

PRD Report – run daily

Each morning, the previous days PRD changes must be pulled and the updates entered into SharePoint

1. Open the “PRD UPDATES” excel document on the shared drive W:\Health Care Services\Healthcare Finance Unit\ACA\Reports
 - Create a new tab and name it the previous day’s date
 - If more than one date is in the past, (i.e. on Monday you would pull Friday’s date, but there were also notification made on Saturday and/or Sunday) make a separate tab for each date
2. Open the Work Release SP and the Releasing SP
<http://wadoc/sites/healthsvcs/mdu/Lists/Release%20Medicaid%20%20Work%20List/AllItems.aspx>
<http://wadoc/sites/healthsvcs/mdu/Lists/WR%20Medicaid%20Applications/AllItems.aspx>
3. Open mailbox in OMNI:
 - Click on “Assignments” tab
 - Click on the “View Mailbox Notifications” link on the right side

Washington State
Department of Corrections

Offender Management Network Information

DOC No.: Go

The DOC number entered does not exist.

Home **Assignments** Offender Health Services Plans Programs Facility Search Administration

Home > Assignments Most Recent Search Help Logged in as Bianca Finley

Assignments Menu

- Group Chronos
- View Check Dates
- View Mailbox Check Dates

Staff Information

Name: Finley, Bianca M
Position Title:

Notifications Cost Reimbursement Analyst 4 / Headquarters

Delivery Date	Description	DOC No.	Offender Name	Priority
There is no data to display.				

Select All Clear All

Reassign Delete

Caseload

The position you have selected is neither a field or prison position. As such, no caseload can be displayed.

View Mailbox Notifications View Detail

- The list of notifications will open - Click “View All” of the list is on more than one page

Notifications Search

Notification Search Results

Delivery Date	Description	Action Type	Priority	DOC No.	Offender Name	From Staff Name	Created Date
<input type="checkbox"/> 07/14/2017	PRD is set or changed	Information Only	Normal	995383	ALEXANDER, Jaimaine Lamont	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	PRD is set or changed	Information Only	Normal	726222	NIELSEN, Clinton Lee	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	PRD is set or changed	Information Only	Normal	368748	PATTISON, Christopher Shane	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	A transfer order on an offender within 65 days of ERD/PRD has been finalized	Information Only	Normal	291118	WILES, Dylan Joseph	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	A transfer order on an offender within 65 days of ERD/PRD has been finalized	Information Only	Normal	391118	WILES, Dylan Joseph	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	CRP is effect	Information Only	Normal	342284	CROTHERS, Jack Dennis	System Generated	07/14/2017
<input type="checkbox"/> 07/14/2017	CRP is effect	Information Only	Normal	787831	RASPUS, Scott Edward	System Generated	07/14/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	988238	HORLICK, Jeffrey Allen	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	887249	CLARK, Brian Timothy	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	874462	TIMMERMAN, Troy Scott	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	766900	LEWIS, Paul Nelson	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	382153	VAZQUEZ, Erwin	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	275207	JOHNSON, Charles Christopher	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	292690	HALL, Roger L	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	367241	PATTERSON, Christopher Ondre	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	275207	JOHNSON, Charles Christopher	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	292612	MORLEY, Christopher James	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	392092	GRAY, Lloyd Jim	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	358192	MYLAN, Michael Frank	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	392092	GRAY, Lloyd Jim	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	294154	HARRIS, William Neil	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	913956	MITCHELL, Grady Lee	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	711538	LAWRENCE, Anthony Laville Sr.	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	392092	GRAY, Lloyd Jim	System Generated	07/13/2017
<input type="checkbox"/> 07/13/2017	PRD is set or changed	Information Only	Normal	860800	ROBBITT, Cory Evan	System Generated	07/13/2017

Displaying 1-25 of 78 results

1, 2, 3, 4

[View All](#) [Previous](#) [Next](#)

Select All Clear All

Reassign Delete Print Selected Print

- Highlight and copy the previous day’s updates by clicking before the date and dragging all the way down to the end of the list and paste as values into the PRD report

3/30/2017	PRD is set	Information	Normal	391639	STICKLE, N	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	393830	SOUKUP, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	378006	PERKINS, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	824850	BROWN, C	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	745862	BUSKENES	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	936743	ANDERSO	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	794386	ANDREWS	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	391950	GEORGE, T	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	339497	MAI, Linh	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	328935	PLATH, Jo	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	371861	RUSSELL, C	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	367976	GONYON, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	388106	GREIWE, T	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	829514	GATES, M	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	326576	BRIDGES, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	369345	AXMAKER	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	749100	WENDT, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	393611	DUNPHY, J	System Ge	3/30/2017
3/30/2017	PRD is set	Information	Normal	392025	DAVIS, A	System Ge	3/30/2017

- Delete the last two columns in Excel, “System Generated” and “date”
 - Also, delete “Information Only” and “Normal” columns
 - If the offender is not in the SharePoint
 - o it is okay unless it is for the currently month or within a few (then bring it to the supervisor’s attention)
 - o Transfers where the location is a Violator Facility will not show – that is ok
 - Save
- Sort the Excel spreadsheet by last name to put in order.
 - Look each DOC offender up in OMNI and see where they are located. If they are at a Violator facility, or CPA, no need to update.

6. If they are in a DOC facility, or Work Release, compare the ERD/PRD date to the SharePoint. Update as needed and update the "PRD" box if offender now has PRD.
7. Email the Unit after the report is updated.
8. Delete the **prior** day's notifications from OMNI by clicking each box (no more than 50 at a time) and click "delete" the "OK" in the next pop-up window AFTER it has been saved in Excel.

*****Make sure you do not delete any notifications for the current day!*****

