

LS/CMI
Level of Services Case Management Inventory
For Community Corrections



Oregon Department of Corrections
Community Corrections Branch
September 28, 2006
Updated September, 2009
Updated May, 2010

**LS/CMI
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Created by: Jeff Hanson and Char McCarthy

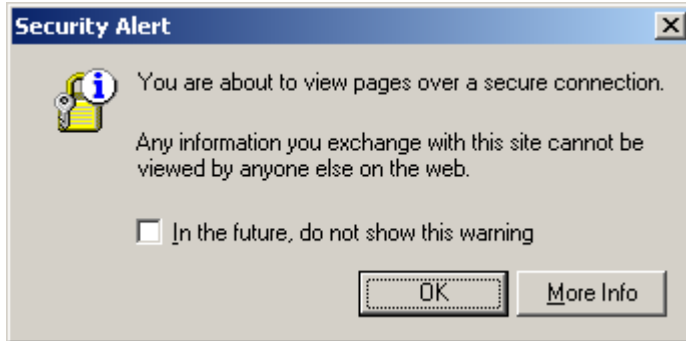
For access, changes, or updates, please contact Jeff Hanson,
phone: 503-945-9064 or e-mail: Jeff.Hanson@doc.state.or.us

There is a link in CIS to LS/CMI – from your Main Menu screen, using the Menu Bar, a user can select F11-5-J and a new window will open with the LS/CMI sign on screen.

LS/CMI
Level of Services Case Management Inventory

For County Offices:

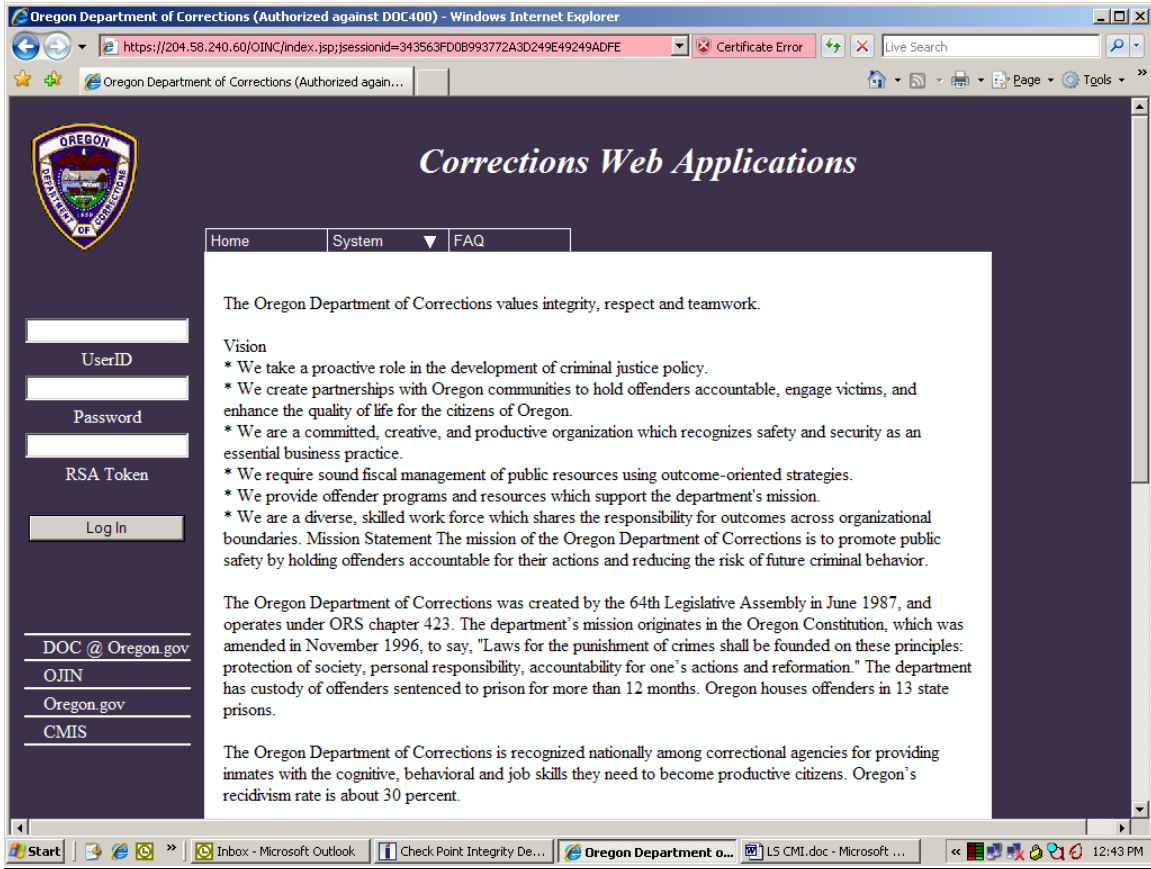
Open Internet Explorer, from your home page, type <https://204.58.240.50/OINC/index.jsp>, **OINC must be in caps**, press enter. A Certificate Error message appears, click on 'Continue to this Website (not recommended)'. A Security Alert box will appear as seen below.



Click on 'OK' button to proceed. This will take you to the sign-on screen, seen on next page. Across the top there are three tabs prior to signing into the web applications.

- Home takes you to the home page which is the initial launching page;
- System allows you to change your password – other functions will be added in the future.
- FAQ will take you to a page that will house Frequently Asked Questions in the future. Currently the page is unpopulated.

On the left hand side there are two sections; one is for signing into the application and the other are links to other websites used by corrections employees.

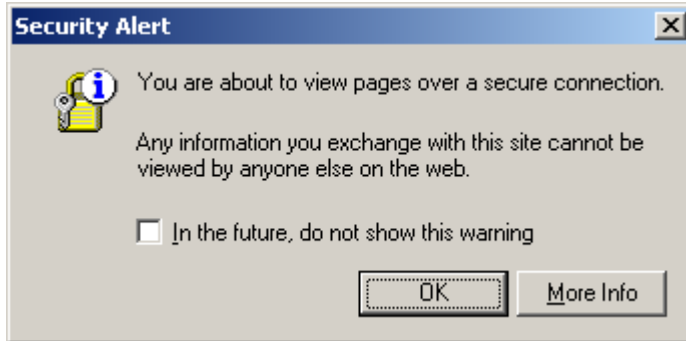


Type your DOC UserID, password (same as DOC400 session), then enter pin into RSA screen, copy the token and paste the token into the space provided, click on 'Login' button. Two new tabs will appear at the top, seen on page 4 of this document.

- Applications will list all the applications you have authority to run, i.e. LSCMI. Click on the desire application you wish to start.
- Log Out will log you out of the system and take you to the sign on screen.

For State Offices:

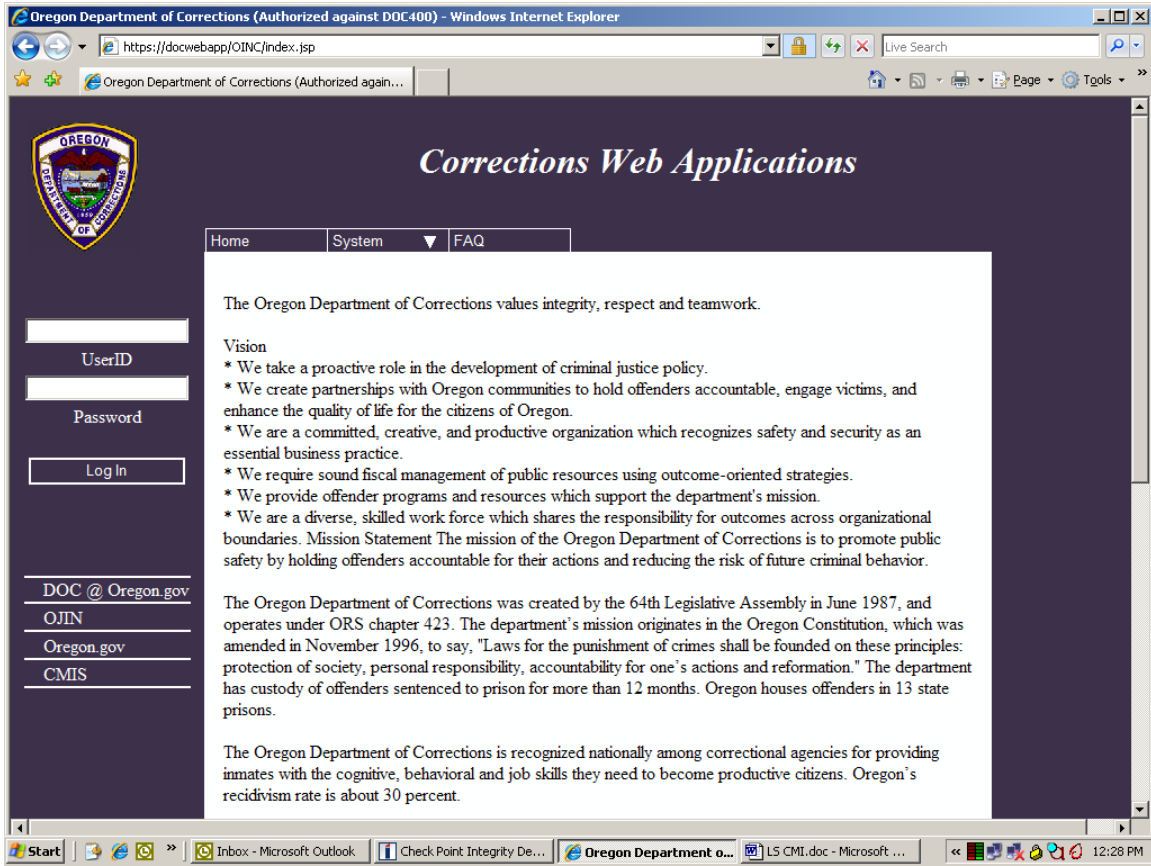
Type <https://DOCWEBAPP/OINC> in the address line of your home page, press enter. A Security Alert box will appear as seen below. **OINC must be in caps.**



Click on 'Yes' button to proceed. This will take you to the sign-on screen, seen on next page. Across the top there are three tabs prior to signing into the web applications.

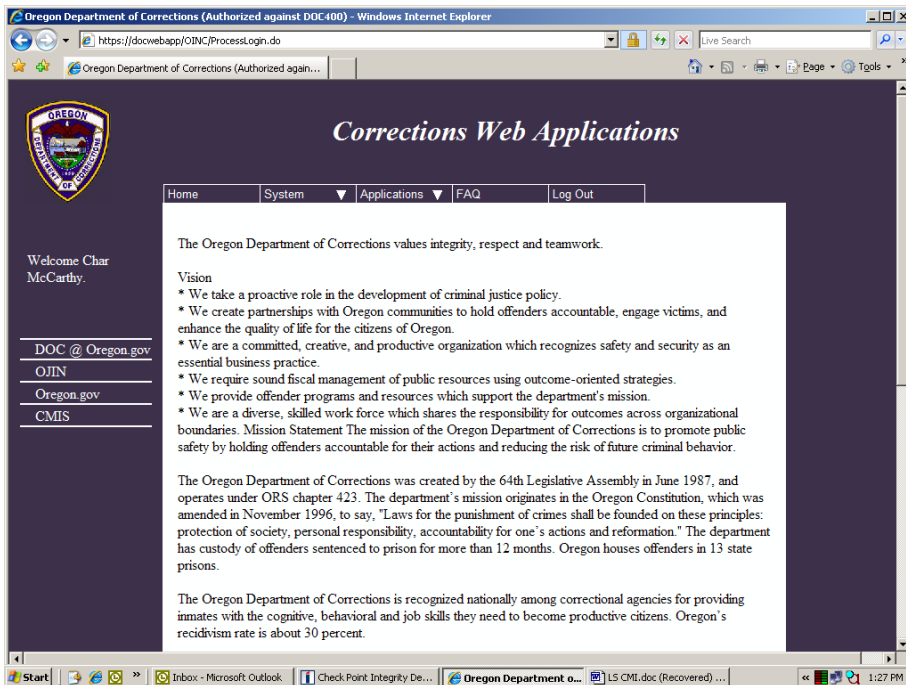
- Home takes you to the home page which is the initial launching page;
- System allows you to change your password – other functions will be added in the future.
- FAQ will take you to a page that will house Frequently Asked Questions in the future. Currently the page is unpopulated.

On the left hand side there are two sections; one is for signing into the application and the other are links to other websites used by corrections employees.



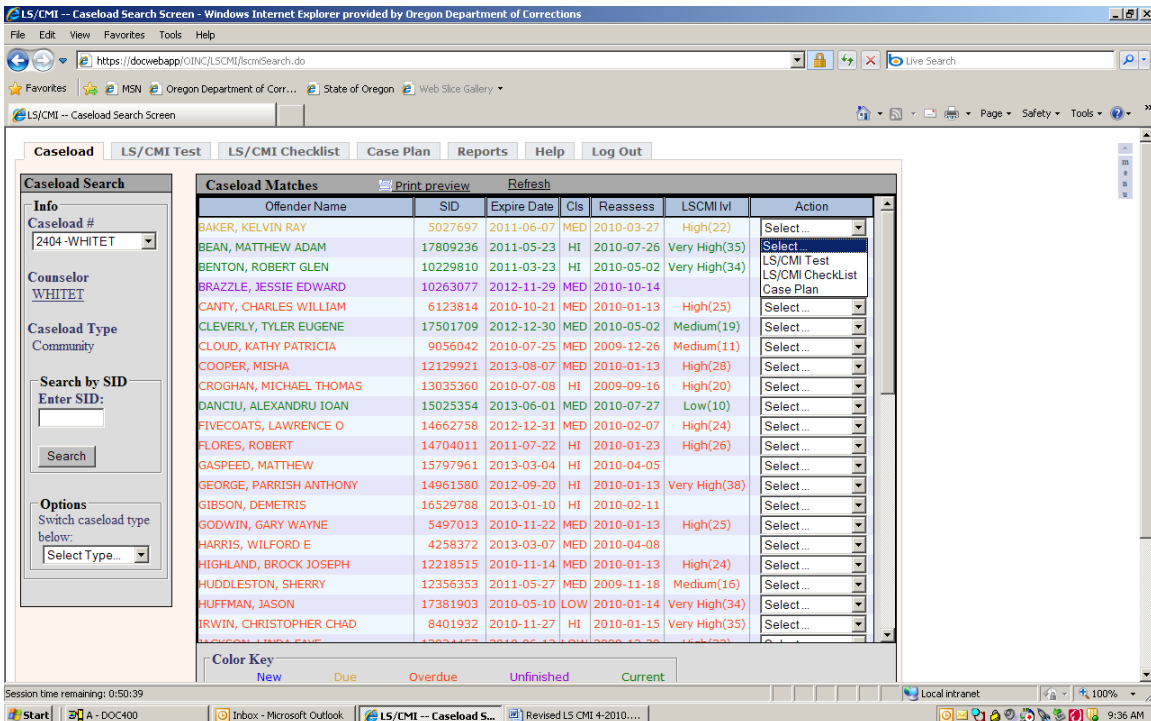
Type your DOC UserID and password (same as DOC400 session) in the space provided, click on the 'Login' button. Two new tabs will appear at the top, seen on next page.

- Applications will list all the applications you have authority to run, i.e. LSCMI. Click on the desire application you wish to start.
- Log Out will log you out of the system and take you to the sign on screen.



NOTE: If you use the 'System' tab to change your password, it will also change your password in DOC400 and vice versa.

Click on 'LSCMI' under 'Applications' tab, this will take you to the 'Caseload Search' screen (which automatically defaults to your caseload number which is associated to your name), seen below.



Click on down arrow under Action column of desired offender to see list box of available options. Click on 'LS/CMI Test' button to go to the risk plan page or select desired offender and then click on 'LS/CMI Test' tab. This will take you to the Risk Plan shown on pages 6 through 13.

NOTE: The offender list on the Caseload Screen can be refreshed by selecting the 'Refresh Link' and can also be printed by selecting the 'Print Preview Link'. You can Search by SID # to find an offender and this search should return one offender, or you get an error message "is not a valid SID #" if the SID # is not valid. Under the Options box you can select community, institution or both types of caseloads.

Color Key:

- Blue – New (Court/Board within 30 days)
- Yellow – Due (Needs to be done, is within 30 days whether it is new assessment or reassessment)
- Red – Overdue (Needs to be done, is over 30 days from initial assessment)
- Purple – Unfinished (Started but not completed)
- Green – Current (Has been completed)

NOTES:

- Printing goes to assigned internet printer, not DOC system printer.
- Must use tabs on LS/CMI screen to move back. **DO NOT USE INTERNET EXPLORER MENU OPTIONS BACK BUTTON IF YOU WANT TO EXECUTE A FUNCTION.**
- You can use the internet explorer menu options back button if you want to view data only.
- If you use the internet explorer menu options back button and then try to execute a function from the page you reached using the back button, an error page will pop up that will direct you back to the 'current page'.
- The default web browser to use with DOC Web applications is Internet Explorer version 6 or 7. Some modifications have been made so that LSCMI is functional but not as pretty when using Firefox.

Column Headers:

- Offender Name: Lists offender by last name, first, middle
- SID: State Identification Number
- Expire Date: Date of latest case expiration
- Cls: Offenders Classification
- Reassess: Date reassessment is due
- LSCMI Lvl: Shows overall LS/CMI level/score of the most recent assessment
- Action: Use Selection arrow to reveal LS/CMI Test=Risk Plan; LS/CMI Checklist=sections 2-5 of the LS/CMI instrument which include specific risk/need factors, prison experience – institutional factors, other client issues, and special responsivity considerations; or Case Plan=Corrections Plan

LS/CMI Test:

Section 1.1 Criminal History:

Offender Information Box: Gives you pertinent information about the offender.

Test Management Box: Gives the date and status of assessment; brings up latest assessment. Can use down arrow to review prior assessments but can not change an assessment.

Question Status Box: Lists all different sections of risk assessment, can click on any of them to go to that section. Completed sections will be shown in green and incomplete sections will be shown in black. You can complete test sections in any order.

To complete sections answer questions by clicking on 'Yes', 'No', 'N/A', '0', '1', '2', or '3'. Form defaults to 'N/A=Not Answered' so if you don't know the answer, leave as 'N/A'. If a fill-in box appears, click in box and type answer in box. To enter a strength comment, click in box this will bring up an 80 character box to type in. If strength box is checked must enter comment.

NOTE: If you put your cursor on fill-in box, it will give you the perimeters for that fill-in box. The 'question marks' explain protocol for answering questions, put cursor on 'question mark' for protocol.

Click either 'Next' button at bottom of screen to continue to next section or you can click on the next section in the 'Question Status' box. Click on 'Previous' button to go back to previous section or you can click on the previous section in the 'Question Status' box. You can stop and restart later, test will be stored.

Section 1.2 Education-Employment:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://docwebapp/OIINC/LS/CMI/EvalSection.do

LS/CMI -- Test Questions

Caseload LS/CMI Test LS/CMI Checklist Case Plan Reports Help Log Out

[Print preview](#)

Offender Information Current Offender Name: BRAZZLE, JESSIE EDWARD Location: MTMX SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload # 2404	Test Management Test Date: 04-14-2010 10:27 Status: Not Processed New Test Prior Tests: 2010-04-14 10:27:58.975
--	---

Question Status -Key Black - Section Incomplete Green - Section completed -Section 1: Risk/Need Factors 1.1 Criminal History 1.2 Education-Employment 1.3 Family-Marital 1.4 Leisure-Recreation 1.5 Companions 1.6 Alcohol/Drug 1.7 Pro-Criminal 1.8 AntiSocial	Section: 1.2 Education/Employment For questions 9-11: When in the labor market (either in the community or long-term imprisonment with work opportunities): 9. Currently unemployed [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 10. Frequently unemployed [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 11. Never employed for a full year [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A For questions 12-14: School or when in school: 12. Less than regular grade 10 or equivalent [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 13. Less than regular grade 12 or equivalent [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A 14. Suspended or expelled at least once [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A For questions 15-17: For the next three questions, if the offender is a homemaker or pensioner, complete question 15 only. If the offender is in school or working, complete 15, 16, and 17. If the offender is available for the labor
--	---

Session time remaining: 1:04:46

Local intranet 100%

Start | A - DOC400 | Inbox - Microsoft Outlook | LS/CMI -- Test Questi... | Revised LS CMI 4-2010-...

Section 1.3 Family-Marital:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://docwebapp/OIINC/LS/CMI/EvalSection.do

LS/CMI -- Test Questions

Caseload LS/CMI Test LS/CMI Checklist Case Plan Reports Help Log Out

[Print preview](#)

Offender Information Current Offender Name: BRAZZLE, JESSIE EDWARD Location: MTMX SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload # 2404	Test Management Test Date: 04-14-2010 10:27 Status: Not Processed New Test Prior Tests: 2010-04-14 10:27:58.975
--	---

Question Status -Key Black - Section Incomplete Green - Section completed -Section 1: Risk/Need Factors 1.1 Criminal History 1.2 Education-Employment 1.3 Family-Marital 1.4 Leisure-Recreation 1.5 Companions 1.6 Alcohol/Drug 1.7 Pro-Criminal 1.8 AntiSocial	Section: 1.3 Family/Marital 18. Dissatisfaction with marital or equivalent situation [?] <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 19. Nonrewarding, parental [?] <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 20. Nonrewarding, other relatives [?] <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0 21. Criminal -- family/spouse [?] <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="checkbox"/> Check to enter a strength comment. Previous Next
--	---

Session time remaining: 1:04:54

Local intranet 100%

Start | A - DOC400 | Inbox - Microsoft Outlook | LS/CMI -- Test Questi... | Revised LS CMI 4-2010-...

Section 1.4 Leisure-Recreation:

The screenshot shows a web browser window titled "LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections". The address bar shows "https://docwebapp/OINCLSCMI/EvalSection.do". The page has a navigation menu with "LS/CMI Test" selected. The main content area is divided into several sections:

- Offender Information:** Name: BRAZZLE, JESSIE EDWARD; Location: MTMX; SID: 10263077; DOB: 07/28/1974; Age: 35; Caseload #: 2404.
- Test Management:** Test Date: 04-14-2010 10:27; Status: Not Processed; Prior Tests: 2010-04-14 10:27:58.975.
- Question Status:** A key indicates Black for Section Incomplete and Green for Section completed. Section 1.4 Leisure-Recreation is highlighted in green.
- Section 1.4 Leisure-Recreation:** Contains questions 22 and 23. Question 22: "Absence of recent participation in an organized activity" with radio buttons for Yes, No, and N/A. Question 23: "Could make better use of time" with radio buttons for 3, 2, 1, and 0. There is a checkbox for "Check to enter a strength comment." and "Previous" and "Next" buttons.

The taskbar at the bottom shows "Session time remaining: 1:04:51" and various application icons.

Section 1.5 Companions:

The screenshot shows the same web browser window as above, but now displaying Section 1.5 Companions. The navigation menu remains the same. The main content area is updated:

- Offender Information:** Same as above.
- Test Management:** Same as above.
- Question Status:** Section 1.5 Companions is highlighted in green.
- Section 1.5 Companions:** Contains questions 24, 25, 26, and 27. Question 24: "Some criminal acquaintances" with radio buttons for Yes, No, and N/A. Question 25: "Some criminal friends" with radio buttons for 3, 2, 1, and 0. Question 26: "Few anticriminal acquaintances" with radio buttons for Yes, No, and N/A. Question 27: "Few anticriminal friends" with radio buttons for 3, 2, 1, and 0. There is a checkbox for "Check to enter a strength comment." and "Previous" and "Next" buttons.

The taskbar at the bottom shows "Session time remaining: 1:04:57" and various application icons.

Section 1.6 Alcohol/Drug:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://docwebapp/OINCLSCMI/EvalSection.do

LS/CMI -- Test Questions

Caseload LS/CMI Test LS/CMI Checklist Case Plan Reports Help Log Out

Offender Information

Current Offender
 Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

Test Management
 Test Date: 04-14-2010 10:27
 Status: Not Processed [New Test](#)
 Prior Tests: 2010-04-14 10:27:58.975

Question Status

Key
 Black - Section Incomplete
 Green - Section completed

Section 1: Risk/Need Factors

1.1 Criminal History
 1.2 Education-Employment
 1.3 Family-Marital
 1.4 Leisure-Recreation
 1.5 Companions
 1.6 Alcohol/Drug
 1.7 Pro-Criminal
 1.8 AntiSocial

Section: 1.6 Alcohol/Drug Problem

28. Alcohol Problem, ever Yes No N/A

29. Drug problem, ever Yes No N/A

30. Alcohol problem, currently 3 2 1 0

31. Drug problem currently. Specify type of drug(s) 3 2 1 0

For questions 32-35: If a current alcohol/drug abuse problem exists, complete the following: (note that if you answer both 30 and 31 with 3 or 2, then questions 32-35 will be overridden to "No".)

32. Law Violations Yes No N/A

33. Marital/Family Yes No N/A

34. School/Work Yes No N/A

35. Medical or other clinical indicators? Specify Yes No N/A

Session time remaining: 1:04:54

Start A - DOC400 Inbox - Microsoft Outlook LS/CMI -- Test Questi... Revised LS CMI 4-2010...

Local intranet 100% 9:45 AM

Section 1.7 Pro-Criminal:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://docwebapp/OINCLSCMI/EvalSection.do

LS/CMI -- Test Questions

Caseload LS/CMI Test LS/CMI Checklist Case Plan Reports Help Log Out

Offender Information

Current Offender
 Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

Test Management
 Test Date: 04-14-2010 10:27
 Status: Not Processed [New Test](#)
 Prior Tests: 2010-04-14 10:27:58.975

Question Status

Key
 Black - Section Incomplete
 Green - Section completed

Section 1: Risk/Need Factors

1.1 Criminal History
 1.2 Education-Employment
 1.3 Family-Marital
 1.4 Leisure-Recreation
 1.5 Companions
 1.6 Alcohol/Drug
 1.7 Pro-Criminal
 1.8 AntiSocial

Section: 1.7 Procriminal Attitude/Orientation

36. Supportive of crime 3 2 1 0

37. Unfavorable towards convention 3 2 1 0

38. Poor, towards sentence/offence Yes No N/A

39. Poor, towards supervision/treatment Yes No N/A

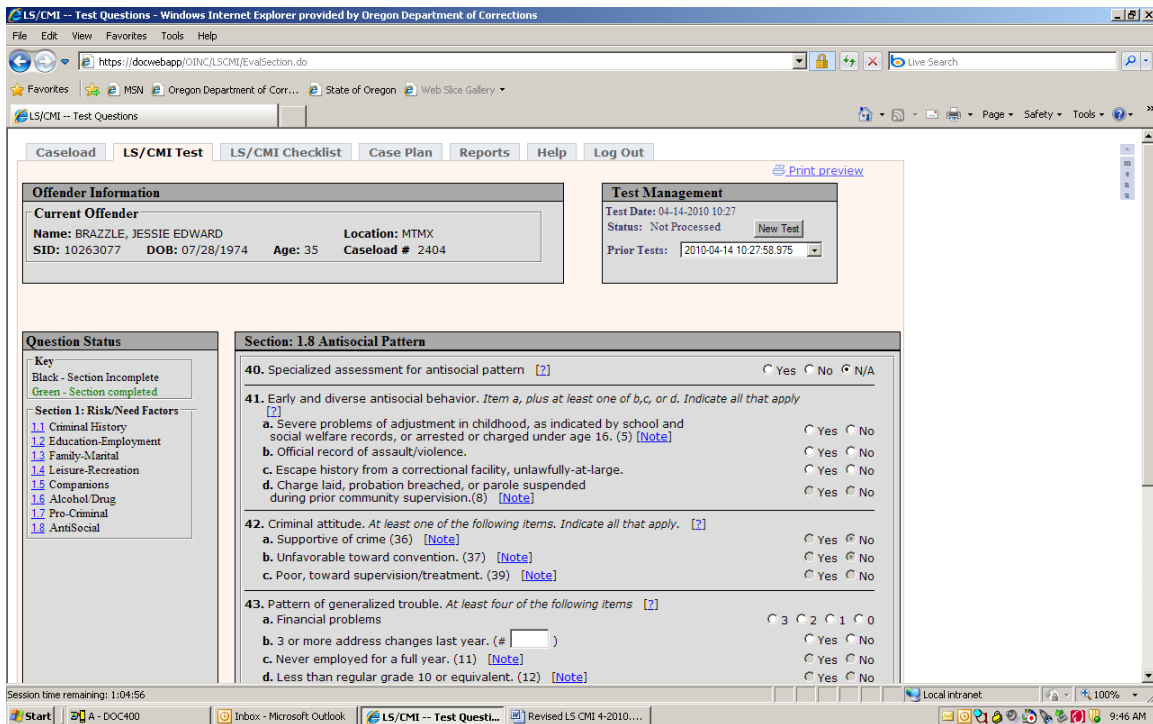
Check to enter a strength comment. [Previous](#) [Next](#)

Session time remaining: 1:04:55

Start A - DOC400 Inbox - Microsoft Outlook LS/CMI -- Test Questi... Revised LS CMI 4-2010...

Local intranet 100% 9:46 AM

Section 1.8 Anti-Social: Some boxes on this screen will be automatically filled in from previously answered questions. To change you will have to go back to the specific question indicated by parenthesis.



CAUTION: Only press the ‘Process’ button once when completely finished or you will create multiple tests. Once the test has been processed, you will not be able to make changes.

NOTE: Once you have completed all sections and have processed the ‘Test’, the system will take you to ‘Plan’.

Case Plan:

From the Caseload Screen seen on page 6 of this document, click on down arrow under Action column of desired offender to see list box of available options. Click on 'Case Plan' button to go to the case plan page, or select desired offender and then click on 'Case Plan' tab. This will take you to the Case Plan page seen below. **If you go to 'Case Plan' prior to completion of 'LS/CMI Test', there will be no domain scores.**

The screenshot shows a web browser window titled "LS/CMI -- Corrections Plan - Windows Internet Explorer provided by Oregon Department of Corrections". The address bar shows the URL "https://docwebapp/OINC/LS/CM/plan.jsp". The page has a navigation menu with tabs: "Caseload", "LS/CMI Test", "LS/CMI Checklist", "Case Plan", "Reports", "Help", and "Log Out". The "Case Plan" tab is active. The main content area is divided into several sections:

- Offender Information:** A box containing "Current Offender" details: Name: BRAZZLE, JESSIE EDWARD; SID: 10263077; Plan Date: 2010-04-14; LS/CMI Risk Score: N/A; Caseload #: 2404; Location: MTMX.
- Commands:** A box with buttons for "Close Plan", "New Plan", and "Chronos". Below these is a "ReOpen Last Plan" button and a date dropdown menu showing "04/14/10".
- Domain Scores:** A box with a message: "Most recently scored Test completed on: A Test has not yet been processed." Below this are several links: "Criminal History", "Education", "Marital/Family", "Leisure/Rec", "Associates", "Alcohol/Drug", "Procriminal Att./Ori", and "Antisocial Pat.".
- Other Concerns:** A box with a "Stages of Change" dropdown menu and a "Submit" button.
- Domain Scores - Reasons/Explanations:** A large text area with instructions: "Domain Score Comments Instructions: When one or more of the domain scores listed above are scored either Medium, High or Very High (links above will display as red) text must be entered in the sections below that display 'COMMENT REQUIRED' before this plan can be completed. If a comment has been entered and saved successfully, 'COMMENT REQUIRED' will not display (but the links above will continue to display red)." Below this is a "Scope of Crime" section with a "COMMENT REQUIRED" label and a large text input field.

The bottom of the browser window shows the taskbar with the Start button, a taskbar icon for "A - DOC400", and the application title "LS/CMI -- Corrections...". The system tray shows "Local intranet", "100%", and the time "9:56 AM".

Offender Information Box: Gives you pertinent information about the offender.

Commands Box: Gives you the latest plan date, click on the 'Chronos' button and a window will open showing the user an OIS report with the offender's Chrono history. Keep 'Plan' open until offender closes. Use 'Close Plan' button when Case Plan has been completed to archive (after offender has closed). Changes can not be made once 'Plan' is closed. You can review a closed plan if you choose the plan date and then click 'Reopen Last Plan' button to open latest plan.

Domain Scores Box: Lists the risk categories with scoring. Uses scores from 1.1 to 1.8 in test section. Domain scores and levels do not appear until an assessment has been completed. When a score is medium, high or very high, a red link to the related comment area indicates required comments; blue indicates comments are not necessary. When a user clicks once on one of the Domain score links, the cursor will automatically be placed within the corresponding Domain score comment box.

Other Concerns: To choose which 'Stage of Changes' you desire, click on the drop down arrow, then press submit to save.

Domain Scores – Reasons/Explanations Box: Users can enter up to 4,000 characters for each comment. You must hit 'Save' button for each comment box before continuing or you will lose your comments.

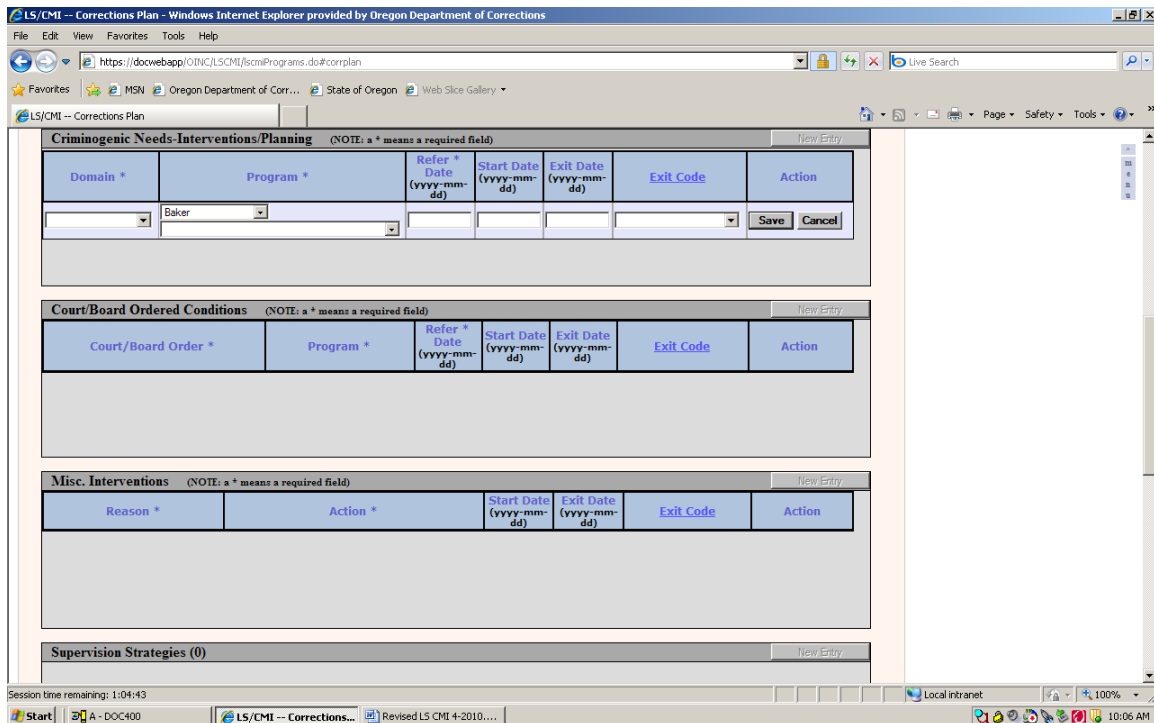
Print for Parole Board: This will print the corrections plan for your use (case management).

Print Preview: Is used to show offenders.

NOTE: The user has the ability to collapse comments while in the ‘print or print preview mode’ and can re-display all comments by clicking on the title of the comment section (Supervision Strategies, Long-term Goals, or Responsivity).

NOTE: An asterisk (*) means a required field and must be filled in to save. A user can only update plan; Supervisor is the only one that can delete a plan.

Criminogenic Needs – Intervention/Planning: If you have identified a need in the ‘Test’ and you have a program for that need, enter it here. Click on ‘New Entry’ button found in upper right corner of “Criminogenic Needs” box. This will bring up the box seen below. After an intervention has been entered and saved, users will not be able to change the Domain or Program information for that intervention. If either the Domain or Program are incorrect, the user will need to add a new correct intervention and then delete the incorrect record. You only have the ability to delete up to 7 days (same as in the DOC400).



Domain: Use drop down arrow, click on appropriate domain category.

Program: Use smaller box drop down arrow, click on appropriate county where program is located. This will populate the larger box with correct information which is pulled from the Treatment Module in the DOC400.

Refer Date: Click in box to type date offender was referred to the program.

Start Date: Click in box to type date the program was started.

Exit Date: Click in box to type date completed.

Exit Code: Use drop down arrow to select 'Completed or Not Completed'.

Action: Click save button when completed; use cancel button to start over.

NOTE: The 'Start Date, Exit Date and Exit Code' fields are not being pulled from CIS at this time, but do update to CIS. The CIS Treatment Module updates when programs are added, changed or deleted. To add a program entered previously, enter a Start Date or Exit Date and/or Exit Code.

Court/Board Ordered Conditions: Click on 'New Entry' button found in upper right corner of "Court/Board Ordered Conditions" box. This will bring up the box seen below.

The screenshot shows a web browser window titled "LS/CMI -- Corrections Plan - Windows Internet Explorer provided by Oregon Department of Corrections". The address bar shows the URL "https://docwebapp/OINC/LSCMI/fscmiPrograms.do#mandates". The main content area displays three sections:

- Court/Board Ordered Conditions** (NOTE: a * means a required field) with a "New Mandate Entry" button. It contains a table with columns: Court/Board Order *, Program *, Refer * Date (yyyy-mm-dd), Start Date (yyyy-mm-dd), Exit Date (yyyy-mm-dd), Exit Code, and Action. The "Program *" field is populated with "Baker". There are "Save" and "Cancel" buttons.
- Misc. Interventions** (NOTE: a * means a required field) with a "New Condition" button. It contains a table with columns: Reason *, Action *, Start Date (yyyy-mm-dd), Exit Date (yyyy-mm-dd), Exit Code, and Action.
- Supervision Strategies (0)** with an "Enter New Comment" button.

The status bar at the bottom shows "Session time remaining: 1:04:56" and "Trusted sites".

Court/Board Order: Use drop down arrow to select appropriate condition.

Program: Use smaller box drop down arrow, click on appropriate county where program is located. This will populate the larger box with correct information which is pulled from the Treatment Module in the DOC400.

Refer Date: Click in box to type date offender was referred to program.

Start Date: Click in box to type date the program was started.

Exit Date: Click in box to type date completed.

Exit Code: Use drop down arrow to select 'Completed or Not Completed'.

Action: Click save button when completed; use cancel button to start over.

Misc. Interventions: Click on ‘New Entry’ button found in upper right corner of “Misc. Interventions” box. This will bring up the below.

The screenshot shows a web browser window titled "LS/CMI -- Corrections Plan - Windows Internet Explorer provided by Oregon Department of Corrections". The address bar shows the URL: "https://docwebapp/OINC/LS/CMI/lscliPrograms.do#specialconditions". The main content area is titled "Misc. Interventions (NOTE: a * means a required field)" and contains a form with the following fields:

Reason *	Action *	Start Date (yyyy-mm-dd)	Exit Date (yyyy-mm-dd)	Exit Code	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
64 characters left	500 characters left				

Below the form are three sections:

- Supervision Strategies (0)** with an "Enter New Comment" button.
- Long-term Goals (0)** with an "Enter New Goal" button.
- Responsivity Comments (0)** with an "Enter New Comment" button.

The status bar at the bottom shows "Session time remaining: 1:04:43", "Trusted sites", and "100%".

Reason: Type in box the condition that needs to be added. This is a 64 character field.

Action: Type in action taken in addressing the condition identified in the reason box. This is a 500 character field.

Start Date: Click in box to type today’s date.

Exit Date: Click in box to type date completed.

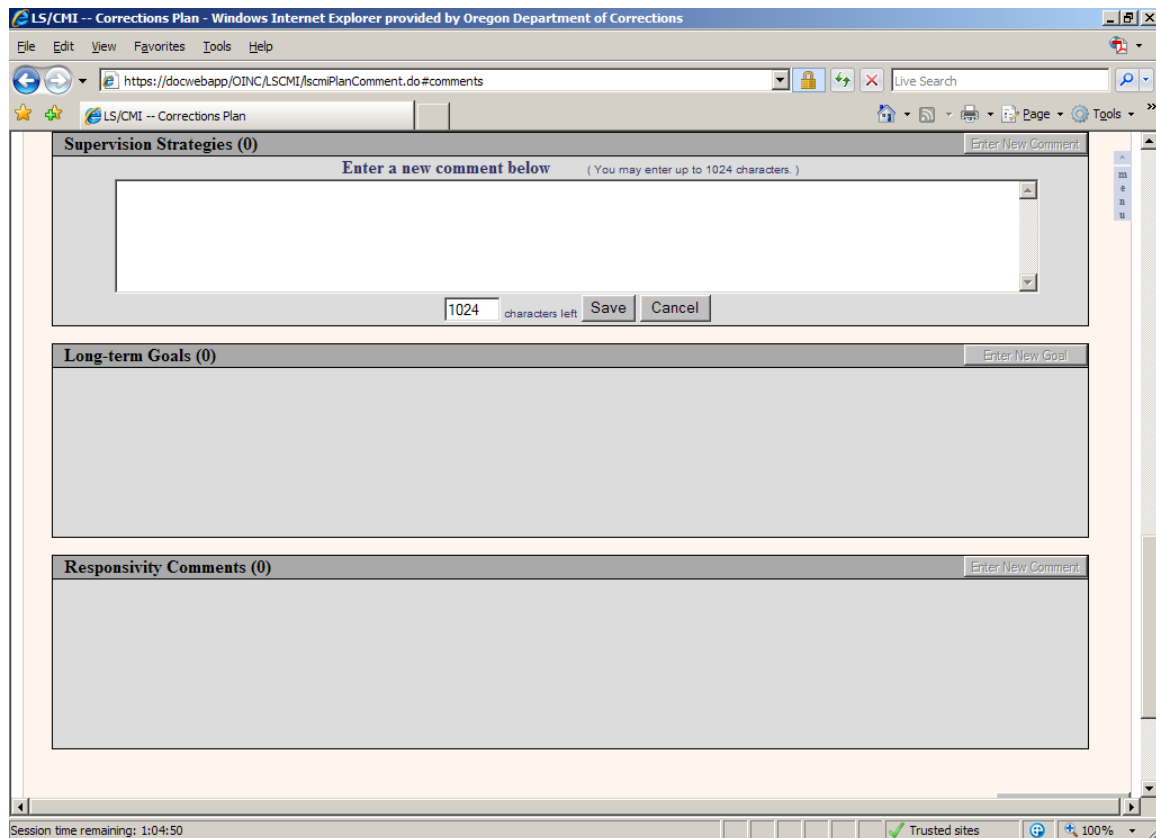
Exit Code: Use drop down arrow to select ‘Completed or Not Completed’.

Action: Click save button when completed; use cancel button to start over.

Supervision Strategies: Click on ‘New Entry’ button found in upper right corner of “Supervision Planning” box to enter new comment.

Long-term Goals: Click on ‘New Entry’ button found in upper right corner of “Long-term Goals” box to enter new goal.

Responsivity Comments: Displays Responsivity factors from the LS/CMI Checklist, 5.1 Special Responsivity Considerations screen when “Yes” is selected. Or you can click on ‘New Entry’ button found in upper right corner of “Responsivity Comments” box to enter a new comment.



These are free text boxes for any comments you think are appropriate (no spell check). These are 1024 character field. If you need more than 1024 characters, click save and then you will be able to continue typing another 1024 characters, but you will not be able to change the text in the first 1024 characters. The supervisor or FAUG rep is the only ones who can remove the save or reopen the plan.

NOTE: Comments are required for all domains where the offender scored a medium or higher in that domain. If you select the ‘Complete Plan’ button and a comment has not been entered for a required domain, an error message will be received. Once all required comments have been entered the ‘Complete Plan’ button found at the bottom of the plan can be selected and the case plan will be saved in its entirety. This will create an auto chrono in CIS stating “the plan has been completed”.

Use the 'printer preview' button found at the top of the first screen to print plan. **DO NOT USE TOOL BAR PRINTER.**

NOTE: If another assessment is completed, any future comments will have the date of the new assessment associated with them. Old comments will have the date of the old assessment associated with them. When you modify a plan, it is not required that all of the required comments be entered, like it is when the plan is initially saved.

You can open a closed case plan without first opening a new case plan.

There will be a chrono entry in CIS for each completed assessment for the offender with the all test score; there will be a chrono entry for the first time the case plan was saved that includes the domain score comments entered when the plan was first saved, and there will also be a chrono entry for each successful modification of the plan.

Supervisors are the only users that can delete a plan.

LS/CMI Checklist:

From the Caseload Screen seen on page 6 of this document, click on the down arrow under Action column of desired offender to see list box of available options. Click on LS/CMI Checklist, this will take you to the LS/CMI Checklist page seen below.

Offender Information: Gives you pertinent information about the offender.

Checklist Management: Gives the date and status of the assessment; brings up latest assessment. Can review prior assessments but can not change an assessment. The 'Make New Blank' box allows the user to start new and the 'Make New Copy' allows the user to modify previous answers given.

Checklist Status: Lists all different sections of risk/need factors, can click on any of them to go to that section. Completed sections will be shown in green and incomplete sections will be shown in black. You can complete sections in any order. To complete sections answer questions by on 'Yes', 'No', or 'Not Assessed'.

NOTE: The 'question marks' explain protocol for answering questions, put cursor on 'question mark' for protocol.

Click 'Save' button at bottom of screen to continue to next section or you can click on the next section in the 'Checklist Status' box. Click on 'Previous' button to go back to previous section or you can click on the previous section in the 'Checklist Status' box. You can stop and restart later, questions will be stored. There is no requirement to do all sections.

Section 2.1 Personal Problems with Criminogenic Potential:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://dowebapp/ONC/LS/CMI/checklists.jsp

LS/CMI -- Test Questions

Caseload LS/CMI Test **LS/CMI Checklist** Case Plan Reports Help Log Out

Print preview

Offender Information

Current Offender

Name: BRAZZLE, JESSIE EDWARD Location: MTMX
SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload # 2404

Checklist Management

Checklist Date: 04-20-2010 09:39 AM
Status: Current (Blank) Make New Blank
Make New Copy
Prior: [v]

Checklist Status

Key
Black - Section Incomplete
Green - Section completed

Sections 2 - 5

2.1 Personal Problems with Criminogenic Potential

2.2 History of Perpetration

3.1 History of Incarceration

4.1 Other Client Issues

5.1 Special Responsivity Considerations

Section: 2: Specific Risk/Need Factors

2.1 Personal Problems with Criminogenic Potential.

1. Clear problems of compliance (specific conditions). [?] Yes No Not Assessed

2. Diagnosis of "psychopathy". [?] Yes No Not Assessed

3. Diagnosis of other personality disorder. [?] Yes No Not Assessed

4. Threat from third party. [?] Yes No Not Assessed

5. Problem-solving/self-management skill deficits. [?] Yes No Not Assessed

6. Anger management deficits. [?] Yes No Not Assessed

7. Intimidating/controlling. [?] Yes No Not Assessed

8. Inappropriate sexual activity. [?] Yes No Not Assessed

9. Poor social skills. [?] Yes No Not Assessed

10. Peers outside of age range. [?] Yes No Not Assessed

Session time remaining: 1:04:48

Local intranet 100%

Start A - DOC400 LS/CMI -- Test Questi... Revised LS CMI 4-2010... 9:52 AM

Section 2.2 History of Perpetration:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://doowebapp/OTNC/LSCMI/CheckList.do

LS/CMI -- Test Questions

Caseload LS/CMI Test **LS/CMI Checklist** Case Plan Reports Help Log Out

[Print preview](#)

Offender Information

Current Offender

Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

CheckList Management

Checklist Date: 04-20-2010 09:39 AM
 Status: Current (Blank) [Make New Blank](#)
[Make New Copy](#)
 Prior:

CheckList Status

- Key
 Black - Section Incomplete
 Green - Section completed

- Sections 2 - 5

[2.1 Personal Problems with Criminogenic Potential](#)
[2.2 History of Perpetration](#)
[3.1 History of Incarceration](#)
[4.1 Other Client Issues](#)
[5.1 Special Responsibility Considerations](#)

Section 2: Specific Risk/Need Factors

2.2 History of Perpetration

Sexual Assault

1. Sexual assault, extrafamilial, child/adolescent -- male victim. [?] Yes No Not Assessed

2. Sexual assault, extrafamilial, child/adolescent -- female victim. [?] Yes No Not Assessed

3. Sexual assault, extrafamilial, adult -- male victim. [?] Yes No Not Assessed

4. Sexual assault, extrafamilial, adult -- female victim. [?] Yes No Not Assessed

5. Sexual assault, intrafamilial, child/adolescent -- male victim. [?] Yes No Not Assessed

6. Sexual assault, intrafamilial, child/adolescent -- female victim. [?] Yes No Not Assessed

7. Sexual assault, intrafamilial, adult -- spouse/partner victim. [?] Yes No Not Assessed

Nonsexual Physical Assault and Other Forms of Violence

8. Physical assault, extrafamilial -- adult victim. [?] Yes No Not Assessed

9. Physical assault, intrafamilial -- child/adolescent victim. [?] Yes No Not Assessed

Session time remaining: 1:04:57

Local intranet 100%

Start A - DOC400 LS/CMI -- Test Questi... Revised LS CMI 4-2010.... 9:53 AM

Section 3.1 History of Incarceration:

LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections

File Edit View Favorites Tools Help

https://doowebapp/OTNC/LSCMI/CheckList.do

LS/CMI -- Test Questions

Caseload LS/CMI Test **LS/CMI Checklist** Case Plan Reports Help Log Out

[Print preview](#)

Offender Information

Current Offender

Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

CheckList Management

Checklist Date: 04-20-2010 09:39 AM
 Status: Current (Blank) [Make New Blank](#)
[Make New Copy](#)
 Prior:

CheckList Status

- Key
 Black - Section Incomplete
 Green - Section completed

- Sections 2 - 5

[2.1 Personal Problems with Criminogenic Potential](#)
[2.2 History of Perpetration](#)
[3.1 History of Incarceration](#)
[4.1 Other Client Issues](#)
[5.1 Special Responsibility Considerations](#)

Section 3: Prison Experience -- Institutional Factors

To be completed for inmates only (skip to Section 4 for non-inmates)

3.1 History of Incarceration

Past Incarceration

1. Last classification maximum. [?] Yes No Not Assessed

2. Last classification medium. [?] Yes No Not Assessed

3. Last classification minimum. [?] Yes No Not Assessed

4. Past federal incarceration. [?] Yes No Not Assessed

5. Past state/provincial incarceration. [?] Yes No Not Assessed

6. Past classification unknown. [?] Yes No Not Assessed

Present Incarceration

7. Protective custody. [?] Yes No Not Assessed

8. Treatment recommended/ordered. Specify. [?] Yes No Not Assessed

Session time remaining: 1:04:55

Local intranet 100%

Start A - DOC400 LS/CMI -- Test Questi... Revised LS CMI 4-2010.... 9:53 AM

Section 4.1 Other Client Issues:

The screenshot shows a web browser window displaying the LS/CMI Checklist Management interface. The browser title is "LS/CMI -- Test Questions - Windows Internet Explorer provided by Oregon Department of Corrections". The address bar shows "https://doowebapp/OINC/LSCMI/CheckList.do". The page has a navigation menu with tabs: Caseload, LS/CMI Test, LS/CMI Checklist (selected), Case Plan, Reports, Help, and Log Out. A "Print preview" link is visible in the top right.

Offender Information

Current Offender
 Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

CheckList Management
 Checklist Date: 04-20-2010 09:39 AM
 Status: Current (Blank) Make New Blank
 Make New Copy
 Prior: [Dropdown menu]

CheckList Status

- Key
- Black - Section Incomplete
- Green - Section completed
- Sections 2 - 5
- 2.1 Personal Problems with Criminogenic Potential
- 2.2 History of Perpetration
- 3.1 History of Incarceration
- 4.1 Other Client Issues
- 5.1 Special Responsivity Considerations

Section: 4.1: Other Client Issues
Social, Health, and Mental Health

1. Financial problems. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
2. Homeless or transient. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
3. Accommodation problems. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
4. Immigration issues. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
5. Parenting concerns. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
6. Health problems (HIV, AIDS, etc.). [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
7. Physical disability. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
8. Learning disability. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
9. Fetal Alcohol Spectrum Disorder (FASD). [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
10. Depressed. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed

Session time remaining: 1:04:57

Section 5.1 Special Responsivity Considerations:

The screenshot shows the same LS/CMI Checklist Management interface as above, but with Section 5.1 selected. The browser window and navigation menu are identical.

Offender Information

Current Offender
 Name: BRAZZLE, JESSIE EDWARD Location: MTMX
 SID: 10263077 DOB: 07/28/1974 Age: 35 Caseload #: 2404

CheckList Management
 Checklist Date: 04-20-2010 09:39 AM
 Status: Current (Blank) Make New Blank
 Make New Copy
 Prior: [Dropdown menu]

CheckList Status

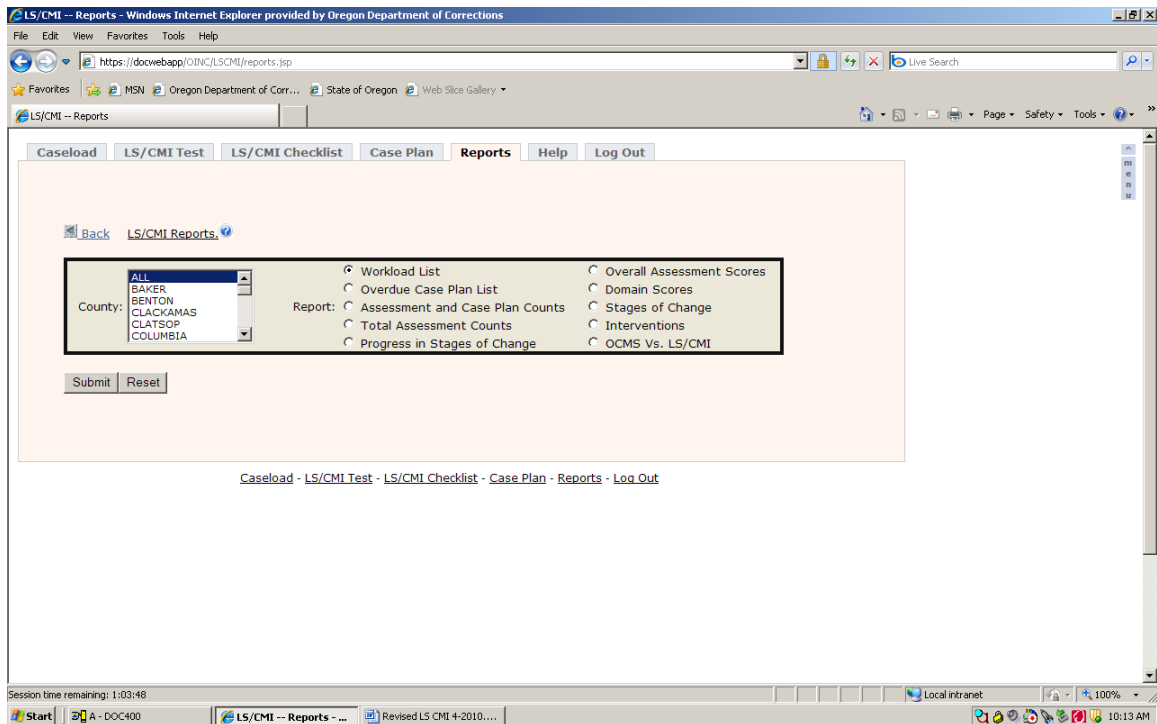
- Key
- Black - Section Incomplete
- Green - Section completed
- Sections 2 - 5
- 2.1 Personal Problems with Criminogenic Potential
- 2.2 History of Perpetration
- 3.1 History of Incarceration
- 4.1 Other Client Issues
- 5.1 Special Responsivity Considerations

Section: 5.1: Special Responsivity Considerations
 Responsivity factors reflect differences in learning styles and/or personal interests and are not to be interpreted as risk, need, or problematic characteristics. Check the appropriate response to these special responsivity factors.

1. Motivation as a barrier. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
2. Engages in denial/minimization. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
3. Interpersonally anxious. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
4. Woman, gender-specific issues. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
5. Cultural issues. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
6. Ethnicity issues [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
7. Low intelligence. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
8. Communication barriers. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed
9. Mental disorder. [?]	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Assessed

Session time remaining: 1:04:57

Reports: From any screen in the LS/CMI application, click on the ‘Reports’ tab. This will take you to the page seen below.



County: Gives you a list of individual counties, click on desired county or click on ‘All’ to include all counties in report.

Reports: Gives you different types of reports that can be requested. Click on desired report, i.e. Workload List; Overdue Case Plan List; Assessment and Case Plan Counts; Total Assessment Counts; Overall Assessment Scores; Domain Scores; Stages of Change; and Interventions.

Press ‘Submit’ button to run desired reports.

Help: From any screen in the LS/CMI application, click on the ‘Help’ tab. This will take you to the on-line LS/CMI manual.

Logging Out: Click on the ‘Log Out’ tab to Log off. This will take you back to the ‘Sign On’ screen. Click on the ‘X’ in upper right corner to exit ‘Internet Explorer’.

For Operating Questions: Contact your FAUG Rep

For Program Failing Problems: Contact the DOC HELP DESK @ 1-866-531-9600 or helpdesk@doc.state.or.us