

# JIMS 2

## Common Supervision

Assessments



User Guide for CSOs

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# Perform Assessments

**Introduction** This training module explains how CSOs will create assessments in JIMS2.

**Assessments** The following screen shows examples of all available functionality on the assessments screen. It is just a prototype. For a real supervisee, some button options may not display based on the assessments currently needed for that supervisee.

From this screen you can:

- Perform Initial Assessments
- Perform Reassessments
- Create Supervision Plans

**CSCD - Assessments**

• Select a hyperlinked assessment to view details or select the assessment and click the appropriate button.

**Initial Assessments**

Assessment	Status	Assessment Date	Risk Score	Needs Score
<a href="#">WISCONSIN</a>	Complete	10/10/2006	15	15
<a href="#">LSLR</a>	Complete	10/09/2006	15	15
			<b>Primary</b>	<b>Secondary</b>
<a href="#">SCS INTERVIEW</a>	Incomplete			
<a href="#">SCS INVENTORY</a>	Complete	10/12/2006	LS	CC
<a href="#">FORCE FIELD ANALYSIS</a>	Complete	10/12/2006		

**Reassessments**

Assessment	Status	Due Date	Assessment Date	Risk Score	Needs Score
<a href="#">LSLR</a>	Complete	01/10/2008	04/25/2007	15	15
<a href="#">WISCONSIN</a>	Complete	01/10/2006	01/10/2006	15	15
<a href="#">WISCONSIN</a>	Complete	01/10/2007	01/10/2007	15	15
<a href="#">WISCONSIN</a>		04/25/2008			

**Supervision Plans**

Last Change Date	Last Change User	Status
<a href="#">01/10/2006</a>	FIFE, BARNEY MILLER	DRAFT
<a href="#">11/12/2005</a>	FIFE, BARNEY MILLER	ACTIVE
<a href="#">01/10/2004</a>	FIFE, BARNEY MILLER	INACTIVE

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## Perform Assessments, Continued

### About Assessments

- Only 1 initial (Wisconsin or LSI-R) and 1 SCS Inventory and/or SCS Interview along with 1 Force Field Analysis per supervision period is allowed . Once these initials are completed, the New Wisconsin, Enter LSI-R Score, New SCS Inventory, & New SCS Interview buttons under the Initial Assessment section will not be available.
- The View Historical Assessments button only shows if this supervisee has previous supervision periods.
- The Back Button will not display on final confirmation screens.
- The Update button can only be selected for Supervision Plans in Draft status.
- For Initial Assessments, there would be EITHER a New SCS Interview button OR a New SCS Inventory button - the 2 together is for illustration purposes only on the prototype screen.

### Create Assessments

Follow the steps below to Create an initial assessment:

Step	Action
1	<p>Access a supervisee's record:</p> <ol style="list-style-type: none"> <li>In the left navigation tree expand <b>CSCD</b> (if it's not already expanded) by clicking the plus sign beside it (+).</li> <li>In the left navigation tree expand <b>Caseload</b> (if it's not already expanded) by clicking the plus sign beside it (+).</li> <li>Click the <b>Caseload</b> link.</li> <li>Select SPN from the <b>Search By</b> drop-down menu.</li> <li>Type in the SPN number.</li> <li>Click <b>Submit</b>.</li> <li>From the Caseload Search Results page, click on the Supervisee's name.</li> </ol>
2	From the Supervisee Details page, click the green <b>Assessments</b> tab.
3	Click the <b>New Wisconsin</b> button.

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## Perform Assessments, Continued

### Create Assessments (continued)

Step	Action
4	Fill in the <b>Assessment Date</b> by clicking on the calendar icon provided.  <b>NOTE:</b> Assessment date cannot be a future date.
5	Use the forms on the next pages to enter Risk and Needs data. The system will add up the total scores on the form to display the correct scores and levels.  When you have finished entering Risk information and Needs information and have documented your answers on the forms, click the <b>Save &amp; Continue</b> button to go forward.
6	The Summary screen will display the following totals:  Total Risk Score _____ Risk Level _____ Total Needs Score _____ Needs Level _____
7	When you have verified the totals, click <b>Finish</b> .  <b>NOTE:</b> You can click <b>Save as Draft</b> to finish the assessment later.
8	On the Confirmation page, verify that the following message displays: " <b>Wisconsin Assessment successfully created.</b> "

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## Perform Assessments, Continued

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### Print and View Assessment

Follow the steps below to print and view an assessment:

Step	Action
1	Scroll to the bottom of the displayed Confirmation page and click the <b>Print</b> button.
2	<p>The report will open in a separate print window. Scroll down to review the document. If you would like to print the assessment, click File &gt; Print and select a printer.</p> <p>Close Adobe Acrobat by clicking the <b>X</b> in the top right corner of the screen.</p>
3	At the bottom of the displayed Confirmation page, click the <b>Assessments List</b> button.
4	<p>On the <b>Assessments</b> page notice that:</p> <ol style="list-style-type: none"> <li data-bbox="646 982 1386 1129">a. You can no longer enter another initial assessment for the supervisee. Only one initial assessment (Wisconsin or LSI-R) can be created during a supervision period.</li> <li data-bbox="646 1167 1386 1346">b. In the Reassessment section, the <b>Due Date</b> displays as one year from the Assessment Date. <b>Note:</b> The pending reassessment will always display as Wisconsin, even if the initial or reassessment was an LSI-R.</li> </ol>

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**Attempt  
Reassessment**

Follow the steps below to attempt reassessment:

Step	Action
1	From the Assessments page, click the <b>Enter LSIR</b> button in the Reassessments section. OR Select the radio button next to an existing LSIR or WISCONSIN and click <b>Process</b> to enter a reassessment.
2	Select an assessment date using the calendar icon provided.
3	Enter any Risk score between 0 and 43. Enter any Needs score between -8 and 60.  Enter any comments.
4	Click <b>Submit</b> .
5	Verify that the information entered is correct. If it is click <b>Finish</b> . The main assessments screen will display with the confirmation message: <b>New LSI-R Reassessment successfully created.</b>  <b>NOTE:</b> A reassessment cannot be done on the same day as the initial assessment. If this is attempted, an error message will display.

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**Enter SCS Inventory**

Follow the steps below to enter SCS Inventory:

Step	Action
1	<p>From the Assessments page, click the <b>New SCS</b> button located in the Initial Assessment section of the screen:</p> 
2	<p>Fill in the Assessment Date by clicking on the calendar icon provided.</p> <p>Select SCS scores from the drop-down field provided.</p>
3	<p>Click <b>Save &amp; Continue</b>.</p>
4	<p>On Screen 2 select answers, and then click <b>Save &amp; Continue</b>.</p>
5	<p>On Screen 3 select answers, and then click <b>Save &amp; Continue</b>.</p>
6	<p>On Screen 4 select answers, and then click <b>Save &amp; Continue</b>.</p>

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## Perform Assessments, Continued

Enter SCS  
Inventory  
(continued)

Step	Action
7	<p>On the Classification page, scroll down and find the totals that display in each column.</p> <p>Select a <b>Primary Classification</b> and a <b>Secondary Classification</b> from the drop-down menus provided at the bottom of the page.</p> <p><b>Note:</b> The system will display the classification automatically unless there is a tie score. In a tie score, you will need to select both a Primary and a Secondary Classification. For example, for <b>Primary</b> select ES-T and for <b>Secondary</b> select LS-T from the drop-down menus provided, and then click <b>Save &amp; Continue</b>.</p>
8	<p>Click <b>Save &amp; Continue</b>. On the Summary page, verify that the entry is correct, and then click the button labeled <b>Save as Draft</b>.</p> <p><b>NOTE:</b> If you click the button labeled <b>Finish</b>, the main assessments page will display and you can enter the Force Field Analysis later or if you click <b>Finish &amp; New Force Field Analysis</b> you can complete the Force Field analysis at this time. Since you are selecting <b>Save as Draft</b>, you can select the radio button for the INCOMPLETE SCS and click <b>Update</b> to finish it and the Force Field Analysis at a later date.</p>

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## Perform Assessments, Continued

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### Update Assessment

Follow the steps below to update an assessment:

Step	Action
1	On the main assessments page, in the section titled Initial Assessments <ol style="list-style-type: none"> <li>a. Select the SCS Inventory by clicking in the circle to the left of that listing (the circle is called a radio button).</li> <li>b. Click the <b>Update</b> button.</li> <li>c. Notice that you can update the assessment starting with the displayed page.</li> </ol>
2	Make any necessary changes to the Score entries and click <b>Save &amp; Continue</b> to progress through the screens.  <b>NOTE:</b> If changes are made a Primary and Secondary classification will have to be reselected from the drop-down menus provided.
7	Click the <b>Finish &amp; New Force Field Analysis</b> .

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## Perform Assessments, Continued

### Enter Force Field Analysis

Follow the steps below to enter force field analysis:

**NOTE:** See Appendix A for sample force field analysis entries.

Step	Action
1	After entering the SCS inventory, click on <b>Finish &amp; New Force Field Analysis</b> and enter appropriate information into the fields. OR Select an incomplete Force Field analysis from the main assessments page at any time to complete it.  Enter a rank for at least three of the categories. <b>NOTE:</b> At least ranks 1 – 3 are required.
3	When finished with the entry and ranking, click <b>Save &amp; Continue</b> .
4	On the Summary page verify that the entry is correct, and then click <b>Finish</b> or you can click <b>Save as Draft</b> to finish it later..
5	On the Confirmation page, verify that the following message displays: “ <b>Force Field Analysis successfully created.</b> ”
6	Notice you can scroll to the bottom of the page and click <b>Print</b> to print the assessment. A separate window will open from which the assessment can be printed.

### View Assessment

Follow the steps below to view an assessment:

Step	Action
1	On the Assessments page, click on the name of a listed assessment.  <b>NOTE:</b> you can get back to the main assessments page at any time by clicking on the Green Assessments tab.

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## Perform Assessments, Continued

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### Delete Assessment

#### Restrictions on deleting:

- Only supervisors and security administrators will be cleared to delete assessments.
- LSI-R, Wisconsin and SCS – supervisors can delete these assessments only if the record has not yet been sent to the state. (Security administrators can delete assessments at any time.)
- Force Field – these can be deleted at any time.
- Only the most current reassessment of each type can be deleted.

Step	Action
1	On the Assessments page, in the section titled Initial Assessments click on the <b>Force Field Analysis</b> .
2	To delete, you would click the <b>Delete</b> button at the bottom of the page, and then you would click <b>Finish</b> .

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# Appendix A

**Introduction**

This appendix provides examples of force field analysis entries.

**Sample Force field analysis entries**

<b>Present Offense</b>	
<b>Strength/Resource</b>	Admits offense.
<b>Problem/Weakness</b>	Evaded arrest.
<b>Prior Record</b>	
<b>Strength/Resource</b>	
<b>Problem/Weakness</b>	POCS (meth).
<b>Adjustment to Supervision/Incarceration</b>	
<b>Strength/Resource</b>	Says he wants to stay clean.
<b>Problem/Weakness</b>	Was in TYC for armed robbery.
<b>Academic/Vocational Skills</b>	
<b>Strength/Resource</b>	Has basic reading skills.
<b>Problem/Weakness</b>	HS drop out. No GED.
<b>Employment Pattern</b>	
<b>Strength/Resource</b>	Working construction.
<b>Problem/Weakness</b>	Gets bored and quits.
<b>Financial Management</b>	
<b>Strength/Resource</b>	No known debts.
<b>Problem/Weakness</b>	Has depended on income from selling drugs.
<b>Family (of origin) Relationships</b>	
<b>Strength/Resource</b>	Claims close ties to mother and father.
<b>Problem/Weakness</b>	Older brother is in prison.
<b>Social Skills</b>	
<b>Strength/Resource</b>	Has leadership qualities.
<b>Problem/Weakness</b>	Uses skills to manipulate others.

<b>ness</b>	
<b>Companions</b>	
<b>Strength/Resource</b>	Claims to be making new law-abiding friends.
<b>Problem/Weakness</b>	Admits associating with drug dealers since childhood.
<b>Marital or Opposite Sex Relationships</b>	
<b>Strength/Resource</b>	
<b>Problem/Weakness</b>	Has 5 children he doesn't support.
<b>Emotional Stability</b>	
<b>Strength/Resource</b>	Says he has no problems with feelings.
<b>Problem/Weakness</b>	Admits high need for excitement.
<b>Alcohol and Other Drug Usage</b>	
<b>Strength/Resource</b>	Claims he wants to get away from drugs.
<b>Problem/Weakness</b>	Frequent drug use in past.
<b>Mental Ability</b>	
<b>Strength/Resource</b>	Streetwise.
<b>Problem/Weakness</b>	Hyperactive.
<b>Physical Health</b>	
<b>Strength/Resource</b>	Claims to be in good health.
<b>Problem/Weakness</b>	
<b>Sexual Behavior</b>	
<b>Strength/Resource</b>	
<b>Problem/Weakness</b>	Braggs about his history.
<b>Values and Attitudes</b>	
<b>Strength/Resource</b>	Claims to admire parents.
<b>Problem/Weakness</b>	Braggs about ability to live off crime.