

**eIGA Restrictive Housing
User Handbook
December 2016**



**Product of the
United States Marshals Service
Prisoner Operations Division**

INTRODUCTION

Purpose of Restrictive Housing (RH) Logging

On March 1, 2016, the President issued a memorandum entitled “Restrictive Housing by the Federal Government,” directing that “DOJ shall promptly undertake to revise its regulations and policies, consistent with the direction of the Attorney General, to implement the policy recommendations in the DOJ Report concerning the use of RH.

The USMS Prisoner Operations Division has developed a web-based automated tool for use by state, local, tribal, territorial to report information regarding the use of RH of USMS prisoners. Specifically, all jails are required to enter and submit their use of RH to their district office. The district offices are required to acknowledge the RH form within the system. These entries include monthly use and duration of RH, and immediate notification whenever a member of a vulnerable population is housed restrictively.

Your Role

As participating facilities, your role is vital to the success of the entry of prisoner’s RH record. The new system relies on the detention facility provider to accurately report each prisoner’s RH record for their facilities.

Using This Handbook

- This handbook will introduce the user to the RH process. It provides step-by-step instruction on entering RH entry process, RH data, RH log submission, and acknowledgement of the record.
- Screen captures have been provided to assist you in the step-by-step instruction.
- Help texts are provided to assist you with definitions of the information required for completing the different sections of the RH form.

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RH Workflow Overview

Reporting Facility	Reviewing and Acknowledgement	Analyzing and Reporting
 <p>JAILER</p> <ul style="list-style-type: none"> ❖ Housing data on Web-based form ❖ Submits facility log to district Monthly 	 <p>DISTRICT</p> <ul style="list-style-type: none"> ❖ Reviews detention facilities RH Log  <ul style="list-style-type: none"> ❖ Acknowledge RH Log 	 <p>POD RH COORDINATOR</p> <ol style="list-style-type: none"> 1. Reviews RH records 2. Generates reporting data 3. Reports findings to USMS Executive Staff

Figure 1 - RH Overview

Logging into eIGA and Requesting Temporary User ID/Password – USMS Jail Detention Provider

In order to access the RH form users must have an eIGA account. To Obtain an eIGA account, you must request an account by following the below steps:

Step 1. Type the following into your internet browser <https://ows.usdoj.gov/iga/> to access the eIGA welcome page.

Step 2. Select the **Request an Account** option to display the account request form.

The screenshot shows the eIGA Welcome Screen. On the left, there is a navigation menu with three buttons: 'Home', 'Request an Account' (highlighted in red), and 'Forget Password'. A blue arrow points from the 'Request an Account' button to the text 'Step 2' below. The main content area of the screen is titled 'The United States Marshals Service' and 'WELCOME TO THE AUTOMATED INTERGOVERNMENTAL AGREEMENTS SITE'. It contains several paragraphs of text, including a 'Restrictive Housing' section and a list of terms and conditions. The text includes information about the eIGA application process, the JOEI form, and the USMS Prisoner Operations Division's web-based automated process for restrictive housing. A red warning message states: 'Attention: Inactive accounts will be DISABLED after 90 days.' Below this, there are four bullet points regarding system use and privacy.

Figure 2 - eIGA Welcome Screen

The data entry fields outlined in red are required and must be completed before submitting the request for approval. All other fields are optional.

The screenshot shows the 'ACCOUNT PROFILE' form. On the left is a sidebar with 'User Name:' and 'Password:' fields, a 'Sign In' button, and links for 'Home', 'Request an Account', and 'Forget Password'. The main form is divided into two sections: 'FACILITY INFORMATION' and 'REQUESTOR CONTACT INFORMATION'. In the 'FACILITY INFORMATION' section, there is a 'Do you currently have an IGA Account?' question with 'Yes' and 'No' radio buttons. Below this is a 'Facility Name' dropdown menu, a 'Not in List' checkbox, and fields for 'Street', 'City', 'St.', 'Zip', and 'County'. The 'REQUESTOR CONTACT INFORMATION' section includes fields for 'Name: First', 'Last', 'eMail Address', 'Title', 'Tel Number', 'Ext.', 'FAX Number', 'Ext.', 'Security Question' (a dropdown), and 'Answer'. At the bottom, there is a checkbox for a legal acknowledgment, a 'Cancel' button, and a 'Submit' button. Blue arrows and labels (Step 3 through Step 10) point to various fields and buttons throughout the form to indicate the sequence of steps.

Figure 3 - Account Request Form

Step 3. Select **Yes** or **No** depending on whether or not you have an existing IGA.

- Upon account approval, if “yes” is selected, you will be prompted to complete an eIGA renewal application.
- Upon account approval, if “no” is selected, you will be prompted to complete an eIGA application to establish a new IGA.

Step 4. For the facility name field, a list of facilities that are currently in the eIGA database is available to choose from. If a facility is selected, the fields for the City, State, Zip Code, and County will be automatically populated. These fields may be updated if needed.

Step 5. If the facility information is not in eIGA, check the **Not in List** box so that the **Facility Name** field can be completed.

Step 6. Enter the required data for all the fields in the **Facility Information** section.

Step 7. Enter the required data for all the fields in the **Requestor Contact Information** section.

Step 8. Select a **Security Question** and provide the **Answer**. This question will be used if a password is requested or reset.

Step 9. Click **ROB** link to review the Rules of Behavior on accessing the application and click the checkbox to acknowledge the receipt and user responsibility.

Step 10. Click **Cancel** or **Submit** after filling out all the required fields.

- If **Cancel** is selected – all the entered data will be deleted.
- If **Submit** is selected – your request will be forwarded to the USMS Prisoner Operations Division (POD) for approval.

POD will email an account approval confirmation or a reason for the denial of an account. These confirmations will be sent using the email address submitted in the account request form. If the account request is granted, the email will contain a User ID and temporary Password.

Logging into eIGA and Creating a Unique Password

This section will provide users with guidance on customizing the User ID and Password.

Users will receive an email stating that the account request has been approved. This email will contain a User ID, temporary Password, and a link back to the eIGA site.

NOTE: It is very important to change the temporary password. Doing so will register the account and allow the RH form to be viewable.

Step 1. Enter the **User ID** and temporary **Password** provided in the email.

Step 2. Click the **Sign In** button.

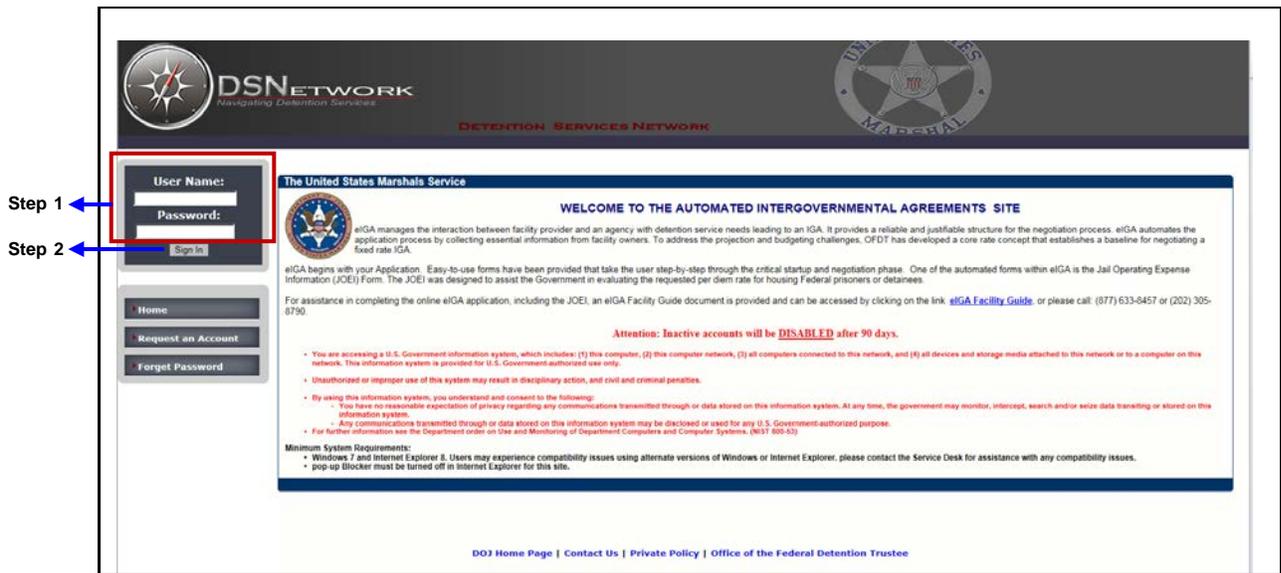


Figure 4 - User ID & Password

Step 3. Click on **Change Password** to display the password change screen.



Figure 5 - Change Password

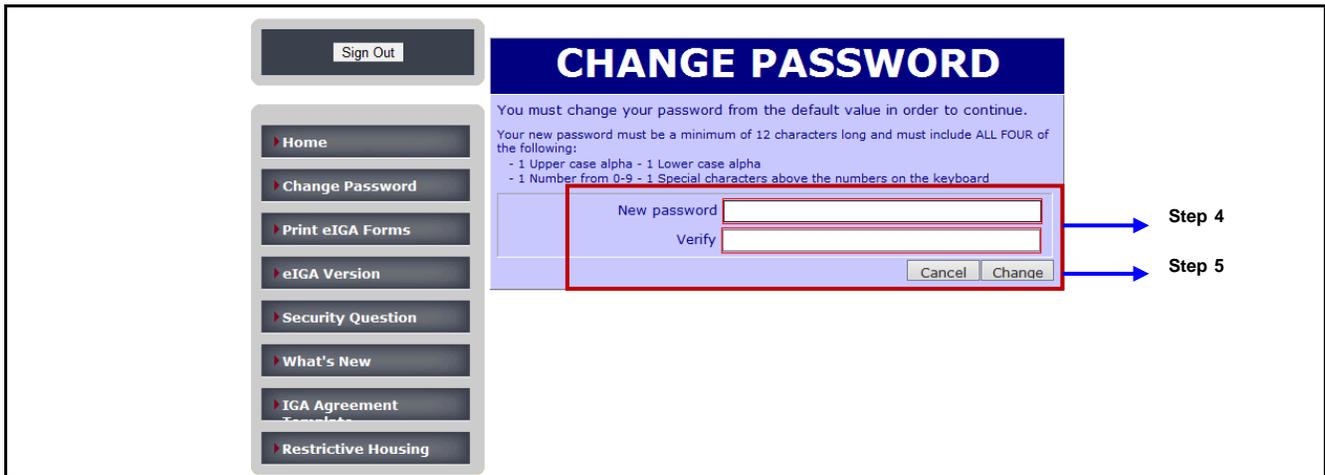


Figure 6 - New Password Verification

Step 4. Enter a new password in the **New Password** field and re-enter that password in the **Verify** field.

NOTE: Create your password by using the following criteria:

- Must be at least 12 characters
- Must contain at least one upper-case and lower case letter
- Must contain at least one number and one special character

Step 5. Click the **Change** button to execute the new password.

Upon clicking the **Change** button, the system will update your password and the IGA application will launch automatically. (If the application does not launch, click on the **eIGA Application** link located on the left side of the screen.)

If the password was created successfully, the following message will display:

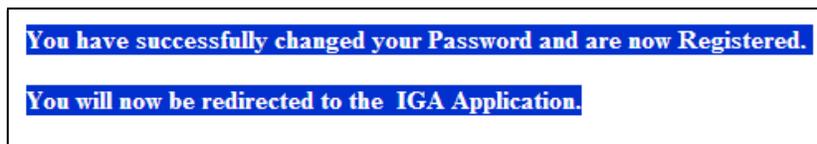


Figure 7 - Successful Password Creation Message

If not, the following error message will display:



Figure 8 - New Password Error Message

Accessing the eIGA RH Form

This section will provide users with guidance on completing the RH log.

Step 1. After logging into the eIGA system, click on the **RH** link located on the left of the screen. The RH application form will open.

The screenshot shows the eIGA system interface. At the top, there is a header with the DSN NETWORK logo and the text "DETENTION SERVICES NETWORK". Below the header, there is a navigation sidebar on the left with a "Sign Out" button and several menu items: Home, Change Password, Print eIGA Forms, eIGA Version, Security Question, What's New, IGA Agreement, Restrictive Housing (highlighted with a red box), and eIGA Renewal Application. A blue arrow labeled "Step 1" points to the "Restrictive Housing" link. The main content area displays the "The United States Marshals Service" logo and the text "WELCOME TO THE AUTOMATED INTERGOVERNMENTAL AGREEMENTS SITE". Below this, there is a paragraph of text explaining the eIGA process, followed by a section titled "Restrictive Housing:" which contains a memorandum dated March 1, 2016, and a link to the "Restrictive Housing Handbook". At the bottom of the main content area, there is a red warning message: "Attention: Inactive accounts will be DISABLED after 90 days." and a list of terms and conditions.

Figure 9 - Accessing the RH Form

RH Log Form

RH Reporting Home Page

This section provides guidance on the context of the RH homepage.

Step 1. Facility Code, Facility Name, District Code and District Name will be defaulted based on the user's profile. On the home page, the user has the option to select either the **Yes** or **No** radio button to indicate if there is RH reporting for the month. A selection is required.

The screenshot shows the 'Restrictive Housing' homepage. At the top, there is a blue header with the title 'Restrictive Housing'. Below the header, there are four input fields: 'Facility Code' (9LU), 'Facility Name' (Apache County Jail), 'District Code' (008), and 'District Name' (District of Arizona). Below these fields is a question: 'Do you have any RH entries to report this month?'. There are two radio buttons: 'Yes' and 'No'. A red box highlights the question and the radio buttons. A blue arrow points to the 'No' radio button, with the text 'Step 1' next to it.

Figure 10 - RH Home Page

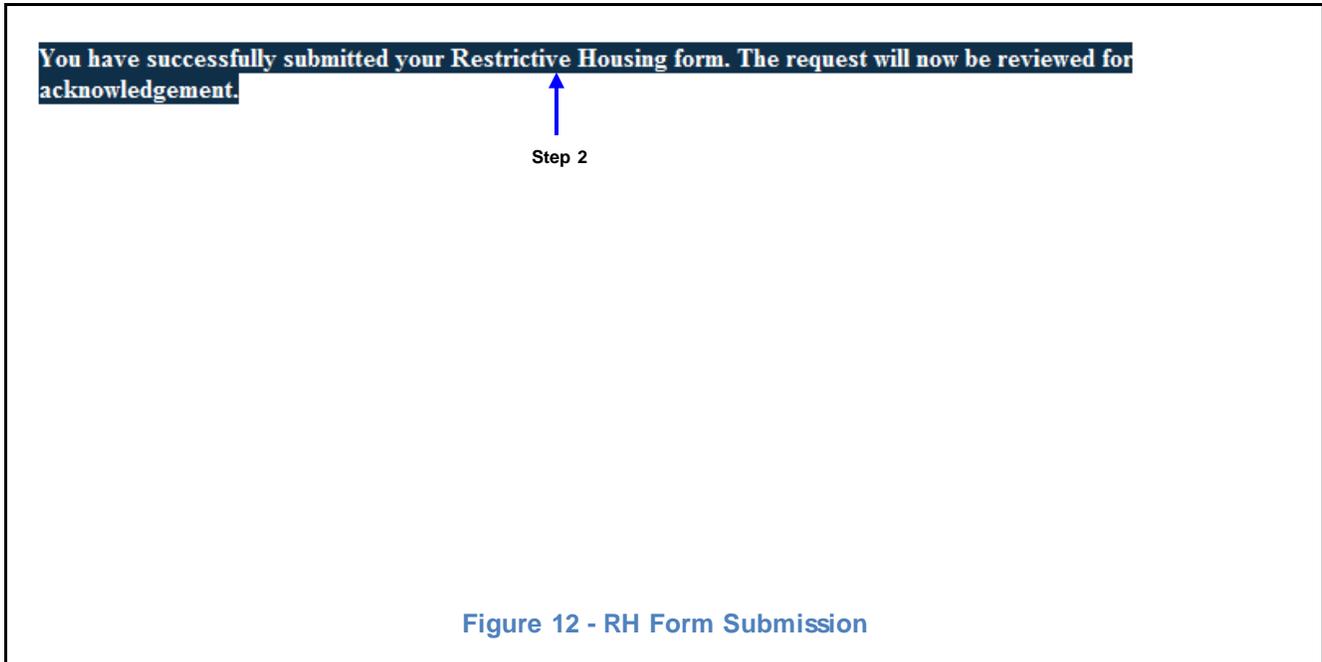
No Reporting for the Month - Required

Step 1. Select the **No** radio button to indicate that no detainees were housed in RH during the month. Then, **select the last available day of the month calendar to choose a date, and click the Submit to USMS button.** Your submission has now been sent to your local USMS district office for review.

The screenshot shows the 'Restrictive Housing' homepage. At the top, there is a blue header with the title 'Restrictive Housing'. Below the header, there are four input fields: 'Facility Code' (9LU), 'Facility Name' (Apache County Jail), 'District Code' (008), and 'District Name' (District of Arizona). Below these fields is a question: 'Do you have any RH entries to report this month?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. A red box highlights the question and the radio buttons. A blue arrow points to the 'No' radio button, with the text 'Step 1' next to it. To the right of the radio buttons, there is a text prompt: 'Please select the last available day of the month'. Below this prompt is a calendar icon. To the right of the calendar icon is a 'Submit to USMS' button.

Figure 11 - Selecting 'No' Radio Button

Step 2. Upon clicking the **Submit to USMS** button, the RH form will be submitted for review.



RH Reporting for the Month – Required if any Detainees were in RH during the Month

Step 1. Enter the **Date In** (date detainee was placed in RH).

Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 Date Out: [] Register No: [] Last Name: [] First Name: []

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement:
 AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Step 1

Figure 13 - Entering the Date In

Step 2. Enter the **Date Out** (date prisoner was removed from RH). If the detainee was in continuous RH into the next month(s), do not complete the Date Out until the date the detainee was removed from RH.

NOTE: Prisoner date in cannot be later than the date out

Restrictive Housing

Facility Code	Facility Name	District Code	District Name
3AC	Baltimore Detention Center	037	District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In	Date Out	Register No	Last Name	First Name
9/7/2016	9/10/2016	(xxxxx-xxx)		

Is the individual any of the following:
(select all that apply)

Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Step 2

Figure 14 - Entering the Date Out

Step 3. Enter the detainee's **Register Number**(also known as the **USMS Number**). Ensure the format displayed underneath the Register number field is followed.

Restrictive Housing

Facility Code	Facility Name	District Code	District Name
3AC	Baltimore Detention Center	037	District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In	Date Out	Register No	Last Name	First Name
9/7/2016	9/10/2016	35892-019 (xxxxx-xxx)		

Is the individual any of the following:
(select all that apply)

Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Step 3

Figure 15 - Entering the Prisoner's Register Number

Step 4. Enter the detainee's Last and First Name.



Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 8/7/2016 Date Out: 8/10/2016 Register No: 35892-019 (xxxxx-xxx) Last Name: Dole First Name: John

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

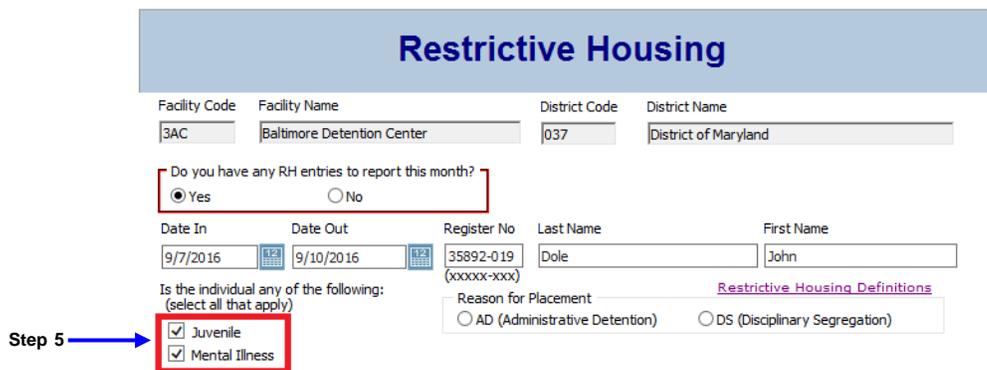
Reason for Placement: AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Figure 16 - Entering the Detainee's Name

Step 5. Select the **Is the Individual any of the following (select all that apply)** if applicable.

NOTE: This is an optional field.



Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 Date Out: 9/10/2016 Register No: 35892-019 (xxxxx-xxx) Last Name: Dole First Name: John

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement: AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Figure 17 - Identifying Member of Vulnerable Population

Step 6. Select the **Reason for Placement**. Either Administrative Detention (AD) or Disciplinary Segregation (DS) must be selected.

Restrictive Housing

Facility Code: 3AC | Facility Name: Baltimore Detention Center | District Code: 037 | District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: [] [] [] [] | Date Out: [] [] [] [] | Register No: (xxxxx-xxx) | Last Name: [] | First Name: []

Is the individual any of the following: (select all that apply)
 Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

Restrictive Housing Definitions

Figure 18 - Selecting the reason for Placement Options

Step 7. If **AD (Administrative Detention)** radio button is selected. AD categories check boxes will be displayed. Select **any of the** checkbox(es) that apply.

Restrictive Housing

Facility Code: 3AC | Facility Name: Baltimore Detention Center | District Code: 037 | District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: [] [] [] [] | Date Out: [] [] [] [] | Register No: (xxxxx-xxx) | Last Name: [] | First Name: []

Is the individual any of the following: (select all that apply)
 Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:

Pending Investigation (PI) | Preventative Segregation (PS)
 Pending Hearing (PH) | Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) | Separate Assignment (SA)
 Protective Custody - prisoner request (PCR) | Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) | Pending Transfer/Holdover (PT/H)

Restrictive Housing Definitions

Figure 19 - Selecting the AD Categories

Step 7b. Click on the **RH Definitions** link for detailed description.

Note: Reference Appendix A for the detailed definitions of the codes.

Step 8. Select **DS (Disciplinary Segregation)** radio button.

Note: No types of DS will display or are required.

Restrictive Housing

Facility Code: 3AC | Facility Name: Baltimore Detention Center | District Code: 037 | District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 | Date Out: 9/10/2016 | Register No: 35892-019 | Last Name: Dole | First Name: John

Is the individual any of the following: (select all that apply)
 Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

Step 8

Figure 23 - Selecting the DS Radio Button

Adding Additional Detainee Information to an Existing Entry

This section provides guidance on how to input and add data to the RH form.

Step 1. If additional entries are required click on the **Add** button.

Restrictive Housing

Facility Code: 3AC | Facility Name: Baltimore Detention Center | District Code: 037 | District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 | Date Out: 9/10/2016 | Register No: 35892-019 | Last Name: Dole | First Name: John

Is the individual any of the following: (select all that apply)
 Juvenile
 Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:
 Pending Investigation (PI) Preventative Segregation (PS)
 Pending Hearing (PH) Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) Separate Assignment (SA)
 Protective Custody - prisoner request (PCR) Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) Pending Transfer/Holdover (PT/H)

Sort By: [v] | Order: [v]

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

Step 1

Add | Submit to USMS

Page 1 of 1

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-606	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y

Figure 20 - Adding Prisoner's Record

Step 2. Scroll to bottom to display the current entry.

Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 Date Out: 9/10/2016 Register No: 35892-019 Last Name: Dole First Name: John
(xxxxx-xxx)

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement: AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:
 Pending Investigation (PI) Preventative Segregation (PS)
 Pending Hearing (PH) Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) Separatee Assignment (SA)
 Protective Custody - prisoner request (PCR) Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) Pending Transfer/Holdover (PT/H)

Sort By: Order: [Update] [Delete] [Submit to USMS]

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-606	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y
35892-019	Dole	John	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N

Step 2

Figure 21 - Displaying the Added Record

Update Existing Entries

This section provides guidance on how to update existing prisoner's records.

Step 1. Click on the record that needs to be updated.

Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 Date Out: 9/10/2016 Register No: 35892-019 Last Name: Dole First Name: John
(xxxxx-xxx)

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement: AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:
 Pending Investigation (PI) Preventative Segregation (PS)
 Pending Hearing (PH) Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) Separatee Assignment (SA)
 Protective Custody - prisoner request (PCR) Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) Pending Transfer/Holdover (PT/H)

Sort By: Order: [Update] [Delete] [Submit to USMS]

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-606	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y
35892-019	Dole	John	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N

Step 1

Figure 22 - Selecting the Record to be Updated

Step 2. Enter the appropriate change(s) and click on the Update button at the bottom.

Restrictive Housing

Facility Code: Facility Name: District Code: District Name:

Do you have any RH entries to report this month?
 Yes No

Date In: Date Out: Register No: Last Name: First Name:

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement: AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:
 Pending Investigation (PI) Preventative Segregation (PS)
 Pending Hearing (PH) Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) Separatee Assignment (SA)
 Protective Custody - prisoner request (PCR) Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) Pending Transfer/Holdover (PT/H)

Sort By: Order:

Step 2a →

Step 2b →

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-605	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y
35892-018	Dole	John	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N

Figure 23 - Making Change(s) to the Record and Clicking Update Button

Delete Record

This section provides guidance on how to delete detainee's entry.

Step 1. Click on the record that needs to be deleted and click on the delete button.

Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: 9/7/2016 Date Out: 9/10/2016 Register No: 35892-018 Last Name: Dole First Name: Johnson

Is the individual any of the following: (select all that apply)
 Juvenile Mental Illness

Reason for Placement
 AD (Administrative Detention) DS (Disciplinary Segregation)

Categories:
 Pending Investigation (PI) Preventative Segregation (PS)
 Pending Hearing (PH) Transitional Segregation (TS)
 Protective Criminal Investigation (PCI) Separate Assignment (SA)
 Protective Custody - prisoner request (PCR) Pending Classification (PC)
 Protective Custody - not prisoner request (IPC) Pending Transfer/Holdover (PT/H)

Sort By: Order:

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-605	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y
35892-018	Dole	John	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N

Step 1a → (points to the red-bordered record in the table)
Step 1b → (points to the Delete button)

Figure 24 - Selecting the Record

Form Submission

This section provides guidance on how to submit the RH form to the USMS district office.

Step 1. Click on the **Submit to USMS** button.

Restrictive Housing

Facility Code: 3AC Facility Name: Baltimore Detention Center District Code: 037 District Name: District of Maryland

Do you have any RH entries to report this month?
 Yes No

Date In: [calendar] Date Out: [calendar] Register No: (xxxxx-xxxx) Last Name: First Name:

Is the individual any of the following: (select all that apply):
 Juvenile Mental Illness

Reason for Placement:
 AD (Administrative Detention) DS (Disciplinary Segregation)

Sort By: Order: [dropdown] [dropdown] Add [Submit to USMS]

Note: Entries in the grid below indicate items that need to be acknowledged by USMS

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35679-606	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y
35892-019	Dole	Johnson	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N

Figure 25 - Submitting record to District

Step 2. Upon clicking the **Submit to USMS** button, the RH form will be submitted for review.

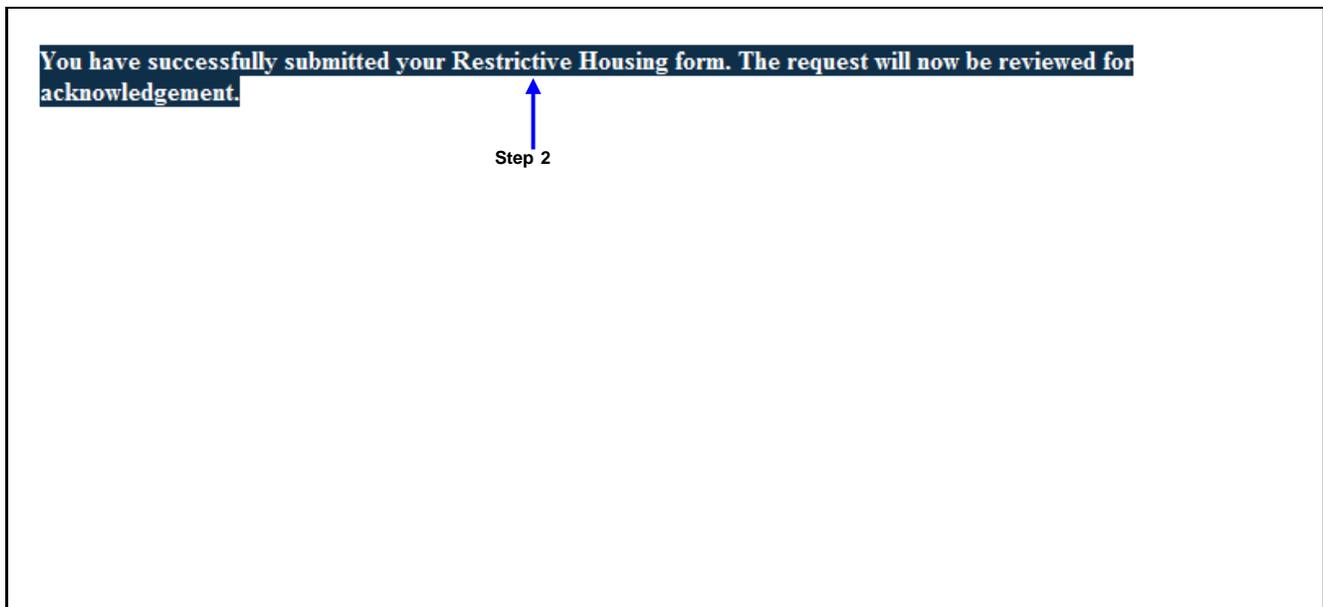


Figure 26 - Notification Message after Submission

Sort By and Order

The Sort By action allows you to chronologically sort any of the columns. The Order action allows sorting the entries in Ascending or Descending order.

Step 1. Click on the Sort By drop-down list.

Restrictive Housing

Facility Code	Facility Name	District Code	District Name
<input type="text" value="3AC"/>	<input type="text" value="Baltimore Detention Center"/>	<input type="text" value="037"/>	<input type="text" value="District of Maryland"/>

Do you have any RH entries to report this month?

Yes No

Date In	Date Out	Register No	Last Name	First Name
<input type="text" value=""/>				

Is the individual any of the following:
(select all that apply)

Juvenile Mental Illness

Reason for Placement

AD (Administrative Detention) DS (Disciplinary Segregation)

[Restrictive Housing Definitions](#)

Step 1a **Step 1b**

↓ ↓

Sort By:	Order:																																																																																	
<ul style="list-style-type: none"> Register Number Last Name First Name Date In Date Out Reason for Placement Juvenile Age 18-24 Mental Illness PI PH PCI PCR IPC PS TS SA PC PT/H 	<ul style="list-style-type: none"> Ascending Descending 	<p>that need to be acknowledged by USMS</p> <p style="text-align: right;">Add Submit to USMS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>name</th> <th>Date In</th> <th>Date Out</th> <th>Reason</th> <th>Juvenile</th> <th>Mental Illness</th> <th>PI</th> <th>PH</th> <th>PCI</th> <th>PCR</th> <th>IPC</th> <th>PS</th> <th>TS</th> <th>SA</th> <th>PC</th> <th>PTH</th> </tr> </thead> <tbody> <tr> <td>en</td> <td>8/24/2016</td> <td>9/1/2016</td> <td>AD</td> <td>N</td> <td>Y</td> </tr> <tr> <td>erson</td> <td>9/7/2016</td> <td>9/10/2016</td> <td>AD</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>N</td> <td>N</td> <td>N</td> </tr> <tr> <td>rick</td> <td>6/2/2016</td> <td>7/4/2016</td> <td>DS</td> <td>N</td> </tr> <tr> <td>nia</td> <td>6/14/2016</td> <td>10/15/2016</td> <td>DS</td> <td>N</td> </tr> </tbody> </table>	name	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH	en	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y	erson	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N	rick	6/2/2016	7/4/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N	nia	6/14/2016	10/15/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N
name	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH																																																																			
en	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y																																																																			
erson	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N																																																																			
rick	6/2/2016	7/4/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N																																																																			
nia	6/14/2016	10/15/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N																																																																			

Figure 27 - Sorting By and Order By Criteria Button

USMS Logging into DSNet with an Existing Account

This section provides guidance on logging into the DSNet welcome page.

Step 1. Log onto <https://ows.usdoj.gov/ows> to access the DSNet Welcome Page.

Step 2. Login screen will be presented prompting for your login credentials.

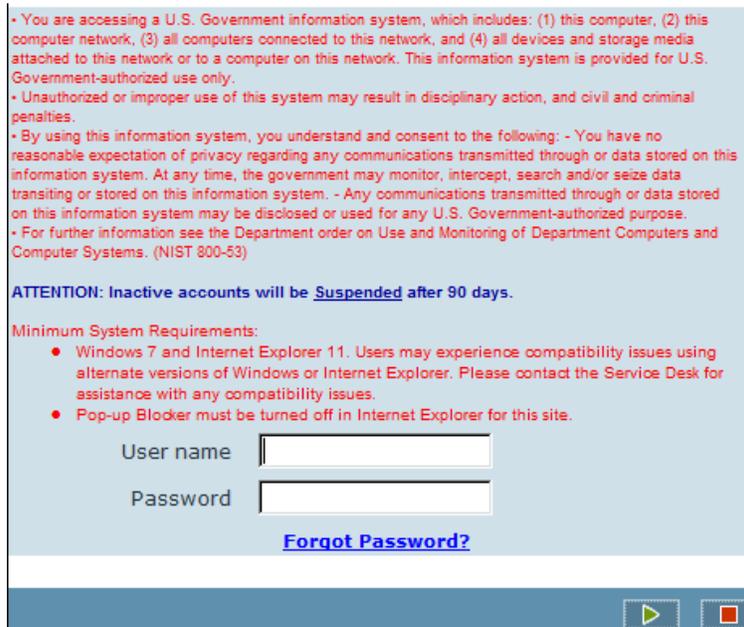


Figure 28 - DSNet Welcome Page

Step 3. Enter the user name and password and click the Green Arrow to Submit.

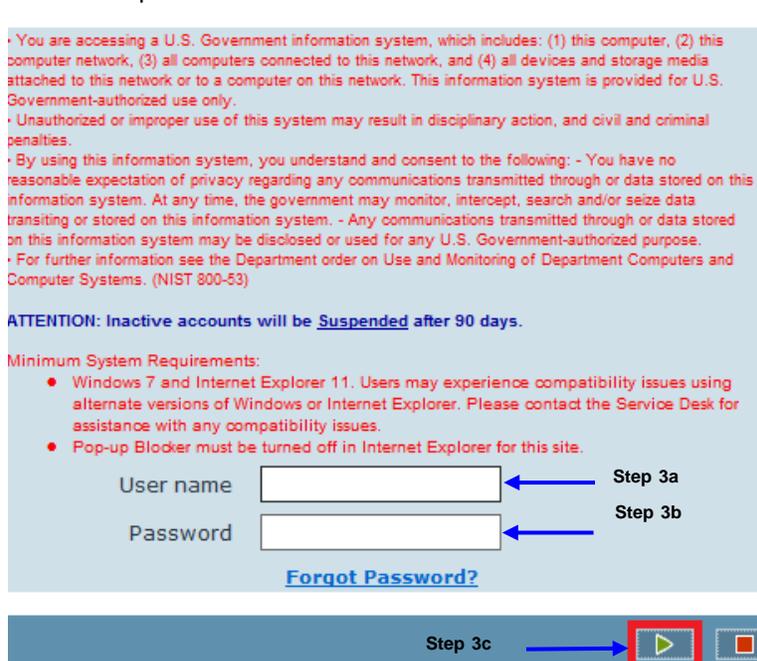


Figure 29 - Logging in to DSNet

RH Form – To Do List Tab (MetaStorm)

This section provides guidance on how to review the RH submitted from a jail provider.

Step 1. Click on the **RH Folder** and **District Review** on the left-hand side of the panel.

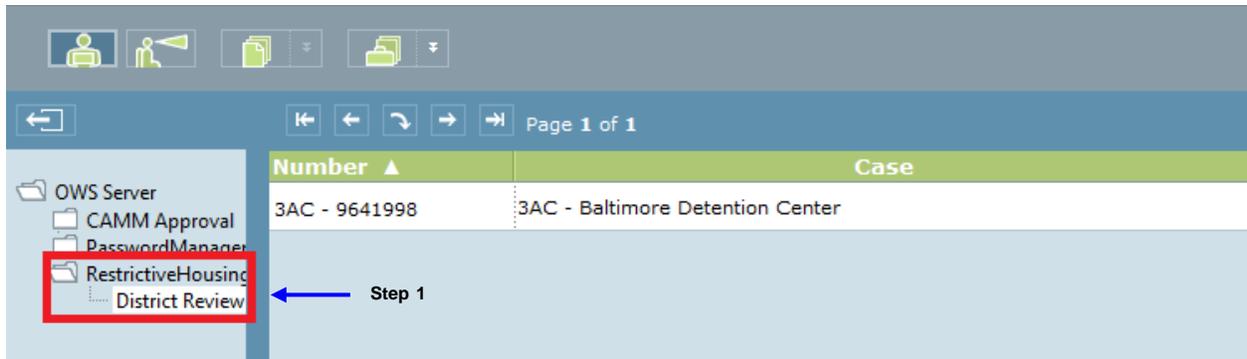


Figure 30 - Drilling down the RH Folder

Step 2. Click on the **Number** link to review the form or view the form to be acknowledged.

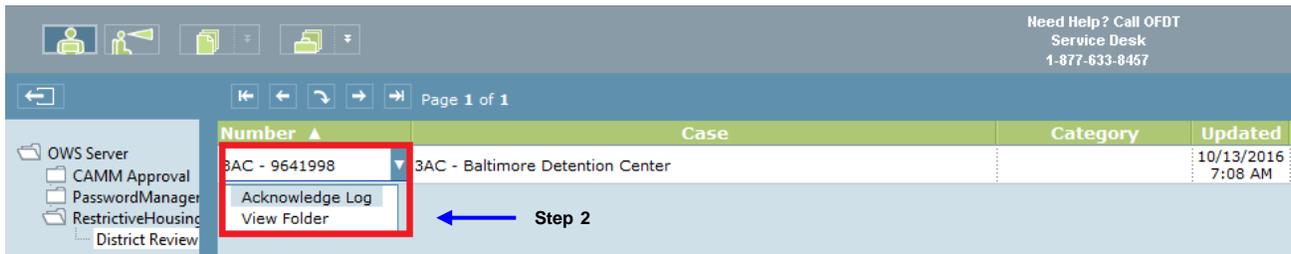


Figure 31 - Selecting the Number Drop-down List

Step 3. You can also click on the **Case** to open it.

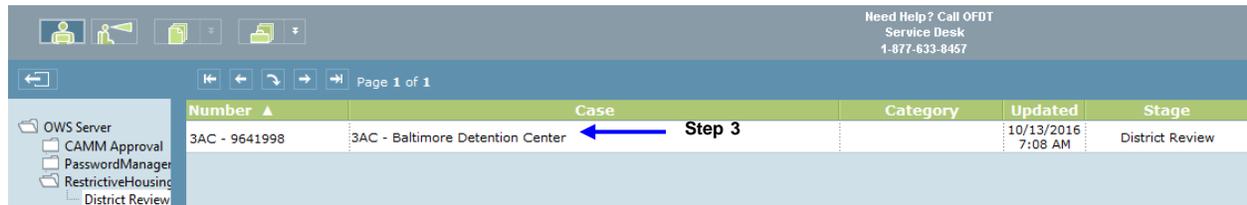


Figure 32 - Selecting the Submitted RH Form

Step 4. New window is launched.

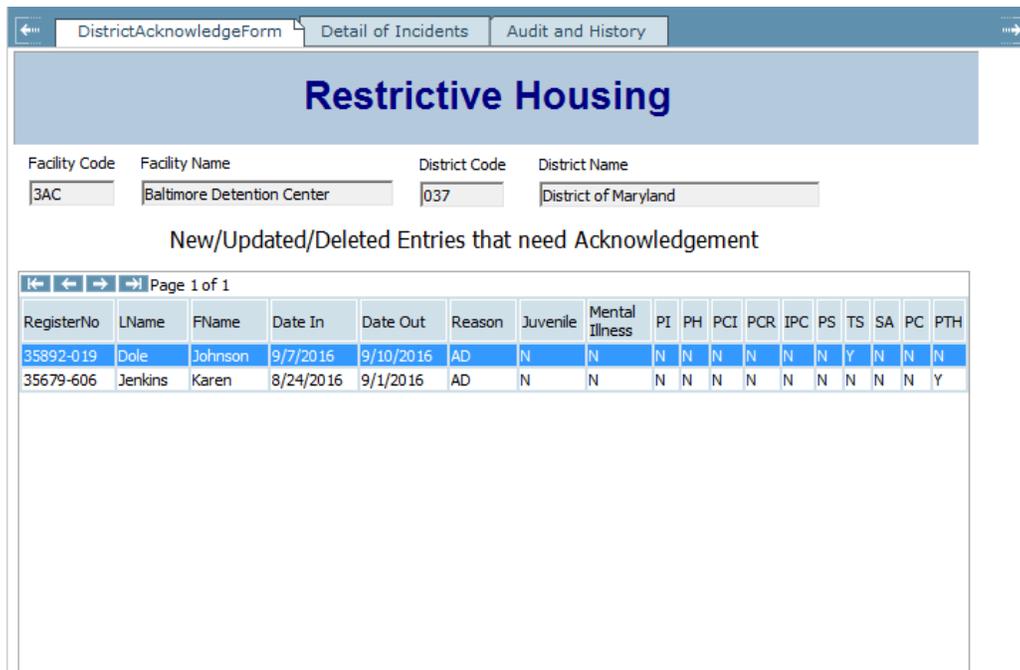


Figure 33 - Launching a New Window

Step 5. Click on the **DistrictAcknowledgeForm** link and review the log.

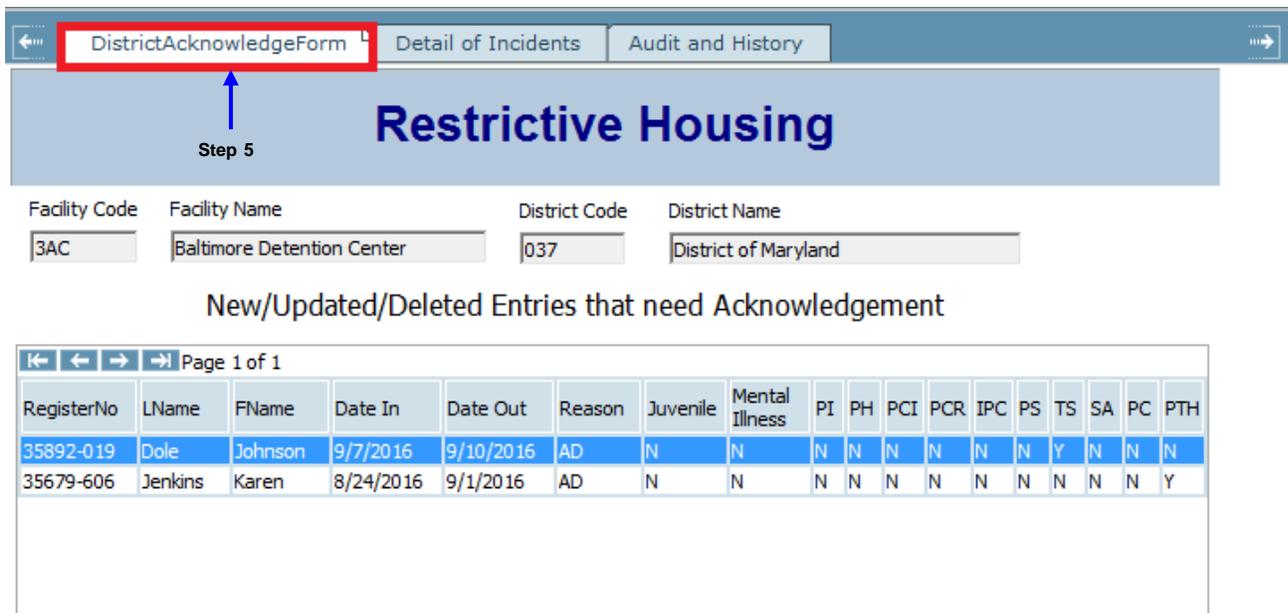


Figure 34 - Displaying Awaiting Acknowledgement Log

Step 6. Click on the **Acknowledge Log** button if the log is satisfactory.

Facility Code: 3AC, Facility Name: Baltimore Detention Center, District Code: 037, District Name: District of Maryland

New/Updated/Deleted Entries that need Acknowledgement

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35892-018	Dole	Johnson	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N
60932-012	Ferns	Tamia	6/14/2016	10/15/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N
53421-001	Greene	Derrick	6/2/2016	7/4/2016	DS	N	N	N	N	N	N	N	N	N	N	N	N
35679-605	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y

Step 6

Acknowledge Log

Step 7. Click on the **Green Arrow** button to proceed. The log will be acknowledged and move to the Watch list tab. If you select the **Red Square** you will have the opportunity to re-examine the log again.

DistrictAcknowledgeForm | Detail of Incidents | Audit and History

Restrictive Housing

Facility Code: 3AC, Facility Name: Baltimore Detention Center, District Code: 037, District Name: District of Maryland

New/Updated/Deleted Entries that need Acknowledgement

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
35892-019	Dole	Johnson	9/7/2016	9/10/2016	AD	N	N	N	N	N	N	N	N	Y	N	N	N
35679-606	Jenkins	Karen	8/24/2016	9/1/2016	AD	N	N	N	N	N	N	N	N	N	N	N	Y

Are you sure?

Step 7

Green Arrow (Play) | Red Square

Figure 35 - Selecting Yes or No Option

Step 8. Click on the **Details of Incidents** tab to view the detailed information on the log.

Step 8

Restrictive Housing

Facility Code: 3AC | Facility Name: Baltimore Detention Center | District Code: 037 | District Name: District of Maryland

Entries Specific to this Batch

RegisterNo	LName	FName	Date In	Date Out	Reason	Juvenile	Mental Illness	PI	PH	PCI	PCR	IPC	PS	TS	SA	PC	PTH
67302-807	Adams	Theo	7/7/2016	10/11/2016	AD	N	N	N	N	N	Y	N	N	N	N	N	N
56891-087	Doyle	Henry	8/9/2016	10/5/2016	AD	N	N	N	N	N	N	N	N	N	Y	N	N
04321-768	Fisher	Lane	5/28/2015	5/30/2016	AD	N	N	N	N	N	N	N	N	N	N	Y	Y
90653-034	Porter	Harry	10/4/2016	10/8/2016	DS	Y	N	N	N	N	N	N	N	N	N	N	N

Figure 36 - Displaying the Detailed Incident Log

Step 9. Click on the **Audit and History** tab to view the audit trail (who submitted the entries).

Audit and History

Current Stage: District Review

Action Taken
Summary of all actions taken on this folder

Refresh Lists

Date & Time	Action taken	Message	UserName
10/13/2016 10:58 AM	Enter IGA Housing	New entry submitted by Facility	Jailer3.USMS

Stage Information

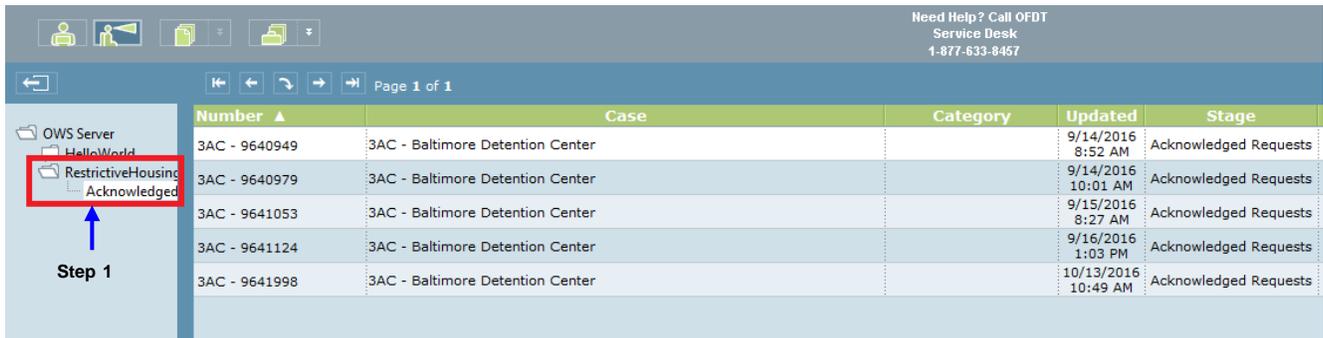
Current Stage: District Review | At Stage Since: 10/13/2016 10:58 AM | Last Update: 10/13/2016 10:58 AM

Figure 37 - Displaying the Audit and History Log

RH Form – Watch List Tab (MetaStorm)

The Watchlist displays any logs that have been acknowledged by the district.

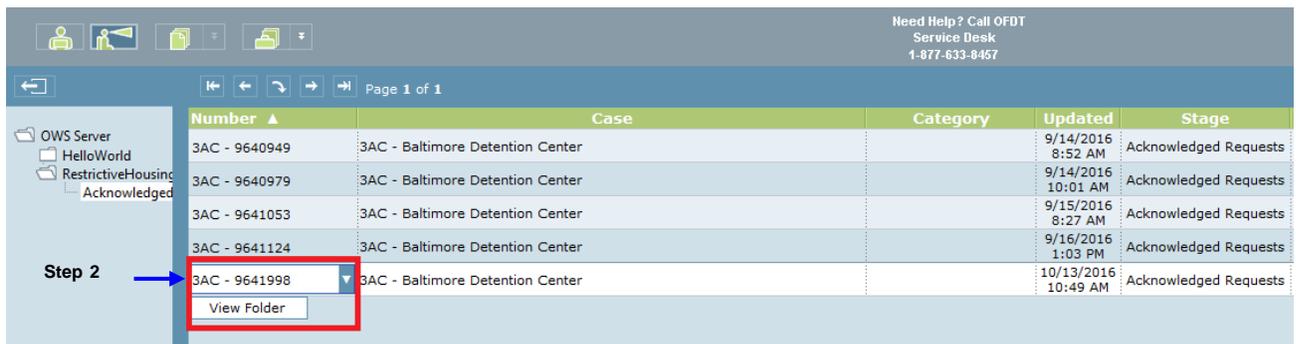
Step 1. Click on the **Restrictive Housing Folder and Acknowledged** on the left-hand side of the panel.



Number ▲	Case	Category	Updated	Stage
3AC - 9640949	3AC - Baltimore Detention Center		9/14/2016 8:52 AM	Acknowledged Requests
3AC - 9640979	3AC - Baltimore Detention Center		9/14/2016 10:01 AM	Acknowledged Requests
3AC - 9641053	3AC - Baltimore Detention Center		9/15/2016 8:27 AM	Acknowledged Requests
3AC - 9641124	3AC - Baltimore Detention Center		9/16/2016 1:03 PM	Acknowledged Requests
3AC - 9641998	3AC - Baltimore Detention Center		10/13/2016 10:49 AM	Acknowledged Requests

Figure 38 - Displaying the Acknowledgement Form

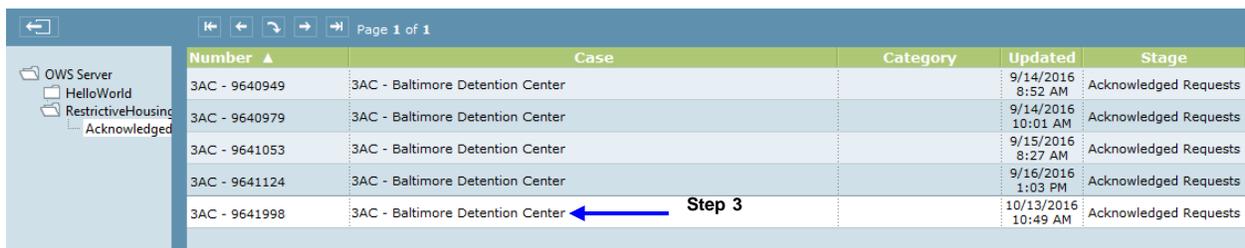
Step 2. Click on the **Number** link to view the acknowledged form.



Number ▲	Case	Category	Updated	Stage
3AC - 9640949	3AC - Baltimore Detention Center		9/14/2016 8:52 AM	Acknowledged Requests
3AC - 9640979	3AC - Baltimore Detention Center		9/14/2016 10:01 AM	Acknowledged Requests
3AC - 9641053	3AC - Baltimore Detention Center		9/15/2016 8:27 AM	Acknowledged Requests
3AC - 9641124	3AC - Baltimore Detention Center		9/16/2016 1:03 PM	Acknowledged Requests
3AC - 9641998	3AC - Baltimore Detention Center		10/13/2016 10:49 AM	Acknowledged Requests

Figure 39 - Displaying the Audit and History Log

Step 3. You can also click on the **Case** to open it.



Number ▲	Case	Category	Updated	Stage
3AC - 9640949	3AC - Baltimore Detention Center		9/14/2016 8:52 AM	Acknowledged Requests
3AC - 9640979	3AC - Baltimore Detention Center		9/14/2016 10:01 AM	Acknowledged Requests
3AC - 9641053	3AC - Baltimore Detention Center		9/15/2016 8:27 AM	Acknowledged Requests
3AC - 9641124	3AC - Baltimore Detention Center		9/16/2016 1:03 PM	Acknowledged Requests
3AC - 9641998	3AC - Baltimore Detention Center		10/13/2016 10:49 AM	Acknowledged Requests

Figure 40 - Selecting the Acknowledged Log

Step 4. New window is launched.

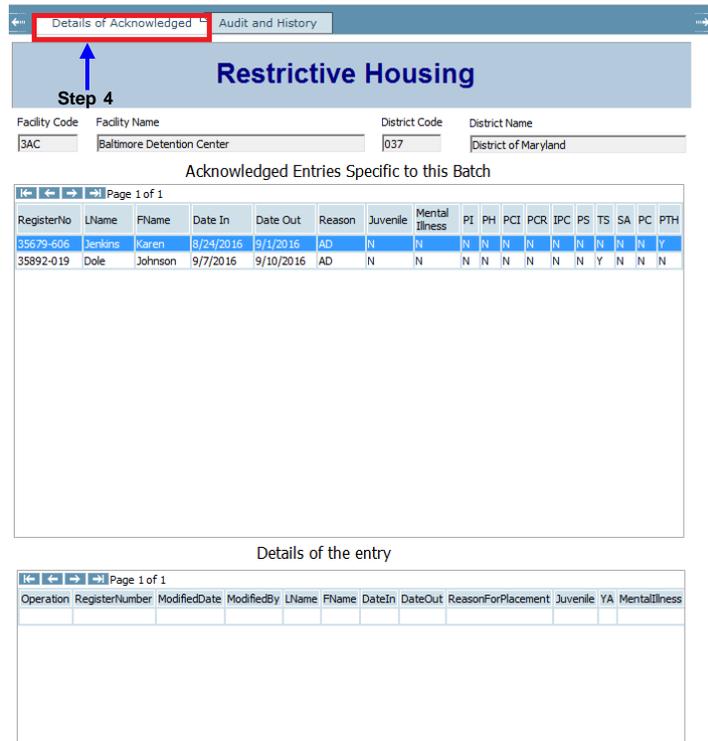


Figure 41 - Launching a New Window

Step 5. Upon reviewing, click on the **Red Square** button to close the window.

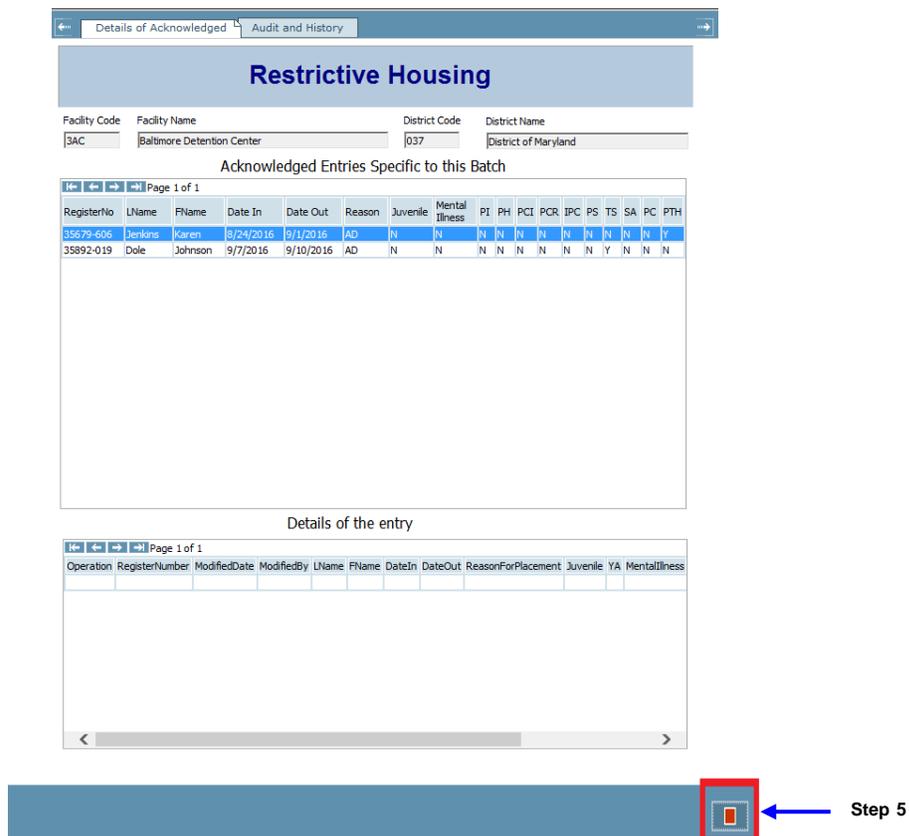


Figure 42 - Displaying the Audit and History Log

Step 6. Click on the **Audit and History** tab to view the audit trail of the acknowledged and the new submitted form.

Details of Acknowledged > **Audit and History** ← Step 6

Audit and History

Current Stage: Acknowledged Requests

Action Taken
Summary of all actions taken on this folder Refresh Lists

Page 1 of 1

Date & Time	Action taken	Message	UserName
10/13/2016 10:49 AM	Acknowledge Log	Acknowledge Log	anthony.howell
10/13/2016 7:08 AM	Enter IGA Housing	New entry submitted by Facility	Jailer3.USMS

Stage Information

Current Stage: Acknowledged Requests

At Stage Since: 10/13/2016 10:49 AM

Last Update: 10/13/2016 10:49 AM

Figure 43 - Displaying the Audit and History Log

RH Form – Search (USMS Districts and Headquarters)

This section provides guidance on how to search for restrictive housing entries.

Step 1. Click on the **Administration Forms** link.



Figure 44 - Clicking on the Administration Forms Link

Step 2. Click on the **RestrictiveHousingAdmin** link in the grid.

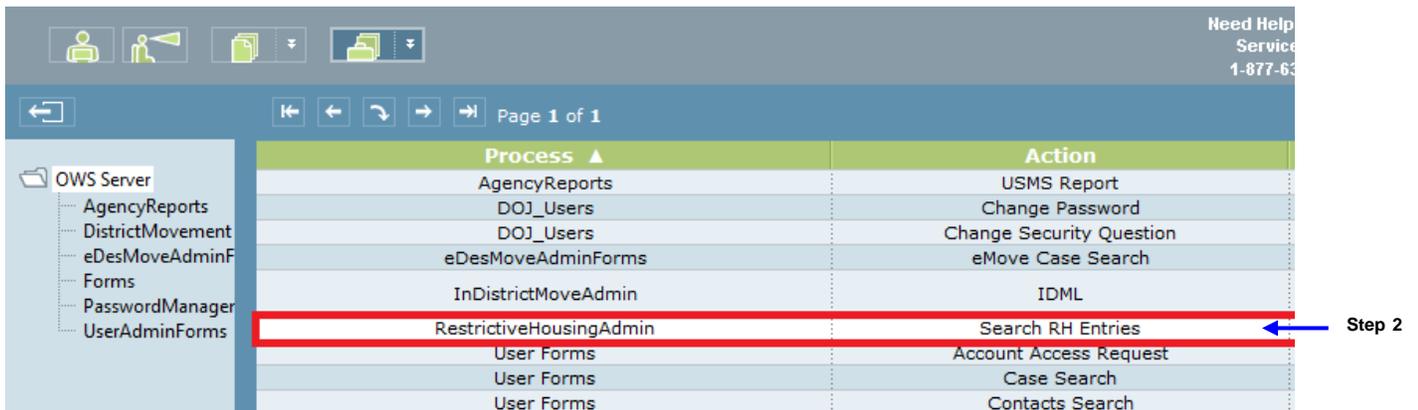


Figure 45 - Clicking on the Restrictive Housing Admin Link

Step 3. Select any of the below available **search fields** criteria.

Restrictive Housing Search

Fac Code:

Facility Name:

District Code:

District Name:

Register Number:

Date In:

Date Out:

(xxxx-xxx)

Sort By:

Order:

Total:

Stage Name	Last Modified Date	Facility Code	District Code	Register Number	First Name	Last Name	Date In	Date Out

Figure 46 - Selecting the Search Criteria

Step 4. Click the **Search** button to display the result.

The screenshot shows the 'Restrictive Housing Search' interface. At the top, there are dropdown menus for 'Fac Code', 'Facility Name' (set to 'Ada County Jail'), 'District Code', and 'District Name'. Below these are input fields for 'Register Number' (with a placeholder '(xxxxx-xxx)'), 'Date In', and 'Date Out'. A 'Clear Fields' button and a 'Search' button are visible. The 'Search' button is highlighted with a red box, and a blue arrow points to it from the text 'Step 4a'. Below the search fields are 'Sort By' and 'Order' dropdown menus, and a 'Total' field showing '0'. At the bottom, there is a table with columns: Stage Name, Last Modified Date, Facility Code, District Code, Register Number, First Name, Last Name, Date In, and Date Out. The table is currently empty, and the page indicator shows 'Page 1 of 1'.

Figure 47 - Clicking on the Search Button

The screenshot shows the 'Restrictive Housing Search' interface with search results. The search criteria are the same as in Figure 47. The 'Total' field now shows '6'. The table below contains the following data:

Stage Name	Last Modified Date	Facility Code	District Code	Register Number	First Name	Last Name	Date In	Date Out
Acknowledged Requests	9/20/2016	OAR	023	12345-123	test	test	9/8/2016	
Acknowledged Requests	9/28/2016	OAR	023	12333-123	test	test	9/13/2016	
Acknowledged Requests	9/28/2016	OAR	023	11111-023	John	Smith	9/1/2016	9/16/2016
Acknowledged Requests	9/28/2016	OAR	023	64646-454	test	test	9/1/2016	9/24/2016
Acknowledged Requests	9/28/2016	OAR	023	98779-789	Mickey	Mouse	9/1/2016	9/24/2016
Acknowledged Requests	9/28/2016	OAR	023	99999-000	Waylan	Smithers	9/1/2016	9/3/2016

The 'Clear Fields' button is highlighted with a red box, and a blue arrow points to it from the text 'Step 4b'. The page indicator shows 'Page 1 of 1'.

Figure 48 - Selecting the Clear Fields Button

Step 7. Click the **Order** button to order the result(s) in ascending or descending order.

Restrictive Housing Search

Fac Code: Facility Name: District Code: District Name:

Register Number: Date In: Date Out:

Step 7

Sort By: Order: Total:

Stage Name	Last Modified Date	Facility Code	District Code	Register Number	First Name	Last Name	Date In	Date Out
Acknowledged Requests	9/20/2016	0AR	023	12345-123	test	test	9/8/2016	
Acknowledged Requests	9/28/2016	0AR	023	12333-123	test	test	9/13/2016	
Acknowledged Requests	9/28/2016	0AR	023	11111-023	John	Smith	9/1/2016	9/16/2016
Acknowledged Requests	9/28/2016	0AR	023	64646-454	test	test	9/1/2016	9/24/2016
Acknowledged Requests	9/28/2016	0AR	023	98779-789	Mickey	Mouse	9/1/2016	9/24/2016
Acknowledged Requests	9/28/2016	0AR	023	99999-000	Waylan	Smithers	9/1/2016	9/3/2016



Figure 51 - Selecting the Option to Order By

Appendix A

RH Definitions for Administrative Detention (AD)

- **Administrative Detention** – a form of separation from the general population administered by the classification committee or other authorized group when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff, or other inmates or to the security or orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer also can be included.
- **Disciplinary Segregation/Detention** – a form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population. Placement in detention only may occur after a finding of a rule violation at an impartial hearing and when there is not an adequate alternative disposition to regulate the inmate's behavior.
- **Juvenile** – the federal definition of the term "juvenile" refers to anyone under 21 years old who has been found delinquent under the Juvenile Justice and Delinquency Prevention Act (JJDP) and anyone under 18 who has been convicted of violating the United States Code.
- **Pending Classification** – a new commitment pending classification or under review for reclassification.
- **Pending Hearing** – the investigation for possibly violating institutional regulations has been completed, and the inmate is awaiting a hearing and/or disposition by the institution disciplinary committee.
- **Pending Investigation** – under investigation for possible violation of institutional regulations.
- **Pending Transfer/Holdover** – in holdover status during transfer to a designated institution or other destination.
- **Preventative Segregation** - is designed to prevent an inmate from threatening the safety and order of the institution. Unlike disciplinary segregation, this form of RH is not used to punish a specific disciplinary violation, but instead relies on the belief that an inmate is simply "too dangerous" to be housed in general population. The inmate is typically placed in preventative segregation for an indeterminate term, which lasts until prison officials conclude that the inmate can be housed safely in a less restrictive setting
- **Protective Criminal Investigation** – under investigation for possible violation of a criminal law.
- **Protective Custody** – a form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or other designated group (this type of detention is considered administrative by definition).
- **Protective Custody (Prisoner Request)** – *Removal from general population (at the prisoners request), as the prisoners presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution.*
- **Protective Custody (Other than Prisoner Request)** – *removal from general population as the prisoners presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution.*
- **RH** – a placement that requires an inmate to be confined to a cell at least 22 hours per day.

- **Segregation** – confinement of an inmate to an individual cell separated from the general population.
- **Separate Assignment** – which means they have enemies and/or there are safety and security concerns that prohibit specific inmates from being housed with one another.
- **Serious Mental Illness** – Psychotic, Bipolar, and Major Depressive Disorders and any other diagnosed mental disorder (excluding substance use disorders) associated with serious behavioral impairment as evidenced by examples of acute decompensation, self-injurious behaviors, multiple major rule infractions, and mental health emergencies that requires an individualized treatment plan by a qualified mental health professional.
- **Transitional Segregation** – confinement in disciplinary segregation status when the inmates return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.
- **Vulnerable Population** – is defined as juveniles and individuals with serious mental illness.