

INITIAL STATEMENT OF REASONS:

The California Department of Corrections and Rehabilitation (CDCR) propose to amend the California Code of Regulations (CCR), Title 15, Division 3, Sections 3043, 3334, 3336, 3337, 3338, 3339, 3341.5, 3359.2, 3375, 3375.2, 3375.3, 3375.4, 3375.5, 3377.1, 3378, and 3379. The Department also proposes to add the definition of Electronic Records Management System (ERMS) to Title 15, Section 3000.

The implementation of the Strategic Offender Management System (SOMS) upgrades and standardizes adult and parole data and population management practices statewide. The goal of the SOMS project is to replace CDCR's disparate legacy application systems and array of paper files with an integrated Offender Management System and Electronic Records Management System. SOMS is comprised of two different applications which include ERMS and SOMS. The systems integrate to gather and compile offender information from all applicable modules and data entry screens. ERMS provides the ability for the conversion of the paper Central File (C-File), juvenile files, parole field files, or documents not contained within the SOMS application to be stored as electronic images that are contained within the ERMS application. Additionally, ERMS also provides the ability for those documents that are not contained in SOMS to be scanned into ERMS, and subsequently linked for easy retrieval from the SOMS application.

The classification process takes into consideration the inmate's needs, interests and desires, his/her behavior and placement score in keeping with the Department and institution's program and security missions and public safety. Integral to this process has been the development of the inmate's Central File (C-File), which is a master file maintained by trained staff within the department containing records regarding each person committed to the jurisdiction of the department. The department has completed converting the paper C-Files into an electronic C-File, which is now called ERMS. As such, existing text in Title 15, Article 10, Classification, must be revised to reflect the transition of moving from completing paper classification forms to electronic data entry of classification information. Also, as the Department is beginning to transition away from the use of paper forms, many form numbers are removed from the above referenced Title 15 sections as they are now replaced by SOMS screens. As these form numbers are being removed from regulatory text, every effort is made to ensure that any regulatory language previously included on the form that is still relevant is now included in the regulatory text.

The classification of felon inmates includes the classification score system as established. A lower placement score indicates lesser security control needs and a higher placement score indicates greater security control needs. SOMS tracks the status of a scoresheet from when it was generated, through review hearings and documentation, until it is finalized. SOMS generates the same three classes of scoresheets as were previously manually generated, the Initial, Reclassification, and Readmission scoresheets. As scoresheets are generated, SOMS gathers and compiles information from all applicable modules and data entry screens. Once the information is available in SOMS, staff needs only to verify and correct the information shown, and add any data that isn't in SOMS and which affects the case and the classification score. ERMS can be used to verify existing data and document data missing from SOMS.

Consideration of Alternatives:

The Department must determine that no reasonable alternatives considered, or that has otherwise been identified and brought to the attention of the Department, would be more effective in carrying out the purpose for which this action is proposed, would be as effective and less burdensome to affected

private persons than the action proposed, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

The Department has made an initial determination that no reasonable alternatives to the regulation have been identified or brought to the attention of the Department that would lessen any adverse impact on small business.

Currently, no reasonable alternatives have been brought to the attention of the Department that would alter the Department's initial determination.

Economic Impact Assessment

In accordance with Government Code Section 11346.3(b), the CDCR has made the following assessments regarding the proposed regulations:

Creation or Elimination of Jobs within the State of California

The Department has determined that the development of electronic classification forms will have no impact on the creation or elimination of existing jobs or businesses within California because those jobs or businesses are not affected by the internal management of prisons.

Creation of New Businesses or Elimination of Existing Businesses within the State of California

The development of electronic classification forms will have no effect on the creation of new or elimination of existing businesses with the State of California because those businesses are not affected by the internal management of prisons.

Expansion of Business Currently Doing Businesses within the State of California

The development of electronic classification forms will have no effect on the expansion of businesses currently doing business within the State of California because they are not affected by the internal management of prisons.

Benefits of the Regulations

The proposed regulatory action will benefit staff within the CDCR as the information previously contained on paper is now contained in a fully automated system and is readily available to CDCR staff trained in the use of SOMS and ERMS. This information will also be available to multiple users statewide.

Reports Relied Upon

The Department, in proposing amendments to these regulations, has not identified nor has it relied upon any technical, theoretical, or empirical study, report, or similar document.

Significant Adverse Economic Impact on Business

The Department has made an initial determination that the proposed language of these regulations will not have a significant adverse economic impact on business because they are not affected by the internal management of prisons.

Specific Purpose and Rationale for Each Section, Per Government Code 11346.2(b)(1):

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Subchapter 4, Article 10,

Subsection Titles 3375.3 through 3375.5 are amended to reflect the removal of the form numbers, incorporate the word “Initial” in 3375.3, and modifying the words “Score Sheet” to “Scoresheet” for consistency. These revisions are reflected again within the three Subsection titles themselves.

3000. Definitions

Section 3000 is amended to add the definition of ERMS. This is necessary to clarify that ERMS provides the ability for the conversion of the paper C-File, juvenile files, parole field files, or documents not contained within the SOMS application to be stored as electronic images.

3043 Credit Earning

Subsections 3043 through 3043(c)(7) remain unchanged.

Subsections 3043(c)(7)(A) through 3043 (c)(7)(C) are amended to reflect that completion of an approved performance milestone is now entered directly into SOMS. There is now no need to complete General Chrono’s to notify supervisors that a course has been successfully completed. Also, responsibilities have shifted due to the advent of SOMS away from the Inmate Assignment Lieutenant directly to Education staff members.

Subsections 3043(c)(8) through 3043(i) remain unchanged.

3334 Behavior Management Unit

Subsections 3334(a) through 3334(c)(5) remain unchanged.

Subsection 3334(c)(6) is amended to remove the language “CDC Form 128-G” from the text. This is necessary as use of this paper form is no longer necessary due to the implementation of SOMS. The title has also been changed to add the word “Committee” to the title of the form.

Subsections 3334(d) through 3334(k) remain unchanged

3336. Segregation Order

Section 3336 opening statement remains unchanged.

Subsections 3336(a) through 3336(d) are amended to reflect the deletion of the paper form CDC Form 114D, Order and Hearing on Segregated Housing. This form has been replaced by a SOMS screen entitled Administrative Segregation Placement Notice. Also, the reasons for segregation placement are now listed in 3336(a).

Subsections 3337 through 3337(d) are amended to reflect the deletion of the paper form CDC Form 114D, Order and Hearing on Segregated Housing.

Subsections 3338(a) through 3338(e) are amended to reflect the deletion of the paper form CDC Form 114D, Order and Hearing on Segregated Housing.

Subsections 3338(f) through 3338(g) remain unchanged.

Subsections 3338(h) through 3338(i) are amended to reflect the deletion of the paper form CDC Form 114D, Order and Hearing on Segregated Housing, as well as the deletion of the CDC paper form 128G which is replaced by a SOMS screen entitled Classification Committee Chrono.

Subsections 3339(a) through 3339(b) remain unchanged.

Subsections 3339(b)(1) through 3339 (b)(5) are amended to reflect the deletion of the paper form CDC Form 114D, Order and Hearing on Segregated Housing.

3341.5 Segregated Housing Units

Subsections 3341.5 through 3341.5(a)(4) remain unchanged.

Subsection 3341.5(a)(5) is amended to reflect the deletion of the paper form CDC Form 812 which is replaced by a SOMS screen entitled Non-Confidential Offender Separation Alerts Section.

Subsections 3341.5(a)(6) through 3341.5(c)(2)(B) remain unchanged.

Subsection 3341.5(c)(2)(B)1 is amended to reflect the deletion of the paper form CDC Form 629-A which is replaced with the SOMS screen SHU Term Computations. Additionally, CDC Form 629-B is also deleted as it is replaced with the SOMS screen entitled SHU Term Computations. The CDC Form 629-A required the caseworker to evaluate factors in aggravation and mitigation for the particular offense the inmate committed based on information from the SHU Term Computation Table. This information allowed the caseworker to calculate the inmates Minimum Eligible Release Date (MERD). While the caseworker must still enter data pertaining to mitigation or aggravating factors into the SOMS screen, SOMS will now automatically calculate the MERD. The SHU Term Computation Table is being left in Title 15 as a reference to both staff and inmates pertaining to additional time added to an inmate's sentence for poor disciplinary behavior. As such, that form is being removed from Title 15. The CDC Form 629-B is also being removed from Title 15. That form was used to calculate subsequent consecutive SHU terms for additional disciplinary actions while the inmate was housed in Segregation. That additional MERD is now automatically calculated by SOMS.

Subsection 3341.5(c)(2)(B)2 remains unchanged.

Subsections 3341.5(c)(2)(B)3 through 3341.5(c)(2)(B)4 are amended to reflect the deletion of the paper forms CDC Form 629-A and 629-B, which have been replaced by SOMS screen entitled SHU Term Computations.

Subsections 3341.5(c)(2)(B)5 through 3341(c)(2)(B)10 remain unchanged.

Subsection 3341.5(c)(2)(C) is amended to reflect the elimination of the paper CDC Form 128G which is replaced by the SOMS screen entitled Classification Committee Chrono.

Subsections 3341.5(c)(3) through 3341.5(c)(9) remain unchanged.

Subsection 3341.5(c)(10) is amended to reflect the elimination of the paper CDC Form 128G which is replaced by the SOMS screen entitled Classification Committee Chrono.

Subsections 3341.5(c)(10)(A) through 3341.5(c)(11)(C) remain unchanged.

Picture of the SHU Time Computation Table inaccurately shows the CDC Form "629-D" (Rev 7/88) as CDC Form "629-B" (Rev 7/88). Additionally, the form is amended to accurately reflect the following:

- The "R" has been added to "CDC" to reflect the department's reorganization and name change that occurred in 2005.

- The Form Number is correctly identified as CDCR 629-D, SHU Time Computation Table.
- The **MERD term** for a 92 month SHU term has been changed to 69 months from 60 months. 60 months was a long standing oversight within the table itself.
- The “NOTE” has been revised to expand on the process of properly calculating a SHU term, to avoid inconsistencies regarding how to properly round a month up or down. The additional language now included in the “NOTE” provides specific instruction to staff if a SHU term has to be calculated manually. These calculations have been incorporated into SOMS when the calculation is being automatically computed.
- The Form will show a revision date of “11/14”.

3359.2 Medical Parole Processing

Subsections 3359.2(a) through 3359.2(d)(14) remain unchanged.

Subsection 3359.2(d)(15) is amended to remove the language “CDC Form 128-G” from the text. This is necessary as use of this paper form is no longer necessary due to the implementation of SOMS. The title has also been changed to add the word “Committee” to the title of the form.

Subsections 3359.2(e) through 3359.2(i) remain unchanged.

3375. Classification Process

Subsections 3375(a) through 3375(f)(7) remain unchanged.

Subsection 3375(g) is amended to remove the language “CDC Form 128-G” from the text. This is necessary as use of this paper form is no longer necessary due to the implementation of SOMS. The title has also been changed to add the word “Committee” to the title of the form.

Subsection 3375(g)(1) through 3375(g)(1)(E) remain unchanged.

Subsection 3375(g)(1)(F) is amended for consistency with previously amended 3375(g).

Subsections 3375(g)(1)(G) through 3375(i) remains unchanged.

Subsections 3375(j) through 3375(j)(4) are amended to remove the language “CDCR Form 839, (Rev. 07/12)” from the text. This is necessary as use of this paper form is no longer necessary due to the implementation of SOMS. The title has also been changed to add the word “Initial” to the title of the form and to correct the words “Score Sheet” to “Scoresheet”.

Subsection 3375(k) through 3375(k)(1) are amended to remove the language “CDCR Form 840 (Rev. 07/12)” from the text. The use of this paper form is also no longer necessary due to the implementation of SOMS. The title remains the same, although the words “Score Sheet” have been modified to “Scoresheet” for consistency.

3375(k)(1)(A) through 3375(k)(1)(C) remain unchanged.

Subsection 3375(k)(2) is amended to remove the language “CDCR Form 841 (Rev. 07/12), CDCR” from the text. The use of this form is no longer necessary due to the implementation of SOMS. The title remains the same, although the words “Score Sheet” have been modified to “Scoresheet” for consistency.

Subsection 3375(l) is unchanged.

3375.2 Administrative Determinants

Subsections 3375.2(a) through 3375.2(b)(7) remain unchanged.

Subsection 3375.2(b)(8) is amended to replace two forms that will no longer be in use due to the implementation of SOMS. “CDC Form 812 (rev. 8/01”, Notice of Critical Case Information – Safety of Persons” is replaced with “Strategic Offender Management System (SOMS) Non-Confidential Offender Separation Alerts.” “CDC Form 812-C (Rev. 8/01), Notice of Critical Information – Confidential Enemies” is replaced with “SOMS Confidential Separation Alerts.”

Subsections 3375.2(b)(9) through 3375.2(b)(10) remain unchanged.

Subsection 3375.2(b)(11) is relocated from former (b)(13) for consistency to maintain the determinants in an alphabetical order.

Subsection 3375.2(b)(12) & (13) are renumbered from (b)(11) & (12) respectively.

New subsection 3375.2(b)(14) is adopted to establish a new three letter administrative determinant acronym. When documentation exists that an inmate has been involved in the act of indecent exposure, the inmate is assigned an administrative determinant of IEX.

Subsections 3375.2(b)(14) through (b)(26) are relocated and renumbered from subsections (b)(13) through 3375.2(b)(25) respectively.

New subsection 3375.2(b)(27) is adopted to establish the new SNY administrative determinant acronym to identify those inmates that require placement on a sensitive needs yard.

Subsections 3375.2(b)(28) through (b)(33) are relocated and renumbered from existing subsections (b)(26) through 3375.2(b)(31).

New subsections 3375.2(c) through 3375.2(c)(3) are adopted as the information formerly contained in subsections 3375.3(g) through 3375.3(g)(2) regarding the responsibilities of the Classification Staff Representative (CSR) are not needed on the SOMS screen entitled Initial Classification Scoresheet. As the Classification scoresheets are now a SOMS automated process, the CSR function to enter various information on the classification scoresheets will no longer be required (i.e. administrative determinants, institution approved). This information is entered in other areas within the SOMS application and no longer is connected with the scoresheet for documentation purposes. This does not relieve the CSR’s from the responsibility to enter these values. They will simply be entering the information on specific input screens not associated with the scoresheet.

3375.3 CDCR Classification Score Sheet, CDCR Form 839, Calculation.

Existing subsection 3375.3 Title is amended to reflect that the paper form 839 is no longer being utilized, the addition of the word “Initial” to the SOMS screen title for clarity, and modifying the words “Score Sheet” to “Scoresheet” for consistency.

Subsections 3375.3 through 3375.3(a)(1)(B) are amended as the department has completed converting the paper C-Files into an electronic C-File within ERMS, which falls within the operating umbrella of SOMS. As such, existing text in these subsections must be revised to reflect the transition of moving from completing paper classification forms to electronic data entry of classification information in SOMS. The paper form # 839 is no longer used; it has been replaced by the Initial Classification Scoresheet electronic screen. Therefore it is no longer necessary to incorporate this form by reference into Title 15. Also, data entries are no longer needed to be entered into specific boxes on the form that would later be entered into an electronic data collection system. Rather they are entered directly into data entry fields that correlate with the fields that were previously entered on the forms. Therefore any reference to a specific box is deleted. Previously it was necessary to calculate the number of points needed to be assessed based on the age on an inmate at the time of first arrest, based on a matrix that was on the form. Those points are now automatically assessed by just inputting

the date of the inmate's first arrest. As the matrix is regulatory in nature, it is now included in Subsection 3375.3(a)(1)(B). Existing language in Subsection 3375.3(a)(1)(B) is deleted as it is no longer necessary to be calculated manually; the calculation is automatically completed within ERMS.

Subsections 3375.3(a)(1)(C) and 3375.3(a)(1)(D) are deleted as the point values and the single digit numbers addressed on the form are now automatically entered on the ERMS screen.

Subsections 3375.3(a)(2) through 3375.3(a)(2)(B) are amended as a result of the conversion of paper C-Files to electronic files. The inmate's date of reception for the current commitment offense is automatically populated by SOMS; this information is entered into SOMS only once at the time of reception and will then be automatically be populated into any SOMS field where it is required. Previously it was necessary for the caseworker to determine the points to be assessed based on the inmate's age at reception; a matrix for this calculation was printed on the form. The assessment is now automatically computed, the matrix is now included in the regulations.

Subsection 3375.3(a)(2)(C) is deleted as the computer automatically knows that this particular point assessment is a single digit value.

Subsections 3375.3(a)(3) through 3375.3(a)(3)(C) are amended to reflect the new automated SOMS system. For example, the inmate's term for the current commitment offense is automatically populated, and specific boxes no longer need to be filled in with data. Also, previously the caseworker would have to calculate the final term score. Now that score is automatically calculated, so the language in 3375.3(a)(3)(B) is no longer valid and is deleted; a single added sentence explains the automated process. Also, corrections are no longer made on the Initial Classification Scoresheet, only on the Reclassification Scoresheet.

Subsections 3375.3(a)(4) through 3375.3(a)(4)(A)11 are amended to correlate the list of inmate affiliations with disruptive groups to the same order that appears in the SOMS screen. Also, one additional category is listed that was not previously detailed on the form, and that is "Not Applicable" in the event an inmate is not affiliated with any disruptive group.

Subsections 3375.3(a)(4)(B) through 3375.3(a)(4)(B)11 are amended to also rearrange the list of verification selections to correlate with the order they appear on the SOMS drop down screen. For example, what was previously "Code A – Self-Admission" in subsection 3375.3(a)(4)(B)1, has been relocated to (4)(B)8. The only text that has actually been deleted are the letters assigned to a code. SOMS electronically assigns those now based on the verification method selected.

Subsection 3375.3(a)(5) is deleted as the entire correction process has been streamlined and is only conducted on the Reclassification Scoresheet. Also, CDCR no longer automatically assess additional classification points for mental illness.

Subsection 3375.3(a)(6) is renumbered to (5) and amended to reflect that data is now entered into a computer field as opposed to a series of boxes on a form. Also, calculations that were previously computed by a caseworker are now auto calculated by a computer program.

Subsection 3375.3(a)(5)(A) is amended to reflect that data is no longer entered onto a form.

Subsections 3375.3(a)(5)(A)1 through 3375.3(a)(5)(A)3 remain unchanged.

Subsection 3375.3(a)(7) is renumbered to (6) and amended to also reflect that data is no longer entered onto a form.

Subsections 3375.3(a)(6)(A) through 3375.3(a)(6)(B) are amended to reflect that data is no longer entered onto forms.

Existing subsections 3375.3(a)(6)(B)(1) through 3375.3(a)(6)(B)(2) remain unchanged.

Subsections 3375.3(a)(8) through 3375.3(a)(8)3 are deleted as corrections are no longer conducted on the Initial Classification Scoresheet. The corrections process for the SOMS classification release will differ from the current paper process in that scoresheet corrections will no longer be done on the specific type of scoresheet to be corrected. If a prior scoresheet requires corrections in SOMS, a reclassification scoresheet will be completed with a type of “Recalculation” and the scoresheet to be corrected shall have its status changed to “Corrected”. In SOMS regardless of the type of scoresheet to be corrected all corrections will be made on a SOMS Reclassification Scoresheet.

Subsections 3375.3(b) through 3375.3(b)(1) are amended to reflect that data is no longer entered onto forms.

Subsections 3375.3(b)(2) through 3375.3(b)(2)(B) remain unchanged.

Subsections 3375.3(b)(3) through 3375.3(b)(4)(H)2 are amended to reflect that data is now entered into a computer field and not onto a paper form. Also, calculations that were previously computed by the caseworker are now auto calculated by a computer program.

Subsections 3375.3(c) through 3375.3(c)(2) are amended to reflect that data is no longer entered onto forms, and that classification scores are now auto calculated. Also, subsection 3375.3(c)(2) is deleted as the computer is programmed to automatically right justify the score.

Subsection 3375.3(d) is amended as a portion of this section heading is duplicative due to the implementation of SOMS. Caseworkers are still required to select an appropriate mandatory minimum score factor from a SOMS drop down menu. However, the score associated with that factor is now automatically entered onto the SOMS screen once the factor is selected, and does not have to be manually onto a form.

Subsections 3375.3(d)(1) through 3375.3(d)(3) remain unchanged.

Subsections 3375.3(d)(3)(A) through 3375(e)(3) are amended to reflect that manual entries onto paper forms are no longer necessary. SOMS automatically enters or calculates scores, such as the mandatory minimum score or the placement score. The mandatory minimum score factors are now listed in the regulations due to their regulatory nature and the discontinuance of the paper form.

Subsection 3375.3(e)(4) is adopted to add emphasis to the importance of a correctly calculated placement score as this score is what is used the proper security level that is assigned to an inmate.

Subsections 3375.3(f) through 3375.3(f)(3) are deleted as this method of tracking special case factors is no longer used due to the implementation of SOMS. This information is now entered and tracked in other areas of SOMS. For example, the A and P are both associated with the SOMS detainers, and that language can be removed as there are other areas within SOMS where that information is entered. The A is a SOMS detainer, the P is a Potential Detainer Investigation. The R is a value that is entered via the classification review screen under the suffix area within SOMS. So those values are no longer associated with the score sheets.

Subsections 3375.3(g) through 3375.3(g)(2) are deleted as this information is no longer needed due to the deletion of this paper form. As the Classification scoresheets are now a SOMS automated process, the CSR function to enter various information on the classification scoresheets is longer be required (i.e. administrative determinants, institution approved). This information is entered in other audit areas within the SOMS application and no longer is connected with the scoresheet for documentation purposes. This does not relieve the CSR’s from the responsibility to enter these values. They will simply be entering the information on specific input screens not associated with the scoresheet. The CSR audit function is still required; the information pertaining to this requirement has been relocated to Section 3375.2, Administrative Determinants.

3375.4 CDCR Reclassification Score Sheet, CDCR Form 940, Calculation.

Existing Subsection 3375.4 Title is amended to reflect that the paper form 840 is no longer being utilized. The information and calculations that were previously incorporated onto that form are now incorporated into a SOMS electronic screen entitled Reclassification Scoresheet; the form number is deleted from the title. Also, the words “Score Sheet” have been adjusted to “Scoresheet” for consistency.

Subsections 3375.4 through 3375.4(a)(3)(A) are amended to again show the elimination of the form 840. Also, information that previously was required to be entered by the caseworker is now automatically entered by SOMS from other data fields. This information, plus additional information specific to a reclassification scoresheet, such as whether the scoresheet pertains to a 6 month review or an annual review, is added to the opening paragraph of 3375.4. The remaining amendments to these subsections that reflected what were manual entries previously are now deleted, and language is added to reflect where SOMS auto calculates data.

Subsection 3375.4(a)(3)(B) remains unchanged.

Subsections 3375.4(b) through 3375.4(b)(1) are amended to reflect that information is now entered into a SOMS screen, not onto a form, and that much of the previous information that had to be recorded manually is now automatically entered.

Subsections 3375.4(b)(1)(A) through 3375.4(b)(1)(B) remain unchanged.

Subsection 3375.4(b)(2) is amended to reflect that additional points are assessed for a battery automatically by SOMS, and no longer must be manually entered onto a paper form.

Subsection 3375.4(b)(2)(A) remains unchanged.

Subsection 3375.4(b)(3) is amended to reflect that a manual entry onto a paper form is no longer needed as this is auto calculated by SOMS.

Subsection 3375.4(b)(3)(A) through 3375.4(b)(3)(B) remain unchanged.

Subsections 3375.4(b)(4) through 3375.4(b)(7)(B) are amended to reflect that SOMS will now auto calculate additional classification points which will eliminate the need for manual entries onto a paper form.

Subsections 3375.4(c) through 3375.4(c)(2) are amended the corrections process for the SOMS classification release will differ from the current paper process in that scoresheet corrections will no longer be done on the specific type of scoresheet to be corrected. If a prior scoresheet requires corrections in SOMS, a reclassification scoresheet will be completed with a type of “Recalculation” and the scoresheet to be corrected shall have its status changed to “Corrected”. In SOMS, regardless of the type of scoresheet to be corrected, all corrections will be made on a SOMS Reclassification Scoresheet.

Subsections 3375.4(d) through 3375.4(d)(1) are amended to reflect a correction to the title of this subsection from “Computation of Prior Preliminary Score” to “Computation of Score”, which more accurately reflects the title of this subsection. Existing language in Subsection 3375.4(d)(1) is deleted as the manual calculation of a classification score is no longer done. The caseworker must enter the date of the prior preliminary scoresheet; SOMS will auto populate that score. Any necessary change to any of the three scoresheets is conducted in this subsection.

Subsections 3375.4(d)(2) through 3375.4(d)(4) are deleted as the computations that were previously done manually are now computed by SOMS. If a prior scoresheet requires corrections in SOMS, a reclassification scoresheet will be completed with a type of “Recalculation” and the scoresheet to be corrected shall have its status changed to “Corrected”. Also, any corrections to all three scoresheets are now conducted in this subsection of the Reclassification Scoresheet.

Subsections 3375.4(e) through 3375.4(e)(2) are amended to reflect that manual entries regarding a change in a classification score are no longer necessary, they are automatically computed by SOMS. Additionally, SOMS Also provides for an adjustment for favorable points since the Corrected Scoresheet.

Subsections 3375.4(f) through 3375.4(f)(1) remain unchanged.

Subsection 3375.4(f)(2) is amended to delete language that requires a manual entry, as this computation is automatically entered by SOMS.

Subsection 3375.4(g) is amended to add the word “sentence” for clarification and to correlate to language on the SOMS screen. Also, form boxes no longer need to be manually filled in and are deleted from the text.

Subsections 3375.4(g)(1) through 3375.4(g)(2)(A) remain unchanged.

Subsections 3375.4(g)(2)(B) through 3375.4(g)(4) are amended to reflect that caseworkers no longer need to perform calculations on a paper form; they are automatically calculated within SOMS. Also, the Form 840 number and revision date have been deleted as they are no longer used.

Subsections 3375.4(h) through 3375.4(h)(2) are amended to reflect that SOMS now automatically calculates classification scores. Also, language directing the caseworker to right justify a score is deleted; SOMS automatically will do that.

Subsection 3375.4(i) is amended as a portion of this section heading is duplicative due to the implementation of SOMS. Caseworkers are still required to select an appropriate mandatory minimum score factor from a SOMS drop down menu. However, the score associated with that factor is now automatically entered onto the SOMS screen once the factor is selected, and does not have to be manually entered onto a form.

Subsections 3375.4(i)(1) through 3375.4(i)(3) remain unchanged.

Subsections 3375.4(i)(3)(A) through 3375.4(j)(3) are amended to reflect that manual entries onto paper forms are no longer necessary. SOMS automatically enters or calculates scores, such as the mandatory minimum score or the placement score. The mandatory minimum score factors are now listed in the regulations due to their regulatory nature and the discontinuance of the paper form.

Subsection 3375.4(j)(4) remains unchanged.

Subsections 3375.4(k) through 3375.4(k)(4) are deleted as this method of tracking special case factors is no longer used due to the implementation of SOMS. This information is now entered and tracked in other areas of SOMS. For example, the A and P are both associated with the SOMS detainers, and that language can be removed as there are other areas within SOMS where that information is entered. The A is a SOMS detainer, the P is a Potential Detainer Investigation. The R is a value that is entered via the classification review screen under the suffix area within SOMS. So those values are no longer associated with the score sheets.

Subsections 3375.4(l) through 3375.4(l)(2) are deleted as this information is no longer needed due to the deletion of this paper form. As the Classification scoresheets are now a SOMS automated process, the CSR function to enter various information on the classification scoresheets is longer be required (i.e. administrative determinants, institution approved). This information is entered in other audit areas within the SOMS application and no longer is connected with the scoresheet for documentation purposes. This does not relieve the CSR’s from the responsibility to enter these values. They will simply be entering the information on specific input screens not associated with the scoresheet. The CSR audit function is still required; the information pertaining to this requirement has been relocated to Section 3375.2, Administrative Determinants.

Subsection 3375.4(m) remains unchanged.

3375.5 CDCR Readmission Score Sheet, CDCR Form 841, Calculation.

Existing Subsection 3375.5 Title is amended to reflect that the paper form 841 is no longer being utilized. The information and calculations that were previously incorporated onto that form are now incorporated into a SOMS electronic screen entitled Reclassification Scoresheet; the form number is deleted from the title. Also, the words “Score Sheet” have been adjusted to “Scoresheet” for consistency.

Subsection 3375.5 Initial Sentence is amended as the paper Form 841 is longer used. The regulatory content of this form is now included on a respective SOMS screen. New language is adopted that actually explains the purpose of a Readmission Scoresheet.

Subsections 3375.5(a) through 3375.5(b)(2) are amended to reflect the elimination of the Form 841. Also, information that previously was required to be entered by the caseworker is now automatically entered by SOMS from other data fields. This information, plus additional information specific to a readmission scoresheet are added to the opening subsections of 3375.5, which has now been renumbered to 3375.5(a). Former 3375.5(a) is now renumbered to 3375.5(b). The remaining amendments to these subsections that reflect what were manual entries previously are now deleted, and language is added to reflect where SOMS auto calculates data.

Subsection 3375.5(b)(3) remains unchanged.

Subsections 3375.5(b)(3)(B) through 3375.5(b)(3)(C) are amended to reflect that SOMS will now auto calculate classification points which will eliminate the need for manual entries onto a paper form.

Subsections 3375.5(b)(C)(1) through 3375.5(b)(C)(2) remains unchanged.

Subsections 3375.5(c) through 3375.5(c)(1) are amended to reflect that SOMS will now auto calculate these classification points which will eliminate the need for manual entries onto a paper form.

Subsection 3375.5(c)(1)(A) remains unchanged.

Subsections 3375.5(c)(1)(B) through 3375.5(c)(2) are amended to reflect that SOMS will now auto calculate these classification points which will eliminate the need for manual entries onto a paper form.

Subsection 3375.5(c)(3) remains unchanged.

Subsection 3375.5(c)(4) is amended to reflect that SOMS will automatically asses the correct number of points for a battery, and that calculations do not need to be entered onto a paper form.

Subsections 3375.5(c)(4)(A) through 3375.5(c)(4)(B) remains unchanged.

Subsections 3375.5(c)(5) through 3375.5(c)(8) are amended to reflect that SOMS will automatically asses the correct number of points for a particular offense, and that calculations do not need to be entered onto a paper form.

Subsections 3375.5(c)(8)(A) through 3375.5(c)(8)(B) remains unchanged.

Subsections 3375.5(d) through 3375.5(d)(1) are amended to reflect that SOMS will automatically enter the last classification score whether it be from an Initial, Classification, or Readmission Scoresheet. The word “preliminary” is deleted for accuracy as the score that is auto calculated is a prior score, not a preliminary score.

Subsections 3375.5(d)(2) through 3375.5(d)(4) are deleted as SOMS has automatically determined what the most recent prior score is and which scoresheet was last completed. As such, instructions as to which scoresheet to retrieve this information from are no longer necessary.

Subsections 3375.5(e) through 3375.5(e)(2) are amended to remove language that instructs the caseworker to calculate the score, when SOMS automatically will calculate that score.

Subsection 3375.5(f) is amended for renumbering.

Subsection 3375.5(f)(1) remains unchanged.

Existing Subsection 3375.5(f)(2) is deleted as the recording of this value is now automatically provided by SOMS.

Subsection 3375.5(f)(3) is renumbered to 3375.5(f)(2) as previously existing 375.5(f)(2) has been deleted.

Subsection 3375.5(g) is amended due to renumbering from 3375.5(f), as well as due to the elimination of the requirement that specific boxes on a paper form would need to be completed.

Subsection 3375.5(g)(1) remains unchanged.

Subsections 3375.5(g)(2) through 3375.5(g)(6) are amended to reflect the elimination of the Form 840. Also, information or computations that previously were required to be entered onto the form by the caseworker are now automatically entered by SOMS.

Subsection 3375.5(h) is amended due to renumbering from 3375.5(g), as well as due to the elimination of the requirement that specific boxes on a paper form would need to be completed.

Subsection 3375.5(h)(1) remains unchanged.

Existing Subsection 3375.5(h)(2) is deleted as SOMS will now automatically right justify entries.

Subsection 3375.5(h)(3) is renumbered to (2) due to the elimination of previously existing 3375.5(h)(2).

Subsection 3375.5(i) is amended as a portion of this section heading is duplicative due to the implementation of SOMS. Caseworkers are still required to select an appropriate mandatory minimum score factor from a SOMS drop down menu. However, the score associated with that factor is now automatically entered onto the SOMS screen once the factor is selected, and does not have to be manually entered onto a form.

Subsections 3375.5(i)(1) through 3375.5(i)(3) remain unchanged.

Subsections 3375.5(i)(3)(A) through 3375.5(k)(3) are amended to reflect that manual entries onto paper forms are no longer necessary. SOMS automatically enters or calculates scores, such as the mandatory minimum score or the placement score. The mandatory minimum score factors are now listed in the regulations due to their regulatory nature and the discontinuance of the paper form.

Subsection 3375.5(k)(4) remains unchanged.

Subsections 3375.5(j) through 3375.5(j)(3) are deleted as this method of tracking special case factors is no longer used due to the implementation of SOMS. This information is now entered and tracked in other areas of SOMS. For example, the A and P are both associated with the SOMS detainers, and that language can be removed as there are other areas within SOMS where that information is entered. The A is a SOMS detainer, the P is a Potential Detainer Investigation. The R is a value that is entered via the classification review screen under the suffix area within SOMS. So those values are no longer associated with the score sheets. This information is now entered and tracked on a separate SOMS screen.

Subsections 3375.5(k) through 3375.5(k)(B)(3) are deleted as this information is no longer needed due to the deletion of this paper form. As the Classification scoresheets are now a SOMS automated process, the CSR function to enter various information on the classification scoresheets is longer be required (i.e. administrative determinants, institution approved). This information is entered in other audit areas within the SOMS application and no longer is connected with the scoresheet for documentation purposes. This does not relieve the CSR's from the responsibility to enter these values.

They will simply be entering the information on specific input screens not associated with the scoresheet. The CSR audit function is still required; the information pertaining to this requirement has been relocated to Section 3375.2, Administrative Determinants.

3377.1 Inmate Custody Designations.

Subsections 3377.1(a) through 3377.1(b)(4) remain unchanged.

Subsection 3377.1(b)(5) is amended to reflect that the CDC Form 128-G is no longer used; it has been replaced by the SOMS screen titled Classification Committee Chrono. It should be noted that the Form 128-G was a blank form, as is the Classification Committee Chrono SOMS screen, and is used to record what transpired/decisions at a specific classification committee.

Subsections 3377.1(b)(5)(A) through 3377.1(d)(3)(B) remain unchanged.

3378 Documentation of Critical Case Information.

Subsection 3378(a) is amended to replace two forms that will no longer be in use due to the implementation of SOMS. “CDC Form 812 (rev. 8/01”, Notice of Critical Case Information – Safety of Persons” is replaced with “Strategic Offender Management System (SOMS) Non-Confidential Offender Separation Alerts.” “CDC Form 812-C (Rev. 8/01), Notice of Critical Information – Confidential Enemies” is replaced with “SOMS Confidential Separation Alerts.”

Subsections 3378(b) through 3378(b)(3) are amended to also reflect the deletion of the two forms noted in the previous subsection. Also, the word “forms” in subsection 3378(b)(1) is deleted and replaced with the word “information” for consistency and to reflect that these two paper forms are no longer used.

Subsection 3378(c) remains unchanged.

Subsections 3378.1 through 3378.3 remain unchanged.

3379 Inmate Transfers.

Subsections 3379(a) through 3379(a)(9)(C)3 remain unchanged.

Subsection 3379(a)(9)(D) is amended to reflect the elimination of the CDC Form 128-B due to the implementation of SOMS. The title of the corresponding SOMS screen now is called SOMS Case Notes.

Subsections 3379(a)(9)(E) through 3379(a)(9)(E)1 remain unchanged.

Subsection 3379(a)(9)(E)2 is amended to be consistent in reflecting the elimination of the Form 128G to be replaced by the SOMS Classification Committee Chrono.

Subsection 3379(a)(9)(F) remains unchanged.

Subsections 3379(a)(9)(F)1 is amended to show that the CDCR Form 2168 has been discontinued, although the SOMS screen title will continue to remain entitled Attorney Waiver Statement.

Subsections 3379(a)(9)(F)2 through 3379(d)(4) remain unchanged.