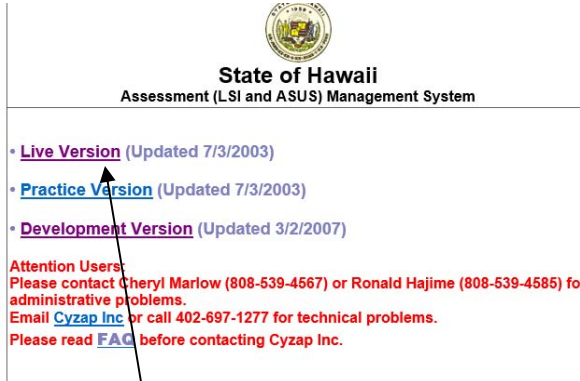
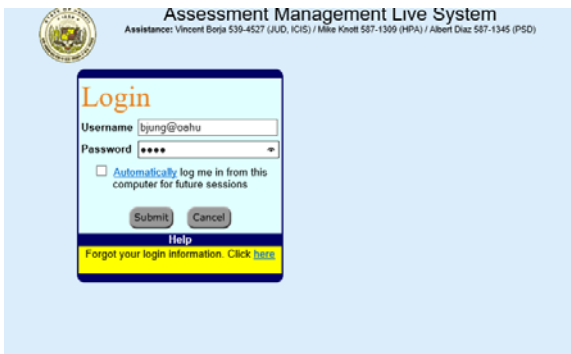


# CASE PLAN MODULE

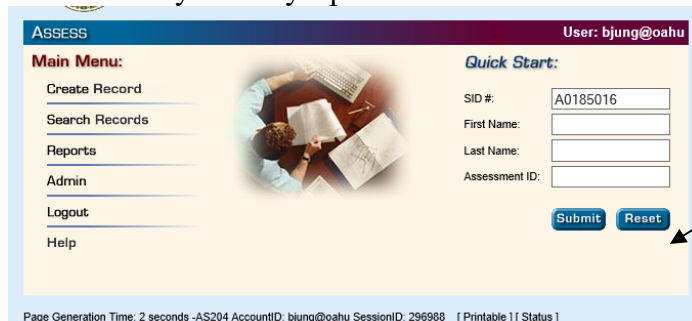
1. **Click URL site:** <http://dochawaii.cyzap.net/> to enter into the Assessment (LSI and ASUS) Management System.



2. Select **Live Version** to go to the Assessment Management Live System Login page.
3. Login using your Cyzap Username and your user password which will take you to the Main Menu:



4. Enter the new Case Plan module from Cyzap's main menu:
  - a. Type in the offender's SID # or First/Last name and click "Submit." This will take you to Cyzap's Main Menu screen.



Then click on “New Case Plans” which will take you to the Officer Dashboard Profile Screen.

ASSESS User: bjung@oahu

**Main Menu:**

**Create Record**

- Lookup Offender
- Add New Offender
- ▶ Cho Cha Tady
  - ▶ Edit Offender
  - Preview Offender
    - ▶ Sex Off. Combined Report
    - ▶ DVA Combined Report
    - ▶ **New Case Plans**
- ▣ Complete Assessments
  - ✓ 04/09/20 ASUS-100803
  - ✓ 04/09/20 LSI-127276
- Add New Assessment
  - New ACUTE
  - New ASUS
  - New DA
  - New DVSI
  - New LSI
  - New PROXY
  - New SARA
  - New STABLE
  - New STATIC99R

**Search Records**

Reports

Admin

**Instructions**  
Please review the record and update the fields that have changed.

**Cho Cha Tady** #A0185016  
Sys Offender ID: 41927

**Offender Info**

SID #\* A0185016 SSN 189-52-9879

Date of Birth\* 9/25/1954 Gender\* Female Ethnicity\* Korean (no mix) Marital Status\* Married

First Name\* Cho Cha MI Last Name\* Tady Suffix

Supervising Officer\* bjung@oahu Case Status Open

**Address**

Line 1 (Street or PO Box) 225 Hanakapiai Street Line 2 (Suite / Apt# / Floor)

City Honolulu State HI-Hawaii Zip 96825

**Additional Information**

Age of First Arrest 32

**Notes**

## I. Officer Home Page

The Cyzap system opens to the officer's Home Page, which will allow the officer to view all of his/her dashboards, such as the Officer Demographics, Trainings and Competencies, Caseload Profiles and Summary, and Case Plan dashboards. The Home Page also includes information on the officer's professional classification, such as Work Class, Branch and Agency, and current Supervisor.

The screenshot displays the officer's home page. The left sidebar menu includes 'Add Case Plan' and 'Open (1)', with arrows pointing to them from the text below. The main content area shows the officer's profile information, including name, ID, and classification details.

Supervisor	Branch	Institution	Agency	Work Class
Stacey Luke	Adult Client Services Branch - Intake/Presentence	1st Circuit - Judiciary	Adult Client Probation Services	Senior Probation Officer

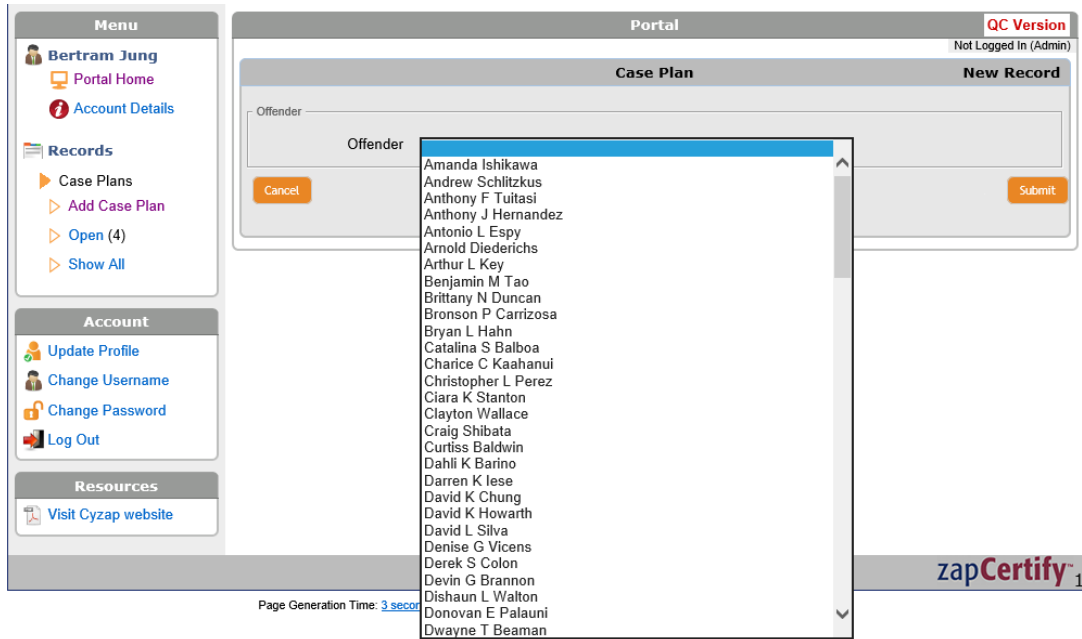
You can select “Add Case Plan” to enter new case plan information on any offender you currently have in your caseload. If you have already created a case plan, you can view the case plan entries by 1) click on the “Case Plan” tab (for table view), or 2) click on “Open” (for record view) of the existing case plan.

Note: If the officer wishes to review the case plans previously submitted of offenders within their active caseload, the officer can click on the “Open” link to view the case plan created by the officer. The officer can also click on the Dashboard's Case Plan tab to see a summary of all case plans created by the office.

## II. Create New Case Plan

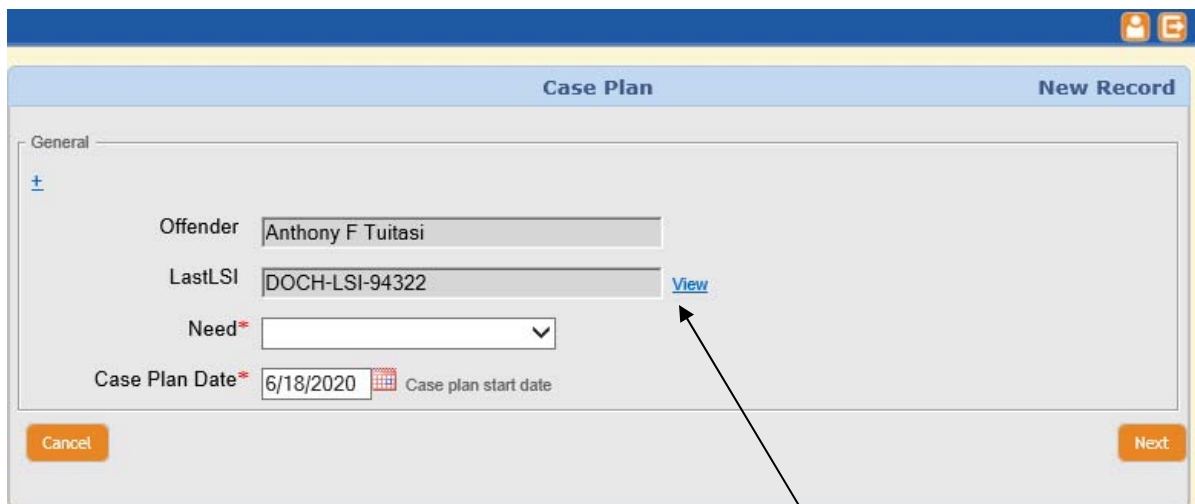
A new case plan can be created by Clicking on “Add Case Plan.”

The officer selects the offender they wish to create a case plan: A drop down menu allows the officer to select the offender by name.



The screenshot shows a web application interface for creating a new case plan. On the left is a navigation menu with sections for 'Menu' (Bertram Jung, Portal Home, Account Details), 'Records' (Case Plans, Add Case Plan, Open (4), Show All), 'Account' (Update Profile, Change Username, Change Password, Log Out), and 'Resources' (Visit Cyzap website). The main area is titled 'Case Plan' and 'New Record'. It features an 'Offender' dropdown menu with a list of names including Amanda Ishikawa, Andrew Schiltzkus, Anthony F Tuitasi, Anthony J Hernandez, Antonio L Espy, Arnold Diederichs, Arthur L Key, Benjamin M Tao, Brittany N Duncan, Bronson P Carrizosa, Bryan L Hahn, Catalina S Balboa, Charice C Kaahanui, Christopher L Perez, Ciara K Stanton, Clayton Wallace, Craig Shibata, Curtiss Baldwin, Dahli K Barino, Darren K Iese, David K Chung, David K Howarth, David L Silva, Denise G Vicens, Derek S Colon, Devin G Brannon, Dishau L Walton, Donovan E Palauni, and Dwayne T Beaman. There are 'Cancel' and 'Submit' buttons. A 'zapCertify' logo is visible in the bottom right corner. The page generation time is noted as 3 seconds.

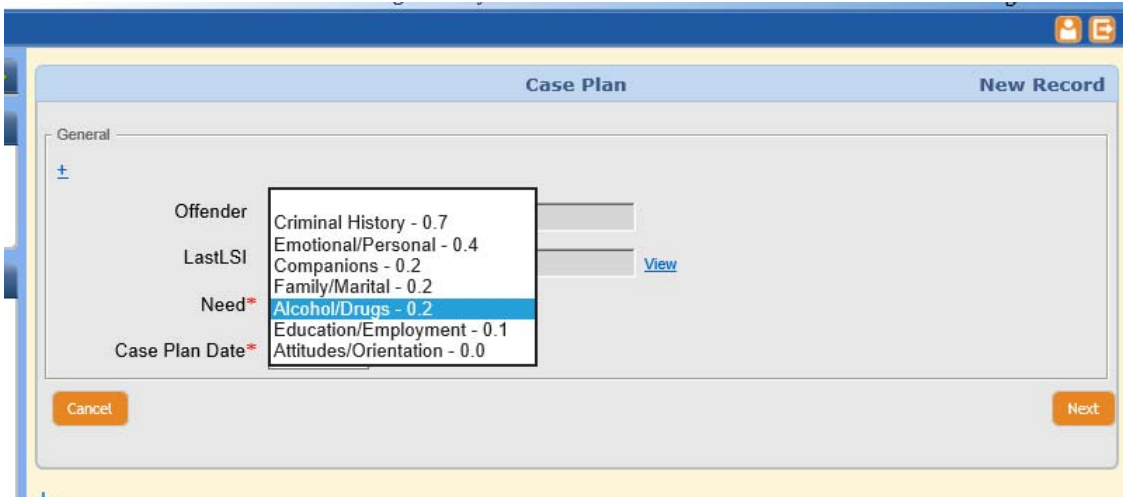
Cyzap automatically selects the most current or last LSI-R. By default, the *Case Plan Date* is the case plan start date defaulted to the current entry date. The officer can override the default date by manually entering the start date.



The screenshot shows the 'Case Plan' form in the 'New Record' state. The 'General' section contains the following fields: 'Offender' (Anthony F Tuitasi), 'LastLSI' (DOCH-LSI-94322) with a 'View' hyperlink, 'Need\*' (a dropdown menu), and 'Case Plan Date\*' (6/18/2020) with a calendar icon and the label 'Case plan start date'. There are 'Cancel' and 'Next' buttons at the bottom.

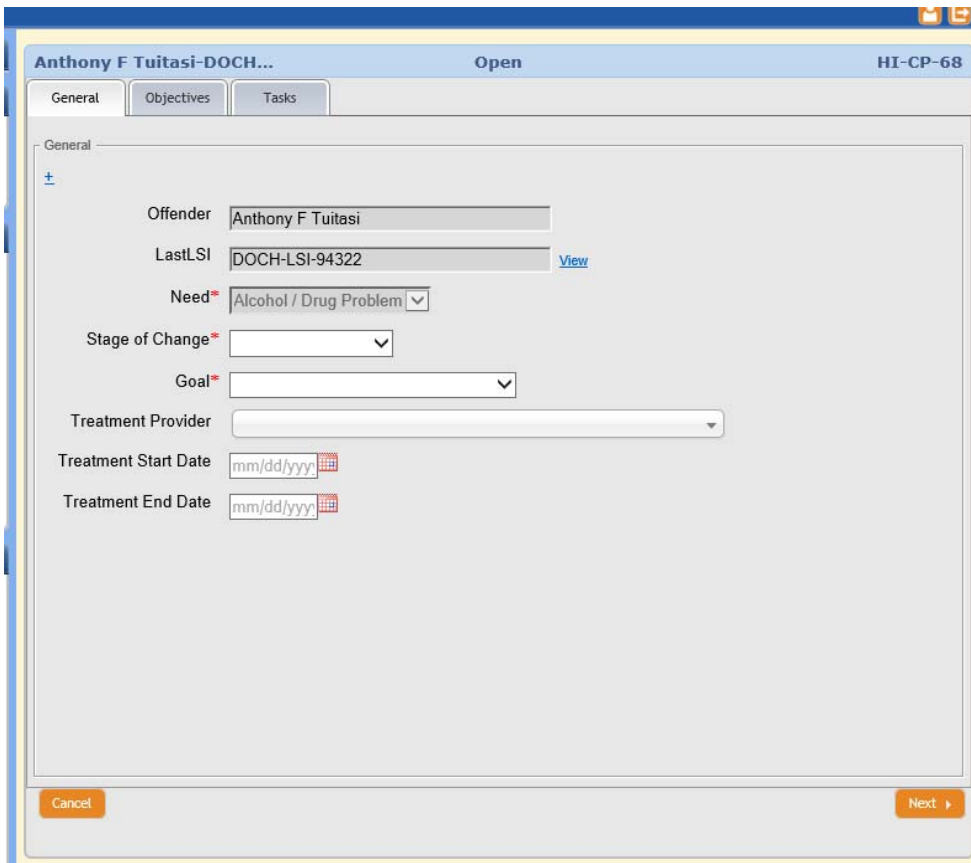
Note: Notice that the most current LSI used is identified (DOCH\_LSI-94322) in the LastLSI Box. The officer can see the LSI-R/ASUS Management Summary form by clicking on the *View* hyperlink.

The officer selects the offender’s targeted Need using the drop-down menu. The offender’s needs are listed in order from the highest to lowest risk percentiles. Identifying the targeted need is required to move on to the case plan’s goal/objective.



Note: For demonstration purposes, the officer selects Alcohol/Drugs as the targeted Need.

The Need, Stage of Change, and Goal are required entries (illustrated by the red asterisks).



Note: Notice that the targeted Need, “Alcohol/Drug Problem” is highlighted in the Need entry box.

The officer selects the Stage of Change using the drop-down menu.

Anthony F Tuitasi-DOCH... Open HI-CP-68

General Objectives Tasks

General

Offender Anthony F Tuitasi

LastLSI DOCH-LSI-94322 [View](#)

Need\* Alcohol / Drug Problem

Stage of Change\* 

- Pre-contemplation
- Contemplation
- Determination
- Action
- Maintenance

Goal\*

Treatment Provider

Treatment Start Date mm/dd/yyyy

Treatment End Date mm/dd/yyyy

Cancel Next

The officer selects the Goal using the drop-down menu.

Anthony F Tuitasi-DOCH... Open HI-CP-68

General Objectives Tasks

General

Offender Anthony F Tuitasi

LastLSI DOCH-LSI-94322 [View](#)

Need\* Alcohol / Drug Problem

Stage of Change\*

Goal\* 

- Maintain a clean and sober lifestyle
- Get off HOPE hotline
- Avoid triggers
- Other

Treatment Provider

Treatment Start Date mm/dd/yyyy

Treatment End Date mm/dd/yyyy

Cancel Next

The officer selects the Treatment Provider via a pull-down menu. Note: The Treatment provider is not a required field, because not all offenders will have a specific treatment provider.

The screenshot shows the 'General' tab of a case plan form for 'Anthony F Tuitasi-DOCH...'. The form includes fields for Offender (Anthony F Tuitasi), LastLSI (DOCH-LSI-94322), Need (Alcohol / Drug Problem), Stage of Change (Contemplation), and Goal (Maintain a clean and sober lifestyle). The Treatment Provider field is currently empty, and a dropdown menu is open, listing several providers with their phone numbers. An arrow points to the dropdown menu.

Treatment Provider	Phone Number
Action With Aloha	(484-4489)
Care Hawaii	(791-6732)
Donnie King Leeward Counseling Center	(330-5594)
Dr. Stephen Choy	(593-8484)
Habilitat	(235-3691)
Hina Mauka	(236-2600 or 671-6900)
Ho'omau Ke Ola	(696-3315)
Kokua Support Services	(847-4227)
Ku Aloha Ola Mau	(538-0704)
Leeward Counseling Center	

IF the officer identifies a Treatment Provider, a Treatment Start Date and Treatment End Date should be selected.

The screenshot shows the same case plan form as above, but now the Treatment Provider field is populated with 'Action With Aloha (484-4489)'. The Treatment Start Date is set to '06/03/2020' and the Treatment End Date is set to '06/03/2021'. A calendar widget is open for the end date, showing the month of June 2021. An arrow points to the Treatment Start Date field.

Su	Mo	Tu	We	Th	Fr	Sa
		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			

**A: Select Case Plan Objectives:** The officer “clicks” on the Objectives tab.

Select	Objective	Due in months	Due Date
<input checked="" type="checkbox"/>	Abstain from illicit drug/alcohol/unprescribed medication use for	12	06/18/2021
<input checked="" type="checkbox"/>	Complete substance abuse treatment within	12	06/18/2021
<input type="checkbox"/>	Explore history of substance use		
<input type="checkbox"/>	Other: <input type="text"/>		

The officer clicks on the Objectives tab, which opens up a window that lists pre-identified Objectives matched to the treatment goal – “Maintain a Clean and Sober Lifestyle.” The officer can select multiple objectives. If the officer chooses an objective that is not listed in the Objective menu, the officer can manually add an objective. The officer enters the number of months targeted for the completion of the objective, which will automatically generate a due date.

**B: Select Case Plan Tasks:** The officer “clicks” on the Tasks tab.

Select	Task	Due in months	Due Date
<input type="checkbox"/>	Apply for medical insurance within		
<input checked="" type="checkbox"/>	Attend of AA/NA meetings per week	3	09/18/2020
<input type="checkbox"/>	Attend AA/NA meetings and provide signature verification within		
<input checked="" type="checkbox"/>	Complete Thinking Report	3	09/18/2020
<input checked="" type="checkbox"/>	Enter substance abuse treatment with the following programs	12	06/18/2021
<input type="checkbox"/>	Identify problems because of alcohol/drug use.		
<input type="checkbox"/>	Make assessment appointment within		
<input type="checkbox"/>	Obtain Bus Pass within		
<input type="checkbox"/>	Submit to drug testing		
<input type="checkbox"/>	Other: <input type="text"/>		

The officer clicks on the Tasks tab, which opens up a window that lists pre-identified Tasks matched to the treatment goal – “Maintain a Clean and Sober Lifestyle.” The officer can select multiple tasks. If the officer chooses a task that is not listed in the Tasks menu, the officer can manually add a task.

### **III. Case Plan Submission**



Once the officer completes the required (minimal) Need, Stage of Change, and Goal fields, and adds the Objectives and Tasks - the officer then clicks on the *Create Case Plan*, which will add a case plan record into Cызap. The officer can choose to exit Cызap without adding the objectives and tasks, with the anticipation of returning later to add the objectives and tasks.

Cызap will not allow the creation of a case plan unless all required fields are selected. If the officer clicks on the *Create Case Plan* button without entering data in one or all of the required fields, CYZAP will prompt the officer to enter the missing information, for example, if the officer did not add the Stage of Change, the system will prompt the officer to select a Stage of Change, before it can create the case plan.

Please correct the following problems:

Stage of Change: This field is required  
Goal: This field is required

Anthony F Tuitasi-DOCH... Open HI-CP-61

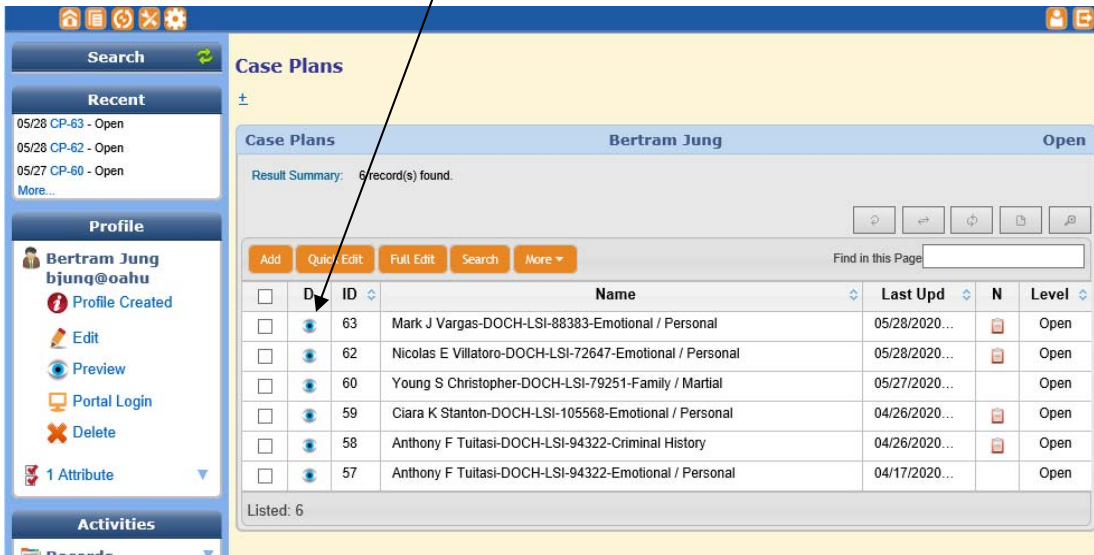
General Objectives Tasks

Tasks

Select	Task	Due in months	Due Date
<input checked="" type="checkbox"/>	Apply for medical insurance within	3	08/11/2020
<input type="checkbox"/>	Attend of AA/NA meetings per week		
<input type="checkbox"/>	Attend AA/NA meetings and provide signature verification within		
<input type="checkbox"/>	Complete Thinking Report		
<input checked="" type="checkbox"/>	Enter substance abuse treatment with the following programs	3	08/11/2020
<input checked="" type="checkbox"/>	Identify problems because of alcohol/drug use.	2	07/11/2020
<input type="checkbox"/>	Make assessment appointment within		
<input type="checkbox"/>	Obtain Bus Pass within		
<input type="checkbox"/>	Submit to drug testing		
<input type="checkbox"/>	Other: <input type="text"/>		

#### IV. View the Submitted Case Plan:

The Officer should periodically verify if the pertinent case plan(s) have been accurately entered into the system. The officer can re-enter the system by opening their case plan folders and view the case plans currently in the system. If the officer wants to add objectives and tasks to named offender's case plan, the officer will "click" on the "eye ball" icon to select the case plan.



## V. Change Case Plan Data using the Update Case Plan button

The officer will then see the case plan record, which includes pertinent case plan information, such as the offender’s name, targeted need, identified goal, and treatment provider, etc. The officer can review objectives and tasks due dates and completed actions. The officer can also assess whether the offender has completed the targeted objectives or tasks by clicking on one of three assessment buttons: (I – Incomplete; P – Partial Completion; C – Completed).

Once the offender’s case plan is verified, the officer will “click” on the Update Case Plan button to add additional Objectives or Tasks.

The record of Anthony F Tuitasi-DOCH-LSI-94322-Alcohol / Drug Problem has been saved.

Show List

Anthony F Tuitasi-DOCH-LSI-9... Open HI-CP-68

Overview **Assign** History Home Page

Update Case Plan Closeout Case Plan Print Plan Refresh

HI-CP-68: Anthony F Tuitasi-DOCH-LSI-94322-Alcohol / Drug Problem

Profile: Bertram Jung [Preview](#) [Edit](#)

Level: Open Level Last Updated: Thu Jun 18 2020

Last Update:

- Last Updated: 6/18/2020 8:09:33 PM by twong@dochawaii
- Goal set to Maintain a clean and sober lifestyle
- Stage of Change set to Contemplation
- Treatment Provider set to Action With Aloha (484-4489)
- More...

General Information

Offender	Need	Case Plan Date	Stage of Change
Anthony F Tuitasi	Alcohol / Drug Problem	6/18/2020	Contemplation

Goal: Maintain a clean and sober lifestyle

Last LSI: DOCH-LSI-94322

Objectives

Objective	Due in months	Due Date	Completed
Abstain from illicit drug/alcohol/unprescribed medication use for	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Complete substance abuse treatment within	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C

Tasks

Task	Due in months	Due Date	Completed
Attend of AA/NA meetings per week	3	9/18/2020	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Complete Thinking Report	3	9/18/2020	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Enter substance abuse treatment with the following programs	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C

Provider: Action With Aloha (484-4489)

Treatment End Date: 6/3/2021 Length: 12.2 months

Record Info

Created On	6/18/2020 6:23:33 PM	Last Updated On	6/18/2020 8:09:32 PM
Created By	twong@dochawaii	Last Updated By	twong@dochawaii

After updating and evaluating the offender’s case plan, the officer can choose to terminate (close) the case plan if the offender has completed or fulfilled all objectives, tasks, and treatment conditions. By selecting the “Closeout Case Plan” button, Cyzap will then close the case plan.

Caution: Once the case plan is closed, the officer will not be allowed to enter or update additional objectives or tasks.

## VI. Printing the Case Plan

The officer can also print the submitted case plan by clicking on the Print Case Plan button. The officer can now see the case plan created by the officer. Once the officer prints the case plan, a copy of the case plan, which includes a signature block and date, can be given to the offender.



DOCHIQA

6/18/2020 8:56:18 PM CST

### General Information

Offender	Need	Case Plan Date	Stage of Change
Anthony F Tuitasi	Alcohol / Drug Problem	6/18/2020	Contemplation
Goal	Maintain a clean and sober lifestyle		
LastLSI	DOCH-LSI-94322		

### Objectives

Objective	Due in months	Due Date	Completed
Abstain from illicit drug/alcohol/unprescribed medication use for	12	6/18/2021	Incomplete
Complete substance abuse treatment within	12	6/18/2021	Incomplete

### Tasks

Task	Due in months	Due Date	Completed
Attend of AA/NA meetings per week	3	9/18/2020	Incomplete
Complete Thinking Report	3	9/18/2020	Incomplete
Enter substance abuse treatment with the following programs	12	6/18/2021	Incomplete

Provider	Action With Aloha (484-4489)		
Treatment End Date	6/3/2021	Length	12.2 months

### Signature

\_\_\_\_\_ Date: \_\_\_\_\_

## VII. Officer Case Plan Dashboard

The Officer will have access to his/her case plan dashboard by clicking on the officer's Home Page tab. This dashboard will allow the officers to review all case plans created by the officer.

**Anthony F Tuitasi-DOCH-LSI-9...** HI-CP-68

Overview | Set Level | Assign | History | **Home Page**

Update Case Plan | Closeout Case Plan | Print Plan | Refresh

HI-CP-68: Anthony F Tuitasi-DOCH-LSI-94322-Alcohol / Drug Problem

Profile: **Bertram Jung** [Preview](#) [Edit](#)

Level: Open | Level Last Updated: Thu Jun 18 2020

Last Update:
 

- Last Updated: 6/18/2020 8:09:33 PM by twong@dochawaii
- Goal set to **Maintain a clean and sober lifestyle**
- Stage of Change set to **Contemplation**
- Treatment Provider set to **Adeline Moore, Alaska (2014-2020)**
- More...

**General Information**

Offender	Need	Case Plan Date	Stage of Change
Anthony F Tuitasi	Alcohol / Drug Problem	6/18/2020	Contemplation
Goal	Maintain a clean and sober lifestyle		
LastLSI	DOCH-LSI-94322		

**Objectives**

Objective	Due in months	Due Date	Completed
Abstain from illicit drug/alcohol/unprescribed medication use for	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Complete substance abuse treatment within	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C

**Tasks**

Task	Due in months	Due Date	Completed
Attend of AA/NA meetings per week	3	9/18/2020	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Complete Thinking Report	3	9/18/2020	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C
Enter substance abuse treatment with the following programs	12	6/18/2021	<input checked="" type="radio"/> I <input type="radio"/> P <input type="radio"/> C

The Officer will then click on the case plan dashboard tab, which will allow the officer to review all officer-created case plans.

**Home Page - Bertram Jung**

Bertram Jung [Preview Record](#) #bjung@oahu

Dashboard | **Case Plan** | Demographics | Officer Trainings | Officer Competencies | Caseload Profiles | Caseload Summary

**Profile**

Name	Bertram Jung	Officer ID	bjung@oahu
Employment Date		LSI Certification Date	
Last Update	<ul style="list-style-type: none"> <li>Last Updated: 7/3/2018 8:33:00 PM</li> <li>LSI CEUs changed to 4</li> <li>Trained changed to Yes</li> <li>LSI Date returned to 7/3/2018</li> <li>More...</li> </ul>		

**Contact Info**

Primary Email	<a href="mailto:Bertram.Y.Jung@courts.state.hi.us">Bertram.Y.Jung@courts.state.hi.us</a>	Work Phone	
Fax			

**Classification**

Supervisor	Branch	Institution	Agency	Work Class	Action
Brook Mamizuka	Adult Client Services Branch - Supervision I	1st Circuit - Judiciary	Adult Client Probation Services	Senior Probation Officer	<a href="#">Edit</a>

**Record Info**

Created By	IMPORT	Last Updated By	ishroop@cyzap
Created On	1/12/2015 1:54:25 PM	Last Updated On	3/2/2020 9:15:14 PM
Sys Client ID	771588	Last Accessed On	10/20/2019 1:23:45 PM
Sys GUID	ZR-OFC-bjung_oahu		

Case Plan Dashboard: The Case Plan dashboard allows the officer to see all created case plans. The dashboard is a “quick glance” of pertinent case plan fields, such as the offender name, case plan date, goal, and objective/task. Green color font indicates Objectives/Tasks are completed, Purple font reflects partially completed Objectives/Tasks, and Red font reflects unfinished/incomplete Objectives/Tasks.

DOCHIQ A  
6/18/2020 9:15:04 PM CST [Print](#) [Back](#)

**Case Plan and Treatment Indicators**  
**Officer: Bertram Jung (bjung@oahu)**

Offender Name	SID	Plan ID	Case Plan Date	Level	Readiness	Need Goal	Objective Incomplete Partial Complete	Task Incomplete Partial Complete	Provider	Treatment Start Date	Treatment Length (months)
Anthony F Tutasi	A6047310	HI-CP-68	6/18/2020	Open	Contemplation	Alcohol / Drug Problem Maintain a clean and sober lifestyle	<ul style="list-style-type: none"> <li>Abtain from BICOT drug/alcohol/ungprescribed medication use for</li> <li>Complete substance abuse treatment within</li> </ul>	<ul style="list-style-type: none"> <li>Attend of AANA meetings per week</li> <li>Complete Tharing Report</li> <li>Enter substance abuse treatment with the following programs</li> </ul>	Action With Alpha (484-4489)	6/3/2020	12.2
		HI-CP-58	4/26/2020	Open	Action	Criminal History Maintain crime free life style	<ul style="list-style-type: none"> <li>Comply with the terms and conditions of probation</li> <li>Objective details here</li> </ul>	<ul style="list-style-type: none"> <li>Complete terms and conditions of supervision</li> <li>Describe a timeline of criminal activity</li> </ul>			
		HI-CP-57	4/15/2020	Open	Determination	Emotional / Personal Maintain emotional stability	<ul style="list-style-type: none"> <li>Suma other objective</li> <li>Identify Stressors</li> <li>Develop skills to maintain self-regulation (general/sexual)</li> </ul>	<ul style="list-style-type: none"> <li>Enter mental health/canger management/Domestic Violence/Sex Offender treatment with the following</li> <li>Apply for case management services</li> <li>Another task</li> </ul>	Dr. Christina Kent (255-1586)		
Benjamin M Tai	A1004920	HI-CP-65	6/14/2020	Open		Companions					
Christopher L Perez	A6085367	HI-CP-67	6/18/2020	Open		Criminal History					
Jara K Stanton	A8048129	HI-CP-59	4/26/2020	Open	Determination	Emotional / Personal Continue to reflect on problem solving skills	<ul style="list-style-type: none"> <li>Work on physical or mental health to get more energy and feel better mentally</li> <li>Identify Stressors</li> </ul>	<ul style="list-style-type: none"> <li>Make an appointment with a therapist</li> <li>Enter mental health/canger management/Domestic Violence/Sex Offender treatment with the following</li> </ul>	Donnie King Leeward Counseling Center (330-5584)	5/14/2020	1.1
James Solomon	A0135203	HI-CP-66	6/16/2020	Open		Emotional / Personal					
Mark J Vargas	A1021263	HI-CP-63	5/28/2020	Open	Contemplation	Emotional / Personal Continue to reflect on problem solving skills	<ul style="list-style-type: none"> <li>Develop skills to maintain self-regulation (general/sexual)</li> <li>Maintain treatment plan</li> </ul>	<ul style="list-style-type: none"> <li>Apply for case management services</li> <li>Make an appointment with a therapist</li> </ul>	Family Peace Center (832-0855)	6/6/2020	12.9
Nicolas E Vilatoro	A6047994	HI-CP-62	5/28/2020	Open	Action	Emotional / Personal Continue to reflect on problem solving skills	<ul style="list-style-type: none"> <li>Maintain treatment plan</li> <li>Identify Stressors</li> </ul>	<ul style="list-style-type: none"> <li>Apply for case management services</li> <li>Attend psychiatric and case management appointments</li> <li>Discuss stressors</li> </ul>		5/28/2020	
Young S Christopher	A6007427	HI-CP-60	5/27/2020	Open	Determination	Family / Marital Maintain healthy boundaries	<ul style="list-style-type: none"> <li>Develop boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Identify where boundaries need to be set. Communicate this to parent.</li> </ul>			

Select Preview Record to Print your case plan dashboard.