Quality Assurance Process

Functional Process and Roles Map

Complete final review of all packets
Released Offenders (For Cases Released Prior to 12/17/2011)

1. Review criminal history from Date of Release. To include all Class A felonies and/or Sex offenses (including subsequent Failure To Register committed after 6/10/10).

2. Please make sure that if there are arrests only OR Failure to Register that they are forwarded to QA Project Lead for further determination and step 2.

2a. If arrest only found initiate and follow-up to receive confirmation of results from Law Enforcement and/or Clerks office
   i. If no conviction complete step 3
   ii. If confirmed disposition in criminal history - Forward to Records for review of window.

3. Determine Maximum Expiration date for the Enhancement cause.

4. Update SharePoint as follows:
   a. If Any Class A or Sex Offense
      i. Update SharePoint Under Class A or Sex Offense section and continue review.
   b. If Any Class A or Sex Offense prior to the Maximum Expiration date of the enhancement cause.
      i. Update SharePoint Under Class A or Sex Offense section and continue review.
      ii. Forward to Records for determination of Window.
   c. If Any Class A or Sex Offense prior between the Release date and the New Calculated Release date.
      i. Update SharePoint Under Class A or Sex Offense section and continue review.

5. Update QA reviewer notes, QA reviewed date, and QA Rerun date.

6. Send to scanning as a Block
Complete final review of all packets
Released Offenders (12/17/2011 through 12/17/2015)

For cases with a status of:
- Review Completed/No Further Action
- Offender Never Owed Time
- Review Completed
- Time Owed Completed

**CASES WITH THE FOLLOWING STATUS WILL BE FOLLOWED ONCE THE OFFENDER IS CLOSED**
- OFFENDER APPREHENDED
- WARRANT ISSUED
- CURRENTLY CONFINED—NOT SERVING SENTENCE RECALCULATION TIME
Send packet to scanning

Quality Assurance Team
Lead: Jennifer Williams

Prepare packet for scanning
- Place all sticky notes on separate piece of paper
- Ensure dark pages are copied to light for scanning quality
- Place documents in the correct order
  - Coversheet
  - Sticky note page
  - Test OMNI Qual printout
  - OMNI screen printout
  - CHRI check
  - DISCIS printout
  - Case management screen print out
  - Other relevant documents (e.g., Chronos)

Scanning Team
Lead: Lindsy Searl

Scan documents into OnBase; using the LG47 index code. Use date of 2nd Review date or data or arrest packet review date, which ever is later

Verify that all documents are scanned into OnBase and indexed correctly

Add OMNI chrono entry “Enhancement/Mandatory scanned into OnBase”

Prepare scanned packets for storage

Ensure OnBase scanned document is accurate and that the index is correct.

Record Retention

Perform final disposition of the paper records

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