

PROBATION DEPARTMENT DIRECTIVE

No:	825
Issued:	4/24/01
Post until:	5/24/01

SUBJECT: ADULT PROBATION SYSTEM (APS) MODIFICATION - IMPLEMENTATION OF FINALIST

Effective, Thursday, April 26, 2001, the Adult Probation System (APS) Defendant Address Data (DFAD) screen will be modified to check against the Finalist system for address validation. The Finalist system will assist the user in validating address information to be entered in APS. This modification is relative to the address information entered on the DFAD screen only. Future modifications of APS will include implementation of Finalist to validate address information entered on the Count Victim Data (CNVD) screen. Examples of invalid address information are:

- Street Number not valid with the Street Name
- Street Name not valid with the City entered
- City not valid with the Zip Code entered

When an invalid address is entered on DFAD, a yellow warning message, "**ADDRESS INVALID, CHECK FINALIST, PF4 TO CANCEL OR <ENTER> TO ADD**" is displayed. The user has two options:

1. Cancel the entry of the address information in APS by pressing the <PF4> key
And check the Finalist system to validate the address.
2. Add the invalid address information in APS by pressing the <Enter> key.
 - Adding the invalid address information will set a flag in the system that can be used to generate an exception report to track this information.
 - Every effort should be made to enter valid address information in APS.
3. Correct the address, press the <Enter> key, and the address will again be validated by Finalist.
 - If the address is validated, the address is entered.
 - If the address is not validated, the yellow warning message will display again.

Instructions to logon to the Finalist System:

- A. Log out of APS
- B. From a blank screen type, **Logon CJISAPS**, press the <Enter> key
- C. Type **User ID and Password**, press the <Enter> key
- D. Type **LPCF**, press the <Enter> key, the Finalist screen is displayed
- E. The cursor is positioned in the "**Option Code**" field

Option 1: Finalist Address Lookup - Use this option to verify address information

- "Option Code" - Enter a **"1 "**, press the <Enter> key
- "Addr Ln 1" - Enter the **"Street Number and Name"**, press <Tab> key
- "City/State"- Enter the **"City and State"**, press <Tab> key
- "Zip Code" - Enter the **"Zip Code"**, press <Enter> key

a. If the "Street Number" is invalid

- ... a pop-up box is displayed with the error message, **"INVALID OR MISSING RANGE - PRESS PF1 FOR A LIST OF RANGES"**
- ... Press <PF1 > key to display list of ranges
- ... Select the appropriate range, type an **"S"** in front of the appropriate range, press the <Enter> key
- ... Press <PF12> to exit

b. If the "Street Name" is invalid

- ... a pop-up box is displayed with the error message, **"INVALID STREET - PRESS PF1 FOR LIST OF STREETS"**
- ... Press <PF1 > key to display list of streets
- ... Select the appropriate street, type an **"S"** in front of the appropriate line, press the <Enter> key
- ... Press <PF12> to exit

The Finalist system will display a valid address at the bottom left of the screen under "Return Information". This information is to be entered on the DFAD screen in APS.

Option 2: City Information - Use this to view valid "City" information:

- "Option Code" - Enter a **"2"**, press the <Enter> key
- "Input City" - Enter the **"City"** , press <Tab> key
- "Input State" - Enter the **"State"**, press <Enter> key
- A list of valid Cities and Zip Codes is displayed
- Press <PF12> to exit

Option 3: Zip Code Information - Use this to view valid "Zip Code" information:

- "Option Code" - Enter a **"3"**, press the <Enter> key
- "Starting Zip Code" - Enter the **"Zip Code"** , press <Enter> key
- A list of valid Zip Codes is displayed
- Press <PF12> to exit

Option 4: Street Name List - Use this to view valid "Street Names" information:

- "Option Code" - Enter a **"4"**, press the <Enter> key
- "Input Zip Code" - Enter the **"Zip Code"**, press <Tab> key
- "Input City" - Enter the **"City"**, press <Tab> key
- "Input State" - Enter the **"State"**, press <Tab> key
- "Input Street" - Enter the **"Street Name"**, press <Enter> key
- A list of valid Street Names is displayed
- Press <PF12> to exit

Option 5: Street Information - Use this to view valid "Street Range " information:

- "Option Code" - Enter a **"5"**, press the <Enter> key
- "Input Zip Code" - Enter the **"Zip Code"**, press <Tab> key
- "Input City" - Enter the **"City"**, press <Tab> key
- "Input State" - Enter the **"State"**, press <Tab> key
- "Input Street" - Enter the **"Street Name"**, press <Enter> key
- A list of valid Street Ranges is displayed
- Press <PF12> to exit

If there are any questions regarding this Directive, contact Cheryl Cooke at (562) 940-3632 or the APS Help Desk at (562) 940-3174.

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