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| **Attachment I Data Profile for CIMS Data Migration** |



***Project Title: Correctional Information Management System (CIMS)***

**RFP K13397**

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# CIMS Data Migration

The Offender Management Network Information (OMNI) system was custom developed starting in 1998 and completed go live in 2008 for the DOC as the central system managing data for incarcerated individuals and individuals under supervision. Today, OMNI does not fulfill all required business functions, and over the last decade other systems and several additional processes (spreadsheets, SharePoint lists, and MS Access databases) were created to compensate.

OMNI has reached end-of-life managing data for incarcerated individuals and individuals under supervision. A collection of non-OMNI systems was introduced over time to supplement functionality that was lacking in OMNI. Collectively there is no singular source of truth that represents the life cycle of the supervised individual. OMNI and the non-OMNI systems present business risks to the core mission of DOC, which must meet the highest bar of precision and reliability to protect public safety as well as the safety of DOC staff and incarcerated individuals.

The data representing offender management and supporting functionality for the Washington State Department of Corrections (DOC) resides in various data stores. These data stores consist of databases from several systems, spreadsheets, and SharePoint lists. The core of the OMNI data is in a DB2 LUW database.

This CIMS procurement expects data to be migrated from a variety of sources to the target vendor system. Building a single record could originate from multiple system sources including OMNI, 3rd party software, spreadsheets, MS Access, SharePoint lists and in some cases, hand keyed.

## OMNI Data

OMNI has 1,194 tables (including historical tables) in the OMNI database that represent the core OMS for DOC. Attachment J, OMNI Database Profile, provides a summary of the OMNI DB2 tables that are categorized to national OMS CTA 17 functionalities.

Through the lifetime of OMNI, outside solutions were added as adjacent to OMNI to support day-to-day operations. Some data from these adjacent systems are keyed back into OMNI to inform either reporting or ancillary business functions. These solutions are in Microsoft Access databases, Microsoft Excel workbooks, and Microsoft SharePoint lists and in some cases may represent multiple sources of truth for rebuilding records in the target CIMS system. DOC is prepared for the discussions to decide data migration approaches and expects to complete some of this effort in the 12 months leading up to project kickoff.

### OMNI Data Profile Highlights

Below are a few notable categories in OMNI data that have properties that may be important to a bidder's proposal.

#### Identification

People and entities are tracked by OMNI based on their relationship to DOC and/or OMNI and the data associated with the identification types varies.

##### *Interested Parties*

Any individual, business, or Department of Corrections (DOC) establishment for which address, telephone or other pertinent information must be maintained is considered an interested party. The column name is “IP\_ID”. The primary table is TB\_IP.

##### *Incarcerates and Supervised Individuals*

Note: “Offender” was previously the generic term to reference incarcerated individuals (Incarcerates)and supervised individuals. The database table and column names were created before this new terminology was introduced and therefore have retained their original names.

Each incarcerate/supervised individual in the OMNI database has a single identifier, their DOC Number. This is represented as a DECIMAL (7,0) and is named “DOC\_NB”. When identifying a secondary instance of an offender in a table, the entry will be prefixed. For instance, when documenting an offender who must be separated from another offender, the Restrictions table (TB\_RSTR) contains a column for the subject offender named, “DOC\_NB”, while the column representing the offender that must be kept separate is named, “SPRT\_DOC\_NB”.

There are 143 instances in the associated data dictionary of “DOC\_NB”, and 25 instances of a secondary reference (XXX\_DOC\_NB).

##### *Staff*

Staff are stored in TB\_STAFF and are identified as “STF\_ID”, stored as an INTEGER. Records in the various tables contain references to the person who last updated the record using the STF\_ID value. Each OMNI table includes fields “first created by” and “last updated by” fields that are populated by an STF\_ID integer that represents a DOC staff user.

#### Sentencing

Both incarceration and community supervision have sentencing elements that are used when calculating release (from confinement) and end (from supervision) dates. DOC is implementing a new Time Computation Engine/Sentencing Calculation (MiCase) which is expected to go live in the coming months. The new calculation engine is out of scope for replacement but there may be interfaces to the new Time Computation module. The final sentencing numbers are stored in OMNI and will need to be data migrated.

#### Chronos

The Chronos module provides a chronological logbook for incarcerated and supervised individuals. Chronos entries are generated from functions in OMNI as well as entered by users. The log is expansive and includes some authorization filters to protect sensitive data. Chronos is used extensively throughout business processes of DOC, and the expectation is to improve tagging, filtering, and search functionality within the new environment. Examples of items stored include time credit activities like meeting with a case officer, completing a training course, or following a court order; security incidents and events; health visits and pill line confirmations; and notes from case officers.

## Non-OMNI Data

### Replaced Systems

Systems that will be replaced with the new CIMS system and contribute data to the Data Migration effort

* Community Restitution Service Hours (CRSH): a .net application built by DOC that tracks restitution hours
* STEM: a .net application built by DOC that provides a user interface to information needed by the sentencing rules engine to calculate sentences. stores sentencing details and end dates.
* CallOut: is a .Net/SQL Server scheduling application that manages prisoner appointments.
* IMRS Incident Management Response System on OMNI.
* Kaseware (RFP C): Investigations that are currently on InfoPath forms used to manage the SharePoint Security Threat Group data.  The Kaseware application currently receives updates from OMNI and house the SharePoint data once migrated to the application.
* Legal Financial Obligation (LFO): Processes offender payments and obligations using information from OMNI and TAS.

### Supplemental Spreadsheets, SharePoint Lists, and MS Access Data

Data may be collected from supporting tools created by business partners in Spreadsheets, SharePoint lists and MS Access. These were created because OMNI functionality lacked the fields or logic to support operations. In many cases results were secondarily keyed into OMNI to support downstream operations. The completeness of the OMNI data varies by topic. In some cases, data is always keyed into OMNI and other times it is only keyed when requested. The table below represents significant areas as examples and is not an exhaustive list.

|  |  |  |  |
| --- | --- | --- | --- |
| System Name | Functionality | Format | Migration Information |
| Bed Management | Bed Management | Workbook | Attributes not contained within OMNI are tracked in this spreadsheet. Common information is entered into OMNI to keep it up to date. |
| PREA |  | Workbook | PREA detail is on Spreadsheet  OMNI has a PREA checkbox |
| Transportation |  |  | Spreadsheet to monitor transports |
| Release Management |  |  |  |
| OnBase workflow | Vendor / Volunteer management | Workflow | Request, track, and log security approvals and facility entries for vendors and volunteers. |
| OMNI Screen captures | Public Disclosure Requests | PDF | Screen grabs to satisfy public disclosure requests. Migration of business process (not data) will be needed. |

### Optional System Replacements

DOC uses internal and 3rd party systems that might be candidates for replacement depending on Vendor functionality. If the apparently successful bidder does not have replacement functionality for these systems, then an interface will be required to the current DOC solutions.

Systems that are optionally replaced by the new CIMS system include:

* The Trust Accounting System (TAS): a commercial product from Syscon that includes one module of their Elite NextGen offender management suite that DOC uses to track monetary funds on behalf of incarcerated individuals in custody. TAS also provides commissary functionality via tablet or paper orders. Despite licensing only one module, TAS has Syscon’s entire offender management Oracle database schema installed, which has more tables than OMNI’s DB2 database in total.
* CePrison is a commercial product from AutoMon (acquired by Catalis) that features a hand–key biometric reader, two–way messaging, and information for incarcerated individuals. CePrison is a SQL Server-based system used to manage visitation at DOC prison facilities.
* CeField is a commercial product from AutoMon (acquired by Catalis) that features a hand–key biometric reader, two–way messaging, and information for formerly-incarcerated individuals. CeField is a SQL Server-based system used to manage reporting schedules, interview questions, reports and itineraries, as well as review information captured at the kiosk when check–ins occur under community supervision.
* WOMS: System to issue photo ID cards for all DOC personnel and incarcerated individuals
* Scorecard: Captures data associated with targeted reentry efforts and calculates success factors such as:
  + Measures the expected results and outcomes of the reentry investments
  + Track identified data points and to populate a reentry scorecard of completion of agency case management activity
  + Reentry checklist of personal accomplishments and documentation intended to smooth the transition for the individual into the community and to mitigate barriers for employment, housing, transportation, communication, treatment, etc.
  + Medical, mental health, and other treatment and discharge summaries would be easily and quickly accessible to authorized staff to assist with transition to community-based providers who rely on them for continuity of care information, and a host of other assessments administered by DOC would be centralized into the case management/reentry plan for accessibility
  + This application will have real-time access of OMNI and OnBase data and will send scorecard messages to CeField and CePrison kiosks
* Health Records System: The OMNI system currently supports Health Services functionality that manages appointment requests, and generates and maintains encounters and health service reports, all of which must be replaced in the CIMS solution and will require data migration from OMNI.
  + DOC is interested in exploring an alternative system to maintain patient medical records, manage external referrals, and receive and store labs and tests. It is not a mandatory outcome of this procurement process. If a new patient record system does become available through this procurement these functions may either require data migration from OMNI or inputs from paper records.
  + Related to the Health Services functionality, DOC is interested in exploring an alternative pharmacy system to replace its Correctional Institution Pharmacy Software (CIPS) functionality, but it is not a mandatory outcome of this procurement process. If a new pharmacy solution does become available through this procurement, the CIPS data would need to be migrated. CIPS is a SQL Server-based pharmacy system from Kaylos that manages all pharmacy and medication administration functions.