Module: Intake

What's included in this module:

The Intake module provides the ability to plan and prepare for offender arrivals and to track the completions of offender activities upon accepted arrival.

What's in it for me?

- One system for all of my work
- Less manual data entry
- Easily accessible & searchable information

Associated Roles:

Automated Processing Unit

Classification

Intake Coordinator

Key Changes?

The Intake Dashboard will be a filterable screen for all offender types to track progress through the Intake process. There will be an Intake Checklist for departments to check off their respective items. There is no such dashboard or checklist in OIS.

Staff will be able to record Country of Citizenship and any applicable aliases for all offenders on the Intake Summary Screen. Vital records and documents can also be uploaded to this screen.

Juvenile and Adult offenders will both be in DELTA. Each offender will have one IDOC number, which will stay the same should they transfer from Juvenile to Adult. This will limit the need for duplicative work in the transfer process from Juvenile to Adult.

In DELTA, an inactive Juvenile record can be created when staff are notified about an arriving Juvenile offender, and it will become active upon the Juvenile's arrival to the intake facility. Currently, all the information must be entered upon arrival.

Staff will be able to enter information about Warrants, Detainers, and Separatees for Juveniles. In JDS, staff could only enter Warrant numbers, and Detainers and Separatees could not be added.

What will be the same?

All data and reports in the legacy systems will be available in DELTA, though they may appear in a different format or replaced by a dashboard.

Many of the current processes will be migrated to DELTA, but some adjustments will be needed to align with the DELTA system.

Project DELTA