



Odyssey CMS Cheat Sheet

- When the person has been adjudicated, add the corresponding NICS event to the case.

Add Event

Type: **NICS: Civil Commitment more than 90 days**

Date: 01/13/2015

Order Signed: 01/13/2015

Party: _____

Judicial Officer: _____

Due: _____ Completed: _____

Comment: _____

Docketable Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

NICSMI	<i>NICS: Civil Commitment more than 90 days</i>
NICSCC	<i>NICS: Civil Commitment up to 90 days</i>
NICSGMI	<i>NICS: Guilty but Mentally Ill</i>
NICSIST	<i>NICS: Incompetent to Stand Trial</i>
NICSNRRI	<i>NICS: Not Responsible by Reason of Insanity</i>

- If the case in the MHA application has at least one numeric identifier when it is initially created in INCite, the information will be sent to NCIS. Once the record has been successfully recorded in the NICS database, the event below will post to the CCS in Odyssey CMS.

NICSMH *NICS: Mental Health Adjudication Submitted Successfully to NICS*

- If the case is created in INCite *without* a numeric identifier, you must update the Mental Health case with the additional information. Once the numeric identifier has been added to the MHA case in INCite, the record will be sent to the NICS database when the updated case is saved. If the Odyssey CMS party record is updated the update ***will not*** flow down to the case in INCite.
- If a MHA case is manually entered into the INCite application, you may add the NICSM event below to the case in Odyssey CMS to show that the case was entered in INCite and submitted to NICS.

NICSM *NICS: Information Manually Added to INCite*