

# CIPP System Training

## County Intermediate Punishment Programs (CIPP) Data Collection and Reporting System Training

February 12, 2015



# Today's Presenters

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# CIPP System Training Agenda

- I. Review of Recidivism Study
- II. Transitioning to the CIPP System
- III. Accessing the CIPP System
- IV. Introduction to the CIPP System
  - Navigating the CIPP System
  - Case Processing
  - Printing Reports from the CIPP System
- V. Common Errors and Issues

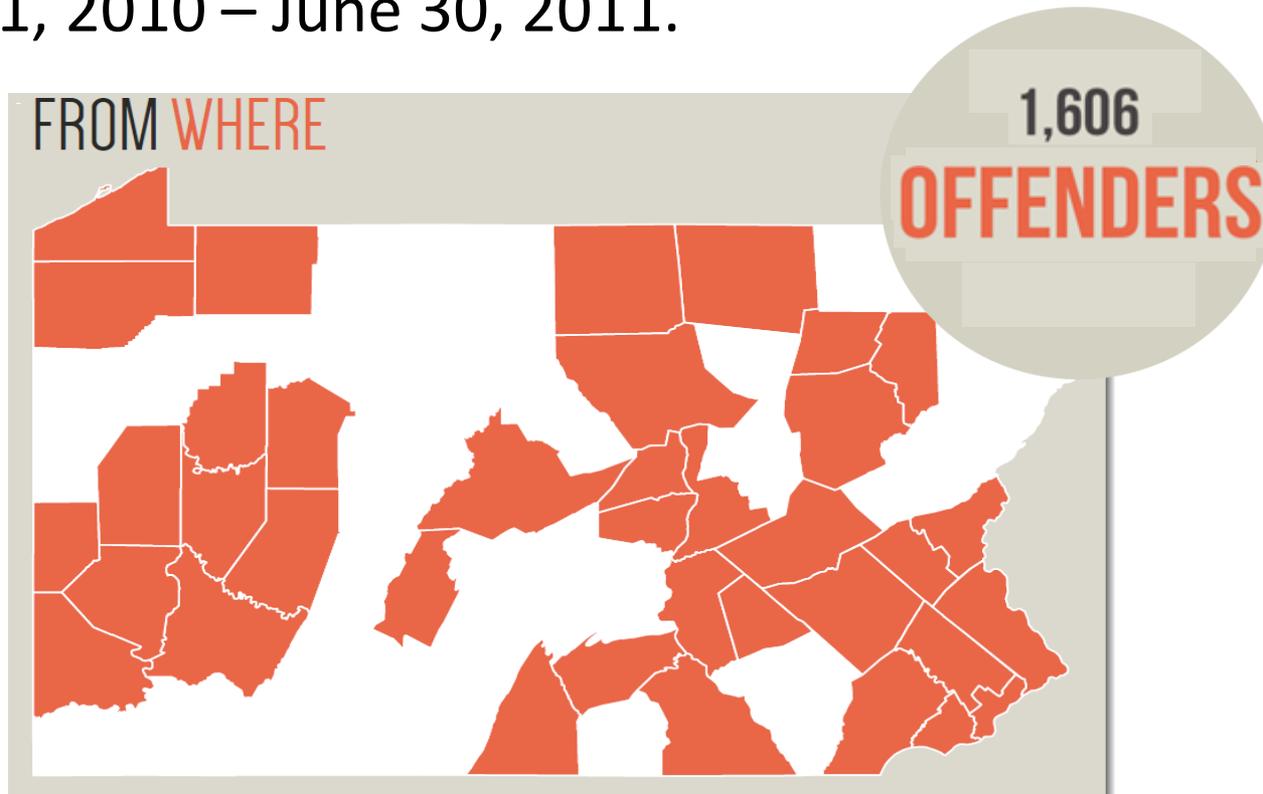
# D&A RIP Recidivism Study

## Section I:

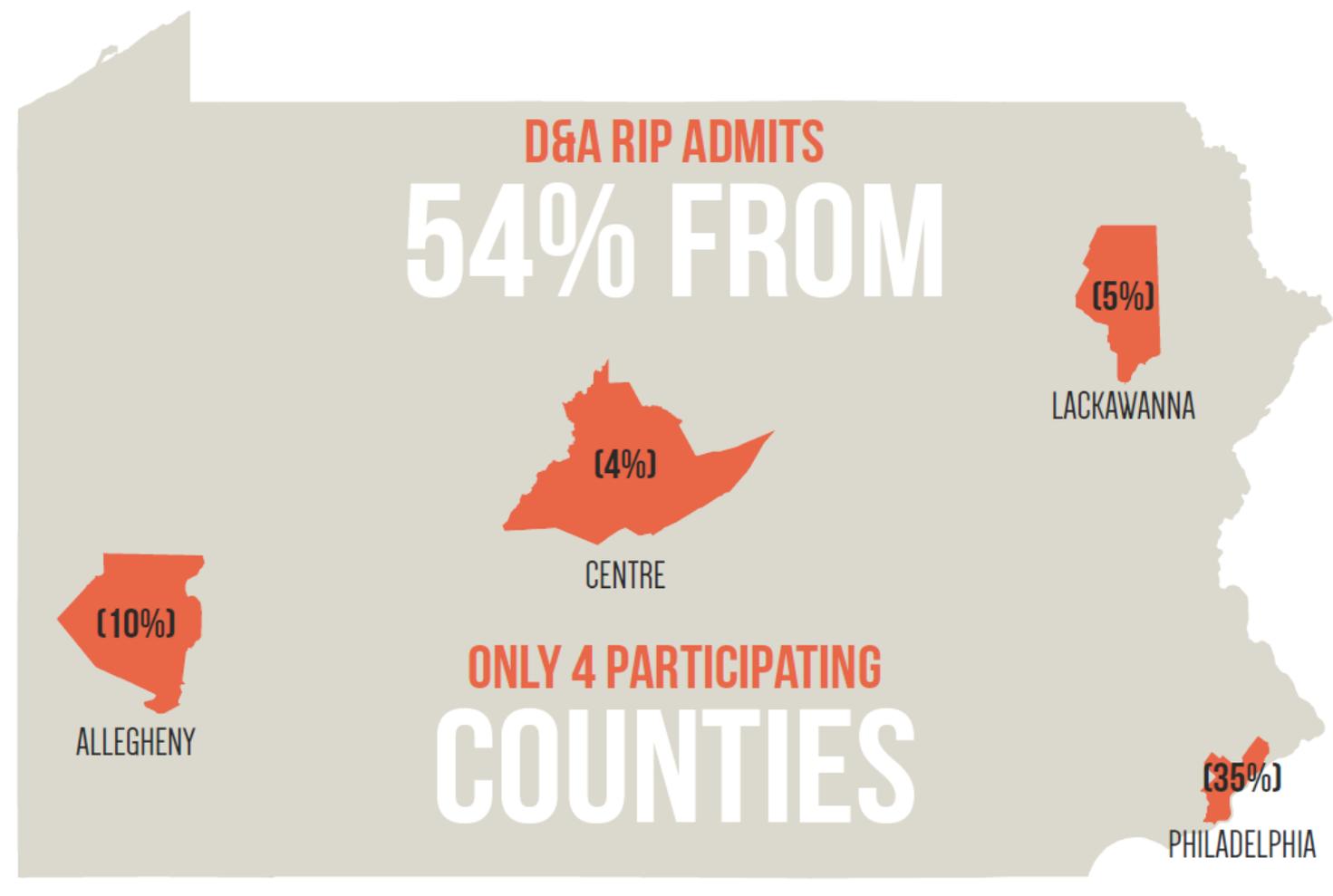
### Drug and Alcohol Restrictive Intermediate Punishment (D&A RIP) Evaluation/Recidivism Findings

# Population Admitted to D&A RIP

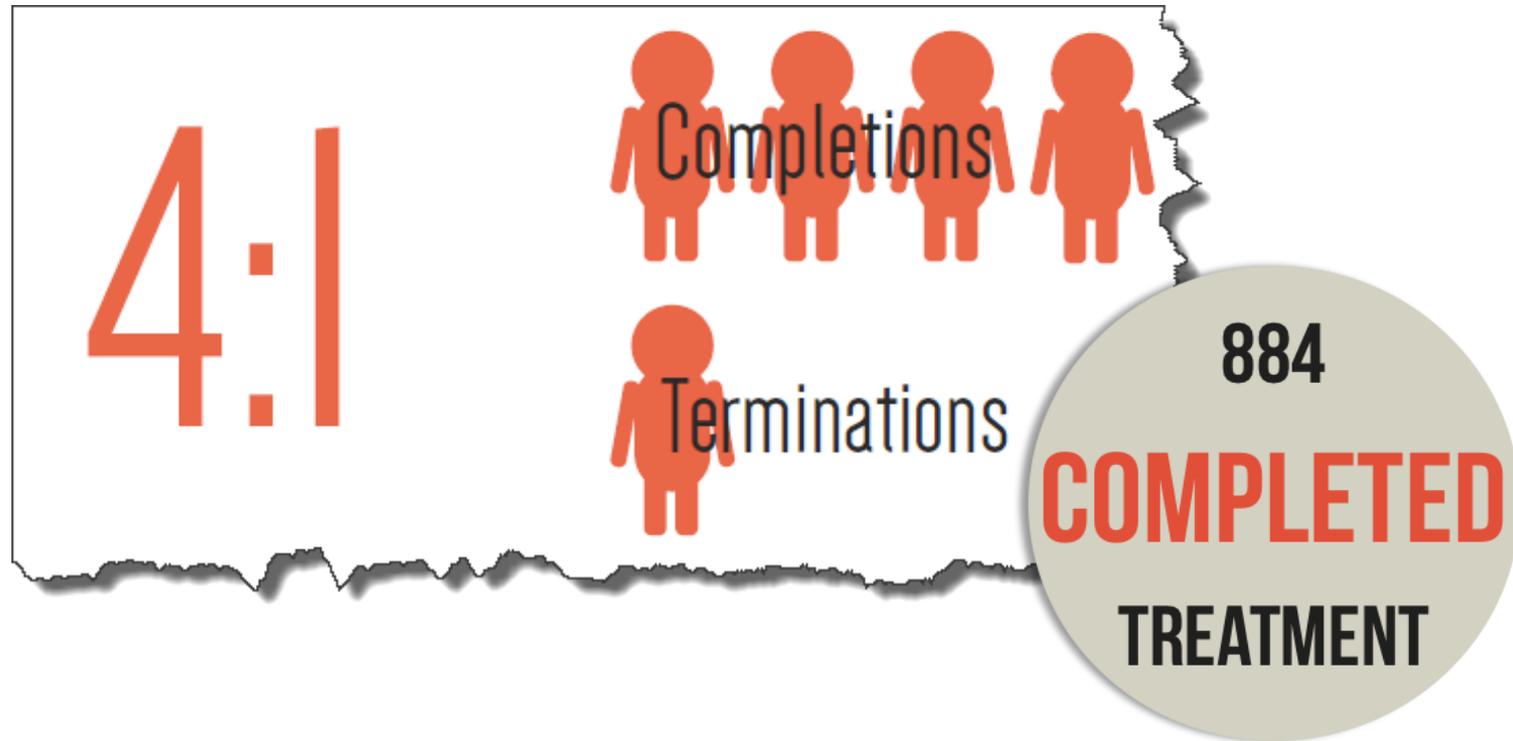
- The following represents the population of level 3 and 4 offenders admitted to D&A RIP programming between July 1, 2010 – June 30, 2011.



# D&A RIP Admissions by County



# Offender Completions Ratio

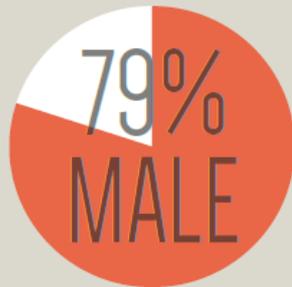


- Completions vs. Terminations for D&A RIP Offenders Admitted from July 1, 2010 through June 30, 2011.

# Offender Demographics

## OFFENDER DEMOGRAPHICS

# MAJORITY OF OFFENDERS



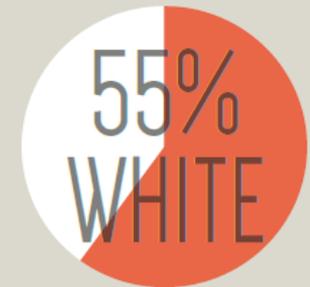
GENDER



AGE



EDUCATION



RACE

# Offender Characteristics

## OFFENDER CHARACTERISTICS

# MAJORITY OF OFFENDERS



DRUGS OR DUI



CHILDREN



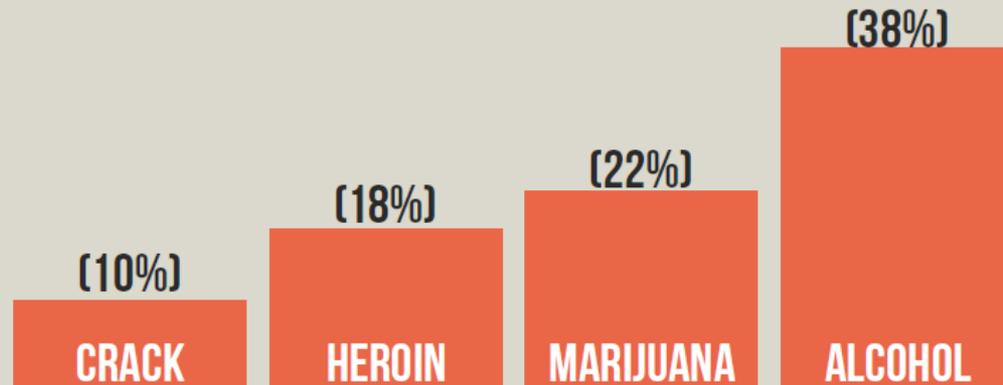
MARITAL STATUS



LEVEL 3 OR 4

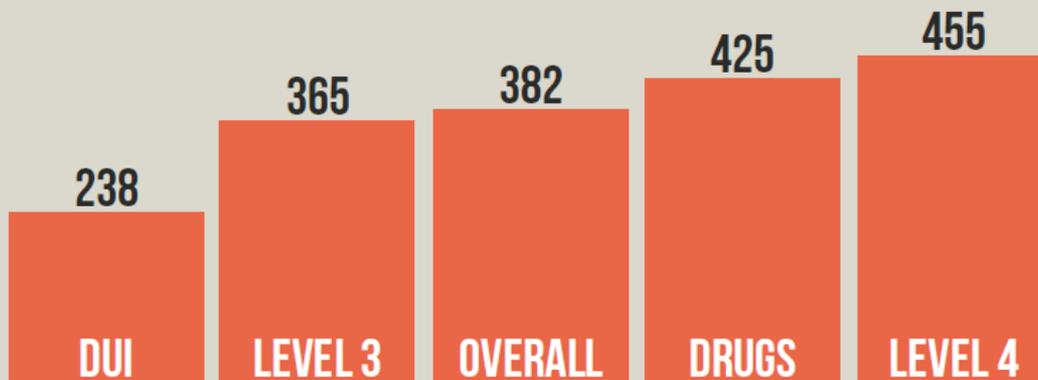
# Offender Drugs of Choice

## ALCOHOL & MARIJUANA DRUGS OF CHOICE



# Average Time to Complete

## AVERAGE TIME TO COMPLETE D&A RIP BY OFFENSE TYPE & LEVEL

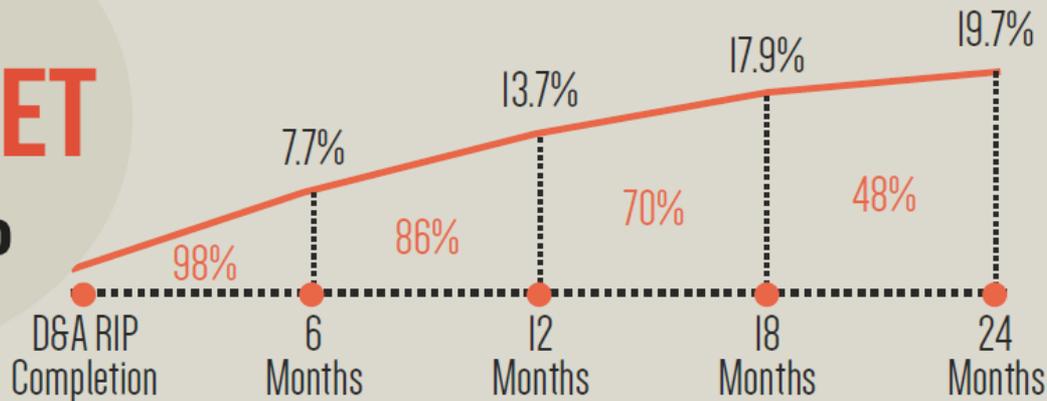


# One Year Recidivism Rate

## ONE-YEAR RECIDIVISM

# 13.7% REARREST RATE

**PULLED  
CRIMINAL HISTORY  
RAP SHEET  
FOR EACH OFFENDER  
FROM PSP**

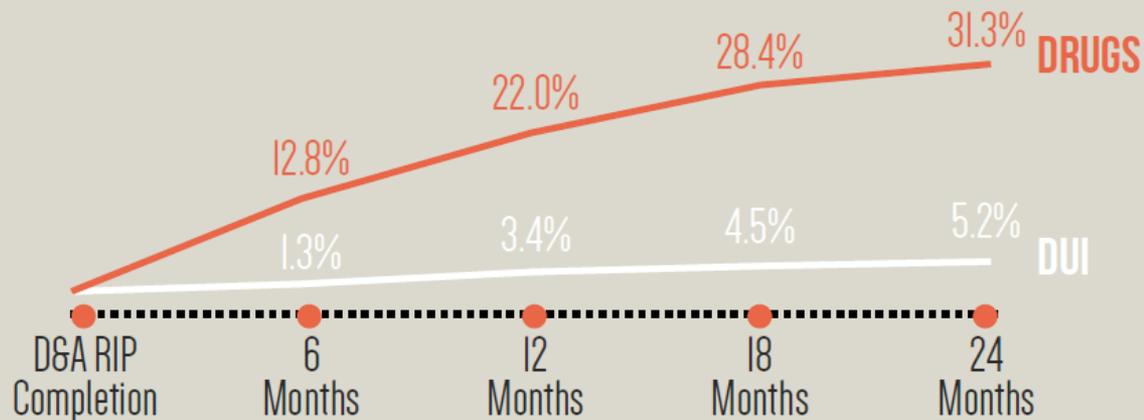


**FIRST  
INSTANCE OF  
REARREST  
FOLLOWING D&A RIP  
COMPLETION**

# Recidivism By Offense

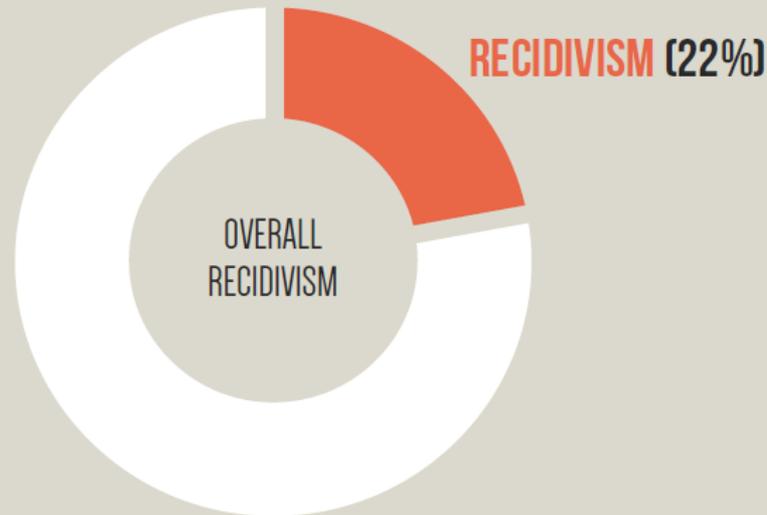
## ONE-YEAR RECIDIVISM BY OFFENSE

# 3% DUI VS. 22% DRUGS



# Overall Offender Recidivism

OVERALL OFFENDER RECIDIVISM  
**78% RECIDIVISM-FREE**



# Final Thoughts and Future Studies

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717-265-8486



# Transitioning to the CIPP System

## Section II:

### Transitioning to the CIPP Data Collection and Reporting System

# Transitioning to the CIPP System

- The County Intermediate Punishment Programs (CIPP) Data Collection and Reporting system will be operational on February 23, 2015.
- The new CIPP System will improve upon the data collection and performance measurement of the programs funded by PCCD's County IP awards.

# Transitioning D&A RIP data

- Until the new CIPP System is activated, data collection will continue as follows:
  - Counties that are currently using PCCD's Drug and Alcohol Restrictive Intermediate Punishment (D&A RIP) Data Collection and Reporting System will continue to input information into this System.
  - Data from the D&A RIP System will be pre-populated into the CIPP System; all existing data fields will be carried over. Once the case is opened within the CIPP System, users can continue to add or edit case and participant data, close out cases, etc.

# Transitioning County IP Data

- Counties currently submitting Intermediate Punishment client data via spreadsheets will submit a single spreadsheet to PCCD, as follows:

|   | A           | B        | C         | D          |
|---|-------------|----------|-----------|------------|
| 1 | County Name | O.T.N. # | Last Name | First Name |

- Please ensure that this spreadsheet includes the appropriate data for all level 3 and 4 clients active in your County's PCCD funded IP programming from July 1, 2014 through December 31, 2014.
  - This spreadsheet should have been attached to your quarterly program report for the period ending December 31, 2014.
- These fields will be used to reconcile against the Pennsylvania Commission on Sentencing's web-based Sentencing Guideline Software (SGS Web). Cases that have been completed within SGS Web will be imported into the CIPP System.
- In the event that the SGS import process returns with errors, a list of cases that require user review, will be provided to the IP Project Director and Primary Contact listed within the PCCD E-grants System.

# Accessing the CIPP System

## Section III:

### Accessing the CIPP Data Collection and Reporting System

# Accessing the CIPP System



County Intermediate Punishment Program

(Staging)

## System Announcements

• PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You are about to access a site that is password protected. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are an authorized user with a personal User ID and password.

• Welcome to the County Intermediate Punishment Program (CIPP) system, formally known as the Drug and Alcohol Restrictive Intermediate Punishment (D&A RIP) system. Current users of the D&A RIP system may log in to the CIPP system using your existing login credentials. If you are a new user to this system, but you are currently a user of PCCD's Egrants application, you may access the CIPP system by using your Egrants user name and password and completing the registration process.

If you are not a user of PCCD's Egrants application or the former D&A RIP application, please click on the [Register](#) a new user link and follow the instructions to request access to the CIPP database. You will be notified via email when you have been granted security to the application.

User Name \*   
Password \*

Login



[Register](#) a new user.

[Forgot](#) password?

[Change](#) password



- The CIPP Data Collection and Reporting System Login Page can be found by navigating to <https://www.pccddarip.state.pa.us>.
- The Login page will feature special announcements regarding CIPP System changes, outages, and login instructions.

# Accessing the CIPP System

User Name \*

Password \*

Login

Member of  
PA Login

[Register](#) a new user.

[Forgot](#) password?

[Change](#) password

- Enter your user name and password for the CIPP System and click Login
  - Existing Drug and Alcohol Restrictive Intermediate Punishment Data Collection and Reporting System user accounts will be transferred to the CIPP System
  - If you already have an existing Commonwealth of PA account you may log in with your full username and corresponding password.
  - If you do not have a user name and password, you may register as a new user.
  - If you've forgotten your password or wish to make changes, you can click on Forgot Password or Change Password to retrieve or alter your password.

# Accessing the CIPP System

The screenshot displays a registration form with three main sections:

- Personal Information:** Fields for Prefix (Mr.), First Name (\*), and Last Name (CIPP).
- Address Information:** Fields for Agency (\*, PCCD) and Address Line 1 (\*, 101 N. Front Street).
- Application Security Request:** A section where users select a County (DAUPHIN) and choose roles: Intake User, Outcomes User, and Reader. Each role has a description of its permissions.

At the bottom of the form, there are three buttons: Previous, Next, and Cancel. The Next button is highlighted with a red oval.

- In addition to the basic user information, new users will be asked to complete an application security request.
  - By default, the county associated with the user's Agency Address will be displayed in the County drop down box for the application security request.
- Click the  button to continue, the  button to return to the Personal Information screen.

# Introduction to the CIPP System

Section IV - A:

Introduction to the CIPP Data  
Collection and Reporting System

*“Navigating the CIPP System”*

# Welcome

The screenshot displays the user interface for the County Intermediate Punishment Program. At the top left is the logo for the Pennsylvania Commission on Crime and Delinquency. The main header area includes the program name and a navigation menu with links for Home, Participants, Cases, Reports, and Logout. A sidebar on the left contains user information and links for Logout and Help. The main content area features the organization's logo and name, along with the program title. The footer contains copyright information, the website URL, and version details.

**pennsylvania**  
COMMISSION ON CRIME  
AND DELINQUENCY

County Intermediate Punishment Program

Home Participants Cases Reports Logout

Hello, CIPP Tester

- Edit My Profile
- Request Access

Logout

Help

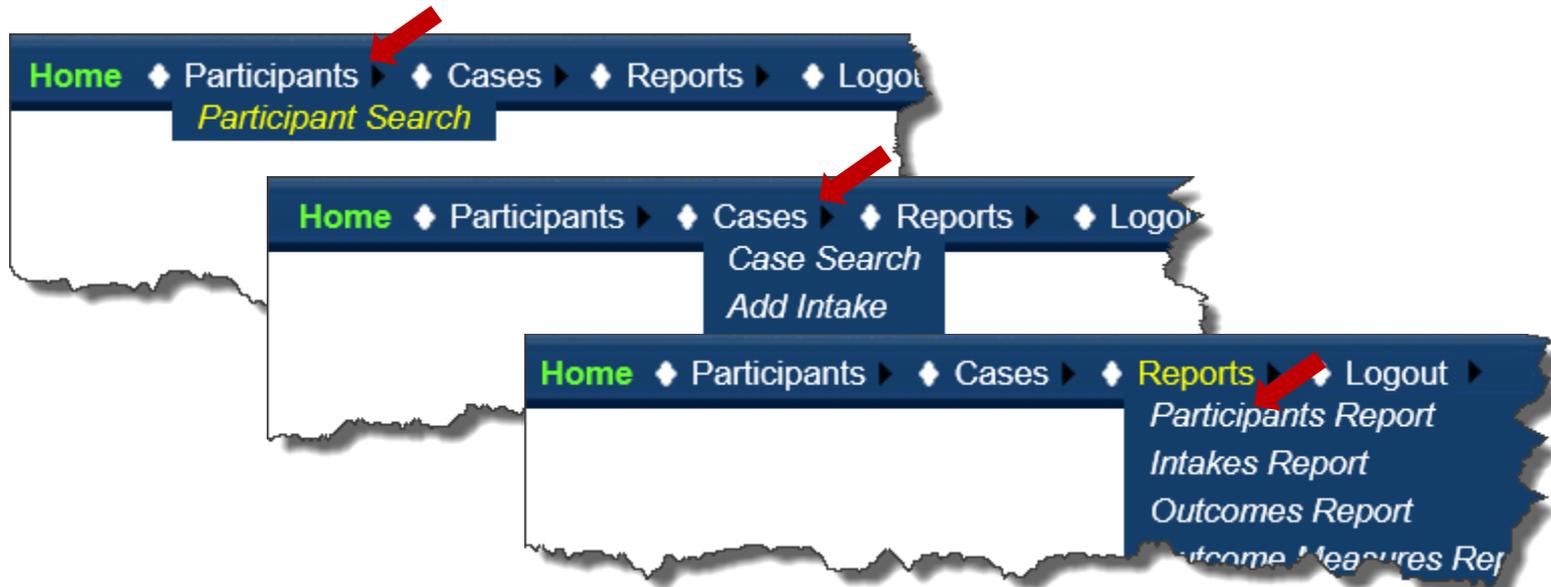
**pennsylvania**  
COMMISSION ON CRIME  
AND DELINQUENCY

County Intermediate Punishment Program

©2010-2014 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited. [www.pccd.state.pa.us](http://www.pccd.state.pa.us) v2.0.225.0/fv2.0.186.0 (Staging) Support:



# CIPP System Navigation



# CIPP System Walk-Through

Section IV – B (Part I)

*“Case Processing – Managing Participants”*

# Searching for Participants

County Intermediate Punishment Program Home [Participants](#) [Cases](#) [Reports](#) [Logout](#)

Hello, CIPP Tester  
[Edit My Profile](#)  
[Request Access](#)

[Participant Search](#)  
[Logout](#)

### Participant Search

**Participant Search Criteria** [Search](#)

State ID Number (SID):  First Name:  Last Name:   
Date Of Birth:   County:

**Search Results** [Clear Results](#)

| Action  | SID      | Last Name | First Name | Date Of Birth | County |
|---|----------|-----------|------------|---------------|--------|
|  | 91000229 | Foreman   | George     | 01/01/1994    | ADAMS  |

- The Participants tab will allow you to search for and edit existing Participants.
  - New Participants can only be added by entering a new Case (Add Intake).
- Click on the  image button to select a Participant to edit.

# Editing Existing Participants

County Intermediate Punishment Program

Home ♦ Participants ▶ ♦ Cases ▶ ♦ Reports ▶ ♦ Logout

Hello, CIPP Tester

- Edit My Profile
- Request Access

Participant Search

- Foreman, George

Logout

## Participant Detail

### Edit Participant

State ID Number (SID): \* 91000229

Date Of Birth: \* 1/1/1994 

Last Name: \* Foreman

First Name: \* George

Middle Name: S.

Race: \* Black or African American

Gender: \* Male

Ethnicity: \* Non-Hispanic

County: \* ADAMS

Save Save and Exit Back

Last Updated By: On: 5/14/2014 2:03 PM

Created By: On: 5/14/2014 2:03 PM

- The Participant Detail allows you to update existing participant data.
  - The calendar icon  will provide an interactive interface for entering the Participant's Date of Birth .
- When you have updated the information in these spaces, click on the **Save** or **Save and Exit** button. To go back to the previous page click **Back**.
  - Throughout the CIPP System, required fields are denoted with a red asterisk \* . All the data fields are required in this example.

# CIPP System Walk-Through

Section IV – B (Part II)

*“Case Processing – Managing Cases”*

# Searching for an Existing Case



- By hovering over the Cases tab and selecting Case Search, you will be able to search for an existing participant's case.

# Viewing/Editing Case Details

County Intermediate Punishment Program

Home ♦ Participants ▶ ♦ Cases ▶ ♦ Reports ▶ ♦ Logout

Hello, CIPP Tester

- Edit My Profile
- Request Access
- Case Search
- Add Intake
- Logout

### Case Search

#### Case Search Criteria

Search

State ID Number (SID):  Offense Tracking Number (OTN):

Last Name:  First Name:  Date Of Birth:

Intake Status: [ALL] Outcome Status: [ALL]

Participants in green have been updated by SGS Web. Some data may not be editable.

#### Search Results

Clear Results

| Intake | Intake Status | SID      | OTN | Intake Date | County | Last Name | First Name | Date of Birth | Outcome | Outcome Status |
|--------|---------------|----------|-----|-------------|--------|-----------|------------|---------------|---------|----------------|
|        | InProcess     | 91000245 |     | 3/3/2014    | ADAMS  | Doe       | John       | 2/15/1994     |         |                |

- Enter as much information as needed to narrow the list of search results.
- If no search criteria is entered, all cases available to the user conducting the search, will be displayed.
- Click on the yellow pencil to edit case details.
  - Users having been assigned only the Outcome User role, will instead see a preview icon that will allow them to see the Intake information in a read-only view.

# Viewing/Editing Case Outcome

County Intermediate Punishment Program Home ♦ Participants ▾ ♦ Cases ▾ ♦ Reports ▾ ♦ Logout

Hello, CIPP Tester  
• [Edit My Profile](#)  
• [Request Access](#)

• [Case Search](#)  
• [Add Intake](#)  
 [Logout](#)

### Case Search

**Case Search Criteria** Search

State ID Number (SID):  Offense Tracking Number (OTN):   
Last Name:  First Name:  Date Of Birth:

Intake Status: [ALL] ▾ Outcome Status: [ALL] ▾

Participants in **green** have been updated by SGS Web. Some data may not be editable.

**Search Results** Clear Results

| Intake | Intake Status | SID      | OTN | Intake Date | County  | Last Name | First Name | Date of Birth | Outcome | Outcome Status |
|--------|---------------|----------|-----|-------------|---------|-----------|------------|---------------|---------|----------------|
|        | Complete      | 91000245 |     | 3/3/2014    | Hazzard | Doe       | John       | 2/15/1994     |         | In Process     |

- Click on the preview icon to view a Case or Outcome that has already been completed.
- Click on the plus sign to add an Outcome to a completed case.
  - Users having been assigned only the Intake User role, will instead see a preview icon that will allow them to see the Outcome information in a read-only view.

# Searching for a Case (SGS Updates)

County Intermediate Punishment Program Home ▾ Participants ▾ Cases ▾ Reports ▾ Logout

Hello, CIPP Tester  
• [Edit My Profile](#)  
• [Request Access](#)

• [Case Search](#)  
• [Add Intake](#)  
 [Logout](#)

## Case Search

**Case Search Criteria** Search

State ID Number (SID):  Offense Tracking Number (OTN):   
Last Name:  First Name:  Date Of Birth:    
Intake Status:  Outcome Status:

Participants in **green** have been updated by SGS Web. Some data may not be editable.

**Search Results** Clear Results

| Intake | Intake Status | SID      | OTN | Intake Date | County | Last Name | First Name | Date of Birth | Outcome | Outcome Status |
|--------|---------------|----------|-----|-------------|--------|-----------|------------|---------------|---------|----------------|
|        | InProcess     | 91000245 |     | 3/3/2014    | ADAMS  | Doe       | John       | 2/15/1994     |         |                |

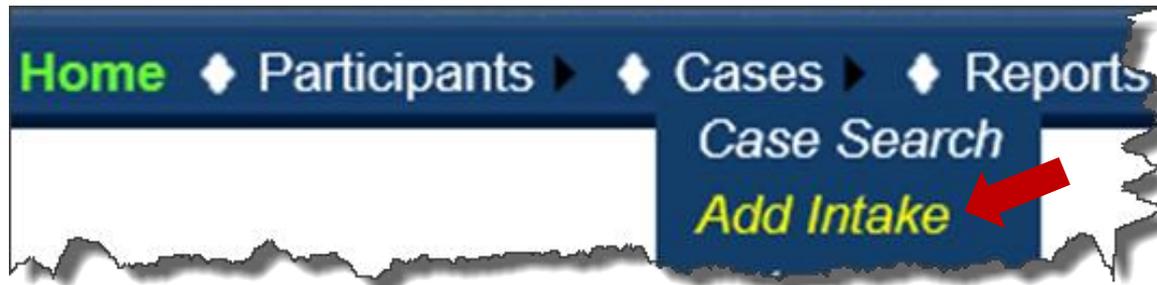
- Participants in **green** have been updated by SGS Web data, either automatically or having been initiated by a CIPP System user.
  - The CIPP System will automatically run batch updates for cases having been keyed into the System each day, checking to ensure that the SID, OTN, DOB, and other key information compares to that within SGS Web (Data fields updated during this process will no longer be editable).
  - An error log will be generated and logged within the CIPP System. Contact the County Planning Unit to review these errors and make necessary corrections.

# CIPP System Walk-Through

Section IV – B (Part III)

*“Case Processing – Adding an Intake”*

# Adding a New Intake



- By hovering over the Cases tab and selecting Add Intake, you will be able to add a new intake. There are two ways to add an intake in the CIPP System.
  - The Commission on Sentencing Search Tool will allow users with valid JNET user accounts to import case information into the CIPP System at the time of Intake.
  - Users not having the aforementioned user role can continue to enter case information into the CIPP System.

# PA Commission on Sentencing Search

Case Details

InProcess

## Sentencing Commission Search

### Instructions:

You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN:   

- The Pennsylvania Commission on Sentencing (PCS) Search will be available to users with a valid JNET user account, with access to SGS Web.
- Users with access to this search tool will be able to search for participant data using the OTN associated with a particular case, provided that the case information has been entered and marked final in SGS Web.
- There are two ways to perform a search.
  - For new cases enter the OTN into the text box and click the Search button.
  - For existing cases, not yet updated by SGS Web data, select the OTN from the drop down list and click the Search button.

# Validating PCS Search Results

## Commission on Sentencing Search and Validation

**Instructions:**  
You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN:  Search 

### Search Results

#### Participant Information

**SID:** \* 12345678  
**County:** Hazzard  
**First Name:** John  
**Middle Name:** M.  
**Last Name:** Doe  
**Date of Birth:** \*   
**Offense Age:**

#### Case Information

**Sentencing Guideline Form Nbr:**   
**Docket Number:** \*   
(ex. CP-00-CR-1234567-2015)  
**Sentence Level:** \* 3  
**Sentencing Date:**   
**IP Start Date:**

Participant and Charge Information available for import through SGS Web

#### Charge Information

| OTN   | Statute       | Statute Description                              | Guideline Min | Guideline Max |
|---|---------------|--|---------------|---------------|
| <input type="text"/>  | 75 3802 C     | DUI-highest rate of alcohol: BAC >=.16 (2nd off) | 3 Months      | 9 Months      |
| Sanction Type   | Sentence Date | Start Date                                       | End Date      |               |
| INCARCERATION   | 4/██/2014     | 4/██/2014  | 4/██/2014     |               |
| RESTRICTIVE INTERMEDIATE PUNISHMENT (Electronic Monitoring) | 4/██/2014     | 4/██/2014  | 4/██/2017     |               |
| RESTORATIVE SANCTION (Probation Supervision)                | 4/██/2014     | 4/██/2014  | 4/██/2017     |               |

### Matching Participant Data

| SID  | First Name | Middle Name | Last Name | Date Of Birth | Gender |
|--|------------|-------------|-----------|---------------|--------|
| No existing Participant data found. Results returned from the SGS Web search will be used. |            |             |           |               |        |

After reviewing the information, users can choose to import the case or cancel

# Intake – Participant Information

**Participant Information**

|                          |  |   |                    |   |
|--------------------------|--|---|--------------------|---|
| State ID Number (SID): * | <input type="text"/>                   |  | Race: *            | <input type="text" value="White"/>  |
| Date Of Birth: *         | <input type="text" value="2/15/1994"/> |  | Gender: *          | <input type="text" value="Male"/>   |
| Last Name: *             | <input type="text" value="Doe"/>       |   | Ethnicity: *       | <input type="text" value="Non-Hispanic"/>   |
| First Name: *            | <input type="text" value="John"/>      |   | Background Info: * |  |
| Middle Name:             | <input type="text"/>                   |   |                    |   |

- The Participant Information section will allow you to add a new participant.
- When entering a new Case (adding an Intake), you must first search for the Participant by SID to determine if the Participant already exists in the CIPP System.
  - Type in the participants SID number and click  to search.
    - Use only the 8 digital numerical SID.
    - Leave out any spaces or hyphenation.
  - If the Participant already exists within the System, the Participant information will populate automatically. Otherwise, new Participant information will need to be entered.

# Intake – Participant Background

## Participant Background



■ Docket #: [REDACTED]  
■ SID: [REDACTED]  
■ First Name: John  
■ Last Name: Doe

### Participant Background at Time of Intake

Marital Status: \* Single  
PCPC Initial Placement: \* 2B. Halfway House  
Education Level \* Some College  
Number of Children under 18: \* 0  
Number of Children with Sole or Joint Custody: \* 0  
Served in Military:

### Behavioral Health

Ever Diagnosed with Mental Illness  
 Ever Treated for Mental Illness

### Other Information

Problem Solving Court  
 Day Reporting Center

- The Participant Background section allows you to enter information about the Participant at the time of initial Intake, prior to entering the program.
  - Throughout the CIPP System, if information is available for the non-mandatory fields, please enter this as well. It's important to note that these fields are used to gather important statistical data.

**The Participant Background must be completed before an Intake can be marked complete.**

# Intake – P. B. (Substance Abuse)

**Substance Abuse**

Please select all available substances that apply to the Participant. If Substance Abuse does not apply, select Not Applicable. At least one option must be selected.

|   |   |   |  |   |
|---|---|---|--|---|
| <input type="checkbox"/> Not Applicable               | <input type="checkbox"/> Benzodiazepine       | <input type="checkbox"/> Hallucinogens            | <input type="checkbox"/> Inhalants               | <input type="checkbox"/> PCP              |
| <input checked="" type="checkbox"/> Alcohol           | <input type="checkbox"/> Cocaine              | <input type="checkbox"/> Heroin                   | <input type="checkbox"/> Stimulants              | <input type="checkbox"/> Over the Counter |
| <input checked="" type="checkbox"/> Marijuana/Hashish | <input type="checkbox"/> Crack                | <input type="checkbox"/> Other Opiates/Synthetics | <input type="checkbox"/> Sedatives/Tranquilizers | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Amphetamines                 | <input type="checkbox"/> Methadone without Rx |   |  |   |

From the options selected above, please select the Participant's Substance of Choice from the drop down list below (or select Not Applicable, if that was your selection in the section above).

Substance of Choice: \*

- Complete the Substance Abuse section by clicking on the appropriate substance(s) associated with the Participant.
- After choosing the relevant substance(s), click on the Substance of Choice drop-down box and select the primary substance of those selected.
  - The drop down box will be pre-populated with the selection that were made in the previous step.

# Intake – Sentencing Information

## Sentencing Information

|                                   |  |   |                         |
|-----------------------------------|--|---|-------------------------|
| County: *                         | HAZZARD  | Is Import Record:                                     | No                      |
| Docket Number: *                  | CP-02-CR-1234567-2014<br>(ex. CP-00-CR-1234567-2015) | Police Photo ID Number<br>(Philadelphia County Only): |                         |
| Sentencing Guideline Form Number: |  | Primary Treatment Reason: *                           | DUI                     |
| Sentencing Level: *               | 4  | Supervising Officer:                                  | Jane Supervisor         |
| Offense Date:                     | 1/30/2014  | Name: *   | Jane Supervisor         |
| Arrest Date: *                    | 1/30/2014  | Phone: *  | 555-555-5555            |
| D&A Assessment Completion Date    | 2/28/2014  | Email: *  | janesupervisor@email.cc |
| Sentencing Date: *                | 4/1/2014   | Days in Jail Prior to Sentencing:                     | 30                      |
| IP Start Date: *                  | 4/3/2014   | Projected IP End Date:                                | 4/1/2015                |

Additional Supervising Officers will appear in the drop down menu following initial entry into the System.

Aggregated Sentencing Guidelines (Years/Month/Days)  
Minimum: 5 / 0 / 0  
Maximum: 10 / 0 / 0

- The Sentencing Information section of the page allows you to enter a Participant's sentencing information.
  - An IP Start date is considered that date that a participant begins serving their IP Sentence. This date must be equal to or after the date of sentence.
  - A flat sentence to incarceration is not considered part of an IP sentence.

**Offenders under consideration for a sentence to Intermediate Punishment and participation in drug and alcohol programs, must undergo a diagnostic assessment prior to Sentencing.**

**Under all circumstances, level 3 and 4 offenders under consideration for a sentence to Intermediate Punishment must undergo a diagnostic assessment prior to sentencing.**

# CIPP System Walk-Through

Section IV – B (Part IV)

*“Case Processing – Managing Charges”*

# Intake – Adding Charges

**Charges**

[+ Add Charge](#)

| Action  | OTN        | Statute  | Statute Description   | Min Sentence | Max Sentence | Status    |
|---|------------|----------|---|--------------|--------------|-----------|
|  | ██████████ | 753802D3 | DUI-controlled substances & alcohol & incapable of safe driving (2nd off) | 6 Months     | 9 Months     | InProcess |

Last Updated By: CIPP Tester On: 8/11/2014 11:16 AM  
Created By: CIPP Tester On: 8/11/2014 11:08 AM

- The Charges section of the page allows you to enter Charge information for the Participant.
  - Click on the green plus  sign to add a Charge.
  - To edit an existing Charge, click on the yellow pencil  under the “Action” column.

# Intake – Editing Charges

Charge Details InProcess

---

 ■ SID: [REDACTED]  
■ First Name: John  
■ Last Name: Doe

**Edit Charge**

OTN: \* [REDACTED] Fines Imposed: Yes ▾

Statute (Title/Section/SubSection): \* 75 / 3802 / D3 ←

Charge Grade: \* MISDEMEANOR 1ST DEGREE

Description: \* DUI-controlled substances & alcohol & incapable of safe driving (2nd off) ▾

**Sentencing Guideline Durations (Years/Months/Days)**

Minimum: \* 0 / 6 / 0

Maximum: \* 0 / 9 / 0

- This page will allow you to enter and edit the charges that are associated with the Participant's sentence.
- Click on the drop down boxes to enter or edit charge information pertaining to the case.
  - The statutes and charge grade listed are only those eligible for IP.

# Intake – Adding Sanctions

| Sanctions   |                                     |  |           |               |            |            |
|---|-------------------------------------|--|-----------|---------------|------------|------------|
| Actions   | Sanction Type                       | Sanctions  | Status    | Sentence Date | Start Date | End Date   |
|   | Restrictive Intermediate Punishment | D & A Inpatient, Drug Court, Intensive Supervision | InProcess | 03/03/2014    | 03/03/2014 | 12/08/2014 |
|    | Restorative Sanction                | Probation Supervision                              | ---       | 03/03/2014    | 03/03/2014 | 03/02/2016 |
|   | Add RIP Sanction                    |  |           |               |            |            |

- The Sanctions section allows users to enter Sanction information for each charge. Each charge may have multiple sanctions. Users can click on the green plus sign  to add a new Restrictive Intermediate Punishment (RIP) Sanction.
  - To edit an existing Sanction, click the yellow pencil  under the Actions column. To delete a Sanction, click the red deletion  button and confirm when prompted.
  - The statutes and charge grade listed are only those eligible for IP.
- Incarceration and/or Probation Sanctions can only be added through the SGS Search. Once added through SGS they cannot be edited. You can view this information by clicking on the preview  icon.
  - No additional action is necessary on these sanctions in order to close a case.

# Intake – Sanction Details

**Sanction Details**

 ■ **SID:** [REDACTED]  
■ **First Name:** John  
■ **Last Name:** Doe  
■ **OTN:** [REDACTED]

**Add Restrictive Intermediate Punishment Sanction**

**Sanction Type: \***  D & A Inpatient  Day Reporting  Drug Court  DUI Court  
 Electronic Monitoring  House Arrest  Individualized Services  Intensive Supervision  
 Outmate Program  Residence Rehab/Halfway House  Work Camp  Work Release  
 Other/Unspecified

**Treatment Reason: \*** Drug and DUI

**Outcome Status: +**

**Sentence Date: \*** 3/3/2014 **Projected Sanction Period in Days: \*** 180

**Start Date: \*** 3/3/2014 **Projected End Date: \*** 12/08/2014

**Min Term Duration (Years/Months/Days):** 0 / 0 / 0 **Max Term Duration: (Years/Months/Days)** 0 / 0 / 0

**Primary Funding Source: \***  County/Other  Intermediate Punishment  Medical Assistance

**Initial and Final Placements**

**PCPC Initial Placement: \*** 2B. Halfway House **Treatment Start Date: \*** 03/03/2014

**PCPC Final Placement:** 1A. Outpatient (non-intensive) **Treatment End Date:** 12/08/2014

- The Screen above shows the likely possibilities for a typical RIP Sanction
  - For each sanction, choose as many Sanction Types as are applicable to the charge. If this Charge was imported from SGS Web, one or more may have already been selected.
  - Key in any missing sentencing information and enter the Treatment Reason.

# Intake – Sanction Details (Cont'd)

**Sanction Details**

**i** ■ **SID:** [REDACTED]  
■ **First Name:** John  
■ **Last Name:** Doe  
■ **OTN:** [REDACTED]

**Add Restrictive Intermediate Punishment Sanction**

Sanction Type: \*  
 D & A Inpatient     Day Reporting     Drug Court     DUI Court  
 Electronic Monitoring     House Arrest     Individualized Services     Intensive Supervision  
 Outmate Program     Residence Rehab/Halfway House     Work Camp     Work Release  
 Other/Unspecified

Treatment Reason: \* **Drug and DUI** ▼

Outcome Status: **+**

Sentence Date: \* 3/3/2014

Projected Sanction Period in Days: \* 180

Start Date: \* 3/3/2014

Projected End Date: \* 12/08/2014

Min Term Duration (Years/Months/Days): 0 / 0 / 0

Max Term Duration (Years/Months/Days): 0 / 0 / 0

Primary Funding Source: \*  
 County/Other     Intermediate Punishment     Medical Assistance

**Initial and Final Placements**

PCPC Initial Placement: \* 2B. Halfway House ▼

Treatment Start Date: \* 03/03/2014

PCPC Final Placement: 1A. Outpatient (non-intensive) ▼

Treatment End Date: 12/08/2014

- Select the funding source that applies to this Sanction.
- If the Participant Background has been filled out the PCPC Initial Placement criteria will be pre-populated within the Sanction Details.
  - Enter the associated treatment dates upon initial placement and again at final placement.

# CIPP System Walk-Through

Section IV – B (Part V)

*“Case Processing – Closing Out Cases”*

# Adding an Outcome to a Sanction

**Sanction Details**

 ■ **SID:** [REDACTED]  
■ **First Name:** John  
■ **Last Name:** Doe  
■ **OTN:** [REDACTED]

**Add Restrictive Intermediate Punishment Sanction**

Sanction Type: \*  
 D & A Inpatient     Day Reporting     Drug Court     DUI Court  
 Electronic Monitoring     House Arrest     Individualized Services     Intensive Supervision  
 Outmate Program     Residence Rehab/Halfway House     Work Camp     Work Release  
 Other/Unspecified

Treatment Reason: \*  

Sentence Date: \*  

Start Date: \*  

Min Term Duration (Years/Months/Days):  /  /

Primary Funding Source: \*  
 County/Other     Intermediate Punishment     Medical Assistance

**Outcome Status:**  

Projected Sanction Period in Days: \*

Projected End Date: \*  

Max Term Duration: (Years/Months/Days)  /  /

**Initial and Final Placements**

PCPC Initial Placement: \*  

PCPC Final Placement:  

Treatment Start Date: \*  

Treatment End Date:  

- Once a Sanction has been completed, click on the green plus  sign to enter an outcome for the sanction.
- Each of the active Sanctions will need to have the corresponding Outcome Status marked complete before a Case can be closed out.

# Entering a Sanction Outcome

Sanction Outcome Details InProcess

**i** ■ OTN: [REDACTED]  
■ SID: [REDACTED]  
■ First Name: John  
■ Last Name: Doe

**Add Outcome**

Final Sanction Outcome: • Terminated from IP  Total Number of Days in Jail (during this Sanction): • |10  
Final Sanction Outcome Date: • 1/7/2015  Actual IP Period in Days (during this Sanction): 301  
Reason for Termination: • DUI arrest/conviction



*Note: A red arrow points to the 'Save Complete' button, and a yellow box highlights the text 'Click Save Complete to close out the sanction' above it.*

- The Sanction Outcome page will be used to track when a participant has completed the terms of their Intermediate Punishment Sanction.
  - For instance, an individual has been placed on House Arrest with Electronic Monitoring for the first 9 months of their IP sentence. Once they have completed the restrictive component of their IP Sentence, close out the Sanction. Since the participant remains on IP, their case will remain open in the System until they have completed the terms of their entire IP Sentence.

# Closing Out a Sanction

## Sanction Details



Note that the Outcome Status has changed. The preview icon indicates that an outcome has been added to the Sanction, and saved complete. Alternately, the pencil icon would indicate that a user has saved the outcome as In Process, perhaps to allow time to compute the Jail Days Served.

### Edit Restrictive Intermediate Punishment Sanction

**Sanction Type:** \*

|   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> D & A Inpatient                  | <input type="checkbox"/> Day Reporting                 | <input checked="" type="checkbox"/> Drug Court   | <input type="checkbox"/> DUI Court             |
| <input checked="" type="checkbox"/> Electronic Monitoring | <input type="checkbox"/> House Arrest                  | <input type="checkbox"/> Individualized Services | <input type="checkbox"/> Intensive Supervision |
| <input type="checkbox"/> Outmate Program                  | <input type="checkbox"/> Residence Rehab/Halfway House | <input type="checkbox"/> Camp                    | <input type="checkbox"/> Work Release          |
| <input type="checkbox"/> Other/Unspecified                |  |  |  |

**Treatment Reason:** \* Drug

**Sentence Date:** \* 4/7/2014

**Start Date:** \* 4/14/2014

**Min Term Duration (Years/Months/Days):**

**Primary Funding Source:** \* Intermediate Punishment

**Outcome Status:** Complete

**Projected Sanction Period in Days:** \* 180

**Projected End Date:** \* 9/12/2014

**Max Term Duration (Years/Months/Days):**

### Initial and Final Placements

**PCPC Initial Placement:** \* 1B. Intensive Outpatient

**PCPC Final Placement:** 1A. Outpatient (non-intensive)

**Treatment Start Date:** \* 4/14/2014

**Treatment End Date:** 9/8/2014

Back

- Once you have saved the outcome as complete. Click on the Back button to navigate back to the Charges Screen.
- The System will allow you to enter more than one charge on a case. If you have more than one charge on a case, please follow this process until all charges and corresponding Sanctions are completed.

# Closing Out Charges

Charge Details

Complete

Note that all of the charges have been completed. You can still preview the information, or make critical changes by clicking on the preview icon, then saving them as in process again.

Please refrain from making changes unless absolutely necessary, as this will change outcome data that may have been used in statistic analysis and reports.

Sanctions

| Actions   | Sanction Type                       | Sanctions   | Status   | Sentence Date | Start Date | End Date   |
|---|-------------------------------------|---|----------|---------------|------------|------------|
|  | Restrictive Intermediate Punishment | D & A Inpatient, Electronic Monitoring                                | Complete | 03/03/2014    | 03/03/2014 | 10/08/2014 |
|  | Restrictive Intermediate Punishment | D & A Inpatient, Drug Court Program, DUI Court, Intensive Supervision | Complete | 03/03/2014    | 03/03/2014 | 12/08/2014 |
|  | Restrictive Intermediate Punishment | Drug Court, Intensive Supervision                                     | Complete | 03/03/2014    | 03/03/2014 | 12/08/2014 |
|  | Restorative Sanction                | Probation Supervision   | ---      | 03/03/2014    | 03/03/2014 | 03/02/2016 |

Back 

- Once you have completed the Sanction Outcome Details section, you will see a preview  icon on the Charges Screen. Click on the Back button to navigate back to the Case Details Screen.
- If you have entered more than one charge on the Case, follow this process until all charges and corresponding Sanctions are completed.

# Closing Out a Case

Case Details

Complete

## Participant Information

Once you've closed out the sanctions on the charge(s) you will see a preview icon, indicating that the case is ready to be closed out.

Offense Date: \* 2/1/2014  
Arrest Date: \* 2/1/2014  
D&A Assessment Completion Date: \* 2/20/2014  
Sentencing Date: \* 3/3/2014  
IP Start Date: \* 3/3/2014  
Aggregated Sentencing Guidelines (Years/Month/Days)  
Minimum: 0 / 6 / 0  
Maximum: 0 / 9 / 0

Supervisor  
Phone: \* 555-555-5555  
Email: \* janesupervisor@email.com  
Days in Jail Prior to Sentencing:  
Projected IP End Date:

## Charges

| Action  | OTN      | Statute  | Statute Description   | Min Sentence | Max Sentence | Status   |
|---|----------|----------|---|--------------|--------------|----------|
|  | T9101783 | 753802D3 | DUI-controlled substances & alcohol & incapable of safe driving (2nd off) | 6 Months     | 9 Months     | Complete |

Save In Process

Add Outcome

Back 

- Once the participant has completed all of the terms of their IP Sentence, click on the Add Outcome button to close out their Case.
- If they are still under IP supervision, and you are not closing out the Case, click the Back button to navigate back to the Case Search screen to continue working in the System.

# Adding a Outcome to a Case

County Intermediate Punishment Program Home ▶ Participants ▶ **Cases** ▶ Reports ▶ Logout

Hello, CIPP Tester  
• [Edit My Profile](#)  
• [Request Access](#)

• [Case Search](#)  
• [Add Intake](#)  
 [Logout](#)

### Case Search

**Case Search Criteria** Search

State ID Number (SID):  Offense Tracking Number (OTN):   
Last Name:  First Name:  Date Of Birth:    
Intake Status: [ALL]  Outcome Status: [ALL]

Participants in + have been updated by SGS Web. Some data may not be editable.

**Search Results** Clear Results

| Intake  | Intake Status | SID      | OTN | Intake Date | County | Last Name | First Name | Date of Birth | Outcome   | Outcome Status |
|---|---------------|----------|-----|-------------|--------|-----------|------------|---------------|---|----------------|
|  | Complete      | 91000245 |     | 3/3/2014    | ADAMS  | Doe       | John       | 2/15/1994     |  |                |

- From the Case Search screen, you can close out an open case by clicking on the plus sign  to add an Outcome to the Case.
- Alternately, if the Outcome has been started, but is not yet completed, you will see a yellow pencil  icon to edit and/or finalize the Outcome on the Case.

# Adding an Outcome to a Case (Cont'd)

## Outcome Details

InProcess



- Docket Number: [REDACTED]
- SID: [REDACTED]
- First Name: John
- Last Name: Doe

## Edit Outcome

|                                 |                           |   |                       |
|---------------------------------|---------------------------|---|-----------------------|
| Final Outcome: *                | IP Successfully Completed | Supervising Officer:  | Jane Supervisor       |
| Final Outcome Date: *           | 12/31/2014                | Name: *   | Jane Supervisor       |
| Total Number of Days in Jail: * | 10                        | Phone: *  | 717-555-1234          |
| Actual IP Period in Days:       | 294                       | Email: *  | Jane.Supervisor@examp |
| Final Education Level: *        | Some College              | <input type="checkbox"/> Birth of Drug Free Baby <input type="checkbox"/> Reunited with minor child or children |                       |

Save In Process

Save Complete

Delete

Back

- Enter the outcome details on the case, and click on the  button to mark the Outcome and the Case as complete.
- Enter the Supervising Officer information at the time the Case is being closed out, as this may have changed since the time of Intake.
  - Once the Supervising Officer's information has been keyed into the System, it will appear in the drop down box. Select the information for yourself or the Supervising Officer.
  - Enter any of the non-mandatory information that is available.

# Case Completion

County Intermediate Punishment Program Home ▾ Participants ▾ **Cases** ▾ Reports ▾ Logout

Hello, CIPP Tester  
[Edit My Profile](#)  
[Request Access](#)

[Case Search](#)  
[Add Intake](#)  
 [Logout](#)

## Case Search

**Case Search Criteria** Search

State ID Number (SID):  Offense Tracking Number (OTN):   
Last Name:  First Name:  Date Of Birth:    
Intake Status: [ALL] ▾ Outcome Status: [ALL] ▾

Participants in **green** have been updated by SGS Web. Some data may not be editable.

**Search Results** Clear Results

| Intake  | Intake Status | SID      | OTN | Intake Date | County | Last Name | First Name | Date of Birth | Outcome   | Outcome Status |
|---|---------------|----------|-----|-------------|--------|-----------|------------|---------------|---|----------------|
|  | Complete      | 91000245 |     | 3/3/2014    | ADAMS  | Doe       | John       | 2/15/1994     |  | Complete       |

- Now that the case has been finalized, you'll see that both the intake and outcome are read only. To view the information click on the preview icon for either section.

# CIPP System Printable Reports

Section IV – B (Part VI)

*“Printing Reports from the CIPP system”*

# CIPP System Printable Reports

- The CIPP Data Collection and Reporting System utilizes Participant records from all grantee programs to compile information regarding participant intakes, outcomes, etc.
- This information gives the PCCD and grantees improved ability to calculate performance measures and to consider the characteristics of those served by County Intermediate Punishment funding.

# CIPP System Printable Reports



- The CIPP System has the ability to produce four standard reports: Participants Report, Intakes Report, Outcomes Report, and an Outcome Measures Report.
- Hover over the Reports section of the navigation bar and select the report of interest.

# Participant and Intake Reports

**Participants Report**

---

**Report Search Criteria**

Date Of Birth Range Start:   End:   Race:    
Gender:   Ethnicity:    
County: \*   Participant Status:  

---

 Generate

- The Participants Report lists all participants with their Intake and Outcome data.

**Intakes Report**

---

**Report Search Criteria**

County: \*   IP Start Date Range Start:   End:    
Sentence Date Range Start:   End:   Sentencing Level:    
Marital Status:   Initial Placement Level:    
Education Level:   Substance of Choice:  

---

 Generate

- The Intake Report lists all participants with their Intake and Outcome data.

# Outcome and Measures Reports

**Outcomes Report**

---

**Report Search Criteria**

Final Status:

Final Status Date Range Start:   End:

County: \*

Reason For Termination:

---

- The Outcomes Report lists only the Participant records that include Outcome data.

**Outcome Measures Report**

---

**Report Search Criteria**

Report Period Start: \*

Report Period End: \*

County: \*

**Select Report(s)**

|   |   |
|---|---|
| <input type="checkbox"/> Active Participants    | <input type="checkbox"/> Terminations             |
| <input type="checkbox"/> Successful Completions | <input type="checkbox"/> Incarceration Days Saved |

---

- The Outcome Measures Report summarizes the Participant records with Outcome data by outcome category.

# Common Data and CIPP System Errors

## Section V: Common Errors and Issues

# PCS Search – No Records Returned



▪ No records returned



## Commission on Sentencing Search and Validation

### Instructions:

You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN:  Search

- If the sentencing information has not been completed in SGS Web, no records will be returned.
  - Click  to create the case manually.
  - Click  to conduct a different search.

Note: Consult your County SGS Web Administrator for more information

# PCS Import – Missing Docket Number



■ Docket Number is Required.



## Commission on Sentencing Search and Validation

### Instructions:

You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN:

Search

### Search Results

#### Participant Information

SID: \* 12345678  
County: Hazzard  
First Name: John  
Middle Name: M.  
Last Name: Doe  
Date of Birth: \*   
Offense Age:

#### Case Information

Sentencing Guideline Form Nbr:

Enter missing document #

Docket Number: \*

!  
(ex. CP-00-CR-1234567-2015)

Sentence Level: \* 3

Sentencing Date:

IP Start Date:

#### Charge Information

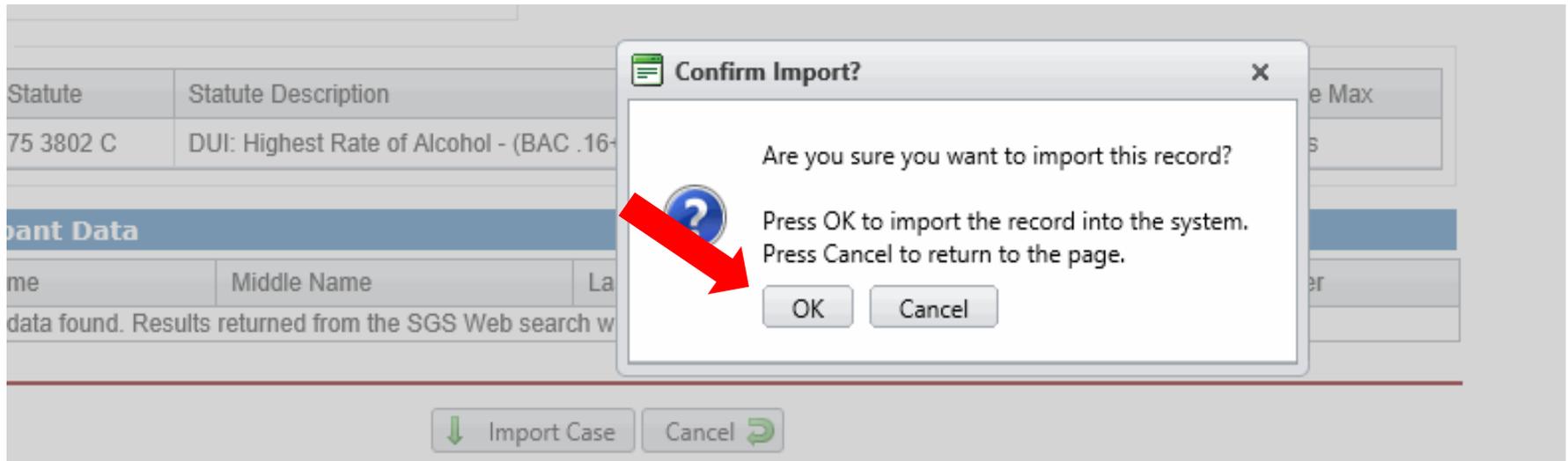
| OTN                  | Statute   | Statute Description                                     | Guideline Min | Guideline Max |
|----------------------|-----------|---|---------------|---------------|
| <input type="text"/> | 75 3802 C | DUI: Highest Rate of Alcohol - (BAC .16+) - 2nd Offense | 3 Months      | 9 Months      |

### Matching Participant Data

| SID  | First Name | Middle Name | Last Name | Date Of Birth | Gender |
|--|------------|-------------|-----------|---------------|--------|
| No existing Participant data found. Results returned from the SGS Web search will be used. |            |             |           |               |        |

Import the Case

# Confirm PCS Case Importation



- After Correcting any missing information on cases being imported through the SGS Search Tool, click  to proceed with the import.

# SGS Web Data not Marked Final



■ The SGS Web data is not finalized. You may search again or create the Case record manually until the SGS Web data has been finalized.



## Commission on Sentencing Search and Validation

### Instructions:

You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN:

### Search Results

#### Participant Information

SID:  
County:  
First Name:  
Middle Name:  
Last Name:  
DOB:  
Offense Age:

#### Case Information

Sentencing Guideline Form Nbr:  
Docket Number:  
Sentence Level:  
Sentencing Date:  
IP Start Date:

#### Charge Information

If the sentencing information has not been finalized in SGS Web, contact your County SGS Web Administrator to inquire about finalizing the case, or enter the case information into the CIPP System manually.

### Matching Participant Data

Cancel

# Questions and Assistance

For Information and Assistance with the CIPP System contact the County Planning Unit :

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E-mail: [c-kimackey@pa.gov](mailto:c-kimackey@pa.gov)

# Thank You!!!!

Thank you for your time and consideration. For questions about this training please contact:

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717-265-8498

Bobby Juip  
[c-bjuip@pa.gov](mailto:c-bjuip@pa.gov)  
412-605-2315

