



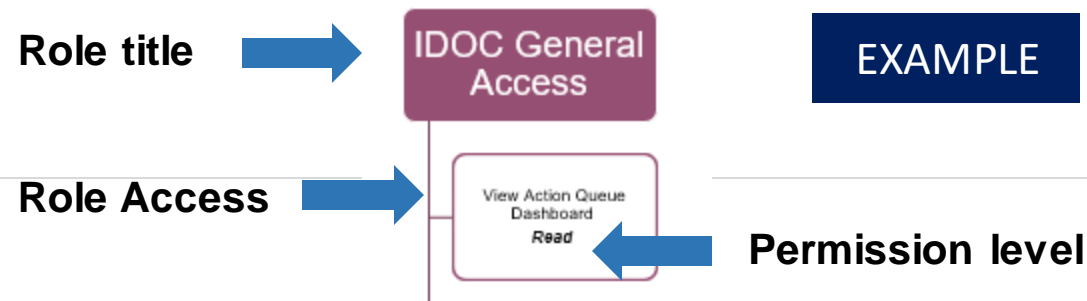
Project DELTA

DELTA User Roles by Module

This is a reference document intended to help provide context around which roles grant access to which functionality in the DELTA system. **Please note:** The information contained in this document is intended for use by the back-end technical teams & DOC Help Desk, but is being made available to select staff at their request.

How to Use this Document

- This document should be used by **select staff** to support the review & assignment request of User Role access in DELTA
- The content in this document is broken down by module. Many modules are further broken down by *Adult* versus *Juvenile*
- In many cases, roles provide access across multiple modules. We encourage you to **ctrl + f** to more effectively search for the module, role, activity (etc) in this document
- In most cases, the User Role itself is listed at the top of the column in a box with a colored background. The access & permissions that the role grants can be found in the boxes listed in the same column.



Disclaimers

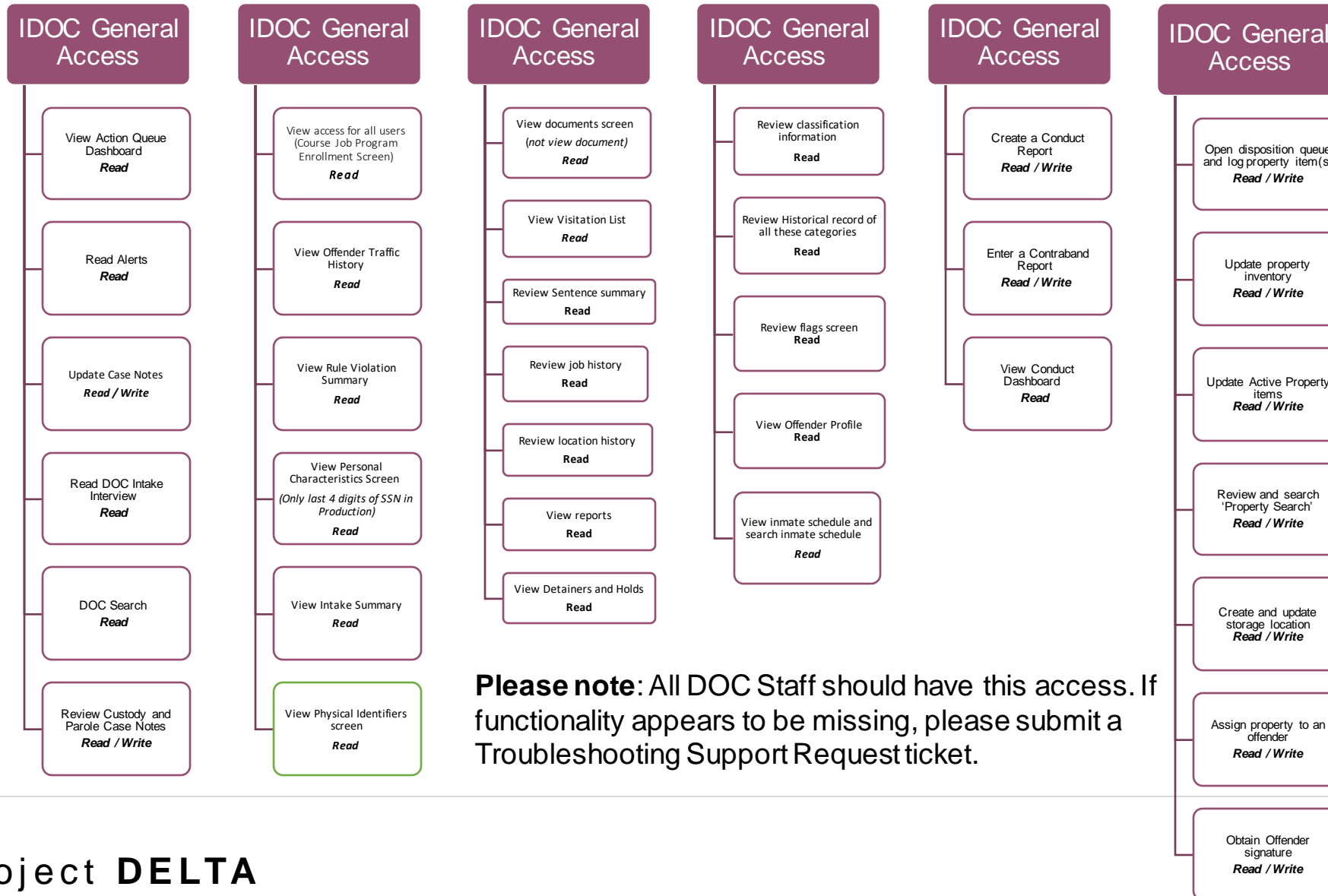
- Role titles listed in this document may **not** correlate 100% to job titles used across the agency
- Read / Write / Print / View refers to the level of access that is granted for any given item listed on the subsequent pages
- Information listed on the subsequent pages ties to specific areas & settings of the DELTA application, which are **not** listed explicitly in this document.
- **Please note:** The configuration & availability of User Roles is an ongoing activity, with changes being made based on identified needs & discussions with Module Owners. If access is required that does not appear in this document, please submit a [Troubleshooting Support Request](#). We will attempt to keep this document current using the same link that has been shared with you.



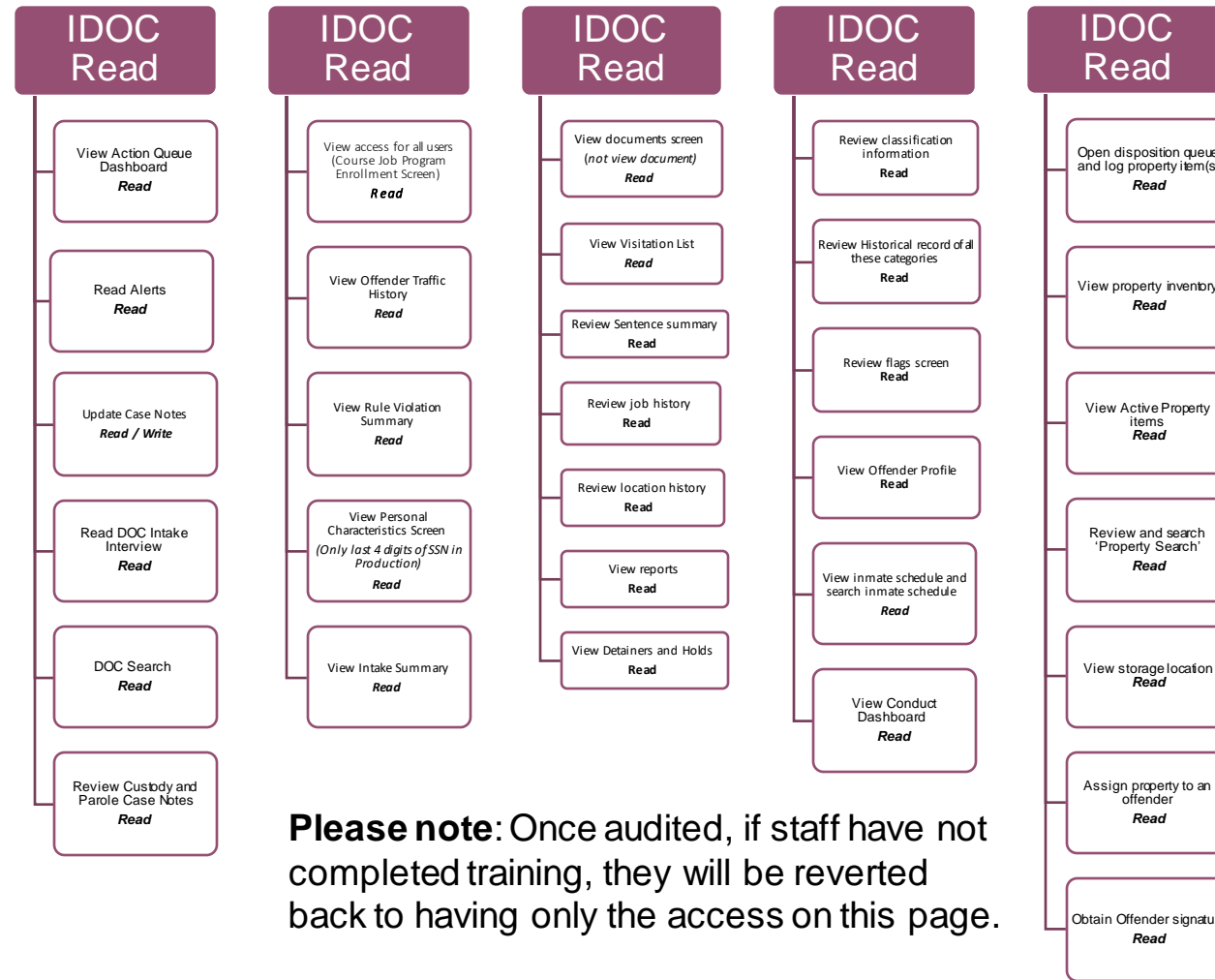
General Access



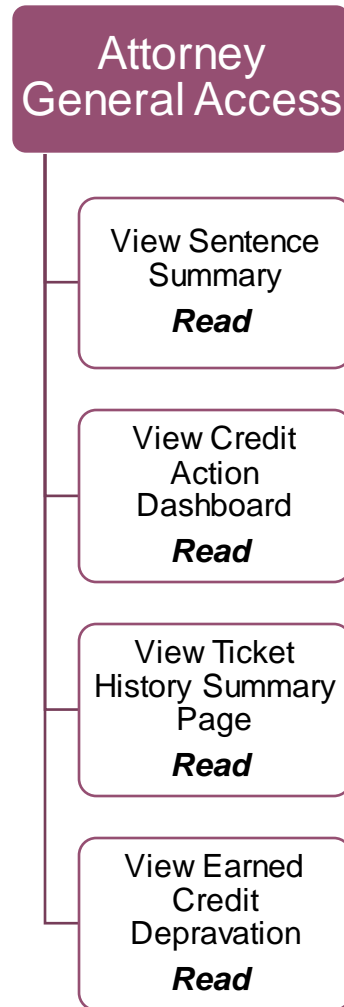
IDOC General Access Security System Role



IDOC Read Access Security System Role



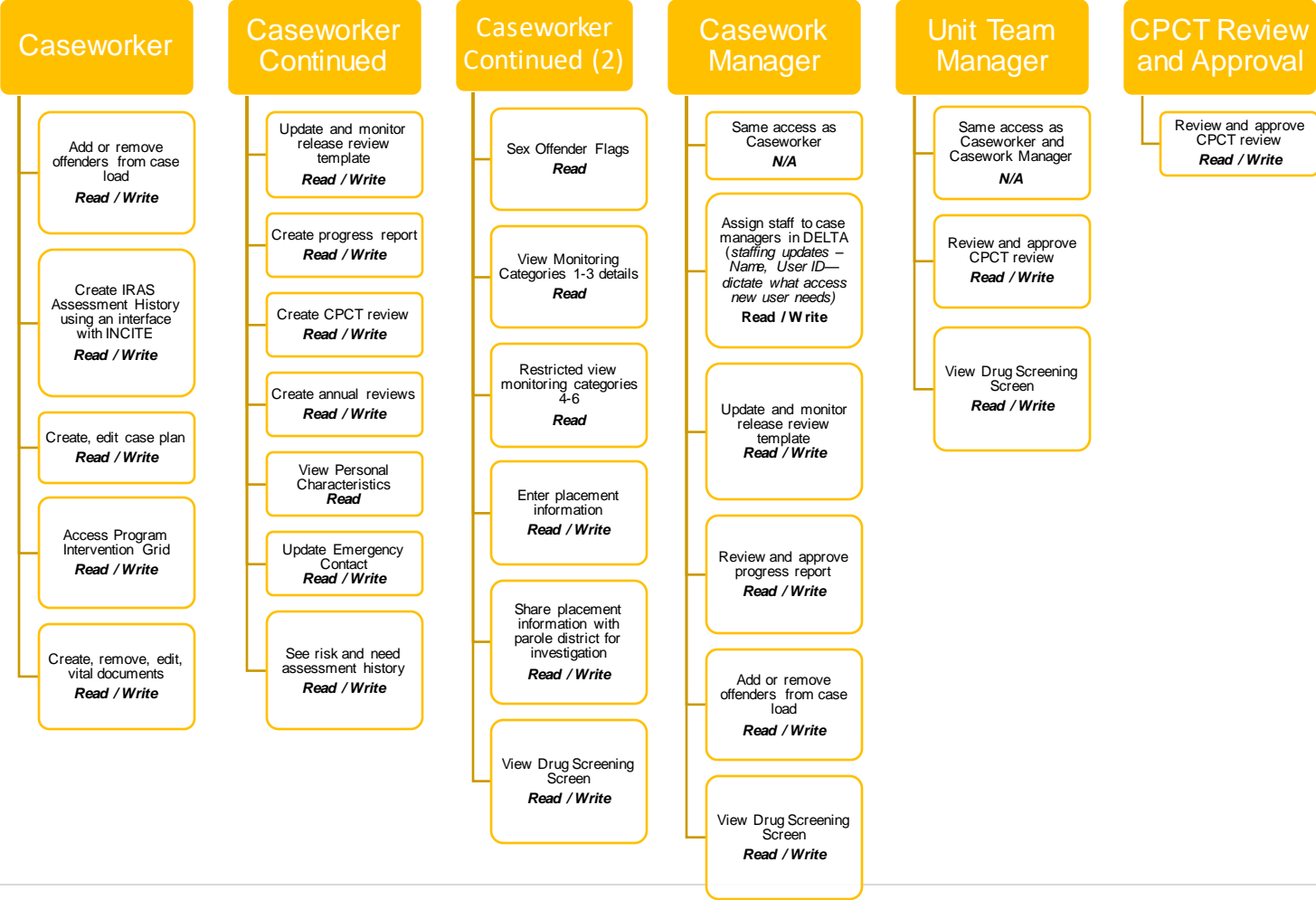
Attorney General Access Security System Role



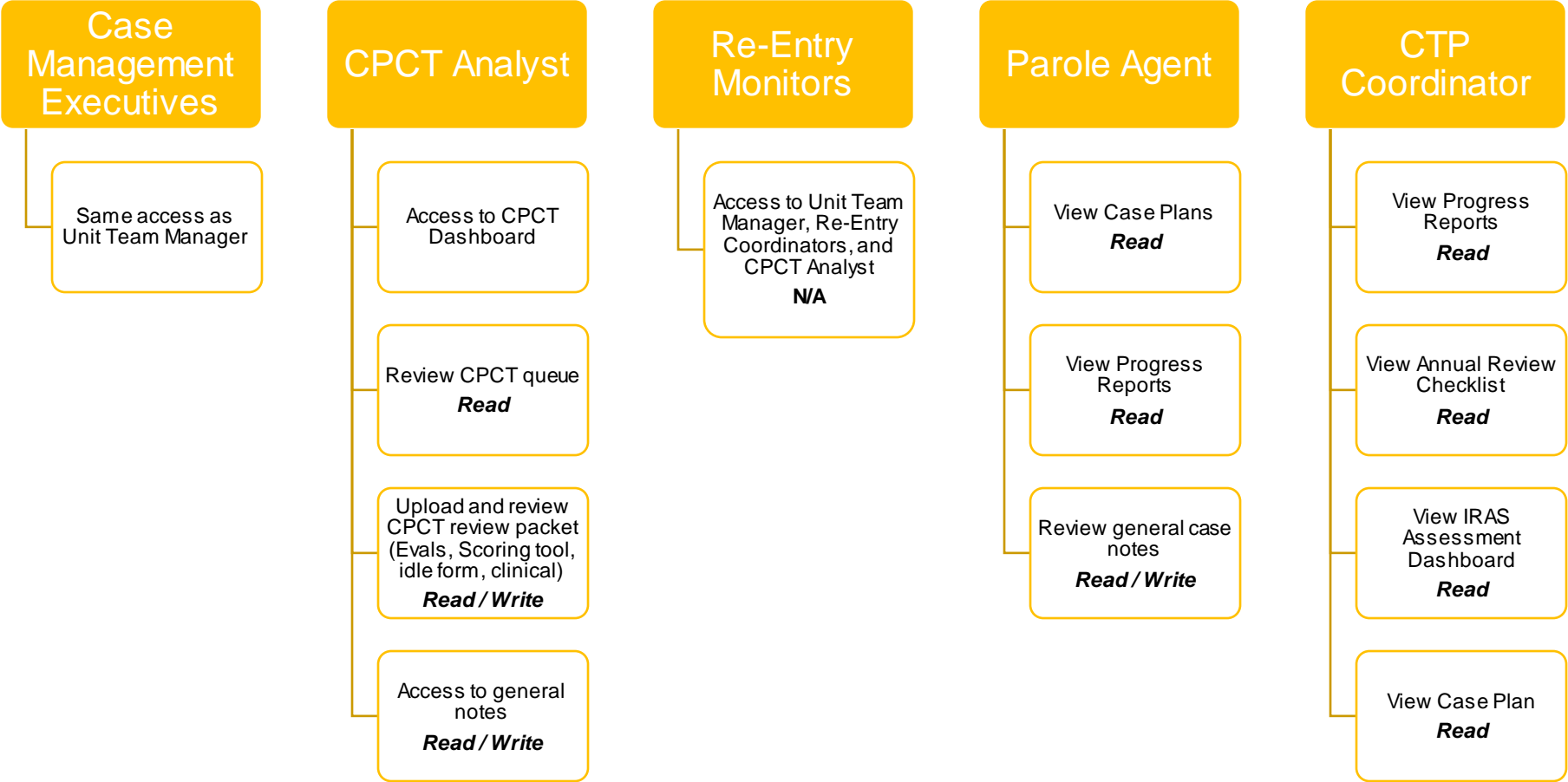
Case Management (Adult / Juvenile)



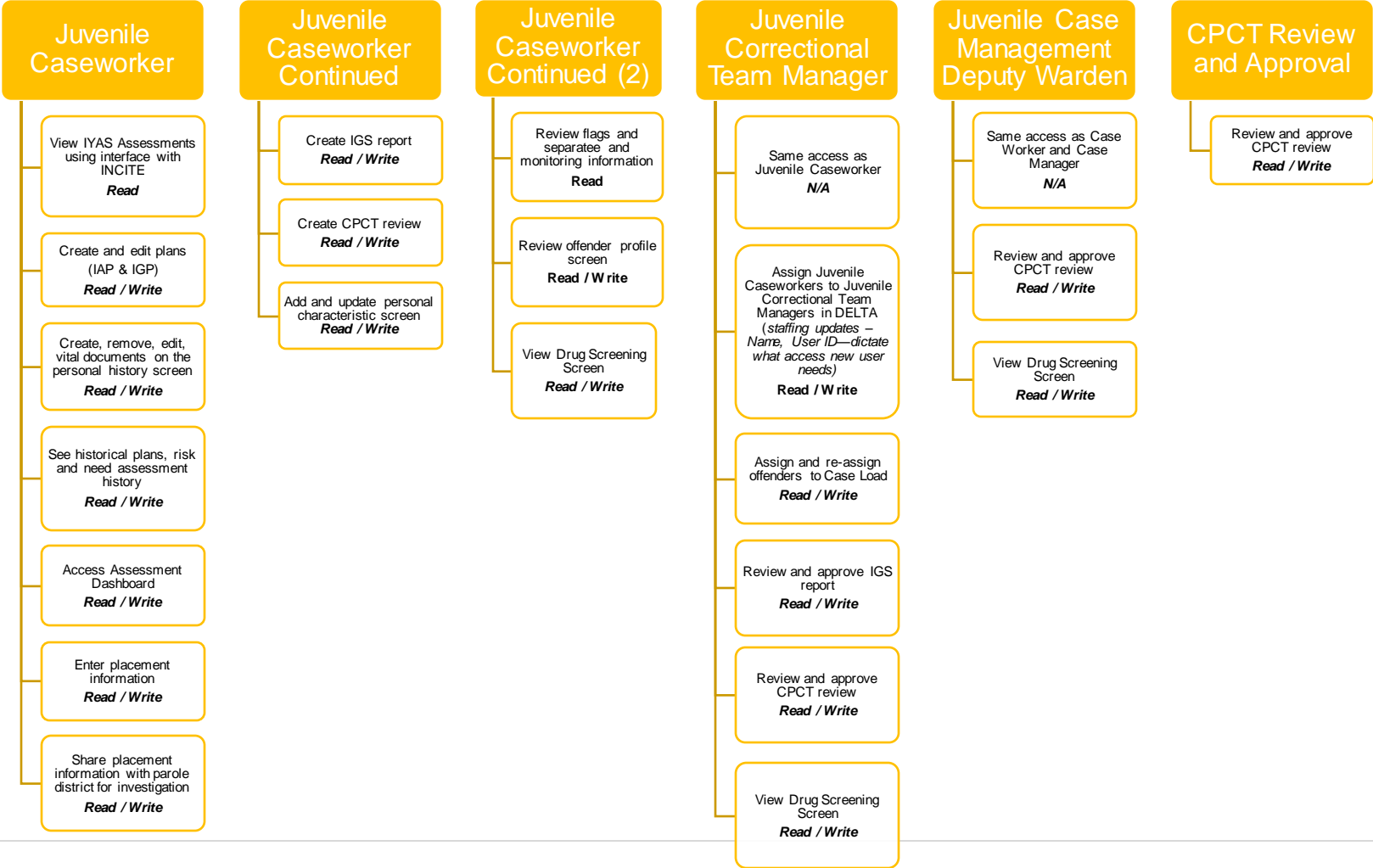
Case Management Security System Roles (Adult) – Final (1/2)



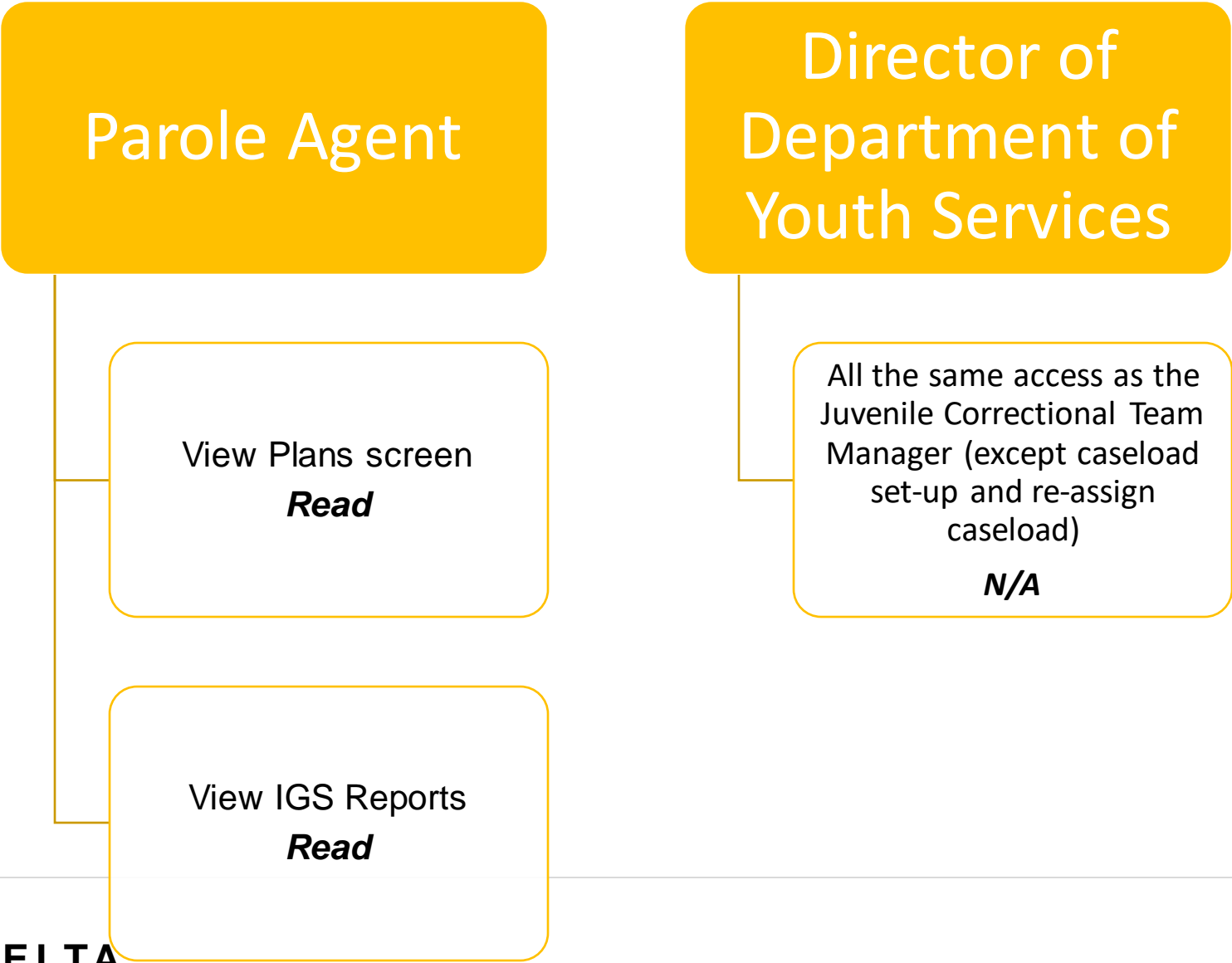
Case Management Security System Roles (Adult) – Final (2/2)



Case Management Security System Roles (Juvenile) – Final (1/2)



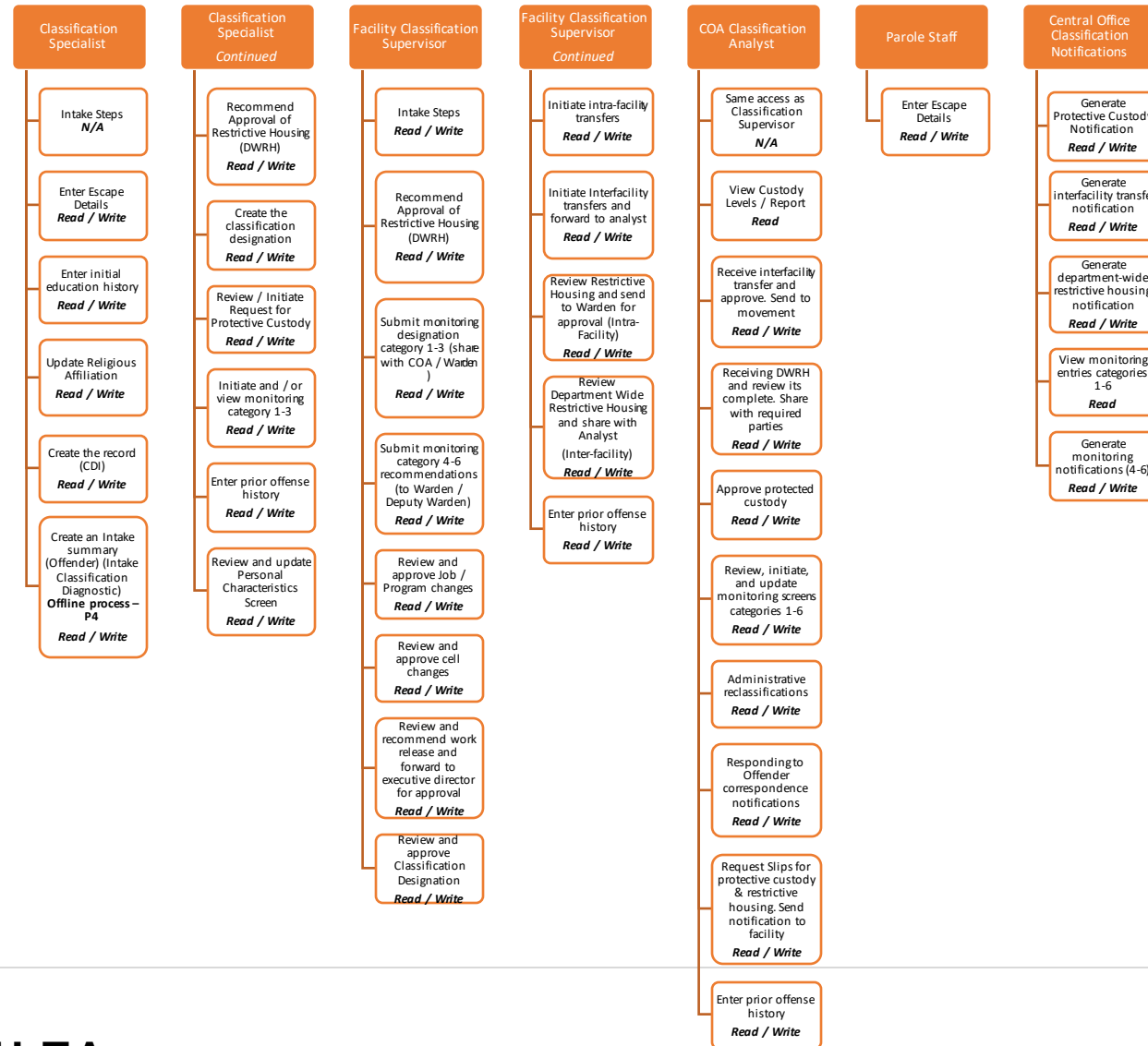
Case Management Security System Roles (Juvenile) – Final (2/2)



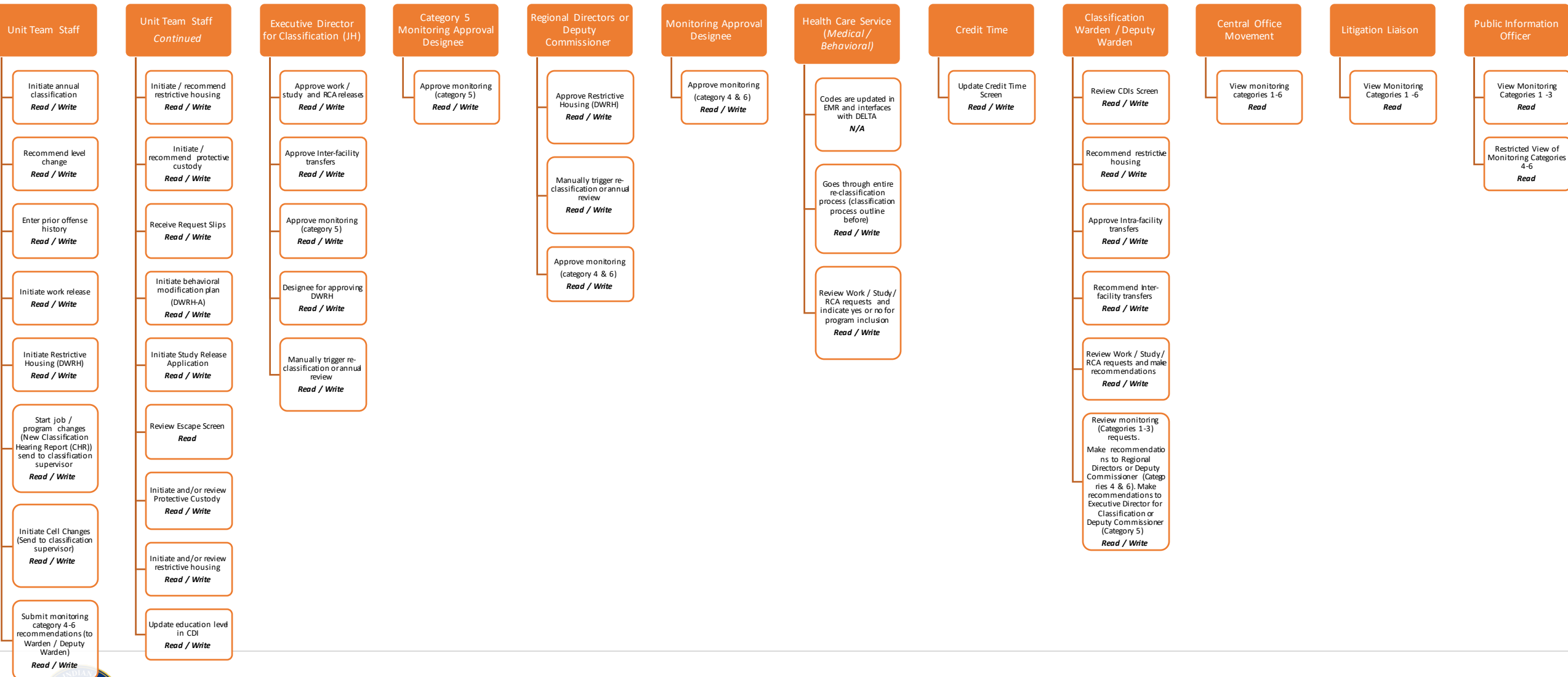
Classification (Adult / Juvenile)



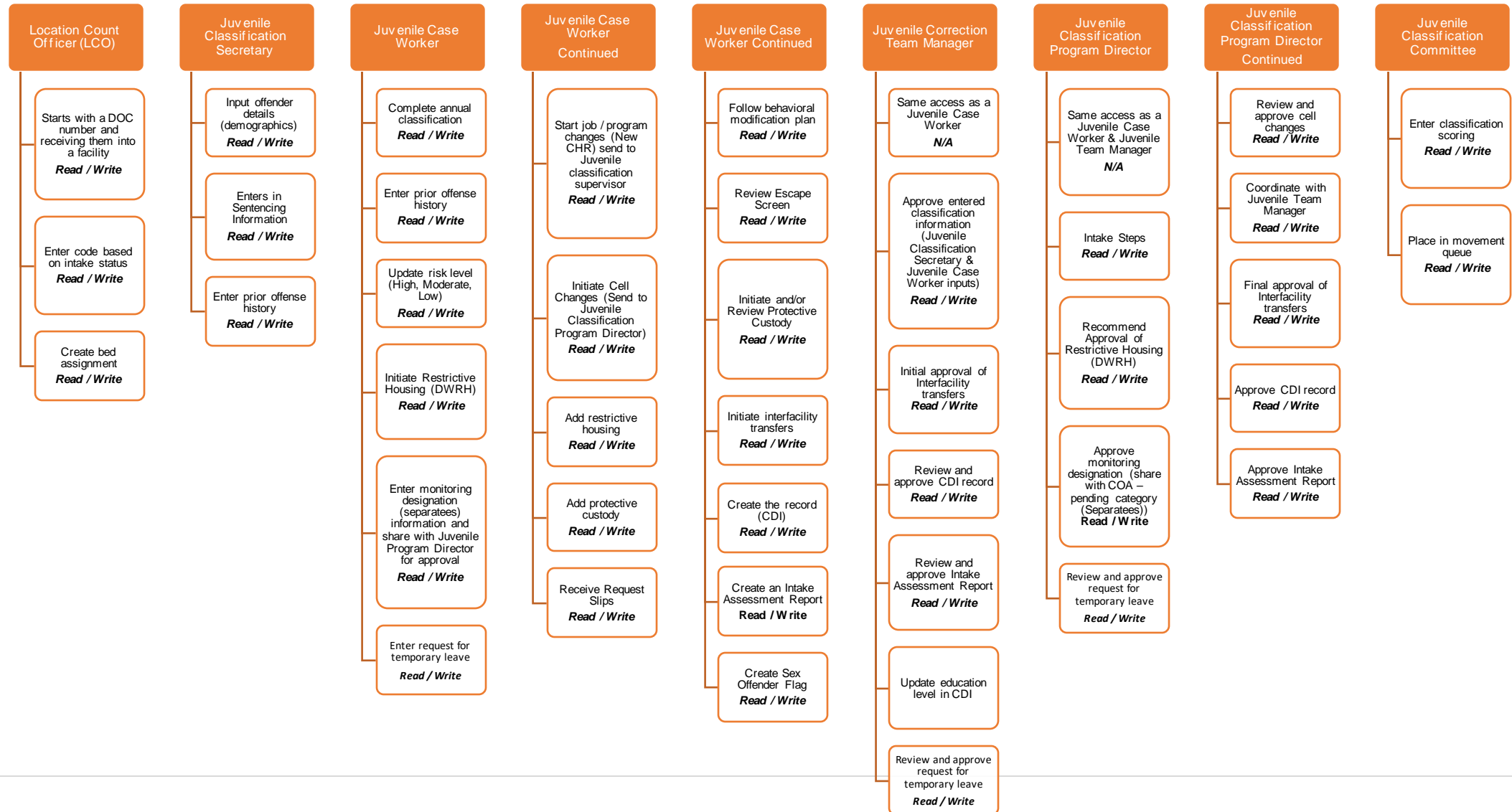
Classification Security System Roles (Adult) – *Final*



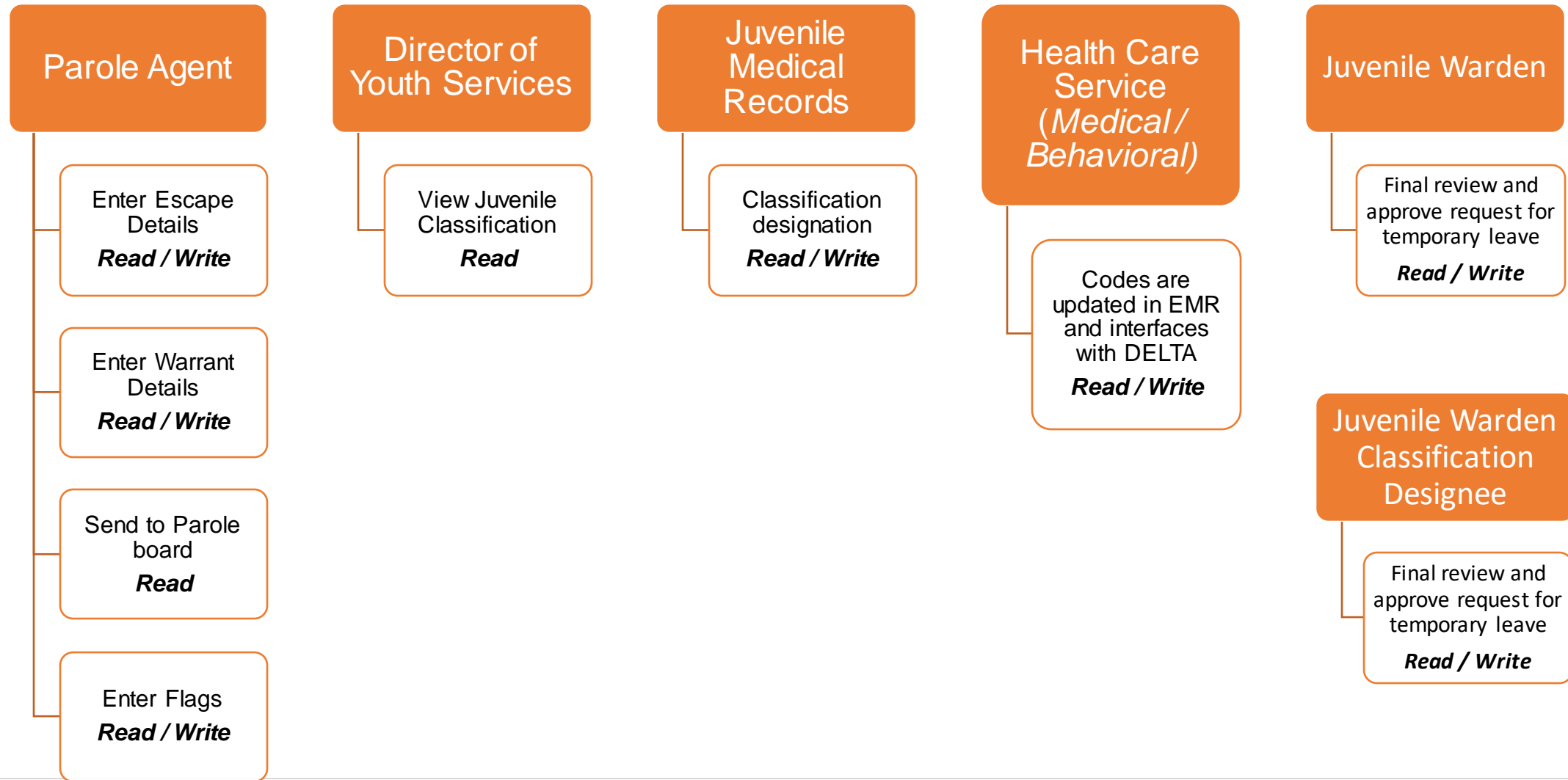
Classification Security System Roles (Adult) – *Final*



Classification Security System Roles (Juvenile) – *Final*



Classification Security System Roles (Juvenile) – *Final*

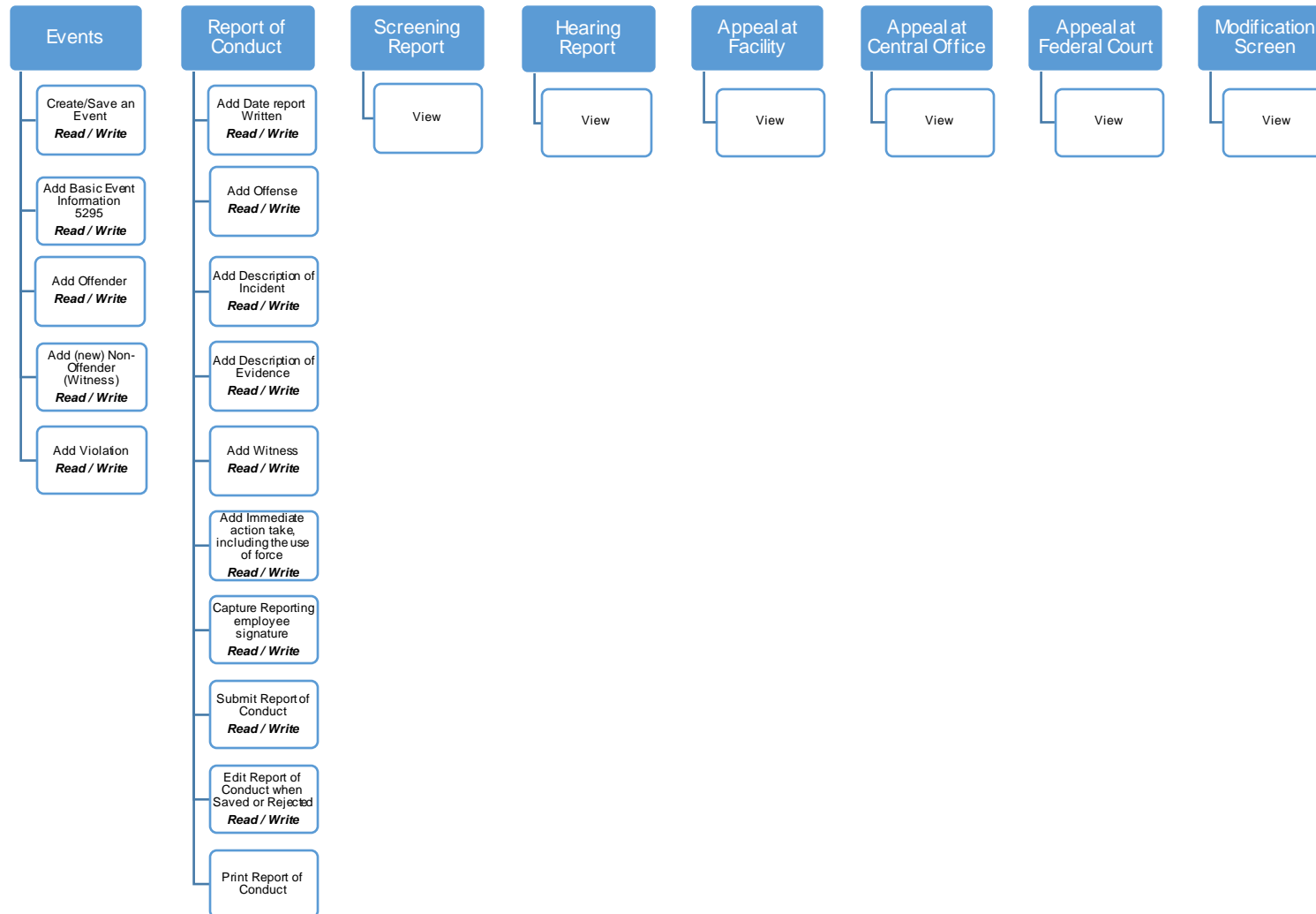


Conduct (Adult / Juvenile)

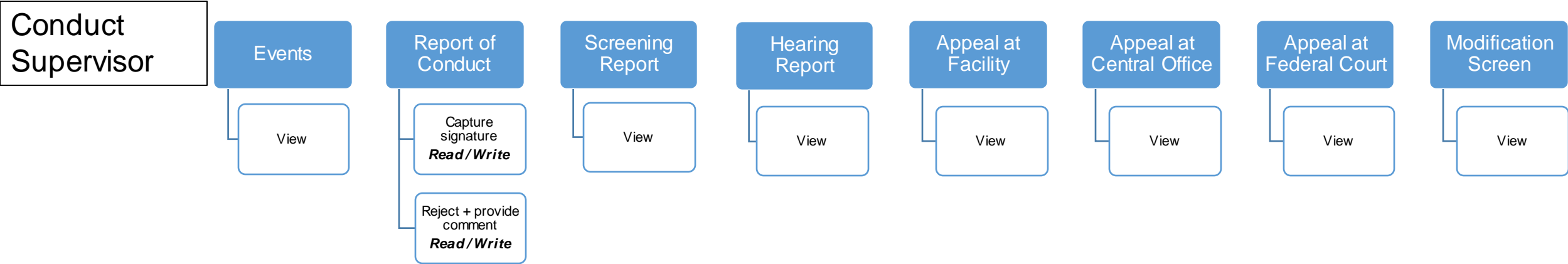


Conduct Security System Roles (Adult) - *Final*

Reporting
Employee

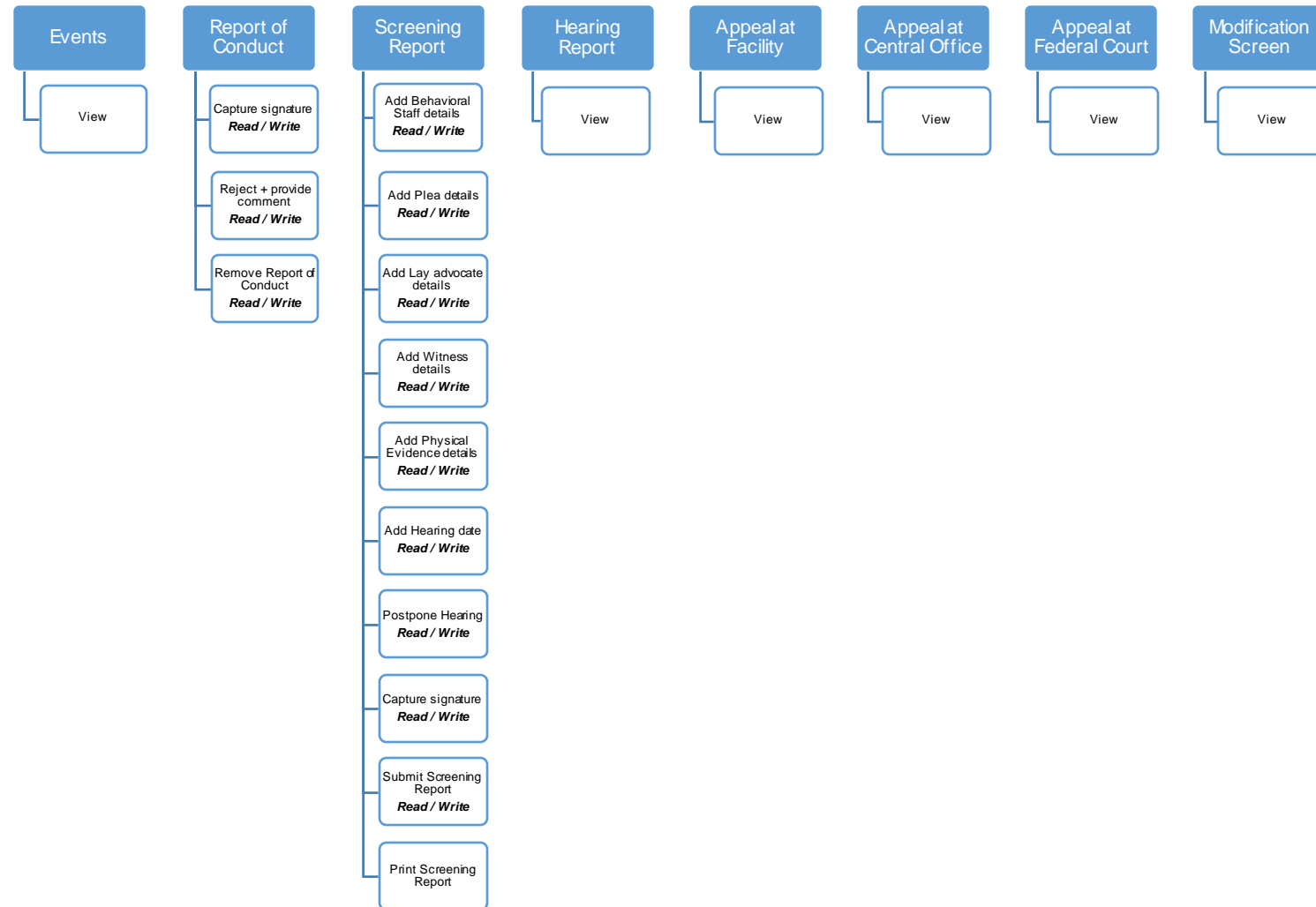


Conduct Security System Roles (Adult) - *Final*



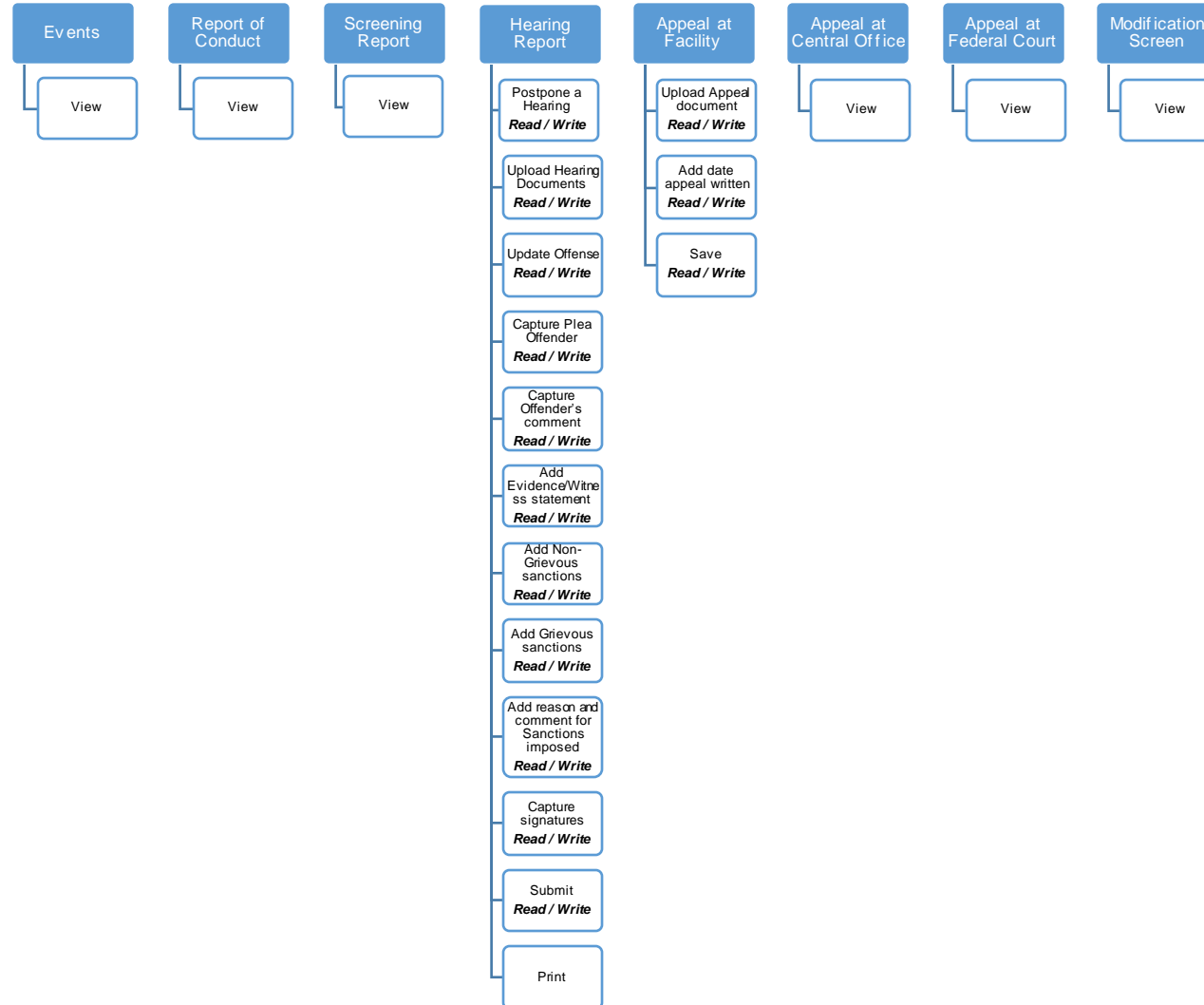
Conduct Security System Roles (Adult) - *Final*

Screening
Officer



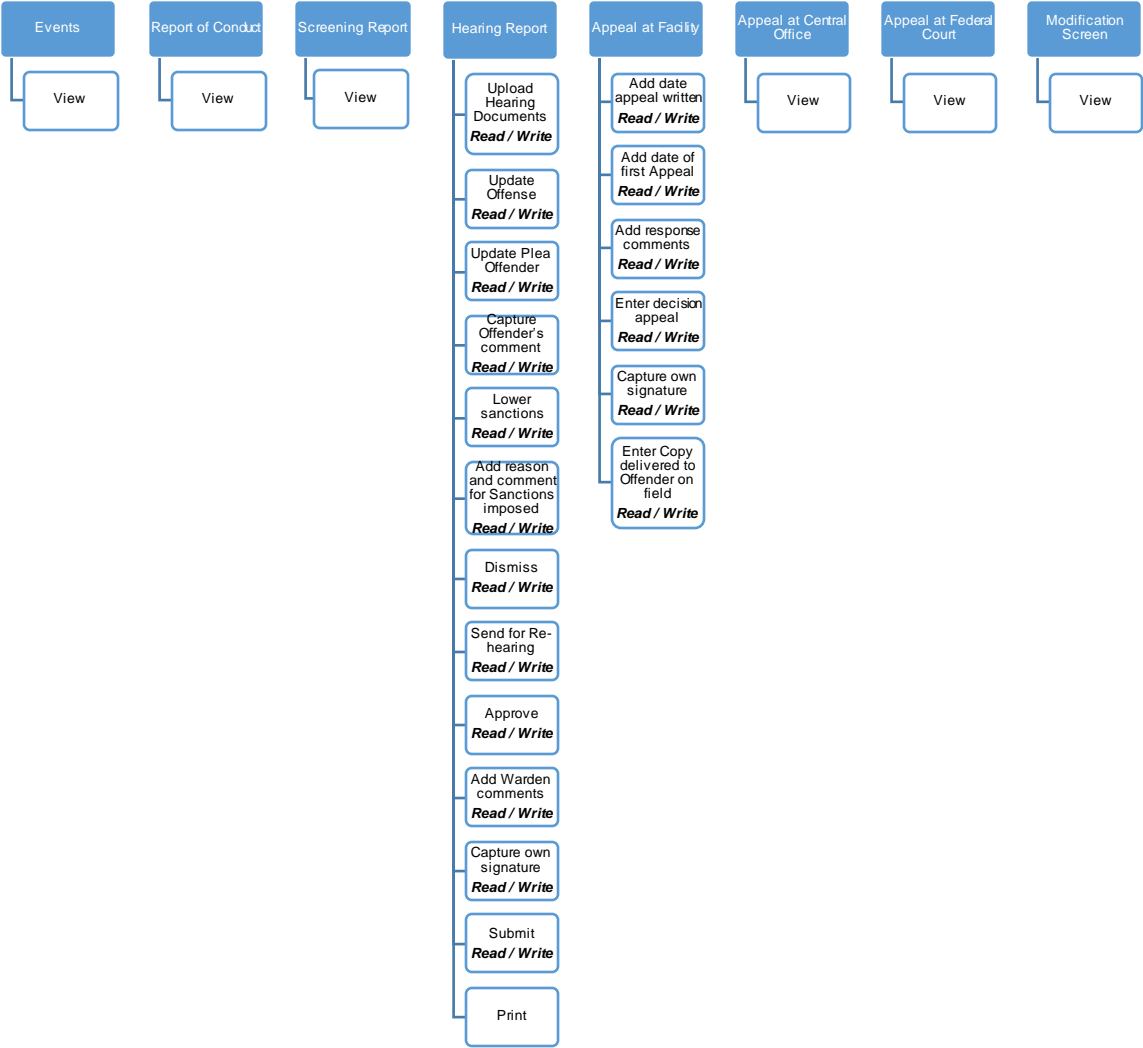
Conduct Security System Roles (Adult) - *Final*

Hearing
Officer



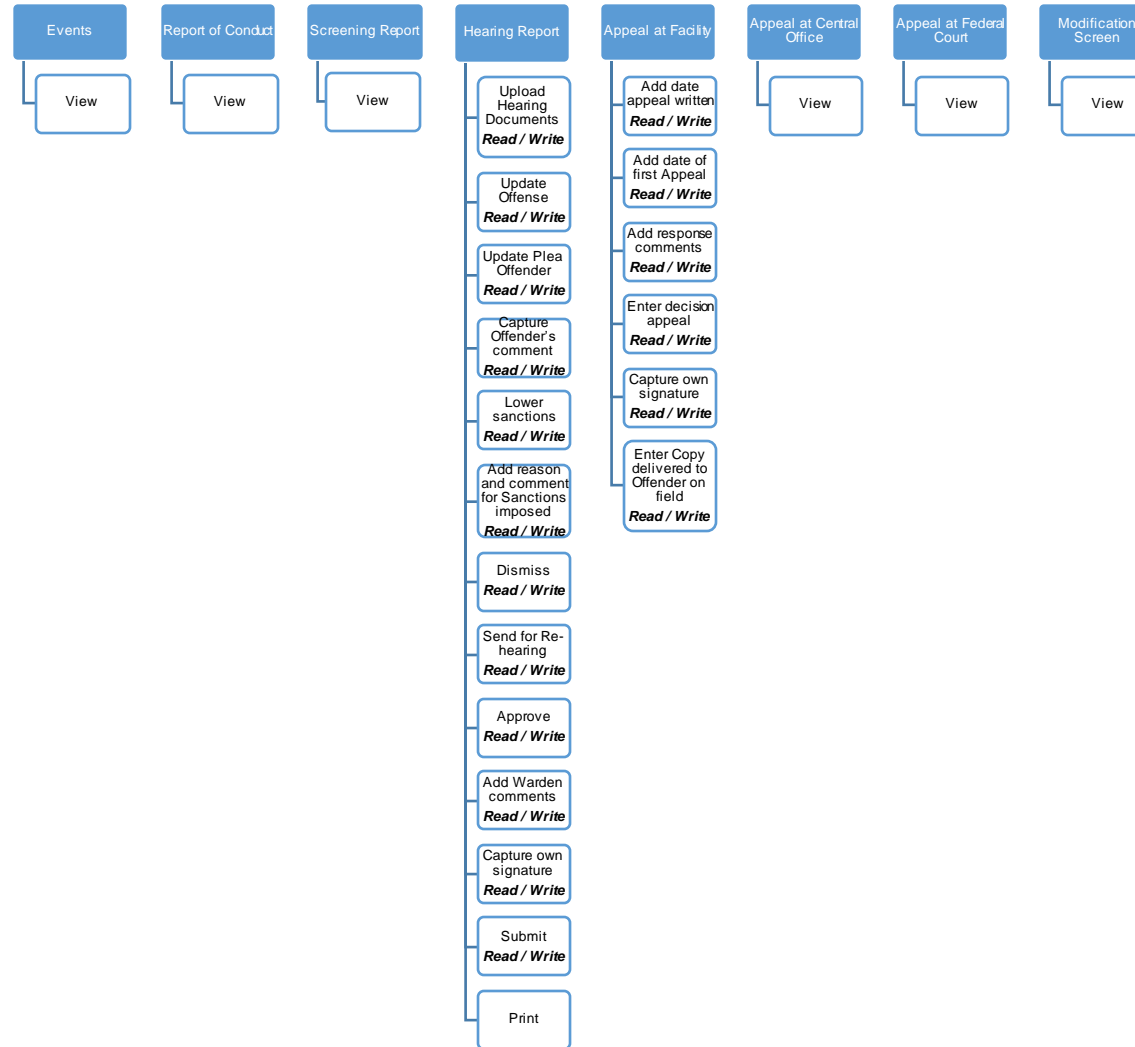
Conduct Security System Roles (Adult) - *Final*

Warden

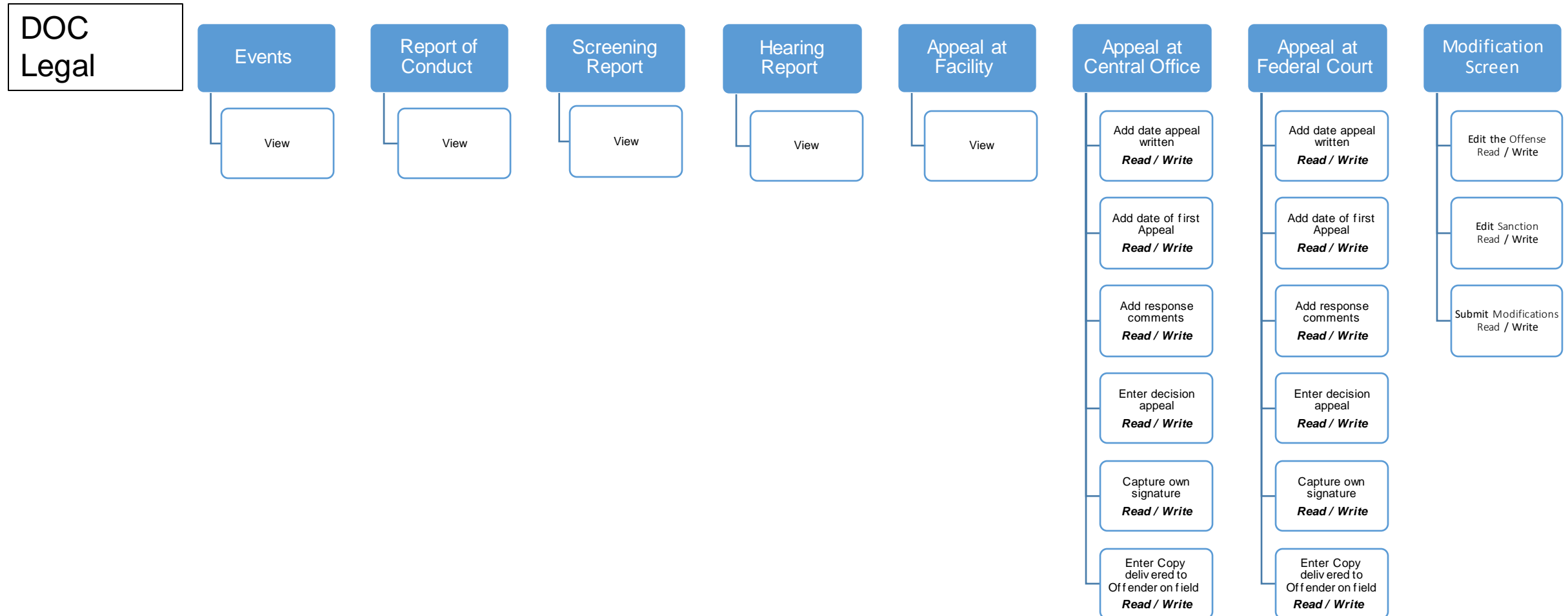


Conduct Security System Roles (Adult) - *Final*

Conduct Warden
Designee



Conduct Security System Roles (Adult) - *Final*



Conduct Security System Roles (Adult) - *Final*

Drug
Screening
Officer

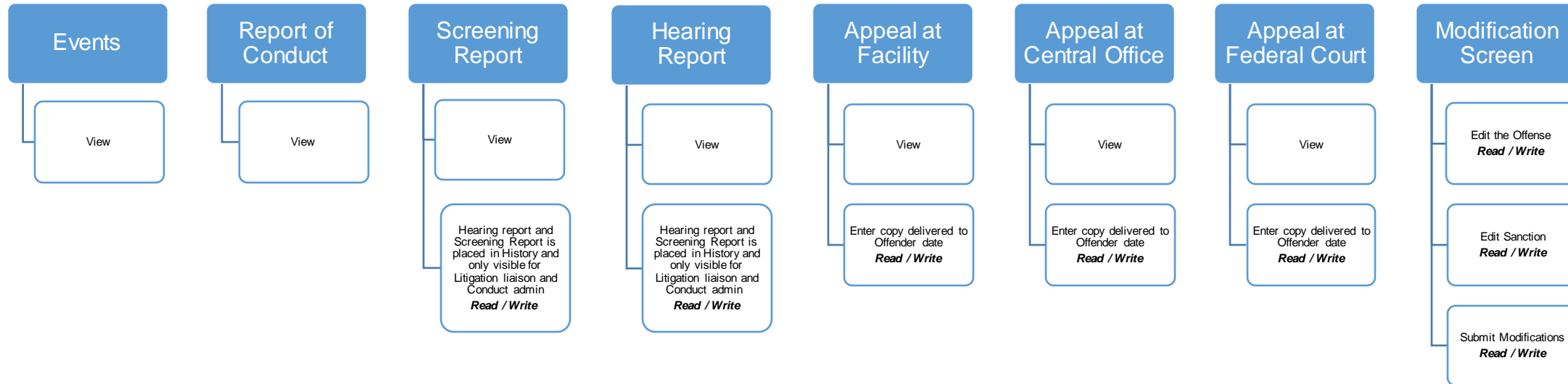
Assessments

Review and
update Drug
Screening screen
Read / Write



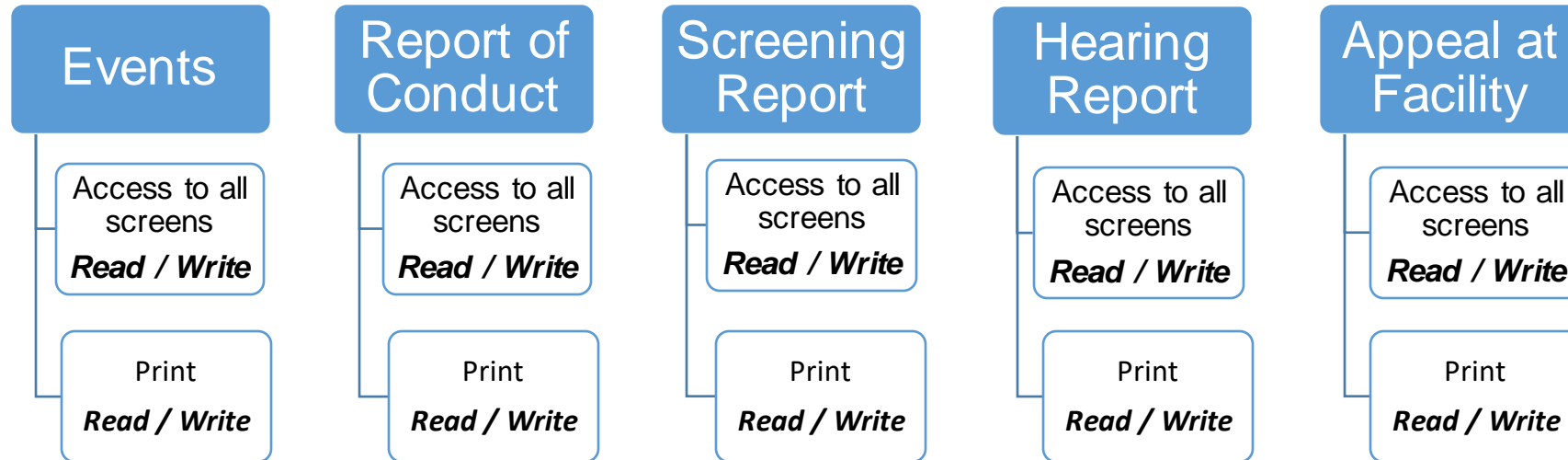
Conduct Security System Roles (Adult) - *Final*

Litigation
liaison



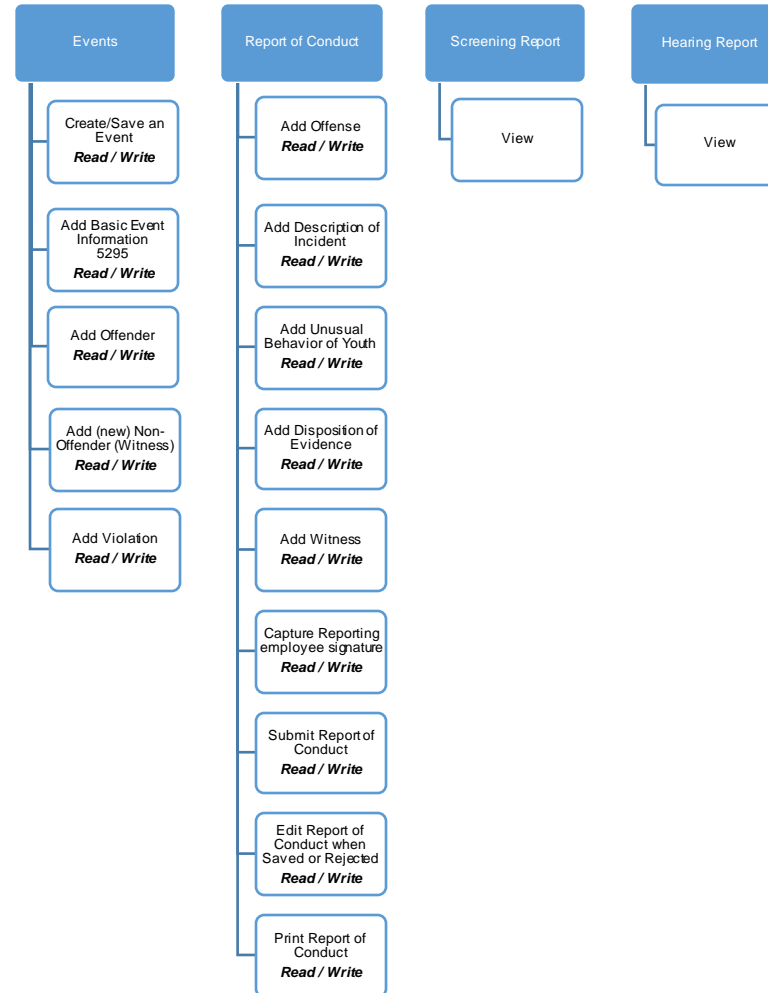
Conduct Security System Roles (Juvenile) - *Final*

Conduct
Administration

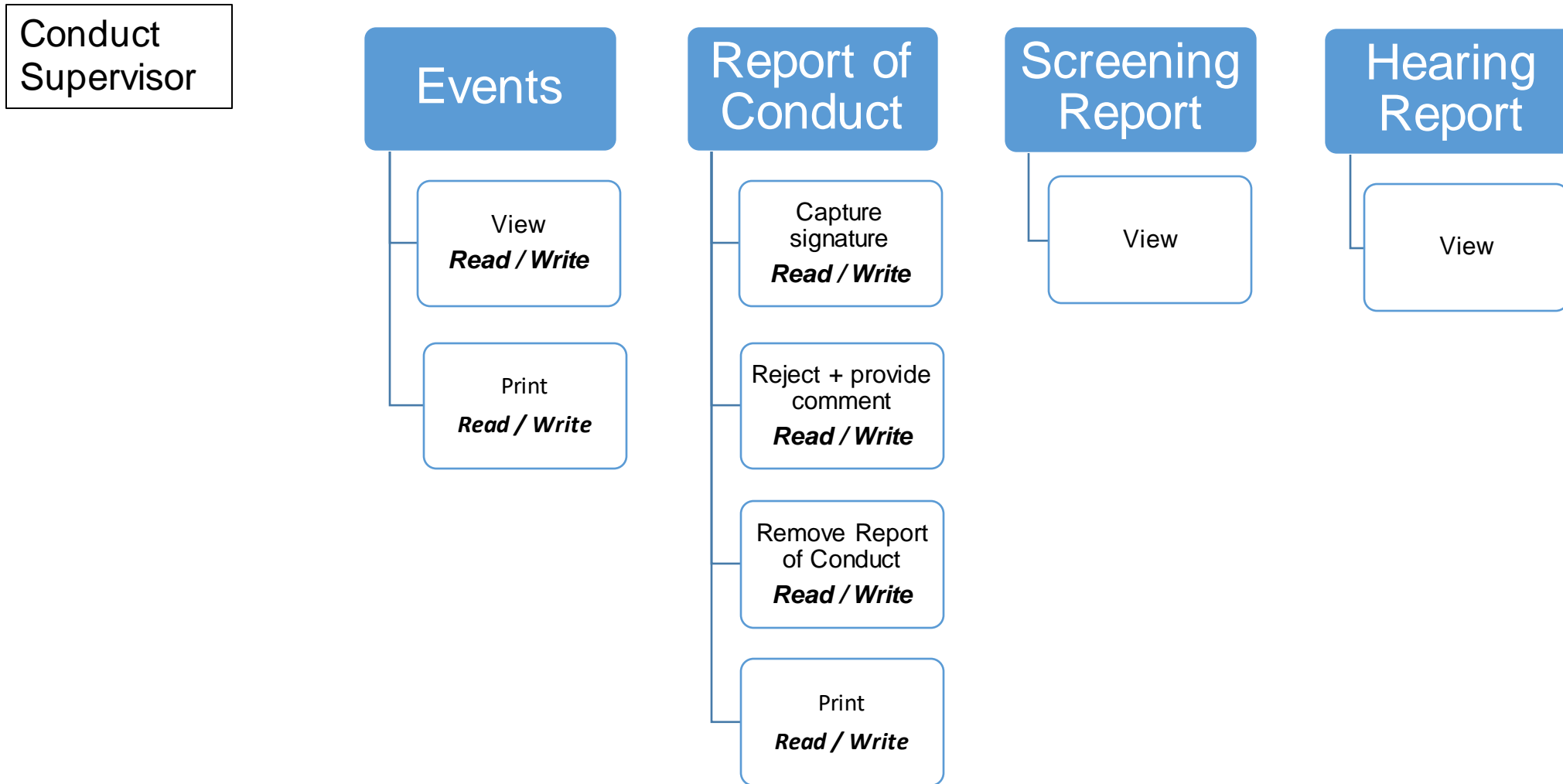


Conduct Security System Roles (Juvenile) - *Final*

Reporting
Employee

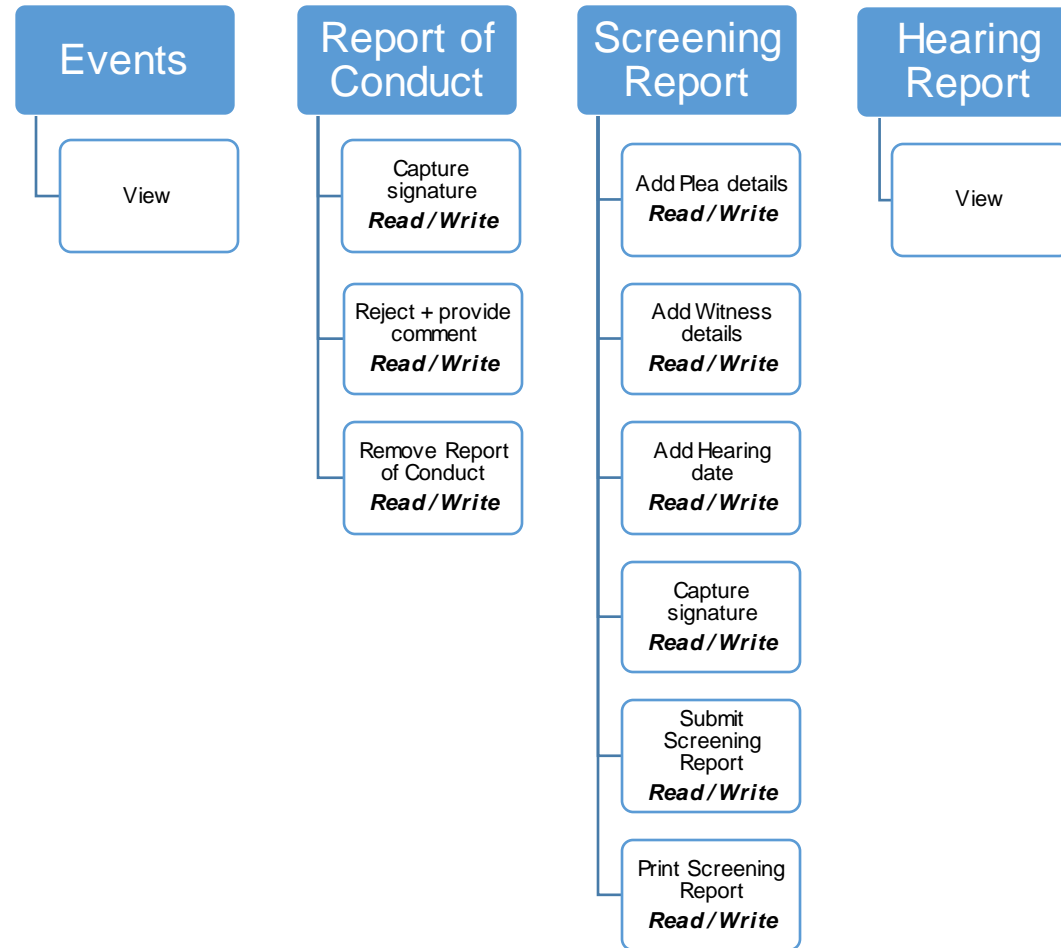


Conduct Security System Roles (Juvenile) - *Final*



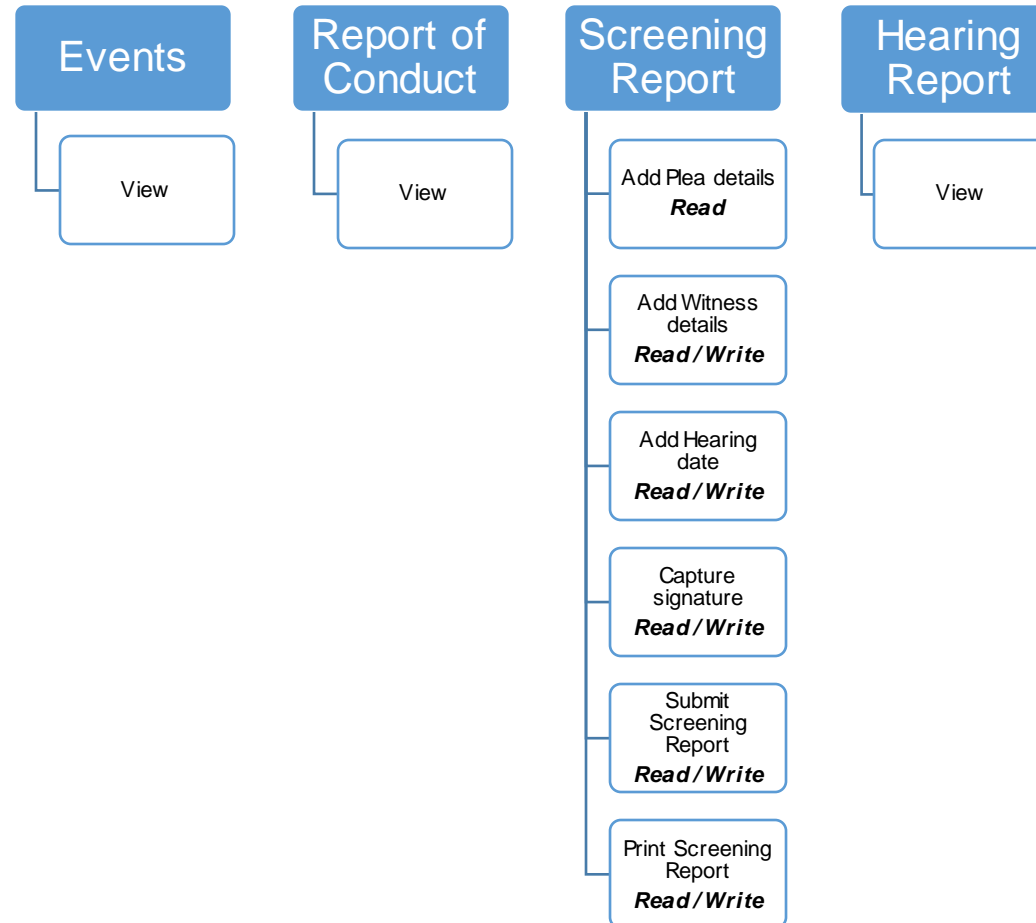
Conduct Security System Roles (Juvenile) - *Final*

Screening
Officer



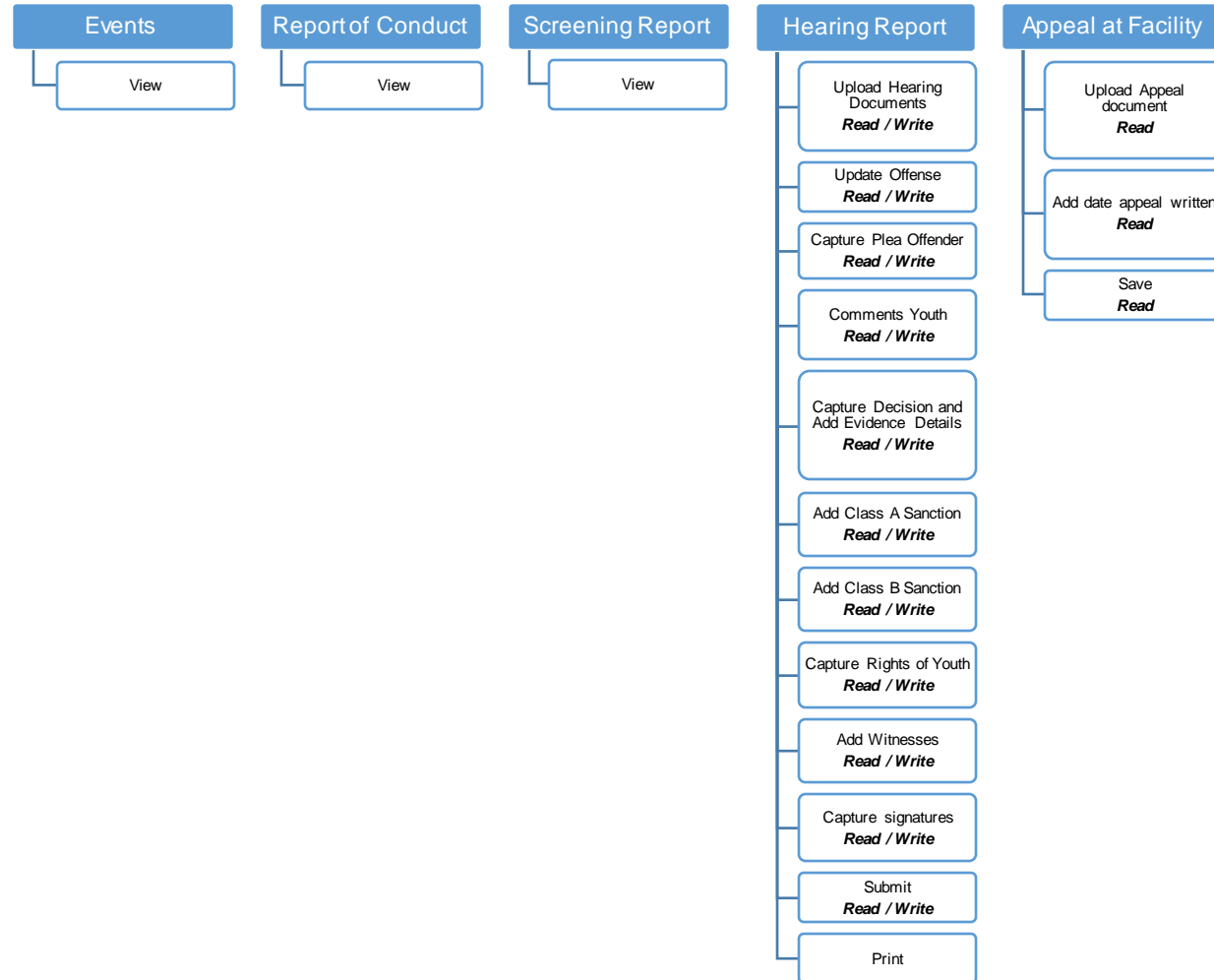
Conduct Security System Roles (Juvenile) - *Final*

Serving
Officer



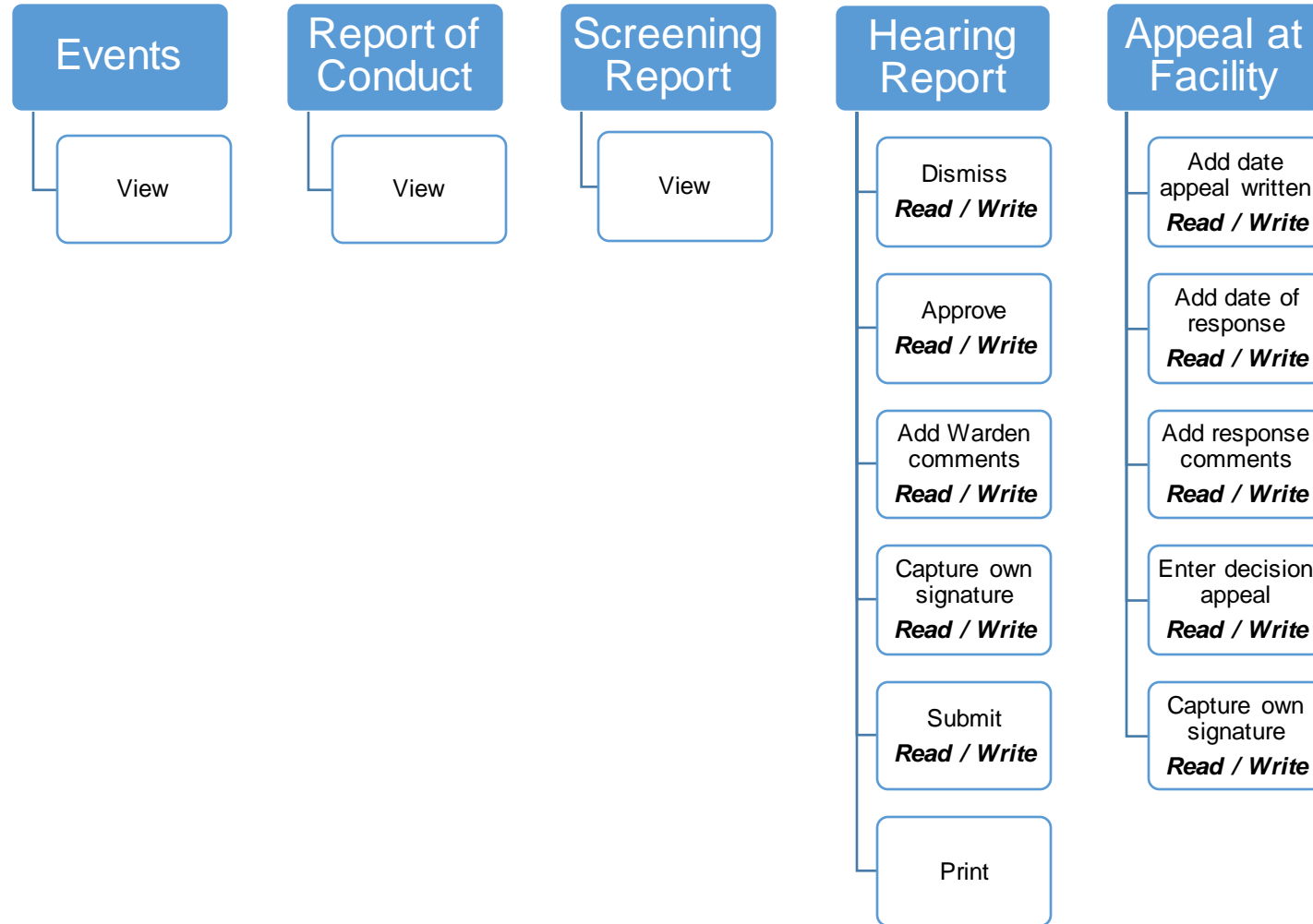
Conduct Security System Roles (Juvenile) - *Final*

Hearing
Officer

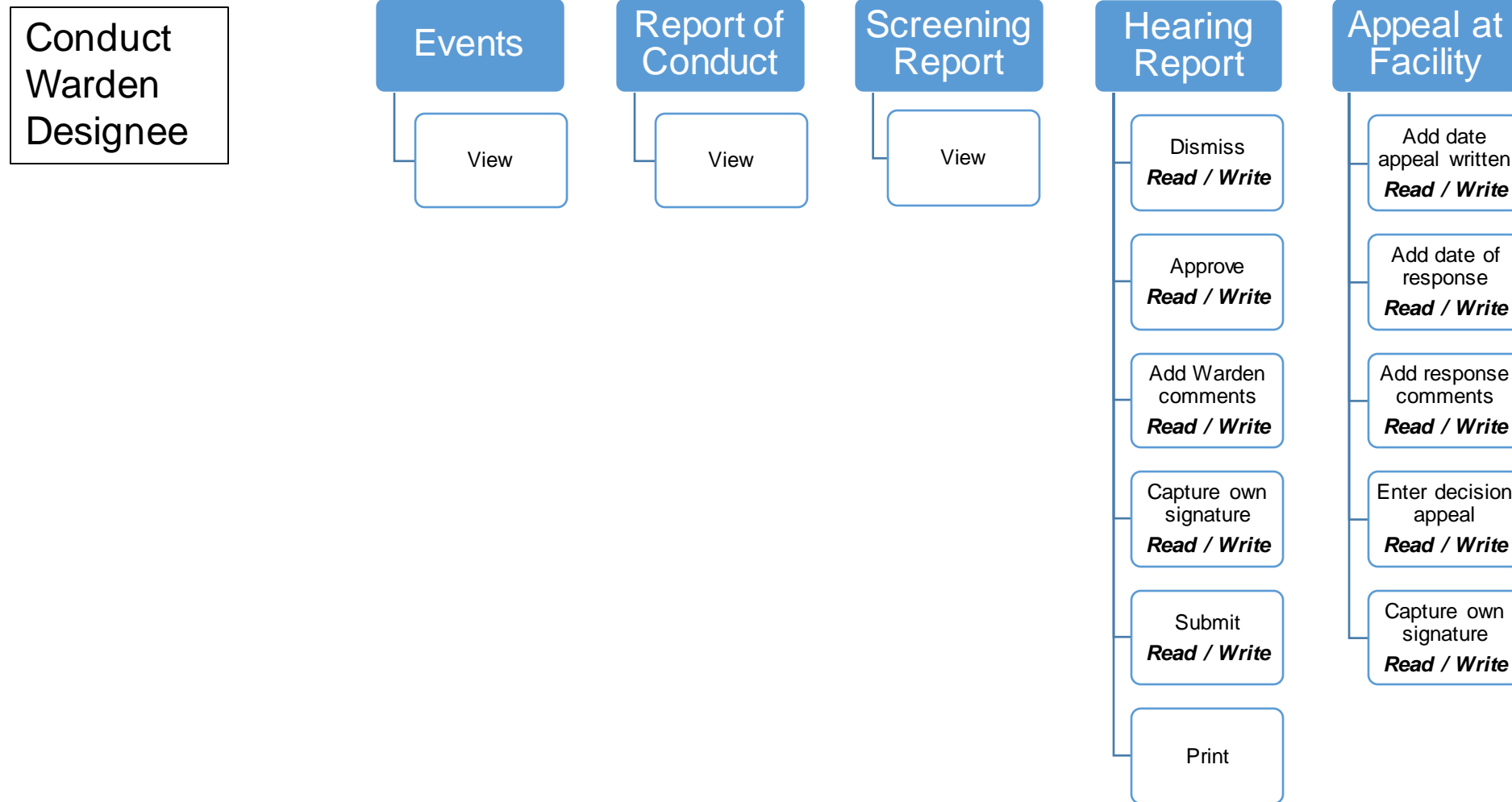


Conduct Security System Roles (Juvenile) - *Final*

Warden



Conduct Security System Roles (Juvenile) - *Final*



Conduct Security System Roles (Juvenile) - *Final*

Drug
Screening
Officer

Assessments

Review and
update Drug
Screening screen
Read / Write



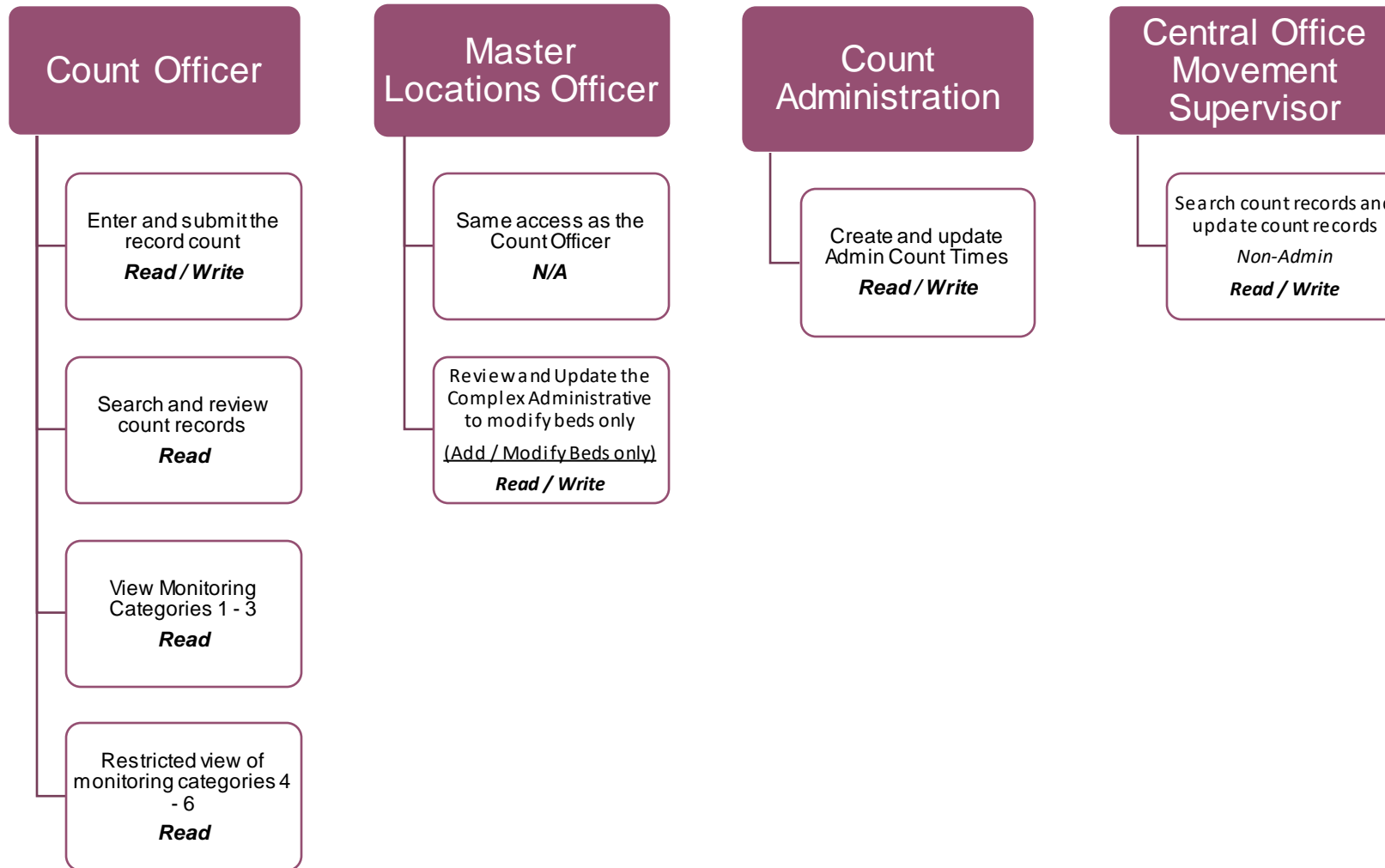
Count



Project **DELTA**

June 7, 2023 – P.37

Count Security System Role (Adult / Juvenile) – *Final*



CTP



CTP (Adult)

CTP
Coordinator

View and update
CTP Details
Read / Write

CTP View
Only

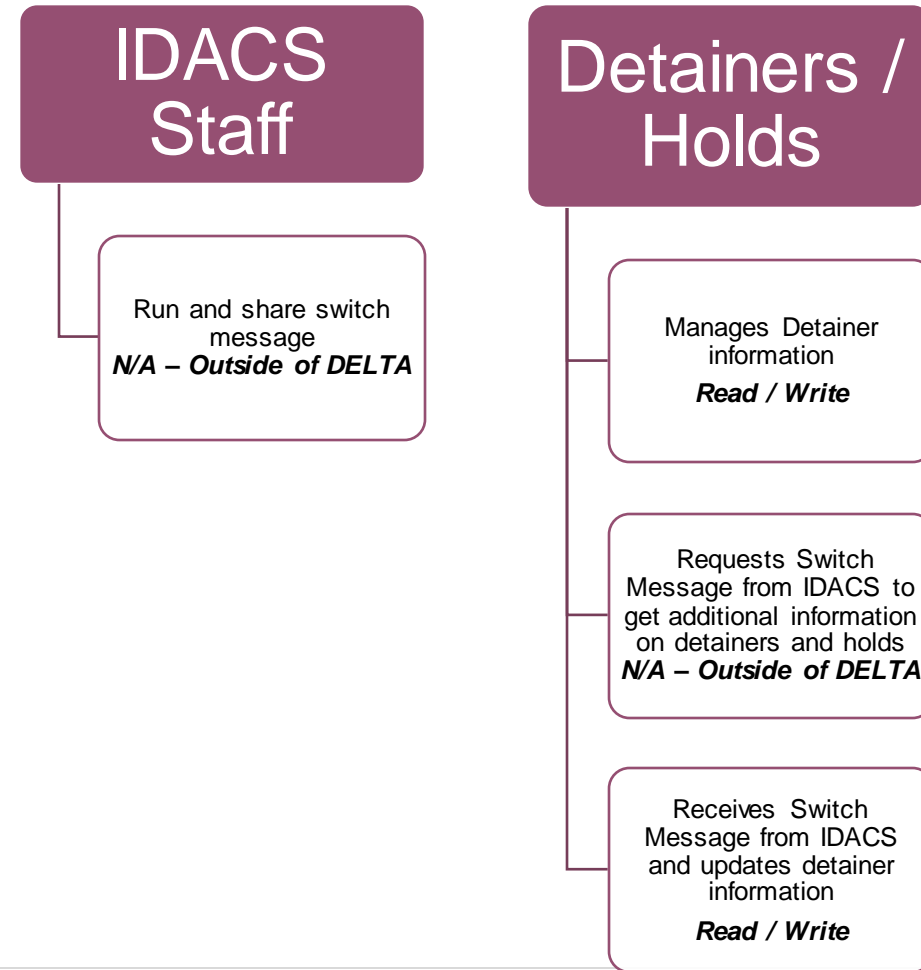
View CTP
Details
Read



Detainers & Holds (Adult / Juvenile)



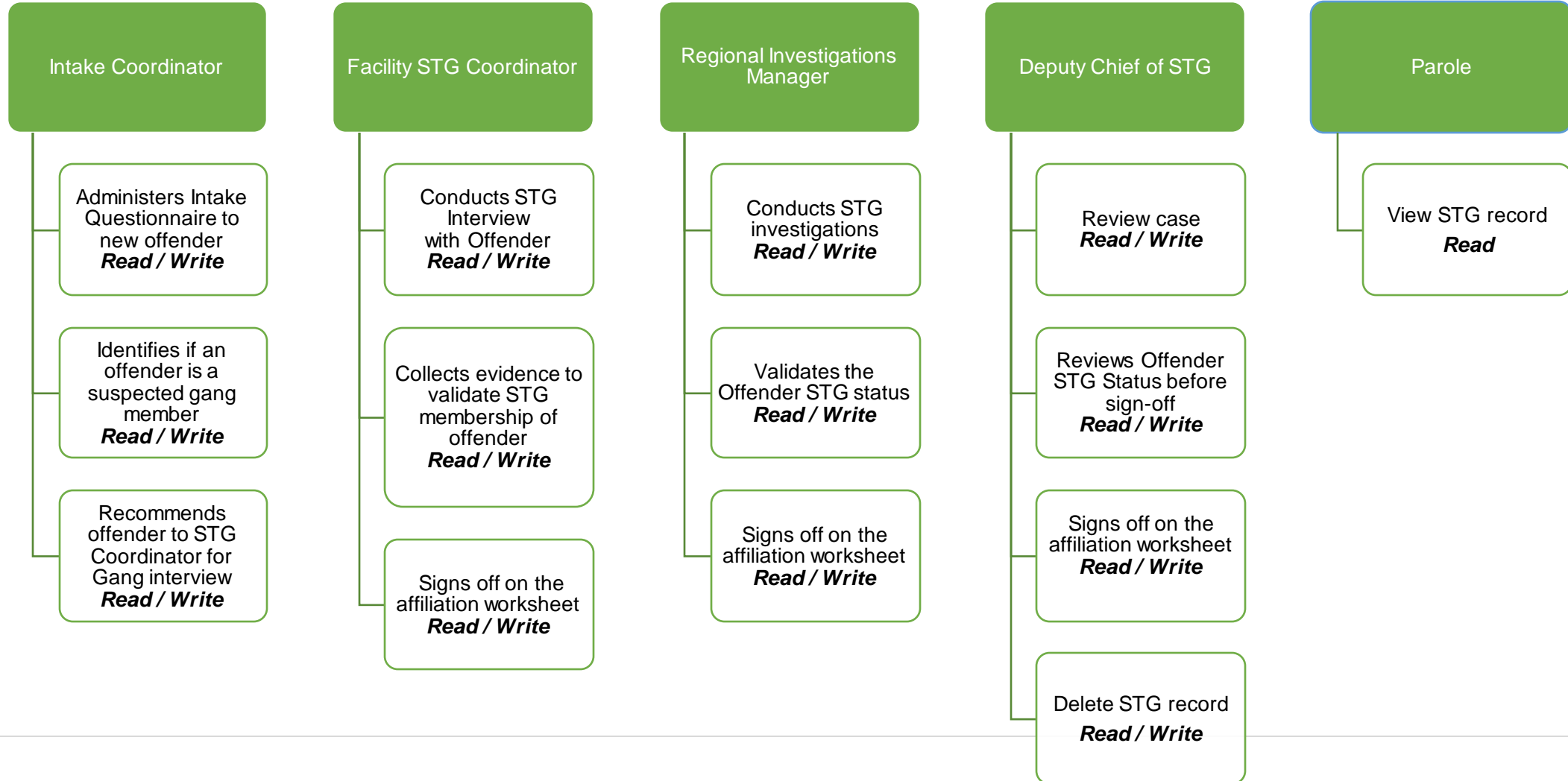
Detainers and Holds Security System Roles (Adult / Juvenile) - *Final*



Gang Management (Adult / Juvenile)



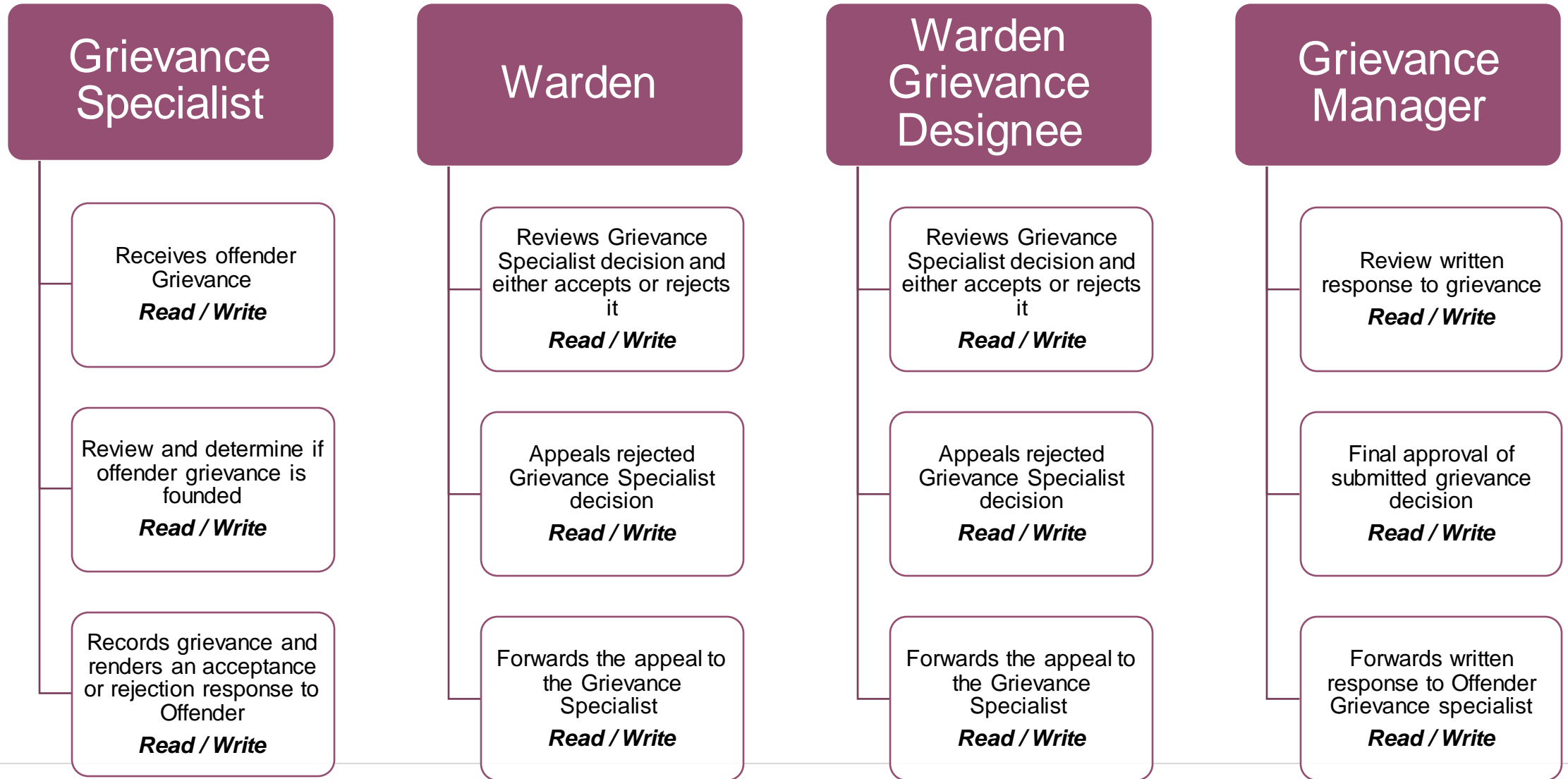
Gang Management Security System Roles (Adult / Juvenile) – *Final*



Grievances



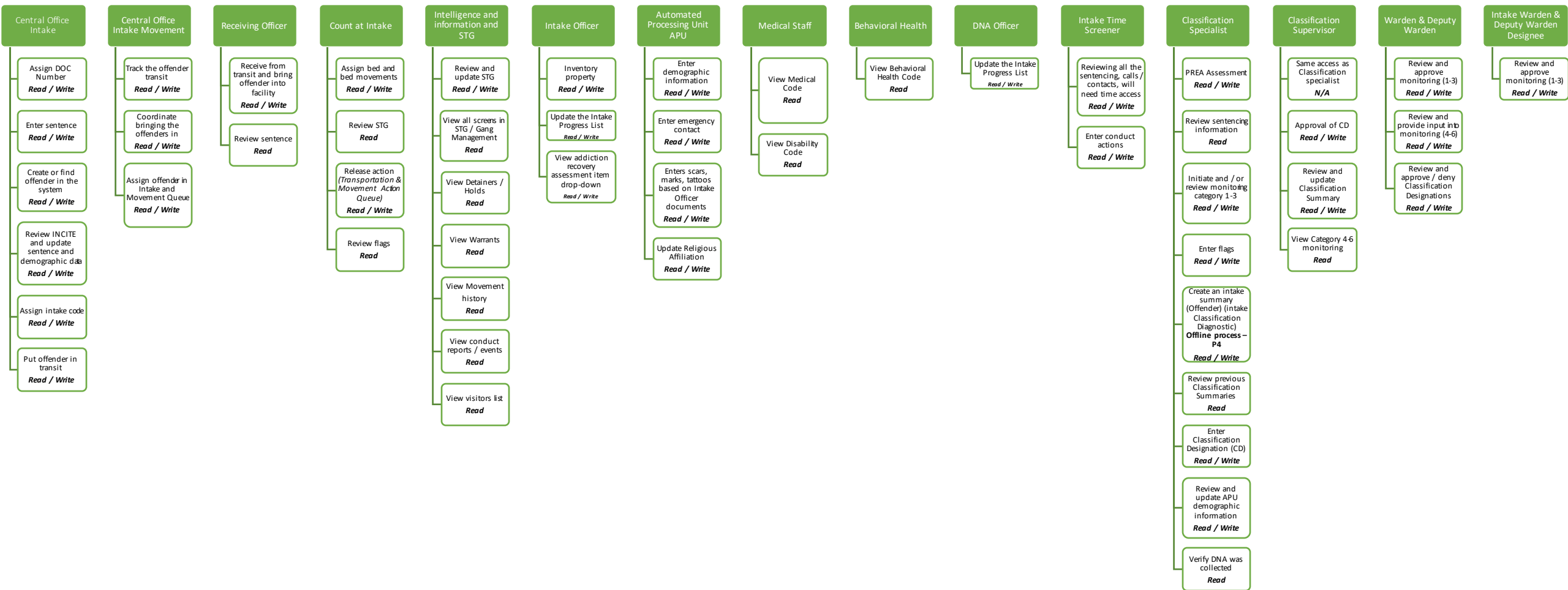
Grievances Security System Roles - *Final*



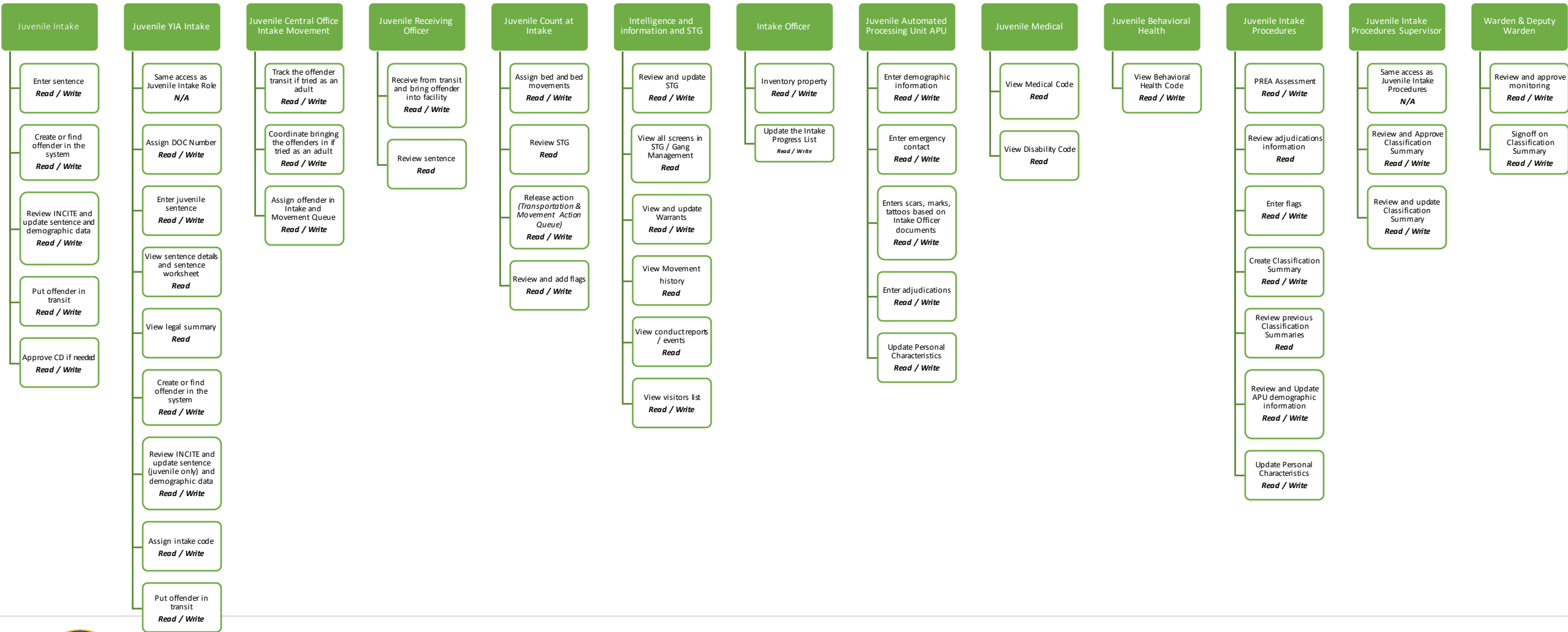
Intake (Adult / Juvenile)



Intake Security System Roles (Adult) - *Final*



Intake Security System Roles (Juvenile) – *Final*



Investigations & Intelligence (Adult / Juvenile)



Investigations & Intelligence Security System Roles (Adult / Juvenile) – *Final*

Authorization
Intelligence

Investigations Officer	Intelligence Analyst	I & I Regional Manager	Warden	DOC Legal	Central Office I & I	Other DELTA Users
Read: X Write: Modification: Print:	Read: X Write: X Modification: Author Print: X	Read: X Write: Modification: Print:	Read: X Write: Modification: Print:	Read: X Write: Modification: Print:	Read: X Write: X Modification: Author Print: X	N/A



Investigations & Intelligence Security System Roles (Adult / Juvenile) – *Final*

Confidential

Investigations Officer	Intelligence Analyst	I & I Regional Manager	Warden	DOC Legal	Central Office I & I	Other DELTA Users
Read: Author Write: X Modification: Author Print: X	Read: X Write: Modification: Print:	Read: X Write: Modification: Print:	Read: X Write: Modification: Print:	Read: X Write: Modification: Print:	Read: X Write: X Modification: Author Print: X	N/A



Investigations & Intelligence Security System Roles (Adult / Juvenile) – *Final*

Normal Investigation

Investigations Officer

Read: X
Write: X
Modification: Author
Print: X

Intelligence Analyst

Read: X
Write:
Modification:
Print: X

I & I Regional Manager

Read: X
Write:
Modification:
Print:

Warden

Read: X
Write:
Modification:
Print:

DOC Legal

Read: X
Write:
Modification:
Print: X

Central Office I & I

Read: X
Write: X
Modification: Author
Print: X

Other DELTA Users

N/A



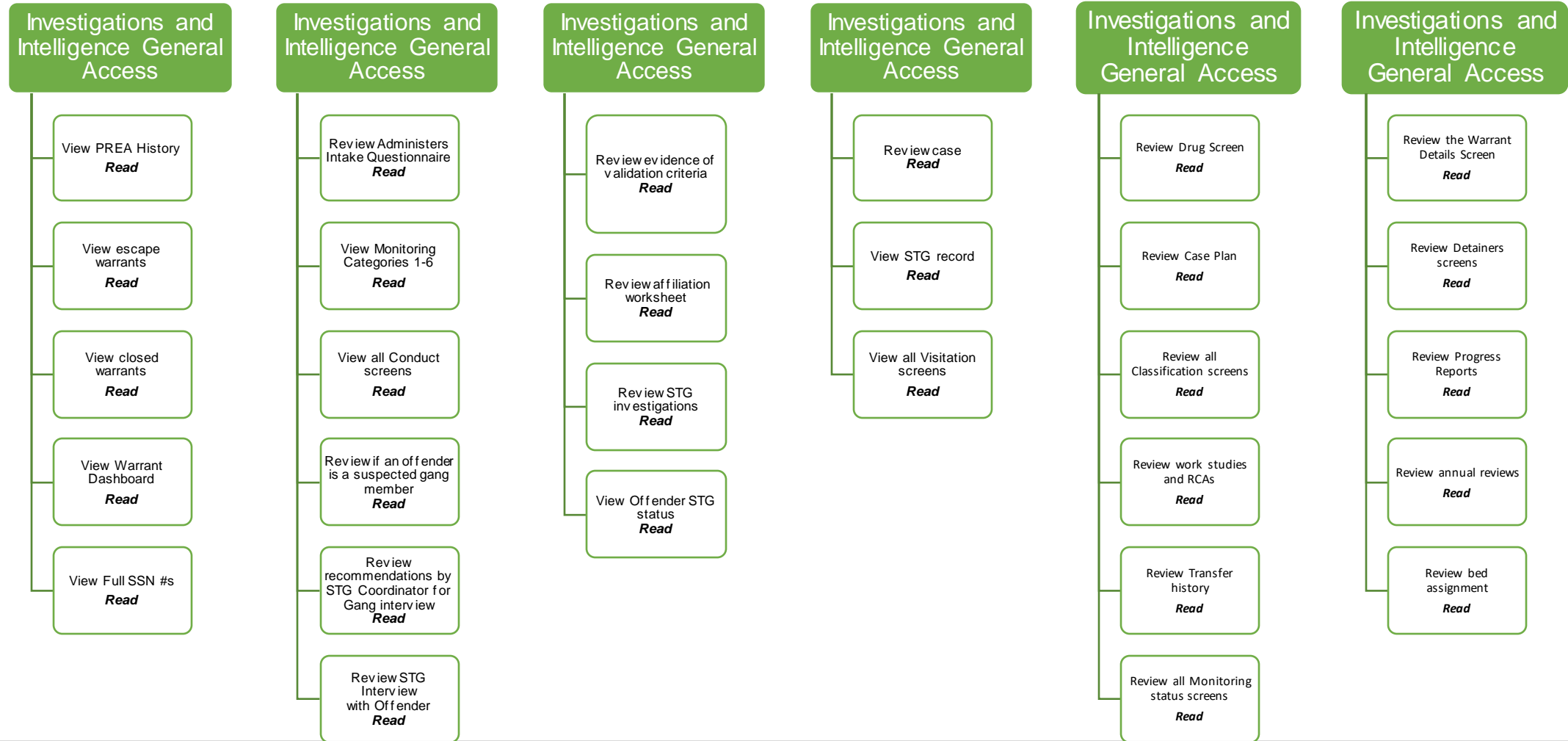
Investigations & Intelligence Security System Roles (Adult / Juvenile) – *Final*

Critical Incident
Report

Investigations Officer	Intelligence Analyst	I & I Regional Manager	Regional Director	Warden	Warden Admin	Custody Supervisor	Shift Supervisor	Operations Center/ CTAC	DOC Legal	Central Office I & I	Other DELTA Users
Read: X Write: X Modification: Author Print: X	Read: X Write: Modification: Print: X	Read: X Write: X Modification: Follow Up Section Print: X	Read: X Write: X Modification: Print: X	Read: X Write: X Modification: Author Print: X	Read: X Write: X Modification: Author Print: X	Read: X Write: X Modification: Author Print: X	Read: X Write: Modification: X Print: X	Read: X Write: X Modification: Author Print: X	Read: X Write: Modification: Print: X	Read: X Write: X Modification: Author Print: X	N/A



Investigations & Intelligence Security System Roles (Adult / Juvenile) – *Final*

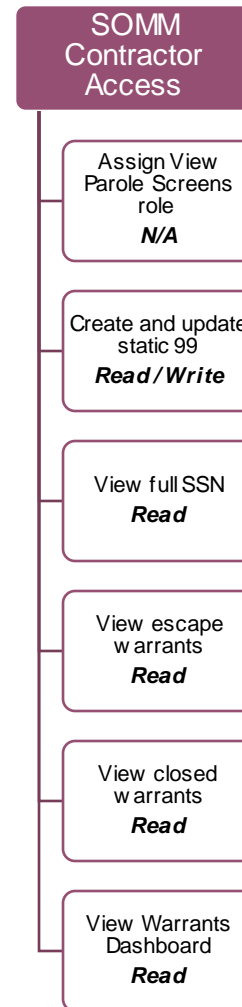


SOMM



Project **DELTA**

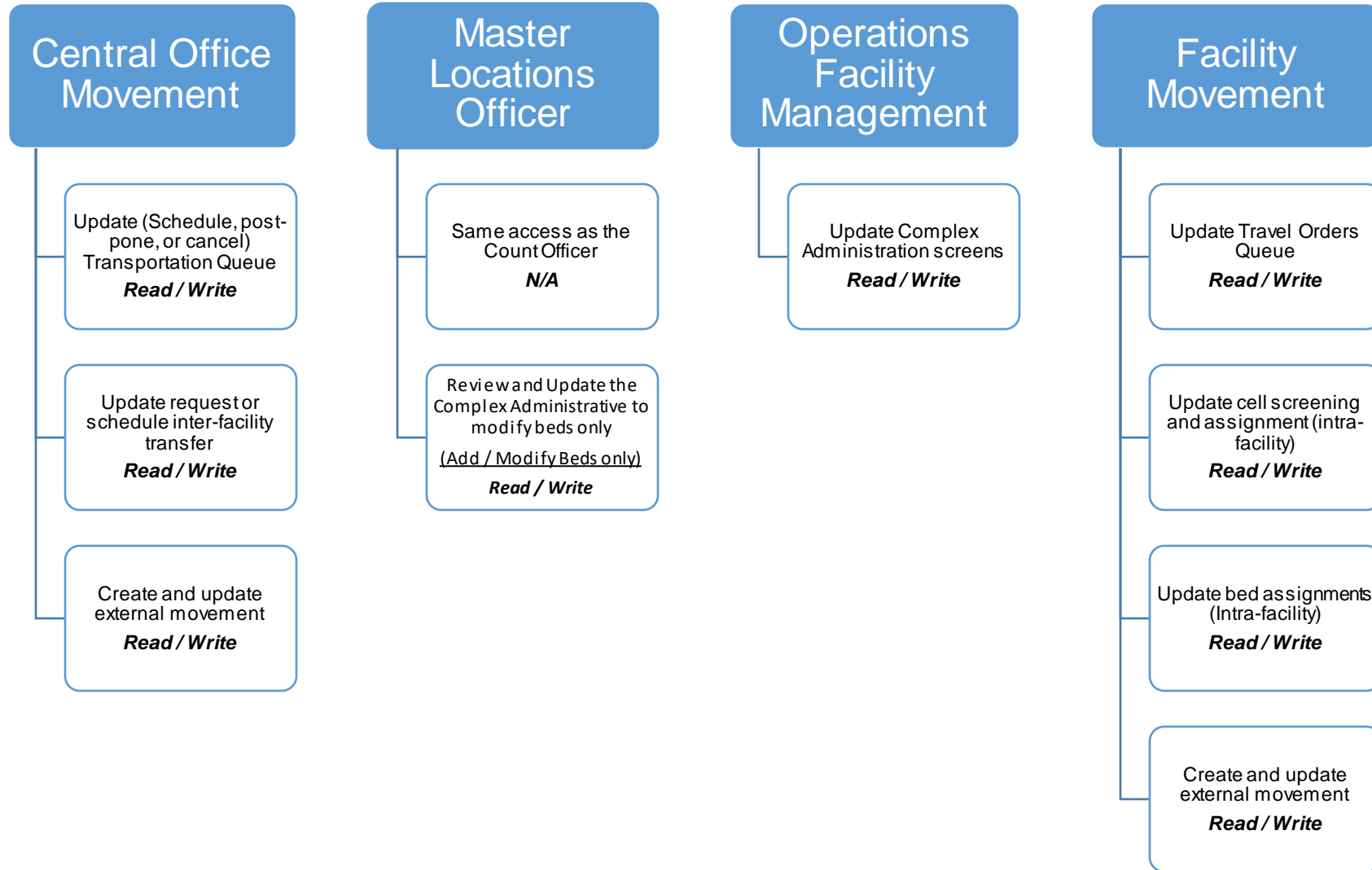
Liberty Health (SOMM) Security System Roles



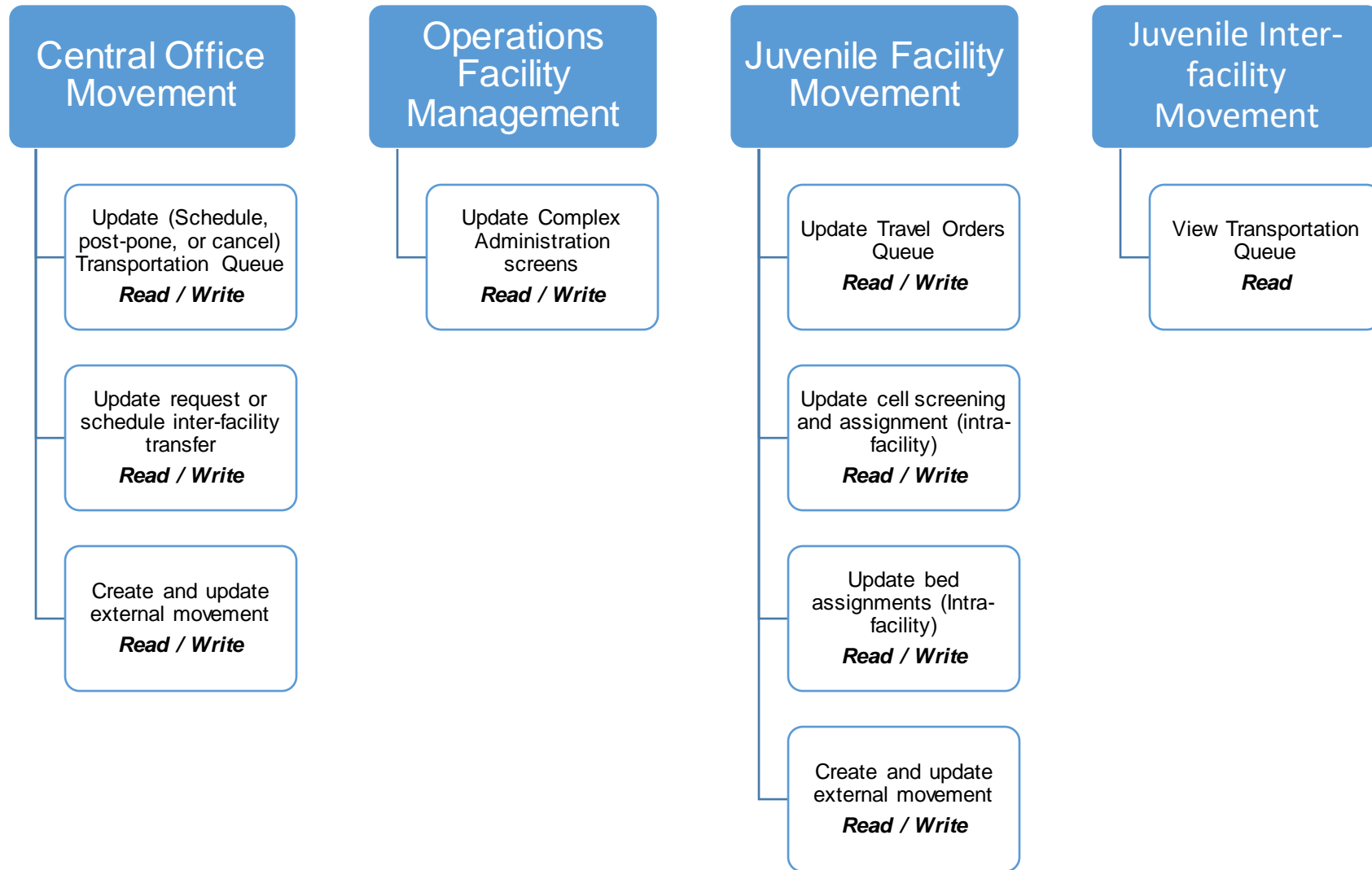
Movement (Adult / Juvenile)



Movement Security System Roles (Adult)



Movement Security System Roles (Juvenile) – *Final*



Parole (Adult / Juvenile)



Parole Security System Roles (Adult / Juvenile) – *Final*

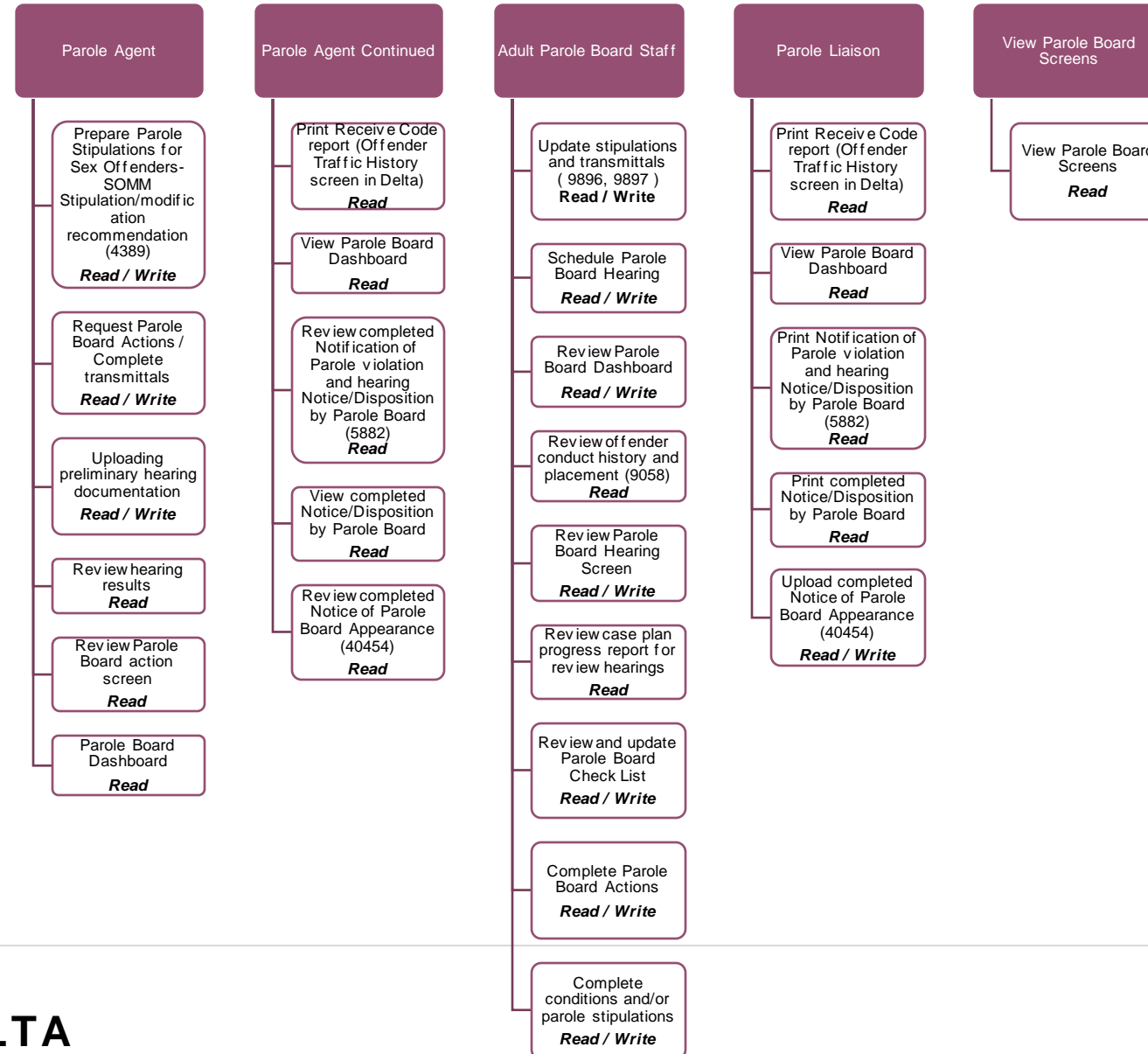
Parole District Supervisor	Parole District Supervisor Continued	Parole Out-Of-State	Parole Administrative Assistant	Parole Agent	Parole Agent Continued	Parole Agent Continued 2	Parole Credit Time	Release Coordinator	GPS Designee	SOMM Program Director	Parole Juvenile Program Director	View Parole Screens
Same access as Parole Agents	Overwrite parole end date (2325) <i>Read / Write</i>	Add Interstate compact offenders <i>Read / Write</i>	Same access as Parole Agent <i>N/A</i>	Upload placement investigation files <i>Read / Write</i>	Discharge the sentence (Parole Area only on CAD Screen) <i>Read / Write</i>	Conduct initial interview (2325) <i>Read / Write</i>	Update offender Credit Time (Parole Area only on CAD Screen) <i>Read / Write</i>	Start placement (2939) <i>Read / Write</i>	Review and update GPS Tracking <i>Read / Write</i>	Review and Update DOC Assist <i>Read / Write</i>	Same access as Parole District Supervisor, Parole Clerical, Parole Agent <i>N/A</i>	Review all Parole screens <i>Read</i>
Add and deactivate parole offices (465) <i>Read / Write</i>	Sign discharge paperwork (2335) <i>Read / Write</i>	Add new offenders to DELTA <i>Read / Write</i>	Notify Supervised Release of the offender release (1845) <i>Read / Write</i>	Approve or deny Investigate placement (2939) <i>Read / Write</i>	Release the body <i>Read / Write</i>	Enter case notes (2327) <i>Read / Write</i>		Add physical and electronic addresses to placement plan (2939) <i>Read / Write</i>	Approve or Deny GPS requests <i>Read / Write</i>	Approve or Deny DOC Assist <i>Read / Write</i>		
Assign or change parole agent/officer (6102, 1780) <i>Read / Write</i>	View and approve individual Case Plan (2335) <i>Read / Write</i>		Assign or change parole agent/officer (6102, 1780) <i>Read / Write</i>	Add multiple addresses <i>Read / Write</i>	Upload individual after-care plan review (2335) <i>Read / Write</i>	Change Parole level of supervision (2331) <i>Read / Write</i>		Give offender reporting instructions (2939) <i>Read / Write</i>		Review and Update Lifetime Access Parole Screen <i>Read / Write</i>		
Upload placement investigation files (2939) <i>Read / Write</i>	Upload individual after-care plan <i>Read / Write</i>		Upload placement investigation files (2939) <i>Read / Write</i>	Add comments and relationships to placement (2939) <i>Read / Write</i>		Create and update Parole Case Plan <i>Read / Write</i>				Create New Offender <i>Read / Write</i>		
Add multiple addresses (2939, 1782) <i>Read / Write</i>	Review and approve transmittal and violation reports <i>Read / Write</i>		Add multiple addresses (2939, 1782) <i>Read / Write</i>	Record reporting instruction (2939) <i>Read / Write</i>	Submit GPS requests <i>Read / Write</i>	Create and update acute stable 2007 and static 99 <i>Read / Write</i>						
Reassign cases (1845, 2331) <i>Read / Write</i>	Same access as Parole Clerical and Parole Agent <i>N/A</i>		Reassign cases (1845, 2331) <i>Read / Write</i>	Return placement packet for additional offender information (2939) <i>Read / Write</i>	Submit violation report <i>Read / Write</i>	Upload Photograph (2325) <i>Read / Write</i>						
Complete offender movement <i>Read / Write</i>	Review Parole Discharge Dashboard <i>Read / Write</i>		Complete offender movement <i>Read / Write</i>	Verify parolee has reached end date or max release date (2335) <i>Read / Write</i>	Submit transmittals <i>Read / Write</i>	Schedule Next Appointment (2325) <i>Read / Write</i>						
Notify Supervised Release of the offender release (1845) <i>Read / Write</i>	Review and approve transmittals <i>Read / Write</i>		Update Supervision Fees and Recurring Fees <i>Read / Write</i>	Update Supervision Fees and Recurring Fees <i>Read / Write</i>	Refer to Transitional Health and HIRE <i>Read / Write</i>	Conduct Baseline UA (Urine Analysis – Drug Screen) (2325) <i>Read / Write</i>						
Update Supervision Fees and Recurring Fees <i>Read / Write</i>	Refer to Transitional Health and HIRE <i>Read / Write</i>		Refer to Transitional Health and HIRE <i>Read / Write</i>	Edit and Save an Apprehension report <i>Read / Write</i>	View Offenders SSN <i>Read</i>	Update the warrant screen <i>Read / Write</i>						
			View Monitoring Categories 1 – 6 <i>Read</i>	Complete offender movement <i>Read / Write</i>	View Offenders SSN <i>Read</i>	Submit apprehension report <i>Read / Write</i>						
					View Monitoring Categories 1 – 6 <i>Read</i>							



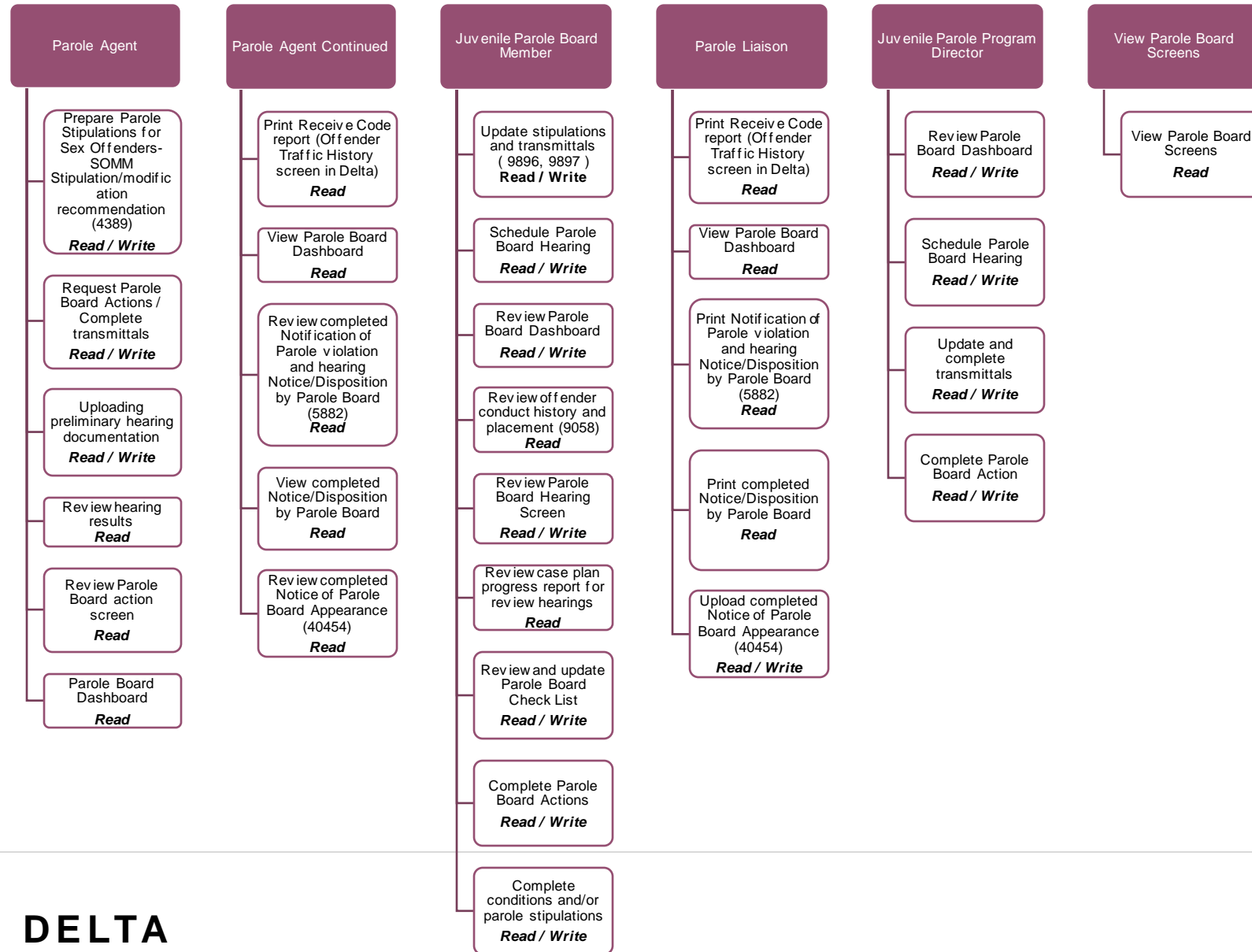
Parole Board (Adult / Juvenile)



Parole Board Security System Roles (Adult) – *Final*



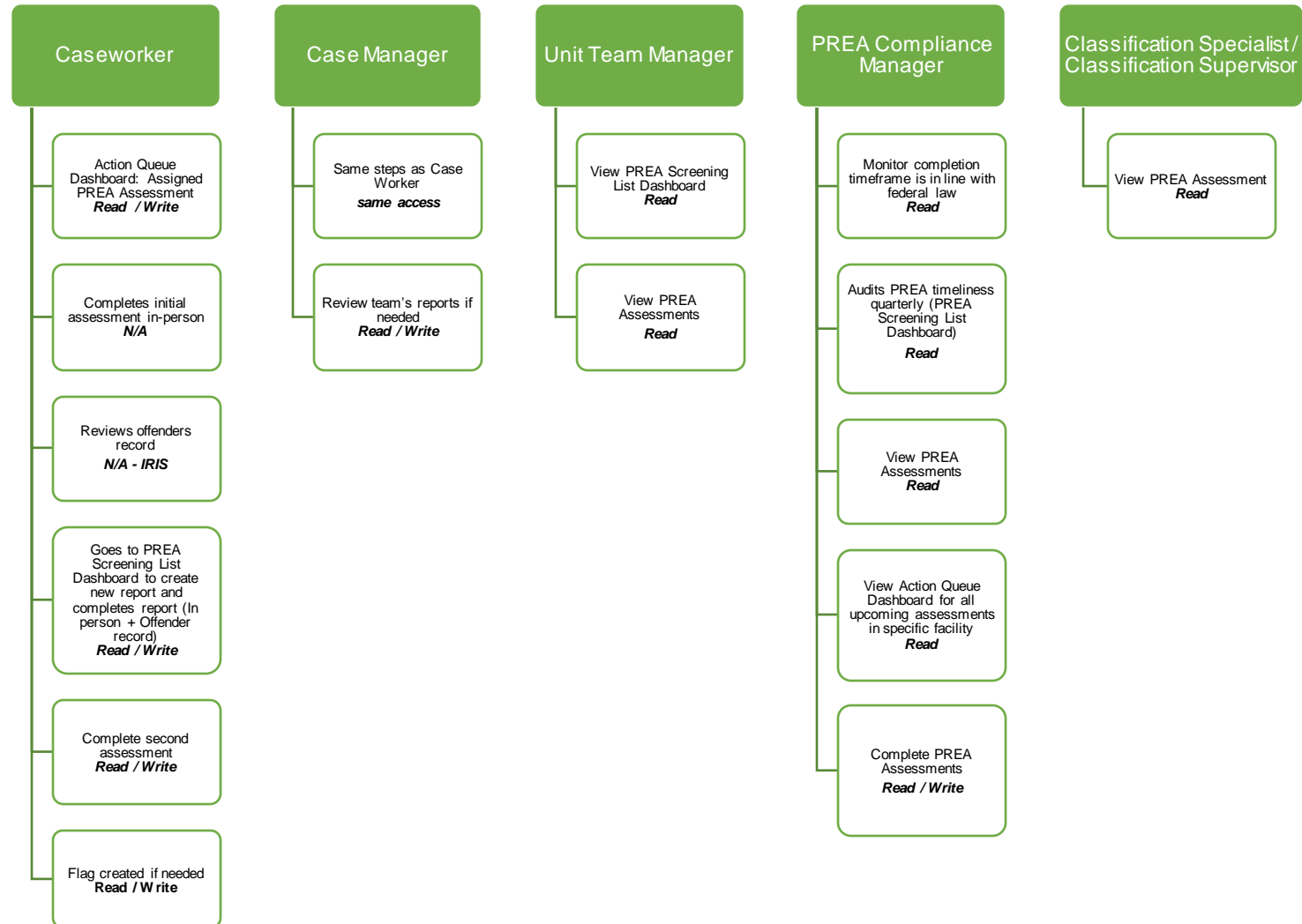
Parole Board Security System Roles (Juvenile) – *Final*



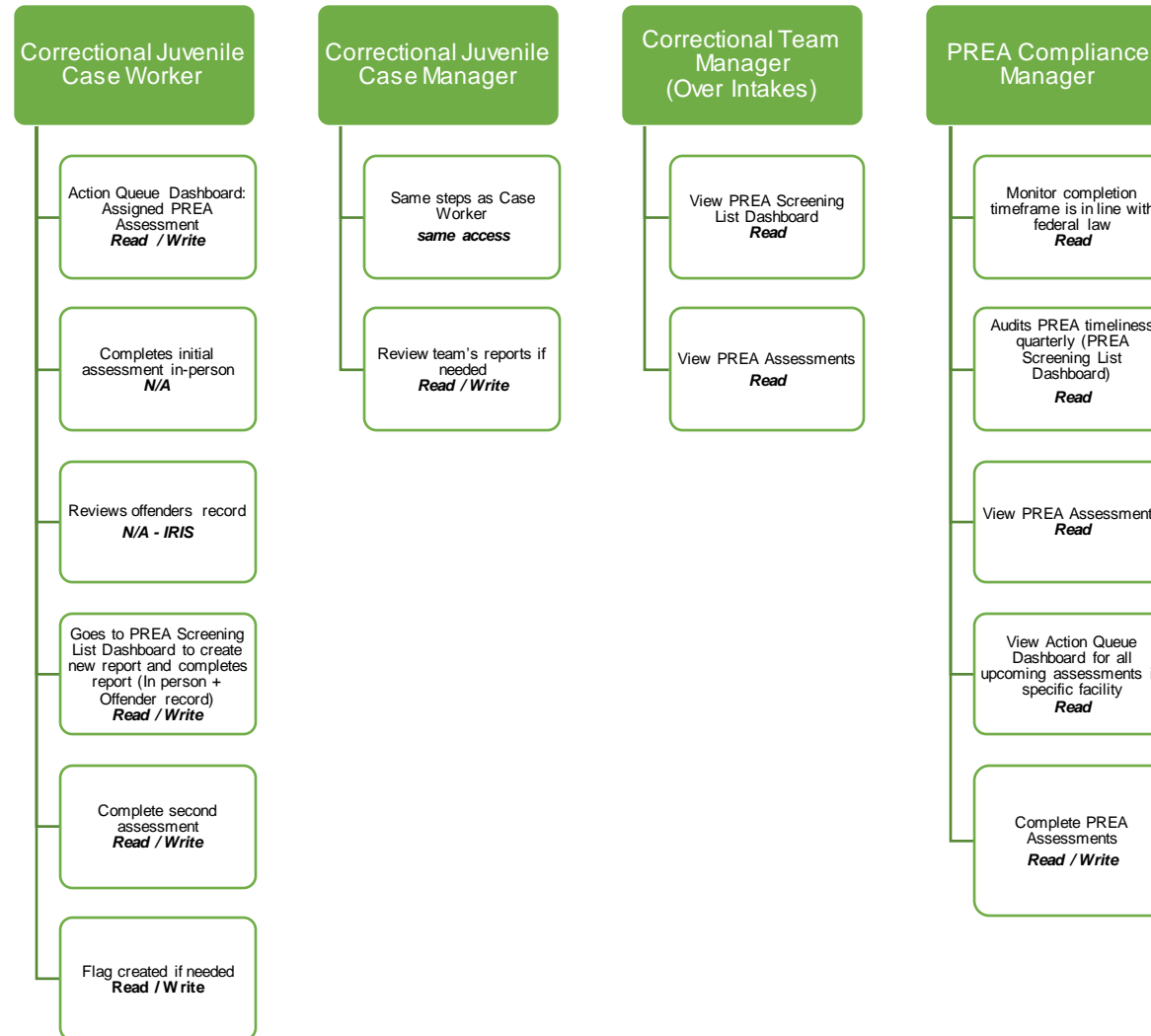
PREA (Adult / Juvenile)



PREA Security System Roles (Adult) – *Final*



PREA Security System Roles (Juvenile) – *Final*

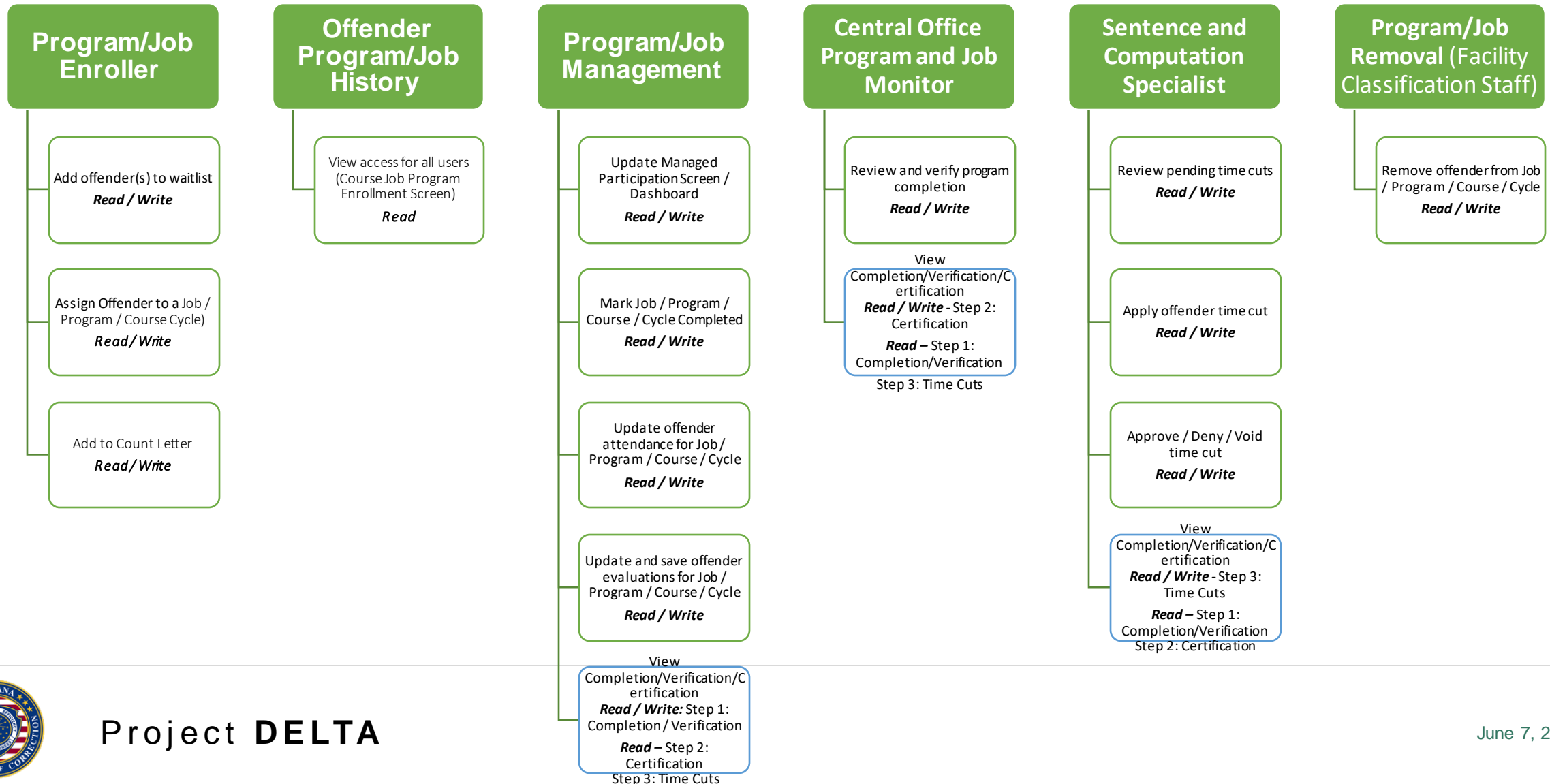


Programs & Work (Adult / Juvenile)



Programs & Work Security System Roles (Adult / Juvenile)

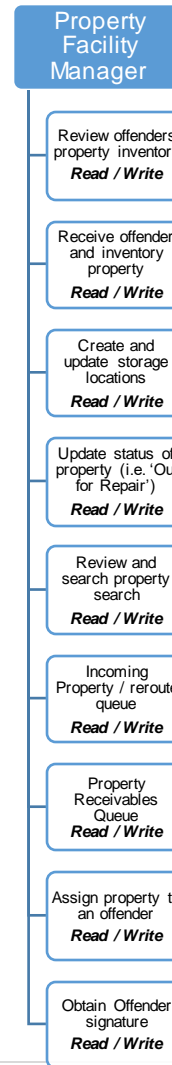
– Final



Property (Adult / Juvenile)



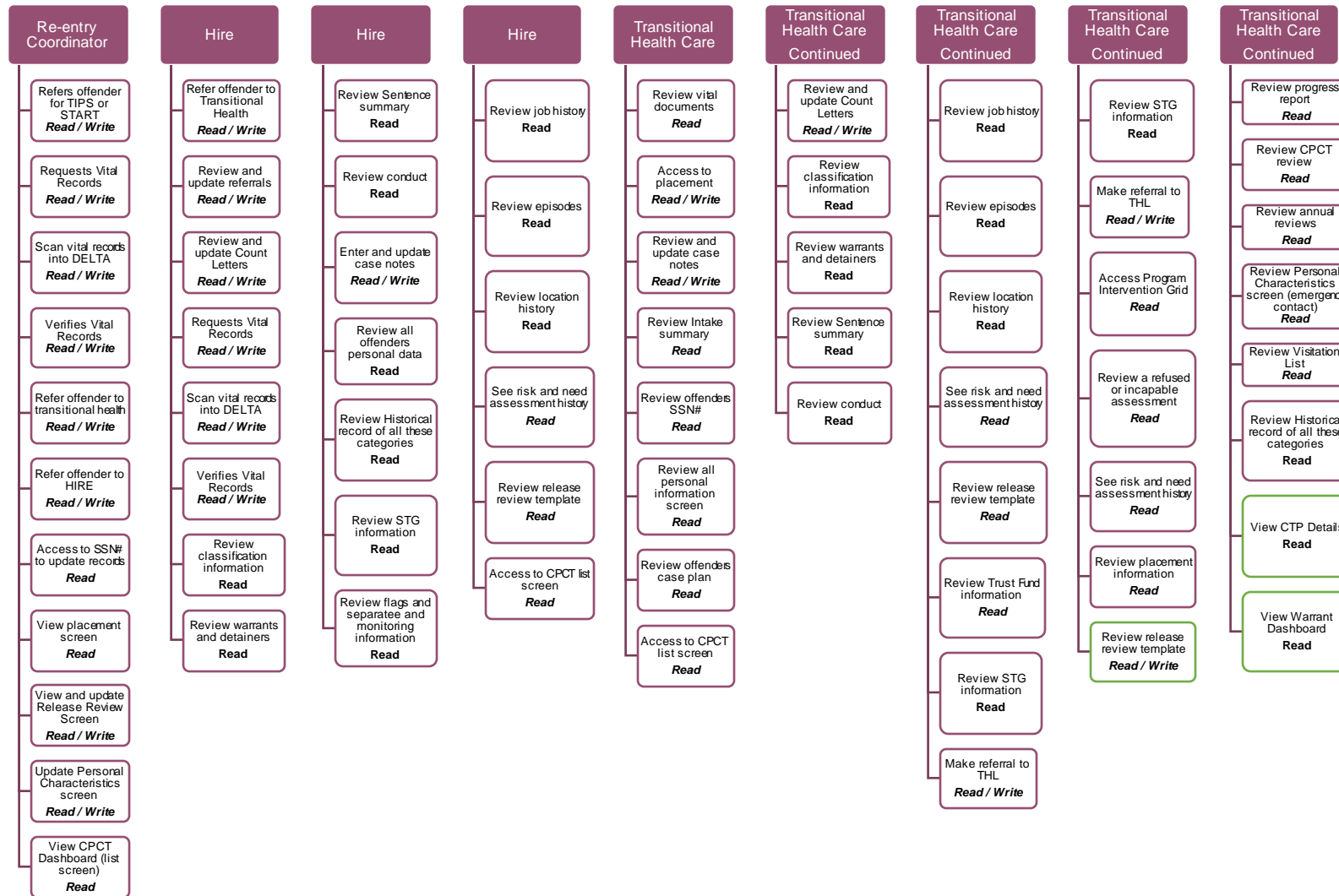
Property Security System Roles (Adult / Juvenile) – *Final*



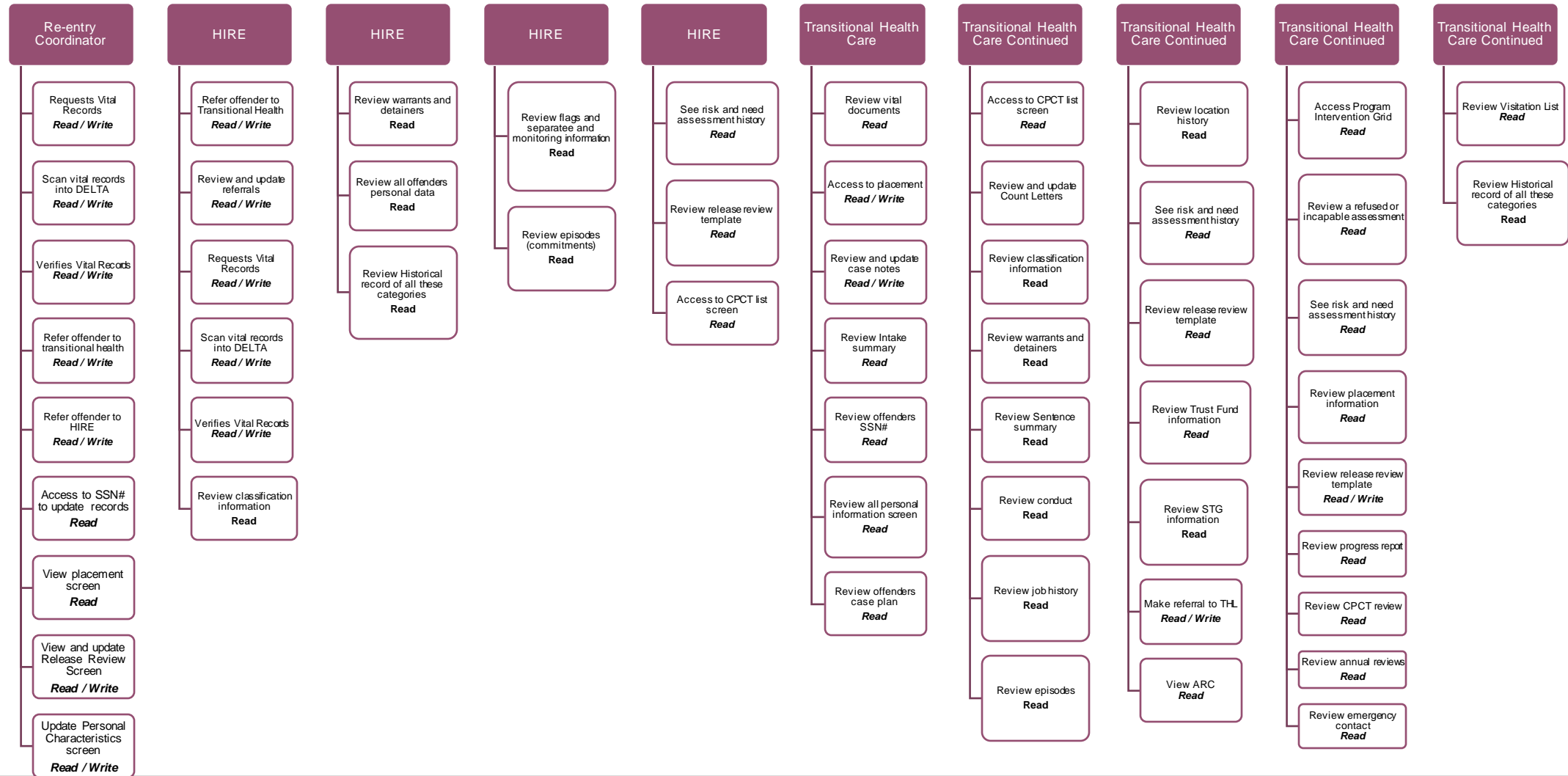
Re-Entry (Adult / Juvenile)



Re-entry Security System Roles (Adult) – *Final*



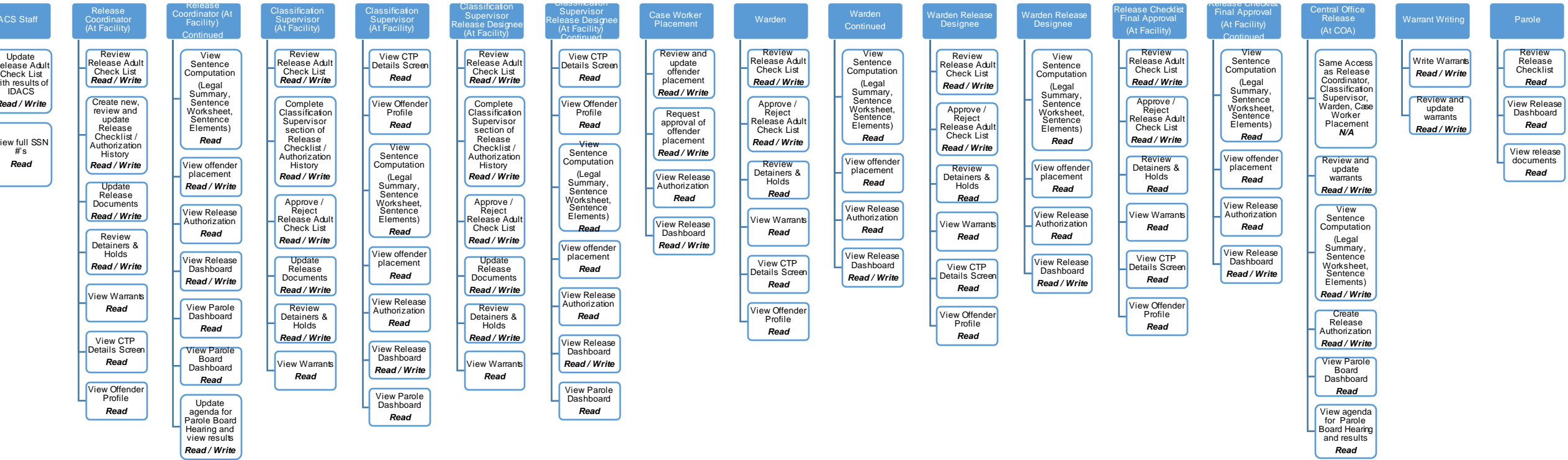
Re-entry Security System Roles (Juvenile) – *Final*



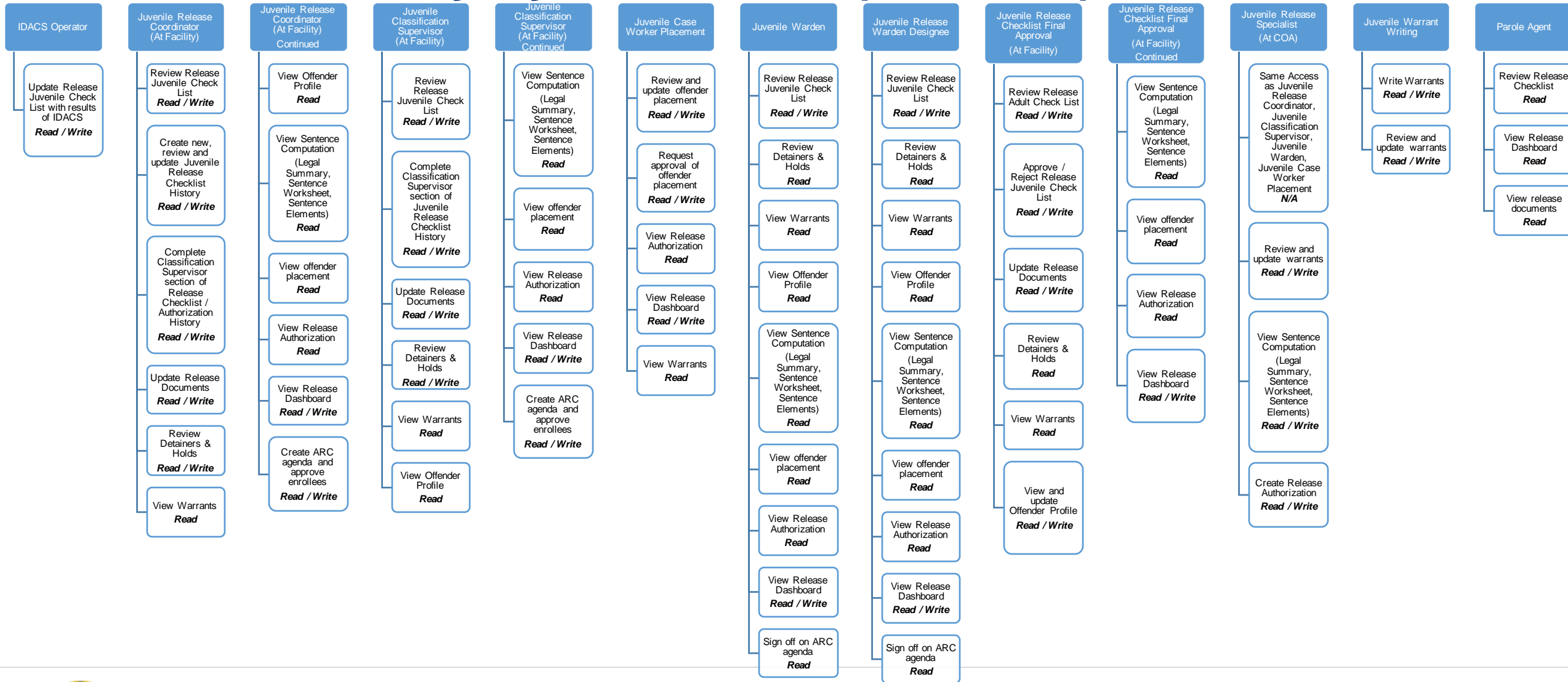
Re-Entry (Adult / Juvenile)



Release Security System Roles (Adult) – *Final*



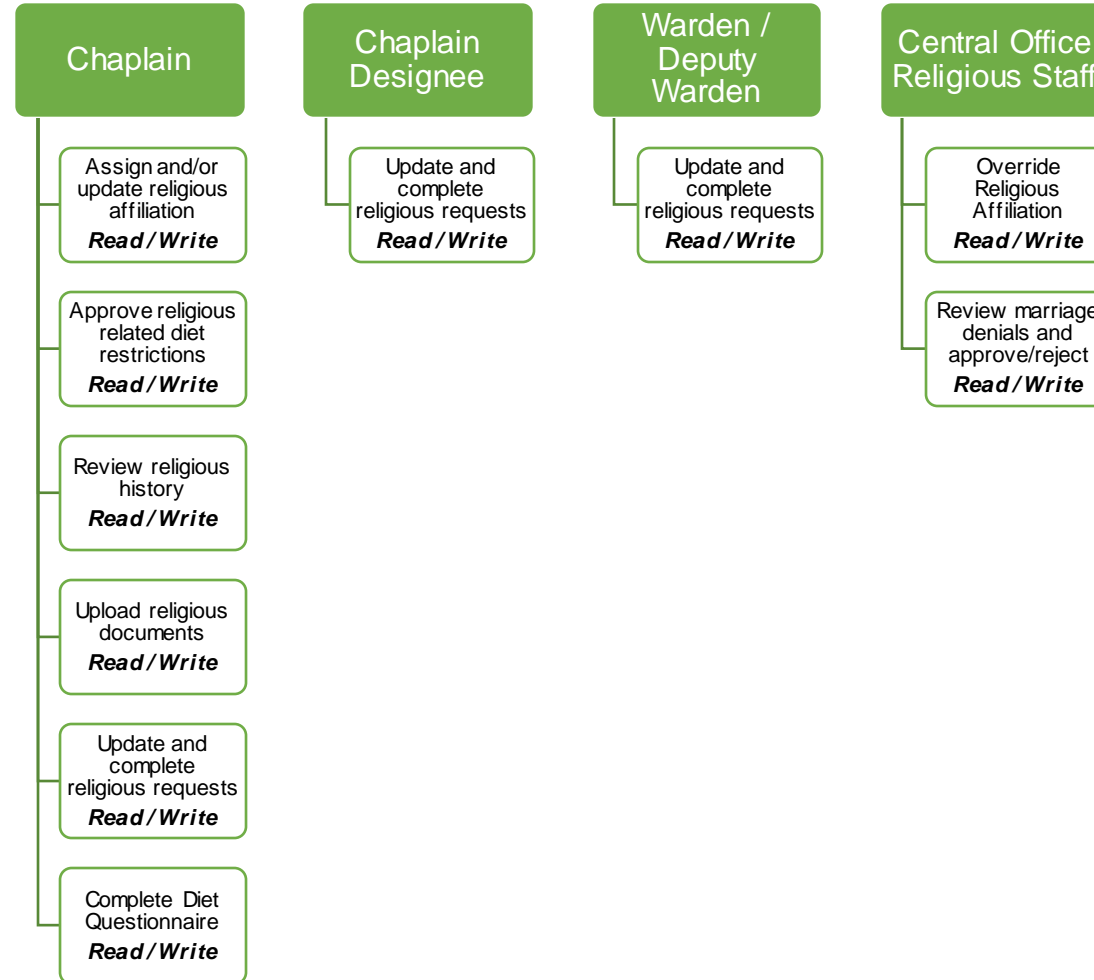
Release Security System Roles (Juvenile) – *Final*



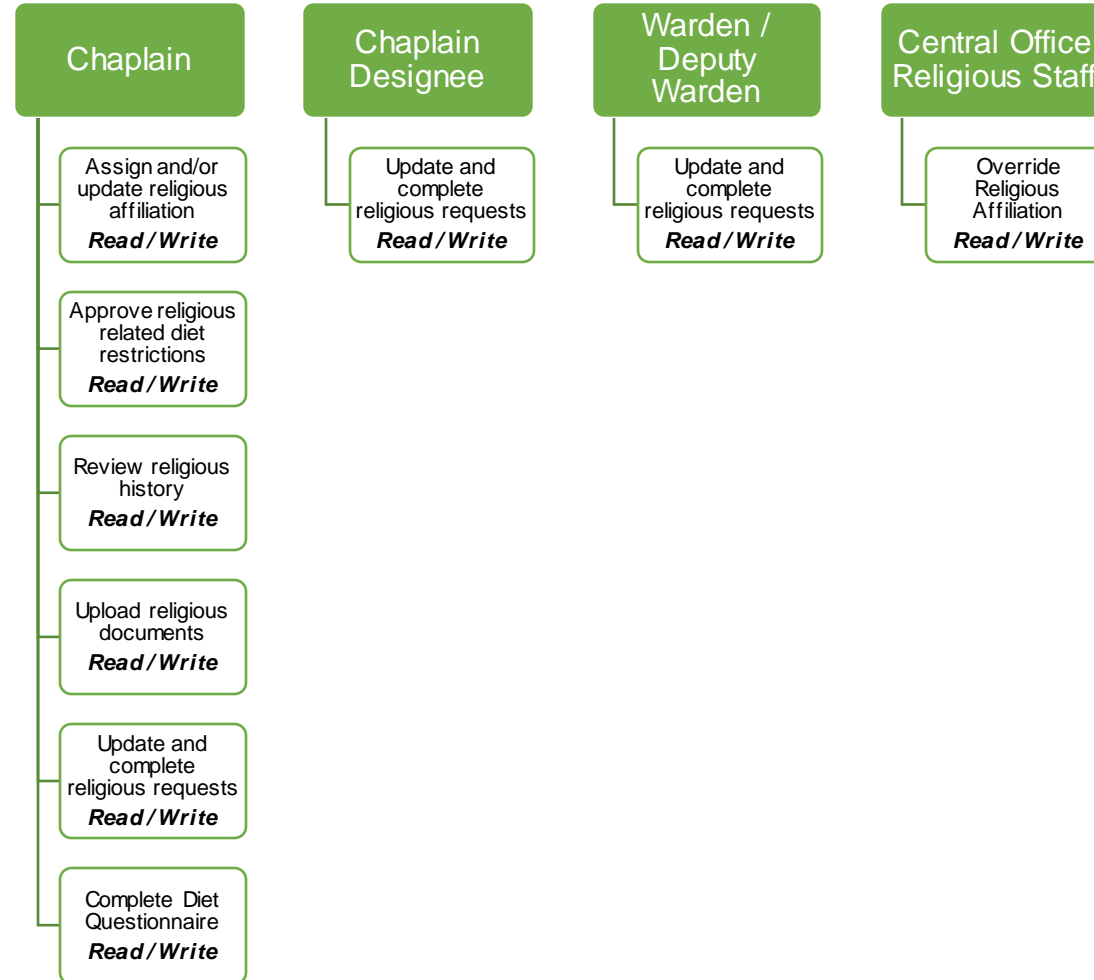
Religious Services (Adult / Juvenile)



Religious Services Security System Roles (Adult) – *Final*



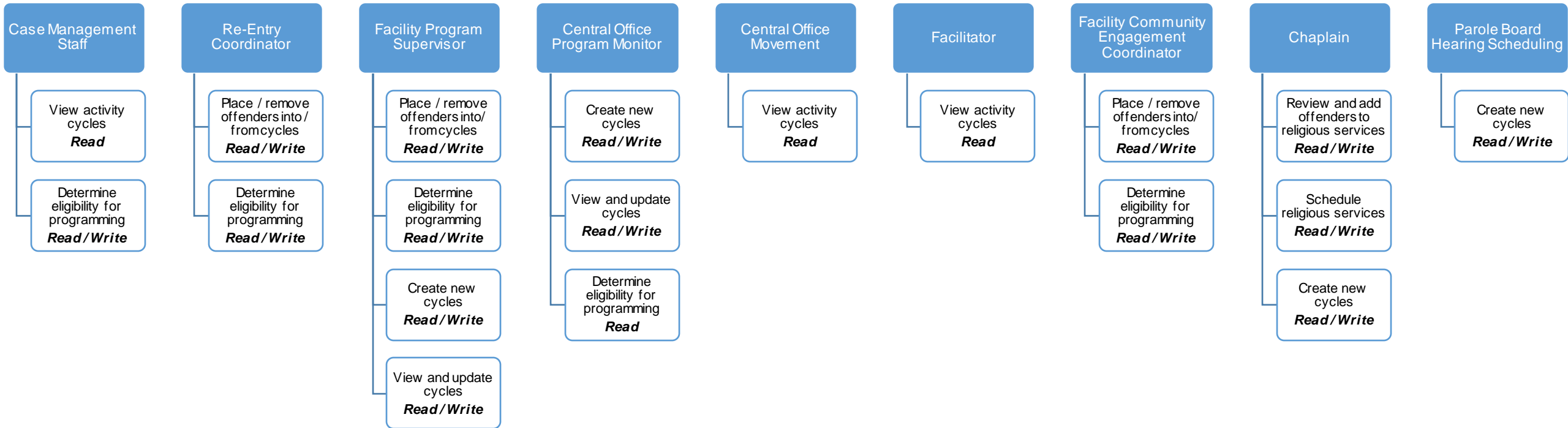
Religious Services Security System Roles (Juvenile) - *Final*



Scheduling (Adult / Juvenile)



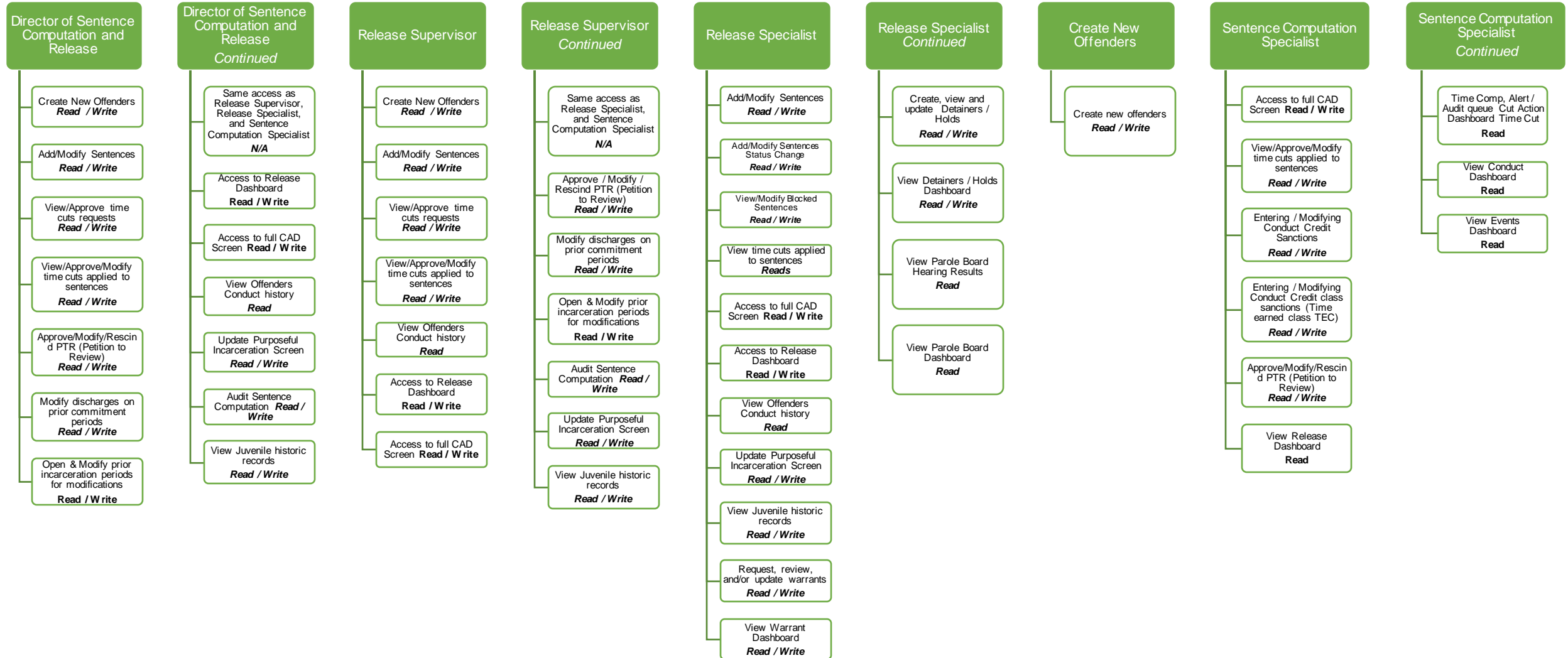
Scheduling Security System Roles (Adult / Juvenile) - *Final*



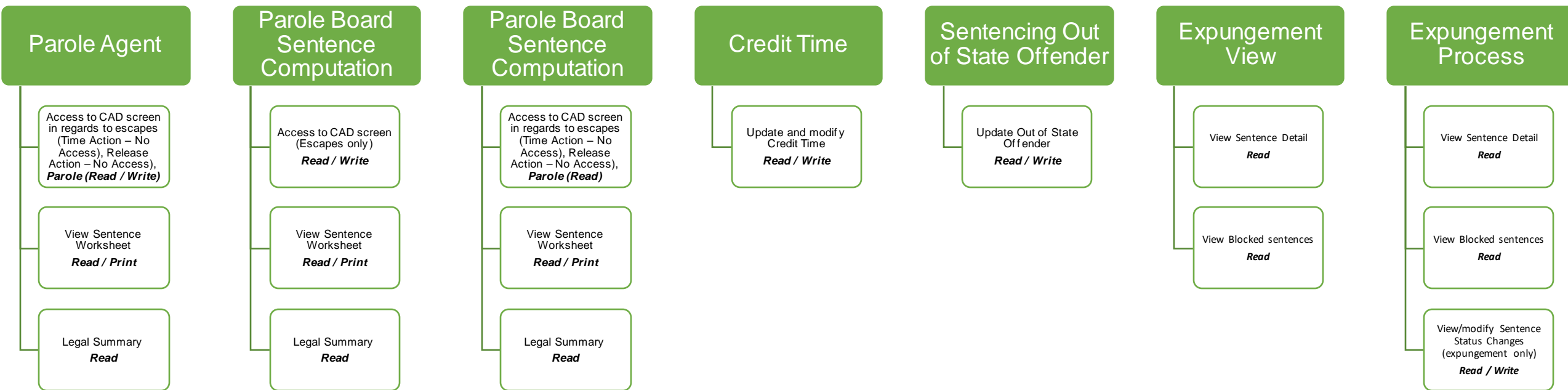
Sentencing (Adult / Juvenile)



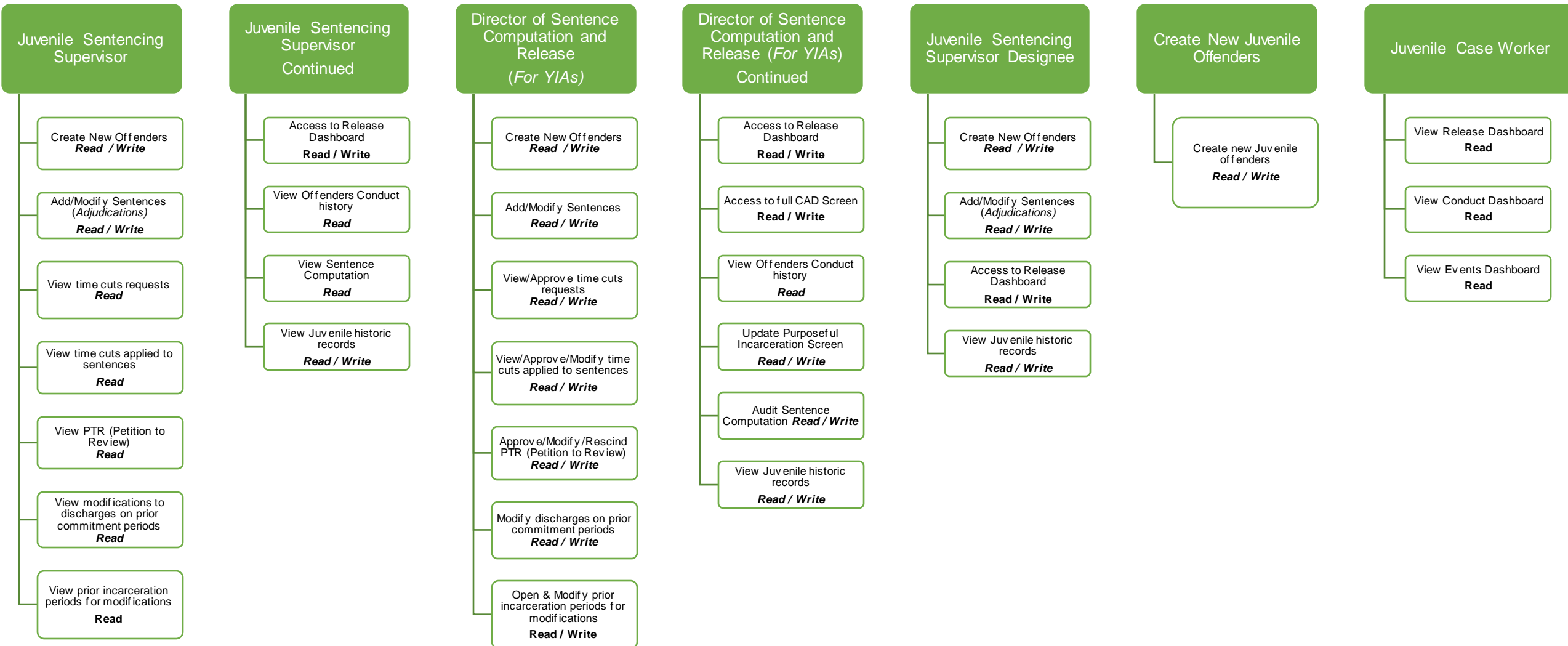
Sentencing Security System Roles (Adult) – Final (1/2)



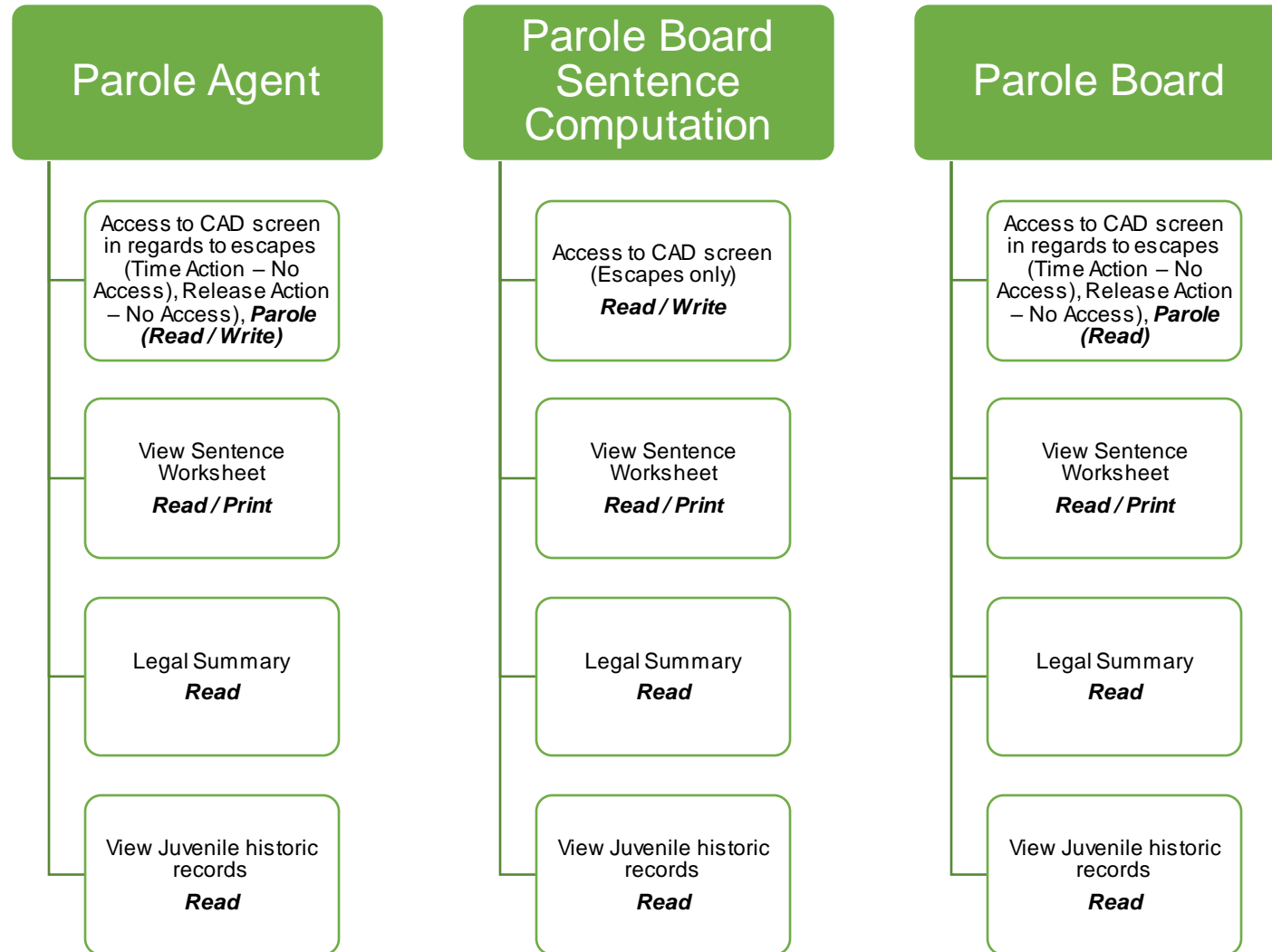
Sentencing Security System Roles (Adult) – *Final (2/2)*



Sentencing Security System Roles (Juvenile) – *Final (1/2)*



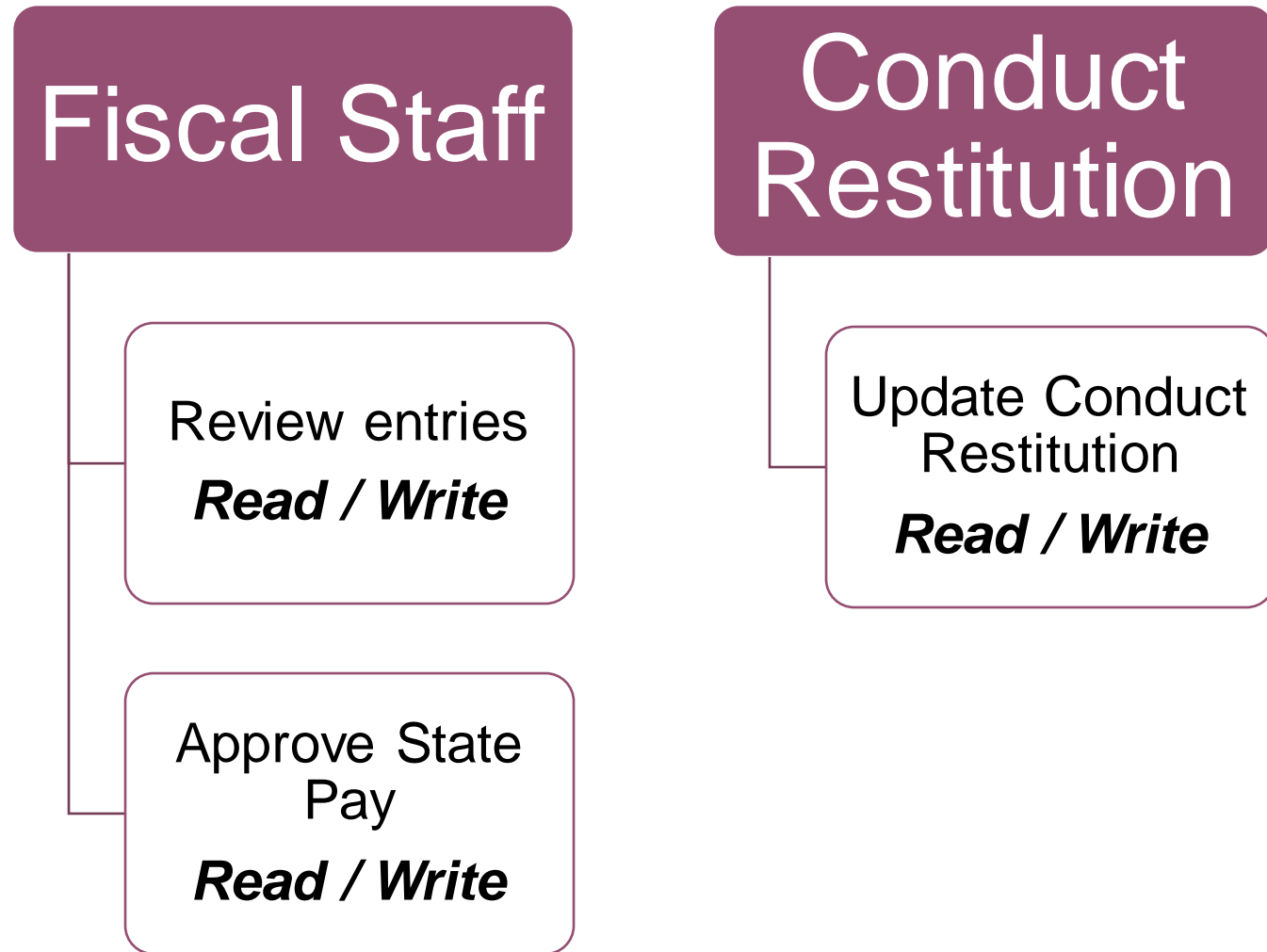
Sentencing Security System Roles (Juvenile) – *Final (2/2)*



Trust Fund



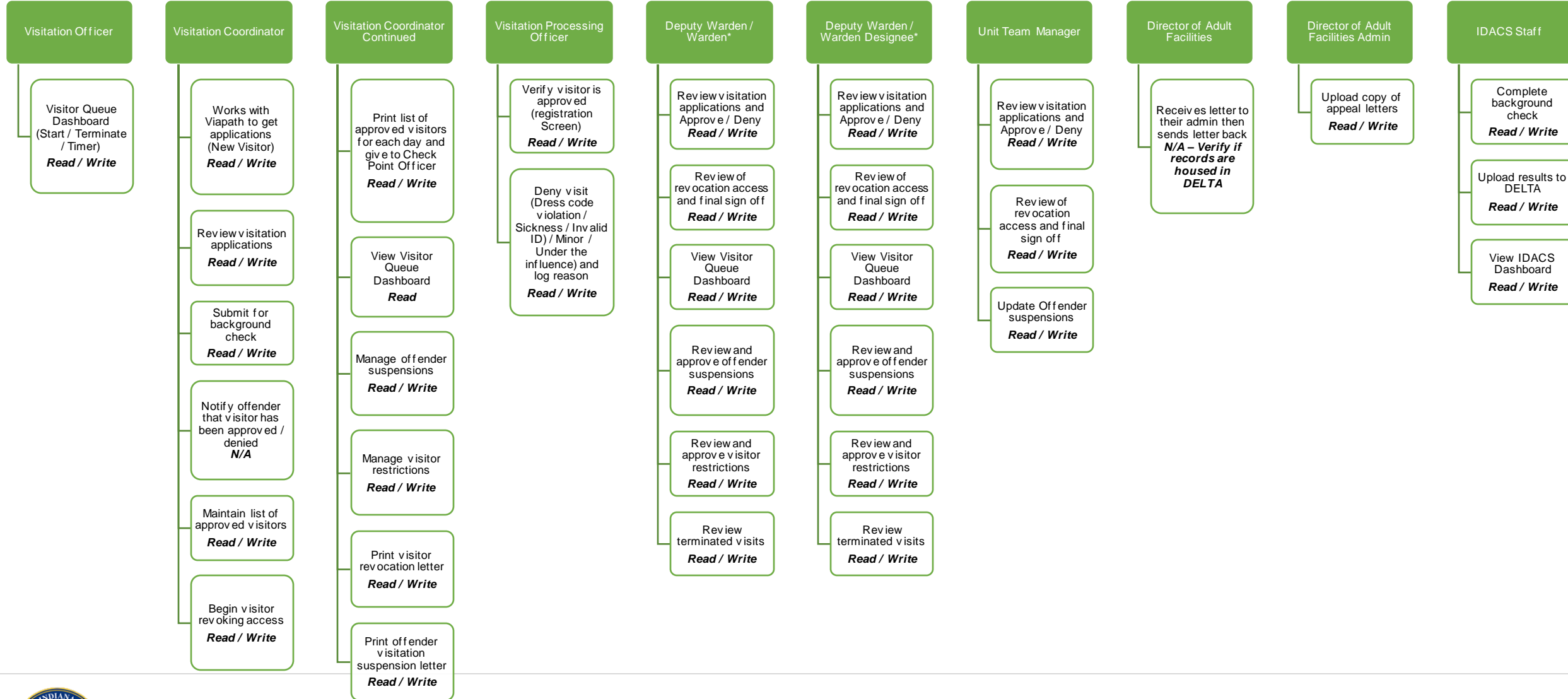
Trust Fund – Security System Roles



Visitation (Adult / Juvenile)



Visitation Security System Roles (Adult / Juvenile) - *Final*



Warrants (Adult / Juvenile)



Warrants Security System Roles (Adult / Juvenile) - *Final*

