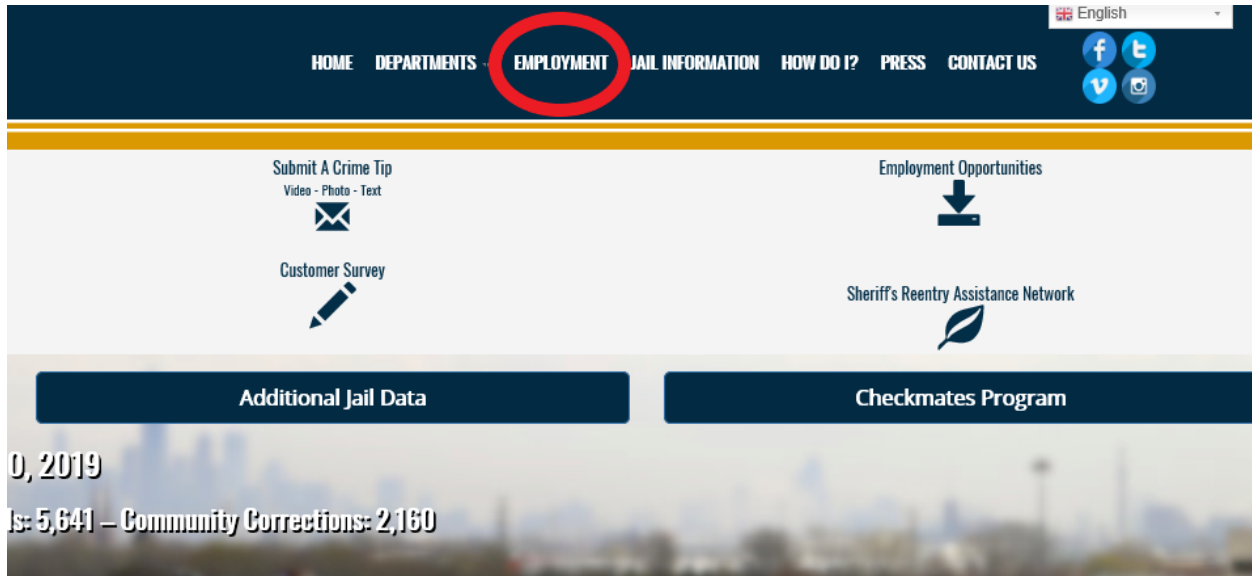


## Home Visit Movement How-To Guide

Navigating to the Home Visit Movement Portal:



English

HOME DEPARTMENTS **EMPLOYMENT** JAIL INFORMATION HOW DO I? PRESS CONTACT US

Submit A Crime Tip  
Video - Photo - Text

Customer Survey

Employment Opportunities

Sheriff's Reentry Assistance Network

Additional Jail Data

Checkmates Program

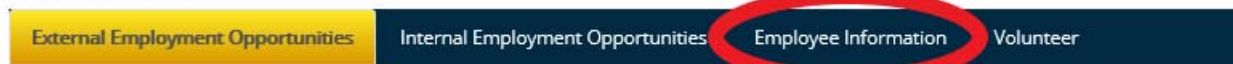
0, 2019  
Is: 5,641 – Community Corrections: 2,160

- Please visit <https://www.cookcountysheriff.org/> and select the **Employment** tab highlighted above



## Employment

Home > Employment



External Employment Opportunities Internal Employment Opportunities **Employee Information** Volunteer

### External Employment Opportunities

Civilian Employment Opportunities

Sworn Employment Opportunities

Internship Opportunities

### Merit Board

- In the **Employment** Section please select the **Employee Information** highlighted above



## Employment

Home > Employment

[External Employment Opportunities](#)

[Internal Employment Opportunities](#)

[Employee Information](#)

[Volunteer](#)

### Employee Information:

[Office of Peer Support](#)

[Sheriff's Employment Action Manual \(S.E.A.M\)](#)

[Professional/Technical Positions List](#)

[Notices for Public Sector Employers and Employees](#)

[Illinois Breastfeeding Laws](#)

[Employee I.O.D. Information](#)

[Employee Email](#)

[Cook County Time and Attendance](#)

[Oracle EBS](#)

[Medical Call-In](#)

### IVR Job Aide Documents:

[FMLA Calls](#)

[Sick Day & Duty Injury Calls](#)

[Medical Call-in FAQ](#)

[Duty Status Form](#)

- Once in the **Employee Information** Section, select the **Medical Movement** section highlighted above

### MEDICAL CALL IN APPLICATION

Login

ex: LEyour login

Password

 Notice: IVR Absence may take up to five minutes to update this employee portal.

- On this screen please enter your LE login and password to access your medical movement portal
  - **This is the same information used to login to your CCSO computer**
  - **The LE\ is already present and there is no need to enter this information**

### Navigating the Movement Portal

Once logged into the portal, please follow these steps to input your medical movement:



The screenshot shows the 'Home Visit Audit' portal. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this is the 'EMPLOYEE INFORMATION' section, which contains a table with columns for Name, JDE, and Absence Date. Two rows of data are visible, each with a 'Select' button. The footer of the page reads '© 2019 Cook County Sheriff's Office - Bureau of Information and Technology'.

Name	JDE	Absence Date	
[REDACTED]	[REDACTED]	5/13/2019 12:00:00 AM	Select
[REDACTED]	[REDACTED]	5/13/2019 12:00:00 AM	Select

- In the above screen:
  - IF you have multiple call-ins for multiple days your login screen will look like this. Please **SELECT** the appropriate day you would like enter movement for

Home Visit Audit

Home

Help

EMPLOYEE INFORMATION

Employee

First Name [Redacted] Last Name [Redacted]

JDE Number [Redacted] Star Number [Redacted]

RDO [Redacted] Sworn

Shift [Redacted]

Address Information

Are your home address and phone number correct in our file?  Yes  No

Address [Redacted] Apt. [Redacted] City [Redacted] State [Redacted] ZipCode [Redacted]

Phone Number [Redacted] Second Phone Number [Redacted] Email Address [Redacted]

- Once the appropriate date has been selected, you will be directed to the above screen
- Please review and confirm if your home address and phone number are correct.
  - If they are correct, please select **YES** in the highlighted section
- If the information is incorrect, please select **NO** in the highlighted section
  - If **NO**, a new section will appear for you to enter your updated address and phone number
    - **THIS IS A ONE TIME CHANGE AND WILL NOT UPDATE ORACLE EBS. AFTER THIS MOVEMENT ENTRY IS COMPLETE, PLEASE ACCESS ORACLE EBS TO UPDATE YOUR INFORMATION.**

Address Information

Are your home address and phone number correct in our file?  Yes  No

Address [Redacted] Apt. [Redacted] City [Redacted] State [Redacted] ZipCode [Redacted]

Phone Number [Redacted] Second Phone Number [Redacted] Email Address [Redacted]

**NEW ADDRESS:** **2023 Please update your address in Oracle employee self service**

Address [Redacted] Apt. [Redacted] City [Redacted] State [Redacted] ZipCode [Redacted]

Phone Number [Redacted] Second Phone Number [Redacted]

- After your address and phone number have been confirmed, please scroll down to the **AVAILABILITY** section
  - If you will be home all day, select **YES** in the highlighted section
  - If you will not be home all day, select **NO** in the highlighted section
    - If **NO** is selected, **please select the ADD ALTERNATIVE LOCATION button** for a new section **to** appear and prompt you to input your alternative address(es)
    - Select ADD ALTERNATIVE LOCATION
      - **Multiple addresses can be entered in this section to cover multiple movement during your shift**

- In this section, please enter the following information for each movement:
  - Timeframe, location name, address, city, state and zip code for your alternative location
    - **If you will be at a specific location for the duration of your shift please select Entire Shift**

- **ONCE A MOVEMENT HAS BEEN SAVED, IT CANNOT BE EDITED OR DELETED. TO CORRECT A MISTAKE, PLEASE CREATE A NEW ENTRY WITH THE CORRECT INFORMATION.**

- **If you have any additional notes, you can enter those in the following section:**

- Once you have reviewed the information and confirmed everything is correct, please select **SAVE RESPONSE** to save your movement and send to the home check team automatically
- Once the record has been saved, the following screen will appear:

- To access your information again, please use the **SEARCH** function to search your JDE
  - This will redirect you to your Medical Movement record(s) to input more movement