D.C. Pretrial Services Agency

Office of Information Technology
System Development and IT Security Team

PRISM 3.5

Electronic Monitoring Processing module

(EM)

Requirements

FINAL Version

July 6, 2010

#	Requirement	Comments
EM-1	This module stores two "Master" EM Lists – the Active EM List and the Inactive/Archive EM List (hereafter referred to the Active and Inactive Lists, respectively).	
EM-2	Defendants are added to the Active List once a release order type of either PSA High Intensity Supervision Program (HISP) or PSA Supervised Release w/ GPS has been added to an open case in the Release Orders module.	
EM-3	Defendants on the Active List are moved to the Inactive List at the point at which a Final Discharge Date has been recorded in the Final Discharge Date field on the Discharge Tab Screen in the EM Wizard.	
EM-4	There are four potential views in this module: the COTR/Supervisor View, the PSO View, the APSO View, and the Vendor View. User rights will determine which view is available to the user.	
EM-5	In the development of module, PSA will need to provide user rights in PRISM to the agency's external EM vendor. Vendors shall be able to log on to PRISM and view the EM Module. Within this module the vendor shall also be permitted to add, update, or delete information from certain fields displayed in certain tabs of the EM Wizard. Those fields and tabs are clearly identified later in the requirement documents and unless specifically authorized, vendors shall not be permitted to view, add, update, or delete information in the EM Module or elsewhere in PRISM.	
EM List Screen		
EML-1	The EM List Screen is divided into two sections: Search Criteria and Results.	
EML-2	The Search Criteria Section of the EM module permits a user to search for active and inactive EM defendants. The Search Criteria Section consists of six fields: • Release Order Date • ID Type • ID Value • Defendant's Last Name • Search button **Release Order Date** is a standard calendar field. **ID Type** is a dropdown table that consists of two options: PDID or BAID (PDID should be the default setting).	

#	Requirement	Comments
	ID Value is a numeric field which accepts either six digits (for a PDID search) or eight digits (for a BAID search). **Defendant's Last Name** is a free text field with a character limit consistent with other Last Name Search fields in PRISM. **Search** initiates the transaction and searches between both the Active and Inactive EM Lists in PRISM. The results of a search are displayed in the Results Section of the EM List Screen.	
EML-3	The Results Section displays a list of defendants either based upon their view (assigned according to their user's rights) or via a search initiated through the Search Criteria Section of the screen. The default list that's displayed to a viewer is all of the active defendants whose status fits that view. Included within each view is a table of filtering options (accompanied by a "Go" command button). Selecting an option from this table allows the user to filter the list of defendant displayed on the screen. The filtering options found within the table are based upon the user's view.	
EML-4	The top of the list shall always provide a 'count' of the total number of records found based upon the default display or a narrowed search.	
EML-5	Clicking once on any single defendant on the list will highlight the individual. A second click will take the user to the EM Wizard / Orientation Tab Screen.	
EML-6	There are four potential views in the Results Section of the screen: COTR/Supervisor View PSO View APSO View Vendor View	
EML-7	**COTR/Supervisor View** The following information shall display at the header row level with this view: • Defendant Name • ID • Address / Phone • Assigned PSO • Equipment Type A user may expand this view to display a detail row that shows the following	

#	Requirement	Comments
	additional information for the defendant selected: • Docket Number • Status Indicators (“RO”, “ORI”, “I”, “De-I”, and “DIS”) • Start Date • End Date	
EML-8	The rows shall be displayed to support the following user preferences: • Reordering data columns. • Resizing of data columns. • Sorting of the results based upon a column by ascending or descending order. • Grouping the results by Assigned PSO, Equipment Type, Start Date, or End Date. • Filter the results by options provided in filtering options table. • The paging of results according to a user selectable page size. The available options for page size should be 10, 25, 50, or View All.	
EML-9	The **COTR/Supervisor View** is limited to HISP Supervisors, Electronic Monitoring COTRs, the Supervision Program Director and Deputy Director, and any additional designees identified by the Supervision Program Director.	
EML-10	The default information that’s provided with this view is the complete list of active EM defendants displayed in alphabetical order by name.	
EML-11	**Defendant Name** should be listed by last name, first name. Defendants who are on EM in multiple cases should only appear on the header row list once.	
EML-12	**ID** should default to a defendant’s PDID number. In the event the defendant does not have a PDID number, display his/her BAID. The number displayed should be preceded by the appropriate letter that identifies the ID Type (“P” for PDID Number, “B” for BAID Number).	
EML-13	The **Address / Phone** that displays on the list screen should be captured from the address and phone number information recorded/displayed in the EM Wizard on the Orientation Tab Screen. See EMW-9	

#	Requirement	Comments
EML-14	**Assigned PSO** will populate with the name of the case manager assigned to supervise that defendant.	
EML-15	**Equipment Type** shall one of five potential values: Cellular, Landline, GPS, Cellular + GPS, and Landline + GPS. The value listed here is captured in the EM Wizard on the Orientation Tab Screen. See requirement EMW-28	
EML-16	The user will be presented with a button/icon that permits a defendant's record on the header row to expand to a detail row.	
EML-17	For each of the records displayed at the detail row, there shall be a one-to-one relationship amongst the information displayed. For example, if the defendant is on EM in three separate docket numbers, the expanded detail row will display all three dockets in separate rows each with their own set of status indicators, start dates, and end dates.	
EML-18	The **Docket Number** field shall display all of the docket numbers on which the defendant is currently on EM. See Requirement **EM-2**	
EML-19	There are five **Status Indicators** displayed in this view: "RO", "ORI", "I", "De-I", and "DIS".	
EML-20	**Start Date** is captured from the Start Date field in the EM Wizard / Installation Date Tab Screen.	
EML-21	**End Date** is captured from the Scheduled End Date field in the EM Wizard / Installation Date Tab Screen.	
EML-22	Business Rule: In circumstances where there is no information available to be displayed in a column (e.g., an equipment type has yet to be identified on the Defendant Detail Screen), the space shown shall be left blank.	
EML-23	Included within each view is a table of filtering options (accompanied by a "Go" command button). Selecting an option from this table allows the user to filter the list of defendant displayed on the screen. The filtering options found within the table are based upon the user's view.	

#	Requirement	Comments
	COTR/Supervisor View Filter Options: • By Case Manager • Pending Orientation • Pending Installation • Pending De-Installation • Pending Service Call • Equipment Type – Landline • Equipment Type – Cellular • Equipment Type – GPS • Equipment Type – Landline + GPS • Equipment Type – Cellular + GPS Selecting one of the options provided and then executing a "Go" command (using the button provided next to the table) will result in the list of active defendants displayed to be filtered according to the value selected. If no defendants are found who meet the filter option (e.g., there are no defendants assigned to the selected case manager), the system shall display a message letting the user know that no defendants from the active list are found. Note: A defendant who is on multiple equipment types (i.e. landline + GPS or cellular + GPS) should display on a filtered for both the combined as well as the individual pieces of equipment. In other words, a landline + GPS defendant should display on Equipment Type – Landline, Equipment Type – GPS, and Equipment Type – Landline + GPS filtered lists.	
EML-24	When **By Case Manager** is selected from the table, a new window will appear containing a list of HISP staff. The window that displays the list of staff shall provide an auto complete textbox that filters down the list of staff based upon the user's input. After selecting this option from the table, selecting a case manager, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to the selected case manager.	
EML-25	**Pending Orientation** filters the list so that only those active defendants for whom an orientation has not been completed are displayed.	
EML-26	**Pending Installation** filters the list so that only those active defendant for whom orientation has been completed but equipment has yet to be installed are displayed.	

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td>EML-27</td><td>Pending De-Installation filters the list so that only those active defendants who PSA has requested that their equipment be de-installed but for whom the work has yet to be completed are displayed.</td><td></td></tr>
<tr><td>EML-28</td><td>Pending Service Call displays a list of active defendants for whom PSA has made a request that the vendor service their equipment and that work has yet to be completed are displayed.</td><td></td></tr>
<tr><td>EML-29</td><td>Equipment Type filters the list to only display active defendants who are on the equipment type selected from the table.</td><td></td></tr>
<tr><td>EML-30</td><td>There are five status indicators that display on the detail row. Each one of these read-only indicators identifies the corresponding defendant’s status with each phase in electronic monitoring.

The Status Indicators:

• “RO” – (Release Order)
• “ORI” – (Orientation)
• “I” – (Installation)
• “De-I” – (De-Installation)
• “DIS” – (Discharge)

Status Indicators should be enabled / disabled according to the user’s view. In the COTR/Supervisor View, all four indicators should be enabled.</td><td></td></tr>
<tr><td>EML-31</td><td>Status indicators (when enabled) should hyperlink to the following screens:

RO – Release Orders Module
ORI – EM Wizard / Orientation Tab Screen
I – EM Wizard / Installation Tab Screen
De-I – EM Wizard / De-Installation Tab Screen
DIS – EM Wizard / Discharge Tab Screen</td><td></td></tr>
<tr><td>EML-32</td><td>The following chart indicates the state for each of the Status Indicators.
<table>
<tr><th>Status</th><th>Red</th><th>Blue</th><th>Green</th><th>Black</th><th>Yellow</th></tr>
<tr><td>RO</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Completed</td><td>N/A</td></tr>
<tr><td>ORI</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
<tr><td>I</td><td>To Do</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
</table></td><td></td></tr>
</table>

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td></td><td>
<table>
<tr><td>De-I</td><td>To Do</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
<tr><td>DIS</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
</table>
RO does not undergo a change in status and therefore shall remain black at all times in all views.
</td><td></td></tr>
<tr><td>EML-33</td><td>The following rules govern when a Status Indicator changes from one state to another:

• RO does not undergo any change in state and remains a constant black.
• The ORI Indicator changes from Red to Green when a user completes the defendant’s orientation.
• The I Indicator changes from Red to Blue when a COTR requests that EM equipment be installed for the defendant. The I Indicator will change from Blue to Green when EM equipment has been installed for the defendant by the vendor. The I Indicator changes from Green to Yellow when a defendant’s EM service has been suspended. The I Indicator changes from Yellow back to Blue when the suspension has been lifted and PSA has requested re-installation. Finally, the I Indicator changes from Blue back to Green when re-installation is completed.
• The De-I Indicator changes from Red to Blue when a COTR requests that EM equipment be de-installed for the defendant. The De-I Indicator changes from Blue to Green when EM equipment has been de-installed for the defendant by the vendor. The De-I Indicator changes from Green to Yellow when a defendant’s EM service changes from suspended to unsuspended. The De-I Indicator changes from Yellow back to Blue when a new de-install request is authorized and then from Blue to Green when the de-installation has been completed
• The DIS Indicator changes from Red to Green when a COTR records and saves discharge information.</td><td></td></tr>
<tr><td>EML-34</td><td>PSO View

The following information shall display at the header row level with this view:

• Defendant Name
• ID
• Address / Phone
• Assigned PSO
• Equipment Type</td><td></td></tr>
</table>

#	Requirement	Comments
	A user may expand this view to display a detail row that shows the following additional information for the defendant selected: • Docket Number • Status Indicators (“RO”, “ORI”, “I”, “De-I”, and “DIS”) • Alert • Service Call	
EML-35	The rows shall be displayed to support the following user preferences: • Reordering data columns. • Resizing of data columns. • Sorting of the results based upon a column by ascending or descending order. • Grouping the results by Assigned PSO or Equipment Type. • Filter the results by options provided in filtering options table. • The paging of results according to a user selectable page size. The available options for page size should be 10, 25, 50, or View All.	
EML-36	The **PSO View** is limited to HISP Unit Team One and Two Staff Members and USDC Staff.	
EML-37	The default information that’s provided in the **PSO View** is the list of active EM defendants assigned to the user’s caseload in alphabetical order by name.	
EML-38	**Defendant Name** should be listed by last name, first name. Defendants who are on EM in multiple cases should only appear on the header row list once.	
EML-39	**ID** should default to a defendant’s PDID number. In the event the defendant does not have a PDID number, display his/her BAID. The number displayed should be preceded by the appropriate letter that identifies the ID Type (“P” for PDID Number, “B” for BAID Number).	
EML-40	The **Address / Phone** that displays on the list screen should be captured from the address and phone number information recorded/displayed in the EM Wizard on the Orientation Tab Screen. See EMW-9 and EMW-10	
EML-41	**Assigned PSO** will populate with the name of the case manager assigned to	

#	Requirement	Comments
	supervise that defendant.	
EML-42	**Equipment Type** shall be one of five potential values: Cellular, Landline, GPS, Cellular + GPS, and Landline + GPS. The value listed here is captured in the EM Wizard on the Orientation Tab Screen. See EMW-28	
EML-43	The user will be presented with a button/icon that permits a defendant's record on the header row to expand to the detail row.	
EML-44	For each of the records displayed at the detail row, there shall be a one-to-one relationship amongst the information displayed. For example, if the defendant is on EM in three separate docket numbers, the expanded detail row will display all three dockets in separate rows each with their own set of status indicators, service call, and alert checkboxes.	
EML-45	The **Docket Number** field shall display all of the docket numbers on which the defendant is currently on EM. See Requirement **EM-2**	
EML-46	There are five **Status Indicators** displayed in this view: "RO", "ORI", "I", "De-I", "DIS".	
EML-47	**Alert** shall be a read-only checkbox that is populated with a checkmark when the corresponding defendant has an outstanding, unresolved alert. This field is triggered by the entry of unresolved alert information in the EM Wizard / Alert Screen.	
EML-48	**Service Call** shall be a read-only checkbox that is populated with a checkmark when the corresponding defendant has a pending service call requested by PSA. This field is triggered by the entry of a service call request by a COTR in the EM Wizard / Service Call Screen.	
EML-49	In circumstances where there is no information available to be displayed in a column (.e.g., no equipment type has been selected) the space shown shall be left blank.	
EML-50	Included within each view is a table of filtering options (accompanied by a "Go" command button). Selecting an option from this table allows the user to filter the list of defendant displayed on the screen. The filtering options found within	

#	Requirement	Comments
	the table are based upon the user's view. **PSO View** Filter Options: • By Case Manager • My Pending Orientations • Pending Orientations • My Pending Installations • Pending Installations • My Pending De-Installations • Pending De-Installations • My Pending Service Calls • Pending Service Calls • My Outstanding Alerts • Outstanding Alerts Selecting one of the options provided and then executing a "Go" command (using the button provided next to the table) will result in the list of active defendants displayed to be filtered according to the value selected. If no defendants are found who meet the filter option (e.g., there are no defendants assigned to the selected case manager), the system shall display a message letting the user know that no defendants from the active list are found.	
EML-51	The default list that's displayed in the **PSO View** is the user's caseload of EM defendants. When **By Case Manager** is selected from the table, a new window will appear containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to the selected case manager or all of the defendants currently in HISP.	
EML-52	**My Pending Orientations** filters the list so that only those active defendants on the user's caseload for whom an orientation has not been completed are displayed.	
EML-53	Selecting **Pending Orientations** from this table opens a new window containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All,	

#	Requirement	Comments
	and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to selected case manager or all of the defendants in HISP who are pending completion of an orientation.	
EML-54	**My Pending Installations** filters the list so that only those active defendant on the user's caseload for whom orientation has been completed but equipment has yet to be installed are displayed.	
EML-55	Selecting **Pending Installations** from this table opens a new window containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to selected case manager or all of the defendants in HISP who have completed orientation but equipment has yet to be installed.	
EML-56	**My Pending De-Installations** filters the list so that only those active defendants on the user's caseload who PSA has requested that their equipment be de-installed but for whom the work has yet to be completed are displayed.	
EML-57	Selecting **Pending De-Installations** from this table opens a new window containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to selected case manager or all of the defendants in HISP for whom PSA has requested that their equipment be de-installed but the work has yet to be completed.	
EML-58	**My Pending Service Calls** filters the list of active defendants on the user's caseload for whom PSA has made a request that the vendor service their equipment and that work has yet to be completed.	
EML-59	Selecting **Pending Service Calls** from this table opens a new window containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to selected case manager or all of the defendants in HISP for whom PSA has requested that their equipment be serviced by the vendor but the work has yet to be completed.	

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>EML-60</td><td>My Outstanding Alerts displays a list of active defendants on the user's caseload who have a current, unresolved alert.</td><td></td></tr>
<tr><td>EML-61</td><td>Selecting Outstanding Alerts from this table opens a new window containing a list of HISP staff and an option to "Show All".

After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to selected case manager or all of the defendants in HISP who have a current, unresolved alert.</td><td></td></tr>
<tr><td>EML-62</td><td>There are five status indicators that display on the detail row. Each one of these read-only indicators identifies the corresponding defendant's status with each phase in electronic monitoring.

The Status Indicators:

• "RO" – (Release Order)
• "ORI" – (Orientation)
• "I" – (Installation)
• "De-I" – (De-Installation)
• DIS – (Discharge)

Status Indicators should be enabled / disabled according to the user's view. In the PSO View, all four indicators should be enabled.</td><td></td></tr>
<tr><td>EML-63</td><td>Status indicators (when enabled) should hyperlink to the following screens:

RO – Release Orders Module
ORI – EM Wizard / Orientation Tab Screen
I – EM Wizard / Installation Tab Screen
De-I – EM Wizard / De-Installation Tab Screen
DIS – EM Wizard / Discharge Tab Screen</td><td></td></tr>
<tr><td>EML-64</td><td>The following chart indicates the state for each of the Status Indicators.
<table>
<tr><th>Status</th><th>Red</th><th>Blue</th><th>Green</th><th>Black</th><th>Yellow</th></tr>
<tr><td>RO</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Completed</td><td>N/A</td></tr>
<tr><td>ORI</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
<tr><td>I</td><td>To</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
</table></td><td></td></tr>
</table>

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td></td><td>
<table>
<tr><td></td><td>Do</td><td></td><td></td><td></td><td></td></tr>
<tr><td>De-I</td><td>To Do</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
<tr><td>DIS</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
</table>
RO does not undergo a change in status and therefore shall remain black at all times in all views.
</td><td></td></tr>
<tr><td>EML-65</td><td>The following rules govern when a Status Indicator changes from one state to another:

• RO does not undergo any change in state and remains a constant black.
• The ORI Indicator changes from Red to Green when a user completes the defendant’s orientation.
• The I Indicator changes from Red to Blue when a COTR requests that EM equipment be installed for the defendant. The I Indicator will change from Blue to Green when EM equipment has been installed for the defendant by the vendor. The I Indicator changes from Green to Yellow when a defendant’s EM service has been suspended. The I Indicator changes from Yellow back to Blue when the suspension has been lifted and PSA has requested re-installation. Finally, the I Indicator changes from Blue back to Green when re-installation is completed.
• The De-I Indicator changes from Red to Blue when a COTR requests that EM equipment be de-installed for the defendant. The De-I Indicator changes from Blue to Green when EM equipment has been de-installed for the defendant by the vendor. The De-I Indicator changes from Green to Yellow when a defendant’s EM service changes from suspended to unsuspended. The De-I Indicator changes from Yellow back to Blue when a new de-install request is authorized and then from Blue to Green when the de-installation has been completed
• The DIS Indicator changes from Red to Green when a COTR records and saves discharge information.</td><td></td></tr>
<tr><td>EML-66</td><td>APSO View

The following information shall display at the header row level with this view:

• Defendant Name
• ID
• Address / Phone
• Assigned PSO</td><td></td></tr>
</table>

#	Requirement	Comments
	• Equipment Type A user may expand this view to display a detail row that shows the following additional information for the defendant selected: • Docket Number • Status Indicators (“RO”, “ORI”, “I”, “De-I”, and “DIS”)	
EML-67	The rows shall be displayed to support the following user preferences: • Reordering data columns. • Resizing of data columns. • Sorting of the results based upon a column by ascending or descending order. • Grouping the results by Assigned PSO or Equipment Type • Filter the results by options provided in filtering options table. • The paging of results according to a user selectable page size. The available options for page size should be 10, 25, 50, or View All.	
EML-68	The **APSO View** is limited to APSOs.	
EML-69	The default information that’s provided in the A**PSO View** is the list of active EM defendants who are pending completion of orientations listed in alphabetical order by name.	
EML-70	**Defendant Name** should be listed by last name, first name. Defendants who are on EM in multiple cases should only appear on the header row list once.	
EML-71	**ID** should default to a defendant’s PDID number. In the event the defendant does not have a PDID number, display his/her BAID. The number displayed should be preceded by the appropriate letter that identifies the ID Type (“P” for PDID Number, “B” for BAID Number).	
EML-72	The **Address / Phone** that displays on the list screen should be captured from the address and phone number information recorded/displayed in the EM Wizard on the Orientation Tab Screen. See EMW-9 and EMW-10	
EML-73	**Assigned PSO** will populate with the name of the case manager assigned to supervise that defendant.	

#	Requirement	Comments
EML-74	**Equipment Type** shall be one of five potential values: Cellular, Landline, GPS, Cellular + GPS, Landline + GPS. The value listed here is captured in the EM Wizard on the Orientation Tab Screen. See EMW-28	
EML-75	The user will be presented with a button/icon that permits a defendant's record on the header row to expand to the detail row.	
EML-76	For each of the records displayed at the detail row, there shall be a one-to-one relationship amongst the information displayed. For example, if the defendant is on EM in three separate docket numbers, the expanded detail row will display all three dockets in separate rows each with their own set of status indicators, service call, and alert checkboxes.	
EML-77	The **Docket Number** field shall display all of the docket numbers on which the defendant is currently on EM.	
EML-78	There are five **Status Indicators** displayed in this view: "RO", "ORI", "I", "De-I" and "DIS".	
EML-79	In circumstances where there is no information available to be displayed in a column (.e.g., no equipment type has been selected) the space shown shall be left blank.	
EML-80	Included within each view is a table of filtering options (accompanied by a "Go" command button). Selecting an option from this table allows the user to filter the list of defendant displayed on the screen. The filtering options found within the table are based upon the user's view. **APSO View** Filter Options: • By Case Manager Selecting one of the options provided and then executing a "Go" command (using the button provided next to the table) will result in the list of active defendants displayed to be filtered according to the value selected. If no defendants are found who meet the filter option (e.g., there are no defendants assigned to the selected case manager), the system shall display a message letting the user know that no defendants from the active list are found.	

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td>EML-81</td><td>When By Case Manager is selected from the table, a new window will appear containing a list of HISP staff and an option to “Show All”.

After selecting this option from the table, selecting a case manager or Show All, and initiating the “Go” command, the Search Results section displays all of the active defendants who are assigned to the selected case manager or in HISP who are pending orientation.</td><td></td></tr>
<tr><td>EML-82</td><td>There are five status indicators that display on the screen. Each one of these read-only indicators identifies the corresponding defendant’s status with each phase in electronic monitoring.

The Status Indicators:

• “RO” – (Release Order)
• “ORI” – (Orientation)
• “I” – (Installation)
• “De-I” – (De-Installation)
• “DIS” – (Discharge)

Status Indicators should be enabled / disabled according to the user’s view. In the APSO View, only the “RO” and “ORI” Indicators should be enabled.</td><td></td></tr>
<tr><td>EML-83</td><td>Status indicators (when enabled) should hyperlink to the following screens:

RO – Release Orders Module
ORI – EM Wizard / Orientation Tab Screen
I – EM Wizard / Installation Tab Screen
De-I – EM Wizard / De-Installation Tab Screen
DIS – EM Wizard / Discharge Tab Screen</td><td></td></tr>
<tr><td>EML-84</td><td>The following chart indicates the state for each of the Status Indicators.
<table>
<tr><th>Status</th><th>Red</th><th>Blue</th><th>Green</th><th>Black</th><th>Yellow</th></tr>
<tr><td>RO</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Completed</td><td>N/A</td></tr>
<tr><td>ORI</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
<tr><td>I</td><td>To Do</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
<tr><td>De-I</td><td>To Do</td><td>Requested</td><td>Completed</td><td>N/A</td><td>Suspended</td></tr>
<tr><td>DIS</td><td>To</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
</table></td><td></td></tr>
</table>

#	Requirement	Comments
	Do RO does not undergo a change in status and therefore shall remain black at all times in all views.	
EML-85	The following rules govern when a Status Indicator changes from one state to another: • **RO** does not undergo any change in state and remains a constant black. • The **ORI** Indicator changes from Red to Green when a user completes the defendant's orientation. • The **I** Indicator changes from Red to Blue when a COTR requests that EM equipment be installed for the defendant. The **I** Indicator will change from Blue to Green when EM equipment has been installed for the defendant by the vendor. The **I** Indicator changes from Green to Yellow when a defendant's EM service has been suspended. The **I** Indicator changes from Yellow back to Blue when the suspension has been lifted and PSA has requested re-installation. Finally, the **I** Indicator changes from Blue back to Green when re-installation is completed. • The **De-I** Indicator changes from Red to Blue when a COTR requests that EM equipment be de-installed for the defendant. The **De-I** Indicator changes from Blue to Green when EM equipment has been de-installed for the defendant by the vendor. The **De-I** Indicator changes from Green to Yellow when a defendant's EM service changes from suspended to unsuspended. The **De-I** Indicator changes from Yellow back to Blue when a new de-install request is authorized and then from Blue to Green when the de-installation has been completed • The **DIS** Indicator changes from Red to Green when a COTR records and saves discharge information.	
EML-86	**Vendor View** The following information shall display at the header row with this view: • Defendant Name • ID • Address / Phone • Assigned PSO • Equipment Type A user may expand this view to display a detail row that shows the following additional information for the defendant selected:	

#	Requirement	Comments
	• Docket Number • Status Indicators (“RO”, “ORI”, “I”, “De-I” and “DIS”) • Service Call	
EML-87	The rows shall be displayed to support the following user preferences: • Reordering data columns. • Resizing of data columns. • Sorting of the results based upon a column by ascending or descending order. • Grouping the results by Assigned PSO or Equipment Type • Filter the results by options provided in filtering options table. • The paging of results according to a user selectable page size. The available options for page size should be 10, 25, 50, or View All.	
EML-88	The **Vendor View** is limited to the external EM vendors/contractors.	
EML-89	The default information that’s provided in the **Vendor View** is the list of active EM defendants for whom PSA has requested installation of equipment, de-installation of equipment, or a service call be made.	
EML-90	**Defendant Name** should be listed by last name, first name. Defendants who are on EM in multiple cases should only appear on the header row list once.	
EML-91	**ID** should default to a defendant’s PDID number. In the event the defendant does not have a PDID number, display his/her BAID. The number displayed should be preceded by the appropriate letter that identifies the ID Type (“P” for PDID Number, “B” for BAID Number).	
EML-92	The **Address / Phone** that displays on the list screen should be captured from the address and phone number information recorded/displayed in the EM Wizard on the Orientation Tab Screen. See EMW-9 and EMW-10	
EML-93	**Assigned PSO** will populate with the name of the case manager assigned to supervise that defendant.	
EML-94	**Equipment Type** shall be one of three potential values: Cellular, Landline, GPS, Cellular + GPS, and Landline + GPS. The value listed here is captured in the EM	

#	Requirement	Comments
	Wizard on the Orientation Tab Screen. See EMW-28	
EML-95	The user will be presented with a button/icon that permits a defendant's record on the header row to expand to the detail row.	
EML-96	For each of the records displayed at the detail row, there shall be a one-to-one relationship amongst the information displayed. For example, if the defendant is on EM in three separate docket numbers, the expanded detail row will display all three dockets in separate rows each with their own set of status indicators, service call, and alert checkboxes.	
EML-97	The **Docket Number** field shall display all of the docket numbers on which the defendant is currently on EM.	
EML-98	There are five **Status Indicators** displayed in this view: "RO", "ORI", "I", "De-I", and "DIS".	
EML-99	**Service Call** shall be a checkbox that indicates when the corresponding defendant has a pending service call requested by PSA. This field is triggered by the entry of a service call request by a COTR in the EM Wizard / Service Call Screen.	
EML-100	Included within each view is a table of filtering options (accompanied by a "Go" command button). Selecting an option from this table allows the user to filter the list of defendant displayed on the screen. The filtering options found within the table are based upon the user's view. **Vendor View** filter options: • By Case Manager • Pending Installations • Pending De-Installations • Pending Service Calls Selecting one of the options provided and then executing a "Go" command (using the button provided next to the table) will result in the list of active defendants displayed to be filtered according to the value selected. If no defendants are found who meet the filter option (e.g., there are no defendants who are pending installation), the system shall display a message letting the user know that no defendants from the active list are found.	

#	Requirement	Comments
EML-101	When **By Case Manager** is selected from the table, a new window will appear containing a list of HISP staff and an option to "Show All". After selecting this option from the table, selecting a case manager or Show All, and initiating the "Go" command, the Search Results section displays all of the active defendants who are assigned to the selected case manager and for whom PSA has requested installation, de-installation, or a service call.	
EML-102	**Pending Installations** filters the list so that only those active defendants for whom PSA has requested that equipment be installed are displayed.	
EML-103	**Pending De-Installations** filters the list so that only those active defendants for whom PSA has requested that equipment be de-installed are displayed.	
EML-104	**Pending Service Calls** displays a list of active defendants for whom PSA has made a request that the vendor service their equipment are displayed.	
EML-105	There are five status indicators that display on the screen. Each one of these read-only indicators identifies the corresponding defendant's status with each phase in electronic monitoring. The Status Indicators: • "RO" – (Release Order) • "ORI" – (Orientation) • "I" – (Installation) • "De-I" – (De-Installation) • "DIS" – (Discharge) Status Indicators should be enabled / disabled according to the user's view. In the **Vendor View**, only the "I" and "De-I" Indicators should be enabled.	
EML-106	Status indicators (when enabled) should hyperlink to the following screens: RO – Release Orders Module ORI – EM Wizard / Orientation Tab Screen I – EM Wizard / Installation Tab Screen De-I – EM Wizard / De-Installation Tab Screen DIS – EM Wizard / Discharge Tab Screen	
EML-107	The following chart indicates the state for each of the Status Indicators.	

<table>
<tr><th>#</th><th>Requirement</th><th>Comments</th></tr>
<tr><td></td><td>
<table>
<tr><th>Status</th><th>Red</th><th>Blue</th><th>Green</th><th>Black</th><th>Yellow</th></tr>
<tr><td>RO</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Completed</td><td>N/A</td></tr>
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<tr><td>DIS</td><td>To Do</td><td>N/A</td><td>Completed</td><td>N/A</td><td>N/A</td></tr>
</table>
RO does not undergo a change in status and therefore shall remain black at all times in all views.
</td><td></td></tr>
<tr><td>EML-108</td><td>The following rules govern when a Status Indicator changes from one state to another:

• RO does not undergo any change in state and remains a constant black.
• The ORI Indicator changes from Red to Green when a user completes the defendant’s orientation.
• The I Indicator changes from Red to Blue when a COTR requests that EM equipment be installed for the defendant. The I Indicator will change from Blue to Green when EM equipment has been installed for the defendant by the vendor. The I Indicator changes from Green to Yellow when a defendant’s EM service has been suspended. The I Indicator changes from Yellow back to Blue when the suspension has been lifted and PSA has requested re-installation. Finally, the I Indicator changes from Blue back to Green when re-installation is completed.
• The De-I Indicator changes from Red to Blue when a COTR requests that EM equipment be de-installed for the defendant. The De-I Indicator changes from Blue to Green when EM equipment has been de-installed for the defendant by the vendor. The De-I Indicator changes from Green to Yellow when a defendant’s EM service changes from suspended to unsuspended. The De-I Indicator changes from Yellow back to Blue when a new de-install request is authorized and then from Blue to Green when the de-installation has been completed
• The DIS Indicator changes from Red to Green when a COTR records and saves discharge information.</td><td></td></tr>
<tr><td colspan="3">EM Wizard</td></tr>
</table>

#	Requirement	Comments
EMW-1	The **EM Wizard** is a multi-tab module/tool designed to store all electronic monitoring related information, to track a defendant's progress in electronic monitoring, and to facilitate paperless communication between all parties involved in the process.	
EMW-2	The **EM Wizard** is comprised of six tabs (from left to right): • Orientation • Enrollment / Installation • De-Installation • Service Call • Alert Information • Discharge	
EMW-3	Each screen within the wizard should display a header identifying the name, DOB, PDID, and BAID number of the defendant who was selected from the list screen.	
EMW-4	A user's view will determine which tabs may be accessed, viewed, and/or updated in the EM Wizard. A user with the **COTR/Supervisor View** has access to every tab in the wizard, may view any information in any tab, and except where noted otherwise, may add information, update information, or delete information in any field on any screen. A user with the **PSO View** has access to every tab in the wizard and may view any information displayed. A user with the **PSO View** may only add information, update information, or delete information in fields displayed on the Orientation, Installation, De-Installation, Service Call, and Alert Information tab screens. A user with the **APSO View** has access limited to the Orientation tab. The **APSO View** allows a user to view and add, update, or delete any information in fields displayed on this screen. A user with the **Vendor View** has access limited to the Enrollment/Installation tab, De-Installation tab, Service Call tab, and Alert Information tab. The **Vendor View** allows a user to view any information displayed on these screens. A user with the **Vendor View** may only add, update, or delete information in fields displayed on the screen where specifically noted in the requirements.	
Orientation Tab Requirements		

#	Requirement	Comments
This screen is used to complete a defendant's orientation. The process of completing an orientation involves pre-orientation tasks, conducting the actual orientation, and post-orientation tasks. The pre- and post-orientation tasks will be completed using this tab. The orientations themselves are completed in a group setting in a conference room which does not require or allow for real-time computer entries. As such, this screen shall be divided into two separate sections, one to complete pre-orientation tasks and one to complete post-orientation tasks.		
EMW-5	Display the heading **Pre-Orientation**.	
EMW-6	Below the heading **Pre-Orientation**, display the following fields: • Docket Number • Docket Number • Docket Number • Docket Number • Curfew Address • Curfew Phone • Reporting / Drug Testing Day • Reporting Time • Curfew Days • Curfew Hours • Electronic Monitoring Participant Agreement – Community Supervision Phase • Electronic Monitoring Participant Agreement – Home Confinement Phase • Global Positioning System Monitoring Agreement • Homeowner Approval Form • Drug Testing Instructions • Log Orientation Packet • Print • Save • Cancel	
EMW-7	**Docket Number, Curfew Address, Reporting / Drug Testing Day, Reporting Time, Curfew Days**, and **Curfew Hours** are all parameters for the reports that may be printed from this screen (Agreements, Approval, Instruction Forms)	
EMW-8	**Docket Number** is a set of four tables that list all of the docket numbers under which the defendant has an active/current Release Order Type = PSA High Intensity Supervision Program (HISP) or PSA Supervised Release w/ GPS.	

#	Requirement	Comments
	The docket numbers selected from these tables will populate into all of the corresponding reports that are printed with the exception of **Homeowner/Lessee's Approval for Electronic Monitoring Equipment/GPS Installation or Removal**. The docket numbers selected will also populate in the Enrollment / Installation tab screen where identified in that tab section's requirements.	
EMW-9	**Curfew Address** pre-populates from the Addresses module in the Supervision tables. The address that displays shall be the most recently updated record in where: Status = Current Curfew Address = Yes The data fields from the address displayed shall consist of the following: • Building Number • Street Name • Street Type • Unit Number • Quadrant • State • Postal Code Those field shall be concatenated to read: Building Number + Street Name + Street Type + Unit Number + Quadrant + State + Postal Code Unit Number and Quadrant Fields shall only display in address description when populated in the address form screen. The address that displays shall also be a hyperlink to the address form in the Addresses module. The address display in this table will populate into the form **Homeowner/Lessee's Approval for Electronic Monitoring Equipment/GPS Installation or Removal** when printed. The address displayed in this module will also display in the Curfew Address	

#	Requirement	Comments
	field in the Enrollment / Installation Tab screen and on the EM List Screen.	
EMW-10	**Curfew Phone** shall pre-populate from the address record that has been displayed in the **Curfew Address** field on this screen. The information displayed here is pulled from the Phone Number field under the Phone Information subsection of the Address screen. The address displayed in this module will also display in the Curfew Phone field in the Enrollment / Installation Tab screen and on the EM List screen.	
EMW-11	**Reporting / Drug Testing Day** is a table that lists the following options: • Monday • Tuesday • Wednesday • Thursday • Friday The value selected from this table will populate into the **Electronic Monitoring Participant Agreement – Community Supervision Phase**, **Electronic Monitoring Participant Agreement – Home Confinement Phase**, and **Global Positioning System Monitoring Agreement** documents when printed.	
EMW-12	**Reporting Time** is a table that lists the following options: • 8:30 am to 12:oo pm • 2:00pm to 5:00 pm The value selected from this table will populate into the **Electronic Monitoring Participant Agreement – Community Supervision Phase**, **Electronic Monitoring Participant Agreement – Home Confinement Phase**, and **Global Positioning System Monitoring Agreement** documents when printed.	Need the values for this table from Cynthia *****need to capture as two separate fields – start time / end time
EMW-13	**Curfew Days** is a table that lists the following option: • Sunday to Saturday Sunday to Saturday shall be the default value that displays in this table but users shall be provided the option to deselect it and leave the field blank. If a user elects to leave this field blank, an empty space shall display on the printed report(s) next to the label “Curfew Days”.	

#	Requirement	Comments
	The value selected from this table will populate into the **Electronic Monitoring Participant Agreement – Community Supervision Phase**, **Electronic Monitoring Participant Agreement – Home Confinement Phase**, and **Global Positioning System Monitoring Agreement** documents when printed.	
EMW-14	**Curfew Hours** is a table that lists the following options: • 10 pm to 6 am • 8 pm to 6 am • 6 pm to 6 am This table shall pre-populate with the "10 pm to 6 am" value. A user may also elect to not select any value for this field and in doing so; the printed document shall display empty space next to the label "Curfew Hours". The values recorded in these fields will populate into the **Electronic Monitoring Participant Agreement – Community Supervision Phase**, **Electronic Monitoring Participant Agreement – Home Confinement Phase**, and **Global Positioning System Monitoring Agreement** documents when printed. The space allotted in the document for this information to display shall be left blank in the event a value is not selected from this table.	
EMW-15	**Electronic Monitoring Participant Agreement – Community Supervision Phase**, **Electronic Monitoring Participant Agreement – Home Confinement Phase**, **Global Positioning System Monitoring Agreement**, **Homeowner Approval Form**, and **Drug Testing Instructions** are all checkboxes that identify the report(s) that the user wishes to print.	
EMW-16	The **Electronic Monitoring Participant Agreement – Community Supervision Phase** field is a checkbox. When marked, clicking on the Print button displayed on this screen will result in the **Electronic Monitoring Participant Agreement – Community Supervision Phase** document being printed and being populated by the parameters identified in the **Docket Number**, **Reporting / Drug Testing Day**, **Report Time**, **Curfew Days**, and **Curfew Hours** parameter fields. The remaining document parameters (Defendant's Name, PDID Number, and Assigned Case Manager) will automatically be populated based upon the defendant with whom the user selected. See Attachment One for a copy of this report.	
EMW-17	The **Electronic Monitoring Participant Agreement – Home Confinement Phase**	

#	Requirement	Comments
	field is a checkbox. When marked, clicking on the Print button displayed on this screen will result in the **Electronic Monitoring Participant Agreement – Home Confinement Phase** document being printed and being populated by the parameters identified in the **Docket Number**, **Reporting / Drug Testing Day**, **Report Time**, **Curfew Days**, and **Curfew Hours** parameter fields. The remaining document parameters (Defendant's Name, PDID Number, and Assigned Case Manager) will automatically be populated based upon the defendant with whom the user selected. See Attachment Two for a copy of this report.	
EMW-18	The **Global Positioning System Monitoring Agreement** field is a checkbox. When marked, clicking on the Print button displayed on this screen will result in the **Global Positioning System Monitoring Agreement Phase** document being printed and being populated by the parameters identified in the **Docket Number**, **Reporting / Drug Testing Day**, **Report Time**, **Curfew Days**, and **Curfew Hours** parameter fields. The remaining document parameters (Defendant's Name, PDID Number, and Assigned Case Manager) will automatically be populated based upon the defendant with whom the user selected. See Attachment Three for a copy of this report.	
EMW-19	The **Homeowner Approval Form** field is a checkbox. When marked, clicking on the Print button displayed on this screen will result in the **Homeowner/Lessee's Approval for Electronic Monitoring Equipment/GPS Installation Form** document being printed and being populated by the parameter identified in the **Curfew Address** parameter field. The remaining document parameters (Defendant's Name and PDID Number) will automatically be populated based upon the defendant with whom the user selected. See Attachment Four for a copy of this report.	
EMW-20	The **Drug Testing Instructions** field is a checkbox. When marked, clicking on the Print button on this screen will result in the **Drug Testing Instructions** document being printed and being populated by the parameters identified in the **Docket Number(s)** parameter field.	

#	Requirement	Comments
	The remaining document parameters (Defendant's Name and PDID Number) will automatically be populated based upon the defendant with whom the user selected. Note: this is an existing PRISM Report.	
EMW-21	The **Log Orientation Packet** field is a checkbox. When marked and at least one of the document checkboxes has been marked, clicking on the Print button on this screen will result in a supervision log entry being created recording that the Orientation Packet has been printed. The Supervision Log that's created shall be: **Event Date:** [Current Date] **Event Time:** [Current Time] **Type:** Reports **Subtype:** Reports – Forms & Letters **Title:** Orientation Packet The preformatted remarks for this log shall read: "Orientation Packet printed by [user's name]."	
EMW-22	The **Print** field is a button/icon that, when clicked, prints the corresponding documents that have been checked amongst the five report checkboxes.	
EMW-23	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-24	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-25	Display the heading **Post-Orientation**.	
EMW-26	Below the heading **Post-Orientation**, display the following fields: • Telephone Service Provider • EM Technology • Orientation Notes to Case Manager • Installation Notes to Vendor • Orientation Completed • Orientation Not Completed • Save	

#	Requirement	Comments
	• Cancel	
EMW-27	**Telephone Provider** is a table consisting of the following options: • N/A • AT&T • Cox • Directv • Magic Jack • Verizon • Comcast • Vonage • Other If the value "Other" is selected, a new free text field shall display that will allow a user to manually record a provider that's not already listed in the table. The value selected from this table will populate in the following additional locations within the module: o Enrollment / Installation Tab screen in the EM Wizard	
EMW-28	**EM Technology** is a table consisting of the following options: • Landline • Cellular • GPS • Landline + GPS • Cellular + GPS This is a mandatory field in this section of screen. Users may not save changes to this section of the screen without a value having been selected from this table. The value selected from this table will populate in the following additional locations within the module: o Equipment Type displayed on the EM List Screen. o Enrollment / Installation Tab Screen in the EM Wizard o De-Installation Tab Screen in the EM Wizard o Service Call Tab Screen in the EM Wizard o Alert Information Tab Screen in the EM Wizard	

#	Requirement	Comments
EMW-29	**Orientation Notes to Case Manager** is a free text field with a 3000 character text limit.	
EMW-30	**Installation Notes to Vendor** is a free text field with a 3000 character text limit. Text added to this field will also populate in the following location: • Enrollment / Installation Tab Screen in the EM Wizard	
EMW-31	**Orientation Completed** is a checkbox that when marked creates a supervision log entry (after a save) that records that the defendant's orientation has been completed. The Supervision Log entry shall consist of the following: **Event Date:** [current date] **Event Time:** [current time] **Type:** Remarks – Case Management **Subtype:** Orientation **Title:** Reported for Orientation and signed document(s) Formatting: **Activity Date:** [current date} **PSA Supervision Services:** High Intensity Supervision Program Docket Number: Docket Number 2: Docket Number 3: The pre-formatted remarks shall read: The defendant reported for High Intensity Supervision Program orientation and orientation document(s) in [DocketNumber1][DocketNumber2][DocketNumber3}. [ActivityDate]. In addition to the creation of a supervision log record, upon saving the section of the screen when the Orientation Completed checkbox has been checked, all of the Orientation Status Indicators on the EM List Screen will change from Red to Green. In addition, the defendant is deemed to no longer be "Pending Orientation" and no longer displays on the standard APSO View or a filtered list of "Pending Orientation" records displayed on the EM List Screen. The	

#	Requirement	Comments
	defendant is instead added to the filtered list of defendants who are "Pending Installation".	
EMW-32	**Orientation Not Completed** is a checkbox. When checked, a table will display next to the checkbox that consists of the following options: • Did not report for orientation • Reported for orientation – refused to sign document The table is a mandatory field with the checkbox has been marked and the system shall not allow a user to save this section if no value has been selected. When this checkbox has been marked the system creates a supervision log (after a save) that records that the defendant's orientation was not completed. The Supervision Log entry shall consist of the following: **Event Date:** [current date] **Event Time:** [current time] **Type:** Remarks – Case Management **Subtype:** Orientation **Title:** [value selected from the table that displays] Formatting: **Activity Date:** [current date} **PSA Supervision Services:** High Intensity Supervision Program Docket Number: Docket Number 2: Docket Number 3: The pre-formatted remarks shall read: The defendant reported for High Intensity Supervision Program orientation but refused to sign orientation document(s) in [DocketNumber1][DocketNumber2][DocketNumber3}. [ActivityDate]. Or The defendant did not report for High Intensity Supervision Program orientation in [DocketNumber1][DocketNumber2][DocketNumber3}. [ActivityDate].	

#	Requirement	Comments
	Marking this checkbox does not affect the Status Indicators that display on the EM List Screen.	
EMW-33	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-34	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-35	**Orientation Tab Screen Business Rule:** When saving this section of the screen, a user must select either "Orientation Completed" or "Orientation Not Completed". The system shall not allow the record to be saved if one of these checkboxes has not been marked.	
Enrollment / Installation Tab Requirements This screen is used to authorize and complete a defendant's equipment installation. The process of completing an enrollment and installation is a two-step process and as such, this tab screen shall be divided into two separate sections, one to complete the PSA portion of the transaction and one to complete the vendor portion of the transaction. The process in place is such that after a defendant has completed his/her orientation, a COTR authorizes the vendor to install EM equipment on the individual. The authorization and enrollment information comes from PSA and is displayed/recorded in the upper, PSA half of the screen. Once this section of the screen is completed by PSA, the vendor is authorized to install EM equipment on the defendant. The vendor then uses the bottom, vendor half of the screen to complete the transaction and log that the installation has been successfully completed. In addition to the standard installation process, defendants on occasion will have their equipment de-installed for a temporary period of time. Several fields included on this screen facilitate the process of re-installing a defendant's equipment after a period of suspension.		
EMW-36	Display the heading **Enrollment Information**.	
EMW-37	Below the heading **Enrollment Information**, display the following fields: • Curfew Address • Curfew Phone • Docket Number • Docket Number • Docket Number • Docket Number • Start Date • Start Date	

#	Requirement	Comments
	• Start Date • Start Date • Scheduled End Date • Scheduled End Date • Scheduled End Date • Scheduled End Date • Equipment Type • Telephone Provider • Installation Notes to Vendor • Installation Authorized • Suspend Service • Suspension Start Date • Suspension End Date • Re-Installation Authorized • Save • Cancel	
EMW-38	**Curfew Address** is a read-only field that displays the address found in the **Curfew Address** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-39	**Curfew Phone** is a read-only field that displays the address found in the **Curfew Phone** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-40	**Docket Number** is a set of four tables that display all of the docket numbers under which the defendant is currently on EM.	
EMW-41	**Start Date** is a set of four calendar fields that are associated with each one of the docket number fields and should pre-populate with the current date but may accept future or past dates. Only COTR/Supervisory Level Users may add, update, or delete information displayed in this field.	
EMW-42	**Scheduled End Date** is a set of four calendar fields that are associated with each one of the Start Date fields and should pre-populate with the date 60 days from the value contained in the **Start Date** field. Only COTR/Supervisory Level Users may add, update, or delete information displayed in this field.	

#	Requirement	Comments
EMW-43	**Equipment Type** is a read-only field that displays the value selected from the **Equipment Type** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-44	**Telephone Provider** is a read-only field that displays the value selected from the **Telephone Provider** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-45	**Installation Notes to Vendor** is a read-only that displays the text that contained in the **Installation Notes to Vendor** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-46	**Installation Authorized** is a checkbox that when marked and then saved, results in the "**I"** (Installation) Status Indicators for all of the docket numbers identified changing from Red to Blue. Only COTR/Supervisory Level Users may check or uncheck this field.	
EMW-47	**Suspend Service** is a checkbox that when marked and then saved, results in all of the "**I**" Status Indicators changing from Green to Yellow.	
EMW-48	**Suspension Start Date** is a calendar field.	
EMW-49	**Suspension End Date** is a calendar field that when marked and then saved, results in all of the "**I**" Status Indicators changing from Yellow back to Red.	
EMW-50	**Re-Installation Authorized** is a checkbox that when marked and saved, results in all of the "**I**" Status Indicators changing from Red back to Blue. This action also triggers the defendant to again be displayed on the filter list of defendants who are "Pending Installation".	
EMW-51	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-52	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-53	A save to this screen will trigger the creation of the following Programs Module entry: **Function:** Pretrial **Case / Docket:** [Docket Number selected]	

#	Requirement	Comments
	Program Type: PSA SS – Electronic Monitor Vendors **Program Name:** (see below) **Start Date:** [Start Date recorded on the EM Wizard / Installation Tab Screen] **Scheduled End Date:** [Scheduled End Date recorded on the EM Wizard / Installation Tab Screen] There should be a one-to-one relationship between the number of docket numbers identified in the docket number fields and the number of program module entries. For purposes of selecting the correct Program Name value, use the following: When Equipment Type equals: **Landline**, select **G4S – Landline EM** as the Program Name **Cellular**, select **G4S – Cellular EM** as the Program Name **GPS**, select **G4S – GPS** as the Program Name **Landline + GPS**, select **G4S – Landline EM + GPS** as the Program Name **Cellular + GPS**, select **G4S – Cellular EM + GPS** as the Program Name	
EMW-54	Display the heading **Installation Information**.	
EMW-55	Below the heading **Installation Information**, display the following fields: • Installation Complete • Re-Installation Complete • PHMU Number • PTX Number • GPS Number • Range Check Date • Appointment Time • Equipment Location • Range Level • Range Check Completed • Comments • Save Only the vendor may add, update, or delete data displayed in the fields in this section of the Enrollment / Installation Tab Screen. Prior to authorization being granted to install equipment (Status Indicator "I" having "blue" status), these fields shall display "greyed-out" to the vendor. Only after the I**nstallation Authorized** checkbox has been marked in the upper half of this screen will these	

#	Requirement	Comments
	fields become "active".	
EMW-56	**Installation Complete** is a checkbox.	
EMW-57	**Reinstallation Complete** is a checkbox.	
EMW-58	**PHMU Number** is a set of two 10 character limit alphanumeric free text fields; one corresponds to the equipment number for the original installation, one for the equipment number for a reinstallation.	
EMW-59	**PTX Number** is a set of two 10 character limit alphanumeric free text fields; one corresponds to the equipment number for the original installation, one for the equipment number for a reinstallation.	
EMW-60	**GPS Number** is a set of two 10 character limit alphanumeric free text fields; one corresponds to the equipment number for the original installation, one for the equipment number for a reinstallation.	
EMW-61	**Range Check Date** is a set of two calendar fields; one corresponds to the range check completed for the original installation, one for the date associated with a reinstallation.	
EMW-62	**Appointment Time** is a set of two tables consisting of the following options: • 8:30 am to 12:30 pm • 12:30 pm to 4:30 pm • 4:30 pm to 8:30 pm One table is associated with the original installation, one with a reinstallation.	
EMW-63	**Equipment Location** is a set of two tables consisting of the following options: • Living Room • Dining Room • Bedroom • Basement One table is associated with the original installation, one with a reinstallation.	
EMW-64	**Range Level** is a set of two tables consisting of the following options:	

#	Requirement	Comments
	• Low • Medium • High One table is associated with the original installation, one with a reinstallation.	
EMW-65	**Range Check Completed** is a set of two checkboxes; one associated with an original installation, the other a reinstallation. When the original installation checkbox is checked, in combination with **Installation Complete** being checked, a save of this record will trigger all of the "I" Status Indicators to change from Blue to Green. In addition, a defendant who has completed installation will be removed from the "Pending Installation" list on the EM List Screen. When the reinstallation checkbox is checked, in combination with a **Reinstallation Complete** being checked, a save of this record will trigger all of the "I" Status Indicators to change from Blue to Green. In addition, a defendant who has completed reinstallation will be removed from the "Pending Installation" filtered list. Business Rule: This field may not be marked until after **Installation Complete** has been marked.	
EMW-66	**Comments** is a set of two free text fields with 1000 character limits; one is associated with the original installation, one with a reinstallation.	
EMW-67	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-68	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	

De-Installation Tab Requirements

This screen is used to request, authorize, and complete a defendant's equipment de-installation. This process of de-installing a defendant's equipment involves several steps and as such, this tab screen shall be divided into two separate sections, one to complete the PSA portion of the transaction (the request and authorization) and one to complete the vendor portion of the transaction (completion).

The process in place is such that when there has been a change in the defendant's circumstances that involves his or her removal from PSA EM Supervision, the defendant's case manager submits a request to the COTR asking for

#	Requirement	Comments
the defendant's equipment to be de-installed. The COTR authorizes the request and forwards it to the vendor who completes the request. Using this screen, the case manager will submit this request on the upper half of this screen, the COTR will authorize the request and log any equipment returns received by PSA in the same half, and then the vendor will complete the de-installation and log all equipment returns received by them in the bottom half of the screen. In addition to the standard de-installation process, defendants on occasion will have their equipment de-installed for a temporary period of time. Several fields included on this screen facilitate the process of completing more than one de-installation over the course of defendant's participation on EM.		
EMW-69	Display the heading **De-Installation Request and Authorization**.	
EMW-70	Below the heading **De-Installation Request and Authorization**, display the following fields: • Temporary De-Installation Requested • De-Installation Requested • Temporary De-Installation Requested By • De-installation Requested By • Request Date • Temporary De-Installation Reason • Temporary De-Installation Authorized • De-Installation Reason • De-Installation Authorized • Equipment Retrieved by PSA • Equipment Inventory • De-Installation Remarks • Curfew Address • Curfew Phone • Docket Number • Docket Number • Docket Number • Docket Number • Save • Cancel	
EMW-71	**Temporary De-Installation Requested** is a checkbox.	
EMW-72	**De-Installation Requested** is a checkbox.	
EMW-73	**Temporary De-Installation Requested By** is a table consisting of a complete list	

#	Requirement	Comments
	of HISP Team One and Team Two staff members. This table should pre-populate with the current user's name.	
EMW-74	**De-Installation Requested By** is a table consisting of a complete list of HISP Team One and Team Two staff members. This table should pre-populate with the current user's name.	
EMW-75	**Request Date** is a set of two calendar field that default to the current date; one field is associated with a temporary de-installation request, the other with a final de-installation request.	
EMW-76	**Temporary De-Installation Reason** is a table consisting of the following options: • Loss of Contact • Defendant on Bench Warrant Status • Defendant HWOB • Defendant in jail in other jurisdiction • Defendant removed from HISP • Equipment Type switch • Other If the value "Other" is selected, the user is presented with a free text field with a 100-character limit.	
EMW-77	**De-Installation Reason** is a table consisting of the following options: • Loss of Contact • Defendant on Bench Warrant Status • Defendant HWOB • Defendant in jail in other jurisdiction • Defendant removed from HISP • Equipment Type switch • Other If the value "Other" is selected, the user is presented with a free text field with a 100-character limit.	
EMW-78	**Temporary De-Installation Authorized** is a checkbox and when marked and saved results in the "**De-I**" Status Indicator changing from Red to Blue.	

#	Requirement	Comments
	Only COTR/Supervisory Level users may use this field.	
EMW-79	**De-Installation Authorized** is a checkbox and when marked and saved, results in the "**De-I**" Status Indicator changing from Red to Blue. Only COTR/Supervisory Level users may use this field.	
EMW-80	**Equipment Retrieved by PSA** is two sets of Yes / No radio buttons; one set is for equipment retrieved during a temporary de-install, the other for equipment retrieved during a final de-install.	
EMW-81	**Equipment Inventory** is two sets of three free text fields labeled: • PHMU Number • PTX Number • GPS Number One set is for equipment retrieved during a temporary de-install, the other for equipment retrieved during a final de-install. Each field has a 10 character limit and accepts alphanumeric values.	
EMW-82	**De-Installation Remarks** is a free text box with a 1000 character limit.	
EMW-83	**Curfew Address** is a read-only field that displays the address found in the **Curfew Address** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-84	**Curfew Phone** is a read-only field that displays the address found in the **Curfew Phone** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-85	**Docket Number** is a set of four read-only tables that display all of the docket numbers selected from the docket number fields on the Orientation Tab screen.	
EMW-86	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-87	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-88	Display the heading **De-Installation Completion**.	

#	Requirement	Comments
EMW-89	Below the heading **De-Installation Completion**, display the following fields: • Temporary De-Installation Completed • De-Installation Completed • Date • Equipment Received from PSA • Equipment Inventory • Equipment Received from Defendant • Equipment Inventory • Retrieval Attempt 1 Date • Successful / Unsuccessful • Retrieval Attempt 2 Date • Successful / Unsuccessful • Retrieval Attempt 3 Date • Successful / Unsuccessful • Save • Cancel Only the vendor may add, update, or delete data displayed in the fields in this section of the De-Installation Tab Screen. Prior to authorization being granted to de-install equipment (Status Indicator "De-I" having "blue" status), these fields shall display "greyed-out" to the vendor. Only after a **De-Installation Authorized** or a **Temporary De-Installation Authorized** checkbox has been marked in the upper half of this screen will these fields become "active".	
EMW-90	**Temporary De-Installation Completed** is a checkbox when marked and saved, results in the "**De-I**" Status Indicator changing from Blue to Green.	
EMW-91	**De-Installation Completed** is a checkbox and when marked and saved, results in the "**De-I**" Status Indicator changing from Blue to Green.	
EMW-92	**Date** is a set of two calendar fields; one corresponds to a temporary de-installation and the other for a final de-installation.	
EMW-93	**Equipment Received from PSA** is two sets of Yes / No radio buttons; one corresponds to a temporary de-installation and the other to a final de-installation.	
EMW-94	**Equipment Inventory** is two sets of three free text fields labeled: • PHMU Number	

#	Requirement	Comments
	• PTX Number • GPS Number One set corresponds to a temporary de-installation and one to a final de-installation. Each field has a 10 character limit and accepts alphanumeric values.	
EMW-95	**Equipment Received from Defendant** is two sets of Yes / No radio buttons; one set corresponds to a temporary de-installation and one to a final de-installation.	
EMW-96	**Equipment Type** is two sets of three free text fields labeled: • PHMU Number • PTX Number • GPS Number One set corresponds to a temporary de-installation and one to a final de-installation. Each field has a 10 character limit and accepts alphanumeric values.	
EMW-97	**Retrieval Attempt 1 Date** is set of two calendar fields. One corresponds to a temporary de-installation and one to a final de-installation.	
EMW-98	**Successful / Unsuccessful** is two set of checkboxes displayed next to the **Retrieval Attempt 1 Date** fields. One set corresponds to a temporary de-installation and one to a final de-installation. There is no default setting for these checkboxes and both boxes may not be checked at the same time.	
EMW-99	**Retrieval Attempt 2 Date** is a set of two calendar fields. One corresponds to a temporary de-installation and one to a final de-installation.	
EMW-100	**Successful / Unsuccessful** is two sets of checkboxes displayed next to the **Retrieval Attempt 2 Date** field. One set corresponds to a temporary de-installation and one to a final de-installation. There is no default setting for these checkboxes and both boxes may not be checked at the same time.	
EMW-101	**Retrieval Attempt 3 Date** is a set of two calendar fields. One corresponds to a temporary de-installation and one to a final de-installation.	
EMW-	**Successful / Unsuccessful** is two sets of checkboxes displayed next to the	

#	Requirement	Comments
102	**Retrieval Attempt 3 Date** field. One set corresponds to a temporary de-installation and one to a final de-installation. There is no default setting for these checkboxes and both boxes may not be checked at the same time.	
EMW-103	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-104	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
Service Call Tab Requirements This tab screen is used to request, authorize, and complete service calls and to store historical service call information. The service call process involves several steps and as such, this tab screen shall be divided into three separate sections, one to initiate and authorize the request, one to complete the request, and one to store historical service call records. The process using this tab screen will have the case manager initiate a service call request in the upper third section of the screen, the COTR then authorizing that request in the same section, the vendor then completing the service call by logging the results in the middle section of the screen, and finally storing each request in the lower third section of the screen. Every time a user accesses this tab, they are presented with a blank form screen. A request is initiated and when it has been saved, it is moved to service call history section. To complete the authorization and record the service call results, the COTR and vendor will select from the appropriate service call historical record.		
EMW-105	Display the heading **Service Call Request and Authorization**.	
EMW-106	Below the heading **Service Call Request and Authorization**, display the following fields: • Service Call Request • Service Call Requested By • Request Date • Reason for Service Call Request • Equipment Type • Curfew Address • Curfew Phone • Comments • Request Authorized	

#	Requirement	Comments
	• Reason Request Denied • Save • Cancel	
EMW-107	**Service Call Request** is a checkbox.	
EMW-108	**Service Call Requested By** is a table consisting of the complete list of HISP Team One and Team Two staff members. This table should pre-populate with the name of the current user.	
EMW-109	**Request Date** is a calendar field whose default setting is the current date. Business Rule: this is a mandatory field.	
EMW-110	**Reason for Service Call Request** is a table consisting of the following values: • Low Battery / PTX replacement • PHMU not reporting • Range Check – Defendant moved • Range Check – Defendant re-arrested and PTX replaced • Tamper – PTX replacement and range check • Other If the value "other" is selected, the user is presented with a 100-character limit text field to record a reason not listed in the table. Business Rule: this is a mandatory field.	
EMW-111	**Equipment Type** is a read-only field that displays the value selected from the **Equipment Type** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-112	**Curfew Address** is a read-only field that displays the address found in the **Curfew Address** field that's displayed on the Orientation Tab Screen in the EM Wizard.	
EMW-113	**Curfew Phone** is a read-only field that displays the address found in the **Curfew Phone** field that's displayed on the Orientation Tab Screen in the EM Wizard.	

#	Requirement	Comments
EMW-114	**Comments** is a free text field with a 1000 character limit.	
EMW-115	**Request Authorized** is a set of Yes / No radio buttons. These fields may only be used by a COTR/Supervisory Level user. If the "no" button is marked, the user will be presented with a new table labeled "**Reason Request Denied**". After a request has been initiated, plus this field has been marked "yes" when the record is saved, the Service Call checkbox that displays on the EM List Screen will be marked for the corresponding defendant indicating that the individual has a pending service call.	
EMW-116	**Reason Request Denied** is a table consisting of the following options: • Invalid Request • Requires vendor review • Other This table is displayed to the user when the "No" radio button has been marked. If the value "Other" has been selected, the user is presented with a free text field with a 100 character limit.	
EMW-117	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-118	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-119	Display the heading **Service Call Response**.	
EMW-120	Below the heading **Service Call Response**, display the following fields: • Installer Assigned • Service Call Outcome • Date • Comments • Equipment Change • PHMU Number • PTX Number	

#	Requirement	Comments
	• GPS Number • Save • Cancel Only users with vendor rights may add, change, or delete data displayed in the fields displayed in this section of the tab screen.	
EMW-121	**Installer Assigned** is a table consisting of the complete list of electronic monitoring vendors workings for G4S. The list vendors: • C. Jones • J. Melton • D. Turner • In Office	
EMW-122	**Service Call Outcome** is a table consisting of the following options: • Defendant re-arrested: married new PTX to PHMU; range check successful • Range check successful • Range check unsuccessful • Replaced PHMU and PTX; range check successful • Replaced PHMU; range check successful • Replaced PTX; range check successful • Reset range • Tamper: married new PTX to PHMU; range check successful • Other If the value “Other” is selected, the user is presented with a 100 character limit free text field.	
EMW-123	**Date** is a calendar field.	
EMW-124	**Comments** is a free text field with a 1000 character limit.	
EMW-125	**Equipment Change** is a set of Yes / No radio buttons. Selecting “yes” from the options activates the three following fields displayed on the screen (PHMU Number, PTX Number, and GPS Number).	

#	Requirement	Comments
EMW-126	**PHMU Number** is a 10 character alphanumeric free text field. This field shall remain "grayed-out" to a user initially. If "Yes' is selected from the **Equipment Change** radio buttons, this field may be used.	
EMW-127	**PTX Number** is a 10 character alphanumeric free text field. This field shall remain "grayed-out" to a user initially. If "Yes' is selected from the **Equipment Change** radio buttons, this field may be used.	
EMW-128	**GPS Number** is a 10 character alphanumeric free text field. This field shall remain "grayed-out" to a user initially. If "Yes' is selected from the **Equipment Change** radio buttons, this field may be used.	
EMW-129	Business Rule: when **Equipment Change** = Yes, at least one of these three fields must be filled by a user or else the system will not permit a save transaction.	
EMW-130	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-131	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-132	Display the heading **Service Call History**. **Service Call History** is a subsection of this tab screen that stores and displays pending and completed service calls in list form. After a service call has been initiated and saved from the **Service Call Request and Authorization** section of the screen, it is stored in this subsection. Hyper-linking on to any one of the calls displayed on the list will open that record's form screen.	
EMW-133	Below the heading **Service Call History** display the following column headings: • Request Date • Reason • Request Authorized • Service Call Outcome Below each column shall display data pulled from the corresponding record's form screen. In the event there is no data currently populating a field (i.e., the COTR has not either authorized or not authorized a service call request), a blank	

#	Requirement	Comments
	space should be displayed.	
Alert Information Tab Requirements This tab screen is used to record and store defendant alert information. The screen should be divided into two sections, one to record newly received alert information and one to store historical alert information records. In the upper section of this screen (where new alerts are recorded), users will record all of the alerts for a defendant that have occurred over the past 24 hours (3 am the previous day until 3 am the current day). Although a defendant may incur multiple alerts over the period of time, PSA only responds to alerts once per 24 hours. As such, when adding alerts into this module, a user will potentially be adding multiple alerts over one 24 hour period and then recording one response to cover all of those alerts.		
EMW-134	Display the heading **Alert Details**.	
EMW-135	Below the heading **Alert Details**, display the following fields: • Date of Alert • Add Alert • Time of Alert • Type of Alert • Alert Response • Alert Response Remarks • Save • Cancel This section of the screen should be built to allow a user to enter multiple alert times and types. Each time a user is presented with this screen tab, the fields should be blank, with any previously created alert having been saved to the Alert History section of the screen.	
EMW-136	**Date of Alert** is a set of two calendar fields labeled “From” and “To”. The existing information received from the vendor covers a 24 hours period (3 am to 3 am). As such, when recording alert information into this tab screen, users will be logging information that covers this time period. Example: on July 1st, a user will be recording alerts that occurred between 3:00 am June 30th and 3:00 am July 1st. When adding a new set of alerts, the default values for these two fields shall be	

#	Requirement	Comments
	the previous day's date in the "From" calendar field and the current date in the "To" calendar field.	
EMW-137	**Add Alert** is a button that, when clicked, displays to the user two additional fields: **Time of Alert** and **Alert Type**. A user may use the **Add Alert** button multiple times on the screen in order to add multiple alerts. Each time the button is clicked a new line displaying **Time of Alert** and **Alert Type** is displayed to the user.	
EMW-138	**Time of Alert** is a time field.	
EMW-139	**Alert Type** is a table consisting of the following values: • Case tilt • Confirmed strap tamper • Curfew End Not Present • Curfew Start Not Present • Defendant did not return in range • Defendant out of range • FMD did not call in • HMU Overdue • HMU Tilt • Leave During Curfew • Low Battery • Missed Call Late • Monitoring device has been tampered with • Open Strap • Power Disconnect • Power Failure • Power Reconnect • Return During Curfew • Telephone Failure • Unauthorized Residential Number • XMTR Tamper • XMTR Band Open	
EMW-140	**Alert Response** is a table consisting of the following values: • Defendant Sanctioned • Defendant Not Sanctioned	

#	Requirement	Comments
EMW-141	**Alert Response Remarks** is a free text field with a 1000 character limit.	
EMW-142	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-143	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	
EMW-144	Display the heading **Alert History**. **Alert History** is a subsection of this tab screen that stores and displays previously recorded alerts in list form. After an alert has been logged and saved from the **Alert Details** section of the screen, it is stored in this subsection. Hyper-linking on to any one of the alerts displayed on the list will open that record's form screen.	
EMW-145	Below the heading **Alert History**, display the following column heading: • Date Below the column shall display a list of previously saved alert information records sorted by date with the most recently saved entry displayed first.	
Discharge Tab Requirements		
EMW-146	Display the heading **Defendant Discharge Information**.	
EMW-147	Below the heading **Defendant Discharge Information**, display the following fields: • Docket Number • Docket Number • Docket Number • Docket Number • Discharge Date • Discharge Date • Discharge Date • Discharge Date • Final Discharge Date • Save	

#	Requirement	Comments
	• Cancel When a Final Discharge Date has been recorded and a save is completed, the defendant is removed from active EM lists and is moved to the archive EM list.	
EMW-148	**Docket Number** is a set of four tables each of which list all of the docket numbers under which the defendant is currently in EM.	
EMW-149	**Discharge Date** is a set of four calendar field associated with each of the docket number fields. Saving the discharge date for a docket number from this screen results in an update to the corresponding Programs Module record entry in the discharge date field.	
EMW-150	**Final Discharge Date** is a calendar field that when marked, and the screen is saved, results in the defendant being removed from the active EM list and added to the archive EM list.	
EMW-151	The **Save** button/icon on this screen should function in the same manner as a standard PRISM save.	
EMW-152	The **Cancel** button/icon on this screen should function in the same manner as a standard PRISM cancel.	

Appendix One – PRISM Interface

This module should be developed in a manner that facilitates a future interface between PRISM and a vendor's database. The specific areas in the EM Module expected to require a future enhancement to accommodate the interface are:

EM Wizard

- **Enrollment / Installation Tab Screen**
- **De-Installation Tab Screen**
- **Service Call Tab Screen**
- **Alert Information Tab Screen**

Appendix Two – EM Quality Assurance (QA) Reports

In addition to the five new reports identified in the requirements and listed in attachments one through four, three new quality assurance reports are required in support of this module and should be available to users through either the PRISM Reports module or the Data Warehouse. Each report will consist of data captured in the EM Module presented to the user as either a Microsoft Excel document or PDF.

The three reports are tentatively titled:

Performance Activity Report
Vendor Outcome Report
LDS Equipment Report

The **Performance Activity Report** is used to provide detailed data on EM time and performance activity as it relates to equipment, schedule status information and reporting indicators.

The **Vendor Outcome Report** is used to track, monitor and verify the accuracy of services rendered is timely, complete, and consistent as per terms of the contract.

The **LDS Equipment Report** is used to track, locate and maintain inventory control of all EM equipment, with particular attention given to lost, damaged, or stolen (LDS) EM equipment. PSA will also utilize this report to assist the vendor with its search and recovery of LDS equipment.

Attachment One

DISTRICT OF COLUMBIA PRETRIAL SERVICES AGENCY 633 Indiana Ave., NW 10th floor
Washington, DC 20004 Phone: 202-220-5530 | Fax: 202-220-5565

Electronic Monitoring Participant Agreement
Community Supervision Phase (Curfew)

Defendant: **PDID:**

BACE Number: **Docket Number**:

I, have been ordered by the Court to abide by a curfew to be supervised by the Pretrial Services Agency (PSA) and monitored by means of Electronic Monitoring (EM) equipment.

1. I agree to comply with all rules set forth in this Agreement and to follow the instructions given to me by my pretrial services officer (PSO). I realize that my failure to comply with this Agreement or the instructions of my PSO is a violation of my supervision and the Court will be notified.
2. I know that I must, and I agree to, comply with all of the conditions of my release as set forth in my release order, including to report to PSA as directed by PSA.
3. I agree to remain in my home during specified curfew hours as directed by my PSO. I understand and agree to follow any established curfew schedules for my home, work, or other locations and to follow my PSO instructions. I agree that during curfew I will not leave my residence for any reason without prior approval of my PSO and that I must obtain my PSO's advance permission for any changes to my approved curfew schedule. I understand that my PSO will request that the Court conduct a hearing if I violate my curfew condition.
4. I understand that in the event of any program infraction, I may be required to report to my PSO immediately and that the Court may convene a hearing to review my release status.
5. I understand that I will be subject to program sanctions if I incur program infractions (such as positive drug tests, failure to report to my PSO as directed, or tampering with the EM equipment). The first infraction will result in a curfew schedule modification. The second infraction will result in 7 days home confinement. The third infraction will result in 14 days home confinement. The fourth infraction will result in 21 days home confinement. Subsequent infractions will result in home confinement until a Court hearing is held.
6. I agree to abide by the terms and conditions of the Homeowner's Approval for Electronic Monitoring/GPS Charger Installation or Removal.

7. I agree to wear a non-removable EM bracelet and not to tamper with it except in a life-threatening emergency or with the prior approval of my PSO.
8. I agree to place the EM equipment –Personal Home Monitoring Unit (PHMU) given to me at orientation) on a flat surface, at least 3 feet off the floor and 1 foot away from the wall. I agree to place it away from other electrical appliances such as the television, computer, fans, etc., or mirrors and metal. I agree not to move, tamper with or disconnect the equipment for any reason unless instructed to do so by PSA.
9. I agree to notify my PSO immediately if I experience any problems with the electronic monitoring bracelet or monitoring equipment, or in the event of any emergency. During non-business hours, I agree to call my PSO and leave a message including my name, the date, the time, and the nature of the problem. I agree to provide proof of any emergency as directed by my PSO.
10. I agree to return my electronic bracelet and monitoring equipment if I satisfy the curfew condition of my supervision.
11. I understand that I will be held responsible for damage, other than normal wear, to the equipment. I also understand that if I do not return the electronic monitoring bracelet and/or the monitoring equipment, or do not return it in good condition, I may be charged up to **$1,095** to replace the bracelet and/or equipment or other costs to repair the bracelet and/or equipment, and I agree to pay these costs.
12. I agree to cooperate with PSA staff or an authorized PSA contractor in returning the electronic monitoring bracelet and equipment upon request, including after the disposition of my case.
13. I understand that refusal to permit retrieval of the electronic monitoring equipment upon demand by the PSA staff or an authorized PSA contractor may result in prosecution for the criminal offense of Theft or Taking Property without Right, in violation of D.C. Code §22-3211 or §22-3216, respectively.
14. I understand that if I remove, intentionally alter, interfere with or mask the operation of the EM bracelet, or allow any unauthorized person to perform any of the above, it may result in criminal prosecution under the GPS Anti Tampering Emergency Act of 2008, punishable by a fine of not more than $1,000, or imprisonment for not more than 180 days, or both.

Weekly reporting day and time

Drug testing Day

Assigned case manager

I acknowledge that I have received a copy of this agreement and that its terms have been explained to me. I understand that I must comply with this agreement until disposition of my case or until otherwise

notified by the Court. I further understand that any violation of this agreement constitutes a violation of supervision and will result in notification to the Court.

_____	_____
DEFENDANT	DATE
_____	_____
PRETRIAL SERVICES OFFICER	DATE

Attachment Two

DISTRICT OF COLUMBIA PRETRIAL SERVICES AGENCY

633 Indiana Ave., NW 10th floorWashington, DC 20004 Phone: 202-220-5530 | Fax: 202-220-5565

Electronic Monitoring Participant Agreement
Home Confinement Phase

Defendant: **PDID:**

BACE Number: **Docket Number:**

I, , have been ordered by the Court to be confined to my home until further notice from the Court to be supervised by the Pretrial Services Agency (PSA) and monitored by means of Electronic Monitoring (EM) equipment.

1. I agree to comply with all rules set forth in this Agreement and to follow the instructions given to me by my PSO. I realize that my failure to comply with this Agreement or the instructions of my PSO is a violation of my supervision and the Court will be notified.
2. I know that I must, and I agree to, comply with all of the conditions of my release as set forth in my release order, including to report to PSA as directed by PSA.
3. I understand and agree to remain in my home until further notice from the Court. I agree that during home confinement I will not leave my residence for any reason without prior approval of my PSO. I understand that my PSO will request that the Court conduct a hearing if I violate the terms of home confinement.
4. I understand that I will be subject to sanctions if I incur any program infractions (such as positive drug tests, failure to report to my PSO as directed). The first infraction will result in an additional 7 days of home confinement. The second infraction will result in an additional 14 days of home confinement. The third infraction will result in an additional 21 days of home confinement. Subsequent infractions will result in home confinement until a Court hearing is held.
5. I agree to abide by the terms and conditions of the Homeowner's Approval for Electronic Monitoring/GPS Charger Installation or Removal.
6. I agree to wear a non-removable EM bracelet and not to tamper with it except in a life-threatening emergency or with the prior approval of my PSO.
7. I agree to place the EM equipment-Personal Home Monitoring Unit (PHMU) given to me at orientation on a flat surface, at least 3 feet off the floor and 1 foot away from the wall. I agree to place it away from other electrical appliances such as the television, computer, fans, etc., or mirrors, glass surfaces and metal. I agree not to move, tamper with or disconnect the equipment for any reason unless instructed to do so by PSA.
8. I agree to notify my PSO immediately if I experience any problems with the electronic monitoring bracelet or monitoring equipment, or in the event of any emergency. During

non-business hours, I agree to call my PSO and leave a message including my name, the date, the time, and the nature of the problem. I agree to provide proof of any emergency as requested by my PSO.

9. I agree to return my electronic monitoring bracelet and monitoring equipment at the conclusion of my supervision.
10. I agree to cooperate with PSA staff or an authorized PSA contractor in returning the electronic monitoring bracelet and equipment upon request, including after the disposition of my case.
11. I understand that I will be held responsible for damage, other than normal wear, to the equipment. I also understand that if I do not return the electronic monitoring bracelet and/or the monitoring equipment, or do not return it in good condition, I may be charged up to **$1,095** to replace the bracelet and/or equipment or for other costs to repair the bracelet and/or equipment, and I agree to pay these costs.
12. I understand that refusal to permit retrieval of the electronic monitoring equipment upon demand by the PSA staff or an authorized PSA contractor may result in prosecution for the criminal offense of Theft or Taking Property without Right, in violation of D.C. Code §22-3211 or §22-3216, respectively.
13. I understand that if I remove, intentionally alter, interfere with or mask the operation of the EM bracelet, or allow any unauthorized person to perform any of the above, it may result in criminal prosecution under the GPS Anti Tampering Emergency Act of 2008, punishable by a fine of not more than $1,000, or imprisonment for not more than 180 days, or both.

Reporting day and time

Drug testing day

Assigned case manager

I acknowledge that I have received a copy of this agreement and that its terms have been explained to me. I understand that I must comply with this agreement until disposition of my case or until otherwise notified by the Court. I further understand that any violation of this agreement constitutes a violation of supervision and will result in notification to the Court.

_____ _____
DEFENDANT DATE

_____ _____
PRETRIAL SERVICES OFFICER DATE

Attachment Three

DISTRICT OF COLUMBIA PRETRIAL SERVICES AGENCY

633 Indiana Ave., NW 10th floorWashington, DC 20004 Phone: 202-220-5530 | Fax: 202-220-5565

Global Positioning System Monitoring Agreement

Defendant: **PDID:**

BACE Number: **Docket Number**:

I, have been ordered by the Court to abide by a stay away condition (or conditions) which will be supervised by the Pretrial Services Agency (PSA) and monitored by means of Global Positioning System (GPS) equipment. I know that I must, and I agree to, stay away from those locations, areas, and/or persons as directed by the Court.

1. I agree to abide by all of the conditions of my release as set forth in my release order, including to report to PSA as directed by PSA.

2. I agree to comply with all rules set forth in this Agreement and to follow the instructions given to me by my pretrial services officer (PSO). I realize that my failure to comply with this Agreement or the instructions of my PSO is a violation of my supervision and the Court will be notified.

3. I understand that if I violate my stay away condition that my PSO will request an immediate hearing with the Court to address the violation of the stay away order.

4. I agree to wear a non-removable GPS bracelet and to receive a charging unit. I agree to connect the charging unit to an electrical outlet for a minimum of 2 hours each day, preferably at the same time each day. I understand that failure to charge my GPS bracelet each day will constitute a violation of my supervision and the Court will be notified.

5. I agree not to remove or tamper with the GPS bracelet except in a life-threatening emergency or with prior permission of my PSO. I agree to allow authorized personnel to inspect and maintain the GPS bracelet and charging unit.

6. I agree to notify my PSO immediately if I experience any problems with the GPS bracelet or charger, or in the event of any emergency. During non-business hours, I agree to call my PSO and leave a message including my name, the date, the time, and the nature of the problem. I agree to provide proof of any emergency as directed by my PSO.

7. I understand that all of my physical locations and movements will be tracked and stored as an official record.

8. I understand that tracking information for all defendants subject to GPS monitoring may be provided to law enforcement by PSA for investigative purposes.

9. I agree to bring my GPS charger to all scheduled court appearances so I can promptly return the GPS bracelet and GPS charger if I complete the GPS condition of supervision.

10. I understand that I will be held responsible for damage, other than normal wear, to the equipment. I also understand that if I do not return the bracelet and/or the GPS charger, or do not return it in good condition, I may be charged **$795** to replace the GPS bracelet or other costs to repair the GPS bracelet and I agree to pay these costs.

11. I understand that refusal to permit retrieval of the bracelet and GPS charger upon demand by the PSA staff or an authorized PSA contractor may result in prosecution for the criminal offense of Theft or Taking Property without Right, in violation of D.C. Code 22-3211 or 22-3216, respectively.

12. I agree to cooperate with PSA staff or an authorized PSA contractor in returning the GPS bracelet and charger upon request, including after the disposition of my case. I acknowledge that I have received a copy of this agreement and that its terms have been explained to me. I understand that I must comply with this agreement until disposition of my case or until otherwise notified by the Court. I further understand that any violation of this agreement constitutes a violation of supervision and will result in notification to the Court.

13. I understand that if I remove, intentionally alter, interfere with or mask the operation of the GPS bracelet, or allow any unauthorized person to perform any of the above, it may result in criminal prosecution under the GPS Anti Tampering Emergency Act of 2008, punishable by a fine of not more than $1,000, or imprisonment for not more than 180 days, or both.

Weekly reporting and drug testing day

Assigned case manager

I acknowledge that I have received a copy of this agreement and that its terms have been explained to me. I understand that I must comply with this agreement until disposition of my case or until otherwise notified by the Court. I further understand that any violation of this agreement constitutes a violation of supervision and will result in notification to the Court.

_____ _____
DEFENDANT DATE

_____ _____
PRETRIAL SERVICES OFFICER DATE

Attachment Four

DISTRICT OF COLUMBIA PRETRIAL SERVICES AGENCYHomeowner/Lessee's Approval for Electronic Monitoring Equipment/GPS Installation or Removal

I understand that _____PDID _____has been placed on PSA supervision which includes monitoring by electronic monitoring equipment or by Global Positioning System (GPS) equipment.

As the homeowner/lessee at _____

1. I, _____ agree to allow staff of the DC Pretrial Services Agency (PSA) or an authorized PSA contractor reasonable access to my residence in order to install, remove, or service electronic monitoring equipment or to establish connectivity of the GPS bracelet.
2. I agree to allow electronic monitoring equipment (or a GPS charger) to be connected to the electrical outlet at my residence and to maintain electric power. I agree not to move, disconnect or tamper with the monitoring unit.
3. If the electronic monitoring equipment requires connection to my telephone line, I agree to maintain telephone service free of all special features (e.g., call waiting, three-way calling, call forwarding, voicemail, computer modems, alarm system, 800 privacy block, caller identification or satellite dish).
4. I agree to follow the instructions of the PSA staff or contractor as to the proper maintenance of any monitoring equipment.
5. I understand that the electronic monitoring equipment placed in my house is provided under contract to PSA and any costs for lost or damaged equipment will be charged to the defendant. Refusal to permit retrieval of the electronic monitoring equipment (or the GPS charger) upon demand by the PSA staff or PSA authorized contractor may result in prosecution for the criminal offense of Theft or Taking Property without Right, in violation of D.C. Code §§ 22-3211 or 22-3216, respectively.
6. I agree to cooperate with PSA staff or an authorized PSA contractor in returning the electronic monitoring equipment (or the GPS charger) upon request, including after the disposition of the defendant's case or in the event the defendant is incarcerated.
7. I agree as the homeowner and primary occupant of the residence to authorize the PSO to contact the below third party who will provide access to my residence in the event I am not available so PSA or an authorized PSA contractor can arrange for retrieval of the electronic monitoring equipment and to have reasonable access to my residence to retrieve the electronic monitoring equipment.
   Homeowner/Lessee Name: _____
   Homeowner/Lessee Daytime (or Cellular) Telephone Number: _____
   Third Party Name: _____
   Third Party Daytime (or Cellular) Telephone Number: _____

_____ _____
Homeowner/Lessee Signature Date