

MSGC User Manual: Electronic Worksheet System

STATEWIDE SUPERVISION PORTAL

Home Refresh Print Logout

Test

Username:

Password:

Logon Cancel

This system is intended for the official use of criminal justice agencies in the conduct of their official duties. The information is classified as private in accordance to the [Minnesota Government Data Practices Act](#). Unauthorized use or misuse of this system is a violation of Minnesota Statute [241.065](#).

STATEWIDE SUPERVISION PORTAL

S³ Website: <https://search.S3.state.mn.us>

Minnesota Sentencing Guidelines Commission
309 Administration Building ° 50 Sherburne Avenue ° St. Paul, Minnesota 55155
Voice: (651) 296-0144 ° Fax: (651) 297-5757
MN Relay Service TTY: 1-800-627-3529 ask for (651) 296-0144
Website: mn.gov/sentencing-guidelines ° Email: sentencing.guidelines@state.mn.us

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Finding a Worksheet: the Sequence of Steps

1. Log on to the Statewide Supervision System (S³) at <https://search.S3.state.mn.us> and select **Electronic Worksheet System** from the side menu bar on the Welcome page.
2. On the **Search Worksheets** page, complete the "Offender Search Criteria" or "Worksheet Search Criteria" and click on the "Search" button.
3. Search results will display on a new page and the results are sortable by clicking on the header title. For example, to sort the worksheets by Conviction Date, click on that header and the worksheets will now be displayed from oldest to newest.
4. The worksheet can be viewed or printed by clicking on the link beside the "Worksheet Status" column.

Adding a Worksheet: the Sequence of Steps

1. Log on to the Statewide Supervision System (S³) at <https://search.S3.state.mn.us> and select **Electronic Worksheet System** from the side menu bar on the Welcome page.
2. Select **Add Worksheet** from the menu bar. A new window will open titled **Begin Worksheet**.
3. On the **Begin Worksheet** page, select the County from the dropdown menu and enter the case number in the Court Case Number field. For example, if the case number is 10CR1234, select Carver and enter CR1234. Click the "Get Court Case" button to retrieve the case information from MNCIS.
 - a. If there are multiple counts, a dropdown menu with the felony count numbers will appear. Be sure to select the counts in the order that the offenses occurred in.
4. Complete the Court Case information by entering the required Conviction/Plea Date information or check the "Pre-Plea" box if completing a pre-plea worksheet.
5. Enter the SID Number if available. Select the Race and Ethnicity from the dropdown menu. Do not enter "Unknown" for both fields.
6. After all required information has been entered, click the "Save and Go to (Add Offense)" button.
7. A new page will open for adding the offense information. Click the "Get Court Case" button to populate the current offense information.
 - a. If there are multiple counts, a dropdown menu with the felony count numbers will appear. Be sure to select the counts in the order that the offenses occurred in.

Adding a Worksheet: the Sequence of Steps, cont.

8. The **Add Offense** page will open with some of the current offense information populated. Complete the required information along with other items such as Conditional Release Period, Weapon, and Custody Status when eligible.
9. Click the "Continue" button to display the modifiers menu and select the applicable modifier(s). When finished, click the "Save and Go to Tree" button.
10. To copy criminal history to this worksheet from prior worksheets entered into S³ after 8/1/2000, select the "Copy Priors from Prior Worksheets" link. **Do not** select the "Add Priors" link first, or the "Copy Priors" function will be disabled.
11. The offender's name will be populated on the page. This is a writeable field enabling searches under alias used for the same offender. After verifying the information is correct, click the "Search" button. A new window will open displaying the worksheets available for copying. To select the worksheet to copy priors from, click the "View" link next to the offender's name.
12. After selecting the worksheet to be copied, a new window will open displaying the prior offenses that will be copied onto the new worksheet. Click the "Copy Priors from this Worksheet" to copy the priors. In addition to those listed on the table, the offense that the original worksheet was completed for will also be included.
13. After clicking the "Copy Priors from this Worksheet," you will be returned to the Worksheet Tree. The prior offenses are now ready to be verified as eligible for use in criminal history. Click on the red dot next to the prior offense to open the "Edit Priors" window.
14. Complete each field for the prior offense and check the "Verified" box when finished. To return to the Worksheet Tree, click the "Save and Return to Tree" button. Repeat this step for each prior offense.
15. Once each prior offense has been verified, click on the pencil icon next to the "Total Point/Presumptive Sentence" line to complete the worksheet.
16. On the "Presumptive Sentence Edit" page, add comments, complete the juvenile and misd/GM points, and verify the "Calculated Presumptive Sentence." Finish by clicking the "Save and Go to Tree" button.
17. On the "Worksheet Tree" you will see that presumptive sentence is now complete. The worksheet can now be submitted for review, or placed on hold or Stay of Adjudication status.

Searching for a Worksheet: The Sequence of Steps (with screen shots)

Step 1 of 3

The screenshot displays the Statewide Supervision Portal interface. At the top, the title "STATEWIDE SUPERVISION PORTAL" is centered. To the right, there are links for "Home", "Refresh", "Print", and "Logout". Below this, a blue banner reads "Current Announcements". A navigation bar contains two tabs: "Current Announcements" (selected) and "All Announcements". The main content area shows a message titled "Outdated Data" dated "4/28/2009 to 12/15/2016". The message states: "Due to new technical issues, some data may be no longer be current from Hennepin County Dept of Community Corrections (adult and juvenile), Mahnommen County Jail, Ramsey County Adult Correctional Facility (Workhouse). Please verify information directly with these agencies." On the left side, there is a vertical navigation menu with categories: Search (Person, Agency, Agent), Detention (DIS Entry, DIS Merge Client), Administration (Reports, Announcements), General (Contact, Announcements, Software, About S³, Help), and MSGC (Electronic Worksheet System, Data Entry Form (PDF)). A black arrow points from the "Electronic Worksheet System" menu item to a dashed box containing instructions.

STATEWIDE SUPERVISION PORTAL

Home Refresh Print Logout

Current Announcements

Current Announcements All Announcements

Outdated Data 4/28/2009 to 12/15/2016

Due to new technical issues, some data may be no longer be current from

Hennepin County Dept of Community Corrections
(adult and juvenile)
Mahnommen County Jail
Ramsey County Adult Correctional Facility (Workhouse)

Please verify information directly with these agencies.

Search

- Person
- Agency
- Agent

Detention

- DIS Entry
- DIS Merge Client

Administration

- Reports
- Announcements

General

- Contact
- Announcements
- Software
- About S³
- Help

MSGC

- Electronic Worksheet System
- Data Entry Form (PDF)

Log on to the Statewide Supervision System (S³) at <https://search.S3.state.mn.us>, and select **Electronic Worksheet System** from the **Welcome page**.

Electronic Worksheet System - Search Worksheets

Search Worksheets Add Worksheet Accessibility Exit

▼ Offender Search Criteria

Last Name

First Name

Middle Name

Search Type ▼

Birth Date

SID Number

To search for a worksheet, complete the "Offender Search Criteria" or the "Worksheet Search Criteria" and click on the "Search" button.

The results will be displayed on a new page.

▼ Worksheet Search Criteria

Worksheet Status ▼

County ▼

Case Number

Agent Name

Search

Reset

Step 3 of 3

▼ Search Criteria

Last Name = 'austin', First Name = 'jason', Middle Name = 'lee', Search Type = 'Partial'

Action	Worksheet Status	Last Name	First Name	Middle Name	Birth Date	County Name	Court Case #	Sent. Order	Count	Conviction Date	Offense Title	Approval Date	Submit Date	Reopened Date	Agent Name	SID	Modified Date	Expected Sentence Date	Entered By
View Print	Reviewed				09/16/1986	CLAY		1	1	05/20/2013	Drugs - 5th Degree - Possess Schedule 1,2,3,4 - Not Small Amount Marijuana	06/24/2013	06/24/2013	06/24/2013				07/08/2013	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		2	1	02/01/2013	Theft-Take/Use/Transfer Movable Prop-No Consent	03/05/2013	03/05/2013					03/08/2013	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		1	1	02/01/2013	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	03/05/2013	03/05/2013					03/08/2013	Imcbrayer
View Print	Reviewed				09/16/1986	WADENA		1	1	05/13/2008	Burglary-1st Deg-Dwelling-Occupied-Non-Accomplice Present	09/09/2008	09/09/2008	09/09/2008				07/01/2008	Imcbrayer
View Print	Reviewed				09/16/1986	BECKER		1	1	10/22/2007	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	12/07/2007	12/07/2007						Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		5	1	03/29/2007	Burglary-2nd Degree-Dwelling	08/01/2007	08/01/2007					05/25/2007	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		4	1	03/29/2007	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	08/01/2007	08/01/2007					05/25/2007	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		3	1	03/29/2007	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	08/01/2007	08/01/2007					05/25/2007	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		2	1	03/29/2007	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	08/01/2007	08/01/2007					05/25/2007	Imcbrayer
View Print	Reviewed				09/16/1986	OTTER TAIL		1	1	03/29/2007	Burglary-3rd Deg-Steal/Commit Felony or Gross Misd	08/01/2007	08/01/2007					05/25/2007	Imcbrayer

Search results will display on a new page and the results are sortable by clicking on the header title. For example, to sort the worksheets by Conviction Date, click on that header and the worksheets will now be displayed from oldest to newest.

The worksheet can be viewed or printed by clicking on the link beside the "Worksheet Status" column.

Adding a Worksheet: The Sequence of Steps (with screen shots)

Step 1 of 16

STATEWIDE SUPERVISION PORTAL

Home Refresh Print Logout

Current Announcements

Current Announcements | All Announcements

Outdated Data 4/28/2009 to 12/15/2016

Due to new technical issues, some data may be no longer be current from

Hennepin County Dept of Community Corrections
(adult and juvenile)
Mahnommen County Jail
Ramsey County Adult Correctional Facility (Workhouse)

Please verify information directly with these agencies.

Log on to the Statewide Supervision System (S³) at <https://search.S3.state.mn.us>, and select **Electronic Worksheet System** from the **Welcome page**.

Electronic Worksheet System

- Person
- Agency
- Agent
- DIS Entry
- DIS Merge Client
- Reports
- Announcements
- Contact
- Announcements
- Software
- About S³
- Help
- Data Entry Form (PDF)

Electronic Worksheet System - Search Worksheets

▸ Search Worksheets ▸ Add Worksheet & Accessibility ▸ Exit



▼ Offender Search Criteria

Last Name

First Name

Middle Name

Search Type ▾

Birth Date

SID Number

To enter a worksheet, select **Add Worksheet** from the menu bar. A new window will open titled **Begin Worksheet**.

▼ Worksheet Search Criteria

Worksheet Status ▾

County ▾

Case Number

Agent Name

Search

Reset

Step 3 of 16

Electronic Worksheet System - Begin Worksheet

Agency

Entered By: User Phone: User Email:

* Agency:

* Agent: Agent Email:

Expected Sentencing Date:

Agency information will populate based on the user entering the worksheet. Enter the "Expected Sentencing Date" if available.

Court Case

Get Court Case: The 'Get Court Case' service retrieves the 'court case' and 'offense' portion of your worksheet. To use the service, enter a valid court case number and click 'Get Court Case'. Afterwards, you will be able to manually add information to your worksheet not available from the Courts.

Preparing more than one worksheet? Make sure you get court case information in the order that the offenses are being sentenced.

* County: * Court Case Number:



Select the County from the drop down menu and enter the case number in the Court Case Number field. For example, if the case number is 10CR1234, select Carver and enter CR1234. Click the "Get Court Case" button to retrieve the case information from MNCIS.

Electronic Worksheet System - Get Case

Get Case - Court Information

The court system has returned the following information.

Court Case: Count: **1** County: **CARVER (10)**
Offender: Birth Date: Gender: **Male**
Offense Title: **Predatory Offender- Knowingly Violates Registration Req. or Intentionally Provides False Information**
Offense Date: **10/31/2009**

Is this the court case information you want to use?



OK Cancel

- | A new page will open with the case information. Click the "Ok" button if correct to populate the Court Case and Offender information.
- |
- | If there are multiple counts, a dropdown menu with the felony count numbers will appear. Be sure to select the counts in the order that the offenses occurred in.

Step 5 of 16

Court Case

Get Court Case: The 'Get Court Case' service retrieves available court case data from the MN Court Information System (MNCIS) and enters it into the 'offender' and 'offense' portion of your worksheet. To use the service, enter a valid court case number and click 'Get Court Case'. Afterwards, you will be able to manually add information to your worksheet not available from the Courts.

Preparing more than one worksheet? Make sure you get court case information in the order that the offenses are being sentenced.

*County:

* Court Case Number:

Get Court Case

Pre-Plea

* Conviction/Plea Date:

Enter the "Conviction/Plea Date." If the worksheet is being completed for a Pre-Plea, check the "Pre-Plea" box.

Offender

* Last Name:

First Name:

Middle Name:

Suffix:

*Birth Date:

SID Number:

*Gender:

*Race:

*Ethnicity:

Enter the SID Number if available.
Select the Race and Ethnicity from the dropdown menu. Do not enter "Unknown" for both fields.

Save & Go to (Add Offense)

Save & Go to Tree

Reset

Cancel

After all required information has been entered, click the "Save and Go to (Add Offense)" button.

Step 6 of 16

Electronic Worksheet System -

🔍 Search Worksheets ➕ Add Worksheet ♿ Accessibility 🚪 Exit

Sentencing Order #: **1** Court Case: Offender:

* Date of Offense: **Add Offense Date** Or **Get Court Case**

Cancel

- ! A new page will open for adding the offense information. Click the “Get Court Case” button to populate the current offense information.
- ! If there are multiple counts, a dropdown menu with the felony count numbers will appear. Be sure to select the counts in the order that the offenses occurred in.

Step 7 of 16

Electronic Worksheet System - Add Offense

Sentencing Order #: **1** Court Case: Offender:

* Date of Offense: **10/31/2009** [Change Offense Date](#)

* Count Number:

* Conviction Statute:

* Severity Level: * Conditional Release Period: * Revoked EJJ:

Penalty Statute:

* Weapon: * Subsequent Weapon Offense

* Custody Status: * Additional Custody Status Point for Sex Offense

Additional Statute(s):

Comments:

Modifiers

Click Continue to Add Modifiers



1. The "Add Offense" page will open with some of the offense information populated.
2. Complete the required information along with other items such as Conditional Release Period, Weapon information, and Custody Status when eligible.
3. Include additional statutes such as those for fines, and include comments about the current offense such as the monetary amounts for theft offenses, or the drug type and amount for controlled substance crimes.
4. Click the "Continue" button to display the modifiers menu.

Step 8 of 16

Minnesota Sentencing Guidelines - UserID: msgctest - Windows Internet Explorer provided by State of Minnesota

File Edit View Favorites Tools Help

https://testsearch.s3.state.mn.us/MSGC/Offense.aspx?pageName=OffenseEdit&CourtCaseID=284770&OffenseID=315469

Minnesota Sentencing Guidelines - UserID: msgct...

Electronic Worksheet System - Edit Offense

Sentencing Order #: 1 Court Case: Offender:

* Date of Offense: 10/31/2009 [Change Offense Date](#)

* Count Number: 1

* Conviction Statute: 243.166.5(a) - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information

* Severity Level: H Conditional Release Period: Revoked EJJ:

Penalty Statute: 243.166.5(b) - Predatory Offender-Knowingly violates or intentionally provides false information-Min. 1 yr. 1 day

Weapon: Subsequent Weapon Offense

Custody Status: Probation Offense

Additional Statute(s):

Criminal History Comments:

Select Modifier
Aiding Offender - Responsible for Criminal Acts
Attempt
Benefit of Gang
Benefit of Gang - Victim Under 18
Burglary of Occupied Dwelling w/Applicable Prior
Conspiracy
Criminal Sexual Predatory Conduct
Criminal Sexual Predatory Conduct (Subsequent)
Drug Offense (Subsequent)
Failure to Register (Subsequent)
Felony DWI w/Applicable Prior
Prostitution (Aggravated) - Sex Trafficking 609.322
Sex Offense (Subsequent)
Solicit Mentally Impaired
Solicit Minor
Terrorism
Select Modifier

Select the applicable modifier(s) from the dropdown menu.
When finished, click the "Save and Go to Tree" button.

 [Save and Go to Tree](#) [Reset](#) [Cancel](#)

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For technical support, please contact DOC IT SERVICES at 651-361-7361, option 1 or email to infosvcs@co.doc.state.mn.us
For guidelines support, please contact the MN Sentencing Guidelines Commission at 651 296 0144 or email to

17 minutes until session time out occurs. Local intranet | Protected Mode: Off 100%

Electronic Worksheet System - Worksheet Tree

▸ Search Worksheets ▸ Add Worksheet & Accessibility ▸ Exit

Status: **Open** Created Date: **3/21/2014** Last Modified Date: **3/21/2014**

Offender: **Vossen, Joshua Michael - 05/01/1983** Agent: **Unit Restitution**

▸ Court Case (1) [Add Related Court Case](#)

▸ **Court Case: 10050 Carver (10) - Conviction Date: 3/21/2014**

▸ Offense (1) [Add Related Offense](#)

▸ **Sentence #1 - Count #1 - 10/31/2009 - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information**

[Add Priors](#) [Copy Priors From Prior Worksheet](#) [No Priors](#)

To copy criminal history to this worksheet from prior worksheets entered into S³ after 8/1/2000, select the "Copy Priors from Prior Worksheets" link.

Warning! **Do not** select the "Add Priors" link first, or the "Copy Priors" function will be disabled.

Step 10 of 16

Electronic Worksheet System - Search Prior Worksheets

Copy Priors Disclaimer Warning

Copy Priors

Last Name
First Name
Middle Name
Search Type
Birth Date
SID Number

The offender's name will be populated on the page. This is a writeable field enabling searches under alias used for the same offender. After verifying the information is correct, click the "Search" button.



Electronic Worksheet System - Prior Worksheet Search Results

Search Criteria

Last Name = 'VOSSSEN', First Name = 'JOSHUA', Middle Name = 'MICHAEL', Search Type = 'Partial', Birth Date = '05/01/1983'

	Last Name	First Name	Middle Name	Birth Date	SID	County	Court Case #	Sentence #	Count #	Conviction Date	Offense Title	Nbr of Priors
View						CARVER		1	1	01/27/2010	Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information	3
View						SHERBURNE		1	1	08/26/2004	Criminal Sex Conduct-3rd Degree-Sexual Penetration	2
View						MILLE LACS		2	2	08/27/2003	Receiving Stolen Property	1
View	Vossen	Joshua	Michael	05/01/1983	MN02078745	MILLE LACS	K403000621	1	2	08/27/2003	Receiving Stolen Property	0

Total Worksheets: 4

A new window will open displaying the worksheets available for copying. To select the worksheet to copy priors from, click the "View" link next to the offender's name.

Step 11 of 16

Electronic Worksheet System - Select Prior Worksheet for Copy

Offender and Case

Name: _____ County: _____
DOB: _____ Case #: _____
Race/Ethnicity: _____ Conv/Plea Date: _____
Gender: **Male** Expected Sentencing Date: _____
MN SID #: _____ PSI Investigator: **Huss, Patty**

Conviction Offense

Sent Ord #: **1** Count: **1** Severity Level: **H**
Offense Title: **Predatory Offender-Knowingly Violates Registration Req. & Intentionally Provides False Information**
Offense Date: **10/31/2009**
Conviction Statute: **243.166.5 (a)** Penalty Statute: _____
Add'l Statutes: _____
Modifiers: _____

Criminal History Score

Custody Status Point: **1** Type: **Probation** Total Criminal History Points: **3**
Juv Points: **0**
Misd/G.M. Points: **0**
Felony Points: **2**

Presumptive Sentence

Presumptive Disposition: **Commit to Commissioner**
Presumptive Duration: _____
Lower Range: **n/a**
Upper Range: **n/a**

Prior Offenses Included in Criminal History Score

Prior Offense Type	Seq. #	Description	Severity Level	Units/Points	Disposition Date
Felony	1	Crim. Sex, 3rd Dg. - Sherburne		1.0 Point	10/01/2004
Felony	2	Rec. Stolen Prop. - Mille Lacs		0.5 Points	10/01/2003
Felony	3	Rec. Stolen Prop. - Mille Lacs		1.0 Point	10/01/2003

[Copy Priors from this Worksheet](#) [Return to Search Results](#) [Return to Current Worksheet](#)

After selecting the worksheet to be copied, a new window will open displaying the prior offenses that will be copied onto the new worksheet. Click the "Copy Priors from this Worksheet" to copy the priors. In addition to those listed on the table, the offense that the original worksheet was completed for will also be included.

Step 13 of 16

Electronic Worksheet System - Edit Priors

Court Case: **cr1058** Offender: **Vossen, Joshua Michael - 05/01/1983** Sequence #: **1**

* Prior Offense Type:

Jurisdiction State: Jurisdiction County: Court Case Number:

* Description:

* Severity Level:

* Disposition Date:

* Expiration Date:

* Points

Verified

Complete each field for the prior offense and check the "Verified" box when finished. To return to the Worksheet Tree, click the "Save and Return to Tree" button. Repeat this step for each prior offense.



Save and Return To Tree

Reset

Cancel

	Type	#	Disp. Date	Description	Sev.	Points	Court Case #	County/State
Delete	Felony	1	10/01/2004	Crim. Sex, 3rd Dg. - Sherburne		1.0 Point		
Delete	Felony	2	10/01/2003	Rec. Stolen Prop. - Mille Lacs		0.5 Points		
Delete	Felony	3	10/01/2003	Rec. Stolen Prop. - Mille Lacs		1.0 Point		
Delete	Felony	4	01/27/2010	Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information	H	0.5 Points	CR1058	CARVER

Step 14 of 16

Electronic Worksheet System - Worksheet Tree

▾ Search Worksheets ▸ Add Worksheet & Accessibility ▾ Exit

Status: **Open** Created Date: **3/21/2014** Last Modified Date: **3/21/2014**

Offender: ✎ Agent: ✎

- ▾ Court Case (1) [Add Related Court Case](#)
 - ▾ ✎ 🗑 **Court Case:** **Carver (10) - Conviction Date: 3/21/2014**
 - ▾ Offense (1) [Add Related Offense](#)
 - ▾ ✎ 🗑 **Sentence #1 - Count #1** - 10/31/2009 - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information
 - ▾ Priors (4) [Add Priors](#)
 - ✎ 🗑 F1 - 10/1/2004 - Crim. Sex, 3rd Dg. - Sherburne - MN CR0412345 - **1.5 Points**
 - ✎ 🗑 F2 - 10/1/2003 - Rec. Stolen Prop. - Mille Lacs - MN CR033456 - **0.5 Points**
 - ✎ 🗑 F3 - 10/1/2003 - Rec. Stolen Prop. - Mille Lacs - MN CR035523 - **1.0 Point**
 - ✎ 🗑 F4 - 1/27/2010 - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information - MN CR1058 - **0.5 Points**

➔ ✎ **Total Points/Presumptive Sentence - New**

[Submit for Review](#) [Hold](#) [Stay of Adjudication](#) [New Search](#) [View/Print](#)

Once each prior offense has been verified, click on the pencil icon next to the "Total Point/Presumptive Sentence" line to complete the worksheet.

Step 15 of 16

Electronic Worksheet System - Presumptive Sentence Edit

Count Number: 1 Date of Offense: 10/31/2009 Sentencing Order #: 1 Court Case #: Offender:

Total Criminal History Points

Conviction Statute: 243.166.5(a) - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information
Severity Level:
Penalty Statute: 243.166.5(c) - Predatory Offender-Knowingly violates or intentionally provides false information-Min. 2 years
Additional Statute(s):
Comments:

Custody Status Point: 1 Juvenile Points: 0 M/GM Points: 0 Felony/EJJ Points: 3 Total Criminal History Points: 4

Type	#	Disp. Date	Description	Sev.	Points	Court Case #	County/State
Felony	1	10/01/2004	Crim. Sex, 3rd Dg. - Sherburne	D	1.5 Point	CR0412345	SHERBURNE
Felony	2	10/01/2003	Rec. Stolen Prop. - Mille Lacs	2	0.5 Points	CR033456	MILLE LACS
Felony	3	10/01/2003	Rec. Stolen Prop. - Mille Lacs	3	1.0 Point	CR035523	MILLE LACS
Felony	4	01/27/2010	Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information	H	0.5 Points	CR1058	CARVER

Presumptive Guidelines Sentence

This calculator is provided as a courtesy. The presumptive disposition and duration are calculated based on the severity level and criminal history score provided. Some sentencing scenarios may be missing as only the most common modifiers and mandatory minimums are part of the formula. Please verify the accuracy of the presumptive sentence. Contact MSGC if you have any questions about the application of the sentencing guidelines.

Life

Presumptive Commit: Prior 152.18

Departure Anticipated:

Presumptive Consecutive: Court Case #

Calculated Presumptive Sentence

Override

Disposition: Commit to Commissioner

Recommended Duration: 24.0 Months

Lower Duration: 24.0 Months

Upper Duration: 28.0 Months

On the "Presumptive Sentence Edit" page, add comments, complete the juvenile and misd/GM points, and verify the "Calculated Presumptive Sentence." Finish by clicking the "Save and Go to Tree" button.

Step 16 of 16

Electronic Worksheet System - Worksheet Tree

Search Worksheets Add Worksheet Accessibility Exit

Status: **Open** Created Date: **3/21/2014** Last Modified Date: **3/21/2014**

Offender: Agent:

- Court Case (1) [Add Related Court Case](#)
 - Court Case:** Carver (10) - Conviction Date: 3/21/2014
 - Offense (1) [Add Related Offense](#)
 - Sentence #1 - Count #1** - 10/31/2009 - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information
 - Priors (4) [Add Priors](#)
 - F1 - 10/1/2004 - Crim. Sex, 3rd Dg. - Sherburne - MN CR0412345 - 1.5 Points
 - F2 - 10/1/2003 - Rec. Stolen Prop. - Mille Lacs - MN CR033456 - 0.5 Points
 - F3 - 10/1/2003 - Rec. Stolen Prop. - Mille Lacs - MN CR035523 - 1.0 Point
 - F4 - 1/27/2010 - Predatory Offender-Knowingly Violates Registration Req. or Intentionally Provides False Information - MN CR1058 - 0.5 Points

Total Points/Presumptive Sentence - **Complete** - Commit to Commissioner - 24.0 Months

[Submit for Review](#) [Hold](#) [Stay of Adjudication](#) [New Search](#) [View/Print](#)

On the "Worksheet Tree" you will see that presumptive sentence is now complete. The worksheet can now be submitted for review, or placed on hold or Stay of Adjudication status.

The Worksheet Review Process

1. To submit the worksheet to MSGC for review, use the “Submit for Review” button on the **Total Points/Presumptive Sentence** page.
2. MSGC will review the case and change the status to “**Review Complete**” if there are no questions or errors on the worksheet.
3. S³ will notify the user by email that the worksheet has been reviewed:

The following worksheet(s) have been reviewed by MSGC:

Court Case #: CR123456

Sentence #: 1

Count #: 1

Notes from MSGC: None

4. If there are questions on the worksheet or modifications are required, the worksheet will be placed on “**Hold-Modified**” status and S³ will notify the user by email:

The following worksheet(s) are Pending Modification:

Court Case #: CR12646

Sentence #: 1

Count #: 1

Offense Title: DWI - Operate Snowmobile or ATV Under Influence of Hazardous Substance-Impaired

Offense Date: 6/23/2012

Severity Level: 7

Criminal History Points: 2

Disposition: Stay

Presumptive Sentence: 48

Notes from MSGC: Please submit a modified worksheet with the conditional release included. More information on conditional release can be found at: <http://mn.gov/sentencing-guidelines/assistance/presumptivesentence/>. Let me know if you have any questions.

5. Click the “**Create Modified**” button to reopen the worksheet to make the necessary modifications. Once a modified worksheet is created it will override the original worksheet. The **Superseded** worksheet can be viewed but not altered.
6. After making the necessary modifications, repeat the **Submit for Review** process. MSGC will again notify you if the worksheet is reviewed or requires additional modifications.

Where can I find help?

ISSUE	ASSISTANCE
Agency Technical Questions: <ul style="list-style-type: none"> - Local Area Network - Internet connection - Problems w/ PC/Hardware 	Contact your agency's Technical Support Staff
System Questions: <ul style="list-style-type: none"> - Default screen - Accessing the website - System administration - User name/password 	Contact your agency's User Administrator
Worksheet Search or Entry Questions: <ul style="list-style-type: none"> - Searching, Entering or Viewing Worksheets 	Contact the regional "User Pro" in your area (see page 28) or the Sentencing Guidelines at 651-296-0144.
Guidelines policy questions	Contact the Sentencing Guidelines at 651-296-0144 or by e-mail at sentencing.guidelines@state.mn.us ; you can also search for Guidelines policy information on our website at mn.gov/sentencing-guidelines .
Not sure what the issue is?	Contact the Sentencing Guidelines at 651-296-0144 or by e-mail at sentencing.guidelines@state.mn.us .

EWS Regional “User Pros”

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Abbie Wignes	Abbie.wignes@state.mn.us	763-279-0345	DOC – Buffalo
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Amanda Mrozek	Amanda.mrozek@state.mn.us	651-301-7205	DOC – Red Wing
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Kathy Lionberger	lionbergerk@stlouiscoutymn.gov	218-726-2653	Arrowhead Regional Corrections - Duluth
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Tami Mueller	Tami.mueller@state.mn.us	507-205-6106	DOC - Winona
Val Dorff	Valerie.dorff@state.mn.us	218-304-3007	DOC – Moorhead

EWS Definitions

Add Offense (page) – The current offense information will automatically populate on this screen when the “Get Court Case” function is used.

Add Priors (link) – This link will allow the user to manually add criminal history to the current worksheet. NOTE: If prior criminal history will be added using the “Copy Priors from Prior Worksheet” function, *do not* use the “Add Priors” link first as it will disable the copy priors function. This link can be used after the priors have been copied from prior worksheets to add criminal history not found on the copied worksheet.

Add Related Court Case (link) – This link is used when there are multiple court case numbers being sentence at the same time before the same court. This link will create a worksheet group with a separate worksheet for each count.

Add Related Offense (link) – This link is used when there are multiple counts being sentenced under the same court case number at the same time before the same court. This link will create a worksheet group with a separate worksheet for each count.

Additional Custody Status Point for Sex Offenses (box) – Check this box if the current offense qualifies. See the [Sentencing Guidelines](#) in effect when the current offense occurs for specific policy information. Failure to complete this field when applicable may result in the presumptive sentence calculating in error.

Additional Statutes (box) – Complete this section if there are additional statutes for items such as fines or modifiers. This information will appear on the printed worksheet.

Agency (field) – This field will be automatically populated based on the agency assigned to the user entering the worksheet.

Agent (field) – This field can be changed to reflect the agent responsible for the worksheet if it is being entered by a different user. This person will be copied on the e-mail sent by MSGC regarding the status of the worksheet.

Calculated Presumptive Sentence (field) – Found on the “Presumptive Sentence Edit” screen, this is the presumptive sentence based on the Severity Level of the current offense and the criminal history score and is calculated based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Cancel (Button) – Clicking this button will return the user to the Worksheet Tree.

EWS Definitions, cont.

Comments (box) –

- On the “Offense Edit” Page, include information such as the amount of the theft, or the amount and type of drug. These comments will not print on the worksheet.
- On the Presumptive Sentence Edit” page, include information relevant to the current offender or offense, such as an alias. These comments will print on the worksheet.

Conditional Release Period (field) – When applicable, the correct duration should be selected from the dropdown list. See the [Sentencing Guidelines](#) in effect when the current offense occurs for specific policy information.

Conviction/Plea Date (field) – Required field for the date of conviction or guilty plea. This field can be left blank if Pre-Plea box is checked.

Conviction Statute (field) – This is for the offense being sentenced. This field will automatically populate when the “Get Court Case” function is used.

Copy Priors Disclaimer Warning (screen) – These warnings explain the important points of [Sentencing Guidelines](#) policies to consider when copying priors from prior worksheets.

Copy Priors from this Worksheet (button) – This button will allow the user to copy priors from the selected worksheet. In addition to the prior offenses on the “Prior Offense included in Criminal History Score” table, the offense that the prior worksheet was created for will also be copied.

Copy Priors From Prior Worksheet (link) – This link will allow the user to copy prior criminal history from prior worksheets that have been reviewed by MSGC.

Count Number (field) – Indicates the count being sentenced. This field will automatically populate when the “Get Court Case” function is used.

Create Modified (button) – Use this button to reopen the worksheet after it has been submitted to MSGC for review. Once open, the worksheet can be edited as needed.

Created Date (field) – This date reflects when the worksheet was started on S³.

EWS Definitions, cont.

Custody Status (field) – Select the applicable supervision type from the dropdown list. See the [Sentencing Guidelines](#) in effect when the current offense occurs for specific policy information. Failure to complete this field when applicable may result in the presumptive sentence calculating in error.

Custody Status Point (field) - Found on the “Presumptive Sentence Edit” page, this is the point(s) being assigned for applicable supervision based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Departure Anticipated (box) – Found on the “Presumptive Sentence Edit” page, this box should be checked when the current offense will receive a sentence that is a departure from what is reflected on the Grid.

Description (field) – This field is found on the “Edit Priors” page and contains information on the prior being used in criminal history. This is a writable field for adding additional information.

Disposition (field) – Found on the “Presumptive Sentence Edit” page, this indicates either a Stay of Execution or a Commit to Commissioner.

Disposition Date (field) – Found on the “Edit Priors” page, this is the date of disposition for the offense being using in criminal history and is based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Edit Offense (page) – The current offense information can be manually edited on this screen.

Entered By (field) – User entering the worksheet. This person will receive an e-mail when the worksheet status has been changed by MSGC to Reviewed or if there are modifications required before the review can be finalized.

Expected Sentencing Date (field) – This date should be completed with the date of sentencing and can be left blank if completing a Pre-Plea worksheet.

Expiration Date (field) - Found on the “Edit Priors” page, this is the date that the sentence for the offense being using in criminal history will be finished.

EWS (acronym) – Electronic Worksheet System

Felony/EJJ Points (field) - Found on the “Presumptive Sentence Edit” page, this is the number of points being assigned for prior felony history based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

EWS Definitions, cont.

Get Court Case (function) – Retrieves available court case data from the MN Court Information System (MNCIS) and enters it into the Offender and Offense portion of the worksheet.

Get Case – Court Information (page) – This is the information returned from the “Get Court Case” search on MNCIS. If there are multiple counts being sentenced, a dropdown list will be available to select the counts in the order they occurred.

Hold (button) – Clicking this button will place the worksheet on Hold status.

Jurisdiction State/County/Court Case Number (field) – These fields appear on the “Edit Priors” page and should be completed when the information is available.

Juvenile Points (field) – Found on the “Presumptive Sentence Edit” page, this is the number of points being assigned for juvenile history based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Last Modified Date (field) – This date reflects the last date the worksheet was modified.

Life (box) – Found on the “Presumptive Sentence Edit” page, this box should be checked when the current offense will receive a Life Sentence.

Lower Duration (field) – Found on the “Presumptive Sentence Edit” page, this indicates the minimum number of months the offender will be sentenced to, based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

M/GM Points (field) – This is the acronym for the Misdemeanor/Gross Misdemeanor Points field. Found on the “Presumptive Sentence Edit” page, this is the number of points being assigned for prior M/GM history based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Modifiers (field) - Select the applicable modifier(s) based on the current offense. Failure to complete this field when applicable may result in the presumptive sentence calculating in error.

Number of Priors (field) – Found on the “Prior Worksheet Search Results” screen, this number tells the users how many priors on each worksheet found for the offender.

Offender Information (field) – To be completed for with the information on the person convicted of the current felony offense(s).

Override (box) – Found on the “Presumptive Sentence Edit” page, this box should be checked if the presumptive sentence calculated by the EWS must be modified.

EWS Definitions, cont.

Penalty Statute (field) – This is the statute which contains the penalty for the conviction offense. This may automatically populate when the “Get Court Case” function is used; this field can also be entered manually.

Pencil (icon)  Selecting this icon will open the item next to it. For example, clicking on the pencil next to the “Total Points/Presumptive Sentence” will open that page.

Points (field) – Found on the “Edit Priors” page, this field is the weight assigned to the prior offense based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Pre-Plea (box) – If the worksheet is being completed prior to conviction/sentencing, checking this box will remove the required Conviction/Plea date field.

Presumptive Commit – Prior 152.18 (box) – Found on the “Presumptive Sentence Edit” page, this box should be checked when the sentence for a Controlled Substance Offense is a disposition of “Commit to Commissioner” due to a prior 152.18 disposition.

Presumptive Consecutive (box) and **Court Case #** (field) – Found on the “Presumptive Sentence Edit” page, this box should be checked when the current offense will receive a presumptive consecutive sentence. Include the court case number of the case the current offense is being sentenced consecutive to in the Court Case # field

Prior Offense Type (field) – On the “Edit Priors” page, this field will tell the user what type of prior offense is being edited for criminal history.

Race/Ethnicity (field) – Enter the race and ethnicity of the offender. The fields cannot both be completed as “Unknown.”

Recommended Duration (field) – Found on the “Presumptive Sentence Edit” page, this indicates the number of months the offender will be sentenced to, based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Refine Search (button) – This button will return the user to the search screen for modifications to the search parameters.

Reset (button) – Clicking this button will clear out the information entered in the fields on the respective page.

Revoked EJJ (box) – Check this box when the worksheet is being completed for a revoked EJJ offense after the adult case number has been assigned.

S³ (acronym) – Statewide Supervision System

EWS Definitions, cont.

Save and Go to Add Offense (button) – Clicking this button takes the system to the Add Offense page.

Save and Go to Tree (button) – Clicking this button takes the system to the Worksheet Tree.

Sequence # (field) - Used on the "Edit Priors" screen, this will tell the user which prior offense is being edited. For example, if the prior offense type field reads "Felony" and this field reads "Sequence #3," the user is editing the third felony in criminal history.

Severity Level (field)

- On the "Add Offense" page, the severity level is assigned to the current offense based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs. This field will automatically populate when the "Get Court Case" function is used.
- On the "Edit Priors" page, the severity level for the prior offense being used in criminal history is added based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Status (field) – Indicates what status the worksheet is in.

- **Status: Open** (field) – The worksheet has not been submitted for review and items such as criminal history can be modified without creating a modified worksheet.
- **Status: Hold** (field) – The worksheet has not been submitted for review and will have to be reopened before items can be edited.
- **Status: Hold – Stay of Adjudication** (field) – The worksheet has not been submitted for review even though the offender received a disposition for a Stay of Adjudication. The worksheet will have to be reopened before items can be edited. The worksheet will be submitted to MSGC at the time of revocation.
- **Status: Pending Modification** (field) – The worksheet has been submitted to MSGC for review; however, a modified worksheet will have to be created to edit issues found during the review process.
- **Status: Submitted** (field) – The worksheet has been submitted to MSGC for review. A modified worksheet will have to be created to edit items such as criminal history.
- **Status: Reviewed** (field) – The worksheet has been reviewed by MSGC and will now be uploaded to the S³ database. A modified worksheet will have to be created in order to end worksheets.

Stay of Adjudication (button) – Clicking this button will place the worksheet on stay of adjudication hold status.

Submit for Review (button) – Clicking this button will submit the worksheet to MSGC for review. Once the button is clicked, a message will appear to verify that the worksheet will be submitted and the user will be notified once the review is completed by MSGC.

EWS Definitions, cont.

Subsequent Weapon Offense (box) – Check this box if a weapon is selected based on the current offense. Failure to complete this field when applicable may result in the presumptive sentence calculating in error.

Total Criminal History Points (field) - Found on the "Presumptive Sentence Edit" page, this field will automatically populate based on the values found in the Custody Status, Juvenile Points, M/GM Points and Felony/EJJ Points.

Total Points/Presumptive Sentence (page) – This page is where the total criminal history points and the presumptive sentence are finalized.

Trashcan (icon)  Selecting this icon will delete the item next to it. For example, clicking on the trashcan next to a prior offense will delete that offense from criminal history.

Upper Duration (field) – Found on the "Presumptive Sentence Edit" page, this indicates the maximum number of months the offender can be sentenced to, based on the [Sentencing Guidelines](#) policies in effect when the current offense occurs.

Verified (box) – Found on the "Edit Priors" page, this box must be checked when the verification process for including a prior offense is complete.

View (icon)  Selecting this icon will open the selected item in for preview only. A modified worksheet will need to be created to edit the item. For example, clicking on the pencil next to the "Total Points/Presumptive Sentence" will open that page for viewing only.

View Previous Versions (link) – When a worksheet is modified using the "Create Modified" button, the original worksheet will be superseded. Previous version of the modified worksheet can be viewed by clicking this link on the Worksheet Tree and opening the "View Previous Versions" page.

View/Print (button) – This button will allow the user to view the worksheet in any status as a .Pdf file or to print the worksheet.

Weapon (field) – Select the applicable weapon based on the current offense. Failure to complete this field when applicable may result in the presumptive sentence calculating in error.