

Incarcerations Module

The Incarcerations module allows users to document incarceration details above and beyond what is captured by the CDS data collection.

1. Access the CRMS Search Engine as described on page 16.
2. Locate the desired client by following instructions on page 50.
3. Open the client file and navigate to the **Incarcerations** module as shown in Figure 325.



Figure 325 - Incarcerations Module

4. The Incarcerations module will then appear on screen as demonstrated below in Figure 326.

Disposition Date:	
Incarceration Status:	
Facility:	
☐ Psychiatric Related ☐ Substance Abuse Related	
Address:	
City:	
Contact:	
Incarceration Date:	
☐ Approximate	
Release Date:	
☐ Approximate	

Admission	Disposition Date	Status	Incarceration Date	Release Date
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☐ Show for all admissions

Figure 326 - Incarcerations Module

5. Fill out the necessary fields and when satisfied, click **Save** to finalize the process.
6. Figure 327 demonstrates the Incarcerations module prior to saving.

The screenshot shows a form for entering incarceration data. The fields are as follows:

- Disposition Date:** May 19, 2016
- Incarceration Status:** Incarcerated (dropdown menu)
- Facility:** Kingston Penitentiary (dropdown menu)
- Relationship:** ☒ Psychiatric Related, ☐ Substance Abuse Related
- Address:** (empty text field)
- City:** Kingston (dropdown menu)
- Cell Number:** 4D
- Contact:** Frank Ducharme
- Incarceration Date:** May 19, 2016
- Release Date:** (empty text field)
- Approximate:** ☒ Approximate, ☐ Approximate

Figure 327 - Incarcerations Module Prior to Saving

7. Upon saving, a message will appear confirming the process was indeed successful.



Figure 328 - Successfully Saved Incarcerations Record

8. The Incarcerations module will then automatically refresh to display the newly saved data.

Admission	Disposition Date	Status	Incarceration Date	Release Date
2	19-May-2016	Incarcerated	19-May-2016	

Figure 329 - Reviewing Saved Incarcerations Data

Modifying Saved Incarcerations Data

1. Refer to page 152 on how to access the Incarcerations module.
2. Locate the desired record from the review section which will be modified.
3. **Click** on it to select it.

Admission	Disposition Date	Status	Incarceration Date	Release Date
2	19-May-2016	Incarcerated	19-May-2016	

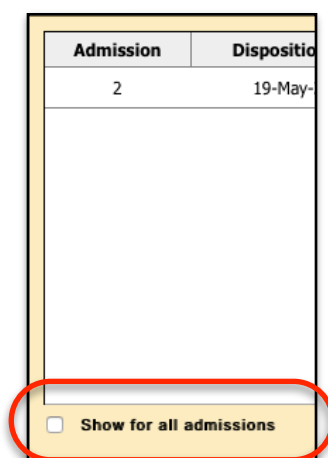
Figure 330 - Modifying Saved Incarcerations Data

4. The data will then be loaded on screen.
5. Make any adjustments as necessary and when satisfied, click **Save** to finalize the process.

Show for All Admissions

When accessing a client file whom has multiple referrals (.01, .02, .03, etc.), users can use the “Show for All Versions” checkmark to easily review across all referrals without the need to open each individual file.

1. Refer to page 152 on how to access the Incarcerations module.
2. At the bottom of the module, locate and check the **Show for All Versions** check mark as illustrated on Figure 331.



Admission	Disposition Date
2	19-May-

☐ Show for all admissions

Figure 331 - Show for All Admissions Checkmark

3. The Incarcerations module will then automatically refresh to display Incarcerations data across all of the clients' referrals.