DRAFT: June 18, 2015



Data Migration

Administration and Set-up Guide v1.0

DRAFT - FOR REVIEW ONLY

© SYSCON JUSTICE SYSTEMS

Last Updated: March 7, 2024

Revision History

Name	Date	Reason for Changes
Joel Basart	April 17, 2014	Start Guide content.
Joel Basart	May 8, 2014	Updated field content.
Joel Basart	May 30, 2014	First Draft complete.
Joel Basart	July 9, 2014	Added questions and some material from Implementation to help direct the document.
Joel Basart	August 29, 2014	Draft to Implementation (check content).
Joel Basart	December 10, 2014	New Data Migration process, updating guide to mirror development work.
Joel Basart	December 28, 2014	Started Data Validation section of guide. Input from Data Migration team.
Joel Basart	March 2, 2015	CSV descriptions and data fill in, review process starting. To be drafted by May 1st.
Joel Basart	May - June 2015	Updating as data migration process is updated. Workflow 2.0 and beyond.

DRAFT - FOR REVIEW ONLY

About this Guide

This guide describes the data migration requirements for Workflow™ including the conversion process from Legacy to Workflow, or converting from another third party system, as well as the tools required and detailed structure and formats of the data required.

Before Getting Started

Prior to performing any procedures, the following is recommended:

- IT Knowledge.
- Database Knowledge.
- Review and familiarize yourself with each section of this guide.
- Print and organize all the chapters relevant to your system.
- Use your printed guide as a checklist.

Assumptions

Parameters can change depending on implementation and data size.

Typographical Conventions

The following typographical conventions are used:

Convention	Purpose
Bold	Executable names, including titles of items you must select. For example: • Click a **button** on the screen with the mouse. • Press a **key.** • Type **information** in a field. • Select a **function** from a pull-down menu.
Italics	Important notes
Title Case	Proper names Names of Workflow features, for example, 'Toolbar,' 'Header' block, 'Schedule Inquiry' button.
Other	Symbols are utilized to illustrate a procedure or other relevant information.

DRAFT - FOR REVIEW ONLY

CONTENTS

ABOUT THIS GUIDE 3

Before Getting Started 3

Assumptions 3

Typographical Conventions 3

OVERVIEW 7

Legacy to Workflow 7

Third Party Software to Workflow 7

Data Format Validation Scripts 8

Reference Codes 8

Business Data Validation Scripts 9

Data Models 9

Transforms 10

Jobs 10

Output 11

Data Model Structure 12

Data Model Example 12

Pentaho Data Integration Tool 13

DATA MIGRATION PROCESS 14

Part 1 - Extract Source Data and Load to CSV Files 14

Part 2 – Extract from Stage Transform, Validate, and Load into Intermediate Format 15

SECTION 1 – EXTRACTING LEGACY DATA FROM SOURCE 16

Create CSV Files 16

CSV File to Staging 17

Staging to Product 18

00_facility 18

00_organization 19

00_reference_code_link 20

00_reference_codes 20

01_person 21

01_person_additional_info 22

DRAFT - FOR REVIEW ONLY

02_person_education 22
03_person_employment 23
03_person_language 24
03_person_personal_information 24
03_person_physical_identifier 25
03_person_physical_marks 26
04_supervision 27
04_supervision_imprisonment_status 27
05_person_images 28
06_facility_hierarchy 29
07_person_associations 29
08_person_non_associations 30
09_person_cautions 30
12_facility_internal_location 31
13_facility_internal_location_attribute 31
15_movements 32
23_SecurityThreatGroup 33
30_Create_SecurityThreatGroup 34
40_shiftlog 35
41_shiftlog_person 35
42_shiftlog_images 36
43_shiftlog_amendments 36
44_casenote 37
45_casenote_images 37
46_casenote_amendments 38
47_staff 38
49_staff_skill 39
52_facility_addresses 40
72_Legal_Case_Affiliations 41
74_02_Legal_Order_Charges 42
75_02_Legal_Bail_Conditions 43
75_Legal_Bail 44
76_02_Legal_Event_Orders 44
76_Legal_Events 45
77_02_legal_sentence_charges 45
77_03_legal_sentence_terms 46
83_legal_oj_contacts 47

SECTION 2 – DATA VALIDATION 48

Validation Steps 48

DRAFT - FOR REVIEW ONLY

Error checking (Error Log) 48
Error Handling 49
Data Validator 50
Null validation 50
Allowed Values 51
Length validation 51
Date Validation 51
Unique/Duplicates 51
Lookups 51
SECTION 3 - TRANSFORM 52
Transform Process 52
DATABASE TABLES 53
Master Data (00) 53
00_facility 53
00_organization 54
00_reference_code_link 55
00_reference_codes 58
GLOSSARY 59

DRAFT - FOR REVIEW ONLY

Overview

Data migration is the conversion of data from a legacy format to the Workflow database and has been a costly component of any offender management implementation. To help reduce the cost of implementing Workflow from your existing system we have developed tools to reduce data migration effort overall.

One advantage of Workflow is that all customers receive the same product, so there is only one version of the product. We have created standard data migration tools that are re-usable and easily implemented with as much automated migration as possible to avoid using human resources for tedious tasks.

Data Migration is critical for our existing Legacy and third-party customers who need a stable migration path so we have provided the ability to populate data into Workflow. A set of artifacts are published that can then be used to populate the data into Workflow while abstracting the data publishers (Legacy Clients, System Integrators, etc.) from the complex data model that exists within the Workflow application.

First a set of .CSV files are published representing simplified data structures. These data files present the columns and sample data that are used internally (Legacy to Workflow) or externally (a third-party application to Workflow).

Legacy to Workflow

A Legacy transformation is created that represents the data as presented in the .CSV file. File processing is slower than database to database transformations so an intermediate step is used during the transformation, allowing Legacy transformations to be processed from source database to stage database directly.

All .CSV files are numerically ordered so that the data integrity can be preserved when extracting, transforming, and loading the data from source to stage, and stage to target.

Third Party Software to Workflow

Some customers may not be able to use the same tools or provided a database-to-database transformation and would use a third party for the work requiring their own tools.

Our implementation team publishes the same .CSV files to these clients and a series of data format validation scripts to facilitate this process. A customer may select not to use any of the data format validation scripts but they allow checking the .CSV files for the basic data format and content before handing over the data to be loaded.

DRAFT - FOR REVIEW ONLY

Data Format Validation Scripts

Data format validation scripts are transformations that ensure the .CSV file has the correct data headers and simple data validation. These scripts do not check the business integrity of the data.

The scripts can be used in both the Legacy transformations to check that the data is in the correct format before writing to either .CSV or a sub-transformation and can be used by the Workflow transformations to ensure that the data is in the correct format before loading into the Staging Database.

Not everything can be migrated:

- No movements (no history)
- No supervision (active only)

Reference Codes

Reference codes are data fields that call up a List of Values (LOV). The values displayed in these LOVs are defined by reference domains and codes. You are able to use the LOV to select and enter the appropriate data. For example, if you enter eye color for an inmate, you do not need to type in the eye color, instead you select the correct color from the LOV that contains all pre-defined reference codes for "eye color".

Reference domains are the name of a set of similar reference codes. There are three types of reference domains:

- **Configurable:** User defined codes are added to the reference domain.
- **Non-configurable:** Users cannot update, deactivate, or add any new codes to the reference domain. Only the reference code attributes such as description and sequence can be updated.
- **Partially configurable:** Contains a mix of System and User reference codes. Only the user reference codes can be changed by users.

Reference Domains and Codes are used to make data entry easier, more accurate, and consistent. Domains are a type of code that functions behind the scenes at the program level. There are several hundred domains; a number of reference codes are attached to each domain. Within each reference domain, all codes must be unique.

By default reference codes from existing Legacy systems are mapped to the existing product reference codes in Workflow instead of creating new codes for every code existing in a Legacy environment. Some of the reference codes in Workflow have business logic against them and duplicate codes could break certain business logic.

Note: It is highly recommended to defer to the Workflow product reference codes if possible.

If a reference code does not exist in Workflow and a domain exists for it to be created then the new reference code should be created in Workflow for the Legacy data migration.

DRAFT - FOR REVIEW ONLY

Business Data Validation Scripts

Business data validation scripts are transformations that ensure the .CSV file has the correct business data.

Data Models

A data model is a collection of concepts and rules used in defining data models.

A data model provides the details of the stored data created by business processes, and communicate this data to the implementation team so they can validate it and insert it into Workflow.

*Note: For this release only files using **.CSV format** are supported.*

Each file is executed in a specific order according to the numbering system in each file name.

For example:

00_Facility or **01_Person**

00 – Executes first

01 – Executes second

02 – Executes third

03 – Executes fourth

Any identifier (ID) using "Client" comes from the customer system. For example, **Client ID**.

***Tip:** Connection loss or failure does not affect data.*

Data comes from many fields and the format is not important at this point. It can be up to 64 text characters.

***Important:** it is very important to get as much of the data correctly into each file before it is handed off to our implementation department.*

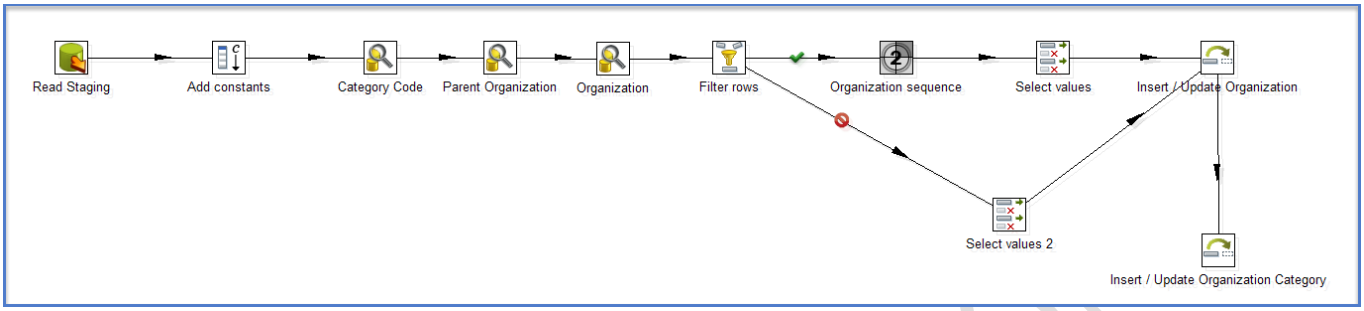
Uses a staging environment for data cleansing and validation as well as Pentaho.

DRAFT - FOR REVIEW ONLY

Transforms

A transform is the process of converting data or information from one format to another, from the format of a source system into the required format of a new destination system.

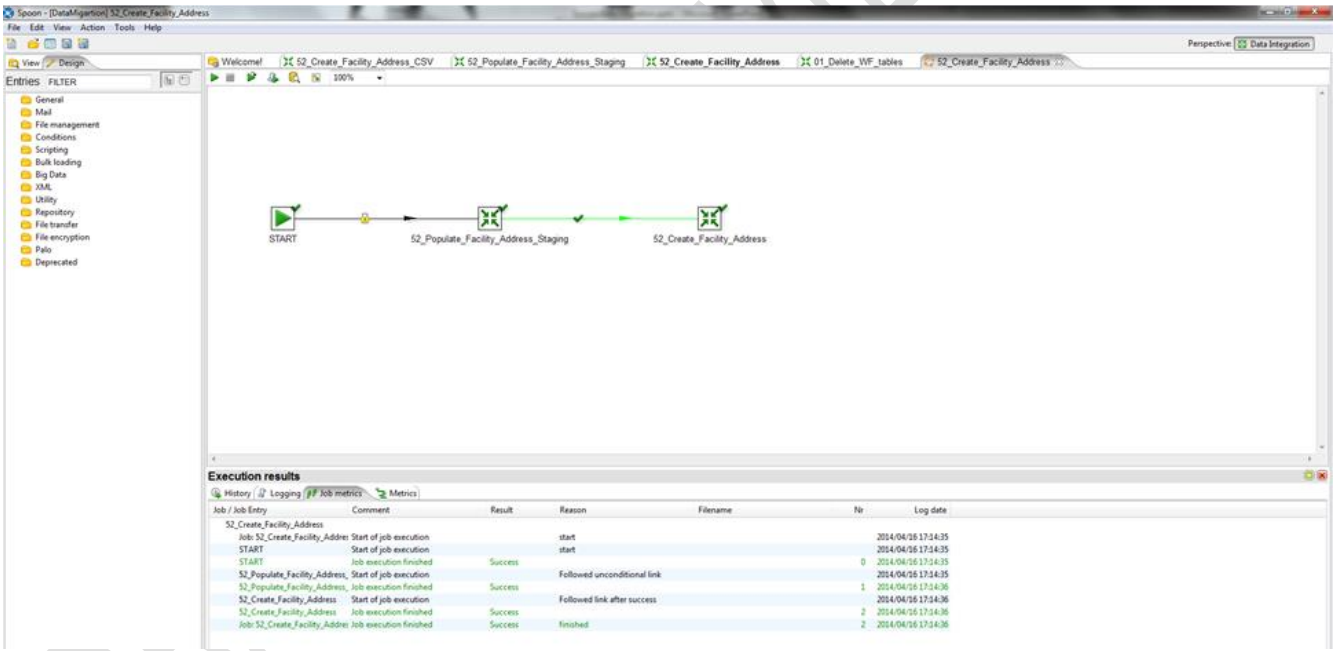
The example below is used in Pentaho.

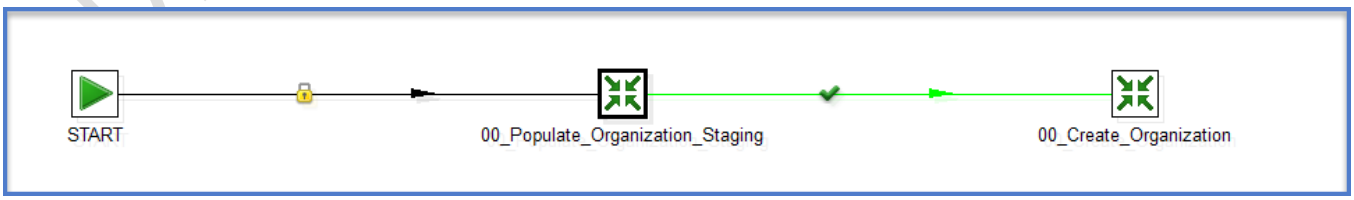


Jobs

A collection of 3-4 (or more) transforms together with an output. Jobs define all tasks that need to take place in a transform.

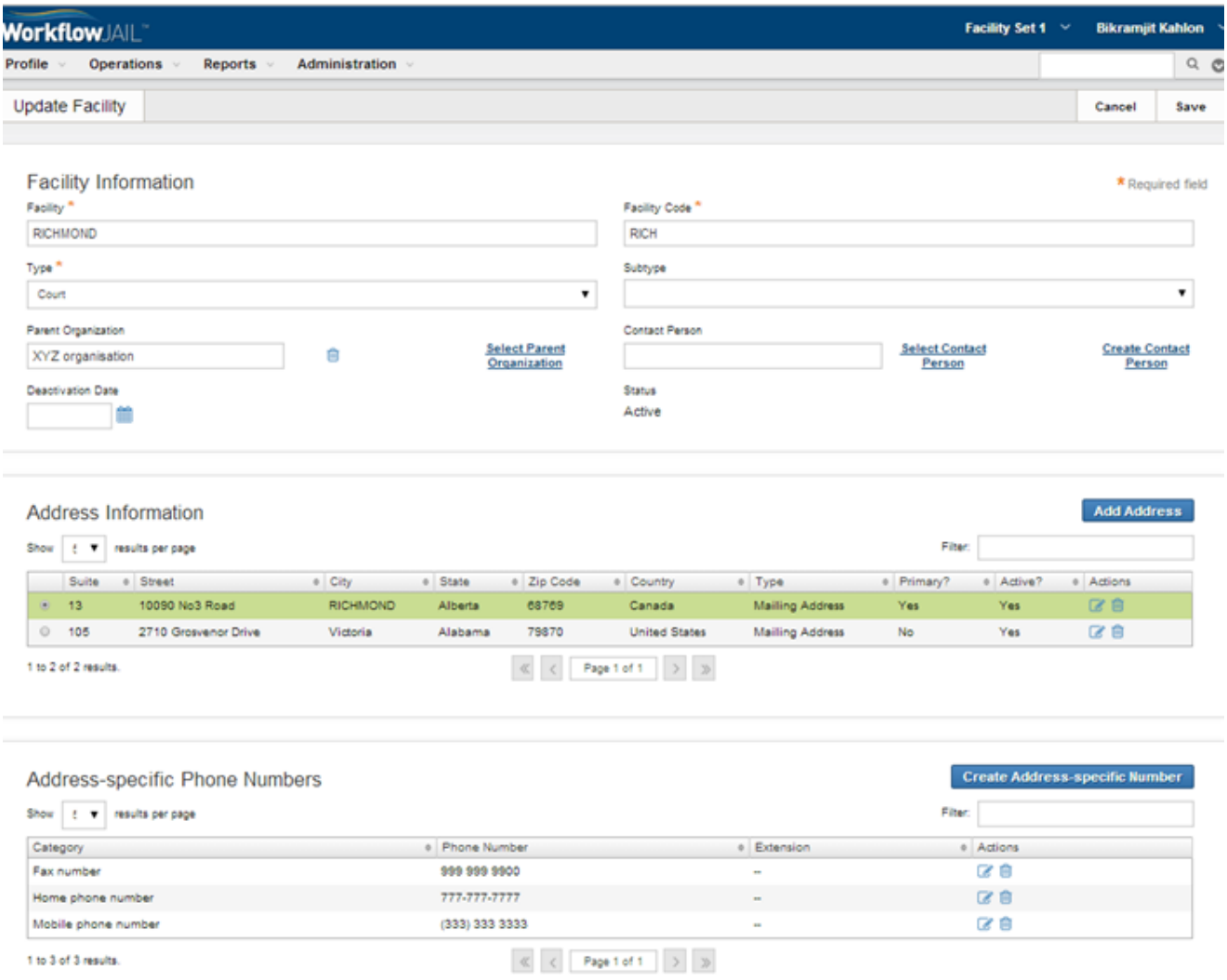
The example below is used in Pentaho.





Output

Output is the information sent to the Workflow tables and displayed on the Workflow screen once the data migration is complete.



DRAFT

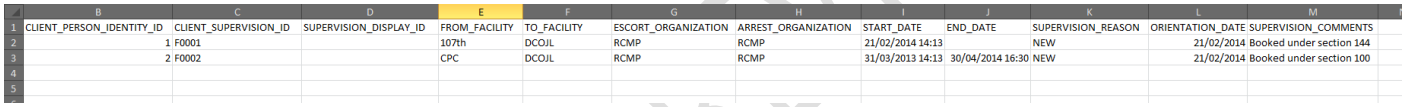
Data Model Structure

Every model has a specific structure, with the first row always a header, and the rest of the rows as data.

Row 1 – headers

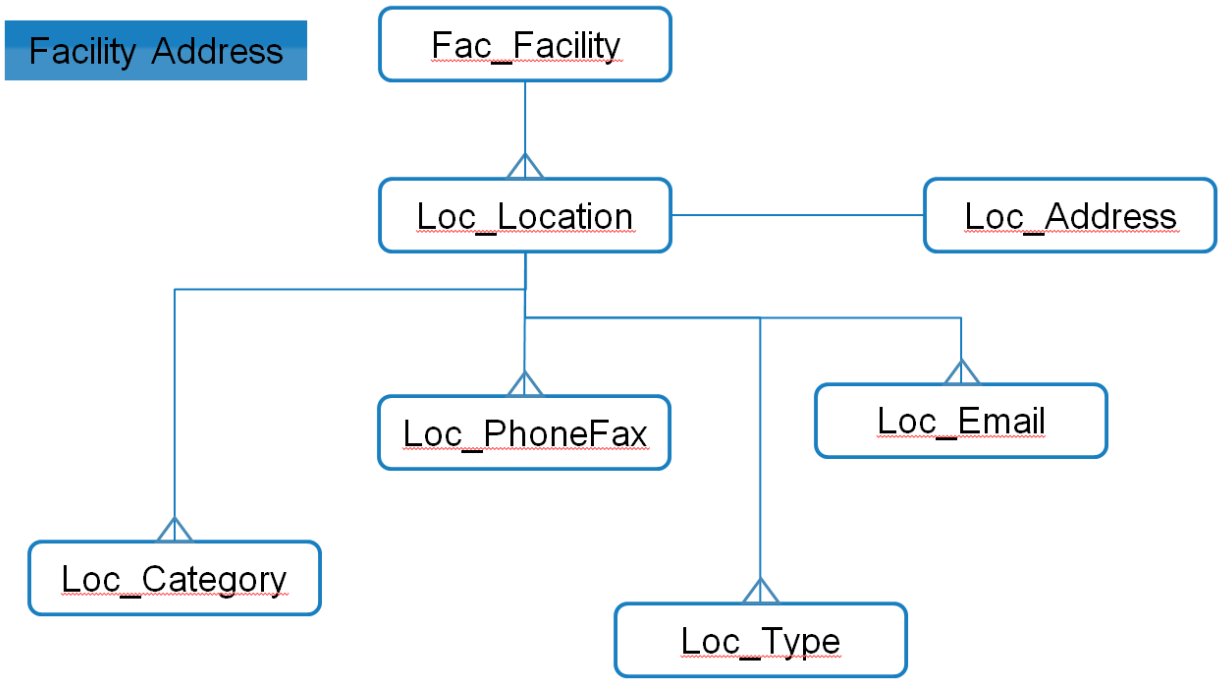
Row 2+ - Data

Name	Data Type	Allow Null?	Size	Description
Organization ID	Number	No	19	An ID that references an organization.
Organization Abbreviation	64 Characters	No	64	An abbreviation, acronym or code for an organization name.
Organization Local ID	128 Characters	Yes	128	Identification assigned at a local level to an organization (alias name).
Organization Name	128 Characters	No	128	The official name of an organization.



	B	C	D	E	F	G	H	I	J	K	L	M
1	CLIENT_PERSON_IDENTITY_ID	CLIENT_SUPERVISION_ID	SUPERVISION_DISPLAY_ID	FROM_FACILITY	TO_FACILITY	ESCORT_ORGANIZATION	ARREST_ORGANIZATION	START_DATE	END_DATE	SUPERVISION_REASON	ORIENTATION_DATE	SUPERVISION_COMMENTS
2	1	F0001		107th	DCOJL	RCMP	RCMP	21/02/2014 14:13		NEW	21/02/2014	Booked under section 144
3	2	F0002		CPC	DCOJL	RCMP	RCMP	31/03/2013 14:13	30/04/2014 16:30	NEW	21/02/2014	Booked under section 100
4												
5												

Data Model Example



In the example above, Facility Address is outlined with all of the data models that connect to it.

REVIEW ONLY

Pentaho Data Integration Tool

Pentaho Data Integration is a flexible tool used to facilitate data migration between different databases and applications.

- Easy to use graphical designer with over 100 out-of-the-box mapping objects including inputs, transforms, and outputs
- An integrated designer (Spoon) combining ETL with metadata modeling and data visualization, providing the perfect environment for rapidly developing new Business Intelligence solutions

Jobs are taken from Pentaho and execute transforms in alphabetical order, while within Pentaho there are jobs and transformations, with each job executing in sequential order.

The process that Pentaho uses to transform the data into Workflow is as follows:

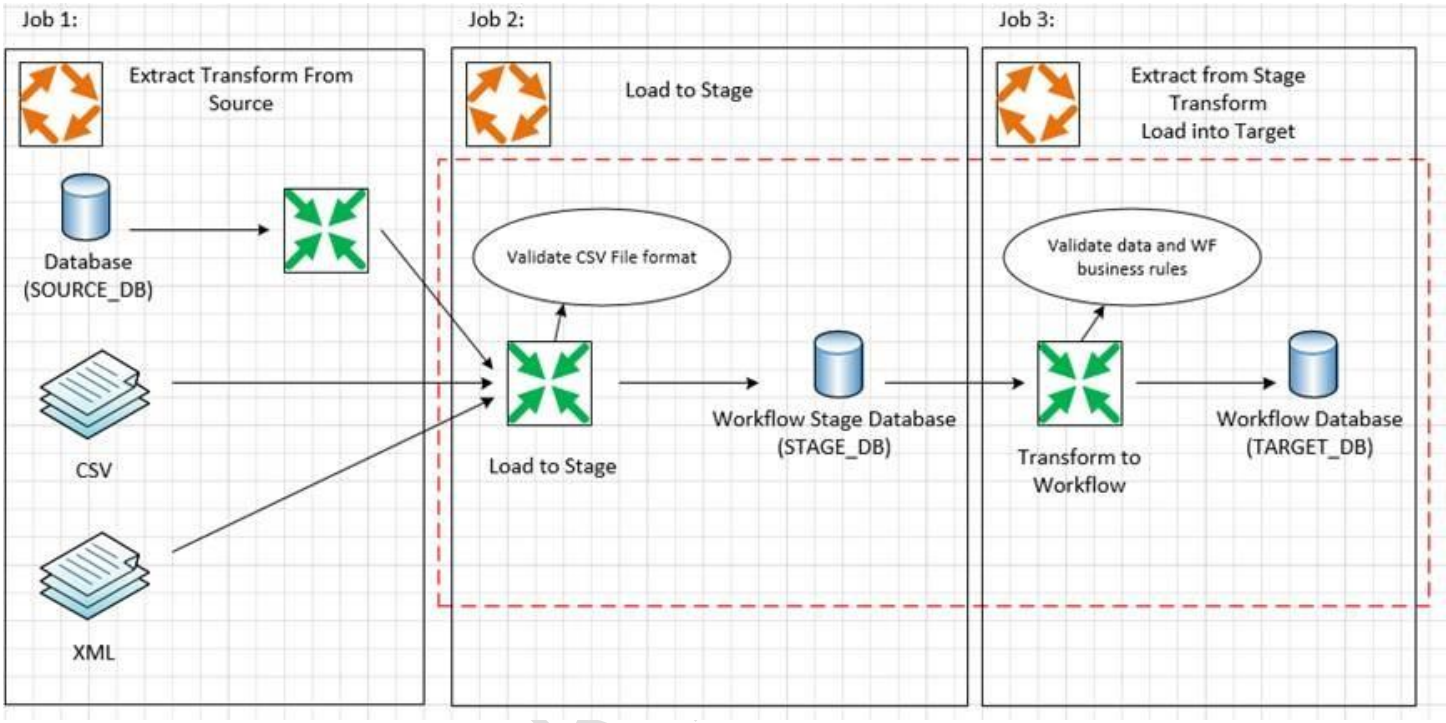
1. First create a file.
2. Start the Transform process.
    - Read the file.
    - Put in layout.
    - Populate staging.
3. Populate data from Staging to Validation and then into Workflow.

DRAFT - FOR REVIEW ONLY

Data Migration Process

A process used with a standard import engine and an intermediate conversion format:

1. Extract source data from legacy to CSV files.
2. Validate and load to intermediate format.
3. Load from intermediate format to Workflow database.



Each of the CSV files have one corresponding staging table while each staging table can be transformed and loaded into one or many Workflow tables.

Part 1 - Extract Source Data and Load to CSV Files

First a set input file specification is provided to customers for loading data into Workflow. An intermediate file is then built using this specification using a variety of data sources and loaded into the stage and then validated.

Performing this first ensures that a pre-load validation process is completed and ensures that data meets the pre-defined criteria of the target environment and input file specification. Automated and manual data cleaning is performed at this stage to improve data quality, eliminate data redundancy or obsolete information, and match Workflow requirements.

DRAFT - FOR

Part 2 – Extract from Stage Transform, Validate, and Load into Intermediate Format

A standard import engine loads data into an intermediate format, and after loading results are subjected to data verification to ensure that data was accurately translated, is complete, and supports Workflow processes.

A report is produced listing any data validation failures that can be reviewed and resolved as part of the process.

Roles – data cleansed by client or end-to-end done by an implementation team. Mapping is done by using these tools. Basic validations are [performed if there is any missing data. Any not null fields need to have data.

- Staging Database – de-normalized form in one table.
- Target Database – separate files.

The Pentaho data integration tool is used as part of this process.

Part 3 – Final Validation, Load from Intermediate to Workflow Database

A standard import engine loads data from an intermediate format into Workflow.

The data is loaded into Workflow using the Target Database and is populated. Once it is complete, users can login and see the data that was imported.

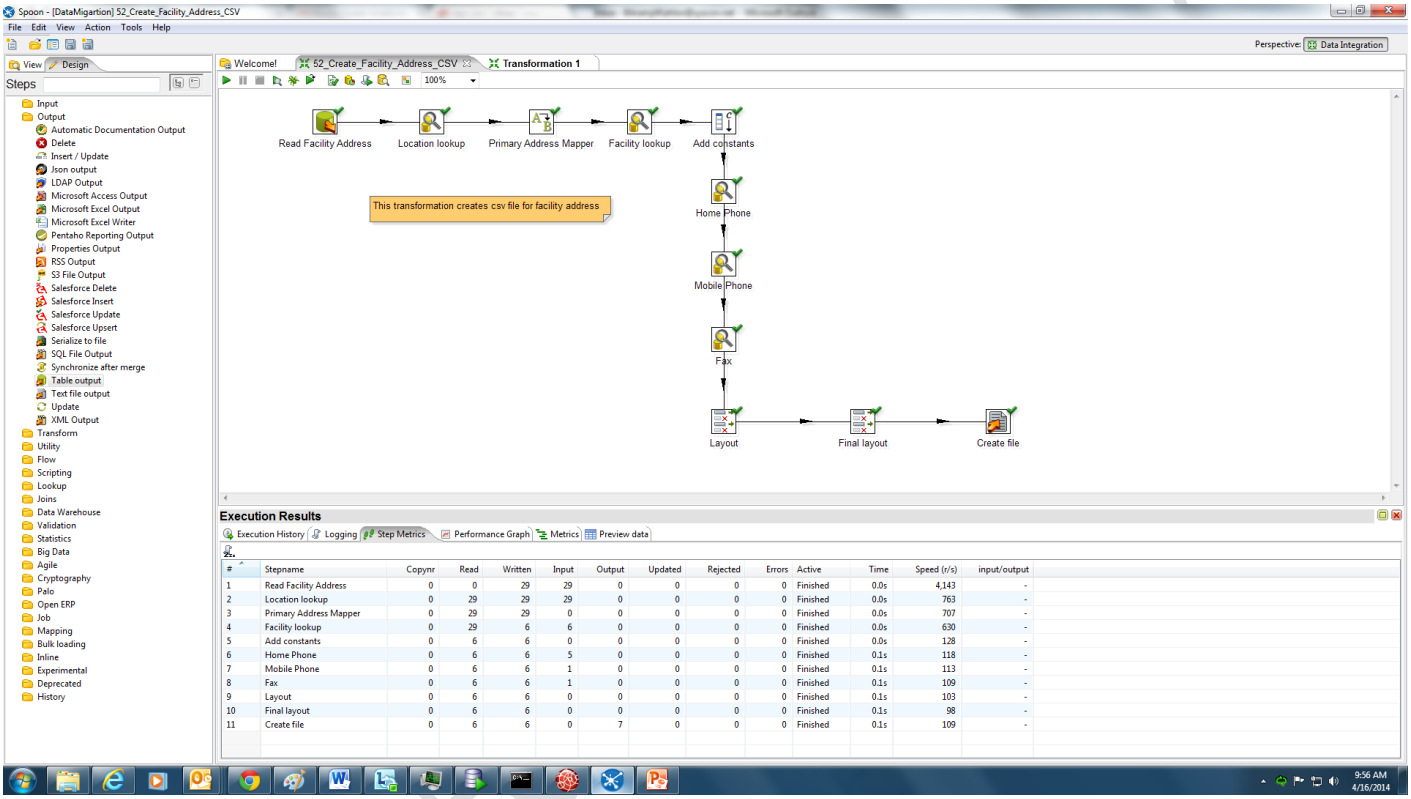
Note: *It is recommended that testers review samples of the data in Workflow because viewing the data in the user interface is easier to identify missing or incorrect data.*

DRAFT - FOR REVIEW ONLY

Section 1 – Extracting Legacy Data from Source

CSV files are a product of the extraction process. Once the data is extracted, the implementation team uses our data migration utility tool set to load the extracted data from the CSV files into Workflow.

Create CSV Files



Staging contains no validation at this step as it processes the data in the file as strings.

Tip: Users receive a tool (if not already using Legacy), and this tool uses the steps above.

These users receive .CSV files with reference data so they can match the codes to their own system data.

***Important:** You are able to add your own codes but cannot remove any so you need to be careful creating any codes.*

Mapping is performed for all of the codes.

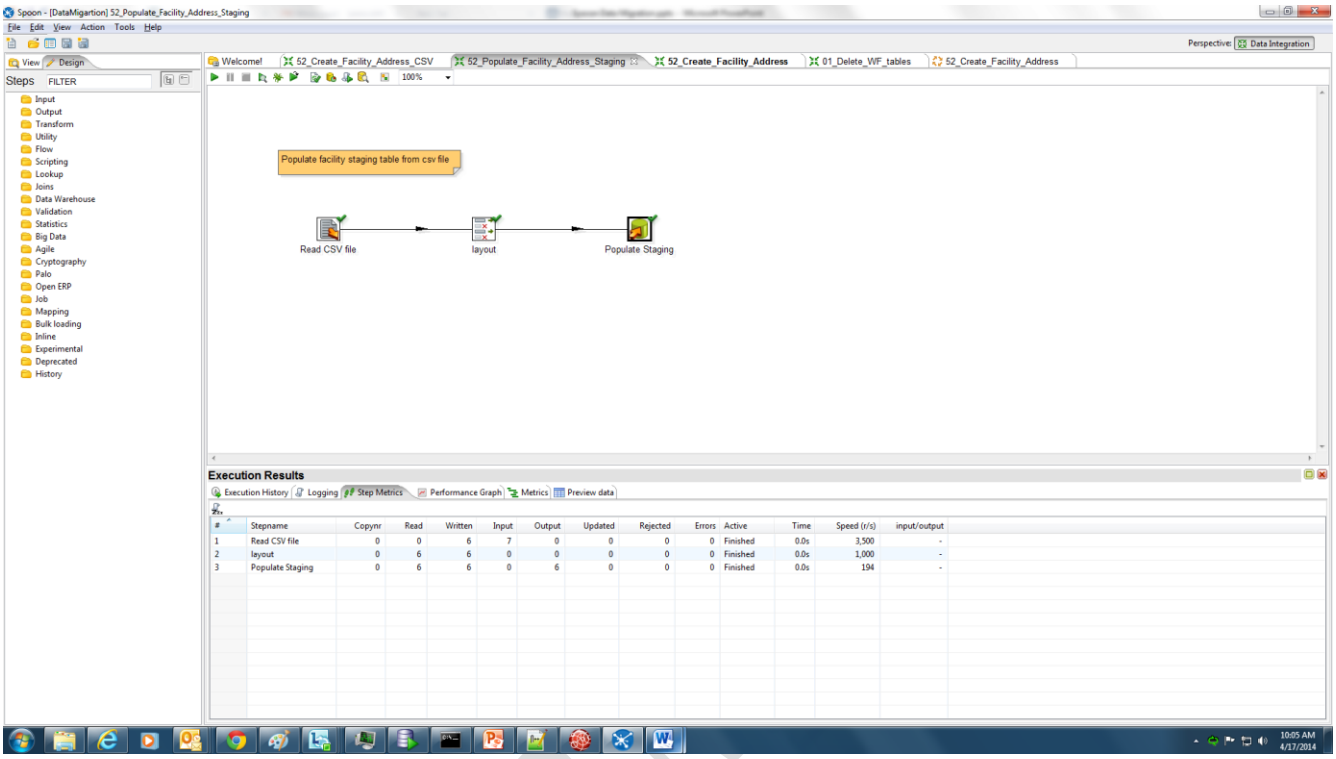
Reading staging

Add constants

DRAFT - PC

The first step is to have the client receive the CSV files that they need to enter data to be imported into Workflow.

CSV File to Staging



These Master Data CSV files are data files containing entries mapped to the Workflow database, and need your matching information to be added to each CSV file.

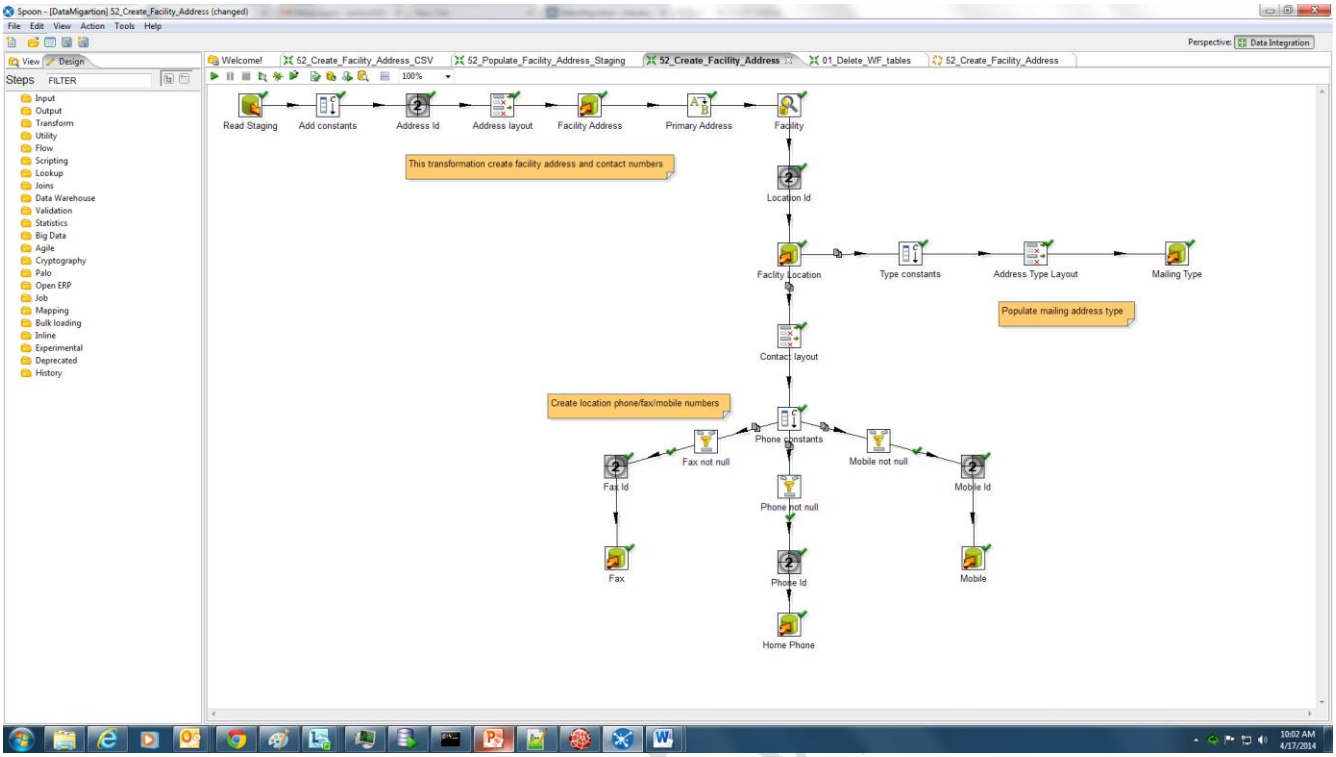
The example below (Person Education CSV) has a header and four rows of information already added.

	A	B	C	D	E	F	G	H
1	CLIENT_PERSON_ID	AREA_OF_STUDY	LEVEL	SCHEDULE	START_DATE	END_DATE	SCHOOL	COMMENTS
2	1	ACCOU	ELEMENTARY	FULL	21/02/2002	12/02/2005	Fraser Hill Elementary	
3	1	ACCOU	ELEMENTARY	FULL	03/02/2011	19/02/2013	John C Reilly	
4	1	ACCOU	UNIVERSITY	FULL	18/02/2006	12/02/2008	BCIT	
5	1	ACCOU	HIGH SCHOOL	FULL	21/02/2011	21/02/2012	John Ware Secondary	
6								

Important: The headers need to stay exactly as they are in the file, and cannot be renamed or moved. This is to ensure that the data you enter for each header is mapped to the correct spot in the database.

DRAFT FOR

Staging to Product



oo_facility

	A	B	C	D	E	F	G
1	CLIENT_FACILITY_ID	FACILITY_CODE	CATEGORY	SUB_CATEGORY	DEACTIVATION_DATE	PARENT_ORG_ABBREVIATION	FACILITY_NAME
2	2	1006	CUSTODY				Edmonton Remand Centre
3	16	JPA	CUSTODY				Jameson Annex
4	21	1011	CUSTODY				North County Correctional Facility
5	26	1004	CUSTODY				Southern Nevada Correctional Center
6	31	3003	COURT				Calgary Provincial Court
7	181	4003	POLICE				109th Precinct (Queens)
8	13	1012	CUSTODY				Red Deer Remand Centre
9	18	1007	CUSTODY				Twin Towers Correctional Facility
10	23	1003	CUSTODY				Clark County Detention Center
11	28	3002	COURT				Denver County Court
12	33	3004	COURT				New Westminster Supreme Court
13	1	1001	CUSTODY				Denver County Jail
14	15	1010	CUSTODY				South Dakota Womens Prison
15	20	1014	CUSTODY				Pitchess Detention Center
16	25	1016	CUSTODY				Ely State Prison
17	30	3006	COURT	CRI			Edmonton Provincial Court
18	180	4002	POLICE				108th Precinct (Queens)
19	3	1005	CUSTODY		31/12/2026	CSPB	Denver Downtown Detention Center

Client Facility ID – Generated unique key for the facility.

Facility Code – Unique code that is used for a facility. For example, DCXYZ for XYZ Jail.

Category – Type of facility including General, Custody, Community, Police, or Court. This is one of the few domains that cannot be edited. These five options are the only ones available.

Sub-Category – Smaller breakdown of category for the facility, if necessary. For example, CRI.

Deactivation Date – Date this facility is deactivated.

Parent Organization Abbreviation – Abbreviation of an organization that owns, controls or operates the facility.

Facility Name – The full name of the facility. For example, XYZ County Jail.

oo_organization

	A	B	C	D	E	F	G	H
1	CLIENT_ORG_ID	ORGANIZATION_ABBREVIATION	ORGANIZATION_NAME	LOCAL_ALIAS	ORI_CODE	CATEGORY_CODE	PARENT_ORGANIZATION_ABBREVIATION	DEACTIVATION_DATE
2	1	CDOC	Department of Corrections			CJ		
3	2	SDOC	Department of Community Supervision			NONCJ		
4	3	JC	Juvenile Corrections			CJ		
5	4	RCMP	RCMP			CJ		
6	5	VANP	Vancouver Police			CJ		
7	6	DSD	Denver Sheriffs Department			CJ		
8	7	CSPB	Colorado State Parole Board			CJ		
9	8	NJSPB	New Jersey State Parole Board			CJ		
10	9	SDSPB	South Dakota State Parole Board			CJ		
11	10	NSPB	Nevada State Parole Board			CJ		
12	11	BHINC	Bounty Hunters Inc			BOND		
13	12	BBH	BAD BOY Bounty			BOND		
14	13	QCB	Quick Cash Bounty			BOND		
15	14	ABC	abc organisation -change me		VA1010100	GOVT	QCB	08/07/2015
16	15	XYZ	XYZ organisation		VA1010101	GOVT	QCB	

Client Organization ID – Generated unique key for the organization.

Organization Abbreviation – Unique abbreviation of the full organization name.

Organization Name – The full name of the organization.

Local Alias – Any alias or secondary name of the organization if applicable.

ORI Code – A nine character identifier assigned to a US justice-related organization by the Federal Government. For example, FBI. It is sometimes referred to as an ORI, ORI code, or Originating Agency code.

Category Code – For example, BOND, CJ, GOVT or NONCJ.

Parent Organization Abbreviation – Abbreviation of an organization that owns, controls or operates the organization.

Deactivation Date – Date this organization is deactivated.

DRAFT - FOR REVIEW

oo_reference_code_link

	A	B	C	D
1	REFERENCE_SET	REFERENCE_CODE	LINK_REFERENCE_SET	LINK_REFERENCE_CODE
2	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	ADA
3	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	CONTACT
4	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	GLASS
5	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	VIDEO
6	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	ESCP
7	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	JT
8	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LGT
9	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LPRGCDT
10	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LWRKCRD
11	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	MERIT
12	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	OICDBT
13	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	PRGCDT
14	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	WORKCDT
15	ADJUSTMENTCLASSIFICATION	SYSG	ADJUSTMENTTYPE	GT

Reference Set – The reference set for this reference code. For example, ACTION, CAUTIONCODE, CURRENCY, or LANGUAGE.

Reference Code – The reference code name.

Link Reference Set – USAGEATTRIBUTE, ADJUSTMENTTYPE,

Link Reference Code –

oo_reference_codes

	A	B	C	D	E	F	G	H
1	REFERENCE_SET	REFERENCE_CODE	DESCRIPTION	LANGUAGE_CODE	SEQUENCE	DEFAULT_VALUE	ACTIVE_DATE	DEACTIVE_DATE
2	ACTION	VALIDATED	Validated	EN	1	Y	06/10/2014	
3	ACTION	MONITORING	Monitoring	EN	2	N	06/10/2014	
4	ACTION	DEVALIDATED	De-Validated	EN	3	N	06/10/2014	
5	ACTIONTAKEN	RFH	Refer for Hearing	EN	1	N	06/10/2014	
6	ACTIONTAKEN	CLO	Closed	EN	2	N	06/10/2014	
7	ACTIONTAKEN	RTO	Returned to Officer	EN	3	N	06/10/2014	
8	ACTIONTAKEN	UNF	Unfounded	EN	4	N	06/10/2014	
9	ACTIONTAKEN	CS	Completed-Substantiated	EN	5	N	06/10/2014	
10	ACTIONTAKEN	CUF	Completed- Unfounded	EN	6	N	06/10/2014	
11	ACTIONTAKEN	CUS	Completed- Unsubstantiated	EN	7	N	06/10/2014	
12	ACTIONTAKEN	OGI	Investigation Ongoing	EN	8	N	06/10/2014	
13	ACTIONTAKEN	RTM	Refer to Medical	EN	9	N	06/10/2014	
14	ACTIVITYCATEGORY	MOVEMENT	Movement	EN	1	N	06/10/2014	
15	ACTIVITYCATEGORY	HBDMGMT	Housing and Bed Management	EN	2	N	06/10/2014	
16	ACTIVITYCATEGORY	FACOUNT	Facility Count	EN	3	N	06/10/2014	
17	ACTIVITYCATEGORY	VISITATION	Visitation	EN	4	N	06/10/2014	
18	ACTIVITYCATEGORY	SHIFTLOG	Shift Log	EN	5	N	06/10/2014	
19	ACTIVITYCATEGORY	ASSESSMENT	Assessment	EN	6	N	06/10/2014	
20	ACTIVITYCATEGORY	INCIDENT	Incident	EN	7	N	06/10/2014	
21	ACTIVITYCATEGORY	DISCIPLINE	Discipline	EN	8	N	06/10/2014	
22	ACTIVITYCATEGORY	CASE	Case	EN	9	N	06/10/2014	
23	ACTIVITYCATEGORY	CASENOTE	Case Note	EN	10	N	06/10/2014	
24	ACTIVITYCATEGORY	GRIEVANCES	Grievances	EN	11	N	06/10/2014	
25	ACTIVITYCATEGORY	PROGRAM	Program and Services	EN	12	N	06/10/2014	

Reference Set – The reference set for this reference code. For example, ACTION, CAUTIONCODE, CURRENCY, or LANGUAGE.

Reference Code – The reference code name.

OR REVIEW

Description – A user-defined description related to the reference code. Usually a full name of the code, or a short explanation of it.

Language Code – Language of the Reference code. For example, EN (English), FR (French), etc.

Sequence – Order in which the reference code is listed.

Default Value – If a default value has to be entered for the reference code. Field is either Yes or No.

Active Date – Date that the reference code was activated.

Deactivate Date – Date that the reference code was deactivated.

01_person

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CLIENT_PERSON_ID	CLIENT_PERSON_IDENTITY_ID	FIRST_NAME	LAST_NAME	BIRTH_DATE	MIDDLE_NAME	SECOND_MIDDLE_NAME	GENDER	PREFIX	SUFFI	IDENTITY_TYPE	PRIMARY_IDENTITY	COMMENTS
2	1	1	JOHN	SMITH	01/02/1980			U				Y	
3		1	JOHN	SMITH	01/02/1980			U				Y	
4	1a	1	JOHN	SMITH	01/02/1980			U				Y	
5	10000		JOHN	SMITH	01/02/1980			U				Y	
6	10001	1a	JOHN	SMITH	01/02/1980			U				Y	
7	10002	1	JOHN	SMITH	01/02/1980							Y	
8	10003	1	JOHN	SMITH	01/02/1980			XXXXXXXXXXXXXXX				Y	
9	10004	1	JOHN	SMITH	01/02/1980			M	XXXXXXXXXXXXXXX			Y	
10	10005	1	JOHN	SMITH	01/02/1980			M	MR	XXXXXXXXXXXXXXX		Y	
11	10006	1	JOHN	SMITH	01/02/1980			M	MR	JR	XXXXXXXXXXXXX	Y	
12	10007	1	JOHN	SMITH	01/02/1980			M	MR	JR	LEGAL	Y	
13	2	2	LISA	ANDERSON	01/02/1980			U				Y	
14	3	3	MARCO	BROWN	01/02/1980			U				Y	
15	4	4	GREG	SMITH	01/02/1980			U				Y	
16	5	5	DAVID	HAWKINS	01/02/1980			U				Y	
17	6	6	JEFF	TRUMP	01/02/1980			U				Y	
18	7	7	XAVIER	MCDONALD	01/02/1980			U				Y	
19	8	8	BARDIA	BARDIA	09/10/1980			M				Y	
20	9	9	TOM	TAYLOR	22/03/1966	MICHAEL	ANDREW	M	MR		LEGAL	Y	Offender

Client Person ID – Generated unique key linked to Person table.

Client Person Identity ID – Generated unique key from Personal Information table.

First Name – First name of the person.

Last Name – Last name of the person.

Birth Date – Person's date of birth.

Middle Name – Person's middle name.

Second Middle Name – Person's second middle name if applicable.

Gender – Gender of the person.

Prefix – If a prefix is used, it is listed here. For example, Mr, Mrs, or Miss.

Suffix – If a suffix is used, it is listed here. For example, I, II, or Jr.

Identity Type – The type of identity used for this person. For example, LEGAL, ALIAS, etc.

Primary Identity – Is this the primary identity of the person.

Comments – Any comments required.

DRAFT-FOR REVIEW ONLY

01_person_additional_info

	A	B	C	D
1	CLIENT_PERSON_ID	NUMERACY_PROFICIENCY	DEATH_DATE	
2	8	AVERAGE	21/12/2014	
3	9	AVERAGE		
4	10	AVERAGE		
5	11	AVERAGE		
6	12	GOOD		
7	13	GOOD		

Client Person ID – Unique generated key linked to Person table.

Numeracy Proficiency – A rating of the person's skill with numbers.

Death Date – Date of the inmate's death.

02_person_education

	A	B	C	D	E	F	G	H	I
1	CLIENT_PERSON_ID	EDUCATIONAL_INSTITUTION	EDUCATION_LEVEL_ATTAINED	AREA_OF_STUDY	SCHEDULE	START_DATE	END_DATE	COMMENTS	
2	1	Metropolitan State College	UNIVERSITY	MAT	FULL	01/01/1988	01/12/1992	Test Comment 1	
3	2	Emily Griffith Opportunity School	COMMUNITY	NURS	FULL	01/01/2006	01/12/2010	Test Comment 2	
4	3	Johnson And Wales University	COMMUNITY	CON	FULL	01/01/1996	01/12/1999	Test Comment 3	
5	4	National American University	UNIVERSITY	GEN	PART	01/01/1978	01/12/1983	Test Comment 4	
6	5	Concord Career College	UNIVERSITY	ENGLI	FULL	01/01/2008	01/12/2010	Test Comment 5	
7	6	Montana State University	COMMUNITY	DOMSC	FULL	01/01/2008	01/12/2009	Test Comment 6	
8	7	University Of Northern Colorado	UNIVERSITY	MUS	PART	01/01/2010	01/12/2013	Test Comment 7	
9	8	Community College Of Colorado	COMMUNITY	CON	FULL	01/01/1992	01/12/1994		
10	9		SENIOR		FULL	01/01/2004	01/12/2008	Test Comment 8	
11	16	Lincoln College Of Technology	COMMUNITY	ACCOU	FULL	01/01/1983	01/12/1985		
12	17	American School of Durango	SENIOR	ARTDE	FULL	01/01/1998	01/12/2002		
13	18	University of Phoenix	UNIVERSITY	SCI	FULL	01/01/1999	01/12/2002		

Client Person ID –Unique generated key linked to Person table.

Educational Institution – Name of the educational institution this person attended.

Education Level Attained – The highest level of education achieved by the person.

Area of Study – The area of study a person has followed at an educational facility.

Schedule – The type of education schedule. For example, full time, part time, etc.

Start Date – The Month and Year the person started school.

End Date – The Month and Year the person ended school.

Comments – Any education comments required.

DRAFT - FOR REVIEW ONLY

03_person_employment

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CLIENT_PERSON_ID	OCCUPATION	EMPLOYER	SUPERVISOR	EMPLOYMENT_TYPE	START_DATE	END_DATE	EMPLOYER_CONTACTABLE	EMPLOYER_AWARED	TERMINATION_REASON	SCHEDULE	HOURS_PER_WEEK	EARNINGS_RATE	PAY_PERIOD
2	1	383	Teddys Savings and Loan	Tom Jones	FT	02/01/1998	02/01/2004	Y	N					
3	2	95	University Hospital	Jen Sutton	CAS	02/01/2011	02/01/2013	Y	N		FULL			
4	3	564	Pioneer Stoneworks		PT	02/08/2000	02/04/2003	N	N					WEEK
5	4	435	Gordon's Family Restaurant	Bob Gordon	PT	02/02/2008	02/06/2010	N	Y		FULL			WEEK
6	5	228	CBS	Annette Dwyer	SEMP	02/01/2011	02/06/2012	Y	N					
7	6	453	Dumont Cleaning Services	Andrew Colson	FT	15/04/2010	02/11/2012	Y	N	Resign	PART			MONTH
8	7	435	Joe's Diner	Matt Turner	PT	15/04/2010	23/07/2012	Y	N			20	90	
9	8	268	Cartwright Building Supplies	John Summer	FT	15/09/1995	23/01/2000	Y	N		FULL	40	100	MONTH

Client Person ID – Generated unique key linked to Person table.

Occupation – Job type for this employment.

Compensation Rate – Monetary compensation a person receives for employment.

Employer – Company employing this person.

Supervisor Name –Person who oversees and manages the employee. Reference to Person Service.

Employment Type – The type of employment. For example, Full Time (FT), Part Time (PT), or Casual (CAS).

End Date – The ending date of this employment.

Start Date – The starting date for this employment.

Employer Contactable – If the employer can be contacted. True or false only.

Employer Aware – If the employer is aware the employee is a subject, true or false only.

Termination Reason – The reason the employee was terminated if applicable.

Schedule – The type of work schedule. For example, full time or part time.

Hours Per Week – A set of hours or time frame that a person works in a week.

Earnings Rate – The wage rate earned. For example, monthly, weekly, or yearly.

Pay Period – The payment period that the wage is earned. For example, yearly or weekly.

DRAFT - FOR REVIEW ONLY

03_person_language

	A	B	C	D	E	F	G	H
1	CLIENT_PERSON_ID	COMPREHENSION	LANGUAGE	PRIMARY_LANGUAGE	READ_YN	SPEAK_YN	WRITE_YN	DESCRIPTION
2	1	N	EN	Y	Y	Y	Y	sefrwefwegtreger
3	1	Y	FR	N	Y	Y	N	safdas
4	1	Y	AE	Y	N	Y	Y	safdasfasf
5	1	Y	JP	Y	Y	N	Y	asdfsadgvsda
6	1	Y	AN	Y	N	Y	Y	DSGSDGS
7	1	Y	BA	Y	Y	Y	N	SDGSDFGS

Client Person ID – Generated unique key linked to Person table.

Comprehension – Can a person grasp and understand the meaning of a language being spoken.

Language – A person's language.

Primary Language – Is this language a person's primary language? True or false only.

Read YN – Can a person read in this language? True or false only.

Speak YN – Can a person speak in this language? True or false only.

Write YN – Can a person write in this language? True or false only.

Description – A description of any impediments affecting the speech of a person. A user-defined description related to Person language.

03_person_personal_information

	A	B	C	D	E	F	G	H	I	J	K
1	CLIENT_PERSON_ID	BIRTH_CITY	BIRTH_COUNTRY	BIRTH_STATE	CITIZENSHIP	ETHNICITY	MARITAL_STATUS	NATIONALITY	NO_OF_DEPENDENTS	RELIGION	SEXUAL_ORIENTATION
2	1	L.A.	USA	WA	CAN	H	1	CAN	3	ZOROZ	HOMO

Client Person ID – Generated unique key linked to Person table.

Birth City – The city where a person was born.

Birth Country – The country where a person was born.

Birth State – The state where a person was born.

Citizenship – A person's current citizenship status to a country or nation.

Ethnicity – The cultural lineage of a person.

Marital Status – a person's state of being single, married, separated, divorced, or widowed.

Nationality – A person's status of belonging to a particular nation, through birth or nationalization.

Number of Dependents –The number of dependents for a person.

Religion – The religion a person subscribes to, or believes.

Sexual Orientation – A target gender of the sexual interest of a person.

DRAFT - FOR REVIEW ONLY

03_person_physical_identifier

	A	B	C	D	E	F	G	H	I	J	K	L
1	CLIENT_PERSON_ID	BUILD	EYE_COLOR	EYEWEAR_DESCRIPTION	FACIAL_HAIR	HAIR_APPEARANCE	HAIR_COLOR	HAND_DEXTERITY	HEIGHT	WEIGHT	RACE	COMPLEXION
2	1	HEAVY	BLK	GLASS	BEARDMUST	LONG	STR	LEFT	1321	10432	A	ALB
3	25	HEAVY	BLK	GLASS	BEARDMUST	LONG	STR	LEFT	1321	10432	A	ALB
4	26	HEAVY	BLK	GLASS	BEARDMUST	LONG	STR	LEFT	1321	10432	A	ALB
5	24	HEAVY	BLK	GLASS	BEARDMUST	LONG	STR	LEFT	1321	10432	A	ALB
6	23	HEAVY	BLK	GLASS	BEARDMUST	LONG	STR	LEFT	1321	10432	A	ALB

Client Person ID – Generated unique key linked to Person table.

Build – A person's build. For example, small, medium, large, or heavy.

Eye Color– A person's eye color.

Eye Wear Description – A person's eyewear. For example, glasses. A user-defined description of any eye wear.

Facial Hair – A person's facial hair. For example, beard, goatee, etc.

Hair Appearance – A person's hair appearance. For example, long, short, bald, etc.

Hair Color – A person's hair color. For example, black, grey, red, blonde, brunette, etc.

Hand Dexterity – Whether the person is left or right-handed.

Height – A person's height in Centimeters or Inches.

Weight – A person's weight in Pounds or Kilos.

Race – A person's race. For example, black, white, native, Asian, etc.

Complexion – A person's skin tone color. For example ALB (albino).

DRAFT - FOR REVIEW ONLY

03_person_physical_marks

	A	B	C	D	E	F	G	H	I
1	CLIENT_PHYSICAL_MARK_ID	CLIENT_PERSON_ID	MARK_TYPE	MARK_BODY_PART	MARK_POSITION	MARK_ORIENTATION	MARK_DEACTIVATION_DATE	MARK_DESCRIPTION	MARK_DEACTIVATION_REASON
2	1	9	TAT	NECK	CENTR	F		A tattoo of the word Menace	
3	2	10	MARK	ARM	CENTR	F		Large mole	
4	3	11	SCAR	THIGH	CENTR	F		Old scar approx 2 inches long	
5	4	12	SCAR	TORSO	LOW	B		Old burn mark approx 1 inch diameter	
6	5	13	OTH	SHOULDER	UPP	L		Skin lesion	
7	6	14	TAT	NECK	LOW	L		Fresh tattoo of a flower	
8	7	15	MARK	HAND	CENTR	B		Large red birthmark	
9	8	16	SCAR	ELBOW	FACE	F		Fresh graze	
10	9	17	MARK	KNEE	FACE	F		Large mole	
11	10	24	MARK	SHOULDER	UPP	B		Small brown birth mark approx 1cm diameter	
12	11	25	SCAR	TORSO	LOW	R		Appendix scar 3cm long	
13	12	26	MARK	NECK	LOW	B		Moles	
14	13	27	SCAR	KNEE	CENTR	F		Old scar	
15	14	28	TAT	TORSO	UPP	F		A tattoo of a ring of flames around the neck"	

Client Physical Mark ID –

Client Person ID – Generated unique key linked to Person table.

Mark Type – Type of mark on the person. For example, Tattoo (TAT), SCAR, or MARK.

Mark Body Part – Part of the body is the mark located on. For example, NECK, ARM, or TORSO.

Mark Position – The location on the body part where the physical feature appears. For example, CENTR, FACE, etc.

Mark Orientation – The side of the body the mark is on. For example, F (Front), L (Left).

Mark Deactivation Date – The date when the physical mark was de-activated.

Mark Description – A description of a physical feature. A user-defined description related to any physical marks on the person.

Mark Deactivation Reason – A reason why the mark was deactivated. If it was removed etc.

DRAFT - FOR REVIEW ONLY

04_supervision

	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CLIENT_PERSON_IDENTITY_ID	CLIENT_SUPERVISION_ID	INMATE_ID	SUPERVISION_DISPLAY_ID	FROM_FACILITY	TO_FACILITY	ESCORT_ORGANIZATION	ARREST_ORGANIZATION	START_DATE	END_DATE	SUPERVISION_REASON	ORIENTATION_DATE	SUPERVISION_COMMENTS
2	1	1	CUS001	A1004	4001	3002			21/02/2014 14:13		NEW		Booked under section 144
3	2	2			4001	3002	RCMP	RCMP	31/03/2013 14:13	30/04/2014 16:30	NEW	21/02/2014	Booked under section 100

Client Person ID – Generated unique key linked to Person table.

Client Person Identity ID – Generated unique key from table Personal Information

Client Supervision ID – Generated unique key from Supervision table.

Inmate ID – The inmate's ID.

Supervision Display ID – The supervision display ID.

From Facility – Facility where the inmate is coming from.

To Facility – Facility where the inmate is arriving.

Escort Organization – Organization that is escorting the inmate to the facility.

Arrest Organization – Organization that arrested the inmate.

Start Date – Date the supervision period started.

End Date – Date the supervision period ended.

Supervision Reason – Enter a reason why this supervision was entered. For example, NEW for a new supervision.

Supervision Comments – Any supervision comments if desired.

04_supervision_imprisonment_status

	A	B	C	D	E
1	CLIENT_SUPERVISION_ID	IMPRISONMENT_STATUS	IMPRISONMENT_SUBSTATUS	START_DATE	END_DATE
2	1	BOP	PS	21/02/2014 14:13	
3	1	CITY	SPV	21/02/2014 14:14	
4	2	USM	SR	31/03/2013 14:13	30/04/2014 16:35

Client Supervision ID – Foreign generated unique key linked to Supervision table.

Imprisonment Status – Code for imprisonment status.

Imprisonment Sub Status – Code for imprisonment sub-status, if applicable.

Start Date – Date the supervision imprisonment status ended.

End Date – Date the supervision imprisonment status started.

DRAFT - FOR REVIEW ONLY

05_person_images

Important: There must be at least one image for each record in the CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	CLIENT_PERSON_ID	CLIENT_IMAGE_ID	DEFAULT_IMAGE	CAPTURE_DATE	IMAGE_PROFILE_TYPE	IMAGE_POSE_TYPE	FACIAL_DESCRIPTION	PHYSICAL_CHARACTERISTICS	EYE_COLOR	PRIMARY_HAIR_COLOR	SECONDARY_HAIR_COLOR	OTHER_CHARACTERISTICS	COMMENTS	PIT	YAW	ROL	YAWU	ROLU	PITU
2	1	10006	Y	31/03/2014	FRNT	R	SMILE	DIMPRCHK	BLK	STR	BRO	Scar on face	test	0	32	28	0	0	0
3	2	10001	Y	31/03/2014	FRNT	F	NEUTRAL		PNK	BLU			fdgfds	0	0	0	0	0	0
4	3	10003	Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
5	4	10004	Y	31/03/2014	FRNT	F	NEUTRAL		PNK	BLU			fdgfds	0	0	0	0	0	0
6	5	10005	Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
7	6	10006	Y	31/03/2014	FRNT	F	NEUTRAL		PNK	BLU			fdgfds	0	0	0	0	0	0
8		10006	Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
9	1A	10006	Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
10	7		Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
11	8	1E+13	Y	31/03/2014	FRNT	R	SMILE			BLK	BRO		test	0	32	28	0	0	0
12	9	10006	y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
13	10	10006		31/03/2014	FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
14	11	10006	Y		FRNT	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
15	12	10006	Y	31/03/2014		R	SMILE		BLK	BRO			test	0	32	28	0	0	0
16	13	10006	Y	31/03/2014	XXXXXXXXXXXXXXX	R	SMILE		BLK	BRO			test	0	32	28	0	0	0
17	14	10006	Y	31/03/2014	FRNT		SMILE		BLK	BRO			test	0	32	28	0	0	0
18	15	10006	Y	31/03/2014	FRNT	XXXXXXXXXXXXXXX	SMILE		BLK	BRO			test	0	32	28	0	0	0
19	16	10006	Y	31/03/2014	FRNT	R			BLK	BRO			test	0	32	28	0	0	0
20	17	10006	Y	31/03/2014	FRNT	R	XXXXXXXXXXXXXXX		BLK	BRO			test	0	32	28	0	0	0
21	18	10006	Y	31/03/2014	FRNT	R	SMILE			BRO			test	0	32	28	0	0	0
22	19	10006	Y	31/03/2014	FRNT	R	SMILE		XXXXXXXXXXXXXXX	BRO			test	0	32	28	0	0	0
23	20	10006	Y	31/03/2014	FRNT	R	SMILE		BLK				test	0	32	28	0	0	0
24	21	10006	Y	31/03/2014	FRNT	R	SMILE		BLK	XXXXXXXXXXXXXXX			test	0	32	28	0	0	0
25	22	10006	Y	31/03/2014	FRNT	R	SMILE		BLK	BRO			test	-181	32	28	0	0	0

Client Person ID – Generated unique key linked to Person table.

Client Image ID – A unique ID of an image.

Default Image – The default image. There can be only one default image. Yes or no only.

Capture Date – The image capture date.

Image Profile Type – A specific profile of an image, for example, front view, or side view.

Image Pose Type – A specific pose for an image, for example, full front view.

Facial Description – Description of the user's face image, for example, head cover, or eye patch. A user-defined description related to their face.

Image Characteristics – If the person has any distinctive characteristics in the image. For example, a cheek dimple or cleft chin.

Eye Color – Eye color of the person.

Primary Hair Color – Hair color of the person.

Secondary Hair Color – Any other hair color for the person. For example if they have highlights.

Other Characteristics – Any other characteristics of the person that may be applicable. For example a scar on their face.

Comments – Any comments required.

PIT – Pitch angle of the picture. The rotation around the x-axis.

YAW – Yaw angle of the picture. Rotation about the vertical y-axis.

ROL – Roll angle of the picture. Rotation about the z-axis.

YAWU – Uncertainty in degrees for the yaw angle.

ROLU – Uncertainty in degrees for the roll angle.

PITU – Uncertainty in degrees for the pitch angle.

DRAFT - FOR REVIEW ONLY

06_facility_hierarchy

	A	B	C	D	E	F	G	H
1	CLIENT_HIERARCHY_ID	CLIENT_FACILITY_ID	HIERARCHY_LEVEL	HIERARCHY_CODE	PARENT_LEVEL	USAGE	INCIDENT	SHIFT_LOG
2	1	179	1	WING		ACT	Y	N
3	2	179	2	TIER	1	ACT	Y	N
4	3	179	3	ROOM	2	ACT	Y	N
5	4	179	4	BED	3	ACT	Y	N
6	5	179	1	WING		HOU	Y	N
7	6	179	2	TIER	1	HOU	Y	N
8	7	179	3	ROOM	2	HOU	Y	N
9	8	179	4	BED	3	HOU	Y	N
10	9	179	1	WING		STO	Y	N
11	10	179	2	TIER	1	STO	Y	N
12	11	179	3	ROOM	2	STO	Y	N
13	12	179	4	BED	3	STO	Y	N

Client Hierarchy ID –

Client Facility ID – Unique code that is used for a facility. For example, DCXYZ for XYZ Jail.

Hierarchy Level – The current hierarchy level. It can be 1, 2, 3, or 4.

Hierarchy Code – The hierarchy level code. For example, WING, TIER, or ROOM.

Parent Level – The highest level of the hierarchy. For example, TIER is level 1, ROOM is level 2, and BED is level 3.

Usage – The usage location category. Should be one of three values: ACT (activity), HOU (housing), or STO (storage).

Incident – If the facility hierarchy is linked to an incident. Yes or No. (Y/N)

Shift Log - If the facility hierarchy is linked to a shift log. Yes or No. (Y/N)

07_person_associations

	A	B	C	D	E	F	G
1	CLIENT_PERSON_ID	ASSOCIATED_PERSON_ID	ASSOCIATION_TYPE	PERSON_ROLE	ASSOCIATED_PERSON_ROLE	COMMENTS	EXPIRY_DATE
2	1	2	SOC	FATHER	DAU	Family	01/11/2014
3							

Client Person ID – Generated unique key linked to Person table.

Associated Person ID – A unique identification of the person association type record.

Association Type – Classifies the type of association between two persons (family, legal, visits, etc.)

Person Role – How this person is associated, for example, Father, Mother, Sister.

Associated Person Role – Defines the role of the associated person in context of the association type.

Comments – Any comments required.

Expiry Date – When defined, it indicates the association is inactive since the specified date.

DRAFT - FOR REVIEW ONLY

08_person_non_associations

	A	B	C	D	E	F	G	H
1	CLIENT_PERSON_ID	NON_ASSOCIATED_PERSON_ID	NON_ASSOCIATION_TYPE	NON_ASSOCIATED_PERSON_ROLE	COMMENT	EFFECTIVE_DATE	EXPIRY_DATE	CLIENT_AUTHORIZED_BY_ID
2	1	3	CELL	WITNESS	Testing	30/04/2014	01/01/2015	2
3	1	4	CELL	WITNESS	Testing 2	30/04/2014	30/04/2015	2
4	1	2	CELL	WITNESS	Testing 3	30/04/2014		2
5	1	5	CELL	WITNESS	Testing 4	30/04/2013		2

Client Person ID – Generated unique key linked to Person table.

Non Associated Person ID – A unique identification of the person non-association type record.

Non Association Type – Defines the non-associations between two persons.

Non Associated Person Role – Defines the role of the associated person in context of the non-association type.

Comment – Any comments required.

Effective Date – Date when the non-association became active.

Expiry Date – When defined, it indicates the non-association is inactive. Only one active non-association is allowed.

Client Authorized By ID – ID of the staff person who created this non-association.

09_person_cautions

	A	B	C	D	E	F	G	H
1	CLIENT_PERSON_ID	CLIENT_AUTHORIZED_BY_ID	CAUTION_CODE	CAUTION_CATEGORY	EFFECTIVE_DATE	EXPIRY_DATE	COMMENT_DATE	COMMENT_TEXT
2	100000	1	90	MEDICAL	16/05/2014	30/05/2014		
3	100000	1	90	MEDICAL	16/05/2014	30/05/2014	16/05/2014 20:30	This person has diabetes
4	100003	1	100	ADMIN	20/05/2014	14/05/2015	20/05/2014 10:45	Medical Reasons comments and new text
5	100003	1	125	SUICIDAL	20/05/2014			

Client Person ID – Generated unique key linked to Person table.

Client Authorized By ID – ID of the staff person who created this caution.

Caution Code –The type of caution. For example, Medical or Admin.

Caution Category – The category used to classify a kind of person caution.

Effective Date – Date the caution is effective from.

Expiry Date – Date the caution is effective to.

Comment Date – Date of the comment.

Comment Text – Text of the comment.

DRAFT FOR REVIEW ONLY

12_facility_internal_location

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CLIENT_LOCATION_ID	CLIENT_HIERARCHY_ID	LOCATION_CODE	PARENT_LOCATION_ID	CODE_DESCRIPTION	USAGE_SUB_TYPE	OPTIMAL_CAPACITY	OVERFLOW_CAPACITY	LOCATION_COMMENT	INCIDENT	SHIFT_LOG	LOCATION_NA_CELL	LOCATION_NA_TOTAL
2	1	1	W1		My Code description	VISIT	10	0	Testing description size of 512 dklfsdljgfv lghksfndkg	Y	N	Y	Y
3	2	1	W2			VISIT	10	0		Y	Y	Y	Y
4	3	1	W3			VISIT	10	0		Y	Y	Y	Y
5	4	1	W4			VISIT	10	0		Y	Y	Y	Y
6	5	1	W5			VISIT	10	0		Y	Y	Y	Y
7	6	1	W6			VISIT	10	0		Y	Y	Y	Y
8	7	1	W7			VISIT	10	0		Y	Y	Y	Y
9	8	1	W8			VISIT	10	0		Y	Y	Y	Y
10	9	1	W9			VISIT	10	0		Y	Y	Y	Y
11	10	1	W10			VISIT	10	0		Y	Y	Y	Y
12	11	2	T1	10		VISIT	10	0		Y	Y	Y	Y
13	12	3	R1	11	ROOM1X	VISIT	10	0		Y	Y	Y	Y
14	13	4	B1	12	BED-1	VISIT	10	0		Y	Y	Y	Y
15	14	4	B2	12	BED-2	VISIT	10	0	Test bed	Y	Y	Y	Y
16	15	5	HW1			PC	10	0		Y	Y	Y	Y
17	16	6	HT1	15		PC	10	0	Housing comment	Y	Y	Y	Y
18	17	7	HR1	16		PC	10	0		Y	Y	Y	Y
19	18	8	HB1	17		GP	10	5		Y	Y	Y	Y
20	19	8	HB2	17		GP	5	10		Y	Y	Y	Y
21	20	1	W11			GENERAL	10	0		Y	Y	Y	Y
22	21	2	T1	20		GENERAL	10	0		Y	Y	Y	Y

Client Location ID – Generated unique key linked to location table.

Client Hierarchy ID – Generated unique key linked to hierarchy table.

Location Code – The location code for the facility, for example, TIER 1, ROOM1, etc.

Parent Location ID – Generated unique key linked to parent location table.

Code Description – A user-defined description related to the facility internal location.

Usage Sub Type – Any sub-types of usage, required for ACT, HOU and STO. For example, GENERAL, OFF, or VISIT.

Optimal Capacity – The total capacity for a location.

Overflow Capacity – Defines the additional capacity for a location.

Location Comment– Any location comments required.

Incident – If the facility internal location is linked to an incident. Yes or No. (Y/N)

Shift Log - If the facility internal location is linked to a shift log. Yes or No. (Y/N)

Location Non Association Cell – If they are located in a non-association cell.

Location Non Association Total – If they have all non-associations for the facility.

13_facility_internal_location_attribute

	A	B	C	D
1	CLIENT_ATTRIBUTE_ID	CLIENT_LOCATION_ID	ATTRIBUTE_NAME	ATTRIBUTE_VALUE
2	1	18	AGERANGE	ADULT
3	2	18	AGERANGE	JUVENILE
4	3	18	AGERANGE	JUVENILE
5	4	18	SENTENCESTATUS	SENTENCED
6	5	3	ACTIVITYUSAGETYPE	VIDEO

Client Attribute ID – Generated unique key linked to the facility location attribute table.

Client Location ID – Generated unique key linked to location table.

Attribute Name – The facility internal location name.

Attribute Value – The value associated with the facility internal location name.

T - FOR REVIEW ONLY

15_movements

CLIENT_MOVEMENT_ID	CLIENT_PERSON_ID	CLIENT_PERSON_IDENTITY_ID	CLIENT_SUPERVISION_ID	CLIENT_FROM_FACILITY_ID	CLIENT_TO_FACILITY_ID	CLIENT_FROM_LOCATION_ID	CLIENT_TO_LOCATION_ID	MOVEMENT_DATETIME	REPORTING_DATETIME	DIRECTION	CATEGORY	MOVE_TYPE
1	1	1	1	1	1	18	18	01/01/1980 10:00	01/01/1980 9:00	IN	EXTERNAL	ADM
2	1	1	1	1	2	18	18	01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM
3	1	1	1	1	2	18		01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM
4	1	1	1		2	18		01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM
5	1	1	1	1		18		01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM
6	1	1	1	1	2			01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM
7	1	1	1	1	2	18	18	01/01/1980 11:00	02/01/1980 12:00	OUT	INTERNAL	ADM

ESCORT_ORGANIZATION	ESCORT_DETAILS	ARREST_ORGANIZATION	REASON	OUTCOME	STATUS	MOVEMENT_COMMENT	COMMENT_DATE	GROUP_ID	APPLICATION_DATE	APPOVAL_DATE	APPROVAL_COMMENTS	APPROVED_BY_STAFF	TRANSPORTATION
	some escort details for external move		NEW	EXCUSED	COMPLETED	Testing movement 1	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	COMPLETED	Testing Movement 2	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	COMPLETED	Testing Movement 2	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	COMPLETED	Testing Movement 2	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	PENDING	Testing Movement 2	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	PENDING	Testing Movement 2	01/01/1980 9:00						
	some escort details for external move		NEW	EXCUSED	APPREQ	Testing Movement 2							TAX

Client Movement ID – Generated unique key linked to movement table.

Client Person ID – Generated unique key linked to Person table.

Client Person Identity ID – Generated unique key from Personal Information table.

Client Supervision ID – Generated unique key from Supervision table.

Client From Facility ID – Identifier for the facility where the person is being moved from.

Client To Facility ID – Identifier for the location where the person is being moved to.

Client From Location ID – Identifier for the location where the person is being moved from.

Client To Location ID – Identifier for facility where the person is being moved to.

Movement Date Time – The movement date and time.

Reporting Date Time – The date and time the movement was reported.

Category – Type of facility including Custody, Police, or Court.

Move Type – The type of movement.

Escort Organization – The name of the escort organization for this movement.

Escort Details – The details of the escort organization for this movement.

Arrest Organization – The name of the arresting organization.

Reason – The reason for this movement.

Outcome – The outcome of this movement.

Status – The status of the movement.

Movement Comment – Any comments about the movement.

Comment Date – Date of the comment.

Application Date – Date the movement was planned.

Approval Date – Date movement was approved.

Approval Comments – Any comments associated with the approval.

Approved By Staff – The staff member approving this movement.

Transportation – The transportation used for this movement.

DRAFT - FOR REVIEW ONLY

23_SecurityThreatGroup

	A	B	C	D	E	F	G	H	I	J	K
1	CLIENT_ID	CODE	DESCRIPTION	EFFECTIVEDATE	EXPIRYDATE	PARENTID	MEMBERS	STATUS	VALIDATIONSTATUS	STAFFID	FLAG
2	7	Crispy set	Set 2 of Gang 2	34:22.0		2		1		1	1
3	122	Set1	set 1	55:01.5		121		1		1	1
4	130	Athena north	set 1	56:19.4		129		1		1	1
5	128	MiddleMain	Set 3	55:57.5		125		1		1	1
6	3	Hound	Gang 3	32:32.2				1		1	1
7	9	Hound hunter	Set 2 of Gang 3	35:03.0		3		1		1	1
8	124	Set3	Set 3	55:18.7		121		1		1	1
9	107	Pirus	Pirus is a gang	45:53.7				1		1	1
10	109	Pirus south	Set 2 of pirus	46:26.0		107		1		1	1
11	4	Bloodhound	Set 1 of Gang 1	32:54.3		1		1		1	1
12	123	Set2	Set 2	55:08.8		121		1		1	1
13	131	Athen south	ste2	56:27.8		129		1		1	1
14	6	Very crisp	Set 1 of Gang 2	33:29.2		2		1		1	1

Client ID – Unique generated ID from the Client table.

Code – A short code describing this STG.

Description – A description of this STG.

Effective Date – The date after which this STG is activated.

Expiry Date – An expiry date for this STG, if applicable.

Members – Members included in this STG.

Status – The status of the STG, Active or Inactive.

Validation Status – If the STG has been validated or not. Yes or No.

Staff ID – The ID of the staff member creating this STG.

Flag – Yes or No.

DRAFT - FOR REVIEW ONLY

30_Create_SecurityThreatGroup

	A	B	C	D	E	F	G	H	I	J	K
1	CLIENT_STG_ID	CODE	DESCRIPTION	EFFECTIVE_DATE	EXPIRY_DATE	PARENT_STG_ID	MEMBERS	STATUS	VALIDATIONSTATUS	STAFFID	RECORD_STATUS
2	1	Bloods	Gang 1	04/09/2014				Y		1	ACTIVE
3	2	Crisp	Gang 2	04/09/2014				Y		1	ACTIVE
4	3	Hound	Gang 3	04/09/2014				Y		1	ACTIVE
5	4	Bloodhound	Set 1 of Gang 1	04/09/2014		1		Y		1	ACTIVE
6	5	Bloodbath	Set 2 of Gang 1	04/09/2014		1		Y		1	ACTIVE
7	6	Very crisp	Set 1 of Gang 2	04/09/2014		2		Y		1	ACTIVE
8	7	Crispy set	Set 2 of Gang 2	04/09/2014		2		Y		1	ACTIVE
9	8	Greyhound	Set 1 of Gang 3	04/09/2014		3		Y		1	ACTIVE
10	9	Hound hunter	Set 2 of Gang 3	04/09/2014		3		Y		1	ACTIVE
11	107	Pirus	Pirus is a gang	12/09/2014				Y		1	ACTIVE
12	108	Pirus north	Set 1 of pirus	12/09/2014		107		Y		1	ACTIVE
13	109	Pirus south	Set 2 of pirus	12/09/2014		107		Y		1	ACTIVE

Client STG ID – Unique generated ID from the STG table.

Code – A short code describing this STG.

Description – A description of this STG.

Effective Date – The date after which this STG is activated.

Expiry Date – An expiry date for this STG, if applicable.

Parent STG ID –

Members – Members included in this STG.

Status – The status of the STG, Active or Inactive.

Validation Status – If the STG has been validated or not. Yes or No.

Staff ID – The ID of the staff member creating this STG.

DRAFT - FOR REVIEW ONLY

40_shiftlog

	A	B	C	D	E	F	G
1	CLIENT_EVENTLOG_ID	CLIENT_FACILITY_ID	CLIENT_LOCATION_ID	ACTIVITY_TYPE	NARRATIVE	REPORTING_STAFF_ID	EVENT_DATE
2	1	179	12	F_ALARM	<p>	3	20/10/2014 16:45
3	2	179	12	F_ALARM	<p>	1	16/10/2014 15:24
4	3	179	12	COUNT	<p>	3	20/10/2014 9:55
5	4	179	12	F_ALARM	<p>	3	10/11/2014 14:29
6	5	179	12	F_ALARM	<p>	1	07/11/2014 11:22
7	6	179	12	F_ALARM	<p>	3	27/10/2014 14:40
8	7	179	12	F_ALAR	<p>	3	20/10/2014 10:09
9	8	179	12	F_ALARM	<p>	3	07/11/2014 9:34
10		179	12	F_ALARM	<p>	3	07/11/2014 9:34
11	9	999999999	12	F_ALARM	<p>	3	2014-11-07 09:34
12	10	179	999999999	F_ALARM	<p>	3	07/11/2014 9:34

Client Event Log ID – Generated unique key linked to Event Log table.

Client Facility ID – Generated unique key linked to Facility table.

Client Location ID – Generated unique key linked to Location table.

Activity Type – The type of activity described in the shift log.

Narrative – Any comments about the shift log.

Event Date – Date the shift log event occurred.

41_shiftlog_person

	A	B	C	D	E	F
1	CLIENT_SL_PERSON_ID	CLIENT_EVENTLOG_ID	CLIENT_PERSON_ID	CLIENT_SUPERVISION_ID	STAFF_ID	EVENT_ROLE
2	1	4		3		VIC
3	2	4			3	OFF
4	3	4		4		SUS
5	4	4	316			VIC

Client Shift Log Person ID – Generated unique key linked to Shift Log Person table.

Client Event Log ID – Generated unique key linked to Event Log table.

Client Person ID – Generated unique key linked to Person table.

Client Supervision ID – Generated unique key from Supervision table.

Staff ID – The ID of the staff member creating this shift log.

Event Role – The type of role associated with this shift log. For example, VIC (victim), OFF (officer), or SUS (suspect).

DRAFT - REVIEW ONLY

42_shiftlog_images

	A	B	C	D	E	F
1	CLIENT_EVENTLOG_ID	CLIENT_IMAGE_ID	UPLOADED_BY_STAFF_ID	DEFAULT_IMAGE	DESCRIPTION	IMAGE_DATE
2	1	10001	1	Y	Image 1	08/07/2014 15:45
3	1	10002	1	N	Chrys-001-Edited	21/07/2014 16:30
4	1	10006	1	N	Image 2	08/07/2014 23:15
5	1	10006	1	N	Image 3	08/07/2014 2:30
6	1	10006	1	N	Image 4	08/07/2014 10:30
7	2	10003	1	N	Chrys-001-Edited	21/07/2014 15:30
8	2	10004	1	N	Desert-002 to hydra	21/07/2014 4:38
9	2	10005	1	N	Chrys-001-Edited	21/07/2014 20:59
10	888888888	10005	1	N	Chrys-001-Edited	21/07/2014 20:59

Client Event Log ID – Generated unique key linked to Event Log table.

Client Image ID – Generated unique key linked to Image table.

Uploaded By Staff ID – Unique ID of Staff member uploading the images.

Default Image – If this image is the default for this person. Yes or No.

Description – Description of the shift log image.

Image Date – Date of the shift log image.

43_shiftlog_amendments

	A	B	C	D	E
1	CLIENT_AMENDMENT_ID	CLIENT_EVENTLOG_ID	NARRATIVE	AMENDMENT_DATE	REPORTING_STAFF_ID
2	1	3	This has been amended</p>	20/10/2014 10:30	3
3	2	3	This is another amendment	20/10/2014 11:30	3
4		3	This is another amendment	20/10/2014 12:30	3
5	4	9999999999	This is another amendment	20/10/2014 12:30	3

Client Amendment ID – Generated unique key linked to Amendment table.

Client Event Log ID – Generated unique key linked to Event Log table.

Narrative – Any comments required by the shift log amendment.

Amendment Date – Date the shift log was amended.

Reporting Staff ID – The ID of the staff member reporting for this shift log.

DRAFT - FOR REVIEW ONLY

44_casenote

CLIENT_EVENTLOG_ID	CLIENT_SUPERVISION_ID	CLIENT_PARENT_SHIFTLOG_ID	NOTE_TYPE	NOTE_SUB_TYPE	CASE_NOTE_DATE	REPORTING_STAFF_ID	NARRATIVE
1	1		CAU	ACTIVE	15/08/2014 8:45	1	This is a case note
2	1	1A	SYSTEM	SHIFTLOG	15/08/1998 2:33	1	This is a test automated case note
3	999999999	8	SYSTEM	SHIFTLOG	15/08/1998 2:33	1	This is a test automated case note

Client Event Log ID – Generated unique key linked to Event Log table.

Client Supervision ID – Generated unique key from Supervision table.

Client Parent Shift Log ID – Generated unique key linked to Shift Log table.

Note Type – The type of case note.

Note Sub Type – A sub=set of the Note Type if applicable.

Case Note Date – Date when the case note was created.

Reporting Staff ID – The ID of the staff member reporting for this shift log.

Narrative – Any comments required by the case note.

45_casenote_images

	A	B	C	D	E	F
1	CLIENT_EVENTLOG_ID	CLIENT_IMAGE_ID	UPLOADED_BY_STAFF_ID	DEFAULT_IMAGE	DESCRIPTION	IMAGE_DATE
2	1	10001	1	Y	Image 1	08/07/2014 15:45
3	1	10002	1	N	Chrys-001-Edited	21/07/2014 16:30
4	1	10006	1	N	Image 2	08/07/2014 23:15
5	1	10006	1	N	Image 3	08/07/2014 2:30
6	1	10006	1	N	Image 4	08/07/2014 10:30
7	2	10003	1	N	Chrys-001-Edited	21/07/2014 15:30
8	2	10004	1	N	Desert-002 to hydra	21/07/2014 4:38
9	2	10005	1	N	Chrys-001-Edited	21/07/2014 20:59
10	9999999999	10005	1	N	Chrys-001-Edited	21/07/2014 20:59

Client Event Log ID – Generated unique key linked to Event Log table.

Client Image ID – Generated unique key linked to Image table.

Uploaded By Staff ID – – Unique ID of Staff member uploading the images.

Default Image – If this image is the default for this person. Yes or No.

Description – Any comments required by the case note image.

Image Date – Date of the case note image.

DRAFT FOR REVIEW ONLY

46_casenote_amendments

	A	B	C	D	E
1	CLIENT_AMENDMENT_ID	CLIENT_EVENTLOG_ID	NARRATIVE	AMENDMENT_DATE	REPORTING_STAFF_ID
2	1	1	This has been amended	20/10/2014 10:30	3
3	2	1	This is another amendment	20/10/2014 11:30	3

Client Amendment ID – Generated unique key linked to Amendment table.

Client Event Log ID – Generated unique key linked to Event Log table.

Narrative – Any comments required by the case note amendment.

Amendment Date – Date the case note was amended.

Reporting Staff ID – The ID of the staff member reporting for this shift log.

47_staff

	A	B	C	D	E	F	G
1	CLIENT_STAFF_ID	CLIENT_PERSON_ID	CLIENT_PERSON_IDENTITY_ID	JOB_CATEGORY	DEACTIVATION_REASON	START_DATE	END_DATE
2	1	3	3	CON		21/10/2014	
3	2	8	8	CON		30/10/2014	
4	3	133	125	MED		11/11/2014	
5	4	156	147	CON	MAT	22/10/2010	22/10/2020

Client Staff ID – Generated unique key linked to Staff table.

Client Person ID – Generated unique key linked to Person table.

Client Person Identity ID – Generated unique key from Personal Information table.

Job Category – Staff's type of job.

Deactivation Reason – Reason why the staff member was deactivated in the system.

Start Date – Date the staff started their position with the facility.

End Date – Date the staff ended their position with the facility.

DRAFT - FOR REVIEW ONLY

49_staff_skill

	A	B	C	D	E	F	G
1	CLIENT_SKILL_ID	CLIENT_PERSON_ID	SKILL	SKILL_SUB_TYPE	ACQUIRE_DATE	EXPIRY_DATE	SKILL_COMMENT
2	1	3	LANG	RECOFF			
3	2	8	OBPS	WORKS			
4	3	133	SECURIC	INCCOM	18/06/2000	18/06/2020	skill comment
5	4	156	SPECIALS	DBA			

Client Skill ID –

Client Person ID –

Skill – The skill of this staff member.

Skill Sub Type – A sub-set of this staff member's skill, if applicable.

Acquire Date – Date the skill was picked up or acquired.

Expiry Date – Date the skill expired, if applicable.

Skill Comment – Any comments required by the staff skill.

DRAFT - FOR REVIEW ONLY

52_facility_addresses

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	FACILITY_CODE	CLIENT_ADDRESS_ID	ADDRESS_TYPE	UNIT_NUMBER	STREET_NUMBER	STREET_NAME	STREET_CATEGORY	STREET_DIRECTION	CITY_CODE	POSTAL_CODE	COUNTRY_NAME	STATE_CODE	START_DATE	END_DATE	PRIMARY_ADDRESS	HOME_PHONE	MOBILE_PHONE	FAX
2	DCOJL	127	BILLING		12335	Albrook	STR		Lakewood	90712	USA	CA	13/01/2010		Y	(562) 684-3140		
3	ERC	128	PHYSICALx		12335	Albrook	STR		Lakewood	90712	USA	CA	13/01/2010		Y	(562) 684-3140		
4	DDDC	129	RESIDENTIAL		12335	Albrook	STR		Lakewood	90712	USA	CA	13/01/2010		Y	(562) 684-3140		
5	ABCF	130	RESIDENTIAL	13-80808	213	89	RD	S	RICHMOND	798710	USA	AL	01/04/2013	30/04/2014	Y	4234		
6	RICH	131	RESIDENTIAL	13	10090	No3	RD	N	RICHMOND	68769	CAN	AB	14/04/2014		Y	888-000-67688	(333) 333 3333	999 999 9900
7	RICH	132	RESIDENTIAL	105	2710	Grosvenor	DR	N	Victoria	79870	USA	AL	14/04/2014		N			

Facility Code – Unique code that is used for a facility. For example, DCXYZ for XYZ Jail.

Client Address ID – Unique code that is used for client address.

Address Type – The type of address for this entry. For example, Residential, Billing, or Physical.

Unit Number – The townhouse or unit number if applicable.

Street Number – Number of the street, without the street name. For example, 365.

Street Name – Name of the street, without any numbers. For example Main.

Street Category – Type of the street, for example, Road, Street, Drive, etc.

Street Direction – Direction of the street, if applicable.

City Code – The code for the city name.

Postal Code – The five digit zip code, or the six digit postal code.

Country Name – The three digit country code. For example, USA.

State Code – The two digit state code. For example, CA.

Start Date – The starting date that this facility address is active.

End Date – The ending date that this facility address is no longer active.

Primary Address – If the address listed here is their primary address. Yes or No.

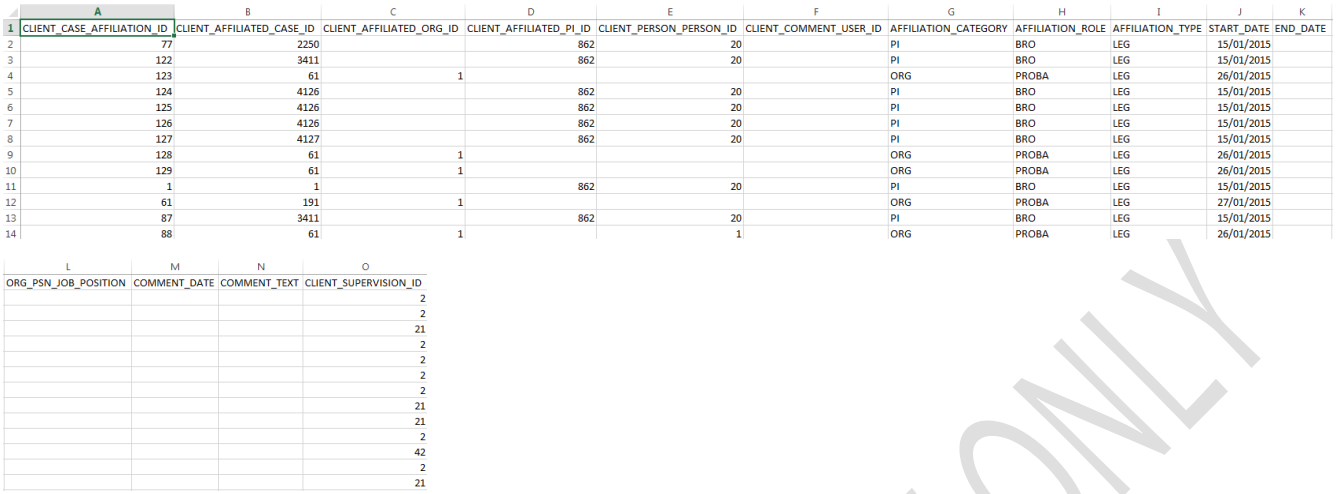
Home Phone – Home telephone number, in the format of XXX XXX XXXX.

Mobile Phone – Cell telephone number, in the format of XXX XXX XXXX.

Fax – Fax machine number, in the format XXX XXX XXXX.

DRAFT - FOR REVIEW ONLY

72_Legal_Case_Affiliations



	A	B	C	D	E	F	G	H	I	J	K
1	CLIENT_CASE_AFFILIATION_ID	CLIENT_AFFILIATED_CASE_ID	CLIENT_AFFILIATED_ORG_ID	CLIENT_AFFILIATED_PI_ID	CLIENT_PERSON_PERSON_ID	CLIENT_COMMENT_USER_ID	AFFILIATION_CATEGORY	AFFILIATION_ROLE	AFFILIATION_TYPE	START_DATE	END_DATE
2	77	2250		862	20		PI	BRO	LEG	15/01/2015	
3	122	3411		862	20		PI	BRO	LEG	15/01/2015	
4	123	61	1				ORG	PROBA	LEG	26/01/2015	
5	124	4126		862	20		PI	BRO	LEG	15/01/2015	
6	125	4126		862	20		PI	BRO	LEG	15/01/2015	
7	126	4126		862	20		PI	BRO	LEG	15/01/2015	
8	127	4127		862	20		PI	BRO	LEG	15/01/2015	
9	128	61	1				ORG	PROBA	LEG	26/01/2015	
10	129	61	1				ORG	PROBA	LEG	26/01/2015	
11	1	1		862	20		PI	BRO	LEG	15/01/2015	
12	61	191	1				ORG	PROBA	LEG	27/01/2015	
13	87	3411		862	20		PI	BRO	LEG	15/01/2015	
14	88	61	1		1		ORG	PROBA	LEG	26/01/2015	

L	M	N	O
ORG_PSN_JOB_POSITION	COMMENT_DATE	COMMENT_TEXT	CLIENT_SUPERVISION_ID
			2
			2
			21
			2
			2
			2
			2
			21
			21
			2
			42
			2
			21

Client Case Affiliation ID – Generated unique key identifier required for mapping tables.

Client Affiliated Case ID – Generated unique key identifier required for mapping tables.

Client Affiliated Org ID – Generated unique key identifier required for mapping tables.

Client Affiliated PI ID – Generated unique key identifier required for mapping tables.

Client Person Person ID – Generated unique key identifier required for mapping tables.

Client Comment User ID – Generated unique key identifier required for mapping tables.

Affiliation Category – Type of affiliation.

Client Supervision ID – Generated unique key identifier required for mapping tables.

DRAFT - FOR REVIEW ONLY

74_02_Legal_Order_Charges

	A	B	C	D
1	CLIENT_ORDER_ID	CLIENT_CHARGE_ID	CLIENT_CASE_ID	CLIENT_SUPERVISION_ID
2	1	1	1	1
3	24	24	21	41
4	25	22	41	41
5	27	24	21	41
6	33	24	21	41
7	35	24	21	41
8	41	41	63	21
9	44	42	64	21
10	47	41	63	21
11	57	42	64	21
12	57	43	64	21

Client Order ID – Generated unique key identifier required for mapping tables.

Client Charge ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

DRAFT - FOR REVIEW ONLY

75_02_Legal_Bail_Conditions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CLIENT_CONDITION_ID	CLIENT_BAIL_ID	CLIENT_CASE_ID	CLIENT_SUPERVISION_ID	START_DATE	END_DATE	CATEGORY	SUB_CATEGORY	CONDITION_SHORT_NAME	AMOUNT	DISTANCE_RESTRICTION	DISTANCE_UNIT	PROGRAM_DURATION	DURATION_UNIT	COMMENT_DATE_TIME	COMMENT_TEXT	COMMENT_USER_ID
2	114	51	21	1	01/02/2015		FINL	RSTITN	Fin Res	100					16/02/2015 18:16	Financial Restitution - Has Amount - $100	mbrown
3	115	51	21	1	01/02/2015		LEGL	BAIL	Bail						16/02/2015 18:16	Bail - No Attribute	mbrown
4	116	52	21	1	16/02/2015		PRGM		Program		50	MI			16/02/2015 18:19	Program - Has Distant Restrictions - 50 Miles	mbrown
5	117	53	1	1	16/02/2015		LEGL	BAIL	Leg Bail				30	YR	16/02/2015 18:21	Legal Bail - Has Duration - 30 Days	mbrown
6	165	70	21	1	11/02/2015		LEGL	BAIL	Leg Bail				10	MN			
7	166	72	21	1	02/02/2015		FINL	RSTITN	Fin Res	100					17/02/2015 15:29	Financial Restitution - Has Amount - $100	mbrown
8	167	75	1	1	15/02/2015	17/02/2015	PRGM		Program		50	MT			17/02/2015 15:34	Program - Has Distant Restrictions - 50 Mtr	mbrown
9	168	77	1	1	17/02/2015		LEGL	BAIL	Bail						17/02/2015 15:38	Legal Bail - No Attribute	mbrown

Client Charge ID – Generated unique key identifier required for mapping tables.

Client Condition ID – Generated unique key identifier required for mapping tables.

Client Bail ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

Start Date – The start date for this legal bail condition.

End Date – The end date if applicable for this legal bail condition.

Category – Type of legal bail condition.

Sub Category – A smaller breakdown of category for this bail condition, if necessary.

Condition Short Name – Shortened name for this legal bail condition.

Amount – The bail amount.

Distance Restriction – Distance limit for bail conditions.

Distance Unit – Distance unit for the distance restriction. For example, Miles or Kilometers.

Program Duration – Length of the program in duration units.

Duration Unit – Length of time unit for the program duration. For example, Year, Month, Day, etc.

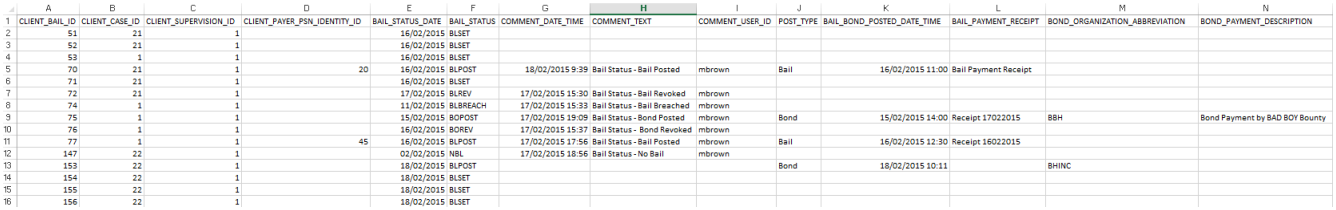
Comment Date/Time – The date and time of the comment.

Comment Text – Enter more information about the bail conditions, if necessary.

Comment User ID – Identifier for the user entering a comment.

DRAFT - FOR REVIEW ONLY

75_Legal_Bail



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CLIENT_BAIL_ID	CLIENT_CASE_ID	CLIENT_SUPERVISION_ID	CLIENT_PAYER_PSN_IDENTITY_ID	BAIL_STATUS_DATE	BAIL_STATUS	COMMENT_DATE_TIME	COMMENT_TEXT	COMMENT_USER_ID	POST_TYPE	BAIL_BOND_POSTED_DATE_TIME	BAIL_PAYMENT_RECEIPT	BOND_ORGANIZATION_ABBREVIATION	BOND_PAYMENT_DESCRIPTION
2	51	21	1		16/02/2015	BLSET								
3	52	21	1		16/02/2015	BLSET								
4	53	1	1		16/02/2015	BLSET								
5	70	21	1	20	16/02/2015	BLPOST	18/02/2015 9:39	Bail Status - Bail Posted	mbrown	Bail	16/02/2015 11:00	Bail Payment Receipt		
6	71	21	1		16/02/2015	BLSET								
7	72	21	1		17/02/2015	BLREV	17/02/2015 15:30	Bail Status - Bail Revoked	mbrown					
8	74	1	1		11/02/2015	BLBREACH	17/02/2015 15:33	Bail Status - Bail Breached	mbrown					
9	75	1	1		15/02/2015	BOPOST	17/02/2015 19:09	Bail Status - Bond Posted	mbrown	Bond	15/02/2015 14:00	Receipt 17022015	BBH	Bond Payment by BAD BOY Bounty
10	76	1	1		16/02/2015	BOREV	17/02/2015 15:37	Bail Status - Bond Revoked	mbrown					
11	77	1	1	45	16/02/2015	BLPOST	17/02/2015 17:56	Bail Status - Bail Posted	mbrown	Bail	16/02/2015 12:30	Receipt 16022015		
12	147	22	1		02/02/2015	NBL	17/02/2015 18:56	Bail Status - No Bail	mbrown					
13	153	22	1		18/02/2015	BLPOST				Bond	18/02/2015 10:11		BHINC	
14	154	22	1		18/02/2015	BLSET								
15	155	22	1		18/02/2015	BLSET								
16	156	22	1		18/02/2015	BLSET								

Client Bail ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

Client Payer PSN Identity ID – Generated unique key identifier required for mapping tables.

Comment Date/Time – The date and time of the comment.

Comment Text – Enter more information about the bail payment, if necessary.

Comment User ID – Identifier for the user entering a comment.

Post Type – Bail type that was posted.

Bail Bond Posted Date/Time – The date and time that the bail bond was posted.

Bond Organization Abbreviation – An abbreviation for the bond organization.

Bond Payment Description – A description of the bond payment (usually who paid the bond) if necessary.

76_02_Legal_Event_Orders

	A	B	C	D
1	CLIENT_EVENT_ID	CLIENT_ORDER_ID	CLIENT_CASE_ID	CLIENT_SUPERVISION_ID
2	1	1	1	1
3	1	2	1	1
4	30	22	21	41
5	38	22	21	41
6	38	24	21	41

Client Event ID – Generated unique key identifier required for mapping tables.

Client Order ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

DRAFT FOR REVIEW ONLY

76_Legal_Events

	A	B	C	D	E	F	G	H	I	J	K	L
1	CLIENT_EVENT_ID	CLIENT_CASE_ID	CLIENT_SUPERVISION_ID	CLIENT_COURT_FACILITY_ID	CLIENT_COURT_ROOM_ID	EVENT_TYPE	EVENT_DATE_TIME	OUTCOME	OUTCOME_DATE_TIME	COMMENT_TEXT	COMMENT_DATE_TIME	JUDGE
2	21	22	1	31		INITCRT	01/08/2014 11:00					
3	22	22	1	29	323	PRELHEAR	27/02/2015 11:00	NBL	27/02/2015 9:57			
4	23	22	1	31		INITCRT	03/03/2015 12:30	RMD	02/03/2015 16:39	Remand Outcome	02/03/2015 16:39	
5	46	21	1	31		INITCRT	06/01/2015 11:30			Initial Court Appearance	06/01/2015 10:08	Mr Aman
6	47	21	1	28		PRELHEAR	06/01/2015 12:00			Preliminary Hearing in Court	06/01/2015 10:09	Mr Beg
7	48	21	1	29		BAILHEAR	06/01/2015 13:00			Bail or Detention Hearing	06/01/2015 10:09	Mr Charlie
8	49	21	1	30		GRDJURY	06/01/2015 14:00			Grand Jury event in Court	06/01/2015 10:10	Mr Danny
9	50	21	1	33		ARRAIGN	06/01/2015 15:00					Mrs Ema
10	51	21	1	32		BAILHEAR	01/01/2015 10:00	NBL	06/01/2015 10:38	Bail Hearing Outcome	08/01/2015 17:42	
11	52	21	1	32		TRIAL	06/01/2015 10:00	DISMISS	08/01/2015 17:44	Trail event in court - Dismiss	08/01/2015 17:44	Mr Fred
12	53	21	1	32		TRIAL	07/01/2015 10:00			Trail event in court	06/01/2015 10:12	Mr Fred
13	54	21	1	31		APPEAL	07/01/2015 12:00			Appeal Hearing	06/01/2015 10:13	Mr Gown
14	55	21	1	31		ARRAIGN	08/01/2015 14:00					
15	56	21	1	31		INITCRT	06/01/2015 11:30			Initial Court Appearance	06/01/2015 10:08	Mr Aman
16	57	21	1	28		PRELHEAR	06/01/2015 12:45			Preliminary Hearing in Court	06/01/2015 10:09	Mr Ben
17	58	21	1	29		BAILHEAR	06/01/2015 13:15			Bail or Detention Hearing	06/01/2015 10:09	Mr Charlie

Client Event ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

Event Type – The type of the event.

Outcome – What the outcome of this event was, usually if the person was guilty, innocent, etc.

Judge – The judge assigned to this event.

77_02_legal_sentence_charges

	A	B	C	D
1	CLIENT_CHARGE_ID	CLIENT_CASE_ID	CLIENT_SENTENCE_ID	CLIENT_SUPERVISION_ID
2	13	555	1111	F0005
3	65	555	2222	F0005
4	66	555	3333	F0005
5	67	555	4444	F0005
6	72	666	5555	F0006
7	73	666	6666	F0006
8	74	666	7777	F0006
9	75	666	8888	F0006
10	76	666	9999	F0006

Client Charge ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Sentence ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

DRAFT VIEW ONLY

77_03_legal_sentence_terms

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CLIENT_TERM_ID	CLIENT_CASE_ID	CLIENT_SENTENCE_ID	CLIENT_SUPERVISION_ID	TERM_TYPE	TERM_CATEGORY	TERM_NAME	DAYS	HOURS	WEEKS	MONTHS	YEARS	TERM_START_DATE	TERM_END_DATE	TERM_STATUS
2	1	555	1111	F0005	DUAL	CUS	MIN	1			1	2	00:00.0		PEND
3	2	555	1111	F0005	DUAL	CUS	MAX	3			4	5	00:00.0		PEND
4	3	555	2222	F0005	THREE	CUS	COM	4	3		6		00:00.0		PEND
5	4	555	2222	F0005	THREE	CUS	MIN	3	4		2	1	00:00.0		PEND
6	5	555	2222	F0005	THREE	CUS	MAX	5	1		3	2	00:00.0		PEND
7	6	555	3333	F0005	SINGLE	CUS	MAX	6	2		5	3	00:00.0		PEND
8	10	666	5555	F0006	THREE	CUS	COM	1	1		2	3	00:00.0		PEND
9	11	666	5555	F0006	THREE	CUS	MAX	3	2		4	5	00:00.0		PEND
10	12	666	5555	F0006	THREE	CUS	MIN	2	1		3	4	00:00.0		PEND
11	13	666	6666	F0006	DUAL	CUS	MIN	1	1		2	3	00:00.0		PEND
12	14	666	6666	F0006	DUAL	CUS	MAX	3	2		4	5	00:00.0		PEND

Client Term ID – Generated unique key identifier required for mapping tables.

Client Case ID – Generated unique key identifier required for mapping tables.

Client Sentence ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

Term Name – The name of the sentence term.

Days – Number of days for this sentence term.

Hours – Number of hours for this sentence term.

Weeks – Number of weeks for this sentence term.

Months – Number of months for this sentence term.

Years – Number of years for this sentence term.

Term Start Date – The start date of this sentence term.

Term End Date – The day this sentence term ends.

Term Status – The current status of this sentence term.

DRAFT - FOR REVIEW ONLY

83_legal_oj_contacts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CLIENT_CONTACT_ID	CLIENT_OJ_ORDER_ID	CLIENT_SUPERVISION_ID	FIRST_NAME	LAST_NAME	ID_NUMBER	ADDRESS	AGENT_CONTACT	CITY	COUNTY	COUNTRY	EMAIL	FAX	PHONE	PROVINCE_STATE	ZIP_CODE
2	1	11	F0000002	TEST1	TEST1		83 Victoria street	SYSCON	London	Westminister	GBR	test@syscon.net	1234567890	1234567		SW12 3PS
3	2	11	F0000002	TEST2	TEST2		83 Vctoria Street	SYSCON UK	London	London	GBR	test2@syscon.net	12345873333	123456789		SW12 7AZ
4	3	11	F0000002	TEST3			99 JAMES STREET	SYSCON TEST3	LONDON	WEST MIDLANDS	USA	test3@syscon.net	22222222222	1111111111	CA	AB34 8JS

Client Contact ID – Generated unique key identifier required for mapping tables.

Client OJ Order ID – Generated unique key identifier required for mapping tables.

Client Supervision ID – Generated unique key identifier required for mapping tables.

First Name – The contact's first name.

Last Name – The contact's last name.

Address – The contact's address.

City – The contact's city.

County – The contact's county.

Country – The contact's country.

Email – The contact's email address.

Fax – The contact's fax number if applicable.

Phone – The contact's phone number.

Province/State – The contact's province or state.

Zip Code/Postal Code – The contact's zip or postal code.

DRAFT - FOR REVIEW ONLY

Section 2 – Data Validation

Once extraction is complete the data is loaded into staging and then into Workflow. The data is loaded to the stage where the CSV format is validated, and then to the Workflow Stage Database, where it is validated against the business rules. It is then loaded to the target Workflow Database, where it becomes a functioning part of the Workflow system.

This section outlines the validation processes.

Data Migration is an iterative process as usually transformations are performed several times before they are fine-tuned.

Workflow is using an ETL_STATUS field per record that is loaded, and that field starts with a 'NEW' value in the staging environment. As the data is 'created' in Workflow it changes to a 'SUCCESS' or 'FAILED' state depending on the validation process. The end result is that the status field assists in re-running the transformation by selecting only 'NEW' records iteratively.

- Data Validation – performed by the implementation team.
    - Error checking, validation on nulls, length etc.
    - Can be done before or after transformation.

Validation Steps

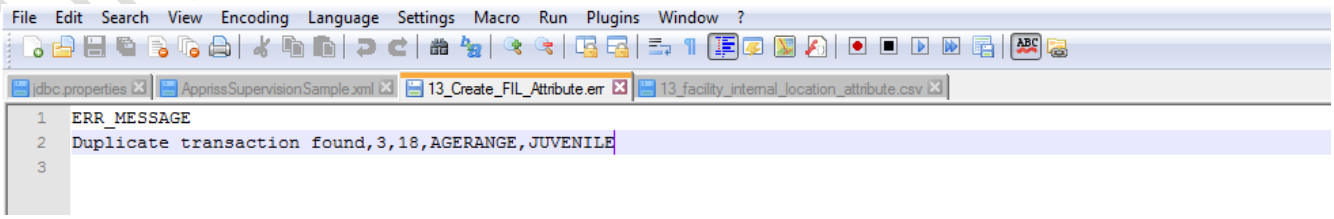
There are five steps to data validation:

1. **Data Validator** – file validation, goes into the error log and is the initial check on the CSV file's format before the data is loaded to staging.
2. **Date Validation** – checks if the date format is correct. If not, it is tracked in the error log.
3. **Unique/Duplicates** – lists and duplicate entries in the error log.
4. **Lookups** – any invalid data is listed in the error log (refer to the Data Validator section below for how to define invalid data in Pentaho).
5. **Conditional Checks** – Branching checks (IF-THEN statements) are processed and filtered. If not correct, they are tracked in the error log.

Error checking (Error Log)

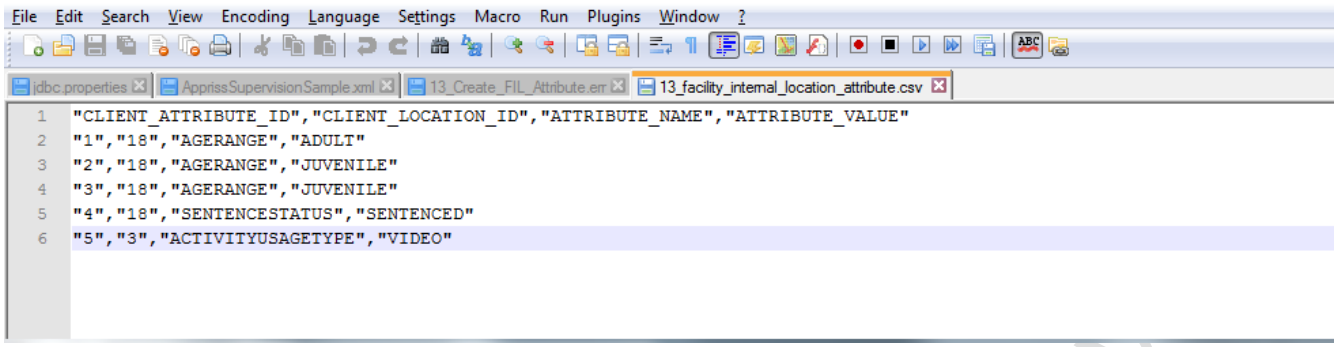
An error file is produced for each CSV included, and is produced if any data integrity or business rule errors exist in the validation.

Error File Format



The error log above contains one error message with the error message type, line number and specific error data included.

DRAFT - FOR REVIEW ONLY



If you check the CSV file, you can see the error is for line 3 and 4, since they are duplicates of **"AGERANGE" "Juvenile"**

Where Error File is Found

The location on your system where the error file is found.

Data Migration → Error -> File name

The error file is the same name as the CSV file to make it easy to figure out which error file goes with their corresponding CSV file.

Meaning of Error Messages

Format: "Error message Type" "Line number" "Data in error"

Error message type – the type of the error. For example, duplicate or date format incorrect.

Line number – the line number in the CSV file the error is associated with.

Data in error – the CSV data that is incorrect.

Note: *For images, there must be at least* ***one*** *image for each record in the CSV file.*

Workflow allows multiple images to be uploaded/captured for one inmate.

If there is at least one image for an inmate, one of those images is marked as the "default" image so it is displayed on the header block and search results.

If there is no image uploaded/captured, then there is no default image ("no photo" picture any time there is no image for that record such as inmate, property, etc.).

Error Handling

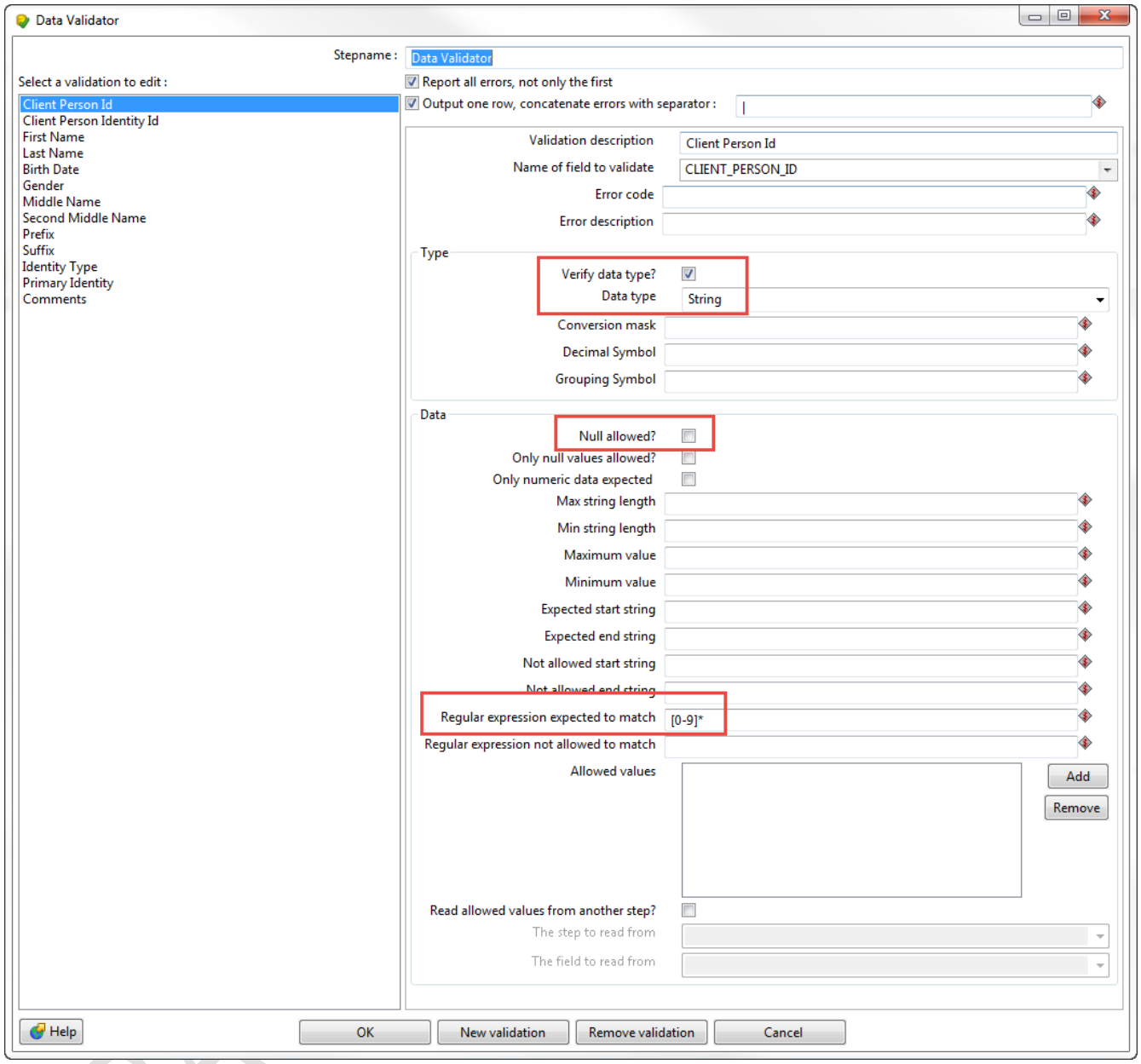
Setup data is performed in advance of the main migration and may require a staging area on the client side to store working tables before creating the job 1 CSV file.

There is a new technique for handling errors. When loading into workflow an error file is created with any records that failed data migration.

DRAFT FOR REVIEW ONLY

Data Validator

The Data Validator is used to check each field for specific conditions that are entered for each field.



Null validation

During validation of field 'CLIENT_PHYSICAL_MARK_ID' we found that its value is null in row <[null]

This error is produced when a field is null and it is a mandatory field.

Allowed Values

Invalid; MARK_POSITION doesn't exist.

During validation of field 'CLIENT_PHYSICAL_MARK_ID' we found that value [1AAAA] is not matching regular expression [[0-9]*]

For the above error, only the numbers 0 to 9 are allowed in the value.

Length validation

This error is produced when the length is too long or too short for the field.

Date Validation

This error is produced when the field is not in the correct date or time format.

For example, yyyy-MM-dd or yyyy-MM-dd HH:mm:ss

Unique/Duplicates

This error is produced when the field is a duplicate when it should be a unique field.

Lookups

Lookup for MARK_TYPE failed in row:

A Lookup fails when it cannot find any data for the row?

DRAFT - FOR REVIEW ONLY

Section 3 - Transform

- Transform
- Using tools (Spoon, Pentaho) to put into Workflow.
- Once complete, need to check data.

Transform Process

Once validation is complete, the following steps are processed:

1. Validation
    a. Data Validator
    b. Null validation
    c. Allowed Values
    d. Length validation
    e. Date Validation
    f. Unique/Duplicates
    g. Lookups
    h. Conditional Checks
2. Constants
3. Mapping (US is for USA etc.)
4. Put data into Workflow Tables

DRAFT - FOR REVIEW ONLY

Database Tables

The following tables are the current Data models used in our data migration. Each data model is listed in the order they are executed.

Master Data (00)

Pentaho Repository folder includes: 00_facility**,** 00_organization**,** 00_reference_code_link**,** and 00_reference_codes.

00_facility

Field Name	Data Type/ Format	Allow Null?	Allowed Values	Description/Constraints/ Reference Set (Domain)
Client Facility ID	Number	No	19	
Facility Code	String	No	64	
Category	String	N/A	N/A	Entity: Domain: FacilityCategory
Sub Category	String	Yes	?	Entity: Domain: FacilityType
Facility Name	String	?	64?	

DRAFT - FOR REVIEW ONLY

oo_organization

Field Name	Data Type/ Format	Allow Null?	Allowed Values	Description/Constraints/ Reference Set (Domain)
Client Organization ID	Number	No	19	
Organization Abbreviation	String	No	64	
Organization Name	String	No	128	
ORI Code	String	Yes	128	
Category Code	String	No	64?	
Parent Organization	Number	Yes	19	

Table Usage	Table Name	Description
Staging	STG_LEG_CHGCHARGE	
Mapping	MAP_LEG_CHCHARGE	
Workflow	LEG_CHGCHARGE	
Workflow	LEG_CHGPLEA	

DRAFT - FOR REVIEW ONLY

oo_reference_code_link

	A	B	C	D
1	REFERENCE_SET	REFERENCE_CODE	LINK_REFERENCE_SET	LINK_REFERENCE_CODE
2	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	ADA
3	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	CONTACT
4	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	GLASS
5	ACTIVITYUSAGETYPE	VISIT	USAGEATTRIBUTE	VIDEO
6	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	ESCP
7	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	JT
8	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LGT
9	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LPRGCDT
10	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	LWRKCRD
11	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	MERIT
12	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	OICDBT
13	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	PRGCDT
14	ADJUSTMENTCLASSIFICATION	MANUAL	ADJUSTMENTTYPE	WORKCDT
15	ADJUSTMENTCLASSIFICATION	SYSG	ADJUSTMENTTYPE	GT

Links are the connection between a parent and its children. In Workflow, links are used to provide the appropriate sub-menu when the parent is selected.

For example, LocationcountryName is a list of valid countries, and is the parent to LocationStateCode, a list of all possible states and provinces.

The LocationCountryName "USA" is linked to the US states, while LocationCountryName "Canada" is linked to Canadian provinces. When you select "USA", Workflow knows to populate the child list (LocationStateCode) with US states, and leave out any others.

Any reference code can have multiple children domains. Other uses include:

Parent	Child	Reason	Linked Ref. Sets	Example parent codes	Example linked child codes
Country	State	Adding location choices for addresses	Parent: LocationCountry Name Child: LocationState Name	USA, Canada, Mexico, etc.	**USA**: Arkansas (AK), Alabama (AL)… **Canada**: BC (BC) Ontario (ON)… **Mexico**: Baja Calf. (BJ)…
Facility Category	Faculty Type	Allowed sub-classes of facilities	Parent: FacilityCategory Child: FacilityType	Court, Police, General, etc.	**Court**: Criminal (CRI), Civil (CIV), Other (OTH)… **Police**: None **General**: None

DRAFT FOR REVIEW

Property	Objects	Better tracking of inmate's property	Parent: PropertyType Child: PropertySubType	Clothing, Jewellery, Electronics, etc.	**Clothing**: Gloves (Gloves), Jacket (Jkt), Shoes (Shoes)… **Jewellery**: Ring (Ring), Watch (Watch)…
Movement	Reason	Limiting the accepted reasons for inmate movements	Parent: MovementType Child: MovementReason	Administrative, Court, Release, etc.	**Adm**: Bail Release (BAILR), Immigration (Imm), New Inmate (New), etc… **Court**: Excused (Execused), Not Excused (NotExcused), Court **Release**: Bail Release (BAILR), Death (Death), Escape (Escp), Time Served (Time), etc...

The business logic in Workflow is programmed to provide users with appropriate options, depending on the selections made.

Expanding on the "Movement" example above, if you select the Movement Reason "Release", Workflow displays the site's accepted release reasons (Bail release, death, escaped, time severed… etc.).

In scenarios where an inmate is being moved to go to Court, Workflow's business logic limits the reasons to two scenarios: "Excused", or "Not excused" because Workflow is programmed to understand that court movements and releases are very different, and are handled using entirely different procedures.

For this reason, Administrators should be cautious when adding new entries to linked Reference Codes.

DRAFT - FOR REVIEW ONLY

Field Name	Data Type/ Format	Allow Null?	Allowed Values	Description/Constraints/ Reference Set (Domain)
Reference Set	N/A	N/A	64	Any reference code can be a parent. The parent can be linked to any number of children. In the CSV file, this Column is a list of all the parents.
Reference Code	N/A	N/A	64	
Link Reference Set	N/A	No	64	Any reference code can be a child. A child can only have one parent. In the CSV file, this Column is a list of all the children linked to the parent selected in "Reference Set".
Link Reference Code	N/A	No	64	

For example:

REFERENCE_SET	REFERENCE_CODE	LINK_REFERENCE_SET	LINK_REFERENCE_CODE
STATUTECOUNTRY	USA	STATUTEPROVINCESTATE	AL
STATUTECOUNTRY	USA	STATUTEPROVINCESTATE	AK
STATUTECOUNTRY	USA	STATUTEPROVINCESTATE	TX
STATUTECOUNTRY	Canada	STATUTEPROVINCESTATE	AB
STATUTECOUNTRY	Canada	STATUTEPROVINCESTATE	ON
STATUTECOUNTRY	Mexico	STATUTEPROVINCESTATE	BCS
STATUTECOUNTRY	Mexico	STATUTEPROVINCESTATE	YUC

DRAFT - FOR REVIEW ONLY

00_reference_codes

Field Name	Data Type/ Format	Allow Null?	Allowed Values	Description/Constraints/ Reference Set (Domain)
Reference Set	String	No	64	
Reference Code	String	No	64	
Description	String	No	64	
Language Code	String	No	64	
Sequence	Number	No	19?	
Default Value	String	No	1	
Active Date	Date	?	6	
Deactivate Date	Date	?	6	

DRAFT - FOR REVIEW ONLY

Glossary

Term	Definition
.CSV Format	A **comma-separated values** (**CSV**) file stores tabular data (numbers and text) in plain-text form, as the file is a sequence of characters, with no data that has to be interpreted instead, as binary numbers. A CSV file consists of any number of records separated by line breaks of some kind; each record consists of fields separated by some other character or string, most commonly a literal comma or tab. Usually, all records have an identical sequence of fields.
Data Headers	Header refers to supplemental data placed at the beginning of a block of data being stored or transmitted. The data following the header is usually the body.
Data Migration	The process of transferring data between computer systems. It is a key consideration for any system implementation, upgrade, or consolidation. Data migration is usually automated, freeing up human resources from tedious tasks.
Data Model	A collection of concepts and rules used in defining data models. A data model provides the details of information to be stored Data models are used to display the data required and created by business processes.
Kettle	Pentaho Data Integration, code-named Kettle, consists of a core data integration (ETL) engine, and GUI applications allowing you to define data integration jobs and transformations. Kettle is an acronym for "Kettle E.T.T.L. Environment." Kettle is designed to help you with the extraction, transformation, transportation and loading of data.
Mapping	
Pentaho	We are using Pentaho's BI tools for Data migration. The Pentaho application is named Kettle.
Reference Code	A group of characters identifying the system status or a specific error condition.
Spoon	Spoon is a graphical user interface that allows you to design transformations and jobs that can be run with the **Kettle** tools — **Pan** and **Kitchen**. Pan is a data transformation engine that performs a multitude of functions such as reading, manipulating, and writing data to and from various data sources. Kitchen is a program that executes jobs designed by Spoon in XML or in a database repository.
Staging Database	A database used to deploy the assembly with its bindings to the test or staging database.

DRAFT - FOR REVIEW ONLY

Term	Definition
Target Database	The data warehouse database object used to store the source data once it is extracted, transformed and transported.
Transform	The process of converting data or information from one format to another, usually from the format of a source system into the required format of a new destination system.
Validation	If a decision has been made to provide a set input file specification for loading data onto the target system, this allows a pre-load 'data validation' step to be put in place, interrupting the standard ETL (Extraction, Transformation, Loading) process. Such a data validation process can be designed to interrogate the data to be transferred, to ensure that it meets the predefined criteria of the target environment, and the input file specification. On-the-fly data validation occurring at the point of loading, which can be designed to report on load rejection errors as the load progresses.

DRAFT - FOR REVIEW ONLY

PRE-PUBLISHING CHECKLISTS:

Generic Proofing (self-check and peer check):

You may want to keep a printout of your document template handy so that you can double check the document against the formatting in the template.

Even the most carefully written guide will have a few typos, pages that break in awkward locations, or a table of contents with incorrect page numbers.

Catching these issues and fixing them requires a trained eye. You need to know what to look for. In such times, it helps to have a checklist of issues to watch for during your proofing pass.

Here is a list of items to watch for when taking a pre-publish look at your work or that of your peers.

- *Flip through review copies and make sure all comments from reviewers were incorporated*
- *Spell check*
- *Regenerate the Table of Contents, or at least spot check the headings and page numbers*
- *Verify that the headers and footers alternate correctly*
- *Verify that the headers match the chapter titles*
- *Verify that the pages are sequentially numbered*
- *Check the copyright date to insure that it includes the current year*
- *Look for images that extend beyond the margins and adjust them, if necessary*
- *Look for images lacking clarity and reshoot or resize them*
- *Check a printout for images that don't show up due to printer errors*
- *Scan a printout for any strange characters or font-substitution issues*
- *Scan for numbered lists and ensure that they are sequentially numbered*
- *Search for any notes to the writer that haven't been removed or hidden*
- *Look for pages that break in awkward places*
- *Verify that trademark symbols are used appropriately for your products and others*
- *Verify that the appropriate cover pages or end pages have been attached, if necessary*
- *Check for images that do not match information described in the text*
- *Regenerate any cross-references to ensure they are up to date*
- *Regenerate the Index [TOC], or at least make sure page numbers are up to date*
- *Check the formatting of headers and footers on special pages, such as the cover, copyright, and first pages of chapters and verify that they match your template / conventions*
- *Check for recent convention decisions that may have been made after the document was written*

- *Look for long tables that break across pages and verify that the column headings are repeated on each page*

This list obviously isn't comprehensive; every document is different and presents unique proofing issues.

PUBLISHING CHECKLIST

- *Ensure proofing and all corrections are completed*
- *Create a PDF file*
- *Working with the PDF file, where a section contains an odd number of pages, insert a blank PDF page; this ensures an even number of pages for each section; this ensures an even number of pages in the entre PDF file; this also ensures the PDF is published for double-sided printing*
- *for guidance on placement of blank pages, see this example:*
- *http://info.syscon.net/download/attachments/230014/ILT_Property.pdf?version=1*

DRAFT - FOR REVIEW