



TN Facility Report Setup Guide

TN Facility Report Setup Guide

Contents

Overview.....	1
Classifying Inmates.....	2
Inmate Evaluation	5
Printing the Report.....	7
Method.....	10

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

DATE : 07/27/2020

TIME : 02:47:29PM

Page 1 of 1

Date	DOC	Less Than 1 Year	1 Year and Over	Parole Doc/Local	Convicted Mis	PreTrial Mis/Felon	Other	Total
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



TN Facility Report Setup Guide

Classifying Inmates

Begin on the iSOMS home screen.

The screenshot shows the iSOMS dashboard. The header includes the iSOMS logo and 'YOUR AGENCY' with three search icons. The sidebar menu on the left lists: Global Records Search, System, Records, Corrections (selected), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin. The main content area displays '1 Employee Notification' with a table containing one row of data. Below the table is a message about a WinSOMS update. At the bottom, it says 'Dashboard Last Updated 05/16/2024 16:58'.

Entry Date	Entry By	Effective Until	Reason	Title	Cleared By	Cleared Date	Notes
08/23/2010 09:24							There will be a WinSOMS update this wednesday at 0800 for 30 minutes.

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Navigate to:

Corrections → Booking → Intake/Booking Records

This screenshot shows the iSOMS sidebar menu. The 'Corrections' item is selected and expanded, showing sub-items: Administrative, Booking, and Commissary.

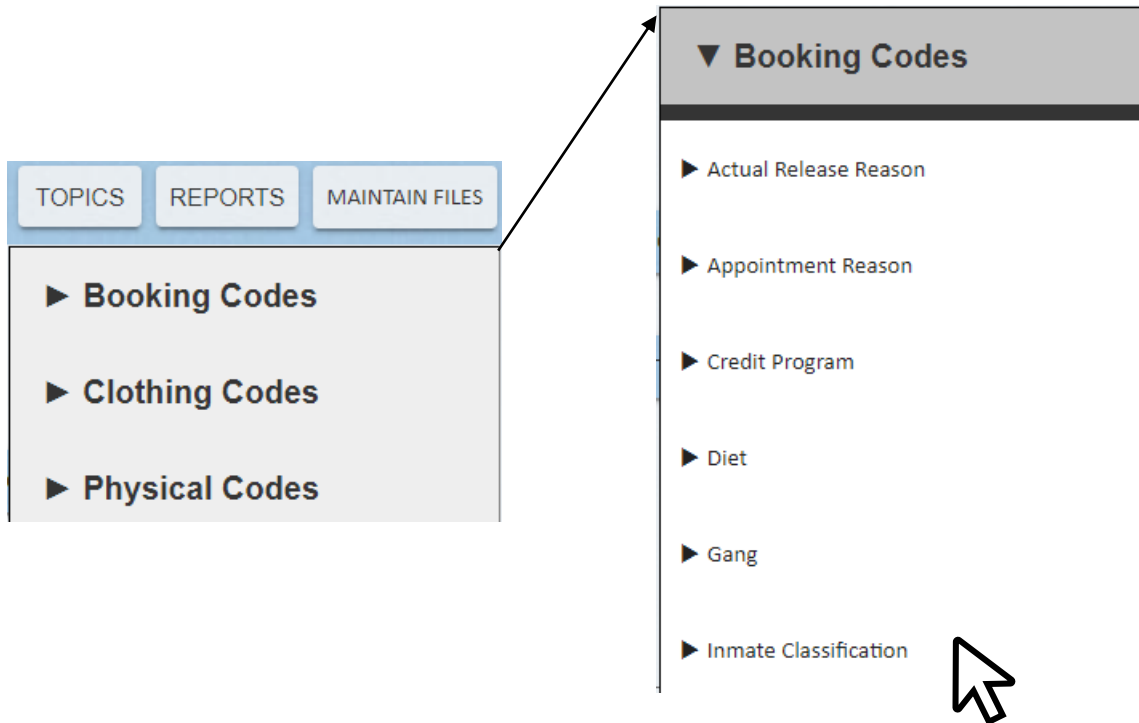
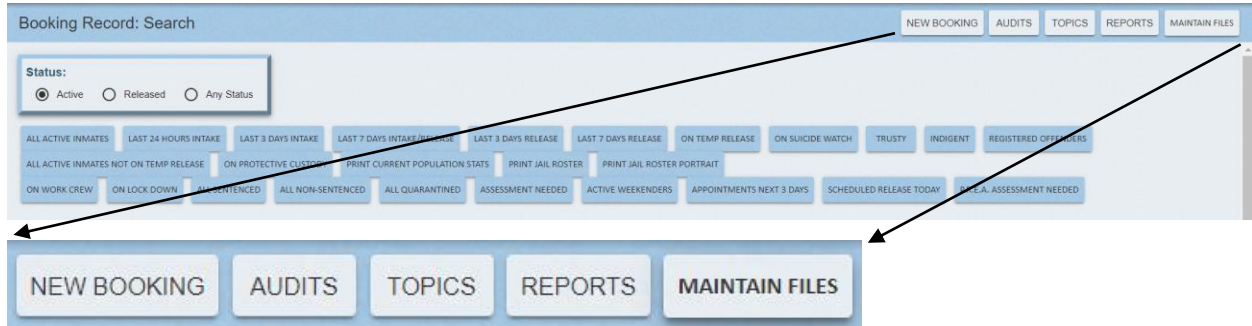
This screenshot shows the 'Corrections' menu with 'Booking' selected and expanded. The sub-items listed are: Intake / Booking Records, Pre Booking Records, Jail Reporting, Shift Notes, Department Forms, and Extradition / Transport.



TN Facility Report Setup Guide

In the booking module in iSOMS, click on:

Maintain Files → Booking Codes → Inmate Classification





TN Facility Report Setup Guide

Search Criteria ▶

Search Results

8 Records

EXPORT GRID TO FILE

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: ☐ In-Active

Description:

NCIC: IBR CODE:

Reporting Column: Code Ranking: Max Value(Pod/Assessment): Near Max(warning value):

Code Ranking:



Add the proper code ranking here.



CODE KEY REMINDER

1 = DOC
2 = Less than 1 year
3 = 1 year and over
4 = State/Local Parole

5 = Convicted Misdemeanant
6 = Pre-Trial Misdemeanants & Felons
7 = All others (invalid for this report)



TN Facility Report Setup Guide

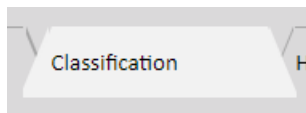
Inmate Evaluation

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

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



Edit the following fields:

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



TN Facility Report Setup Guide

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.



TN Facility Report Setup Guide

Printing the Report

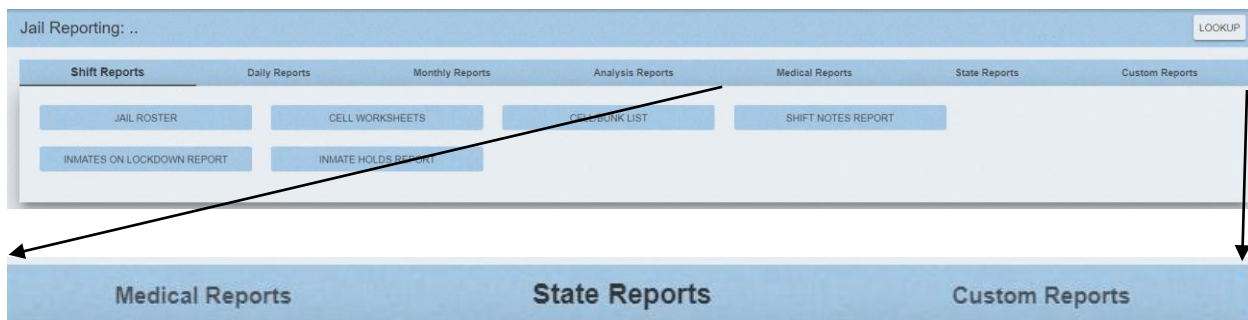
To navigate to Jail Reporting begin on the iSOMS home screen.

Navigate to:

Corrections → Booking → Jail Reporting



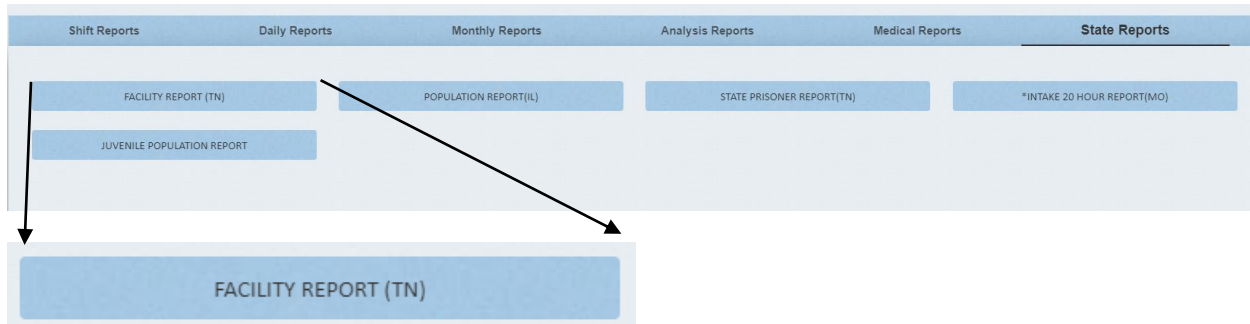
Near the far right, click on the **State Reports** tab button.





TN Facility Report Setup Guide

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: 05/31/2024 Intake Dates Through: 05/31/2024

Sex: Exclude Inmate Classification:

Inmate: ☐ Exclude Less Than 4 Hours ☒ Only Evaluate Sentenced Inmates
☐ Exclude Temp Release
☐ All Agencies

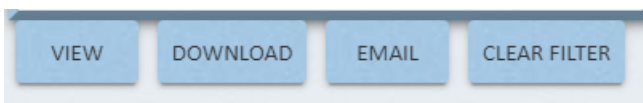
Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

[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.



Sample Report

		<p>Your Agency X</p> <p>Department Facility Report</p> <p><i>Dates From 04/01/2024 Through 05/31/2024</i></p> <p>Page 1 of 2</p>								
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



TN Facility Report Setup Guide

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.



TN Facility Report Setup Guide

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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