Project **DELTA**
Monthly Brief
Indiana Department of Correction

A quick look at what you need to know

As we have for the past several months, we have included as much information as possible regarding the latest improvements in DELTA, upcoming development & features, and key announcements. We recognize that there continues to be a lot of information. We have organized the various information below by module to make sure it easy to find the updates that are most important to you.

If you have other suggestions about how to improve our communications or have any questions, please reach out to us at ProjectDELTA@idoc.in.gov.

In this edition:

- Critical improvements available in DELTA now
- Recent bug fixes that have been made
- What's coming in the next Sprint
- Expanded Parole Board User Access
- New DELTA Intranet Site is Live

Critical Improvements in DELTA

Critical improvements

Our Module Owners, SMEs, Help Desk, and vendor partners have developed the **following critical improvements that are available in DELTA now:**

- **Case Management**
    - The **60 day Note Template** has been updated so that the following **fields will be auto-populated, Lifetime Parole Placement** (if applicable), **Outstanding Warrants/Detainers, and Category 4 or 6 Monitoring**
    - On the **60 Day Note Template,** the following fields will **now be required, 60 Day Update Panel and Release / Placement Panel**
    - The **180 Day Release Review Template** has been updated and the following fields will be required, **Fees/Restitution Panel, Vital Records/Credentials Status, Other Areas of Concern/Responsivity Issues, Release Placement, Programs, Transitional Health, HIRE, and Conversation Narrative**
    - Users will now receive an **error message** if they attempt to leave the **Personal History screen without saving any new information** to the Vital Records
    - The **Personal History screen** has been updated and the **(Military) Source - Have you ever serves and (Education and Family Life) Source – GED, Comprehend English, Dependents** is **no longer required**
    - **An Approved or Eligible for CTP Panel** has been added under the **Vital Records/Credentials Status Panel** on the **180 Day Release Review Template**. The panel has two fields, "If eligible for CTP has the progress report been completed?" and "If not due yet, when will it be due?"
    - **Case Management Users** will have **an Action Queue item** to **create the progress report 70 days** prior to the commencement date
- **Classification**
    - A toggle for **Request Specific to Program/Job Assignment** has been added on the **CHR Screen**, under the **Report of Classification hearing.** If the toggle is turned on, then the following dropdown fields will display, **Category, Program/Job, and Pay.** An **Action Queue Item** will be generated for recommendation for **Unit Team Manager**
    - **An Action Queue Item** will now appear for the **Central Office Classification Notifications** to notify the **Count Officer** of the **Approved/Denied Assignment**, after the **Classification Supervisor has approved the Job/Program request.** The Action Queue Item will disappear **after the notifications are marked sent**
    - **Program and Job Assignments** will now appear as **Hearing Report Types** on the Offender's **CHR History Screen.** The Hearing Report Type will display as "Program/Job Referral"
- **Conduct**

- o **Reporting Employee** is not able to select a **second offense** in the **Conduct Report** when **attempt codes, 111, 240, and 362** are selected
- o **Action Queue Items** for offenders **who do not have any guilty A or B Conduct tickets in the past 90 days** and are not currently in **their highest earning class.** Following a decision submitted on the Review for Promotion form, the Action Queue Item will disappear

- **Events**
  - o When an Event occurs at a facility, the **Event Number will populate as "Year-Facility Code-Sequence Number"**. Upon saving, the Event Number will be generated
  - o An Event user will be able to **select the complete date within the search bar.** After selecting the complete date, a full list of events for that data will be displayed
  - o **Investigations and Intelligence Officers** will now be able to **search Events by the Staff's ID and/or Case Status**
  - o When an **Investigations and Intelligence Officer** selects Case Status on the Event's screen, a **completed Date field will be displayed**
  - o A **Secondary Offense field will now be enabled** when selecting the **Event Type on the Event screen but is not a mandatory field**. Users can select from a multi-select dropdown with up to 4 additional offenses being able to be selected
  - o On the Events screen, **Case Status is now available** and will contain the following options, **Audit, Open, Substantiated, Un-substantiated, Intelligence, Unfound, Founded, Referred to Prosecution, Outside Agency**
  - o **Investigations and Intelligence Officers** will now be able to **add a narrative to the Events screen.** When an Event is identified as an Investigation, the Narrative field will be mandatory and have a 4,000-character limit
  - o A field for **Longitude and Latitude has been added to the Event Screen** and will be a **mandatory field when selecting "Drone Tracking"** or **"Thrown Contraband"** in the Event Type or Secondary Field. It will be an **optional field when selecting all other Event Types**
  - o On the Event screen, a **Disturbance Level field has been added** and will be a **mandatory field when the "Critical" checkbox is selected**. It is a dropdown menu and will be listed as Level 1 – Level 5. Users will be able to search by Disturbance Level
  - o Users will now be able to **identify an event as Confidential and Investigation on the Event screen** by selecting the corresponding checkbox. **Confidential or Investigation events will be restricted to authorized users**
  - o Events that are created that are **PREA Complaints or PREA Referrals will only be accessible by the PREA Coordinator, Facility Investigator, Regional Manager / Director and Central Office Investigations**
  - o **"Off Grounds" has been added to the Events screen** as an option in the Event Location dropdown. The Event Type and Date / Time of incident will be required fields when "Off Grounds" is selected

- **Intake**

- o In the **Offender Profile**, under Offender Flags, **PREA Likely Flag has been added**
- o **PREA Aggressor Likely Flag** has been added to the **Offender Profile** under the Offender Profile
- o Within the **Offender Profile,** the **Law Enf/Corr Officer Death Indicator** has been added under Offender Flags
- o **DOC Warrant Flag** has been added to **the Offender Profile** under Offender Flags
- o The **Offender Profile** will now have the **Court Deprived Credit Indicator** under Offender Flags
- o **Kitchen Cleared Indicator** has been added to the **Offender Profile** under the Offender flags
- o Within Offender Flags on the **Offender Profile, CTP Status Indicator** is now available
- o **Commencement Date** has been added to the **Offender Profile** under Offender Flags
- o Under Offender Flags on the **Offender Profile, VMR Flag** is now available
- **Movement**
  - o Movement Users can now transfer offenders from **intake facilities to permanent housing facilities,** even if a **Classification is not present.** This will allow **Safekeepers** to be **transferred to permanent housing facilities**
- **Programs & Work**
  - o DELTA will now **automatically** validate that a **job referral has been approved** when a Count Officer is adding a **Job Assignment**
- **Release**
  - o When **modification(s) are made to an offender's CTP Eligibility**, **CTP Commencement Date, and/or CTP County of Release**, and the Offender's Release Checklist has already been submitted, **an email notification will now be sent to designated individuals.** The email body will contain a link to the CTP Details screen and a link to the Release Authorization
  - o A **"Most Serious Offense" field has been added to the CTP Details screen.** This field will be first determined by the Sentence type. In the instance that there are multiple sentences with the same sentence type, then the Sentence length will be used. If multiple Sentences have the same length, then Citation Code will be used
  - o A **Temporary Ineligible Flag** has been **added to the CTP Details screen.** When toggled on, the CTP Status will be updated to ineligible. When it is toggled off, the offender will be made eligible, if they originally met eligibility requirements
  - o The **CTP Eligibility Criteria has been updated**. Offenders, returning from Parole with Movement Codes, 3,4,33, and 34 must have an approved Classification CDI to be marked as eligible. If the CDI is not approved, then the offender will be marked ineligible for the reason, "Classification CDI not complete"
  - o The **CTP Eligibility Criteria has also been updated for active warrants or detainers.** Offenders will be ineligible for CTP if the

following detainer types are active, Pending Charge, Detainer, Warrant, Indictment, ICE, Community Corrections (sub-type: Out of State). In addition, Offenders will be ineligible if they have active Escape and Parole Warrants

- **Visitation**
  - o **Visitation users will now see IDOC's template when printing the Application Denial Letter from the Approval Dashboard**. This includes the following fields, Facility Name, Date (when created), Offender Name, DOC number, Location (bed assignment), Reasons (selected when the denial is created), Visitor name (if specific visitor is applicable; else all visitors will be displayed), Visitor address (if specific visitor is applicable; else all visitors will be displayed)
  - o When a **Visitation user denies a visitor on the visitation screen**, it will **automatically create and prepopulate the Offender Notification of Visitor Denial Status form**
- **DELTA Interfaces**
  - o **All current incarcerated individuals and all incarcerated individuals who have gone through intake since 2005** will be sent to the **FBI NDEx program office to be indexed**

Bug Updates

Our Module Owners, SMEs, Help Desk, and vendor partners have also been working hard to address issues with DELTA.
The **following bugs fixes have been made and are available:**

- **Classification**
  - o **Action Queue Item** for the Unity Team Manager and Classification Supervisor **will now be removed** after providing recommendation for the **GHR request**
  - o **The Supervisor of Classification Review button has been updated and** will allow the CHR Review to **Approve or Deny from Recommended and Does Not Recommend**
  - o **The User dropdown list** in the Notification panel, under the Supervisor of Classification panel, **on the CHR list will now display correctly**
  - o **The Program/Job dropdown list** on the **CHR screen will now display the correct value** when turning on the "Is Request Specific to Program/Job Assignment" toggle and selecting a category
  - o **The Hearing Report Type** will **no longer** appear blank on the **Offender's CHR History screen** for the **Program/Job Assignments**
  - o The **Date Approved** will no longer appear blank on the **Offender's CHR History screen** for **approved or denied Program/Job Assignments**
- **Conduct**
  - o **Notification panel has been added** to the Supervisor of Classification **review for the CHR**

- - "**Off Grounds" Event Locations** will **no longer allow users to incorrectly save** the event **without entering a date**
  - **Users will no longer, incorrectly, receive the error message that the 4,000-character list limit** has been reached on the **Event**, **Screening Report, and Hearing Report** screens **when less than 4,000 characters have been added**
  - **Events can no longer be saved** without entering a **Longitude and Latitude when Thrown Contraband or Drone Tracking** are selected for the **secondary offense**
  - System popup messages stating, **"Do you wish to continue and lose changes?"** has been removed after a second offense is selected under the Offense panel on the **Conduct Report**
  - The Narrative text box, will now display the **character limit and current character total** after selecting "**Investigation**" on the **Event screen**
  - **Investigations Officers** can now submit an **Event**
  - **The Complete Date** will no longer display on the **Event screen without selecting Investigation** or **updating the Case Status to "Intelligence"**
  - Users will now be able to **search for events even if the non-mandatory Event Type Field is not filled out**
  - Users will now **be unable to submit an event**, identified as **an Investigation Event, without completing the narrative**
- **Event**
  - A **reporting employee** will **no longer be able to create a PREA Event**, unless they have PREA Coordinator, Facility Investigator, Regional Manager/Director, or Central Office Investigations access
- **Intake**
  - **Error message** displayed upon **saving when a user toggles the Modify Commencement Date and enters a date** into the field has been **removed**
  - The **Kitchen Cleared Flag will now display N/A** if **no value is selected** for Kitchen under the Work Clearance field
- **Release**
  - Offenders will no longer be **incorrectly displayed as ineligible for CTP due to Active Detainer and Total DOC time**, less than two years**, when both are incorrect**
  - The **most serious offense will now display** on the **CTP screen**
- **Visitation**
  - Comments have been removed from the **Reason for Denial section** of the **Denial/Restriction of Visitation Privileges form.** The form will display the selected reason for denial

Our Module Owners, SMEs, Help Desk, and vendor partners are currently working on DELTA Sprint 42. <u>In Sprint 42, the following updates are currently planned</u>:

<u>User Stories:</u>

- **Conduct**
    - The **Screening/Hearing Officer** will be able to **save their progress** by **entering a new hearing date and uploading a postponement form when postponing a hearing**. User will not be required to enter any other data to save the postponement, but will be required to fill out all required fields to submit the report
    - **The following fields will be made "required**," "Report of Conduct", "Date Report Written", "Offense", "Description", "Signature", "Screening Report", "My Plea in the Above Cited Case is", "The Offender Refuses Screening", "Notified by", "Date and time of Notification", "Waive 24hr of Hearing", "Nature of Hearing", "Hearing date", "Signature by Offender and Screening Officer", "Hearing Report", "Offender Comment", "Decision", "Continuance Requested", "Reason for decision", "Reason for sanction imposed (only required if sanction is added)", "Signature by Chairman/Hearing Officer, Offender, and Warden (if grievous sanction)", and subsequent appeal fields, "Decision", "Modification Screen", and "Offense Code"
- **Events**
    - **Investigations Officers** will be able to **filter events that are tagged as Investigation Cases** on the Events Search screen
    - **Investigation Officers will be able to add additional details for involved non-offenders to an event.** The following details will be available, address, city, state, zip code, eye color, hair color, height, weight, other ID, ID numbers, date of birth, and phone number
    - **Photos will be able to be added, by Investigations Officers,** for **involved non-offenders** on an event. Multiple photos will be able to be uploaded with a description
    - **Critical Incidents** will be **filterable** on the **Events Search Screen** for Investigations Officers
    - **ERO Teams involved for Critical Incident events**, will be an option for **Investigations Officers.** Once toggled, the Officer will be able to select First Responders, QRT, E-Squad, K-9, SERT, SITCON, CISM. The Time the ERO was notified and the Time the ERO Team responded will be available fields as well
    - The ability to enter **Injury Details for involved offenders and non-offenders** for events marked as **Critical Incidents** will be available to **Investigations Officers.** There will be a 4,000-character limit for the explanation

- o An Action Queue Item will be created for the **Warden, Deputy Warden, and Custody Supervisor** to review and submit a follow-up **when a Critical Incident is submitted**
- o **Wardens, Deputy Wardens, and Custody Supervisors** will be able to **enter follow-up information for events marked as Critical Incidents**, including level, completed by, title, follow-up date, time, and notes, to follow-up
- o A notification email will be sent to all users with the role of Regional Director, Regional Investigations Manager, I&I Chief, Deputy Chief, Deputy Commissioner, or Commissioner in response to a Critical Incident report being submitted. The email will contain a link to the report
- o A **Referral Details section will be created on an Investigations event**, when the **Add Referral Details** button is selected. The Referral Details panel will contain the following fields, Agency, Contact, and Agency Referral Status
- o Within the **Referral Details section of an Investigation Report**, users will be able to **add a new agency contact.** When selecting Update, next to the identified agency contact, the user will be able to add a new contact or update the existing contact. A popup will appear where name, phone number, and email are required
- o A **Referral Details section** will be added to an **Investigations Event** upon selecting "Add Referral Details" button. The Referral Details panel will contain the following fields, Investigator referred by, Facility referred to, and Investigator referred to

- **Sentencing**
  - o **DELTA will be able to calculate the Parole Start Date**. The Parole Start date will be displayed under the Parole Information table on the Sentence Worksheet
  - o **The Sentence Worksheet fields,** PRD, MRD, Project Remaining Time to Serve, Total Sentence Term, and FTI/DOC Term, **will reflect Indeterminate Life, Life without Parole, or Death** if one of these are selected as the statute type

Bug Improvements:

- **Conduct**
  - o The incorrect popup message when **saving a Juvenile Hearing** Report will be updated
  - o The issue with the **Hearing Report not allowing users to print** will be updated
  - o **Warden's name and comments not appearing in the Juvenile Hearing Report** will be fixed
  - o Users will be able to **enter Hearing Report updates in the history**
  - o **Action Queue Item** will no longer show after the **user submitted ROC**
  - o **Legal Users** will be able to **update ROC**
  - o A Reporting Employee will be able to update and/or edit **ROC while in the PASS status**

- o User will, correctly, **no longer be able to select** a **future time in the follow-up details**
- o Users will be able to **submit Appeal at Facility report**
- o **Users will receive an action queue item** for Reporting Employee to **edit ROC after an Appeal/Hearing decision**

- **Event**
  - o The inability to save an Event will be updated
  - o The Event screen **incorrectly allowing users to save without completing the ERO information** will be fixed
  - o **The ERO fields appearing, despite the ERO toggle not being selected** will be updated
  - o The Dropdown in Events Screen**, labeled Referral Agency Status, should, and will, appear as Agency Referral Status**
  - o **Contact information will save for the Contact Agency** when an Event is added
  - o When an Event is added, Agency Contact Details are **saving without mandatory fields being completed** and will be updated
  - o **Referral Details are saving** despite **mandatory fields being incomplete**
  - o User will **no longer be able to submit an event without all mandatory fields** completed
  - o User will be able to **create multiple contacts for an Agency**
  - o User will be able to **add an event to an existing event**
  - o **Searching existing Involved Non-Offender** will no longer give an error
  - o The following updates are being made to 'Add Details Involved Non-Offender', user will be able to enter more than one digit into the inches text box, ID number text box will accommodate up to 15 characters, hitting the "Save" button will no longer grey-out the page, the "Phone Number" text box will only allow numeric values, and a new Non-involved offender will be able to be added
- **Parole**
  - o Transfer Cases From panel on the **Transfer Cases screen is incorrectly displayed twice** and will be updated
  - o **Unable to select the Search button** on the **Transfer Cases screen** after entering a DOC number in the Transfer field. **Hitting the 'Enter' button on the keyboard is displaying a PDF file** when it **should not.** This will be updated
  - o Parole Agent selected in the **ddl in "Transfer Cases From" panel is displaying incorrectly in the Parole Agent ddl in the "Transfer Cases To"** panel and will be updated
  - o Users will be **able to print data in PDF within the Violation and Transmittals screen**
  - o Within the Violation and Transmittal screen, **DOC ID does not match offender** and will be updated
  - o **The field, "Submitted By" in the report screen is not populating after a user Submits Addendum** and will be update
  - o The error being generated during the **Classification Automation process** will be removed

- **DELTA Interfaces**
  - The issues with NDEx file, including **discrepancies in the Type 5 and Type 6 record** and the **Movement code not appearing in Type 3 record** will be updated
  - The issues with NDEx file, **Record 02** where the **STG Affiliation is misplacing Major and Minor Affiliations** and **Data Entry categories are not reflecting correctly in the file.** These will be updated
  - **Type 2 file discrepancies** in the Legal name and normal name will be updated
  - **The Citizenship code**, on **Type 2 record** is appearing the same for different statuses and **will be updated**
  - Offenders with **no eligibility status will have status in the SAVIN file**
  - There will no longer be a system error when accessing Release Checklist / Authorization History screen
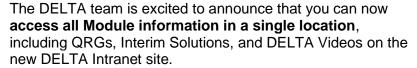
Expanded Parole Board User Access

DELTA has been updated so users with the **"View Parole Board Screens" User Role can now view the Parole Board Hearing Result screen and the Parole Violation Hearing Result screen**. Staff with the "View Parole Board Screens" User Role previously did not have access to both Parole Board screens.

As a friendly reminder, if you believe you need additional access in DELTA, please complete this DELTA Account Management Form with your supervisor. You can direct any access-related questions to your Facility Security Coordinator. For all other DELTA issues, we ask that you continue to submit tickets here.

The New DELTA Intranet Site is Live

The Re-imagined DELTA Intranet site is live!

The DELTA team is excited to announce that you can now **access all Module information in a single location**, including QRGs, Interim Solutions, and DELTA Videos on the new DELTA Intranet site.

In addition to these Monthly Briefs, the Intranet Site also showcases all the new features released to DELTA, as well as the upcoming bug fixes & User Stories, so you **never have to guess about what is being added to DELTA and when**.

Feel free to **explore DELTA resources and module-specific information now** on the DELTA Intranet Site and let us know what you think!

A big thank you to our DOC web development team for their hard work and dedication on creating a truly wonderful website.