

How To Use the OMS Provider Portal

Follow these quick steps to manage enrollments, violation reports, notes, and disenrollments in the Offender Management System (OMS).

■ Enroll an Offender

1. Click the Enroll Offender button above.
2. Fill in all required fields (name, case number, device ID, supervision details).
3. Submit to instantly register the offender in the statewide OMS database.
4. Enrollment records are immediately sent to the jail, court, district attorney office, and bonding company and instantly available to all law enforcement agencies across the state.

■ Submit a Violation Report

1. Click the Submit Violation button.
2. Provide incident details (date, time, description, violation type).
3. Please ensure that you have marked YES for violation report.
4. Attach any supporting notes or documents if applicable.
5. Once submitted, the violation is instantly sent via email to the Courts, District Attorneys, and bonding company. This information is also available to all law enforcement agencies across the state.

■ Add a Note

1. Click the Add Note button.
2. Enter your case note in the provided form.
3. Please ensure that if this is not intended to be sent to the court that the Violation Report option is NO. This will ensure that the note is simply added to the file.
4. Notes are permanently stored in OMS and accessible to authorized agencies.
5. Use notes to track compliance, communication, or case progress.

■ Disenroll an Offender

1. Click the Disenroll Offender button.
2. Enter the Offender's last name and select your offender from the dropdown.
3. Change the Enrollment Status to Inactive and enter the date of disenrollment.
4. Enter the reason for closing supervision (case closed, device removed, transfer, etc.).
5. Submit to finalize records and close the offender's active enrollment.
6. The disenrollment is logged permanently for compliance tracking and emailed to the court, district attorney's office, and bonding company immediately upon clicking submit.

■ Provider Registration

1. Click the Provider Registration card above.
2. Click the Add Provider Agency card above.
3. Fill out your organization's contact info and compliance details.
4. Keep this updated to remain in good standing with Louisiana's statutes.
5. Click on the link that says Set-up Login Credentials here, to begin using OMS.
6. Click on Sign up as a Provider and enter your email and desired password.

Need help? Email gps@asapgps.org or call 985-774-0128