

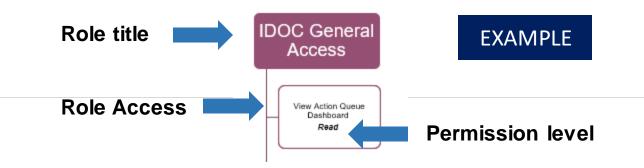
Project **DELTA**

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.





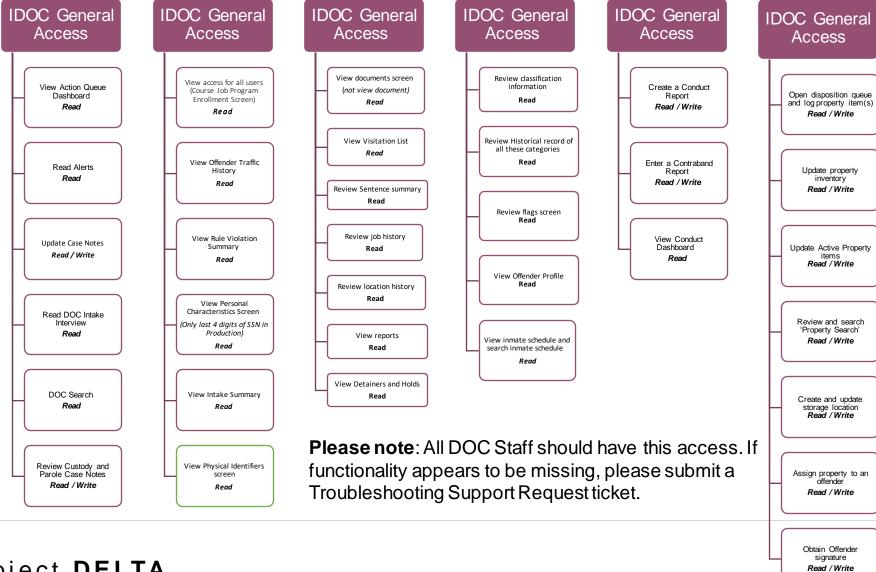
Disclaimers

- 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 <u>Troubleshooting Support Request</u>. We will attempt to keep this document current using the same link that has been shared with you.

General Access

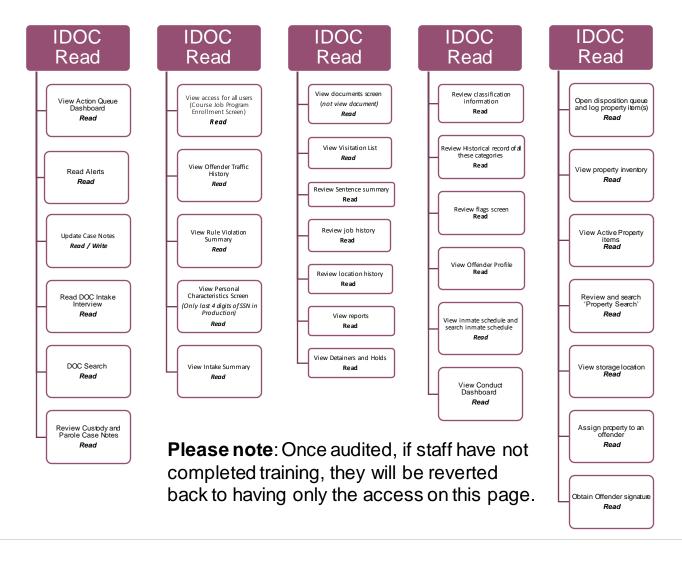


IDOC General Access Security System Role



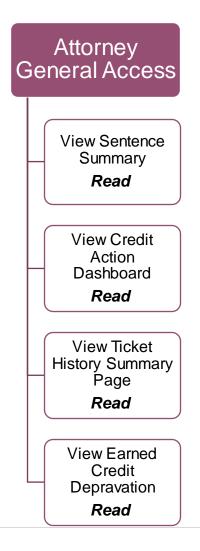


IDOC Read Access Security System Role





Attorney General Access Security System Role

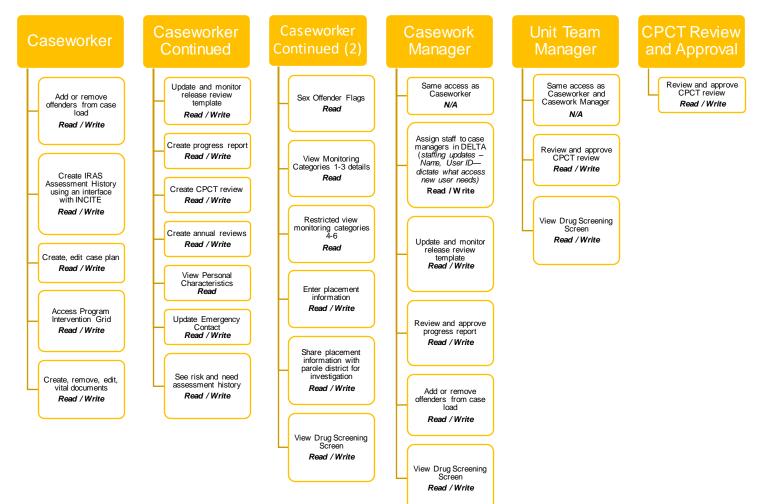




Case Management (Adult / Juvenile)



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



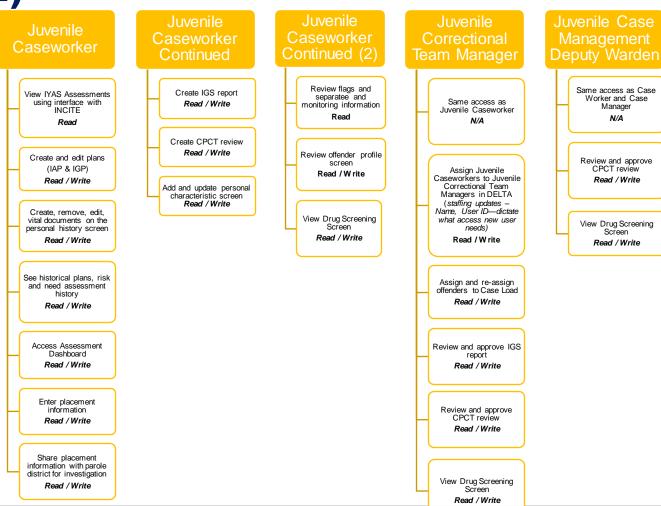


Case Management Security System Roles (Adult) – Final (2/2)

Case **CTP** Re-Entry Management **CPCT** Analyst Parole Agent Monitors Coordinator Executives View Progress Access to Unit Team View Case Plans Access to CPCT Same access as Manager, Re-Entry Reports Unit Team Manager Dashboard Read Coordinators, and Read CPCT Analyst N/A View Progress View Annual Review Review CPCT queue Checklist Reports Read Read Read Upload and review View IRAS CPCT review packet Review general case Assessment (Evals, Scoring tool, notes Dashboard idle form, clinical) Read / Write Read Read / Write Access to general View Case Plan notes Read Read / Write



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



CPCT Review and Approval Review and approve Same access as Case **CPCT** review Worker and Case Read / Write Review and approve View Drug Screening



Case Management Security System Roles (Juvenile) -

Final (2/2)

Parole Agent

View Plans screen **Read**

Director of Department of Youth Services

All the same access as the Juvenile Correctional Team Manager (except caseload set-up and re-assign caseload)

N/A

View IGS Reports *Read*

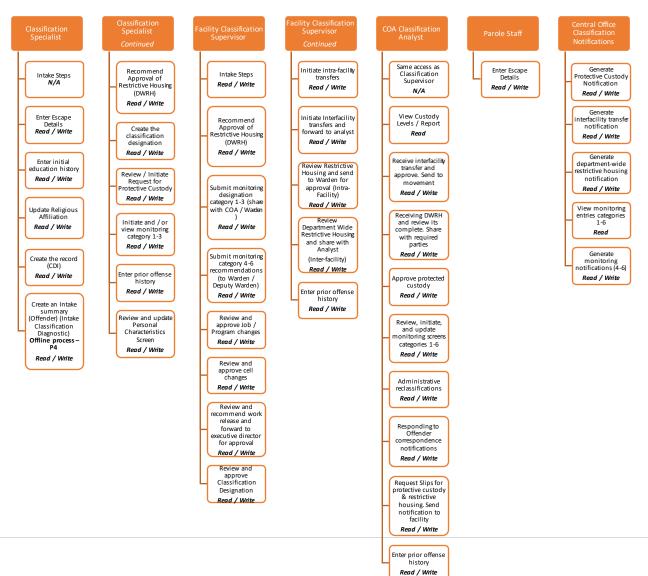


Project **DELTA**

Classification (Adult / Juvenile)

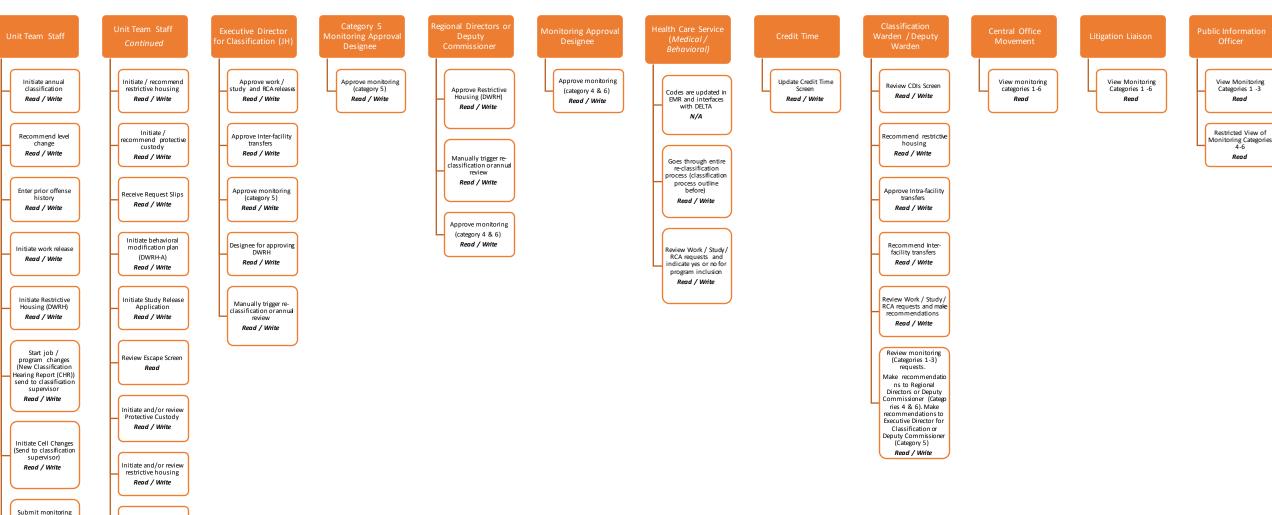


Classification Security System Roles (Adult) – Final





Classification Security System Roles (Adult) – Final



category 4-6

Warden / Deputy

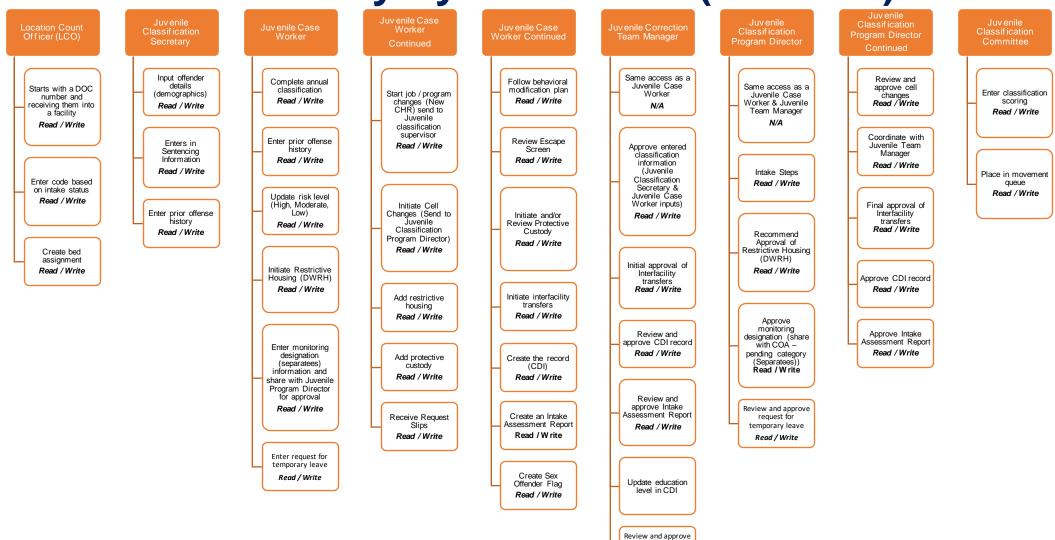
Read / Write

Update education level in CDI

Read / Write

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Classification Security System Roles (Juvenile) - Final



request for temporary leave Read / Write



Project **DELTA**

Classification Security System Roles (Juvenile) - Final

Parole Agent

Enter Escape Details

Read / Write

Enter Warrant Details

Read / Write

Send to Parole board

Read

Director of Youth Services

View Juvenile Classification **Read** Juvenile Medical Records

> Classification designation Read / Write

Health Care Service (Medical/ Behavioral)

Codes are updated in EMR and interfaces with DELTA

Juvenile Warden

Final review and approve request for temporary leave

Read / Write

Juvenile Warden Classification Designee

Final review and approve request for temporary leave

Read / Write

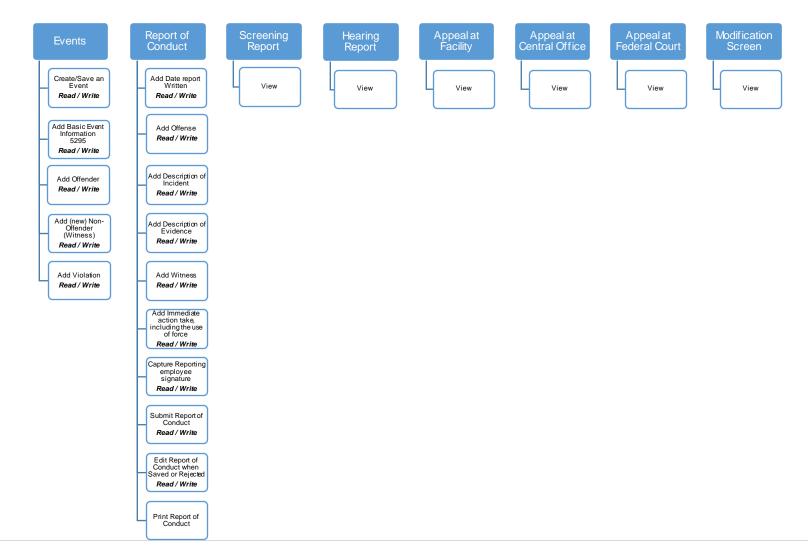
Enter Flags
Read / Write



Conduct (Adult / Juvenile)



Reporting Employee



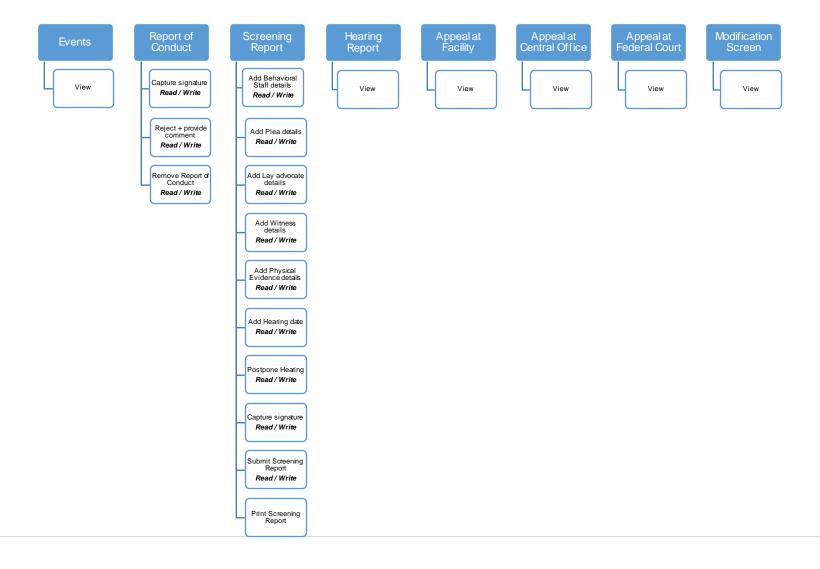


comment Read/Write

Conduct Appeal at Modification Report of Screening Appeal at Appeal at Hearing **Events** Supervisor Conduct Report Report Facility Central Office Federal Court Screen Capture signature View View View View View View View Read/Write Reject + provide

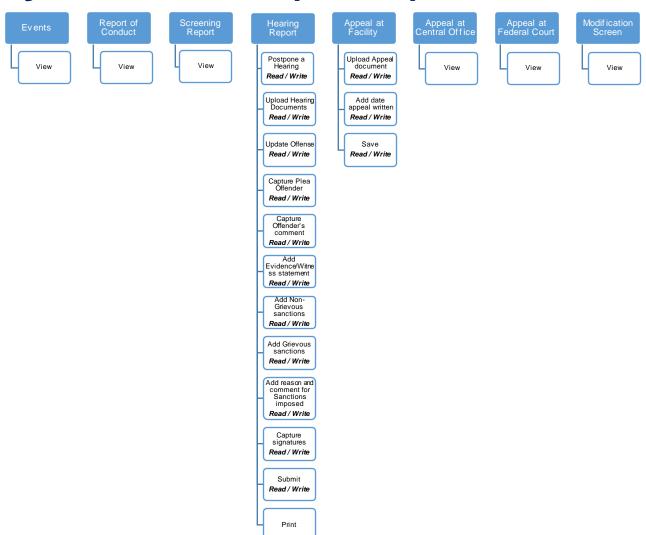


Screening Officer





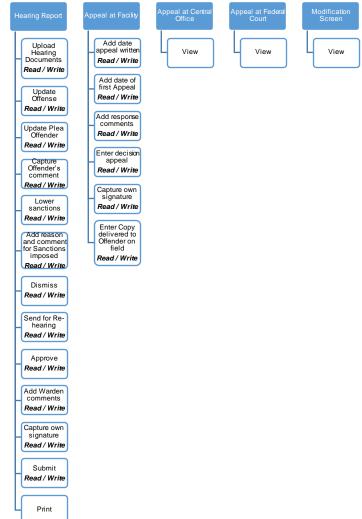
Hearing Officer



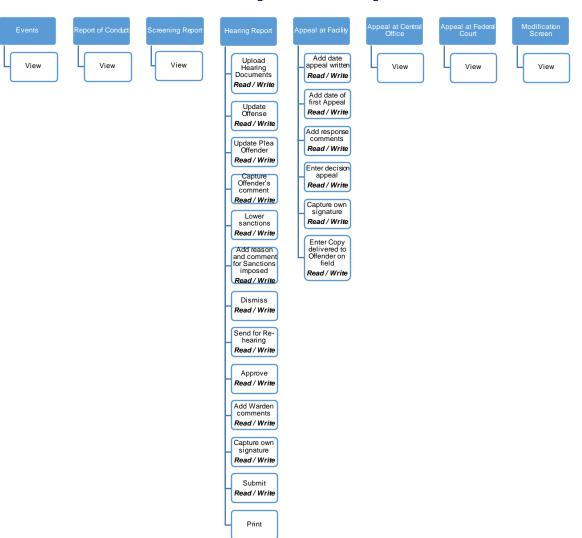


Warden

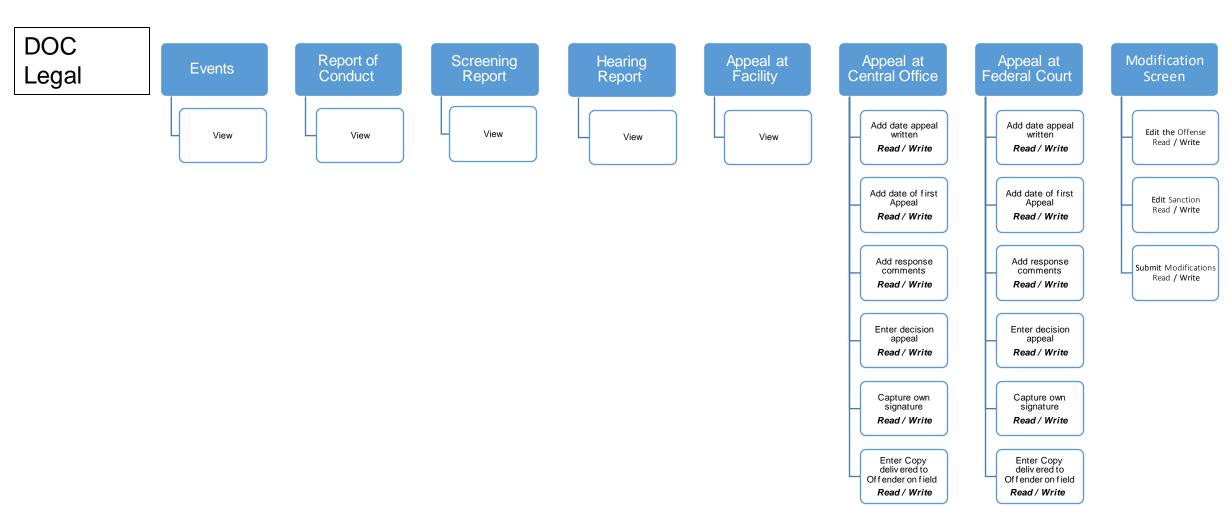




Conduct Warden Designee









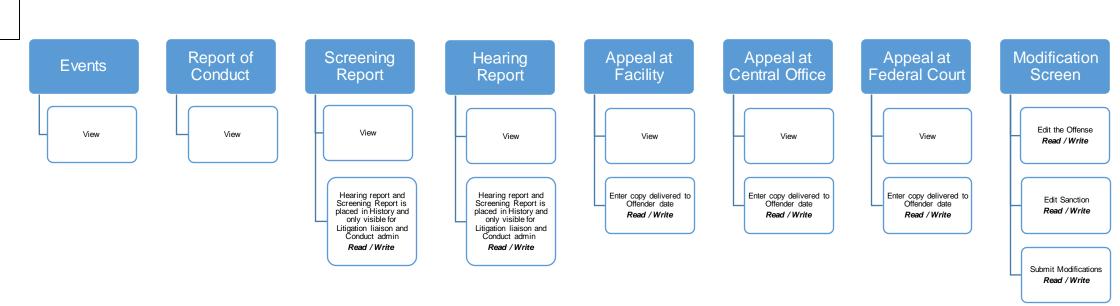
Drug Screening Officer

Assessments

Review and update Drug Screening screen

Read / Write

Litigation liaison





Conduct Administration



Access to all screens

Read / Write

Print

Read / Write

Report of Conduct

Access to all screens

Read / Write

Print

Read / Write

Screening Report

Access to all screens

Read / Write

Print

Read / Write

Hearing Report

Access to all screens

Read / Write

Print

Read / Write

Appeal at Facility

Access to all screens

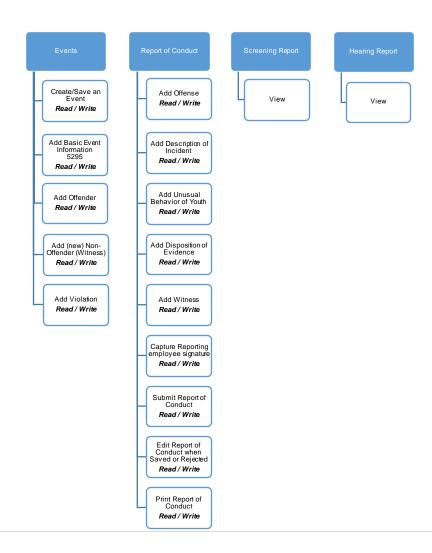
Read / Write

Print

Read / Write

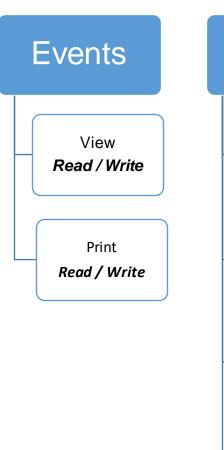


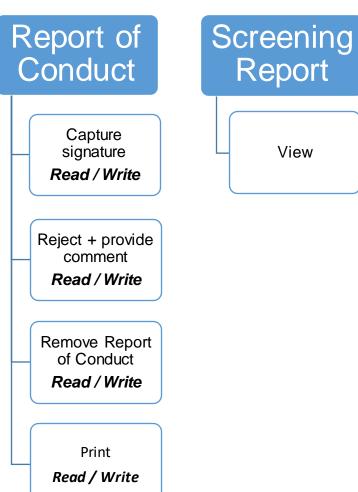
Reporting Employee

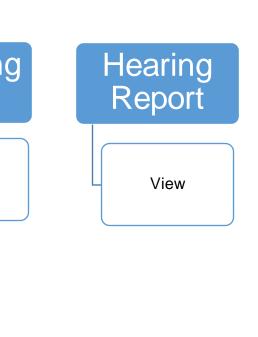




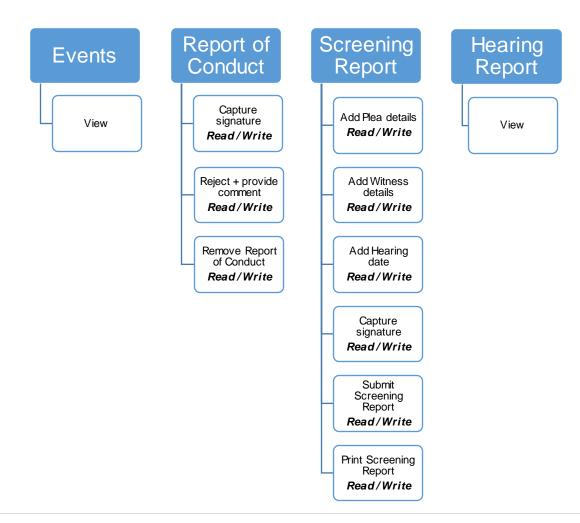
Conduct Supervisor





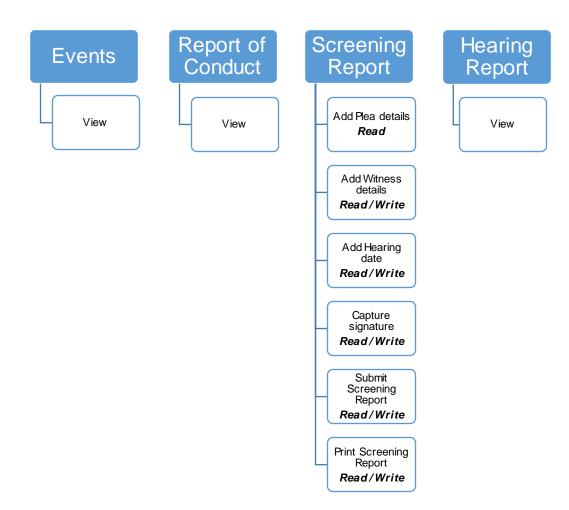


Screening Officer

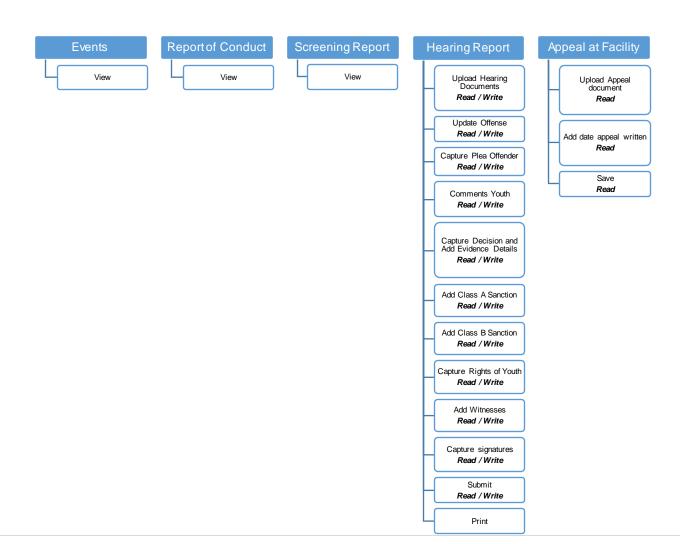




Serving Officer



Hearing Officer



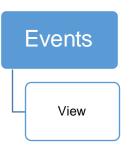


Appeal at Report of Screening Hearing Warden Events Report Facility Conduct Report Add date Dismiss View View View appeal written Read / Write Read / Write Add date of Approve response Read / Write Read / Write Add response Add Warden comments comments Read / Write Read / Write Capture own Enter decision signature appeal Read / Write Read / Write Capture own Submit signature Read / Write Read / Write

Print

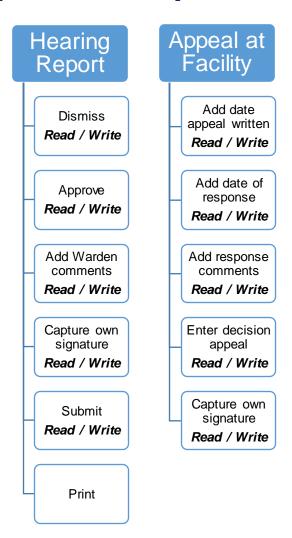


Conduct Warden Designee









Drug Screening Officer

Assessments

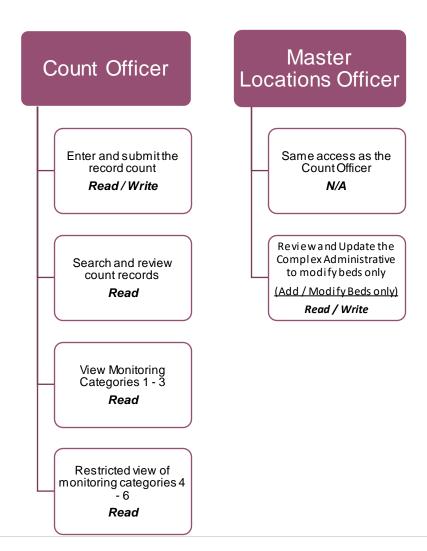
Review and update Drug Screening screen

Read / Write

Count



Count Security System Role (Adult / Juvenile) – Final



Central Office Count Administration

Create and update Admin Count Times Read / Write

Movement Supervisor

Search count records and update count records Non-Admin

Read / Write



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

IDACS Staff

Run and share switch message N/A – Outside of DELTA

Detainers / Holds

Manages Detainer information

Read / Write

Requests Switch
Message from IDACS to
get additional information
on detainers and holds
N/A – Outside of DELTA

Receives Switch
Message from IDACS
and updates detainer
information

Read / Write



Gang Management (Adult / Juvenile)



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

Regional Investigations Deputy Chief of STG Intake Coordinator Facility STG Coordinator Parole Manager Administers Intake Conducts STG Conducts STG View STG record Questionnaire to Interview Review case investigations with Offender Read / Write new offender Read Read / Write Read / Write Read / Write Identifies if an Reviews Offender offender is a Validates the Collects evidence to STG Status before Offender STG status suspected gang validate STG sign-off Read / Write member membership of Read / Write Read / Write offender Read / Write Recommends Signs off on the offender to STG Signs off on the affiliation worksheet affiliation worksheet Coordinator for Read / Write Gang interview Read / Write Signs off on the Read / Write affiliation worksheet Read / Write Delete STG record Read / Write



Grievances



Grievances Security System Roles - Final

Grievance Specialist

Warden

Warden Grievance Designee

Grievance Manager

Receives offender Grievance

Read / Write

Reviews Grievance Specialist decision and either accepts or rejects

Read / Write

Appeals rejected

Grievance Specialist

decision

Read / Write

Reviews Grievance Specialist decision and either accepts or rejects

Read / Write

Appeals rejected Grievance Specialist decision

Read / Write

Forwards the appeal to the Grievance Specialist

Read / Write

Review written response to grievance

Read / Write

Final approval of submitted grievance decision

Read / Write

Forwards written response to Offender Grievance specialist

Read / Write

Review and determine if offender grievance is founded

Read / Write

Records grievance and renders an acceptance or rejection response to Offender

Read / Write

Forwards the appeal to the Grievance Specialist

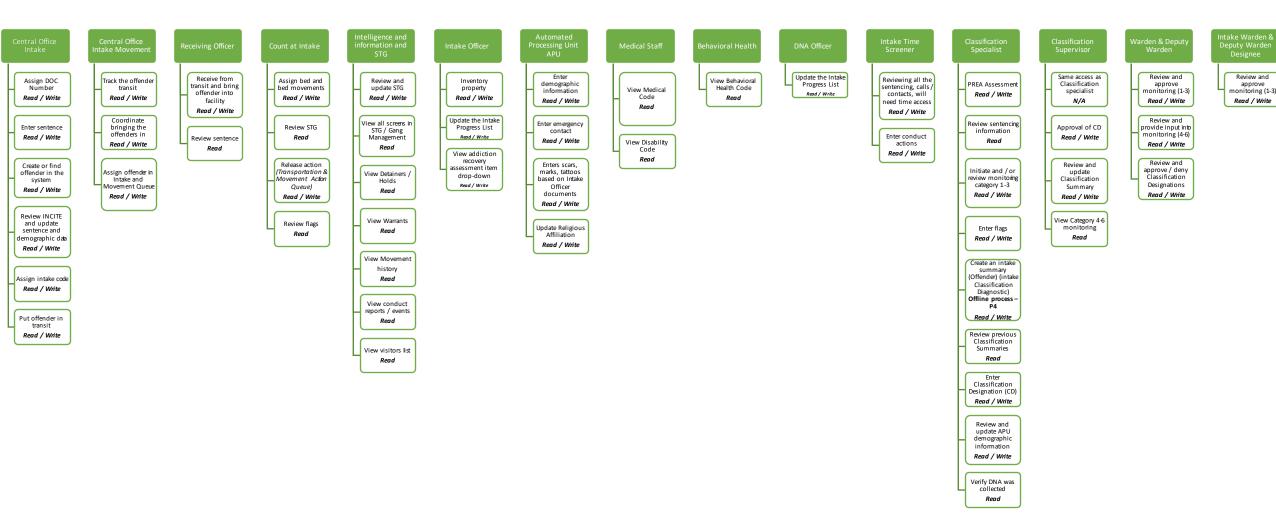
Read / Write



Intake (Adult / Juvenile)



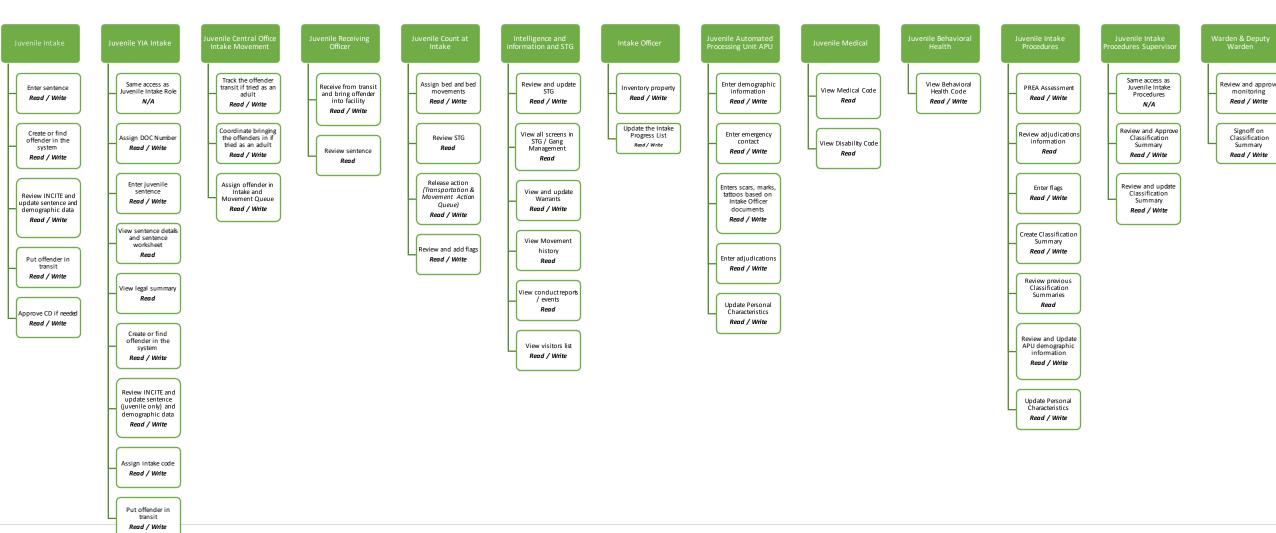
Intake Security System Roles (Adult) - Final





Project **DELTA**

Intake Security System Roles (Juvenile) – Final





Project **DELTA**

Investigations & Intelligence (Adult / Juvenile)



Authorization Intelligence

Investigations Officer

Read: X
Write:
Modification:
Print:

Intelligence Analyst

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

I & I Regional Manager

Read: X Write: Modification: Print:

Warden

Read: X Write: Modification: Print:

DOC Legal

Read: X
Write:
Modification:
Print:

Central Office I & I

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



N/A



Confidential

Investigations Officer

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

Intelligence Analyst

Read: X Write: Modification: Print:

I & I Regional Manager

Read: X Write: Modification: Print:

Warden

Read: X Write: Modification: Print:

DOC Legal

Read: X
Write:
Modification:
Print:

Central Office I & I

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



N/A



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

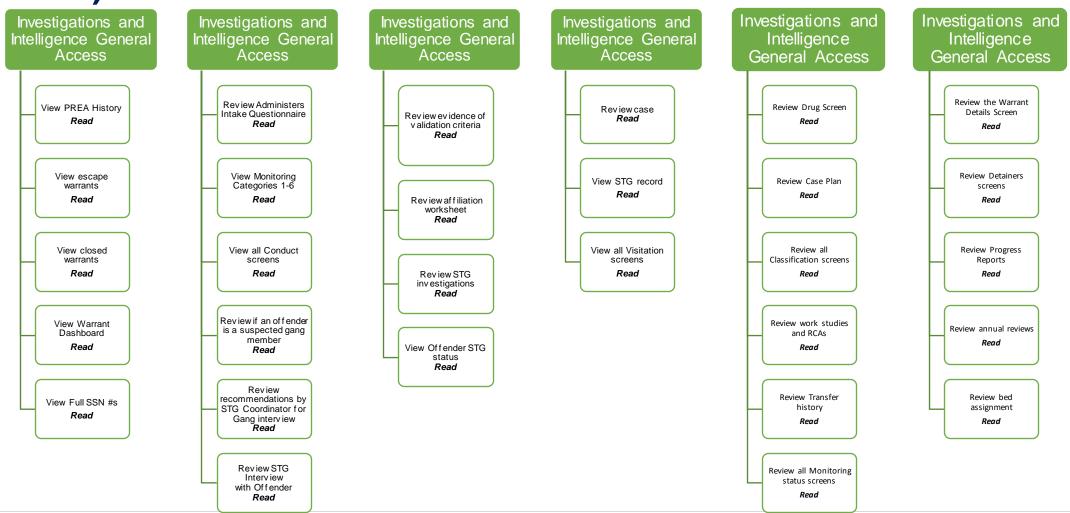
N/A



Critical Incident Report





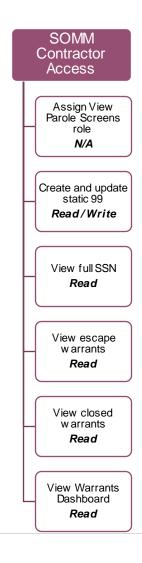




SOMM



Liberty Health (SOMM) Security System Roles





Movement (Adult / Juvenile)



Movement Security System Roles (Adult)

Central Office Movement

Update (Schedule, postpone, or cancel) Transportation Queue

Read / Write

Update request or schedule inter-facility transfer

Read / Write

Create and update external movement

Read / Write

Master Locations Officer

Same access as the Count Officer N/A

Review and Update the Complex Administrative to modify beds only

(Add / Modify Beds only)

Read / Write

Operations Facility Management

Update Complex Administration screens **Read/Write**

Facility Movement

Update Travel Orders Queue

Read / Write

Update cell screening and assignment (intrafacility)

Read / Write

Update bed assignments (Intra-facility)

Read / Write

Create and update external movement

Read / Write



Movement Security System Roles (Juvenile) - Final

Central Office Movement

Update (Schedule, post-pone, or cancel) Transportation Queue

Read / Write

Update request or schedule inter-facility transfer

Read / Write

Create and update external movement

Read / Write

Operations Facility Management

Update Complex Administration screens

Read / Write

Juvenile Facility Movement

Update Travel Orders Queue

Read / Write

Update cell screening and assignment (intrafacility)

Read / Write

Update bed assignments (Intrafacility)

Read / Write

Create and update external movement

Read / Write

Juvenile Interfacility Movement

View Transportation Queue

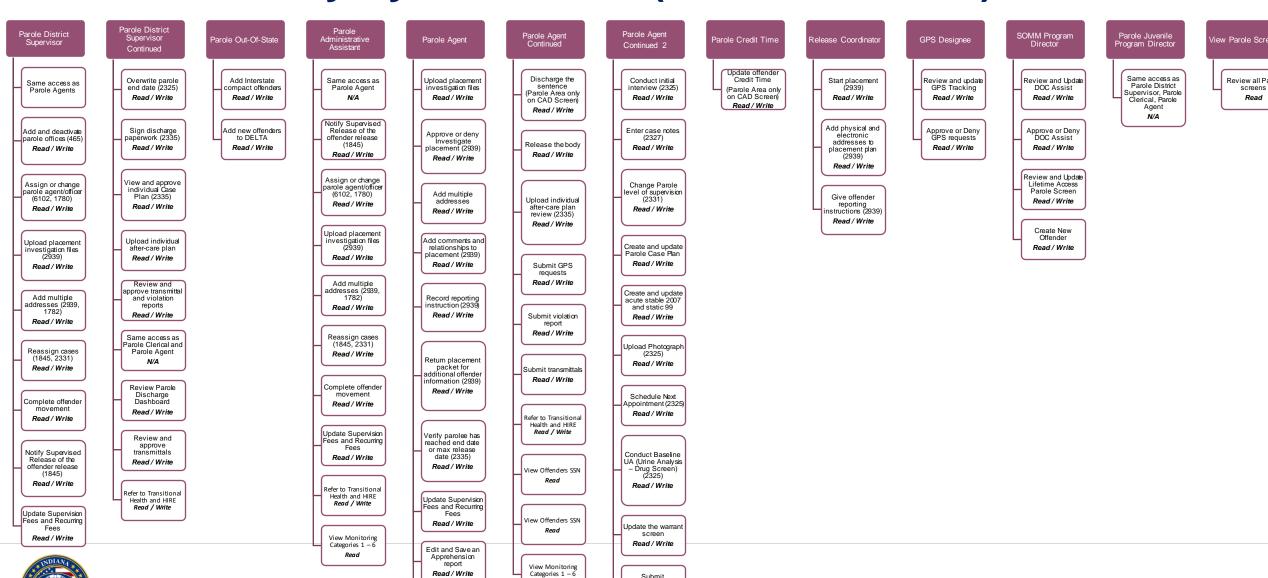
Read



Parole (Adult / Juvenile)



Parole Security System Roles (Adult / Juvenile) – Final



apprehension report

Read / Write

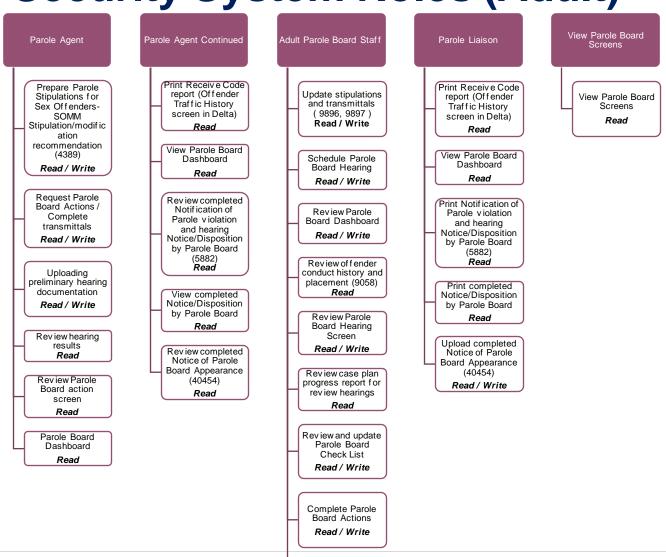
Complete offender movement Read / Write



Parole Board (Adult / Juvenile)



Parole Board Security System Roles (Adult) - Final



Complete conditions and/or parole stipulations

Read / Write



Project **DELTA**

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Parole Board Security System Roles (Juvenile) – Final

Juv enile Parole Board View Parole Board Juvenile Parole Program Parole Agent Parole Agent Continued Parole Liaison Director Prepare Parole Print Receive Code Print Receive Code Stipulations for Update stipulations Review Parole View Parole Board report (Offender report (Offender and transmittals Sex Offenders-Board Dashboard Screens Traffic History Traffic History SOMM (9896, 9897) screen in Delta) screen in Delta) Read / Write Read Read / Write Stipulation/modific Read Read recommendation (4389)Schedule Parole View Parole Board View Parole Board Read / Write Schedule Parole Board Hearing Dashboard Dashboard Board Hearing Read / Write Read Read Read / Write Request Parole Board Actions / Review Parole Complete Print Notification of Review completed Board Dashboard Parole violation transmittals Notification of Update and and hearing Parole violation Read / Write Read / Write complete Notice/Disposition and hearing transmittals by Parole Board Notice/Disposition (5882)Read / Write by Parole Board Review of fender Uploading Read (5882)conduct history and preliminary hearing Read placement (9058) documentation Read Read / Write Complete Parole Board Action View completed Review Parole Print completed Notice/Disposition **Board Hearing** Notice/Disposition Read / Write Review hearing by Parole Board Screen by Parole Board results Read Read / Write Read Read Review case plan Review completed Review Parole progress report for Notice of Parole Board action Upload completed review hearings **Board Appearance** screen Notice of Parole Read (40454)Board Appearance Read Read (40454)Read / Write Review and update Parole Board Parole Board Dashboard Check List Read Read / Write Complete Parole **Board Actions** Read / Write

Complete conditions and/or parole stipulations

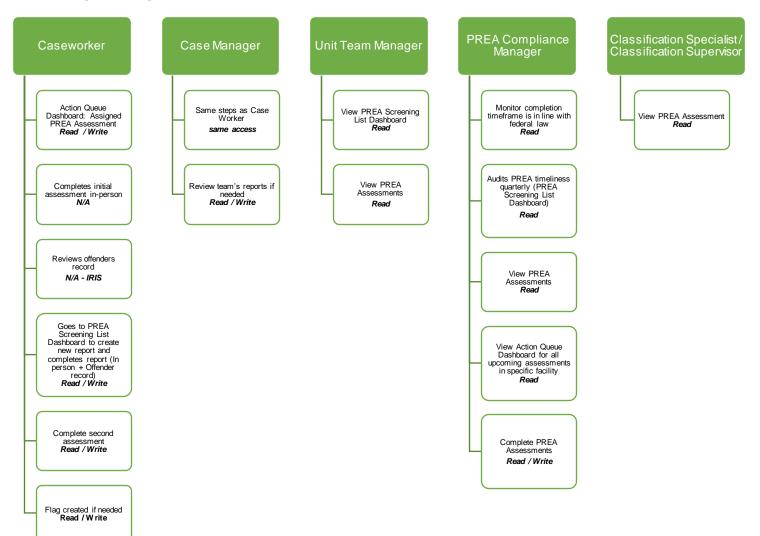
Read / Write



PREA (Adult / Juvenile)

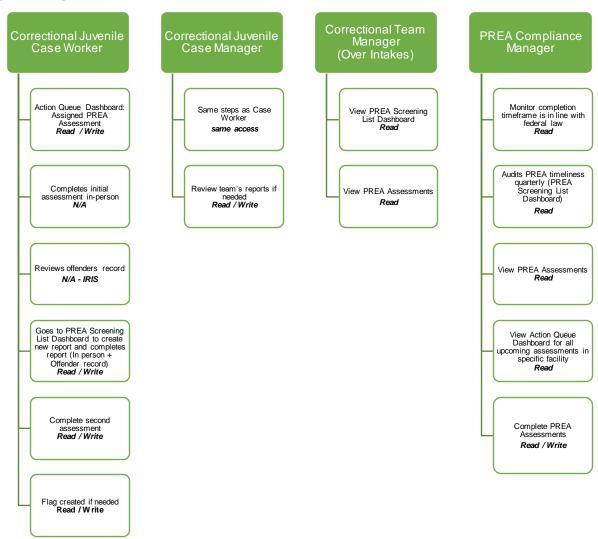


PREA Security System Roles (Adult) – Final





PREA Security System Roles (Juvenile) – Final





Programs & Work (Adult / Juvenile)



Programs & Work Security System Roles (Adult / Juvenile) – Final

Program/Job Enroller

Add offender(s) to waitlist **Read / Write**

Assign Offender to a Job / Program / Course Cycle)

Read/Write

Add to Count Letter

Read/Write

Offender Program/Job History

View access for all users (Course Job Program Enrollment Screen)

Read

Mark Job / Program / Course / Cycle Completed

Update Managed

Participation Screen /

Dashboard

Read / Write

Read / Write

Update offender attendance for Job/ Program / Course / Cycle

Read / Write

Update and save offender evaluations for Job / Program / Course / Cycle

Read / Write

View

Completion/Verification/C ertification Read / Write: Step 1: Completion / Verification

> Read – Step 2: Certification Step 3: Time Cuts

Program/Job Management Central Office Program and Job Monitor

Review and verify program completion

Read / Write

View
Completion/Verification/C
ertification

Read / Write - Step 2: Certification

Read – Step 1: Completion/Verification

Step 3: Time Cuts

Sentence and Computation Specialist

Review pending time cuts

Read / Write

Apply offender time cut

Approve / Deny / Void time cut

Read / Write

View
Completion/Verification/C
ertification
Read / Write - Step 3:
Time Cuts

Read – Step 1: Completion/Verification Step 2: Certification **Program/Job Removal** (Facility Classification Staff)

Remove offender from Job / Program / Course / Cycle Read / Write



Project **DELTA**

Property (Adult / Juvenile)



Property Security System Roles (Adult / Juvenile) – Final

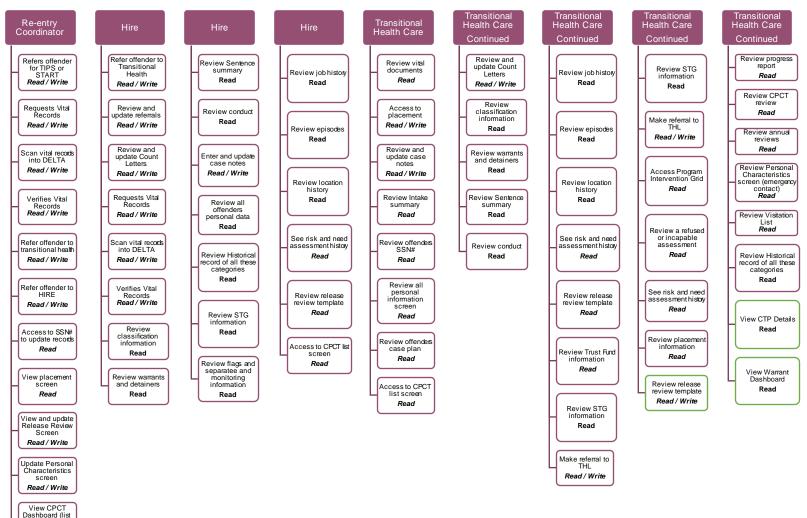




Re-Entry (Adult / Juvenile)



Re-entry Security System Roles (Adult) - Final

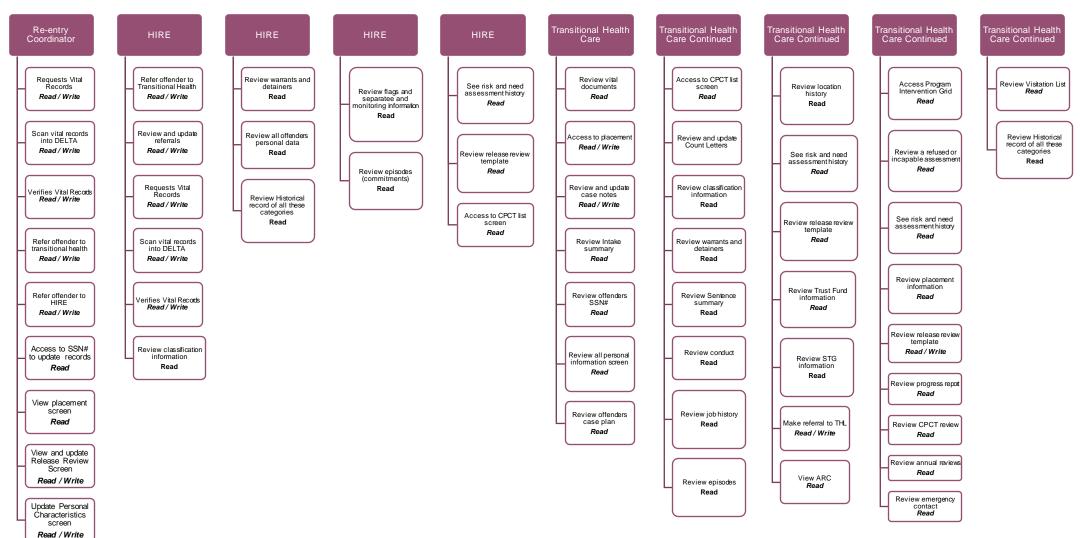




Project **DELTA**

screen) Read

Re-entry Security System Roles (Juvenile) – Final





Re-Entry (Adult / Juvenile)



Release Security System Roles (Adult) – Final

Case Worker Placement arden Releas Designee Review Review Review and View View CTP View CTP Review Release Adult Release Adult Release Adult Sentence Release Adult Sentence Write Warrants Release Release Adult Sentence Same Access Release Adult Sentence elease Adul Details Scree Details Screen Check List Check List Computation Checklist Computation Check List Check List Check List offender Check List as Release Read / Write Computation Read / Write Read / Write Read Read / Write Read Coordinator placement Read / Write Read / Write (Legal Read ith results of (Legal Summary (Legal Read / Write (Legal Classification Summary, Read / Write Summary Summary Sentence Supervisor Review and Create new, Sentence Sentence Approve / Reject Read / Write Complete View Offende Complete View Offender Sentence View Release Approve / Warden, Case Worksheet Worksheet. Approve / review and Worksheet Classification Classification Worksheet Dashboard Profile Reject Request Sentence Worker warrants Reject Release Adult undate Sentence Release Adult Supervisor Supervisor approval of Placement Read Read Elements) Read Flements Release Adult Check List Release Flements) Elements Read / Write section of section of Check List offender Read Checklist Read Release Release Read / Write iew full SSN Read placement Read / Write Read Authorization Checklist Checklist Read / Write View release History Sentence Read / Write Authorization Sentence Authorization View offende Review Review and documents Computation View offender Review Read / Write View offender History Computation History View offender Detainers & placement update Detainers & placement Read (Legal Read / Write Read / Write View Release Detainers & placement Holds (Legal warrants Read Summary Holds Read Read / Write Authorization Holds Read Sentence Read / Write Read Release Sentence Read Worksheet Documents Approve / Worksheet Approve / View Release Reject Reject Sentence View Release View Release Sentence View Warrants Read / Write Elements) View Release Authorization Authorization Release Adult Sentence Release Adult Elements) View Warrants Authorization View Release View Warrants Authorization Check List Check List Read Read Read Computation Read Read Read Dashboard Review Read / Write Read / Write (Legal Read / Write Detainers 8 View offender Summary View offender View Release Holds View Release placement View CTP Sentence View Release Update View Release Dashboard placement View CTP Read / Write Dashboard Worksheet View CTP Details Screen Dashboard Release Release Read Details Screen Dashboard Read / Write Read Sentence Documents Documents Read / Write Read Read / Write Read / Write Elements) Read Read / Write Read / Write View Release Read / Write View Warrants View Release Authorization View Offender View Parole Read Review Review Authorization View Offender View Offender Create Dashboard Detainers & Detainers & Read Profile Read Release Profile Holds Holds Read Read Read Authorization Read Read / Write Read / Write View CTP View Release Read / Write View Release Details Screer Dashboard Board Dashboard View Parole Read View Warrants View Warrants Read / Write Dashboard Read / Write Board Read Read Dashboard Read View Offender View Parole Read View Parole Profile Dashboard Update Dashboard Read Read View agenda agenda for Read Parole Board for Parole Hearing and Board Hearing view results and results Read Read / Write

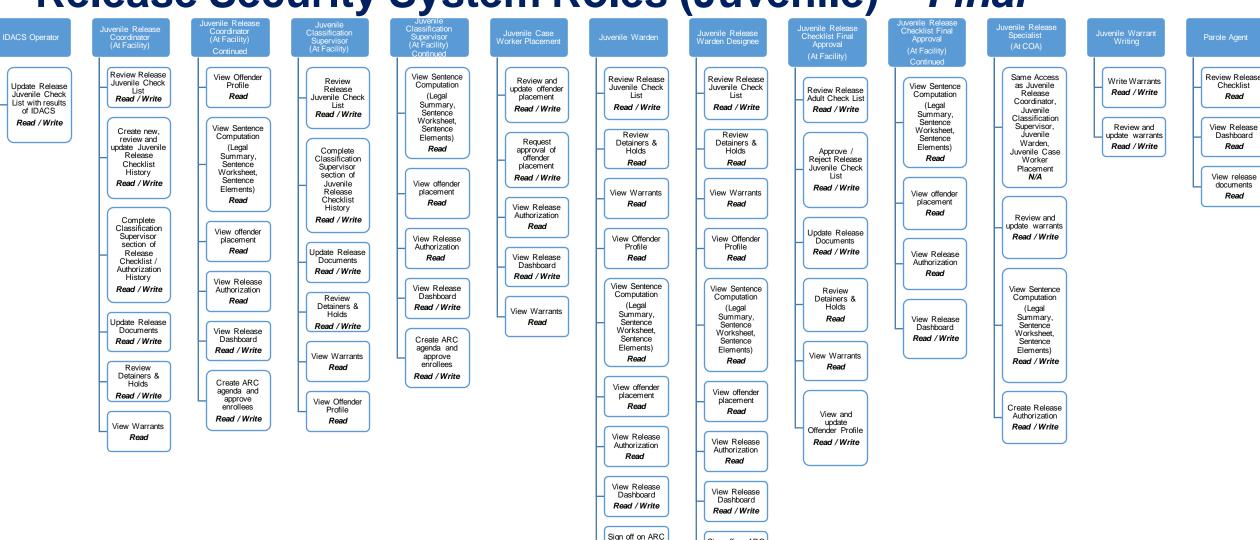


Update

Check List

Read

Release Security System Roles (Juvenile) - Final



agenda

Sign off on ARC

agenda Read

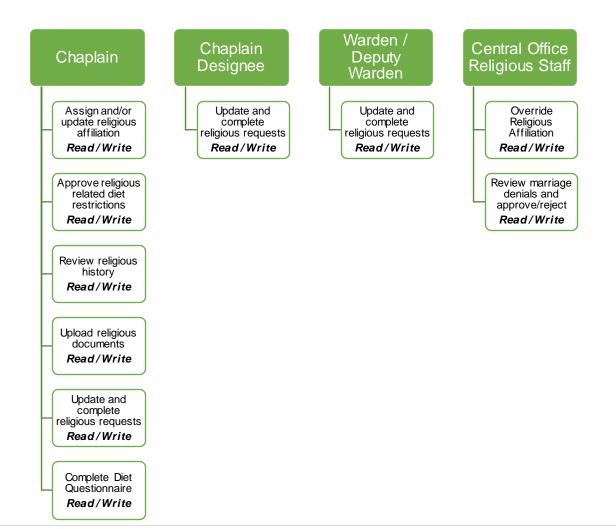


Project **DELTA**

Religious Services (Adult / Juvenile)

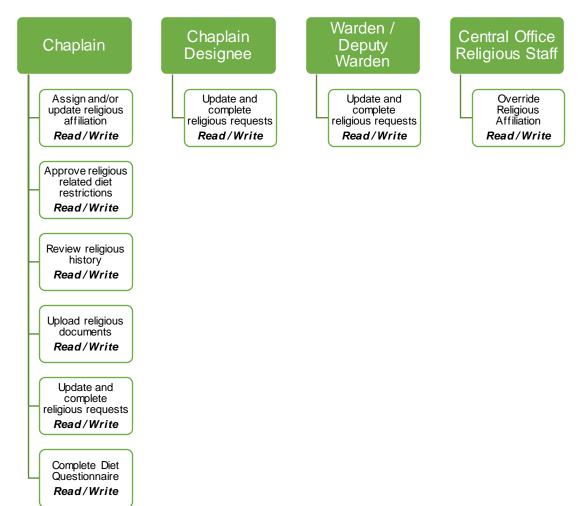


Religious Services Security System Roles (Adult) – Final





Religious Services Security System Roles (Juvenile) - Final

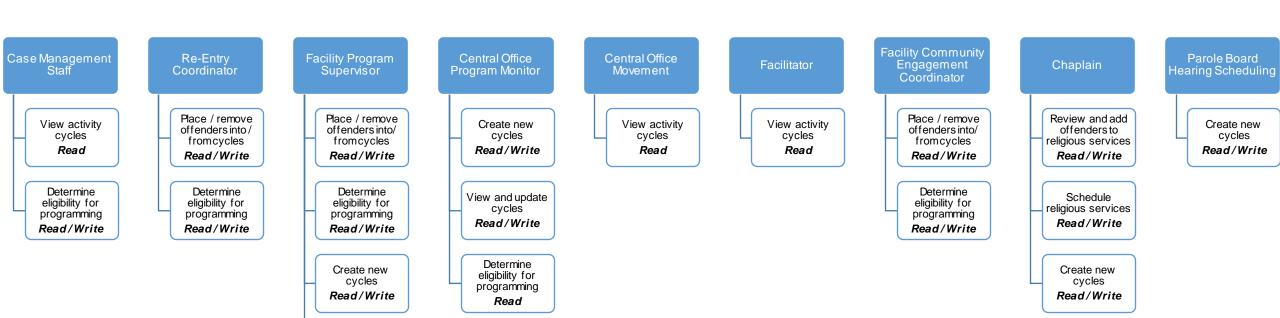




Scheduling (Adult / Juvenile)



Scheduling Security System Roles (Adult / Juvenile) - Final





View and update cycles

Read/Write

Sentencing (Adult / Juvenile)

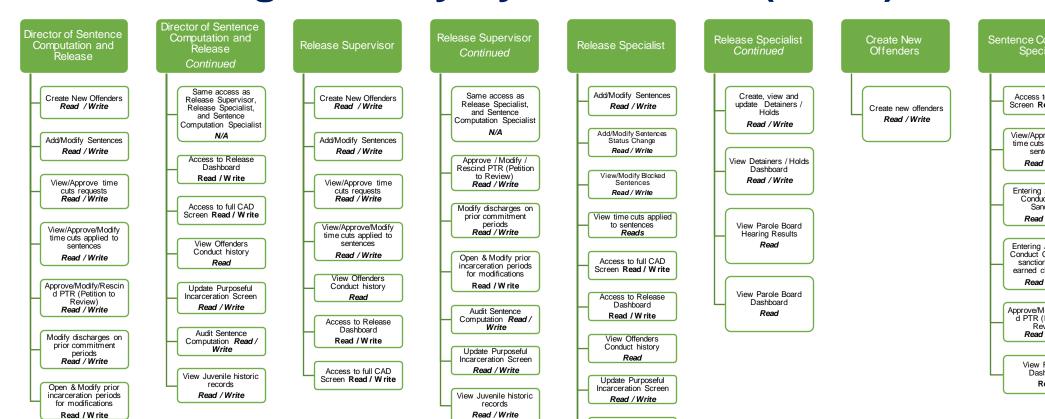


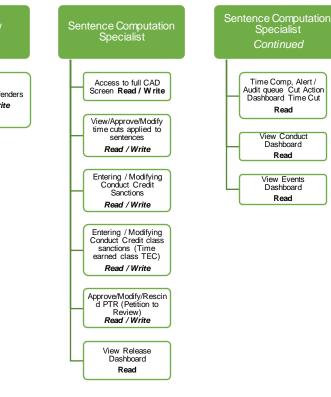
Sentencing Security System Roles (Adult) – Final (1/2)

View Juvenile historic records Read / Write

Request, review, and/or update warrants Read / Write

> View Warrant Dashboard Read / Write







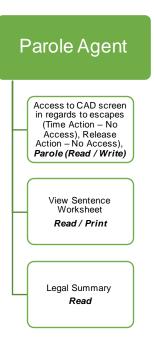
Project **DELTA**

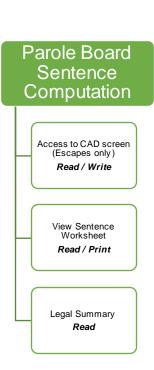
Read

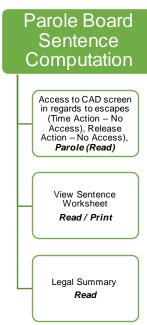
Read

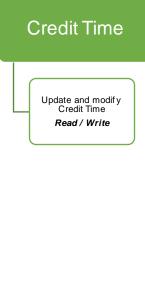
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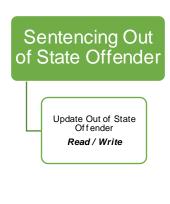
Sentencing Security System Roles (Adult) – Final (2/2)

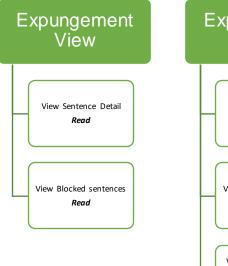


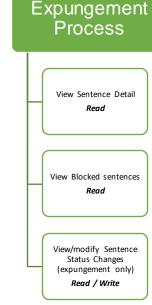










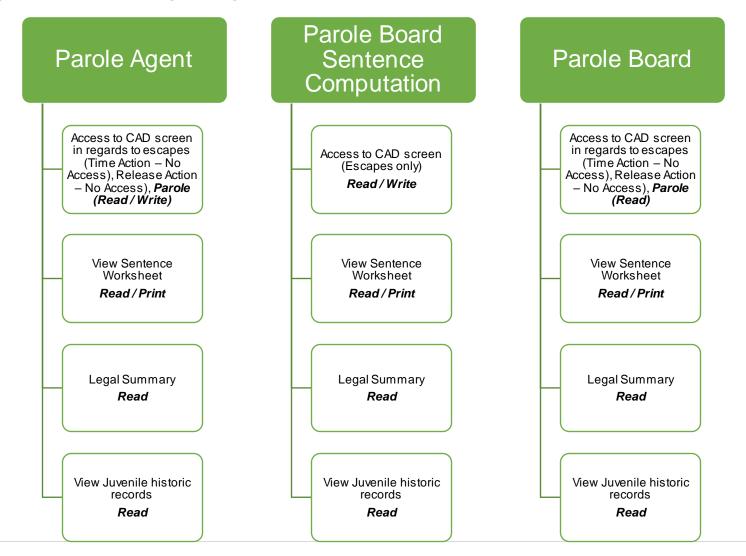


Sentencing Security System Roles (Juvenile) – Final (1/2)

Director of Sentence Director of Sentence Juvenile Sentencina Computation and Computation and Juvenile Sentencing Juvenile Sentencing Create New Juvenile Supervisor Juvenile Case Worker Release (For YIAs) Release Supervisor Designee Supervisor Offenders Continued (For YIAs) Continued Access to Release Access to Release View Release Dashboard Create New Offenders Create New Offenders Create New Offenders Dashboard Dashboard Read / Write Read / Write Read / Write Create new Juvenile Read Read / Write Read / Write of f enders Read / Write View Offenders Conduct Access to full CAD Screen Add/Modify Sentences Add/Modify Sentences View Conduct Dashboard history Add/Modify Sentences (Adjudications) (Adjudications) Read / Write Read Read / Write Read Read / Write Read / Write View Offenders Conduct View Sentence View Events Dashboard Access to Release Computation history View/Approve time cuts Dashboard View time cuts requests Read requests Read Read Read Read / Write Read / Write View Juvenile historic Update Purposeful View Juvenile historic Incarceration Screen records View time cuts applied to records View/Approve/Modify time Read / Write Read / Write sentences Read / Write cuts applied to sentences Read Read / Write Audit Sentence Computation Read / Write View PTR (Petition to Approve/Modify/Rescind Review) PTR (Petition to Review) Read Read / Write View Juvenile historic records Read / Write View modifications to discharges on prior Modify discharges on prior commitment periods commitment periods Read Read / Write View prior incarceration Open & Modify prior periods for modifications incarceration periods for Read modifications Read / Write



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





Trust Fund



Trust Fund – Security System Roles

Fiscal Staff

Review entries

Read / Write

Approve State Pay

Read / Write

Conduct Restitution

Update Conduct Restitution

Read / Write



Visitation (Adult / Juvenile)



Visitation Security System Roles (Adult / Juvenile) - Final

Deputy Warden / Warden* Deputy Warden / Warden Designee Director of Adult Visitation Processing Unit Team Manage Facilities Admin Verify visitor is Complete Review visitation Review visitation Upload copy of approv ed background Review visitation Visitor Queue applications and applications and appeal letters Works with Receives letter to (registration check Print list of applications and Approve / Deny Dashboard Viapath to get Approve / Deny their admin then Read / Write Screen) approved visitors Approve / Deny Read / Write Read / Write Read / Write (Start / Terminate applications sends letter back for each day and Read / Write Read / Write / Timer) (New Visitor) N/A - Verify if give to Check records are Read / Write Read / Write Point Officer housed in Review of Review of Upload results to Read / Write DELTA revocation access revocation access DELTA Denv visit and final sign off and final sign off (Dress code Review of Read / Write rev ocation violation/ Read / Write Read / Write Sickness / Invalid access and final Review visitation ID) / Minor / sign of f applications Under the Read / Write View Visitor View Visitor View Visitor View IDACS Read / Write influence) and Queue Queue Queue Dashboard log reason Dashboard Dashboard Dashboard Read / Write Read / Write Read / Write Read Read / Write Undate Offender Submit for suspensions background Read / Write check Review and Review and Read / Write Manage offender approve of fender approve of fender suspensions suspensions suspensions Read / Write Read / Write Read / Write Notify offender that v isitor has been approved / denied Review and Review and N/A approv e v isitor approv e v isitor Manage visitor restrictions restrictions restrictions Read / Write Read / Write Read / Write Maintain list of approved visitors Review Review terminated visits terminated visits Read / Write Print visitor Read / Write Read / Write rev ocation letter Read / Write Begin visitor rev oking access Read / Write Print offender visitation suspension letter Read / Write

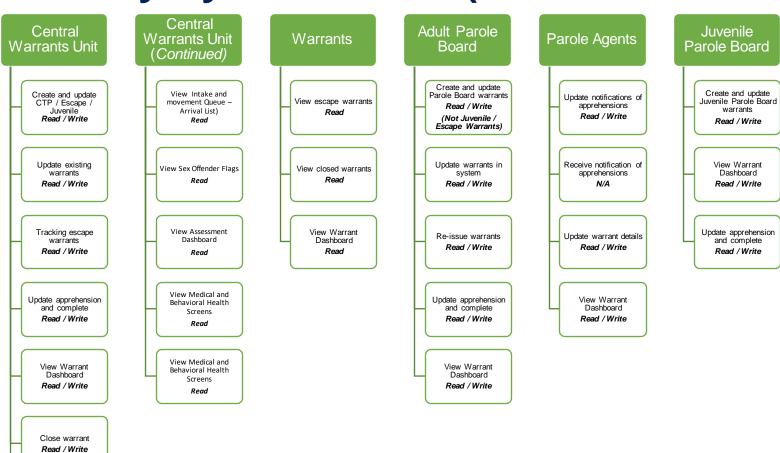


Project **DELTA**

Warrants (Adult / Juvenile)



Warrants Security System Roles (Adult / Juvenile) - Final





View and print transmittals Read / Write