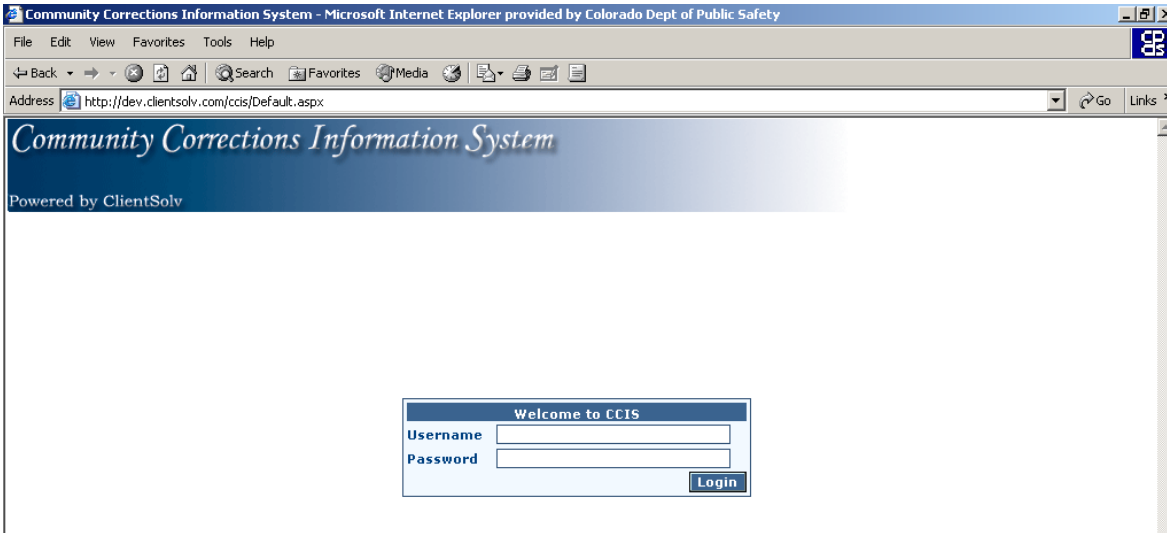


Community Corrections Information and Billing (CCIB) Offender Data Entry Instruction Guide

Login

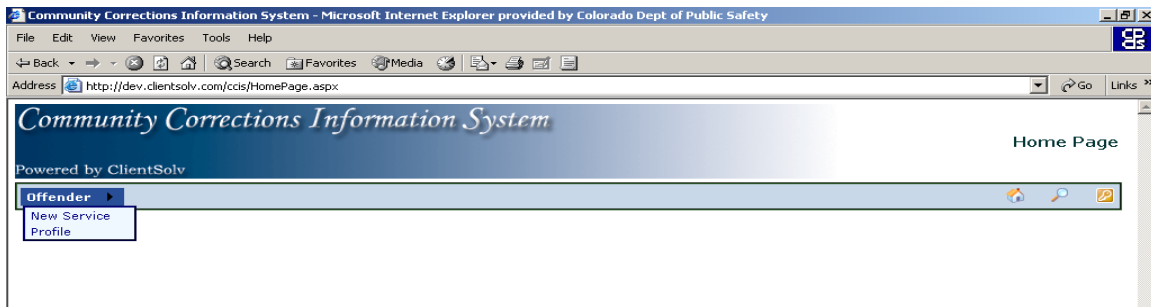
Go to webpage: <https://CCIB.state.co.us>. DO NOT place a “www” in front of “CCIB.”



Enter your username and password. Your administrator must request this information from the Division of Criminal Justice - Office of Community Corrections (DCJ/OCC). Contact Arlene Duran at (303) 239-4548 or arlene.duran@cdps.state.co.us.

Offender Intake Information

To enter an offender into CCIB for the first time, choose **New Service** from the Offender menu.



These first fields are essential for accurate billing and reporting and are therefore required to begin a new record.

Service type drop down list will only contain services available at your program. Review this list closely and be certain you choose the accurate service type for the offender. The State Identification Number (SID) is required for each offender. This number is the offender’s unique identifying number. Once you select Add Service the Service type and SID fields cannot be edited without deleting the entire record and beginning again.

Offender Search

State ID	Name	Service	Start Date	End Date	Doc #	Case #
0200004	Kennedy, Theresa Janice	Diversion Non Residential	03/16/2007			
034981	Knight, Roscoe	Diversion Non Residential	03/27/2008			

To **search** for a previously entered offender, choose the magnifying glass icon at the top right side of the page. This will take you to the offender profile search page, where you can search for an active or terminated offender. Choose from the list of possible offenders.

If you have just logged onto the system, selecting “Profile” from the Offender menu (top left of page) will also take you to the profile search page. However, if you have already viewed an offender profile during your current session, selecting “Profile” will return you to the most recently viewed profile page.

Details at Entry Tab

Each service type will request specific data organized by tabs. Upon offender entry, complete the **Details @ Entry tab**. The remaining tabs can be completed during the offenders stay, if applicable, or after an offender has terminated the service type.

The screenshot displays the 'Community Corrections Information System' web application. The browser title is 'Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety'. The address bar shows 'http://dev.clientsolv.com/CCIS/ResidentialForm.aspx'. The page header includes the system name and 'Community Alternatives of El Paso County Diversion Residential Smith, John (1234567)'. The main content area is titled 'Offender' and contains a form with the following fields:

State Id (SID)	1234567	Date of Birth	<input type="text"/>
Last Name	Smith	First Name	John
Gender	<input type="text"/>	Ethnicity	<input type="text"/>
Referring JD	01 - Jefferson /Gilpin	County of Conviction	<input type="text"/>
DOC #	<input type="text"/>	Case #	<input type="text"/>
Entry Date	5/29/2008	Discharge Date	<input type="text"/>

Below the main form is a tabbed interface with the following tabs: 'Details @ Entry', 'Criminal History', 'Fiscal Information', 'Assessment', 'Treatment Services', and 'Details @ Discharge'. The 'Details @ Entry' tab is active and contains two sections:

Current Offense Information	Employment	<input type="text"/>
Offense Name	History of Chronic Unemployment	<input type="text"/>
DCJ Code	Education Level	<input type="text"/>
Felony Class	Legal Status	<input type="text"/>
Sentencing Judge	Marital Status	<input type="text"/>
Sentence Length		

At the bottom of the form, there are links for 'Movement' and 'Other Charges', and a row of buttons: 'Delete', 'Save', 'Complete', and 'Preview'.

Delete Button – Deletes the Entire record. Only use this button when data for the offender on the initial critical fields was entered incorrectly.

Save Button – Saves data currently entered so that you may return to enter further information at a later time. The form cannot be saved with errors, but blank fields are acceptable at this time.

Complete Button – Must be used to finalize a record after termination. Records can only be completed once all information is filled in. No blank (or error) fields are allowed.

Preview Button – Creates a printable version of the offender profile data that has been entered.

House Icon – Takes you back to CCIB homepage

Magnifying Glass Icon – Takes you to the offender profile search page.

Box w/Key Icon – Logs you out of the system.

Instruction Window

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept. of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Community Corrections Information System
Powered by ClientSolv

Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
[Turn OFF Help](#)

Offender

State Id (SID): 1234567
Last Name: Smith
Gender: [Dropdown]
Referring JD: 01 - Jefferson /Gilpin
DOC #: [Field]
Entry Date: 5/29/2008

Date of Birth: [Field]
First Name: John
Ethnicity: [Dropdown]
County of Conviction: [Dropdown]
Case #: [Field]
Discharge Date: [Field]

Details @ Entry | Criminal History | Fiscal Information | Assessment | Treatment Services | Details @ Discharge

Current Offense Information

Offense Name: [Field]
DCJ Code: [Dropdown]
Felonies Class: [Field]
Sentencing Judge: [Field]
Sentence Length: [Field]

Employment: [Dropdown]
History of Chronic Unemployment: [Dropdown]
Education Level: [Dropdown]
Legal Status: [Dropdown]

For the **Felonies Class**, record the **number** 1-6, for the actual felony class.
This information should be obtained directly from the court mittimus.

Buttons: Delete, Save, Complete, Preview

Clicking in any field will display an instruction window.

Turn On Help (located at the top right)- Displays the instructions for all questions.

Turn Off Help- Turns off the Instructions for all fields.

Details of Off-Grounds Movement

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept. of Public Safety

Address: http://dev.clientsolv.com/CCIS/OffenderServiceMovement.aspx

Community Corrections Information System
Powered by ClientSolv

Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
[Turn OFF Help](#)
Movement

Offender

Add Offender Service Movement

Type: Arrest
Start Date: [Field]
End Date: [Field]
Comments: [Field]

Save Cancel

<< Return

No Movement Records Found.

If during his or her stay, an offender is temporarily off-grounds for hospitalization, an arrest, etc, select “Movement” on the bottom left of the screen to enter this information. Indicate the type of movement in the **movement type** window. This is where you indicate all movements between non-residential levels. At entry, the appropriate non-residential level **must** be selected, for all non-residential offenders; any subsequent level change must be entered promptly. This information populates the billing and begins calculating an off-grounds rate for this time period. Use the instructions window for assistance.

Offender Transport Mileage

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: <http://dev.clientsolv.com/CCIS/OffenderServiceOtherCharge.aspx>

Community Alternatives of El Paso County
 Diversion Residential
 Smith, John (1234567)
[Turn OFF Help](#)
 Other Charges

Offender ▾

Add Offender Service Other Charge

Charge Type: Mileage

Date:

Comments:

Quantity:

[No Other Charge Records Found.](#)

[Return to Offender Service](#)

Under certain circumstances, programs are authorized to bill for the mileage required to transport specific offenders. Choose the **Other Charges** option (bottom left of screen under the tabs) and record the mileage information.

Criminal History Tab

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: <http://dev.clientsolv.com/CCIS/ResidentialForm.aspx>

Community Alternatives of El Paso County
 Diversion Residential
 Smith, John (1234567)
[Turn ON Help](#)

Offender ▾

State Id (SID): 1234567

Last Name:

Gender:

Referring JD:

DDC #:

Entry Date:

Date of Birth:

First Name:

Ethnicity:

County of Conviction:

Case #:

Discharge Date:

Details @ Entry | **Criminal History** | Fiscal Information | Assessment | Treatment Services | Details @ Discharge

Juvenile Delinquency History		Adult Criminal History	
Total Number of Juvenile Adjudications	<input type="checkbox"/>	Total Number of Felony Convictions	<input type="checkbox"/>
Number of Violent Juvenile Adjudications	<input type="checkbox"/>	Number of Violent Felony Convictions	<input type="checkbox"/>
Number of Juvenile Placements	<input type="checkbox"/>	Number of Probation Supervisions	<input type="checkbox"/>
Number of Juvenile Commitments	<input type="checkbox"/>	Number of Community Corrections Supervisions	<input type="checkbox"/>
Age at First Arrest	<input type="checkbox"/>	Number of Parole Supervisions	<input type="checkbox"/>
		Number of Probation Revocations	<input type="checkbox"/>
		Number of Community Corrections Revocations	<input type="checkbox"/>
		Number of Parole Revocations	<input type="checkbox"/>
		Number of Prison Incarcerations	<input type="checkbox"/>
		Number of County Jail Incarcerations	<input type="checkbox"/>

[Movement](#) [Other Charges](#)

Data requested under the **Criminal History tab** requires information on the adult and juvenile criminal history of the offender.

Fiscal Information Tab

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Community Corrections Information System
Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
Turn ON Help

Offender

State Id (SID) 1234567
Last Name Smith
Gender
Referring JD 01 - Jefferson /Gilpin
DOC #
Entry Date 5/29/2008

Date of Birth
First Name John
Ethnicity
County of Conviction
Case #
Discharge Date

Details @ Entry | Criminal History | **Fiscal Information** | Assessment | Treatment Services | Details @ Discharge

Earnings	<input type="text"/>	Restitution, Fines and Fees OWED at Entry	<input type="text"/>
Federal Taxes Withheld	<input type="text"/>	Restitution, Fines and Fees PAID at Termination	<input type="text"/>
State Taxes Withheld	<input type="text"/>	Treatment Dollars Paid	<input type="text"/>
Subsistence Paid	<input type="text"/>	Child Support Dollars Paid	<input type="text"/>
		Fees Owed to Program	<input type="text"/>

Movement | Other Charges

Delete Save Complete Preview

Data requested under the **Fiscal Information tab** requires final financial information related to the offenders stay in this program only. Do not report cumulative figures from other service types.

Assessment Tab

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Community Corrections Information System
Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
Turn ON Help

Offender

State Id (SID) 1234567
Last Name Smith
Gender
Referring JD 01 - Jefferson /Gilpin
DOC #
Entry Date 5/29/2008

Date of Birth
First Name John
Ethnicity
County of Conviction
Case #
Discharge Date

Details @ Entry | Criminal History | Fiscal Information | **Assessment** | Treatment Services | Details @ Discharge

SSI Total Score CCMHA-A Score

LSI		ASUS-R	
Criminal History	<input type="checkbox"/>	Companions	<input type="checkbox"/>
Education/Employment	<input type="checkbox"/>	Alcohol/Drug	<input type="checkbox"/>
Financial	<input type="checkbox"/>	Emot/Personal	<input type="checkbox"/>
Family/Marital	<input type="checkbox"/>	Attitude/Orientation	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>	Total Score	<input type="checkbox"/>
Leisure/Recreation	<input type="checkbox"/>	Rater Box Total	<input type="checkbox"/>
LSI 6 Month Update			
Total Score	<input type="checkbox"/>	Rater Box Total	<input type="checkbox"/>

ASUS-R Raw Scores

ADD Involvement	<input type="checkbox"/>	Global ADD-Psychological	<input type="checkbox"/>
ADD Disruption	<input type="checkbox"/>	Defensive	<input type="checkbox"/>
ADD Last 6 Months	<input type="checkbox"/>	Motivation to Change	<input type="checkbox"/>
ADD Use Benefits	<input type="checkbox"/>	Strengths	<input type="checkbox"/>
Social Non Conforming	<input type="checkbox"/>	ASUS-R Rater Scale	<input type="checkbox"/>
Legal Non Conforming	<input type="checkbox"/>	Behavioral Disruption	<input type="checkbox"/>
Legal Non Conforming - 6 mo	<input type="checkbox"/>	Psychophysical Disruption	<input type="checkbox"/>
Mood Adjustment	<input type="checkbox"/>	Social Role Disruption	<input type="checkbox"/>

Movement | Other Charges

Delete Save Complete Preview

Data requested under the **Assessment tab** requires the completion of the Standardized Offender Assessments, if applicable.

Treatment Services Tab

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Last Name: Smith | First Name: John

Gender: [Dropdown] | Ethnicity: [Dropdown]

Referring JD: 01 - Jefferson /Gilpin | County of Conviction: [Dropdown]

DOC #: [Text] | Case #: [Text]

Entry Date: 5/29/2008 | Discharge Date: [Text]

Details @ Entry | Criminal History | Fiscal Information | Assessment | **Treatment Services** | Details @ Discharge

Treatment Plan Elements		Services Received	
1 st Priority	[Dropdown]	Ancillary/Educational Services	
2 nd Priority	[Dropdown]	Employment/Vocational	<input type="checkbox"/>
3 rd Priority	[Dropdown]	Life Skills	<input type="checkbox"/>
4 th Priority	[Dropdown]	Education	<input type="checkbox"/>
TxRW		Therapeutic Services	
Step 7 (Recommended Treatment Level)		Mental Health	<input type="checkbox"/>
[Dropdown]		Substance Abuse	<input type="checkbox"/>
Step 8 (Actual Treatment Level Referred To)		Sex Offender	<input type="checkbox"/>
[Dropdown]		Domestic Violence	<input type="checkbox"/>
Sex Offender		Substance Abuse	
Sex Offender Registered	[Dropdown]	Prior Substance Abuse Treatment	
		[Dropdown]	
		FEMALE Clients Only	
		Female Specific Treatment	
		[Dropdown]	
		Mental Illness	
		Mental Health Diagnosis	
		[Dropdown]	

Movement | Other Charges

Delete | Save | Complete | Preview

Data requested under the **Treatment Services** tab includes the LSI priorities, Step 7 and 8 of the TxRW, the number of sessions received in each treatment service type and a few additional elements.

Details at Discharge Tab

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Community Corrections Information System

Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
[Turn ON Help](#)

Powered by ClientSolv

Offender ▶

State Id (SID): 1234567 | Date of Birth: [Text]

Last Name: Smith | First Name: John

Gender: [Dropdown] | Ethnicity: [Dropdown]

Referring JD: 01 - Jefferson /Gilpin | County of Conviction: [Dropdown]

DOC #: [Text] | Case #: [Text]

Entry Date: 5/29/2008 | Discharge Date: [Text]

Details @ Entry | Criminal History | Fiscal Information | Assessment | Treatment Services | **Details @ Discharge**

Employment	[Dropdown]
Education Level	[Dropdown]
Termination Reason	[Dropdown]
Released To	[Dropdown]
Monitoring	[Dropdown]

Movement | Other Charges

Delete | Save | Complete | Preview

Data requested in the **Details @ Discharge tab** requests offender employment and education status at termination and whether any electronic whereabouts monitoring was used while in the program.

Offender Arrest for a New Crime at Discharge

The screenshot shows the 'Community Corrections Information System' interface in Microsoft Internet Explorer. The browser address bar shows 'http://dev.clientsolv.com/CCIS/ResidentialForm.aspx'. The page header includes 'Community Alternatives of El Paso County Diversion Residential Smith, John (1234567)'. The 'Offender' section contains the following fields: State Id (SID) 1234567, Last Name Smith, Gender (dropdown), Referring JD 01 - Jefferson /Gilpin, DDC #, Entry Date 5/29/2008, Date of Birth, First Name John, Ethnicity, County of Conviction, Case #, and Discharge Date. The 'Details @ Discharge' tab is active, showing 'Employment', 'Education Level', and 'Termination Reason' set to 'Committed New Crime'. A 'New Crime Information' sub-section includes 'Offense Name', 'DCJ Code', and 'Felony Class'. 'Released To' is set to 'DOC/Jail Incarceration' and 'Monitoring' is empty. Buttons for 'Delete', 'Save', 'Complete', and 'Preview' are at the bottom.

In the event the termination reason is “New Crime”, additional information about this crime is required.

Offender Escape at Discharge

The screenshot shows the 'Community Corrections Information System' interface in Microsoft Internet Explorer. The browser address bar shows 'http://dev.clientsolv.com/CCIS/ResidentialForm.aspx'. The page header includes 'Community Alternatives of El Paso County Diversion Residential Smith, John (1234567)'. The 'Offender' section contains the same fields as the previous screenshot. The 'Details @ Discharge' tab is active, showing 'Termination Reason' set to 'Escape'. An 'Escape Information' sub-section includes 'Time of Discovery', 'Type of Escape', 'Notify Date', 'Notify Time', and 'Agency'. 'Released To' is set to 'Off Supervision/Escape/Sentence Expired' and 'Monitoring' is empty. Buttons for 'Delete', 'Save', 'Complete', and 'Preview' are at the bottom.

In the event the termination reason is “Escape”, additional information relating to fugitive reporting is required.

Substance Abuse at Discharge

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Offender

State Id (SID): 1234567
Last Name: Smith
Gender: [Dropdown]
Referring JD: 01 - Jefferson /Gilpin
DOC #: [Text]
Entry Date: 5/29/2008
Date of Birth: [Text]
First Name: John
Ethnicity: [Dropdown]
County of Conviction: [Dropdown]
Case #: [Text]
Discharge Date: [Text]

Details @ Entry | Criminal History | Fiscal Information | Assessment | Treatment Services | **Details @ Discharge**

Employment: [Dropdown]
Education Level: [Dropdown]
Termination Reason: House/Technical Violation

Drug Related? [Dropdown]
Which Drugs?
Alcohol
Marijuana
Cocaine
Amphetamines
Barbiturates
Opiate
Other
Non Drug Reason: [Text]

Released To: DOC/Jail Incarceration
Monitoring: [Dropdown]

Movement | Other Charges | Delete | Save | Complete | Preview

In the event the termination reason is “Technical Violation”, you are prompted to record whether the technical violation was drug or alcohol related and which drugs were used. If the technical violation was not drug related, indicate the reason for termination.

System Errors

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

Address: http://dev.clientsolv.com/CCIS/ResidentialForm.aspx

Community Corrections Information System
Community Alternatives of El Paso County
Diversion Residential
Smith, John (1234567)
Powered by ClientSolv
[Turn OFF Help](#)

Offender

Errors were detected on the page:
• Felony Class must not be greater than 6.

State Id (SID): 1234567
Last Name: Smith
Gender: [Dropdown]
Referring JD: 01 - Jefferson /Gilpin
DOC #: [Text]
Entry Date: 5/29/2008
Date of Birth: [Text]
First Name: John
Ethnicity: [Dropdown]
County of Conviction: [Dropdown]
Case #: [Text]
Discharge Date: [Text]

Details @ Entry | Criminal History | Fiscal Information | Assessment | Treatment Services | **Details @ Discharge**

Current Offense Information
Offense Name: [Text]
DCJ Code: [Dropdown]
Felony Class: 9
Sentencing Judge: [Text]
Sentence Length: [Text]

Employment: [Dropdown]
History of Chronic Unemployment: [Dropdown]
Education Level: [Dropdown]
Legal Status: [Dropdown]
Marital Status: [Dropdown]

Movement | Other Charges | Delete | Save | Complete | Preview

Validation rules are built into the database. Any violation of these rules will result in a red error message. All errors must be fixed prior to saving offender information.

Printable Offender Data

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept. of Public Safety

Address: http://...

Program Number: 016 - Community Alternatives of El Paso County

DCJ ID: 01 - Jefferson /Gilpin

COLORED DIVISION OF CRIMINAL JUSTICE
COMMUNITY CORRECTIONS CLIENT INFORMATION FORM
RESIDENTIAL CLIENTS

so County Residential (1234567)
Turn OFF Help

1 of 1

Select a format
Excel
Acrobat (PDF) file

Export

DEMOGRAPHIC INFORMATION				
Last Name	First Name	County of Conviction	State ID (SID)	
Smith	John		1234567	
Date of Birth	Gender	Ethnicity	Legal Status	DOC#
Date of Residential Entry				Case#
5/29/2008				
Employment at Entry	History of Chronic Unemployment	Employment at Termination	Marital Status	
Highest Grade Completed At Entry	Current Offense Information			Judicial District of Conviction
	From the Court Mittimus, indicate the MOST SERIOUS FELONY Offense at conviction (only list offense that the client is currently serving the time for)			
	Offense Name	DCJ Code	Felony Class	Last Name of Sentencing Judge
				Sentence Length

Released To: DOC/Jail Incarceration

Non Drug Reason

To print an offender data summary page, select the “Preview” button at the bottom right of the offender profile page. A pop up window will appear as shown above. The printer icon at the top of the report page will send the report to a printer you select. In order to export this report to an alternate electronic format you must first select the format desired from the drop down menu (excel or PDF) then click on “Export” When exported, the report will maintain its formatting.

Be sure to save the record by choosing the Save box. After you have completed the record and no fields are left blank- choose the “Complete” box. Once the database is up and running smoothly statewide, DCJ/OCC will be periodically reviewing the timeliness of programmatic data entry. Selecting the Complete button indicates to DCJ/OCC that all data entry related to this record is finalized (though you will be able to make changes to the record after the fact if necessary).