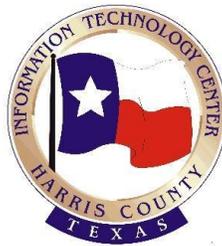


JIMS 2

Common Supervision

Supervision Plan



User Guide for CSOs

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Education and Career Development Department

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Table of Contents

- Create Supervision Plan4
- Introduction4
- Module objectives.....4
- Create Supervision Plan4
- Update Supervision Plan.....7
- Copy Supervision Plan.....8
- View Supervision Plan.....10

Supervision Plan

Introduction This training module will introduce CSOs to the JIMS2 functionality used to create a supervision plan.

Module objectives The objectives of this training module are to:

- Create a supervision plan
- Update a supervision plan
- Copy a supervision plan
- View a supervision plan

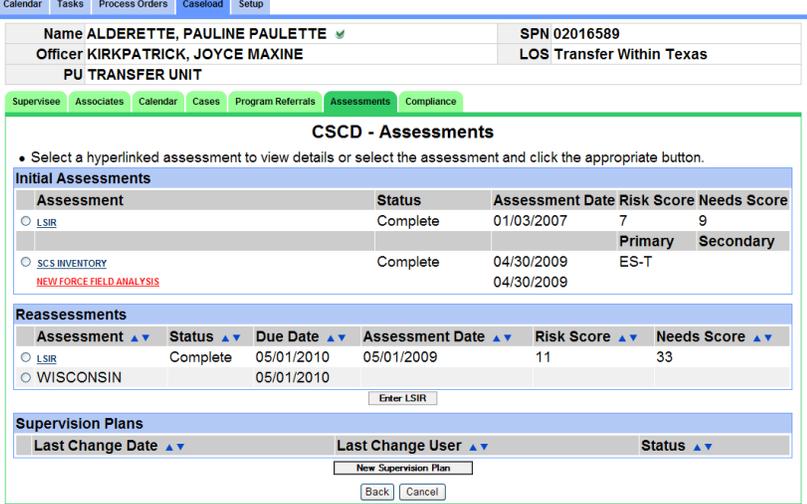
Create Supervision Plan Follow the steps below to create a supervision plan:

Step	Action
1	Expand Caseload from the left navigation tree by clicking the + sign.
2	Click Caseload . Select SPN from the drop-down menu labeled Search By.
3	Enter the SPN number and click Submit .
4	From the Caseload Search Results screen click on the supervisee's name to transfer to the Details screen.

Continued on next page

Supervision Plan, Continued

Create Supervision Plan (continued)

Step	Action
5	<p>Click the Assessments tab and then click the New Supervision Plan button at the bottom of the page.</p> 
6	<p>On the New Supervision Plan page, click the View Conditions link to the right of the screen.</p> <p>NOTE: If the order has been entered into JIMS2, the conditions of supervision will display. If the order has been migrated from the existing system and has not yet been updated in JIMS2, the following will display, “See the paper order in the casefile.”</p>
7	<p>Click the Close Window button to close the display conditions of supervision.</p>
8	<p>On the New Supervision Plan page, enter the current date in the Supervision Plan Date field by using the calendar icon provided.</p>

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Supervision Plan, Continued

**Create
Supervision
Plan** (continued)

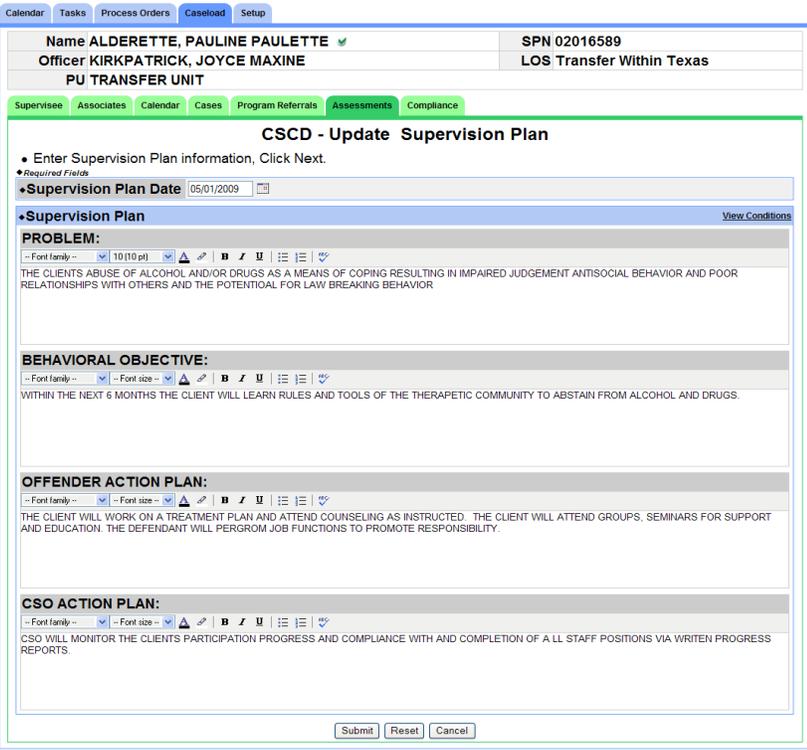
Step	Action								
9	<p>Enter information into each section. Suggestions are below:</p> <table border="1" data-bbox="571 464 1328 1035"> <tr> <td data-bbox="571 464 760 569">Problem</td> <td data-bbox="760 464 1328 569">Client abuses alcohol as a means of coping, resulting in impaired judgment.</td> </tr> <tr> <td data-bbox="571 569 760 785">Behavior Objective</td> <td data-bbox="760 569 1328 785">Within the next six months client will apply skills learned in an alcohol treatment program to abstain, identify relapse triggers and alter negative behavior.</td> </tr> <tr> <td data-bbox="571 785 760 930">Offender Action Plan</td> <td data-bbox="760 785 1328 930">The client will complete all assignments in the treatment program and bring proof of attendance to the CSO at each report.</td> </tr> <tr> <td data-bbox="571 930 760 1035">CSO Action Plan</td> <td data-bbox="760 930 1328 1035">CSO will monitor the client's completion of all programs.</td> </tr> </table> <p>NOTE: In each section you can click B to bold text, <u>U</u> to underline text, and  to spell check text.</p>	Problem	Client abuses alcohol as a means of coping, resulting in impaired judgment.	Behavior Objective	Within the next six months client will apply skills learned in an alcohol treatment program to abstain, identify relapse triggers and alter negative behavior.	Offender Action Plan	The client will complete all assignments in the treatment program and bring proof of attendance to the CSO at each report.	CSO Action Plan	CSO will monitor the client's completion of all programs.
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Behavior Objective	Within the next six months client will apply skills learned in an alcohol treatment program to abstain, identify relapse triggers and alter negative behavior.								
Offender Action Plan	The client will complete all assignments in the treatment program and bring proof of attendance to the CSO at each report.								
CSO Action Plan	CSO will monitor the client's completion of all programs.								
10	Click Submit .								
11	On the Summary page, verify that the entry is correct and Click the Save as Draft button. Saving as a draft allows you to update the plan later.								

Continued on next page

Supervision Plan, Continued

Update Supervision Plan

Follow the step below to Update a supervision plan:

Step	Action
1	From the Assessments page, select the Supervision Plan by clicking in the radio button to the left, and then click the Update button in that section.
2	<p>Add, change or delete information in the plan.</p> <p>For example, in the CSO Action Plan section, type: Refer to any needed resources.</p>  <p style="text-align: right;">[Back to Top]</p>
3	Click Submit .
4	On the Summary page, verify that the entry is correct, and then click Finish . Note: once you mark the plan as finished, you will no longer be able to change it.

Continued on next page

Supervision Plan, Continued

Update Supervision Plan (continued)

Step	Action
5	On the Confirmation page, verify that the following message displays: “ Supervision Plan successfully updated. ”
6	Click the Assessments tab or scroll to the bottom of the page and click Assessments List .

Copy Supervision Plan

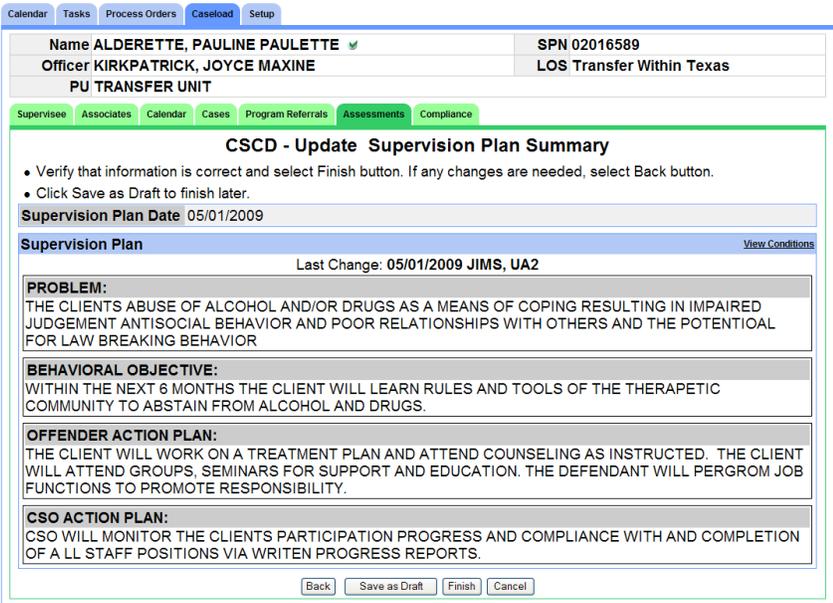
Follow the steps below to copy a supervision plan:

Step	Action
1	From the Assessments page, select the Supervision Plan by clicking in the radio button to the left of it, and then click the Copy button in that section.
2	On the Copy Supervision Plan page, enter the current date in the Supervision Plan Date field.
3	You may add, change or delete information when creating a copy of an existing plan.
4	Click Submit .

Continued on next page

Supervision Plan, Continued

Copy Supervision Plan (continued)

Step	Action
5	<p>On the Summary page, verify that the entry is correct, and then click Finish or Save as Draft.</p> 
6	<p>Click the Assessments tab or scroll to the bottom of the page and click Assessments List.</p> <p>On the Assessments page notice that both versions of the Supervision Plan are now listed. If you saved the copied plan as a draft you will have an active and draft plan listed. If you saved the plan by clicking Finish, the plan you created most recently is active and the former plan is now inactive.</p>

Continued on next page

Supervision Plan, Continued

View Supervision Plan

Follow the steps below to view a supervision plan:

Step	Action
1	In the Supervision Plan section, click on the date of a plan.
2	<p>Notice that the status of the plan displays in red (either Draft, Active or Inactive).</p>  <p>The screenshot shows a web interface for viewing a supervision plan. At the top, there are tabs for 'Calendar', 'Process Orders', 'Caseload', and 'Casenotes'. Below these, the plan details are displayed: Name BAREFOOT, EDWARD EARL, Officer TRAIN, ONE, and PU EAST REGION. The SPN is 02377760 and the location is LOS Direct - Medium. A navigation bar includes 'Supervisee', 'Associates', 'Calendar', 'Cases', 'Program Referrals', 'Assessments', and 'Compliance'. The main section is titled 'CSD - Supervision Plan' and contains a message: 'Click appropriate button below.' Below this, the 'Supervision Plan Date' is 05/08/2009. The plan itself is listed as 'Supervision Plan' with a status of 'DRAFT' and a 'View Conditions' link. The last change was on 05/09/2009 by TRAIN, ONE. There are four text input fields: 'PROBLEM:' (containing 'dggggggggggggg'), 'BEHAVIORAL OBJECTIVE:' (containing 'hsbfDFBBBBBBBB'), 'OFFENDER ACTION PLAN:' (containing 'BDFBBBBBBBBBB'), and 'CSO ACTION PLAN:' (containing 'BDFBBBBBBBBBB'). At the bottom of the form are buttons for 'Back', 'Update', 'Delete', 'Print', and 'Cancel'.</p> <p>NOTE: If the plan is still in DRAFT status it can be updated or deleted by selecting the appropriate buttons.</p> <p>All plans can be printed by selecting Print.</p>