
DCSE Policy & Procedures Unit
Policy Update
PPU 04-08-003
August 4, 2004

SUBJECT: ATLAS Institution List

**Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.**

The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov

The Systems and Automation Help Desk staff have received questions about why caseworkers, locators, and other staff are no longer able to add or modify records within the "Institution List".

When Systems staff began reviewing prison and jail data added to the "Institution List" by automated and manual entry, we found that multiple institution records were being created in error. Institution records were being created each time staff wanted to add information that a custodial parent or non-custodial parent was incarcerated. New institution records were also being created when the address of an existing institution did not match the information received through current automation. We began auditing the automated additions as well as the manual additions and as a first step to clean up the "List", made the decision to restrict access to Help Desk staff only. This decision was made after a six (6) week audit period during which, duplicates of 53 institutions had been manually added.

All institutions listed have unique identification numbers assigned by the system at the time of entry. When an existing institution record is modified, the custodial parent or non-custodial parent tied to that institution becomes lost; the link between the incarcerated individual and the institution is broken. When multiple, new institution records are added, mail is inadvertently sent to incorrect addresses resulting in increased mailing costs and a failure to communicate with the case party.

The next step required to clean up the Institution List will be to add programming that will allow select staff to roll-up or merge the incorrect, multiple entries to one correct record for each listed institution. This proposed programming enhancement will collect the custodial parents or non-custodial parents tied/linked to each institution and move them to the selected correct record/institution so no data will be lost. Systems staff are also attempting to begin receiving updated and accurate listings of all correctional institutions on a regular basis. Automated receipt of current and consistent information would eliminate the need for manual entry or modification, assuring a cleaner listing.