a court, administrative agency or other governmental body with jurisdiction over Prospective Offeror or Prospective Contractor Assisting Entity, as applicable, Prospective Offeror, and/or such Prospective Contractor Assisting Entity, as applicable, shall, unless prohibited by applicable law, first provide the State with prompt written notice of such required disclosure and will take reasonable steps to allow the State to seek a protective order with respect to the confidentiality of the information required to be disclosed. Prospective Offeror and Prospective Contractor Assisting Entity will promptly cooperate with and assist the State in connection with obtaining such protective order at the State's reasonable expense.

4. General Provisions

4.1 This Agreement constitutes the entire and exclusive agreement between the Parties with respect to the subject matter hereof and shall not be amended, modified or changed, nor any right waived, except by an instrument in writing duly executed and delivered by the Party sought to be charged therewith. This Agreement may not be assigned by either Party, in whole or in part, to any third party without the prior express written consent of the other Party. This Agreement is binding upon and shall inure to the benefit of each Party hereto, and his, her or its respective heirs, executors, administrators, successors and permitted assigns. No modification to this Agreement shall be binding unless made in writing and signed by the Parties hereto. All references to Sections are to Sections in this Agreement. The Parties agree that this Agreement is not and shall not be amended or otherwise modified by any provision of or use of any website or software, or by any electronic or online agreement regardless of its terms. It may be amended only in writing, setting out the specific modification(s), signed by the handwritten signatures of both parties, and executed and delivered in accordance with the provisions of this Agreement. An original handwritten signature meeting the requirements in the preceding sentence and transmitted by facsimile (including "pdf" or "tif" file (sometimes referred to tiff) by email) shall be considered a handwritten signature for purposes of this Agreement. Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply. The headings used herein are for

reference only and shall not constitute part of this Agreement or in any way affect its meaning or interpretation.

4.2 All confidential information disclosed hereunder is provided on an "as is" basis. The state makes no warranties of any kind with respect to its confidential information, and disclaims all warranties, whether implied or statutory or arising out of custom or course of dealing or usage or in the trade, including, without limitation, warranties of merchantability or fitness for a particular purpose. The state shall not be liable to provider for any consequential, punitive, incidental, exemplary or special damages arising out of activities related to this agreement.

4.3 All notices or other communications given pursuant to this Agreement by one Party to the other Party shall be in writing and deemed given when: (a) delivered personally by messenger (with acknowledgment of receipt); (b) sent by fax (with receipt confirmed), provided a copy is also mailed by certified or registered mail, postage prepaid, return receipt requested; or (c) when received by the addressee, if sent by Express Mail, Federal Express or other acceptable express delivery service (receipt requested), in each case to the appropriate addresses and fax numbers set forth below (or to such other addresses and fax numbers as a Party may designate as to itself by notice to the other Party), or seven (7) days after mailing by certified or registered United States mail (or that of the country of such Party's place of business or residence specified below), postage prepaid, return receipt requested, to the addresses set forth after the signature lines of this Agreement.

4.4 To the extent that any provision, portion or extent of this Agreement is found invalid, illegal or unenforceable, then that provision, portion or extent shall be severed or deleted herefrom or limited so as to give effect to the intent of the Parties insofar as possible and the remainder of the Agreement shall remain binding upon the Parties. The invalidity or unenforceability of any provision hereof shall not affect the validity or enforceability of any other remaining provisions. Any waiver of any provision of this Agreement, or a delay by either Party in the enforcement of any right hereunder, shall neither be construed as a continuing waiver nor create an expectation of non-enforcement of that or any other provision or right.

4.5 Because of the unique and trade secret nature of the Confidential Information, the State's intellectual property rights and the valuable proprietary interest of the State in the same, it is understood and agreed by the Parties that the State's remedies at law may be inadequate and that the State shall be entitled to apply for and obtain injunctive and other equitable relief, in addition to all remedies available to the State at law, in equity or hereunder, in any court of competent jurisdiction to restrain the breach or threatened breach of, or otherwise to specifically enforce, any of the terms of this Agreement.

4.6 If the State is the prevailing Party in any civil or administrative action, or proceeding for relief, for breach of, or to enforce, this Agreement, it shall be entitled to recover from Prospective Offeror in that action or proceeding, if permitted therein, or otherwise in a separate proceeding, all of its (the State's) attorneys' fees (including, without limitation, allocated costs of State attorneys), costs, expenses, fees and disbursements, and the fees and expenses for expert witnesses and expert opinions, incurred before and during such action or proceeding for relief.

4.7 This Agreement shall be governed by and construed in accordance with the internal laws of the State of Hawaii, without giving effect to conflicts of laws principles. Each Party hereby submits to the jurisdiction of the state and federal courts located in the City and County of Honolulu, for any action or proceeding relating to this Agreement, and expressly waives any objection it may have to such jurisdiction or the convenience of such forum. Service of process

at a Party's place of business or place of residence (in the case of natural persons) specified below, even if outside of Hawaii, shall be sufficient to establish the Hawaii court's jurisdiction.

4.8 The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement (and any applicable or relevant provision) shall be construed as if jointly drafted by the Parties hereto, and no presumption or burden of proof shall arise favoring or disfavoring any one such Party by virtue of the authorship of any of the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

STATE OF HAWAII
("State")

("Prospective Offeror")

By: _____

By: _____

Print
Name: _____

Print
Name: _____

Print
Title: _____

Print
Title: _____

ADDRESS:

ADDRESS:

Honolulu, HI _____

Attn: _____

Attn: _____

Title: _____

Title: _____

Fax: _____

Fax: _____

II. OFFER FORM OF-1

CORRECTIONS COLLABORATION MANAGEMENT SYSTEM
DEPARTMENT OF PUBLIC SAFETY
RFP No.: PSD 23-COR-08

Procurement Officer
Department of Public Safety
State of Hawaii
1177 Alakea Street
Honolulu, Hawaii 96813

Dear Sir/Madam:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the 103D General Conditions Form AG-008 Effective 10/17/13, as revised, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: (Check one only)

- A Hawaii business incorporated or organized under the laws of the State of Hawaii; OR
- A Compliant Non-Hawaii business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

*State of incorporation: _____

Offeror is: Sole Proprietor Partnership *Corporation Joint Venture
 Other _____

Federal I.D. No. _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____
Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____ Name and Title (Please Type or Print)

E-mail Address: _____ **
Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

III. OFFER FORM OF-2. Cost Proposal Workbook

Please complete the separate MS Excel file Attachment III Cost Proposal Workbook and include as a separate file in your proposal.

IV. OFFER FORM OF-3. Customer References

**CUSTOMER REFERENCES
OFFEROR FORM OF-3**

Customer References: Offeror is required to complete Section 1 with a minimum of three (3) references of customers who received services similar to those requested in this RFP. Offeror, including any proposed sub-contractors included in the Offer, shall complete Section 2a for each reference and email to referenced customer to complete Section 2b.

Section 1. To be completed by the Offeror and submitted with proposal.

Customer Name #1: _____

Address: _____

Reference Name: _____

Current Phone: _____

Customer Name #2: _____

Address: _____

Reference Name: _____

Current Phone: _____

Customer Name #3: _____

Address: _____

Reference Name: _____

Current Phone: _____

Customer Name #4: _____

Address: _____

Reference Name: _____

Current Phone: _____

Customer Name #5: _____

Address: _____

Reference Name: _____

Current Phone: _____

Customer Name #6: _____

Address: _____

Reference Name: _____

Current Phone: _____

The State may contact all of the references listed to inquire about Offeror's equipment, services, performance, and degree of customer satisfaction. **Full points for references will not be awarded unless Section 2a and 2b are emailed from three (3) referenced customers to the Contract Administrator.**

Section 2a. To be completed by the Offeror

Contractor/Offeror Name:	Contractor/Offeror Contact/Name:
Project Dates:	Contractor/Offeror Contact Phone:
Customer Organization:	Customer Contact Name:
	Customer Phone:
Customer Address:	Customer Email:
Contract Amount:	
<p>Project included implementation in which of the following corrections management database categories (Check all that apply):</p> <p> <input type="checkbox"/> Intake (pretrial/sentenced) <input type="checkbox"/> Inmate Classification <input type="checkbox"/> Inmate Program Services <input type="checkbox"/> Electronic Medical Records <input type="checkbox"/> Inmate Trust Account <input type="checkbox"/> Other Services </p>	
<p>Project included implementation of correction management database categories listed above in a jail, and/or prison:</p> <p> <input type="checkbox"/> Jail <input type="checkbox"/> Prison <input type="checkbox"/> Both </p>	
Scope of Project:	
Number of employees staffed for this project:	
Total One-Time Cost of Project (Estimated/Actual):	

Reason for Change in Total One-Time Cost of Project, if applicable:			
Scope of Contractor/Offerer's Involvement in this project:			
Number of employees Contractor/Offerer staffed for this project:			
Estimated Start & Completion Dates:	From:		To:
Actual Start & Completion Dates:	From:		To:
Reason(s) for Difference Between Estimated and Actual Dates:			

Section 2b. To be completed by the Customer Reference

Contractor Name:

Customer Organization:

A. Validation of Referenced Project Data Provided by Offeror

Comments from the Customer Organization

**B. Past Performance Reference
RATING GUIDELINES**

Selection	Rating
5	Significantly exceeded your expectations.
4	Somewhat exceeded your expectations.
3	Met your expectations.
2	Somewhat below your expectations.
1	Significantly below your expectations.

Please explain ratings of 1, 2, or N/A in the Comments section below.

Criteria	Rating	Not Applicable
1. The Contractor provided sufficient project resources with appropriate skill sets to meet all project goals and objectives.	Choose an item.	<input type="checkbox"/>
2. The Contractor effectively managed its project staff to achieve project goals and objectives.	Choose an item.	<input type="checkbox"/>
3. The Contractor met all required tasks and deliverables timely and satisfactorily.	Choose an item.	<input type="checkbox"/>
4. The Contractor provided effective training and knowledge transfer to meet project goals.	Choose an item.	<input type="checkbox"/>
5. The Contractor satisfactorily managed project scope and risk to adhere to project schedule, control costs, and meet project goals.	Choose an item.	<input type="checkbox"/>
6. The Contractor provided effective post-implementation maintenance and operations support.	Choose an item.	<input type="checkbox"/>

Comments:
For Criteria with Ratings of 1, 2 or N/A:
General Comments:

As a representative of the Customer Organization listed above, I approve the responses to the previous statements about the performance of the Contractor listed above on the project identified in Section 2a of this Offeror Experience Reference Form.	
Printed Name	Print Title:
Signature:	Date:

V. WAGE CERTIFICATE

**WAGE CERTIFICATE FOR
SERVICE CONTRACTS**
(See Special Provisions)

Subject: RFP No.: _____

Title of RFP: _____

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
2. The services to be rendered will be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract will result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the Director of Labor. Payment in the final settlement of the contract or the release of bonds, if applicable, or both will not be made unless the Director of Labor has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror _____

Signature _____

Title _____

Date _____

VI. TAX EQUALIZATION CERTIFICATE

TAX EQUALIZATION CERTIFICATE

SUBJ: Offer No.: RFP- _____

Description: _____

(To be filled in by prospective Offeror)

Out-of-State Offerors not possessing a Hawaii General Excise Tax (GET) license must answer all questions:

- | | <u>Yes</u> | <u>No</u> (check only one) |
|---|--------------------------|----------------------------|
| 1. Does your business have an office, inventory, property, employees, or other representation in the State of Hawaii (hereinafter SOH)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the contract to be awarded require your business to have an office, inventory, property, employees, or other representation in the SOH? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does your business provide services in conjunction with the sales of property, such as training, installation, or repairs in the SOH? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will your business provide any services in the SOH under the contract to be awarded? | <input type="checkbox"/> | * <input type="checkbox"/> |

* If the entire services are to be subcontracted, subject to the State's approval, provide the names of the subcontractor(s):

If you answered "Yes" to any question, then you have sufficient presence in the State and are advised that the gross receipts derived from this solicitation are subject to the GET imposed by Chapter 237, HRS, at the current 4% rate, and where applicable to tangible property imported into the SOH for resale, subject to the current 1/2% use tax imposed by Chapter 238, HRS.

If you answered "No" to all questions, then the tax equalization provision described in Section 103D-1008, HRS, applies to you.

Offeror _____

Signature _____

Title _____

Date _____

VII. FUNCTIONAL AND TECHNICAL REQUIREMENTS

Please respond to each individual requirement listed in the separate MS Excel file “Attachment VII Functional and Technical Requirements”.

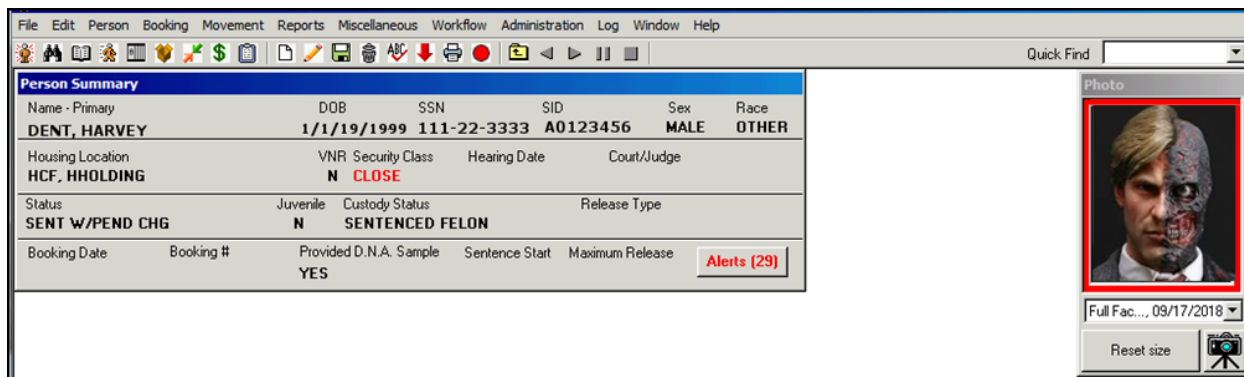
VIII. PROJECT NARRATIVE PROPOSAL

Please respond to the questions and requirements in the separate file “Attachment VIII Project Narrative Proposal” in narrative form. Offerors may incorporate the content and their narrative into their own proposal template and supply this as a separate file.

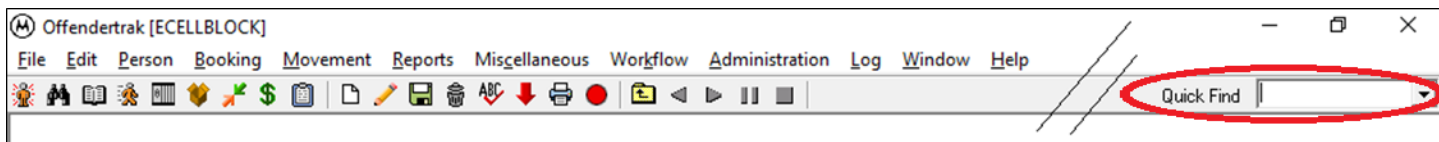
IX. DEMONSTRATION SCRIPTS

Please review the Demonstration Scripts listed in the separate MS Excel file “Attachment IX Demonstration Scripts”.

X. INMATE PHOTO REQUIREMENT



XI. QUICK FIND REQUIREMENT



OffenderTrak's "Quick Find" feature allows users to rapidly retrieve inmate records without having to open a search window and selecting the correct input box. It is an essential feature for volume records management.

Employees simply type an inmate's Social Security Number or SID and press the [Enter] key. There is no button or check box to distinguish SSN or SID. OffenderTrak most probably tests for an "A" as the first character, to determine which field to search.

XII. INTAKE SERVICE CENTER

This section includes listings and diagrams pertaining to the Intake Service Center Database.

At the time of this writing, no known entity relationship diagrams were forthcoming. However, they may be identifiable after the publication of this RFP, if Offerors require them

Included in this section:

- Sample Reports (next page)
- [User Guide](#)

IA. Intake Service Center Reports

The following images are samples of reports currently in use and produced by the ISC application. It is important to note that the ISC makes extensive use of “soft filing” their reports on the network.

- [Abbreviated Bail Study](#)
- [Full Bail Report](#)
- [Active Cases By Defendant](#)
- [Activity Type By Worker](#)
- [Court Schedule](#)
- [Face Sheet](#)
- [Fact Sheet](#)
- [Admissions List](#)
- [Intake Assessment Form](#)
- [ISC Medical Screening](#)
- [Monthly Activity Report](#)
- [Monthly SR Activity Report](#)
- [ORAS](#)
- [Outcome and Measures Report](#)
- [Act 139 Compliance](#)
- [Agreement Matrix](#)
- [Client Notes](#)
- [Client Listings Hearing Contacts Service](#)
- [Drug Test Sanction](#)
- [Monthly Intake – Kamakani Activity Report](#)
- [Intake Monitor Hearings](#)
- [Urinalysis Testing Results](#)
- [Workload Operations](#)
- [Supervised Release Cases Opened](#)
- [List of Supervised Release Cases](#)
- [Active Cases by Special Conditions](#)
- [Active Cases by Social Worker](#)
- [Active Cases by Defendant Name](#)
- [Electronic Program Monitoring Program by Defendant Name](#)
- [Cases Closed by Disposition](#)
- [Supervised Release Cases Closed](#)
- [Supervised Release Cases With Release Type](#)
- [Validation Report](#)

Abbreviated Bail Study: Bail reports are legal documents formatted as PDF and transmitted electronically to the Judiciary courts for further processing.

COURT				
JUDGE: [REDACTED]				
PROSECUTOR:				
DEF. ATTORNEY:				
HAWAII INTAKE SERVICE CENTER				
HAWAII INTAKE SERVICE CENTER				
1420 KILAUEA AVENUE #10				
HILO, HI 96720				
PHONE: (808) 933-8825				
IN THE DISTRICT COURT OF THE THIRD CIRCUIT				
STATE OF HAWAII				
STATE OF HAWAII)	<u>Pol Rpt No.</u>	<u>Charge Description</u>	<u>Bail Amount</u>
VS.)	C19-15132	PROMOTING DANG DRUG 3 (712-1243,	\$2,000
[REDACTED])		HRS)	
AKA:)	C19-15134	PROH ACTS REL TO DRUG PARAPH.	\$0
)		(329-0043.5, HRS)	
)			
)			
)			
)			
)			
)			
)			
)			
)			
)			
)			
)			
)			
STATE ID: A [REDACTED])	BAIL: \$2,000		
)	HEARING: [REDACTED]/2019	Cr No.: [REDACTED]	
Defendant)	PRETRIAL BAIL REPORT	12/2/2019	
<hr/>				
RECOMMENDATION: SUPERVISED RELEASE				
<u>CONDITIONS OF RELEASE:</u>				

(Abbreviated Bail Study – 2 of 2)

Should the defendant be released on Supervised Release, it is respectfully suggested that the following Special Conditions be imposed:

- 1) Not own, use, or possess any alcohol, illicit drugs, or drug paraphernalia.
- 2) Submit to random drug and alcohol testing as directed by the Hawaii Intake Service Center. You shall be given two (2) hours to provide a sample upon being instructed to perform a urinalysis test.
- 3) Obtain a substance abuse assessment and follow all recommended treatment until clinically discharged.
- 4) Upon release, make a personal check-in with the Hawaii Intake Service Center at 1420 Kilauea Ave. #10 Hilo, HI 96720; phone: (808)933-8825.
- 5) Other: Continue and maintain compliance with all pre-existing Court Orders.

The following Special Conditions of Release are recommended as the least restrictive conditions required to ensure the defendant's appearance and to protect the public

REASON FOR RECOMMENDATION:

SCORED RISK LEVEL: MODERATE

- 1) The defendant's first arrest was at the age of 43.
- 2) The defendant has had one (1) Failure to Appear warrant issued within the past two (2) years.
- 3) The defendant has never been sentenced to incarceration in his lifetime.
- 4) The defendant reports he is self-employed and receives his income on a cash basis (unverified).
- 5) The defendant reports he has lived at his current residence for his entire lifetime (unverified).
- 6) The defendant admits to using meth "once in a while" and denies having any drug-related problems or concerns albeit having pending drug-related charges.

Based on the foregoing, the defendant's level of Risk is considered to be Moderate; therefore, the recommendation for Supervised Release is applicable for this case.

RECOMMENDED RISK LEVEL: MODERATE

Defendant Comments:

Prepared By: [REDACTED]

PRETRIAL BAIL REPORT

CURRENT CUSTODY STATUS:

Facility:

Date of Admission:

DEFENDANT HISTORY / RESIDENCE / FAMILY:

State ID: A [REDACTED]

Age: [REDACTED]

Birthplace: HAWAII

US Citizen? Yes

Status:

Time in State: 36YEARS

The defendant was referred to the Jail Diversion Program for assessment and evaluation.

RESIDENCE: [REDACTED] HILO HI

Length of Residence: 5-6 YRS

(Verified: Yes)

Defendant Lives With & Relationship: SELF

Number and Ages of Children at Residence:

Previous Residence:

Length of Residence:

(Verified:)

Relatives / Associates in Hawaii Not Living with Defendant:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Hm / Wk Ph</u>
-------------	---------------------	----------------	-------------------

NONE GIVEN

The defendant's residence was verified by his friend, [REDACTED].

EMPLOYMENT:

Unemployed: Yes

How Long:

How Supported: SSI

Prior Employment:

How Long?

Prior Position Title:

Status:

(Verified:)

The defendant reported that he performs landscaping work for cash and that he receives \$700 in SSI benefits. His friend, Jamie Kahelekulu, could only verify that the defendant performs landscaping work for cash.

HEALTH CONCERNS (Physical, mental, chemical dependency):

The defendant reported having "sciatica" and "depression"; however, he is not receiving any treatment nor prescribed any medication(s) for these conditions. He denied the use of any illicit substance(s) and denied having any drug-related problem(s). Adult Probation Officer [REDACTED] reported that the defendant has been non-compliant with drug testing in that he claims that he has a medical condition regarding production of urine samples and has not been able to provide a requested doctor's report to verify this condition.

CRIMINAL RECORD:

Checked via:	HAJIS:	CJIS: [X]	NCIC: [X]	Other:
Current Status:	Probationer: [X]	Parolee:	ISC Supervision:	Other: None:

NCIC Wants / Warrant:

[STATE OF HAWAII vs [REDACTED]]

page 2

Full Bail Report (3 of 4):

Prior Convictions Per CJIS: Felony: 11 Misd: 8 P. Misd: 3 Contempt: 4

On [REDACTED], 2019, the defendant was arrested for the charge of Abuse of a Family or Household Member, Section 709-0906; HRS, as amended. His bail is set at \$2,000.00.

According to the National Crime Information Center (NCIC) report, the defendant has no history of arrests/convictions in the continental U.S.

The Criminal Justice Information System (CJIS) printout indicates that the defendant has twenty-six (26) arrests/charges, including the alleged instant offense, with three (3) of them for Criminal Contempt of Court and has convictions for the following charges:

- Criminal Contempt of Court (2 counts)
- Abuse of a Family or Household Member
- TRO
- Violation of an Order for Protection (10 counts)
- Harassment
- Simple Trespass
- Prob-No Bail (2 counts)

CJIS lists a total of sixteen (16) arrests/charges for an individual with the same identifiers as the defendant; however, identification has not been confirmed by prints, as follows:

- Sex Assault 3rd (11 counts) SID U[REDACTED]
- Criminal Contempt of Court U[REDACTED]
- Prob-No Bail (2 counts)
- Criminal Contempt of Court U[REDACTED]
- Prob-No Bail U[REDACTED]

Victim Assistance Counselor [REDACTED] had no further information regarding this case since she was unable to contact the alleged victim.

Adult Probation Officer (APO) [REDACTED] reported that the defendant's adjustment on probation is regarded as marginal. He is non-compliant with UA testing since he fails to verify his claim via a doctor's report that he has a medical condition which prevents him from producing urine, and is also non-compliant with reporting in to APO [REDACTED]

Hawaii Intake Service Center (HISC) records indicate that the defendant has no history of supervision.

NATURE OF OFFENSE:

AFHM

SPONSOR INFORMATION (Information Sheet attached): See attachment 1.

Name & Relationship of Sponsor to Defendant:

Sponsor Eligible?

Sponsor Viable?

[STATE OF HAWAII vs [REDACTED]]

page 3

Full Bail Report (4 of 4):

ASSESSMENT OF NONAPPEARANCE RISKS:

The following factors indicate the defendant may pose a risk of non-appearance:

ASSESSMENT OF DANGEROUSNESS RISKS:

The following factors indicate the defendant may pose a danger to the community:

RECOMMENDATION:

SCORED RISK LEVEL: MODERATE

1. Age of first arrest at ■-years-old;
2. No Failure to Appear or Criminal Contempt of Court warrants issued with the past two years;
3. Sentenced to incarceration nine (9) time;
4. Unemployed (verified; receives \$700+ SSI benefits);
5. Lived at current residence approximately four to five years (verified);
- 6/7/. Denied the use of any illicit dug(s) and denied having any serious drug-related problem(s).

RECOMMENDED RISK LEVEL: HIGH

REASON FOR RECOMMENDED RISK LEVEL: Assaultive - current

CONDITIONS OF RELEASE:

Active Cases by Defendant:

Run Date: 12/02/2019 15:39		STATE OF HAWAII Department of Public Safety Intake Service Center Information System Active Cases By Defendant Name							Page 1	
- Selection Criteria -									KKM	
Branch: HISC Unit: %										
Date: 12/01/2019 - 12/02/2019										
Defendant	SID	SW	Case Open Date	RLS Type	Program or Sponsor Name	Sex	Status	Lead Charge Severity	SW Close Date	Unit
Branch: HISC										
[REDACTED]	[REDACTED]	GJB	10/23/2019	SR		M	PTM	MO		HISC
[REDACTED]	[REDACTED]	GJB	09/10/2019	SR		M		MO		HISC
[REDACTED]	[REDACTED]	SMWC	05/25/2019	SR		F	PTF	FB		HISC
[REDACTED]	[REDACTED]	SMWC	03/23/2019	SR		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	GJB	07/03/2019	SR		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	AJT	09/06/2019			M	PTF	FC		HISC
[REDACTED]	[REDACTED]	SMWC	09/16/2019	SR		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	AJT	09/00/2019	SR		F		FC		HISC
[REDACTED]	[REDACTED]	AJT	09/13/2019	SR		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	GAS	05/05/2019			M				HISC
[REDACTED]	[REDACTED]	AJL	05/26/2019	SR		M	PTPM	PM		HISC
[REDACTED]	[REDACTED]	AJT	09/00/2019	SS		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	KKM	08/12/2019	SR		M	PTM	MO		HISC
[REDACTED]	[REDACTED]	SMWC	01/04/2019	SR		M		FC		HISC
[REDACTED]	[REDACTED]	AJL	10/16/2019	SR		M	PTM	MO		HISC
[REDACTED]	[REDACTED]	SMWC	07/12/2019	SR		M	PTM	MO		HISC
[REDACTED]	[REDACTED]	SMWC	05/28/2019	SR		M		PM		HISC
[REDACTED]	[REDACTED]	GLL	11/06/2019	SR		F	PTF	FB		HISC
[REDACTED]	[REDACTED]	GLL	11/06/2019	SR		F	PTF	FB		HISC
[REDACTED]	[REDACTED]	GJB	08/26/2019	SR		M	PTM	MO		HISC

V1.00

Activity Type by Worker

Worker Name	Admission	Bail	Home Detention	Diversion Team	Mental Health	Other	Male	Female	TOTAL
Run Date: 12/02/2019 15:16									
STATE OF HAWAII Department of Public Safety Intake Service Center Information System Activity Type By Worker									
Page 1 FPY									
Selection Criteria									
Date: 11 - 2019									
BRANCH: HISC									
AIT	0	17	0	0	0	0	13	4	17
AJL	27	11	0	0	0	0	21	17	38
CPH	0	0	0	0	0	108	81	28	109
DHM	35	2	0	0	0	0	34	3	37
GAS	106	0	0	0	0	0	85	21	106
GJB	0	36	0	0	0	0	25	11	36
GLL	0	34	0	0	0	0	25	9	34
JMAK	0	1	0	0	0	0	0	1	1
KKM	4	0	0	0	0	0	4	0	4
SMMC	0	23	0	0	0	0	22	2	24
BRANCH: HISC									
AJL	0	5	0	0	0	0	3	2	5
FYH	0	51	0	0	0	0	37	14	51
JMAK	0	27	0	0	0	1	23	7	30
KKM	0	16	0	0	0	0	14	2	16
MKKA	0	0	0	0	0	54	35	19	54
BRANCH: KISC									
KDA	18	14	0	0	0	0	15	4	19
TYM	19	15	0	0	0	0	18	5	23

Court Schedule:

Run Dat: 12/02/2019 15:47
 Report Name: rptCourtSchedule

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Court Schedule

Page 1
 KKM

- Selection Criteria -
Branch: OISC
Date: [REDACTED]/10/2019 - [REDACTED]/30/2019

NextCourtDate/Time Event Type	Name	SW	Phone#	Criminal No.	Judge	Comments
[REDACTED]/10/2019 08:30 AM COP	[REDACTED]	FUL	[REDACTED]	[REDACTED]-18-	NAKASO JF	
[REDACTED]/10/2019 08:30AM AP	[REDACTED]	[REDACTED]	[REDACTED]	(D CELL) [REDACTED]-19-	HNL DCT D.M. TO	
[REDACTED]/10/2019 08:30 AM SENT	[REDACTED]	FUL	[REDACTED]	[REDACTED]-18-	NAKASO JF	
[REDACTED]/10/2019 01:30 PM	[REDACTED]	MND			KAWAMU DA	Minutes DVD1:1C12 [REDACTED] 2019 TIME: 1:47PM - 1:58PM Court Clerk: [REDACTED] PRESENT: [REDACTED], DPA, [REDACTED], PUBLIC DEFENDER, DEFENDANT: [REDACTED] - transported to Court. Law Clerk: [REDACTED] ----- 1:47 p.m.-1:53p.m. Bench Conference 1:53 p.m. The Court asked if there were any witnesses in this hearing. State replied no witnesses. State's oral motion for No Contact Order granted by the Court. No objections by Defense or defendant. Defense's oral motion for defendant to be released on own recognizance declined by the Court; instead granted Supervised Release and read the terms and conditions of release to defendant. Defense to prepare order. State waived signature. Adjourned
BR				[REDACTED]-19-	[REDACTED]	
[REDACTED]/10/2019 08:30 AM CAL	[REDACTED]	FUL		[REDACTED]-19-	NAKASO JF	
[REDACTED]/10/2019 08:30 AM HEARING	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]-19-	KANEOH F.D. VILCIC	

Face Sheet:

SID: A [REDACTED] **CASE NAME:** [REDACTED] **SSN:** XXX-XX-[REDACTED]
AKA: No Alias Listed.

DATE: [REDACTED]/[REDACTED]/2019 13:10 **RELEASE TYPE:** SR **PROGRAM/SPONSOR:**
WORKER: KKM **TRANSFER DATE:**

CRIMINAL NO./CHARGES/POL. NO.

C19-[REDACTED]	[REDACTED]-[REDACTED]	THEFT 4
C19-[REDACTED]	[REDACTED]-[REDACTED]	PROMOTING DETRIMENTAL DRUG 3
C19-[REDACTED]	[REDACTED]-[REDACTED]	THEFT 2
[REDACTED]-19-[REDACTED]	C19-[REDACTED]	PROH ACTS REL TO DRUG PARAPH.

STANDARD CONDITIONS:

CONTACT WITH ATTORNEY	COURT HEARING
NO NEW ARREST	NO WEAPONS
NOT LEAVE ISLAND OF HAWAII	REPORT TO HAWAII ISC
RESIDENCE AT	STANDARD T & C

SPECIAL CONDITIONS:

Submit to random drug testing as directed by the Hawaii Intake Service Center. You must submit a urine sample within two (2) hours of receiving notice from the Hawaii Intake Service Center.

Seek and maintain gainful employment and/or enroll in an education or vocational training program.

Not own, use or possess alcohol, illicit drugs, or drug paraphernalia.

You are prohibited from being at or in the vicinity of __ACE HARDWARE WAIMEA

CURRENT RESIDENCE:
No Current Residence Listed.

PRIOR RESIDENCE:
No Prior Residence Listed.

CURRENT EMPLOYMENT:
No Current Employment Listed.

PRIOR EMPLOYMENT:
No Prior Employed Listed.

<u>HEARING DATE</u>	<u>JUDGE</u>	<u>CR OR CASE NO</u>	<u>COURT</u>	<u>EVENT TYPE</u>
[REDACTED]/[REDACTED]/2019 01:00 PM	[REDACTED]	[REDACTED]-19-[REDACTED]	DC	HEARING

ATTORNEY: **PROSECUTOR:**
COURT CLOSE DATE: **DISPOSITION:**
CASE CLOSE DATE:
SOCIAL WORKER NOTES:
COMMENTS:

FACESHEET V1.10 **PAGE 1 OF 1**

Fact Sheet:

		SID: A [REDACTED]	SSN: XXX-XX-[REDACTED]
DEFENDANT NAME: [REDACTED]			
COURT NAME: [REDACTED]			
WORKER:	KKM	TRANSFER DATE:	
OPEN DATE:	[REDACTED]/2017	OPEN TIME:	13:38
RELEASE TYPE:	BC	RELEASE DATE:	[REDACTED]/2018
LEAD CHARGE SEVERITY:	FA	BRANCH:	HISC
PROGRAM NAME:		SPONSOR NAME:	
DEFENDANT STATUS:			
SUPERVISOR LEVEL:	MOD	RESPONSE TO SUPERVISION:	GOOD
ATTORNEY:		PROSECUTOR:	
SOCIAL WORKER NOTE: DEFT SENT TO 10YRS PRISON			

<u>HEARING DATE</u>	<u>JUDGE</u>	<u>CR OR CASE NO</u>	<u>COURT</u>	<u>EVENT TYPE</u>	<u>DISPOSITION</u>
[REDACTED]/2019 830am			CC	SENT	NONE
[REDACTED]/2019 130pm			CC	PTC	NONE
[REDACTED]/2019 900AM			CC	TRIAL	RESCHEDULED
[REDACTED]/2019 900AM			CC	HEARING	NONE
[REDACTED]/2019 900am	[REDACTED]		CC	TRIAL	NONE
[REDACTED]/2019 400pm	[REDACTED]		CC	PH	NONE
[REDACTED]/2018 10:30 AM	GKN	[REDACTED]-17-0000 [REDACTED]	CC	HEARING	RESCHEDULED

COURT CLOSE DATE:	[REDACTED]/26/2019	CASE CLOSE DATE:	
SUPERVISOR REVIEW DATE:	[REDACTED]/26/2019		
DISPOSITION:	SI		
COMMENTS: ADJ GOOD: DEFT REPORTED AS DIRECTED, MAINTAINED GAINFUL EMPLOYMENT, NO NEW ARRESTS, APPD IN COURT.			

In Admissions List:

Run Date: 12/02/2019 15:38

STATE OF HAWAII
Department of Public Safety
Intake Service Center Information System
Admission List

Page 1
KKM

- Selection Criteria -

Branch: HISC Unit: % SW: %

Start/End Date: 12/01/2019 - 12/02/2019

SW	SID	Defendant	Activity Date	Activity Time
DHM	A [REDACTED]	[REDACTED]	[REDACTED]/2019	10:55
DHM	A [REDACTED]	[REDACTED]	[REDACTED]/2019	12:09

ISC Intake Assessment Form (Pages 1-2)

STATE OF HAWAII	<u>INTAKE SERVICE CENTER</u> <u>INTAKE/ASSESSMENT FORM</u>	DEPARTMENT OF PUBLIC SAFETY																																										
ACTIVITY DATE: [REDACTED]	ADMISSION DATE: [REDACTED]																																											
INTERVIEW TIME: 10:55 AM	SID: A [REDACTED]																																											
	SSN: XXX-XX-[REDACTED]																																											
INTERVIEW SITE: HAWAII CCC	INTERVIEWER: [REDACTED]																																											
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">[REDACTED]</td> <td style="width: 15%;">SEX: MALE</td> <td style="width: 10%;">AGE: [REDACTED]</td> <td style="width: 10%;">DOB: [REDACTED]</td> <td style="width: 10%;">POB: INDIA</td> <td style="width: 35%;"></td> </tr> <tr> <td>AKA:</td> <td>PRIM. LANG: ENGLISH</td> <td>HT: 508</td> <td>WT: [REDACTED]</td> <td></td> <td></td> </tr> <tr> <td>[REDACTED]</td> <td>HAIR: BLACK</td> <td>EYE: HAZEL</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="5">RACE: HISPANIC EXCEPT PUERTO RICAN</td> </tr> <tr> <td></td> <td colspan="5">CITIZEN: Yes If no, STATUS:</td> </tr> <tr> <td></td> <td colspan="2">COUNTRY:</td> <td colspan="3">TIME IN STATE: 14 YEARS</td> </tr> <tr> <td></td> <td colspan="5">CUSTODY STATUS: PRETRIAL PETTY MISDEMEANANT</td> </tr> </table>			[REDACTED]	SEX: MALE	AGE: [REDACTED]	DOB: [REDACTED]	POB: INDIA		AKA:	PRIM. LANG: ENGLISH	HT: 508	WT: [REDACTED]			[REDACTED]	HAIR: BLACK	EYE: HAZEL					RACE: HISPANIC EXCEPT PUERTO RICAN						CITIZEN: Yes If no, STATUS:						COUNTRY:		TIME IN STATE: 14 YEARS				CUSTODY STATUS: PRETRIAL PETTY MISDEMEANANT				
[REDACTED]	SEX: MALE	AGE: [REDACTED]	DOB: [REDACTED]	POB: INDIA																																								
AKA:	PRIM. LANG: ENGLISH	HT: 508	WT: [REDACTED]																																									
[REDACTED]	HAIR: BLACK	EYE: HAZEL																																										
	RACE: HISPANIC EXCEPT PUERTO RICAN																																											
	CITIZEN: Yes If no, STATUS:																																											
	COUNTRY:		TIME IN STATE: 14 YEARS																																									
	CUSTODY STATUS: PRETRIAL PETTY MISDEMEANANT																																											
Emergency Contact: Conrado (dad) [REDACTED]																																												
VETERAN: No Service Number if Different from SSN:																																												
RESIDENCE: HOMELESS City: Telephone: Cohabitant(s) / Relationship:																																												
EMPLOYMENT: Unemployed: Yes How Long: 5 YEARS How Supported: SSDI																																												

SID: A [REDACTED]	[REDACTED]		page 2
CR/Case#	Cnt	Charge &/or HRS	Report #
[REDACTED]-19-[REDACTED]	0	DISORDERLY CONDUCT 711-1101	C19-[REDACTED]
			Bail
			\$1,000

ISC Medical Screening (1 of 2):

STATE OF HAWAII

DEPARTMENT OF PUBLIC SAFETY

MEDICAL/DENTAL/MENTAL HEALTH INTAKE SCREENING

ADMISSION DATE: [] [] [] [] FACILITY: HCCC PRIOR ADM TO THIS FACILITY: Y [X] N []

NAME: [REDACTED]

SID: A [REDACTED] DOB: [] [] [] SEX: MALE

YES NO

[] [X] Does the arresting or transporting officer or other custodial agency report indications that the inmate is a medical or mental health or suicide risk?

MEDICAL OBSERVATIONS:

- [] [X] Are there observable signs of physical injuries? (Cuts, bruises, swollen or deformed areas)
[] [X] The inmate does not know what day it is and/or where he is. (If yes, ask about recent head injury.)
[] [X] Are there any signs of altered consciousness? (Not alert, non responsive to verbal commands, slow, slurred or incoherent speech, excessive sleepiness.)
[] [X] Are there any signs of limitations in movement? (Limping, can't move a limb or joint, obvious physical deformities or complaints of pain on movement.)
[] [X] Are there any signs of body parasites? (Lice, crabs, scabies, etc.)
[] [X] Are there observable signs of illness? (Blue lips, shortness of breath, hyperventilation, hacking cough, flushed skin, rashes, orange/yellow skin or eyes, excessive sweating)
[] [X] Are there observable signs of intoxication or does the inmate appear to be under the influence of drugs? (Smells like alcohol, staggers, shaky, anxious, slurred speech.)
[] [X] Are needle marks, "needle tracks", or a fresh tattoo visible?

QUESTIONS: (Ask inmate the Questions. Inmate may not self administer. No need to expand on yes answers health care staff will obtain history based on a yes check mark)

- [] [X] Do you have any allergies?
[] [X] Have you suffered a head injury within the last 48 hours?
[] [X] Have you ever had an infectious or communicable disease? (e.g. Hepatitis C, TB)
[] [X] Do you currently have any symptoms of illness? (e.g., chronic cough, coughing up blood, tiredness, weight loss or gain of two or more pounds per week, loss of appetite, fever, night sweats, shortness of breath or fast breathing or any pain.) (Note all that apply)
[] [X] Are you under a doctor's care?
[] [X] Are you currently taking any medications?
[] [X] Do you have any medical conditions that limit your movement?
[] [X] Do you have any diet restrictions?
[] [X] Have you had an organ removed or an organ transplant?
[] [X] Do you use any prosthetic device(s) to aid any physical limitations? (Including eyeglasses, dentures, contact lens, hearing aid, artificial eye(s), artificial limb(s).)
[] [X] Do you have any dental problems? (Toothaches, mouth sores or infections.)
[] [X] Have you ever been the victim of physical, psychological or sexual violence?
[] [X] Have you ever been enrolled in special education classes while in school?
[] [X] Have you recently been discharged from the Hawaii State Hospital?
[] [X] Have you ever suffered alcohol or drug withdrawal symptoms?
[] [X] Do you currently use any drugs or alcohol? (If so, what and when did you last use?)

FEMALES:

- [] [X] Are you pregnant?
[] [X] Do you have any current gynecological problems?

PPD DATE: DATE READ: RESULTS: X-ray Results:

Nsg. Disposition: [] Same Day [] Sched. Appt. with Whom/Date: [] MH Refer.
[] MH Emer. Contacted: (Name) Date/Time: [] Gen. Pop [] Other

REVIEWED BY RN STAFF: Date/Time:

ISC Medical Screening (2 of 2):

STATE OF HAWAII

DEPARTMENT OF PUBLIC SAFETY

HAS THE INMATE VERBALIZED OR ARE THERE OBSERVABLE SIGNS OF MH RISK:

- | <u>YES</u> | <u>NO</u> | | <u>YES</u> | <u>NO</u> | |
|--------------------------|-------------------------------------|---|--------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Strong feelings of remorse or shame | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Loud/obnoxious behavior |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Verbalizing hopelessness or extreme fear | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uncooperative behavior |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evidence of self-mutilation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Passive/withdrawn |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Aggressive behavior/Restless/over reacting | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is the nature of the crime high profile? (media or celebrity status in community, etc.) | | | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> Bizarre behavior, confused or incoherent. | | | |
| 2. | <input type="checkbox"/> | <input checked="" type="checkbox"/> Is the inmate a client of the Adult Mental Health Division? (check ISC Data Base) | | | |
| 3. | <input type="checkbox"/> | <input checked="" type="checkbox"/> Has the inmate ever been on Conditional Release? (check CJIS or OT) | | | |
| 4. | <input type="checkbox"/> | <input checked="" type="checkbox"/> Has the inmate ever presented for a 704-404 Fitness Examination? (check CJIS or OT) | | | |

QUESTIONS TO BE ASKED OF DETAINEE:

5. Have you ever received mental health treatment in a correctional facility?
6. Are you receiving counseling from a mental health professional or treatment center?
7. Have you ever been hospitalized for an emotional or mental health condition?
8. Are you currently taking any medication for an emotional or mental health disorder?
9. Have you or your friends noticed that you are currently much more active than usual?
10. Do you hear things or see things others cannot see or hear?
11. Do you currently believe that someone can control your mind by putting thoughts into your head or taking thoughts out of your head? or other people know your thoughts and can read your mind?
12. Do you currently feel like you have to talk or move more slowly than you usually do?
13. Have there currently been a few weeks when you felt like you were useless or sinful?
14. In the past have you ever tried to hurt or kill yourself?
15. When you were in jail or prison before were you ever placed on suicide watch? (confirm OT alert)
16. Are you thinking about hurting or killing yourself now?
17. Has a family member or close friend ever attempted or committed suicide?
18. Have you ever or are you currently thinking about harming another person?
19. Have you recently experienced a significant loss? (Relationship, death in family, job, etc.)?

* Note: a positive response on any items 1 through 16, requires referral to the Mental Health Section

COMMENTS: rollover 704-fit to proceed

Inmate's Name _____ Signature _____ Date _____

ISC Disposition: Nurse Called: _____ Date/Time: _____ Med. Refer. MH Refer.

(Name)

MH Emer. Called: _____ Date/Time: _____ Gen. Pop Other

(Name)

INTERVIEWER/TITLE: _____rker Date/Time: _____

MH Disposition: Same Day Appt. Sched with Whom/Date: _____

MH Module Gen. Pop Other _____

REVIEWED BY MH STAFF: _____ Date/Time: _____

Original: Medical Record

DOC 0498 (05/11)

CONFIDENTIAL

Monthly Activity Report:

Run Date: 12/02/2019 13:38	STATE OF HAWAII Department of Public Safety Intake Service Center Information System	Page 1 FPY
- Selection Criteria -	Monthly Activity Report (Kamakani Report)	
Branch: OISC		
Date: 11 - 2019		
OISC		
Bail Report Assessments		
# of reports initiated	449	
# of reports completed	449	
# of judge agrees with	8	
Screenings		
# screened upon admission	527	
Diversion		
# released on ROR/RTA	5	

Monthly Supervised Release Activity Report (1 of 3):

Run Date: 12/02/2019 15:15	STATE OF HAWAII Department of Public Safety Intake Service Center Information System Monthly Activity Report (Kamakani Report)	Page 1 FPY
- Selection Criteria -		
Branch: OISC		
Date: 11 - 2019		
OISC		
Diversions		
# of pretrial under supervised release	54	
# placed on home detention	0	
Total diversions	54	
Supervised Release		
Active Cases		
# of straight SR	130	
# of SR in Programs	61	
# of SR in Sponsorship	21	
# of Bail w/conditions	24	
Total active cases	236	
New Cases		
# of new cases opened	54	
Closed Cases		
# revoked rearrested	1	
# revoked non-appearance	5	
# revoked tested positive	2	
# revoked other	23	
Total revoked cases	31	
Total Successful Completions	15	
Home Detention		
Active Cases		
# of home detentions	0	
# of program furlough	0	
Total active cases	0	
New Cases		
# of home detention opened	0	
# of program furlough opened	0	
Total new cases opened	0	
Closed Cases		
# unsuccessful	0	
# successful	0	
Closed cases	0	
Community Services Restitution Program (CSRP)		
Active Cases		
# active	0	
CSRP hours ordered	0	

Monthly SR Activity Report (1 of 3):

Page 2

New Cases Opened
 # opened 0

Closed Cases
 # of hours completed 0
 # successfully 0
 # unsuccessful 0
 Total closed cases 0

Electronic Monitoring

of cases actively monitored 2
 # of new activations 0
 # of deactivations 0

Bed Days Saved Through Community Supervision

of pretrial bed-days saved 3748
 # of sentenced bed-days saved 0
 Total bed-days saved 3748

Monthly SR Activity Report (3 of 3):

Totals

Diversions 54

Supervised Release

Total active cases 236

Total # of new cases opened 54

Total closed cases 46

Home Detention

Total active cases 0

Total new cases opened 0

Total closed cases 0

Community Services Restitution Program (CSRP)

Total # active 0

Total CSRP hours ordered 0

Total Cases opened 0

Total closed cases 0

Electronic Monitoring

Total # of cases actively monitored 2

Total # of new activations 0

Total # of deactivations 0

Bed Days Saved Through Community Supervision

Total bed-days saved 3748

ORAS

BRANCH: HISCK **SID:** A [REDACTED]
UNIT: HISCK **PURPOSE:** Bail Report

Ohio Risk Assessment System: Pretrial Assessment Tool (ORAS-PAT)

Name: [REDACTED] Date Assessed: [REDACTED] Initial Worker: **FYH**
 Case # or Police Report #: **C19**-[REDACTED] Date Updated: _____ Updated Worker: _____
 Charge: **LIQUOR CONSUMPTION PROHIBITED (281-ITED (281-0004))** Date of Admission (if conducted at CCC's): _____

Ineligible: Detainer / Hold / Extradition No Bail PRBV Drug Court Mental Health Court
 Serving a Sentence SR or Bail Revocation ORAS competed prior to admin HOPE Probation
Not Completed: Refused Incap. - Mental Health Incap. - Medical Bail / Bond Released Other:

Pretrial Items:	Initial	Verified	Updated	Verified
1. Age at First Arrest:	Under 33 (1)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2. Failure-to-Appear Warrants (24 Mos):	Two or More FTA Warrants (2)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
3. Three or more Prior Jail Incarcerations:	YES (1)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
4. Employed at the Time of Arrest:	Not Employed (2)	<input type="checkbox"/>		<input type="checkbox"/>
5. Residential Stability:	Not Lived at Same Residence (1)	<input type="checkbox"/>		<input type="checkbox"/>
6. Illegal Drug Use During Past Six Mos:	NO (0)	<input type="checkbox"/>		<input type="checkbox"/>
7. Severe Drug Use Problem:	NO (0)	<input type="checkbox"/>		<input type="checkbox"/>
Scores 0-2, 3-5, 6+	Rating Low, Moderate, High	Initial Score:	7	Updated Score:
				0

Override: No Active Supervision: No ACSB HPA ISC

Compliance:

Revocations within 6 Months:

- 1. Qualifies to be held without bail, per HRS 804-3 or 804-4
- 2. Current offense involves firearm or dangerous weapon
- 3. Assaultive: Current Past 5 Yrs Pending Chg
- 4. Pending felony, excluding current offense
- 5. Current offense is Felony A or B
- 6. Wanted NCIC, state not willing to extradite from HI
- 7. High media concern
- 8. Possibility of life sentence
- 9. Safety concerns from alleged victim
- 10. Not a resident of Hawaii / No community ties
- 11. Arrested at Airport, leaving the State
- 12. Mental Health Treatment Compliant
- 13. Susbst Abuse Treatment Compliant
- 14. Age 65 or older
- 15. Debilitating medical condition
- 16. Other Compelling Reasons:

Risk Level by Raw Score: **HIGH (7)**

Recommended Level: **High**

Approved By: _____

Outcome & Measures Report

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
Outcome and Measures Report

Run Date: 12/2/2019 4:00 PM

- Selection Criteria -

Branch HISC

Start Date 11/01/2019

End Date 11/30/2019

Defendant	SID	Close Date	Appearance	Safety	Success
Total		19	15(78.95%)	10(52.63%)	10(52.63%)
Branch: HISC		19	15(78.95%)	10(52.63%)	10(52.63%)
[REDACTED]	A [REDACTED]	11/06/2019			
[REDACTED]	[REDACTED]	11/05/2019	X	X	X
[REDACTED]	T [REDACTED]	11/05/2019	X	X	X
[REDACTED]	[REDACTED]	11/19/2019	X		
[REDACTED]	[REDACTED]	11/06/2019	X	X	X
[REDACTED]	G [REDACTED]	11/18/2019	X	X	X
[REDACTED]	[REDACTED]	11/04/2019	X		
[REDACTED]	[REDACTED]	11/19/2019	X		
[REDACTED]	T [REDACTED]	11/20/2019	X	X	X
[REDACTED]	[REDACTED]	11/26/2019	X	X	X
[REDACTED]	[REDACTED]	11/01/2019			
[REDACTED]	[REDACTED]	11/15/2019			
[REDACTED]	[REDACTED]	11/06/2019	X	X	X
[REDACTED]	[REDACTED]	11/22/2019			
[REDACTED]	[REDACTED]	11/15/2019	X	X	X
[REDACTED]	[REDACTED]	11/14/2019	X	X	X
[REDACTED]	[REDACTED]	11/05/2019	X		
[REDACTED]	[REDACTED]	11/13/2019	X		
[REDACTED]	[REDACTED]	11/27/2019	X	X	X

Act 139 Compliance:

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
Act 139 Compliance Report

Run Date: 12/2/2019 3:58 PM

- Selection Criteria -

Branch HISC
Month 11
Year 2019

Total			15	100.00%
Defendant	SID	Assessed Date		Admission Date
HISC				
Completed - After 3 days			2	13.33%
Completed - Within 3 days			12	80.00%
Ineligible - Detainer/Hold/Extradition			1	6.67%
	HISC Total		15	15

Agreement Matrix:

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
**Monthly Supervised Release Activity
 Agreement Matrix**

Run Date: 12/2/2019 4:03 PM

Report name: Agreement Matrix

- **Selection Criteria** - **Branch** HISC

Start Date 11/01/2019

End Date 11/30/2019

Total		30(13.7%)	37(16.9%)	93(42.5%)	0(0%)	59(26.9%)	0(0%)
Defendant	SID	Court Decision					
		ROR	SR	Bail	SRSVSO/SR PAPO	Sen/Dis/NPQ	No Hearing
ROR		5(83.3%)	0(0%)	0(0%)	0(0%)	1(16.7%)	0(0%)
SR		11(22.9%)	18(37.5%)	4(8.3%)	0(0%)	15(31.2%)	0(0%)
BAIL		14(12.4%)	14(12.4%)	46(40.7%)	0(0%)	39(34.5%)	0(0%)
OTHER		0(0%)	5(9.6%)	43(82.7%)	0(0%)	4(7.7%)	0(0%)

Client Notes (1 of 2):

Client Notes

Run Date: █/2/2019 4:21 PM

- Selection Criteria -

- Type** %
- Worker** SASS
- Start Date** █/01/2019
- End Date** █/30/2019
- SO_ID** █

Court	Defendant	SID	Open Date	Release Date	Release Type
CC	█	█	█/11/2019	█/24/2019	SP

Date	Type	Note
█/01/2019	CONTACT PHONE	<p>█/1/19 TCT-█, Judge █'s Chambers SASS explained to him the OISC is delivering the D's revo @ 1:30 PM because the Court order says the OISC must file a verified application ASAP if D violates his conditions of SR.</p>
█/01/2019	CLIENT NOTES	<p>Good morning █ -</p> <p>Unfortunately, the Court has to follow the same procedures as with any other Verified Application to Revoke Supervised Release. The Verified Application itself requests an issuance of bench warrant and that is our chambers' policy. Thank you.</p> <p>Sincerely, Second Division Staff</p> <p>CHAMBERS OF THE HONORABLE █ Second Division Circuit Court of the First Judicial Circuit 777 Punchbowl Street Honolulu, HI 96813 Phone: (808) █-█ Email: 2nddivision.1cc@courts.hawaii.gov <mailto:2nddivision.1cc@courts.hawaii.gov></p> <p>Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any review, use, disclosure, or distribution by unintended recipients is prohibited. If you are not the intended recipient, please</p>

Client Notes (2 of 2):

contact the sender by reply email and destroy all copies of the original message.

-----' [REDACTED] " [REDACTED] wrote: -----
To: '2ndDivision 1CC' <2ndDivision.1CC@courts.hawaii.gov
<mailto:2ndDivision.1CC@courts.hawaii.gov>>
From: ' [REDACTED] " < [REDACTED] >>
Date: /01/2019 09:27AM
Cc: ' [REDACTED] " < [REDACTED] >
 [REDACTED] " < [REDACTED] >
 [REDACTED] " < [REDACTED] >
Subject: RE: [REDACTED] , [REDACTED] -17- [REDACTED] Motion to Revoke
Supervised Release
Sorry, correction in bold below.

From: [REDACTED]
Sent: Friday, [REDACTED] 1, 2019 9:24 AM
To: [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
Subject: [REDACTED] , [REDACTED] -17- [REDACTED] Motion to Revoke
Supervised Release

Aloha everyone,

I just learned that [REDACTED] recently admitted to drinking a beer. He has admitted this violation of his Supervised Release terms to [REDACTED] and to his ISC supervisor [REDACTED]. According to [REDACTED] , [REDACTED] is still willing to work with him. [REDACTED] let me know this morning that she must file a motion to revoke supervised release because [REDACTED] is on zero tolerance supervision. I have spoken to [REDACTED] about this, and he is aware that he could lose his freedom, but he assured me he will not run and he is prepared to deal with the consequences of his actions. I told him I was very proud of his honesty, and I would do what I could to help him.

I have a proposal: [REDACTED] explained to me that whether a bench warrant is issued along with her Motion to Revoke Supervised Release is up to the Court, and it's not her decision. It is my hope that the Court would consider setting the motion to revoke for hearing when it is submitted by [REDACTED] , but not issuing a bench warrant at this time, so as not to disrupt his treatment at [REDACTED] (at this time). I have spoken to [REDACTED] , and he has no objection to the Court setting a hearing on the SR revocation motion without issuing a bench warrant for [REDACTED] arrest.

Client Listing Hearings Contacts Services:

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
Client Listing Hearings Contacts Services Report

Run Date: 12/2/2019 4:03 PM

- Selection Criteria -

Sched Type %

Start Date █/01/2019

End Date █/30/2019

Branch HISC

Worker KKM

Hearings

Date	Time	CR No.	Court	Event Type	Judge	Defendant	SID	SR Worker	Appeared	Rescheduled	No Show	Comment
█/04/2019	09:00 AM	█-19 █		TRIAL		█	█	KKM				
█/05/2019	830am			HEARING		█	█	KKM	X			
█/06/2019	830AM			HEARING		█	█	KKM	X			1029 █/6 808 █ went to court (Next Court Date: █/18/19@0830)
█/14/2019	330pm			PTC		█	█	KKM				
█/20/2019	830am			HEARING		█	█	KKM				
█/22/2019	800am			OTHER		█	█	KKM				
█/25/2019	200pm			PH		█	█	KKM				
█/26/2019	330PM			PTC		█	█8	KKM				

Drug Test Sanction

STATE OF HAWAII Department of Public Safety Intake Service Center Information System Drug Test and Sanction Report													
Run Date: 12/2/2019 4:04 PM													
- Selection Criteria -													
Branch HISC													
StartDate 11/01/2019													
EndDate 11/30/2019													
Worker KKM													
Test Type	Test Date	Defendant	SID	Worker	THC	COC	OPI	AMP	ALC	OTHER	NONE	Positive	Comment
Total					0								
					0	0	0	0	0	0	0	0	
					(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	
RANDOM	Method: SYVA				0	0	0	0	0	0	0	0	
	Method: POC				0	0	0	0	0	0	0	0	
	Method: LAB				0	0	0	0	0	0	0	0	
CAUSE	Method: SYVA				0	0	0	0	0	0	0	0	
	Method: POC				0	0	0	0	0	0	0	0	
	Method: LAB				0	0	0	0	0	0	0	0	
					(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	

Positive Results						
Number of Defendants with Positive Test Results 0						
Test Date	Defendant	Test Type	Drugs Identified	Action Taken	Date Sanctioned	Comment
0						

1

Monthly Intake – Kamakani Activity

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Info System Monthly Intake Kamakani Activity Report

Run Date: 12/2/2019 4:06 PM

- Selection Criteria -

Branch HISC
Month 11
Year 2019

Bail Report Assessments

	Defendant	SID	Interview Date	Initiated	Completed	Judge Agreed
Total	124			124 (100%)	123 (99.19%)	60 (48.39%)
	Branch: HISC			124 (100%)	123 (99.19%)	60 (48.39%)

Intake Screenings

	Defendant	SID	Interview Date	Admission Date	Screened on Admission	Rollover
Total	172				148 (86.05%)	21 (12.21%)
	Branch: HISC				148 (86.05%)	21 (12.21%)

Diversions

Total	Defendant	SID	Interview Date	Interview Site	Recommendation	Court Decision	SR Open Date
20	Pretrial Granted SR/ROR						

Intake Monitor Hearings:

OISC INTAKE BAIL HEARINGS FOR 11/1/2019 TO 11/30/2019

Hearing Date	Hearing Time	Criminal No	Judge	SID	Case Name	Worker	Bail Motion Comment
11/11/2019	9:30 AM	1CPC-19-0000001	JANET SURILLO	A0000001	NAPIER, JACK	JAH	
11/4/2019	8:30 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	LETTER - PRBV
11/14/2019	10:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	Letter - Violation of Mental Health Court.
11/14/2019	10:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	letter-no new info
11/14/2019	10:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SLS	
11/15/2019	2:00 PM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	LETTER-OTHER; DEFT GRANTED SR 10/21/19 AND RLSD ON 11/7/19. DPD WANTS LETTER, WILL NOT WITHDRAW MOTION.
11/15/2019	2:00 PM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	LETTER-NO NEW INFO
11/18/2019	8:30 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	letter-no new info
11/19/2019	8:30 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	letter-no new info
11/19/2019	10:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	KKA	LETTER-PRBV

New Arrest Sanction:

STATE OF HAWAII
Department of Public Safety
Intake Service Center Information System
New Arrests and Sanctions Report

Run Date: 12/2/2019 4:04 PM

- Selection Criteria -

Branch HISC
Worker KKM
Start Date 11/01/2019
End Date 11/30/2019

Arrest Date	Release Date	Worker	Defendant	SID	Def. Status	Felony				Misdemeanor			Sanction	Comments
						Agst. Person	Agst. Prop	Drugs	Other	Agst. Person	Other	Peity		
Total			0 (100%)			0 (NaN%)	0 (NaN%)	0 (NaN%)	0 (NaN%)	0 (NaN%)	0 (NaN%)	0 (NaN%)	0	

Urinalysis Testing Results:

URINALYSIS TESTING RESULTS

MONTH: 11

YEAR: 2019

Correctional Facility: HISC

Inmate Population Count: 127

RANDOM	Given	#Pos	%Pos	Marijua.	Cocaine	Opiates	Amphet	Alcohol	Other
FACILITY SYVA TEST	0	0	0.00%	0	0	0	0	0	0
POINT OF COLLECTION	0	0	0.00%	0	0	0	0	0	0
DIAGNOSTIC LAB	0	0	0.00%	0	0	0	0	0	0

CAUSE	Given	#Pos	%Pos	Marijua.	Cocaine	Opiates	Amphet	Alcohol	Other
FACILITY SYVA TEST	0	0	0.00%	0	0	0	0	0	0
POINT OF COLLECTION	0	0	0.00%	0	0	0	0	0	0
DIAGNOSTIC LAB	0	0	0.00%	0	0	0	0	0	0

TREATMENT	Given	#Pos	%Pos	Marijua.	Cocaine	Opiates	Amphet	Alcohol	Other
FACILITY SYVA TEST	0	0	0.00%	0	0	0	0	0	0
POINT OF COLLECTION	0	0	0.00%	0	0	0	0	0	0
DIAGNOSTIC LAB	0	0	0.00%	0	0	0	0	0	0

TOTAL:	0	0	0	0	0	0	0	0	0
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SAMPLES TESTED: 0
 POSITIVE TESTS: 0

KKM

 COMPLETED BY

 PHONE NUMBER

12/02/2019

 DATE

Workload Operations

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Workload/Operations Report

Run Date: 12/2/2019 3:59 PM

- Selection Criteria -

Branch HISC
Unit HISC
Worker KKM
Month 11
Year 2019

Defendant	SID	ORAS Date	Override	Approved By	Raw Score			Recommended Level			Total Assessed
					Low	Med	High	Low	Med	High	
Branch: HISC											
Unit: HISC											
Worker: KKM											
supervised release											
supervised release totals		1	0		1	0	0	1	0	0	1
			(0%)		(100%)	(0%)	(0%)	(100%)	(0%)	(0%)	(100%)
Worker: KKM totals		1	0		1	0	0	1	0	0	1
			(0%)		(100%)	(0%)	(0%)	(100%)	(0%)	(0%)	(100%)
Unit: HISC totals		1	0		1	0	0	1	0	0	1
			(0%)		(100%)	(0%)	(0%)	(100%)	(0%)	(0%)	(100%)
Branch: HISC totals		1	0		1	0	0	1	0	0	1
			(0%)		(100%)	(0%)	(0%)	(100%)	(0%)	(0%)	(100%)
Totals		1	0		1	0	0	1	0	0	1
			(0%)		(100%)	(0%)	(0%)	(100%)	(0%)	(0%)	(100%)

Supervised Release Cases Opened:

Run Date: 12/2/2019 15:49

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Supervised Release Cases Opened

Page: 1

User: KKM

- Selection Criteria -

Branch: HISC Unit: % Date: 11/15/2019 - 11/29/2019

Defendant	SID	Sex	Status	Case Open Date Time	Date Case Closed	Disp	SW
KYLE, SELINA	A0000001	F	SF	11/18/2019 15:11			AJL
[REDACTED]	A [REDACTED]	M	PTM	11/25/2019 14:57			AJL
[REDACTED]	[REDACTED]	M	PTF	11/19/2019 14:52			SMMC
[REDACTED]	[REDACTED]	M	PTM	11/18/2019 15:36			GLL
[REDACTED]	[REDACTED]	F	PTPM	11/28/2019 11:02			SMMC
[REDACTED]	[REDACTED]	M	PTF	11/20/2019 10:17			GLL
[REDACTED]	[REDACTED]	M		11/19/2019 08:40			GJB
[REDACTED]	[REDACTED]	F	PTF	11/15/2019 08:35			AJL
[REDACTED]	[REDACTED]	F	PTM	11/20/2019 14:53			AJL
[REDACTED]	[REDACTED]	M	PTM	11/27/2019 14:41			GJB
[REDACTED]	[REDACTED]	M	PTM	11/27/2019 14:45			GJB
[REDACTED]	T [REDACTED]	M	PTM	11/22/2019 15:54			GLL
[REDACTED]	A [REDACTED]	M	PTF	11/19/2019 16:09			GLL
[REDACTED]	[REDACTED]	M	PTF	11/22/2019 08:01			GJB
[REDACTED]	[REDACTED]	M	PTPM	11/21/2019 14:49			GJB
[REDACTED]	[REDACTED]	M	PTF	11/18/2019 14:59			GJB
[REDACTED]	[REDACTED]	F	PTF	11/18/2019 15:21			GLL
[REDACTED]	[REDACTED]	M	PTM	11/22/2019 16:01			GLL
[REDACTED]	[REDACTED]	M		11/29/2019 15:27			
[REDACTED]	[REDACTED]	F		11/18/2019 16:07			
[REDACTED]	[REDACTED]	M	PTF	11/26/2019 08:39			GJB
[REDACTED]	[REDACTED]	F	PTF	11/18/2019 15:44			GLL
[REDACTED]	[REDACTED]	M	PTM	11/15/2019 16:04			AJL
[REDACTED]	[REDACTED]	M	PTF	11/18/2019 15:16			GLL
[REDACTED]	[REDACTED]	M	PTM	11/22/2019 15:48			GLL
[REDACTED]	[REDACTED]	M	PTF	11/21/2019 15:34			GLL
[REDACTED]	[REDACTED]	M	PTF	11/19/2019 16:15			KKM

List of Supervised Release Cases

Defendant	SID	Date Case Opened	Status	Lead Charge Severity
Run Date: 12/2/2019 15:42				
STATE OF HAWAII Department of Public Safety Intake Service Center Information System List of Supervised Release Cases with Program				
Page: 1				
- Selection Criteria -				
Branch: OISC	Unit: PS			User: KKM
Program: %				
Sorted By: Program				
Branch: OISC				
PROGRAM:				
COBBLEPOT, OSWALD C	A0000001	09/04/2019	PSF	FC
[REDACTED]	[REDACTED]	05/20/2019	PSF	FC
[REDACTED]	[REDACTED]	08/15/2019	PTF	FC
[REDACTED]	[REDACTED]	05/01/2019	PTF	FB
[REDACTED]	[REDACTED]	04/22/2019	PTF	FC
[REDACTED]	[REDACTED]	12/10/2018	PTF	FC
[REDACTED]	[REDACTED]	10/02/2019	PTF	FC
[REDACTED]	[REDACTED]	12/02/2019	PSF	FC
[REDACTED]	[REDACTED]	10/25/2019	PSF	FC
[REDACTED]	[REDACTED]	11/22/2019	PTF	FC
[REDACTED]	[REDACTED]	09/20/2018	PTF	FA
[REDACTED]	[REDACTED]	05/03/2019	PSF	FB
[REDACTED]	[REDACTED]	11/26/2019	PTF	FC
[REDACTED]	[REDACTED]	01/17/2019	PTF	FC
[REDACTED]	[REDACTED]	03/05/2019	PTF	FB
[REDACTED]	[REDACTED]	04/04/2019	PTF	FC
[REDACTED]	[REDACTED]	09/19/2019	PTF	FC
[REDACTED]	[REDACTED]	04/05/2019	PTF	FB
[REDACTED]	[REDACTED]	11/14/2019	PTF	FB
[REDACTED]	[REDACTED]	12/12/2018	PTF	FA
[REDACTED]	[REDACTED]	11/18/2019	PTF	
[REDACTED]	[REDACTED]	11/04/2019	PTF	FC
[REDACTED]	[REDACTED]	08/09/2019	PTM	MD
[REDACTED]	[REDACTED]	11/15/2019	PSF	FB
[REDACTED]	[REDACTED]	11/21/2019	PTF	FC

Active Cases by Special Conditions:

Run Date: 12/2/2019 3:56 PM

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Active Cases By Special Conditions

Page: 1

- Selection Criteria -

User: KKM

Branch: HISCK

Unit: HISCK

Special Condition: AGMT

Social Worker: %

Defendant	SID	SW	Date Case Opened	Condition	Lead Charge
COBBLEPOT, OSWALD C Comments: ANGER MANAGEMENT	A0000001	KKM	10/16/2019	AGMT	MD
DENT, HARVEY Comments: ANGER MANAGEMENT	A0000002	KKM	10/29/2019	AGMT	MD
████████████████████ Comments: ANGER MANAGEMENT	████████	JMAK	09/30/2019	AGMT	FC
████████████████████ Comments: ANGER MANAGEMENT	████████	MKKA	11/04/2019	AGMT	MD
████████████████████ Comments: ANGER MANAGEMENT W/IN 2 WKS	████████	MKKA	10/12/2019	AGMT	FC

Active Cases by Social Worker ID:

Run Date: 12/02/2019 15:50

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Active Cases By Social Worker ID

Page 1
 KKM

- Selection Criteria -

Branch: HISC Unit: %
 Date: 11/01/2019 - 11/10/2019

Defendant	SID	SW	Case Open Date	RLS Type	Program or Sponsor Name	Sex	Status	Lead Charge Severity	SW Close Date	Unit
Branch: HISC										
COBBLEPOT, OSWALD C	A0000002		11/29/2019	SR		M				HISC
KYLE, SELINA	A0000001		11/18/2019	SR		F				HISC
NYGMA, EDWARD	A0000003	AIT	09/06/2019	REENTRY		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	09/30/2016	SR		F		FC		HISC
[REDACTED]	[REDACTED]	AIT	09/13/2019	SR		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	09/30/2019	SS		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	10/04/2019	SR		M	PTM	MD		HISC
[REDACTED]	[REDACTED]	AIT	05/28/2019	SR		M		MD		HISC
[REDACTED]	[REDACTED]	AIT	11/16/2018	SR		F		FC		HISC
[REDACTED]	[REDACTED]	AIT	08/29/2018	SR		F		FB		HISC
[REDACTED]	[REDACTED]	AIT	11/22/2016	SR		F		FB		HISC
[REDACTED]	[REDACTED]	AIT	10/14/2019	SR		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	10/02/2019	BC		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	03/11/2019	SR		F		FC		HISC
[REDACTED]	[REDACTED]	AIT	10/22/2019	BC		M	PTF	FA		HISC
[REDACTED]	[REDACTED]	AIT	06/01/2017	BC		M		FB		HISC
[REDACTED]	[REDACTED]	AIT	04/08/2019	SR		M	PTPM	PM		HISC
[REDACTED]	[REDACTED]	AIT	06/21/2019	SR		F		MD		HISC
[REDACTED]	[REDACTED]	AIT	09/10/2019	SR		M	PTM	MD		HISC
[REDACTED]	[REDACTED]	AIT	09/18/2019	SR		M	PTF	FC		HISC

V1.01

Active Cases by Defendant Name:

Run Date: 12/02/2019 15:50

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Active Cases By Defendant Name

Page 1
 KKM

- Selection Criteria -

Branch: HISC Unit: %
 Date: 11/01/2019 - 11/10/2019

Defendant	SID	SW	Case Open Date	RLS Type	Program or Sponsor Name	Sex	Status	Lead Charge Severity	SW Close Date	Unit
Branch: HISC										
AE [REDACTED]	[REDACTED]	GJB	10/23/2019	SR		M	PTM	MD		HISC
AC [REDACTED]	[REDACTED]	GJB	06/10/2019	SR		M		MD		HISC
AH [REDACTED]	[REDACTED]	SMMC	08/23/2019	SR		F	PTF	FC		HISC
AH [REDACTED]	[REDACTED]	SMMC	08/23/2019	SR		F	PTF	FB		HISC
AH [REDACTED]	[REDACTED]	GJB	07/03/2019	SR		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	09/06/2019			M	PTF	FC		HISC
AK [REDACTED]	[REDACTED]	SMMC	09/16/2019	SR		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	AIT	09/30/2016	SR		F		FC		HISC
AL [REDACTED]	[REDACTED]	AIT	09/13/2019	SR		M	PTF	FC		HISC
[REDACTED]	[REDACTED]	GAS	08/05/2019			M				HISC
AN [REDACTED]	[REDACTED]	AJL	08/26/2019	SR		M	PTPM	PM		HISC
[REDACTED]	[REDACTED]	AIT	09/30/2019	SS		F	PTF	FC		HISC
[REDACTED]	[REDACTED]	KKM	08/12/2019	SR		M	PTM	MD		HISC
AR [REDACTED]	[REDACTED]	SMMC	01/04/2019	SR		M		FC		HISC
[REDACTED]	[REDACTED]	AJL	10/16/2019	SR		M	PTM	MD		HISC
AV [REDACTED]	[REDACTED]	SMMC	07/12/2019	SR		M	PTM	MD		HISC
[REDACTED]	[REDACTED]	SMMC	05/28/2019	SR		M		PM		HISC
[REDACTED]	[REDACTED]	GLL	11/06/2019	SR		F	PTF	FB		HISC
[REDACTED]	[REDACTED]	GLL	11/06/2019	SR		F	PTF	FB		HISC
[REDACTED]	[REDACTED]	GJB	08/26/2019	SR		M	PTM	MD		HISC

V1.00

Electronic Program Monitoring Program by Defendant Name:

Run Date: 12/2/2019 15:54

Page: 1

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Electronic Monitoring Program Counts By
 Defendant's Name

- Selection Criteria -

User: KKM

Branch: HISC Unit: HISC Period: 12/02/2019 - 12/02/2019

Defendant	Sex	SID	Serial Number	Release Type	EMP Social Worker	EMP Activation/ Deactivation Date	No. of days
D [REDACTED]	M	AG [REDACTED]	1 [REDACTED]	HF	CPH	02/21/2019 09/12/2020	
M [REDACTED]	M	AG [REDACTED]	2 [REDACTED]	HF	CPH	11/15/2018 12/22/2019	
N [REDACTED]	M	AG [REDACTED]	3 [REDACTED]	HF	MKKA	09/19/2019	
M [REDACTED]	M	AG [REDACTED]	3 [REDACTED]	SR	KKM	03/19/2019	
B [REDACTED]	M	AC [REDACTED]	A [REDACTED]	SR	KKM	11/20/2018	

Cases Closed by Disposition

Run Date: 12/2/2019 15:53

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Cases Closed by Disposition

Page: 1

User: KKM

- Selection Criteria -

Branch: HISCK Unit: HISC SW: %
 Period: 11/01/2019 - 11/10/2019

TYPE

Branch: HISCK		
Social Worker: FYH		
		<u>11/2019</u>
SZ	SENTENCED-DAG, DANC, OTHER	2
		2
Social Worker: JMAK		
		<u>11/2019</u>
XF	REVOKED-FAILURE TO APPEAR	1
		1
Social Worker: KKM		
		<u>11/2019</u>
SZ	SENTENCED-DAG, DANC, OTHER	1
XZ	REVOKED-OTHER, BAIL REINST DUE TO ADVERSE ACTION	1
		2
Social Worker: MKKA		
		<u>11/2019</u>
RZ	OTHER-DEATH, UNABLE TO POST BAIL, COURTESY SUP TERM, UNFIT...	3
SZ	SENTENCED-DAG, DANC, OTHER	4
		7

Supervised Release Cases Closed:

Run Date: 12/2/2019 15:52

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Supervised Release Cases Closed

Page: 1

- Selection Criteria -

User: KKM

Branch: HISC Unit: HISC Date: 11/01/2019 - 11/10/2019

Defendant	SID	Sex	Status	Case Open Date Time	Date Case Closed	Disp	SW
Branch: HISC Unit: HISC							
[REDACTED]	[REDACTED]	M	PTF	10/16/2019 16:07	11/08/2019	XZ	GJB
[REDACTED]	[REDACTED]	M	PTF	03/21/2019 16:49	11/06/2019	XZ	KKM
[REDACTED]	[REDACTED]	F		01/08/2019 07:07	11/06/2019	RC	AJL
[REDACTED]	[REDACTED]	F		10/03/2019 15:50	11/06/2019	XF	SMMC
[REDACTED]	[REDACTED]	M	PTF	10/15/2019 09:35	11/06/2019	RZ	
[REDACTED]	[REDACTED]	F		10/24/2019 15:51	11/06/2019		
[REDACTED]	[REDACTED]	M	PTF	06/12/2019 10:21	11/06/2019	SP	AIT
[REDACTED]	[REDACTED]	M	PTPM	10/03/2019 18:47	11/06/2019	XZ	SMMC
[REDACTED]	[REDACTED]	M	PTM	10/21/2019 14:08	11/06/2019	RC	GJB
[REDACTED]	[REDACTED]	M	PTF	06/13/2019 06:19	11/05/2019	SP	SMMC
[REDACTED]	[REDACTED]	F	PTF	10/18/2019 10:35	11/05/2019	CS	AIT
[REDACTED]	[REDACTED]	F	PTM	09/05/2019 13:44	11/05/2019	SZ	AJL
[REDACTED]	[REDACTED]	M	PTF	10/18/2019 09:19	11/05/2019	XF	GJB
[REDACTED]	[REDACTED]	M	PTM	08/06/2019 11:24	11/05/2019	SI	AIT
[REDACTED]	[REDACTED]	M	PTF	09/13/2019 14:18	11/05/2019	SP	KKM
[REDACTED]	[REDACTED]	M	PTF	08/15/2019 15:42	11/05/2019	XN	AIT
[REDACTED]	[REDACTED]	M		07/01/2019 16:10	11/04/2019	RC	GJB
[REDACTED]	[REDACTED]	F	PTF	06/27/2019 14:44	11/01/2019	XZ	KKM

Total For Unit: HISC 18

Total for Branch: HISC 18

Branch: HISCK Unit: HISCK

[REDACTED]	[REDACTED]	F	PTF	10/31/2019 10:28	11/08/2019	SZ	FYH
[REDACTED]	[REDACTED]	M	PTPM	10/24/2019 13:16	11/07/2019	RZ	MKKA
[REDACTED]	[REDACTED]	M	PTM	10/03/2019 16:59	11/06/2019	RZ	MKKA
[REDACTED]	[REDACTED]	M	PTM	10/04/2019 10:05	11/06/2019	SZ	MKKA
[REDACTED]	[REDACTED]	F	PTM	09/16/2019 11:55	11/06/2019	SZ	MKKA
[REDACTED]	[REDACTED]	M	PTM	10/14/2019 12:58	11/06/2019	RZ	MKKA

Supervised Release Cases With Release Type:

Run Date: 12/2/2019 15:55

STATE OF HAWAII
 Department of Public Safety
 Intake Service Center Information System
 Supervised Release Cases
 With Release Type

Page: 1

- Selection Criteria -

User: KKM

Branch: HISC Unit: HISC Period: 11/01/2019 - 11/10/2019

Release Type: SR

Name	SID	Sex	Custody Status	Date Case Opened	Disp Date	Disp	Release Type
B [REDACTED]	A [REDACTED]	M	PTF	6/13/2019	11/5/2019	SP	SR

Comments: Adjustment satisfactory. Linked to MHK w CM, psychotherapy, and Lokahi treatment (voluntary). Telephonic and OV check in's as instructed. No problems or concerns reported.

B [REDACTED]	A [REDACTED]	F	PTF	10/18/2019	11/21/2019	CS	SR
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Comments: authorized to travel to CA from 10/29 to 11/05/19

[REDACTED]	T [REDACTED]	F	PTM	9/5/2019	11/19/2019	SZ	SR
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Comments: Response to SR good. Def made all scheduled check ins, as well as remained in contact with her attorney and Lokahi treatment. Attended all Court dates as ordered.

[REDACTED]	A [REDACTED]	F		1/8/2019	11/8/2019	RC	SR
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Comments: Response to SR poor. Defendant made one check in with HISC and failed to report after that.

D [REDACTED]	[REDACTED]	F		10/3/2019	11/7/2019	XF	SR
--------------	------------	---	--	-----------	-----------	----	----

Comments: Adjustment poor. Unaddressed and unmedicated mental health issues, not linked to services and two subsequent arrests. The combination of substance use and MH increased her risk to have frequent contact with the law. She appeared once upon release but FTR thereafter.

E [REDACTED]	[REDACTED]	M		7/1/2019	11/4/2019	RC	SR
--------------	------------	---	--	----------	-----------	----	----

Comments: ADJUSTMENT: GOOD

checked in as directed, appeared in Court

F [REDACTED]	[REDACTED]	M	PTF	10/18/2019	11/22/2019	XF	SR
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Comments: ADJUSTMENT: POOR

FTR subsequent to 10/30/2019; FTA in Court

Validation Report (1 of 3):

STATE OF HAWAII Department of Public Safety Intake Service Center Information System Validation Report																					
Run Date: 12/2/2019 3:59 PM																					
- Selection Criteria -																					
<i>Branch</i> HISC																					
<i>Unit</i> HISC																					
<i>Worker</i> KKM																					
<i>Month</i> 11																					
<i>Year</i> 2019																					
Defendant	SID	CRAS Date	Override	Override Up			Override Down			FTA by Raw Score			FTA by Recommended Score			Rearrest by Raw Score					
				L-M/H	M-H	Total	H-M/L	M-L	Total	Low	Med	High	Low	Med	High	Low	Med	High			
Total		1 (11.1%)	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)			
Supervised Release		1 (11.1%)	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)			
Defendant	SID	Date Updated	Override	Override Up			Override Down			Reason for Override											
				L-M/H	M-H	Total	H-M/L	M-L	Total	1	2	3	4	5	6	7	8	9	10		
Total		1 (11.1%)	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)
Supervised Release		1 (11.1%)	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)	0	0	0 (0%)
Top 3 Reasons for Override Up										Top 3 Reasons for Override Down											

Rearrest by Recommended Score			Total			
Low	Med	High				
0 (0%)	0 (0%)	0 (0%)	1 (11.11%)			
0 (0%)	0 (0%)	0 (0%)	1 (11.11%)			
11	12	13	14	15	16	Total
0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (11.11%)
0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (11.11%)

Validation Report (3 of 3):

Reason

Reason Count

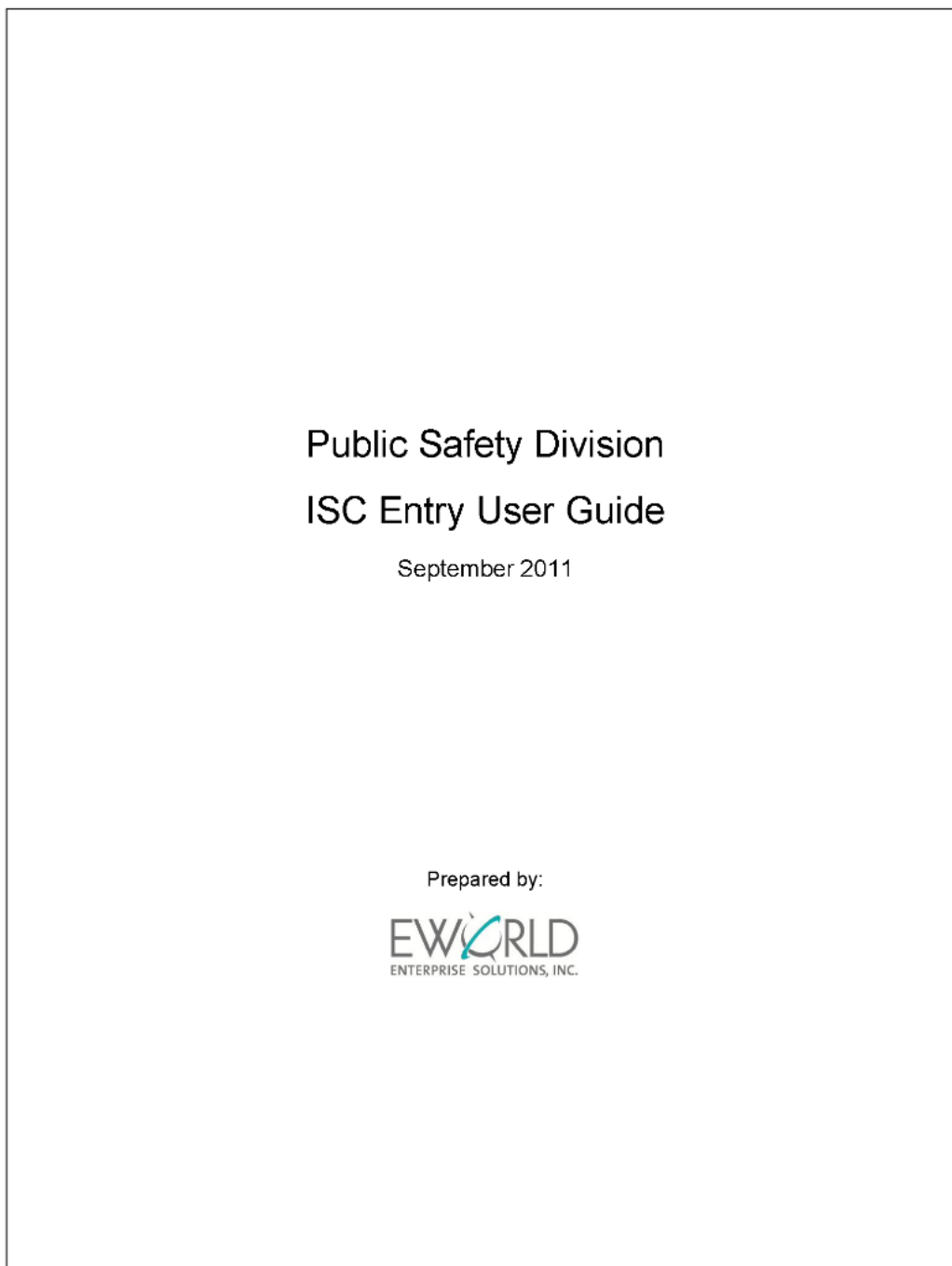
Reason

Reason Count

Note: More than 3 reasons may be listed if there is a tie among the reasons.

IB. Intake Service Center (ISC) User Guide

The following pages are from the original ISC training guide. There have been upgrades since its original inception in 2011.



Revision History

Date	Author	Description
2010	Garth Ingram	Initial document.
August 2011	Daniel Branch Anthony Kinsey Julie Ann Sakuda	Revisions for the ISC Entry version 8.1. Cleanup and replacing of old screenshots.

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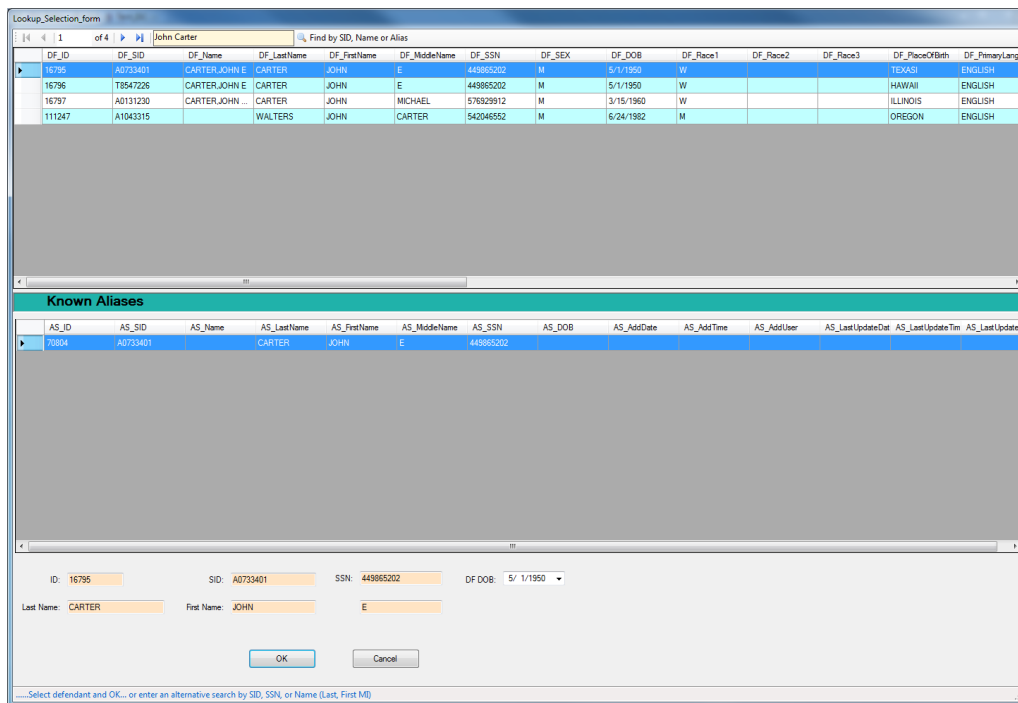
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The selection form lists all the defendants that were found in the table on top. This table shows all of the defendant’s information. Any aliases that the selected defendant has are shown in the bottom table. Selecting ‘OK’ will open the selected defendant’s record.

3.2 Status Bar

At the bottom of the ISC Entry screen is a status bar that shows some important information. Each of the boxes on the status bar are described below.



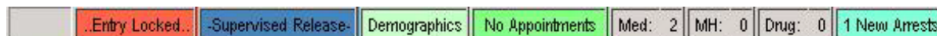
1. The first box will display Editing/Entry Locked depending upon if the application is in editing or non-editing mode.
2. The second box will display Supervised Release/Intake depending on if there is a supervised release or intake that is currently selected.
3. The third box will display the tab that the user is currently in.
4. The fourth box will display the number of appointments for the worker who is logged into the application.
5. The next 3 boxes show the number of medical, mental health, and drug alerts for the selected intake or supervised release.
6. The last box is the new arrests indicator. It shows the number of new arrests the defendant has from Greenbox.

3.3 Editing Mode

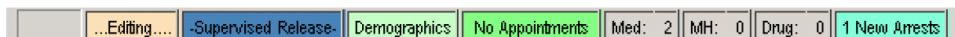
The application has the concept of editing and non-editing mode. There are two main ways for the user to tell that they which mode they are in. The editing state can be changed by clicking on the editing status on the status bar. It can also be accessed from the 'Actions' menu which is discussed later in this document.

The status bar will say "Entry Locked" if the user is in non-editing mode. It will say "Editing" if the user is in editing mode.

Non-Editing:

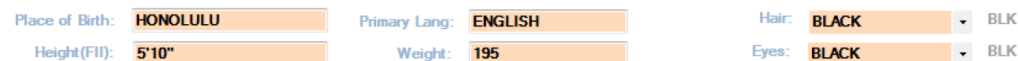


Editing:

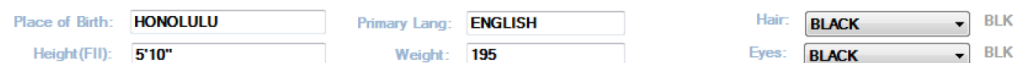


When in non-editing mode the forms of the application will show dropdowns and text fields in a peach color. Form fields are white when they are editable.

Non-Editing:



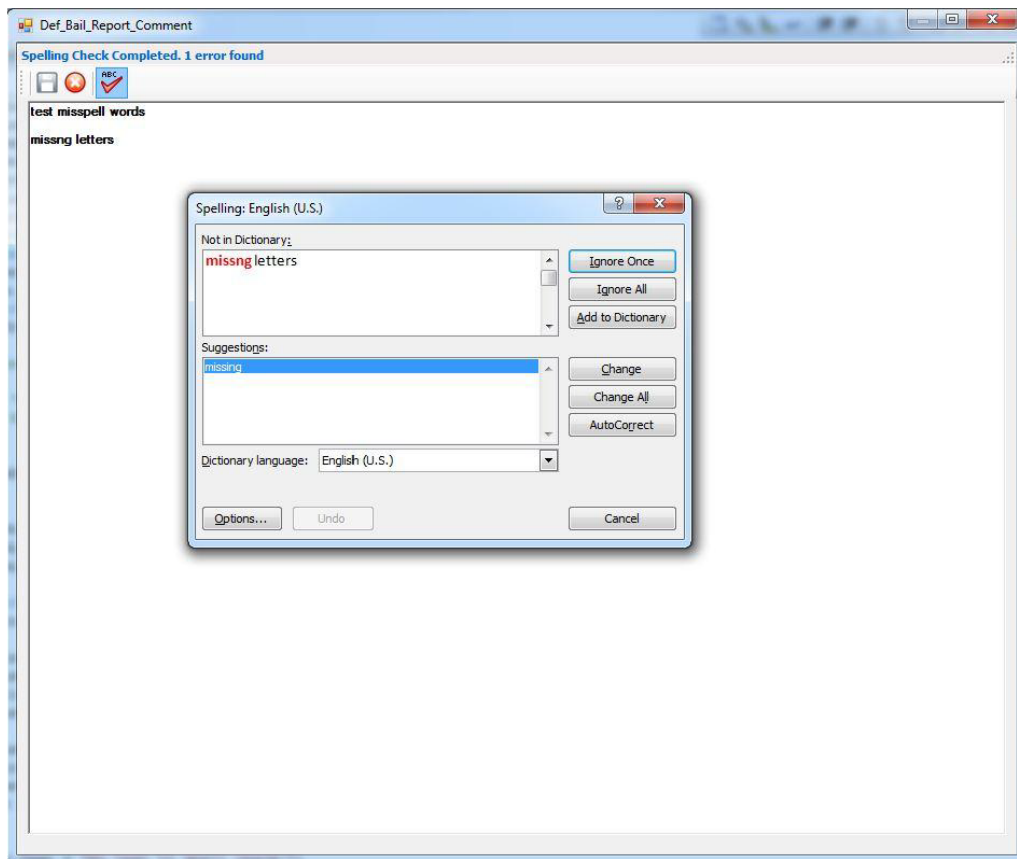
Editing:



3.4 Spell Check

Throughout the application there are 'Edit' buttons that are placed next to larger text fields. These buttons allows the user to open up the text in another window that has spell check enabled. Clicking on the spell check button will bring up another window if there are spelling errors. That window will guide the user through fixing or ignoring spelling errors. If there are no errors, the status bar at the top will indicate that no errors were found and the spelling errors window will not appear.

When the user is finished they can either selecte the save button or the cancel button. The save button will return the user back to their previous screen and their spell check changes will be in the large text field they were originally working on. The cancel button will also return the user to the previous screen but it will NOT apply any changes that may have been made while in the spell check screen.



3.5 Merging Defendants

There are cases where a defendant may end up with multiple records. This is usually due to a defendant being added to the system under an incorrect or temporary SID and then being entered again with the correct SID. There is a 'Merge SID' tool that can be used to merge multiple defendant records together.

In the example below, there are two records for the defendant Paul Tanaka. These records have similar information but have different SIDs. He should only have one record and the 'Merge SID' tool can be used to consolidate his information into one defendant record.

Lookup_Selection_form

1 of 2 | 332527539 Find by SID, Name or Alias

DF_ID	DF_SID	DF_Name	DF_LastName	DF_FirstName	DF_MiddleName	DF_SSN	DF_SEX	DF_DOB
103153	A0209790	TANAKA,PAUL	TANAKA	PAUL		332527539	M	2/10/1956
103154	A0745700	TANAKA,PAUL	TANAKA	PAUL		332527539	M	2/10/1956

Known Aliases

AS_ID	AS_SID	AS_Name	AS_LastName	AS_FirstName	AS_MiddleName	AS_SSN	AS_DOB	AS_AddDate
193252	A0209790		TANAKA	PAUL	Y	332527539		12/8/2010
193251	A0209790		TANAKA	PAUL	Y	332527539		12/8/2010
193250	A0209790		TANAKA	PAUL	Y	332527539		12/8/2010
133445	A0209790		TANAKA	PAUL	Y	332527539		10/21/2004
123466	A0209790		TANAKA	PAUL	Y.	332527539		6/19/2003
42193	A0209790		TANAKA	PAUL	YOSHIO	332527539		
42192	A0209790		TANAKA	PAUL		332527539		

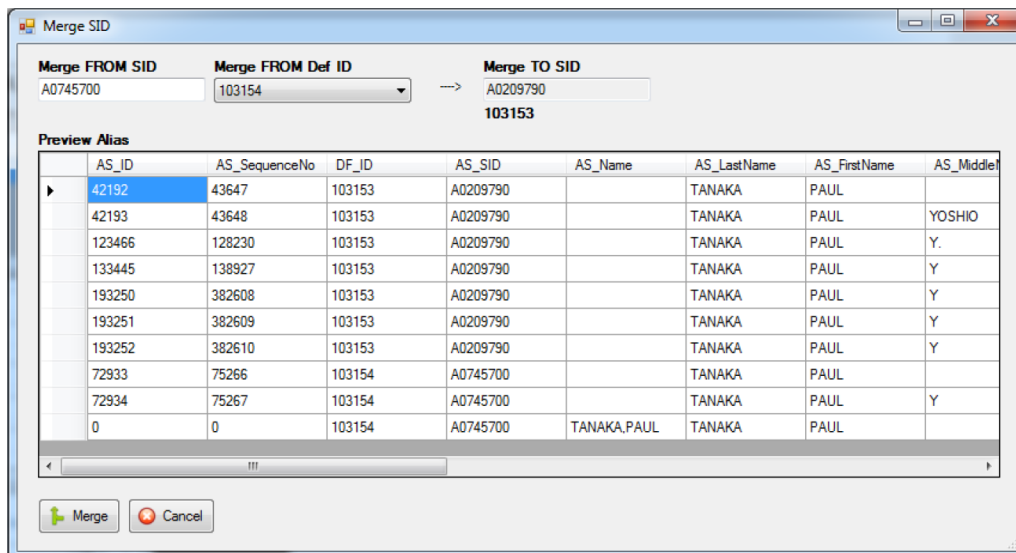
ID: 103153 SID: A0209790 SSN: 332527539 DF DOB: 2/10/1956

Last Name: TANAKA First Name: PAUL

OK Cancel

.....Select defendant and OK... or enter an alternative search by SID, SSN, or Name (Last, First MI)

To use the 'Merge SID' tool the user must be in the defendant record that they want or merge into. It should be the record with the correct SID that they want to keep. The 'Merge SID' tool can be accessed from the 'Actions' menu.



The 'Merge SID' dialog box shown above requires the user to input the SID for the record that should be merged into the currently selected defendant. This should be entered in the 'Merge FROM SID' box. Once the SID is entered, a list of defendant IDs associated with the SID will appear in the 'Merge FROM Def ID' dropdown box. In most cases there will be only one but if there is more than one the user should first verify what the Def ID of the record being merged is. The 'Merge TO SID' box is not editable by the user. It simply displays the SID of the currently selected defendant record for reference.

After the SID and Def ID are selected the 'Preview Alias' table will populate. It shows a list of what the aliases will look like for the merged record. The table shows all the aliases for the selected defendant combined with those from the record that is being merged.

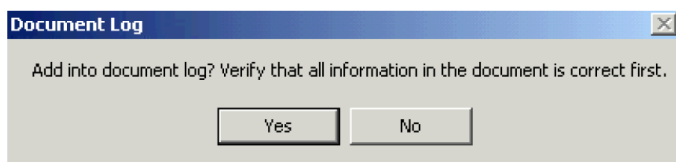
NOTE: The last alias on the bottom is an alias that will be added when the records are merged. It is an alias that is created from the name of the record being merged. By doing this it will allow anyone still searching for the record being merged by the old name or SID to find it.

Once the merge is pressed the two records will be merged. The record being merged into the selected defendant WILL BE DELETED. There is no way to recover it once it has been removed. After the merge the user will be returned to the ISC screen and everything will be refreshed to show the data that was merged in.

3.6 Document Viewer

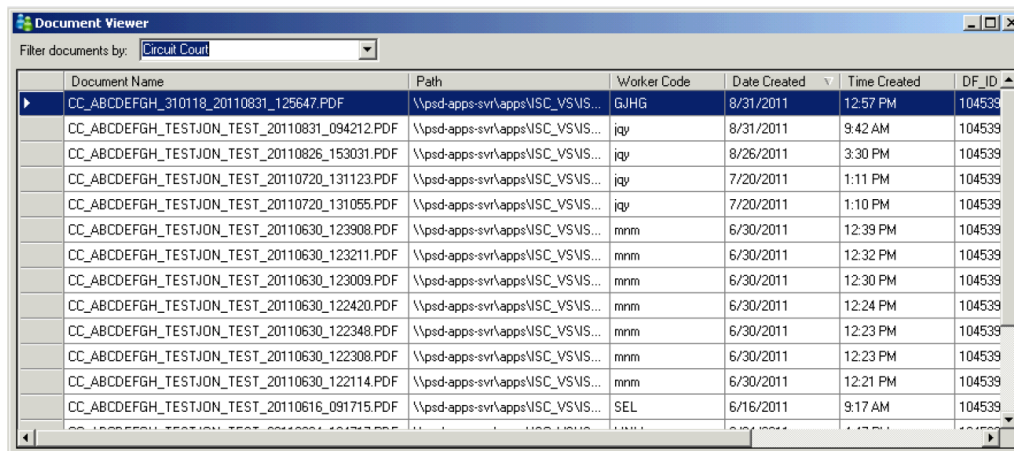
The document viewer is for recalling documents that were saved for a defendant. Note that not all reports are saved to the document viewer. Only the ones specific to defendant can be saved and recalled by the document viewer.

When printing a report (i.e. Bail Report, Face Sheet, Fact Sheet, etc.) a report will be generated and the PDF of the report will be opened. The user will also see a dialog box appear asking if the document should be added to the document log.



The user should verify that the report PDF that opens is correct before adding it to the document log. Only documents that are final and will not be changed should be added to the document log. Only documents in the document log will be able to be viewed again later. NOTE: The dialog box will usually appear before the report has finished displaying. Users should NOT click anything until after they have viewed the report in full.

To view reports that were saved to the document log the user must access the 'Document Viewer'. This can be accessed by going to the 'Documents' tab and clicking on the 'Document Viewer' button. A popup dialog will appear with the list of reports for the current defendant.



Each type of document that is available in the document viewer is listed in the 'Filter documents by:' dropdown at the top of the screen. The table will display all the documents for the current defendant that match the type selected in the dropdown. Double-clicking on a report will open it for viewing.

4 Worker's Dashboard

The dashboard is the first screen a user sees when successfully logging into the application. The version of the application is displayed on the top bar for the users' reference. The user's branch, unit, name, and

worker code are displayed in the menu bar above the worker's table. The user who is logged into the application will be selected in the table of workers by default.

The screenshot shows the 'Case Workers v8.1.0.0' application. The top window displays a table of workers with columns: ID, Worker Name, No of Defendants / Open Cases, New Arrest / Action Taken (Last 16 Days), Drug Tests Given / Failed (Last 14 Days), Assessments or Reassessments Past Due, Date Submitted to Prosecutor for Action, Next Court Hearing Date, Court Cases Over 14 Days Past Due, No Show for Contacts, Appointments Today, Branch, Unit, and SR_Worker. The worker 'JENNY T NAKAMURA' (ID 42) is selected, showing 430 / 464 defendants and 4 / 0 new arrests.

The bottom window shows a detailed grid for the selected worker, with columns: Defendant ID, Last Name, First Name, SID, New Arrests / Action Taken, Tests Given / Failed, SR Open Date, SR Type, SR Level, Next Hearing Date, SR Close Date, NA_Actions, and Worker_Name. The first row shows defendant 240 ABILEY ANN (SID A5018680) with 0 / 0 new arrests, a CSRP type, and a next hearing date of 8/11/2011.

The dashboard can be sorted any column. Clicking on the header above the column will resort the entire table by the values in the selected column. For example, clicking on the New Arrests / Action Taken column header will sort the table in ascending order by the number of defendants with new arrests. Clicking on the header a second time will sort the list in descending order.

When the user clicks on a cell in the Workers grid the lower grid will list the defendants meeting the criteria reflected in the column header for the cell. In the example above, clicking on 430 will list 430 defendants assigned to Jenny Nakamura that have cases that are open.

The database is scanned to compile the stats when the user logs in. A short delay is likely to occur while the statistics are summarized into useful information for managing case loads. The columns in the top grid reflect stats for the worker's Supervised Release case load. **Values reflect the number of defendants, not the number of instances.** ie: New Arrests gives the number of defendants having been recently re-arrested. However, it does not reflect the number of times each was re-arrested, or the number of open cases for the defendant.

- **No of Defendants and Cases Opened.** In the example above Jenny Nakamura is managing 430 defendants with a total of 464 open cases combined among them. Open cases are Supervised Release cases that do not have an SR Court Closed Date.
- **New Arrests and Action Taken (Last xx Days):** New Arrests are determined from Greenbox. Jenny Nakamura is managing 430 active defendants. Of those 430 defendants, 4 have recently been re-arrested. No action has yet been taken against any of the 4 recently re-arrested defendants. The range of arrest dates used to determine a recent arrest is configurable by PSD and reflected at the top of the column. Action is summarized as a count of defendants for whom sanctions have been assigned under the New Arrests tab over the past x days, also configurable by PSD.
- **Drug Tests Given / Failed (Last xx Days).** Lists the number of defendants who have taken a Drug Test over the past xx days and the number who have failed at least one of the tests given. The range of dates over which the drug tests will have been taken is configurable by PSD and reflected on the heading above the column. Failed test are drug tests that DO NOT reflect a negative result.
- **Assessments or Re-Assessments Past Due.** Lists the number of defendants having Assessments that are Past Due. An assessment is considered to be 'Past Due' when the Assessment Due Date is prior to the current date, AND the Assessment has not been completed. Assessments or Reassessments completion is signified by filling in an Assessment Created date at the time the Assessment is performed. Days are counted as 'Past Due' if they have not been marked in the Monitor / Scheduled tab as 'No Show', 'Appeared', or 'ReScheduled'.
- **Date Submitted to Prosecutor for Action** reflects the number of defendants involved in cases submitted to a prosecutor for action by the prosecutor over the past x days. Cases are reflected as having been submitted to a prosecutor by filling in a field labeled as 'Date Given to Prosecutor for Action' on the Revocation tab found under the Supervised Release entry tab. The range of dates used for inclusion in the count is configurable by PSD.
- **Next Court Hearing Date** provides the closest upcoming hearing date for the worker's case load. A Hearing is ANY court schedule created as a "HEARING" under the Monitor / Schedule tab. Only open SR cases scheduled on or after the current date are included.
- **Court Cases Over xx Days Past Due** indicates a value for the number of court cases past due that should have been attended by a defendant in the worker's case load. The number of days used to determine the number of cases past due is configurable by PSD. A case is 'Past Due' when ANY scheduled "HEARING" is delinquent. Cases are marked as completed by checking one of the "Appeared", "No Show", or "Re-Scheduled" indicators provided on the schedule entry form.
- **No Show for Office Contacts** gives a count of cases for which a defendant on the worker's case load did not appear to make contact with the worker over the past prior x days. The number of days is configurable by PSD. This is a count of defendants where the schedule has been marked

as 'NO SHOW' on the schedule. Only defendants having open SR cases with scheduled 'CONTACT' records are counted.

- **Appointments Today** gives the number of 'CONTACT' appointments the worker has scheduled for the current day. Any type of "CONTACT" scheduled for the current day for an open SR will be considered in the count of defendants.
- **Branch** gives the worker's Branch.
- **Unit** gives the Worker's Unit
- **SR_Worker** gives an abbreviation to identify the worker. Data updates will reflect the worker's abbreviation.
- **Open Cases** gives the number of open cases assigned to the worker. Open SR Cases are Supervised Release cases for which a Court Closed Date has not been provided.
- **New Arrests** gives the number of recent arrests for defendants in the worker's case loads. Counted as number of defendants having new arrests by Arrest Date, not number of Greenbox Reports, which may be higher. **Greenbox reports are matched to defendants SOLELY by SID.** The number of days used to determine if an arrest is recent is configurable by PSD. The list of reports scanned for recent arrests is updated hourly, although the frequency may be changed by PSD.
- **Total Actions Taken** gives the total number of prosecutorial actions taken for defendants in the worker's case load. Actions are sanctions imposed to recent arrests under the "New Arrests" tab. The number of days used for inclusion in the count of defendants as the number of x prior days over which the sanctions were provided is configurable by PSD.
- **Total Drug Tests Taken** gives the total number of defendants in the worker's case load having taken drug tests over the past prior x days, configurable by PSD and reflected in the column header for Drug Tests Taken / Failed.
- **Total Drug Tests Failed** gives the total number of defendants in the worker's case load having failed drug tests over the past prior x days, configurable by PSD and reflected in the column header for Drug Tests Taken / Failed.

Demographics_Entry Add New Defendant Record

SID: A554332

Last Name: PUBLIC First Name: JOHN Middle Name: Q2

SSN: 554-33-2111 Sex: MALE M DOB: 05/15/1985 26

Place of Birth: HONOLULU Primary Lang: ENGLISH Hair: BLACK BLK

Height(FII): 5'10" Weight: 195 Eyes: BLACK BLK

Race1: HAWAIIAN H Race2: GUAMANIAN / PA G Race3: KOREAN K

US Citizen: Citizen Country: Alien Status:

Time In State: 20 YEARS Military Vet: Military Serv No: MS 8827277 ZZEWSGI

Sample Entry

Comment:

Save Cancel

.....Enter data for the defendant, then select Save to permanently record it to the database.

When adding a new defendant a UNIQUE SID is required. If the system detects that a SID is already in use it will prevent the user from creating the defendant. The last name and first name are also required fields. Any errors in the form will be displayed on the status bar at the bottom of the form. Once the defendant is saved the application will open up the new record in the ISC Screen.

The 'Add New Defendant' option can be found in the following places of the application:

- It is located on the toolbar at the top of the Worker's Dashboard.
- In the context menu (right-click) of the Worker's Dashboard.
- On the demographics tab of the ISC Screen located on the navigator bar.
- At the top of the ISC Screen on the toolbar.

4.2 Selecting a Defendant for Viewing or Editing

There are essentially two ways to find a defendant in the application.

- 1) Search for the defendant using the search feature.
- 2) If the defendant has an open Supervised Released case they can be selected directly from the dashboard.

For information on searching for a defendant using the search feature please refer to the search [section](#).

Workers can select defendants from the dashboard if the defendant has open Supervised Release cases. The workers can select a cell in the worker's table on the dashboard to view a list of SR cases related to the column that they selected.

The screenshot shows the 'Case Workers' application interface. The top window displays a list of workers with columns for ID, Worker Name, No of Defendants / Open Cases, New Arrest / Action Taken (Last 16 Days), Drug Tests Given / Failed (Last 14 Days), Assessments or Reassessments Past Due, Date Submitted to Prosecutor for Action, Next Court Hearing Date, Count Cases Over 14 Days Past Due, No Show for Contacts, Appointments Today, Branch, Unit, and SR_Worker. The worker 'JENNY T NAKAMURA' is selected, showing 430 / 464 open cases and 4 / 0 new arrests.

The bottom window shows a detailed view of the selected worker's cases. It includes a table with columns: Defendant ID, Last Name, First Name, SID, New Arrests / # of Actions Taken, Tests Given / Failed, SR Open Date, SR Type, SR Level, Next Hearing Date, SR Close Date, NA_Actions, and Worker_Name. The table lists several defendants with their respective case details.

Defendant ID	Last Name	First Name	SID	New Arrests / # of Actions Taken	Tests Given / Failed	SR Open Date	SR Type	SR Level	Next Hearing Date	SR Close Date	NA_Actions	Worker_Name
944	AFONG	SHAWN	A6023205	1 / 0	0 / 0	3/21/2011	CSRP		10/12/2011		1 / 0	JENNY T NAKA
10146	BENTO	RUSSELL	A0746108	1 / 0	0 / 0	5/27/2011	CSRP		8/18/2011		1 / 0	JENNY T NAKA
10146	BENTO	RUSSELL	A0746108	1 / 0	0 / 0	7/26/2011	CSRP		8/18/2011		1 / 0	JENNY T NAKA
111017	WALKER	MARCIA	A0748293	1 / 0	0 / 0	6/8/2011	CSRP		9/29/2011		1 / 0	JENNY T NAKA
111017	WALKER	MARCIA	A0748293	1 / 0	0 / 0	7/8/2011	CSRP		9/29/2011		1 / 0	JENNY T NAKA
117389	JAYNE	DANIEL	A6027756	1 / 0	0 / 0	4/5/2011	CSRP		8/18/2011		1 / 0	JENNY T NAKA

Clicking on a cell in the New Arrest / Action Taken (Last xx Days) for Jenny Nakamura displays all the Open SR cases for the 4 defendants with new arrests. Note that there are 4 defendants with new arrests but there are 6 cases listed because some defendants have multiple open cases.

The lower grid gives the Defendant ID with their Last Name, First Name, SID, New Arrests / # of Actions Taken, Number of Drug Tests Given / Failed the SR Open Date, SR Type, SR Level, Next Hearing Date Scheduled (if any), and New Arrests / # of Actions (Sanctions) Taken. If a Defendant has multiple SR cases each case will be listed. Data can be resorted by clicking on a heading column on the grid.

4.1 Adding a New Defendant



There are multiple places that a defendant can be added from in the application. The icon shown is the 'Add New Defendant' icon.


Upon selecting this option a new form will popup asking the user to enter new demographics information for the defendant.

ID	Worker Name	No of Defendants / Open Cases	New Arrest / Action Taken (Last 16 Days)
▶ 111	ALVIN TANAKA	108 / 110	3 / 0
12	CYNTHIA R NAKAGAWA	0 / 0	0 / 0
14	CATHY S NISHIE	0 / 0	0 / 0
15	CHRISTINE T EBANEZ	0 / 0	0 / 0
118	FESOOTAI S PAPALII	65 / 65	2 / 0
125	JEAN A PINKNEY	3 / 3	0 / 0
38	JUDY M BRANHAM	126 / 135	2 / 0
42	JENNY T NAKAMURA	430 / 464	4 / 0
44	KATHERINE PEREIRA	1 / 1	1 / 0
49	KELCIE MAKAI'IKE	335 / 343	5 / 0
52	KAUAKILIHUNEONALANI MATSUI	0 / 0	0 / 0
96	KENNETH M ROWE	0 / 0	0 / 0
97	LESLIE C BURKE	64 / 64	2 / 0

Once a cell is selected the bottom table will populate with a list of defendant cases.

Defendant ID	Last Name	First Name	SID
▶ 4516	ANDREW	BRADLEY	A6035160
45961	JACK	Select Defendant	Alt+S
74553	NAGAI	Add New Defendant	Alt+A

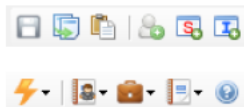
The case can be selected by DOUBLE-CLICKING on it or using the right-click menu option and going to 'Select Defendant'.

 The case can also be selected by selecting the case in the table and clicking the 'Select Defendant' icon at the top of the Worker's Dashboard on the toolbar.


5 Intake Service Center (ISC) Screen


5.1 Universal Toolbar


Located at the top of the ISC Screen is a universal toolbar. There are two "sets" of icons in addition to the Fill from Greenbox and search functions on the top. They are described below.





Each of the icons enables an action to be performed at the click of the mouse.


 The Save button acts as a universal save and will save all changes that have not yet been saved.


 The copy icon will copy text from the current control to the clipboard. When editing a note field, text in the current field is copied to the clipboard as soon as the note field is accessed.

 The Paste icon provides only limited functionality. **Use the <Ctrl>V keys to paste text from the clipboard to ISC entry fields.**


 The Add Defendant icon opens an entry form for adding a new defendant. It can be accessed at any time while in editing mode.

 The Add Supervised Release icon provides the ability to add a new Supervised Release record without first accessing the Supervised Release set of tabs. However, once a new SR has been added the user needs to access the SR tabs to provide additional information for the SR.


 The Add Intake Record icon provides the ability to add a new Intake record without first accessing the Intake tab. However the user needs to access the tab to provide additional Intake information.


 Fill from Greenbox


Greenbox information can be accessed from the 'Fill from GreenBox' button. Please see the [section](#) on Fill from Greenbox for more information.


 The "Actions" menu dropdown contains a set of commonly used actions. See the [section](#) for Actions Menu for more information.

 The Defendant Tabs dropdown menu allows the user to select a defendant tab to go to.

 The Case Management dropdown menu allows the user to select a case management tab to go to.

 The Reports menu allows the user to generate and view reports.

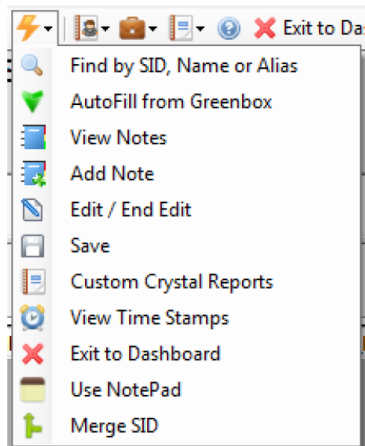
 The Help button will open up this manual.












 Exit to Dashboard

The Exit to Dashboard option closes the ISC Screen and returns the user to the dashboard.

5.2 Actions Menu

The 'Actions' icon provides a selection of choices as illustrated below.




-  The first action option to “Find by SID, Name or Alias” takes the user to the search for defendant box. See the [section](#) on search for more information.
-  The green arrow is the Fill from Greenbox option. See the [section](#) for Fill from Greenbox.
-  The third option allows the user to add or view custom notes. See the [section](#) on notes.
-  The fourth option is the add notes option. See the [section](#) on notes.
-  The action to enter Edit or Non-Edit mode is available as the fourth option. See the [section](#) on editing mode for more information.
-  The save option commits any changes to the database.
-  Accesses reports done in Crystal Reports. This option will not work at this time as there are no Crystal Reports available.
-  Timestamps reflect the ID of users who last added or updated records for the active case. Timestamp data for the active tab will be shown if applicable.
-  This action exits to the dashboard.
-  This option launches the NotePad application on Windows.
-  This action accesses the utility that allows the user to combine two defendants together by SID. Please see more information in the Merge SID section.

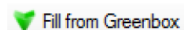
5.3 Fill from Greenbox

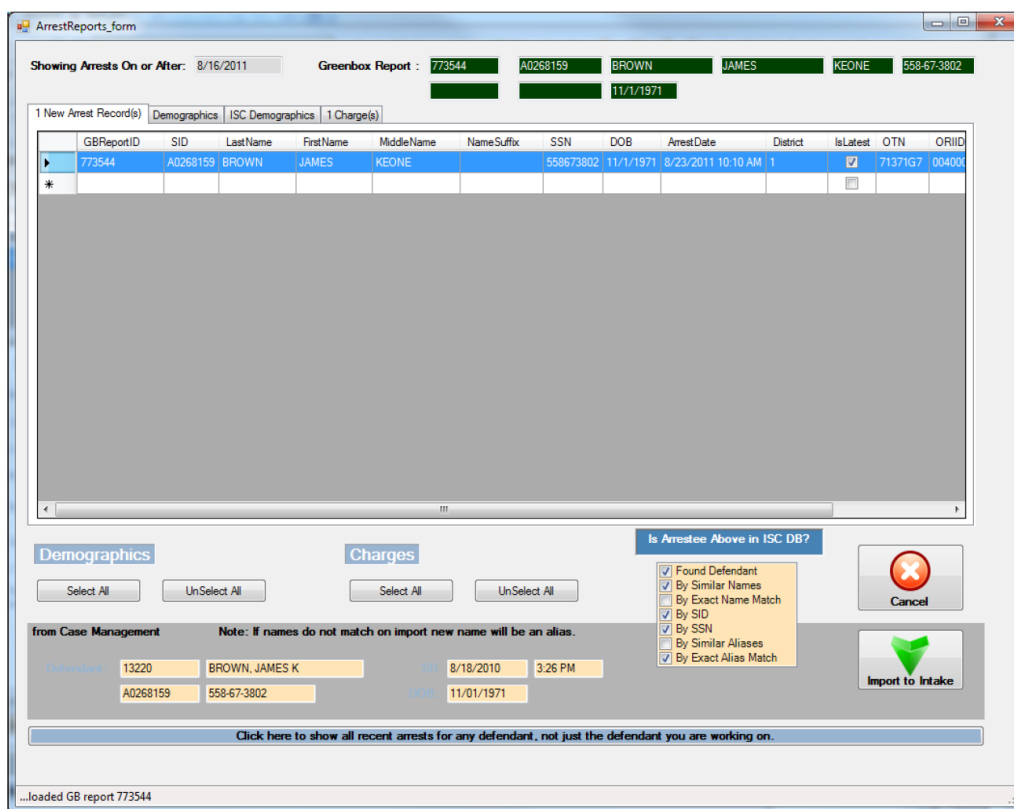
Data can be ported into ISC from Greenbox from recent arrest records, saving the need to retype the information. The primary use will be to port information for a parole violation of a case under management. However, it can also be used to port information for recent arrests that apply to defendants not yet in ISC.

Once a defendant record is opened the ISC Screen will show the number of new arrests at the bottom on the status bar. The new arrests box on the status bar should look something like the following:

 A column for recent arrests is included on the dashboard making them easy to recognize and access. Cases accessed reflect recent arrests on an indicator in the status bar.

Greenbox information can only be accessed when in Editing mode. Once the 'Fill from Greenbox' button is pressed the HIP screen will appear.





Showing Arrests On or After: 8/16/2011

The first field on the form reflects a date used to determine if an arrest is “recent”. There is a configuration setting that can be set to tell the application the number of days prior to the current day it should get data for. The first field indicates from what day the application is looking for new arrests from.

Greenbox Report :	773544	A0268159	BFOWN	JAMES	KEONE	558-67-3802
			11/1/1971			

The Greenbox Info Fields provide some key information from Greenbox. It shows the ReportID, SID, Defendant Last and First Names, SSN, and DOB for the currently selected new arrest.

Is Arrestee Above in ISC DB?

- Found Defendant
- By Similar Names
- By Exact Name Match
- By SID
- By SSN
- By Similar Aliases
- By Exact Alias Match

The ‘Is Arrestee Above in ISC DB?’ section tells the user how the selected arrest was matched to a defendant in the database. Any number of boxes will be checked for an arrest. The ‘Found Defendant’ box will only be checked if the arrestee has been matched on SID or SSN to an existing defendant in the ISCEntry database. The other boxes may be checked but they will not cause the ‘Found Defendant’ to be checked off.

from Case Management		Note: If names do not match on import new name will be an alias.			
Defendant:	13220	BROWN, JAMES K	SID:	8/18/2010	3:26 PM
	A0268159	558-67-3802	DOB:	11/01/1971	

Near the bottom of the form is a section of information from the ISC Database. This information is for the currently selected defendant and is just for reference.

The HIP screen is built to allow the user choose to import only the data they want from the selected new arrest. The HIP screen has the ‘Demographics’ and ‘ISC Demographics’ tabs that are used to select what data should be imported.

The screenshot shows the 'ArrestReports_form' application window. At the top, it displays 'Showing Arrests On or After: 8/16/2011' and 'Greenbox Report : 773544 A0268159 BROWN JAMES KEONE 558-67-3802'. Below this, there are tabs for '1 New Arrest Record(s)', 'Demographics', 'ISC Demographics', and '1 Charge(s)'. The main form is divided into several sections, each with a checkbox in the top-left corner:

- Demographics / Residence Address:** Address (HOMELESS LIHUE), City, State (HI), Zip (96766).
- Demographics / Description:** Sex (MALE), Birth Location (HAWAII), Height (5'07", highlighted in bright orange), Weight (250), Hair Color (BROWN), Eye Color (BROWN), Race (HAWAIIAN).
- Demographics / Contact Person:** Name (HARRY IKEDA), Relationship (ACQUAINTANCE), Address (1331 ULUHUI STREET), City (LIHUE), State (HI), Zip (96766), Telephone ((808) 245-4565).
- Demographics / Alias:** Alias (empty field).
- Employment:** Employer (SELF-EMPLOYED), Address, City, State (HI), Zip (96746), Telephone ((808) 645-9084).
- Education:** School Attending (VALLEJO HIGH SCHOOL).
- Booking / Arrest:** OTN (71371G7), Arrest Report # (2011-21096), Arrest Date/Time (8/23/2011 10:10:00 AM).
- Demographics:** SSN (558-67-3802), DOB (11/1/1971).

At the bottom, there are buttons for 'Select All' and 'UnSelect All' under 'Demographics' and 'Charges'. A 'Charges' section is also visible with a table of charges. A 'Cancel' button and an 'Import to Intake' button are on the right. A note at the bottom says 'Click here to show all recent arrests for any defendant, not just the defendant you are working on.' The status bar at the bottom left says '...loaded GB report 773544'.

The 'Demographics' tab displays the information that is associated with the selected new arrest. It is color coded to show what fields differ from the data that is currently stored in the ISC Entry database. The brighter colored fields indicate that the data in that field is not what is in the ISC Entry database. For example, in the screenshot above the defendants height is in a brighter orange colored box because that information is different from the current height that is saved.

Each section of data has a checkbox in the left corner next to the title of the section. These checkboxes control if that data is imported or not. If a box is unchecked the data contained in that section will not be imported into the defendant's record. This makes it easier for the user to selectively bring in data without overwriting data that ISC may already have.

The screenshot shows the 'ArrestReports_form' application window. At the top, it displays 'Showing Arrests On or After: 8/16/2011' and a 'Greenbox Report' with fields for 773544, A0268159, BROWN, JAMES, KEONE, and 558-67-3802. Below this, there are tabs for '1 New Arrest Record(s)', 'Demographics', 'ISC Demographics', and '1 Charge(s)'. The main area is divided into several sections:

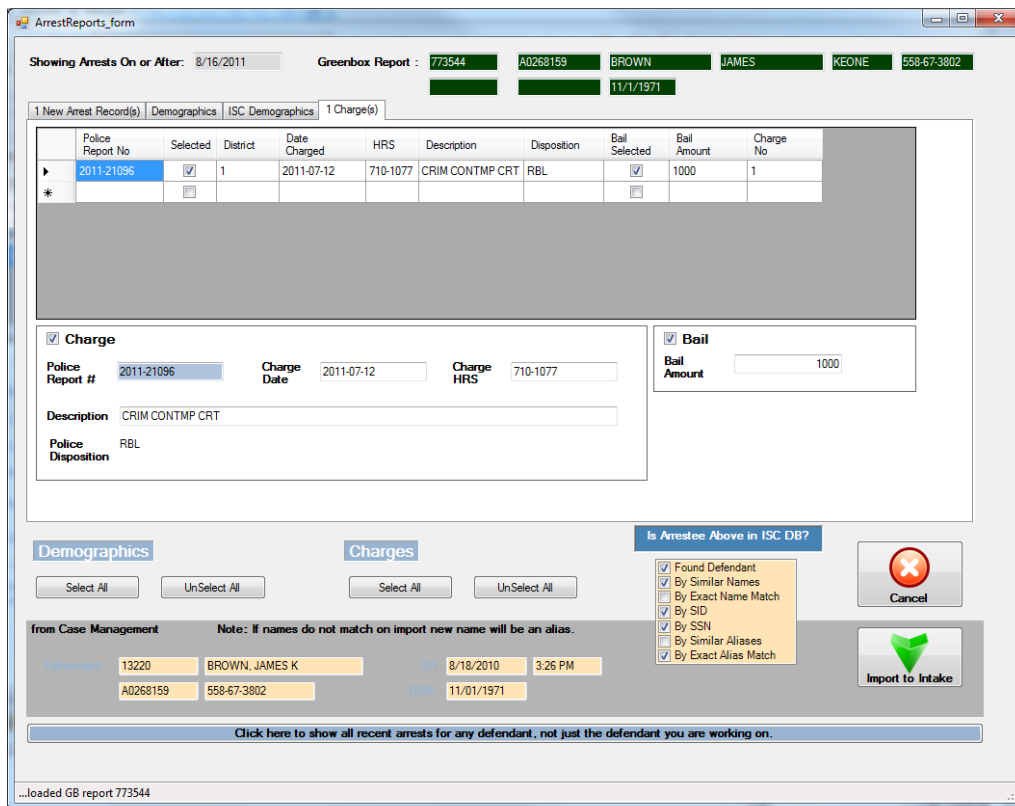
- Demographics / Residence Address:** Fields for Address, City, State, and Zip.
- Demographics / Description:** Fields for Sex (MALE), Birth Location (HAWAII), Height (5'08"), Weight (260), Hair Color (BROWN), Eye Color (BROWN), and Race (HAWAIIAN).
- Demographics / Contact Person:** Fields for Name, Relationship, Address, City, State, Zip, and Telephone.
- Demographics / Alias:** Field for Alias (JAMES K BROWN).
- Demographics / Employment:** Fields for Employer, Address, City, State, Zip, and Telephone.
- Demographics / Education:** Field for School Attending.
- Demographics / Booking / Arrest:** Fields for OTN, Arrest Report #, and Arrest Date/Time.
- Demographics / Demographics:** Fields for SSN (558-67-3802) and DOB (11/1/1971).

At the bottom, there are 'Demographics' and 'Charges' tabs with 'Select All' and 'UnSelect All' buttons. A section titled 'from Case Management' includes a note: 'Note: If names do not match on import new name will be an alias.' Below this is a table with columns for 'Defendant', 'Arrest Date', and 'Arrest Time'. The table contains two rows of data:

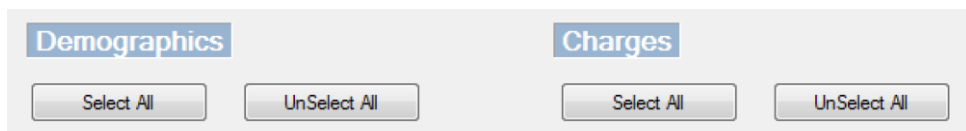
Defendant	Arrest Date	Arrest Time
13220 BROWN, JAMES K	8/18/2010	3:26 PM
A0268159 558-67-3802	11/01/1971	

Below the table is a link: 'Click here to show all recent arrests for any defendant, not just the defendant you are working on.' To the right, there is a section 'Is Arrestee Above in ISC DB?' with a list of checkboxes: Found Defendant, By Similar Names, By Exact Name Match, By SID, By SSN, By Similar Aliases, and By Exact Alias Match. There are also 'Cancel' and 'Import to Intake' buttons.

Alternatively, the 'ISC Demographics' tab shows the user what information is currently stored for the arrestee in the ISC Entry database. This screen also color codes the fields. The blue-green fields indicate that the selected new arrest has data for those fields that doesn't match what is currently saved. In the sample above the height field is colored blue-green because the height from the new arrest does not match.



The last tab displays the number of charges that is associated with the selected arrest. It lists all the charges and the details for each in a table. The checkboxes allow the user to select which individual charges should be imported.



The panel under the tabs allows the user to select or unselect all demographics and charges. These buttons are just for convenience and are optional. The user may always select individual demographics or charges to HIP over.



After everything to be imported has been indicated with a checkbox, the 'Import to Intake' button will import all the data into the selected defendant's record. The data will then be associated with the selected intake.

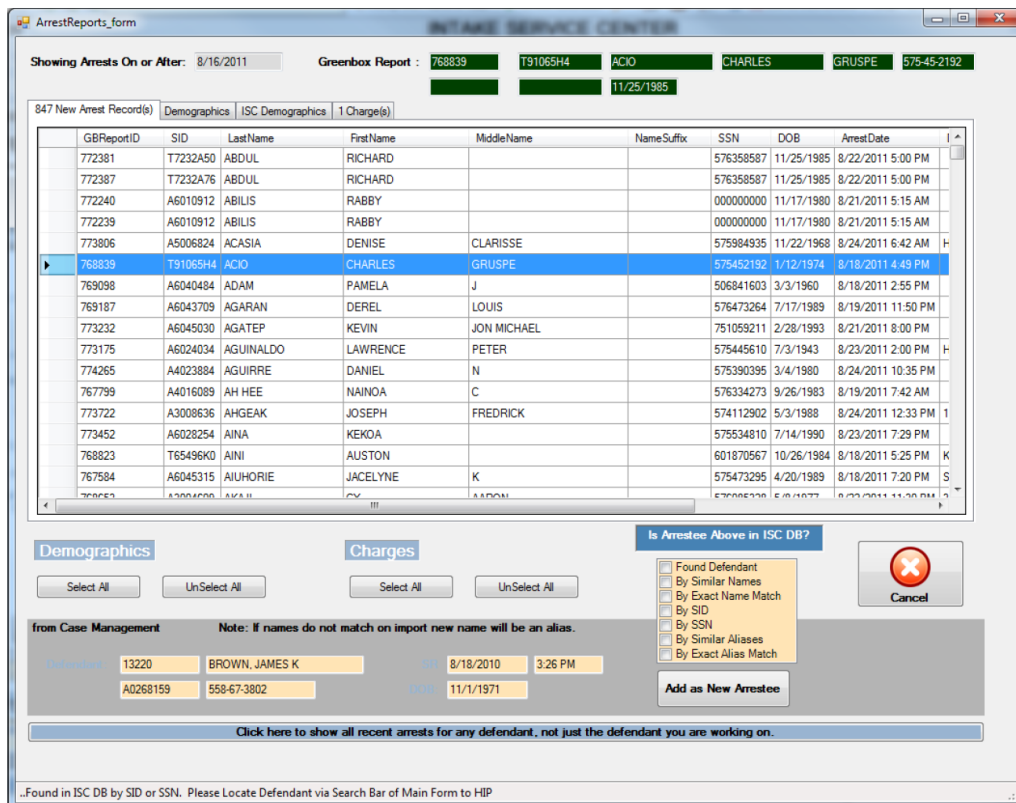
After all desired data has been imported, the user will be returned to the ISC screen upon closing the HIP screen. The tabs on the ISC screen will refresh to display any data that may have been imported.

5.3.1 All Recent Arrests

There are cases where the user will not have a defendant with an open supervised release. This means the defendant will not appear on the dashboard and will not have any new arrests for them automatically shown on the ISC screen. However, all recent arrests can still be shown from the HIP screen.

Click here to show all recent arrests for any defendant, not just the defendant you are working on.

At the very bottom of the HIP screen is a button that says 'Click here to show all recent arrests for any defendant, not just the defendant you are working on.' Clicking this button will show all new arrests from the date that is displayed in the upper left corner of the HIP screen.



Once all recent arrests are shown the screen works exactly as it does for defendants with open supervised releases. The only difference is that when scrolling through the list of all recent arrests a button that says 'Add as New Arrestee' sometimes appears.

If the defendant associated with the selected arrest is matched to a record in the ISC database, the 'Found Defendant' box will be checked as well as the other criteria that matched in the ISC database.

The new arrest can then be imported to an intake like normal. However, if the application is unable to match the SID and SSN the new arrest cannot be imported directly to a defendant's intake. If this is the case, only the 'Add as New Arrestee' button will be available. The 'Add as New Arrestee' button creates a new defendant record from the new arrest and also adds an intake to that new defendant.

5.4 Notes

There are many places in the application that notes can be accessed from. The user will typically see two options for notes throughout the application. They are both discussed in the following subsections.

5.4.1 Adding Notes



There are many places in the application where the user will see a blue notebook icon with a green plus sign. This is the icon to add a new note.

Clicking the 'Add New Note' button will bring up a screen to add a new note.

Depending on where the button is clicked the application will default the type of note based on the tab that the user accessed the add note from. The user may change the default type of note if desired.

Once the user is finished filling in the required fields the note can be saved by pressing "Save" or "Cancel" can be selected to cancel the addition of a new note. All fields are required EXCEPT for the 'Other' field. The 'Other' field is for manually typing in a note type when type of note dropdown is set to other.

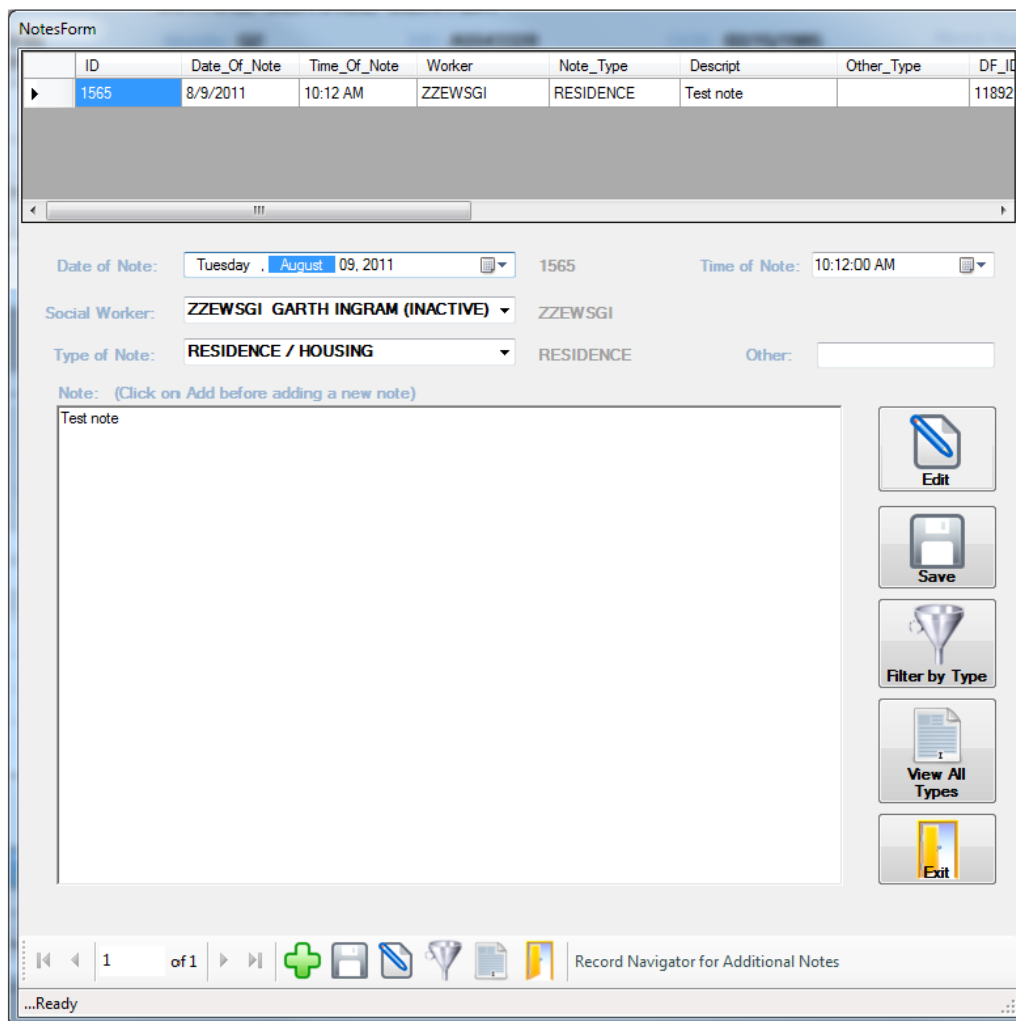
5.4.2 Viewing Notes



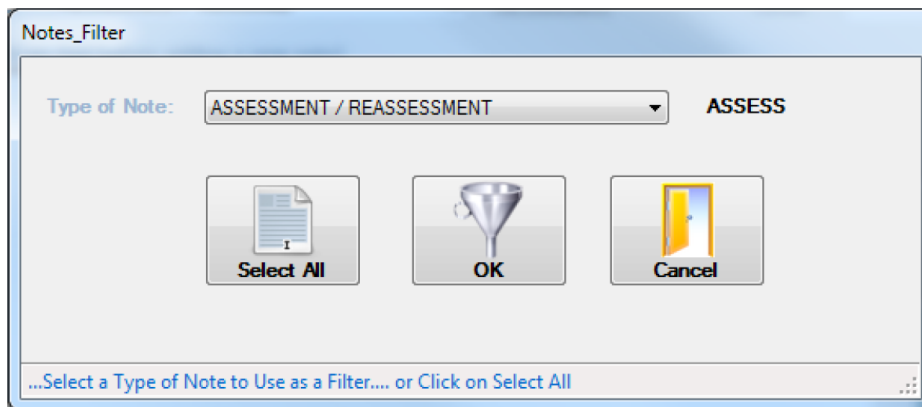
There are many places in the application where there user will see plain blue notebook icon. This

is the icon to view all notes.

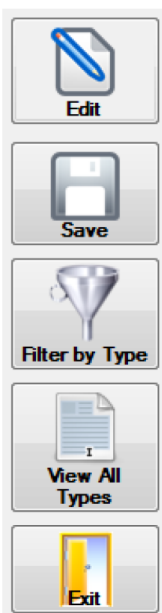
Clicking on the 'View Notes' button will bring up the following screen:



When the view notes screen opens it will by default show all notes for the defendant currently being viewed. If the user is interested in only one type of note they may use the filter option to show only one note type.



The filter dialog allows the user to select a type of note to filter by. After selecting the note type and pressing 'OK' the user will be returned to the view notes screen and it will only show the notes with the type that the user selected. Selecting 'Select All' will show all notes. This is to remove any filters the user may have set.



The user can use the icons provided on the toolbar at the right side of the form or on the navigator bar on the bottom of the form to:

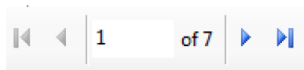
- Add new notes (add icon in the navigator bar). See adding notes [section](#).
- Edit the Note in an editing pad. When completed editing and spell checking simply exit word. The changes will be pasted into the note. See [section](#) on spell check.
- Filter notes by type. A pop-up appears with a dropdown selection of the types to filter by.
- View all types. Removes filtering by type.
- Save changes. Saves all changes to notes.
- Exit – return to the last accessed tab in the main form.



5.5 Common Action Buttons

5.5.1 Record Navigation

Many of the forms in the application display a list of records. At the bottom of the form there is a navigator.



The arrows allow for switching between records. The arrow buttons allow the user to go to the first record, go back one record, go to the next record, and go to the last record. It also displays what record is being viewed and how many records there are in total.

5.5.2 Add

In editing mode, the add button appears on most screens of the application. Clicking on the add button will bring up a form specific to the screen that the user is currently on. Upon completion of the form a new record will be added to the corresponding screen.



5.5.3 Save

In editing mode, the save button appears on most screens of the application. Clicking on the save button will save all changed data on the current screen. Switching tabs or closing the application will also save all changed data on the current screen.



5.5.4 Delete

In editing mode, the delete button appears on certain screens of the application. To use the delete button: select a record in the table view, then click the delete button, it will ask the user to confirm deletion; upon confirmation the record will be removed.



5.5.5 View Notes

The view notes button is visible in both editing and non-editing modes. Clicking on the view notes button will bring up a notes screen which allows for the viewing/editing of notes, for more details see [§ 5.4.2 Viewing Notes](#).



5.5.6 Add Note

The view notes button is visible in both editing and non-editing modes. Clicking on the add note button will bring up a screen which can be filled out to add a note, for more details see [§ 5.4.1 Adding Notes](#).



5.6 Case Management Activity Banner

The Case Management Activity Banner is located at the top of the application with the title 'Intake Service Center'. This panel provides a summary of information for the defendant's: Name, SID, SSN, DOB, Case Name, Next Assessment/Reassessment due date, SR Open Date (or Intake Interview Date), and SR Worker.

118921		INTAKE SERVICE CENTER				Medical Alert: A
DEF NAME: Last: PUBLIC	First: JOHN	Middle: Q2	SID: A5543328	DOB: 02/15/1985	Mental Health Alert: 	Drug Alert:
CASE NAME: Last: PUBLIC	First: JOHN	Middle: Q2	SSN: 554-33-2111	A/R Due Date:		
IN Open Date: 8/8/2011	SR Open Date: 8/8/2011	SR Type: BC	SR Worker: GARTH INGRAM (INACTIVE)	Supr Level:	SR Close Date:	

On the right side of the banner there are three 'Alerts' fields. These fields indicate if there are any critical Medical, Mental Health, or Drug conditions that the user should be aware of. If any of these conditions exist the field will display an 'A' for alert, with a white bolded font against a red background as reflected in the illustration above.

5.7 Defendant Information

5.7.1 Demographics

The demographics screen contains information pertaining to a particular defendant's statistics. Here the user can fill out and find the defendant's: name, SSN, sex, DOB, height, weight, eye color, hair color, race, citizenship status, time in state, and military service. The user may also leave a bail report comment on the demographics screen.

The screenshot displays the 'INTAKE SERVICE CENTER' software interface. At the top, it shows the case number '118921' and the defendant's name 'PUBLIC JOHN Q2'. Below this, there are fields for 'DEF NAME', 'CASE NAME', 'IN Open Date', 'SR Open Date', 'SR Type', 'SR Worker', 'Supv Level', and 'SR Close Date'. The 'DEFENDANT INFORMATION' section includes a table with columns for ID, SID, Last Name, First Name, Middle Name, SSN, Sex, DOB, Eye, Hair, Race1, Race2, and Race3. Below the table are various input fields for personal details such as SID, Last Name, First Name, Middle Name, SSN, Sex, DOB, Place of Birth, Height, Weight, Primary Lang, Hair, Eyes, Race1, Race2, Race3, US Citizen, Citizen Country, Alien Status, Time In State, Military Vet, and Military Serv No. The 'CASE MANAGEMENT ACTIVITY' section on the right shows a table with columns for ID, OpenDate, and Close, and includes buttons for 'Print Fact' and 'Print Face Sheet'.

5.7.2 Aliases

The aliases screen contains a record of the defendant's known aliases. For example, the defendant in the screenshot below has three different aliases. To add a new alias, switch to editing mode and click the add button on the navigation bar; an add alias form will pop up with identical fields to the form shown below. To make changes to an existing alias, select it in the table, then switch to editing mode and change the form values as needed.

SR / ISC Entry v8.1.0.0 | Test_JSC

Find by SID, Name or Alias | Fill from Greenbox | Exit to Dashboard | Temp: C:\Temp\

118921 INTAKE SERVICE CENTER

DEF NAME: Last PUBLIC First JOHN Middle Q2 SID: A5543328 DOB: 02/15/1985
CASE NAME: Last PUBLIC First JOHN Middle Q2 SSN: 554-33-2111 A/R Date:

IN Open Date: 8/8/2011 SR Open Date: 8/8/2011 SR Type: BC SR Worker: GARTH INGRAM (INACTIVE) Supp Level: SR Close Date:

DEFENDANT INFORMATION

ID	SID	Last Name	First Name	Middle Name	SSN	DOB	DF_ID	SO_ID	AS_AddD
194731	A5543328	PUBLIC	JOHNNY	Q2			118921	48171	8/8/2011
194730	A5543328	PUBLIC	JOE	Q2			118921	48171	8/8/2011
194729	A5543328	PUBBIE	JONATHAN	Q3	123213423		118921	48171	8/8/2011

ID: 194731
SID: A5543328
Last Name: PUBLIC First Name: JOHNNY Middle Name: Q2
SSN: DOB: age

1 of 3 | Record Navigator for Alias Records

CASE MANAGEMENT ACT

Open / Close | Access / Re/Assess | Monitor

Print Fact | Print Face Sheet

SR Open | SR Update / Close | EMI

ID: 48171 | Open Date: 8/8/2011

Open Date: 08/08/2011
Case Name (L-F-M): PUBLIC
Worker: ZZEWSGI G
Release Type: BC BAIL
Lead Chrg Sev:
Program Name:
Defn Status:

Editing... | Supervised Release | Alerts | No Appointments | Mod: 1 | MH: 0 | Drug: 0 | No New Arrests | Ready...

5.7.3 Alerts

The alerts screen is used for recording any known issues that the defendant has. Do not confuse these alerts for the medical, mental health, and drug-use alert fields shown on the [Case Management Activity](#)

SR / ISC Entry v8.1.0.0 | Test_JSC

Find by SID, Name or Alias | Fill from Greenbox | Exit to Dashboard | Temp: C:\Temp\

118921 INTAKE SERVICE CENTER

DEF NAME: Last PUBLIC First JOHN Middle Q2 SID: A5543328 DOB: 02/15/1985
CASE NAME: Last PUBLIC First JOHN Middle Q2 SSN: 554-33-2111 A/R Date:

IN Open Date: 8/8/2011 SR Open Date: 8/8/2011 SR Type: BC SR Worker: GARTH INGRAM (INACTIVE) Supp Level: SR Close Date:

DEFENDANT INFORMATION

ID	IN ID	SR ID	Entry Date	Date Observed	Type	Record Type	Expiration Date	Contact	SR Open Date	SR Open Time
246754	0	48171	8/8/2011	11/11/2009	PSYCH	SR	11/11/2010	SRC	8/8/2011	2:18 PM

ID: 246754

Entry Date: 08/08/2011 Date Observed: 11/11/2009
Type: PSYCH PSYCHOLOGICAL DISORDER PSYCH
Source: SRC Expiration Date: 11/11/2010
Description: Disorder

1 of 1 | Record Navigator for Alert Records

CASE MANAGEMENT ACT

Open / Close | Access / Re/Assess | Monitor

Print Fact | Print Face Sheet

SR Open | SR Update / Close | EMI

ID: 48171 | Open Date: 8/8/2011

Open Date: 08/08/2011
Case Name (L-F-M): PUBLIC
Worker: ZZEWSGI G
Release Type: BC BAIL
Lead Chrg Sev:
Program Name:
Defn Status:

Editing... | Supervised Release | Alerts | No Appointments | Mod: 1 | MH: 0 | Drug: 0 | No New Arrests | Ready...

Banner. Though the alert screen may contain records pertaining to medical, mental health, and drug use it is used to record, in more detail, what specific issues the defendant might have. To add a new alert, switch to editing mode and click the add button on the navigation bar; an add alert form will pop up with identical fields to the form shown above. To make changes to an existing alert, select it in the table, then switch to editing mode and change the form values as needed.

Alert screen specific buttons:



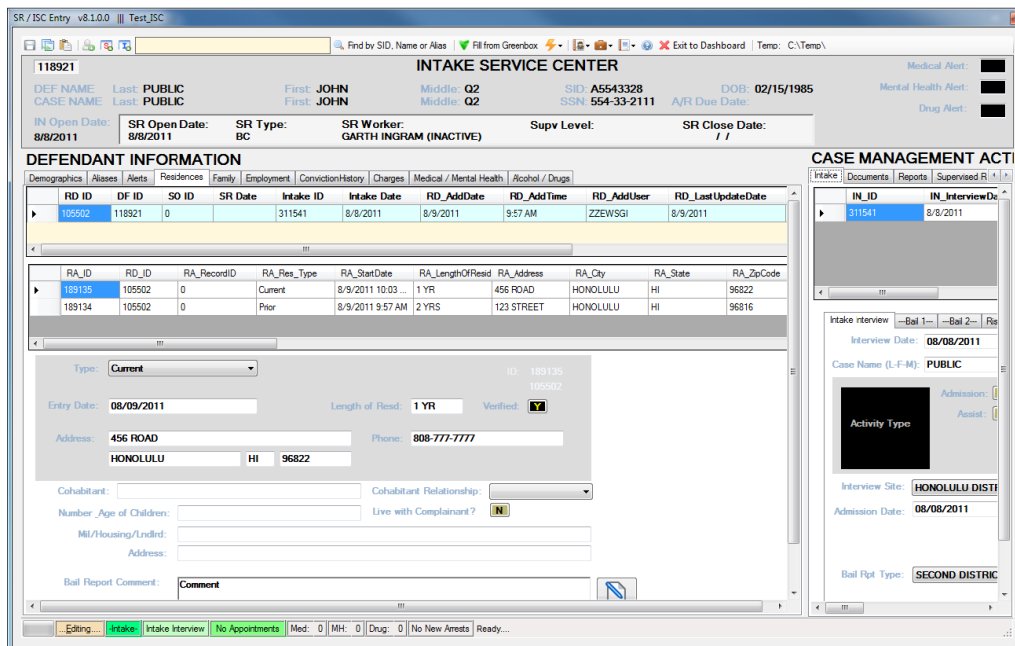
Show Alerts – allows users to view alerts for all Intake and SR records on the defendant



Filter Alerts – shows alerts for the currently selected Intake or SR record

5.7.4 Residences

The residence screen displays, depending on the selected Intake/SR, a defendant’s current and/or prior address. The residences displayed on the two tables are specific to the selected Intake or SR on the case management side of the application splitter. The addresses shown are a reflection of the defendant’s residence at the point in time when the intake or supervised release was added. To add a new residence, switch to editing mode and click the add button on the navigation bar; an add residence form will pop up with identical fields to the form shown below. Take note that there can only be one current address, while there can be multiple prior addresses. To make changes to an existing residence, select it in the table, then switch to editing mode and change the form values as needed.



Residences screen specific buttons:



Import – brings up a form for importing residences from a defendants other Intake/SR

5.7.4.1 Importing Residences

If a defendant has similar residence information when a new Intake or SR is created, use the import button on the navigation bar to port the records to the newly created Intake/SR. The screen shown below will pop up once the user clicks on the import button.

Residences Import - Import Residence Records from One SR or Intake to Another

Source Intake or Supervised Release Address Records: Check Addresses to Import

RD_ID	Type	IN_SR_ID	Date	Time
107220	IN	313251	9/6/2011	4:37:45 PM
107219	SR	48699	9/6/2011	4:19:33 PM
102897	IN	309385	6/16/2011	9:29:03 AM
85946	SR	44484	1/6/2011	4:14:21 PM
84259	IN	301361	1/5/2011	8:53:09 AM
75472	SR	40296	9/15/2009	5:10:12 PM

Selected	RA_RecordID	Cur/Prior	Date	Length Of Res	Address	City	State	Zip	Phone	Cohabitant
<input type="checkbox"/>	0	Current	1/5/2011		ADDRESS XXXX					COHAB TEST
<input checked="" type="checkbox"/>	644693	Prior	9/15/2010	1 Y	123 S KING ST	HONOLULU	HI	96744	808-555-1234	JOE COHAB
<input checked="" type="checkbox"/>	644693	Prior	1/1/2010	2 Y	2468 BERETANIA ST	HONOLULU	HI	96914		

Destination Intake or Supervised Release

Selected	Type	IN_SR_ID	Date	Time
<input checked="" type="checkbox"/>	IN	313251	9/6/2011	4:37 PM
<input type="checkbox"/>	IN	313250	9/6/2011	2:33 PM
<input type="checkbox"/>	IN	313246	9/2/2011	3:27 PM
<input type="checkbox"/>	IN	310118	6/20/2011	1:26 PM

RA_RecordID	Cur/Prior	Date	Length Of Res	Address	City	State	Zip	Phone	Cohabitant	Cohab
0	Current	9/6/2011 10:52 ...		DEMO						

75472

OK Cancel Import Selected

To use the import feature, select the source Intake/SR on the top table, then select the addresses to import from the second table down. Next, on the third table down, select the destination Intake/SR to port the new data to. The fourth table down shows which residences the currently selected Intake/SR has already. Once everything is selected click the 'Import Selected' button, the bottom table should now display the newly imported residences. Hit 'OK' and the application will return to the main residences screen.

5.7.5 Family Information

The family screen is used to view a defendant's family relationship. Each Intake/SR has specific records for the family screen, as it is a historical snapshot of family relations for the defendant at a point in time. To add a new family relationship, switch to editing mode and click the add button on the navigation bar;

an add residence form will pop up with identical fields to the form shown below. Take note that the user only needs to click the add button if there isn't already an existing record in the top table, if there is already an existing record the user can just modify the data already on the screen. To make changes to an existing family relationship switch to editing mode and change the form values as needed.

The screenshot displays the 'INTAKE SERVICE CENTER' application window. At the top, it shows the case number 118921 and defendant details: DEF NAME: Last PUBLIC, First JOHN, Middle Q2; CASE NAME: Last PUBLIC, First JOHN, Middle Q2; SID: A5543328, DOB: 02/15/1985; SSN: 554-33-2111, A/R Due Date: [blank]. The SR Open Date is 8/8/2011, SR Type is BC, SR Worker is GARTH INGRAM (INACTIVE), and SR Close Date is [blank].

The 'DEFENDANT INFORMATION' section includes a table with columns: ID, SR ID, Intake ID, Marital Status, Marital Length, Spouse Companion, Dependents, Record Type, DF_ID, and FM_AddDate. The first row shows ID 83023, SR ID 48171, Intake ID 0, Marital Status MARRIED, Marital Length 2 YEARS, Spouse Companion JANE, Dependents 2, Record Type C, DF_ID 118921, and FM_AddDate 8/8/2011.

Below the table, there are input fields for ID (83023), Marital Status (MARRIED), How Long? (2 YEARS), Spouse / Companion (JANE), and No. of minor children (2).


A second table lists family relationships with columns: ID, Name, Relationship, Address, City, State, Zip Code, Home Phone, Work Phone, FM_ID, and FMKN_AddDate. The first row shows ID 77126, Name JUDITH, Relationship DAUGHTER, Address 456 ROAD, City HONOLULU, State HI, Zip Code 96822, Home Phone 808-777-7777, Work Phone [blank], FM_ID 83023, and FMKN_AddDate 8/8/2011. The second row shows ID 77127, Name BARTON, Relationship SON, Address 456 ROAD, City HONOLULU, State HI, Zip Code 96822, Home Phone 808-777-7777, Work Phone [blank], FM_ID 83023, and FMKN_AddDate 8/9/2011.

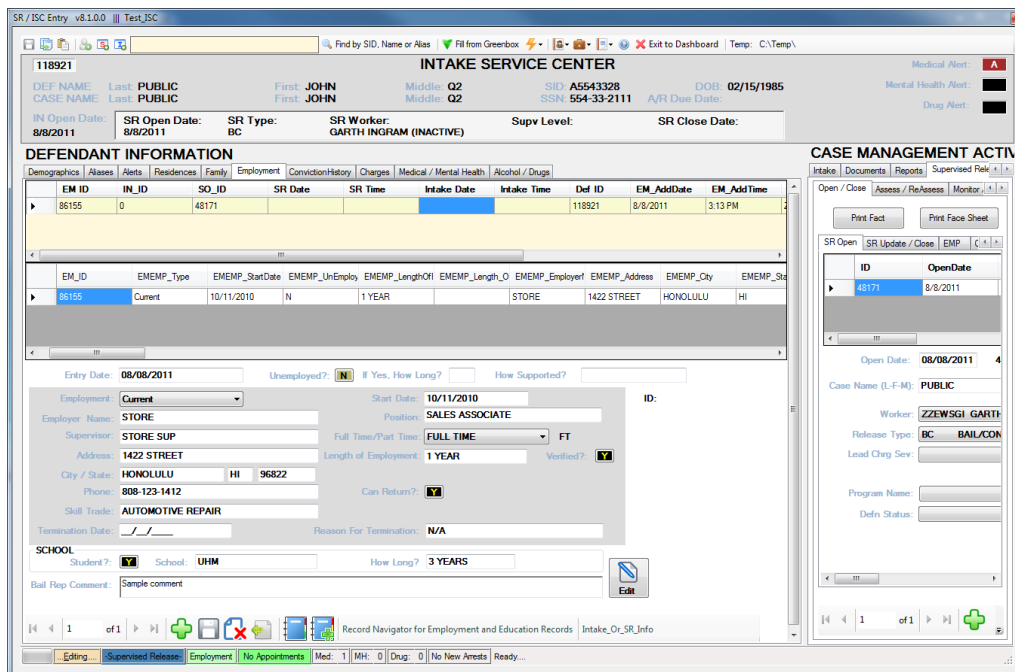
The 'CASE MANAGEMENT ACT' section on the right shows a table with columns: NO_ID and NO_Date_Of_Note. The first row shows NO_ID 565 and NO_Date_Of_Note 8/9/2011. Below this, there are fields for Date of Note (Tuesday, Aug), Social Worker (ZZEWSEGI GARTI), and Type of Note (RESIDENCE / HO). A 'Test note' field is also visible.

5.7.6 Employment

The employment screen is used for recording and viewing a defendant's employment history. Each Intake/SR has specific records for the employment screen, as it is a historical snapshot of employment for the defendant at a point in time. To add a new employment record, switch to editing mode and click the add button on the navigation bar; an add employment form will pop up with identical fields to the form shown below. To make changes to an existing employment record, select it in the table, then switch to editing mode and change the form values as needed.

Employment screen specific buttons:

-  Import – brings up a form for importing residences from a defendants other Intake/SR



5.7.6.1 Importing Employers

If a defendant has similar employment information when a new Intake or SR is created, use the import button on the navigation bar to port the records to the newly created Intake/SR. The screen shown below will pop up once the user clicks on the import button.

To use the import feature, select the source Intake/SR on the top table, then select the employment records to import from the second table down. Next, on the third table down, select the destination Intake/SR to port the new data to. The fourth table down shows which employment records the currently selected Intake/SR has already. Once everything is selected click the 'Import Selected' button, the bottom table should now display the newly imported employment records. Hit 'OK' and the application will return to the main employment screen.

Source Intake or Supervised Release Employment Records: Check Records to Import

EM_ID	Type	IN_SR_ID	Date	Time
84108	IN	309365	6/16/2011	9:29:03 AM
75194	IN	301361	1/5/2011	8:53:09 AM
84109	IN	301316	1/4/2011	2:09:25 PM
87622	SR	48688	9/1/2011	7:18:21 AM
74096	SR	44484	1/6/2011	4:14:21 PM
66160	SR	40296	9/15/2009	5:10:12 PM

Selected	EMEMP_ID	EMEMP_Type	EMEMP_StartDate	EMEMP_LengthOfI	EMEMP_LengthOfO	EMEMP_EmployerI	EMEMP_Address	EMEMP_City	EMEMP_State	EMEMP_ZipCode
<input type="checkbox"/>	136042	Current	9/15/2010	3	Y	TAULANAFULA...	919 ALA MOANA...			
<input checked="" type="checkbox"/>	9955	Prior	1/1/2008	3 YR	Y	EMPLOYER NA...	4444 S KING ST			

Destination Intake or Supervised Release

Selected	Type	IN_SR_ID	Date	Time
<input type="checkbox"/>	IN	309422	6/20/2011	7:25 AM
<input type="checkbox"/>	IN	309421	6/20/2011	6:59 AM
<input checked="" type="checkbox"/>	IN	309365	6/16/2011	9:29 AM
<input type="checkbox"/>	IN	301361	1/5/2011	8:53 AM
<input type="checkbox"/>	IN	301316	1/4/2011	2:09 PM
<input type="checkbox"/>	IN	270363	9/15/2006	4:56 PM
<input type="checkbox"/>	SR	48699	9/6/2011	4:19 PM

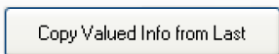
EMEMP_ID	EMEMP_Type	EMEMP_StartDate	EMEMP_LengthOfI	EMEMP_LengthOfO	EMEMP_EmployerI	EMEMP_Address	EMEMP_City	EMEMP_State	EMEMP_ZipCode
153267	Current	9/15/2010	3	Y	TAULANAFULA...	919 ALA MOANA...			

66160 OK Cancel Import Selected

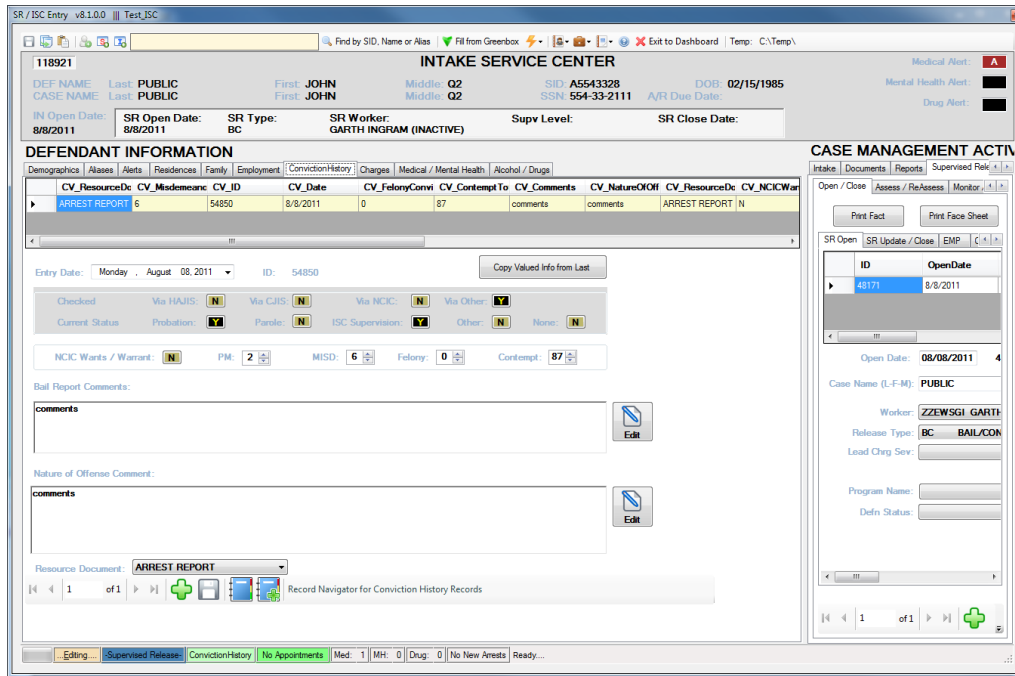
5.7.7 Conviction History

The conviction history screen is used for recording and viewing of a defendant’s conviction history. Each Intake/SR has specific records for the conviction history screen, as this screen stores conviction data relating to a unique case. To add a new conviction record, switch to editing mode and click the add button on the navigation bar; an add conviction history form will pop up with identical fields to the form shown below. To make changes to an existing conviction record, select it in the table, then switch to editing mode and change the form values as needed.

Conviction history screen specific buttons:

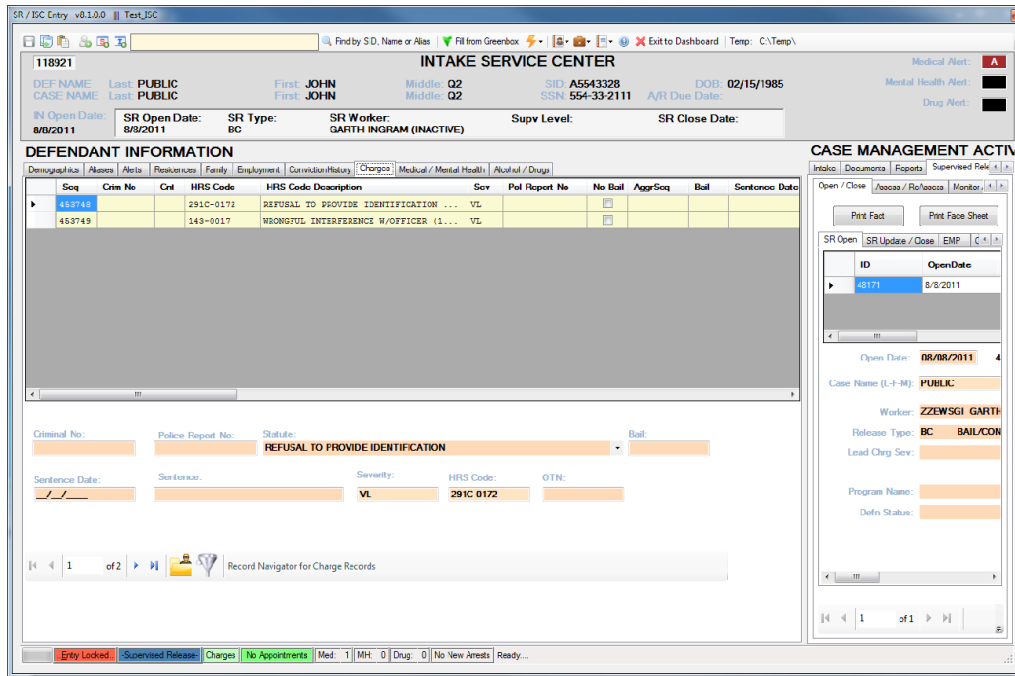


Copy Valued Info from Last – When multiple conviction history records are available this button can be used to populate the PM, MISD, Felony, and Contempt values from the prior record.











5.7.8 Charges

The charges screen is used for recording and viewing a defendant’s charges for a case. The charges are specific to a unique Intake/SR. To assign a new charge, select the intake or supervised release (the user must also select a new arrest if assigning to a SR) from the case management side of the splitter.



Charges screen specific buttons:

-  Assign charge to selected Intake/SR – Adds the charge to the selected Intake/SR
-  Un-assign charge from selected Intake/SR – Removes charge assigned to Intake/SR
-  Assign charge to new arrest – Associates the charge to the selected new arrest
-  Un-assign charge from new arrest – Un-associates the charge from a new arrest
-  Show all charges – Filters the charges to display all charges for all intakes and SRs
-  Show current charges only – Filters the charges to only display current charges for the selected intake or SR
-  HIP from Greenbox – Allows for importing of charge records via Greenbox. See [Fill from Greenbox](#) for more information.
-  Duplicate this intake – Allows the user to copy a charge to a selected intake

5.7.8.1 Adding Charges

To add a charge, the user must click on a blank row (seen below in red) and add either a HRS Code or HRS Code Description. If the HRS Code is filled in the HRS Code Description will automatically populate and vice versa. Once saved, the row will change colors reflecting that it has been added and saved.

NOTE: If you do not select a HRS Code or a HRS Code Description and leave a charge row, the row will be deleted. This is to prevent the automatic saving of charges with no HRS Code.

Seq	Crim No	Cnt	HRS Code	HRS Code Description	Sev	Pol Report No	No Bail	AggrSeq	Bail
457182			10-20.390	WINDSHIELDS, FENDERS, BUMPER REQ ...	VL		<input type="checkbox"/>		
*							<input type="checkbox"/>		

There are 5 different colorings that will appear when viewing and editing charges. They are as follows:

- 1) Light Yellow – This means the charge is for the currently selected supervised release.
- 2) Dark Yellow – This indicates the charge is for a supervised release case but not for any currently selected supervised release.
- 3) Bright Yellow – This indicates that the charge belongs to a supervised release and has been assigned to a new arrest.
- 4) Light Blue – This means that the charge is for the currently selected intake.
- 5) Dark Blue – This indicates that the charge is for an intake but not for the intake that may be currently selected.

5.7.8.2 Editing HRS Code and Description

The user will only need to enter either an HRS Code or the code’s description. The field that is not being filled in will be automatically populated when a value is selected.

Both the HRS Code and the HRS Code Description fields are dropdown boxes that can be typed in. The two ways of entering a code or description are as follows:

- 1) Clicking on the HRS Code or HRS Code Description fields and scrolling through the dropdown. The user can click on a field to activate the dropdown and then click on the dropdown box arrow to scroll through a list of HRS Codes or HRS Code descriptions.
- 2) The user may type or paste values into the code and description fields. Clicking on the code or description field twice will enter it into a mode that will allow the user to type into the field. As the user types a list of suggestions will appear below. The user may select one of the choices or continue typing. When finished the user needs to hit ‘Enter’, tab out of, or click away from the field for the change to apply and for the other field to automatically populate.

Instead of typing out the entire code or description the user may also paste it in. The user should click the field twice until it enters into the mode where the user can type into the field. The field should have all the text highlighted in blue. NOTE: Even though the desired text may

already be shown in the field, the user needs to paste over it anyways. If they do not it will disappear when they leave the field! Once the code or description has been pasted in, the user needs to press 'Enter', tab out of, or click away from the field for the change to apply.

5.7.8.3 Aggregate Sequence for Bail

Seq	Crim No	Crit	HRS Code	HRS Code Description	Sev	Pol Report No	No Bail	AggrSeq	Bail	Sente
457185			10-01.02	PARK RULES AND REGULATIONS (10-01.02)	PM		<input type="checkbox"/>		100	
▶ 457186			13-14.02	PARK RULES AND REGULATIONS (13-14.02)	PM		<input type="checkbox"/>	457185	100	
*							<input type="checkbox"/>			

Each charge is assigned a sequence number (noted by the column 'Seq' in the application) when the charge is saved. This number is used to create an aggregate bail. The user should create the first charge and fill in the bail amount first. After that, the user should then enter the rest of the aggregate charges. For each of these charges the user should fill in the 'AggrSeq' field with the 'Seq' number from the first charge. Once the 'AggrSeq' is filled out and the user moves out of cell, the bail amount will automatically fill in with the bail amount from the first charge.

5.7.9 Medical and Mental Health Records

The medical/mental health screen is basically a survey of a defendant's medical/mental history. To add a new medical/mental health record click on the add button in the navigation bar. The following screen should appear:

This form contains a series of questions about the defendant’s mental and medical health. Medical observations, questions/females, verbalize or observable signs, behavior, and disposition are fairly straightforward forms about the defendant’s health. The suicide attempts tab can only be filled out once the record has been added and the application returns to the main medical/mental health screen. Once the user has returned to the main medical/mental health screen, the user can access different records by clicking on the ‘Medical Records’ tab; here, records can either be selected for editing or deletion.

Medical/Mental Health screen specific buttons:



Print medical record – Allows the user to print the MMH screening form to PDF form.

5.7.9.1 Suicide Attempts

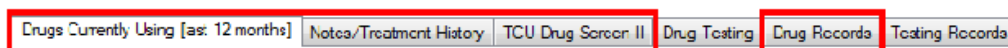
Suicide attempts can only be added, via the main application screen, once the medical/mental health record has been added. To add a suicide attempt click on and fill out the empty row in the table as seen below:

	ID	Med ID	When?	Why?	How?
	1727	5001	10/13/2010	Depressed	Pill Overdose
▶	1728	5001	12/20/2010	Depressed	Tried Hanging Self
*					

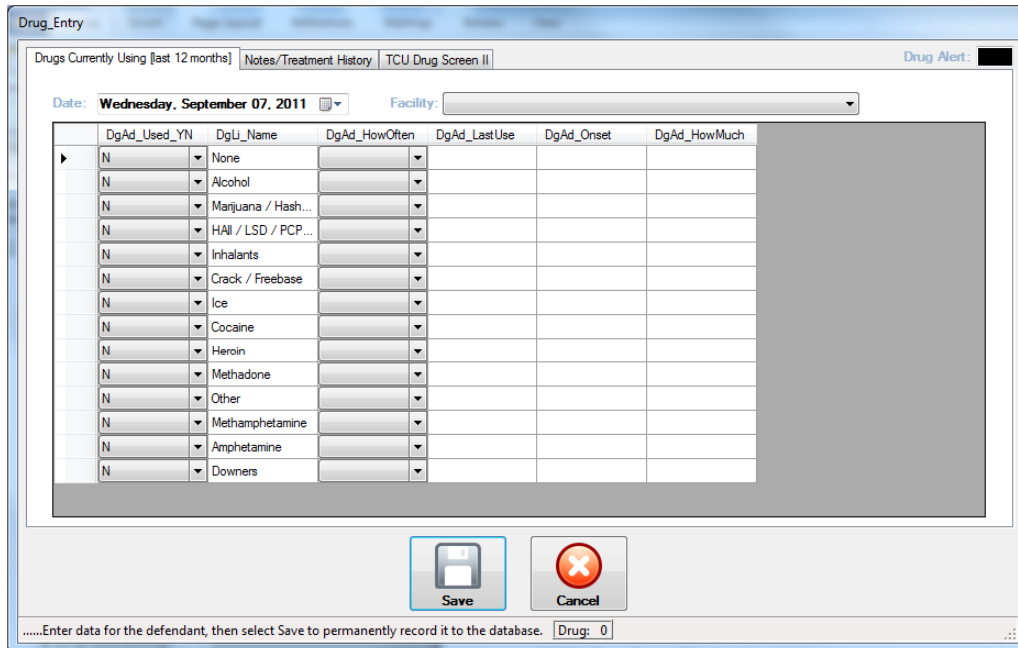
5.7.10 Alcohol/Drug Records

The alcohol/drug records screen is used for monitoring a defendant’s past and current drug use. This screen focuses on two main points: drug use/treatment and drug testing

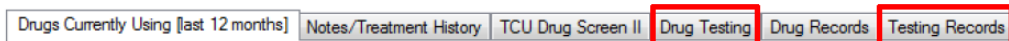
5.7.10.1 Drug Use and Treatment



The drugs currently using, notes/treatment history, TCU drug screen II, and drug records are all related to drug use and treatment and to edit data on any of these fields you must add a new drug record. To add a drug record click on the add button in the navigation bar; an add drug record form will pop up. Notes/treatment history and TCU drug screen II are straightforward as far as filling out the form data. To add data to the Drugs Currently Using tab, the user will need to fill out the rows in the table as shown in the image below. Note: The first column contains the choices Y, N, and A; A stands for Alert. Lastly, to switch between or view all the drug records, click on the drug records tab.




5.7.10.2 Drug Testing



The drug testing and testing records tabs are for keeping track of drug tests that the defendant has taken. To add a new drug testing record click on the add button on the bottom navigation bar; an add drug testing record form will appear with identical fields to the drug testing tab. To switch between or view all the drug testing records, click on the testing records tab.

Drug testing specific buttons:

 Print test record – Allows the user to print the drug testing record to PDF form.

5.8 Case Management


5.8.1 Intake Case Management

The intake screen contains a series of sub-tabs which are all related to the intake of a defendant. The intake portion of case management contains information collected over the following tabs:

- Intake Interview
- Bail 1
- Bail 2

- LSI Proxy
- LSI Proxy Records

5.8.1.1 Intake Interview and Bail

This section encapsulates the 'Intake Interview', 'Bail 1', and 'Bail 2' sub-tabs. The screens for all of these tabs will still be un-editable, even in editing mode; this is because these sub-tabs cannot be edited until a new intake is created. To create a new intake record, the user can either click the add button on the intake navigation bar (in editing mode) or click the  button on the top tool strip of the application; the following screen should appear:

Upon completion of this form the user will be taken back to the main intake interview screen. Since the new intake record was created the user will now be able to edit the intake interview, bail 1, and bail 2 screens via the main application window.

Take note that the each of these sub tabs are related to a unique intake record, so if a different intake record is selected the values on these forms will be different. Besides the intake interview screen, additional information about the intake can be added on the bail 1 and 2 screens.

5.8.1.1.1 Flagging a Bail Motions Hearing

There is no true scheduling for intakes at this time. Instead there is a report that can be generated to show all the bail motion hearings by branch. However, in order of the motion hearing to appear on the report several things must be done.

- 1) The intake must be marked as 'Motion'. The 'Intake Interview' tab has a 'Motion' button in the activity type section that must be set to 'Y'.
- 2) On the Bail1 tab the bail hearing date and time needs to be filled in. This is the date and time that will be filled in on the report.

- 3) An optional comment for the hearing can be entered in the 'Bail Motion Comment' box. The comment will also appear on the report.

The report will combine the data entered in the intake with the charges assigned to the intake to create the bail motion hearings report.

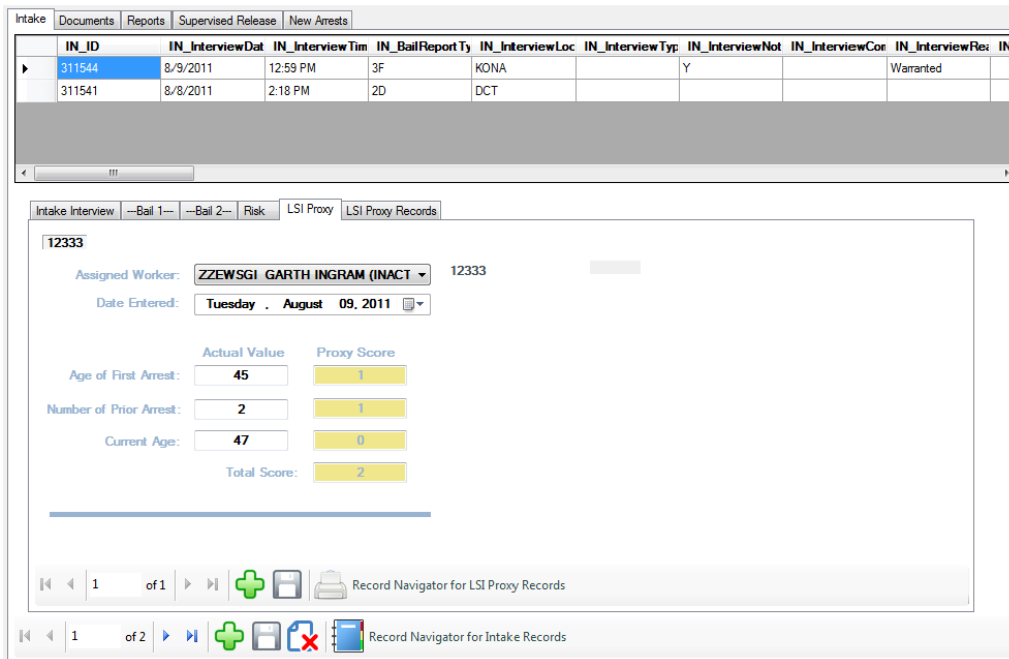
5.8.1.2 Risks

The risk screen is used for recording and viewing possible risks related to the defendant. Each risk record is dependent on the selected Intake record; so depending on which intake is selected the user could see different records under the risk table. To add a new risk record, switch to editing mode and click the add button on the upper navigation bar; an add risk form will pop up with identical fields to the form shown below. To make changes to an existing risk record, select it in the lower table, then switch to editing mode and change the form values as needed.

The screenshot displays a web application interface with two main sections. The top section is a table titled 'Intake' with columns: IN_ID, IN_InterviewDat, IN_InterviewTim, IN_BailReportTy, IN_InterviewLoc, IN_InterviewTyp, IN_InterviewNot, IN_InterviewCon, IN_InterviewRes, and IN. It lists two records: 311544 (interviewed 8/9/2011 at 12:59 PM) and 311541 (interviewed 8/8/2011 at 2:18 PM). The bottom section is titled 'Intake Interview' and 'Risk' with tabs for 'LSI Proxy' and 'LSI Proxy Records'. It shows a table with columns: ID, IN_ID, Interview Date, Interview Time, Type, Code, DF_ID, SO_ID, and RI_AddDate. A record with ID 32232 is highlighted, corresponding to IN_ID 311544, interview date 8/9/2011, time 12:59 PM, type 'D', and code 'D_SUBST_ABUSE'. Below the table are form fields for 'RI Interview Date' (08/09/2011), 'RI Interview Time' (12:59:00 PM), and 'RI AddDate' (32232). The 'RI Type' is set to 'D' and the 'RI Code' is 'D Substance abuse concerns'. A note below reads: 'Report to ISC: Non-consumption/possession of alcohol and/or illicit substances; UA at own expense; Substance abuse treatment at own expense; Sponsor or Program'. At the bottom, there are two record navigation bars: 'Record Navigator for Records of Risk' (showing 1 of 1) and 'Record Navigator for Intake Records' (showing 1 of 2).

5.8.1.3 LSI Proxy

The LSI proxy screen is used to assign a proxy score based on user entered information about the defendant’s age at first arrest, number of prior arrests, and current age. Each intake has unique proxy records, so depending on which intake is selected the proxy records will differ. To add a new proxy record, switch to editing mode and click the add button on the upper navigation bar; an add proxy form will pop up with identical fields to the form shown below. To make changes to an existing proxy record, select the ‘LSI Proxy Record’ tab and choose the record to be changed from the table. Once the correct record is selected switch back to the ‘LSI Proxy’ tab, enable editing mode, and change the form values as needed.



LSI Proxy screen specific buttons:




Print LSI Proxy – Allows the user to print the LSI Proxy record to PDF form.

5.8.2 Supervised Release Case Management

Another important section of case management is the supervised release screen that contains a series of sub-tabs which are all related to the supervised release of a defendant. The open/closed portion of case management contains information collected over the following tabs:

- Open/Close
- Assess/ReAssess
- Monitor/Schedule
- Planning
- Revocation
- Client Notes

Take note that all of these tabs, with exception to client notes, will be locked in non-editing mode until a new supervised release is added. To add a SR you can click on the  button or click the add button on the SR navigation bar (in editing mode); the following screen should appear:

The screenshot shows the 'SR_Entry' form with the following data:

- Open Date: Tuesday, August 09, 2011
- Open Time: 1:17:34 PM
- Close Date: / /
- Case Name (L-F-M): PUBLIC JOHN Q2
- Worker: ZZEWSGI, GARTH INGRAM (INACTIV)
- Transfer Date: / /
- Release Type: BAIL/CONDITIONS
- Release Date: / /
- Lead Chrg Sev: PETTY MISDEMEANOR
- Branch: OAHU ISC
- Unit: ADMINISTRATION
- Program Name: ASSERTIVE COMMUNITY TREATME
- Defn Status: PRETRIAL PETTY MISDEMEANANT
- Sponsor Name: (empty)
- Resp To Sup: GOOD RESPONSE

Buttons: Save, Cancel

Footer:Enter data for the defendant, then select Save to permanently record it to the database.

5.8.2.1 SR Open /Update/Close

The 'SR Open' and 'SR Update/Close' tabs are located within the 'Open/Close' tab. The form fields on the SR open screen are identical to the fields on SR entry form seen above. Upon completion of the SR entry form, the SR open screen will reflect the data which was entered. Additional supervised release information can be added on the SR Update/Close shown below:

The screenshot shows the 'SR Update/Close' form with the following data:

- Attorney: JOHN WALI EHS
- Prosecutor: ADAM STERN
- Court: FC FAMILY COURT
- Social Worker Note: NOTHING UNEXPECTED
- Court Close Date: 02/15/2011
- SW Close Date: / /
- Supv Review Date: 03/30/2011
- Disposition: RELEASED-ACQUITTED
- Comments: None

Buttons: Print Foot, Print Foot Shoot, Edit

Footer: Record Navigator for Supervised Release Records

5.8.2.2 Electronic Monitoring Program

The EMP screen allows for entry of data pertaining to an electronic monitoring device in the event that the defendant ordered to use one.

5.8.2.3 Community Service Release Program

The CSR screen allows for the entry of data pertaining to a community service release program in the event that the defendant is order to participate in one. Take note that the user must provide a numeric value for the 'CSR Hrs' and 'Hrs Completed' fields.

5.8.2.4 Conditions of Release

When an SR case is released, a set of conditions will be imposed: a standard set of conditions is expected to apply to every case, though special conditions may also be applied. The set of conditions may vary by branch.

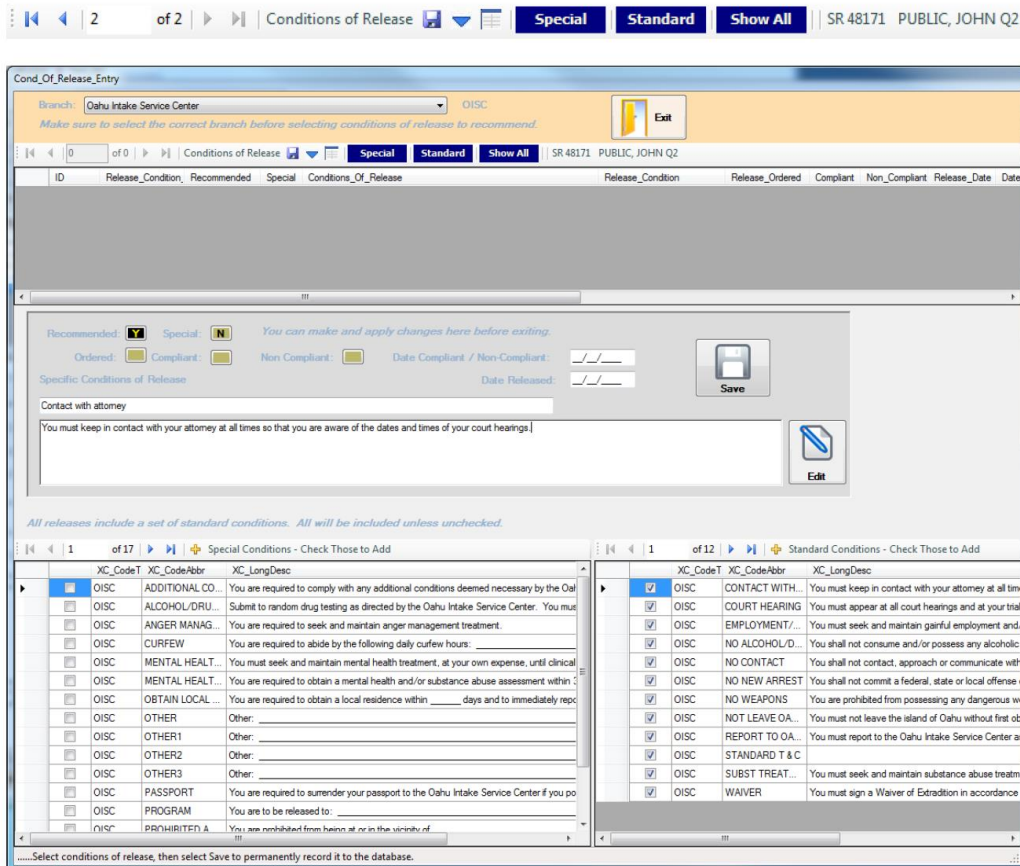
Use the add button on the navigation bar to add a new set of conditions. A form will load with several tables. The top table provides the set of conditions that apply to the defendant. On the bottom of the form are two tables. The left reflects a set of special conditions and the right reflects a set of standard conditions, all of which are expected to be selected as an attachment to the selected SR.

Before adding any special conditions check the Branch to make sure the correct branch for the SR is reflected. The default entry is based on your profile.

On the right side table, if any of the standard conditions (on the bottom right grid) do not apply to a specific case the user can uncheck the appropriate boxes. Click the add button on the standard condition's navigation bar to add each condition to the upper grid.

On the left side table, check any special conditions that apply to this SR and click the add button on the special condition's navigation bar to add each condition to the upper grid.

The navigation bar includes special icons and text buttons. The user can filter the data shown in the top table to show only special conditions, only standard conditions, or all conditions by using the three blue buttons shown below. The user can hide the two bottom condition tables by click on the blue down arrow, and show them again by clicking the window button to the right of the blue arrow.



Some conditions have templates that include a blank space represented by a '_____' simply overwrite these with the necessary data. An example of such a template can be seen below:



The panel shown above can also be used to enter additional information to reflect the condition of release as ordered, compliant, or non-compliant, a date compliant or non-compliant, and a date released.

Once all the required data on the conditions of release entry form has been entered, hit the save button on the top navigation bar and then the exit button to return to the main screen. Once on the main conditions of release screen, the user can edit the records by selecting them in the table and modifying the fields below. If additional conditions need to be added or if some need to be removed from the record, the user can click on the edit button on the bottom navigation bar.

Conditions of release screen specific buttons:



Edit conditions of release – can be used mass edit the conditions of release



Print conditions of release – will print the conditions of release to a bail report

5.8.2.5 Assessments and Re-Assessments

Assessments are completed under the supervised release tab. Therefore assessment records are tied directly to specific SR records; dependent on which SR is selected, different assessments will show. The user cannot edit data on an Assessment form, even when in editing mode, until a new assessment record has been created. To do so click on the add button in the navigation bar of the assess/reassess screen.

The first assessment created for a SR is an ‘initial’ assessment and a SR can only have one initial assessment. Subsequent assessments are termed re-assessments.

Assessment and re-assessment dates are determined at the time the record is created. The user can change the dates, provided that the change is within the period of the calculated date. The user cannot extend the time allotted to complete an assessment.

An entry form, identical to the form on the main screen (pictured above), pops up when the user adds a new assessment or re-assessment. Fill out any information known at the time and use the save button to create the record. Leave the 'Date/AR Created' and other fields, that will not be known until the assessment or re-assessment has been completed, unfilled and enter them once they become known. Set the appropriate radio-button options to reflect the case as High Media, Sex Fender, or Danger to the public; checking yes to any of these questions will be reflected in the [Case Management Activity Banner](#). Additional changes can be made on the main form once the record is added.

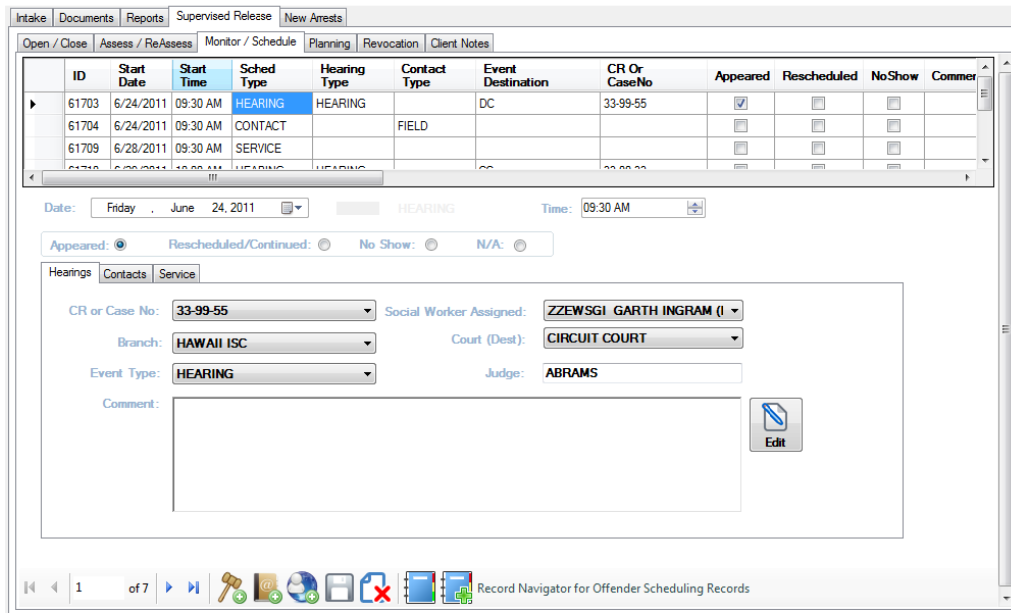
Each assessment is related to a number of risks; clicking on the 'Enter Risks' button brings up a form where risks can be specified by selecting the appropriate checkboxes (shown on the right). When completed they will be reflected on a list of the form as reflected on the prior page.

5.8.2.6 Monitoring and Scheduling

The monitoring and scheduling screen allows the user the ability to schedule:




- Hearings
- Contacts
- Services

Monitor/schedule data is specific to the selected supervised release. The table at the top of the form shows entries from the most recent to the least. When a row on the table is clicked, the appropriate tab is selected to reflect the information scheduled. i.e. If the user clicks on a row for a scheduled service the 'Service' tab will be selected. After a scheduled event occurs update the even to reflect the Appeared, Re-Scheduled, or No Show status.



To add a new record, whether it be a hearing, contact, or service, click on the appropriate add icon as described in the 'Monitor/Schedule screen specific buttons' section below. Once clicked, an entry form will appear where data can be entered and saved. Upon saving, the application will return to the main monitor/schedule screen reflecting the newly added data. Once a record has been added, the form data can be modified by selecting the record from the table and simply modifying the necessary fields.

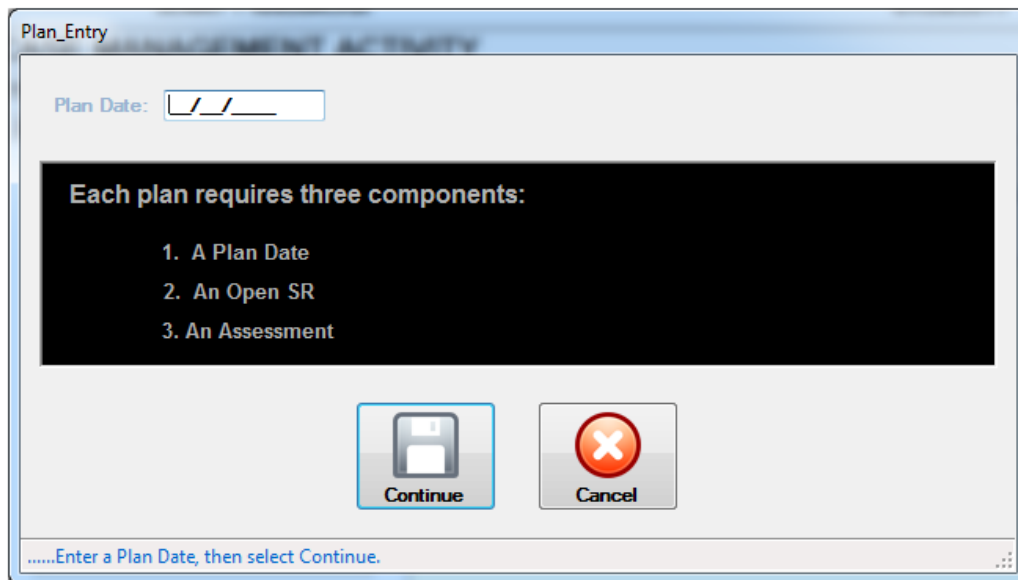
Monitor/Schedule screen specific buttons:

-  Add Hearing – clicking on this button will bring up a data entry form for a new hearing
-  Add Contact – clicking on this button will bring up a data entry form for a new contact
-  Add Service – clicking on this button will bring up a data entry form for a new service

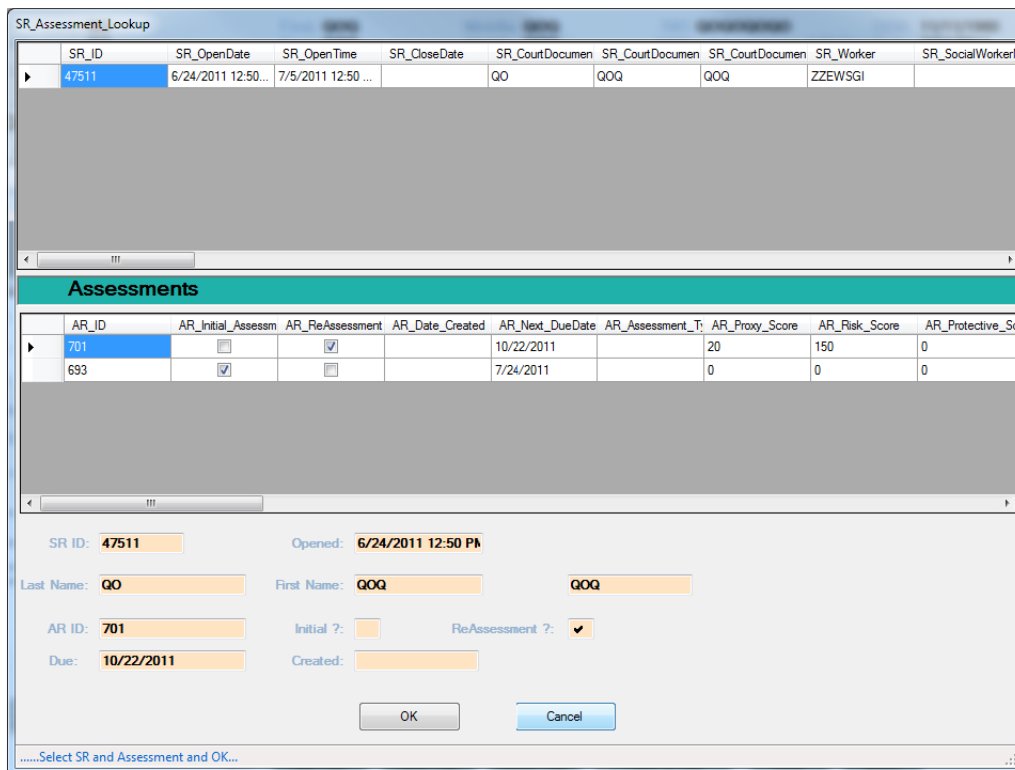
5.8.2.7 Planning

The planning tab is for creating an action plan for a defendant. There needs to be a supervised released and an assessment or re-assessment to create a plan.

To begin the creation of a plan press the 'Add Plan' button at the bottom of the 'Planning' tab.



The first box that appears is for entering a plan date. After a date is entered press continue to go to the next step of creating a plan.



After a plan date is selected a screen comes up to select an assessment or re-assessment.

NOTE: This screen actually allows the user to select ANY supervised release. Be sure to select the correct supervised release from the top table. The table on the bottom will populate with the assessments and re-assessments for the supervised release that is selected on the top.

Once the desired assessment or re-assessment is selected pressing 'OK' will complete the initial plan creation.

ID	Plan Date	CP_CourtDate	Case No	CP_Supervised	CP_New_Arrest	CP_Arrest_Date	DF_ID	SO_ID	IN
34	11/15/2012		33-00-33		N		118491	47511	0
27	12/31/2011		33-00-33		N		118491	47511	0

Plan Date: 11/15/2012 Next Court Date: / / CR or Case No:

Date: 06/24/2011 Type: Initial Appeared: Rescheduled/Continued: No Show:

Review By: 7/24/2011 Supervision Level: ZZEWSGI

Target Areas

SR Opened 6/24/2011

Text: _____ Due Date: / / Compl Date: / / Assigned To: _____

Buttons: Add Plan, Save Plan, Delete Plan, Paste to Edit, Clear, Notes, Update Goal, Add Target

The screen shows the plan after it has been created. Under the planning tree is a section with buttons and some text fields. The buttons and text fields are used to add goals, objectives, tasks, and work done. The buttons will have different labels depending on what item is selected in the planning tree.

5.8.2.7.1 Adding Target Areas

Target Areas

Select Target Areas

- Attitude / Orientation:
- Criminal History:
- Companions:
- Emotional / Personal:
- Family / Marital:
- Alcohol / Drug Problems:
- Education / Employment:
- Leisure / Recreation:
- Accommodations:
- Financial:
- Danger:
- Flight:
- Non Compliance:

OK

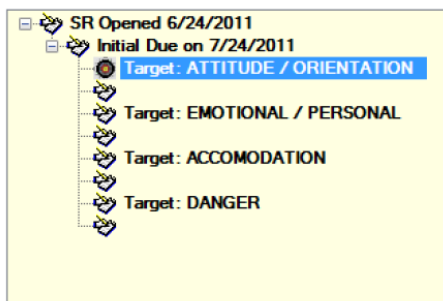
Once the plan has been created target areas need to be added. This can be done by clicking the 'Target Areas' button.

From the 'Target Areas' list check all the target areas that need to be added to the plan. Press 'OK' to apply them to the plan. Target areas may be added at any time by returning to this list. Removal of a target is also allowed. However, it will only be removed if there are no goals or objectives that have been added to the target area. This is discussed more in upcoming sections.

Once target areas have been added they will appear on left side of the planning screen. They will also be added the planning tree. In the example above the four selected target areas have been added to the plan.

5.8.2.7.2 Adding Goals, Objectives, Tasks, and Work Done

Goals, Objectives, Tasks, and Subtasks are added and edited in a similar manner. However, there they must be added in order. The order is goals, objectives, tasks, and then work done.



To add a goal, select a target area from the tree.

Text Due Date Compl Date Assigned To

Improve outlook on life JQ

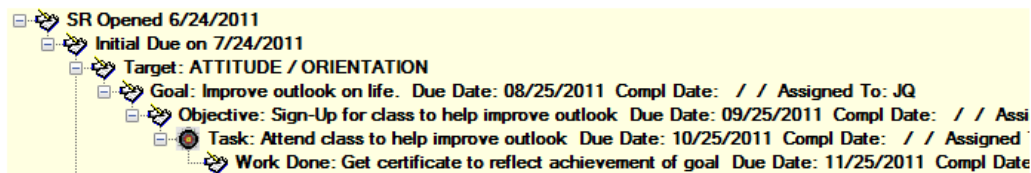
To add a goal to the selected target area, fill in the white fields under the planning tree and press 'Add Goal'. This will add the goal under the target area in the planning tree. Any number of goals can be added to a single target area.

After a goal is added, objectives can be added to the goal. To add an objective, select a goal in the planning tree. Then use the text fields to fill out the information for the objective. The button will now say 'Add Objective'. Click the button to add the objective to the selected goal. Any number of objectives can be added to a goal.

The screenshot displays a software interface for case management. At the top, there are tabs for 'Intake', 'Documents', 'Reports', 'Supervised Release', and 'New Arrests'. Below these are sub-tabs for 'Open / Close', 'Assess / ReAssess', 'Monitor / Schedule', 'Planning', 'Revocation', and 'Client Notes'. A table lists case details with columns for ID, Plan Date, CP_CourtDate, Case No, CP_Supervised, CP_New_Arrest, CP_Arrest_Date, DF_ID, SO_ID, and IN_ID. Below the table, there are fields for 'Plan Date: 11/15/2012', 'Next Court Date: / /', and 'CR or Case No.'. A 'Date: 06/24/2011' field is also present. A 'Type: Initial' dropdown is visible. A 'Review By: 7/24/2011' field and 'Supervision Level: ZZEWSGI' are also shown. A 'Target Areas' section on the left lists 'ATTITUDE / ORIENTATION', 'EMOTIONAL / PERSONAL', 'ACCOMODATION', and 'DANGER'. A tree view on the right shows 'SR Opened 6/24/2011' with 'Initial Due on 7/24/2011'. Underneath, 'Target: ATTITUDE / ORIENTATION' is selected, showing a goal 'Improve outlook on life' with 'Due Date: 08/25/2011' and 'Assigned To: JQ'. Below the goal, an objective 'Sign-Up for class to help improve outlook' is listed with 'Due Date: 09/25/2011'. At the bottom, there are input fields for 'Improve outlook on life', 'Due Date: 08/25/2011', 'Compl Date: / /', and 'Assigned To: JQ'. Buttons for 'Update Goal', 'Add Objective:', and 'x Remove Selected Goal' are visible.

The screenshot above shows the goal and objective that have been added.

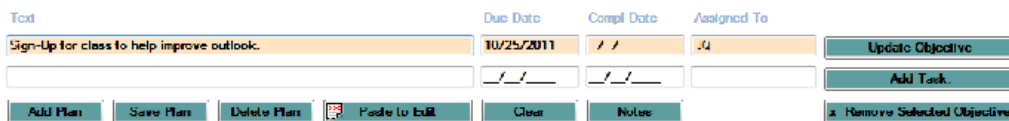
Following the same pattern, tasks can be added to objectives and work done can be added to tasks. The text on buttons will change as different things are selected in the planning tree.



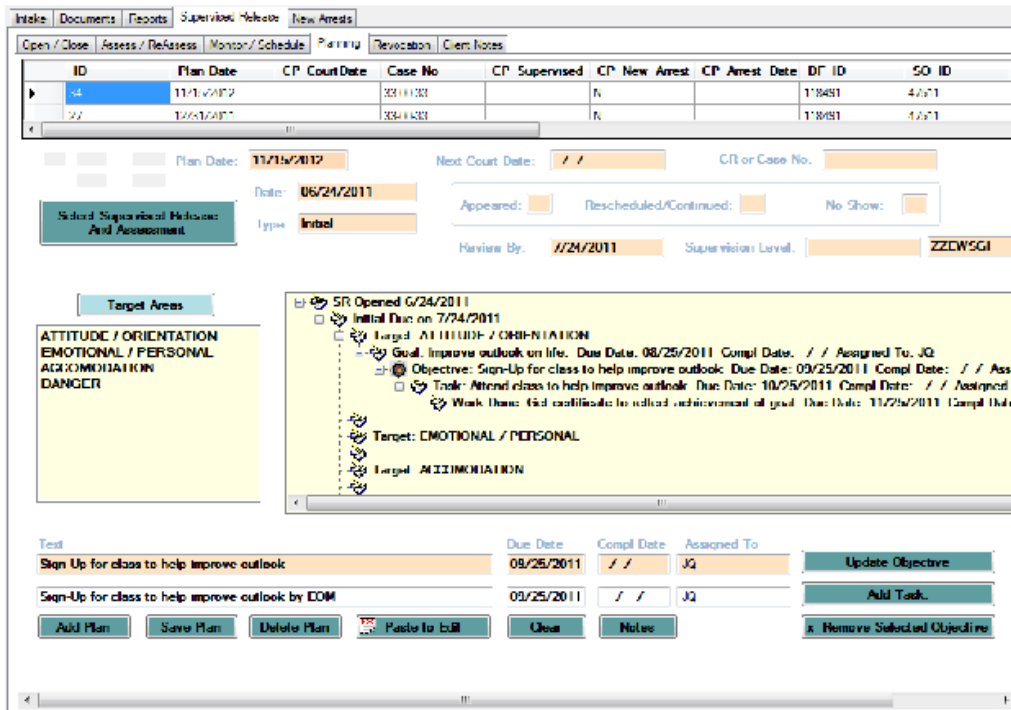
The screenshot above shows part of a plan that has had a task added to an objective and that has also had work done added to the task.

5.8.2.7.3 Updating Goals, Objectives, Tasks, or Work Done

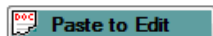
Updating any of the information for a goal, objective, task, or work done is done in the same fashion. To edit one select it in the planning tree.



The selected goal, objective, task, or work done will appear in the peach fields under the planning tree for reference. To edit the fields just type in the desired values in the white fields and click the update button. The update button will either say 'Update Goal', 'Update Objective', 'Update Task', or 'Update Work' depending on what is selected in the planning tree. Once the update button is pressed the updated goal, objective, task, or work done will appear in the tree.



There is also a convenience button available for use when editing goals, objectives, tasks, or work done.



After selecting the item to be editing in the planning tree, the user may press the 'Paste to Edit' button. This will copy all the values from the selected item to the white editable fields. From there the user can update and change the text without having to fill in all the fields again.

5.8.2.7.4 Removing Goals, Objectives, Tasks, or Work Done

A goal, objective, task, or work done can be removed by selecting it in the planning tree and pressing the remove button. The remove button is located at the bottom right corner of the screen.

Plan Date	CP_CourtDate	Case No	CP_Supervised	CP_New_Arrest	CP_Arrest_Date	DF_ID	SO_ID	IN_ID
11/15/2012		33-00-33		N		118491	47511	0
12/31/2011		33-00-33		N		118491	47511	0

Plan Date: 11/15/2012 Next Court Date: / / CR or Case No. Date: 06/24/2011 Type: Initial Review By: 7/24/2011 Supervision Level: ZZEWSGI

Target Areas: ORIENTATION, EMOTIONAL / PERSONAL, ACCOMODATION

SR Opened 6/24/2011
 Initial Due on 7/24/2011
 Target: ATTITUDE / ORIENTATION
 Goal: Improve outlook on life. Due Date: 08/25/2011 Compl Date: / / Assigned To: JQ
 Objective: Sign-Up for class to help improve outlook Due Date: 09/25/2011 Compl Date: / / Assigned To: JQ
 Task: Attend class to help improve outlook Due Date: 10/25/2011 Compl Date: / / Assigned To: JQ
 Work Done: Get certificate to reflect achievement of goal Due Date: 11/25/2011 Compl Date: / / Assigned To: JQ

Due Date: 11/25/2011 Compl Date: / / Assigned To: JQ Update Work Done
 Due Date: 09/25/2011 Compl Date: / / Assigned To: JQ Add Work Done
 Save Plan Delete Plan Paste to Edit Clear Notes Remove Selected Subtask

The remove button text will change depending on the type of planning item that is selected.

5.8.2.8 Revocation

The revocation screen is a straightforward entry form and like the other supervised release tabs, it is tied directly to a specific SR. The user will not be able to edit the fields on the main revocation form until a new revocation record is added. To add a new record click the add button on the bottom navigation bar; a revocation entry form will appear with fields identical to those shown on the main screen.

ID	Date_Initiated	Rev_Date_Give	Date_Warrant_I	Reason_For_Re	Other_Reason_I	Comments	DF_ID
85	11/11/2010			rev_Reason_For...	Other_Reason_F...		118491

85

Date Initiated:

Warrant Issued:

Reason for Revoc:

Other Reason for Revoc:

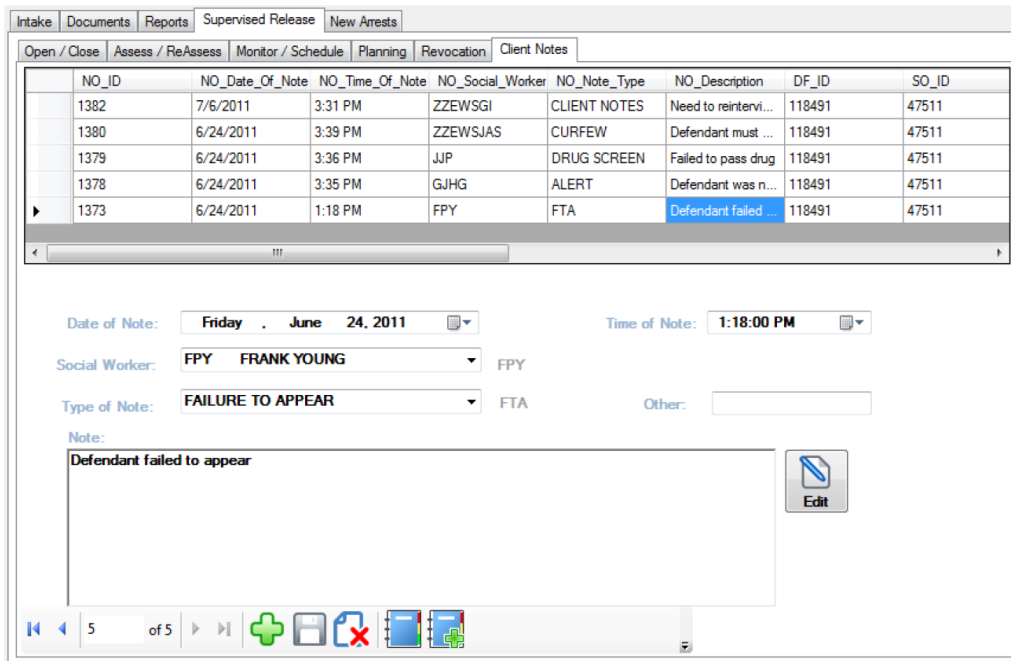
Comments:

Date Given To Prosecutor for Action:

Record Navigator for Revocation Records

5.8.2.9 Client Notes

The client notes screen provides an alternative way to view notes which were entered on the various screens of the application. Notes can be edited directly on the form if editing mode is enabled.



5.8.3 Documents

Please see the [Document Viewer](#) section.

5.8.4 Reports

The reports screen allows users quick access to run reports such as bail reports.

5.8.5 New Arrests

The 'New Arrests' tab will show any new arrests the defendant may have. There will only be new arrests displayed in the 'New Arrests' tab if the defendant has open supervised release cases.

The new arrests are shown on the top table of the tab. An arrest should appear only once. However, there may be multiple arrests on the same day. There should only be one entry for each OTN.

The charges for the new arrests are shown in the bottom table. Note that the table of charges contains a list of all the charges for all new arrests, not just for the selected new arrest.

The screenshot displays the 'INTAKE SERVICE CENTER' software interface. At the top, it shows the user 'Test_JSC' and a search bar. The main header identifies the defendant as '118304' with last name 'PRIBYL' and first name 'JOHN'. Key identifiers include SID 'A6036483', SSN '530-80-8251', and DOB '05/15/1968'. The SR Open Date is 3/31/2011, and the SR Close Date is blank. The SR Worker is 'TYRUS K MATSUMOTO'.

The interface is divided into two main sections: 'DEFENDANT INFORMATION' on the left and 'CASE MANAGEMENT ACTIVITY' on the right. The defendant information section includes fields for SID, Last Name, SSN, Place of Birth, Height, Race, US Citizen status, and Time in State. The case management activity section contains several tables and a 'Sanctions' dialog box.

The 'CASE MANAGEMENT ACTIVITY' section includes a table of recent arrests:

GBReportID	SID	SSN	ArrestDate	District	OTN	ORID	Most_Recent_Char	Sanction
773821	A6036483	530808251	8/24/2011	1	7138898	0040000	8/24/2011	Drug / Alcohol T...
773724	A6036483	530808251	8/24/2011	1	7138551	0040000		
773094	A6036483	530808251	8/18/2011	1	7131100	0040000	7/13/2011	

Below this is a table of police reports:

GBReportID	SR_ID	Police Report No	Charge Date	HRS	Bail Amount
724583		2011-14906	6/17/2011	711-1106	50
724583		2011-14908	6/17/2011	711-1106	50
724583		2011-14905	6/17/2011	712-1249	50
725739		2011-14906	6/17/2011	711-1106	50

The 'Sanctions' dialog box is open, showing details for an arrest on 8/24/2011 in District 1. It lists assigned NA Os (47144) and GB Report ID (773821). The dialog includes a 'Sanctions' button and a 'Date Sanctioned' field set to 09/07/2011. Below the dialog is a 'Charge Information' section with a 'Charge No.' field set to 1.

New arrests can have sanctions added to them. To add sanctions click the 'Sanctions' button. The following dialog will appear:

The 'Sanctions_Imposed_Form' dialog box is shown. It has a title bar 'Sanctions_Imposed_Form' and a main title 'Sanctions Imposed'. The form contains a list of sanction options, each with a checkbox:

- Curfew (x number of days):
- Increased Reporting:
- Verbal Reprimand:
- Written Reprimand:
- Additional Drug/Alcohol Testing:
- Increased Support Group Meetings:
- Drug / Alcohol Testing:
- Assessment & Completion of Recommended Treatment:
- Electronic Home Monitoring:
- Residential Program:
- Revocation:
- Thinking Report:
- Reviewed / Further Action:
- Other:

An 'OK' button is located at the bottom center of the dialog.

Check off the desired sanctions and press 'OK'. The sanctions will be saved and will display on the new arrests tab. A note and sanction date an also be set on the selected new arrest.

XIII. INMATE CLASSIFICATION

Risk Assessment Instruments

Many input screens in OffenderTrak, such as Inmate Classification Instruments, are extremely long, spanning several screens-worth of information.

The instrument below was assembled from scrolling through several screens. The classification user handbook and a closer look at the input screens can be obtained after receipt and authorization of the signed non-disclosure agreement [included in this Request](#).

The image shows a vertical stack of multiple web form screens. Each screen contains various input fields, checkboxes, and dropdown menus. The text is small and difficult to read, but the layout suggests a comprehensive data entry interface for inmate classification. The form includes sections for personal information, classification criteria, and administrative details.

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
RECORD OF PRE-SENTENCE CREDITS**

County: _____

Rec. # _____

<small>NAME (Last, First, MI)</small>	<small>DOB NUMBER</small>
---------------------------------------	---------------------------

<small>Case # / Arrest Report #</small>	<small>Date Admitted</small>	<small>Date Released</small>	<small>Reason and/or How Verified</small>	<small>Subtotal (Days)</small>	<small>TOTAL</small>	<small>Initials (Print)</small>

Additions, Comments:

Prepared by (Print and Sign): _____

Date: 1/23/2019

Prepared by (Print and Sign): _____

Date: _____

XV. INMATE GRIEVANCES

Grievance Register:

Provides an interactive display of pending and closed cases. Grievance Officers use this list frequently

Date Received	Response Req	Step	Grievance #	Inmate	Status	Assigned To	Managing Location
11/19/2019		2 ^c	177264	N. [REDACTED]	CLOSED	[REDACTED]	HCF
11/19/2019		2 ^c	177267	N. [REDACTED]	CLOSED	[REDACTED]	HCF
11/19/2019		2 ^c	177274	[REDACTED]	CLOSED	[REDACTED]	HCF
11/20/2019	12/24/2019	2 ^c	000268	[REDACTED]	OPEN	[REDACTED]	HCF
11/22/2019	12/26/2019	1	419818	[REDACTED]	OPEN	[REDACTED]	HCF
11/20/2019	12/24/2019	1	419993	[REDACTED]	OPEN	[REDACTED]	HCF
11/21/2019		1	177273	[REDACTED]	CLOSED	[REDACTED]	HCF
11/22/2019	12/26/2019	1	419823	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	1	419666	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	1	419678	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	1	000264	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	1	419997	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019		1	243958	[REDACTED]	CLOSED	[REDACTED]	HCF
11/21/2019	12/26/2019	2 ^c	000272	[REDACTED]	OPEN	[REDACTED]	HCF
11/22/2019	12/26/2019	2	419806	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	2 ^c	169180	[REDACTED]	OPEN	[REDACTED]	HCF
11/19/2019	12/24/2019	1	177277	[REDACTED]	OPEN	[REDACTED]	HCF
11/21/2019		1	169186	[REDACTED]	CLOSED	[REDACTED]	HCF
11/21/2019		1	419691	[REDACTED]	CLOSED	[REDACTED]	HCF
11/21/2019		3 ^c	169183	[REDACTED]	CLOSED	[REDACTED]	HCF
11/21/2019		2	397379	[REDACTED]	CLOSED	[REDACTED]	HCF
11/22/2019		2	419816	[REDACTED]	CLOSED	[REDACTED]	HCF

This list can be filtered by a number criteria:

Grievance Register Filter

Date Grievance: [] To: [] Managing Location: [HCF] By Inmate: []

Date Received: [11/19/2019] To: [] Include Sub-locations [Clear]

Date Response Required: [] To: [] Step: [] Grievance Tracking #: [] Person Named: []

Grievance Type(s): [] Currently Addressed To: [] Currently Assigned To: []

Current Status: Status [] Outcome [] Reason [] Date Set [] To: []

Sort By:

Item	Descending	
Assigned To	<input type="checkbox"/>	↑
Status	<input type="checkbox"/>	↑
Date Response Required	<input checked="" type="checkbox"/>	↓
Date Received	<input type="checkbox"/>	↓
Date Status	<input type="checkbox"/>	↓

Include All Responses [Alerts] [Reset] [Clear All] [OK] [Cancel]

Grievance Detail:

Inmate Grievance

Grievance | Information Reports | Responses

Grievance Date: [11/15/2019] [00:00] Grievance Type(s): [SECURITY - S01-ACD] Managing Location: [PSD ADMINISTRATION / PSD] [Print]

Date Assigned: [11/21/2019] [00:00] Assigned To: [MOUSE, MICHAEL] [Images] [Notes] [Print Detail]

Date Received: [11/18/2019] [00:00] Addressed To: [GRIEVANCE SPECIALIST] Step: [1] Grievance Tracking #: [419810] Date Response Required: [12/20/2019] [00:00]

Grievance Details

Inmate alleges he informed staff he was being harassed (sexually) by inmates [] and [] and states they did nothing and he is now in trouble.

RETURNED issue at step 1 243900

Inmate informed/directed to keep better records stop duplicate filings and decrease number of grievances.

Persons Named

Name	Details

[Add] [Remove] [Edit]

Current Status

Status: [CLOSED] Outcome: [RETURNED] Reason: [RESPONSE SENT TO INM] Date Set: [11/21/2019] [11:11] Set By: [MOUSE, MICHAEL]

Grievances [] [] 1756 of 1761 [] []

Sample Grievance Statistics Report:

Department of Public Safety		<small>00CCRGSR10EP17</small>	
Grievance Statistics			
November 25, 2019			
Managing Location	HAWAII DEPARTMENT OF PUBLIC SAFETY (ENTERPRISE)		
Begin Date:	01/01/2019		
End Date:	11/25/2019		
<hr/>			
	Count	Percentage	
<hr/>			
Number Filed:	4,296		
Open:	434		
Awaiting Offender Response:	0	0.00	
Awaiting Facility Response:	0	0.00	
Addressed to Grievance Officer:	469	108.06	
Addressed to Jail Commander:	0	0.00	
Addressed to Sheriff:	0	0.00	
Closed:	3,862		
Upheld:	0	0.00	
Denied:	0	0.00	
Other:	0	0.00	
Number of Days from Receipt to Closure:	Low:	1	
	Median:	22	
	Hi:	279	

**DEPARTMENT OF PUBLIC SAFETY
STG Inmate Validation Instrument**

Last Name: _____ First Name: _____
 SID: _____ Facility: _____



Score each applicable item for validation level. All items scored shall have supporting documentation placed in the inmate's STG intelligence file.

CATEGORY / SCORE	POINTS
1. Admission - Inmate admits to association/membership with STG group/gang	(5) <input type="checkbox"/>
2. STG Tattoos/Brands/Identifying Marks - Inmate has any of these items listed	(5) <input type="checkbox"/>
3. Possession of STG Paraphernalia/Contraband - Includes but not limited to: Drawings, letters, graffiti, bylaws, rosters, publications, documents, cash, photos, audio tapes, clothes, symbols, logos, and any other personal property	(5) <input type="checkbox"/>
4. Confirmed Intelligence - Received from other agencies	(5) <input type="checkbox"/>
5. Identified as an STG Member or Associate/Suspect - Includes official records, media reports and correspondence	(5) <input type="checkbox"/>
6. Observed and Known Contact - With STG/Gang Member or Associate/Suspect	(4) <input type="checkbox"/>
7. Correspondence/Communication - With known STG/Gang Member or Associate/Suspect	(4) <input type="checkbox"/>
8. Group photos - With known STG/Gang Members or Associates/Suspects	(4) <input type="checkbox"/>
9. Validation/Confirmation of STG Membership - By Law Enforcement, Corrections, Bureau of Prisons, or Sending Jurisdiction	(10) <input type="checkbox"/>
TOTAL SCORE:	<u> 0 </u>

MEMBER: 10 points or higher
 ASSOCIATE / SUSPECT: 9 points or lower **COMPUTED STG LEVEL: ASSOCIATE/SUSPECT**

Gang Name: _____

Status: _____ Chapter: _____ Role: _____

Comments: _____

Completed By: _____ Date: _____

STG Facility Intelligence Officer

Reviewed By: _____ Date: _____

Chief of Security / Designer

Approved By: _____ Date: _____

Warden / Warden's Designer

NOTE: This form can be completed and filed electronically in a secure location in the Department's standardized electronic database (Offendertrak) system.

cc: STG Coordinator, STG Records
 PSD 11003 (3/2012)

DEPARTMENT OF PUBLIC SAFETY
STG Intelligence Submission Report

Last Name: _____ First Name: _____ SID: _____ 

FBI ID: _____ Gang: _____

Alias: _____

Race: _____ Sex: _____ DOB: _____

Eye Color Left: _____ Eye Color Right: _____ Hair Type: _____

Height: _____ Weight: _____ Skin Tone: _____

Scars, Marks, Tattoos:

Type	Tattoo Type	Location	Scar/Fear	Cause	Description	Height	Width	Date Received
------	-------------	----------	-----------	-------	-------------	--------	-------	---------------

TYPE OF CRIMINAL ACTIVITY INVOLVED IN: CHECK ALL THAT APPLY:

- Arson
- Assault
- Auto Theft
- Bribery
- Burglary
- Embezzlement
- Escape
- Explosives
- Extortion
- Forgery
- Fraud
- Gaming
- Homicide
- Kidnapping
- Narcotics
- Prostitution
- Robbery
- Ruse
- Sex Assault
- Terrorism Act
- Theft
- Threats
- Weapons
- Other

NARRATIVE:

INFO RELIABILITY:

INFO VALIDITY:

Completed By: _____ Date: _____ 

STG Facility Intelligence Officer

Reviewed By: _____ Date: _____

Chief of Security / Designee

Approved By: _____ Date: _____

Warden / Warden's Designee

NOTE: This form can be completed and filed electronically in a secure location in the Department's standardized electronic database (Offendertrak) system.

* The information contained in PSD form 11004 remains under control of the Department of Public Safety and for official use only. All requests for dissemination shall be made to the Department's STG Coordinator or Designee.

PLEASE FORWARD COMPLETED FORM TO STG COORDINATOR

PSD 11004 (3/2012)

Sample Reports:

The following reports can be printed for an officer's facility or globally including all facilities. Detailed samples of these reports may be provided to Offerors with the provision that they be used in a confidential manner:

- STG Monthly Report
- STG Roster
- STG Gang Members by Housing
- STG Job Tracker
- STG Members with Incident Report
- STG Urinalysis Report
- STG Photo Roster
- STG Job Member Report

XVII. PREA – REQUIREMENTS

PREA Screening Tool:

**CONFIDENTIAL DEPARTMENT OF PUBLIC SAFETY
PREA SCREENING TOOL**

NO ADDITIONAL RELEVANT INFORMATION RECEIVED IN 30 DAYS FOR A NEW INTAKE _____ (PRINT NAME, INITIAL, DATE, & TIME)

I. IDENTIFYING DATA
 DATE: _____ SID #: _____ OFFENDER RECEIVED PREA PAMPHLET ON _____ (DATE)
 NAME: _____ LAST _____ FIRST _____ MI _____ SEX: _____ CLASSIFICATION: _____ CUSTODY STATUS: _____

SCREENING REASON: New Intake Transfer Review New Information Review

II. VULNERABILITY FACTORS	Y/N	DOI	Comments/Source
1. Victim of Prison Rape/Sexual Abuse (Correctional)			
2. Age Factors (Under 22 years old or over 65 years old)			
3. Male: 5'2" or less or less than 120 lbs Female: 5' or less or less than 90 lbs			
4. Physical or Developmental Disability/Mental Health Condition			
5. First Period of Incarceration (Consider any Jurisdiction.)			
6. Lesbian/Gay/Bisexual/Transgender/Intersex/Gender Non-Conform (Reported or Perceived)			
7. Victim of Sexual Abuse in Non-Correctional Setting			
8. Criminal History is Limited to Non-Violent Offense(s)			
9. Offender expresses concern about their Sexual Abuse Vulnerability			
10. Prior Sex Offense Conviction Against a Person (See Section V, #2)			
11. Detained in PSD Facility "solely" for Civil Immigration Reasons (Rare)			

III. VICTIM DESIGNATION:
 Known Victim If factor #1 in Section II is "Y": Designated as a "Known Victim."
 Potential Victim If seven or more of the factors in Section II are "Y": Designated as a "Potential Victim."
 No Designation If six or less of the factors in Section II are "Y": Designated as "No Designation."
ENTER AS AN ALERT IN OFFENDERTRAK AND IMMEDIATELY DEACTIVATE ANY NO DESIGNATION

IV. VICTIM OVERRIDE (Circle): NO YES, Need PSD PREA Coordinator Approval: _____ (NAME, DATE, TIME)
 "Potential Victim" "No Designation" Recommend Monitoring by: _____

Justification for Override/Monitoring: _____

V. PREDATORY FACTORS	Y/N	DOI	Comments/Source
1. Predatory History of Prison Rape/Sex Abuse/Assault (Correctional Setting)			
2. Prior Sex Offense Conviction (Sexual Abuse/Assault Non-Correctional)			
3. Criminal History of Physical Abuse within (Non-Correctional Setting)			
4. History of Correctional Violence within (Extortion, Assaults, Arming)			
5. Current or Confirmed Gang Affiliation/Security Threat Group			

VI. PREDATOR DESIGNATION:
 Sexual Predator If factor #1 in Section V is "Y": Classified as a "Sexual Predator."
 Potential Sexual Predator If three or more of the factors in Section V, #2-5 are "Y": Classified as a "Potential Aggressor."
 No Designation If two or less of the factors in Section V, #2-5 are "Y" this Section is "Not Sexual Predator."
ENTER AS AN ALERT IN OFFENDERTRAK AND IMMEDIATELY DEACTIVATE ANY NO DESIGNATION

VII. PREDATOR OVERRIDE (Circle): NO YES, Need PSD PREA Coordinator Approval: _____ (NAME, DATE, & TIME)
 "Potential Predator" "No Designation" Recommend Monitoring by: _____

NOTE: A SECTION VI/VII DESIGNATION SUPERCEDES ANY DESIGNATION IN SECTION III/IV
 Justification for Override/Monitoring: _____

SECTION I-VII COMPLETED BY PRINT NAME/POSITION OF STAFF: _____	SIGNATURE, DATE, & TIME OF STAFF (SECTION I-VII): DATE/TIME: _____ / _____
--	---

VIII. HOUSING STATUS: General Population Separatee Protective Custody Unit Administrative Segregation
 COMMENTS: _____
 Recommended Housing: _____ Final Housing Designation: _____

FORM PROVIDED BY ISC/PROGRAM STAFF TO:

SECTION VIII - PRINT NAME OF COS/WATCH COMMANDER: _____	SIGNATURE OF COS/WATCH COMMANDER: DATE/TIME: _____ / _____
---	---

IX Distribution: PSD PREA Coordinator, Facility PREA Manager, Warden/Administrator, Facility HCU Clinical Section Administrator
 PSD 8314 (Sept. 2014)

PREA SCREENING

PER PREA US DOJ PREA Standard 115.41 & 115.42 all custodies entering a correctional facility must be assessed for risk of being sexually abused or sexually abusive towards other inmates, this would take place during the institutions initial 72-hour, transfer and 30-day review PREA Screening that is currently in OffenderTrak.

The information obtained from the screening will be used for appropriate housing designations, work line and program assignment, separate or protective custody concerns and ensures the sexual safety of the offender.

There is also a new information screening that is completed if there is any relevant information that has been discovered as in, a substantiated sexual abuse incident, inmate identifies as transgender, gay, lesbian etc. after the initial and 30-day reviews.

The PREA Screening form is confidential therefore, can only be accessed for review, edit and deletion by managers and staff authorized by the PREA Coordinator. Deletions can only be done by the PREA Coordinator and their designee.

Additional PREA Standards that are impacted by PREA Screening and its purpose are: 115.81-Medical and Mental Health screenings; history of sexual abuse.

Screen Behavior:

New screening records can be created for the inmate after initial booking is complete. When creating a new screening for an inmate, his name, DOB, SID, and gender designation are automatically populated into the form. Gender designation can be adjusted based on inmate identification as transgender or intersex during assessment.

- Inmate criminal charges that were entered at inmate booking that are sexually and physically abusive (PREA Screening Physically Abusive and or Sex Offense) triggers a “yes” in several questions in vulnerability and predatory factors
- Recorded misconduct incidents (in the database) resulting from sexual abuse/assault findings triggers a positive screening for “known victim” or “sexual predator” and triggers an active alert on the inmate’s face page. This is done due to the restricted nature of the screening process.

V.	PREDATORY FACTORS	Y/N
1.	Predatory history of prison Rape/Sex Abuse/Assault (Correctional)	NO ▾
2.	Prior sex offense conviction (Sexual Abuse/Assault Non-Correctional)	▾
3.	Criminal history of Physical Abuse within 5 yrs (Non-Correctional)	▾
4.	History of Correctional Violence within 5 yrs (Extortion, Assault, Arming)	NO ▾
5.	Current or confirmed Gang Affiliation/Security Threat Group	YES ▾

Prior STG validation also prefills section V #5 with a “YES” – as a determining factor for predators or potential predators.

- Vulnerable and Predatory factors can be overridden by the PREA Coordinator based on reports and information on concern for the sexual safety of inmates received by facility staff

Approval Requirements

Positive screening outcomes (Victim, potential victim, predator, potential predator) must be approved within the application by the facility Chief of Security or Watch Commander for housing. The designated authority must be able to log on and edit the screening form to approve the assigned housing.



PREA Management Interface

The PREA Management interface is a Microsoft Excel workbook, filled manually from a combination of OffenderTrak data and narratives from offline [Paper] incident reports. PSD is moving towards a linked MS Access platform to reduce keypunch time.

It provides the PREA Administrator with the means to quickly review case status/throughput, highlight outstanding cases, and comply with federal reporting requirements (below). PREA offices at facilities are restricted from seeing incidents at other facilities.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	FACILITY	DATE	PREA INCIDENTS (SEXUAL ASSAULT, SEXUAL HARASSMENT/MISCONDUCT)	VICTIM	PERPETRATOR	SEXUAL ABUSE	SEXUAL HARASSMENT	INMATE ON INMATE	STAFF ON INMATE	NOT PREA INMATE ON STAFF	Substantiated	Unsubstantiated	Unfounded	Investigation Pending	Referred Criminally (Report ?)	Referred for Admin Investigation	Referred Inmate Disc. & Adjustment Hearing	Forwarded Reports to Non-PSD Facility	Inmate Victim notified of Result (when & who)	Inmate Victim 90 day Monitoring (ends ?)	SAR COMPLETED
1	FDC-MBU	2019	During Intake screening inmate [redacted] reported that he was a victim of sexual harassment at FDC. He reported that an inmate named [redacted] showed him his genitals. [redacted] reported to an officer at FDC but couldn't remember the name.	Inmate [redacted]	Unknown FDC Inmate		X	X											Through MBU [redacted] 19		
2	HCCC	2019	On 1/22/19 inmate [redacted] reported that inmate [redacted] attempted to put his penis on his leg. Inmate [redacted] demanded that [redacted] exercise with them and made threats of physical violence towards him if he didn't participate. Inmate [redacted] then physically assaulted inmate [redacted].	Inmate [redacted]	Inmate [redacted]	X		X						X	19-006228						
3	HCCC	2019	Inmate [redacted] reported to HSP [redacted] that he was the victim of sexual assault. Inmate stated that he was forced to perform oral sex on his cellmate [redacted] and was threatened by inmate [redacted] to "okole puka" him. Both perpetrators physically assaulted him and threatened more physical violence.	Inmate [redacted]	Inmates [redacted]	X		X				X			19-01-2626		Yes		Release [redacted] 2019	Release [redacted] 2019	[redacted] 2019
4		2019	CONSOLID 2019 TO 2011 (637)	INVEST PENDING		2018 - 139	2017 - 98	2016-108	2015 - 98	2014 - 88	2013 - 40	2012 - 17	2011 or P ...								

Federal Bureau of Justice Forms SSV-1A and SSV-2:

The Federal Bureau of Justice Statistics ("BJS") requires the PSD to submit forms SSV1A and SSV-2 annually. These forms include specific and aggregate PREA incident information.

It is important that that the selected solution automates this process, leaving staff/administration to review rather than keypunch.

Click on the form images below for links to full-size samples of BJS forms.

Form SSV-1A:

The image displays six pages of the SSV-1A form, arranged in a 2x3 grid. The top row shows pages 1, 2, and 3. The bottom row shows pages 4, 5, and 6. Each page contains various sections with checkboxes, radio buttons, and text input fields for reporting sexual violence incidents.

- Page 1:** Section 1 (Incident Date), Section 2 (Location), Section 3 (Victim's Age), Section 4 (Victim's Sex), Section 5 (Victim's Race), Section 6 (Victim's Ethnicity), Section 7 (Victim's Religion), Section 8 (Victim's Marital Status), Section 9 (Victim's Education), Section 10 (Victim's Employment), Section 11 (Victim's Occupation), Section 12 (Victim's Income), Section 13 (Victim's Disability), Section 14 (Victim's Language), Section 15 (Victim's Nationality), Section 16 (Victim's Citizenship), Section 17 (Victim's Birthplace), Section 18 (Victim's Date of Birth), Section 19 (Victim's Place of Birth), Section 20 (Victim's Country of Birth), Section 21 (Victim's State of Birth), Section 22 (Victim's County of Birth), Section 23 (Victim's City of Birth), Section 24 (Victim's Zip Code of Birth), Section 25 (Victim's Street Address of Birth), Section 26 (Victim's City of Birth), Section 27 (Victim's State of Birth), Section 28 (Victim's Country of Birth).
- Page 2:** Section 29 (Perpetrator's Name), Section 30 (Perpetrator's Sex), Section 31 (Perpetrator's Age), Section 32 (Perpetrator's Race), Section 33 (Perpetrator's Ethnicity), Section 34 (Perpetrator's Religion), Section 35 (Perpetrator's Marital Status), Section 36 (Perpetrator's Education), Section 37 (Perpetrator's Employment), Section 38 (Perpetrator's Occupation), Section 39 (Perpetrator's Income), Section 40 (Perpetrator's Disability), Section 41 (Perpetrator's Language), Section 42 (Perpetrator's Nationality), Section 43 (Perpetrator's Citizenship), Section 44 (Perpetrator's Birthplace), Section 45 (Perpetrator's Date of Birth), Section 46 (Perpetrator's Place of Birth), Section 47 (Perpetrator's Country of Birth), Section 48 (Perpetrator's State of Birth), Section 49 (Perpetrator's County of Birth), Section 50 (Perpetrator's City of Birth), Section 51 (Perpetrator's Zip Code of Birth), Section 52 (Perpetrator's Street Address of Birth), Section 53 (Perpetrator's City of Birth), Section 54 (Perpetrator's State of Birth), Section 55 (Perpetrator's Country of Birth).
- Page 3:** Section 56 (Perpetrator's Sex), Section 57 (Perpetrator's Age), Section 58 (Perpetrator's Race), Section 59 (Perpetrator's Ethnicity), Section 60 (Perpetrator's Religion), Section 61 (Perpetrator's Marital Status), Section 62 (Perpetrator's Education), Section 63 (Perpetrator's Employment), Section 64 (Perpetrator's Occupation), Section 65 (Perpetrator's Income), Section 66 (Perpetrator's Disability), Section 67 (Perpetrator's Language), Section 68 (Perpetrator's Nationality), Section 69 (Perpetrator's Citizenship), Section 70 (Perpetrator's Birthplace), Section 71 (Perpetrator's Date of Birth), Section 72 (Perpetrator's Place of Birth), Section 73 (Perpetrator's Country of Birth), Section 74 (Perpetrator's State of Birth), Section 75 (Perpetrator's County of Birth), Section 76 (Perpetrator's City of Birth), Section 77 (Perpetrator's Zip Code of Birth), Section 78 (Perpetrator's Street Address of Birth), Section 79 (Perpetrator's City of Birth), Section 80 (Perpetrator's State of Birth), Section 81 (Perpetrator's Country of Birth).
- Page 4:** Section 82 (Staff Name), Section 83 (Staff Sex), Section 84 (Staff Age), Section 85 (Staff Race), Section 86 (Staff Ethnicity), Section 87 (Staff Religion), Section 88 (Staff Marital Status), Section 89 (Staff Education), Section 90 (Staff Employment), Section 91 (Staff Occupation), Section 92 (Staff Income), Section 93 (Staff Disability), Section 94 (Staff Language), Section 95 (Staff Nationality), Section 96 (Staff Citizenship), Section 97 (Staff Birthplace), Section 98 (Staff Date of Birth), Section 99 (Staff Place of Birth), Section 100 (Staff Country of Birth), Section 101 (Staff State of Birth), Section 102 (Staff County of Birth), Section 103 (Staff City of Birth), Section 104 (Staff Zip Code of Birth), Section 105 (Staff Street Address of Birth), Section 106 (Staff City of Birth), Section 107 (Staff State of Birth), Section 108 (Staff Country of Birth).
- Page 5:** Section 109 (Staff Name), Section 110 (Staff Sex), Section 111 (Staff Age), Section 112 (Staff Race), Section 113 (Staff Ethnicity), Section 114 (Staff Religion), Section 115 (Staff Marital Status), Section 116 (Staff Education), Section 117 (Staff Employment), Section 118 (Staff Occupation), Section 119 (Staff Income), Section 120 (Staff Disability), Section 121 (Staff Language), Section 122 (Staff Nationality), Section 123 (Staff Citizenship), Section 124 (Staff Birthplace), Section 125 (Staff Date of Birth), Section 126 (Staff Place of Birth), Section 127 (Staff Country of Birth), Section 128 (Staff State of Birth), Section 129 (Staff County of Birth), Section 130 (Staff City of Birth), Section 131 (Staff Zip Code of Birth), Section 132 (Staff Street Address of Birth), Section 133 (Staff City of Birth), Section 134 (Staff State of Birth), Section 135 (Staff Country of Birth).
- Page 6:** Section 136 (Staff Name), Section 137 (Staff Sex), Section 138 (Staff Age), Section 139 (Staff Race), Section 140 (Staff Ethnicity), Section 141 (Staff Religion), Section 142 (Staff Marital Status), Section 143 (Staff Education), Section 144 (Staff Employment), Section 145 (Staff Occupation), Section 146 (Staff Income), Section 147 (Staff Disability), Section 148 (Staff Language), Section 149 (Staff Nationality), Section 150 (Staff Citizenship), Section 151 (Staff Birthplace), Section 152 (Staff Date of Birth), Section 153 (Staff Place of Birth), Section 154 (Staff Country of Birth), Section 155 (Staff State of Birth), Section 156 (Staff County of Birth), Section 157 (Staff City of Birth), Section 158 (Staff Zip Code of Birth), Section 159 (Staff Street Address of Birth), Section 160 (Staff City of Birth), Section 161 (Staff State of Birth), Section 162 (Staff Country of Birth).

PREA Health Care Report: (Versions for All Facilities or just the current facility)

CONFIDENTIAL		DEPARTMENT OF PUBLIC SAFETY										
PREA Health Care Report												
Report Parameters:												
Date From: 01/01/2019		Date To: 01/31/2019		Facility: HCF				Report Date: 11/12/2019 19:31				
PREA Form Completed Date	Name (SID)	Facility	Sex	Custody Status	Victim of Prison Rape / Sexual Abuse within 10 years - Correctional Setting	Victim of Sexual Abuse within 10 years - Non Correctional Setting	Physical or Developmental Disability / Mental Health Condition	Predatory History of Prison Rape / Sexual Abuse / Assault - Correctional Setting	Predatory History of Sexual Abuse / Assault - Non Correctional Setting	Victim Designation	Predator Designation	
01/30/2019	LAST, FIRST MI (A0123456)	HCF	M	SF	N	Y	Y	N	N	No Designation	No Designation	
01/25/2019	E [REDACTED]	HCF	M	SF	N	N	Y	N	N	No Designation	No Designation	
01/14/2019	C [REDACTED]	HCF	M	SF	N	N	N	N	Y	No Designation	No Designation	
01/04/2019	C [REDACTED]	HCF	M	SF	N	N	Y	N	N	No Designation	No Designation	
01/26/2019	C [REDACTED]	HCF	M	SF	N	N	Y	N	N	No Designation	No Designation	
01/07/2019	D [REDACTED]	HCF	M	SF	N	N	Y	N	N	No Designation	No Designation	
01/17/2019	D [REDACTED]	HCF	M	SF	N	N	N	N	Y	No Designation	No Designation	
01/30/2019	F [REDACTED]	HCF	M	PARV	N	N	Y	N	N	No Designation	No Designation	
01/18/2019	G [REDACTED]	HCF	M	SF	N	N	N	N	Y	No Designation	No Designation	

PREA Positive Screenings Report: (Versions for All Facilities or just the current facility)

CONFIDENTIAL

DEPARTMENT OF PUBLIC SAFETY

PREA Positive Screenings Report

Report Parameters:

Date From: 01/01/2019

Date To: 01/31/2019

Facility: ENTERPRISE

Report Date: 11/12/2019 19:15

PREA Form Completed Date	Name (SID)	Facility	Sex	Custody Status	Victim of Prison Rape / Sexual Abuse within 10 years - Correctional	Victim of Sexual Abuse within 10 years - Non Correctional Setting	Predatory History of Prison Rape / Sexual Abuse / Assault - Correctional	Predatory History of Sexual Abuse / Assault - Non Correctional Setting	Victim Designation	Predator Designation
01/30/2019	LAST, FIRST MI (A0123456)	AZSC	M	PARV	Y	N	N	N	Known Victim	No Designation
01/15/2019	[REDACTED]	AZSC	MT	SF	N	N	Y	N	No Designation	Sexual Predator
01/15/2019	[REDACTED]	AZSC	MT	SF	Y	N	N	N	Known Victim	No Designation
01/16/2019	[REDACTED]	AZSC	M	SF	N	N	Y	N	No Designation	Sexual Predator
01/16/2019	[REDACTED]	AZSC	M	SF	Y	N	N	N	Known Victim	No Designation
01/10/2019	[REDACTED]	AZSC	M	SF	N	N	N	N	No Designation	Potential Predator
01/28/2019	[REDACTED]	AZSC	M	SF	N	N	Y	N	No Designation	Sexual Predator
01/30/2019	[REDACTED]	AZSC	M	SF	N	N	N	N	No Designation	Potential Predator
01/10/2019	[REDACTED]	HCF	M	SF	N	N	Y	N	No Designation	Sexual Predator
01/23/2019	[REDACTED]	HCF	M	PTF	Y	N	N	Y	Known Victim	No Designation
01/30/2019	[REDACTED]	HCF	M	SF	N	N	Y	N	No Designation	Sexual Predator
01/23/2019	[REDACTED]	QCCC	M	PTF	N	N	N	N	No Designation	Potential Predator

PREA Admission Log Including Released: (Versions for All Facilities or just the current facility)

CONFIDENTIAL									
DEPARTMENT OF PUBLIC SAFETY									
PREA Admission Log (Including Released)									
Report Parameters:									
Date From: 01/01/2019		Date To: 01/31/2019		Facility: ENTERPRISE		Report Date: 11/12/2019 19:08			
Booking Date	Admission Date	Name (SID)	Housing	Screening Date	Reason	Review Date	Required Date	Transfer/Release Date	Transfer To
09/29/2017	01/06/2019	LAST, FIRST MI (A0123456)	AZSC	01/14/2019	Transfer	02/12/2019			
01/04/2019	01/04/2019	[REDACTED]	HCCC				01/07/2019	01/04/2019	
01/30/2019	01/30/2019	[REDACTED]	HCCC	01/30/2019	New Intake		03/01/2019	02/06/2019	
01/22/2019	01/22/2019	[REDACTED]	HCCC	01/23/2019	New Intake		02/22/2019	01/30/2019	
01/29/2019	01/29/2019	[REDACTED]	HCCC	01/29/2019	New Intake		02/28/2019	02/04/2019	
01/02/2019	01/02/2019	[REDACTED]	HCCC	01/04/2019	New Intake		02/03/2019	02/01/2019	
01/17/2019	01/17/2019	[REDACTED] (A [REDACTED])	HCCC	01/17/2019	New Intake		02/16/2019	01/29/2019	
01/29/2019	01/29/2019	[REDACTED]	HCCC	02/01/2019	New Intake	02/28/2019		04/10/2019	
01/14/2019	01/14/2019	[REDACTED]	HCCC	01/15/2019	New Intake		02/14/2019	02/04/2019	
01/16/2019	01/16/2019	[REDACTED]	HCCC	01/17/2019	New Intake	02/12/2019		10/25/2019	
01/15/2019	01/15/2019	[REDACTED]	HCCC				01/18/2019	01/16/2019	

PREA Admission Log: (Versions for All Facilities or just the current facility)

CONFIDENTIAL

DEPARTMENT OF PUBLIC SAFETY

PREA Admission Log

Report Parameters:

Date From: 01/01/2019 **Date To:** 11/12/2019 **Facility:** ENTERPRISE

Report Date: 11/12/2019 18:53

Booking Date	Admission Date	Name (SID)	Housing	Screening Date	Reason	Review Date	Required Date
06/15/2018	03/07/2019	{LAST, FIRST MI (A#####)}	AZSC	05/01/2019	Transfer	05/27/2019	
██████	██████	AD ████████ (A██████)	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AG ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AH ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AH ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AH ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AH ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	A ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AL ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AL ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AL ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AM ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AN ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AN ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AN ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AN ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AN ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AR ████████	AZSC	08/27/2019	Transfer	09/22/2019	
██████	██████	AR ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	AR ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	BA ████████	AZSC	08/12/2019	Transfer	09/06/2019	
██████	██████	BA ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	BA ████████	AZSC	04/17/2019	Transfer	05/09/2019	
██████	██████	BA ████████	AZSC	04/17/2019	Transfer	05/09/2019	

XVIII. ITA REPORT SAMPLES

XIII.A. Cash Receipt Distribution

Report Run: 26-Nov-2019 17:25		STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY				Page 21 of 21		
KTH		CORRECTIONS INFORMATION SYSTEM				CASH RECEIPTS JOURNAL REPORT		
Receipt Date: 26 NOV 2019								
Location: HCF								
Line#	Amount	Inmate	Name	Posted Flag	Restitution	Suspense	General Spendable	Frozen Spendable
*****	\$250.00	[REDACTED]	[REDACTED]	Y			\$250.00	
			CHECK: Chk#2296064 7 Rcpt#15759 [REDACTED]					
*****	\$250.00	[REDACTED]	[REDACTED]	Y			\$250.00	
			CHECK: Chk#2294144 1 Rcpt#15772 [REDACTED]					
*****	\$70.00	[REDACTED]	[REDACTED]	Y			\$70.00	
			CHECK: Chk#0005870429 Rcpt#15760 [REDACTED]					
*****	\$4.40	[REDACTED]	[REDACTED]	Y			\$4.40	
			CASH: Rcpt#15758 INTAKE/CA [REDACTED]					
*****	\$100.00	[REDACTED]	[REDACTED]	Y			\$100.00	
			CHECK: Chk#0538804129 Rcpt#15761 [REDACTED]					
*****	\$250.00	[REDACTED]	[REDACTED]	Y			\$202.00	
			CHECK: Chk#2290634 1 Rcpt#15762 [REDACTED]					
*****	\$100.00	[REDACTED]	[REDACTED]	Y	\$25.00		\$75.00	
			CHECK: Chk#500972972 Rcpt#15771 [REDACTED]					
*****	\$200.00	[REDACTED]	[REDACTED]	Y			\$200.00	
			CHECK: Chk#328899 Rcpt#15763 [REDACTED]					
*****	\$88.00	[REDACTED]	[REDACTED]	Y			\$88.00	
			CHECK: Chk#5527669 Rcpt#15764 [REDACTED]					
*****	\$100.00	[REDACTED]	[REDACTED]	Y			\$100.00	
			CHECK: Chk#2269114 2 Rcpt#15765 [REDACTED]					
*****	\$25.00	[REDACTED]	[REDACTED]	Y			\$25.00	
			CHECK: Chk#80010373 Rcpt#15766 [REDACTED]					
*****	\$8.52	[REDACTED]	[REDACTED]	Y			\$8.52	
			CHECK: Chk#3127453 Rcpt#15767 [REDACTED]					
*****	\$150.00	[REDACTED]	[REDACTED]	Y		\$3.00	\$147.00	
			CHECK: Chk#291687 Rcpt#15769 [REDACTED]					
*****	\$40.00	[REDACTED]	[REDACTED]	Y	\$10.00		\$30.00	
			CHECK: Chk#OC 1378960 Rcpt#15770 [REDACTED]					
*****	\$125.00	[REDACTED]	[REDACTED]	Y			\$125.00	
			CHECK: Chk#5100240155 Rcpt#15768 [REDACTED]					
	\$1,760.92	Total for Location:			\$35.00	\$3.00	\$1,674.92	
	\$1,760.92	Total for Date:			\$35.00	\$3.00	\$1,674.92	
	\$60,060.58	Total for Report:			\$1,662.50	\$77.92	\$55,634.89	\$2,611.27

Unauthorized access is prohibited by law.

Department of Public Safety - State of Hawaii

XIIIB. Trial Balance

Report Run: 26-Nov-2019 17:23
KTH

**STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS INFORMATION SYSTEM
TRIAL BALANCE REPORT**

Page 59 of 60

Location: HCF

Inmate	Name	SSN	General Spendable	Frozen Spendable	General Restricted	Frozen Restricted	Total	Restitution	Suspense
***-**-3483			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
***-**-0919			\$0.04	\$0.00	\$15.34	\$0.00	\$15.38	\$9,560.95	\$0.00
***-**-0941			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.30
***-**-2055			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.98
***-**-5409			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
***-**-9115			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.36
***-**-2121			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.88
***-**-6658			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.22
***-**-0768			\$7.82	\$0.00	\$227.48	\$0.00	\$235.30	\$0.00	\$0.00
***-**-9149			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
***-**-4156			\$89.40	\$0.00	\$10.59	\$0.00	\$99.99	\$0.00	\$0.00
***-**-2857			\$0.57	\$0.00	\$274.27	\$0.00	\$274.84	\$0.00	\$0.00
***-**-8203			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.44
***-**-5992			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,865.09	\$30.66
***-**-1905			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$601.64	\$0.00
***-**-1482			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00
***-**-7153			\$0.62	\$0.00	\$0.00	\$0.00	\$0.62	\$0.00	\$1.50
***-**-1308			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.26
Total for Location:			\$253,974.72	\$7,424.94	\$90,273.38	\$45.00	\$351,718.04	\$4,978,235.60	

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XIIIC. Transaction Audit Report

Report Run: 16-Feb-2021 13:35
KTH

**STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS INFORMATION SYSTEM
TRANSACTION AUDIT REPORT**

Page 2 of 3

Facility: Oahu Community Correctional Center
Trans Type: Released - Account Closed
User ID: JAC

SID	Inmate Name	Account - Type	Trans Description	Trans Amount	Trans Date	Check No.
2		GENERAL - Spendable	CR	-13.55	16-FEB-21	215672
Total For:				-13.55		
User Total:				-13.55		
Trans Type Total:				-621.87		

Trans Type: Distribution - Spendable
User ID: JAC

SID	Inmate Name	Account - Type	Trans Description	Trans Amount	Trans Date	Check No.
2		DISTRIBUTION - Spendable	CHECK NO. 12/22/20 8 49736	-162.32	16-FEB-21	
2		DISTRIBUTION - Spendable	500 PAYEE 20 219708 - 12/29/20	-162.32	16-FEB-21	
Total For:				-324.64		
User Total:				-324.64		
Trans Type Total:				-324.64		

Trans Type: Distribution - Spendable
User ID: JAC

SID	Inmate Name	Account - Type	Trans Description	Trans Amount	Trans Date	Check No.
2		DISTRIBUTION - Spendable	CHECK NO. 12/22/20 8 49736	-162.32	16-FEB-21	
2		DISTRIBUTION - Spendable	CHECK NO. 12/19/20 25 1482100 - 12/19/20	-162.32	16-FEB-21	
Total For:				-324.64		
User Total:				-324.64		

User ID: JAC

SID	Inmate Name	Account - Type	Trans Description	Trans Amount	Trans Date	Check No.
2		DISTRIBUTION - Spendable	500 PAYEE 20 219708 - 12/29/20	-162.32	16-FEB-21	

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Report Run: 16-Feb-2021 13:35	STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY				Page 3 of 3	
KPH	CORRECTIONS INFORMATION SYSTEM					
	TRANSACTION AUDIT REPORT					
<u>Facility</u>	Oahu Community Correctional Center					
<u>Trans Type</u>	Restroom Debit					
<u>User ID</u>	0000					
<u>SID</u>	<u>Inmate Name</u>	<u>Account - Type</u>	<u>Trans Description</u>	<u>Trans Amount</u>	<u>Trans Date</u>	<u>Check No.</u>
		<u>Total For:</u>	Restroom - Spent	-8.36		
		<u>User Total:</u>		-8.36		
		<u>Trans Type Total:</u>		-170.68		
		<u>Facility Total:</u>		-189.04		
		<u>Report Total:</u>		777.34		
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XIIID. Payroll Invoices (2 pages)

The Inmate Payroll Invoice lists inmate work income is grouped and subtotaled by accounting Appropriation Fund, and sorted by inmate last, first, MI.

Report Run: 15-Jun-2022 14:23 STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY Page 11 of 11
 KIM CORRECTIONS INFORMATION SYSTEM
 INMATE PAYROLL INVOICE

Facility OCCC
 Pay Period 31 May 2022
 Appropriation Fund 01 621 G 01 007 V1 6601 2700 521

SID	Name	Hourly Rate	Hours Worked	Earnings	Workline
A1012345	TUMAH, KIPUHE	\$.25	32.00	\$8.00	FSD
A1012345	VAN RALPH COMBLBACK J	\$.25	120.00	\$30.00	M13
A1012345	VAN RALPH COMBLBACK J	\$.25	154.00	\$38.50	FSD
A1012345	VINCENT, FUGGE	\$.25	17.00	\$4.25	M4
A1012345	WADDELL, SHANE K	\$.25	3.50	\$0.88	M4
A1012345	WANDER, MYE	\$.25	158.00	\$39.50	FSD
A1012345	WARD, MAE	\$.25	64.00	\$16.00	M2
A1012345	WELLS, SYRON	\$.25	32.00	\$8.00	M4
A1012345	WHITE, THEODIS	\$.25	120.50	\$30.00	A2
A1012345	WILKINSON, MAE	\$.25	120.00	\$30.00	M17
A1012345	WINSLER, WALTER J	\$.25	182.00	\$45.50	FSD
A1012345	WITT, EDGAR	\$.25	120.00	\$30.00	M17
A1012345	WINTER, ZAN	\$.25	120.00	\$30.00	A2
A1012345	WOOTEN, JUNIOR	\$.25	33.00	\$8.25	SAHARA
A1012345	WOODS, KIPUHE	\$.25	96.00	\$24.00	FSD
A1012345	WORKING, LAC	\$.25	173.00	\$43.25	FSD
A1012345	YANKEA, TORRES	\$.25	95.00	\$23.75	M3
A1012345	YERGEN, JEREMIAH	\$.25	120.00	\$30.00	M19
A1012345	YES, MUHAMMAD	\$.25	40.00	\$10.00	M19 PR C10 5/22
A1012345	YORK, ANTHONY	\$.25	52.00	\$13.00	CORRENTARY
A1012345	YOUNG, ANTHONY	\$.25	34.00	\$8.50	M1
A1012345	YU, YANGLA	\$.25	102.00	\$25.50	FSD
A1012345	ZAPATA, GUY	\$.25	160.00	\$40.00	M1
01 621 G 01 007 V1 6601 Appropriation Fund Total:				\$7,776.74	
31 May 2022 Pay Period Total:				\$7,776.74	
OCCC Facility Total:				\$7,776.74	
Report Total:				\$7,776.74	

Lyle Zapata Date Myrie Salcedo, Business Mgr. Date
 Custodian For: Dept Head

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Report Run: 15-Jun-2022 14:28 STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY Page 1 of 1
 KIM CORRECTIONS INFORMATION SYSTEM
 INMATE PAYROLL INVOICE

Facility OCCC
 Pay Period 31 May 2022
 Appropriation Fund 01 621 S 01 315 V1 6601 2735 801

SID	Name	Hourly Rate	Hours Worked	Earnings	Workline
A1012345	BOYNE, MICHAEL	\$.25	136.50	\$34.13	COMMISSARY
A1012345	MOUSE, HINDIE	\$.25	136.50	\$34.13	COMMISSARY
A1012345	OML, AUGUSTUS	\$.25	139.50	\$34.88	COMMISSARY
A1012345	WHITE, SNOW	\$.25	3.00	\$0.75	COMMISSARY WK END HRS
01 621 S 01 315 V1 6601 Appropriation Fund Total:				\$103.89	
31 May 2022 Pay Period Total:				\$103.89	
OCCC Facility Total:				\$103.89	
Report Total:				\$103.89	

Lyle Zapata Date Myrie Salcedo, Business Mgr. Date
 Custodian For: Dept Head

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XIIIE. Restitution Activity

Report Run: 26-Nov-2019 18:45 STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS INFORMATION SYSTEM
Page 19 of 19

Report Starting: 01-NOV-19
 Report Ending: 26-NOV-19

Restitution Activity Report

Sid	Name	Trans Date	Trans	Begin Bal	Adjustment	Payroll	Check No.	Payments	End Bal
A0234567		<u>Inmate Total:</u>				-7.64		-12.50	
		12-NOV-19	P	2,573.93		-5.35			2,568.58
		<u>Inmate Total:</u>				-5.35			
		05-NOV-19	D	5,610.00				-62.50	5,547.50
		21-NOV-19	TC	5,547.50				-5,547.50	0.00
		<u>Inmate Total:</u>						-5,610.00	
		21-NOV-19	TC	800.00				-800.00	0.00
		<u>Inmate Total:</u>						-800.00	
		01-NOV-19	D	37.50				-37.50	0.00
		<u>Inmate Total:</u>						-37.50	
		12-NOV-19	P	2,500.00		-6.45			2,493.55
		<u>Inmate Total:</u>				-6.45			
		13-NOV-19	R	193.00				500.00	693.00
		<u>Inmate Total:</u>						500.00	
Report Totals:					-1,873.58	-639.36		461,125.99	

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XIIIF. Sample Statement

Report Run: 26-Nov-2019 18:52 STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS INFORMATION SYSTEM
Page 1 of 306

INMATE ACCOUNT BALANCES & ACTIVITY From 01-NOV-2019 To 30-NOV-2019

A0234567 **MODULE B**

ACCOUNT: General

Starting Balance: Spendable Restricted

Transaction Details:

Tran Type	Location	Line#	Date	Spendable	Restricted	Description	Spend Bal	Rest'd Bal	
								Ending Balance:	

ACCOUNT: Suspense

Starting Balance: Spendable

Transaction Details:

Tran Type	Location	Line#	Date	Spendable	Restricted	Description	Spend Bal	Rest'd Bal	
G	KCCC	3625745	01-NOV-2019	\$0.70		6 PAPER 4 ENV	\$22.60		
G	KCCC	3632513	14-NOV-2019	\$0.70		6 PAPER 4 ENV	\$23.30		
PO	KCCC	3633466	18-NOV-2019	\$1.50		INDIGENT POSTAGE	\$24.80		
G	KCCC	3634350	20-NOV-2019	\$0.40		4 ENVELOPES	\$25.20		
PO	KCCC	3637209	26-NOV-2019	\$0.50		LEGAL MAIL POSTAGE STAMP	\$25.70		
								Ending Balance:	\$25.70

CASH RECEIPTS DETAILS

Line#	Location	Amount	Date	Type	Description	Receipt#	Posted
-------	----------	--------	------	------	-------------	----------	--------

PAYROLL ENTRIES DETAILS

Line#	Location	Hours	Earnings	Date	Section	Unit	Posted
-------	----------	-------	----------	------	---------	------	--------

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XIIIG. Sample Bubble Sheets – Order Forms

Currently, inmates fill “bubble sheets” (under supervision of an ACO) to order supplies from the prison commissaries. While there is not a desire to continue this process, it may be necessary due to policy and lack of connectivity to cell blocks:

XIIIIH. Store Purchases

Report Run: 26-Nov-2019 18:09 Page 18 of 18

STATE OF HAWAII - DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS INFORMATION SYSTEM
STORE PURCHASES JOURNAL REPORT

Location: HCF

Line#	Inmate	Name	Date	Amount	Check#	Bag#	Description
*****	A0234567	[REDACTED]	MODULE 3A	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	MODULE 2B	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	MODULE 7	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	INFIRMARY	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	-No Unit-	11/02/2019			CHG DATE 9/26
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4B	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	-No Unit-	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4B	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 2B	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4B	11/02/2019			CHG DATE 10/17
*****	[REDACTED]	[REDACTED]	MODULE 4A	11/02/2019			CHG DATE 10/17
Total for Location/Trans Code:							-\$1,761.12
Total for All Locations and Codes:							\$44,569.15

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XIX. EDUCATION SERVICES REPORTS

1. Consolidated State Reports
2. Class Descriptions
3. Classroom Utilization
4. Contact Tracing
5. Educational History
6. Funding Sources
7. GED Tests
8. HiSET Tests
9. Quarterly Report
10. Roster
11. TABE Tests (Test of Adult Basic Education) Tests

1. CSPR

State of Hawaii - Department of Public Safety - CPS-E														
CSPR Report														
1/1/2022 through 1/31/2022														
CSPR Report														
Facilities	Inmate	Age	Sex	Ethnicity	Length of Stay									
1	MCCC	Alik, Moses	19	M	Asian	31								
2	MCCC	Demello, Nalea	20	F	Asian	31								
3	AZSC	Sigrah, Tyrone	21	M	Asian	31								

Academic Performance Report													
Facilities	Inmate	Pre-Reading Date	Pre-Reading LF	Pre-Reading SS	Pre-Reading GE	Post-Reading Date	Post-Reading LF	Post-Reading SS	Post-Reading GE	Pre-Math Date	Pre-Math LF	Pre-Math SS	Pre-Math GE
1	MCCC	01/10/2022	M12	493	3	06/01/2021	M11	489	3	01/10/2022	M12	509	4
2	AZSC	06/01/2021	M11	489	3	06/01/2021	M11	465	2	06/01/2021	M11	465	2

Academic Performance	Math	Reading	Vocational Outcomes	In	Out	Average Length of Stay	Students Served by Age	Students Served by Race / Ethnicity	Learning Difficulties
Long-term students who tested below grade level upon entry	2	2	Enrolled in GED classes	1	0	Reporting Data	17	0	Male
Negative grade level change from pre to post test	0	0	Obtained a GED	0	0	Average Length of Stay	18	0	Female
No grade level change from pre to post test	0	0	Enrolled in post-secondary education	0	0	Long Term Inmates	19	1	American Indian or Alaskan Native
Up to one grade level improvement from pre to post test	0	0					20	1	Asian
More than one grade level improvement from pre to post test	0	0					21	1	Black / African-American
							Total	3	Hispanic / Latino
									Native Hawaiian or Other Pacific Islander
									White (not Hispanic)
									Other
									Unknown
									Children w/ Disabilities
									English Learner

2. CLASS Descriptions

Class Descriptions Report 2/15/2022

Academic

Adult Basic Education I

Basic reading, writing, math skills with a focus on reading vocabulary, sentence structure and basic arithmetic.

English as a Second Language

English as a Second Language

Language Arts

ABE Writing 1
LTS Writing 1
Module Writing 1

Math

Beginning Math
ABE Math 1
College Prep Math
LTS Math 1
Module Math 1

Mixed Subject

Brain Gym
Summer Program 1

Reading

Basic reading
ABE Reading 1
Hawaii Literacy Group Training
LTS Reading 1
Module Reading 1

Science

Foundations of Science

Social Studies

ABE Social Studies 1

5. Educational History

Educational History Report

Display type

PDF ▼

Items to print

Items to print ▼

Print all

Intake info

Incarceration info

Educational history

Employment history

Community involvement

Health history

Recommended programs

Signatory

Name Title

Inmates

Inmates

Generate report

6. Funding Report

State of Hawaii - Department of Public Safety - CPS-E							Facilities: All
Funding Report							Programs: All
1/1/2022 through 1/31/2022							Funding: All
A008							
Facility	Program	Course	Template	Class	Enrolled	Participated	Completed
AZSC	Academic	Adult Basic Education I	Science	Foundations of Science	9	9	0
				Foundations of Science	4	3	0
				Foundations of Science	5	5	0
				Foundations of Science	2	2	0
				Foundations of Science	2	2	0
		Adult Basic Education I & II	Math	ABE Mixed Level Math	8	8	0
				ABE Mixed Level Math	2	1	0
				ABE Mixed Level Math	7	7	0
				ABE Mixed Level Math	7	5	1
				ABE Mixed Level Math	7	7	0
				ABE Mixed Level Math	3	3	0
				ABE Mixed Level Math	7	7	0
				ABE Mixed Level Math	3	3	0
				ABE Mixed Level Math	1	1	0
				ABE Mixed Level Math	3	3	0
Reading	ABE Mixed Level Reading	6	5	0			
	ABE Mixed Level Reading	3	2	0			
	ABE Mixed Level Reading	3	3	0			

7. GED Report

State of Hawaii - Department of Public Safety - CPS-E		Report type:	Standard				
GED Report		Sort by:	Report name				
1/1/2022 through 1/31/2022		Facilities:	All				
Person	SID	Test Date	Literature	Science	Mathematics	Social Studies	Oral/WT
AZIC							
Joseph Parks	A60	01/20/2022			146		
		01/21/2022				64	
		01/28/2022	138				
Kevin King	A60	01/28/2022	149				
		01/21/2022	150				
		01/21/2022	150				
		01/28/2022	149				
Raymond Lee	A60	01/21/2022	145				
Joseph Daniels	A60	01/14/2022		148			
Andrew Knight	A60	01/20/2022	150				
Christopher Parks	A60	01/06/2022		151			
Lee Park	A60	01/06/2022					49
WCCC							
Robert Daniels	A60	01/06/2022	155	152	151	149	
Lee King	A60	01/03/2022	149	151	151	146	

02/15/2022 @ 04:21:39

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8. HiSET Report

State of Hawaii - Department of Public Safety - OPS-8							HiSET Report							Report Date	Standard
11/2021 through 11/30/2021														11/21/2021	OPS-8
Program	Course	Code	Start Date	End Date	Reading	Writing	Mathematics	Science	Social Studies	Language	Other	Count	Percentage		
ADDC	OP	A105	03/16/2021	03/16/2021								9	100%		
		A104	03/16/2021	03/16/2021	4							4	100%		
		A104	05/07/2021	05/07/2021	16	11	7	13	8	3			58	100%	
		A104	05/27/2021	05/27/2021	5	5	4	9	7	2			32	100%	
HCCC	OP	A508314	08/20/2021	08/20/2021	7	9	4	9	4	2		35	100%		
HCF	OP	AAC	12/06/2021	12/06/2021								11	100%		
		A504	03/16/2021	03/16/2021			5	2				7	100%		
		A504	05/07/2021	05/07/2021				14				14	100%		
		A504	05/27/2021	05/27/2021											
		A504	11/17/2021	11/17/2021			8	9	11	12	2		42	100%	
		A504	08/16/2021	08/16/2021			6	9	9	13	11	2	50	100%	
		A504	12/06/2021	12/06/2021			1	10	2	10	3		26	100%	
		A504	05/27/2021	05/27/2021			5	5	6	4	2		22	100%	
A504	12/06/2021	12/06/2021			6	8	13	12	3		42	100%			

9. Quarterly Report

State of Hawaii - Department of Public Safety - OPS-4											Quarterly Report											Report Date	Program
10/1/2021 through 12/31/2021																						12/21/2021	OPS-4
Program	Course	Code	Enrolled	Completed	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %	Completed %			
Academic	Adult Basic Education I	ABE Math 1	111 (95)	0 (0)	0 (0)	91 (81)	0 (0)	0 (0)	13 (12)	2 (2)	2 (2)	0 (0)	0 (0)	3 (3)									
		ABE Reading 1	78 (95)	0 (0)	0 (0)	64 (67)	1 (1)	0 (0)	13 (13)	4 (4)	5 (5)	0 (0)	0 (0)	1 (1)									
		ABE Social Studies 1	104 (95)	0 (0)	0 (0)	90 (91)	0 (0)	0 (0)	8 (8)	0 (0)	6 (6)	0 (0)	0 (0)	0 (0)									
		ABE Writing 1	84 (95)	0 (0)	0 (0)	69 (81)	0 (0)	0 (0)	14 (17)	3 (3)	5 (5)	0 (0)	0 (0)	3 (3)									
		Brain Gym	51 (95)	0 (0)	0 (0)	22 (43)	3 (3)	0 (0)	7 (14)	3 (3)	8 (8)	0 (0)	0 (0)	0 (0)									
		English as a Second Language	44 (95)	0 (0)	0 (0)	36 (82)	0 (0)	0 (0)	8 (8)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)									
		Foundations of Science	70 (95)	0 (0)	0 (0)	39 (56)	1 (1)	2 (3)	18 (26)	5 (5)	1 (1)	0 (0)	0 (0)	4 (4)									
		LTS Math 1	1 (95)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (1)									
		ABE Mixed Level Math	279 (112)	0 (0)	0 (0)	169 (61)	9 (3)	5 (2)	74 (26)	8 (3)	10 (4)	1 (1)	2 (2)	1 (1)									
		ABE Mixed Level Reading	147 (95)	0 (0)	0 (0)	104 (71)	3 (2)	0 (0)	36 (24)	3 (2)	0 (0)	0 (0)	2 (2)	0 (0)									
	ABE Mixed Level Writing	74 (95)	0 (0)	0 (0)	25 (34)	2 (3)	0 (0)	24 (32)	1 (1)	8 (8)	0 (0)	0 (0)	0 (0)										
	ABE Multi-Level Math	20 (95)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)										
	ABE Multi-Level Reading	22 (95)	0 (0)	0 (0)	1 (5)	21 (91)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)										
	ABE Science & Social Studies	69 (95)	0 (0)	0 (0)	26 (38)	3 (3)	1 (1)	25 (36)	3 (3)	8 (8)	1 (1)	2 (2)	0 (0)										
	DL Essential Education - Computers	69 (95)	0 (0)	0 (0)	60 (87)	7 (7)	0 (0)	0 (0)	0 (0)	1 (1)	0 (0)	1 (1)	0 (0)										
	DL Essential Education - Money	2 (95)	0 (0)	0 (0)	1 (50)	1 (50)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)										
	DL Essential Education - Work	1 (95)	0 (0)	0 (0)	0 (0)	1 (100)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)										
	DL TABE Essential Education	742 (95)	0 (0)	0 (0)	479 (65)	16 (2)	0 (0)	25 (3)	10 (1)	7 (1)	4 (1)	4 (1)	4 (1)										
	Adult Basic Education II	ABE Math 2	254 (95)	0 (0)	0 (0)	218 (86)	12 (5)	0 (0)	15 (6)	4 (2)	5 (2)	0 (0)	0 (0)										
		ABE Reading 2	95 (95)	0 (0)	0 (0)	82 (86)	3 (3)	1 (1)	25 (26)	9 (9)	4 (4)	0 (0)	0 (0)										
ABE Science 2		338 (95)	0 (0)	0 (0)	326 (96)	0 (0)	0 (0)	12 (4)	0 (0)	0 (0)	0 (0)	0 (0)											
ABE Social Studies 2		69 (95)	0 (0)	0 (0)	58 (84)	1 (1)	0 (0)	4 (6)	5 (7)	1 (1)	0 (0)	0 (0)											
Adult Secondary Education	ABE Writing 2	56 (95)	0 (0)	0 (0)	39 (69)	1 (2)	0 (0)	11 (20)	1 (2)	4 (7)	0 (0)	0 (0)											
	DL HSE Essential Education	6 (95)	0 (0)	0 (0)	4 (67)	0 (0)	0 (0)	1 (17)	0 (0)	0 (0)	0 (0)	0 (0)											
	GED Flash Preparation	6 (95)	0 (0)	0 (0)	6 (100)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)											
	HSE Prep Math	109 (95)	0 (0)	0 (0)	73 (67)	18 (16)	0 (0)	23 (21)	1 (1)	0 (0)	0 (0)	0 (0)											
HSE Prep Reading	7 (95)	0 (0)	0 (0)	5 (71)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)												

10. Roster

State of Hawaii - Department of Public Safety - CPS-E				Sort by:	Name
Roster Report				Filter by:	Active
1/1/2022 through 1/31/2022				Facilities:	All
#	Facility	SID	Student		
1	OCCC	A605	Aa...		
2	HCF	A103	Ab...		
3	HCF	A609	Ab...		
4	KCF	A610	Ab...		
5	OCCC	A102	Ab...		
6	HCF	A600	Ab...		
7	MCCC	X001	Ab...		
8	KCCC	A611	Ab...		
9	OCCC	A606	Ab...		
10	AZSC	A106	Ab...		
11	WCF	A014	Ab...		
12	OCCC	A609	Ab...		
13	HCF	A601	Ab...		
14	HCF	A014	Ab...		
15	HCCC	A070	Ab...		
16	AZSC	A610	Ab...		
17	HCCC	A602	Ab...		

11. TABE Tests

State of Hawaii - Department of Public Safety - CPS-E													Report from:	Facility:	
TABE Report													Facility:	No.	
1/1/2022 through 1/31/2022													No. of tests:	7	
													Facilities:	All	
Facility	SID	Date	Year	Reading L/F	Reading O/S	Writing O/S	Writing M/S	Math L/F	Math O/S	Math O/S	Language L/F	Language O/S	Language M/S		
AZSC															
1	A605	01/20/2022	TABE 11/12	M12	489	3	2	E12	456	2	2	E12	477	2	2
2	A103	01/20/2022	TABE 11/12	M11	489	3	2	M11	467	4	3	M11	475	2	2
3	A609	01/20/2022	TABE 11/12	A12	539	6	4	M12	518	5	3	D12	537	5	3
4	A606	01/20/2022	TABE 11/12	M12	461	2	2	M12	484	3	2	M12	499	2	2
5	A106	01/20/2022	TABE 11/12	M12	473	3	2	M12	N/A	-	GR	M12	481	2	2
6	A601	01/13/2022	TABE 11/12	M12	505	4	3	E12	462	2	2	E12	457	1	1
HCF															
7	A070	01/05/2022	2022 Re-testers	E11	410	3	1								
8	A606	01/05/2022	2022 Re-testers	M12	465	2	2								
KCCC															
9	A611	01/18/2022	Level 4 Form 12	A12	714	12	6	A12	608	9	5	A12	691	11	6
10	A610	01/12/2022	Level D Form 12	D12	N/A	-	GR	D12	641	10	5	D12	N/A	-	GR

XX. SUBSTANCE ABUSE SERVICE

The screen snapshots below were taken from a web application similar to the one used by Education Services. Unfortunately, the Substance Abuse application failed without resolution and remains unused. However, these are the types of inputs they will need in order to achieve their mission.

There are three spreadsheets that this program is currently using to manage their inmates:

- Master List
- Kamakani Operational Reports (Women’s and Kauai community correctional centers):

A. Demographic Information

Demographic Information		
Name Last	<input type="text" value="Stark"/>	First <input type="text" value="Anthony"/> MI <input type="text" value="K"/>
AKA	<input type="text"/>	Active <input checked="" type="checkbox"/>
SID	<input type="text" value="A0123456"/>	Custody Status <input type="text" value="Pretrial Felon"/>
SSN	<input type="text" value="992-12-3456"/>	Current Security Classification <input type="text" value="Medium"/>
TPD	<input type="text"/>	Status <input type="text" value="Released"/>
DoB	<input type="text" value="09/29/1989"/>	Facility <input type="text" value="OCCC"/>
Gender	<input type="text" value="Male"/>	Housing <input type="text" value="Mauka"/>
Ethnicity	<input type="text" value="Other"/>	Other ethnicity <input type="text"/>
Citizenship	<input type="text" value="US"/>	Other citizenship <input type="text"/>
Marital status	<input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced	
Facility Entry Dates		
Facility	Date	
Oahu Community Correctional Center	6/21/2012	
Waiawa Correctional Facility	1/19/2011	
Saguaro Correctional Center	9/24/2007	
Halawa Correctional Facility	2/6/2007	
Oahu Community Correctional Center	5/24/2006	
Oahu Community Correctional Center	1/21/2003	
<input type="button" value="Save Data"/>		

B. Prior Treatment

Prior Treatments							
Prison	Community	Treatment	Entered	Left	Completed	Delete	
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="button" value="Save Data"/>							

C. Urinalysis Information

UAs														
Fac	Date	Neg	Alc	THC	Cok	Amp	Meth	Opi	Ben	Hal	Inh	Other	Conf Req	Conf
<input type="button" value="Add a UA"/>														

D. Post Treatment Placements


Post Treatment Placements					
Date	Type	Island	Facility	Notes	Del
<input type="text"/> <input type="button" value="Today"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save Data"/>					

E. Treatment Phases (O thru 3) – “O” for Orientation

Phase Entry Dates			
Phase Number	Date		Del
<input type="text" value="1"/>	<input type="text" value="7/9/2013"/> <input type="button" value="Today"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="1"/>	<input type="text" value="7/9/2013"/> <input type="button" value="Today"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="button" value="Today"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Save Data"/>			

F. Assessment Data / Criminogenics

LSIR Data	
LSIR score	<input type="text"/>
Top three criminal areas 1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

ASUS Data	
ASUS date	<input type="text"/>  Today
Mood score	<input type="text"/>
Defensive score	<input type="text"/>
Motivation score	<input type="text"/>
Disruption score	<input type="text" value="0"/>
Global score	<input type="text"/>

Top Three Target Behaviors	
Target behavior 1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Save Data

G. Substance Abuse Master List

MASTER_LIST_2017thru2018.DO NOT EDIT.xls [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS ACROBAT

B13 : # discharged-administrative/paroled

	JUL	AUG	SEPT	1st Qtr Total	OCT	NOV	DEC	2nd Qtr Total	JAN	FEB	MAR	3rd Qtr Total	APR	MAY	JUNE	4th Qtr Total	FY Grand Total
PROGRAM / OPERATIONS																	
FY 2018																	
July 2017 - June 2018																	
SUBSTANCE ABUSE SVCS. BRANCH																	
BRIDGE																	
LAUMAKA (Ramona Aipopo-Fui2)																	
# treatment slots available	64	64	64	192	64	64	64	192	64	64	64	192	64	64	64	192	768
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WCCC (Michele Hamasaki)																	
# treatment slots available	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KASHBOX (Jeffrey Hermes)																	
# treatment slots available	102	102	102	306	102	102	102	306	102	102	102	306	102	102	102	306	1,224
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O Malama (Evelyn Alicante)																	
# treatment slots available	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KCF 2.0 (Derek Barnes)																	
# treatment slots available	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KCF 2.5 (Derek Barnes)																	
# treatment slots available	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*****NUMBERS AUTOMATICALLY CALCULATED BELOW*****																	
ALL PROGRAMS (SAS)																	
# treatment slots available	226	226	226	678	226	226	226	678	226	226	226	678	226	226	226	678	2,712
# admitted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-successful	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-terminated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/paroled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-administrative/transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# discharged-other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

H. Kamakani Report – Women’s Community Correctional Center

The term, “Kamakani Reports”, was coined by a prior Department Director to refer to productivity reports.

These spreadsheets are maintained manually:

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
# admitted	0												0
total discharges	0												0
# discharged - successful	0												0
# terminated due to non-compliance	0												0
# terminated due to illegal activity / new charges	0												0
# discharged - administrative / paroled	0												0
# discharged - administrative / transferred	0												0
# discharged - other	0												0
# discharged - resigned before completion	10												10
program capacity	15	15	15	15	15	15	15	15	15	15	15	15	
Programs operating at % capacity	0.65%												
Screenings completed													0
# identified for LII													0
# identified for LIII													0
# not needing treatment													0
Urinalysis													0
# test given	0	0	0	0	0	0	0	0	0	0	0	0	0
# test negative	0	0	0	0	0	0	0	0	0	0	0	0	0
# test positive	0	0	0	0	0	0	0	0	0	0	0	0	0

M N O P Q R S T U V W X Y Z AA AB /

Kamakazi Monthly Report
Substance Abuse Services
WCCC - OPS
Prepared by: Michele Hamasaki

04-18

Date	DISCHARGES								TOTAL D/C	
	# attending	# admitted	successful	noncompliant	illegal/new	paroled	transferred	other		resigned
1	0									
2	0									
3	0									
4	0									
5	0									
6	0									
7	0									
8	0									
9	0									
10	0									
11	0									
12	0									
13	0									
14	0									
15	0									
16	0									
17	0									
18	0									
19	0									
20	0									
21	0									
22	0									
23	0									
24	0									
25	0									
26	0									
27	0									
28	0									
29	0									
30	0									
31	0									
Totals	10	0	0	0	0	0	0	0	0	0
average	0.65%									

max capacity = 465
narrative: explain data, problems, successes, changes, and significant events

Admits: 0
Discharges: 0

I. Year End State Legislative Reports

These aggregate statistics are presently compiled manually each year from supporting spreadsheets:

ASSAY Statistics		FACILITIES											TOTAL
11/1/2019 - 10/31/2020		HCF	KCF	WCF	KCCC	MCCC	WCCC	HCCC	OCCC	AZSC	TOTAL		
AMPHETAMINE	ASSAYS	32	0	26	5	47	17	47	26		200	#1	
BARBITUATE		0	0	0	0	0	0	0	0		0		
BENZODIAZEPINE		0	0	0	0	0	0	0	0		0		
CANNABINOID		0	5	4	2	31	0	36	6		84	#2	
COCAINE		0	0	1	0	4	0	0	0		5		
CREATININE		4	3	3	2	3	14	2	0		31		
ECSTACY		0	0	0	0	2	0	2	0		4		
OPIATE		0	0	1	5	1	0	5	0		12	#3	
ETHYL GLUCARONIDE		0	0	0	0	0	3	0	1		4		
TOAL POSITIVES		36	8	35	14	88	34	92	33		340		

As of 10/23/2020

Period: 11-01-2020 thru 10-31-2021

Facility	HCF	WCF	KCF	OCCC	WCCC	MCCC	KCCC	HCCC	OISC	Total Admitted
RTL ADMITS										
OPS/2.0	40	73	21		20	0	38			192
IOP/2.5	13	25	9		15					62
RESIDENTIAL		27			35					62
RTL COMPLETIONS										
OPS/2.0	19	85	16		22	0	20			162
IOP/2.5	7	8	15		13					43
RESIDENTIAL		40			11					51
Completion %										
OPS/2.0		84.38%								
IOP/2.5		69.35%								
RESIDENTIAL		82.26%								

% is not adjusted to account for participants that are carryover from last FY reporting

UA Sample Totals	HCF	WCF	KCF	OCCC	WCCC	MCCC	KCCC	HCCC	Total
Samples Collected	1342	1342	469	929	1809	93	138	376	6458
Samples Positive	34	34	0	38	28	2	7	52	193
Individual Assay Tests	6721	6721	4209	5772	15636	774	647	3364	43864
Positive Rate	2.53%	2.53%	0.00%	4.09%	1.44%	2.15%	5.07%	13.83%	3.96% Average

UA's updated 11/05/2020

Saguaro Correctional	Total Admitted Tx	Total Completed*	Completion Rate
180	126	70.00%	% reflects "rolling enrollment" of admissions/carry over still remained in treatment during report

Family Programming	Admissions	Completions
	65	50
	0	0
	65	50

Bridge Programming	Admissions	Completions
	43	3
	60	6
	46	56

Female Housing	Enter	Comp. %
YWCA 2020	12	9 75.00%
YWCA 2021	10	5 50.00%

2021 - Five (5) Females still enrolled/carry-over

WCF
WCF
WCCC

HCF
KCCC

12 D/C due to Positive UA
11 D/C Carried over
3 D/C due to Parole
4 D/C due to resignation
3 D/C due to non-comp.
36 Admits (June 2021) carried over
19 D/C carried over from previous year
14 D/C Other

RTL Programs
316 Admitted
256 Completed
81.01% Completion Rate

Hawaii & Arizona 496

81225 Specimens/Facility
2.97% Positive Samples

All Programs
607 Admitted
498 Completions
82.04% Completion Rate

Family Therapy
65 Admitted
50 Completed
76.92% Completion Rate

Bridge
46 Admitted
66 Completed
69.79% Completion Rate

Positive %: (HCCC) 13.83%; (KCCC) 5.07%; (OCCC) 4.09%
Low Output (Samples): > 5% Positive Rate

XXI. SEX OFFENDER TREATMENT PROGRAM

A. SOTP Evaluation Guidelines

The following pages are from the SOTP Evaluation Guides handbook:

PASSED BY SOMT 11.10.10

SECTION 7: GUIDELINES FOR SEX OFFENSE-SPECIFIC EVALUATIONS

Evaluations are conducted to identify levels of risk and specific risk factors that require attention in treatment and supervision, and to assist the court in setting release conditions for offenders who are referred with sexually inappropriate behaviors. Each offender shall receive a thorough assessment and evaluation that examines risk to recidivate and the interaction of the offender's mental health, social/systemic functioning, family and environmental functioning, and offending behaviors. Sex offense specific evaluations are not intended to supplement comprehensive psychological or neuropsychological evaluations. Evaluators have an ethical responsibility to conduct evaluations in a comprehensive and factual manner regardless of the offender's status within the criminal justice system.

- 7.010 Sex offense specific evaluation is ongoing processes and should continue throughout supervision and treatment. The input of community supervision team members should occur on a regular basis to ensure recognition of changing levels of risk and progress.
- 7.020 Sex-offense specific evaluations should be completed at the time of pre-sentence or prior to the start of offense-specific treatment.
- 7.030 The Evaluator shall obtain the informed assent of the offender for the evaluation by advising the offender of the assessment and evaluation methods to be used, the purpose of the evaluation, and to whom the information will be provided. The Evaluator shall explain to the offender about the role the Evaluator fills with regard to the offender and the supervising criminal justice agency. Results of the evaluation should be shared with the offender and any questions addressed. The Evaluator shall explain the limits of confidentiality and the obligations regarding mandatory reporting of child abuse.
- 7.040 The Evaluator shall be sensitive to any cultural, ethnic, developmental, sexual orientation, gender, medical and/or educational issues, or disabilities that become known during the evaluation.
- 7.050 To ensure the most accurate prediction of risk for sexual abusers, the following evaluation modalities are all required in performing a sex offense-specific evaluation:
- Use of instruments that have specific relevance to evaluating sexual abusers
 - Use of instruments with demonstrated reliability and validity
 - Examination and integration of criminal justice information and other collateral information, including;
 - The details of the current offense
 - Documents that describe victim trauma, when available
 - Scope of offender's sexual behavior other than the current offense that may be of concern

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- Structured clinical and sexual history interview
- Offense-specific psychophysiological testing (in compliance with the and standardized assessments/instruments. Protocol for Administering Plethysmograph Testing (Appendix --))
- Use of SOMT approved risk assessment instruments and/or validated risk instruments that were normed on a population most similar to the offender being evaluated.

Discussion: Evaluation instruments and processes will be subject to change as more is learned in this area. Because measurements of risk are imperfect at this time, evaluation and assessment must be done by collecting information through a variety of methods. Evaluation and assessment therefore currently involve the integration of physiological, psychological, historical, and demographic information to adequately assess a sexual abuser's level of risk and amenability to treatment. When the Evaluator is in doubt, s/he should err on the side of protecting community safety in drawing conclusions and making recommendations.

7.060 A sex offense-specific evaluation of a sexual abuser shall evaluate the following required areas:

- Cognitive Functioning
- Mental Health
- Medical/Psychiatric Health
- Drug/Alcohol Use
- Stability of Functioning
- Developmental History
- Sexual Evaluation
- Risk
- Motivation and Amenability to Treatment
- Impact on Victim

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REQUIRED AREAS OF SEX OFFENSE SPECIFIC EVALUATION

Outlined in the following chart are the required areas of a sex offense-specific evaluation. The left hand column identifies the required areas to be evaluated. The right hand column identifies the required evaluation procedures that may be used. Evaluators shall keep current with evidence-based practices and use the most current versions of all standardized tests. All major categories identified in Standard 7.060 shall be addressed. Optional evaluation procedures for each of the required areas of sex offense-specific evaluation may be found at the end of this chapter. It is not the intent of this section to use only the below listed required evaluation procedures, but to allow Evaluators the flexibility to use additional evaluation procedures based on their educational and professional experience and expertise.

Evaluation Areas – Required	<ul style="list-style-type: none"> Required Evaluation Procedures
-----------------------------	--

Code for:

- A – General use tests, no advanced training required**
- B – Screening test – graduate level training in test development and administration**
- C – Advanced test or procedures – advanced training required**
- D – Clinical procedure – clinical training required**
- E – Observational procedure**
- F – Collateral information source**
- R – Self report data**
- S – Specialist referral**

COGNITIVE FUNCTIONING

<i>Intellectual Functioning (Mental Retardation, Learning Disability, and Intelligence)</i>	<ul style="list-style-type: none"> Clinical Interview (D) History of Functioning and/or standardized tests Observational Assessment (E) Case File/Document Review (F) Collateral Information/Contact/Interview (F)
<i>Neuropsychological Functioning (fluid intelligence)</i>	<ul style="list-style-type: none"> Clinical Interview (D)
<i>Academic Achievement (Literacy)</i>	<ul style="list-style-type: none"> Clinical Interview (D)

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MENTAL HEALTH

<i>Character/Personality Pathology</i>	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview (F) • Observational Assessment (E) • Case File/Document Review (F)
<i>Mental Illness</i>	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview(F) • Clinical Mental Status Exam (D) • Observational Assessment (E) • Case File/Document Review (F)
<i>Self Concept/Self Esteem</i>	<ul style="list-style-type: none"> • Clinical Interview (D) • Observational Assessment (E) • Case File/Document Review (F) • Collateral Information/Contact/Interview (F)

MEDICAL/PSYCHIATRIC HEALTH

<ul style="list-style-type: none"> ➤ Pharmacological Needs ➤ Medical Condition Impacting Offending Behavior ➤ History of Medication Use/Abuse 	<ul style="list-style-type: none"> • Clinical Interview (D) • Observational Assessment (E) • Case File/Document Review (F) • Collateral Information/Contact/Interview (F)
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DRUG/ALCOHOL USE

<i>Use/Abuse</i>	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview (F) • Observational Assessment (E) • Case File/Document Review (F)
<i>Number of Relapses</i>	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview (F) • Treatment History (F)

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<p><i>Marital/Family Stability</i></p> <ul style="list-style-type: none"> ➤ Past ➤ Current ➤ Familial Violence ➤ Familial Sexual ➤ Financial ➤ Housing ➤ Social Support Systems 	<ul style="list-style-type: none"> • Clinical Interview (D) • Interview Attitudes • Collateral Information/Contact/Interview (F) • Observational Assessment (E) • Case File/Document Review (F) • History of Functioning (F)
<p><i>Access to Children</i></p> <ul style="list-style-type: none"> ➤ Legal Relationship to Child 	<ul style="list-style-type: none"> • Clinical Interview • Collateral Information
<p><i>Employment/Education</i></p> <ul style="list-style-type: none"> ➤ Completion of Major Life Tasks 	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview (F) • History of Functioning (F) • Case File/Document Review (F)
<p><i>Social Skills</i></p> <ul style="list-style-type: none"> ➤ Ability to Form Relationships ➤ Ability to Maintain Relationships ➤ Courtship/Dating Skills ➤ Ability to Demonstrate Assertive 	<ul style="list-style-type: none"> • Clinical Interview (D) • Collateral Information/Contact/Interview (F) • Observational Assessment (E) • Case File/Document Review (F)

DEVELOPMENTAL HISTORY

<ul style="list-style-type: none"> ➤ Disruptions in parent/child relationship ➤ History of behavior problems in elementary school ➤ History of special education services, learning disabilities, school achievement ➤ Indicators of disordered attachments 	<ul style="list-style-type: none"> • Clinical Interview (D) • History of Functioning (F) • Observational Assessment (E) • Case File/Document Review (F)
<p><i>Sexual History (Onset, Intensity, Duration, Pleasure Derived)</i></p> <ul style="list-style-type: none"> ➤ Age of Onset of Expected Normal Behaviors ➤ Quality of First Sexual Experience ➤ Age of Onset of Deviant Behaviors ➤ Witnessed or Experienced Victimization (Sexual or Physical) 	<ul style="list-style-type: none"> • Clinical Interview (D) • History of Functioning (F) • Observational Assessment (E) • Case File/Document Review (F) • Polygraph Examination (S)

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<ul style="list-style-type: none"> ➤ Age/Degree of Use of Pornography, Phone Sex, Cable, Video, or Internet for Sexual Purposes ➤ Current and Past Range of Sexual ➤ Genesis of Sexual Information ➤ Behavior 	
<p><i>Reinforcement Structure for Deviant Behavior</i></p> <ul style="list-style-type: none"> ➤ Culture ➤ Environment ➤ Cults 	<ul style="list-style-type: none"> • Clinical Interview (D)
<p><i>Arousal/Interest Pattern</i></p> <ul style="list-style-type: none"> ➤ Sexual Arousal or Sexual Interest 	<ul style="list-style-type: none"> • Clinical Interview (D)
<p><i>Specifics of Sexual Crime(s)</i> <i>(Onset, Intensity, Duration, Pleasure Derived)</i></p> <ul style="list-style-type: none"> ➤ Detailed Description of Sexual Assault ➤ Seriousness, Harm to Victim ➤ Mood During Assault (Anger, Erotic, "Love") ➤ Progression of Sexual Crimes ➤ Thoughts Preceding and Following Crimes ➤ Fantasies Preceding and Following Crimes 	<ul style="list-style-type: none"> • Clinical Interview (D) • History of Crimes (F) • Collateral Information (F) • Review of Criminal Records (F) • Review of Victim Impact Statement, if available (F) • Polygraph (S)
<p><i>Sexual Deviance</i></p>	<ul style="list-style-type: none"> • Clinical Interview (D) • Polygraph Examination (S)
<p><i>Dysfunction (Impotence, Priapism, Injuries, Medications Affecting Sexual Functioning, Etc.)</i></p>	<ul style="list-style-type: none"> • Clinical Interview (D)

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<p><i>Offender's Perception of Sexual Functioning</i></p>	<ul style="list-style-type: none"> • Clinical Interview (D) • History
<p><i>Preferences (Male/Female; Age; Masturbation; Use of Tools, Utensils, Food, Clothing; Current Sexual Practices; Deviant as well as Normal Behaviors)</i></p>	<ul style="list-style-type: none"> • Clinical Interview (D)
<p><i>Attitudes/Cognition</i></p> <ul style="list-style-type: none"> ➤ Motivation to Change/Continue Behavior ➤ Attitudes Toward Women, Children, Sexuality in General ➤ Attitudes About Offense (i.e., Seriousness, Harm to Victim) ➤ Degree of Victim Empathy ➤ Presence/Degree of Minimalization ➤ Presence/Degree of Denial ➤ Ego-syntonic vs. Ego-dystonic Sense of Deviant Behavior 	<ul style="list-style-type: none"> • Clinical Interview (D)

RISK

<p><i>Risk of Re-offense</i></p>	<ul style="list-style-type: none"> • Criminal History • STATIC-99 • STABLE-2007 (to be conducted on offenders within the community only)
<p><i>Risk of Failure in Treatment and Supervision</i></p>	<ul style="list-style-type: none"> • Clinical Interview • Criminal History

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MOTIVATION AND AMENABILITY TO TREATMENT

	<ul style="list-style-type: none"> • Clinical Interview (D) • Observational Assessment (E) • Case File/Document Review (F) • History of Functioning (F) • Review of Criminal Records • History of Compliance with Treatment and Supervision
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IMPACT ON VICTIM

<p><i>Evaluate impact on victim and the offender's perception of impact on victim</i></p>	<ul style="list-style-type: none"> • Clinical Interview of Offender (D)
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Discussion: No single test should be seen as absolute or predictive; rather, results should be seen as contributing to the overall evaluation of the sexual abuser and his or her risk to the community. An offender's self-report is an unreliable source of information during the evaluation, and the Evaluator shall take steps not to rely solely on self-report information.

7.070 The Evaluator shall make recommendations or findings regarding:

- Level of risk
- Amenability for treatment
- Appropriateness for community placement
- Type of placement (e.g. outpatient, secured housing)
- Intensity of offense-specific treatment (i.e. frequency of treatment contact)
- Multi axial diagnoses
- Treatment of co-existing conditions and further assessments needed to address areas of concern
- The need for medical/pharmacological treatment, if indicated
- Expectations for involvement in treatment of offender's family
- Specific risk factors that require management and potential interventions
- Access to, contact with and /or restrictions against contact with children and victims

Upon request, the Evaluator (if different from the treatment provider) shall also provide information to the case management team or prison treatment provider at the beginning of an offender's term of supervision or incarceration.

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- 7.080 In the evaluation process, physiological testing through the use of polygraph examinations can be useful in understanding an offender's level of deception and denial and is recommended in the evaluation process. The polygraph should not be used to determine guilt or innocence or as the primary finder of facts for legal purposes. (See Sections 12.000 for standards on the use of the polygraph.)
- 7.090 Evaluators shall follow the Protocol for Administering Plethysmograph Testing (Appendix --) prior to administering a plethysmograph test. If the offender has an assigned community supervision officer, the Evaluator shall work with the community supervision team.
- Note: The Hawaii Sex Offender Management Team recognizes the importance of thorough and comprehensive assessments for both public safety as well as successful treatment strategies for the offender. SOMT also recognizes the multitude of diagnostic tools available when conducting assessments as well as for their use during treatment. In consideration of the nature of these tests¹ as well as the additional resources required for the administration of these tests to both the State and the client these tests are not mandatory components of evaluations. The protocol shall be followed for Plethysmograph Testing.*
- 7.110 Evaluators have an ethical responsibility to conduct evaluation procedures in a manner that ensures the integrity of testing data and the humane and ethical treatment of the offender, and compliance with mental health statutes. Evaluators should use testing instruments in accordance with their qualifications and experience. Uninterpreted raw data from any type of testing should never be released to those not qualified to interpret.
- 7.120 Any required evaluation areas that the Evaluator did not address or any required evaluation procedures that the Evaluator did not perform shall be specifically noted. In addition, the Evaluator must state the limitations of the evaluation's results, conclusions or recommendations. When there is insufficient information to evaluate one of the required areas, then no conclusions shall be drawn nor recommendations made concerning that required area.
- 7.130 When conducting an evaluation prior to an admission or finding of guilt, the Evaluator must obtain all information the Evaluator would have received if the referral for the evaluation had been from a criminal justice agency. If an evaluation conducted prior to an admission or finding of guilt does not address all required evaluation areas, recommendations and findings should be correspondingly limited and the evaluation must be referred to an Evaluator to be completed in accordance with the Standards prior to sentencing.

¹ United States v. Weber, 451 F.3d 552, 556 (9th Cir. 2006).

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OPTIONAL AREAS OF SEX OFFENSE SPECIFIC EVALUATION

Outlined in the following chart are the optional evaluation procedures within the required areas of a sex offense-specific evaluation, in the left hand column. The left hand column identifies the required areas to be evaluated. The right hand column identifies the optional evaluation procedures that may be used in addition to the required evaluation procedures outline in Section 7.060. These optional evaluation procedures may be used at the discretion of the Evaluator. The most current versions of all standardized tests should be used.

Evaluation Areas – Required	o Optional Evaluation Procedures
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Code for:

- A – General use tests, no advanced training required**
- B – Screening test – graduate level training in test development and administration**
- C – Advanced test or procedures – advanced training required**
- D – Clinical procedure – clinical training required**
- E – Observational procedure**
- F – Collateral information source**
- R – Self report data**
- S – Specialist referral**

COGNITIVE FUNCTIONING

<i>Intellectual Functioning (Mental Retardation, Learning Disability, and Literacy)</i>	<ul style="list-style-type: none"> o WAIS (C) o TONI (Test of Non-Verbal Intelligence) (B) o Shipley Institute of Living Scale Revised (B) o Kaufman IQ Test for Adults (C) o <u>Woodstock-Johnson Psychoeducational Battery, Revised (C)</u> o Stanford Binet (C) o Slosson Intelligence Test – Revised (B) o Slosson Full-Range Intelligence Test (B) o Kaufman Brief Intelligence Test (B) o Universal Nonverbal Intelligence Test (C)
<i>Neuropsychological Functioning (fluid intelligence)</i>	<ul style="list-style-type: none"> o Observational Assessment (E) o Case File/Document Review (F) o Collateral Information/Contact/Interview (F) o Test of Memory and Learning (C) o K-SNAP (B) o Cognistat – Neurbehavioral Cognitive Status Exam (B) o Boston Naming Test (B) o Boston Diagnostic Aphasia Test (C) o Luria-Nebraska Screening Test (B) o Weschler Memory Scale Revised (C)

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	<ul style="list-style-type: none"> o Jacobs Cognitive Screening Test (B) o Quick Neurological Screening Test (B) o Bilingual Verbal Abilities Test (B) o Referral to Neuropsychologist if necessary (S) o WAIS (C) o <u>CPT (C)</u> o <u>Trails (B)</u> o Bender – Gestalt (C)
<i>Academic Achievement</i>	<ul style="list-style-type: none"> o Observational Assessment (E) o Case File/Document Review (F) o Collateral Information/Contact/Interview (F) o Woodcock-Johnson Psychoeducational Battery, Revised (C) o Wide Range Achievement Test (B) o Referral to Educational Diagnostic if necessary (S) o Referral to Vocational Specialist if necessary (S) o <u>Tabc (B)</u>

MENTAL HEALTH

<i>Character/Personality Pathology</i>	<ul style="list-style-type: none"> o Hare Psychopathy Checklist Revised (C) o Psychopathy Checklist – Screening Version (B) o MCMI (C) o MMPI-2 (C) o Jessnes Inventory (C) o Rorschach Test (C) o Sentence Completion Series (B) o State-Trait Anger Inventory (B) o State-Trait Anxiety Inventory (B) o Social/Developmental History (D) o <u>PAI (C)</u>
<i>Mental Illness</i>	<ul style="list-style-type: none"> o MCMI (C) o MMPI-2 (C) o Jessnes Inventory (C) o Rorschach Test (C) o Sentence Completion Series (B) o Symptom Checklist 90 (B) o Brief Symptom Inventory / Symptom Assessment 45 (B) o Trauma Symptom Checklist (C) o Beck Depression Inventory (A) o Positive and Negative Syndrome Scale (B) o Brief Psychiatric Rating Scale (B)

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<i>Self Concept/Self Esteem</i>	<ul style="list-style-type: none"> o MPD (Measures of Psychological Development) (B) o CAQ (Clinical Analysis Questionnaire) (D) o CPI (California Personality Inventory) (C) o MCMI (C) o MMPI-2 (C) o Jessnes Inventory (C)
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MEDICAL/PSYCHIATRIC HEALTH

<ul style="list-style-type: none"> ➤ Pharmacological Needs ➤ Medical Condition Impacting Offending Behavior ➤ History of Medication Use/Abuse 	<ul style="list-style-type: none"> o Referral to Physician, if indicated (S) o Referral to Psychiatrist, if indicated (S) o Referral for Medical Tests (S) o Referral to Psychiatric Mental Health Nurse Practitioner, if indicated (S) (Joseph)
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DRUG/ALCOHOL USE

<i>Use/Abuse</i>	<ul style="list-style-type: none"> o <u>Referral to Certified Substance Abuse Counselor (S)</u> o MCMI-III (C) o MMPI-2 (C) o Clinical Analysis Questionnaire (D) o Personal History Questionnaire (B) o SASSI – III (B) o Adult Substance Use Survey (B) <ul style="list-style-type: none"> o Substance Use History Matrix (B) o Polygraph Examination (S)
<i>Number of Relapses</i>	<ul style="list-style-type: none"> o Observational Assessment (E) o Case File/Document Review (F)

STABILITY AND FUNCTIONING

<p><i>Marital/Family Stability</i></p> <ul style="list-style-type: none"> ➤ Past ➤ Current ➤ Familial Violence ➤ Familial Sexual ➤ Financial ➤ Housing ➤ Social Support Systems 	<ul style="list-style-type: none"> o Personal History Questionnaire (B) o Family Environment Scale (B) o Dyadic Adjustment Scale (B) o Marital Satisfaction Inventory (B)
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<p>Access to Children</p> <ul style="list-style-type: none"> ➤ Legal Relationship to Child 	<ul style="list-style-type: none"> o PRA (Parental Risk Assessment)
<p>Employment/Education</p> <ul style="list-style-type: none"> ➤ Completion of Major Life Tasks 	<ul style="list-style-type: none"> o Clinical Mental Status Exam (D) o Observational Assessment (E) o Personal History Questionnaire (B)
<p>Social Skills</p> <ul style="list-style-type: none"> ➤ Ability to Form Relationships ➤ Ability to Maintain Relationships ➤ Courtship/Dating Skills ➤ Ability to Demonstrate Assertive 	
<p>Behavior</p>	<ul style="list-style-type: none"> o Interpersonal Behavior Survey (B) o Social Avoidance and Distress Scale (B) o Miller's Social Intimacy Scale (A)

DEVELOPMENTAL HISTORY

<ul style="list-style-type: none"> ➤ Disruptions in parent/child relationship ➤ History of bed wetting, cruelty to animals ➤ History of behavior problems in elementary school ➤ History of special education services, learning disabilities, school achievement ➤ Indicators of disordered attachments 	<ul style="list-style-type: none"> o Collateral Information/Contact/Interview (F)
<p>Reinforcement Structure for Deviant Behavior</p> <ul style="list-style-type: none"> ➤ Culture ➤ Environment ➤ Cults 	
<p>Arousal/Interest Pattern</p> <ul style="list-style-type: none"> ➤ Sexual Arousal or Sexual Interest 	<ul style="list-style-type: none"> o Plethysmograph (S) or Able Assessment (S)

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<p><i>Specifics of Sexual Crime(s)</i> <i>(Onset, Intensity, Duration, Pleasure Derived)</i></p> <ul style="list-style-type: none"> ➤ Detailed Description of Sexual Assault ➤ Seriousness, Harm to Victim ➤ Mood During Assault (Anger, Erotic, "Love") ➤ Progression of Sexual Crimes ➤ Thoughts Preceding and Following Crimes ➤ Fantasies Preceding and Following Crimes 	<ul style="list-style-type: none"> o Contact with Victim Therapist (F)
<p><i>Sexual Deviance</i></p>	<ul style="list-style-type: none"> o SONE Sexual History Background Form (R) o Multiphasic Sex Inventory II (C) o Hanson Sexual Attitudes Questionnaire (B) o Wilson Sex Fantasy Questionnaire (B) o Abel and Becker Card Sort (B) o Sexual Projective Card Sort (B) o Sexual Autobiography (R) o Attitudes Toward Women Scale (B) o Burt Rape Myth Acceptance Scale (B) o Abel and Becker Cognition Scale (B)
<p><i>Dysfunction (Impotence, Priapism, Injuries, Medications Affecting Sexual Functioning, Etc.)</i></p>	<ul style="list-style-type: none"> o Multiphasic Sex Inventory II (C) o SONE Sexual History Background Form (R) o Medical tests (S)
<p><i>Offender's Perception of Sexual Functioning</i></p>	<ul style="list-style-type: none"> o Bentler Heterosexual Inventory (B) o Abel and Becker Card Sort (B) o Plethysmograph (S) or Abel Assessment (S) o Bentler Sexual Behavior Inventory (R) o MSI II(A)
<p><i>Attitudes/Cognition</i></p> <ul style="list-style-type: none"> ➤ Motivation to Change/Continue Behavior ➤ Attitudes Toward Women, Children, Sexuality in General 	<ul style="list-style-type: none"> o Burt Rape Myth Acceptance Scale (B) o Multiphasic Sex Inventory II (C) o Buss/Durkee Hostility Inventory (R) o Abel and Becker Cognitions Scale (B)

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<ul style="list-style-type: none"> ➤ Attitudes About Offense (i.e., Seriousness, Harm to Victim) ➤ Degree of Victim Empathy ➤ Presence/Degree of Minimalization ➤ Presence/Degree of Denial ➤ Ego-syntonic vs. Ego-dystonic Sense of Deviant Behavior 	<ul style="list-style-type: none"> ○ Attitudes Towards Women Scale (B) ○ Socio-Sexual Knowledge and Attitudes Test (For use with sexual abusers who have developmental disabilities) (B)
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RISK

<p><i>Risk of Re-offense</i></p>	<ul style="list-style-type: none"> ○ Violence Risk Assessment Guide (Normed on a psychiatric hospital sample) ○ Sex Offense Risk Assessment Guide ○ Rapid Risk Assessment for Sex Offender Re-arrest (Sample excludes incest offenders) ○ MnSOST-R (Normed on Minnesota offenders in the Department of Corrections, excludes incest offenders) ○ CARAT ○ HCR 20
<p><i>Risk of Failure in Treatment and Supervision</i></p>	<ul style="list-style-type: none"> ○ PCL-R ○ STABLE-2007

MOTIVATION AND AMENABILITY TO TREATMENT

	<ul style="list-style-type: none"> ○ DCJ Checklist ○ <u>BTPI (C)</u> ○ <u>MSI II(A)</u>
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IMPACT ON VICTIM

<p><i>Evaluate impact on victim and the offender's perception of impact on victim</i></p>	<ul style="list-style-type: none"> ○ Case File/Document Review (F) ○ Review Victim Impact Statement ○ Contact Victim Therapist/Advocates, when available ○ Interview Family Members
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B. Treatment Standards

PASSED BY SOMT AUGUST 7, 2012

SECTION 8.000 STANDARDS OF PRACTICE FOR TREATMENT PROVIDERS

8.100. Sex Offense-specific Treatment

An essential component of sex offender management involves sex offense-specific treatment. Sex offense-specific treatment is designed to promote offender accountability and enhance skills and competencies that may reduce the likelihood of sexual re-offending. Sex offense-specific treatment programs that include cognitive-behavioral and relapse prevention components incorporating individual interventions appear to have the most favorable effect on reducing recidivism¹. Treatment should draw on an offender's personal strengths to replace abusive behavior with prosocial alternatives. The aim of sex offender treatment should be to:

“equip the offenders with the skills, values, attitudes and resources necessary to lead a different kind of life, one that is meaningful and satisfactory and does not involve inflicting harm on children or adults.”²

- 8.101 Sex offense-specific treatment must be provided by a treatment provider registered at the full operating level or the associate level under these Standards (see Qualifications of Treatment Providers).
- 8.102 A provider who treats sexual offenders must use sex offense-specific treatment (See Definition Section) and incorporate evidence-based best practices.
- 8.103 A provider shall employ treatment methods that are supported by current professional research and practice:
- A. Group therapy (with the group comprised only of sexual offenders) is the preferred method of sex offense-specific treatment. At a minimum, any method of therapeutic treatment must conform to the standards for content of treatment (see F., below) and must contribute to behavioral monitoring of sexual offenders. The sole use of individual therapy is not recommended with sexual offenders, and shall be avoided except when geographical—specifically rural—or individual needs dictate its use, or when treating females (see C below).

Discussion: Group therapy may need to be supplemented by treatment for drug/alcohol abuse, marital therapy, mental health treatment, psychotropic

¹ Marshall, W. L., and D. R. Laws. 2003. A brief history of behavioral and cognitive behavioral approaches to sexual offender treatment: Part 2. The modern era. *Sexual Abuse: A Journal of Research and Treatment*, 15, 93-120.

² Ward, T., Mann, R. E., and T.A. Gannon. 2007. The good lives model of rehabilitation: clinical implications. *Aggression and Violent Behavior*, 12, 208-228.

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medication intervention, and individual crisis intervention. However, group sex offense-specific treatment should remain the primary modality utilized with sexual offenders.

- B. Where possible, therapists shall separate sub-populations of sexual offenders (i.e. offenders who target adult victims and those who target children).
- C. Where possible, therapists shall separate high-risk offenders from lower risk offenders³.
- D. Male and female sexual offenders shall be treated in separate groups. The treatment of females may require individual therapy solely, when the number of female offenders does not constitute a group and when treatment targets, such as trauma issues, may be better addressed in individual sessions.
- E. Group sessions should be a minimum of once per week and may extend to one additional session per week.
- F. Group sessions shall be a minimum of 1.5 hours and maximum of 3 hours.

Note: As offenders progress in treatment by obtaining treatment goals, increasing protective factors, decreasing risk factors, etc., the frequency of group sessions may be reduced upon consensus of the treatment team. Upon making such changes to the treatment plan, written justification for such changes shall be maintained within the offender's file.

- G. Group sessions shall be facilitated by two therapists. The use of male and female co-therapists in group therapy is highly recommended and may be required by the supervising agency.
- H. The ratio of therapists to sexual offenders in a treatment group shall not exceed 1:8. Treatment group size (should) not exceed 12 sexual offenders.

Discussion: It is understood that the occasional illness or absence of a co-therapist may occur, which will cause the treatment group to exceed this ratio. It is also understood that a particular treatment program may be structured in such a way that specific didactic modules of psycho-educational information are presented to larger groups of sexual offenders at one time. Such psycho-educational information is a component of, but not a substitute for sex offense-specific treatment. These circumstances constitute occasional exceptions to the standard described in E. above. The test of compliance with this standard will be the regularity with which the ratio of therapists to sexual

³ Andrews, D.A., and J. Bonta. 2003. *The psychology of criminal conduct*, 3rd ed., Cincinnati, OH: Anderson Publishing, Fernandez, Y.M. and W.L. Marshall. 2000. Contextual issues in relapse prevention treatment. In *Remaking Relapse Prevention with Sex Offenders*, ed. D.R. Laws, S.M. Hudson, and T. Ward, 225-35. Thousand Oaks, CA: Sage Publishing.

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offenders is congruent with E. above. It is also understood that circumstances within a prison setting may result in treatment groups exceeding this ratio. Such circumstances must be approved by the contracting agency.

The Sex Offender Management Team believes that the treatment of sexual offenders is sufficiently complex and the likelihood of re-offense sufficiently high that the offender to therapist ratio and group size should be fairly small.

- I. The provider shall employ treatment methods that give priority to the safety of the offender’s victim(s) and the safety of potential victims and the community.
- J. The provider shall employ treatment methods that are based on the recognition of the need for long-term, comprehensive, offense-specific treatment for sexual offenders. Self-help or time-limited treatments shall be used only as adjuncts to long-term, comprehensive treatment.
- K. The provider shall employ treatment methods that target assessed sexual and general criminogenic risk factors. These factors should be addressed during treatment sessions.
- L. The provider shall, whenever practicable, match the offender’s risk, needs and personal characteristics with appropriate treatment interventions, intensity, and staff.
- M. The provider shall employ methods of positive reinforcement by targeting a 4:1 ratio of positive to negative reinforcement.

8.104 The provider shall agree to quality assurance measurements, program assessments, and feedback. These may include an assessment of the provider’s treatment program as it relates to effective programming and/or validation of research.⁴

8.200 Confidentiality

In the treatment of sexual offenders, safety issues must override the usual rights of confidentiality⁵.

8.201 A treatment provider shall obtain signed waivers of confidentiality and releases of information based on the informed consent of the offender. Waivers of confidentiality and releases of information are only valid while the offender is in treatment with the provider and while under the jurisdiction of the supervising

⁴ Quality assurance and program evaluations support the State’s ongoing efforts towards implementing evidence-based programs and services.

⁵ Except where state and federal laws prevent specific information from being released.

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agency. If either of these two conditions cease, both the waiver of confidentiality and releases of information will no longer be in effect.

8.202 The waiver/release shall include the following relevant components:

- State that all reports generated by the treatment provider will be shared with future therapists and supervising officers in the interest of community safety.
- Extend to all therapists treating the offender.
- Extend to the victim's therapist except where prohibited by law.
- Extend to the victim, or custodial parent or guardian ad litem of a child victim, particularly with regard to (1) the offender's compliance with treatment; and (2) information about risk, threats, and/or possible escalation of violence.
- Extend to the supervising officer and all members of the treatment team (see 5.200) and, if applicable, to the contracting agency and any other individuals or agencies responsible for the supervision of the offender.

Notwithstanding such waivers of confidentiality, treatment providers shall safeguard the confidentiality of offender information from those for whom waivers of confidentiality have not been obtained.

- 8.203 These waivers of confidentiality do not allow treatment therapist/provider to release any information directly received from the supervision agency. All records provided by the supervising agency, shall be returned or destroyed.
- 8.204 A provider shall notify all offenders of the limits of confidentiality imposed on therapists by the mandatory reporting law, H.R.S. 350-1.1.
- 8.205 A provider shall ensure that an offender understands the scope and limits of confidentiality in the context of his/her particular situation, including the collection of collateral information, which may or may not be confidential.
- 8.206 When indicated and consistent with the informed consent of an offender, a provider shall obtain a waiver of confidentiality in order to communicate with the victim's therapist, guardian ad litem, custodial parent, guardian, caseworker or other professional involved in making decisions regarding reunification of the family or an offender's contact with past or potential child victim(s).
- 8.207 A provider shall obtain specific releases which waive confidentiality for communications with other parties in addition to those described in this standard.

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8.300 Treatment Provider-Offender Contract

8.301 A provider shall develop and utilize a written contract with each sexual offender prior to the commencement of treatment. The contract shall define the specific responsibilities of both the provider and the offender.

A. The contract shall explain the responsibility of a provider to:

1. Define and provide timely statements of the costs of assessment, evaluation, and treatment, including all medical and psychological tests, physiological tests, and consultations;
2. Describe the waivers of confidentiality which will be required for a provider to treat the offender for his/her sexual offending behavior; describe the various parties (i.e. probation/parole officer, polygraph examiner) with whom treatment information will be shared during the treatment; describe the time limits on the waivers of confidentiality; describe the procedures necessary for the offender to revoke the waiver, and describe what will be done with the information that has already been provided;
3. Describe the right of the offender to refuse treatment and/or to refuse to waive confidentiality, and describe the risks and potential outcomes of that decision;
4. Describe the type, frequency, and requirements of the treatment and outline how the duration of treatment will be determined; and
5. Describe the limits of confidentiality imposed on therapists by the mandatory reporting law, H.R.S. 350-1.1.

B. The contract shall explain an offender's responsibility (as applicable) to:

1. Participate satisfactorily in his/her assessment and treatment, and comply with treatment and case planning activities;

Note: Repeated unexcused absences, disruptive behavior, etc. should be stated so that offender is aware that such behavior may be grounds for termination.

2. Pay for the cost of assessment and treatment for him or herself, and his or her family, if applicable;
3. Pay for the cost of assessment and treatment for the victim(s) and their family(ies), when ordered by the court and through the supervising officer,

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including all medical and psychological tests, physiological testing, and consultation;

4. Inform the offender's family and support system of details of past offenses that are relevant to ensuring help and protection for past victims and/or relevant to the relapse prevention plan. Clinical judgment should be exercised in determining what information is provided to children;
5. Actively involve relevant family, support system and group members as indicated in the relapse prevention plan;
6. Notify the treatment provider of any changes or events in the lives of the offender and members of the offender's family or support system;
7. Participate in polygraph examinations as required by the treatment team and, if indicated, plethysmograph testing and/or Abel Screening as adjuncts to treatment;
8. Comply with the limitations and restrictions placed on the behavior of the offender, as described in the terms and conditions of probation, parole, or community corrections and/or in the contract between the provider and the offender.
9. Break patterns of secrecy by reporting the behavior of other group members involved in risky behavior.
10. Bring in family members and support system at treatment milestones⁶.
11. Notify both the treatment provider and supervising officer of any changes in treatment or supervision status.

Note: While all members of the treatment team are in continuous communication, it is the responsibility of the offender to inform all members of any changes in status. At no time, should the offender assume communication has occurred between team members.

- C. The contract shall also (as applicable):
1. Provide instructions and describe limitations regarding the offender's contact with victims, secondary victims, and children;
 2. Describe limitations or prohibitions on the use or viewing of sexually explicit or violent material;

⁶ English, K., Pullen, S. and L. Jones. 1996. Managing Adult Sex Offenders: A Containment Approach. Colorado Division of Criminal Justice, American Probation and Parole Association.

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3. Describe the responsibility of the offender to protect community safety by avoiding risky, aggressive, or re-offending behavior, by avoiding high risk situations, and by reporting any such forbidden behavior to the provider and the supervising officer as soon as possible;
4. Describe limitations or prohibitions on the use of alcohol or drugs not specifically prescribed by medical staff;
5. Describe limitations or prohibitions on employment or recreation; and
6. Describe limitations or prohibitions on the use of electronic devices and internet.

8.400 Treatment Goals and Behavioral Targets

- 8.401 To reduce recidivism, the provider shall employ risk assessment instruments approved by SOMT that measure both general and sex offending risk using static, dynamic and protective variables. The administering of these instruments shall be set at intervals determined by SOMT.
- 8.402 Treatment shall focus on the top three dynamic criminogenic factors related to the offenders' risk of sexual offending
- 8.403 The provider shall employ recidivism reduction interventions in addressing the primary goals of treatment:
 - A. Recognize and enhance strengths in order to increase resilience;
 - B. Motivate and enhance engagement to leading a prosocial lifestyle;
 - C. Decrease and/or manage deviant sexual urges and recurrent deviant fantasies;
 - D. Decrease criminal thinking, attitudes and beliefs;
 - E. Develop or increase victim empathy;
 - F. Increase cognitive, emotional and behavioral self-regulation skills;
 - G. Decrease intimacy and attachment deficits that relate to problematic cognitive, emotional and behavioral responses;
 - H. Develop prosocial relationships and ongoing support in the community, while decreasing negative social influences.

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8.404 The content of sex offense-specific treatment should be delivered in a strength-based approach designed to overcome resistance and increase intrinsic motivation for change, and shall be designed to:^{7 8}

1. Teach offenders the skills to intervene in their thinking through coaching, modeling, role rehearsal and assignments, and the relationship between thoughts, feelings, attitudes/beliefs, and behavior.
2. Reduce the offenders' denial and defensiveness;
3. Decrease and/or manage offenders' deviant sexual urges and recurrent deviant fantasies;
4. Educate offenders (and individuals who are identified as the offenders' support systems about the potential for re-offending and about the offenders' specific risk factors;
5. Teach offenders self-management methods to avoid a sexual re-offense;
6. Identify and treat the offenders' thoughts, emotions, attitudes/beliefs, and behaviors that facilitate criminal thinking and behaviors;
7. Identify and correct offenders' cognitive distortions;
8. Educate offenders about non-abusive, adaptive, legal, and pro-social sexual functioning;
9. Educate offenders about the impact of sexual offending upon victims, their families, and the community;
10. Provide offenders with an environment that encourages the development of empathetic skills needed to achieve sensitivity and empathy for victims;
11. Provide offenders with guidance to prepare, when applicable, written explanation or clarification for the victim(s) that meets the goals of: establishing full perpetrator responsibility, empowering the victim, and promoting emotional restitution for the victim(s);
12. Identify the offender's personality traits and deficits that contribute to his/her risk, and provide offenders with strategies for intervention;
13. Identify the effects of trauma and past victimizations on offenders as factors that may interfere with their treatment, and potential for re-offending. If

⁷ Marshal, W.L., L. Marshall, G. Serran, and M. O'Brian 2011. *Rehabilitating Sexual Offenders: A Strength-Based Approach*. American Psychological Association, Washington D.C.

⁸ Ward, T. et al. 2007. page 6.

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serious trauma and victimization issues exists, consideration should be given to how these issues shall be addressed.

14. Identify and decrease offenders' deficits in social and relationship skills and reinforce positive coping skills, where applicable;
15. Require offenders to develop a written relapse prevention plan for preventing a re-offense; the plan should identify antecedent thoughts, feelings, circumstances, and behaviors associated with sexual offenses;
16. Provide assessment referrals, , for offenders with co-existing medical, pharmacological, mental, substance abuse and/or domestic violence issues, or other disabilities, so appropriate treatment can be initiated;
17. Maintain communication with other significant persons in offenders' support systems when indicated, and to the extent possible, to assist in meeting treatment goals;
18. Evaluate cultural, language, developmental disabilities, sexual orientation and/or gender factors that may require special treatment arrangements;
19. Identify and address issues of gender role socialization; and
20. Identify and treat issues of anger, power, and control.

Discussion: The provision of educational and support services to the families of sexual offenders enhances the possibility of meeting treatment, supervision and community safety goals.

8.405 A provider shall develop a written treatment plan based on the needs and risks identified in current and past assessments/evaluations of the offender, and focus on the highest three criminogenic factors.

A. The treatment plan shall:

1. Be individualized to meet the unique needs of the offender.
2. Identify the issues to be addressed, including multi-generational issues if indicated, the planned intervention strategies, the goals and objectives of treatment and tasks to be completed.
3. Incorporate cognitive-behavioral interventions with role rehearsal.
4. Incorporate strengths and protective factors.

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5. Define expectations of the offender, his/her family (when possible), and support systems.
 6. Identify measurable outcomes. (include more direction at to what type of outcomes; i.e. behavioral, emotional, financial, employment?)
 7. Identify necessary precautions for the protection of victims and not cause the victim(s) to have unsafe and/or unwanted contact with the offender.
 8. Address the issue of ongoing victim input, when applicable.
- B. The treatment plan shall be updated regularly to reflect the current risk/needs of the offender and shall be provided to the supervising officer.

Note: Treatment plans shall be based on criminogenic risk/needs identified through assessments and revised according to the offender's achievement of treatment plan goals. The primary therapist shall meet with the offender to establish the treatment plan goals collaboratively. Both the therapist and the offender shall sign treatment plans.

Note: Treatment plans shall be developed in consultation with the community supervision officer to ensure consistency in developing behavioral management goals.

- 8.406 A provider shall assess each offender's progress in treatment on a minimum quarterly basis utilizing a SOMT-approved form and provide the completed form to the supervising officer.

Note: More frequent progress reports may be optimal for some offenders in some situations.

- A. The progress report shall:
1. Address the offender's progress in meeting the goals and objectives of the treatment plan.
 2. Identify changes in the offender's previously identified protective factors.
 3. Identify changes in the offender's dynamic risk factors and how they are being addressed in treatment.
 4. Identify issues and changes in the offender's situation.

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5. Provide recommendations to the community supervision officer.

8.407 Providers should maintain face-to-face contact a minimum of once per month, with the supervising officer or designee, and provide updates to progress in treatment and/or any concerns. Electronic communications are encouraged when decisions require prompt attention and shall abide by HIPAA regulations.

Note: Any violations of the treatment contract shall be reported to the supervising officer immediately, but no later than twenty-four (24) hours after the violation becomes known to the provider.

8.408 Providers shall maintain offenders' files in accordance with the professional standards of their individual disciplines and with state and federal laws on health care records. Offender files shall:

- A. Document the goals of treatment, the methods used, the offender's observed progress, or lack thereof, toward reaching the goals in the treatment records. Specific achievements, failed assignments, rule violations and consequences given should be recorded.
- B. Accurately reflect the offender's treatment progress, the dates of treatment sessions attended, and changes in treatment.
- C. Include copies of evaluations and risk assessment instruments completed on the offender.

8.500 Completion of Court-Ordered Treatment

8.501 Discharge from treatment requires the concurrence of the supervising officer. Successful completion of treatment is not the end of offenders' rehabilitative needs or the elimination of all risk to the community.

The decision to discharge the offender from treatment shall be based on:

- A risk assessment and a determination by the provider, and with the concurrence of the supervising officer, that the offender would not pose an undue risk to the victim and the community without further treatment;
- The goals of treatment have been met;
- An examination of multiple factors over an extended period of time in the maintenance phase of treatment, including but not limited to: a non-deceptive disclosure polygraph examination, two or more consecutive non-deceptive

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maintenance polygraph examinations, demonstration of pro-social skills and behaviors, and positive input from the offender's community network regarding the offender's adjustment;

- 8.502 Prior to discontinuing treatment, a provider shall, in cooperation with the supervising officer, develop an aftercare plan that includes ongoing behavioral monitoring, such as periodic polygraph examinations. Such monitoring is intended to motivate the offender to avoid high-risk behaviors that might be related to increased risk of re-offense. The plan shall also recommend the offender be reassessed for additional treatment needs should the offender later be found to engage in high risk behaviors.
- 8.503 Exceptions made to any of the requirements for treatment completion requires the concurrence of the supervising officer. The therapist shall document the reasons for the determination that treatment completion is appropriate without meeting all of the standard requirements, and note the potential risks to the community.

Note: an example of this may be when an offender's cognitive impairments restrict him/her from obtaining the full benefits of treatment.

8.600 Termination from Treatment

- 8.601 Violence or threats of violence shall warrant immediate termination. This may include violent actions in treatment sessions or threats of violence against the therapists, group members, self, or is perceived as presenting as an imminent threat to self or others.
- 8.602 Termination from treatment may be appropriate due to continued non-compliance of the signed treatment contract.
- 8.603 The treatment provider shall provide the offender with a minimum of two written warnings prior to termination from treatment. A photocopy of the written warning notices shall be provided to the supervising officer within forty eight (48) hours.
- 8.604 The decision to terminate from treatment may be based on:
- Repeated unexcused absences from treatment sessions
 - Disruptive behavior in group
 - Failure to abide by the signed treatment contract

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- 8.605 A therapist shall not terminate an offender from treatment without due cause. Termination from treatment without due cause may be considered by the treatment team. The decision to terminate without due cause shall be the consensus of the treatment team. Upon such termination, a written notice and alternative treatment plan shall be provided to the offender.
- 8.606 Upon termination from treatment, the therapist will provide the offender with a written notice of termination. This letter shall document the previous warnings given to the offender and documentation of the offender's failure to take corrective action to prevent the termination.
- 8.607 Upon termination from treatment, the provider shall provide a recommended plan of action to the supervising officer.
- 8.608 There may be exceptions to these standards given the unique needs of individual situations. Any exceptions should be in collaboration with the supervising officer.

8.700 Treatment Providers' Use of the Polygraph and Plethysmograph and Abel Assessment

- 8.701 In cooperation with the supervising officer, the provider ~~may~~ shall employ treatment methods that integrate the results of polygraph examinations, including specific issue polygraphs, disclosure polygraphs, and maintenance polygraphs. Exceptions to the requirement for use of the polygraph may be made only by the supervision officer or by the contracting agency.
- 8.702 When polygraph is used, the examiner must meet the standards for post-conviction sex offender polygraph testing as defined in Section 12 of these standards and by Association for the Treatment of Sexual Abusers (ATSA).
- 8.703 Maintenance polygraphs should be conducted at least every six months; specific issue polygraphs should be conducted as the need arises. The result of such polygraphs shall be used to identify treatment issues and for behavioral monitoring.

Discussion: Because of the epidemic nature of sexual abuse, there is a need for more and better methods to accurately assess, treat, and monitor sexual offenders. Polygraph testing is an effective tool for informing the provider and supervising officer about the type and severity of abusive behavior patterns, and compliance with treatment and supervision conditions, and can assist in suggesting necessary levels of supervision and treatment. In addition, polygraph testing can improve treatment outcomes by shortening the denial phase. It is recommended that polygraph exams occur at least every six months, and more frequently as necessary.

- 8.704 A provider may employ treatment methods that integrate the results of plethysmography, the Abel Assessment or other physiological testing, as indicated.

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If plethysmography is used, the examiner must meet the standards for plethysmography as defined in Appendix (TBD): Protocol for Administering Plethysmograph (PPG) Testing and the Association for the Treatment of Sexual Abusers (ATSA)⁹ and described in Section 13.000 of these standards. If the Abel Assessment is used, the treatment provider or evaluator must be trained and licensed as an Abel site to utilize the instrument.

- 8.705 It is recommended that a provider employ plethysmography as a means of gaining information regarding the sexual arousal patterns of sexual offenders or the Abel Assessment as a means of gaining information regarding the sexual interest patterns of sexual offenders.

Discussion: Physiological data can be useful in assessing an offender's progress in therapy. However, physiological assessment data of this type cannot be used as the sole basis for determining an offender's risk nor for determining whether an individual has committed or is going to commit a specific deviant sexual act. Providers who utilize this data shall be aware of the limitations of plethysmography and the Abel Assessment and shall recognize that this physiological data is only meaningful within the context of a comprehensive evaluation and/or treatment process.

8.800 Exemptions

- 8.801 Exemptions to any of the standards within Section 8.000 may be made to the supervising or contracting agency. Exemptions must be applied for in writing. The supervising or contracting agency must reply to the requesting provider in writing within a reasonable amount of time.
- 8.802 A copy of all approved and denied exemptions must be submitted to the Sex Offender Management Team to keep on file.

⁹ "Guidelines for the Use of the Penile Plethysmograph," from The ATSA Practitioner's Handbook, published by the Association for the Treatment of Sexual Offenders. 1993.

C. Sample: SOTP Population Spreadsheet

This spreadsheet is...very wide. It has been split into sections for readability.

inout	sostatus	sotpsatus	repeatSO	REOFFENDED AFTER PSD TX?	FACILITY	SOCLR RECOMMENDATION	sid	ssn	lname	fname	mname
1	1	3	0	0	HCF	MIN	A		AB		
1	0	4	0	0	AZ		A		AB		
1	0	0	0	0	HCCC	NA	A		AB		
1	1	3	0	0	AZ	MIN	A		AB		
1	1	3	0	0	AZ	MIN	A		AC		
0	1	1	0	0	TIME SERVED	MED	A		AC		
1	1	4	0	0	KCF	COMM	A		AD		
0	1	4	0	0	PAROLE		A		AF		
1	1	3	0	0	AZ	MIN	A		AG		
1	1	4	0	0	OCCC	COMM	A		AG		
1	0	0	0	0	OCCC	NA	A		AG		
0	1	4	0	0	KCF	COMM	A		AG		
1	1	2	0	0	AZ		A		AH		
1	1	1	0	0	AZ	MED	A		AH		
1	1	1	0	0	HCF	MED	A		AH		
1	1	2	0	0	AZ	MED	A		AI		
1	1	1	1	0	AZ	MED	A		AK		
1	1	3	0	0	HCF	MIN	A		AK		
1	1	4	0	0	AZ		A		AK		
1	1	4	0	0	KCF	COMM	A		AK		
1	1	1	0	0	HCF	MED	A		AL		

parmindt	maxreltd	descrip	severity	charge	Booking date	sex	dob
2/11/2024	2/10/2027	SEXUAL ASSAULT 2	FB	707-0731		M	5/31/1979
		LWPP					
9/6/2028	11/6/2030	SEXUAL ASSAULT 3	FC	707-0732		M	5/15/1970
5/17/2036	7/17/2036	SEXUAL ASSAULT 2	FB	707-0731		M	6/25/1988
3/12/2017	5/12/2018	SEXUAL ASSAULT 2	FB	707-0731		M	6/6/1986
7/12/2018	8/12/2020	SEXUAL ASSAULT 3	FC	707-0732		M	9/30/1960
4/21/2008	6/17/2024	SEXUAL ASSAULT 1	FA	707-0730		M	8/4/1962
2/6/2030	4/6/2030	SEXUAL ASSAULT 1	FA	707-0730		M	8/10/1990
2/10/2017	4/9/2022	SEXUAL ASSAULT 2	FB	707-0731		M	2/6/1964
11/10/2015	7/13/2019	SEXUAL ASSAULT 3	FC	707-0732		M	12/26/1974
5/19/2013	7/13/2020	SEXUAL ASSAULT 2	FB	707-0731		M	7/13/1972
6/23/2054		LWPP	FC	707-0732		M	9/27/1979
10/6/2015	10/1/2034	SEXUAL ASSAULT 1	FA	707-0730		M	5/10/1938
4/7/2020	6/6/2025	SEXUAL ASSAULT 1	FA	707-0730		M	7/29/1962
5/26/2026		LWPP	FC	707-0732		M	9/3/1960
	4/26/2029						
3/25/2025	5/25/2035	SEXUAL ASSAULT 3	FC	707-0732		M	7/22/1969
3/9/2006	5/5/2021	SEXUAL ASSAULT 1	FA	707-0730		M	11/22/1981
11/24/2011		LWPP		707-0732		M	7/28/1941

age	agegrp	ethnic	pob	citctry	stob	status	ethnicgrp	victim	RP cycle	RP empathy	SS	AS	HS	Cog Skills
38.33538672	E_35-39	F	PI			1_SF	05_Filipino							
47.37850787	G_45-49	F	US	US	HI	1_SF	05_Filipino	MINOR						
29.26488706	C_25-29	R	US	US	HI	1_SF	08_Hispanic							
31.31827515	D_30-34	F	US		HI	1_SF	05_Filipino							
56.99931554	I_55-59	F	PI			1_SF	05_Filipino	MINOR	10/24/2018	3/14/2019	6/30/2017	6/26/2017	6/27/2017	1/10/2018
55.15674196	I_55-59	S	US	US	HI	7_PARV	11_Samoan							
27.14031485	C_25-29	F				1_SF	05_Filipino	MINOR						
53.64818617	H_50-54	F				1_SF	05_Filipino	MINOR	2/28/2018	10/31/2018	5/11/2016	12/13/2017	11/23/2016	6/15/2017w
42.76249144	F_40-44		US	US	HI	1_SF	08_Hispanic	MINOR	1/27/2015	7/2/2015	11/30/2015	10/12/2015	10/29/2015	10/29/2015
45.21560575	G_45-49	H	US	US	HI	1_SF	07_Hawn\pt.Hawn	ADULT						
38.00958248	E_35-39	H				1_SF	07_Hawn\pt.Hawn	ADULT						
79.39219713	K_ge 65	H	US	US	HI	1_SF	07_Hawn\pt.Hawn							
55.17316906	I_55-59	H	US	US	HI	1_SF	07_Hawn\pt.Hawn	MINOR						
57.07323751	I_55-59	H	US	US	HI	1_SF	07_Hawn\pt.Hawn	MINOR						
48.19164956	G_45-49	H	US	US	HI	1_SF	07_Hawn\pt.Hawn							
35.85489391	E_35-39	H	US	US	HI	1_SF	07_Hawn\pt.Hawn							
76.17522245	K_ge 65	F	YY	US		1_SF	05_Filipino							

For a simpler breakdown, the following dictionary of the column headings are provided:

Column Name	Description
Inout	In (in-custody), Out (not in custody)
Sostatus	Not all sex offender inmates will be classified as sex offenders for my program
sotpstatus	Their status for the program, 4 mean completion, 3 means waitlist, 2 means refusal, etc
repeatSO	Inmate has a new sex offense conviction
RE-OFFENDED AFTER PSD TX?	If they are repeat SO, did it occur after going thru our program
FACILITY	Correctional Facility
SOCLR RECOMMENDATION	Custody recommendation
Sid	Inmate Number
Ssn	Social Security
Lname	Last Name
Fname	First Name
mname	Middle Name
parmindt	Parole minimum date
maxreldt	Maximum release date
descrip	Current Highest Charge Description
severity	Class offense severity
charge	Penal Code
Booking date	When the sex offense was actually booked

Column Name	Description
sex	Gender
dob	Date of Birth
Age	Age (from dob above)
agegrp	Age group Code
ethnic	Race
pob	Place of birth
citctry	(no idea why it says that) country
stob	State of birth
status	Legal status (sentenced felon, parole violator, etc)
ethnicgrp	Ethnic Group (no idea why there is two columns for this)
victim	Minor or Adult
RP cycle	Treatment Module – Deviant Cycle
RP empathy	Treatment Module – Victim Empathy
SS	Treatment Module – Social Skills
AS	Treatment Module – Anger/Stress Management
HS	Treatment Module – Human Sexuality
Cog Skills	Treatment Module – Cognitive Skills
Parenting	Treatment Module – Parenting
Polydate	Date of last polygraph
Postxaxdt	Date of post treatment risk assessment
Completion date	Program completion date

Column Name	Description
DURATION BY MONTHS	How long in months it took for inmate to complete
LETTER TO HPA	Date of letter to HPA
FILE TO HPA	Date final records were sent to HPA
NOTES	Any relevant notes for treatment, assessment or supervision

XXII. COURTROOM DASHBOARDS

Court View Screen (At the courtroom)

Court View Fri Nov 1st, 2019 at 13:08:05

refreshed a few seconds ago, at 13:07:47

Custodies Not Yet Arrived	0
Custodies Arrived	0
Ready	5
Done Custodies	5
Left Custodies	29
Total Custodies Listed	39

Coming (Not yet arrived) 0

Arrived (Processing, not ready for court) 0

Ready (Arrived and probably ready) 5

Special	Type	LAST	First	Sex	In	Out	Apt Time	Judge	Fac	Comment
	Walk-in	██████	██████	M	0935	0830		██████	CCT	PROPERTY
		██████	██████	M	1200	1400		██████	OCCC	
	Walk-in	██████	██████	M	0930			██████	CCT	PROPERTY
		██████	██████	F	1200	1400		██████	OCCC	
	Add-on	██████	██████	M	1220				HPD	P/ OPB:

Done (Ready for transport) 5

Special	Type	LAST	First	Sex	In	Out	Apt Time	Judge	Fac	Comment
		██████	██████	M	0820	1000		██████	OCCC	Co-D LAFOGA/MTN in Lim
		██████	██████	M	0815	1000		██████	HCF	Co-D INES/MTN in Lim
	Walk-in	██████	██████	M	1215			██████	CCT	NP/ OPB: 1PC161001759
	Walk-in	██████	██████	M	1235			██████	CCT	NP/ OPB: 1PC161001306
	Walk-in	██████	██████	M	1235			██████	CCT	NP/ OPB: 1CPC-17-0001390

Left (Picked Up / Cancelled / Released) 29

Special	Type	LAST	First	Sex	In	Out	Apt Time	Judge	Fac	Comment
	Cancelled	██████	██████	M			0830	██████	OCCC	10-29-19 ROR
		██████	██████	M	0735	1045	0830	██████	OCCC	
		██████	██████	M	0735	0945	0830	██████	OCCC	RPC
		██████	██████	M	0735	0945	0830	██████	OCCC	RPC
		██████	██████	M	0735	0945	0830	██████	OCCC	RPC
		██████	██████	M	0735	1045	0830	██████	OCCC	
		██████	██████	M	0735	0945	0830	██████	OCCC	RPC
	Cancelled	██████	██████	M			0830	██████	OCCC	7-16-19 ROR

Facility Transport View (at facility)

OCCC Transport View Fri Nov 2, 2019 at 13:04:57

11/2/2019 [View Today's Custodies](#)

[Refresh](#) 0 seconds until next auto-refresh.

[Word Transportation Schedule](#)

[Excel Transportation Schedule](#)

[Cell Block Excel Custody Log](#)

Custodies To-Be Delivered 0

Still with Court/Sheriffs 3

On Temporary Pass 2

Ready for Pickup (by OCCC) 5

Ready for Pickup (for HSH, KAHI) 0

Picked Up / Cancelled / Released 23

New Custodies 18

Old Custodies 23

Total Custodies Listed 33

Custodies To-Be Delivered 1

Still with Court / Sheriffs 3

Special	Type	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Fac	Comment
	Add-on	██████	██████	M	1220		PDD 3				HPD	P/ OPB:
		██████	██████	M	1200		PDD 3	SRV	1400	KUBO	OCCC	
		██████	██████	F	1200		ASSLT ENF OFF 1	HRG	1400	KUBO	OCCC	

On Temporary Pass 2

Special	Type	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Fac	Comment
	Walk-in	██████	██████	M	0930					NACINO	CCT	PROPERTY
	Walk-in	██████	██████	M	0935		PDD 3	HMO	0830	NACINO	CCT	PROPERTY

Ready for Pickup (by OCCC) 3

Special	Type	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Fac	Comment
	Walk-in	██████	██████	M	1215		REVO / MOD			NACINO	CCT	NP/ OPB: 1PC161001759
	Walk-in	██████	██████	M	1235		REVO / MOD			NACINO	CCT	NP/ OPB: 1PC161001306
	Walk-in	██████	██████	M	1235		REVO / MOD			NACINO	CCT	NP/ OPB: 1CPC-17-0001390
		██████	██████	M	0820		MURDER 2	MIL	1000	WONG	OCCC	Co-D ████████
		██████	██████	M	0815		MURDER 2	MIL	1000	WONG	HCF	Co-D ████████

Ready for Pickup (for HSH, KAHI) 0

Picked Up / Cancelled / Released 23

Special	Type	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Fac	Comment
	Walk-in	██████	██████	F	1025	1045				WONG	CCT	NP/ MIT: 1CPC-17-0000342
	HPD	██████	██████	M	0800	1045	REVO / MOD	OPB		VIOLA	HPD	P/ OPB: 1CPC-17-0001229
	Walk-in	██████	██████	M	1050	1210				NACINO	CCT	NP/ OPB: 1PC151000214
	Cancelled	██████	██████	M			CONTEMPT	OPB		NAKASONE	HPD	OPB: 1CPC-19-0000820
		██████	██████	M	0735	0945	PDD 3	MTN	0830	NACINO	OCCC	RPC
		██████	██████	M	0735	0945	THEFT 2	HMO	0830	NACINO	OCCC	RPC
		██████	██████	F	0815	0935	THEFT 2	HMO	0830	NACINO	OCCC	RPC
		██████	██████	M	0820	1210	UEMV 1	HMT	0830	MORIKAWA	FDC	
		██████	██████	M	0735	0945	ROB 2	HMO	0830	NACINO	OCCC	RPC
	Cancelled	██████	██████	M			SEX ASSLT 1	HCO	0830	NACINO	OCCC	7-16-19 ROR

Local ISC View (at the county ISC)

OISC View Fri Nov █████ 2019 at 12:56:00

37 seconds until next auto-refresh.

Total New Custodies 9

Still with Court/Sheriffs 6

Picked Up (by OCCC) 3

Still with Court / Sheriffs
6

Type	Case No.	Special	Status	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Meal	Fac	Comment	Release To
Walk-in	████		Ready	████	████	M	1215		REVO / MOD			████		CCT	NP/ OPB: 1PC161001759	
Add-on				████	████	M	1220		PDD 3					HPD	P/ OPB:	
Walk-in	████		Temp	████	████	M	0930					████		CCT	PROPERTY	
Walk-in	████		Ready	████	████	M	1235		REVO / MOD			████		CCT	NP/ OPB: 1PC161001306	
Walk-in	████		Ready	████	████	M	1235		REVO / MOD			████		CCT	NP/ OPB: 1CPC-17-0001390	
Walk-in	████		Temp	████	████	M	0935		PDD 3	HMO	0830	████		CCT	PROPERTY	

Picked Up
3

Type	Case No.	Special	Status	LAST	First	Sex	In	Out	Charges	APT	Time	Judge	Meal	Fac	Comment	Release To
Walk-in	████		Ready	████	████	F	1025	1045				████		CCT	NP/ MIT: 1CPC-17-0000342	████
HPD	12345678		Ready	████	████	M	0800	1045	REVO / MOD	OPB		████		HPD	P/ OPB: 1CPC-17-0001229	████
Walk-in	████		Ready	████	████	M	1050	1210				████		CCT	NP/ OPB: 1PC151000214	████

Custody View with Views:

Custody Dashboard
Home
Docs
Admin
Court
Views
Logout

handbook

Login successful!

Daily Custody Dashboard v0.13

11/20/2019 View Today's Custodies

Total Custodies Listed: 30

Refresh

Excel

Custody Dashboard

Review Calendars

Annual-Q

OCOC Transport View

OCOC Intake Services Center View

FSD Report

Court View (All Judges)

Court View (EDDINS)

Court View (KAWAMURA)

Court View (KUBO)

Court View (MORIKAWA)

Court View (NACINO)

Court View (NAKASONE)

Court View (REMIKO)

Court View (SOMERVILLE)

Court View (TOTOO)

Court View (WONG)

Type	Case No.	Special	Status	Cell	LAST	First	Sex	In	Out	Judge	H	Meal	Fac	AKA/Comment	Release To
HPD	RORY		XXX	XXX			M	0750	0640	NACINO	H	0750	ODCC	RPC	
HPD	GFC		XXX	XXX			M	0750	0640	NACINO	H	0750	ODCC	RPC	
Walk-in	JP		XXX	XXX			M	0750	1215	NACINO	H	0750	ODCC		
Walk-in	GOV		XXX	XXX			M	0750	1215	NACINO	H	0750	ODCC		
Walk-in	DUBBS		XXX	XXX			M	0750	1215	KUBO	H	0750	ODCC		
Walk-in	JP 1525		XXX	XXX			M	0750	1625	WONG	H	0750	ODCC		
Walk-in	GMS		XXX	XXX			M	0750	0640	NACINO	H	0750	ODCC	Co-D	
Walk-in	GOV 1525	CLOSE	XXX	XXX			M	0755	1625	WONG	H	0755	HCF		
Walk-in	AG		XXX	XXX			M	0750	1215	NACINO	H	0750	ODCC	Co-D INES	
Walk-in	FREE		XXX	XXX			M	0750	1215	NACINO	H	0750	ODCC	Contested Hearing	
Walk-in	HOFF		XXX	XXX			M	0750	0640	NACINO	H	0750	ODCC		
Walk-in	GMS		XXX	XXX			M	0750	1215	NACINO	H	0750	ODCC		
Walk-in	JP		XXX	XXX			M	0750	1215	SOMERVILLE	H	0750	ODCC		
Walk-in	PED		XXX	XXX			M	0750	1215	WONG	H	0750	ODCC		
Walk-in	MAR		XXX	XXX			M	1200	1625	KUBO	H	0750	ODCC		
Walk-in	OC		XXX	XXX			F	1200	1625	KUBO	H	0750	ODCC		
HPD	1943942		XXX	XXX			M	0755	1625	KAWAMURA	H		HPD	PI/ORB: I/PC-19-0001697	
HPD	1943954		XXX	XXX			M	0755	1625	KAWAMURA	H		HPD	PI/ORB: I/PC-19-0001693	
Walk-in	PM		XXX	XXX			M	1121	1625	KAWAMURA	H		HPD	PI/ORB: I/PC-19-0001698	
Walk-in	KID MC		XXX	XXX			M	1200	1625	VIOLA	DC		CCT	PI/ORB: I/PC-19-000153	
Walk-in	FC MC		XXX	XXX			M	1515	1625	NACINO	H		CCT	PI/ORB: I/PC-19-000117	
Walk-in	1500 HOLD		Temp	XXX			M	0830	1500	VIOLA	DC		CCT	1500 HOLD	
Walk-in	1500		Temp	XXX			F	0915	1500	PDD 2	H		CCT	PROPERTY	
Walk-in	FC MC		XXX	XXX			F	1430	1625	HMO	H		CCT	PI/ORB: I/PC-17-0001126	
Walk-in	FC MC		XXX	XXX			M	1430	1625	NACINO	H		CCT	PI/ORB: I/PC-17-0001126	
Walk-in	FC MC		XXX	XXX			F	1655	1215	NACINO	H		CCT	PI/ORB: I/PC-17-0001124	
Walk-in	FC MC		XXX	XXX			F	1655	1215	NACINO	H		CCT	PI/ORB: I/PC-17-0001124	

The following 10 pages are excerpts from the documentation explaining the overall goal, the process before starting and after completion, and some technical background. The complete manual will be made available to the awarded Offeror:

CUSTODY TRANSPORTATION DASHBOARD

PHASE 1 BACKGROUND - DASHBOARD

About the Initiative

INTRODUCTION

The Custody Transport Process Improvement Initiative came to pass through a unique collaboration between the State of Hawaii Judiciary and Department of Public Safety (PSD). Transportation to court appointments, specifically those pretrial custodies being transported from Oahu Community Correctional Center (OCCC) and First Circuit Court (FCC), was presented as the primary focal point. Members of PSD wanted to better understand the process and, where appropriate, address any actionable items with process or technology solutions.

Initial assessment of the project scope identified that the transport process was a complex interchange of both people and data, in the context of different organizations each with its unique set of goals, processes, procedures, locations/settings, work environments, cultures and individuals. Data and information used within this process was distributed, referenced, reused, and transformed by various individuals and institutions involved in the processing of custodies both pre and post trial. Many of the data and information processes were observed to be manual.

GOALS

Members of Public Safety underscored that while data processes were of necessary priority in this project, their primary concern was with appropriate guardianship of the custodies as members of our community. The focus of the initiative was thus to first investigate and understand the transport process and then secondly to improve the logistics, distribution, and communication of data required to transport custodies from OCCC to their court appearances.

The goals for the project were to identify opportunities affecting transportation, delivery of a scoped solution, and to provide insights to the Public Safety Department to guide future developments.

The project was given a short timeline of a few months as the interest was to find something that was both impactful and clearly deliverable. A secondary desired outcome was to provide a project that was successful for all stakeholders with the aim of spurring more dialog and encouraging continued innovation and improvement within and between organizations.

CUSTODY TRANSPORTATION DASHBOARD

PURPOSE AND GOAL

The primary purpose of the research phase was to fully understand the custody transport process. Our goal was to build ourselves a solid foundation of the contexts, people, and places, together with process goals, impacts, and relationships to identify an appropriate solution.

SCOPE

The focus of the transport process was that of custodies to and from OCCC (Oahu Community Correctional Center) and First Circuit Court. Therefore our focus was on detailing the process observed at OCCC, Cellblock at First Circuit Court, and to a lesser extent, the court rooms themselves.

However, this OCCC-First Circuit Court transport process is only a fraction, albeit currently the largest proportion, of the custody transport needs. The larger context shows that despite the focus of OCCC and First Circuit Court, this also involves transport from housing locations outside of OCCC. In addition, it is necessary to keep in mind that there are impacts elsewhere in each organization's processes as there are locations across the island being serviced by the same transportation crews and vehicles (rural courts, mental health housing facilities, custody doctor locations).

PROCESS AND METHODS

Qualitative research methods were the sole means used for capturing data. Some quantitative data mining efforts were considered but ultimately were not available for this project.

Our first step was to get better acquainted with the overall transport process. Over the course of two days, we observed the transport process from OCCC to First Circuit Court Cellblock and back, with exception of not being able to ride in transport vehicles with the custodies.

Over the course of a few weeks, members of our team talked with over 20 individuals with OCCC, the Sheriff's Division, and First Circuit Court. In addition, more than 10 in-depth interviews were conducted along with on-site participant observation.

Following these interviews and observations, we extracted findings from which recommendations and solution areas were derived.

THE CUSTODY TRANSPORT PROCESS

We observed the process from OCCC to FCC and back over several days in October 2013.

We found that the transport process is a large system with many individuals performing tasks throughout. The following is an overview. We chose to break it up for clarity into the following 6 segments:

CUSTODY TRANSPORTATION DASHBOARD

Part 1: Court Calendaring

Court appointments are the basis for custody transportation between OCCC and FCC. Court calendars distributed by court clerks identify who needs to be transported and are shared in hard copy. They require data entry and cross-checking in Cellblock and Module 5.

Part 2: Transport Preparation

The custody portion of the process begins with preparation activities in a specific OCCC Module that is responsible for the handling, transporting, and tracking of custodies and custody-specific documents (status release forms) as well as secondary items such as food and medication.

Transportation Adult Corrections Officers (sometimes called Trans ACOs or Trans Crews) each review Transportation Schedule. They make necessary preparations for the transport and staging of custodies from PSD's Oahu facilities.

Part 3: Transportation from OCCC to First Circuit Court

The Transportation Crews go to the Housing Units and bring custodies back to Module 5 for further processing and regrouping by destination. Sometimes the crews are able to pick up a full vehicle load from one housing unit and leave directly for Court. The releasing facility keeps records of custody movement.

We were unable to directly observe custody preparation inside the Housing Units. Meals and medication are provided before leaving Housing.

Part 4: Transporting to Cellblock

Custodies are transported via OCCC's Transportation vehicles to their respective destinations. First Circuit Court may be one of many.

Upon arrival at First Circuit Court, custodies are transferred from the OCCC Trans crews to Sheriff's Deputies and held in Cellblock.

Part 5: Cellblock and the Courts

Cellblock is where all custodies awaiting their court appearance are held. It is also a transfer point for custodies brought in by the Honolulu Police Department, the Courts, or Sheriff's Patrol Deputies. For this latter group of custodies, Cellblock marks the starting point for the OCCC - FCC Custody Transport Process. Custodies may also be released from Cellblock upon order of the Courts.

Deputies have the task of guardianship of the custodies while at First Circuit Court, inclusive of both their time in Cellblock and their time in court. Custodies are always under direct supervision when they are not in Cellblock.

CUSTODY TRANSPORTATION DASHBOARD

Deputies also manage the collection and distribution of various documents in addition to managing the custodies, their property, medication, and meals.

Part 6: Return to OCCC

Custodies that are taken in at First Circuit Court Cellblock and those that have completed their court appointment and are not released are held at Cellblock until OCCC vans return for pickup. Return trips to OCCC start around mid- day and continue until after courts close.

New and old custodies are processed at OCCC upon their return.

Overarching Challenge

The courts (Judiciary) and Cellblock (PSD) are on different computer networks and routers. Courts, Cellblock and OCCC each have different database access.

WHAT'S WORKING



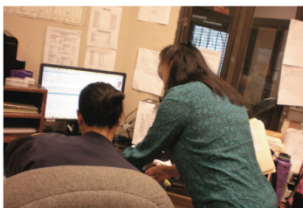
During our observations, we saw a lot going right. We picked the following five things in the transportation process that are already happening, work really well in their respective contexts, and that encourage success:

Many people that we talked to in OCCC are rooting for the custodies.

We found a common goal of wanting to process custodies efficiently, to release cleared custodies in a timely manner, and to keep them out of jail in the future. For example, one ACO genuinely wished a custody good luck at court.

“We’re all a team and we help each other out.”

Staff do help each other with tasks and try to keep all operations running smoothly. “We’re all a team and we help each other out.” We heard this and saw much evidence of it at both OCCC and Cellblock.



Staff care about accuracy. They go the extra mile to track down information, flag files they are unsure about, print duplicates of papers to make sure nothing gets lost.

The staff we observed were comfortable with us observing their process. They wanted to teach us about their work, seemed open to changes and had their own ideas for how it could be improved.

The majority of custodies are currently successfully transported daily with limited resources. Each organization is dealing with a lot of processing (of custodies, paperwork, and questions).

CUSTODY TRANSPORTATION DASHBOARD

PHASE 2 BACKGROUND - JIMS INTEGRATION

Overview

A prototype Custody Transportation Dashboard was built for a process improvement project sponsored by the Hawaii Community Foundation in the winter of 2013- 2014. The purpose was to facilitate timely transfer of custodies from Oahu Community Correctional Center (OCCC) to First Circuit Court. The prototype replaced First Circuit Cellblock's Excel spreadsheet with a web application to be used as an operations dashboard within Cellblock and for communicating transport needs with OCCC. It also provided the courts with transport arrival information and Oahu Intake Service Center with advance notice on new intakes. The prototype has been in daily use since deployment in early 2014.

In 2017, an opportunity to more fully develop the dashboard became available through the Data Infrastructure Improvement Project as a means to evaluate the IT governance and management capabilities of the Department. The opportunity arose as the judiciary was in the process of finalizing their Judiciary Information Management System (JIMS) implementation for criminal courts at First Circuit Court. Digital calendars were desired for the dashboard prototype but inquiries into the HAJIS legacy system were unsuccessful. The new rollout led to the revisiting of the discussion of a Judiciary-Public Safety integration with JIMS producing court calendars for the criminal courts.

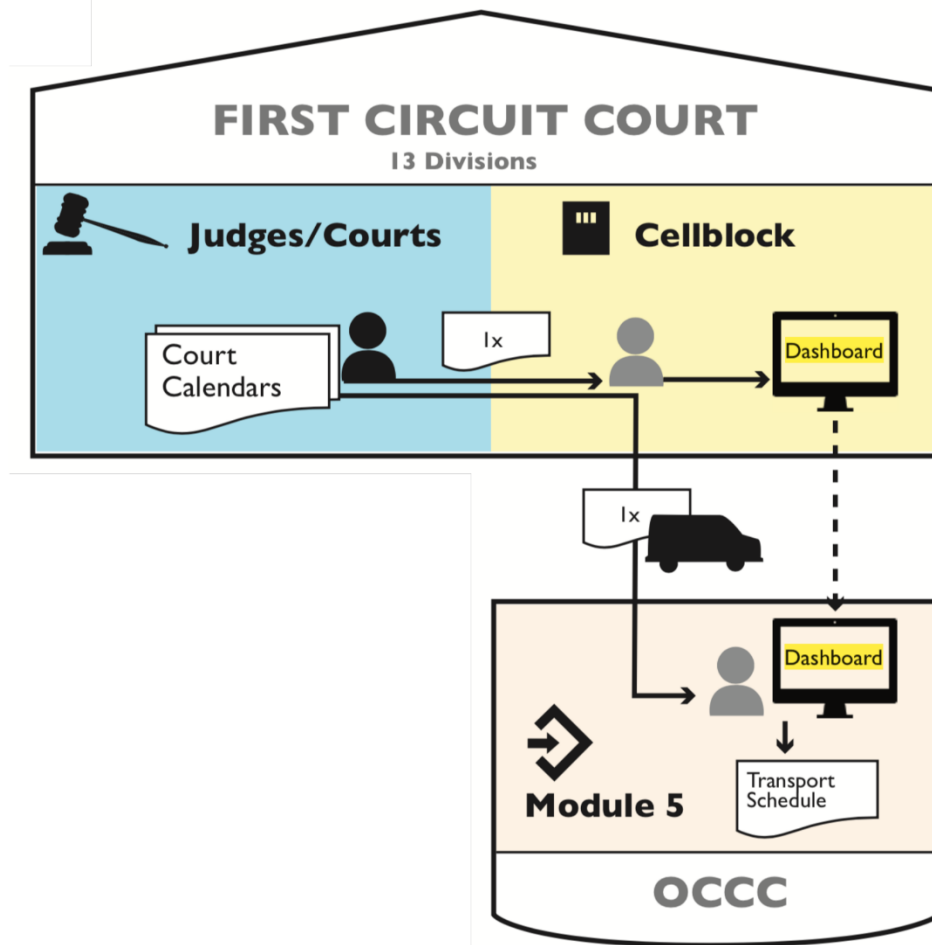
The primary purpose for the JIMS integration was to provide Public Safety with court information more directly and in a more timely manner. Paper processes and manual entry were to be minimized — used for exceptions and back-up processes only. The project hoped to underscore the value of sharing information and responsibility for developing well-managed criminal justice processes.

CURRENT COURT CALENDAR DISTRIBUTION PROCESS

The current process relies on each court to provide two copies of printed court calendars to cellblock deputies. Deputies keep one copy to manually enter identified transports into the dashboard. They send one copy via the OCCC transport (typically sent at the end of the day).

OCCC staff utilize the dashboard to get a head start on their work. The paper copy is required to finalize the transportation schedule for the following day.

CUSTODY TRANSPORTATION DASHBOARD



The Old Way: Court calendar distribution process using paper and Dashboard Prototype

CUSTODY TRANSPORTATION DASHBOARD

Improvements and JIMS Integration

The new process utilizes digital court calendar event data provided by JIMS. Events are appointments at court for people who may be in custody. We concern ourselves mostly with those in custody. In the new process, this JIMS data is provided to the courts to perform their customary review process on the prior working day. Events can be edited, added or canceled as necessary using the dashboard. Once their review is complete, the data is submitted via the application to be made available to both cellblock and OCCC to begin their review.

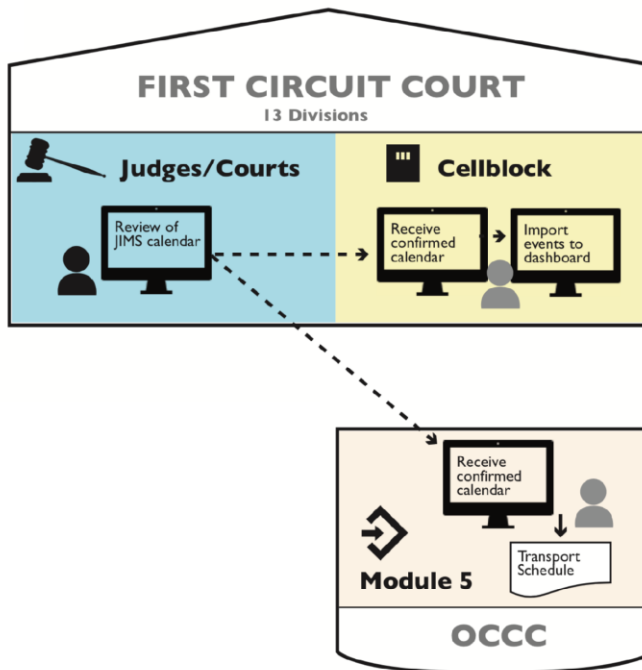
The digital handoff allows for a faster relay of data between all stakeholders. Cellblock deputies have less manual entry of data. OCCC is provided with more information than would be passed through paper calendars and earlier in their work day, improving the efficiency and timeliness of their review and identification process. Courts are no longer required to walk over printed copies of their calendar.

Other feature updates include:

- an update of the web application framework to account for technology changes that provide performance and security enhancements,
- a new view for the attorneys and public defenders to check on the arrival status of their custodies at cellblock, and
- minor application updates to improve general usability.

NEW COURT CALENDAR DISTRIBUTION PROCESS

The new distribution of the court calendars is digital. Cellblock and OCCC receive the reviewed version of the calendar. Cellblock deputies select confirmed events to import into their dashboard for the next working day. OCCC staff are able to see all court calendar events as soon as the court review is complete.



New Court Calendar Distribution Process

CUSTODY TRANSPORTATION DASHBOARD

TECHNICAL DETAILS

Custody Transportation Dashboard

The Custody Transportation Dashboard is a database-driven web application which was originally built in 2014. It is deployed to the Heroku platform service, where it utilizes some services such as a relational database, SMTP server, and SOCKS proxy.

RUBY ON RAILS WEB APPLICATION FRAMEWORK

Originally built with version 3 of the Ruby on Rails web application framework, it has since undergone version upgrades. It is now built on Ruby on Rails version 5. This web framework is built with the Ruby programming language, version 2.5.1. This application is deployed to the Heroku platform service.

HEROKU

Heroku is platform as a service which handles many aspects of application server ops and security. Log in to the Heroku dashboard and view the “arcane-crag-6547” application. The application itself can be viewed at “<https://arcane-crag-6547.herokuapp.com>”. Heroku offers many “Add-on” services which are utilized by this application.

POSTGRESQL RELATIONAL DATABASE

It also runs on the PostgreSQL relational database, which is provided as the Heroku Postgres “Add-on” service. It utilizes the “Hobby Basic” plan. This plan level has a limit of 10 million rows. Database utilization can be viewed from the Heroku dashboard. As of July 2019, it has 292,600 rows. With a rough estimate of the application’s database row creation rate, it will take about three years before the database will reach the 10 million row limit. Before this time, either the plan level should be increased, or rows should be removed from the database.

If the plan is increased, the next available level (as of 7/2019) is the “Standard 0” plan. This plan does not have a row limit. However, it replaces this limit by limiting total storage capacity at 64 GB. As of July 2019, the application utilizes about 158.4 MB of storage space. Again, this can be viewed on the Heroku dashboard.

In order to prevent an endlessly growing database, the recommendation is that rows are deleted from the application which refer to old calendar events and custody visits. For old calendar events, the relevant tables from which to delete old rows are:

- jims_alias
- jims_attorney

CUSTODY TRANSPORTATION DASHBOARD

- `jims_charge_count_charges`
- `jims_charge_count_dispositions`
- `jims_charge_counts`
- `jims_events`
- `jims_packet_event_reviews`
- `jims_packet_events`
- `jims_packet_reviews`
- `jims_packets`

For custody visits, old rows from the `custody_visits` table should be deleted.

It is a matter for PSD administration to decide how much data to retain, or if the data should be archived (outside of the Heroku database) before it is deleted from Heroku.

DATABASE BACKUPS

Database backups may be created via the Heroku command line utility. The relevant portions of the online Heroku documentation are:

- Command Line - <https://devcenter.heroku.com/categories/command-line>
- Databases & Data Management - <https://devcenter.heroku.com/categories/data-management>
- Heroku PGBackups - <https://devcenter.heroku.com/articles/heroku-postgres-backups>

Backups are currently scheduled daily. Backup retention is a complicated topic, please refer to the documentation for details. In general, the application is currently configured to take a daily backup at 2am. Daily backups are retained for a week. One backup per month is retained for about 3 months (please see the list Heroku dashboard for exactly how far back the backups extend). This can change if a database plan is upgraded, the backup schedule is changed, or manual backups are taken. Changing database plans can delete backup schedules, so they will need to be recreated after a plan upgrade. Backup schedule change will obviously affects database backups. Manual backups are counted toward the limited number of backups stored. The oldest backups are deleted first.

Manual backups of the production database can be created using the Heroku command line utility. Commands to create a manual backup of a database on Heroku, download it to a local machine, and replace the local database are as follows:

- Take a backup from production

```
heroku pg:backups:capture --app arcane-crag-6547
```
- Download the backup from production to a local machine

```
heroku pg:backups:download -a arcane-crag-6547
```

CUSTODY TRANSPORTATION DASHBOARD

- Rename the backup file (replace `<your file name ...>` with your own value)

```
mv latest.dump <your file name, possibly with timestamp>.dump
```

- Optional: Make sure the `ar_internal_metadata` table has a key of `environment` with a value of `development`. If it is set to `production` you will not be able to drop the database.

- Drop the local database

- From your local project git repo, run:

```
rake db:drop
```

- Recreate the local database

- From your local project git repo, run:

```
rake db:create
```

- To import the backup to your local database (requires the `pg_restore` utility)

- From your local DB server, run the following as one line (replacing `<your file name ...>`):

```
pg_restore --verbose --clean --no-acl --no-owner -h localhost -d  
transport_hub_development <your file name>.dump
```

XXIII. CURRENT OFFENDERTRAK AUDIT REPORTS

OffenderTrak provides a variety of canned audit reports (below). These reports are generally used in the course of grievance and internal investigations, and consist of identification of the following items:

- Date/Time of the event
- User ID
- Machine Name used for the activity.
- Inmate ID being changed or accessed.
- Table/Field name changed (if recording updates)

Department of Public Safety			00COR04CLOEP17
Audit: Inmate Accessed Log			
February 8, 2021			
Begin	02/08/2021		
End Date:	02/08/2021		
Inmate:	[REDACTED]		
Inmate Id:	AL [REDACTED]		
Accessed:	User:	ID:	
02/08/21 08:43:33	[REDACTED] L M A	CLA	
02/08/21 15:16:03	[REDACTED] TXX	KTH	

Page 1 of 1

**Department of Public Safety
Audit: Inmate Change Log**

0000ROCHL0EP#17

February 8, 2021

Facility: HCF

Begin Date: 02/08/2020

End Date: 02/08/2021

Offender Name:

ID:

SID:

FBI ID:

SSN:

Date:	User:	Table:	Column:	Action:	New Data:	Old Data:
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	ASSIGNED_TO	A	78	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	CODE_STATUS	A	09	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	DATE_ASSIGNED	A	2021010610:00:00-600	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	DATE_GRIEVANCE	A	2020122810:00:00-600	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	DATE_STATUS	A	2021010618:46:00-600	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	GRIEVANCE_ID	A	0QM188A00P0DHXU	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	MANAGING_LOCATION_ID	A	0FMUJ2CQRR0N2DZ0L	
01/06/2021 08:43:58	JXX	EH_GRIEVANCE	STATUS_BY	A	1599	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	ASSIGNED_TO	A	1599	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	CODE_STATUS	A	09	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	DATE_ASSIGNED	A	2021010610:00:00-600	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	DATE_GRIEVANCE	A	2020122710:00:00-600	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	DATE_STATUS	A	2021010618:53:00-600	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	GRIEVANCE_ID	A	0QM18KY00P0DHXU	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	MANAGING_LOCATION_ID	A	0FMUJ2CQRR0N2DZ0L	
01/06/2021 08:51:00	JXX	EH_GRIEVANCE	STATUS_BY	A	1599	
01/06/2021 08:51:48	JXX	EH_GRIEVANCE	CODE_OUTCOME	U	RETURNED	
01/06/2021 08:51:48	JXX	EH_GRIEVANCE	CODE_STATUS	U	03	09
01/06/2021 08:51:48	JXX	EH_GRIEVANCE	CODE_STATUS_REASON	U	13	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	ASSIGNED_TO	A	2069	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	CODE_STATUS	A	09	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	DATE_ASSIGNED	A	2021010610:00:00-600	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	DATE_GRIEVANCE	A	2020122710:00:00-600	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	DATE_STATUS	A	2021010619:12:00-600	
01/06/2021 09:09:57	JXX	EH_GRIEVANCE	GRIEVANCE_ID	A	0QM18HE010P0DHXU	

0DCCROASU0EPI617

Department of Public Safety

Audit: Inmates Accessed by Selected User

February 8, 2021

Begin Date: 01/01/2020

End Date: 02/08/2021

User: [REDACTED]
ID: 305

Inmate:	Inmate Id:	Date/Time:
[REDACTED]	[REDACTED]	05/15/20 13:26:49
[REDACTED]	[REDACTED]	06/30/20 09:56:03
[REDACTED]	[REDACTED]	06/04/20 09:34:29
[REDACTED]	[REDACTED]	06/04/20 09:35:35
[REDACTED]	[REDACTED]	06/04/20 09:34:49
[REDACTED]	[REDACTED]	06/04/20 09:35:58
[REDACTED]	[REDACTED]	12/21/20 11:53:14
[REDACTED]	[REDACTED]	12/11/20 13:26:57
[REDACTED]	[REDACTED]	06/30/20 10:58:32
[REDACTED]	[REDACTED]	06/30/20 11:04:49
[REDACTED]	[REDACTED]	01/17/20 11:40:42
[REDACTED]	[REDACTED]	03/12/20 08:06:29
[REDACTED]	[REDACTED]	01/10/20 10:15:51
[REDACTED]	[REDACTED]	01/16/20 12:46:51
[REDACTED]	[REDACTED]	01/28/21 11:56:00
[REDACTED]	[REDACTED]	01/24/20 15:25:59
[REDACTED]	[REDACTED]	01/24/20 15:33:59
[REDACTED]	[REDACTED]	01/24/20 15:48:59
[REDACTED]	[REDACTED]	02/06/20 08:24:27
[REDACTED]	[REDACTED]	02/06/20 08:36:16
[REDACTED]	[REDACTED]	01/10/20 09:53:54
[REDACTED]	[REDACTED]	06/01/20 07:08:42
[REDACTED]	[REDACTED]	06/08/20 07:47:42
[REDACTED]	[REDACTED]	01/10/20 10:14:16

2/8/2021

INVALID LOGINS Ver. 617.html

ENTERPRISE

INVALID LOGIN ATTEMPTS

02/08/2021

Workstation	User ID	Date/Time
V02WCC025	[REDACTED]	2021/02/08 15:27:11
V02WCC025	[REDACTED]	2021/02/08 15:26:53
V02WCC025	[REDACTED]	2021/02/08 15:26:23
V02WCC025	[REDACTED]	2021/02/08 15:25:20
V02WCC025	[REDACTED]	2021/02/08 15:25:02
V02MIS119	KTH	2021/02/08 15:10:27
V02OCC189	[REDACTED]	2021/02/08 14:59:21
V02OCC189	[REDACTED]	2021/02/08 14:59:06
V02OCC189	[REDACTED]	2021/02/08 14:58:36
V02ISC159	[REDACTED]	2021/02/08 14:56:31
V02CPS153	[REDACTED]	2021/02/08 14:48:26
V02CPS153	[REDACTED]	2021/02/08 14:48:12
V02HCU305	[REDACTED]	2021/02/08 14:41:04
V02HCU305	[REDACTED]	2021/02/08 14:40:44
V02OCC231	[REDACTED]	2021/02/08 14:10:55
V02HCU252	[REDACTED]	2021/02/08 14:02:57
V02OCC216	[REDACTED]	2021/02/08 13:45:25
V02HCU231	[REDACTED]	2021/02/08 13:43:36
V02HCU231	[REDACTED]	2021/02/08 13:43:12
V02HCU231	[REDACTED]	2021/02/08 13:42:48
V02HCU231	[REDACTED]	2021/02/08 13:42:22

Login Tracking Report

Name	Transaction	Date/Time	Terminal ID	Workstation Number
[Name]	LOG IN	1/1/2021 2:22:51PM	V02OCC261	23,716
[Name]	LOG IN	1/1/2021 2:28:16PM	V02HCU203	21,935
[Name]	LOG IN	1/1/2021 2:28:57PM	V02HCU093	21,556
[Name]	LOG OUT	1/1/2021 2:43:15PM	V02HCU216	21,682
[Name]	LOG IN	1/1/2021 2:54:18PM	V02KCC018	23,089
[Name]	LOG IN	1/1/2021 3:02:22PM	V02HCU192	22,974
[Name]	LOG IN	1/1/2021 3:07:39PM	V02ADM360	21,513
[Name]	LOG OUT	1/1/2021 3:31:04PM	V02ADM360	21,513
[Name]	LOG IN	1/1/2021 3:31:05PM	V02HCC065	23,561
[Name]	LOG IN	1/1/2021 4:08:03PM	V02HCC068	23,554
[Name]	LOG IN	1/1/2021 4:12:16PM	V02HCC068	23,554
[Name]	LOG IN	1/1/2021 5:09:00PM	V02HCU206	22,110
[Name]	LOG IN	1/1/2021 5:35:51PM	V02HCC068	23,554
[Name]	LOG IN	1/1/2021 6:12:27PM	V02ADM359	21,483
[Name]	LOG IN	1/1/2021 6:36:57PM	V02ADM370	21,438
[Name]	LOG IN	1/1/2021 6:58:02PM	V02ADM360	21,513
[Name]	LOG OUT	1/1/2021 7:17:55PM	V02ADM360	21,513
[Name]	LOG IN	1/1/2021 7:26:25PM	V02ADM360	21,513
[Name]	LOG OUT	1/1/2021 7:38:39PM	V02ADM360	21,513
[Name]	LOG IN	1/1/2021 7:45:08PM	V02ADM347	21,421
[Name]	LOG OUT	1/1/2021 8:05:01PM	V02OCC212	23,717
[Name]	LOG OUT	1/1/2021 8:14:39PM	V02ADM347	21,421
[Name]	LOG IN	1/1/2021 9:06:45PM	V02HCC067	23,484
[Name]	LOG OUT	1/1/2021 9:31:19PM	V02HCU093	21,556
[Name]	LOG OUT	1/1/2021 9:38:11PM	V02HCU206	22,110
[Name]	LOG OUT	1/1/2021 9:44:02PM	V02OCC261	23,716
[Name]	LOG OUT	1/1/2021 9:47:04PM	V02HCU203	21,935
[Name]	LOG OUT	1/1/2021 9:47:35PM	V02HCU192	22,974
[Name]	LOG OUT	1/1/2021 9:47:37PM	V02SHD179	23,478
[Name]	LOG IN	1/1/2021 9:47:44PM	V02OCC222	22,593
[Name]	LOG OUT	1/1/2021 9:48:17PM	V02ADM370	21,438
[Name]	LOG OUT	1/1/2021 10:01:45PM	V02HCU203	21,935
[Name]	LOG IN	1/1/2021 10:18:40PM	V02HCU203	21,935
[Name]	LOG IN	1/1/2021 10:25:44PM	V02HCC065	23,561
[Name]	LOG OUT	1/1/2021 10:26:54PM	V02HCC065	23,561
[Name]	LOG IN	1/1/2021 10:41:40PM	V02OCC261	23,716
[Name]	LOG IN	1/1/2021 11:17:40PM	V02WCC017	22,166
[Name]	LOG OUT	1/1/2021 11:25:18PM	V02HCU203	21,935
[Name]	LOG IN	1/1/2021 11:32:25PM	V02INTAKEHCC01	23,603
[Name]	LOG OUT	1/2/2021 12:01:01AM	V02INTAKEHCC01	23,603
[Name]	LOG OUT	1/2/2021 3:56:58AM	V02OCC222	22,593
[Name]	LOG IN	1/2/2021 5:56:52AM	V02OCC212	23,717
[Name]	LOG OUT	1/2/2021 5:59:06AM	V02OCC261	23,716
[Name]	LOG IN	1/2/2021 6:01:48AM	V02HCU203	21,935
[Name]	LOG IN	1/2/2021 6:11:41AM	V02MLB032	22,244
[Name]	LOG OUT	1/2/2021 6:12:58AM	V02MLB032	22,244
[Name]	LOG IN	1/2/2021 6:28:11AM	V02HCC053	23,629
[Name]	LOG IN	1/2/2021 6:29:26AM	V02OCC261	23,716
[Name]	LOG IN	1/2/2021 6:32:55AM	V02HCU192	22,974
[Name]	LOG IN	1/2/2021 6:39:17AM	V02HCU206	22,110
[Name]	LOG IN	1/2/2021 7:01:44AM	V02HCC068	23,554
[Name]	LOG IN	1/2/2021 7:01:46AM	V02ADM359	21,483
[Name]	LOG IN	1/2/2021 7:12:22AM	V02INTAKEHCC01	23,603
[Name]	LOG IN	1/2/2021 7:34:03AM	V02ADM211	22,794
[Name]	LOG IN	1/2/2021 7:38:23AM	V02WCC005	22,589
[Name]	LOG OUT	1/2/2021 7:41:13AM	V02WCC005	22,589
[Name]	LOG IN	1/2/2021 8:17:39AM	V02HCF083	21,613

0DCCRUA0L0EPI617

Department of Public Safety

Audit: User Access Log

February 8, 2021

Begin Date: 02/08/2020

End Date: 02/08/2021

User: HARADA, KEITH TXX

ID: 1819

Accessed:	Inmate:	Inmate Id:
02/12/20 16:07:35	[REDACTED]	*no offender id *
11/05/20 09:33:19	[REDACTED]	*no offender id *
12/04/20 13:32:08	[REDACTED]	*no offender id *
12/21/20 12:34:05	[REDACTED]	*no offender id *
12/21/20 12:34:38	[REDACTED]	*no offender id *
12/21/20 16:44:06	[REDACTED]	*no offender id *
12/21/20 16:44:38	[REDACTED]	*no offender id *
12/24/20 16:22:01	[REDACTED]	[REDACTED]
12/28/20 17:46:35	[REDACTED]	[REDACTED]
01/19/21 16:40:40	[REDACTED]	[REDACTED]
02/03/21 13:07:31	[REDACTED]	[REDACTED]
02/03/21 13:11:06	[REDACTED]	[REDACTED]
02/03/21 13:11:42	[REDACTED]	[REDACTED]
02/03/21 13:14:12	[REDACTED]	[REDACTED]
02/03/21 13:15:15	[REDACTED]	[REDACTED]
02/03/21 13:17:12	[REDACTED]	[REDACTED]
02/08/21 15:16:03	[REDACTED]	[REDACTED]

EXHIBIT A – AG GENERAL CONDITIONS

Offerors will be required to comply with the State's General Conditions posted on the State Procurement Office website here: <https://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf>.