Classification Batch Review

ATIMS JMS

Release Version 1.10.12

Business Need

❑ In a large facility, the classification review process can be overwhelming. There could be hundreds of files to process on any given day.

❑ In many cases, classification reviews are repetitive, open the file and click reviewed without needing any specific data entry.

❑ There is a need to have a bulk review available to help alleviate the time it takes to complete this process one by one.
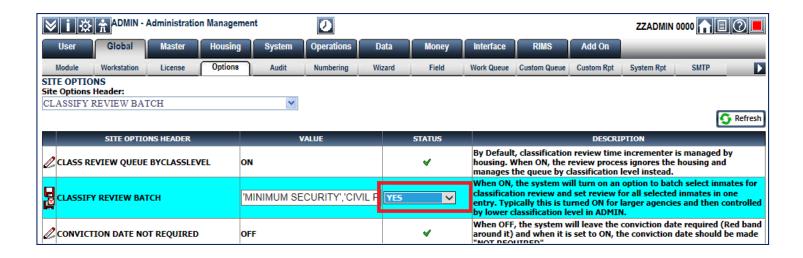
ATIMS Solution

❑ ATIMS will add a new site option to allow for batch review.

❑ Agencies that do not want this feature will not have to change anything, by default the batch process is off.

❑ In lower classification housing levels an Agency may want to turn this on, but in higher class levels perhaps leave it off.

❑ During review a new batch button will be available for configured housing along with a multi-select checkbox for batch entry of classification reviews.
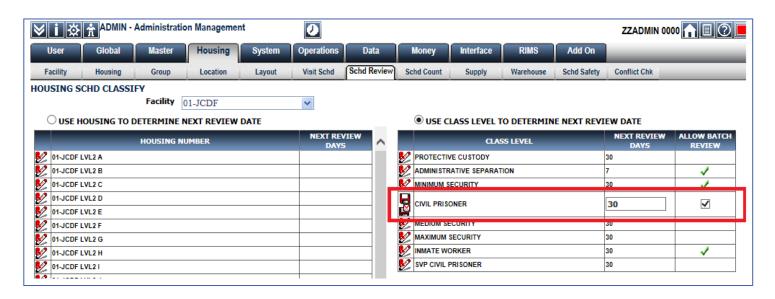
Configuration the Site Option

❑ Turning On Batch Housing, In Admin-Global-Options module, Find CLASSIFY REVIEW BATCH; Set the Status = YES
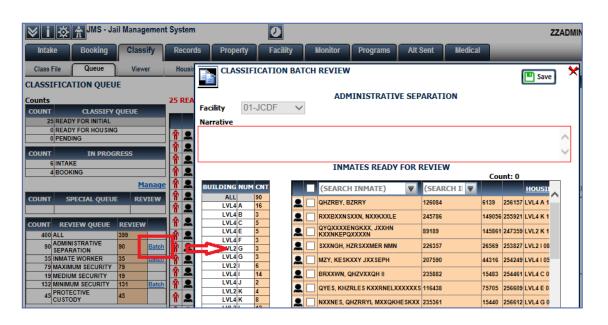
Configuration of Housing

❑ In Admin-Housing-Schd Review module each housing number is configurable

❑ Select Class Level(s) to ALLOW BATCH REVIEW

❑ Set the checkbox

Functionality

- ❑ In JMS-CLASSIFICATION QUEUE module, Select 'BATCH' link
- ❑ In the entry dialog select multiple inmates or all inmates
- ❑ Enter narrative for all checked inmates and Save
- ❑ The result will apply a classify review to each checked inmate and reset the last review date accordingly.

Summary

❑ Batch review, typically for lower classification levels, can now be done within ATIMS

❑ The batch review will be a huge time saver when properly configured and utilized.

❑ Smaller facilities may not want to use this feature and therefore can keep it turned off.