



# IN-STATE TRANSFER CHECKLIST

Name: \_\_\_\_\_

DOC number: \_\_\_\_\_

## REVIEW FOR THE FOLLOWING

- All intakes completed to include WA One assessment and case management needs/goals and behavior targets entered
- All causes screened for supervision eligibility
- Unresolved Administrative Dismiss Without Prejudice (DWOP)  Yes, Date: \_\_\_\_\_
- Unresolved violation process due to Conditional Release (CR)  Yes, Date: \_\_\_\_\_

## FIELD FILE

- Field file complies with DOC 01-012 File Maintenance Checklist
- Current Progress Report for Residential DOSA cases only

## OMNI

Ensure OMNI is updated and accurate to include:

- Judgment and Sentence (J&S) reviewed and all court and Department-imposed conditions are correct
- Judicial Access Browser System (JABS)
  - All new criminal activity has been addressed (either DWOP or FTOAL violation)
  - Criminal Conviction Record (CCR) is accurate
- Treatment and EM conditions screen is updated and correct
- Community restitution/service hours are documented correctly in the CRSH application, if applicable
- SCC Screen reviewed and all entries are complete and accurate
  - SCC eligibility screening
  - SCC Start Date
  - SCC monthly reviews
- All violation processes have been completed in Violator Management
- All violations are entered and Field Discipline reflects accurate information
- Check dates
  - Past due check dates are addressed and cleared
  - Postponed check dates have been corrected
- Legal Financial Obligations (LFOs)
  - Payment schedule is entered
  - Personal Characteristics screen is accurate, to include updated address

\_\_\_\_\_  
Case manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Corrections Supervisor/designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Field file