



Project DELTA

Quick Reference Guide

INTAKE - ADULT

Personal Characteristics

Personal Characteristics

Next, the user will return to the Navigation Bar and click on **Offender Details**, then **Personal Characteristics**. This will direct the user to the **Intake Summary** screen.

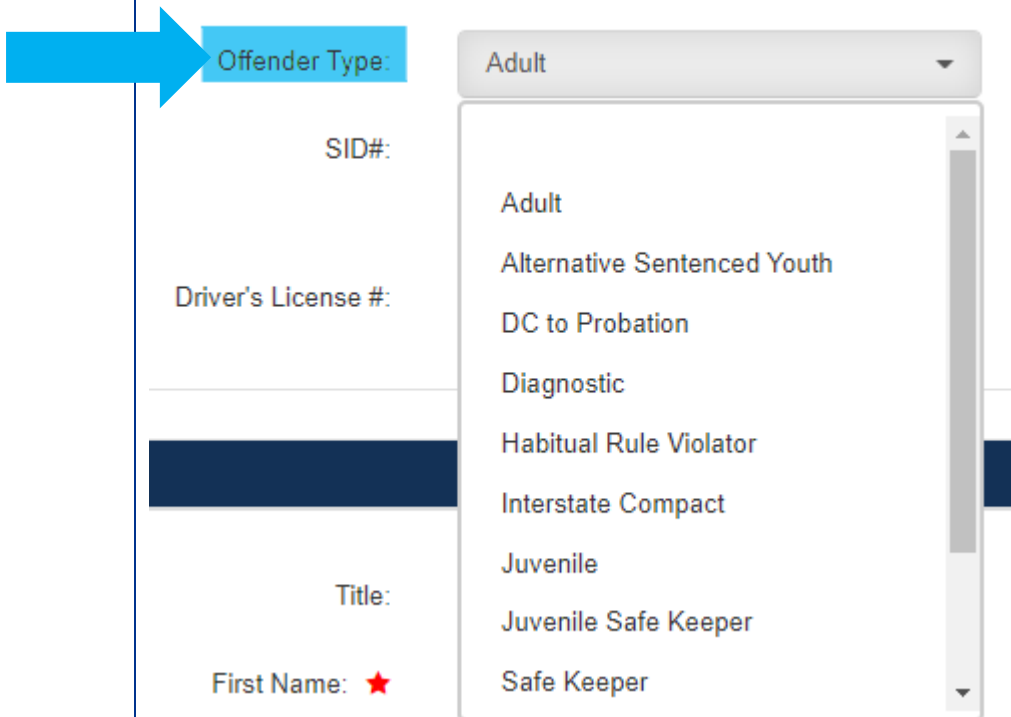
DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

The screenshot displays the Delta Quick Reference Guide interface. On the left, a sidebar menu includes 'Home Page', 'Offender Details' (highlighted with a pink arrow), and 'Dashboards & Queues'. The top right features a dropdown menu with 'Offender Details', 'Offender Search', 'Arrival List Search', 'Personal Characteristics' (highlighted with an orange arrow), and 'Personal History'. Below the sidebar, the breadcrumb trail shows 'Intake Dashboard' > 'Intake Summary' (highlighted with a yellow arrow). The main content area is titled 'Personal Characteristics' and shows the 'Date of Last Update: 06/06/2022 04:58'.

The first section on this screen is the Identification section. In this section, the user will see **Offender Type**, **SID#**, **Driver's License #**, **Previous DOC# (from Merge)**, **FBI#/UCN**, **Verified**, and **Social Security Number (SSN)**.

The screenshot shows the 'Identification' section of the interface. It contains several fields with corresponding labels and values: 'Offender Type' is set to 'Adult' (highlighted with a blue arrow); 'SID#' is a text input field (highlighted with a pink arrow); 'Driver's License #' is a text input field (highlighted with an orange arrow); 'Previous DOC# (from Merge)' is a text input field (highlighted with a yellow arrow); 'FBI#/UCN' is a text input field containing '602 823 KA3' (highlighted with a green arrow); 'Verified?' is a checkbox (highlighted with a purple arrow); and 'SSN' is a text input field (highlighted with an orange arrow).

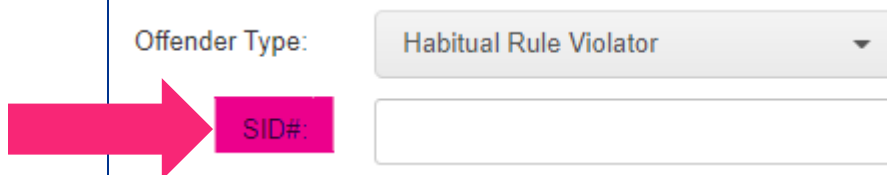
Using the drop-down caret, the user will select the appropriate **Offender Type**.



A screenshot of a web form with a blue arrow pointing to the 'Offender Type:' label. The dropdown menu is open, showing a list of offender types. The 'Adult' option is currently selected and highlighted in blue. Other options in the list include 'Alternative Sentenced Youth', 'DC to Probation', 'Diagnostic', 'Habitual Rule Violator', 'Interstate Compact', 'Juvenile', 'Juvenile Safe Keeper', and 'Safe Keeper'. Other form fields visible include 'SID#:', 'Driver's License #:', 'Title:', and 'First Name: ★'.

Offender Type
Adult
Alternative Sentenced Youth
DC to Probation
Diagnostic
Habitual Rule Violator
Interstate Compact
Juvenile
Juvenile Safe Keeper
Safe Keeper

The next field is the **SID#**. If the offender has a State Police ID#. This is where the user will enter that information.



A screenshot of the form showing the 'Offender Type' dropdown set to 'Habitual Rule Violator'. A pink arrow points to the 'SID#:' label, which is next to an empty text input field.

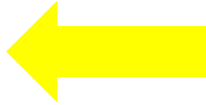
Next, is the **Driver's License** field. If the offender has a valid driver's license, this is where the user will input that number.



A screenshot of the form showing the 'Driver's License #' label in an orange box, with an orange arrow pointing to it. Next to the label is an empty text input field.

The next field is the **Previous DOC# (from Merge)** field. If the offender had been previously incarcerated in the State Of Indiana under a different DOC#, that DOC# will show up in this field.

Previous DOC# (from Merge):



Following the Previous DOC# (From Merge), the user will see **FBI#/UCN**. If the offender has an **FBI#/UCN** this is where the user will enter that information. Once the FBI# has been verified, the user will click the **Verified** box.

FBI#/UCN:

602 823 KA3

☐ Verified?

The final field in this section is the SSN field.

SSN:

The next section is the Personal section. In this section, several fields have already been pre-filled for the user based on information entered in previous screens. The first field is the **Title** field. Using the drop-down caret, the user will make the appropriate selection.

Title:

Nothing selected

lame: ★

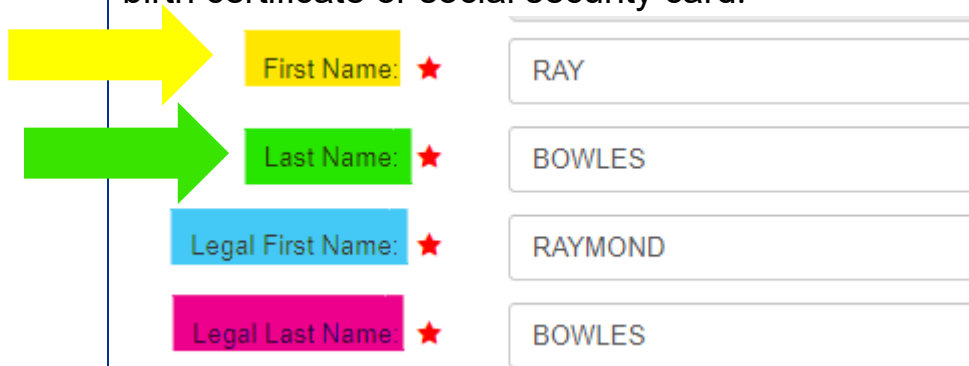
lame: ★

Mr.

Ms.

Next, the user will see **First Name**, **Last Name**, **Legal First Name**, and **Legal Last Name**. The user will enter the **First Name** and **Last Name** of the offender. This will be the name the offender goes by, but not necessarily the name that is on their birth certificate (for example Ray & Raymond, Tony & Anthony, Bob & Robert). Next, the user will enter the **Legal First Name**, and **Legal Last Name** of the

offender in the given fields. This WILL BE the name that appears on the offender's birth certificate or social security card.



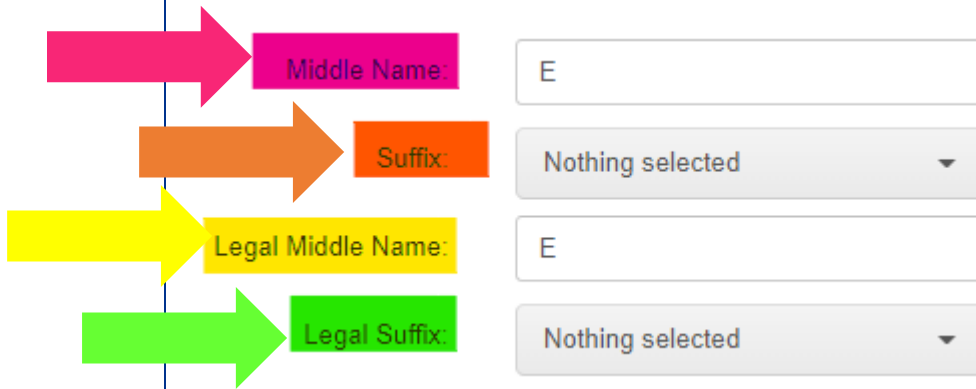
First Name: ★ RAY

Last Name: ★ BOWLES

Legal First Name: ★ RAYMOND

Legal Last Name: ★ BOWLES

The next fields are the **Middle Name**, **Suffix**, **Legal Middle Name**, and **Legal Suffix** fields.



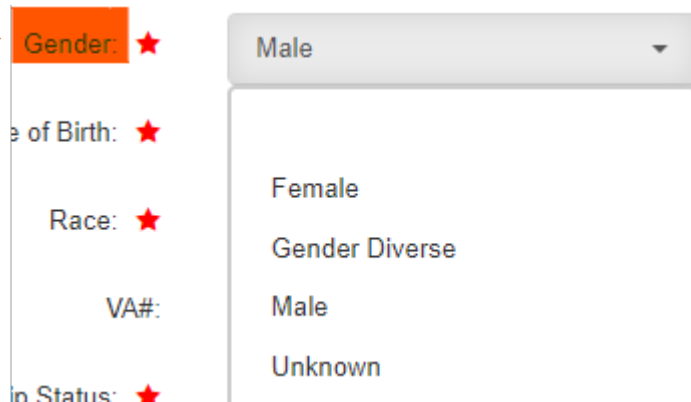
Middle Name: E

Suffix: Nothing selected ▼

Legal Middle Name: E

Legal Suffix: Nothing selected ▼

Once the names have been entered, the user will click on the drop-down caret and select the **Gender** of the offender.



Gender: ★ Male ▼

Female

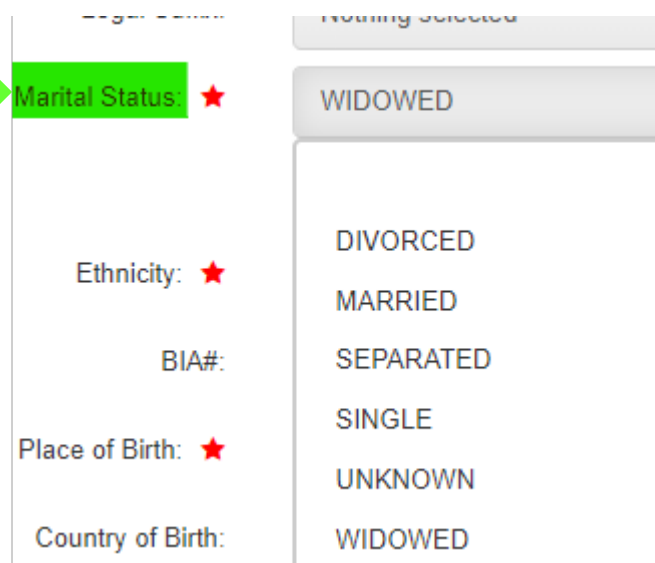
Gender Diverse

Male

Unknown

After the Gender field is the Marital Status field. Using the drop-down caret, the user will make the appropriate selection.

Note: This field is for legal marriages and does not include common-law marriages. Indiana does not recognize common-law marriages unless they were entered before 1958, which would be extremely rare today.



Marital Status: ★

Nothing Selected

WIDOWED

DIVORCED

MARRIED

SEPARATED

SINGLE

UNKNOWN

WIDOWED

Ethnicity: ★


BIA#:

Place of Birth: ★

Country of Birth:

The next field is the **Date of Birth** field. This field may be pre-filled for the user. If it is not pre-filled, the user will click the Calendar icon and select the appropriate date.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



Date of Birth: ★ 04/27/1965

Race: ★

VA#:


Citizenship Status: ★

State of Birth: ★

maiden Name (First):

April 1965						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Once the user has entered the date of birth, they will move to the Race field. Again, using the drop-down caret the user will select the offender's Race.



Race: ★ WHITE

VA#:

Status: ★

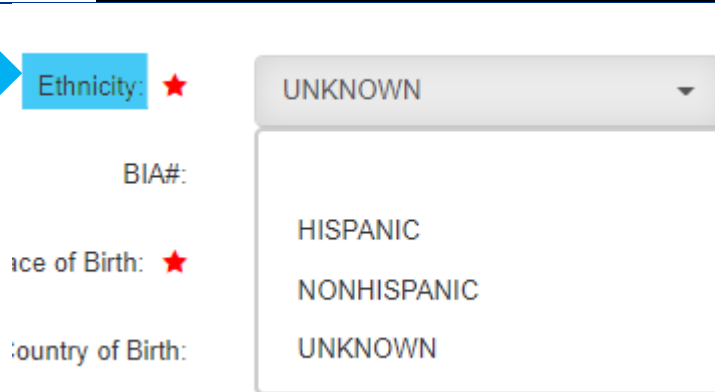
of Birth: ★

ame (First):

- AMERICAN INDIAN/ALASKAN
- ASIAN
- ASIAN/PACIFIC ISLANDER
- BLACK
- MULTIPLE RACES, NOT HISPANIC
- OTHER
- PACIFIC ISLANDER
- UNKNOWN
- WHITE

After entering the offender's Race, the user will move to the Ethnicity field.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



Ethnicity: ★

BIA#:

Place of Birth: ★

Country of Birth:

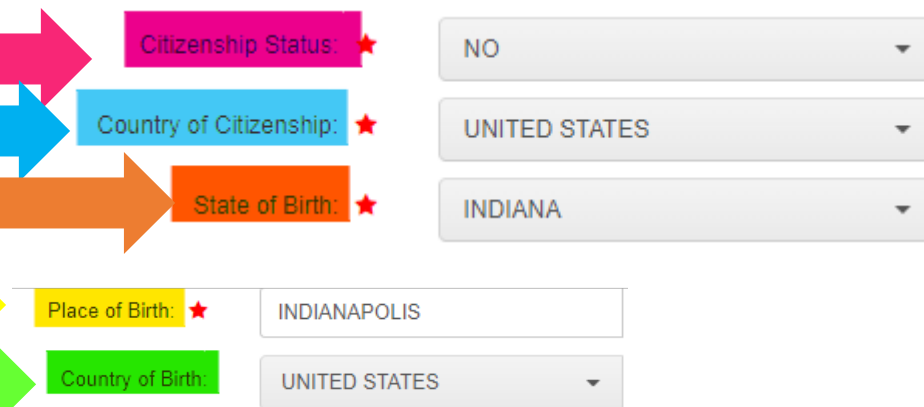
UNKNOWN

HISPANIC

NONHISPANIC

UNKNOWN

Next up is the **Citizenship Status**, **Country Of Birth**, **State of Birth**, **Place of Birth**, and **County of Birth** fields.



Citizenship Status: ★

Country of Citizenship: ★

State of Birth: ★

NO

UNITED STATES

INDIANA

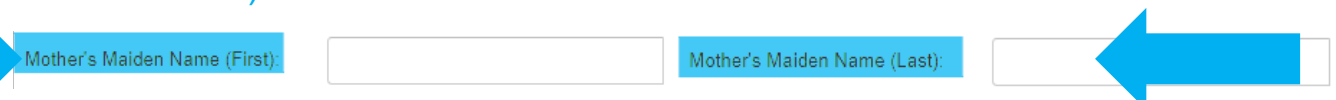
Place of Birth: ★

Country of Birth:

INDIANAPOLIS

UNITED STATES

To complete the Personal section, the user will enter the **Maiden Name (both first and last name)** of the offender's mother.



Mother's Maiden Name (First):

Mother's Maiden Name (Last):

The next section is the **Aliases/AKAs** section. In this section, the user will see **Type**, **First Name**, **Middle Name**, **Last Name**, **SSN**, **DOB**, **Nickname/Moniker** fields, and **Add Alias/AKA**.

DELTA QUICK REFERENCE GUIDE
 INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Type	First Name	Middle Name	Last Name	SSN	DOB
True Name	BOWLES		RAYMOND		

Nickname/Moniker

+ Add Alias/AKA

To add a new alias the user will click on the **Add Alias/AKA** button. The screen will refresh, and the user will see that a new row has appeared in the **Aliases/AKAs** field. Using the drop-down caret, the user will select the type of Alias that is being entered. Next, the user will enter the rest of the remaining information.

+ Add Alias/AKA

Type	First Name	Middle Name	Last Name	SSN	DOB
True Name	William		RAYMOND		

Requirec

Alias

Date of Birth

Maiden Name

Merge

Nickname/Moniker

Social Security Number

True Name

Once all the information has been entered, the user has the option to **Cancel**, or **Save**. If the user selects **Cancel** the screen will refresh, and the new row has now disappeared. If the user selects **Save** the screen will refresh and the user will now see the information that was entered has been added to the **Aliases/AKAs** section. The user will repeat the previous steps to add a new Alias/AKA.

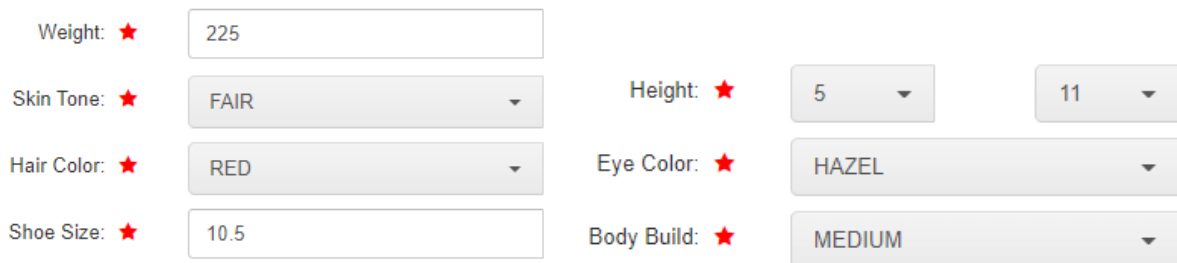
DELTA QUICK REFERENCE GUIDE
 INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



Annotations: A pink arrow points to the 'Save' button. A blue arrow points to the 'Cancel' button. An orange arrow points to the 'True Name' field. Another orange arrow points to the 'Nickname/Moniker' field, which contains the text 'TEST'. Red 'X' marks are visible in the error columns for both the 'True Name' and 'Nickname/Moniker' fields.

Type	First Name	Middle Name	Last Name	SSN	DOB	Nickname/Moniker	
True Name		B	Harris				X
Nickname/Moniker						TEST	X

The next section is the Appearance section. In this section, the user will click on the drop-down caret and select the appropriate answer or type the information into the given field.



Fields and values:

- Weight: 225
- Skin Tone: FAIR
- Hair Color: RED
- Shoe Size: 10.5
- Height: 5' 11"
- Eye Color: HAZEL
- Body Build: MEDIUM

The next section is the **Time In State** section. In this section, the user will enter the **Years** and **Months** that the offender has been an Indiana resident.



Annotations: A green arrow points to the 'Years' input field. A blue arrow points to the 'Months' input field.

Time In State

Years: Months:

Following the Time In State section is the **Last Residence** section. In this section, the user will check the box next to what type of residence the offender had- **Non-Standard US Address**, **International Address**, **Homeless**, or **Refused to Provide Information**.



Annotations: A pink arrow points to the 'Non-Standard US Address' checkbox. A green arrow points to the 'Homeless' checkbox. An orange arrow points to the 'Refused to provide information' checkbox.

Last Residence

☐ Non-Standard US Address
 ☐ International Address
 ☐ Homeless
 ☐ Refused to provide information

The next section is the Last Residence section. In this section, the user will select whether the offender's last residence was a **Non-Standard US Address**, **International Address**, if he was **Homeless**, or **Refused to Provide the Information**.

☐ Non-Standard US Address ☐ International Address
☐ Homeless ☐ Refused to provide information

Next, the user will select the **Apt/Suite** type. Then add the **Apt/Suite#**. If this does not apply the user will skip to the set of fields in this section.

Apt/Suite
Nothing selected
APT
BLDG
BSMT
DEPT
FL
FRNT

Apt/Suite #

After entering the Apt/Suite and Apt/Suite# (if applicable), the user will move to **Street Number**, **Pre-Directional**, **Street Name**, **Street Suffix**, and **Post Directional Fields**. Some of this information may be pre-filled for the user from previously entered information. For these fields, the user will enter the **Street Number** in the space provided. Then, using the drop-down caret, the user will select the **Pre-Directional** (if applicable). Next, the user will enter the **Street Name** in the provided space. Once that has been completed, the user will use the drop-down caret to select the **Street Suffix** and **Post Directional**.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

The screenshot shows a form for personal characteristics with several fields and dropdown menus. A pink arrow points to the 'Street Number' field, which contains '745'. An orange arrow points to the 'Pre-Directional' dropdown menu, which is currently set to 'Nothing selected' and has a list of directions (E, N, NE, NW, S, SE, SW, W) visible. A yellow arrow points to the 'Street Name' field, which contains 'MCFLARLAND'. A blue arrow points to the 'Post-Directional' dropdown menu, which is also set to 'Nothing selected' and has the same list of directions visible. A green arrow points to the 'Street Suffix' dropdown menu, which is set to 'BLVD' and has a list of suffixes (ALLEY, ALY, ANX, AVE, AVENUE, BLVD) visible. The 'State' field is set to 'INDIANA'. The 'Rural Location Directions' field is empty. The 'Phone Number' field is empty.

Street Number

745

State ★

INDIANA

Rural Location Directions:

Phone Number

Pre-Directional

Nothing selected

E

N

NE

NW

S

SE

SW

W

Street Name

MCFLARLAND

Post-Directional

Nothing selected

E

N

NE

NW

S

SE

SW

W

Street Suffix

BLVD

ALLEY

ALY

ANX

AVE

AVENUE

BLVD

If the **State** field has not already been pre-filled for the user, they will select the **State** that the offender previously resided in from the provided list. Once that has been completed, the user will enter the **City**, **County**, **Zip Code**, and **County** in the provided fields.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

A form for personal characteristics with the following fields and arrows:

- State** (pink label, red star icon): Indiana (dropdown). An orange arrow points from the State field to the City field.
- City** (orange label): Indianapolis (text input). A yellow arrow points from the City field to the County field.
- County** (yellow label): Marion (text input).
- Zip Code** (green label): 46203 (text input). A green arrow points from the Zip Code field to the Country field.
- Country** (blue label): United States (dropdown). A blue arrow points from the Country field to the Rural Location Directions field.

Next, the user can enter directions to a rural location in the Rural Location Directions field.

Rural Location Directions: (pink label, pink arrow pointing to the field)

Head East on US 40. Turn left on CO Rd 350 S. First house on the left. TEST DATA

Once the user has entered any Rural Location Directions, they will move to the Phone Number fields. To add a **Phone Number**, the user will click on the **Add New** button. The screen will refresh, and the user will see that new a new selection field has appeared in the Type column. Utilizing the drop-down caret, the user will select the **Type** of phone number being provided. Next, the user will enter the **Number** in the space provided.

A form for adding a new phone number with the following fields and arrows:

- Type** (blue label, blue arrow pointing to the dropdown): HOME (dropdown menu open showing options: CELL, Fax, HOME, WORK).
- Phone Number** (yellow label, yellow arrow pointing to the field): 317-507-9267 (text input).
- Add New** (green label, green arrow pointing to the button): + Add New (button).
- Number** (pink label, pink arrow pointing to the field): 317-507-9267 (text input).

If the number was entered in error, the user can click on the **Trashcan** icon to remove the number. The screen will refresh, and the user will see that the entered data has been removed.

A screenshot of a web form for entering a phone number. The form includes a label 'Number' with a pink arrow pointing to it, a text input field containing '317-507-9267', a trashcan icon with an orange arrow pointing to it, a label 'Phone Number' with a yellow arrow pointing to it, a 'Type' dropdown menu with a blue arrow pointing to it, and an 'Add New' button with a plus icon. A pink arrow points from the right towards the 'Number' label.

The next section is the Emergency Contacts section. In this section, the user will see that it has two different tabs for the user to complete-Primary Contact and Secondary Contact.

A screenshot of the 'Emergency Contacts' section. It features a dark blue header bar with the text 'Emergency Contacts' in orange. Below the header are two tabs: 'Primary Contact' (highlighted in green with a yellow arrow pointing to it) and 'Secondary Contact' (highlighted in green with a green arrow pointing to it).

On the Primary Contact tab, the user will see the Date of Last Update and Last Updated By fields. These will automatically update once information has been entered and saved.

A screenshot of the Primary Contact tab showing two fields: 'Date of Last Update:' with the value '05/06/2021' (highlighted with a blue arrow) and 'Last Updated By:' with the value 'MIGRATION' (highlighted with a pink arrow).

The next fields are Emergency Contacts, Relationship, First Name, and Last Name.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



Emergency Contacts? ★ ☒ Yes ☐ No

Relationship: ★

First Name: ★

Last Name: ★

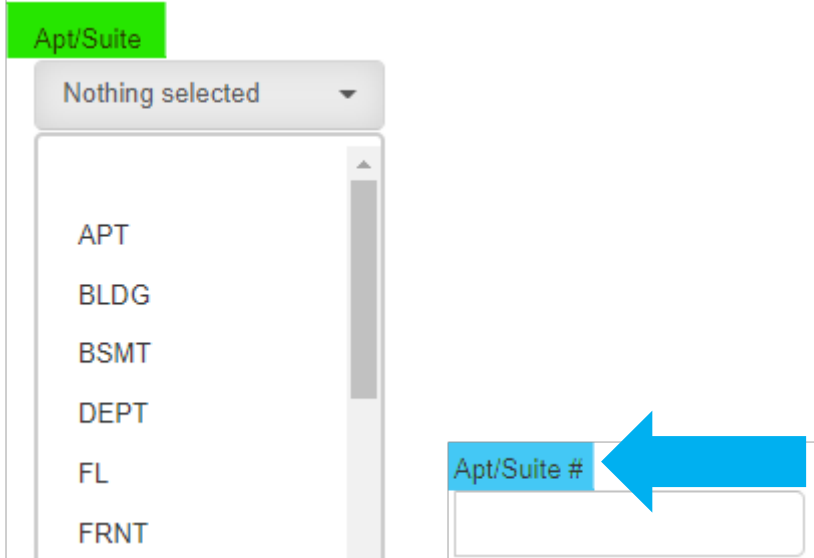
The next section is the Last Residence section. In this section, the user will select whether the offender's last residence was a **Non-Standard US Address**, **International Address**, if he was **Homeless**, or **Refused to Provide the Information**.



☐ Non-Standard US Address ☐ International Address

☐ Homeless ☐ Refused to provide information

Next, the user will select the **Apt/Suite** type. Then add the **Apt/Suite#**. If this does not apply the user will skip to the set of fields in this section.



Apt/Suite

Nothing selected

APT
BLDG
BSMT
DEPT
FL
FRNT

Apt/Suite #

After entering the Apt/Suite and Apt/Suite# (if applicable), the user will move to **Street Number**, **Pre-Directional**, **Street Name**, **Street Suffix**, and **Post Directional Fields**. Some of this information may be pre-filled for the user from previously entered information. For these fields, the user will enter the **Street Number** in the space provided. Then, using the drop-down caret, the user will select the **Pre-Directional** (if applicable). Next, the user will enter the **Street Name** in the provided space. Once that has been completed, the user will use the drop-down caret to select the **Street Suffix** and **Post Directional**.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Street Number
745

State ★
INDIANA

Rural Location Directions:

Phone Number


Street Suffix
BLVD


Pre-Directional
Nothing selected


Post-Directional
Nothing selected


Street Name
MCFLARLAND


If the **State** field has not already been pre-filled for the user, they will select the **State** that the offender previously resided in from the provided list. Once that has been completed, the user will enter the **City**, **County**, **Zip Code**, and **County** in the provided fields.

State  INDIANA


City  INDIANAPOLIS

County  MARION

Zip Code  46203


Country  UNITED STATES

Next, the user can enter directions to a rural location in the **Rural Location Directions** field.

Rural Location Directions: 

Head East on US 40. Turn left on CO Rd 350 S. First house on the left. TEST DATA

Once the user has entered any Rural Location Directions, they will move to the Phone Number fields. To add a **Phone Number**, the user will click on the **Add New** button. The screen will refresh, and the user will see that a new selection field has appeared in the Type column. Utilizing the drop-down caret, the user will select the **Type** of phone number being provided. Next, the user will enter the **Number** in the space provided.

Type 


HOME


CELL


Fax

HOME

WORK

Phone Number 

 + Add New

Number 

317-507-9267

If the number was entered in error, the user can click on the Trashcan icon to remove the number. The screen will refresh, and the user will see that the entered data has been removed.

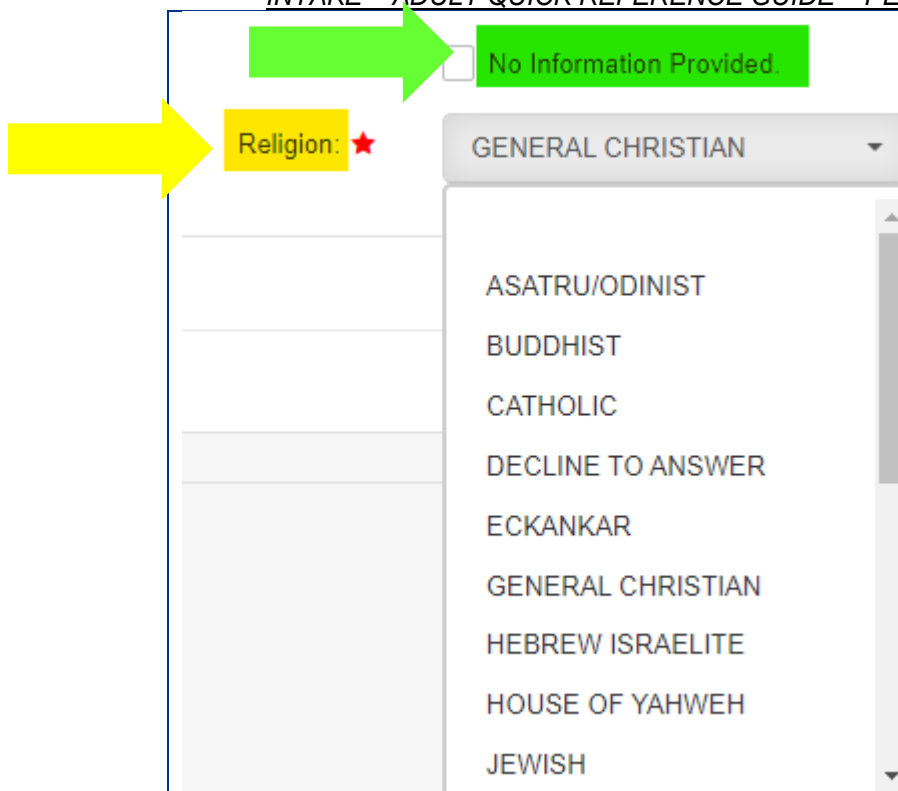
The diagram illustrates the process of adding and removing a phone number. It shows a 'Number' label with a pink arrow pointing to a text input field containing '317-507-9267'. An orange arrow points from the input field to a trashcan icon. Below the input field is a yellow 'Phone Number' label with a yellow arrow pointing to it. To the right of the input field is a blue 'Type' label with a blue arrow pointing to it. Further right is another pink 'Number' label with a pink arrow pointing to it. Below the input field is a grey '+ Add New' button.

Once the user has entered the information for the Primary Contact, they will follow the same steps to enter the information for the Secondary Contact (if applicable).

The diagram shows the 'Secondary Contact' section. It features a blue 'Secondary Contact' label with a pink arrow pointing to it. Below the label is a 'Date of Last Update:' label. Underneath is the 'Emergency Contacts?' label with a red star icon and two radio buttons: 'Yes' (selected) and 'No'. Below this is the 'Relationship:' label with a dropdown menu. At the bottom is the 'First Name:' label with a text input field.

The next section is the Religious Affiliation section. Again, this section may be pre-filled for the user. If it is not pre-filled, the user will click on the drop-down caret to select the offender's **Religion** from the pre-filled list. If no religion is listed or provided by the offender, the user will select the **No Information Provided** box.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



The screenshot shows a form field for 'Religion' with a red star icon. A yellow arrow points to the label. A green arrow points to a checkbox labeled 'No Information Provided.' Below the label is a dropdown menu currently showing 'GENERAL CHRISTIAN'. The dropdown list includes the following options: ASATRU/ODINIST, BUDDHIST, CATHOLIC, DECLINE TO ANSWER, ECKANKAR, GENERAL CHRISTIAN, HEBREW ISRAELITE, HOUSE OF YAHWEH, and JEWISH.

Once all the information has been entered, the user will click on **Save**. The screen will refresh, and the user will see the **Green Information Box** appear on the upper right-hand side of the screen. This confirms that the information has been saved.



Once the information has been saved, the user will click on the **View Personal History** button. This will direct the user to the **Personal History** screen.



This screen is broken down into five (5) sections- Military Information, Military History, Vital Records, Documents/Credentials, Disabilities and Dependencies, and Education and Family Life.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS



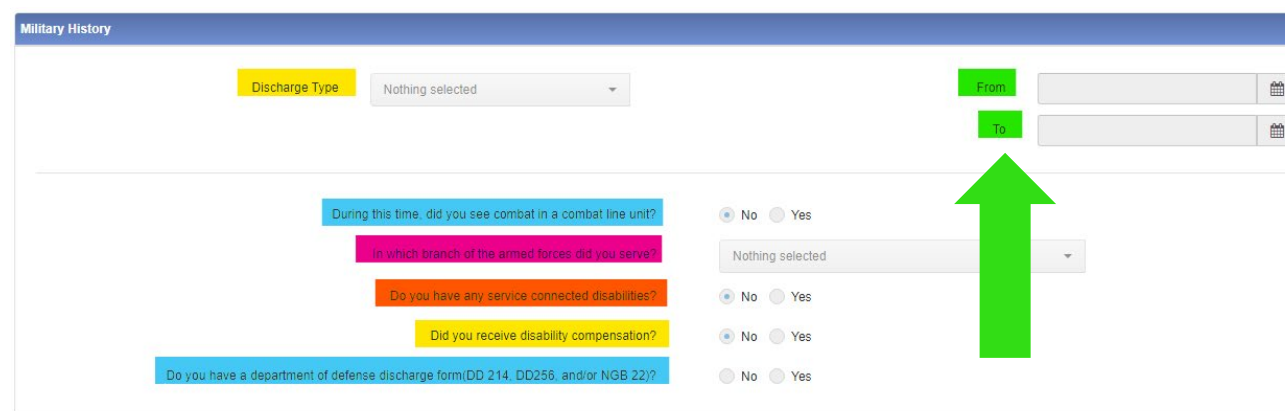
The screenshot shows the top of the 'Personal History' section. A blue arrow points to the 'Personal History' header. Below the header, there is a 'Date of Last Update' field showing '04/04/2022 17:33'. To the left, there are two buttons: 'Vital Documents' (green) and 'Add IGP' (grey).

The next two (2) sections on the Personal History screen are Military Information and Military History. If the offender has served in the military, the user will enter this information into these sections. Using the drop-down caret and selecting the appropriate Yes/No box, the user will enter the appropriate information.



The screenshot shows the 'Military Information' section. It includes several callouts: 'Source' (pink), 'Have you ever served in the Armed Forces?' (yellow), 'What is your current military status?' (green), 'Do you want to opt in to the Veterans Program?' (blue), and 'Inmate Eligible for Veterans Program?' (pink). The form contains a 'Source' dropdown menu, a 'Have you ever served in the Armed Forces?' radio button (No/Yes), a 'What is your current military status?' dropdown menu, a 'Do you want to opt in to the Veterans Program?' radio button (No/Yes), and an 'Inmate Eligible for Veterans Program?' dropdown menu. There is also a 'Comments' button.

Next, the user will click on the **date** fields to enter the dates the offender served. Once that has been completed, the user will make the appropriate selection to the questions.



The screenshot shows the 'Military History' section. It includes a 'Discharge Type' dropdown menu. There are two date fields labeled 'From' and 'To' with calendar icons. A green arrow points to these date fields. Below the date fields, there are several questions with radio button answers: 'During this time, did you see combat in a combat line unit?', 'In which branch of the armed forces did you serve?', 'Do you have any service connected disabilities?', 'Did you receive disability compensation?', and 'Do you have a department of defense discharge form (DD 214, DD256, and/or NGB 22)?'.

The next section is Vital Records Documents/Credentials. In this section, the user will fill in the information by entering the dates in the **Requested Date** fields and using the drop-down caret to select the **Document Type**.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Vital Records Documents/Credentials

Intake Date
12/06/2021

Requested Date *

Document Type *

--- Please Select ---

Birth Certificate
CDL
Drivers License
Learners Permit
Social Security Card
State ID

Comment

Next, the user will either select yes or no in the **Document Refused** and **Document On file (IRIS)** fields and enter any notes in the **Comments** section. To upload the document, the user will click on **Select**.

Document Refused *

☐ No ☐ Yes

Documents Onfile(IRIS) *

☐ No ☐ Yes

Documents Upload

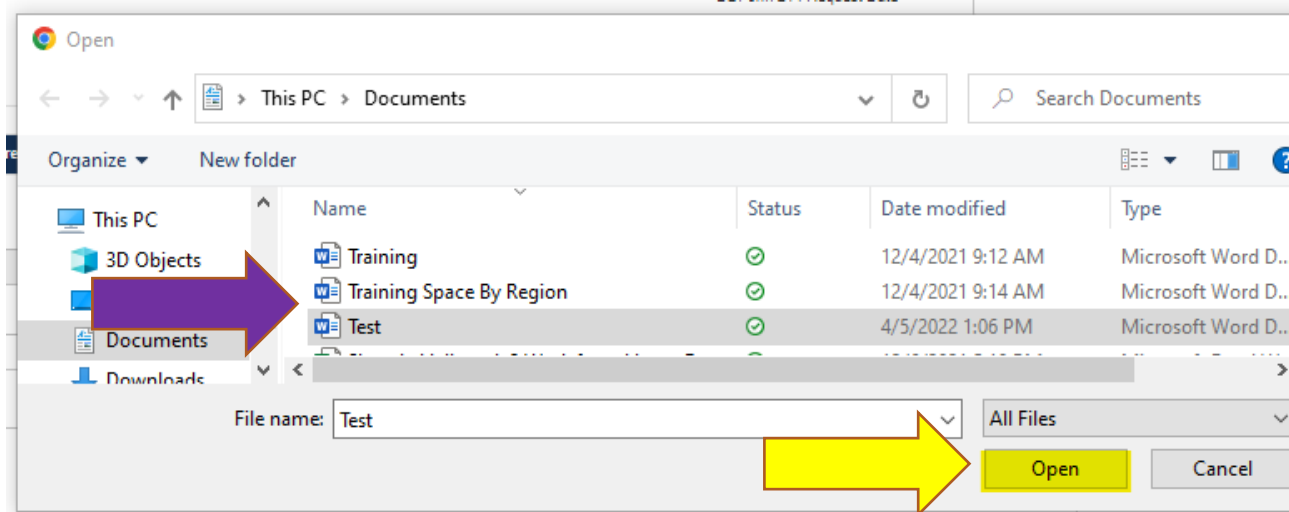
Select No File Selected

Comment

0/4000

A new window will appear, and the user will select the file to be uploaded. After selecting the file, the user will click **open**. The name of the document will now appear in the Documents Upload field.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

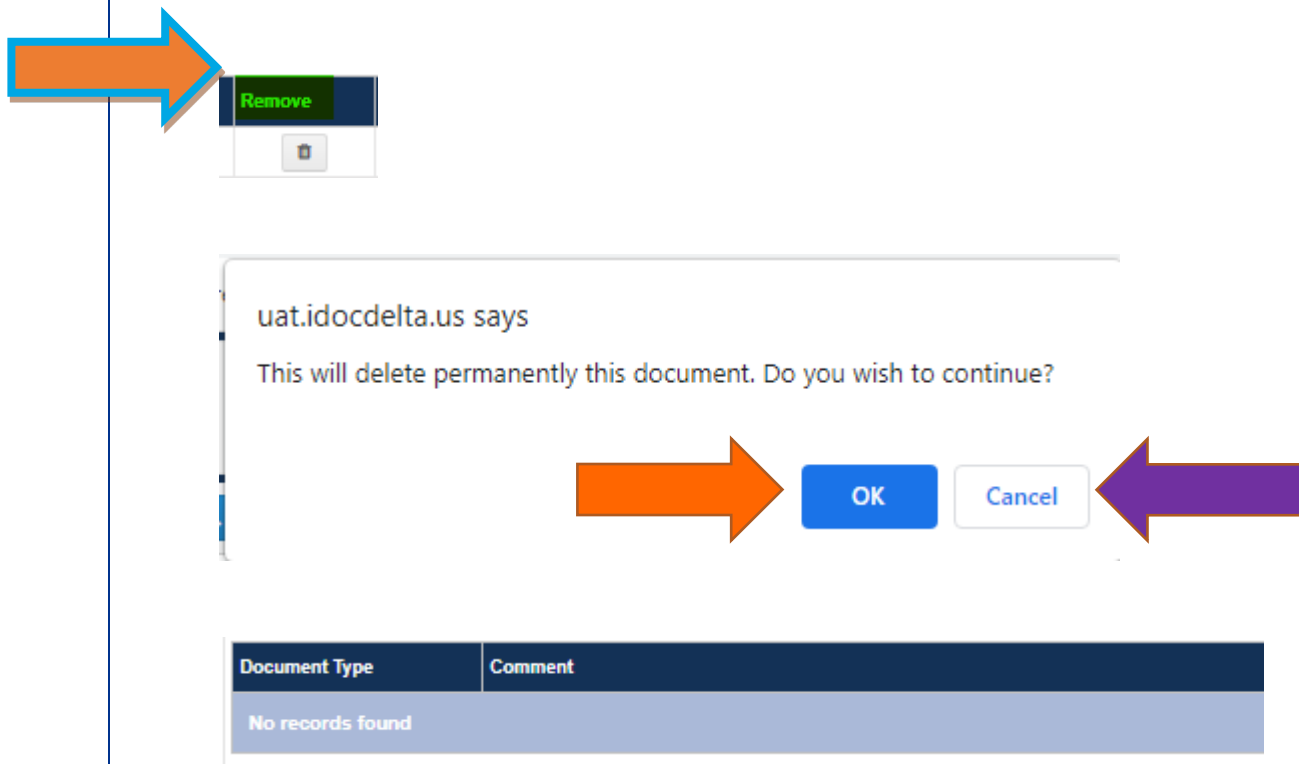


After verifying that the document is correct, the user will click on **Save** to save the entered information. The document will now be displayed in the Document Type field.




Document Type	Comment	Documents Onfile(IRIS)
Birth Certificate		No

If the document was entered in error, the user can remove the document by clicking on the **trashcan** icon in the **Remove** column. A new window will appear asking the user to confirm they wish to continue, and that the user will be permanently deleting the document. If the user clicks on **Cancel**, they will be returned to the previous screen. If the user clicks **OK**, the document will be removed, and the user returned to the Vital Records Documents/Credentials screen.



Clicking on Edit will expand the Document section, allowing the user to change their previously entered information. The **document type** can be changed using the drop-down caret, enter comments, and change the No/Yes information in the **Documents On File**, and **Document Refused** sections.

A screenshot of a document form. The form has several sections. On the left, an orange arrow points to a dropdown menu labeled 'Birth Certificate'. In the center, there is a text input field with '0/4000' characters. To the right of the text field, a pink arrow points to a section with two columns: 'Documents Onfile(IRI S)' and 'Document Refused'. Each column has two radio buttons: 'No' and 'Yes'. The 'No' radio button is selected in the 'Documents Onfile(IRI S)' column, and the 'Yes' radio button is selected in the 'Document Refused' column.

The user can change the **Requested Date** and **Received date**, as well as select a new **document** to be uploaded or **remove** the document completely.

A screenshot of a document form. The form has several sections. On the left, a yellow arrow points to a date input field labeled 'Requested Date' with the value '04/20/2022'. To the right of the 'Requested Date' field is a date input field labeled 'Received Date'. An orange arrow points to the 'Received Date' field. To the right of the 'Received Date' field is a section labeled 'Document'. This section has a blue 'Select' button and a text input field with 'No File Selected'. A purple arrow points to the 'No File Selected' text. To the right of the 'Document' section are three buttons: 'View', 'Remove', and 'Edit'. A blue arrow points to the 'Edit' button. Below the 'Document' section is a file upload area with a trash icon and a close icon.

DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

The next section is the Disabilities and Dependencies section and is prefilled for the user. This section will be automatically updated when the next Classification Designation (CD) is completed.

Disabilities and Dependencies

Disability Code ★

Code	Created By	Created On	Modified By	Modified On
A	COA807	03/02/2022 00:00	COA807	03/10/2022 09:38

The last section is the Education and Family Life section. Most of this section will be pre-filled for the user and will also be updated when the next Classification Designation Instrument (CD) is completed. The user can, however, change the information by using the drop-down caret and selecting the appropriate information, changing the No/Yes field, and changing the number of dependents.

Education and Family Life

Academic Level ★

Source ★

Claimed Grade Level ★

Primary Language ★

Comprehend English? ★ ☐ No ☒ Yes

Dependents ★

If the user changes the Academic Level, the change will be reflected in the grid next to the **Code** field. Answering No/Yes, the user will enter whether or not the offender has completed their **GED/TASC**. Next, the user will enter the **Name of School**, **Year of Graduation**, **State**, and **City**.



DELTA QUICK REFERENCE GUIDE
INTAKE – ADULT QUICK REFERENCE GUIDE – PERSONAL CHARACTERISTICS

Code	Created By	Created On	Modified By	Modified On
B	COA807	03/25/2022 00:00	SHOHALL	04/20/2022 15:14
A	COA807	03/25/2022 00:00	SHOHALL	04/20/2022 15:13
B	COA807	03/25/2022 00:00	COA807	03/25/2022 14:24

GED/TASC ★

Name of School

Year

State

City

☐ No ☒ Yes

After verifying no other changes need to be made, the user will click on [Save](#) to save any changes. A [green information](#) box will appear near the top right-hand corner to confirm that the changes have been made.

