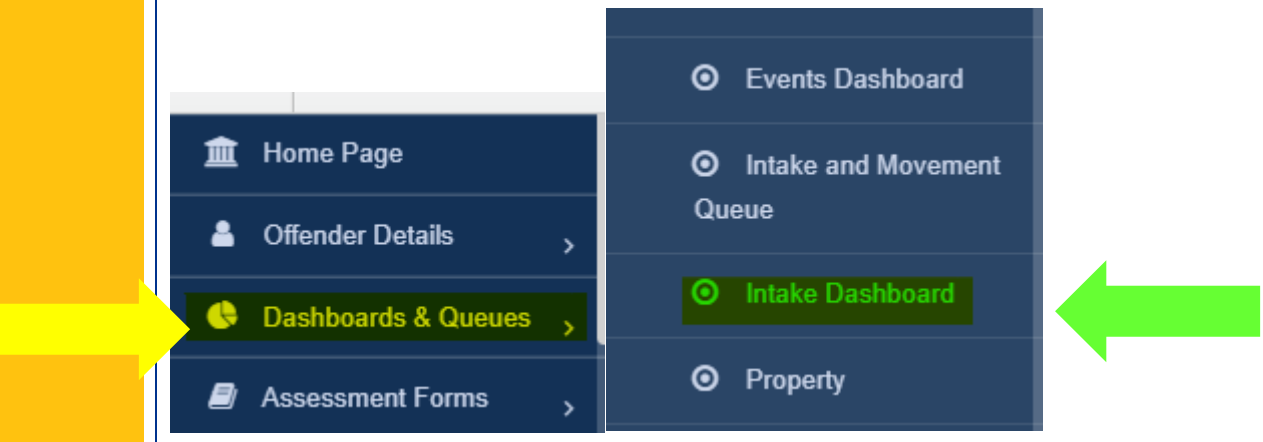
Project DELTA
Quick Reference Guide

CASE MANAGEMENT - ADULT

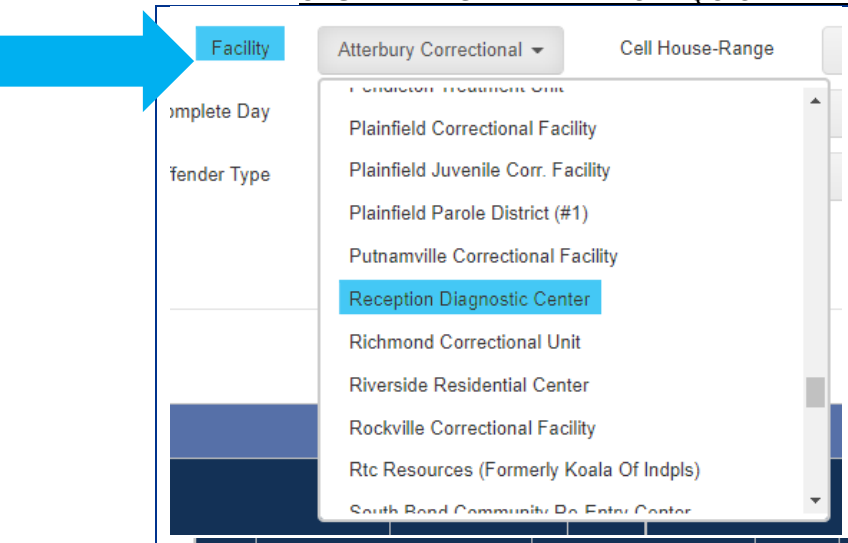
Notes and Alerts

Notes & Alerts

Next, the user will move scroll down and click on Dashboards & Queues, then Intake Dashboard. This will direct the user to the Intake Dashboard.



Once the user has navigated to the Intake Dashboard, the user will see a Filters section at the top of the page. Beneath the Filters section is a dashboard of intakes for every DOC facility in the State of Indiana. To search for a specific facility, the user will click on the drop-down caret next to the Facility field and choose their facility. The screen will refresh, and the user will see that only their facility is displayed.



Day	Facility	Cell House-Range	DOC#	Name
8374	Reception Diagnostic Center	RD-D3-RD-D311B	994827	HENDERSON, JERRY
7946	Reception Diagnostic Center	RD-A1-RD-A107B	105600	SADBERRY, DAVID
5961	Reception Diagnostic Center	RD-A1-RD-A104B	164111	HOBBS, SAMUEL
5958	Reception Diagnostic Center	RD-D1-RD-D107B	851309	BULLITT, JAMES
5581	Reception Diagnostic Center	PD-S03-PD-S03305B	863752	CORDER, JAMES H
5581	Reception Diagnostic Center	PD-S03-PD-S03305B	863752	CORDER, JAMES H

The first column on the dashboard is the Days column. This tells the user how many days the offender has been at that location, with the offender that has been at that location the longest at the top. To see the new intakes, the user will click on the word Day in the header. The screen will refresh, and the user will see that the sort has reversed and the offender with the least number of days is now displayed at the top.

Day	Facility	Cell House-Range	DOC#	Name
8374	Reception Diagnostic Center	RD-D3-RD-D311B	994827	HENDERSON, JERRY
7946	Reception Diagnostic Center	RD-A1-RD-A107B	105600	SADBERRY, DAVID
5961	Reception Diagnostic Center	RD-A1-RD-A104B	164111	HOBBS, SAMUEL
5958	Reception Diagnostic Center	RD-D1-RD-D107B	851309	BULLITT, JAMES
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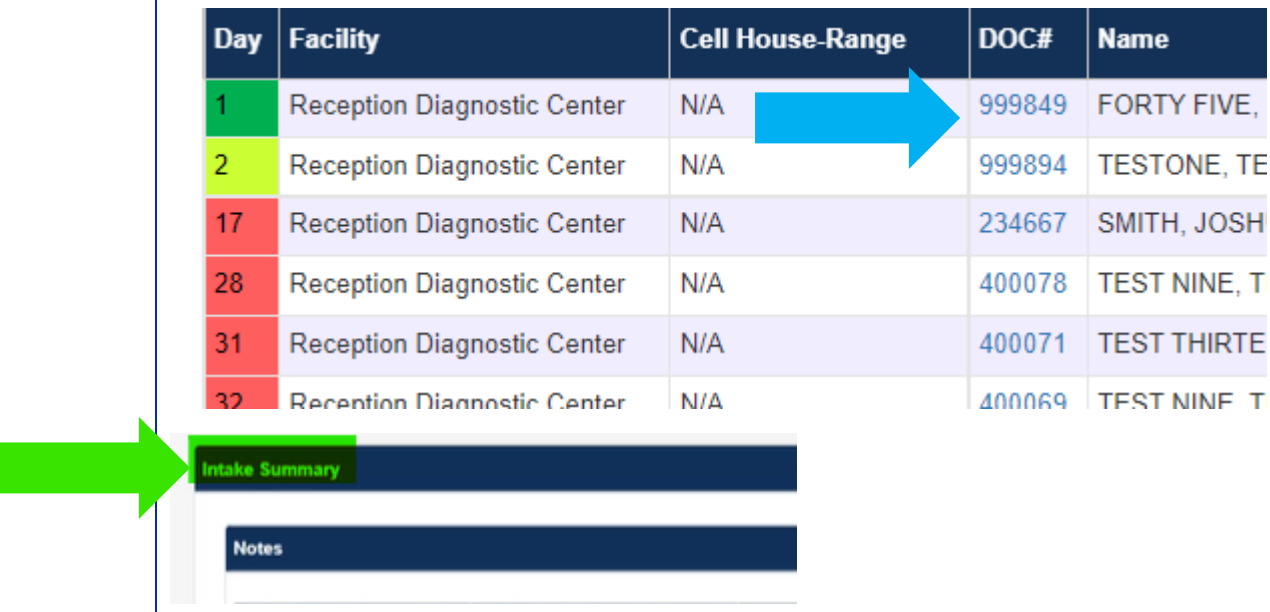
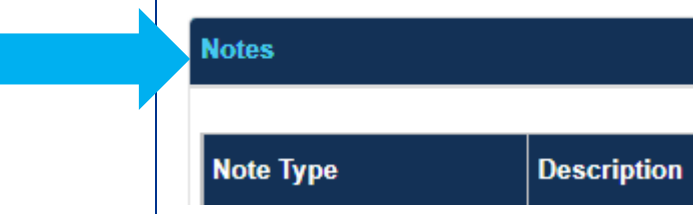
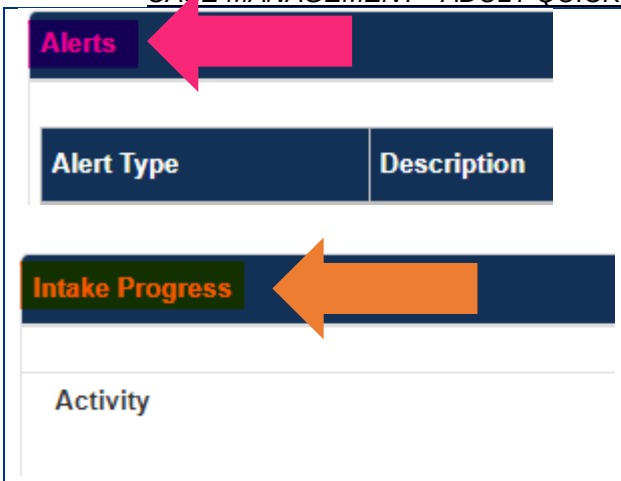
Day	Facility	Cell House-Range	DOC#	Name
1	Reception Diagnostic Center	N/A	999849	FORTY FIVE,
2	Reception Diagnostic Center	N/A	999894	TESTONE, TE
17	Reception Diagnostic Center	N/A	234667	SMITH, JOSH
28	Reception Diagnostic Center	N/A	400078	TEST NINE, T
31	Reception Diagnostic Center	N/A	400071	TEST THIRTE
32	Reception Diagnostic Center	N/A	400069	TEST NINE, T

To select an offender the user will click on the blue DOC#. This will direct the offender to the Intake Summary.

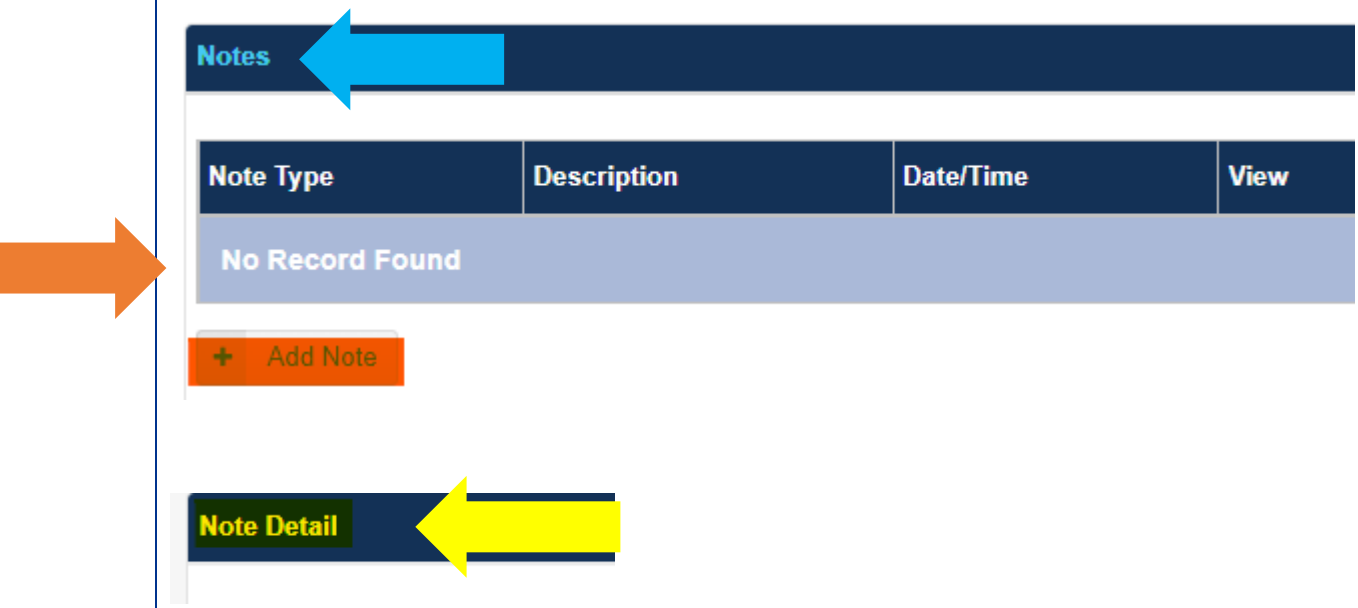


On the Intake Summary screen, the user will see that the screen is broken down into 3 sections-Notes, Alerts, and Intake Progress.

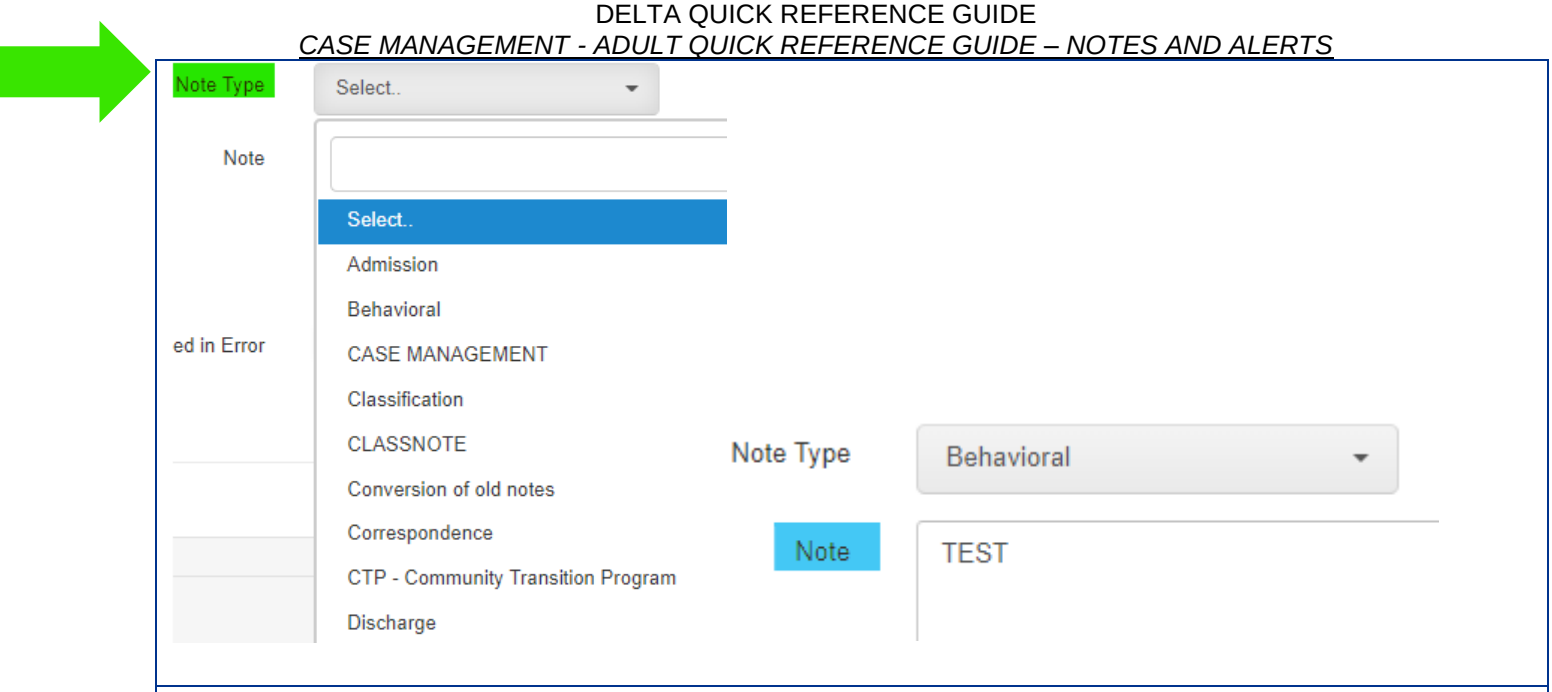




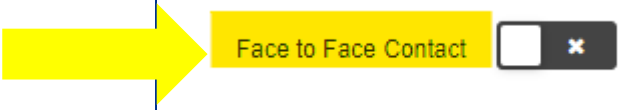
The first section is the Note section. If the user wishes to add a note, they will click on the Add Note button. The user will then be directed to the Note Detail screen.

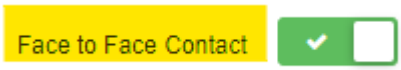


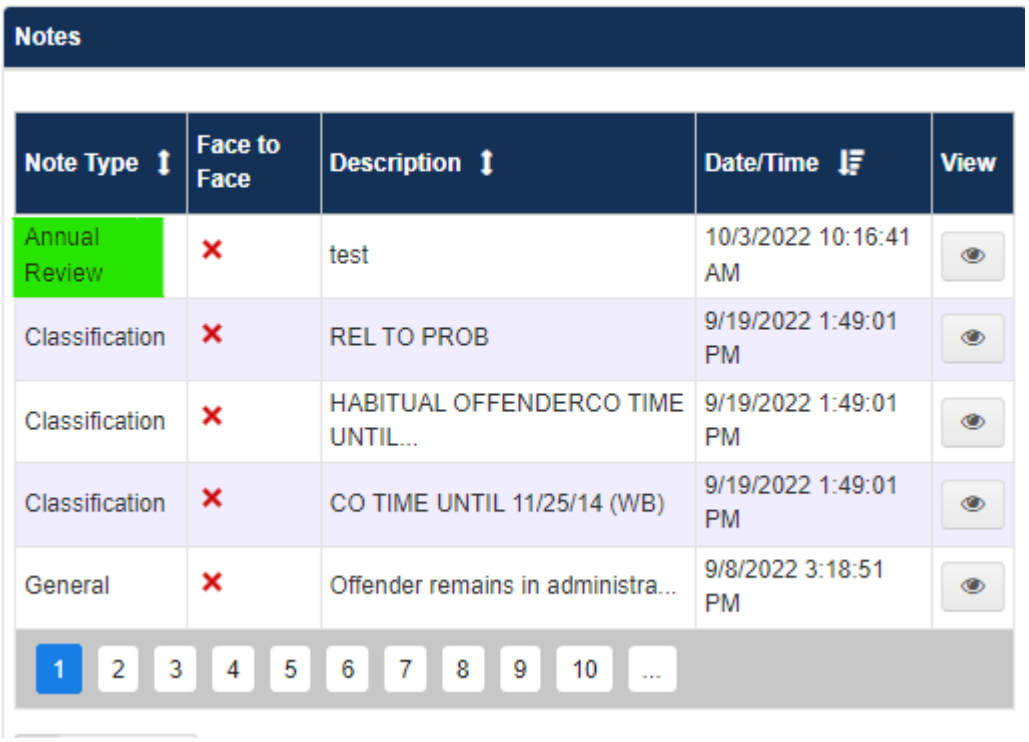
On the Note Detail screen, the user will use the drop-down caret to select the Note Type they wish to enter. Next, the user will enter the information in the Note field.



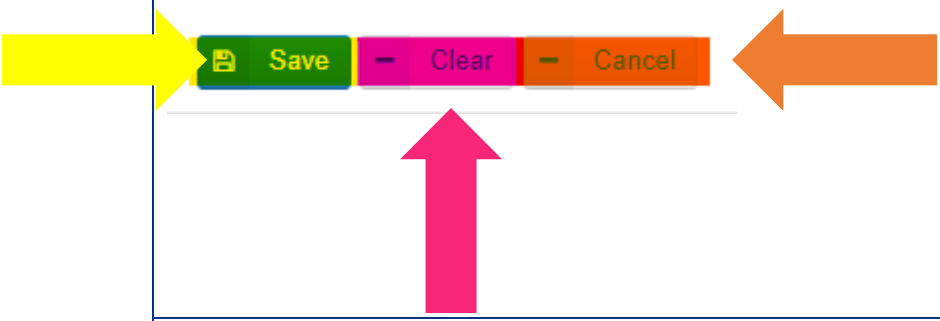
If the note being entered is also a Face-to-Face Contact the user will click the black box with an X next to the Face-to-Face Contact field. This will turn the black box with an x into a green box with a checkmark. This will automatically flag the note as a Face-to-Face Contact in addition to the selected Note Type for the user.







Once that has been completed, the user has the option to Cancel, Clear, or Save.



If the user selects Cancel the screen will refresh and the user will see a new window drop from the top of the screen asking the user to confirm they wish to leave the screen. It reminds them that they will lose any unsaved data. If the user selects Cancel, they will be directed back to the Note Detail screen. If the user selects Yes, the screen will refresh, and the user will be directed to the View Case Note/Alert screen. If the user selects Clear, the screen will refresh, and the user will see that the screen is now clear of any changes that the user made. If the user selects Save the screen will refresh and Green Information Box has appeared at the top of the page confirming that the changes were saved.