



# TN Facility Report Setup Guide

## TN Facility Report Setup Guide

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### Overview

The most important part of the facility report is **setup**. Even in WinSOMS, you could add as many Inmate Classification Codes as you needed for internal reporting, but you have to mark on each code a Code Ranking or, better stated in this case, a Report Column Rank. No matter what the code is, you have to tell the system what column on Tennessee Facility Report it is going to be counted in.

#### Quick Example:

PF = Pre-Trial Felon and PM = Pre-Trial Misdemeanant

They are both Pre-Trial and both needed for reporting in iSOMS, but for the Tennessee Facility Report they are both counted as Pre-Trial Report. This screenshot is from WinSOMS and will be used to show the columns.

1 = DOC, 2 = Less than 1 year, 3 = 1 Year and Over 4 = Parole State/Local

5 = Convicted Misdemeanant, 6 = Pre-Trial Misdemeanant & Pre-Trial Felon

(Anything else is a 7 as it is invalid and not a proper classification for this report.)

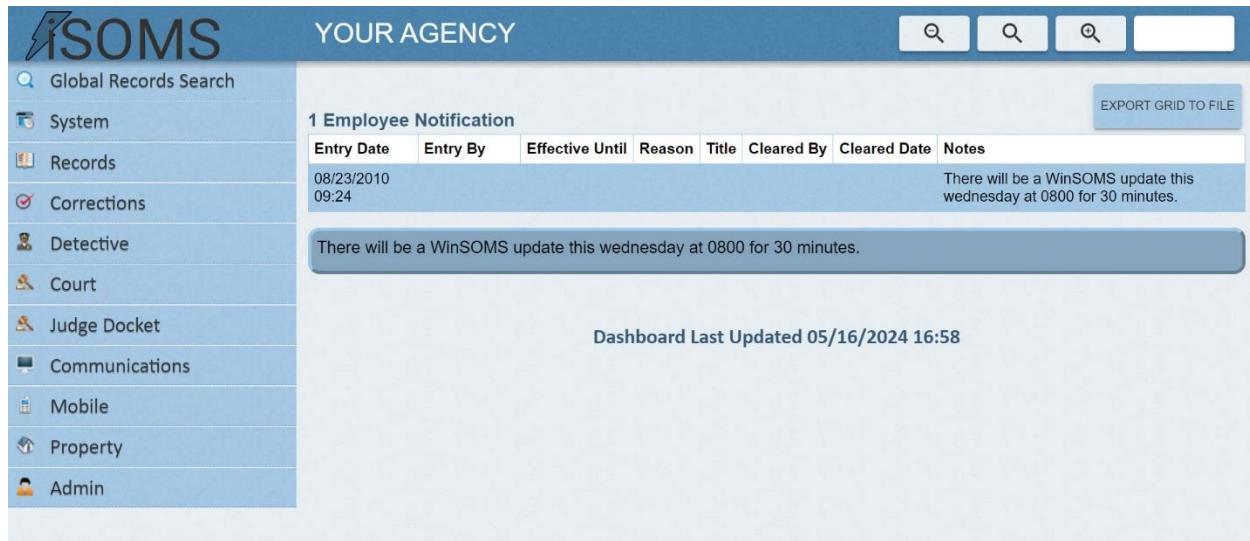
Department Facility Report									
YOUR DEPARTMENT									
		Less Than 1 Year	1 Year and Over	Parole Doc/Local	Convicted Mis	PreTrial Mis/Felon	Other	Total	
Date	DOC								
06/01/2020	41	22	68	0 0	2	45 58	0		236
06/02/2020	41	22	68	0 0	2	45 58	0		236
06/03/2020	41	22	68	0 0	2	45 58	0		236
06/04/2020	41	22	68	0 0	2	45 58	0		236
06/05/2020	41	22	68	0 0	2	45 58	0		236
06/06/2020	41	22	68	0 0	2	45 58	0		236



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### Classifying Inmates

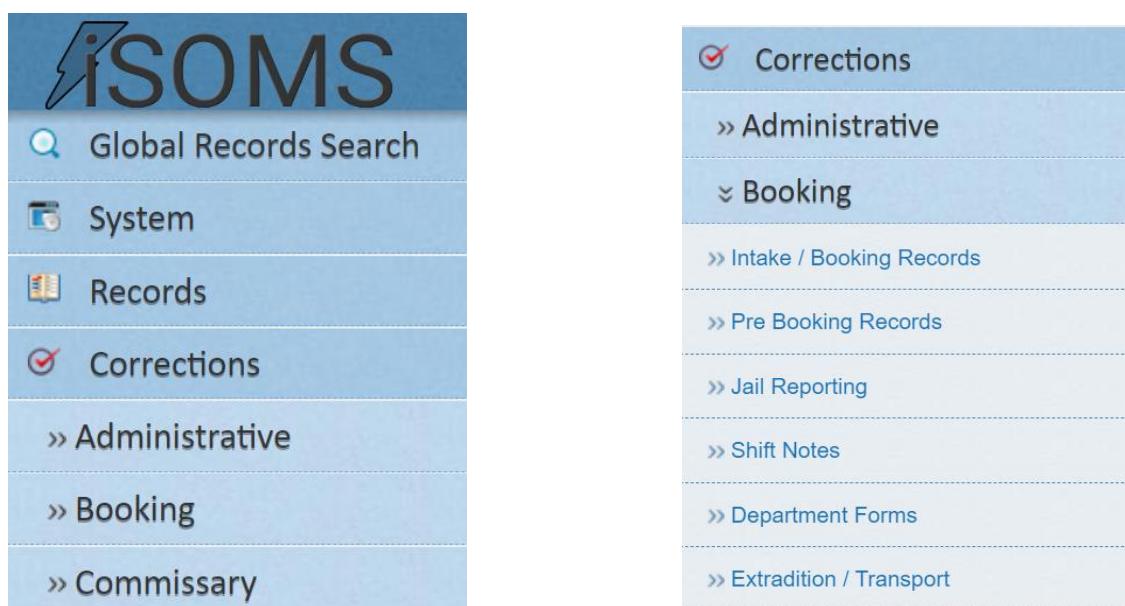
Begin on the iSOMS home screen.



The screenshot shows the iSOMS home screen with a blue header 'YOUR AGENCY'. On the left is a sidebar with icons for Global Records Search, System, Records, Corrections (which is selected), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin. The main content area displays '1 Employee Notification' with a table showing an entry for 08/23/2010 at 09:24. A note says 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' Below this is a message: 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' At the bottom right is a timestamp: 'Dashboard Last Updated 05/16/2024 16:58'. A copyright notice at the bottom left reads: 'Copyright© 2016-2024 M & M Micro Systems, Inc. Version 2.48.0.0 (2.48.0.0)'.

Navigate to:

**Corrections → Booking → Intake/Booking Records**



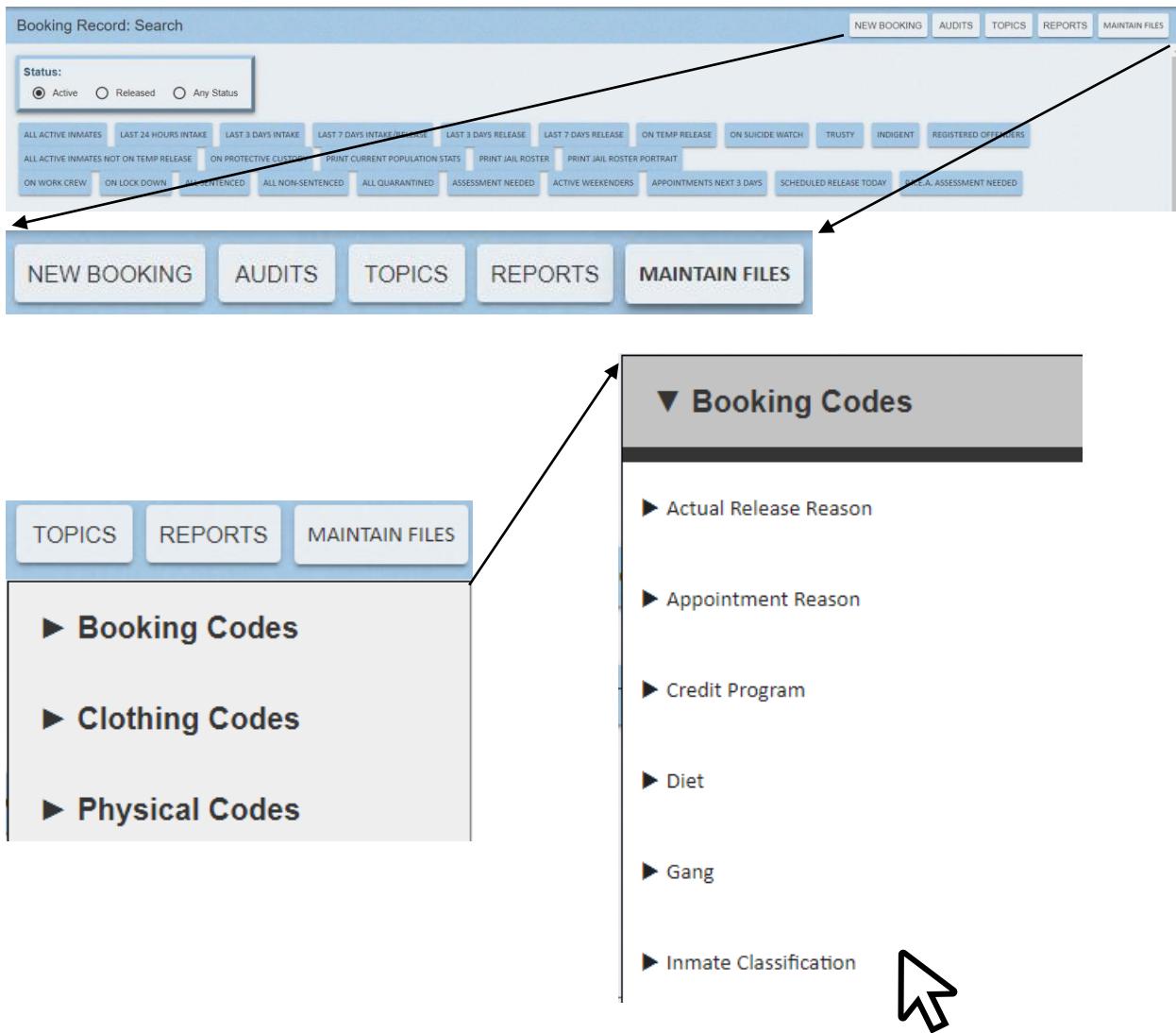
The screenshot shows the iSOMS navigation tree. The left sidebar has icons for Global Records Search, System, Records, Corrections (selected), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin. The right panel shows a tree structure under 'Corrections': 'Administrative' (expanded), 'Booking' (expanded), 'Intake / Booking Records' (under Booking), 'Pre Booking Records' (under Booking), 'Jail Reporting' (under Booking), 'Shift Notes' (under Booking), 'Department Forms' (under Booking), and 'Extradition / Transport' (under Booking).



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In the booking module in iSOMS, click on:

**Maintain Files → Booking Codes → Inmate Classification**





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Search Criteria ►							EXPORT GRID TO FILE	
Search Results								
8 Records								
Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code
CM			CONVICTED MISD	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
OT			OTHER	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
PV			PAROLE VIO	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
PF			PRETRIAL FELON	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
PM			PRETRIAL MISDEMEANANT	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
SF			SENTENCED < 1 YEAR	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
SM			SENTENCED > 1 YEAR	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	
TD			TENN DEPT OF CORRECTIONS	09/30/2019 20:59	M & M Micro Systems, Inc.,	BCSO	NO	

Edit each of the codes in your list and put in the Code Ranking that matches the column on the report that this inmate classification would go into. Valid answers are 1-6, and anything else should be put into column 7 ("other").

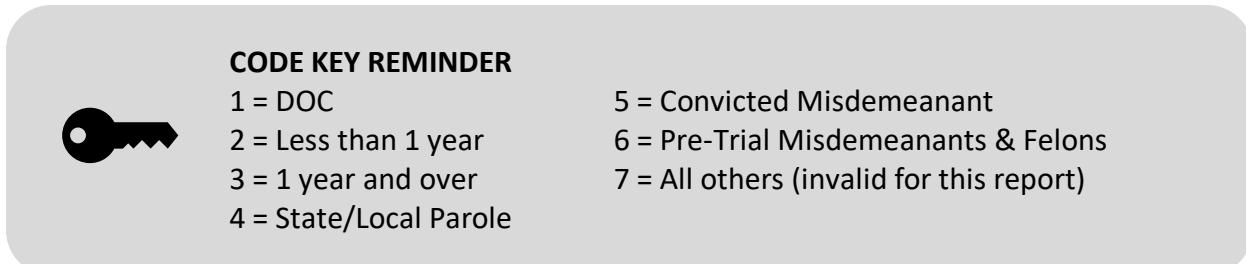


To edit codes, click on the pencil icon at the far right of the field for the item you are completing.

Edit the **Code Ranking** field:

Code:	CM	<input type="checkbox"/> In-Active	
Description:	CONVICTED MISD		
NCIC:	IBR CODE:		
Reporting Column:	Code Ranking:	Max Value(Pod/Assessment):	Near Max(warning value):
0	5	0	0

Code Ranking: **5** Add the proper code ranking here.





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### Inmate Evaluation

You need to do the inmate evaluation for the Facility Report.

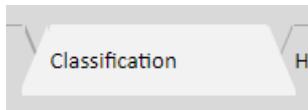
Under each inmate's booking record, find and enter info into the following fields:

- Intake Date
- Release Date

Booking Record: View Record

Intake Date: 05/13/2024 Time: 16:15:32 Release Date: Time:

After this, under the tabs, find the Classification tab:



Edit the following fields:

- Current Inmate classification
- Prior Inmate Classification Date
- Prior Inmate Classification

Current Classification: Prior Classification:

Prior Classification Date: Time: 16:15:32



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Be aware of the following checkboxes:

**Felon:**

This relates to the Pre-Trial column. (see page 1)

Felon

If this box is checked, the inmate will be classified as a felon.

Felon

If this box is NOT checked, the inmate will be classified as a Misdemeanant.

**State Parolee / Local Parolee:**

State Parolee

Local Parolee

Federal Prisoner

If the inmate's classification would put them in the Parole Violator Column on the report (pg. 1), the system uses the State/Local to put in the correct sub column.

If you check Local, they will be in the Local Column. The default is that they are a State Parole Violator.



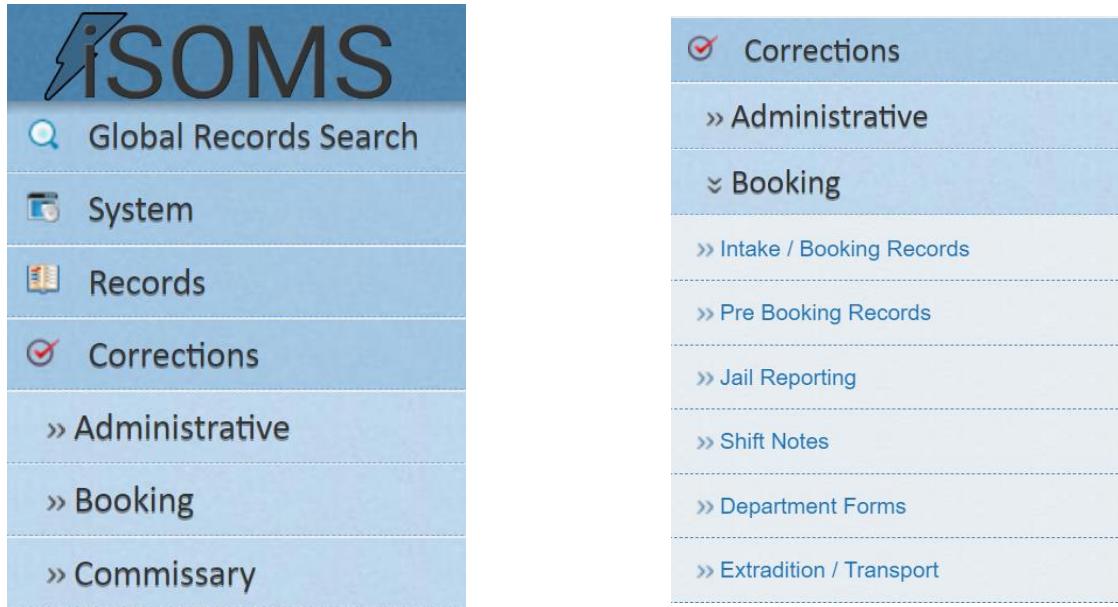
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### Printing the Report

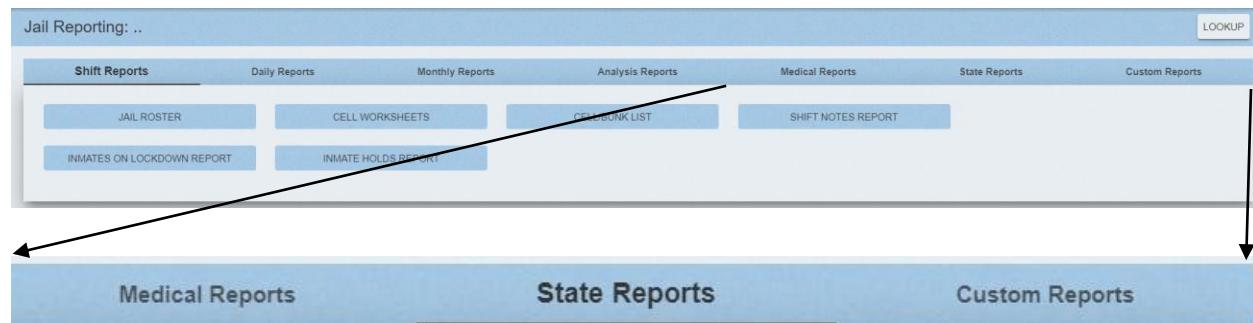
To navigate to Jail Reporting begin on the iSOMS home screen.

Navigate to:

**Corrections** → **Booking** → **Jail Reporting**



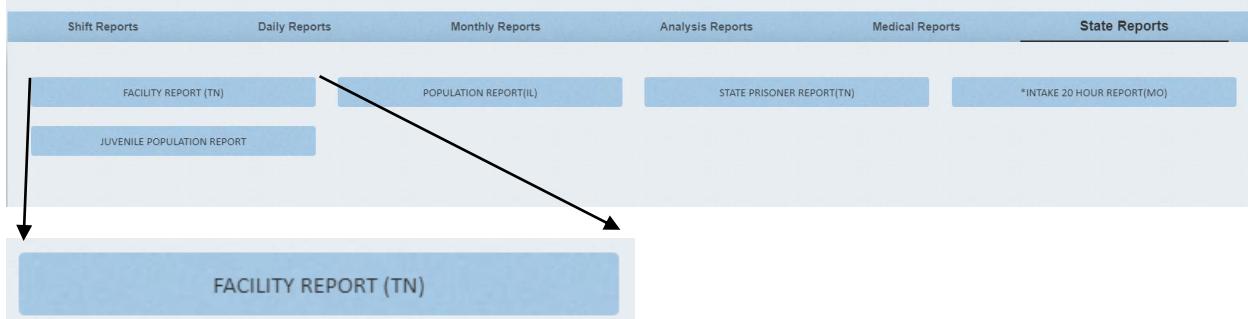
Near the far right, click on the **State Reports** tab button.





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Then click the **Facility Report (TN)** button:



Enter the date range you are running. (**NOTE:** Dates are mandatory!)

Other fields are optional ways to filter.

### Jail Reporting: Facility Report

Report Style  
Facility Report

Intake Dates From:  Intake Dates Through:

Sex:  Exclude Inmate Classification:

Inmate:

Exclude Less Than 4 Hours  Only Evaluate Sentenced Inmates

Exclude Temp Release

All Agencies

**Report Format:**

PDF  Excel  XML  SQL

**VIEW** **DOWNLOAD** **EMAIL** **CLEAR FILTER**



## TN Facility Report Setup Guide

At the bottom of the screen, you can choose to **View, Download, or Email** the report.

[VIEW](#)[DOWNLOAD](#)[EMAIL](#)[CLEAR FILTER](#)

### Sample Report

Your Agency X										
Department Facility Report										
Dates From 04/01/2024 Through 05/31/2024										
Page 1 of 2										
Date	DOC	Less Than 1 Year	1 Year and Over	Parole Local	Parole State	Convicted Mis	PreTrial Misd	PreTrial Felon	Other	Total
04/01/2024	36	19	54	0	0	2	4	3	10	128
04/02/2024	36	19	54	0	0	2	4	3	10	128
04/03/2024	36	19	54	0	0	2	4	3	10	128
04/04/2024	36	19	54	0	0	2	4	3	10	128
04/05/2024	36	19	54	0	0	2	4	3	10	128
04/06/2024	36	19	54	0	0	2	4	3	10	128
04/07/2024	36	19	54	0	0	2	4	3	10	128
04/08/2024	36	19	54	0	0	2	4	3	10	128
04/09/2024	36	19	54	0	0	2	4	3	10	128
04/10/2024	36	19	54	0	0	2	4	3	10	128
04/11/2024	36	19	54	0	0	2	4	3	10	128
04/12/2024	36	19	54	0	0	2	4	3	10	128



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### Method

The inmates evaluated are:

All Current Inmates + All Intakes during the Date Range + All Releases

during the Date range. By default, if any information is invalid, the inmate will be counted in "Other" Column.

The system loops through dates from the start date and through the end date provided.

**Example** Report Date Range: 06/01/2024 -> 06/31/2024

### Code Rank

For any inmate being evaluated, if the Reporting Code Rank you setup for them is less than 1 or greater than 7, the system will NOT use it. Instead, it will default that entire inmate should be computed in the "**OTHER**" column.

### Intake and Release Date

If the release date of the inmate is less than (before) the end date being evaluated, the inmate will be skipped for that date.

#### Example:

Say the Inmate Intake Date is 01/01/2024, and their Release Date is 06/05/2024.

The system would process the inmate and be counted on the report **for 06/01 -> 06/04** (but not counted for the release date or the rest of the reporting period.)

### No Classification

If the inmate being evaluated does not have an Inmate Classification, the system will use the "Other" column.



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### Prior Classification and Prior Classification Date

If the inmate has Prior Classification Date and Prior Classification assigned:

If the Prior Classification Date is less than the Date being evaluated, the system will use that classification for the report. Otherwise, it will use the Current Classification.

#### Example:

If the inmate has a Prior Classification Date of 06/10, a Prior Classification of Pre-Trial, and Current Class Convicted of Misdemeanant, then:

When the Date Being Evaluated is 06/09, the system will use *Pre-Trial*.

When the Date Being Evaluated is 06/10 → 06/30, the system will use *Convicted Misdemeanant*.

### Parole Violator

If the Report Rank = 4 (that is, the inmate is classified as a Parole Violator,) then the system will evaluate the State Parolee and Local Parolee checkboxes to determine column they go in.



## TN Facility Report Setup Guide

### For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call. Call us at 888-644-5786 to ask questions and get clarification.

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