



# 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

The screenshot shows the ADMIN - Administration Management interface. The top navigation bar includes tabs for User, Global, Master, Housing, System, Operations, Data, Money, Interface, RIMS, and Add On. Below this, there are sub-tabs for Module, Workstation, License, Options, Audit, Numbering, Wizard, Field, Work Queue, Custom Queue, Custom Rpt, System Rpt, and SMTP. The main content area is titled "SITE OPTIONS" and shows a "Site Options Header" dropdown menu set to "CLASSIFY REVIEW BATCH". A "Refresh" button is visible to the right of the dropdown. Below the dropdown is a table with the following data:

SITE OPTIONS HEADER	VALUE	STATUS	DESCRIPTION
CLASS REVIEW QUEUE BYCLASSLEVEL	ON	✓	By Default, classification review time incrementer is managed by housing. When ON, the review process ignores the housing and manages the queue by classification level instead.
CLASSIFY REVIEW BATCH	'MINIMUM SECURITY'; CIVIL P	YES	When ON, the system will turn on an option to batch select inmates for classification review and set review for all selected inmates in one entry. Typically this is turned ON for larger agencies and then controlled by lower classification level in ADMIN.
CONVICTION DATE NOT REQUIRED	OFF	✓	When OFF, the system will leave the conviction date required (Red band around it) and when it is set to ON, the conviction date should be made "NOT REQUIRED"

# 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

ADMIN - Administration Management

ZZADMIN 0000

User Global Master **Housing** System Operations Data Money Interface RIMS Add On

Facility Housing Group Location Layout Visit Schd **Schd Review** Schd Count Supply Warehouse Schd Safety Conflict Chk

HOUSING SCHD CLASSIFY

Facility 01-JCDF

USE HOUSING TO DETERMINE NEXT REVIEW DATE

HOUSING NUMBER	NEXT REVIEW DAYS
01-JCDF LVL2 A	
01-JCDF LVL2 B	
01-JCDF LVL2 C	
01-JCDF LVL2 D	
01-JCDF LVL2 E	
01-JCDF LVL2 F	
01-JCDF LVL2 G	
01-JCDF LVL2 H	
01-JCDF LVL2 I	

USE CLASS LEVEL TO DETERMINE NEXT REVIEW DATE

CLASS LEVEL	NEXT REVIEW DAYS	ALLOW BATCH REVIEW
PROTECTIVE CUSTODY	30	
ADMINISTRATIVE SEPARATION	7	✓
MINIMUM SECURITY	30	✓
<b>CIVIL PRISONER</b>	30	<input checked="" type="checkbox"/>
MEDIUM SECURITY	30	
MAXIMUM SECURITY	30	
INMATE WORKER	30	✓
SVP CIVIL PRISONER	30	

# 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.

The screenshot displays the JMS - Jail Management System interface. The main window is titled 'CLASSIFICATION BATCH REVIEW' and is set to 'Administrative Separation' for facility '01-JCDF'. A 'Narrative' text area is provided for input. Below this, a table lists 'INMATES READY FOR REVIEW' with columns for 'BUILDING NUM CNT', 'SEARCH INMATE', 'SEARCH II', and 'HOUST'. A red box highlights the 'Batch' link in the 'REVIEW' column of the 'CLASSIFICATION QUEUE' table on the left side of the interface.

COUNT	CLASSIFY QUEUE	REVIEW
25	READY FOR INITIAL	
0	READY FOR HOUSING	
0	PENDING	

COUNT	IN PROGRESS
6	INTAKE
4	BOOKING

COUNT	SPECIAL QUEUE	REVIEW
400	ALL	399
90	ADMINISTRATIVE SEPARATION	90
35	INMATE WORKER	35
79	MAXIMUM SECURITY	79
19	MEDIUM SECURITY	19
132	MINIMUM SECURITY	131
45	PROTECTIVE CUSTODY	45

BUILDING NUM	CNT
ALL	90
LVL4 A	16
LVL4 B	3
LVL4 C	5
LVL4 E	5
LVL4 F	3
LVL2 G	3
LVL4 G	3
LVL2 I	6
LVL4 I	14
LVL4 J	2
LVL2 K	4
LVL4 K	8
LVL2 L	4

	(SEARCH INMATE)	(SEARCH II)	Count: 0	HOUST
<input type="checkbox"/>	QHZRBY, BZRRY	126084	6139 256157	LVL4 A 1
<input type="checkbox"/>	RXXBXXN SXXN, NXXXXXLE	245786	149056 255921	LVL4 K 1
<input type="checkbox"/>	QYQXXXENGKXX, JXXHN KXXNKEPQXXXXN	89189	145861 247359	LVL2 K 1
<input type="checkbox"/>	SXXNGH, HZR SXXMER NMN	226357	26569 253827	LVL2 I 08
<input type="checkbox"/>	MZY, KESKXXY JXXSEPH	207590	44316 254249	LVL4 I 05
<input type="checkbox"/>	BRXXWN, QHZVXXQH II	235882	15483 254461	LVL4 C 0
<input type="checkbox"/>	QYES, KHZRLS KXXRNELXXXXXS	116438	75705 256609	LVL4 E 0
<input type="checkbox"/>	NXXNES, QHZRRYL MXXQKHSKXX	235361	15440 256612	LVL4 G 0

# 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.

