COMPAS Home

Reason for Viewing Record:

When users attempt to access an offender outside of the user's location, the user will receive a prompt requesting a reason the user is accessing that case. Upon completion of the reason, the user will be able to access the record as normal. The process, known as "Pop the Bubble" (PTB), was put in place as a means to safeguard the protected information of our offenders and is an additional reminder/auditing feature has been initiated in COMPAS. This functionality will assist in better audit tracking and "need to know" compliance within the DOC. The Audit policy can be reviewed on MyDOC.

PTB is intended to do four things when a user attempts to access an offender record outside of the user's location in COMPAS:

1. Provide an alert/reminder that the user is accessing an offender outside of the users assigned work location.
2. Provide the user with an opportunity to justify why he/she has a need to access that record.
3. Provide a reminder if either the user's location or offender's location is incorrect so it can be updated.
4. Allow COMPAS Administrators to report on how often and why users are accessing offenders outside of the user's location.

Inmate location in COMPAS is driven by WICS Supervising Location. If the Supervising Location is incorrect in WICS, the institution Records Office should be contacted to verify and correct.

There may be times when a DAI inmate's case in COMPAS is transferred to DCC so a PSI can be completed. This temporary case assignment to DCC will require DAI staff to pop the bubble in order to access the case.

NOTE: If the user's location changes, for example transfer to a different institution, the user should contact the site coordinator for assistance to have the user's location changed in COMPAS.

If an inmate does not exist in COMPAS:
- Locate the Inmate in WICS
- Verify there is a state identification number (SID#) found in WICS on the Inmate Synopsis screen.
- If yes, contact the Records Office to verify the accuracy of the SID#.
- If no, Records Office is responsible to enter the SID# in WICS. The number will migrate into COMPAS.
- Inmates who are in WI DOC Custody as part of an Intergovernmental Agreement (IGGA) will not have a WI State ID number unless they have been arrested in WI previously. The SID number will be listed as an X number (ie: X123456). When the Supervising Location changes of the person in WICS, the location in COMPAS will need to be manually changed. Contact your institution's site coordinator for assistance.

Viewing Individual Inmates

Only one case can be open at a time. When a case is open, the name will appear on the tab along the top. Only one person can edit the record at a time. Others will be able to view the case as "read only." The inmate's name will appear red on the tab. Clicking on the inmate's name in the tab will show the name of the user who is in the account.

If a case is closed improperly (utilizing the Red X box in upper right corner of the screen), it will lock the case to edit for all users for a period of two hours. To properly close a case/logout user can click "log out" at the top of the screen or close the inmate's case tab.

Assigning Cases Managed

WICS is used to track the case manager's institution caseload. COMPAS case manager assignment shall occur when an individual is received on a post intake site social worker's institution caseload. In order for the correct drop down to appear for UA Draw Information, the case manager's location must be in DAI.

DCC status keepers are responsible for transferring an inmate in COMPAS to an agent upon release or for institution based ATRs.