

# PowerDMS®

## Assessment Attachments: Everything You Need to Know

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- This session is being recorded.
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# This Sessions Assume You Are Already Familiar with...

- How to access and download your [Standards Manual](#)
- How to [Create an Assessment](#)
- How to make [Assignments to your Assessment](#)
- Understand [Assessment Roles and Responsibilities](#)
- How to add [tasks](#) and set [status](#) to standards and in [bulk](#)
- [PowerDMS Security Definitions](#)
- How and when to set [Assessment Security](#)
- [Standards Reports](#)



## After This Session, You Will Be Able To:

- Define the difference in your available attachment types
- Map attachments to relevant standards components
- Identify when and how to use the available highlighting feature
- Copy attachments from one assessment to another
- Prepare proofs for your audit



## **Attachments:** **Attachment Types**

POWERDMS.COM

### **Upload File:**

Attachments uploaded from computer or database

### **PowerDMS Document:**

“Documents” managed within PowerDMS

### **Simple Note:**

Used to communicate, document non-applicable standards, and document non-occurrences of a phenomenon required by the standard.

### **New Rich Text:**

Hyperlink proofs from the Internet; Embed video from the Internet

# PowerDMS Tips #1

## CONSISTENCY

Leverage your accrediting body's Best Practice Guide for labeling, mapping and ordering recommendations!



## PowerDMS Tip #2

When adding attachments remember:

1. Label the Attachment using the NOTES field
2. Select bullet points (map) that the attachment proves
3. Save the attachment





# Attachments: Mapping Attachments

Summary

Assignment

History

<> CFA Comparative C... / Chapter 6 Grievan... / 6.01 M

6.01 M

Print

A written directive describes the agency's grievance process, and includes:

I. Bullets

A. Procedures for filing a grievance;

B. Acknowledging the receipt of the grievance by noting the date and receiving agent;

C. Formal written response requirements; and

D. Identifying the remedy or adjustment, if any, to be made to resolve the grievance.

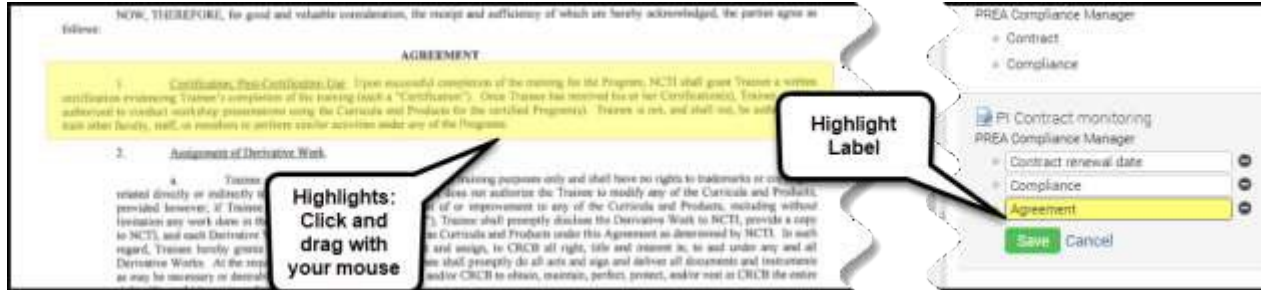
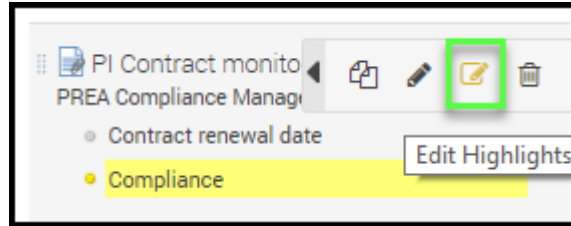
Atch	Hlt	
-	-	<input type="checkbox"/>
-	-	
-	-	<input type="checkbox"/>
-	-	<input type="checkbox"/>
-	-	<input type="checkbox"/>
-	-	<input type="checkbox"/>

Associates the attachment with the general expectation of the standard.

Isolates specific aspects of the standard the attachment or highlight should be associated with.



# Highlights: Adding Highlights and Mapping



**NOTE:** New Rich Text and Simple Note attachments do not need highlights

# PowerDMS Tip #3

The Attachments tab at the root of the manual allows you to filter for attachments by:

- ✓ Keywords
- ✓ Type
- ✓ Role
- ✓ Date added
- ✓ Status



# Maintaining Proofs: Filtering

POWERDMS.COM

The screenshot displays the PowerDMS interface for managing attachments. The 'Attachments' tab is selected, showing a list of documents. The interface includes a sidebar on the left, a top navigation bar, and a main content area with a search and filter section.

**Instructions:**

- 1** From the root of the manual
- 2** Click on the Attachments tab
- 3** Select PowerDMS Documents
- 4** Filter

**Table Data:**

Select Action	Standard	Notes	User	Role	Created	Status	PowerDMS Document
<input type="checkbox"/>	View § 115.12 Contracting with other entities for the confinement of inmates	PRO Policy and Procedure	admin - admin	admin	1/7/2019		01-00 PREA Policy
<input type="checkbox"/>	View § 115.13 Supervision and monitoring	PRO Policy and Procedure	admin - admin	admin	1/7/2019		01-00 PREA Policy
<input type="checkbox"/>	View § 115.14 Youthful inmates	PRO Policy and Procedures	admin - admin	admin	1/7/2019		001.02 - Investigative Reports
<input type="checkbox"/>	View § 115.15 Limits to cross-gender viewing and searches	PRO Policy and Procedures	admin - admin	admin	1/7/2019		001.02 - Investigative Reports
<input type="checkbox"/>	View § 115.16 Inmates with disabilities and inmates who are limited English proficient	PRO Policy and Procedures	admin - admin	admin	1/7/2019		001.02 - Investigative Reports
<input type="checkbox"/>	View § 115.17 Hiring and promotion decisions	PRO Policy and Procedures	admin - admin	admin	1/7/2019		001.02 - Investigative Reports
<input type="checkbox"/>	View § 115.18 Upgrades to facilities and technologies	PRO Policy and Procedures	admin - admin	admin	1/7/2019		001.02 - Investigative Reports


# Maintaining Proofs: Updating Revised PowerDMS Documents

**1**

Tasks (2)    Statuses    Attachments

+ Add New Attachment

Filters: None Applied

 PRO Policy and Procedures  
PREA Compliance Manager

**2**

Document has been updated

The PowerDMS Document used for this attachment has been changed.

There is a new active file for the document.

[Compare files](#)    [View active file](#)

Please select your desired action with highlights specific to this document:  
(if you choose to keep highlights they will remain in their original locations on the page. Text that has been added or removed to this document may cause their location to become incorrect so please review them.)


☒ Keep all Highlights  
☐ Delete all Highlights

☐ I understand and want to update this attachment to the PowerDMS Document's active file

[Update Attachment](#)

**This must be selected!**

**3**

 ADMINISTRATIVE POLICIES AND PROCEDURES  
R&M, Inc.

Index #: 101.02  
Effective Date: Jun  
Distribution: ALL  
Supersedes: N/A

Subject: INVESTIGATIVE **REPORTS**

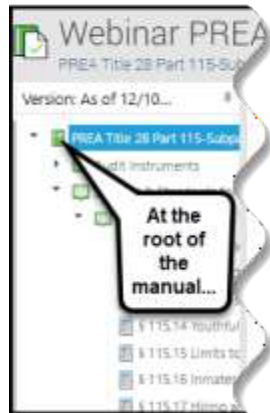
ADMINISTRATIVE POLICIES AND PROCEDURES  
R&M, Inc.

Index #: 001.02    Page 1  
Effective Date: June 13, 2018  
Distribution: ALL  
Supersedes: N/A

**REPORT**



## Preparing Proofs for Audit



9 ▾  
Jails - As of 12/10/2014

Summary Assignment History Tasks Standards Attachments

+ Add New Assignment

User / Group	Role	Responsibility	
admin admin (admin)	PREA Compliance Manager	Participate	
Auditor Auditor (auditor)	PREA Compliance Manager	Observe	
Accreditation Final File Builder	PREA Compliance Team	Participate	
admin admin (admin)	PREA Compliance Team	Participate	
Auditor Auditor (auditor)	PREA Auditor	Participate	

...go to the assignments tab

Gives the ability to "see" attachments

Gives the ability to set a status as an "auditor"

# Attachment: Ordering

POWERDMS.COM

**Protocol Attachment**  
(Written Directive / General Order / Policy or Procedure)

**Process Indicator**  
(Agency documents / Proof of Compliance)

The screenshot displays the 'Attachments' tab in the PowerDMS interface. It features a list of attachments organized into sections. The first section, 'PRO Y1 - Y3 Written policy and procedure', is marked with a red icon and lists items like 'Policy and Procedure for Personnel Policy Manual', 'Organizational chart', 'Sexual harassment', and 'Equal employment opportunity'. The second section, 'PRO Y1 Personnel policy manual', is marked with a blue icon and lists 'personnel policy manual', 'Organizational chart', 'Sexual harassment', and 'Equal employment opportunity'. The third section, 'PI Y1 Video on Personnel practices', is marked with a blue icon and lists 'PI Y1 Video on Personnel practices'. The fourth section, 'PI Y2 Article on employment practices', is marked with a blue icon and lists 'PI Y2 Article on employment practices'. The fifth section, 'OBSV Accessibility to the PPM', is marked with a yellow icon and lists 'OBSV Accessibility to the PPM'. Each section is attributed to the 'Accreditation Manager'.

Attachment Category	Attachment Name	Manager
PRO Y1 - Y3 Written policy and procedure	Policy and Procedure for Personnel Policy Manual	Accreditation Manager
	Organizational chart	Accreditation Manager
	Sexual harassment	Accreditation Manager
	Equal employment opportunity	Accreditation Manager
PRO Y1 Personnel policy manual	personnel policy manual	Accreditation Manager
	Organizational chart	Accreditation Manager
	Sexual harassment	Accreditation Manager
	Equal employment opportunity	Accreditation Manager
PI Y1 Video on Personnel practices	PI Y1 Video on Personnel practices	Accreditation Manager
PI Y2 Article on employment practices	PI Y2 Article on employment practices	Accreditation Manager
OBSV Accessibility to the PPM	OBSV Accessibility to the PPM	Accreditation Manager

Note:

Best practice guides will give you a recommendation of the order in which to present your attachments

# Highlights: Ordering

**Highlights Ordering Based on Bullets:**

Order of Presentation:

1. WD
2. Proof
3. Note(s)

**Order of Highlights for Proofs with Multiple Bullets:**

1. Written Directive (WD)
2. Bullet Letter, Proof, term # applicable to (A.Proof.T1)
  - More than one proof per term will be shown as A. Proof (1).T1, A. Proof (2).T1, etc.
3. Note: INT, OBSV, NO

**Examples**

**Standard with Multiple Bullets and Attachments**

A.WD.1 (For highlight naming: example: A.WD.1 OPS 42-664 Pursuit of Fleeing Felon)

A.WD.2

A.Proof.T1

B.Proof.T2

C.Proof.T3

A.Note:INT.HR Director

D.Note:NO.T123

E.Note: OBSV

F.Note: N/A

**Standard that Has No Bullets**

WD.1

WD.2

Proof.T1

Proof.T2

Proof.T3

Proof.T4

Example from MSLEAC Best Practice Guide

Note:  
Best practice guides will give you an idea of how to order your highlights.





## You Should Now Be Able To:

- Define the difference in your available attachment types
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