

Community Supervision Tracking System



Application Manual

JULY 2020

*TEXAS DEPARTMENT OF CRIMINAL JUSTICE
COMMUNITY JUSTICE ASSISTANCE DIVISION*

Table of Contents

This manual serves as a comprehensive reference guide that covers various technical aspects of CSTS and the various applications used to interact with CSTS. It also covers other applications used to gather information for CSTS.

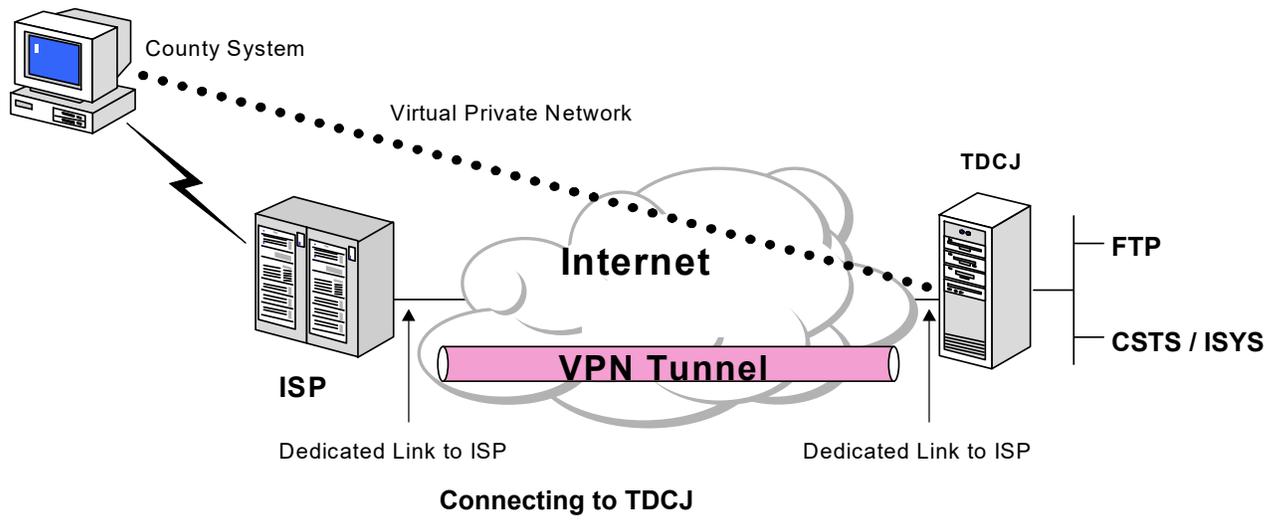
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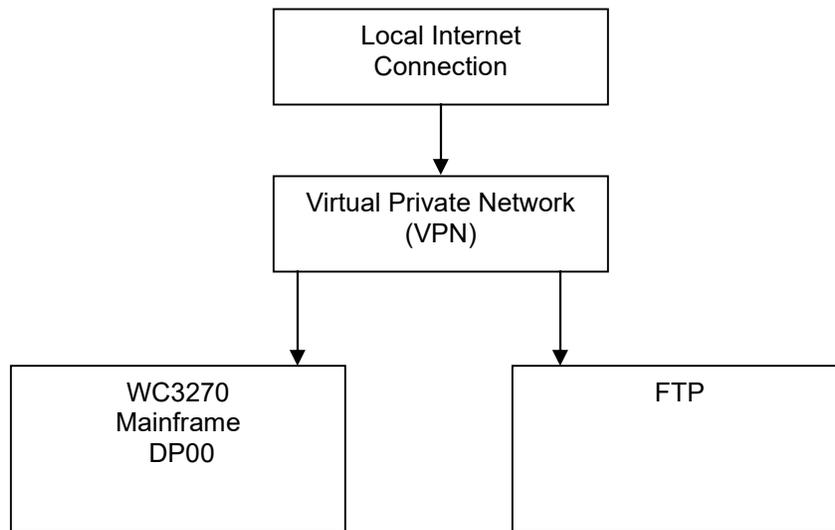
C HAPTER 1: TDCJ VIRTUAL PRIVATE NETORK (VPN)



USER ACCOUNTS

In essence, there may be up to five accounts and passwords to manage. These are the accounts.

1. **Internet account:** If you have a dial up account to connect to the Internet, your Internet Service Provider has given you a username and password.
2. **Virtual Private Network (VPN):** This account is administered by the CSTS Unit. The VPN account must first be established before accessing all other TDCJ applications (FTP, WC3270, Mainframe, etc).
3. **WC3270:** Terminal emulation program accessed though a web browser that allows you to work with mainframe applications. Administered by TDCJ Data Services.
4. **Mainframe** Allows a user to access all of the different applications on the mainframe, i.e., DP00 (Flash Notices). Also administered by TDCJ Data Services.
5. **File Transfer Protocol (FTP):** Allows a user to transfer files to the TDCJ FTP Server. Administered by TDCJ Data Services.



Order of Connection

Virtual Private Networking Setup (VPN)

GETTING STARTED

The first step in connecting to the TDCJ mainframe is establishing a connection to the Internet through a LAN connection.

The next step is establishing a Virtual Private Networking connection. TDCJ uses the Cisco Anyconnect Mobility Client for virtual private networking, and this client is used with Windows 7 and 10.

Installation documents are available upon request for the VPN client. If you encounter problems with the installation, contact your CSTS point of contact.

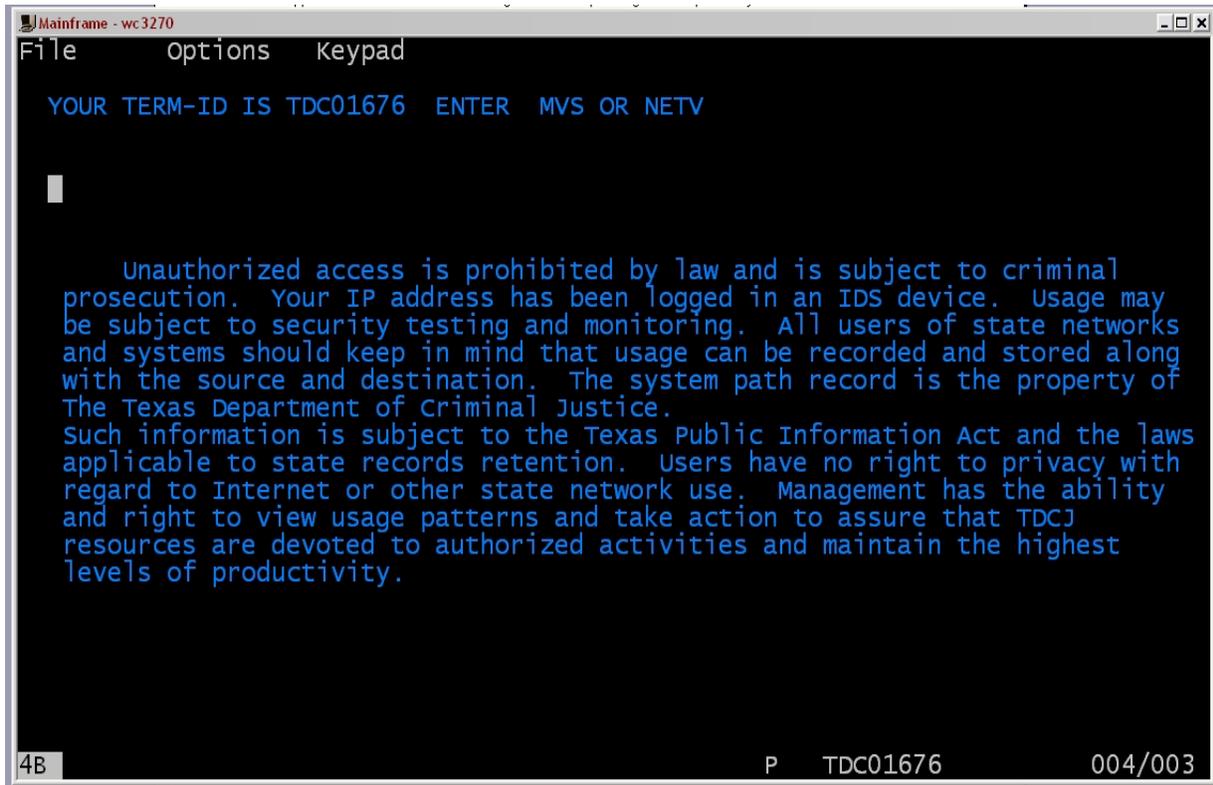
C HAPTER 2: MAINFRAME APPLICATIONS

Mainframe Interface

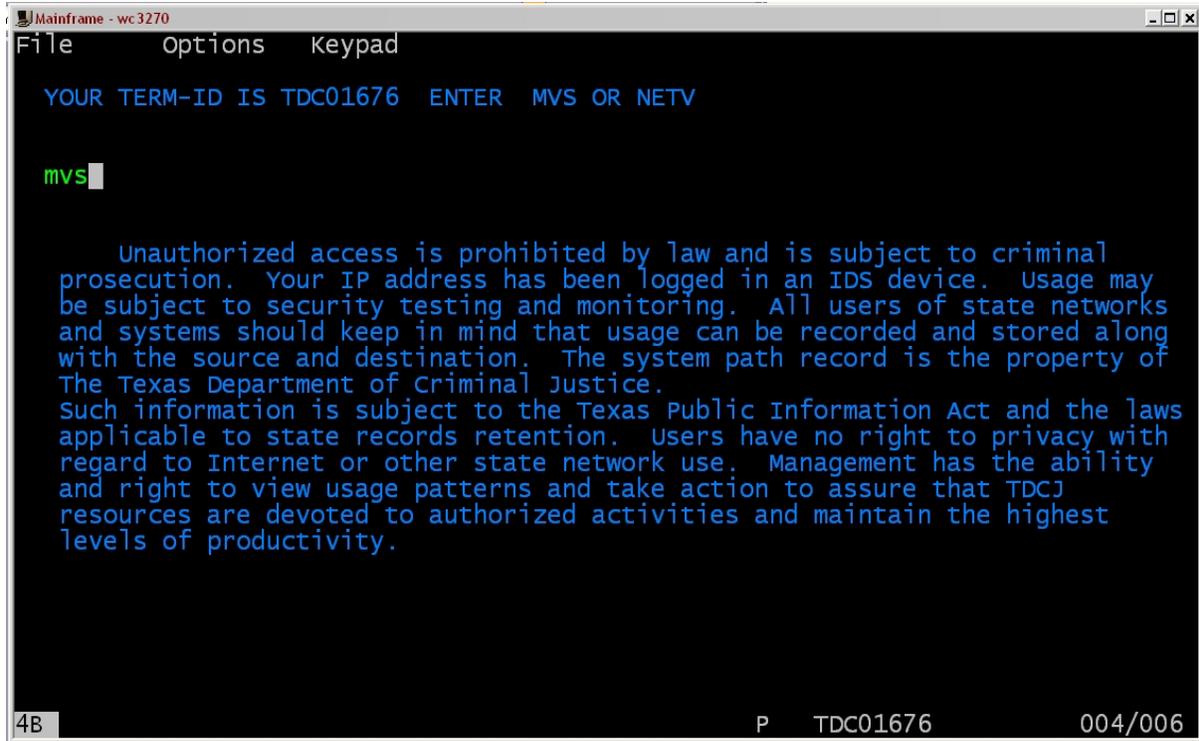
WC3270 TERMINAL EMULATOR

Most interaction with the mainframe is through WC3270.

The application will sometimes take longer to load depending on the speed of your Internet connection. When the terminal program is loaded, a screen appears similar to the picture below.



WC3270 Terminal Emulator



```
Mainframe - wc3270
File  options  Keypad
YOUR TERM-ID IS TDC01676  ENTER  MVS OR NETV

mvs

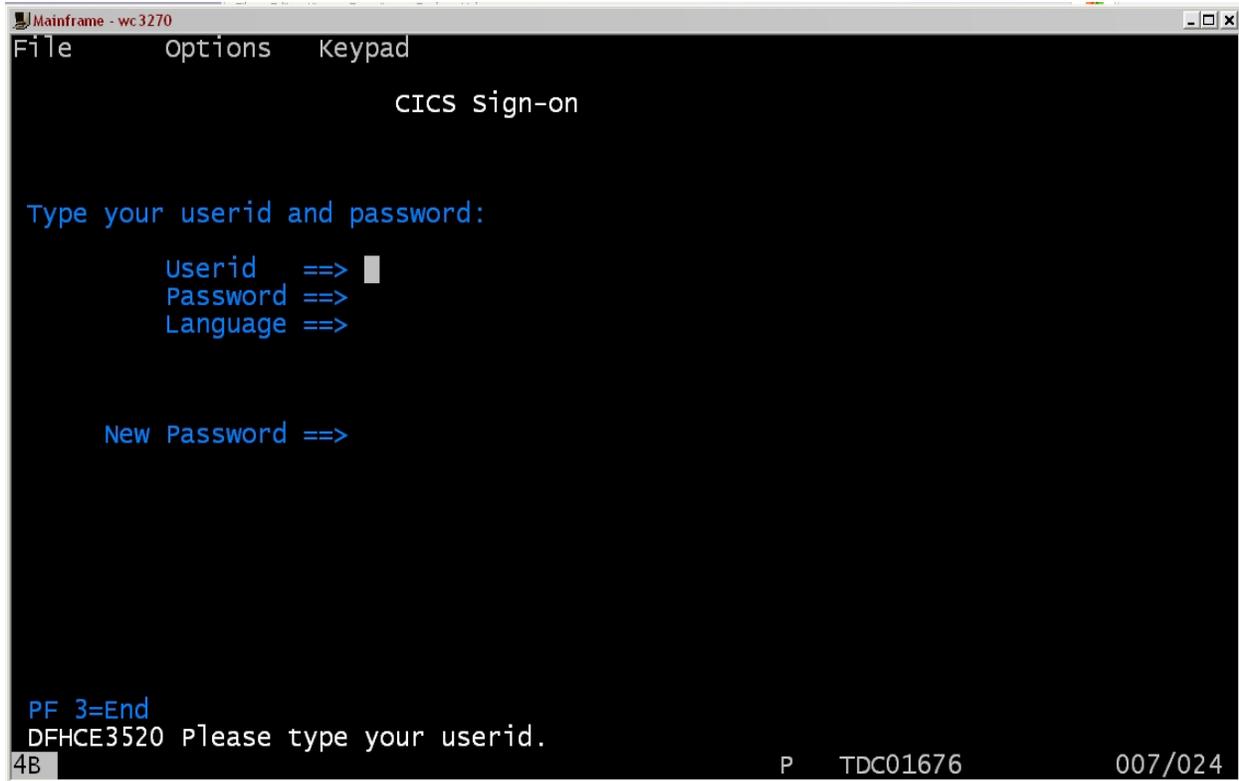
Unauthorized access is prohibited by law and is subject to criminal
prosecution. Your IP address has been logged in an IDS device. Usage may
be subject to security testing and monitoring. All users of state networks
and systems should keep in mind that usage can be recorded and stored along
with the source and destination. The system path record is the property of
The Texas Department of Criminal Justice.
Such information is subject to the Texas Public Information Act and the laws
applicable to state records retention. Users have no right to privacy with
regard to Internet or other state network use. Management has the ability
and right to view usage patterns and take action to assure that TDCJ
resources are devoted to authorized activities and maintain the highest
levels of productivity.

4B                                     P  TDC01676                          004/006
```

WC3270 Terminal Screen

After opening the WC3270, a terminal screen will appear.

➤ Type **mvs** and press **<Enter>**.



The CICS Sign-On Screen

- Type your User ID then press the <Tab> key to move to password field.
- Type your mainframe password and press <Enter>.

A blank screen with the message **SIGN-ON IS COMPLETE (LANGUAGE E)**. will appear.

After the sign on is complete, you can:

- ⇒ Check for Flash Notices (DP00) see page 10

To log off from MVS, type **cesf logoff** and press <Enter>.

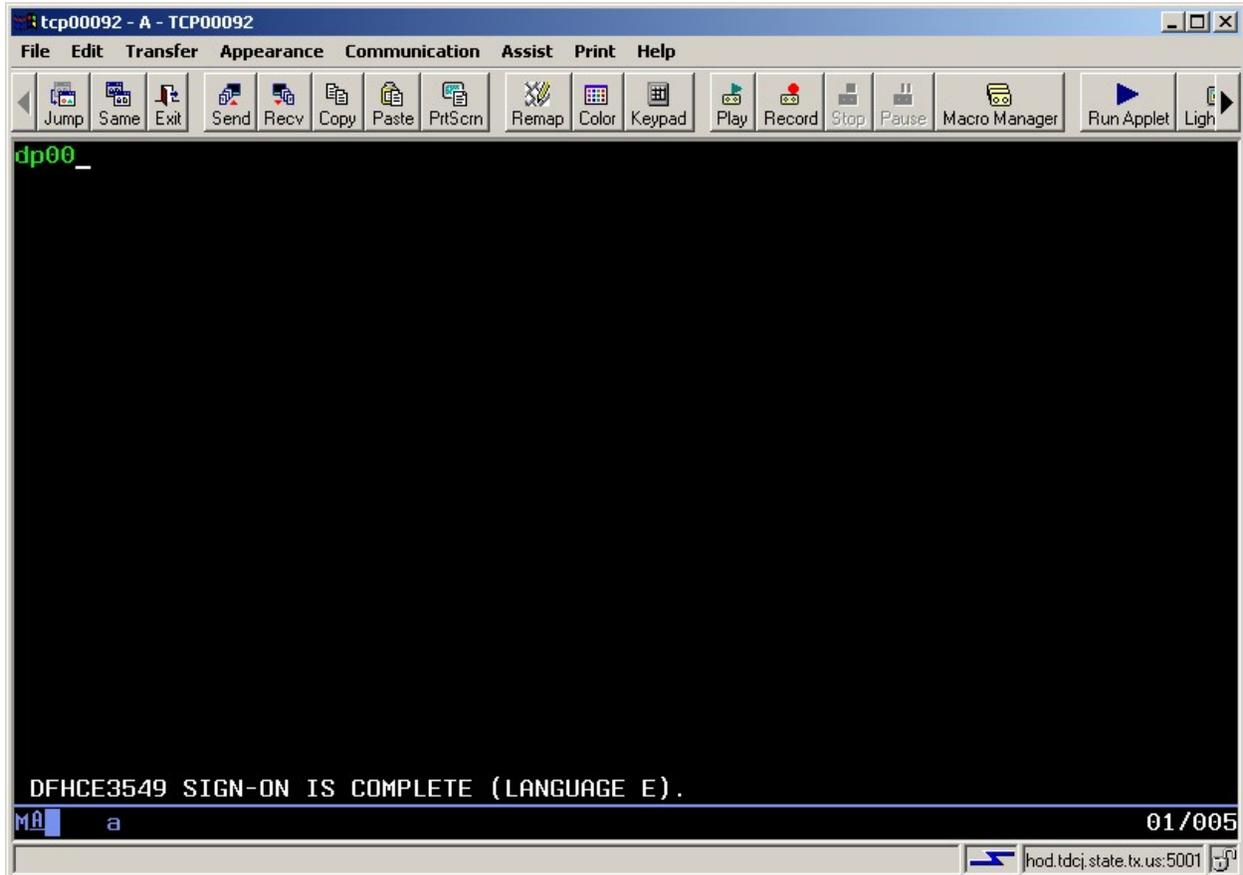
To enter another MVS application, stay at the blank screen and continue to the appropriate section of the manual.

Flash Notices (DP00)

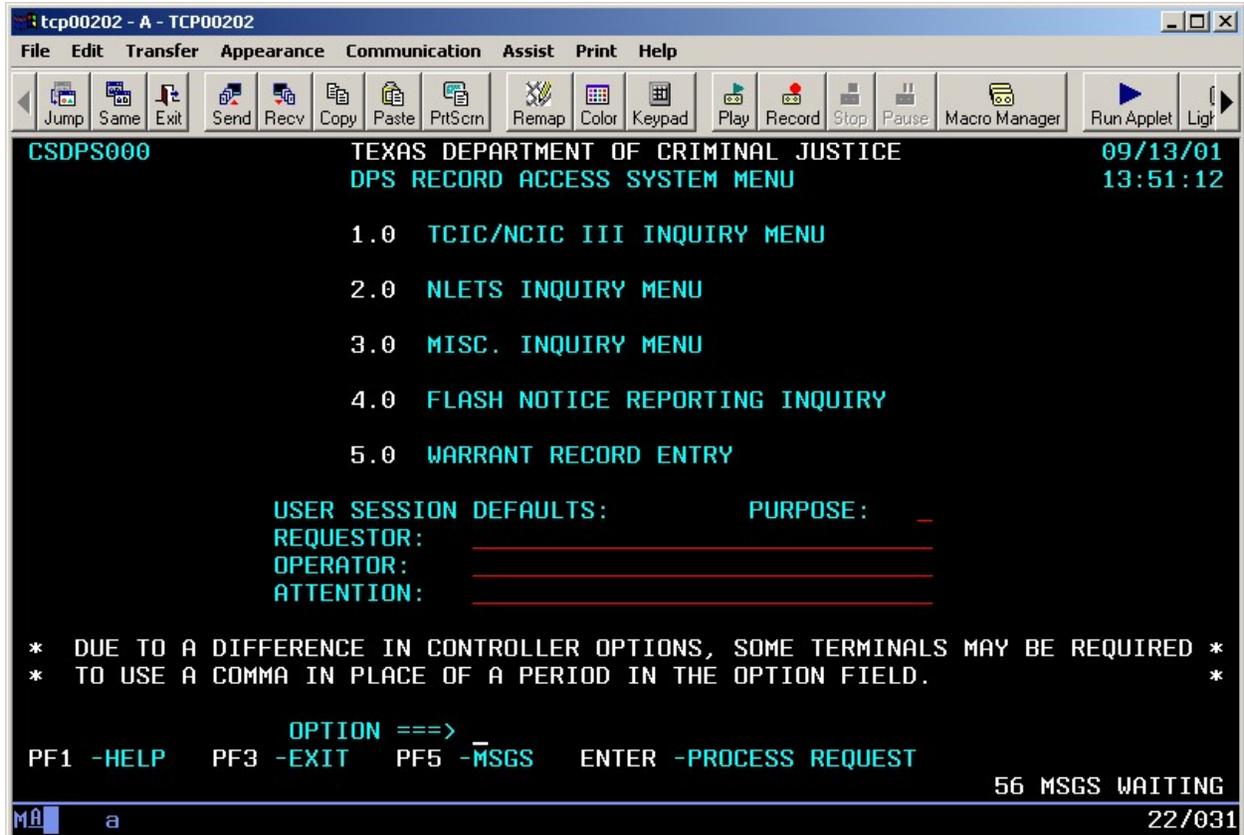
Flash notices are electronic messages sent about probationers who are subsequently re-arrested. The flash notices are sent to the department providing supervision on the probationer. Previously these notices were available through a TLETS terminal set up at each county. Now the information is available through the WC3270 terminal emulator interface. **Only one person per county can receive flash notices.** The information is available through the DP00 application.

LOGGING ON TO DP00

For information on logging on to MVS, follow the MVS login process shown on page 7.



- Type **dp00** and press **<Enter>**.



DPS Record Access System Menu

A screen resembling the DPS TLETS terminal screen appears. A message at the bottom right corner of the screen shows how many new messages are waiting.

- Press the <F5> key to check new flash notices.

```

tcp00202 - A - TCP00202
File Edit Transfer Appearance Communication Assist Print Help
Jump Same Exit Send Recv Copy Paste PrtScrn Remap Color Keypad Play Record Stop Pause Macro Manager Run Applet Light
CSDPS003          TEXAS DEPARTMENT OF CRIMINAL JUSTICE          09/13/01
                   DPS RECORD ACCESS SYSTEM                    13:53:59
                   WAITING MESSAGES
    REQUEST          R    DATE    TIME
    FLASH NOTICE/SID#04479805    N 09/06/01 06:13:00
    FLASH NOTICE/SID#05010173    N 09/06/01 06:13:26
    FLASH NOTICE/SID#05025409    N 09/06/01 06:13:28
    FLASH NOTICE/SID#05054194    N 09/06/01 06:13:33
    FLASH NOTICE/SID#05099793    N 09/06/01 06:16:10
    FLASH NOTICE/SID#05102866    N 09/06/01 06:16:14
    FLASH NOTICE/SID#05153400    N 09/06/01 06:16:16
    s FLASH NOTICE/SID#05245464    N 09/06/01 06:16:19
    FLASH NOTICE/SID#05255281    N 09/06/01 06:16:20
    FLASH NOTICE/SID#05251236    N 09/06/01 06:16:21
    FLASH NOTICE/SID#05268531    N 09/06/01 06:16:22
    FLASH NOTICE/SID#05270436    N 09/06/01 06:16:24
    FLASH NOTICE/SID#05348179    N 09/06/01 06:16:25
    FLASH NOTICE/SID#05468924    N 09/06/01 06:16:28
    FLASH NOTICE/SID#05443969    N 09/06/01 06:16:29
    MORE ...

PF1 -HELP  PF2 -VIEW  PF3 -EXIT  PF4  -REROUTE  PF5 -ADM MSG  PF6 -DELETE
PF7 -UP    PF8 -DOWN  PF9 -PRINT  PF10 -MANUAL  OPTION ==>
"S" TO SELECT, MULTI-SELECTS FOR PF9 OR PF6          56 MSGS WAITING
M0 a                                                    13/002

```

Waiting flash notices

The list of flash notices appears.

- Press the <TAB> key or the arrow keys to move to the desired report.
- Type **s** in the option field and press <Enter>.

Press the <F7> key to scroll to the previous page of messages.

Press the <F8> key to scroll to the next page of messages.

Press the <F6> key to delete a selected message.

In this screen, you have the ability to select more than one message for the purpose of deleting. Flash notices are deleted automatically after two weeks.

```

tcp00202 - A - TCP00202
File Edit Transfer Appearance Communication Assist Print Help
Jump Same Exit Send Recv Copy Paste PrtScrn Remap Color Keypad Play Record Stop Pause Macro Manager Run Applet Light
CSDPS021          TEXAS DEPARTMENT OF CRIMINAL JUSTICE          09/13/01
                   DPS RECORD ACCESS SYSTEM                    13:54:44
                   DISPLAY MESSAGE

2L01TDX1 AB01.QH-T.TX236045C.SID/TX05245464.
PUR/C
REQ/FLASH NOTICE MONITOR.OPR/FLASH NOTICE

*** FLASH NOTICE ***
THIS CRIMINAL HISTORY RECORD IS BEING PROVIDED TO NOTIFY YOU OF THE RECENT
ARREST OF THIS INDIVIDUAL, WHO IS FLAGGED IN OUR RECORDS AS BEING UNDER THE
SUPERVISION OF YOUR AGENCY. PLEASE REFER TO THE LAST ARREST ON THIS TRANSCRIP
T
FOR MORE INFORMATION. REFER ANY QUESTIONS TO THE DPS FINGERPRINT AND RECORDS
BUREAU, (512) 424-2079.

**TEXAS ID SUMMARY**

TEXAS DEPARTMENT OF PUBLIC SAFETY COMPUTERIZED CRIMINAL HISTORY SUMMARY
PAGE 01 OF 05

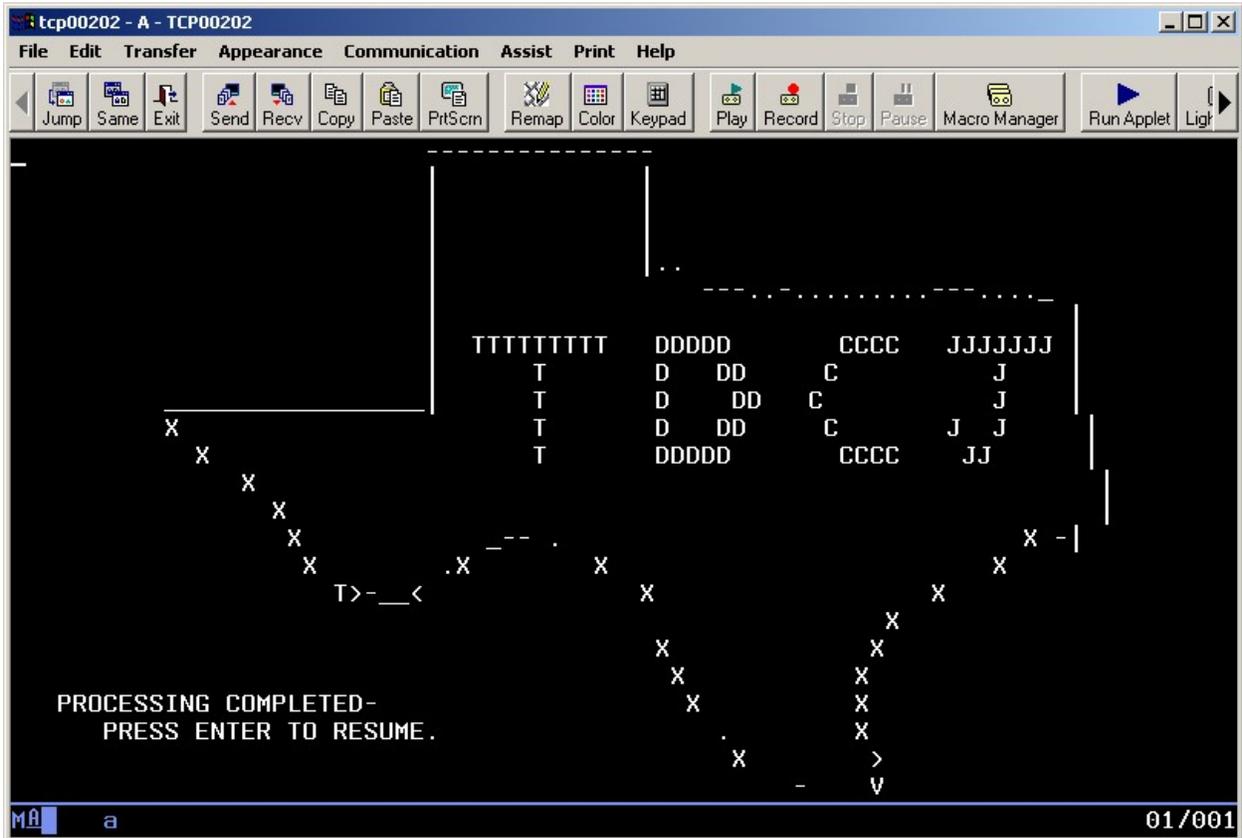
PF1 -HELP  PF3 -EXIT  PF7 -UP   PF8 -DOWN  PF9 -PRINT  OPTION ==>
                                           56 MSGS WAITING
M0 a                                     23/075

```

Example Flash Notice

This is an example of a flash notice. The report is lengthy, but it gives all of the necessary arrest information needed by the supervising county.

- Press the <F7> key to scroll to the previous page.
- Press the <F8> key to scroll to the next page.
- Press the <F3> key to go back to the previous menu.

EXITING DP00

TDCJ State of Texas screen

You can exit the DP00 application at any time.

- Press the **<F3>** key till you see The State of Texas screen above.
- Press the **<ESC>** key again to clear the screen.

At this point, there are two options:

1. Log off from MVS
2. Enter another MVS application

To log off from MVS, type **cesf logoff** and press **<Enter>**.

To enter another MVS application, stay at the blank screen and continue to appropriate section of the manual.

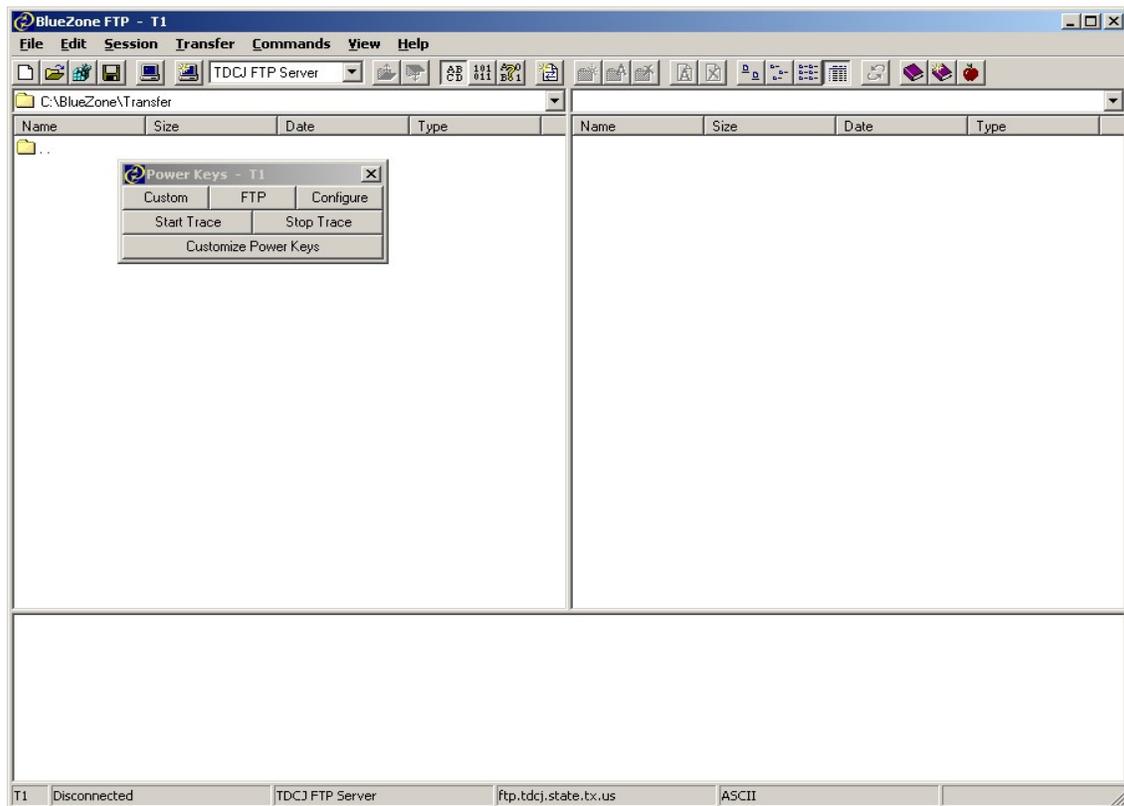
C HAPTER 3: FILE TRANSFER

File Transfer Protocol (FTP)

OVERVIEW

FTP is a client-server protocol that allows a user to transfer files easily from one computer to another through the Internet. FTP clients are available for download from various Internet web sites. **The CSTS Unit recommends selecting a client that will overwrite files with the same filename.**

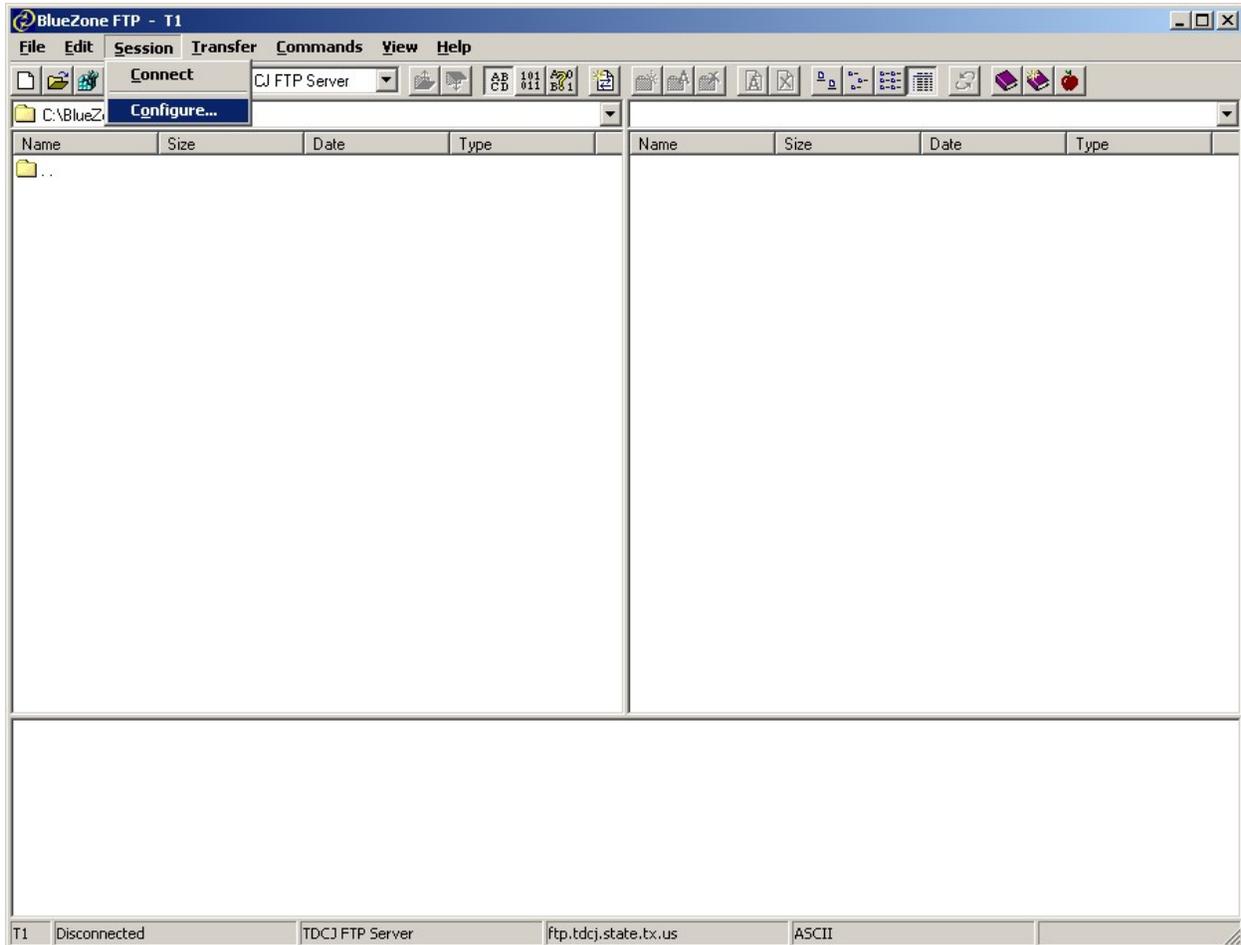
The Blue Zone setup wizard will go through an easy installation. When the client is installed on your computer the application will look like the example below. Your copy will be a new and updated version.



Blue Zone FTP Opening Screen

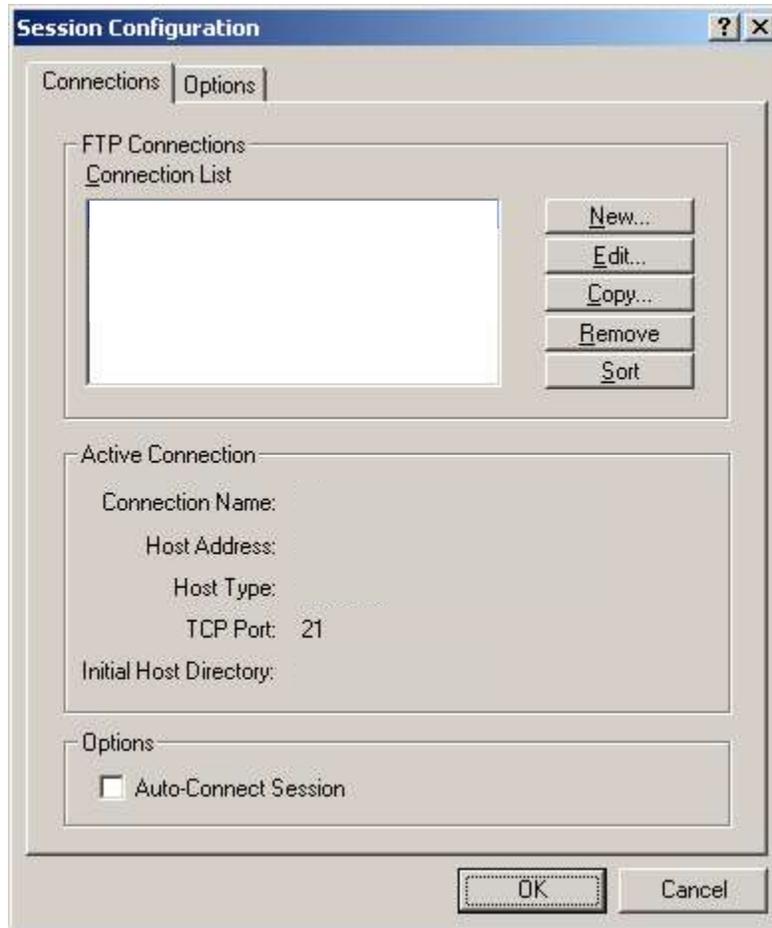
CONFIGURING THE FTP CLIENT

Close the small Power Keys window.



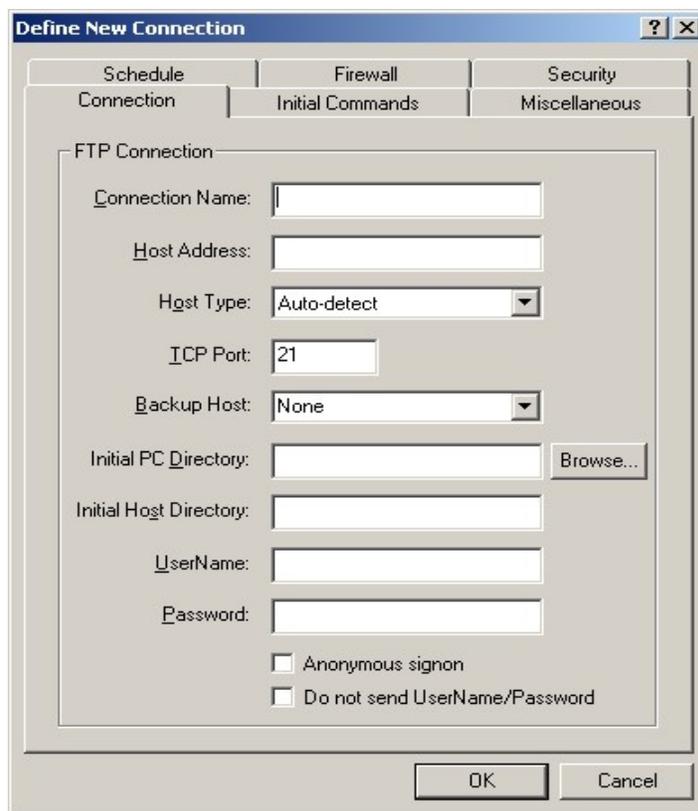
To set up the FTP Connection to the TDCJ FTP server:

- Click the Configure option in the Sessions Menu.



Session Configuration Screen

- Click New to create a new connection



These are the settings to use for the FTP Server.

Setting for CJAD FTP:

Connection Name: CJAD FTP
 Host Address: www.cjad.tdcj.state.tx.us
 Host Type: Auto Detect
 TCP Port: 21
 Backup Host: None
 Initial PC Directory: (Browse to pick folder to save files in)
 Initial Host Directory: (Blank)
 Username: (Call CSTS contact if you do not know)
 Password: (Call CSTS contact if you do not know)
 Anonymous sign on: unchecked
 Do not send Username/Password: unchecked

Setting for ERS FTP:

Connection Name: ERS FTP
 Host Address: csts.tdcj.texas.gov
 Host Type: Windows NT
 TCP Port: 21
 Backup Host: None
 Initial PC Directory: (Browse to pick folder to save files in)
 Initial Host Directory: /ERS/ERSXXX (XXX = county#)
 Username: (Call CSTS contact if you do not know)
 Password: (Call CSTS contact if you do not know)
 Anonymous sign on: unchecked
 Do not send Username/Password: Unchecked

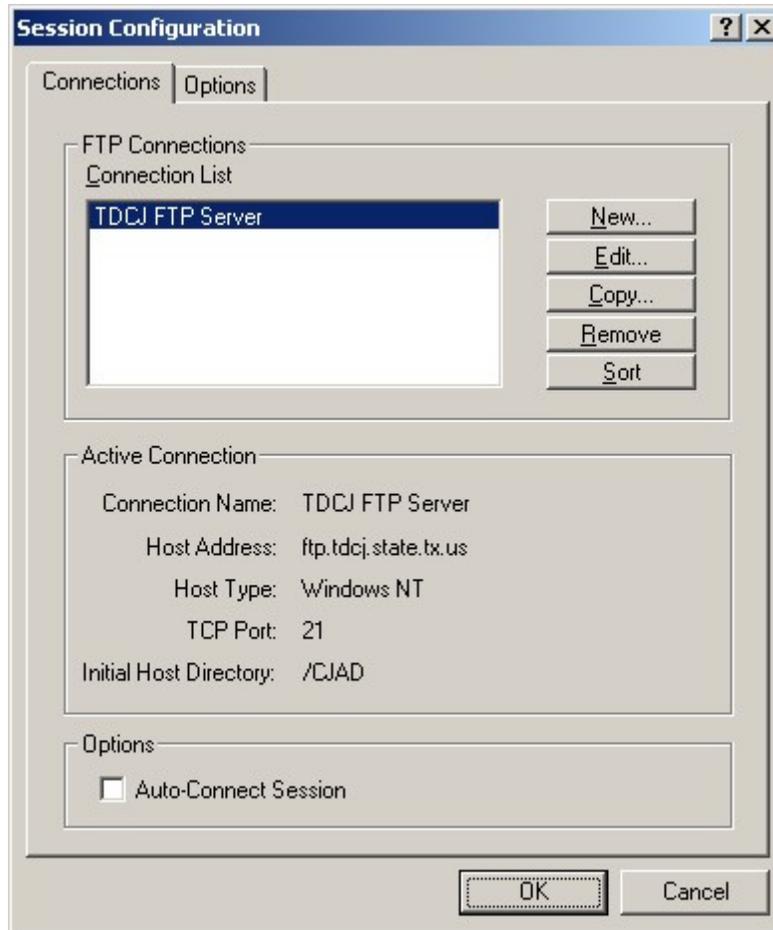
Setting for TDCJ FTP CSTS: (For CSTS file transmissions)

Connection Name: TDCJ FTP CSTS
Host Address: tdcjftp.tdcj.texas.gov
Host Type: Windows NT
TCP Port: 21
Backup Host: None
Initial PC Directory: (Browse to pick folder to save files in)
Initial Host Directory: /CJAD/CSTS/CSTS(county number)
(ex: /CJAD/CSTS/CSTS057)
UserName: (Call CSTS contact if you do not know)
Password: (Call CSTS contact if you do not know)
Anonymous sign on: Unchecked
Do not send Username/Password: Unchecked

Leave the Anonymous sign on and do not send username/password boxes unchecked.

NOTE: Only set up the connection you need from the configurations above. You do not need to set up all 3 connections.

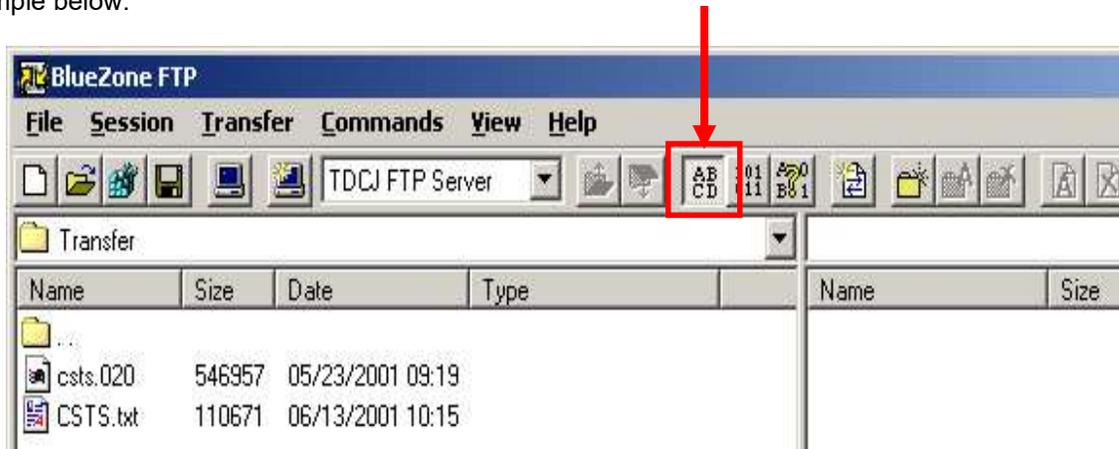
➤ After this information is entered click OK



- Make sure everything is correct and click OK.
- To save the configuration, click on the green floppy disk in the toolbar at the top of the program. A 'Save Configuration As' box will appear asking for a name to save. You can name it whatever you like (ex: CJAD FTP, ERS).

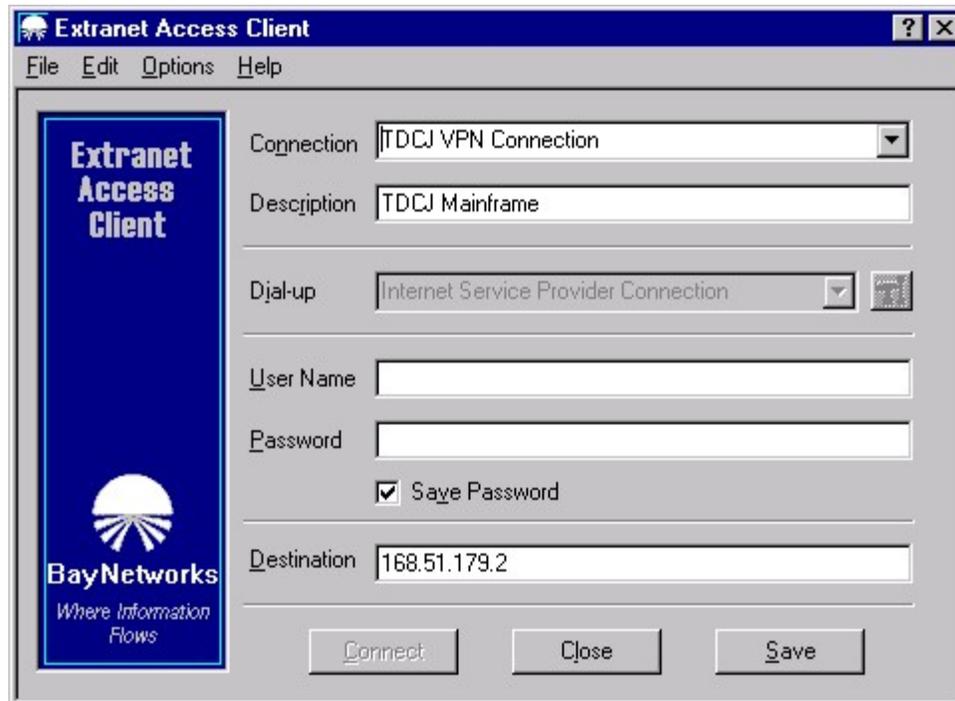
ASCII TEXT FILE TRANSFER MODE.

To ensure that your file transfers to the server correctly, click the ASCII (or text) button. See highlighted example below.



MAKING THE FTP CONNECTION

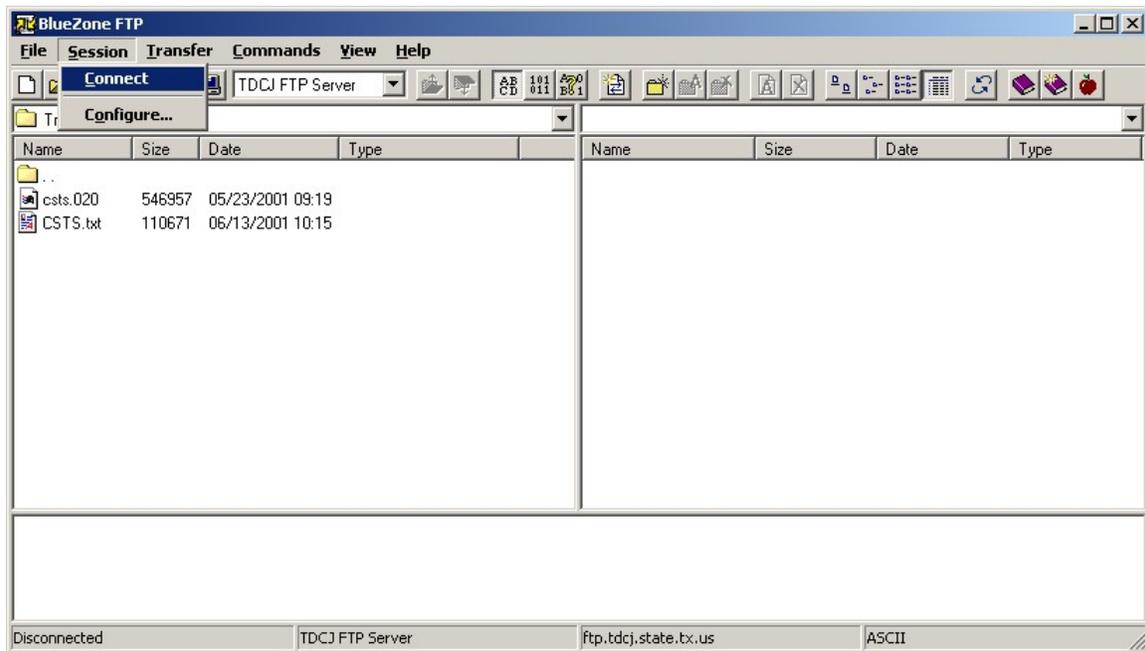
The FTP process will not work correctly unless you are securely connected to TDCJ through the VPN.



If you are not connected to the Internet:

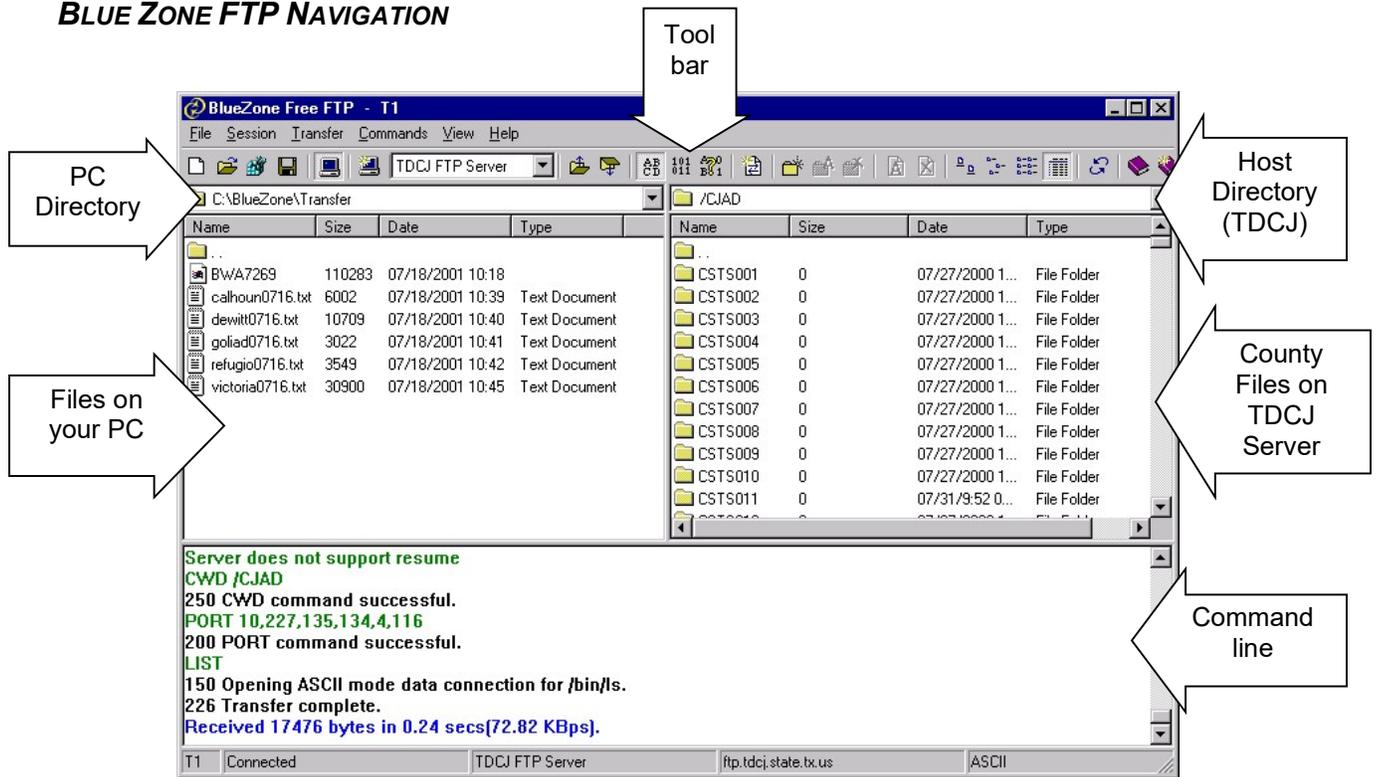
- Connect to the Internet first through your Internet Service Provider.
- Open the Extranet Access Client and establish a secure VPN connection with TDCJ.

At this point, you will be able to successfully transfer files through the Blue Zone FTP Client.



- Open the Blue Zone FTP client and click the Connect option in the Session menu

BLUE ZONE FTP NAVIGATION



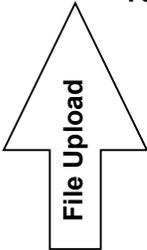
This is an example of an active session.

When you successfully establish a connection, the Blue Zone application should look similar to the screen shot above. Major areas of the application are labeled.

TRANSFERRING FILES

The ability to drag and drop files between computers makes the entire file transferring process easier and faster.

To transfer files to the TDCJ FTP server



1. **Double click the appropriate county folder on the FTP server.** (shown in the large window on the right.)
2. Select your file from the list of files on your PC (shown in the large window on the left)
3. Rename the data file in the FTP window to CSTS.xxx. (xxx is your county number or the number of the county submitting the file)
4. Click and drag your file from the window on the left to the FTP window on the right

Repeat the process if you have to submit files for more than one county.

- After transmitting the files disconnect from the FTP server by clicking the Session menu and choose disconnect.

Filenames

The file naming convention is as follows:

Rename the data file CSTS.XXX where XXX is the number of the county submitting the file. That file will be transferred to the county's folder on the FTP server.

For example:

Brazoria is county 020

The file that Brazoria county submits will be named CSTS.020

That file will be uploaded to the CSTS020 folder on the FTP Server.

C HAPTER 4: CSTS DATA

CSTS Data Information

CSTS TRANSACTION RECORDS OVERVIEW

Data are identified by a transaction type (TST), which is determined by the type of data being sent. It must be sent electronically in one of the transaction layouts described in this section.

OWNERSHIP

One of the most important concepts to understand about CSTS transaction processing is the concept of the ownership of individuals.

The county in which an individual is placed on probation is the county of original jurisdiction (origin county), and is usually the first county to submit information about the individual to CSTS. The origin county “owns” the individual as long as that person is on probation.

- If the origin county transfers the individual to another county for courtesy supervision, CSTS will only allow the county providing courtesy supervision to submit information about the individual on probation. The county providing the courtesy supervision now *temporarily* “owns” that individual.
- If the county providing courtesy supervision transfers the individual back to the origin county, CSTS will allow only the origin county to submit information about the individual again.

TRANSACTION CLASSES

Transactions are divided into different classes. There are transactions that specifically pertain to the individual (i.e. Demographic or Activity Data). Other transactions pertain to the incident or offense (i.e. Placement or Termination Data).

Person Related Transactions	Incident (Offense) Related Transactions
TST 05	TST 10
TST 20	TST 11
TST 21	TST 32
TST 22	TST 35
TST 23	TST 36
TST 24	TST 37
TST 30	TST 38
TST 33	
TST 34	

****NOTE: TST-21 and TST-22 data is no longer collected on ISYS after January 1, 2015. This data must be done on TRAS (Texas Risk Assessment System).****

The table below shows which transactions CSTS will accept from an origin county and which transactions CSTS accepts from a courtesy supervision county.

Transaction Type	Origin County	Courtesy County
TST 05	X	X
TST 10	X	X*
TST 11	X	X*
TST 20	X	X
TST 21	X	X
TST 22	X	X
TST 23	X	X
TST 24	X	X
TST 30	X	X
TST 32	X	
TST 33	X	X
TST 34	X	X
TST 35	X	X*
TST 36	X	X*
TST 37	X	
TST 38	X	

*** = Only for out of state cases**

TRANSACTION SEQUENCE, AND THE RULES OF TRANSACTIONS

CSTS transactions have an established order of submission. Demographic data transaction is submitted first, offense information is submitted second, which will be linked to the demographic information, then assessment / activity information is submitted as it occurs.

Demographic Data

TST 05: Placement, Demographic Data

Demographic information must be the first transaction submitted for an individual. This data is required to process any pretrial or community supervision placement. It uses a SID and/or PID (Personal Identifier) Number as the key identification for offenders. If a SID is not available, it uses a PID (Personal Identifier) number from the county until a SID can be obtained from DPS. **All records submitted to CSTS are required to have a SID Number and/or PID number.** CSTS only accepts one demographic record per person.

Offense Data

TST 10: Placement Pretrial

TST 11: Placement Deferred or Adjudicated offense

Offense / Pretrial Offense data tracks specific information on offenses for individuals placed on community supervision, deferred adjudication, pretrial supervision, or pretrial diversion. Offense transactions use OID (Offense Identifier) and Tracking Incident Numbers as the key identification for each offense. **CSTS requires that all records have a valid OID, Tracking Incident Number (TRN) and Tracking Incident Number Suffix (TRS), which will appear on all transactions.**

- ✓ There may be multiple offense records for each individual and arrest incident.
- ✓ Each arrest will have a different Tracking Incident Number (TRN).
- ✓ Multiple offense records from the same arrest will have the same TRN but the Tracking Incident Number Suffix (TRS) distinguishes the separate offenses. **These numbers are printed on the arrest forms used by DPS (Form CR-43) and are to be used through the entire criminal justice process of arrest, prosecution, and disposition.**
- ✓ If an offense starts as Pretrial and later the same offense goes Deferred or Adjudicated, **use the same OID as the Pretrial.**
- ✓ If an offense starts as Pretrial and later the same offense goes Deferred or Adjudicated, and the offense is modified by the court (i.e. level goes from felony to misdemeanor), **use the same OID as the Pretrial but use the modified offense code for the new offense level.**

Pretrial Offense Data (TST 10)

Pretrial offense data identifies individuals placed in pretrial services (court approved pretrial diversion or pretrial supervision). **This data is required before any supervision, assessment, or transfer data related to the pretrial services can be processed.**

- ✓ There may be multiple periods of pretrial supervision for one offense. The pretrial status and placement date will identify unique periods of pretrial services.

Deferred or Adjudicated Offense Data (TST 11)

Offense data identifies the specific charge or offense for which an individual has received a term of adjudicated community supervision or deferred adjudication. **At least one set of offense data is required before any supervision, assessment or transfer data related to an individual can be processed.** Disposition data is that part of the offense data which identifies the court's disposition of the offense.

- ✓ There may be up to two dispositions for one offense. An individual could be placed on deferred adjudication and later adjudicated and placed back on community supervision. The disposition date and type of community supervision identify unique dispositions. In

order to have two dispositions, the initial disposition must be deferred adjudication and the second must be adjudicated community supervision.

Assessment / Activity Data

TST 20: Supervision Level / Status
TST 21: Case Classification Risk and Needs Scores
TST 22: Strategies for Case Supervision
TST 23: Educational Achievement
TST 24: Supervising Officer
TST 30: Transfer
TST 32: Extension of Community Supervision
TST 33: Placement: Program / Service / Incarceration
TST 34: Discharge from Program / Service / Incarceration
TST 35: Termination of Community Supervision (Pretrial Offense)
TST 36: Termination of Community Supervision (Deferred or Adjudicated Offense)
TST 37: Termination Rollback (Pretrial Offense)
TST 38: Termination Rollback (Deferred or Adjudicated Offense)

Supervision Level /Status (TST 20)

Supervision Level / Status is specific to the individual rather than the incident. The individual must have at least one active record of pretrial or community supervision before the record can process.

- ✓ **Supervision data will only be accepted from departments with original jurisdiction over individual cases departments that receive supervision through a departmental transfer or departments holding individuals in a residential facility.**

Assessment Data (TST 21, TST 22, TST 23)

Assessment data constitutes risk and needs scores, strategies for case supervision, and educational achievement.

- ✓ **Each assessment reported is kept and organized by individual and assessment date.**
- ✓ **Assessment data will only be accepted from departments with original jurisdiction over individual cases, departments that receive supervision through a departmental transfer, or departments holding individuals in a residential facility.**

****NOTE: TST-21 and TST-22 data is no longer collected on ISYS after January 1, 2015. This data must be done on TRAS (Texas Risk Assessment System).****

Supervising Officer Data (TST 24)

Supervising Officer data is a unique, permanent, number used to track Community Supervision Officers.

- ✓ **Supervising Officer data will only be accepted from departments with original jurisdiction over individual cases, departments that receive supervision through a departmental transfer, or departments holding individuals in a residential facility.**

Transfer Data (TST 30)

Both the department transferring supervision and the department accepting the courtesy supervision are expected to submit transfer data when transferring and returning supervision of an individual.

- ✓ **Only the department with original jurisdiction has the authority to transfer supervision to another department.**

Extension Data (TST 32)

An extension of community supervision is for a specific adjudicated offense.

- ✓ **Extension data can only be accepted from the county with original jurisdiction (the county that assigned the case to community supervision).**
- ✓ **Absconders must be reactivated before extension data can be processed.**

Program Data (TST 33, TST 34)

- ✓ **Program Data can only be accepted from the county operating and/or administering the program.**

- ✓ **Program placement data is required before a program discharge can be processed.**

Termination Data (TST 35, TST 36)

Pretrial terminations must be specific to a set of pretrial offense data, and terminations from deferred adjudication and adjudicated community supervision must be specific to a set of offense data. **A single disposition can result in more than one termination if a probated sentence is reactivated** (supervision is reinstated following revocation to a County Jail, State Jail, state prison, or state boot camp.)

- ✓ **Termination data can only be accepted from the county with original jurisdiction (the county that assigned the case to community supervision).**

Termination Data Rollback (TST 37, TST 38)

A pretrial termination or adjudicated termination record must be processed before CSTS will process a rollback. If a county processes a termination in error, the termination rollback will "undo" the termination

- ✓ **Termination rollback data can only be accepted from the county with original jurisdiction (the county that assigned the case to community supervision).**

To submit this record type...	CSTS must have already processed this record type
TST 05	None. This must be the first transaction submitted for a case.
TST 10 or TST 11	TST 05
TST 20, TST 21, TST 22, TST 23, TST 24, TST 25, TST 30	TST 05 and TST-10 or TST-11
TST 32: Extension of Community Supervision	TST 05 and TST 11
TST-33: Program Service / Incarceration Placement	TST-05
TST 34: Discharge from Program / Service / Incarceration	TST 05 and TST 33
TST 35 Termination of CS (Pretrial)	TST 05 and TST 10 (pretrial offense placement)
TST 36 Termination of CS (Deferred or Adjudicated)	TST 05 and TST 11 (Deferred or Adjudicated offense placement)
TST 37 Termination Rollback (Pretrial)	TST 05 and TST 10 (pretrial offense) and TST 35 (pretrial termination)
TST 38 Termination Rollback (Deferred or Adjudicated)	TST 05 and TST 11 (Deferred or Adjudicated offense) and TST 36 (Deferred or Adjudicated offense termination)

Transmission prerequisites

****NOTE: TST-21 and TST-22 data is no longer collected on ISYS after January 1, 2015. This data must be done on TRAS (Texas Risk Assessment System).****

ADD, AND CORRECTION TRANSACTIONS

The AUC data element in transactions indicates if the transaction intends to add or correct data. An **A** indicates an Add; a **C** indicates a correction.

Add Transactions

Use **A** for Add when the transaction contains **data that CSTS has not yet processed for an individual**. None of the existing data in the system will be altered.

An Add transaction that duplicates key data fields will be rejected; matching key data fields is only valid on Change transactions.

Change Transactions (Record Corrections)

Use the C for Change **only when the transaction contains corrections to data previously accepted by CSTS**. Certain data elements cannot be corrected using the Change transaction because they are keys to the ISYS (Intermediate System) tables where the CSTS data is stored. These key fields are listed in the chart below.

Add versus Correction

When to Add:

All transactions that are initially uploaded to the CSTS database are done so by an **Add** transaction. This is true of every Transaction Type. Once the transaction (record) is added to the database, all values within the transaction are added to the appropriate CSTS tables.

Example: A county uploaded a record reporting an offender with an initial supervision level (3) with date (4/1/2000). The offender gets a new supervision level and date through reassessment, and another TST 20 record is transmitted. **This new transaction is submitted as an Add**. Both transactions are kept historically.

When to Correct:

A Correction transaction is used to correct information that is already in the CSTS database. The correction transaction **does not update an existing record it only overwrites information**. When a correction transaction is sent, **CSTS looks for a pre-existing record on the database**, compares the previous information with the new information, and **overwrites** the original information with any new information.

Example: If the new supervision level information in the previous information was submitted as a Change transaction, the initial supervision level (3) and date (4/1/2000) would be changed to the new supervision level and date. There would be no information of the supervision level history for this offender.

Manual Correction Data Elements	
ASD	(Re)Assessment Date
CST	Type of Community Supervision (Adjudicated or Deferred Adjudication)
DSG	CJAD Program Designator
DST	Date of Supervision Termination
EAD	Education Assessment Date
OID	Offense Identifier
EXD	Date of Supervision Extension
PID	Personal Identifier
PLT	Program / Service / Incarceration Type
PMD	Placement Date
PRB	Program / Service / Incarceration Begin date
PTD	Pretrial Services Placement Date
PTS	Pretrial Status
SAD	SCS Assessment Date
SCB	Supervision Level / Status Begin Date
SON	Supervision Officer ID
TRD	Date of Transfer
TRN	Tracking Incident Number
TRS	Tracking Incident Number Suffix

TRANSACTION RECORD LAYOUTS (QUICK REFERENCE)

This is an example of the data file that counties submit to CSTS for processing. The file contains a collection of various transactions for the month. The following pages show charts with each transaction type, the data elements that make each transaction type and the location of each of the data elements within that transaction.

County ID	Transaction ID	County Name	Data Fields
10012132001172802000373094C	0502699615	094ACCL-95-1718	01TUNSTALL, DENNIS RAY 08111962WNMI14964188 TX465194789TXUS
10012132001172802000374094C	0506109342	094ACCL-98-1884	01VALDEZ, JOEY 02101981WHM15392537 TX451535250TXUS
10012132001172802000375094C	2004138999	09400-0192-CR	0106292001I
10012132001172802000376094C	1105351702	094ACCL-94-1318	0112Y113990001 MA04291994031519950121199701211997020000020000A1
10012132001172802000377094A	3006336306	24600-0846-2	0111072000246094
10012132001172802000378094A	3004422077	105CR-96-266	0105111999105094
10012132001172802000379094C	1102365066	09495-0137-CR	0110N135990014 FS12151994121519941113199611131996050001050001A1
10012132001172802000380094C	1102365066	09495-0137-CR	0110N135990014 FS12151994121519941113199611131996050001050001A1
10012132001172802000381094A	2002365066	09495-0137-CR	0108222001A
10012132001172802000382094C	1105211700	09495-0055-CR	0112Y123990004 FS12231994031919950802200008022000050001020001A1
10012132001172802000383094C	1105474498	094ACCL-95-1227	0110M157070010 MB071019950710199509191996020001020001A1
10012132001172802000384094A	2006148911	09498-1172-CR	0111302001I
10012132001172802000385094C	110536250	09498-0455-CR	0109N122000001 F201311996042219961206200012062000000030050000A1
10012132001172802000386094A	3004345305	04699CR-1379	0111272000046094
10012132001172802000387094A	3004345305	04699CR-1379	0107112001094046
10012132001172802000388094C	0503475784	094	00HERRERA, WANDA 10081967WHF13145340 TX458292948TXUS
10012132001172802000389094C	1105800525	094ACCL-97-21	0411NS35000102 MA1224199612241996109199801091998020001020001A1
10012132001172802000390094C	1105475400	09495-0477-CR	0109N529990004 FS12031994052419950823199608231996050000050000A1
10012132001172802000391094A	1106268254	02826, 478	0110N123990033 MB1023199810231998080820010808200102000020000A1
10012132001172802000392094A	2006432500	094ACCL-00-83	01113020013
10012132001172802000393094C	1105414255	09495-1262-CR	0112Y125890003 FS08211996100219961218199612181996000000010001D1
10012132001172802000394094C	1105414255	09495-1262-CR	0112Y125890003 FS08211996100219961218199612181996000000010001D1
10012132001172802000395094C	1105420607	094ACCL-95-627	0212Y523990014 MB02191995021919950820199608201996010001010001A1
10012132001172802000396094A	2006397501	09499-1692-CR	01113020014
10012132001172802000397094C	0504392925	09495-0388-CR	01JONES, WILFRED DENNIS 02061973BNM18175441 TX453278920TXUS
10012132001172802000398094C	1104392925	09495-0388-CR	0112M122000001 F204061995040619950522199505221995000000020001D1
10012132001172802000399094C	1104392925	09495-0388-CR	0112M122000001 F204061995040619950522199505221995000000020001D1
10012132001172802000400094A	3003903384	09495-0342-CR	0107062001094015
10012132001172802000401094C	1105428264	105CR-96-106	0112Y173991000 FS10121995101219951204200012042000030001030001A1
10012132001172802000402094C	1103157883	09495-1506-CR	0212Y535990041 F310121995101219950428199904281999030001030001A1
10012132001172802000403094C	1105624591	046CR96-185	0113Y124110003 FS05041996052419960910199609101996000000060000D1
10012132001172802000404094C	1105624591	046CR96-185	0113Y124110003 FS05041996052419960910199609101996000000060000D1
10012132001172802000405094C	0505500358	09499-0079-CR	01BCK, ERIKA ANNETTE 03201973WNF00087949 TX450575443TXUS
10012132001172802000406094C	1105463308	09495-0643-CR	0511NS22000002 FS05121995051219950217199802171998050001050001A1
10012132001172802000407094C	1105463310	09495-0664-CR	0309N122990001 FS0512199505121995021019990210199900001030001A1

Example of CSTS Flat File

CSTS sorts the submitted transactions in the file in the following order.

1. Sending County
2. Transaction Sequence Number

The data elements shown here are common to all transaction records. These elements make up the transaction header information.

The first eight fields identify each transaction. They identify when the transaction was created (TSD, TSS, TSN); who created the record (SCT); the purpose (AUC, ESN), and the type of transmission performed (TST).

TSD and TSS identify the date and time that the batch was created; TSN indicates the sequence of transactions within the batch. SCT identifies which county initiated the transaction. AUC indicates if the data is an addition or correction to existing data; ESN indicates if a transaction is intended to replace a previously rejected transaction. TST indicates the transaction's identifying number (05,10,11...)

The first eight fields are not kept in the tables of CSTS data, but they are written to the CSTS tables used for preliminary processing, error correction, and report generation.

The Columns *Required for Add* (AUC=A) and *Required for Change* (AUC=C) indicate which elements are required when the transaction is sent to add data to CSTS

Requirement Code	Requirement Description
R	Required
V	Must meet CSTS validation rules, if needed
N	Data Element not processed on CSTS
M	Manual Change Only
C	Create CR Log Request for Change

Transaction Header

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N

TST 05 PLACEMENT: DEMOGRAPHIC DATA

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Name of Individual	NAM	30	86	115	Alpha	R	R
Date of Birth	DOB	8	116	123	Date	R	R
Race	RAC	1	124	124	Alpha	R	R
Ethnicity	ETH	1	125	125	Alpha	R	R
Gender	GEN	1	126	126	Alpha	R	R
Driver License Number	OLN	20	127	146	Alpha Numeric	V	V
Driver License State	OLS	2	147	148	Alpha	V	V
Social Security Number	SOC	9	149	157	Numeric	V	V
Place of Birth	POB	2	158	159	Alpha	R	R
Citizenship	CTZ	2	160	161	Alpha Numeric	R	R
Personal Identifier	PID	20	162	181	Alpha Numeric	R	M

-
- ✓ **This must be the first transaction submitted for an individual.**
 - ✓ **CSTS only accepts one TST 05 per person.**
 - ✓ A Demographic correction cannot be processed until at least one Offense transaction (TST 10 or TST 11) has been posted on CSTS.

Demographic Data identifies the reported offender and provides the data necessary to link with other components of the Criminal Justice Information System by individual. This data is required to process any pretrial or community supervision placement. It uses a SID number and Tracking Incident Number as key identifiers for offenders. Therefore, all records submitted to CSTS are required to have a SID Number, which will appear on all transactions.

TST 10 PLACEMENT: PRETRIAL OFFENSE

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Highest Grade Completed	HGC	2	86	87	Numeric	R	R
High School Diploma or GED	HSD	1	88	88	Alpha	R	R
Employment Status	EMS	1	89	89	Alpha	R	R
Offense Code	OFC	8	90	97	Numeric	R	R
General Offense Character (Modifier)	GOC	1	98	98	Alpha	V	V
Level and Degree of Offense	LDO	2	99	100	Alpha Numeric	R	R
Date of Offense	DOO	8	101	108	Date	V	V
Date of Arrest	DOA	8	109	116	Date	R	R
Pretrial Services Placement Date	PTD	8	117	124	Date	R	M
Pretrial Status	PTS	1	125	125	Alpha	R	R
Pretrial Services Agency	PTA	1	126	126	Alpha	R	R
Local Person Identifier	PID	20	127	146	Alpha Numeric	R	M
Local Offense Identifier	OID	20	147	166	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) must be processed before this transaction can be processed.**
 - ✓ **A TST 10 is required for each offense for which an individual is on Pretrial**
 - ✓ **This transaction is not valid for an adjudicated offense.**

TST 11 PLACEMENT: ADJUDICATED OFFENSE

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Highest Grade Completed	HGC	2	86	87	Numeric	R	R
High School Diploma or GED	HSD	1	88	88	Alpha	R	R
Employment Status	EMS	1	89	89	Alpha	R	R
Offense Code	OFC	8	90	97	Numeric	R	R
General Offense Character (Modifier)	GOC	1	98	98	Alpha	V	V
Level and Degree of Offense	LDO	2	99	100	Alpha Numeric	R	R
Date of Offense	DOO	8	101	108	Date	V	V
Date of Arrest	DOA	8	109	116	Date	R	R
Date of Sentence (Disposition)	DOS	8	117	124	Date	V	V
Date of Community Supervision Placement	PMD	8	125	132	Date	R	M
Disposition Length (Court Confinement)	CMT	6	133	138	Numeric	V	V
Community Supervision Length (Court Probation)	CPR	6	139	144	Numeric	R	R
Type of Community Supervision	CST	1	145	145	Alpha	R	M
Intake Type	INT	1	146	146	Numeric	R	R
Local Person Identifier	PID	20	147	166	Alpha Numeric	R	M
Local Offense Identifier	OID	20	167	186	Alpha Numeric	R	M

- ✓ **A Demographic transaction (TST 05) must be processed before this transaction can be processed.**
- ✓ A TST 11 is required for each offense for which an individual is on adjudicated community supervision
- ✓ This transaction is not valid for a Pretrial Offense

TST 20 SUPERVISION LEVEL / STATUS

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Supervision Level / Status Begin Date	SCB	8	86	93	Date	R	M
Supervision Level / Status	SSL	1	94	94	Alpha Numeric	R	R
Local Person Identifier	PID	20	95	114	Alpha Numeric	R	M

- ✓ **A Demographic transaction (TST 05) and at least one active Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**
- ✓ This transaction is required unless an individual has only Pretrial offenses

**** NOTE: If a new offense is placed (Deferred or Adjudicated), and no other active offense is present, a new supervision level must be sent to ISYS. ****

TST 21 CASE CLASSIFICATION RISK AND NEEDS SCORES

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Assessment or Reassessment Date	ASD	8	86	93	Date	R	M
Assessment Type	AST	1	94	94	Alpha	R	R
Total Risk Score	RSC	2	95	96	Numeric	R	R
Total Needs Score	NSC	2	97	98	Numeric	R	R
Local Person Identifier	PID	20	99	118	Alpha Numeric	R	M

- ✓ **A Demographic transaction (TST 05) and at least one active Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**
- ✓ This transaction is required unless the individual has only Pretrial offenses.
- ✓ Submitted each time an assessment is conducted prior to January 1, 2015.

****NOTE: TST-21 data is no longer collected on ISYS after January 1, 2015. This data must be done on TRAS (Texas Risk Assessment System).****

TST 22 STRATEGIES FOR CASE SUPERVISION

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
SCS Assessment Date	SAD	8	86	93	Date	R	M
SCS Classification Code	SCC	3	94	96	Alpha	R	R
Local Person Identifier	PID	20	97	116	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) and at least one Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**
 - ✓ This transaction is required unless an individual has only Pretrial offenses.
 - ✓ Submitted each time an assessment is conducted prior to January 1, 2015.

****NOTE: TST-22 data is no longer collected on ISYS after January 1, 2015. This data must be done on TRAS (Texas Risk Assessment System).****

TST 23 EDUCATIONAL ACHIEVEMENT

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Education Assessment Date	EAD	8	86	93	Date	R	M
Educational Achievement Level	EAL	2	94	95	Numeric	R	R
Education Assessment Method	EAM	3	96	97	Alpha	R	R
Local Person Identifier	PID	20	98	118	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) and at least one Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**

TST 24 SUPERVISING OFFICER

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
CJAD Assigned CSO Number	SON	9	86	94	Alpha Numeric	R	M
Supervising Officer Begin Date	SOD	8	95	102	Date	R	M
Local Person Identifier	PID	20	103	122	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) and at least one Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**

TST 30 TRANSFER

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Alpha Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Transfer Date	TRD	8	86	93	Date	R	M
County or State Transferring Supervision	ETS	3	94	96	Alpha Numeric	R	C
County or State Receiving Supervision	ERS	3	97	99	Alpha Numeric	R	C
Transfer Code	COD	1	100	100	Numeric	R	R
ORI County Local Person Identifier	OPD	20	101	120	Alpha Numeric	V	M
Supervising (Courtesy County Local Person Identifier	SPD	20	121	140	Alpha Numeric	V	M

- ✓ **A Demographic transaction (TST 05) and at least one Offense transaction (TST 10 or TST 11) must be processed before this transaction can be processed.**
- ✓ **This transaction is required each time an individual begins reporting to a new community supervision office.**
- ✓ **Both the office transferring supervision and the office receiving supervision are required to submit this transaction.**
- ✓ **Do not submit individual transfer transactions for each offense to ISYS. Transfer transactions are based on where a person is supervised not on the number of offenses the person carries.**

**** NOTE:**

If you are the ORI county, and you send in a code 1, you MUST send in a code 4 to bring the individual back in to your county.

If you are the Courtesy Supervising county, and you send in a code 2, you MUST send in a code 3 to send back to the ORI county when you're done supervising the individual. **

TST 32 EXTENSION OF COMMUNITY SUPERVISION

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Date of Supervision Extension	EXD	8	86	93	Date	R	M
Length of Supervision Extension	EXL	6	94	99	Numeric	R	R
Community Supervision Placement Date	PMD	8	100	107	Date	R	M
Local Offense Identifier	OID	20	108	127	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) and on Offense transaction (TST 11) for this offense must be processed before this transaction can be processed.**
 - ✓ This transaction is required each time an adjudicated or deferred offense is extended.
 - ✓ This transaction is not valid for a Pretrial offense.

TST 33 PLACEMENT INTO PROGRAM / SERVICE / INCARCERATION

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Program, Service, Incarceration Type	PLT	4	86	89	Alpha	R	M
Program, Service, Incarceration Begin Date	PRB	8	90	97	Date	R	M
Community Justice Plan Program	CJP	1	98	98	Alpha	R	R
Primary Funding Source	PFS	1	99	99	Alpha	N	N
Reason for Placement	PLR	1	100	100	Alpha	R	R
Court Ordered Incarceration Length	PIL	6	101	106	Numeric	V	V
CJAD Program Designator	DSG	2	107	108	Numeric	R	M
Program County	PGC	3	109	111	Numeric	R	R
Local Person Identifier	PID	20	112	131	Alpha Numeric	R	C

-
- ✓ **A Demographic transaction (TST 05) must be processed before this transaction can be processed**
 - ✓ This action is required each time an individual is placed in a program.

TST 34 DISCHARGE FROM PROGRAM / SERVICE / INCARCERATION

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Program, Service, Incarceration Type	PLT	4	86	89	Alpha	R	M
Program, Service, Incarceration Begin Date	PRB	8	90	97	Date	R	M
Program, Service, Incarceration End Date	PRE	8	98	105	Date	R	R
Reason For Discharge	DSR	1	106	106	Alpha	R	R
CJAD Program Designator	DSG	2	107	108	Numeric	R	M
Program County	PGC	3	109	111	Numeric	R	R
Local Person Identifier	PID	20	112	131	Alpha Numeric	R	C

-
- ✓ **A Demographic transaction (TST 05) and a Program Placement transaction (TST 33) must be processed before this transaction can be processed.**
 - ✓ **The PID sent on the Program Termination (TST-34) must be the same PID that was sent on the Program Placement (TST-33)**
 - ✓ This transaction is required each time an individual is discharged from a program.

TST 35 TERMINATION OF COMMUNITY SUPERVISION (PRETRIAL OFFENSE)

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Pretrial Services Placement Date	PTD	8	86	93	Date	R	M
Pretrial Status	PTS	1	94	94	Alpha	R	R
Pretrial Services End Date	DST	8	95	102	Date	R	M
Supervision Termination Reason	STR	2	103	104	Alpha	R	R
Local Offense Identifier	OID	20	105	124	Alpha Numeric	R	M

- ✓ **A Demographic transaction (TST 05) and an Offense transaction (TST 10) for this Pretrial offense must be processed before this transaction can be processed.**
- ✓ This transaction is not valid for an adjudicated or deferred offense.

TST 36 TERMINATION OF COMMUNITY SUPERVISION (ADJUDICATED OR DEFERRED OFFENSE)

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Date of Supervision Termination	DST	8	86	93	Date	R	M
Supervision Termination Reason	STR	2	94	95	Alpha	R	R
Reason for Revocation	RVR	1	96	96	Alpha	V	V
Revocation Destination	RVD	2	97	98	Alpha	V	V
Subsequent Offense Type	SOT	1	99	99	Alpha	V	V
Type of Community Supervision	CST	1	100	100	Alpha	R	M
Community Supervision Placement Date	PMD	8	101	108	Date	R	M
Local Offense Identifier	OID	20	109	128	Alpha Numeric	R	M

-
- ✓ **A Demographic transaction (TST 05) and an Offense transaction (TST 11) for this offense must be processed before this transaction can be processed.**
 - ✓ This transaction is not valid for a Pretrial offense.

TST 37 TERMINATION ROLLBACK (PRETRIAL OFFENSE)

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Correction	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Pretrial Services Placement Date	PTD	8	86	93	Date	R	R
Pretrial Status	PTS	1	94	94	Alpha	R	R
Pretrial Services End Date	DST	8	95	102	Date	R	R
Supervision Termination Reason	STR	2	103	104	Alpha	R	R
Local Offense Identifier	OID	20	105	124	Alpha Numeric	R	R

-
- ✓ **A Termination of Community Supervision (Pretrial Offense) transaction (TST 35) for this Pretrial offense must be processed before this transaction can be processed.**
 - ✓ This transaction is not valid for an adjudicated or deferred offense.

TST 38 TERMINATION ROLLBACK (ADJUDICATED OR DEFERRED OFFENSE)

Element	Code	Length	Beg Col	End Col	Type	Required for Add	Required for Change
CJAD Record Type	RCT	3	1	3	Alpha Numeric	R	R
Transaction Creation Date	TSD	8	4	11	Date	R	R
Transaction Creation Time	TSS	6	12	17	Numeric	R	R
Transaction Sequence Number	TSN	6	18	23	Numeric	R	R
Initiating County	SCT	3	24	26	Numeric	R	R
Add / Update / Change	AUC	1	27	27	Alpha	R	R
Error Sequence Number	ESN	9	28	36	Numeric	N	N
Transaction Type	TST	2	37	38	Numeric	R	R
State Identification Number	SID	8	39	46	Numeric	V	C
Tracking Incident Number	TRN	10	47	56	Alpha Numeric	V	M
Tracking Incident Number Suffix	TRS	4	57	60	Alpha Numeric	V	M
County Code Original Jurisdiction	CTY	3	61	63	Alpha Numeric	R	C
Cause Number	CAU	20	64	83	Alpha Numeric	V	V
Count Sequence Number	CSN	2	84	85	Numeric	N	N
Date of Supervision Termination	DST	8	86	93	Date	R	M
Supervision Termination Reason	STR	2	94	95	Alpha	R	R
Reason for Revocation	RVR	1	96	96	Alpha	V	V
Revocation Destination	RVD	2	97	98	Alpha	V	V
Subsequent Offense Type	SOT	1	99	99	Alpha	V	V
Type of Community Supervision	CST	1	100	100	Alpha	R	M
Community Supervision Placement Date	PMD	8	101	108	Date	R	M
Local Offense Identifier	OID	20	109	128	Alpha Numeric	R	M

-
- ✓ **A Termination of Community Supervision transaction (TST 36) for this offense must be processed before this transaction can be processed.**
 - ✓ This transaction is not valid for a Pretrial offense.

CSTS Data Elements Dictionary

All entries in the CSTS Data Elements Dictionary are listed in alphabetical order by data element code. Each entry gives reference to the record type (TST) that uses the data element.

**(RE) ASSESSMENT DATE (ASD)**

Length: 8

Type: Date

Required for Add

Begin Column: 86

End Column: 93

Manual Correction

Found in Transaction: 21

Example 12012000 (December 1, 2000)

Definition(s)

The (re) assessment date is the date that each assessment is conducted on an offender.

Assessments are required for all individuals on deferred adjudication or adjudicated community supervision. Initial assessment is to be completed within 60 days of community supervision placement. All (re) assessments must be reported to CSTS and conducted according to CJAD Standards (163.35 (c)).

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

**ASSESSMENT TYPE (AST)**

Length: 1

Begin Column: 94

Found in Transaction: 21

Example R

Type: Alpha

End Column: 94

Required for Add

Optional for Correction

Definition(s)

Assessment Type indicates whether the Case Classification Risk and Needs Assessment was made using the initial or reassessment scale.

Case Classification Risk and Needs Assessments are required for all individuals on deferred adjudication or adjudicated community supervision. All (re) assessments must be reported to CSTS and conducted according to CJAD Standards (163.35 (C)).

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

Valid Options for Assessment Type	
I	Initial Assessment
R	Reassessment



ADD (UPDATE) / CORRECTION (AUC)

Length: 1

Type: Alpha

Required for Add

Begin Column: 27

End Column: 27

Required for Correction

Found in Transaction: All Transactions

Example A

Definition(s)

The Add (Update) / Correction code is used to indicate whether the reported record is an addition to the existing information on an offender or a Correction to the previously accepted information. The code is assigned by the local software program.

Transactions that replace rejected transactions are unique in that they must have an Error Sequence Number (ESN) A replacement transaction with an ESN may be either an Add or a Correction.

Add

The Add code is used whenever the record being submitted is an initial placement or an addition to the information that has previously been submitted. None of the existing information in the system will be altered.

AUC must be A for Add when the transaction contains data that CSTS has not yet processed for an individual **The first time any specific transaction is sent for an individual, no matter what transaction type, will be an add.**

An Add transaction that duplicates key data fields will be rejected. Matching key data fields is only valid on Correction transactions. Refer to the Manual Correction Data Elements table earlier in this section.

Corrections

The Change code is only used to denote Corrected data previously accepted by CSTS

Certain data Elements cannot be corrected using the Correction transaction because they are keys to the database tables where the CSTS data is stored. Changing any one of these elements requires changing the element in any related data throughout the CSTS system. These elements can only be Corrected by a manual process. Refer to the Manual Correction Data Elements table earlier in this section.

Valid Options for Add (Update) / Correction	
A	Add (Update)
C	Correction

**CAUSE NUMBER (CAU)**

Length: 20
Begin Column: 64
Found in Transaction: All
Example 24249

Type: Alpha Numeric
End Column: 83

Optional for Add
Optional Correction

Definition(s)

The cause number is the number assigned by the local courts for each charge. Indicate the court assigned cause number for the case in which the individual received community supervision.

CSTS has not edit criteria for the Cause Number. That is, the Cause Number can consist of any combination of numbers and / or alpha characters.



COMMUNITY JUSTICE PLAN (CJP)

Length: 1

Begin Column: 98

Found in Transaction: 33

Example: Y

Type: Alpha

End Column: 98

Required for Add

Required Correction

Definition(s)

Indicates whether the Program / Service / Incarceration type is departmentally operated or funded and is listed on the department's Community Justice Plan.

If the program is departmentally operated or funded through the CSCD, report YES. If the program is on an accepted CJP for the biennium matching the program placement date, report YES. A valid designator (DSG) is required when reporting YES. DSG must be from 01-99 when reporting YES.

If the program / service is operated by the county, state or other entity, report NO. All forms of incarceration should be reported as NO. DSG must be "00" when reporting NO.

Valid Codes for Community Justice Plan	
Y	Yes
N	No

**DISPOSITION LENGTH (COURT CONFINEMENT) (CMT)**

Length: 6

Begin Column: 133

Found in Transaction: 11

Example 020505 (2yrs, 5 month, 5 days) 100000 (10 years)

Type: Numeric

End Column: 138

Conditionally required for Add
Optional Correction**Definitions(s)**

The Disposition Length reflects the amount of confinement time (detention) the court orders for the commission of an offense. The disposition length is also known as the sentence length for an offense.

The Disposition Length is not required for deferred adjudication and pretrial placement.

TRANSFER CODE (COD)

Length: 1

Begin Column: 100

Found in Transaction: 30

Example 3

Type: Numeric

End Column: 100

Required for Add

Required for Correction

Definition(s)

The Transfer Code distinguishes the types of transfer transactions reported to CSTS. Each code identifies a separate step in the transfer process.

Valid Options for Transfer Code	
1	Original county transferring to receiving county or out of state
2	Receiving county accepting from original county or out of state
3	Receiving county returning to original county or out of state
4	Original county accepting back from original county or out of state



COMMUNITY SUPERVISION LENGTH (COURT PROBATION) (CPR)

Length: 6

Begin Column: 139

Found in Transaction: 11

Example 000600 (6 months)

Type: Numeric

End Column: 144

Required for Add

Optional Correction

Definition(s)

The Community Supervision Length reflects the amount of time the court orders an offender to serve a community supervision term. Report the length of time that the defendant was placed on community supervision in years, months, and / or days



COUNT SEQUENCE NUMBER (CSN)

Length: 2

Begin Column: 84

Found in Transaction: All

Example 02

Type: Numeric

End Column: 85

Optional for Add

Optional Correction

Definition(s)

The Count Sequence Number is a unique designator of each count within a single cause. Indicate the sequence number of the count within a single cause number for the case in which the individual received community supervision.



TYPE OF COMMUNITY SUPERVISION (CST)

Length: 1

Begin Column: 145

Found in Transaction: 11, 36

Example: A

Type: Alpha

End Column: 145

Required for Add

Manual Correction

Definition(s)

The Type of Community Supervision indicates the type of community supervision resulting from the disposition.

Adjudicated Community Supervision

Adjudication occurs when the court enters a judgment of guilt into the court record and grants the defendant a term of community supervision in lieu of, or in addition to, confinement.

Deferred Adjudication

Deferred adjudication refers to community supervision where the court withholds the judgment of guilt and places the defendant community supervision upon a plea of guilty. The finding of guilt is deferred for a period of time.

Valid Options for Type of Community Supervision	
A	Adjudicated Community Supervision
D	Deferred Adjudication
P	Pretrial (generated automatically for TST 10)

NOTE: A Deferred case cannot be placed if there is an Adjudicated case already on the system with the same OID, TRN and TRS.



COUNTY CODE – ORIGINAL JURISDICTION (CTY)

Length: 3

Begin Column: 61

Found in Transaction: All

Example: 246 (Williamson County) CA (California)

Type: Alpha Numeric

End Column: 63

Required for Add

CR Log Correction

Definition(s)

The County Code –Original Jurisdiction identifies the county in Texas with original jurisdiction over the case. The county code is **not necessarily the chief county of the Community Supervision and Corrections Department.**

Interstate Transfers

If the original jurisdiction is not a Texas county, report the County Code using the two digit state code.

See Chapter 5 Supplemental Information for a valid list of Country and State codes.

**CITIZENSHIP (CTZ)**

Length: 2

Begin Column: 160

Found in Transaction: 05

Example: US (United States); PV (Paraguay)

Type: Alpha

End Column: 161

Required for Add

Optional Correction

Definition(s)

The Citizenship of an individual is defined as the country in which an individual maintains citizenship.

In the event that there is ambiguity as to the citizenship of the individual, report the best information available and initiate an investigation to obtain accurate information.

This is a two digit alpha field which contains the abbreviated country code in which the subject maintains citizenship. Indicate the citizenship of the individual using the codes in Chapter 5 of this manual.

Dual Citizenship

Some individuals have dual citizenship. United States citizenship takes priority over citizenship status of other countries. For example, if an individual claims citizenship in the United States and Canada, report individual's citizenship country as the United States.



DATE OF ARREST (DOA)

Length: 8

Begin Column: 109

Found in Transaction: 10, 11

Example: 09142001 (September 14, 2001)

Type: Date

End Column: 116

Required for Add

Optional Correction

Definition(s)

The Date of Arrest is the date that the individual was arrested for the reported offense for which (s)he was placed on supervision.

The Date of arrest may not be

1. Later than the current date
2. Earlier than January 1, 1930 or
3. Earlier than the date of the offense.

If the actual Date of Arrest is unknown, the date that the subject was finger printed may be used as a substitute.

DOB

DOB

DATE OF BIRTH (DOB)

Length: 8

Begin Column: 116

Found in Transaction: 5

Example: 11081959 (November 8, 1959)

Type: Date

End Column: 123

Required for Add

Optional Correction

Definition(s)

The Date of Birth is defined as the month, day and year of the individual's date of birth.

If the complete date of birth is not available, leave month or day blank. For example, 00001959 is an acceptable birth date if the day and month of birth are not known.

**DATE OF OFFENSE (DOO)**

Length: 8

Begin Column: 101

Found in Transaction: 10, 11

Example: 09081992 (September 8, 1992)

Type: Date

End Column: 108

Required for Add

Optional Correction

Definition(s)

The Date of Offense is the date that the offense was committed. The Date of Offense is the precise date of the offense and cannot be later than the Date of Arrest. The Date of Offense may not be earlier than January 1, 1930

**DATE OF SENTENCE (DOS)**

Length: 8

Begin Column: 117

Found in Transaction: 11

Example: 05011996 (May 1, 1996)

Type: Date

End Column: 124

Required for Add

Optional Correction

Definition(s)

For adjudicated cases, report the date of sentencing. For cases in which adjudication is deferred, report the date of disposition.

The Date of Sentence is invalid for pretrial cases.

The Date of Sentence cannot be earlier than Date of Arrest.



CJAD PROGRAM DESIGNATOR (DSG)

Length: 2

Begin Column: 107

Found in Transaction: 33, 34

Example: 01

Type: Numeric

End Column: 108

Required for Add

Manual Correction

Definition(s)

The CJAD program designator is a two digit (00-99) field. All programs which should be reported with CJP as YES are assigned a program designator which is used to identify unique programs or facilities with the same program code.

If the Community Justice Plan (CJP) is coded as 'Y', the program code and designator (01-99) must match a program code and designator found on the program county's CJP for the biennium matching the program placement date.

If the Community Justice Plan (CJP) is coded as 'N', the program designator should be entered as '00'. For all incarceration types (CJT, ISFT, SJT, IDT, SAP), the program designator should be entered as '00'



REASON FOR DISCHARGE (DSR)

Length: 1

Begin Column: 106

Found in Transaction: 34

Example: V

Type: Alpha

End Column: 106

Required for Add

Optional Correction

Definition(s)

The Reason for Discharge is the rationale for removing the offender from the reported Program / Service / Incarceration Type. Report the appropriate program discharge category for all program / service discharges.

Valid Options for Reason for Discharge	
C	Completion of Program or Term
I	Inappropriate Placement / Unable to Participate
U	Unable to Participate
V	Violation of Program / Service Conditions
M	Moved
O	Other Subsequent Overriding Activity
D	Death
A	Absconded
R	Revocation
P	Progressive Sanctions

Discharges as a result of Supervision Terminations

Termination of supervision does not automatically discharge an offender from a program, and individuals should not be discharged from a program merely because the supervision is terminated. You should only discharge the individual from the program when they have actually completed and/or been released from the program.

Completion of Program or Term (C)

Indicates that the program was completed if the individual completed all required phases of the program / service, was assessed to no longer need the program / service, or completed the mandated length of participation.

Inappropriate Placement (I)

Report Inappropriate Placement if the individual was discharged from the program / service because the program / service did not address the risks / needs of the offender. (e.g. mentally unable to participate, not chemically dependent, unable to understand English, or not eligible for the program etc.).

Unable to Participate (U)

Report Unable to Participate if the individual's situation changes outside of the individual's control, and no longer is able to participate in the program (e.g. the individual sustained a serious injury of medical condition and is hospitalized).

Violation of Program / Service Conditions (V)

Report Violation of Program / Service Conditions if the individual is discharged because of violations. These violations may or may not violate the conditions of community supervision (e.g. electronic monitoring violations, refusal to participate in or attend treatment, disorderly conduct, drug use, assaultive behavior, etc)

Moved (M)

Report Moved if the individual moves to another county and is no longer able to participate in the program.

Other Subsequent Overriding Activity (O)

Report Other Subsequent Overriding Activity (O) if the reason for discharge does not fall under any of the other DSR codes.

Death (D)

Report Death if individual died while participating in a program / service.

Absconded (A)

Report Absconded if the individual was discharged from program due to absconding from community supervision.

Revocation (R)

Report Revocation if the individual was discharged from program due to a revocation of community supervision no related to a violation of program/service conditions.

Progressive Sanctions (P)

Report Progressive Sanctions if the individual was discharged from program and placed in another program to address the offender's risk/needs as per the CSCD's progressive sanctions model.



DATE OF SUPERVISION TERMINATION (DST)

Length: 8

Begin Column: 95

Found in Transaction: 35, 36

Example: 06111997 (June 11, 1997)

Type: Date

End Column: 102

Required for Add

Manual Correction

Definition(s)

Date the individual's community supervision was terminated.

ISYS accepts Community Supervision Terminations from only the county with original jurisdiction.

EAD**EAD****EDUCATION ASSESSMENT DATE (EAD)**

Length: 8

Begin Column: 86

Found in Transaction: 23

Example: 06101997 (June 10, 1997)

Type: Date

End Column: 93

Required for Add

Manual Correction

Definition(s)

Report the date that the education assessment was completed.

**EDUCATIONAL ACHIEVEMENT LEVEL (EAL)**

Length: 2

Begin Column: 94

Found in Transaction: 23

Example: 08

Type: Numeric

End Column: 95

Required for Add

Optional Correction

Definition(s)

The Educational Achievement Level is an approved educational achievement test score or evaluation of educational competencies and educational skills, which is reported in equivalent grade level. The Educational Achievement Level does not refer to self-reported grade level.



EDUCATION ASSESSMENT METHOD (EAM)

Length: 3

Begin Column: 96

Found in Transaction: 23

Example: TAB

Type: Alpha

End Column: 98

Required for Add

Optional Correction



Definition(s)

The Education Assessment Method is an instrument, generally nationally or state normalized, administered to establish levels of educational proficiencies. The resulting score is reported in equivalent grade level. The education Assessment Method may also be a portfolio method of measurement, which is a compilation of several examples of a person's academic production and several measures of grade level. It generally includes a standardized assessment, essays, collaboratively derived teacher evaluation and self-evaluation.

Other Education Assessment Methods can include non CSCD administered assessments, such as former secondary school assessments, Texas Education Agency (TEA) Adult Education Cooperative assessments, Job Training Partnership Act (JTPA) assessments, High School Diploma or GED documentation, and college-level transcripts, etc.

See CJAD policy for specific educational screening requirements.

Valid Options for Education Assessment Method	
TAB	TABE :Test of Adult Basic Education
ABL	ABLE : Adult Basic Learning Examination
API	API : Adult Placement Indicator
BAD	BADER : Bader Reading and Language Inventory
WRA	WRAT : Wide Range Achievement Test
POR	A combination of formal and informal methods in a portfolio
ESL	English as a Second Language Placement Test of Texas A&I
OTH	Other



EMPLOYMENT STATUS (EMS)

Length: 1

Begin Column: 89

Found in Transaction: 10, 11

Example: 1

Type: Alpha

End Column: 89

Required for Add

Optional Correction

Definition(s)

Indicate the employment status of the individual at the time of community supervision placement.

Multiple Community Supervision Terms

An individual's employment status must be reported when he/she is placed on community supervision (for the first time) and for each subsequent community supervision placement, regardless of whether the subsequent placement is pretrial, deferred or adjudicated. For example, employment status must be reported when an individual is placed on adjudicated community supervision and again updated for subsequent community supervision placement.

For individuals with more than one community supervision term, CSTS only maintains the employment from the most recent community supervision placement.

Use the appropriate code that refers to the individual's legal employment status at the time of community supervision placement. Employment refers to the performance of a legal service or the legal production of goods in exchange for payment.

Valid Options for Employment Status	
1	Full time
2	Part time
3	Seasonal
3	Student / Retired / Homemaker / Disabled
5	Not Employed

Full time

Refers to a full time (at least 35 hours per week) legitimate occupation

Part time

Refers to individuals who commit part of their time to work. Include homemakers, students and retirees who work part time.

Seasonal

Refers to full time employment on a seasonal basis. Examples include fruit and vegetable harvesters, and oyster shuckers.

Student / Retired / Homemaker / Disabled

Refers to full time students, full time homemakers, full time retired people, and the medically disabled that are unable to work due to their disability.

Not Employed

Refers to individuals who would normally be expected to be in the work force, but who are not.



COUNTY / STATE RECEIVING SUPERVISION (ERS)

Length: 3

Begin Column: 97

Found in Transaction: 30

Example: 227

Type: Alpha Numeric

End Column: 99

Required for Add

Optional Correction

Definition(s)

The three digit county code that identifies the county in Texas that is receiving direct supervision of the transfer, or return of courtesy supervision.

If a county in Texas has received a transfer, indicate the specific county receiving direct supervision of the individual not the chief county of the Community Supervision and Corrections Department (CSCD)

If transferring out of state, use the 2 character state abbreviation.

See Chapter 5 Supplemental Information for a list of valid state and country codes.



ERROR SEQUENCE NUMBER (ESN)

Length: 9

Begin Column: 28

Found in Transaction: All

Example: 000000122

Type: Numeric

End Column: 36

Conditionally Required for Add

Conditionally Required Correction

Definition(s)

The Error Sequence Number (ESN) is used to indicate that a transaction is being sent to replace a rejected transaction. The ESN is cited on the Error Transaction Report. A replacement transaction must have an ESN that matches the Transaction Error Report.

A replacement transaction with an ESN may be either an Add or Correction (i.e. the field AUC may be either A or C)

When a transaction cannot be processed because a data element does not pass edits, the transaction is written to a reject file and assigned an ESN. The errors will be reported on the Transaction Error Report (Sorted by CSCD, county, individual, and ESN) listing each error under each ESN. The report is designed to be printed, but can be sent electronically as a file to CSCDs that want to view or print it themselves.

Making corrections

Corrections can be made electronically by sending the correct data in a replacement transaction. Error corrections can be made manually by correcting the error on the report and sending it back to the Region Coordinator for the county.

When submitting corrections to CSTS, the replacement transaction must include the ESN listed on the Transaction Error Report. If the replacement transaction is good, the data can be added to CSTS. If the replacement transaction is rejected, it goes into the rejected transaction file and assigned a new ESN, which will appear on the Transaction Error Report. Use the new ESN on the most recent Error Transaction Report if the transaction has been rejected more than once.

**ETHNICITY (ETH)**

Length: 1

Begin Column: 125

Found in Transaction: 05

Example: U

Alpha

End Column: 125

Required for Add

Optional Correction

Definition(s)

Ethnicity identifies the individual's ethnic origin. CSTS differentiates Hispanic and Non Hispanic individuals of varying racial backgrounds consistent with DPS and federal authorities.

Report the ethnicity that the individual wishes to be identified. If the individual refuses to identify ethnicity, the supervision officer should use his or her best judgment.

Valid Options for Ethnicity	
H	Hispanic
N	Non Hispanic
U	Unknown



COUNTY / STATE TRANSFERRING SUPERVISION (ETS)

Length: 3

Begin Column: 94

Found in Transaction: 30

Example: 003 (Angelina County)

Type: Numeric

End Column: 96

Required for Add

Optional Correction

Definition(s)

Three digit county code that identifies the county in Texas that is initiating the transfer or return of courtesy supervision.

If a county in Texas initiating the transfer, indicate that specific county not the chief county of the Community Supervision and Corrections Department (CSCD).

If transferring in from out of state, use the 2 digit state abbreviation.

See Chapter 5 Supplemental Information for a list of valid state and country codes

**DATE OF SUPERVISION EXTENSION (EXD)**

Length: 8

Begin Column: 86

Found in Transaction: 32

Example: 05011996 (May 1, 1996)

Type: Date

End Column: 93

Required for Add

Manual Correction

Definition(s)

The Date of Supervision Extension is the date that the court orders an individual's community supervision to be extended.

Each community supervision extension should be reported separately and must be specific to a tracking incident number (TRN) and tracking incident number suffix (TRS)

CSTS accepts extensions from only the county of original jurisdiction.

**LENGTH OF SUPERVISION EXTENSION (EXL)**

Length: 6

Begin Column: 92

Found in Transaction: 32

Example: 010602 (1 yr, 6 mo, 2 days) 010000 (1 yr)

Type: Numeric

End Column: 99

Required for Add

Required for Change

Definition(s)

The Length of Supervision Extension is the length of time the court orders an individual's community supervision to be extended. This is expressed in years (Y), months (M) and/or days(D)

**GENDER (GEN)**

Length: 1

Begin Column: 126

Found in Transaction: 05

Example: 05011996 (May 1, 1996)

Type: Alpha

End Column: 126

Required for Add

Optional Correction

Definition(s)

Report the Gender of the individual. In cases of ambiguity, report the person's birth gender, not identification choice.

Valid Options for Gender	
M	Male
F	Female



GENERAL OFFENSE CHARACTER MODIFIER (GOC)

Length: 1

Begin Column: 98

Found in Transaction: 10, 11

Example: A

Type: Alpha

End Column: 98

Required for Add

Optional Correction

Definition(s)

The General Offense Character (Modifier) further describes the nature of the offense resulting in community supervision.

If not applicable, leave the variable blank. If applicable, report a code for one of the following general offense characters:

- Attempt to Commit
- Conspiracy to Commit
- Renunciation of
- Solicitation to Commit

Whenever a preparatory offense is used, the level and degree of the offense will be one degree less than the normal level and degree.

Valid Options for General Offense Code	
A	Attempt to Commit
C	Conspiracy to Commit
R	Renunciation of
S	Solicitation to commit



HIGHEST GRADE COMPLETED (HGC)

Length: 2

Begin Column: 86

Found in Transaction: 10, 11

Example: 12 (12 yrs) 21 (21 yrs)

Type: Numeric

End Column: 87

Required for Add

Optional Correction

Definition(s)

Report the highest grade in years that the individual completed at the time of community supervision placement. Note: The highest grade completed does not necessarily indicate level of attainment (e.g. 8th grade reading level).

Multiple Community Supervision Terms

The Highest grade completed must be reported when an individual is placed on community supervision (for the first time) and for each subsequent community supervision placement, regardless of whether the subsequent placement is pretrial, deferred, or adjudicated. For example, the highest grade completed must be reported when an individual is on deferred community supervision and again updated when or if their case becomes adjudicated.

For individuals with more than one community supervision term, CSTS only maintains the highest grade reported for the most recent community supervision placement.

Calculating the Highest Grade Completed

If the offender has come college, report 12 plus the number of years completed. 21 Years is the maximum highest grade completed. Should the maximum highest grade completed at intake be greater than 21 years, report 21 years.

Round down in situations with uncompleted years. For example, if the individual completed three 15-hour semesters of college ($12 + 1 + .5 = 13$) Report 13 at the highest grade completed.



HIGH SCHOOL DIPLOMA OR GED (HSD)

Length: 1

Begin Column: 88

Found in Transaction: 10, 11

Example: Y

Type: Alpha

End Column: 88

Required for Add

Optional Correction

Definition(s)

Indicate whether the individual has a high school diploma or GED at the time of community supervision placement.

Multiple Community Supervision Terms

The high school diploma and GED information must be reported when an individual is placed on community supervision (for the first time) and for each subsequent community supervision placement, regardless of whether the subsequent placement is pretrial, deferred or adjudicated. For example, whether a high school diploma or GED has been obtained must be reported when an individual is placed on pretrial supervision, and again updated when or if their case becomes deferred or adjudicated.

For individuals with more than one community supervision term, CSTS only maintains the high school diploma or GED information from the most recent community supervision placement

Valid Options for High School Diploma or GED	
Y	Yes Individual has earned a High School Diploma or GED
N	No Individual has not earned a High School Diploma or GED



INTAKE TYPE (INT)

Length: 1
 Begin Column: 146
 Found in Transaction: 11
 Example: 1

Type: Numeric
 End Column: 146

Required for Add
 Optional Correction



Definition(s)

The Intake Type indicates whether the community supervision placement is direct from the courts, or if the individual is returning from some other initial sentence.

Valid Options for Intake Type	
1	Direct Placement
2	Return from State Boot Camp
3	Return from Shock Incarceration
4	Reinstatement

Direct Placement

Refers to placements directly from the courts. Note: Report individuals placed on community supervision by your county and placed in a Community Corrections Facility as Direct Placements.

Return from State Boot Camp

Applies to persons on community supervision after being returned from a State Boot Camp of the TDCJ-ID (i.e. Alternative Incarceration Program or Prison Boot Camp)

If an individual was placed on community supervision, revoked to the State Boot Camp, and bench warranted back onto community supervision, this activity should be reported as a Reinstatement under the original disposition. Do not report such an individual as a community supervision placement.

Return from Shock Incarceration

Applies to persons being placed on community supervision after being sentenced to incarceration in TDCJ-ID, state jail or county jail.

If an individual was placed on community supervision, revoked to incarceration, and is bench warranted back onto community supervision, this activity should be reported as a Reinstatement under the original disposition. Do not report such an individual as a community supervision placement.

Return from Substance Abuse Felony Punishment Facility (SAFPF) is not a valid option. Initial CSTS versions incorrectly included return from SAFPF as an intake type. Returns from SAFPF are placed in SAFPF as a condition of community supervision. Such individuals are considered direct placements.

Reinstatement

Refers to placements of Adjudicated cases that have been revoked and then placed back on the same Adjudicated case at a later date. Note: **Intake type 4 is only valid for Adjudicated cases only. Deferred Adjudication cases can not use intake type 4.**



LEVEL AND DEGREE OF OFFENSE (LDO)

Length: 2

Begin Column: 99

Found in Transaction: 10, 11

Example: F1

Type: Alpha Numeric

End Column: 100

Required for Add

Optional Correction

Definition(s)

Report the level (Felony or Misdemeanor) and degree 1st, 2nd, 3rd, A, or B) of the offense

The offenses that include * denote charges where the punishment is defined by a code other than the Penal Code.

Valid Options for Level and Degree of Offense	
F1	First Degree Felony
F2	Second Degree Felony
F3	Third Degree Felony
FS	State Jail Felony
F*	Unclassified Felony
MA	Class A Misdemeanor
MB	Class B Misdemeanor
M*	Unclassified Misdemeanor



NAME (NAM)

Length: 30
 Begin Column: 86
 Found in Transaction: 05
 Example: Smith,John Henry

Type: Alpha
 End Column: 115

Required for Add
 Optional Correction



Definition(s)

The name of the individual is the complete name of the individual, including the last and first names plus a middle initial (if any). Report the individual's name as it appears on the on your official departmental records.

- ✓ Complete first names are to be used, if available.
- ✓ No portion of the name should be abbreviated
- ✓ Do not use periods
- ✓ If a name exceeds 30 characters, use the first valid 30 characters
- ✓ Do not use terms such as IO (Initial only) NMI (No Middle Initial) NMN (No Middle Name)
- ✓ Titles or degrees of individuals, including foreign titles and degrees and their abbreviations, are not to be used in the name field.
- ✓ Special case names: as a combination last name, SAINT will always be abbreviated (St John)

Correct Examples:

Smith,John H Q
 Smith,John Henry Jr
 Smithwick,Johnathan Henry
 Smith,J H
 Rodriguez-Guerrero,Anita S
 St John,Elisabeth J

Incorrect Examples

Mr., Miss, Mrs., Ms., Rev., D.D.S., Capt., Ph.D., etc
 Brown,John William Rev.
 Smith,Robert L Mrs.

The primary source of ambiguity in the name data element occurs when the individual has more than one surname, since birth and / or has executed a name change. Common two-name examples include

1. A woman that uses a legal or common law married surname in addition to, or instead of her birth name.
2. an individual that uses a step-parent surname

In such cases, report the name of the person as it appears in official departmental records. If you have documentation that departmental records are incorrect, correct that information and once that is complete, then send CSTS a correction.



TOTAL NEEDS SCORE (NSC)

Length: 2

Begin Column: 97

Found in Transaction: 21

Example: 16

Type: Numeric

End Column: 98

Required for Add

Optional Correction

Definition(s)

Report the Total Needs Score of the individual at (re) assessment.

Case Classification Risk and Needs (re) assessments are required for all individuals on deferred adjudication, or adjudicated community supervision.

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

Valid Total Need Score	
Minimum	-08 to 14
Medium	15 to 29
Maximum	30 to 60

**OFFENSE CODE (OFC)**

Length: 8

Begin Column: 90

Found in Transaction: 10, 11

Example: 54050005 (DWI 3rd)

Type: Numeric

End Column: 97

Required for Add

Optional Correction

Definition(s)

The Offense Code is comprised of a four digit NCIC classification code and a four digit Texas Uniform Offense Classification code. Offense codes are provided in the most recent version of the Texas Department of Public Safety's Offense Codes publication.

The Offense Code is required for each offense for which an individual is placed on pretrial, deferred or adjudicated community supervision. Do not report subsequent Offense Codes for offenses that do not result in supervision.

For charges that involve *attempt, conspiracy, renunciation, or solicitation*, use the code of the charge as if it actually occurred.

Example:**Offense**Driving While Intoxicated 3rd**Citation:**

6701-1(e) VCS

Code:

54050005

**LOCAL OFFENSE IDENTIFIER (OID)**

Length: 20	Alpha Numeric	Required Add
Begin Column: Various	End Column: Various	Manual Correction
Found in Transaction: 10,11,32,35,36,37,38		
Example: 12345678BA		

Definition(s)

A unique Local Offense Identifier (OID) generated by each Original (ORI) county for offenses placed on CSTS for that county.

PID and OID are added to the original transaction to track records where a SID and/or TRN/TRS are not available.



DRIVER LICENSE NUMBER (OLN)

Length: 20

Begin Column: 124

Found in Transaction: 05

Example: 12345678

Alpha Numeric

End Column: 146

Optional for Add

Optional Correction

Definition(s)

Report the driver's license number of the individual.

If a Texas OLN is given with less than 7 or 8 numbers and is not specifically given with lead zeros, or if given with lead zeros and more than a total of 8 numbers, CSTS will reject it as invalid. Other state OLN's may be alpha numeric and can range from 1 to 20 numeric and alpha combinations, but cannot be all zeros.



DRIVER LICENSE STATE (OLS)

Length: 2

Begin Column: 147

Found in Transaction: 05

Example: TX (Texas)

Type: Alpha

End Column: 148

Optional for Add

Optional Correction

Definition(s)

Report the state or country issuing driver license to individual.

If the Driver License State is reported, CSTS requires the Driver License Number (OLN) to be reported also.

Note: Use the NCIC state and country identification codes,



PRIMARY FUNDING SOURCE (PFS)

Length: 1

Begin Column: 99

Found in Transaction: 33

Example: Y

Type: Alpha

End Column: 99

Optional for Add

Required for Correction

Definition(s)

Primary Funding Source indicates the source of funding for the programs.

Valid Codes for Funding Source	
B	Basic
C	CCP – Community Corrections Program
D	DP – Diversion Programs
T	TAIP – Treatment Alternative to Incarceration Program
O	Other

**PROGRAM COUNTY (PGC)**

Length: 3

Begin Column: 109

Found in Transaction: 33

Example: 014

Type: Numeric

End Column: 111

Required for Add

Required for Correction

Definition(s)

Program County is the department/county administering the program.



LOCAL PERSON IDENTIFIER (PID)

Length: 20	Type: Alpha Numeric	Required for Add
Begin Column: Various	End Column: Various	Manual Correction
Found in Transaction: 05,10,11,20,21,22,23,24,30,33,34		
Example:		

Definition(s)

A unique Local Person Identifier generated by each county, and is added to the original transaction to allow tracking of records where a SID is not found.

COURT ORDERED INCARCERATION LENGTH (PIL)

Length: 6

Begin Column: 101

Found in Transaction: 33

Example: 000300 (3 months) 010005 (1 yr 0 month 5 days)

Type: Numeric

End Column: 106

Conditionally Required for Add
Optional Correction**Definition(s)**

Report the amount of incarceration time required as a condition of Community Supervision.

The Court Ordered Incarceration Length should only be reported if the Program / Service / Incarceration type is :

1. County Jail time
2. State Jail Time
3. Institutional Division Time

**REASON FOR PLACEMENT (PLR)**

Length: 1

Begin Column: 100

Found in Transaction: 33

Example: A

Type: Alpha

End Column: 100

Required for Add

Optional Correction

Definition(s)

The reason for placement is the rationale for placing the offender in the reported Program / Service / Incarceration Type.

Report only the most significant reason for placement. Court ordered programmatic placements will take precedence over assessed risk / needs and violation of supervision conditions.

Valid Options for Reason for Placement	
A	(re) assessed Risk / Needs
I	Initial Court Ordered Condition of Supervision
S	Subsequent Court Ordered Condition of Supervision
V	Violation of Supervision Conditions

Program / Service / Incarceration Type (continued)

Residential Program / Service /Incarceration Type

Court Residential Treatment Center (CRC)

A community based correction facility, which provided 24-hour supervision and specialized treatment for offenders with problems such as drug or alcohol abuse, mental health deficiencies, or emotional disorders.

Halfway House

Residential facilities, which focus on reintegration of offenders into the community.

Intermediate Sanctions Facility (ISF)

A facility that emphasizes short-term detention for community supervision violators and other offenders as deemed appropriate by local jurisdictions. Appropriate intervention programs and services may also be utilized.

Local Boot Camp (LBC)

A residential facility which provides a sentencing alternative for the young adult, non-violent, first time offender, utilizing a regimented supervision strategy along with other intervention programs.

Facility for the Mentally Impaired (MIF)

A residential facility that provides a structured living environment and appropriate specialized services for the mentally ill, mentally retarded, and / or mentally disabled offender.

Restitution Center Program (RCP)

A community-based corrections facility which provides 24-hour supervision and a structured environment for felony offenders. The restitution center is characterized by participant employability, restitution to victims and community service restitution. Individuals are confined to the center except to go to their place of employment, to perform community service work, or to attend education or rehabilitation programs.

Substance Abuse Treatment Facility (SAF)

A residential community corrections program that provides 24-hour supervision and is designed specifically to treat offenders who engage in chemical abuse. Education and vocational skills are also frequently included in the treatment programs. Substance Abuse Treatment Facilities are not to be confused with Substance Abuse Felony Punishment Facilities (SAFPF). Report individuals in SAFPFs as incarcerated using code SAP

Substance Abuse Felony Punishment Facility Residential Aftercare (SRA)

Residential Substance Abuse Aftercare funded through the TDCJ-Parole Division following treatment in a Substance Abuse Felony Punishment Facility (SAFPF) of the Texas Department of Criminal Justice. Facilities providing SAFPF Residential Aftercare are commonly referred to as Transitional Treatment Centers (TTC) This option should only be reported if the facility is providing residential treatment to an individual. Do not report non-residential treatment provided by TTCs under this category.

Program / Service / Incarceration Type (continued)

Non-Residential Program / Service Type

Day Reporting Center (DRC)

A highly structured non-residential facility that provides offender supervision services which consist of reporting daily, and may include any or all of the following: job search and retention skills training, counseling, performance of community service restitution hours, education services, and community resource referrals to offenders.

Education Program (EDU)

Education programs may utilize a wide range of services to raise the academic level of individuals on community supervision. Services often include educational testing / assessment, literacy classes or tutoring, and classes in adult education or GED preparation. The last character of the program code should indicate the type of education service. Select the appropriate type from the list.

Electronic Monitoring (ELM)

Electronic equipment monitors the absence or presence of a person at a given location at a specific time. Electronic monitoring is typically used in conjunction with non-residential supervision programs to enhance supervision.

Employment Program (EMP)

A variety of services for preparing the individual for the job market and assisting in the acquisition and maintenance of satisfactory employment. Services offered may include vocational education, employment preparedness and job acquisition skills, or job referrals and employment counseling.

Intensive Supervision Probation (ISP)

Intensive community supervision and services for high risk / needs offenders. The ISP officer is trained and experienced in working with high risk offenders. Officers supervise fewer individuals than in regular supervision, enabling the officer to provide an increased level of surveillance and supervision for each individual.

Specialized Caseloads Programs (SCP_)

Grouping of individuals by problem area for supervision by an officer experienced and trained in that problem area. The last character of the program code should be selected from the list to indicate the type of caseload.

Specialized Caseloads Program Options	
C Culturally Specific Caseload	O Other Specialized Caseload
D Intellectually/Developmentally Disabled Caseload	R High Risk Caseload
E Employment Caseload	S Substance Abuse
F Financial Management Caseload	V Aggressive Behavior Violence
G Gang Caseload	X Sex Offender
M Mentally Impaired / Developmentally Disabled	Y Youth Caseload
N Non-English speaking Caseload	A Aftercare Caseload for SAFPF

Surveillance Probation (SUR)

Designed to provide a highly intensive level of non-residential community supervision to offenders, emphasizing high levels of contact in person.

Program / Service / Incarceration Type (conclusion)**Incarceration Type****County Jail Time (CJT)**

Incarceration in a county jail. Only including County Jail Time that is imposed as a condition of community supervision.

Substance Abuse Felony Punishment Facility (SAP)

Incarceration in a Substance Abuse Felony Punishment Facility (SAFPF) of the Texas Department of Criminal Justice as a condition of community supervision.

State Jail Time

Incarceration in a State Jail as a condition of community supervision. Applicable to State Jail Felons only. Only include State Jail Time that is imposed as a condition of community supervision. Revocations to State Jails should be reported as a supervision termination.

Institutional Division Time (IDT)

Incarceration in a prison unit of the Institutional Division of the Texas Department of Criminal Justice. Only include Institutional Division Time that is imposed as a condition of community supervision.



DATE OF COMMUNITY SUPERVISION PLACEMENT (PMD)

Length: 8

Begin Column: 125

Found in Transaction: 11

Example: 08121994 (August 11, 1994)

Type: Date

End Column: 132

Required for Add

Manual Correction

Definition(s)

The Date of Community Supervision Placement indicates the date that the individual is placed on community supervision by the courts. The placement date must be equal to, or no later than the sentence date.

When the Date of Sentence and the Date of Community Supervision Placement Differ

For initial sentences to incarceration or State Boot Camp, the placement date is the date that the person returns from incarceration.

1. Shock Incarceration

When an offender is placed on community supervision after being returned from incarceration in the TDCJ-ID, state jail, or county jail. Individuals should be placed AFTER they are returned from TDCJ_ID, state jail, or county jail. Shock incarceration does not include individuals that were incarcerated as a condition of community supervision.

2. State Boot Camp

Then an offender is placed on community supervision after being returned from a state boot camp in the TDCJ_ID. Such individuals should be placed AFTER they are returned from ID.

Appeals

If a case is appealed, do not report the community supervision placement date of the individual until the appeal is denied and the defendant is actually placed on community supervision. The placement date for appealed cases is found on the new order placing the individual on supervision. Do not report the original sentence date of community supervision placement.

Reporting Deferred to Adjudicated Status

To report the placement date for deferred cases that have been adjudicated.

1. **Terminate** the deferred case
2. Report a new community supervision placement and indicate the type of community supervision as adjudicated. This does not erase the history that the case was originally deferred. However, it does mean that the associated identification information (Highest grade completed, High School Diploma, Employment Status) need to be updated and reported along with the new placement.

Reporting Revocations Returning to Community Supervision

An individual whose adjudicated community supervision has been terminated due to a revocation and then bench warranted back and placed on community supervision under the original disposition **should be reported as a Reinstatement.**

**PLACE OF BIRTH (POB)**

Length: 2

Begin Column: 158

Found in Transaction: 05

Example: TX (Texas) CB (Columbia)

Type: Alpha

End Column: 159

Required for Add

Optional Correction

Definition(s)

Report the state, territorial possession, or country where the individual was born. Report the country of birth only if the individual was born outside of the United States or U.S. territories.

**PROGRAM / SERVICE / INCARCERATION BEGIN DATE (PRB)**

Length: 8

Type: Date

Required for Add

Begin Column: 90

End Column: 97

Manual Correction

Found in Transaction: 33, 34

Example: 06111997 (June 11, 1997)

Definition(s)

The Program / Service / Incarceration Begin Date is the date that the offender enters the program, service, county jail, Substance Abuse Felony Punishment Facility, State Jail, or TDCJ Institutional Division.

Only report programs that are court ordered, or operated by or through the CSCD.

**PROGRAM / SERVICE / INCARCERATION END DATE (PRE)**

Length: 8

Type: Date

Required for Add

Begin Column: 98

End Column: 105

Required for Correction

Found in Transaction: 34

Example: 06111997 (June 11, 1997)

Definition(s)

The Program / Service / Incarceration End Date is the date that the individual is discharged or released from the program, service or incarceration facility.



PRETRIAL SERVICES AGENCY (PTA)

Length: 1

Begin Column: 126

Found in Transaction: 10

Example: P

Type: Alpha

End Column: 126

Required for Add

Optional Correction

Definition(s)

Indicate which entity listed below is providing the pretrial services to the offender.

Valid Options for Pretrial Services Agency	
C	CSCD
P	Pretrial Release Agency
O	Other

CSCD

The Community Supervision and Corrections Department should be indicated if the services are provided by the CSCD or an agency contracted by the CSCD.

Pretrial Release Agency

A Pretrial Release Agency should be indicated if the services are provided by a separate county or judicial district agency that the CSCD does not contract for services with.

Other

Indicate Other for all other agencies that provide pretrial services.

PTD

PTD

PRETRIAL SERVICES PLACEMENT DATE (PTD)

Length: 8

Begin Column: 117

Found in Transaction: 10, 35

Example: 06111997 (June 11, 1997)

Type: Date

End Column: 124

Required for Add

Manual Correction

Definition(s)

The Pretrial Services Placement Date is the date that the court orders pretrial supervision / diversion.

The Pretrial Services Placement Date must be on or after the date of arrest.

PRETRIAL STATUS (PTS)

Length: 1

Type: Alpha

Required for Add

Begin Column: 125(10), 94(35)

End Column: 125(10), 94(35)

Manual Correction

Found in Transaction: 10, 35

Example: S (Pretrial Bond Supervision)

Definition(s)

The Pretrial Status of an individual indicates whether he or she is receiving Pretrial Bond Supervision or Pretrial Diversion as defined below.

Valid Options for Pretrial Status	
S	Pretrial Bond Supervision
D	Pretrial Diversion

Pretrial Bond Supervision

Applies to defendants receiving supervision while out on Bond (PR Bond, Surety Bond, Cash Bond, etc.)

Pretrial Diversion

Applies to defendants receiving supervision who are being diverted from prosecution through the program. Pretrial diversion is defined as deferred prosecution where charges will be dismissed, or the equivalent, if the individual successfully completes the conditions of the program.



RACE (RAC)

Length: 1

Begin Column: 124

Found in Transaction: 05

Example: I (Native American or Alaskan Native)

Type: Alpha

End Column: 124

Required for Add

Optional Correction

Definition(s)

Report the race that the individual wishes to be identified. If the individual refuses to identify a race, the supervising officer should use his or her best judgment.

If an individual self-identifies as a racial blend, the U for Other may be used. As an example, it would be acceptable for a person who has Afro-Caribbean ancestry to identify as Other.

Because the race data element does not include Hispanic, situations in which an individual identifies their race as Hispanic may present some ambiguity. Report individuals identifying as Hispanic as such in the Ethnicity data element and probe further into which race, if any, is an accurate reflection of their heritage.

Valid Options for Race	
B	Black
A	Asian or Pacific Islander
W	White
I	Native American or Alaskan Native
U	Unknown / Other



CJAD RECORD TYPE (RCT)

Length: 3

Begin Column: 1

Found in Transaction: All

Example: 101

Type: Alpha Numeric

End Column: 3

Required for Add

Definition(s)

The CJAD Record Type is an identification number by CJAD to distinguish various kinds of data being submitted electronically.

Currently, all CJAD Record Type should be 101.



TOTAL RISK SCORE (RSC)

Length: 2

Begin Column: 95

Found in Transaction: 21

Example: 08

Type: Numeric

End Column: 96

Required for Add

Optional Correction

Definition(s)

Report the Total Risk Score of the individual at (re) assessment.

Case Classification Risk and Needs (re) assessments are required for all individuals on deferred adjudication, or adjudicated community supervision.

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

Valid Options for Total Risk Score	
00-07	Minimum Score
08-14	Medium Score
15-43	Maximum Score



REVOCATION DESTINATION (RVD)

Length: 2
 Begin Column: 97
 Found in Transaction: 36
 Example: ID

Type: Alpha
 End Column: 98

Conditionally required for Add
 Optional Correction

Definition(s)

Report the mode of incarceration for all individuals that are revoked, or that are on deferred adjudication and then convicted and incarcerated.

Valid Options for Revocation Destination	
BC	State Boot Camp
CJ	County Jail
ID	Texas Department of Criminal Justice Institutional Division
SJ	State Jail
OT	Other

State Boot Camp (BC)

A term of confinement in a State Boot Camp is imposed.

County Jail (CJ)

A sentence of incarceration in a county jail is imposed.

Texas Department of Criminal Justice Institutional Division (ID)

A sentence of incarceration in the Institutional Division of the Texas Department of Criminal Justice is imposed

State Jail (JS)

A term of confinement in a state jail facility is imposed.

Other (OT)

May include offenders whose community supervision is revoked and are then deported, offenders whose community supervision is revoked, but are serving time in Federal Prison on a concurrent sentence

**REASON FOR REVOCATION (RVR)**

Length: 1

Begin Column: 96

Found in Transaction: 36

Example: S

Type: Alpha

End Column: 96

Conditionally Required for Add
Optional Correction

Definition(s)

Report the reason for all revocations and deferred adjudications that are convicted and incarcerated.

Subsequent Arrest / Offense (non-technical violations)

Individuals revoked where the subsequent arrest and or offense were alleged in the motion to revoke (MTR) community supervision. Include new offense convictions. Exclude Class C misdemeanors and arrests for MTRs

Other (technical violations)

This includes individuals that were revoked for technical violations (e.g. failure to report, failure to pay fines or fees, drug / alcohol use, refused drug / alcohol testing, failure to participate in court ordered treatment, associations with people prohibited by supervision, unsatisfactory employment, etc).

**SCS ASSESSMENT DATE (SAD)**

Length: 8

Begin Column: 86

Found in Transaction: 22

Example: 06111997 (June 11, 1997)

Type: Date

End Column: 93

Required for Add

Manual Correction

Definition(s)

Report the date that the individual was assessed using Strategies for Case Supervision.

An assessment using Strategies for Case Supervision is required for all felony offenders classified as maximum on case classification or supervised on specialized or intensive caseloads. The assessments must be made within 60 days of placement on community supervision.

SCS should be conducted on misdemeanors scoring maximum on case classification where workload factors permit.

The SCS Assessment is not required for Pretrial cases.

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

**SUPERVISION LEVEL / STATUS BEGIN DATE (SCB)**

Length: 8

Type: Date

Required for Add

Begin Column: 86

End Column: 93

Manual Correction

Found in Transaction 20

Example: 06111997 (June 11, 1997)

Definition(s)

The Supervision Level / Status Begin Date is the date of the first contact, which must be later than or equal to the community supervision placement date.

For status changes (e.g. from direct to indirect status) the Supervision Level / Status Begin Date is the date the community supervision officer determines the individual to be of a different status.

For level changes (e.g. from level 2 to level 3), the Supervision Level / Status Begin Date is the date the community supervision officer determines the individual's change.



SCS CLASSIFICATION CODE (SCC)

Length: 3

Begin Column: 94

Found in Transaction 22

Example: SIT

Type: Alpha

End Column: 96

Required for Add

Required for Correction

Definition(s)

Report the primary SCS classification code for the individual as required by CJAD Standards

The SCS Assessment is not required for Pretrial cases.

Submitted each time an assessment is conducted prior to January 1, 2015 for TST-21 (Case Classification Risk and Needs Scores), and TST-22 (Strategies for Case Supervision) transactions.

Valid Options for SCS Classification Code	
SIS	Selective Intervention – Situational
SIT	Selective Intervention – Treatment
ES	Environmental Structure
CC	Casework / Control
LS	Limit Setting



INITIATING COUNTY (SCT)

Length: 3

Begin Column: 24

Found in Transaction All

Example: 254 (Zavala County)

Type: Numeric

End Column: 26

Required for Add

Required for Correction

Definition(s)

The Initiating County identifies the county that conducts the action being reported. The initiating county is NOT necessarily the chief county of the Community Supervision and Corrections Department (CSCD). For example, if a chief county reports information about an individual currently supervised by one of its satellite counties to CSTS, the Initiating County should be the satellite county, not the chief CSCD county.



STATE IDENTIFICATION NUMBER (SID)

Length: 8

Begin Column: 39

Found in Transaction All

Example: 12301234

Type: Numeric

End Column: 46

Required for Add

CR Log Correction

Definition(s)

The State Identification Number (SID or DPS Number) is assigned to the individual by the Texas Department of Public Safety, Crime Records Division. DPS issues SID numbers based on the submission of a fingerprint card by the arresting agency. **The SID number is not a Tracking Incident Number (TRN).**

CSTS Requires a SID number for each individual. CSTS does not accept information about an offender without a DPS assigned SID number.

**SOCIAL SECURITY NUMBER (SOC)**

Length: 9

Begin Column: 149

Found in Transaction 05

Example: 467782658

Type: Numeric

End Column: 157

Optional for Add

Optional Correction

Definition(s)

Report the Social Security account number assigned to or used by the individual.

In the event that the individual has more than one social security number, or an incorrect number on his or her DPS or criminal history information, the officer may leave this optional field blank and initiate an investigation to document the accurate and correct data.



CJAD ASSIGNED CSO NUMBER (SON)

Length: 9

Begin Column: 86

Found in Transaction 24

Example:

Type: Numeric

End Column: 91

Optional for Add

Manual Correction

Definition(s)

The CJAD Assigned Community Supervision Officer Number is the number of the individual providing supervision.

For use in departmental communications to track community supervision officers. This is the social security number of the Community Supervision Officer.

⇒ **Counties are not required to send this transaction.**

Courtesy Transfers

Report the CSO providing direct supervision.

Residential Facilities

Report the Residential Supervision Officer providing direct supervision.



SUBSEQUENT OFFENSE TYPE (SOT)

Length: 1
Begin Column: 99
Found in Transaction 36
Example: F

Type: Alpha
End Column: 99

Conditionally Required for Add
Optional Correction

Definition(s)

Report the Subsequent Offense Type only if the reason for revocation is a Subsequent Arrest / Offense. The Subsequent Offense Type should reflect the type of offense at the time the motion to revoke community supervision is filed.

Valid Options for Subsequent Offense Type	
F	Felony
M	Misdemeanor
B	Both



SUPERVISION LEVEL / STATUS (SSL)

Length: 1
 Begin Column: 94
 Found in Transaction 20
 Example: 2

Type: Alpha Numeric
 End Column: 94

Required for Add
 Required for Correction

Definition(s)

The Supervision Level / Status indicates the supervision status (direct or indirect, and if indirect, the reason), and the level of supervision.

Valid Options for Supervision Level / Status	
1	Level 1 (See Below)
2	Level 2 (See Below)
3	Level 3 (See Below)
4	Level 4 (See Below)
R	Residential
T	Transfer Out (Auto generated)
A	Absconder / Unauthorized Absence
M	Report by Mail
D	Deportation
O	Other
C	Incarceration – County Jail
J	Incarceration – TDCJ-ID
S	Incarceration – State Jail
P	Incarceration – SAFPF

Direct Supervision Status

For direct supervision, the level of supervision must be indicated. Direct supervision is defined as an individual who is legally under community supervision, receives a minimum of one face-to-face contact with a community supervision officer every three months, and who works and / or resides in the jurisdiction in which he or she is supervised. Local community supervision and corrections departments (CSCDs) may maintain direct supervision of individuals under community supervision living and / or working in adjoining jurisdictions if the CSCD has documented approval from the adjoining jurisdiction.

Direct Levels prior to January 1, 2015:

Level 1 (CSCD Defined)

This classification extends the most restrictive non-residential supervision to offenders. CSCDs define this level of supervision.

Level 2 (Maximum Case Classification)

This classification extends a maximum level of non-residential supervision to offenders and is based on the Case Classification System.

Level 3 (Medium Case Classification)

This classification extends a moderate level of non-residential supervision to offenders and is based on the Case Classification System.

Supervision Level / Status (continued)

Level 4 (Minimum Case Classification)

This classification extends a minimum level of non residential supervision to offenders and is based on the Case Classification System.

Direct Levels after January 1, 2015:

Level 1 (High)

This classification extends a High level of non-residential supervision to offenders and is based on the Texas Risk Assessment System (TRAS).

Level 2 (Moderate)

This classification extends a Moderate level of non-residential supervision to offenders and is based on the Texas Risk Assessment System (TRAS).

Level 3 (Low Moderate)

This classification extends a Low Moderate level of non-residential supervision to offenders and is based on Texas Risk Assessment System (TRAS)

Level 4 (Low)

This classification extends a Low level of non-residential supervision to offenders and is based on the Texas Risk Assessment System (TRAS)

***The direct supervision level definition changes became effective January 1, 2015 for assessments conducted on or after that date. The changes were made to allow departments to more easily implement reporting of differential supervision levels as defined in their departmental policies and influenced by the implementation of the Texas Risk Assessment System (TRAS). ***

Residential

This classification includes all persons placed in a residential facility either voluntarily, or as a court ordered condition of community supervision.

Indirect Supervision Status

For indirect status, the reason for the status must be indicated. Indirect status is defined as the maintenance of a file and or record of an adult under supervision who is not being seen personally by the community supervision officer on a regularly scheduled basis.

For pretrial services, the supervision level / status is not applicable.

Transfer Out

Do not repost Supervision Level / Status for transfers out. CSTS automatically generates the Indirect Transfer Out code when a transfer transaction is received.

Individual under community supervision who neither reside, nor work within the jurisdiction of the county and who receive direct supervision in another county.

Absconder / Unauthorized Absence

Individual under community supervision who has absconded, or who has not contacted his or her community supervision officer in person for a period exceeding three months.

Supervision Level / Status (continued)

Incarcerated

Individual under community supervision who is incarcerated in a secure county or state facility and is not receiving direct supervision.

- C** - County Jail
- J** - TDCJ-ID
- S** - State Jail
- P** - SAFFP

Report by Mail

Individual under community supervision who only reports by mail and who is not directly supervised by another county. This category does not include individuals that have transferred to another county.

Deportation

Applies to individuals who are removed from the country as an alien whose presence is unlawful.

Other

Applies to all other categories of indirect status not indicated above. (e.g. in hospital or otherwise incapacitated for greater than 90 days)

**** NOTE: If a new offense is placed (Deferred or Adjudicated), and no other active offense is present, a new supervision level must be sent to ISYS. ****



SUPERVISION TERMINATION REASON (STR)

Length: 2

Begin Column: 94

Found in Transaction 35, 36

Example: DT

Type: Alpha

End Column: 95

Required for Add

Optional Correction

Definition(s)

Report the reason for community supervision termination. Only specific codes are valid for each type of termination.

Reporting Deferred to Adjudicated status:

To report the termination of deferred cases that have been adjudicated and sentenced to community supervision

1. Terminate the deferred case via a Termination of Community Supervision Transaction. (TST 36)
2. Report a new community supervision placement and indicate the type of community supervision as adjudicated via a Placement Transaction. (TST 11)

Valid Options for Supervision Termination Reason	
DT	Death
CP	Completion of Pretrial
VC	Violation of Conditions
EX	Expiration (Full Term)
ED	Early Discharge
ER	Early Release due to Mandatory Supervision Review
RV	Revocation: Sentenced to incarceration
AM	Adjudicated and Probated by Defendant's Motion
AR	Adjudicated and Probated by Motion to Revoke
AC	Administrative Closure
RS	Return of Courtesy Supervision (Used to terminate out of State cases)
TC	Time Credit

Death

Self-Explanatory

Completion of Pretrial

Includes all individuals who complete the specified period of pretrial service supervision and / or have charges dismissed or declined.

Violation of Conditions

Includes all individuals who are terminated for violations of their pretrial service supervision. Include individuals for whom supervision is terminated due to a failure to appear for trial.

Expiration (full term)

Report Expiration if the individual completes his or her term of community supervision and did not receive an early discharge.

Supervision Termination Reason (continued)

Early Discharge

Report Early Discharge if the individual received an early termination / discharge from community supervision by the court.

Revocation: Sentenced to Incarceration

Includes all individuals on deferred adjudication who are convicted and for whom a sentence of incarceration is imposed; and includes individuals on adjudicated community supervision whose community supervision status is revoked and the initial sentence of incarceration is imposed.

Adjudicated and Probated by Defendant's Motion

Indicated individuals on deferred adjudication who are adjudicated and probated as a result of the defendants own motion (Section 42.12(5)(a) T.C.C.P)

Adjudicated and Probated by Motion to Revoke

Indicate Adjudicated and Probated by Motion to Revoke if an individual on deferred adjudication is convicted and placed back under supervision on adjudicated community supervision as a result of a motion to revoke. A new disposition record must be submitted to initiate supervision on adjudicated community supervision.

Administrative Closure

Report administrative closure when termination does not fit in any of the other categories for termination.

Return of Courtesy Supervision

Report return of courtesy supervision when terminating the offense due to the county returning the individual back to the State of origin.

Time Credit

Report time credit when terminating the offense due to the offender receiving credit for time per HB 1205.



DATE OF TRANSFER (TRD)

Length: 8

Begin Column: 86

Found in Transaction 30

Example: 06111997 (June 11, 1997)

Type: Date

End Column: 93

Required for Add

Manual Correction

Definition(s)

The date of transfer is the date an individual is transferred to or from another county. This document explains the transfer process and defines transfer dates.

The CSTS Intermediate System (ISYS) recognizes 4 transfer types. These types represent 4 different transactions in the transfer process.

Transfer Step 1

Transfer step 1 is initiated by the county of original jurisdiction (origin county) transferring a person to a courtesy supervising county (courtesy county). When initiating a transfer step 1, the transfer date submitted by the origin county is the date the origin county transmits the transfer packet to the courtesy county, not the date that the origin county receives confirmation of transfer.

- **Do not submit individual transfer transactions for each offense to ISYS. Transfer transactions are based on where a person is supervised not on the number of offenses the person carries.**

Transfer Step 2

Transfer step 2 is submitted by the courtesy county that received the person from the origin county. When submitting the transfer step 2, the transfer date submitted by the courtesy county is the date when the courtesy county accepts the transfer or when the person makes the initial office visit. This date must be later than the transfer date in the TST 30 step 1 submitted by the origin county.

Transfer Step 3

Transfer step 3 is submitted by the courtesy county when returning the person to the origin county. When submitting the transfer step 3, the transfer date submitted by the courtesy county is the date when the courtesy county returns the transfer packet to the origin county and **the person is no longer reporting to the courtesy county.**

- **Do not submit individual transfer transactions for each offense to ISYS. Transfer transactions are based on where a person is supervised not on the number of offenses the person carries.**

Transfer Step 4

Transfer step 4 is submitted by the origin county. The transfer step 4 is used to complete the transfer cycle when a person returns to the origin county from a courtesy county. If a person was transferred to a courtesy county, the person must return to the origin county before transferring to a different courtesy county.

When submitting the transfer step 4, the transfer date submitted by the origin county is the date when the origin county receives the person from the courtesy county.

- The origin county may use the transfer step 4 to retrieve a person if the courtesy county does not accept the transfer, or if the person does not move to the proposed courtesy county.



TRACKING INCIDENT NUMBER (TRN)

Length: 10

Begin Column: 47

Found in Transaction All

Example: 1234567899

Type: Alpha Numeric

End Column: 56

Required for Add

Manual Correction

Definition(s)

The Tracking Incident Number of arrest is the pre-printed number on the DPS Criminal History Reporting Form (DPS Form CR-43) The Tracking Incident Number is assigned to all arrest events and is critical for tracking multiple arrests of a defendant. A new TRN is assigned to each new arrest within an individual's criminal record. The Tracking Number and Tracking Number Suffix are required for all activity resulting from arrests after September 1, 1994. **The TRN is not a State Identification Number (SID).**

CSTS requires a TRN/TRS Number for each offense transaction (TST 10, TST 11) submitted after May 1,2002. CSTS does not accept information about an offender without a TRN/ TRS Number.

To report activity resulting from arrests prior to September 1, 1994, sentencing information and all subsequent activity reports must include the county of jurisdiction, the cause number, and the count sequence number.

The TRN is 10 characters and constructed as follows: NNNNNNNNC The Ns represent numeric digits from 0 through 9. The C is an alpha numeric check digit MOD 11, 0-9 and X.

Each numeric position is assigned a weight. The weight is multiplied by the value of the position and then the products are added. The sum is divided by 11. The check digit number is equal to 11 minus the remainder. The letter x represents the number ten.



TRACKING INCIDENT NUMBER SUFFIX (TRS)

Length: 4

Begin Column: 57

Found in Transaction All

Example: A001

Type: Alpha Numeric

End Column: 60

Required for Add

Manual Correction

Definition(s)

The Tracking Number Suffix is assigned by the arresting agency or prosecutor and is added to the TRN to identify each offense and count arising from a single arrest. The Tracking Incident Number Suffix (TRS) is an addendum to the Tracking Incident Number (TRN) These numbers together are necessary to track specific charges related to a specific incident involving a specific person.

CSTS requires a TRN/TRS Number for each offense transaction (TST 10, TST 11) submitted after May 1,2002. CSTS does not accept information about an offender without a TRN/ TRS Number.

The arresting or prosecuting agency will assign each arrest offense a suffix number, A001 through A999. This numerical designation will also be used for multiple counts of the same offense. The prosecutor of the case will accept, change, reject or add charges. If the prosecutor adds a charge, a new suffix will be created indicating the type of prosecutor (county or district). The last three digits of the TRS, if assigned by the prosecutor, are 001 through 999. If the prosecutor accepts or changes the arrest charge, the TRS will remain the same. If the prosecutor rejects the charge and therefore does not intend to file the charge at all, then the TRS will remain the same. The prosecutor only reports that the has rejected the charge.

The Tracking Number and Tracking Number Suffix are required for all activity resulting from arrests after September 1, 1994. To report activity resulting from arrests prior to September 1, 1994, sentencing information and all subsequent activity reports must include the county of jurisdiction and the cause number.

The TRS is an alpha numeric number assigned by the arresting agency or prosecutor. The format is ANNN when A is an alpha character indicating the entry charge, and the Ns represent a three digit numeric subfield indicating the charge sequence in relation to the arrest TRN.

Valid Options for Tracking Incident Number Suffix Entry Charge	
A	Arrest Charge
C	Charge added by County Prosecutor
D	Charge added by District Prosecutor

The three digit numeric subfield follows the entry charge and lists all charges per incident. Charges are numbered sequentially from 001 to 999 and do not change.

**TRANSACTION CREATION DATE (TSD)**

Length: 8

Type: Date

Required for Add

Begin Column: 4

End Column: 11

Found in Transaction All

Example: 06111997 (June 11, 1997)

Definition(s)

The Transaction Creation date includes month, day, and year that the record was reported. The date assigned by the local software program at the time of creation.

All transactions within the same batch must have the same date.



TRANSACTION SEQUENCE NUMBER (TSN)

Length: 6

Begin Column: 18

Found in Transaction All

Example: 000110

Type: Numeric

End Column: 23

Required for Add

Required for Correction

Definition(s)

The Transaction Sequence Number represents the creation sequence of the record that is being reported within each batch. The number is assigned by the local software program.

CSTS needs a Transaction Sequence Number to process the transaction in correct order. Batches with more than one transaction per offender must be numbered such that CSTS will process the transaction in the correct order. For example, John Doe's demographic transaction should be numbered 0001 and the placement transaction must be greater than 0001.

**TRANSACTION CREATION TIME (TSS)**

Length: 6

Begin Column: 12

Found in Transaction All

Example: 061119

Type: Numeric

End Column: 17

Required for Add

Required for Correction

Definition(s)

The Transaction Creation time (military format) includes the hour, minute and second of the creation of the record that is being reported. The time is assigned by the local software program at the time of creation.



TRANSACTION TYPE (TST)

Length: 2
 Begin Column: 37
 Found in Transaction All
 Example: 05

Type: Numeric
 End Column: 38

Required for Add
 Required for Correction



Definition(s)

The Transaction Type indicates the type and format of the record that is being reported electronically. The transaction type code is added by the local software program.

The Transaction Type is required for records transmitted electronically.

Valid Options for Transaction Type	
05	Placement, Demographic Data
10	Placement, Pretrial Offense
11	Placement, Adjudicated or Deferred Offense
20	Supervision Level / Status
21	Case Classification Risk and Needs Scores
22	Strategies for Case Supervision
23	Educational Achievement
24	Supervising Officer
30	Transfer
33	Placement into Program / Service / Incarceration
34	Discharge from a Program / Service / Incarceration
35	Termination of Community Supervision (Pretrial Offense)
36	Termination of Community Supervision (Adjudicated or Deferred Offense)
37	Termination Rollback (Pretrial Offense)
38	Termination Rollback (Deferred or Adjudicated Offense)

Placement , Demographic Data

- ❖ Demographic data must be the first transaction submitted for an individual.
- ❖ CSTS does not accept a correction to demographic data until at least one offense transaction is processed.

Placement, Pretrial Offense

- ❖ CSTS does not accept offense transactions until a demographic transaction is processed.
- ❖ An individual can be placed on more than one type of community supervision (pretrial, deferred or adjudicated) for a single offense, but not at the same time.

Transaction Type (continued)

Placement, Adjudicated or Deferred Offense

- ❖ CSTS does not accept offense transactions until a demographic transaction is processed.
- ❖ All offenses resulted in adjudicated or deferred community supervision must be reported.
- ❖ An individual can be placed on more than one type of community supervision (pretrial, deferred, or adjudicated) for a single offense, but not at the same time.

Supervision Level / Status

- ❖ CSTS does not accept supervision level / status transactions until the following are processed.
 1. a demographic transaction
 2. at least one offense transaction (at least one offense must be active)

Case Classification Risk and Needs Scores

- ❖ CSTS does not accept Case Classification risk and needs scores transactions until the following are processed.
 1. A demographic transaction
 2. At least one offense transaction (at least one offense must be active)

Strategies for Case Supervision

- ❖ CSTS does not accept Strategies for Case Supervision transactions until the following are processed.
 1. A demographic transaction
 2. At least one offense transaction (at least one offense must be active)

Educational Achievement (optional)

- ❖ CSTS does not accept Educational Achievement transactions until the following are processed.
 1. A demographic transaction
 2. At least one offense transaction (at least one offense must be active)

Supervising Officer (optional)

- ❖ CSTS does not accept Supervising Officer transactions until the following are processed.
 1. A demographic transaction
 2. At least one offense transaction (at least one offense must be active)

CSCD Offender Identification (optional)

- ❖ CSTS does not accept CSCD Offender Identification transactions until the following is processed.
 1. A demographic transaction

Transfer

- ❖ CSTS does not accept Strategies for Case Supervision transactions until the following are processed.
 1. A demographic transaction
 2. At least one offense transaction (at least one offense must be active)

Placement into Program / Service / Incarceration as a Condition of Community Supervision

- ❖ CSTS does not accept placement into Program / Service / Incarceration transactions until the following are processed.
 1. A demographic transaction

2.

Transaction Type (continued)**Discharge from a Program / Service / Incarceration**

- ❖ CSTS does not accept Discharge from Program / Service / Incarceration transactions until the following are processed.
 1. A demographic transaction
 2. Placement into a program / service / incarceration.

Termination of Community Supervision, Pretrial Offense

- ❖ CSTS does not accept Termination of Community Supervision transactions until the following are processed.
 1. A demographic transaction
 2. An offense transaction for the pretrial offense to be terminated.

Termination of Community Supervision, Deferred or Adjudicated Offense.

- ❖ CSTS does not accept Termination of Community Supervision transactions until the following are processed.
 1. A demographic transaction
 2. An offense transaction for the deferred or adjudicated offense to be terminated.

Reinstatement

- ❖ CSTS does not accept Reinstatement transactions until the following are processed.
 1. A demographic transaction
 2. An offense transaction for the offense to be reinstated
 3. A termination transaction for the offense where
Supervision termination reason is Revocation: sentenced to Incarceration
The type of community supervision is Adjudicated.

Termination Rollback of Community Supervision, Pretrial Offense

- ❖ CSTS does not accept Termination Rollback of Community Supervision transactions until the following are processed.
 1. A demographic transaction
 2. An offense transaction for the pretrial offense to be terminated.
 3. A Termination of Pretrial Community Supervision.
- ❖ In the event that a termination was processed for a Pretrial offense, the rollback transaction will “undo” the termination.

Transaction Type (continued)

Termination Rollback of Community Supervision, Deferred or Adjudicated Offense.

- ❖ CSTS does not accept Termination of Community Supervision transactions until the following are processed.
 1. A demographic transaction
 2. An offense transaction for the deferred or adjudicated offense to be terminated.
- ❖ In the event that a termination was processed for a Deferred or Adjudicated offense, the rollback transaction will “undo” the termination.

C **HAPTER 5: SUPPLEMENTAL INFORMATION**

State	Code
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NB
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

STATE AND COUNTRY CODES

Use for origin county and place of birth.
For ICC cases, use the state code

If the state of birth for a Native American is
Unknown, use the country code for United States.

If a country, territory or dependency is not listed,
use the code YY.

US Territory	Code
American Samoa	AM
Canal Zone	CZ
Caroline Islands	CG
Guam	GM
Mariana Islands	MK
Marshall Islands	MH
Midway Islands	MW
Puerto Rico	PR
US Virgin Islands	VI
Wake Islands	WK

Country Codes

AA	Albania	BX	Brunei
AB	Alberta	BY	Byelarus
AD	Andorra	BZ	Brazil
AE	Anguilla	CA	California
AF	Afghanistan	CB	Colombia
AG	Aguascalientes	CC	Cuba
AH	Ashmore and Cartier Islands		Canada(See separate list of
AI	Antigua and Barbuda (formerly Antigua)	CD	CanadianProv
	Aruba (now independent of	CE	Campeche
AJ	NetherlandsAnt	CF	Chad
AK	Alaska	CG	Caroline Islands
AL	Alabama	CH	Chihuahua
AM	American Samoa (Islands)	CI	Chiapas
AN	Algeria		Cambodia (formerly Khmer Republic&
AO	Angola	CJ	Kampu
AP	Armenia	CL	Colima
AQ	Azores Islands	CM	Cameroon
AR	Arkansas	CO	Colorado
AS	Australia	CP	Cayman Islands
AT	Argentina	CQ	Chile
AU	Austria	CR	Costa Rica
AV	Azerbaijan	CS	Cyprus
AX	APACHE TRIBE	CT	Connecticut
AZ	Arizona	CU	Coahuila
BA	Baja California (Northern Section)	CV	Cape Verde Islands
BB	Barbados	CW	Central African Republic
BC	British Columbia	CY	Ceylon (Now Sri Lanka)
BD	Bahamas, The	CZ	Canal Zone
BE	Bahrain/Bahrein	DA	CHEYENNE & ARAPAHO TRIBES
BF	Bassas Da India (French possession)	DB	Clipperton Island (French possession)
BG	Belgium	DC	District of Columbia
BH	Belize (formerly British Honduras)		Cocos (Keeling) Islands
BI	Burundi	DD	(Australiandepen
BJ	Baja California (Southern Section)	DE	Delaware
BK	Baker Island	DF	Distrito Federal (Mexico, D. F.)
BL	Bangladesh	DG	Comoros (or Comoros Islands)
BM	Bermuda	DH	Benin (formerly Dahomey)
BN	Bhutan	DI	Cook Islands
BO	British Indian Ocean Territory	DJ	Coral Sea Islands (Australian territory)
BP	Bosnia and Hercegovenia	DK	Denmark
BQ	Bouvet Island (Norwegian territory)	DL	Devil's Lake Sioux Tribe
BR	Burma	DM	Dominica
	British Solomon Islands (now	DN	Djibouti
BS	SolomonIsla	DO	Durango
BT	Botswana	DP	COMANCHE NATION
BU	Bulgaria	DR	Dominican Republic
BV	Bolivia	DS	MIAMI TRIBE
BW	Balearic Islands	DT	MUSCOGEE (CREEK) TRIBE
		DV	SENECA-CAYUGA TRIBES

DW	CITIZEN BAND POTTAWATOMIE	GY	Guyana
EE	Absentee Shawnee	GZ	Gaza
EK	Equatorial Guinea	HD	Honduras
EL	El Salvador	HE	Heard Island and McDonald Island
EN	England	HI	Hawaii
EO	Ethiopia	HK	Hong Kong
ER	Europa Island (French possession)	HL	Hidalgo
ES	Estonia	HN	New Hebrides (now Vanuatu)
ET	Eretria	HO	Howland Island
EU	Ecuador	HR	Christmas Island
EY	Egypt (formerly United Arab Republic)	HS	Saint Helena
EZ	Czech Republic	HT	Haiti
FA	Falkland Islands	HU	Hungary
FC	Fond du Lac	IA	Iowa
FD	Finland	IB	Isle of Man
FG	French Guiana	IC	Iceland
FJ	Fiji	ID	Idaho
FL	Florida	IE	Ireland (does not include NorthernIreland)
FN	France	II	India
FO	Faroe Islands	IL	Illinois
FP	French Polynesia	IM	Madeira Islands
FR	French Southern and Antarctic Lands	IN	Indiana
FS	Federated States of Micronesia		Indonesia (now includes Portuguese
FX	Sac & Fox	IO	Timor
GA	Georgia	IQ	Iraq
GB	Gabon	IR	Iran
GC	Greece	IS	Israel
GD	Georgia	IT	Italy (includes Sicily and Sardinia)
GE	Germany (East Germany: 1945-1989,for ref	IU	Niue
GF	Guernsey	IW	IOWA TRIBE
GG	Ghana	IX	Menominee
GI	Guinea	IY	Cote d'Ivoire (Ivory Coast)
GJ	Grenada	JA	Japan
GK	Gambia, The	JE	Jersey
GM	Guam	JI	Johnston Island
GN	Greenland	JL	Jalisco
GO	Glorioso Islands (French possession)	JM	Jamaica
GP	Guadeloupe	JN	Jan Mayen
GR	Guerrero	JO	Jordan
GS	South Georgia and the South SandwichIsland	JR	Jarvis Island
GT	Guatemala	JU	Juan de Nova Island
GU	Guanajuato	KB	Gilbert Islands (now Kiribati)
		KC	Croatia
		KE	Kenya
		KH	Manahiki Island
		KI	Kingman Reef

Country Codes (continued)

KK	KICKAPOO TRIBE	MS	Mississippi
KN	North Korea	MT	Montana
KO	South Korea	MU	Mauritania
KP	Shakopee	MV	Maldives
KS	Kansas	MW	Midway Islands
KT	Kazakhstan	MX	Mexico (State)
KU	Kuwait	MY	Malta
KW	Kiowa	MZ	Malaysia
KY	Kentucky	NA	Nayarit
KZ	Kyrgyzstan	NB	Nebraska
LA	Louisiana	NC	North Carolina
LB	Liberia	ND	North Dakota
LC	Mille Lacs	NE	Holland (Netherlands)
LD	Moldova	NF	Newfoundland (includes Labrador)
LE	Lesotho	NG	Nigeria
LF	Slovakia	NH	New Hampshire
LH	Lithuania	NI	Northern Ireland
LI	Liechtenstein	NJ	New Jersey
	Leech Lake Band of	NK	New Brunswick
LL	Chippewa	NL	Nuevo Leon
LN	Lebanon	NM	New Mexico
LO	Slovenia	NN	Niger
	Lac du Flambeau Band of		New Guinea (now Papua New
LP	Lake SuperiorChi		Guinea)
LS	Laos	NO	Nepal
LT	LATVIA	NP	New Caledonia
LU	Saint Lucia	NQ	Nauru
LX	Luxembourg	NR	Nova Scotia
LY	Libya	NS	Northwest Territories
MA	Massachusetts	NT	Nicaragua
MB	Manitoba	NU	Nevada
MC	Michoacan	NV	Norway
MD	Maryland	NW	Bonaire (Netherlands Antilles)
ME	Maine	NX	New York
MF	Malawi	NY	New Zealand
MG	Mongolia	NZ	Oaxaca
MH	Marshall Islands	OA	Macao (now spelled Macau)
MI	Michigan	OC	Norfolk Island
MJ	Monaco	OF	OSAGE NATION
MK	Mariana Islands	OG	Ohio
ML	Mali	OH	Okinawa
	Mexico (See separate list	OI	Oklahoma
MM	of MexicanStat	OK	Oman
MN	Minnesota	OM	Ontario
MO	Missouri	ON	OTOE-MISSOURIA TRIBE
	Madagascar (included in	OO	Oregon
MP	Malagasy Republi	OR	
MQ	Morocco		
MR	Morelos		

Country Codes (continued)

OS	Oglala Sioux	SF	South Africa
OT	Oneida Tribe of Indians of Wisconsin	SG	Senegal
PA	Pennsylvania	SH	San Marino
PB	Puebla	SI	Sinaloa
PC	Pitcairn, Henderson, Ducie, and Oenolslan	SJ	Namibia (South-West Africa)
PD	Palau, Republic of	SK	SEMINOLE NATION
PE	Prince Edward Island	SL	San Luis Potosi
PF	Parcel Islands	SM	Somalia
PG	Guinea-Bissau (formerly Portuguese Guine	SN	Saskatchewan
PI	Philippines	SO	Sonora
PK	Pakistan	SP	Spain
PL	Palmyra Atoll	SQ	Sweden
PM	Panama	SR	Singapore
PN	PONCA TRIBE	SS	Scotland
PO	Poland	ST	Southern Yemen
PQ	Quebec	SU	Sudan
PR	Puerto Rico	SV	Svalbard
PS	Saint Pierre and Miquelon	SW	Swaziland
PT	Portugal	SY	Syria
PU	Peru	SZ	Switzerland
PV	Paraguay	TA	Tamaulipas
PW	PAWNEE TRIBE	TB	Tabasco
QA	Qatar	TC	Trucial States (now United Arab Emirates)
QR	Quintana Roo	TD	Trust Territory of the Pacific Islands
QU	Queretaro	TE	Spratly Islands
RA	Russia	TF	Tuamotu Archipelago
RB	Republic of Congo, Brazzaville	TG	Tonga
RC	People's Republic of China	TH	Thailand
RE	Reunion	TJ	Tajikistan
RF	Russian Federation	TK	Tokelau
RG	Gibraltar	TL	Tlaxcala
RH	Rhodesia (now Zimbabwe)	TM	Tromelin Island (French possession)
RI	Rhode Island	TN	Tennessee
RL	Red Lake	TO	Togo
RR	Montserrat	TP	Sao Tome and Principe
RS	Spanish Sahara (now Western Sahara)	TR	Turks and Calcos Islands
RU	Romania/Rumania	TS	Nevis and Saint Christopher "Kitts"
RV	Socialist Republic of Vietnam	TT	Trinidad and Tobago
RW	Rwanda	TU	Tunisia
RY	Republic of Yemen	TV	Ellice Islands (now Tuvalu)
SA	Sierre Leone (Sierra Leone)	TW	Taiwan, Republic of China
SB	Saudi Arabia	TX	Texas
SC	South Carolina	TY	Turkey
SD	South Dakota	TZ	Tanzania, United Republic of
SE	Seychelles	UC	Turtle Mtn. Band of Chipewa

Country Codes (continued)

UG	Uganda
UK	Ukraine
UM	Mauritius
UR	Turkmenistan
US	United States of America (USA) (Should b
UT	Utah
UV	Burkina Faso (known as Burkina,formerly
UY	Uruguay
UZ	Uzbekistan
VA	Virginia
VB	British Virgin Islands
VC	Veracruz
VI	Virgin Islands, U.S.
VL	Navassa Island
VN	Vietnam
VT	Vermont
VV	Saint Vincent and the Grenadines
VY	Vatican City
VZ	Venezuela
WA	Washington
WB	West Bank
WD	WYANDOTTE TRIBE
WE	White Earth
WF	Wallis and Futuna (French territory)
WI	Wisconsin
WK	Wake Island
WL	Wales
WN	West Indies (for West Indies Islands not
WS	Western Samoa
WT	WICHITA TRIBE
WV	West Virginia
WY	Wyoming
XX	Unknown Place of Birth (for use in Illre
YG	Yugoslavia
YO	Mayotte
YT	Yukon (Territory)
YU	Yucatan
YY	All others (Any foreign country/dependen
ZA	Zacatecas
ZB	Martinique
ZC	Surinam
ZD	Macedonia
ZI	Canary Islands
ZM	Zambia
ZO	Mozambique
ZR	Congo Kinshasa, now Zaire

CSCD COUNTY CODES

County Number	County Name	Associated Counties
001.	Anderson	Houston
002.	Andrews	
003.	Angelina	
004.	Aransas	Bee, Live Oak, McMullan, San Patricio
005.	Archer	Clay, Montague
006.	Armstrong	Potter, Randall
007.	Atascosa	Frio, Karnes, LaSalle, Wilson
008.	Austin	Fayette, Waller
009.	Bailey	Parmer
010.	Bandera	Gillespie, Kendall, Kerr
011.	Bastrop	Burleson, Lee, Washington
012.	Baylor	Cottle, King, Knox
013.	Bee	Aransas, Live Oak, McMullen
014.	Bell	Lampasas
015.	Bexar	
016.	Blanco	Burnet, Llano, Mason, San Saba
017.	Borden	Scurry
018.	Bosque	Comanche, Hamilton
019.	Bowie	
020.	Brazoria	
021.	Brazos	
022.	Brewster	Jeff Davis, Pecos, Presidio, Reagan, Upton
023.	Briscoe	Dickens, Floyd, Motley
024.	Brooks	Jim Wells
025.	Brown	Mills
026.	Burleson	Bastrop, Lee, Washington
027.	Burnet	Blanco, Llano, Mason, San Saba
028.	Caldwell	Comal, Hays
029.	Calhoun	Dewitt, Goliad, Jackson, Refugio, Victoria
030.	Callahan	Coleman, Taylor
031.	Cameron	Willacy
032.	Camp	Morris, Titus
033.	Carson	Childress, Collingsworth, Donley, Hall
034.	Cass	
035.	Castro	Hale, Swisher
036.	Chambers	Liberty
037.	Cherokee	
038.	Childress	Carson, Collingsworth, Donley, Hall
039.	Clay	Archer, Montague
040.	Cochran	Hockley
041.	Coke	Concho, Irion, Runnels, Schleicher, Sterling Tom Green
042.	Coleman	Callahan, Taylor
043.	Collin	
044.	Collingsworth	Carson, Childress, Donley, Hall
045.	Colorado	Gonzales, Lavaca
046.	Comal	Caldwell, Hays
047.	Comanche	Bosque, Hamilton

CSCD County Codes (continued)

County Number	County Name	Associated Counties
048.	Concho	Coke, Irion, Runnels, Schleicher, Sterling, Tom Green
049.	Cooke	
050.	Coryell	
051.	Cottle	Baylor, King, Knox
052.	Crane	
053.	Crockett	Sutton
054.	Crosby	Lubbock
055.	Culberson	El Paso, Hudspeth
056.	Dallam	Hartley, Moore, Sherman
057.	Dallas	
058.	Dawson	Gaines, Garza, Lynn
059.	Deaf Smith	Oldham
060.	Delta	Franklin, Hopkins, Rains
061.	Denton	
062.	DeWitt	Calhoun, Goliad, Jackson, Refugio, Victoria
063.	Dickens	Briscoe, Floyd, Motley
064.	Dimmit	Maverick, Zavala
065.	Donley	Carson, Childress, Collingsworth, Hall
066.	Duval	Jin Hogg, Starr
067.	Eastland	
068.	Ector	
069.	Edwards	Kinney, Terrell, Val Verde
070.	Ellis	
071.	El Paso	Culberson, Hudspeth
072.	Erath	
073.	Falls	Robertson
074.	Fannin	
075.	Fayette	Austin, Waller
076.	Fisher	Mitchell, Nolan
077.	Floyd	Briscoe, Dickens, Motley
078.	Foard	Hardeman, Wilbarger
079.	Fort Bend	
080.	Franklin	Delta, Hopkins, Rains
081.	Freestone	Leon, Limestone
082.	Frio	Atascosa, Karnes, LaSalle, Wilson
083.	Gaines	Dawson, Garza, Lynn
084.	Galveston	
085.	Garza	Dawson, Gaines, Lynn
086.	Gillespie	Bandera, Kendall, Kerr
087.	Glasscock	Howard, Martin
088.	Goliad	Calhoun, DeWitt, Jackson, Refugio, Victoria
089.	Gonzales	Colorado, Lavaca
090.	Gray	
091.	Grayson	
092.	Gregg	
093.	Grimes	Madison, Walker
094.	Guadalupe	

CSCD County Codes (continued)

County Number	County Name	Associated Counties
095.	Hale	Castro, Swisher
096.	Hall	Carson, Childress, Collingsworth, Donley
097.	Hamilton	Bosque, Comanche
098.	Hansford	Hutchinson, Ochiltree
099.	Hardeman	Foard, Wilbarger
100.	Hardin	
101.	Harris	
102.	Harrison	
103.	Hartley	Dallam, Moore, Sherman
104.	Haskell	Kent, Stonewall, Throckmorton
105.	Hays	Caldwell, Comal
106.	Hemphill	Lipscomb, Roberts, Wheeler
107.	Henderson	Anderson, Houston
108.	Hidalgo	
109.	Hill	
110.	Hockley	Cochran
111.	Hood	
112.	Hopkins	Delta, Franklin, Rains
113.	Houston	Anderson, Henderson
114.	Howard	Glasscock, Martin
115.	Hudspeth	Culberson, El Paso
116.	Hunt	
117.	Hutchinson	Hansford, Ochiltree
118.	Irion	Coke, Concho, Runnels, Schleicher, Sterling, Tom Green
119.	Jack	Wise
120.	Jackson	Calhoun, DeWitt, Goliad, Refugio, Victoria
121.	Jasper	Newton, Sabine, San Augustine
122.	Jeff Davis	Brewster, Pecos, Presidio, Reagan, Upton
123.	Jefferson	
124.	Jim Hogg	Duval, Starr
125.	Jim Wells	Brooks
126.	Johnson	Somervell
127.	Jones	Shackelford
128.	Karnes	Atascosa, Frio, LaSalle, Wilson
129.	Kaufman	
130.	Kendall	Kerr, Bandera, Gillespie
131.	Kenedy	Kleberg
132.	Kent	Haskell, Stonewall, Throckmorton
133.	Kerr	Bandera, Gillespie, Kendall
134.	Kimble	McCulloch, Menard
135.	King	Baylor, Cottle, Knox
136.	Kinney	Edwards, Terrell, Val Verde
137.	Kleberg	Kenedy
138.	Knox	Baylor, Cottle, King
139.	Lamar	
140.	Lamb	
141.	Lampasas	Bell
142.	LaSalle	Atascosa, Frio, Karnes, Wilson

CSCD County Codes (continued)

County Number	County Name	Associated Counties
143.	Lavaca	Colorado, Gonzales
144.	Lee	Bastrop, Burleson, Washington
145.	Leon	Freestone, Limestone
146.	Liberty	Chambers
147.	Limestone	Freestone, Leon
148.	Lipscomb	Hemphill, Roberts, Wheeler
149.	Live Oak	Aransas, Bee, McMullen, San Patricio
150.	Llano	Blanco, Burnet, Mason, San Saba
151.	Loving	Reeves, Ward
152.	Lubbock	Crosby
153.	Lynn	Dawson, Gaines, Garza
154.	McCulloch	Kimble, Menard
155.	McLennan	
156.	McMullen	Aransas, Bee, Live Oak, San Patricio
157.	Madison	Grimes, Walker
158.	Marion	Upshur
159.	Martin	Glasscock, Howard
160.	Mason	Blanco, Burnet, Llano, San Saba
161.	Matagorda	Wharton
162.	Maverick	Dimmit, Zavala
163.	Medina	Real, Uvalde
164.	Menard	Kimble, McCulloch
165.	Midland	
166.	Milam	
167.	Mills	Brown
168.	Mitchell	Fisher, Nolan
169.	Montague	Archer, Clay
170.	Montgomery	
171.	Moore	Dallam, Hartley, Sherman
172.	Morris	Camp, Titus
173.	Motley	Briscoe, Dickens, Floyd
174.	Nacogdoches	
175.	Navarro	
176.	Newton	Jasper, Sabine, San Augustine
177.	Nolan	Fisher, Mitchell
178.	Nueces	
179.	Ochiltree	Hansford, Hutchinson
180.	Oldham	Deaf Smith
181.	Orange	
182.	Palo Pinto	
183.	Panola	Shelby
184.	Parker	
185.	Parmer	Bailey
186.	Pecos	Brewster, Jeff Davis, Pecos, Reagan, Upton
187.	Polk	San Jacinto, Trinity
188.	Potter	Armstrong, Randall
189.	Presidio	Brewster, Jeff Davis, Pecos, Reagan, Upton
190.	Rains	Delta, Franklin, Hopkins

CSCD County Codes (continued)

County Number	County Name	Associated Counties
191.	Randall	Armstrong, Potter
192.	Reagan	Brewster, Jeff Davis, Pecos, Presidio, Upton
193.	Real	Medina, Uvalde
194.	Red River	
195.	Reeves	Loving, Ward
196.	Refugio	Calhoun, DeWitt, Goliad, Jackson, Victoria
197.	Roberts	Hemphill, Lipscomb, Wheeler
198.	Robertson	Falls
199.	Rockwall	
200.	Runnels	Coke, Concho, Irion, Schleicher, Sterling, Tom Green
201.	Rusk	
202.	Sabine	Jasper, Newton, San Augustine
203.	San Augustine	Jasper, Newton, Sabine
204.	San Jacinto	Polk, Trinity
205.	San Patricio	Aransas, Bee, Live Oak
206.	San Saba	Blanco, Burnet, Llano, Mason
207.	Schleicher	Coke, Concho, Irion, Runnels, Sterling, Tom Green
208.	Scurry	Borden
209.	Shackelford	Hones
210.	Shelby	Panola
211.	Sherman	Dallam, Hartley, Moore
212.	Smith	
213.	Somervell	Johnson
214.	Starr	Duval, Jim Hogg
215.	Stephens	Young
216.	Sterling	Coke, Concho, Irion, Runnels, Schleicher, Tom Green
217.	Stonewall	Haskell, Kent, Throckmorton
218.	Sutton	Crockett
219.	Swisher	Castro, Hale
220.	Tarrant	
221.	Taylor	Callahan, Coleman
222.	Terrell	Edwards, Kinney, Val Verde
223.	Terry	Yoakum
224.	Throckmorton	Haskell, Kent, Stonewall
225.	Titus	Camp, Morris
226.	Tom Green	Coke, Concho, Irion, Runnels, Schleicher, Sterling
227.	Travis	
228.	Trinity	Polk, San Jacinto
229.	Tyler	
230.	Upshur	Marion
231.	Upton	Brewster, Jeff Davis, Pecos, Presidio, Reagan
232.	Uvalde	Medina, Real
233.	Val Verde	Edwards, Kinney, Terrell
234.	Van Zandt	
235.	Victoria	Calhoun, DeWitt, Goliad, Jackson, Refugio
236.	Walker	Grimes, Madison
237.	Waller	Austin, Fayette
238.	Ward	Loving, Reeves

CSCD County Codes (continued)

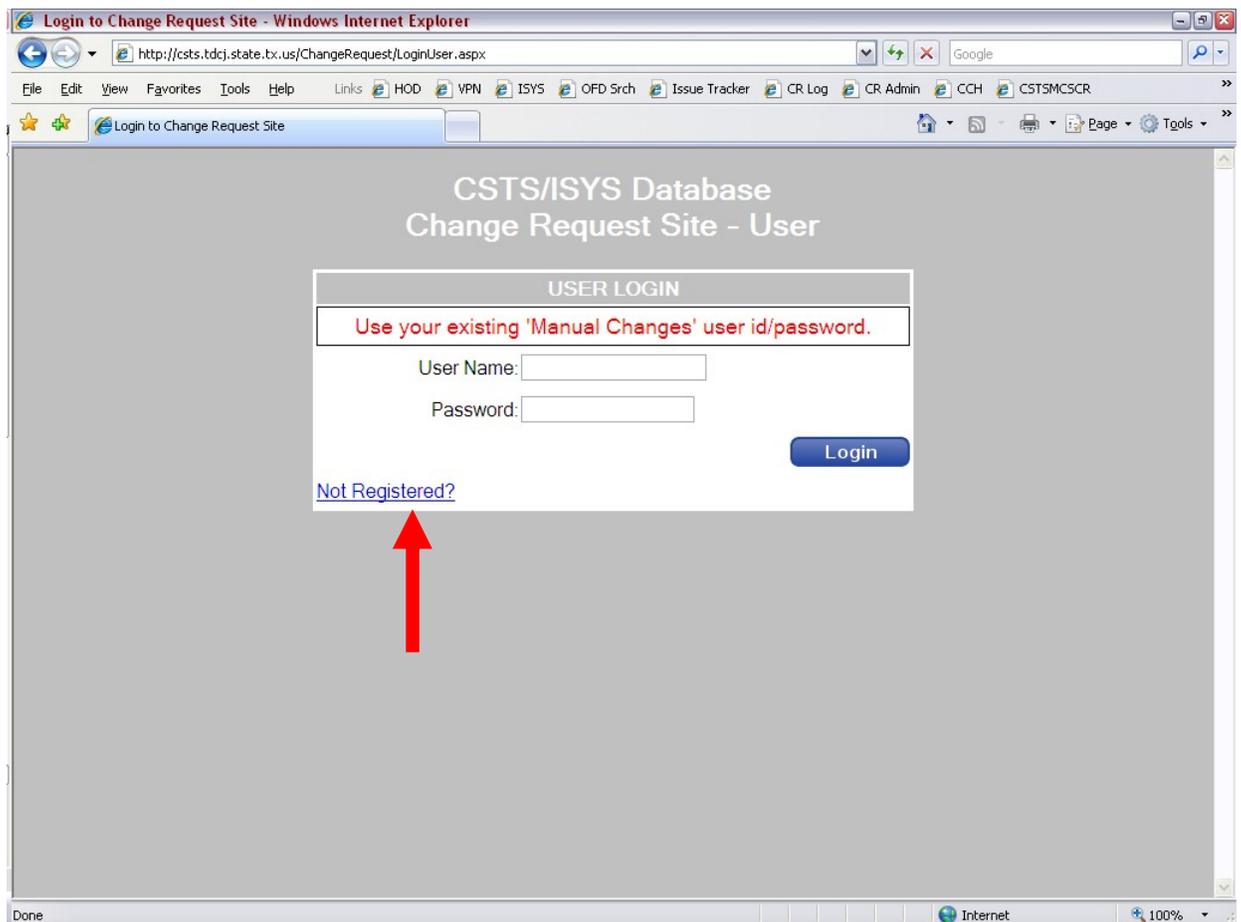
County Number	County Name	Associated Counties
239.	Washington	Bastrop, Burleson, Lee
240.	Webb	Zapata
241.	Wharton	Matagorda
242.	Wheeler	Hemphill, Lipscomb, Roberts
243.	Wichita	
244.	Wilbarger	Foard, Hardeman
245.	Willacy	Cameron
246.	Williamson	
247.	Wilson	Atascosa, Frio, Karnes, LaSalle
248.	Winkler	
249.	Wise	Jack
250.	Wood	
251.	Yoakum	Terry
252.	Young	Stephens
253.	Zapata	Webb
254.	Zavala	Dimmit, Maverick

Change Request Log (CR Log) Instructions

The following pages contain instructions on how to correctly create a CR Log request for CSTS/ISYS problems and/or changes.

Make sure that you are connected to the VPN and go to the website below and log in:

<http://csts.tdcj.state.tx.us/ChangeRequest/LoginUser.aspx>



If you have a manual change account, that userid and password will work with this site.

If you don't have an account, then click on the Not Registered? link and create an account.

This will create both a CR Log and the Manual Change account. Please read the instructions completely to create your account correctly, and fill in each field:

This page is where you create new logins to be used for the [Change Request](#) and [Manual Changes](#) sites. DO NOT create these if you already have a manual change login, your current login will work. You will have to create a separate login for each county. If creating logins for multiple counties, use the exact same Username and Password. The username will be your VPN login:

- first initial of your first name
- first two initials of your last name
- last four of you SSN#

County: Anderson

Username: Use your VPN login e.g. abc1234

Password:

Confirm Password:

First Name: 20 character limit

Last Name: 50 character limit

Email: JohnDoe@email.com

Phone: 512-111-2222

Submit Cancel/Login

Create Account screen

Once you log in, you will see a list of past request(s) for your counties only.

To create a new request, click on the tab at the top labeled Create New Request(s)

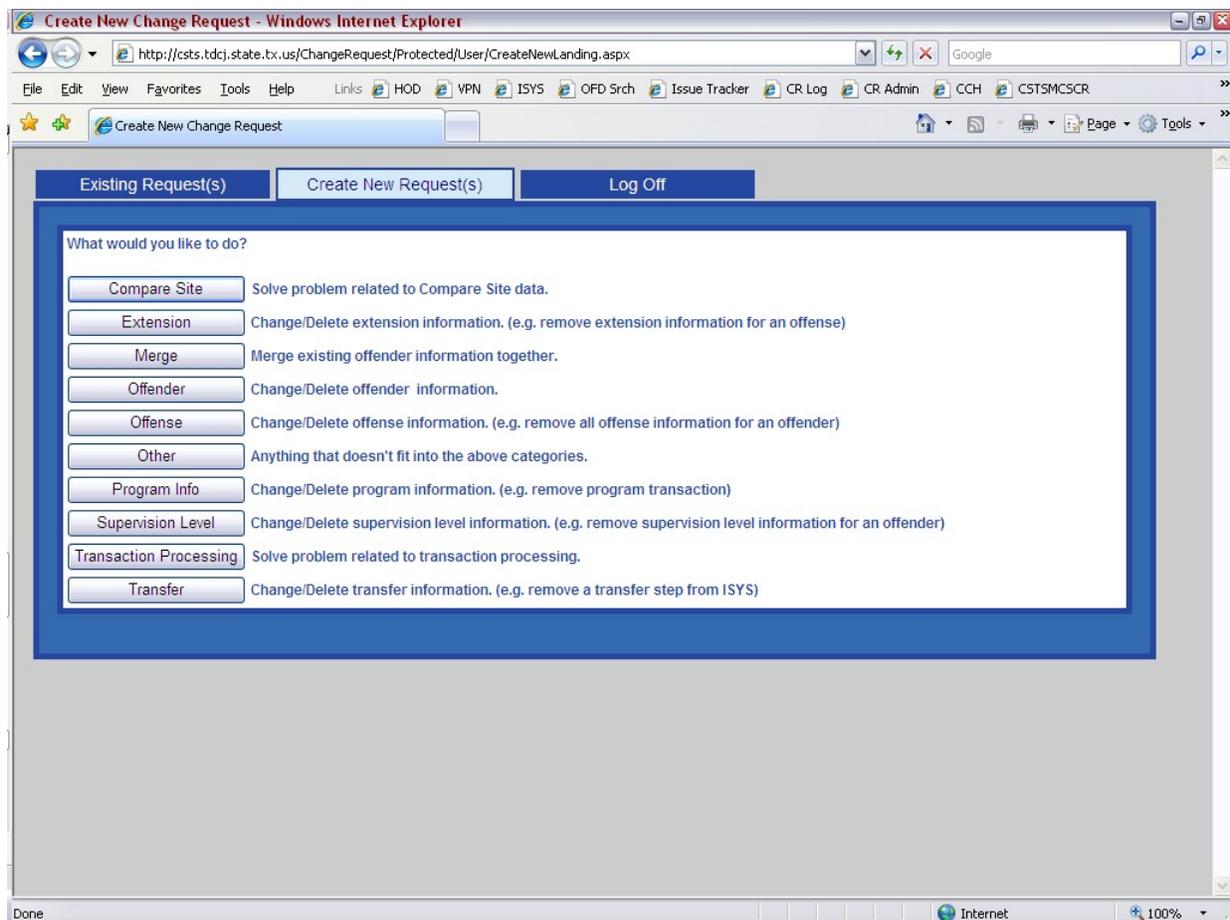
Existing Request(s) **Create New Request(s)** Log Off

Filter Options

County: ALL Status: ALL Type: ALL Username: Show Mine Show All

	REQ ID	Status	Type	County	User	User Submit/Edit Date	Admin Comp/Edit Date	Assigned To
View	929	Open	Transfer	Caldwell	ega8787	3/30/2009 11:24 AM		
View	928	Open	Other	Atascosa	dhe5518	3/30/2009 11:16 AM		
View	927	Open	Merge	Cameron	mga1051	3/30/2009 10:50 AM		
View	925	Rejected	Other	Caldwell	ega8787	3/27/2009 4:08 PM	3/30/2009 7:44 AM	Ido1563
View	924	Closed	Supervision Level	Goliad	BBO0613	3/27/2009 3:43 PM	3/27/2009 3:54 PM	mma2670
View	923	Rejected	Offense	Caldwell	ega8787	3/27/2009 3:15 PM	3/30/2009 7:42 AM	Ido1563
View	922	Closed	Transfer	Jackson	bbo0613	3/27/2009 1:44 PM	3/27/2009 3:10 PM	mma2670
View	921	Rejected	Transfer	Caldwell	ega8787	3/27/2009 1:39 PM	3/30/2009 7:47 AM	Ido1563
View	920	Closed	Offender	Refugio	bbo0613	3/27/2009 12:48 PM	3/30/2009 11:05 AM	mma2670
View	919	Rejected	Transfer	Caldwell	ega8787	3/27/2009 11:39 AM	3/30/2009 7:39 AM	Ido1563
View	918	Open	Transfer	Caldwell	ega8787	3/27/2009 10:57 AM		
View	917	Rejected	Transfer	Caldwell	ega8787	3/27/2009 10:31 AM	3/27/2009 10:49 AM	mma2670
View	916	Rejected	Transfer	Caldwell	ega8787	3/27/2009 10:25 AM	3/27/2009 10:50 AM	mma2670
View	915	Closed	Offender	Dallas	jjo2796	3/27/2009 9:13 AM	3/27/2009 10:22 AM	mma2670
View	914	Closed	Transfer	Uvalde	bmc4965	3/26/2009 4:39 PM	3/27/2009 10:32 AM	mma2670
View	913	Closed	Offense	Gregg	mwio498	3/26/2009 4:16 PM	3/26/2009 4:21 PM	Ido1563
View	912	Closed	Offense	Hidalgo	lgo3990	3/26/2009 3:48 PM	3/26/2009 4:17 PM	Ido1563
View	911	Closed	Offense	Dallas	jjo2796	3/26/2009 3:44 PM	3/26/2009 4:16 PM	mma2670
View	910	Closed	Transfer	Calhoun	bbo0613	3/26/2009 3:33 PM	3/26/2009 4:13 PM	mma2670
View	909	Closed	Transfer	Hidalgo	lgo3990	3/26/2009 3:31 PM	3/26/2009 3:39 PM	mma2670

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39



Click on the button that corresponds to the type of request you are creating. Here are some instances on which button to select:

Select the county from the drop down box for the county you want the change to happen.

Compare Site: Select this when there is a problem with the compare site.

Extension: Select this if there is a problem with an extension that cannot be done with a manual change or through a correction transaction.

- Merge:** Select this if you have a person on ISYS with two different PIDs or SIDs and you need to merge them into one PID (let us know which PID to keep, and which SID to keep), or if your PID is not associated with an ORI county on a transfer in and you need us to match that data up with the ORI's data.
- Offender:** Select this if you need to delete an offender (state reason for delete), if you need have the SID changed, or any other offender changes that cannot be done through a Manual Change or through a correction transaction.
- Offense:** Select this if you need to have an offense deleted (state reason for delete), if an offense needs to be moved because it is attached to a wrong person, or any other offense changes that cannot be done through a Manual Change or through a correction transaction.
- Other:** Select this if the request you have does not fall into any of the other categories.
- Program Info:** Select for program changes that cannot be done through a manual change or correction transaction including deletion (state reason for delete) of program placements and discharges.
- Supervision Level:** Select this if you need to have a supervision level deleted (state reason for delete), or any other level changes that cannot be done through a Manual Change or through a correction transaction.
- Transaction Processing:** Select this if there is a problem with processing of transactions that you sent to CSTS (rejected files, accepted files, etc.).

Transfer:

Select this if you need to have a transfer deleted (state reason for delete), or any other transfer changes that cannot be done through a Manual Change or through a correction transaction. You can only request transfer changes for transfers submitted by your county: If you are the ORI, you can only request changes/deletes on codes 1 & 4. If you are the supervising county, you can only request changes/deletes on codes 2 & 3.

Once you select the request you want to make, fill in as much of the information as you can:

Offender's first name, last name, SID(if there is one), PID, etc., and put in the Description/Comments section what change(s) or deletion(s) you would like to have done.

After you have finished entering all the data on the form, click on the submit button to place the request.

The screenshot shows a web browser window titled "Create New Offender Change Request - Windows Internet Explorer". The address bar displays the URL: <http://csts.tdcj.state.tx.us/ChangeRequest/Protected/User/OffenderChangeRequest.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The main content area features a navigation bar with three buttons: "Existing Request(s)", "Create New Request(s)", and "Log Off". Below this, the form is organized into two main sections: "Contact Info" and "Offender Information".

Contact Info

- County: Anderson (dropdown menu)
- Contact First Name:
- Contact Last Name:
- Contact Email:
- Contact Phone:

Offender Information

- Offender First Name:
- Offender Last Name:
- Offender SID:
- Offender PID:
- Other Info/Comments:

At the bottom left of the form, there is a "Submit" button with a red arrow pointing to it, and a "Cancel" button next to it. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

After the request is submitted, you will be taken back to the request list screen:

	REQ ID	Status	Type	County	User	User Submit/Edit Date	Admin Comp/Edit Date	Assigned To
View	929	Open	Transfer	Caldwell	ega8787	3/30/2009 11:24 AM		
View	928	Closed	Other	Atascosa	dhe5518	3/30/2009 11:16 AM	3/30/2009 1:45 PM	mma2670
View	927	Open	Merge	Cameron	mga1051	3/30/2009 10:50 AM		
View	925	Rejected	Other	Caldwell	ega8787	3/27/2009 4:08 PM	3/30/2009 7:44 AM	Ido1563
View	924	Closed	Supervision Level	Goliad	BBO0613	3/27/2009 3:43 PM	3/27/2009 3:54 PM	mma2670
View	923	Rejected	Offense	Caldwell	ega8787	3/27/2009 3:15 PM	3/30/2009 7:42 AM	Ido1563
View	922	Closed	Transfer	Jackson	bbo0613	3/27/2009 1:44 PM	3/27/2009 3:10 PM	mma2670
View	921	Rejected	Transfer	Caldwell	ega8787	3/27/2009 1:39 PM	3/30/2009 7:47 AM	Ido1563
View	920	Closed	Offender	Refugio	bbo0613	3/27/2009 12:48 PM	3/30/2009 11:05 AM	mma2670
View	919	Rejected	Transfer	Caldwell	ega8787	3/27/2009 11:39 AM	3/30/2009 7:39 AM	Ido1563
View	918	Closed	Transfer	Caldwell	ega8787	3/27/2009 10:57 AM	3/30/2009 1:39 PM	mma2670
View	917	Rejected	Transfer	Caldwell	ega8787	3/27/2009 10:31 AM	3/27/2009 10:49 AM	mma2670
View	916	Rejected	Transfer	Caldwell	ega8787	3/27/2009 10:25 AM	3/27/2009 10:50 AM	mma2670
View	915	Closed	Offender	Dallas	jjo2796	3/27/2009 9:13 AM	3/27/2009 10:22 AM	mma2670
View	914	Closed	Transfer	Uvalde	bmc4965	3/26/2009 4:39 PM	3/27/2009 10:32 AM	mma2670
View	913	Closed	Offense	Gregg	mwi0498	3/26/2009 4:16 PM	3/26/2009 4:21 PM	Ido1563
View	912	Closed	Offense	Hidalgo	lgo3990	3/26/2009 3:48 PM	3/26/2009 4:17 PM	Ido1563
View	911	Closed	Offense	Dallas	jjo2796	3/26/2009 3:44 PM	3/26/2009 4:16 PM	mma2670
View	910	Closed	Transfer	Calhoun	bbo0613	3/26/2009 3:33 PM	3/26/2009 4:13 PM	mma2670
View	909	Closed	Transfer	Hidalgo	lgo3990	3/26/2009 3:31 PM	3/26/2009 3:39 PM	mma2670

Once you are done submitting request(s), click on Log Off to get out of the CR Log and disconnect from the VPN.

You will receive an email when your request has been closed (completed), or if it has been rejected. If there is a reject on your request, please log in to the CR Log to see the reason for the reject.