

Quality Assurance Process

Functional Process and Roles Map

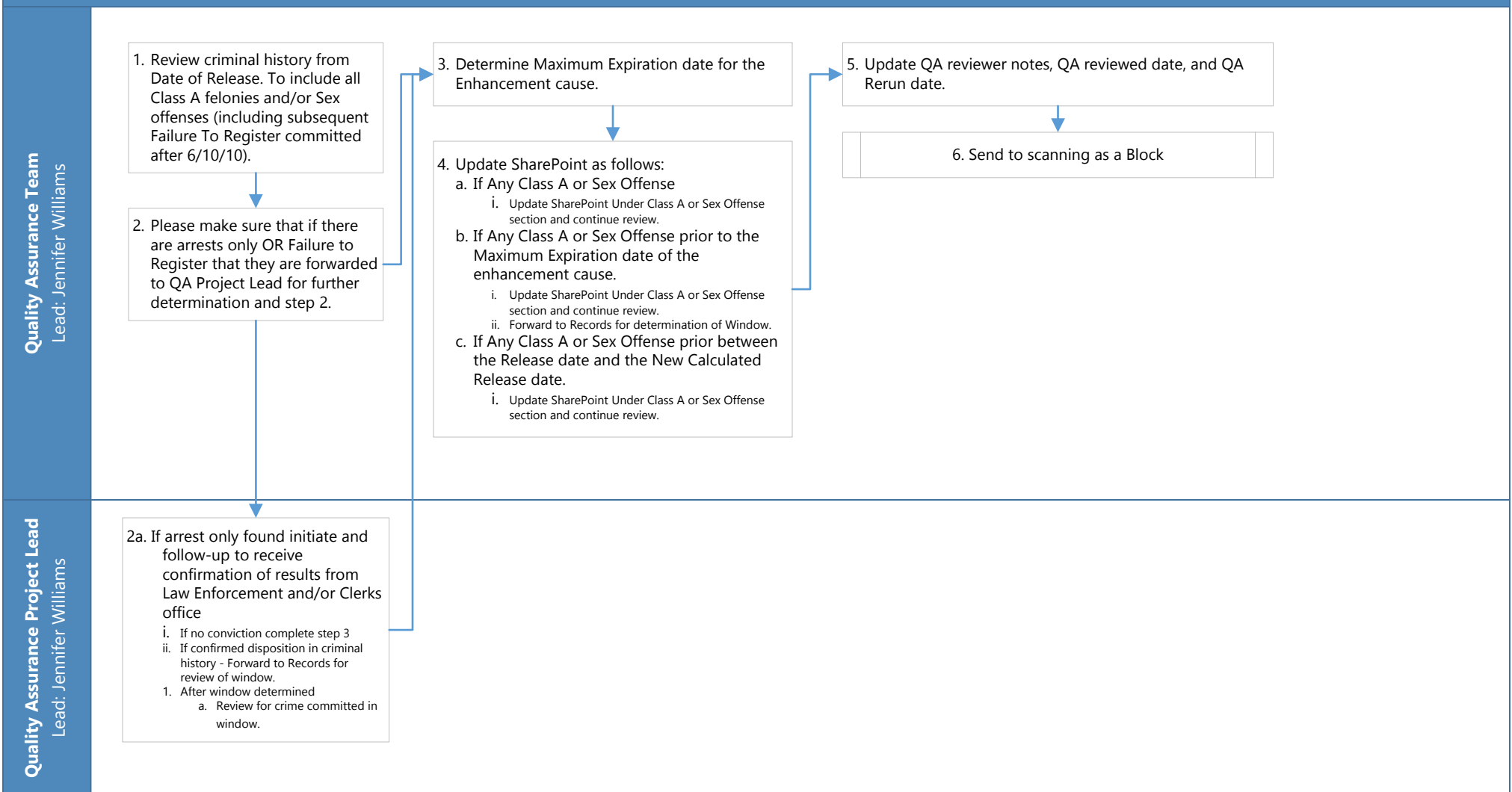
Signature on file
Dan Pacholke, Secretary

January 25, 2016
Date

Complete final review of all packets Released Offenders (For Cases Released Prior to 12/17/2011)

Process Owner: Julie Martin
Process Lead: Jennifer Williams

Department of Corrections - 1/25/2016 12:02 PM



Complete final review of all packets

Released Offenders (12/17/2011 through 12/17/2015)

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VERIFICATION
Lead: Patty Jordan

For cases with a status of:

- Review Completed/No Further Action
- Offender Never Owed Time
- Review Completed
- Time Owed Completed

Quality Assurance Team
Lead: Jennifer Williams

Send packet to the Quality Assurance.

Verify in SharePoint that the Time Remaining on Sentence is zero or less¹

If positive number

Confirm that status is time owed completed

Review CHRI/DISCIS for any convicted offenses (Felony, Misdemeanor, or Gross Misdemeanor in identified Window. Contact Law Enforcement if you are unable to determine if arrested or convicted.³

Check Demo/Qual page in packet and compare to Calculated Release date in SharePoint²

Check OMNI (Production) document in packet to verify that the original ERD and State Date are correct in SharePoint⁴

Check Case Management for Intake date and ensure that it matches the Release date in SharePoint. Open all Case Management screens in OMNI that reflect supervision after the Release date in SharePoint. Ensure that all causes that were being supervised during the release date and the new calculated date window were reviewed for Failure to Report.⁵

Search Chronos in OMNI for the window reviewing for any Failure to Reports, new arrests (JBRS Hits), and any other concerning behavior.⁶

Check SharePoint to ensure all data entered. Criminal History date checked, Initial Reviewer, Initial Reviewer date, Second Reviewer, Second Reviewer date, Status accuracy, Arrest Review completed by (if applicable) Arrest Review Date (if applicable) and Closed by date.⁷

Add Reviewer notes in SharePoint -- Reviewed documents and SharePoint, reviewer agrees with status "Name" "Date"⁸

Update QA Completed Date in SharePoint and QA Rerun date.⁹

Go back to Offender List in SharePoint search for offender name open to View. Print SharePoint entry for the offender as the packet coversheet.¹⁰

Add OMNI chrono Use Records Issue under "Available Chronos Entry Types" Click add "Enhancement/Mandatory review QA has been completed"¹¹

Send to scanning as a Block

If negative number or zero

If doesn't match

If doesn't match

If Failure to Report is found in Window

If additional Information is found

Quality Assurance Project Lead
Lead: Jennifer Williams

Review Roach Credits and/or Status Update

Additional documentation using Analysis Screen from Records staff

Additional documentation using Analysis Screen from Records staff

Additional Review to include Warrant Screen and Chronos to determine if arrest is necessary

Review identified information

****CASES WITH THE FOLLOWING STATUS WILL BE FOLLOWED ONCE THE OFFENDER IS CLOSED**

- OFFENDER APPREHENDED
- WARRANT ISSUED
- CURRENTLY CONFINED-NOT SERVING SENTENCE RECALCULATION TIME

Send packet to scanning

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Quality Assurance Team
Lead: Jennifer Williams

Send to scanning as a Block

Ensure OnBase scanned document is accurate and that the index is correct.

Scanning Team
Lead: Lindsay Searl

Prepare packet for scanning

- Place all sticky notes on separate piece of paper
- Ensure dark pages are copied to light for scanning quality
- Place documents in the correct order
 - Coversheet
 - Sticky note page
 - Test OMNI Qual printout
 - OMNI screen printout
 - CHRI check
 - DISCIS printout
 - Case management screen print out
 - Other relevant documents (e.g., Chronos)

Scan documents into OnBase; using the LG47 index code. Use date of 2nd Review date or data or arrest packet review date, which ever is later

Verify that all documents are scanned into OnBase and indexed correctly

Add OMNI chrono entry "Enhancement/Mandatory scanned into OnBase"

Prepare scanned packets for storage

Record Retention

Perform final disposition of the paper records