

Report to the Commission on Improving the Status of Children in Indiana

How We Serve Vulnerable Youth and Data We Collect

By Indiana Judicial Branch and its Administrative Offices

For

August 21, 2013 Meeting

The Indiana judiciary serves a crucial role in the lives of vulnerable youth. Judges and juvenile probation officers are the gate-keepers at every step of the juvenile justice process, from referral, to detention, to adjudication, to placement. Of the 1.6 million cases that Indiana's courts received in 2012, over 70,000 involved juveniles. Although a relatively small number compared to the total, cases involving juveniles are some of the most complex and time-consuming matters that judges hear. These cases include delinquency petitions for status and non-status offenses, paternity petitions, Child in Need of Services (CHINS) petitions, and other juvenile miscellaneous matters, such as informal adjustments. In addition to the juvenile cases, the courts received about 4,000 new adoption petitions, 36,000 domestic relations cases, and 2,600 reciprocal support petitions in 2012. The majority of these cases affect children.

Every Indiana trial court has juvenile jurisdiction. However, in counties with multiple courts, usually only one of those courts handles the juvenile caseload. The more populous counties, which have high juvenile caseloads, usually have a specialized juvenile division that handles only juvenile cases. Approximately 140 Indiana judicial officers work on the juvenile caseload.

Each county court system also employs probation officers who are an integral part of the court system. In 2012, juvenile probation officers received approximately 43,000 new juvenile referrals and 18,400 new juvenile supervisions.

Indiana's Supreme Court, through its Division of State Court Administration, manages one of the nation's most active programs of volunteer Guardians ad Litem/Court Appointed Special Advocates (GAL/CASA). The General Assembly has appropriated \$2.9 million for each

of the biannual budget years to be used as county matching funds to help support the GAL/CASA program.

There are 21 juvenile detention centers in Indiana. Eleven of the detention centers are owned and operated by the court. The other 10 are owned and operated by private entities.

The Indiana Supreme Court is generally responsible for setting policies and procedures regarding how the courts operate and handle cases. Under its constitutional supervisory authority, the Supreme Court has traditionally established rules of procedure for civil and criminal matters. However, the Supreme Court has few rules that regulate the juvenile law process specifically. One such rule is Administrative Rule 9, which deals with confidentiality and access to court records, including juvenile court records. The Supreme Court presently has before it a rule proposal, which requires any waiver of the right to counsel by a child alleged to be a delinquent to be made in open court, on the record, in writing, and in the presence of the child's attorney. This amendment was recommended by the Supreme Court Rules Committee, the Indiana State Bar Association and several other entities.

In most other aspects of the juvenile court process, the Legislature has acted and taken the lead in setting procedures and time limits. In addition, federal regulations, which greatly affect the availability of federal funds, often control juvenile procedure and time limits. Thus, the way juvenile cases are processed by our courts is controlled to a large extent by statutory provisions.

The Indiana Supreme Court has participated in three national summits on children and one summit on school/justice system collaboration. In each instance, the Court convened a multidisciplinary team, which interacted with national leaders and other state systems to develop action plans that would improve the services Indiana provides to vulnerable youth. The team reports from all four summits are available upon request. Not surprising, a common thread through all of the reports and action plans is the need for improved data collection, improved collaboration, improving the way we serve dual jurisdiction children, reducing the disproportional treatment of minority children, and other common themes.

Prior to the legislative creation of the Commission, Court staff sought the assistance of the National Center for State Courts (NCSC). The NCSC, with funding from Casey, helped the many Indiana entities working in the juvenile arena develop a strategic plan for convening an Indiana children's commission. The NCSC report and the list of Indiana entities working in the juvenile field are available on request.

A. Judicial Conference of Indiana

The Judicial Conference of Indiana, which is staffed by the Indiana Judicial Center, has certain statutory supervisory responsibility over probation services, including juvenile probation. The Conference is a statutorily created body, comprised of all Indiana justices and judge of courts of record. The Conference works through several subject matter committees. The following committees work in the juvenile justice arena:

I. Committees

The Juvenile Justice Improvement Committee of the Judicial Conference of Indiana works in the area of juvenile justice. It serves as a liaison with state and private agencies that work with juveniles, discusses policy matters that affect juveniles, and reviews legislation concerning juveniles and juvenile courts. This committee meets approximately seven (7) times per year. The Indiana Judicial Center provides staff support. Contact person: Jeffrey Bercovitz, (317) 232-1313; in.gov/judiciary/center.

The Juvenile Benchbook Committee of the Judicial Conference is made up of judges and magistrates with juvenile jurisdiction. The Committee writes and edits two benchbooks covering four distinct topics: Child in Need of Services (CHINS), Paternity, Termination of the Parent Child Relationship (TPR), and Delinquency. The Indiana Judicial Center provides staff support. Contact person: Anne Jordan (317) 232-1313; in.gov/judiciary/center.

Disproportionate Minority Contact Definitions Committee. The federal Office of Juvenile Justice and Delinquency Prevention requires states that receive certain federal funds collect statistics on ten (10) juvenile case decision points defined by them or by the local state. The Disproportionate Minority Contact Definitions Committee is drafting definitions tailored for Indiana for the ten (10) juvenile case decision points and reviewing the methodology for the collection of this data. Contact person: Jeffrey Bercovitz, (317) 232-1313; in.gov/judiciary/center. (See later report on data gathered by the Indiana Criminal Justice Institute.)

The Child Welfare Improvement Committee is a statewide multidisciplinary committee made up of judges and magistrates with juvenile court jurisdiction, Department of Child Services (DCS) representatives, and other child welfare stakeholders. The committee advises the Court on the focus of the Indiana Court Improvement Program (CIP) and meets regularly to identify and address barriers to safety, permanency and well-being; review child welfare related policies and procedures; share data and other information, and plan CIP events. The Indiana Judicial Center and the Division of State Court Administration provide staff support. Contact persons: Angela Reid-Brown, (317) 232-1313 and Elana Salzman (317) 232-2542; in.gov/judiciary/center. (See later report on CIP data initiative.)

The Dual Jurisdiction Youth Committee of the Court Improvement Program was formed to establish statewide policies and procedures for handling cases in which a child is adjudicated a CHINS and as a Delinquent Child. The committee is made up of judges and magistrates with juvenile court jurisdiction and DCS staff. The Indiana Judicial Center and the Division of State Court Administration provide staff support. Contact person: Angela Reid-Brown (317) 232-1313; in.gov/judiciary/center.

The Domestic Relations Committee of the Judicial Conference is beginning work on revisions to Indiana's Child Support Guidelines. They previously recommended revisions to Indiana's child-centered Parenting Time guidelines to the Indiana Supreme Court. They also established recommended standards for countywide domestic relations ADR plans. The Indiana

Judicial Center provides staff support. Contact person: Jeffrey Bercovitz, (317) 232-1313; in.gov/judiciary/center.

The Probation Officers Advisory Board of the Judicial Conference consists of Indiana probation officers elected from 17 districts, as well as six probation officers appointed by the Chief Justice. The Advisory Board meets quarterly and works on issues relevant to improving probation services. In particular, the Advisory Board has worked to modernize Indiana's risk and needs assessment instruments, published a Best Practices Guide, and has worked to integrate evidence-based practices into educational programs. Contact person: Jenny Bauer (317) 232-1313; in.gov/judiciary/center.

The Probation Committee of the Judicial Conference works on probation officer standards and procedures, drafts forms for criminal courts that handle probation matters, and reviews recent legislation affecting probation. Committee projects have included updating the probation officers salary schedule and reviewing the Interstate Compact for Adult Offender Supervision. The committee also reviews the probation forms, procedures, and guidelines proposed by the Probation Officers Advisory Board. This committee meets quarterly. The Indiana Judicial Center provides staff support. Contact person: Jenny Bauer (317) 232-1313; in.gov/judiciary/center.

II. Number of Juveniles on Home Detention

Pursuant to a statutory requirement, the Indiana Judicial Center, as the staff agency of the Judicial Conference of Indiana, collects data and publishes an annual report on the number of adjudicated juvenile delinquents (and adults) placed on home detention after adjudication. Each probation department and/or the local community corrections agency must complete the report if the courts in the county have a home detention program. The collected data reflects the following:

- **Juveniles on home detention:**
 - number of non-status adjudicated juvenile delinquent offenders placed on home detention. (The juvenile offenders are counted under the offense class that would be a crime if committed by an adult, such as Class D felony, misdemeanor, etc.)
 - number of non-status adjudicated juvenile delinquent offenders that complete home detention
 - the type of completion
 - successful completion
 - commitment to Department of Corrections (DOC)
 - committed to county jail
 - placed in secure detention
 - placed on probation
 - placed in community corrections
 - placed back on home detention

- absconded
 - dismissed
 - other
- **Financial information**
 - Average expense per person per day (based on cost of program overhead such as personnel expenses, building; equipment, supplies, etc.)
 - Amount of home detention fees collected by the agency for the year

A. Indiana Supreme Court Division of State Court Administration

The Supreme Court's Division of State Court Administration (Division) also plays a key role in the delivery of services to vulnerable youth, especially through automation projects and data collection. The Division generally assists the Chief Justice and Indiana Supreme Court in their leadership role as the administrators and managers of Indiana's judicial system, its courts, officers, and related offices and programs. In particular, the Division:

- Collects and reports information on the judicial workload of all courts and their related offices such as juvenile probation;
- Provides information technology services and manages automated data gathering applications, which include an automated juvenile risk assessment tool, the collection of timeliness measures in CHINS cases, and an automated abstract of judgment application for offenders going to the Department of Corrections (DOC);
- Administers the Indiana volunteer based GAL/CASA program and collects data on appointments and services; and,
- Manages the Family Court Project whose goal is to streamline procedures and coordinate processes for families going through the justice system.

I. Data from Annual Judicial Service Report and Probation Report

Every year, the Division publishes an annual *Judicial Service Report* and *Indiana Probation Report*, which reflect detailed court-by-court data on judicial caseloads, general court finances and probation information. The data for 2012 reports has been submitted to Casey and will be posted on the judiciary's website.

The data include:

- **Number of cases filed and disposed**
 - juvenile status offenses
 - juvenile delinquency offenses
 - paternity
 - miscellaneous (mostly informal adjustments)
 - termination of parental rights

- domestic relations, including petitions for separation, custody, support
- reciprocal support cases
- appearing without attorneys

- **Method of case disposition**

For each case type, there are data on the number of cases disposed by:

- jury trial
- bench trial
- bench disposition (judicial decision without trial)
- dismissal
- guilty plea/admission
- default
- deferred/diverted (by prosecutor)
- by a traffic violations bureau (for traffic cases)
- closed
- failure to pay/failure to appear (mostly for traffic)
- other

- **Juvenile probation data – referrals**

- referrals for status offenses – pending on 1/1; received; disposed; pending on 12/31
- referrals for non-status offenses – pending on 1/1; received; disposed; pending on 12/31

Type of disposition of referrals:

- recommendation to refer to another agency
- recommendation to adjust informally
- recommendation to dismiss
- recommendation to file petition child is delinquent or a status offender
- recommendation to waive to criminal court
- other recommendation

- **Juvenile probation data – supervisions**

- supervisions for status offenses – pending on 1/1; received; disposed; pending on 12/31
- supervisions for non-status offenses
- received post-judgment for non-status offenses
- received post-judgment for status offenses
- received as informal adjustment for non-status offenses
- received as informal adjustment for status offenses
- received from another county within Indiana

- received from another state
- **Juvenile probation data - disposition of supervisions**
 - supervision disposed by completing probation
 - supervision disposed by commitment to DOC
 - supervision disposed by intra/inter-state transfer
- **Supervision levels** – high medium or low, based on relative risk of committing a new offense while on probation.
- **Juvenile supervisions where convicted due to substance abuse offenses**
- **Number of pre-disposition reports completed**
- **Number of progress reports completed**
- **Juvenile Probation – demographic data from juvenile law services report**

Of status delinquents on probation supervisions, how many are:

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Multi-racial
- Hispanic
- non-Hispanic
- Of each of the above, how many are male or female
- Of each of the above, how many are ages 0-5; 6-9; 10-12; 13-16; 17; 18+

Same data as above are collected for non-status delinquents on probation supervision and for miscellaneous juvenile supervisions, which are primarily informal adjustments.

- **Other judicial system data is also gathered and reported on:**
 - public defender appointments and expenditures
 - court interpreter services
 - *pro se* appearances
 - alternative dispute resolution (ADR) referrals
 - senior judge service
 - GAL/CASA services
 - court-funded ADR programs in family cases

- collection of all court costs and fees
- state, county and local expenditures on the operation of courts and probation departments
- restitution amounts collected

II. Data from CHINS Timeliness Measures (CIP Program)

The Indiana Supreme Court participates in a national Court Improvement Program (CIP), funded through a direct federal grant program to the state court systems. The program is aimed at reducing the time children spend in foster care and speeding up the time in which children reach permanency. The program provides funds for collaborative education, data collection, and general assistance at the state or local level for projects that advance the program goals.

A key focus of this initiative is collection of empirical data that allow court systems to review their processes and practices in order to improve timeliness and outcomes. In 2012, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) required all state courts to collect and report on five timeliness measures. The five are:

1. **Time to permanent placement:** This measures the number of days from the filing of a CHINS petition to the termination of CHINS wardship.
2. **Time to first permanency hearing:** This measures the number of days from the filing of a CHINS petition to the date of the first permanency hearing.
3. **Time to the filing of the termination of parental rights petition:** This measures the time from the filing of the CHINS petition to the date of the filing of the TPR petition.
4. **Time to termination of parental rights:** This measures the number of days from the filing of the CHINS petition to the date of the order terminating parental rights.
5. **Time to all subsequent permanency hearings:** This measures the number of days from the first permanency hearing to the second permanency hearing; the time from the second permanency hearing to the third; and so forth.

The Indiana Supreme Court promulgated an administrative rule which requires all courts handling CHINS cases to collect and report the relevant data, and the Division is implementing this requirement through a new data collection process. Thus, starting this year, the above data points are being collected for all CHINS cases filed after October 1, 2007, in which the wardship was terminated during the 2012 federal fiscal year, which is October 1, 2012, to September 30, 2013.

This reporting requirement is now part of the Supreme Court administrative rules, and the data will continue to be collected for all subsequent years.

III. Data from Risk Assessment (Indiana Youth Assessment System)

During 2011, Indiana adopted an evidence-based risk/needs assessment system for its juvenile justice system. Effective use of such evidence-based risk/needs assessment tools is a

proven way of rehabilitating offenders, reducing recidivism, and increasing public safety. The foundation for implementing evidence-based risk/needs is the use of evidence-based practices. The term evidence-based practices refers to the use of empirical data derived through scientific research from juvenile and criminal justice systems which identify factors about an offender that enable an assessment to be made of the offender's likelihood to reoffend. These practices also provide techniques and programs that have been proven effective in reducing such risks.

The Indiana Youth Assessment System, (IYAS) is designed to be used at key stages in the juvenile justice process to help guide decisions, allocate resources, measure changes and ultimately improve public safety. After being validated for use in Indiana, the IYAS, which was developed by the University of Cincinnati, was automated by the Division. It is now available through a custom application in INcite, the Supreme Court's extranet. INcite houses some 20 other court information sharing applications that are used by 20,000 registered users.

The automated IYAS process includes (1) a semi-structured interview with the offender; (2) a file review; and, (3) gathering of necessary collateral information. Collected factors include:

- history with the justice system
- employment and education
- family and social support
- substance abuse and mental health
- peers
- attitudes and behavioral patterns.

The system and its maintenance are supported by the Supreme Court and are free to all users. Juvenile justice agencies using this risk assessment tool now have a single electronic means for scoring. Other benefits are:

- important offender information is easily shared among all users
- each entity using the application can build on existing information
- there is no need for duplication of work or data entry
- supervisors and administrators can run reports and analyze aggregate data to examine their program's effectiveness
- since all offender data throughout the state is stored in one location and one system, the data collection and periodic review and revalidation are greatly simplified
- users have immediate access to most recent versions, documents, instructions, etc.

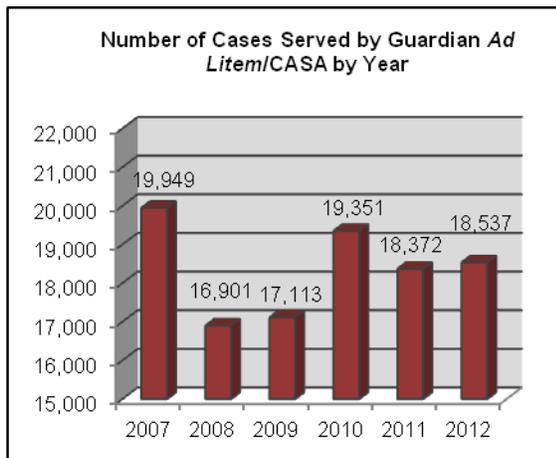
To date, nearly 94,000 assessments were completed on juveniles. However, many of the courts using the Juvenile Detention Alternatives Initiative (JDAI) model use risk assessment instruments that focus on local variables, and they do not necessarily complete the state tool. This means that the data regarding these juveniles cannot be incorporated and compiled in the state IYAS database, thus somewhat reducing the usefulness of the IYAS.

See attached:

- Judicial Conference of Indiana, Board of Directors policy, adopted January 15, 2010
- Detention scoring tool
- Diversion Tool
- Disposition Scoring Tool
- Disposition Screener Scoring Tool
- Residential Scoring tool
- Reentry scoring tool
- Project Status: Deployed statewide in 2011

IV. GAL/CASA data

The Division administers the Indiana Office of GAL/CASA, which provides matching grants to certified, volunteer-based programs that advocate for abused and neglected children. Seventy-three of Indiana's 92 counties have programs that were certified and received state GAL/CASA matching funds in 2012. Indiana law requires the appointment of a GAL/CASA to serve as the voice of the child in every abuse and neglect and termination of parental rights cases. Following is a report on the number of such appointments:

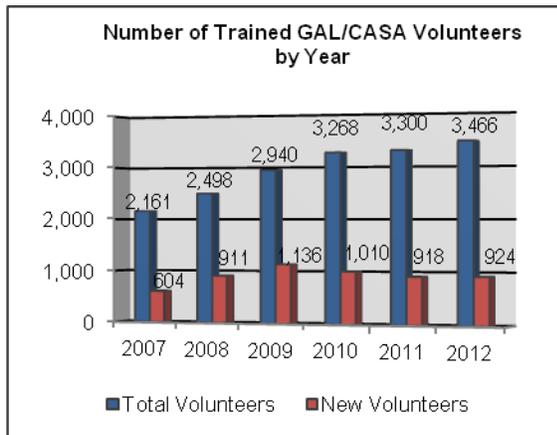


GAL/CASA programs recruit, screen, train and supervise volunteers from the community to serve as the GAL/CASA for children involved in the child welfare system. By using trained volunteers instead of paid attorneys to advocate for the best interests of children, the State of Indiana saves an estimated \$16.6 million dollars each year. Volunteers have extensive contact with the child; they advocate for and, therefore, can provide important information to the courts about the child's safety, needs, desires, education, placement and well-being, resulting in better decisions for Indiana's families and children.

- There were 3,466 active GAL/CASA volunteers in Indiana in 2012, including 924 newly trained volunteers.

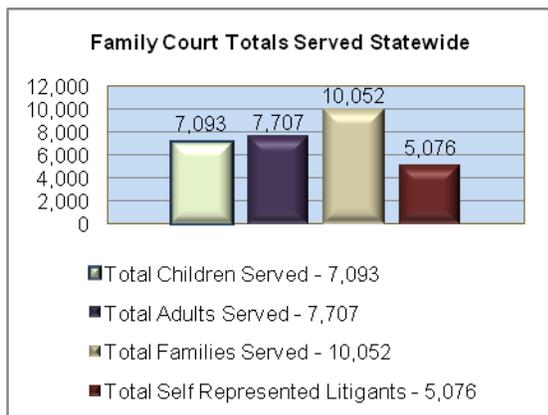
- GAL/CASA volunteers advocated for 18,537 children in child abuse and neglect and termination of parental rights cases.
- GAL/CASA volunteers had at least 155,210 contacts with the children they advocated for in 2012.

GAL/CASA volunteers donated an estimated 332,733 hours of their time.



V. FAMILY COURT PROJECT

The Family Court Project was initiated in 1999 as a cooperative effort between the Indiana General Assembly and the Indiana Supreme Court to develop common sense models to serve children and families in our courts. The initial emphasis of the project was the coordination of families who have multiple cases pending before multiple judges. Over the years, programming expanded to include non-adversarial dispute resolution and other processes. Presently, the project focuses on three areas: Alternative Dispute Resolution/Early Case Management, Assistance for Self-Represented Litigants, and Court-Related Services. Programming types included service referral, direct service case management, truancy programming, assistance for self-represented litigants, mental health related services, and high-risk screening. During calendar year 2012, 27 counties participated in the Family Court project.



Prompted by the success of this project, the Indiana Supreme Court promulgated Indiana Trial Rule 81.1, which establishes special procedures for cases involving family or household members. The rule enables all Indiana courts to avail themselves of special rules, which make it easier for the courts to handle multiple cases involving the same family.

VI. *Helping Indiana Courts Deal with Domestic Violence*

The problem of domestic violence affects many children in Hoosier households. Last year, on one day alone—September 12, 2012—over 1,100 victims of domestic violence and their children stayed in emergency shelters in the state of Indiana; on that same day, over 440 victims called the state’s domestic violence hotline. Domestic violence also accounts for a good deal of the judicial system’s work. For the entire year of 2012, people seeking protection from family violence, stalking, and sexual violence filed 36,313 protection order cases in Indiana courts. Many of those cases involved adults with a child in common, and study upon study has proven that lasting harm results when children grow up in violent homes.

The devastating effects of children’s exposure to family violence is just one of the reasons that the Division of State Court Administration applied for, and received, a STOP grant from the Justice Department’s Office on Violence Against Women for a domestic violence resource attorney, so that there would be single point of contact for courts and professionals seeking information, technical assistance, and training on issues related to court processing of cases involving family violence. In 2012, over 110 judicial officers received training on dealing with domestic violence. The Division continues to coordinating with other stakeholders within and outside of the court system to ensure that Indiana’s courts provide responsive, meaningful assistance to all victims of family violence—including those who are children.

VII. *Pending Automation Projects that Would Enhance Juvenile Data Reporting*

a. *Data from Disproportionate Minority Contact Project (Also, see Executive Summary from ICJI and Disproportionate Minority Contact (DMC) Report and information from ICJI regarding their concerns and projects.)*

The Juvenile Justice Delinquency Prevention Act (JJDP A) of 2002 requires states to report on their progress in reducing the overrepresentation of minority youth in the juvenile justice system. This federal law provides funding to states that comply with the specified requirements. Presently, the JJDP A requires data on nine decision points as the *minimum* requirements. The ICJI is tasked with ensuring that Indiana achieves and maintains compliance with these federal requirements. In early 2012, the ICJI, with the assistance of the Indiana University Center for Criminal Justice Research, completed a statewide DMC data collection project. During this project, data were manually collected from all of Indiana’s 92 counties for eight of the nine decision points (arrest was excluded), and for all juvenile referrals received by each jurisdiction from 2005 through 2009.

Although Indiana has now compiled the DMC data for the prior years, it is apparent that the manual data collection efforts cannot continue. The manual data collection project for the 2012 DMC report took 30 researchers over 1.5 years to complete. Thus, the ICJI is working with the Indiana Judicial Center and Division to enable the continuous collection of DMC data. We are developing a repository which will receive standardized DMC data from the four main juvenile probation case management systems used throughout the state. The project is operational in three pilot counties.

See attached DMC sample layout.

b. Preliminary Inquiry, Predispositional Report and Modification Report Project. Project Status: Anticipated completion date at the end of 2013 if funding is available.

The Judicial Conference of Indiana first developed a *Preliminary Inquiry* (PI) and *Predispositional Report* (PDR) in 1994 in accordance with the wishes of judges and probation officers. The preliminary inquiry is used to provide the court with basic information regarding the offender. Because this report is associated with the initial entry of the youth into the juvenile justice system, the PI oftentimes contains very limited initial information. Thus, the PI is not intended to be a comprehensive review of all issues that may be necessary for disposition. However, when appropriate, the PI may also serve as a PDR in those instances in which the court proceeds to disposition at the time of the initial hearing.

The PDR provides information to the court for making an appropriate disposition. The PDR contains the most complete and accurate information about all aspects of the case, including a recommendation about disposition, when appropriate.

The *Modification Report* is used for a very similar purpose as the PDR to modify an existing disposition. It reflects only new and/or updated information; it is not designed to repeat details already included in the original PDR.

In 2011, the Probation Officer Advisory Board, under the direction of the Indiana Judicial Center, revised and standardized the PI, PDR, and *Modification Report* based on the risk assessment results from the newly implemented IYAS.

Once the disposition has been entered, the PDR becomes the cornerstone of a juvenile intervention plan. Information in the report can be used to develop case plans as well as supervision plans. Additional information can be attached as the juvenile progresses through the juvenile justice system so that each successive correctional component will have the benefit of a complete juvenile profile.

In late 2012, the Division began automating these three standardized reports as an INCite application so that the information on all juveniles can be shared among all

probation officers statewide. A task force of six juvenile probation officers and staff from the Indiana Judicial Center are the key participants helping guide the requirements and format for the new INcite application. It is anticipated that the application will be ready to implement statewide by the end of 2013. Once implemented, the automated reports can be queried for various data elements.

See attached *Preliminary Inquiry, Predispositional Report and Modification Report* and the sort of information collected in these reports.

c. DCS Attorney Case Tracking System Project Status: 12 to 18 months to completion.

In 2011, DCS attorneys approached the Division about their need to access court case information electronically in the counties that used Odyssey as a CMS. Through communication with the Deputy General Counsel of the DCS, it was determined that the DCS attorneys did not have a case management system to track their caseload or create the required court pleadings for all juvenile case types (JC, JD, JS, JT, JP and JM). Additionally, the DCS attorneys do not have electronic access to the court case information or the court's calendar in Odyssey.

Division staff, in partnership with DCS, determined that an INcite application could be built to provide DCS attorneys with access to their case data in Odyssey and this application could allow them to obtain court calendar information as well as the ability to generate all pleadings and proposed orders in a single system.

The Division has worked closely with DCS to identify the functional requirements for a DCS Attorney Case Tracking System. The requirements document was finalized in 2012. We anticipate to start development this fall. This application will also have significant capabilities for generating reports.

See attached DCS Attorney System Requirements.

d. DCS IV-D Civil Writ/Warrant Registry. Project Status: Anticipate completion during 1st Quarter of 2014.

The state of Indiana does not have a centralized database for civil warrants or writs of attachment issued in child support cases. This information is not in the Indiana Data and Communications System. At the request of Cynthia Longest, IV-D Director for DCS, the Division is developing a web-based application that will track warrants/writs of attachment issued from IV-D courts. This application will be a centralized database that can be accessed by courts, clerks, prosecutors and law enforcement statewide. The application will allow the warrant/writ of attachment information to be entered, edited, viewed, and printed 24/7.

See attached DCS IV-D Warrant Registry requirements.

e. **Juvenile System Interface.** Project Status: Deployment in 4th Quarter of 2013.

Indiana's courts use several different case management systems (CMS) to track and manage juvenile cases. The courts in the more populous counties use a CMS, which was custom designed for Indiana juvenile courts, called Quest.

A Division team is working with Quest to develop an interface so that courts using Quest can now view cases in Odyssey and vice versa. This not only enables courts to see related case information in other counties, it also has a great potential for building applications that could pull data on the same juveniles from the two different systems. We anticipate completion and deployment in the 4th quarter of 2013.

State Court Administration / JTAC

Juvenile Projects

Delinquency

Risk Assessment (Indiana Youth Assessment System – IYAS)

A successful partnership between the Indiana Judicial Center and the Division of State Court Administration's Judicial Technology and Automation Committee (JTAC) resulted in the statewide release of the INcite Risk Assessment Application in January 2011. The Indiana Youth Assessment System (IYAS) for juveniles and the Indiana Risk Assessment System (IRAS) for adults are each comprised of six assessment instruments, for a total of 12 tools in all. Each of the instruments are used during specific points of the juvenile and criminal justice processes to help determine an offender's risk to reoffend and identify criminogenic needs. Information gathered from the risk assessment tools allows users to develop individualized case plans for offenders with the goal of reducing recidivism.

Prior to the Indiana Judicial Center's implementation of the IYAS and IRAS, criminal justice agencies throughout the state used a variety of risk and needs assessment tools to determine an offender's risk to reoffend. The use of multiple instruments led to inconsistent levels of supervision across agencies and made it more difficult to measure outcomes or results when evaluating the effectiveness of local programs. Additionally, criminal justice agencies traditionally did not have the means to easily share assessment data on mutual clients as they progressed through the justice system.

JTAC received valuable guidance from the Indiana Judicial Center and representatives from the fields of probation and community corrections, as well as the Indiana Department of Correction to develop the electronic means for scoring and storing the results to the risk assessment tools. The main objectives behind the development of the INcite Risk Assessment Application were to improve communication between criminal justice agencies, contribute to continuity of services for offenders, and store statewide aggregate data needed for revalidation of the tools. To date, over 418,000 risk assessments have been completed in INcite by almost 2,600 users statewide; nearly 94,000 of these assessments were completed on juveniles.

Please see attached samples of each of the six juvenile assessment tools.

Disproportionate Minority Contact Project

The Juvenile Justice Delinquency Prevention Act (JJDP) of 2002 requires states to report on and address their progress in reducing the overrepresentation of minority youth in the juvenile justice system. This federal law provides funding to states that comply with the specified requirements. The Disproportionate Minority Contact (DMC) report analyzes 9 key decision points in the juvenile justice process: arrest, referral, diversion, detention, petition filed, found delinquent, probation, secure confinement and waiver to adult court. These 9 decision points are the *minimum* requirements for the State of Indiana; however, the Indiana Judicial Center recently developed a committee to review the federal definitions to see if there were any additional decision points we as a state should be looking at. This committee also refined the definitions so they were applicable to Indiana's unique terminology, statutes and practices.

The Indiana Criminal Justice Institute (ICJI) is tasked with ensuring that Indiana achieves and maintains compliance with these federal requirements. In early 2012, the Indiana Criminal Justice Institute, with the assistance of the Indiana University Center for Criminal Justice Research, completed a statewide DMC data collection project. During this project, data was manually collected for all of Indiana's 92 counties, for 8 of the 9 decision points (arrest was excluded), for all juvenile referrals received by each jurisdiction from 2005 through 2009. The project was designed to help determine if disproportionate minority contact exists across of the state and, if so, to what extent. Although Indiana is now in compliance with the DMC requirement, it is apparent that the manual data collection efforts cannot continue. The manual data collection project for the 2012 DMC report took 30 researchers over 1.5 years to complete. Consequently, the Indiana Criminal Justice Institute partnered with the Indiana Judicial Center and JTAC to develop a statewide DMC data repository. The repository will be developed with the goal of receiving standardized DMC data from the four main juvenile probation case management systems used throughout the state: Odyssey Supervision, Quest, Computer Systems, Inc. (CSI) and Paperless Business Solutions (PBS).

Odyssey Supervision is a product center of the Odyssey Case Management System and is being used by 25 juvenile probation departments in Indiana. JTAC has built a project which will allow the retrieval of all juvenile referrals for these departments and generation of a report pertaining to each of the key DMC decision points.

Please see an attached example of the data elements captured from Odyssey Supervision for the DMC report.

Preliminary Inquiry, Predispositional Report and Modification Report Project

The Judicial Conference of Indiana first developed the *Preliminary Inquiry* (PI) and *Predispositional Report* (PDR) in 1994 in accordance with the wishes of judges and probation officers. The primary use of the preliminary inquiry is to provide the court with basic information regarding the offender. Based on this information, an appropriate decision can be made regarding probable cause and detention/release options. Because this report is associated with the initial entry of the youth into the juvenile justice system, the preliminary inquiry oftentimes contains very limited information because this limited information can be gathered quickly and with little effort. In most instances, the probation officer will have to rely on what is reported to them by parents or the youth and/or information gathered during previous referrals. Subsequently, it is not intended to be a comprehensive review of all topics that may be necessary for disposition. However, when appropriate, the preliminary inquiry may also serve as a predispositional report in those instances in which the court proceeds to disposition at the time of the initial hearing. The primary use of the predispositional report is to provide information to the Court which is essential to the judge in making an appropriate disposition. Complete and accurate information about all aspects of the case, with a recommendation when appropriate, enhances the Court's ability to order a disposition which represents the best interests of the juvenile, the family and the community.

Based on statutory changes over the years, these reports have been modified and the changes have been made available as Word documents to probation departments throughout the state. While working on those updates, it was the belief of many probation officers and judges that a standard *Modification Report* would help ensure that statutory requirements are met. The primary use of the modification report is very similar to the purpose of the predispositional report in that it is designed to provide the Court information essential to the judge in making an appropriate decision. However, because it is being used to modify an existing disposition, the modification report should be used to only report new and/or updated information; it is not designed to repeat details already included in the original predispositional report. A standard *Modification Report* was created in 2008.

In 2011, the Probation Officer Advisory Board, under the direction of the Indiana Judicial Center, worked to revise and once again standardize the *Preliminary Inquiry*, *Predisposition Report* and *Modification Report* based on the need to more effectively utilize risk assessment results from the newly implemented Indiana Youth Assessment System (IYAS) in the disposition process. Having standardized report formats will help all members in the juvenile justice/corrections system in the execution of their responsibilities. These other agencies include but are not limited to the Court, Probation, the Department of Child Services (DCS) and the Department of Correction (DOC).

Once the disposition has been entered, the predispositional report becomes the cornerstone of a juvenile intervention plan. Information in the report can be used to develop case plans as well as supervision plans. Whether the juvenile is on probation or committed to an institution, good intervention and proper treatment for the juvenile relies on a comprehensive and thorough predispositional report. Additional information can be attached so that as a juvenile progresses through the juvenile justice system, each successive correctional component will have the benefit of a complete juvenile profile.

In late 2012, JTAC began developing these three standardized reports as an INCite application so that the information on all juveniles can be shared among probation officers statewide. A task force of 6 juvenile probation officers and staff from the Indiana Judicial Center are the key participants helping guide the requirements and format for the new INCite application. It is anticipated that the application will be ready to implement statewide by the end of 2013.

Please see attached samples of the *Preliminary Inquiry*, *Predispositional Report* and *Modification Report*.

CHINS/ IV-D

Court Performance Timeliness Measures CHINS

In 2012, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the Court Performance Measures in Child Abuse and Neglect Cases (CHINS) initiative required all states to develop and implement a reporting plan for five timeliness measures as identified in the "Tool Kit". The five timeliness measures are: (1) time to first permanency hearing; (2) time to all subsequent permanency hearings; (3) time to permanent placement; (4) time to termination of parental right petition; and (5) time to termination of parental right. States are required to report these measures annually, starting in 2013, in order to continue to receive federal funds for the Court Improvement Project.

The Division of State Court Administration (STAD) developed a data tracking tool, the Timeliness Measure Worksheets, for all counties to use for submission of their case data to them so that it can be easily combined into a state report. JTAC created new case events in Odyssey, Indiana's statewide case management system, that identify the critical timeliness events when added to the cases. JTAC also developed a report within INCite that creates the Timeliness Measure Worksheets for each Odyssey county based on the new case events that are recorded on CHINS and Termination of Parental Rights cases. The INCite Timeliness Measure Report feature will also combine all Odyssey counties' case data into a single report.

STAD partnered with Quest, CourtView and CSI (venders of the other case management systems used in the state) to ensure that those systems were able to track the timeliness measures using the same standards as identified in the tool kit and implemented in Odyssey. Regional trainings were held

throughout the state to provide judges and their court staff with detailed explanation and specific instructions on how each timeliness measure is tracked.

A copy of the Timeliness Measure Worksheets is attached.

DCS Attorney Case Tracking System

In 2011, JTAC was contacted by several DCS attorneys regarding their need to access court case information electronically in the counties that used Odyssey as its court case management system. Through communication with the Deputy General Counsel of the Department of Child Services, it was determined that the DCS attorneys did not have a case management system to track their caseload or create the required court pleadings for all juvenile case types (JC, JD, JS, JT, JP and JM). Additionally, the DCS attorneys do not have electronic access to the court case information or the court's calendar in Odyssey.

JTAC, in partnership with DCS, determined that an INcite application could be built to provide DCS attorneys with access to their case data in Odyssey and this application could allow them to obtain court calendar information as well as the ability to generate all pleadings and proposed orders in a single system.

JTAC has worked closely with DCS to identify the functional requirements for a DCS Attorney Case Tracking System. The requirements document was finalized in 2012 and accepted for development by JTAC. JTAC has identified a developer to work on this project and anticipates development will begin this fall.

The DCS Requirements Document is attached.

DCS IV-D Civil Writ/Warrant Registry

The state of Indiana does not have a centralized database for civil warrants or writs of attachment issued in child support cases. This information is not in IDACS. At the request of Cynthia Longest, IV-D Director for DCS, JTAC is working to develop a web-based application that will track the status of warrants/writs of attachment issued from IV-D courts. This application will be similar to the Protection Order Registry used in all 92 counties. It will be a centralized database that can be accessed by courts, clerks, prosecutors and law enforcement statewide.

JTAC has worked closely with DCS and members from law enforcement, prosecutors, county clerks and IV-D court staff to identify the functional system requirement and design for a warrant/writ of attachment registry. The requirements document has been finalized and development of the application is pending.

The application will allow the warrant/writ of attachment information to be entered, edited, viewed, and printed 24/7.

See the attached IV-D Civil Writ/Warrant Registry Requirement Document.

County Name

**Court Improvement Project
Timeliness Measure Report
Federal Fiscal Year 2013
(10/01/2012 - 09/30/2013)**



State Court Administration

The median number of days for the following timeliness measures are:

- 4A: Time To Permanent Placement**
- 4G: Time To First Permanency Hearing**
- 4H: Time To Termination of Parental Petition**
- 4I: Time to Termination of Parental Rights**
- 4N: Time to Subsequent Permanency Hearings**
 - First Subsequent Permanency Hearings**
 - Second Subsequent Permanency Hearings**
 - Third Subsequent Permanency Hearings**
 - Fourth Subsequent Permanency Hearings**
 - Fifth Subsequent Permanency Hearings**
 - Sixth Subsequent Permanency Hearings**

Report Verification Information

Name of Reporting Judge

Honorable **Judge Name Here**

Preparer Information

Name

Your Name

Email Address

your emailaddress.com

Phone Number

317-111-0000



Topic: Juvenile CHINS Case Processing for CIP Timeliness Measures
Date: 6/25/13

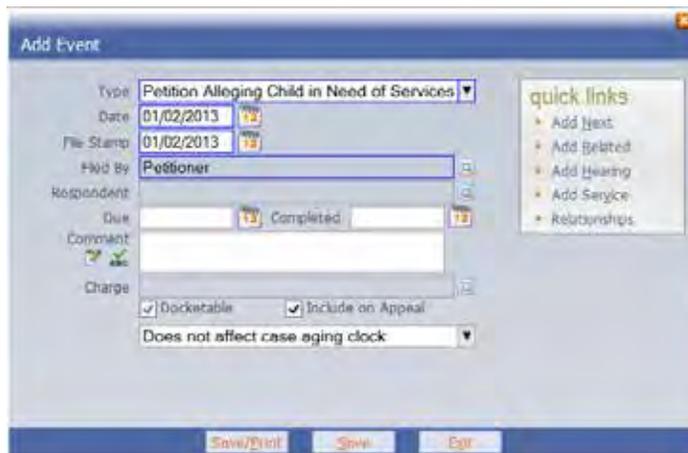
This cheatsheet will instruct the user how to properly update the Juvenile CHINS case with the appropriate case events to provide accurate data for the Court Improvement Project (CIP) CHINS Timeliness Measures Project.

The CIP CHINS Timeliness project requires each county to track the time it takes to reach the following five benchmarks in a CHINS case: 1) time to first permanency hearing; 2) time between all subsequent permanency hearings; 3) time to permanency; 4) time to petition for termination of parental rights and 5) time to termination of parental rights. Each benchmark is identified by a specific event. These events should be added to the case at the appropriate time.

Note: The permanency benchmark events are recorded on the JC case. The parental rights benchmarks are recorded on the JT case. When the JT Termination of Parental Rights case is filed the JC case must be related on the Detail tab.

It is important to use the same Odyssey party record when creating cases for the same child in different juvenile case types. It is also imperative to update the party record with all current demographical information available even if it is not a required Odyssey field.

1. When the petition alleging CHINS is filed, add the **PCHINS** event to the JC case. Two of the five benchmarks are measured from the PCHINS event date (not the "File Stamp" date).



A separate case number must be given to each child and only one case number, regardless of how many parents or guardians are named.



Odyssey CMS Cheatsheet

- If the child was removed from the home and placed in the care of DCS, add the case flag of **Out of Home Placement** on the Detail Tab. Out of Home placement is any placement that is not in the home where the child lived at the time of the incident.

Add Case Flag

Case Flag: **Out of Home Placement**

Comment: Child removed from home and placed with other family member.

Buttons: Add Next, Continue, Exit

- Once the allegation(s) has been substantiated, the JC case should be reported as disposed after the Dispositional Hearing has been held.

Note: There are five methods of disposition that can be used when disposing the JC case: bench disposition, bench trial, dismissed, other and guilty plea/admission.

- When it is time to schedule the first Permanency Hearing, schedule the hearing by using the **"Permanency Hearing"** type. Once the hearing has been held, result the hearing as "commenced and concluded" from the Courtroom Minutes screen. Using the courtroom minutes screen will allow the system to record the date the hearing was held and not the date that it was resulted.

Courtroom Minutes for Case # 33C01-1301-JC-00001

In the Matter of Alexis Smedley, a Child Alleged to be a Child in Need of Services **Inactive**

Type: JC - Juvenile CHINS

Result: 01/04/2013 10:45 AM

Type: **Permanency Hearing** Result: **Commenced and concluded** Parties Present: Multiple

Resources

Type	Resource
Judge	Wills, Mary G
Special Adpts	Wills, Mary G - SJ
Courtroom	Circuit Court 1 Courtroom

Buttons: Done, Add Attorney, Edit Attorney, Print Courtroom, Print Minutes



Odyssey CMS Cheatsheet

Note: The first permanency hearing must be held within 12 months of the child's removal or the Dispositional Decree whichever is earlier; IC 31-34-21-7.

- For all subsequent permanency hearing(s) use the **"Permanency Hearing"** type and result them as described above.
- When the court approves the permanency plan, add the appropriate event to the JC case showing the approval of the appropriate permanency plan.

OPPA Order Approving Permanency Plan of Adoption;
OPPG Order Approving Permanency Plan of Guardianship;
OPPR Order Approving Permanency Plan of Reunification;
OPPRP Order Approving Permanency Plan of Relative Placement;
OPPLA Order Approving Permanency Plan of Another Planned Permanent Living Arrangement.

- If a **JT** case results from a JC case, DCS will petition the court to terminate the parental rights of one or both parent(s). Add the appropriate Petition to Terminate Parent-Child Relationship event to the **JT case**.

PTPRF Petition to Terminate Parent-Child Relationship of Father
PTPRM Petition to Terminate Parent-Child Relationship of Mother
PTPRB Petition to Terminate Parent-Child Relationship of both Parents



Odyssey CMS Cheatsheet

Note: In accordance with IC 31-35-2-4(b)(2)iii, DCS is required to petition the court to terminate the parent-child relationship when the child has been in out-of-home placement for 15 of 22 months regardless of their true intentions. Please use the “mandatory petition” event when DCS files the petition to terminate parental right because it is mandatory. DCS will also file a motion to dismiss once the mandatory petition is filed.

Comment [ED1]: statute

MPTPR *Mandatory Petition to Terminate Parent-Child Relationship*

- When the JT case is opened add the JC case as a related case. Remember to use the same child party record for the JT case that was used for the JC case. If you cannot verify that you have the right party record by checking the cases tab of the party record contact the JTAC Helpdesk to receive assistance with the party merge process.

Comment [ED2]: do you want to include how to verify?

- After the JT case has been created, update the **JC case** with the **TPRCF- Termination of Parental Right Case Filed** event.



The screenshot shows the 'Add Event' window in Odyssey CMS. The 'Type' dropdown is set to 'Termination of Parental Right Case Filed'. The 'Date' and 'Effect Date' are both set to 01/02/2013. The 'Due' field is empty, and the 'Completed' checkbox is checked. The 'Comment' field is empty. There are checkboxes for 'Docketable' and 'Include on Appeal', both of which are checked. A dropdown menu is set to 'Does not affect case aging clock'. On the right side, there is a 'quick links' panel with options: Add Text, Add Related, Add Hearing, Add Service, and Relationships. At the bottom, there are buttons for 'Save/Print', 'Save', and 'Exit'.

- 10. When the parent-child relationship is **ordered** terminated by the court, add the appropriate event to the **JT case** to show that one or both parent's parental rights have been terminated.

Comment [ED3]: ordered

- OTPRF** Order Terminating Parental Rights of Father
- OTPRM** Order Terminating Parental Rights of Mother
- OTPRB** Order Terminating Parental Rights of both Parents

The screenshot shows the 'Add Event' window in Odyssey CMS. The 'Type' dropdown is set to 'Order Terminating Parental Rights of Fath'. The 'Date' and 'Date Signed' are both set to 01/02/2013. The 'Judicial Officer' field is empty. The 'Due' field is empty, and the 'Completed' checkbox is checked. The 'Comment' field is empty. There are checkboxes for 'Docketable' and 'Include on Appeal', both of which are checked. A dropdown menu is set to 'Does not affect case aging clock'. On the right side, there is a 'quick links' panel with options: Add Text, Add Related, Add Hearing, Add Service, and Relationships. At the bottom, there are buttons for 'Save/Print', 'Save', and 'Exit'.



Odyssey CMS Cheatsheet

When all parent-child relationship(s) have been order terminated and the case is ready to be closed add the below event.

TPRF Termination of Parental Rights Finalized

The **TPRF** event should also be entered on the **JC case** to record the effective date for the termination of the parent-child relationship in that CHINS matter.

11. Once permanency has been reached, the DCS attorney should petition the court to terminate wardship and to close the JC case. Add the appropriate event to the **JC case** when the judge terminates DCS's wardship over the child.

WTA Wardship Terminated; Adoption
WTR Wardship Terminated; Reunification
WTG Wardship Terminated; Guardianship
WTRP Wardship Terminated; Relative Placement
WTPPLA Wardship Terminated; Planned Permanent Living Arrangement.

The screenshot shows the 'Add Event' form in Odyssey CMS. The form is titled 'Add Event' and contains the following fields and options:

- Type: Wardship Terminated. Adoption
- Date: 01/02/2013
- Effective: 01/02/2013
- Filed By: Petitioner
- Due: Completed
- Comment: (empty)
- Volume: (empty)
- Page: (empty)
- # Pages: (empty)
- Docketable
- Include on Appeal
- Does not affect case aging clock: (selected)

On the right side, there is a 'quick links' sidebar with the following options:

- Add text
- Add grabbed
- Add hearing
- Add Service
- Relationships

At the bottom of the form, there are three buttons: Save/print, Go, and Edit.

Policy for Indiana Youth Assessment System

Adopted on January 15, 2010 by the Board of Directors of the Judicial Conference of Indiana

Indiana Youth Assessment System

The Indiana Youth Assessment System (IYAS) is made up of six instruments to be used at specific points in the juvenile justice process to identify a youth’s risk to reoffend and criminogenic needs. These instruments are used at distinct points in the juvenile justice system to promote and assist with developing individualized case plans. By appropriately targeting the identified criminogenic needs through individualized case plans, it is anticipated recidivism will be reduced.

The agency with primary case management responsibilities for a youth shall ensure that the appropriate IYAS instruments and reassessments are completed according to the policies in the table below. All completed IYAS assessments and reassessments shall be entered into the INCite Risk Assessment Application within 30 days after completing the assessment or reassessment interview. The assessment/reassessment information is designed to be updated as a youth proceeds through the juvenile justice system. Accordingly, if the assessment/reassessment and case plan information has been completed within the last six months, departments and programs should be able to access and rely on accurate and timely information for a specific youth when beginning supervision.

When appropriate, agencies are encouraged to use complimentary assessment tools in conjunction with the IYAS to assist in developing individualized case plans when specific risk, need, or responsivity factors (i.e., substance abuse, mental health, sex offense, etc.) are identified by an IYAS tool.

This risk assessment instrument shall be used in Indiana court proceedings and for court-ordered supervision in accordance with the policies adopted by the Board of Directors of the Judicial Conference of Indiana.

The Indiana Youth Assessment System shall be used as follows:

Instruments	Purpose of Tool and Best Practices Recommendations	Policy when used in Juvenile Justice System	Case Plan Required	Reassessment Policy
Diversion tool	This tool is designed to assess a youth’s risk to reoffend within the next 12 months. It is a best practice to complete this tool at initial contact for the instant offense to assist in making diversion decisions.	The Diversion tool shall be completed if the youth is being considered for informal adjustment.	None	None

<p>Detention tool</p>	<p>This tool is designed to assess a youth's risk to reoffend within the next 12 months.</p> <p>It is a best practice to complete this tool prior to detention to assist in making hold/release decisions. This tool can also assist in making decisions regarding releases from detention.</p>	<p>The Detention tool shall be completed if the youth is detained in detention.</p> <p><u>* Exception</u> – Any department using a more comprehensive tool developed as a JDAI site is exempt from this policy, but the department shall participate in limited data collection on the IYAS Detention tool at the request of IJC.</p>	<p>None</p>	<p>None</p>
<p>Disposition Screener</p>	<p>This tool is designed to quickly identify low-risk youth and determine if a full risk assessment should be completed.</p>	<p>The Disposition Screener shall be completed at post-adjudication/pre-disposition.</p> <p><u>*Exception</u> – If local policy requires a full risk assessment be completed, the screener does not have to be completed for that case.</p>	<p>None</p>	<p>None</p>
<p>Disposition tool</p>	<p>This tool is designed to assess a youth's risk to reoffend and identify criminogenic needs to assist in making decisions regarding post-adjudication supervision.</p> <p>It is a best practice to reassess a youth's risk prior to termination of supervision in order to measure change in behavior, but the results of the reassessment should not be the determining factor regarding termination of supervision.</p>	<p>The Disposition tool shall be completed at post-adjudication/pre-disposition if youth scored moderate/high risk on the Disposition Screener.</p> <p><u>*Exception</u> – If youth will be sent to a private placement, then the Residential tool would be completed instead of the Disposition tool.</p>	<p>Yes.</p> <p>Based on reassessment results, case plans should be updated as needed.</p>	<p>Reassessments using the Disposition tool shall be completed every six months.</p> <p>More frequent reassessments may be completed based on local policy.</p>

Residential tool	This tool is designed to assess a youth's risk to reoffend and identify criminogenic needs to assist in making decisions regarding level of placement, case planning and length of stay recommendations.	<p>The Residential tool shall be completed if the youth is placed in long-term (3 months or longer) residential care.</p> <p>If the youth is being committed to the Department of Correction (DOC), DOC will complete the Residential tool and required reassessments.</p> <p>If the youth is being sent to a private placement, the sending agency is responsible for completing the Residential tool and required reassessments.</p>	<p>Yes.</p> <p>Based on reassessment results, case plans should be updated as needed.</p>	<p>Reassessments shall be completed every six months. The Reentry tool is the proper tool for reassessing a youth placed in a residential setting.</p> <p>More frequent reassessments may be completed based on local policy.</p>
Reentry tool	This tool is designed to reassess a youth's risk to reoffend and identify criminogenic needs to assist in making decisions regarding release, case planning, and length of stay in residential placements.	The Reentry tool shall be completed as the reassessment tool for youth in long term residential placements or for youth who have been released from such placements back to community supervision.	<p>Yes.</p> <p>Based on reassessment results, case plans should be updated as needed.</p>	None

Note: If a youth has been waived to the adult system, then the appropriate Indiana Risk Assessment System (IRAS) instruments should be used for the instant offense.

The information gathered in the course of, and as a result of, the risk assessment using the Indiana Youth Assessment System (IYAS) is confidential. Confidential risk assessment information includes the risk assessment score, the assessment document, the assessment summary and any case plan based on risk assessment results. Confidential risk assessment information may be released to:

- the court,
- the child,
- the child's attorney of record,
- the child's parent, guardian or custodian,
- the child's guardian ad litem,
- the child's court appointed special advocate,
- the attorney representing the child's parent, guardian, or custodian,
- the prosecuting attorney assigned to the case,
- a probation department,
- a Court Alcohol and Drug Program,
- a Problem-Solving Court,
- a community corrections program,
- the Indiana Department of Correction,
- the Department of Child Services,
- an agency or service provider charged with providing court-ordered services to the child, and
- a person or agency authorized in writing by the child's parent, guardian or custodian.

The confidentiality of risk assessment information shall be maintained by the person, agency, program or service provider receiving this information in accordance with this policy.

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**COURT
JUVENILE DIVISION
MODIFICATION REPORT**

I. COURT INFORMATION	
In the Matter of: <i>A child alleged to be a Delinquent Child</i>	Case No.:
Scheduled Court Date:	
Date Prepared:	Prepared by:
Sources of Information:	

II. REASON FOR MODIFICATION

III. LEGAL HISTORY	
A. Summary	Domain Risk Level: Select

IV. SOCIAL HISTORY	
A. Family and Living Arrangements	Domain Risk Level: Select
B. Peers and Social Supports	Domain Risk Level: Select
Pro-social Skills	Domain Risk Level: Select
Values, Beliefs, and Attitudes	Domain Risk Level: Select
C. Education, Employment & Financial Situation	Domain Risk Level: Select
D. Substance Abuse, Personality, and Mental Health	Domain Risk Level: Select

V. RISK AND NEEDS ASSESSMENTS

A. Indiana Youth Assessment System (IYAS)

Disposition Screening Tool

As part of this report, the youth was assessed for risk through the Indiana Youth Assessment System – Disposition Screening Tool. This tool is used to quickly identify low-risk offenders and determine if a full risk assessment should be completed. A full assessment is not mandated for offenders who score low risk on the screening tool.

If the above box is checked, the defendant's screener score puts the defendant in the low risk category to reoffend; therefore, a full assessment with the Disposition Tool was not conducted.

Disposition/Residential/Re-entry Tool

As part of this report, the youth was assessed for risk and needs through the Indiana Youth Assessment System – Select Tool. The areas assessed by this tool include juvenile justice history, family and living arrangements, peers and social supports, education and employment, pro-social skills, substance abuse, personality, and mental health, and values, beliefs, and attitudes.

The defendant's overall risk assessment score puts the defendant in the **Select** risk category to reoffend.

B. Complementary Assessment Instruments

VI. FINANCIAL INFORMATION – INCOME AND RESOURCES

Financial Report required by IC 31-34-18-3, 31-37-17-3, and 31-40-1-3 to assist in the determination as to the person's financial responsibility for services provided to the child or person

	Mother	Father	Child (Youth)
A. INCOME			
Earned Income	/Select	/Select	/Select
Child Support Order payee (<i>list children</i>)	/Select	/Select	/Select
Retirement/Pension	/Select	/Select	/Select
Social Security/SSI	/Select	/Select	/Select
Other Unearned Income (<i>list type</i>)	/Select	/Select	/Select
B. RESOURCES (if recommending placement)			
Checking Account			
Savings Account			
Vehicle			
Life Insurance			

Other:			
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	Others in the Home (including siblings)			
A. INCOME				
Earned Income	/Select	/Select	/Select	/Select
Child Support Order payee <i>(list children)</i>	/Select	/Select	/Select	/Select
Retirement/Pension	/Select	/Select	/Select	/Select
Social Security/SSI	/Select	/Select	/Select	/Select
Other Unearned Income <i>(list type)</i>	/Select	/Select	/Select	/Select
B. RESOURCES (if recommending placement)				
Checking Account				
Savings Account				
Vehicle				
Life Insurance				
Other:				

VII. EVALUATION/SUMMARY
A. Compliance with Probation Supervision
B. Evaluation/Summary
C. Dispositional Options Considered and Evaluation of Each
D. Results of criminal history check (if recommending out-of-home placement with an individual):

VIII. PROBATION RECOMMENDATION

DEPARTMENT OF CHILD SERVICES INFORMATION

SECTION IX - *If youth has been removed from the home or removal is being recommended:*

IV-E Findings: Reasonable Efforts/Best Interests
A. Provide a description of services available before the removal of the child and the efforts made to provide these services:
B. Provide an explanation why these efforts did not prevent removal of the child:
C. Explain why these efforts were reasonable:
D. The safety of the child precludes the immediate use of family services to prevent removal of the child because:
E. It is in the best interests of the child to be removed from the home environment and remaining in the home would be contrary to the health and welfare of the child because:

Permanency Plan		
A. Plan (If more than one plan is identified, list plan in order of preference):		
<input type="checkbox"/> Reunification	<input type="checkbox"/> Adoption	<input type="checkbox"/> Guardianship
<input type="checkbox"/> Placement with a Fit and Willing Relative	<input type="checkbox"/> Another Planned Permanent Living Arrangement	
B. Estimated Date for Permanency Plan (<i>one year from date of Preliminary Inquiry</i>):		
C. Permanency Plan Court Hearing due date (<i>one year from the date of removal</i>):		

SECTION X - *If DCS funded placement is being requested:*

Statement of Concurrence/Alternative Recommendation

**COURT
JUVENILE DIVISION
PREDISPOSITIONAL REPORT**

I. COURT INFORMATION	
In the Matter of: <i>A child alleged to be a Delinquent Child</i>	Case No.:
Scheduled Court Date:	
Date Prepared:	Prepared by:
Sources of Information:	

II. YOUTH'S PERSONAL INFORMATION		
Youth's Name:		
Alias(es)/Nickname(s):		
Address:	Phone Number:	
SSN: - -	DOB:	Age:
Race: Select	Ethnicity: Select	Gender: Select
Legal Custodian(s):		
Physical Custodian(s)/Lives With:		

III. PRESENT OFFENSE	
A. Offense(s) Count 1: , a Class Select if committed by an adult (I.C.)) Count 2: , a Class Select if committed by an adult (I.C.)) Count 3: , a Class Select if committed by an adult (I.C.)) Count 4: , a Class Select if committed by an adult (I.C.))	
Date Committed:	Referring Agency:
B. Custody Status	
C. Co-Offender(s) Status/Case No.	
D. Official Version/Circumstances Surrounding Offense	
E. Youth's Statement	

F. Parent Statement
G. Victim Statement/Information

IV. LEGAL HISTORY
A. Juvenile History
B. Adult History
C. Summary of Legal History
D. Juvenile Justice History Domain Risk Level: Select

V. FAMILY AND LIVING ARRANGEMENTS
A. Mother's Information
B. Father's Information
C. Siblings
D. Others in the Home
E. Relationship with Family Members
F. Family and Living Arrangements Domain Risk Level: Select

VI. PEERS AND SOCIAL SUPPORTS
A. Peer Associations
B. Home Environment and Neighborhood
C. Social Activities/Orientation
D. Peers and Social Supports Domain Risk Level: Select

E. Pro-Social Skills Domain Risk Level: Select

F. Values, Beliefs, and Attitudes Domain Risk Level: Select

VII. EDUCATION AND EMPLOYMENT

A. Education

B. Employment

C. Education, Employment, and Financial Situation Domain Risk Level: Select

VIII. HEALTH INFORMATION

A. Physical Health

B. Mental Health

C. Substance Use

D. Substance Use, Personality & Mental Health Domain Risk Level: Select

IX. RISK AND NEEDS ASSESSMENTS

A. Indiana Youth Assessment System (IYAS)

Disposition Screening Tool

As part of this report, the youth was assessed for risk through the Indiana Youth Assessment System – Disposition Screening Tool. This tool is used to quickly identify low-risk offenders and determine if a full risk assessment should be completed. A full assessment is not mandated for offenders who score low risk on the screening tool.

If the above box is checked, the defendant's screener score puts the defendant in the low risk category to reoffend; therefore, a full assessment with the Disposition Tool was not conducted.

Disposition/Residential/Re-entry Tool

As part of this report, the youth was assessed for risk and needs through the Indiana Youth Assessment System – Select Tool. The areas assessed by this tool include juvenile justice history, family and living arrangements, peers and social supports, education and employment, pro-social skills, substance abuse, personality, and mental health, and values, beliefs, and attitudes.

The youth's overall risk assessment score puts the youth in the **Select** risk category to reoffend.

B. Complementary Assessment Instruments

X. FINANCIAL INFORMATION – INCOME AND RESOURCES

Financial Report required by IC 31-34-18-3, 31-37-17-3, and 31-40-1-3 to assist in the determination as to the person's financial responsibility for services provided to the child or person

	Mother	Father	Child (Youth)
A. INCOME			
Earned Income	/Select	/Select	/Select
Child Support Order payee (<i>list children</i>)	/Select	/Select	/Select
Retirement/Pension	/Select	/Select	/Select
Social Security/SSI	/Select	/Select	/Select
Other Unearned Income (<i>list type</i>)	/Select	/Select	/Select
B. RESOURCES (if recommending placement)			
Checking Account			
Savings Account			
Vehicle			
Life Insurance			
Other:			

	Others in the Home (including siblings)			
A. INCOME				
Earned Income	/Select	/Select	/Select	/Select
Child Support Order payee (<i>list children</i>)	/Select	/Select	/Select	/Select
Retirement/Pension	/Select	/Select	/Select	/Select
Social Security/SSI	/Select	/Select	/Select	/Select
Other Unearned Income (<i>list type</i>)	/Select	/Select	/Select	/Select
B. RESOURCES (if recommending placement)				
Checking Account				
Savings Account				
Vehicle				
Life Insurance				

Other:				
--------	--	--	--	--

XI. EVALUATION/SUMMARY
A. Adjustment During Pendency of Action
B. Prior Services Provided
C. Evaluation/Summary
D. Dispositional Options Considered and Evaluation of Each
E. Results of DCS Background Check/Criminal History Check <i>(if recommending out-of-home placement with an individual):</i>

XII. PROBATION RECOMMENDATION

DEPARTMENT OF CHILD SERVICES INFORMATION

SECTION XIII - *If youth has been removed from the home or removal is being recommended:*

IV-E Findings: Reasonable Efforts/Best Interests
A. Provide a description of services available before the removal of the child and the efforts made to provide these services:
B. Provide an explanation why these efforts did not prevent removal of the child:
C. Explain why these efforts were reasonable:
D. The safety of the child precludes the immediate use of family services to prevent removal of the child because:
E. It is in the best interests of the child to be removed from the home environment and remaining in the home would be contrary to the health and welfare of the child because:

Permanency Plan
A. Plan (If more than one plan is identified, list plan in order of preference):
<input type="checkbox"/> Reunification <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
<input type="checkbox"/> Placement with a Fit and Willing Relative <input type="checkbox"/> Another Planned Permanent Living Arrangement
B. Estimated Date for Permanency Plan (<i>one year from date of Preliminary Inquiry</i>):
C. Permanency Plan Court Hearing due date (<i>one year from the date of removal</i>):

SECTION XIV - *If DCS funded placement is being requested:*

Statement of Concurrence/Alternative Recommendation

**COURT
JUVENILE DIVISION
PRELIMINARY INQUIRY REPORT**

I. COURT INFORMATION	
In the Matter of: <i>A child alleged to be a Delinquent Child</i>	Case No.:
Scheduled Court Date:	
Date Prepared:	Prepared by:
Sources of Information:	

II. YOUTH'S PERSONAL INFORMATION		
Youth's Name:		
Alias(es)/Nickname(s):		
Address:	Phone Number:	
SSN: - -	DOB:	Age:
Race: Select	Ethnicity: Select	Gender: Select
Legal Custodian(s):		
Physical Custodian(s)/Lives With:		

III. PRESENT OFFENSE	
A. Alleged Offense(s) Count 1: , a Class Select if committed by an adult (I.C.) Count 2: , a Class Select if committed by an adult (I.C.) Count 3: , a Class Select if committed by an adult (I.C.) Count 4: , a Class Select if committed by an adult (I.C.)	
Date Committed:	Referring Agency:
B. Custody Status	
C. Co-Offender(s) Status/Case No.	
D. Official Version/Circumstances Surrounding Offense	

IV. DETENTION INFORMATION

A. Was the youth detained?					
<input type="checkbox"/> Yes	Date:	Time:	Select	Location:	
<input type="checkbox"/> No					
B. Reason for Detention					
<input type="checkbox"/>	Unlikely to appear for subsequent hearings				
<input type="checkbox"/>	Child has committed an act that would be an A or B Felony				
<input type="checkbox"/>	Protection of the Community				
<input type="checkbox"/>	Parent or Guardian cannot be located or unable/unwilling to take custody				
<input type="checkbox"/>	Child has reasonable basis for requesting to not be released				
C. Was the parent/guardian notified of the detention hearing (if applicable):				<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. If unable to contact parent/guardian, describe the attempts made					

V. LEGAL HISTORY	
A. Juvenile History	
B. Adult History	

VI. FAMILY AND LIVING ARRANGEMENTS	
A. Mother's Information	
B. Father's Information	
C. Siblings	
D. Others in the Home	
E. Summary of Family and Living Arrangements	

VII. PEERS AND SOCIAL SUPPORTS	
A. Peer Associations	
B. Social Activities/Orientation	

VIII. EDUCATION AND EMPLOYMENT

A. Education

B. Employment

IX. HEALTH INFORMATION

A. Physical Health

B. Mental Health

C. Substance Use

X. RISK AND NEEDS ASSESSMENTS

Diversion Tool

At the time of youth's arrest, the youth was assessed for risk through the Indiana Youth Assessment System – Diversion Tool. The youth's score put the youth in the **Select** risk category.

Detention Tool

The youth's risk level was assessed during initial case processing using the Select and he/she scored in the **Select** category.

Disposition, Residential, or Re-entry Tool

Because the youth was already active with Probation at the time of this report, the Select Tool of the Indiana Youth Assessment System was already on file. The areas assessed by this tool include juvenile justice history, family and living arrangements, peers and social supports, education and employment, pro-social skills, substance abuse, personality, and mental health, and values, beliefs, and attitudes. The youth's overall risk assessment score put the youth in the **Select** risk category to reoffend.

No risk assessment completed/on file

XI. EVALUATION/SUMMARY

A. Evaluation/Summary

XII. PROBATION RECOMMENDATION

A. Preliminary Inquiry Recommendation

Dismissal

File Petition

Other

Informal Adjustment

Referral to other agency

B. Custody Recommendation		
<input type="checkbox"/> Release to parent	<input type="checkbox"/> Release to Guardian	<input type="checkbox"/> Home Detention
<input type="checkbox"/> Electronic Surveillance	<input type="checkbox"/> Shelter Care	<input type="checkbox"/> Detention Center
C. Recommendation if case proceeds to disposition		

DEPARTMENT OF CHILD SERVICES INFORMATION

SECTION XIII - If youth has been removed from the home or removal is being recommended (including detention):

IV-E Findings: Reasonable Efforts/Best Interests
A. Provide a description of services available before the removal of the child and the efforts made to provide these services:
B. Provide an explanation why these efforts did not prevent removal of the child:
C. Explain why these efforts were reasonable:
D. The safety of the child precludes the immediate use of family services to prevent removal of the child because:
E. It is in the best interests of the child to be removed from the home environment and remaining in the home would be contrary to the health and welfare of the child because:

Permanency Plan		
A. Plan (If more than one plan is identified, list plan in order of preference):		
<input type="checkbox"/> Reunification	<input type="checkbox"/> Adoption	<input type="checkbox"/> Guardianship
<input type="checkbox"/> Placement with a Fit and Willing Relative	<input type="checkbox"/> Another Planned Permanent Living Arrangement	
B. Estimated Date for Permanency Plan (one year from date of Preliminary Inquiry):		
C. Permanency Plan Court Hearing due date (one year from the date of removal):		

INDIANA YOUTH ASSESSMENT SYSTEM

DETENTION TOOL

NAME	DATE
------	------

Items	Scoring
1) Prior Offenses 0 = No 1 = Yes	<input style="width: 50px; height: 25px;" type="text"/>
2) Current Charge 0 = Status 1 = Misdemeanor 2 = Felony	<input style="width: 50px; height: 25px;" type="text"/>
3) 1 st Contact Juvenile Justice System 0 = 16 or older 1 = 15 or younger	<input style="width: 50px; height: 25px;" type="text"/>
4) Family Member(s) Arrested 0 = No 1 = Yes	<input style="width: 50px; height: 25px;" type="text"/>
5) Difficulty Controlling Anger 0 = No 1 = Yes	<input style="width: 50px; height: 25px;" type="text"/>
6) Negative Attitude Towards Juvenile Justice System 0 = No 1 = Yes	<input style="width: 50px; height: 25px;" type="text"/>

TOTAL SCORE

INDIANA YOUTH ASSESSMENT SYSTEM DETENTION TOOL



SCORING

MALES	Cutoffs	Recidivism Rates	Youth Score
Low	0-2	23%	
Moderate	3-4	39%	
High	5-7	59%	
FEMALES			
Low	0-3	22%	
Moderate	4-5	37%	
High	6-7	63%	

LEVEL: LOW MODERATE HIGH

Staff Signature _____ Date _____

Overall Impressions

FINAL DETERMINATION: LOW MODERATE HIGH

FINAL DECISION: RELEASED HELD

Staff Signature _____ Date _____

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



NAME	DATE
------	------

1.0 Juvenile Justice History

1.1) Documented Contact with Juvenile Justice System
 0 = 14 or older
 1 = 13 or younger

1.2) Previous Adjudications
 0 = No prior adjudications
 1 = 1 prior adjudication
 2 = 2 or more prior adjudications

TOTAL _____

2.0 Family and Living Arrangements

2.1) Family is Important
 0 = Family is very important
 1 = Family is not very important

2.2) Consistently Applies Consequences
 0 = Caregiver consistently applies consequences
 1 = Caregiver does not consistently apply consequences

2.3) Follows Caregiver's Rules
 0 = Follows caregiver's rules
 1 = Does not follow caregiver's rules

2.4) Follows Through with Consequences
 0 = Caregiver follows through with consequences
 1 = Caregiver does not follow through with consequences

2.5) Contact with Biological/Adoptive Parent
 0 = Contact with at least 1 biological/adoptive parent
 1 = No contact with either biological/adoptive parent

2.6) Relationship with Adults
 0 = Gets along with adults
 1 = Argues with adults

TOTAL _____

	Strength	Barrier
Family supports change	[]	[]
Family engagement	[]	[]
Family participation in treatment	[]	[]
Family stability	[]	[]
Neglect/Abuse history		[]
TOTAL:	___	___

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



3.0 Peers and Social Support Network

- | | |
|---|---|
| 3.1) Friends Fight
0 = Friends do not fight
1 = Friends fight | <input style="width: 80px; height: 25px;" type="text"/> |
| 3.2) Friends Arrested
0 = Less than 50%
1 = 50% or more | <input style="width: 80px; height: 25px;" type="text"/> |
| 3.3) Friends/Family Associated with Gang Activity
0 = Friends/family are not part of a gang
1 = Friends/family are part of a gang | <input style="width: 80px; height: 25px;" type="text"/> |
| 3.4) Arrested with Friends
0 = Not arrested with friends
1 = Arrested with friends | <input style="width: 80px; height: 25px;" type="text"/> |
| 3.5) Friends Suspended/Expelled from School
0 = Less than 50%
1 = 50% or more | <input style="width: 80px; height: 25px;" type="text"/> |
| 3.6) Friends are Important
0 = Friends are very important
1 = Friends are not very important | <input style="width: 80px; height: 25px;" type="text"/> |

TOTAL _____

	Strength	Barrier
Pro-social peers	[]	[]
Manage antisocial peers effectively	[]	[]
Pro-social leisure activities	[]	[]
Motivation to make new friends	[]	[]
TOTAL:	—	—

4.0 Education and Employment

- | | |
|---|---|
| 4.1) Suspended from School-Ever
0 = Never suspended
1 = Suspended from school | <input style="width: 80px; height: 25px;" type="text"/> |
| 4.2) Suspended from School-Last 6 Months
0 = Not been suspended in last 6 months
1 = Suspended in last 6 months | <input style="width: 80px; height: 25px;" type="text"/> |

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



4.0 Education and Employment continued

4.3) Expelled Ever

0 = Never expelled from school

1 = Expelled from school

4.4) Relationship with Current School Personnel/Employer

0 = Positive relationship with school personnel/employer

1 = No positive relationship with school personnel/employer

TOTAL _____

	Strength	Barrier
Motivation for education	[]	[]
Motivation for employment	[]	[]
Has HS Diploma/GED	[]	[]
Previous employment experience	[]	[]
Individualized education plan	[]	[]
Parents supportive of education	[]	[]
Parents supportive of employment	[]	[]
TOTAL:	—	—

5.0 Pro-Social Skills

5.1) Can Identify Triggers/High Risk Situations

0 = Identifies high risk situations

1 = Does not identify high risk situations

5.2) Weighs Pro/Cons of a Situation

0 = Weighs the pros and cons of a situation

1 = Does not weigh the pros and cons of a situation

5.3) Pro-Social Decision Making

0 = Demonstrates pro-social decision making

1 = Does not demonstrate pro-social decision making

TOTAL _____

	Strength	Barrier
Ability to manage own behavior	[]	[]
Motivated to learn new skills	[]	[]
Age appropriate social skills	[]	[]
Availability of pro-social models	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



6.0 Substance Abuse, Mental Health, and Personality

- 6.1) Age of Drug Onset
 0 = 13 or older
 1 = 12 or younger

- 6.2) Used Drugs Recently
 0 = No drugs within the past month
 1 = Used drugs within the past month

- 6.3) Used Alcohol Recently
 0 = No alcohol within the past month
 1 = Used alcohol within the past month

- 6.4) Likely to Quit
 0 = Likely to quit
 1 = Highly unlikely to quit

- 6.5) Inflated Self-Esteem
 0 = Appropriate level of self-esteem
 1 = Inflated self-esteem

- 6.6) Mental Health Issues
 0 = No mental health issues or is stabilized on medication
 1 = Demonstrated significant mental health issues

TOTAL _____

	Strength	Barrier
Motivation to stop using	[]	[]
History of substance use	[]	[]
Sober support network	[]	[]
Motivated for treatment	[]	[]
Attitude towards psychotropic medication	[]	[]
Stable mental health issues	[]	[]
Anger management	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



7.0 Values, Beliefs, and Attitudes

7.1) Pro-Criminal Sentiments

- 0 = No/Few pro-criminal sentiments
- 1 = Some/a lot of pro-criminal beliefs

7.2) Future Criminal Behavior

- 0 = Sees a need to stop breaking the law
- 1 = Believes that s/he will continue to break the law

7.3) Blames Others

- 0 = Does not blame others for offense
- 1 = Blames others for offense

7.4) Attitude Towards Gang

- 0 = Negative attitude towards gang
- 1 = Supportive of gang activity

7.5) Self-Efficacy

- 0 = Believes can handle situations
- 1 = Does not believe can handle situations

TOTAL _____

	Strength	Barrier
Motivation to change	[]	[]
Take responsibility for offense	[]	[]
Supportive of pro-social lifestyle	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



Overall Impressions

Total Risk Score _____

Total Number of Strengths _____

Total Number of Barriers _____

SCORING

MALES	Cutoffs	Recidivism Rates	Youth Score
LOW	0-11	20%	
MODERATE	12-18	43%	
HIGH	19-33	60%	
FEMALES			
LOW	0-12	16%	
MODERATE	13-18	34%	
HIGH	19-33	61%	

Instrument Risk Level LOW MODERATE HIGH

Override

Final Risk Level LOW MODERATE HIGH

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION TOOL



Level of Need-Disposition Tool

HIGH	3	4-6	4-6	3-4	3	3-6	4-5
MOD	2	2-3	2-3	2	1-2	1-2	2-3
LOW	0-1	0-1	0-1	0-1	0	0	0-1
	Juvenile Justice History	Family and Living Arrangement	Peers and Social Support	Education and Employment	Pro-Social Skill Set	Substance Abuse, Personality, and Mental Health	Values, Beliefs, and Attitudes

INDIANA YOUTH ASSESSMENT SYSTEM

DISPOSITION SCREENING TOOL



NAME	DATE
------	------

Items	Scoring
1) Documented Contact with Juvenile Justice System 0 = 14 or older 1 = 13 or younger	<input style="width: 50px; height: 25px;" type="text"/>
2) Previous Adjudications 0 = No prior adjudications 1 = 1 prior adjudication 2 = 2 or more adjudications	<input style="width: 50px; height: 25px;" type="text"/>
3) Suspended from School-Ever 0 = Never suspended 1 = Suspended from school	<input style="width: 50px; height: 25px;" type="text"/>
4) Used Drugs Recently 0 = No drugs within past month 1 = Used drugs within the past month	<input style="width: 50px; height: 25px;" type="text"/>
5) Attitude Towards Gang 0 = Negative attitude 1 = Supportive of gang activity	<input style="width: 50px; height: 25px;" type="text"/>
6) Pro-criminal Sentiments 0 = No/Few pro-criminal sentiments 1 = Some/a lot of pro-criminal sentiments	<input style="width: 50px; height: 25px;" type="text"/>

TOTAL SCORE

INDIANA YOUTH ASSESSMENT SYSTEM DISPOSITION SCREENING TOOL



SCORING

MALES	Cutoffs	Recidivism Rates	Youth Score
Low	0-2	24%	
Moderate/High	3-7	49%	
FEMALES			
Low	0-3	22%	
Moderate/High	4-7	51%	

LEVEL: LOW MODERATE/HIGH

Staff Signature _____ Date _____

Overall Impressions

FINAL DETERMINATION: LOW MODERATE/HIGH

Staff Signature _____ Date _____

INDIANA YOUTH ASSESSMENT SYSTEM DIVERSION TOOL



NAME

DATE

ITEMS

SCORING

1) Prior Offenses

0 = No

1 = Yes

2) Current Charge

0 = Status

1 = Misdemeanor

2 = Felony

3) 1st Contact With Juvenile Justice System

0 = 16 or older

1 = 15 or younger

4) Prior Probation

0 = No

1 = Yes

5) Family Member(s) Arrested

0 = No

1 = Yes

6) Parents Have Difficult Time Supervising Youth

0 = No

1 = Yes

TOTAL
SCORE

INDIANA YOUTH ASSESSMENT SYSTEM DIVERSION TOOL



SCORING

MALES	Cutoffs	Recidivism Rates	Youth Score
LOW	0-1	20%	
MODERATE	2-4	34%	
HIGH	5-7	48%	
FEMALES			
LOW	0-1	14%	
MODERATE	2-4	32%	
HIGH	5-7	44%	

LEVEL: LOW MODERATE HIGH

Staff Signature _____ Date _____

Overall Impressions

FINAL DETERMINATION: LOW MODERATE HIGH

YOUTH DIVERTED: NO YES

Staff Signature _____ Date _____

INDIANA YOUTH ASSESSMENT SYSTEM REENTRY TOOL



NAME

DATE

1.0 Juvenile Justice History

1.1) Documented contact with juvenile justice system

0 = 14 or older

1 = 13 or younger

1.2) Attempted and/or escaped from residential facility

0 = No history of attempt/escape

1 = History of attempt/escape

1.3) History of selling drugs

0 = Has never sold drugs

1 = Has sold drugs

1.4) Physical altercation with an authority figure

0 = No history of physical altercation with authority figure

1 = Has a history of physical altercation with authority figure

1.5) Weapon used during a crime

0 = Never used a weapon during a crime

1 = Has used a weapon during a crime

1.6) Victim physically harmed during offense

0 = Has never physically harmed a person during a crime

1 = Has physically harmed a person during a crime

1.7) Received a major sanction while in residential care

0 = Has never received a major sanction while in residential care

1 = Has received at least 1 major sanction while in residential care

TOTAL _____

2.0 Family and Living Arrangements

2.1) Family is important

0 = Family is very important to the youth

1 = Family is not very important to the youth

2.2) Family member(s) arrested

0 = No

1 = Yes

2.3) Parents use appropriate consequences

0 = Parents use appropriate consequences most of the time

1 = Parents use inappropriate consequences

INDIANA YOUTH ASSESSMENT SYSTEM

REENTRY TOOL



2.0 Family and Living Arrangements continued

2.4) Positive relationship with person at planned residence
 0 = Positive/supportive relationship with adult at planned residence
 1 = Does not have a positive relationship adult at planned residence

TOTAL _____

	Strength	Barrier
Family supports change	[]	[]
Family engagement	[]	[]
Family participation in treatment	[]	[]
Family stability	[]	[]
Neglect/Abuse history		[]
TOTAL:	—	—

3.0 Peers and Social Support Network

3.1) Acquaintances Use Drugs
 0 = 5 or fewer acquaintances use drugs
 1 = 6 or more acquaintances use drugs

3.2) Friends Fight
 0 = Friends do not get in fights
 1 = Friends fight

3.3) Friends Use Drugs
 0 = Less than 50% of friends use drugs
 1 = 50% or more of friends use drugs

3.4) Friends Arrested
 0 = Less than 50% of friends have been arrested
 1 = 50% or more of friends have been arrested

3.5) Relationship with Youth on Unit
 0 = Gets along with youth on the unit
 1 = Does not get along with youth on the unit

3.6) Relationship with Staff
 0 = Gets along with staff at the facility
 1 = Does not get along with staff at the facility

3.7) Friends/Family Associated with Gang Activity
 0 = No friends/family in a gang
 1 = Friends/family in a gang

INDIANA YOUTH ASSESSMENT SYSTEM

REENTRY TOOL



3.0 Peers and Social Support Network continued

3.8) Arrested with friends
 0 = Not arrested with friends
 1 = Arrested with friends

3.9) Adults in the community are supportive
 0 = Adults in the community are supportive
 1 = Adults in the community are not supportive

TOTAL _____

	Strength	Barrier
Pro-social peers	[]	[]
Manage antisocial peers effectively	[]	[]
Pro-social leisure activities	[]	[]
Motivation to make new friends	[]	[]
TOTAL:	___	___

4.0 Education and Employment

4.1) Truant from school
 0 = Never been charged with truancy
 1 = Charged with truancy

4.2) Expelled ever
 0 = Never been expelled from school
 1 = Expelled from school

4.3) Effort in School
 0 = Effort in school
 1 = Little effort in school

4.4) Relationship with Current School Personnel/Employer
 0 = Positive relationship with school personnel/employer
 1 = No positive relationship with school personnel/employer

TOTAL _____

	Strength	Barrier
Motivation for education	[]	[]
Motivation for employment	[]	[]
Has HS Diploma/GED	[]	[]
Previous employment experience	[]	[]
Individualized education plan	[]	[]
Parents supportive of education	[]	[]
Parents supportive of employment	[]	[]
TOTAL:	___	___

INDIANA YOUTH ASSESSMENT SYSTEM

REENTRY TOOL



5.0 Pro-Social Skills

5.1) Can identify triggers/high risk situations
 0 = Identifies high risk situations
 1 = Does not identify high risk situations

5.2) Weighs pro/cons of a situation
 0 = Weighs the pros and cons of a situation
 1 = Does not weigh the pros and cons of a situation

5.3) Pro-social decision making
 0 = Demonstrates pro-social decision making
 1 = Does not demonstrate pro-social decision making

5.4) Frustration Tolerance
 0 = Adequate skills to manage frustration
 1 = Some/minimal skills to manage frustration

TOTAL: _____

	Strength	Barrier
Ability to manage own behavior	[]	[]
Motivated to learn new skills	[]	[]
Age appropriate social skills	[]	[]
Availability of pro-social models	[]	[]
TOTAL:	___	___

6.0 Substance Abuse, Mental Health, and Personality

6.1) Age of Drug Onset
 0 = 13 or older
 1 = 12 or younger

6.2) Others Complained about Drug/Alcohol Use
 0 = No one has complained about substance use
 1 = Others have complained about substance use

6.3) Positive Drug Test within Past 6 Months
 0 = Has not failed drug test within past 6 months
 1 = Has failed drug test within past 6 months

6.4) Alcohol/Drugs Have Caused Problem in Major Life Area
 0 = Alcohol/Drugs have not caused a problem
 1 = Alcohol/Drugs have caused a problem

6.5) Used Substances While in Residential Facility
 0 = Has not used alcohol or drugs while in the facility
 1 = Has used alcohol and/or drugs while in the facility

6.6) Inflated Self-Esteem
 0 = Appropriate level of self-esteem
 1 = Inflated self-esteem

INDIANA YOUTH ASSESSMENT SYSTEM

REENTRY TOOL



6.0 Substance Abuse, Mental Health, and Personality continued

6.7) Risk Taking Behavior

- 0 = Does not generally take risks
- 1 = Takes risks

TOTAL _____

	Strength	Barrier
Motivation to stop using	[]	[]
History of substance use	[]	[]
Sober support network	[]	[]
Motivated for treatment	[]	[]
Attitude towards psychotropic med	[]	[]
Stable mental health issues	[]	[]
Anger management	[]	[]
TOTAL:	—	—

7.0 Values, Beliefs, and Attitudes

7.1) Pro-Criminal Sentiments

- 0 = No/Few pro-criminal sentiments
- 1 = Some/A lot of pro-criminal beliefs

7.2) Negative Attitudes Towards Supervision

- 0 = Will complete supervision without problems
- 1 = Will have a difficult time with supervision

7.3) Attitude Supports Substance Use

- 0 = Not supportive of substance use
- 1 = Supportive of substance use

7.4) Demonstrates Remorse for Offense

- 0 = Full remorse
- 1 = Some remorse
- 2 = No remorse

7.5) Demonstrates Empathy Towards Others

- 0 = Demonstrates empathy towards others
- 1 = Does not show empathy towards others

7.6) Attitude Towards Gangs

- 0 = Negative attitude towards gangs
- 1 = Supportive of gangs

TOTAL _____

	Strength	Barrier
Motivation to change	[]	[]
Take responsibility for offense	[]	[]
Supportive of pro-social lifestyle	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM REENTRY TOOL



Overall Impressions

Total Risk Score _____

Total Number of Strengths _____

Total Number of Barriers _____

SCORING

	Cutoffs	Recidivism Rates	Youth Score
LOW	0 - 15	15%	
MODERATE	16 - 24	35%	
HIGH	25 - 42	67%	

Instrument Risk Level LOW MODERATE HIGH

Override

Final Risk Level LOW MODERATE HIGH

INDIANA YOUTH ASSESSMENT SYSTEM REENTRY TOOL



Level of Need-Reentry Tool

HIGH	5-7	3-4	6-9	4	3-4	5-7	5-7
MOD	3-4	1-2	3-5	2-3	1-2	3-4	3-4
LOW	0-2	0	0-2	0-1	0	0-2	0-2
	Juvenile Justice History	Family and Living Arrangements	Peers and Social Support	Education and Employment	Pro-Social Skill Set	Substance Abuse, Personality, and Mental Health	Values, Beliefs, and Attitudes

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



NAME	DATE
------	------

1.0 Juvenile Justice History

1.1) Documented Contact with Juvenile Justice System	<input style="width: 80px; height: 25px;" type="text"/>
0 = 14 or older	
1 = 13 or younger	
1.2) Previous Adjudications	<input style="width: 80px; height: 25px;" type="text"/>
0 = No prior adjudications	
1 = 1 prior adjudication	
2 = 2 or more prior adjudications	
1.3) Probation Violations	<input style="width: 80px; height: 25px;" type="text"/>
0 = 1 or fewer	
1 = 2 or more	
TOTAL	<input style="width: 80px; height: 25px;" type="text"/>

2.0 Family and Living Arrangements

2.1) Family is Important	<input style="width: 80px; height: 25px;" type="text"/>
0 = Family is very important to the youth	
1 = Family is not very important to the youth	
2.2) Parental Support	<input style="width: 80px; height: 25px;" type="text"/>
0 = Parents support youth	
1 = Parents do not support youth	
2.3) Effective Communication with Family	<input style="width: 80px; height: 25px;" type="text"/>
0 = Parents usually listen to the youth	
1 = Parents do not listen to the youth	
TOTAL	<input style="width: 80px; height: 25px;" type="text"/>

	Strength	Barrier	
Family supports change	[]	[]	
Family engagement	[]	[]	
Family participation in treatment	[]	[]	
Family stability	[]	[]	
Neglect/Abuse history		[]	
TOTAL:	—	—	

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



3.0 Peers and Social Support Network

- | | |
|--|--|
| 3.1) Friends Fight
0 = Friends do not get in fights
1 = Friends fight | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.2) Arrested with Friends
0 = Not arrested with friends
1 = Arrested with friends | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.3) Friends Support Drug Use
0 = Friends do not support drug use
1 = Friends are supportive of drug use | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.4) Friends/Family Associated with Gang Activity
0 = No friends/family in a gang
1 = Friends/family in a gang | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.5) Friends Arrested
0 = Less than 50% of friends have been arrested
1 = 50% or more of friends have been arrested | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.6) Fight with Significant other
0 = No history of violence towards significant others
1 = History of violence towards significant others | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 3.7) Relationship with Juvenile Justice Personnel
0 = Relationship is ok to good
1 = Relationship is poor | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |

TOTAL _____

	Strength	Barrier
Pro-social peers	[]	[]
Manage antisocial peers effectively	[]	[]
Pro-social leisure activities	[]	[]
Motivation to make new friends	[]	[]
TOTAL:	___	___

4.0 Education and Employment

- | | |
|---|--|
| 4.1) Expelled Ever
0 = Never been expelled from school
1 = Expelled from school | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 4.2) Relationship with Current School Personnel/Employer
0 = Positive relationship with school personnel/employer
1 = No positive relationship with school personnel/employer | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



4.0 Education and Employment continued

4.3) Truant from school
 0 = Never been charged with truancy
 1 = Charged with truancy

TOTAL _____

	Strength	Barrier
Motivation for education	[]	[]
Motivation for employment	[]	[]
Has HS Diploma/GED	[]	[]
Previous employment experience	[]	[]
Individualized education plan	[]	[]
Parents supportive of education	[]	[]
Parents supportive of employment	[]	[]
TOTAL:	—	—

5.0 Pro-Social Skills

5.1) Can Identify Triggers/High Risk Situations
 0 = Identifies high risk situations
 1 = Does not identify high risk situations

5.2) Weighs Pro/Cons of a Situation
 0 = Weighs the pros and cons of a situation
 1 = Does not weigh the pros and cons of a situation

5.3) Pro-social Decision Making
 0 = Demonstrates pro-social decision making
 1 = Does not demonstrate pro-social decision making

5.4) Frustration Tolerance
 0 = Adequate skills to manage frustration
 1 = Some/minimal skills to manage frustration

TOTAL _____

	Strength	Barrier
Ability to manage own behavior	[]	[]
Motivated to learn new skills	[]	[]
Age appropriate social skills	[]	[]
Availability of pro-social models	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



6.0 Substance Abuse, Mental Health, and Personality

- 6.1) Age of Drug Onset
 0 = 13 or older
 1 = 12 or younger

- 6.2) Most Recent Use of Alcohol/Drug
 0 = More than 12 months
 1 = 12 months or less

- 6.3) Others Complained about Drug/Alcohol Use
 0 = No one has complained about substance use
 1 = Others have complained about substance use

- 6.4) Positive Drug Test within Past 6 Months
 0 = Has not failed drug test within past 6 months
 1 = Has failed drug test within past 6 months

- 6.5) Alcohol/Drugs Have Caused Problem in Major Life Area
 0 = Alcohol/Drugs have not caused a problem
 1 = Alcohol/Drugs have caused a problem

- 6.6) Inflated Self-Esteem
 0 = Appropriate level of self-esteem
 1 = Inflated self-esteem

- 6.7) Major Head Trauma
 0 = No
 1 = Yes

- 6.8) Risk Taking Behavior
 0 = Does not generally take risks
 1 = Takes risks

TOTAL _____

	Strength	Barrier
Motivation to stop using	[]	[]
History of substance use	[]	[]
Sober support network	[]	[]
Motivated for treatment	[]	[]
Attitude towards psychotropic meds	[]	[]
Stable mental health issues	[]	[]
Anger management	[]	[]
TOTAL:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



7.0 Values, Beliefs, and Attitudes

- | | |
|---|--|
| 7.1) Pro-Criminal Sentiments
0 = No/Few pro-criminal sentiments
1 = Some/a lot of pro-criminal beliefs | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 7.2) Negative Attitude Towards Supervision
0 = Will complete supervision without problems
1 = Will have a difficult time with supervision | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 7.3) Attitude Supports Substance Use
0 = Not supportive of substance use
1 = Supportive of substance use | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 7.4) Demonstrates Empathy Towards Others
0 = Demonstrates empathy towards others
1 = Does not show empathy towards others | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |
| 7.5) Attitude Towards Gangs
0 = Negative attitude towards gangs
1 = Supportive of gangs | <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> |

TOTAL _____

	Strength	Barrier
Motivation to change	[]	[]
Take responsibility for offense	[]	[]
Supportive of pro-social lifestyle	[]	[]
Total:	—	—

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



Overall Impressions

Total Risk Score _____

Total Number of Strengths _____

Total Number of Barriers _____

SCORING

Youth	Cutoffs	Recidivism Rates	Youth Score
Low	0-11	17%	
Mod	12-19	33%	
High	20-34	55%	

Instrument Risk Level LOW MODERATE HIGH

Override

Final Risk Level LOW MODERATE HIGH

INDIANA YOUTH ASSESSMENT SYSTEM RESIDENTIAL TOOL



Level of Need-Residential Tool

HIGH	3	2-3	4-7	3	3-4	7-8	4-5
MOD	2	1	2-3	2	1-2	3-6	2-3
LOW	0-1	0	0-1	0-1	0	0-2	0-1
	Juvenile Justice History	Family and Living Arrangements	Peers and Social Support	Education and Employment	Pro-Social Skill Set	Substance Abuse, Personality, and Mental Health	Values, Beliefs, and Attitudes

JTAC INcite (Indiana Court
Information Technology Extranet)

DCS Attorney System

Requirements Document

Release Version: 1.0

Date: 9/18/2012

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Application Overview

The Department of Child Services (DCS) has requested that JTAC build an application for them to assist the DCS attorneys in managing their cases. The application will allow for entry of party information and generate required forms to be presented in court. For Odyssey counties, the court calendar and Chronological Case Summary (CCS) will also be available for review and the user will be able to view hearing dates for their cases.

Document Overview

Screen designs have been created for the application. While these screens will need to be modified to fit the current standards for JTAC applications in INcite, the data elements will remain. Each section of this document has been numbered and the requirements will also be numbered as a subset of each section. This will allow us to find and track each requirement throughout the project.

1.0 INcite

This will be another application hosted in the INcite framework. As INcite is already established, only the changes required to add the new DCS application will be addressed.

1.1 Security

Each user will be assigned a role for the DCS application. These users will have state-wide access to all data within the application.

1.2 Application Icon

An icon will be designed to place on the INcite home screen to direct users to the DCS application. Only users with the DCS application role will see this icon on their INcite home screen.

1.3 INcite Page Settings

The INcite header and footer will need to be set up for the DCS Attorney System.

2.0 Menu

This menu is found in the header area on all pages and will work the same on every page.

2.1 Home

This option will always return the user to the Home Screen.

2.2 Case/Document Creation

This option will take the user to the first page of the Case/Document creation wizard.

2.3 Search

This option will take the user to the Search for Case screen.

2.4 Reports

This option will provide the user with a list of reports that have been developed for viewing and/or printing.

2.5 Resources

This option takes the user to <http://www.in.gov/judiciary/2697.htm> which is a link to the CHINS Benchbook Forms.

3.0 Home Screen

This is the landing screen for all users accessing the DCS Attorney System. It has a list of links to assist the user in quickly accessing the particular part of the application they need. Some of the functions do exactly the same thing, but it is more user friendly if they find the exact task they want to perform.

3.1 Create Petition

This will take the user to the first page of the Case/Document Creation wizard.

3.2 Initiate A Case

This will take the user to the first page of the Case/Document Creation wizard.

3.3 Create An Order

This will take the user to the first page of the Case/Document Creation wizard.

3.4 Hearings Today

This will provide a list of hearings scheduled for today based on the hearing dates in the database for cases associated with this users's ID.

- 3.4.1 The user may change the user so they can view hearings for another user. This should be a drop down list of all users with the ability to type the name and quickly get to the name they are looking for.
- 3.4.2 The user should be able to change the date to view hearings on another date including putting in a date range to see hearings for multiple days.

3.5 View Court Calendar

This will provide a view of the court calendar for users in an Odyssey county. This option is not available for non-Odyssey county users.

- 3.5.1 The user should be able to choose the court calendar they wish to view. This should be a drop down list of the courts with the ability to type the court name to quickly find it in the list.
- 3.5.2 Still need to design the screen for the calendar view.

3.6 Recent Cases

This provides a quick search of the last ten cases the user has accessed.

3.7 Find Case

This takes the user to the Search For Case Screen.

3.8 Custom Search

This takes the user to a screen to search in other counties for cases.

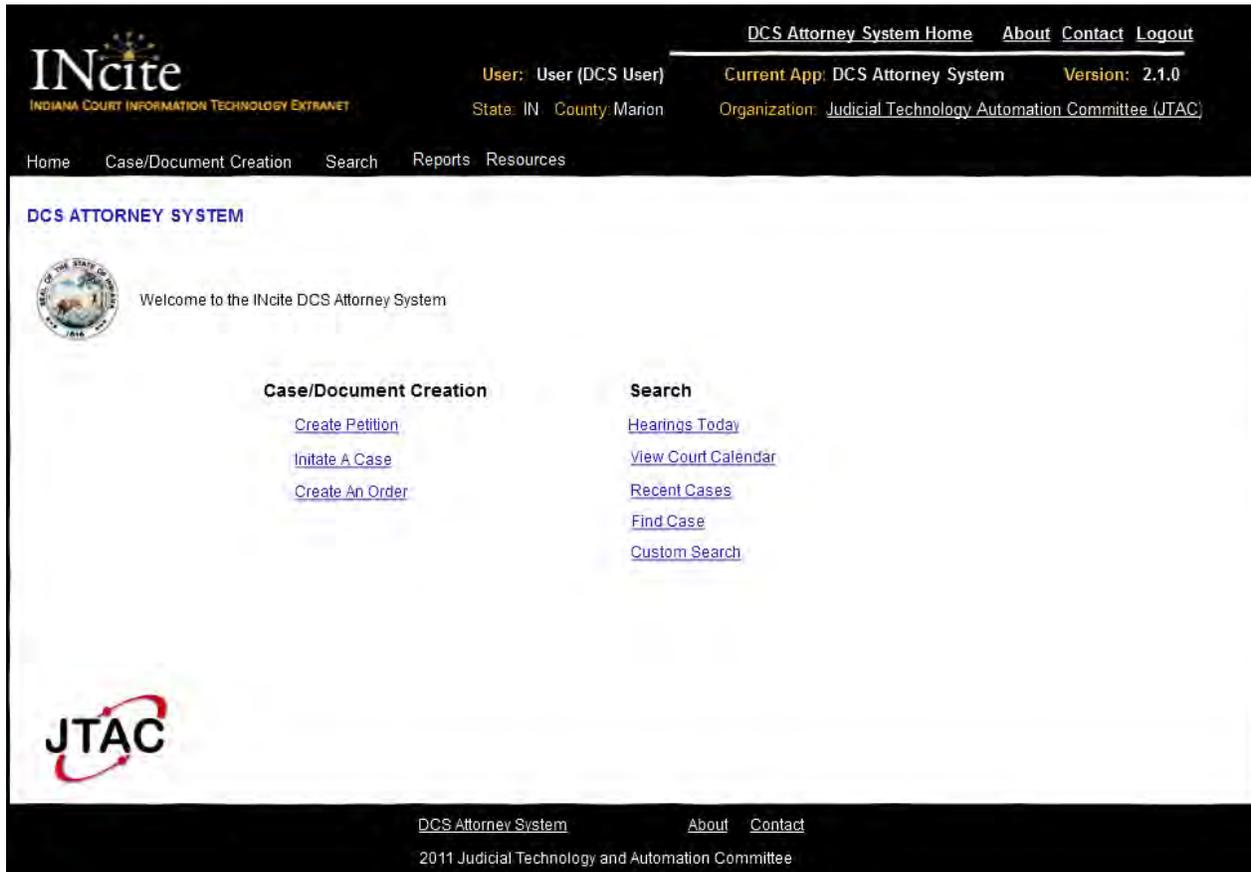


Figure 1 Home Screen

4.0 Case Information

This is the first screen of the Case/Document Creation wizard and the screen where the user would edit any case information. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

4.1 Assessment Number

The assessment number is a number assigned to all cases by the DCS. It is a 10 digit number and will be keyed in by the user. This should be a required field as all cases should have this number assigned.

4.1 Case Number

The case number is made up of five fields that are entered individually. The case number should be shown at the top right of the screen just below the header. As each of the five fields are entered, the case

number should update so that the user can see the case number as they build it. The case number must be unique within the database. It can be made unique by adding a suffix.

4.1.1 Court

This is a drop down list of the courts and their court ID from INcite. This helps the user select the correct court for the case number. The Court ID completes the first five characters of the case number.

4.1.2 Year

This field is a drop down list of years. Show the current year plus the previous 5 years in descending order. The user may type in the year, but it cannot be a future year. The year completes characters 6 and 7 of the case number.

4.2.3 Month

This field is a drop down of the numbers 1 – 12 in ascending order. The user may type in the month, but it must be a number from 1- 12 and cannot be greater than the current month if the Year is the current year. The Month completes characters 8 and 9 of the case number.

4.2.4 Case Type

This is a drop down list of the Juvenile Case Types. Juvenile Case Types are JC, JD, JM, JP, JS, and JT. The case type will drive the documents that the user can create on later screens. The case type completes characters 10 and 11 of the case number.

4.2.5 Filing Sequence

The filing sequence is 6 digits in length. If anything less than 6 digits are entered, then leading zeros are added to fill the field. The filing sequence completes characters 12 – 17 of the case number.

4.2.6 Related Cases

There may be multiple cases that are open that involve the same parties and these cases should all have some tie to each other. So we added a Related Cases box. The case number should be 17 characters long (or 20 with the dashes) in the same format as the case number created above. 00D00-0000-JC-000000 If the user puts in less than 6 digits for the last set of zeros, then preceding zeros should be added to make it 6 characters. If the user has more than one case to be added, then they should use the Add Related Cases button to add another. As each case is added, a list should be shown of each one added so the user can see if they have them all.

4.2.7 Next/Cancel

The Next button should save the data on the screen and take the user to the Party Search Screen. All fields should be validated. If errors are found, then a list of errors should be shown and the fields in error should be highlighted. Once the user corrects the errors, they should use Next again.

If the User selects Cancel, they will be returned to the Home screen. When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

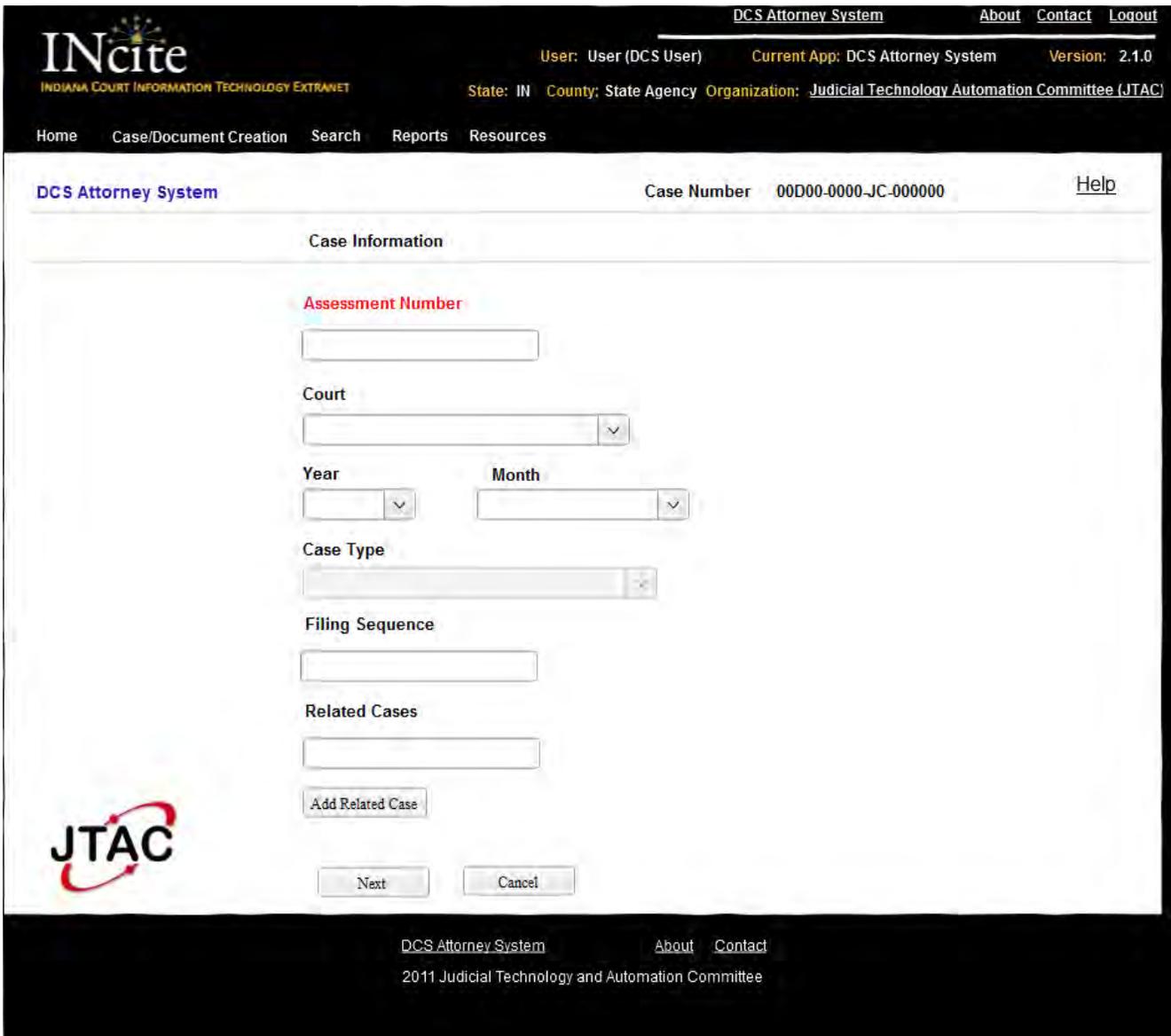


Figure 2 Case Information Screen

5.0 Parties

The user must always search the database for an existing party before adding a new party. This will save them time if the party already exists as they can just pull in the current data and make changes as necessary. It will also help reduce the number of duplicate party entries in the table. As parties are entered into the application, they will be stored in a database table. As the party is selected to be associated with a case, a copy of the original party entry will be copied to a Case Party table. Any changes made to the party will only be made to the Case Party ID unless the user specifically requests that the main party record be changed. This will be handled on the Party screens. Changing the main party record will not affect other case party records associated with other cases. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of

the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

5.1 Party Search

This screen will appear before each party search. Because the user will see this screen multiple times, we need to dynamically change the title each time it comes up. The title will read Party Search - _____ where the blank is filled in with Child in Need of Services or Father or Mother or Guardian/Custodian or Person with Knowledge of the Case. The Assessment Number and Case Number (when available) should be included at the top of the screen, just under the header bar.

5.1.1 Search Fields

The user must enter data in at least one of the fields or select Advanced Search. The user may enter data in multiple fields and the search would use the additional field as an And statement in the search. For example: First Name = John and Last Name = Doe and Gender = Male and Race = White and Date of Birth = 1/1/2000.

5.1.1.1 First Name – can be multiple names like Mary Kay or Billy Jo.

5.1.1.2 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O'Hare.

5.1.1.3 Gender - is a drop down of Male, Female, or Unknown.

5.1.1.4 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

5.1.1.5 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the dashes.

5.1.2 Search

Selecting the Search button will execute the search and show a list of the results including Name (full name), Gender, Race, DOB, SSN, and Address.

5.1.2.1 Select Party - If the party the user is looking for appears in the search results, they can just Select the party and all the data for that party will be added to the case and the user will be taken to the Child In Need of Services page.

5.1.2.2 Add New Party - If the party is not returned in the search results, the user may add a new party by selecting the Add New Party button. This will take the user to the Child In Need of Services screen and populate the fields that the user included in the Search. Whenever the Add New Party button is used, a Main Party Record is created as well as the Case Party Record.

5.1.2.3 Cancel/Skip - The Cancel button will return the user to the DCS Attorney Home page. The Case Information page will be saved. Skip will take the user to the Party Search for the next party. This would be the case if there is no Father or Mother and the user needs to go to the Guardian/Custodian screen.

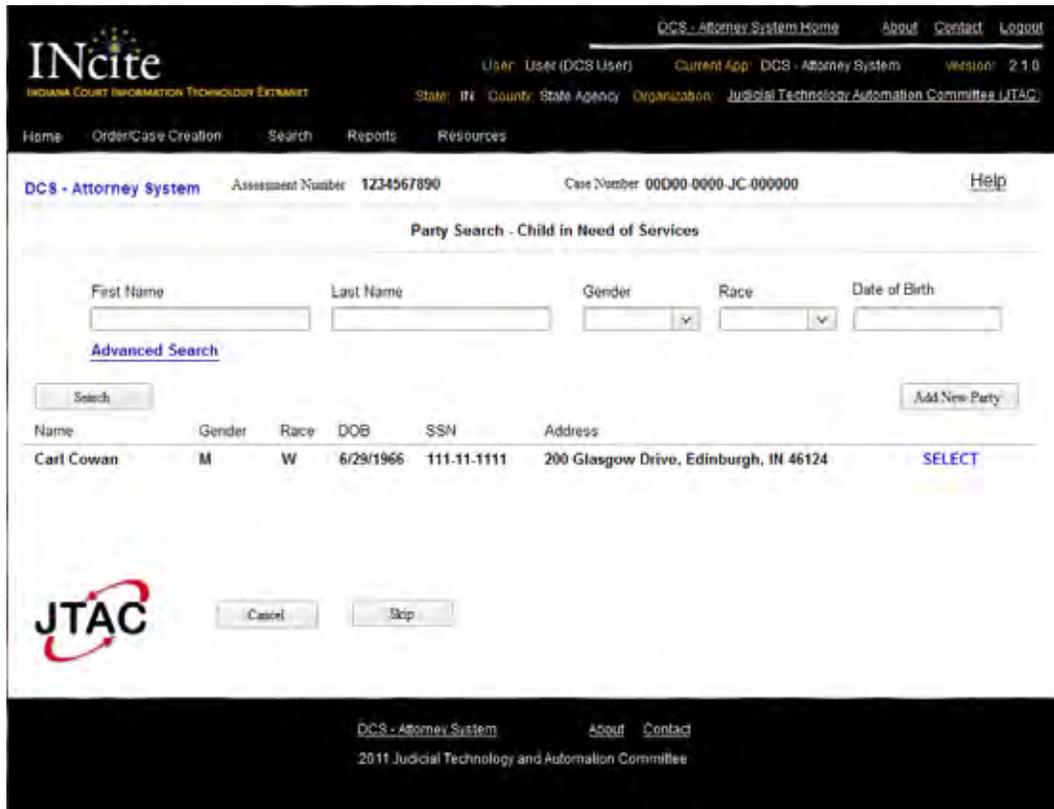


Figure 3 Party Search Screen

5.1.3 Advanced Search

The advanced search provides many more fields for the user to use in searching. They may enter any or all of these fields. Each field they choose will be treated as an And statement.

5.1.3.1 Gender, Race, and Ethnicity drop downs will be the INcite standard drop downs based off the FBI national standards.

5.1.3.2 The SSN must be 9 digits and may be entered with or without the dashes. We will display it with the dashes.

5.1.3.3 The Date of Birth must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

5.1.3.4 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.

5.1.3.5 The email address must be a valid email address format.

5.1.3.6 The search and selection works just as it does in the 5.1.2 Search.

5.1.3.7 Cancel would take the user back to the Basic Search page.

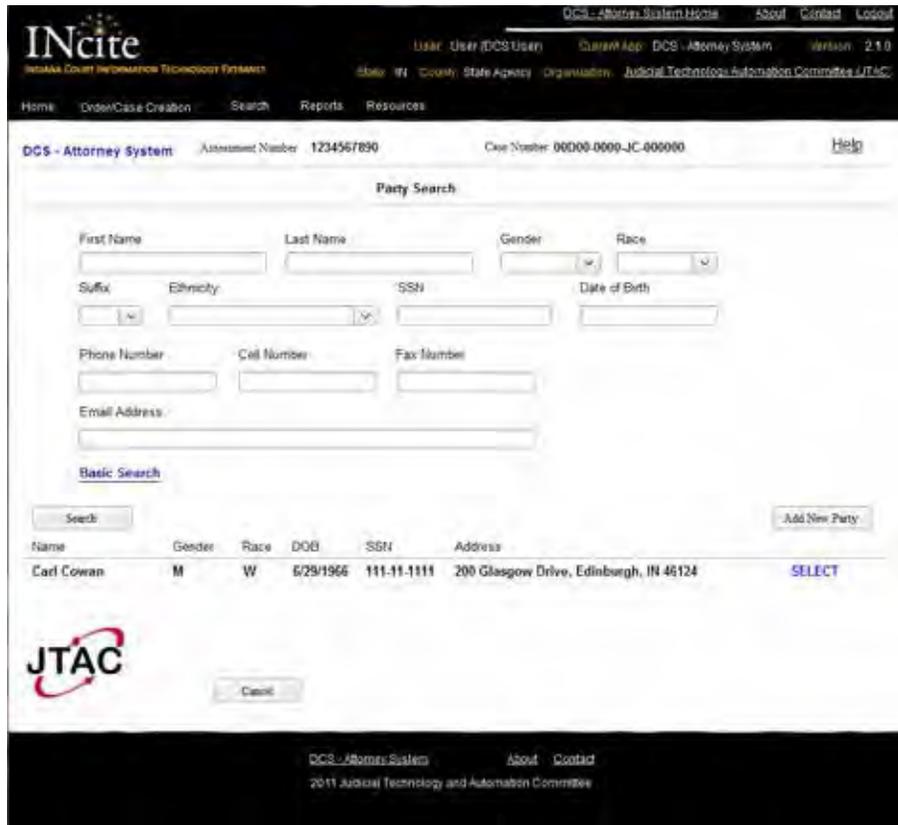


Figure 4 Advanced Party Search Screen

6.0 Child in Need of Services

This screen captures and maintains the data for the child on the case. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

6.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

6.0.2 Required fields are highlighted in red.

6.1 Name

6.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

6.1.2 Suffix - is a drop down of the INcite standard name suffixes.

6.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

6.1.4 Gender - is a drop down of Male, Female, or Unknown.

6.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

6.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

6.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

6.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes.

6.2 Address

6.2.1 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

6.2.2 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

6.2.3 Address Type – will be a drop down that includes Home, Work, and Other.

6.2.4 Add Address – allows the user to add additional addresses for the party.

6.2.5 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

6.2.6 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top.

6.3 Personal Identifiers

6.3.1 Eye Color – will be a drop down using the national standard for eye colors.

6.3.2 Hair Color – will be a drop down using the national standard for hair colors.

6.3.3 Skin Tone – will be a drop down using the national standard for skin tones.

6.3.4 Height – must be between 0 and 8 for the feet and between 1 and 11 for the inches. No decimals or commas are allowed.

6.3.5 Weight – must be a number with no special characters like decimals or commas.

6.4 Child Currently Resides With

6.4.1 This is a drop down box that includes Father, Mother, Guardian/Custodian and Other. Only one selection may be made.

6.4.2 If Other is chosen, then the If Other section must be completed.

6.4.2.1 Name – maximum length 50 characters.

6.4.2.2 Relationship to Child – maximum length 30 characters.

6.4.2.3 Address – the address entry should follow the same requirements as requirements 6.2.1 and 6.2.2 above.

6.5 Party Record Changes

To keep users from changing party records on other cases, the party record is specific to the case the user is working on. However, at times, changes to the party record should be made to the base party record as well. Checking this box will also change the base party record. Changes to the base party record will not change other cases where that same base party record was used.

6.6 Save/Next

6.6.1 Save will save the changes made on the screen.

6.6.2 Next will save the changes made on the screen and take the user to the Party Search screen for the Father.

6.6.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

The screenshot displays the 'Child in Need of Services' form within the INcite DCS Attorney System. The form is organized into several sections:

- Child in Need of Services:** Includes input fields for Last Name, Suffix, First Name, Middle Name, and Date of Birth. Below these are fields for Gender, Race, and SSN, along with a checkbox for 'Hispanic'.
- Address:** Contains fields for Address Line 1, Address Line 2, Zip Code, City, State, and Address Type. An 'Add Address' button is present, and a table below shows an existing address: 200 Glasgow Drive, Edinburgh, IN, Home.
- Personal Identifiers:** Features dropdown menus for Eye Color, Hair Color, and Skin Tone, and input fields for Height (ft/in) and Weight (lbs).
- Child Currently Resides With:** A dropdown menu labeled 'Select One'.
- If Other:** Includes fields for Name, Relationship to Child, Address Line 1, Address Line 2, Zip Code, City, and State.

At the bottom of the form, there is a checkbox for 'Changes on this screen only affect the party record for this case. Check this box if you want your changes to update the main party record.' and two buttons: 'Save' and 'Next'. The 'JTAC' logo is located in the bottom left corner of the form area.

Figure 5 Child In Need Of Services Screen

7.0 Father

This screen captures and maintains the data for the father on the case, if available. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

7.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

7.0.2 Required fields are highlighted in red.

7.1 Name

7.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

7.1.2 Suffix - is a drop down of the INcite standard name suffixes.

7.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

7.1.4 Gender - is a drop down of Male, Female, or Unknown.

7.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

7.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

7.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

7.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes.

7.1.9 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.

7.1.10 The email address must be a valid email address format.

7.1.11 The Custodial Parent checkbox will indicate whether the parent has custody of the child or not.

7.2 Attorney

7.2.1 The user may type in the attorney number. The attorney number will be used to search against the Roll of Attorneys to display the Attorney Name.

7.2.2 When the user doesn’t know the attorney ID, they need to search for the attorney. This is done by Last Name or Last Name, First Name. When the user selects the Search Attorneys button, the results are displayed in a grid. The user selects the attorney and the Attorney ID and Attorney Name fields are populated.

7.3 Address

7.3.1 A Same AS Child checkbox is available to populate the address in the event the address is the same as the child’s.

7.3.2 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

7.3.3 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

7.3.4 Address Type – will be a drop down that includes Home, Work, and Other.

7.3.5 Add Address – allows the user to add additional addresses for the party.

7.3.6 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

7.3.7 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top.

7.4 Also Known As

7.4.1 Provide First Name, Middle Name, Last Name fields to capture the data. Each field should be a maximum of 20 characters.

7.4.2 Once the name has been entered, the user should select the Add AKA button to add the name to the list.

7.4.3 A list of AKAs will be shown. These names can be edited or deleted.

7.5 Personal Identifiers

7.5.1 Eye Color – will be a drop down using the national standard for eye colors.

7.5.2 Hair Color – will be a drop down using the national standard for hair colors.

7.5.3 Skin Tone – will be a drop down using the national standard for skin tones.

7.5.4 Height – must be between 0 and 8 for the feet and between 1 and 11 for the inches. No decimals or commas are allowed.

7.5.5 Weight – must be a number with no special characters like decimals or commas.

7.5.6 Scars, Marks, and Tattoos – is a descriptive area where the user can enter any distinguishing features about the person.

7.6 Child Currently Resides With

7.6.1 This is a drop down box that includes Father, Mother, Guardian/Custodian and Other. Only one selection may be made.

7.6.2 If Other is chosen, then the If Other section must be completed.

7.6.2.1 Name – maximum length 50 characters.

7.6.2.2 Relationship to Child – maximum length 30 characters.

7.6.2.3 Address – the address entry should follow the same requirements as requirements 7.3.2 and 7.3.2 above.

7.7 Party Record Changes

To keep users from changing party records on other cases, the party record is specific to the case the user is working on. However, at times, changes to the party record should be made to the base party

record as well. Checking this box will also change the base party record. Changes to the base party record will not change other cases where that same base party record was used.

7.8 Save/Next

7.8.1 Save will save the changes made on the screen.

7.8.2 Next will save the changes made on the screen and take the user to the Party Search screen for the Mother.

7.8.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

The screenshot shows the 'Father' screen in the INcite DCS Attorney System. The page header includes the INcite logo and navigation links like 'Home', 'Case Data Overview', 'Search', 'Reports', and 'Resources'. The main content area is titled 'Father' and contains several sections of input fields:

- Name Fields:** Last Name, Suffix, First Name, Middle Name, Date of Birth.
- Contact Info:** Home Phone, Cell Phone, Work Phone, Fax, Email Address.
- Attorney Info:** Attorney ID, Attorney Name, Search for Attorney (Last Name, First Name), Search Attorney.
- Address:** Address Line 1, Address Line 2, Zip Code, City, State, Address Type.
- Also Known As:** First Name, Middle Name, Last Name.
- Personal Identifiers:** Eye Color, Hair Color, Skin Tone, Height, Weight.
- Other:** A checkbox for 'Change this case's Mother's legal address to this (for child support purposes only)'.

The JTAC logo is located in the bottom left corner of the form area.

Figure 6 Father Screen

8.0 Mother

This screen captures and maintains the data for the Mother on the case, if available. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

8.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

8.0.2 Required fields are highlighted in red.

8.1 Name

8.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

8.1.2 Suffix - is a drop down of the INcite standard name suffixes.

8.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

8.1.4 Gender - is a drop down of Male, Female, or Unknown.

8.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

8.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

8.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

8.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes.

8.1.9 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.

8.1.10 The email address must be a valid email address format.

8.1.11 The Custodial Parent checkbox will indicate whether the parent has custody of the child or not.

8.2 Attorney

8.2.1 The user may type in the attorney number. The attorney number will be used to search against the Roll of Attorneys to display the Attorney Name.

8.2.2 When the user doesn’t know the attorney ID, they need to search for the attorney. This is done by Last Name or Last Name, First Name. When the user selects the Search Attorneys button, the results are displayed in a grid. The user selects the attorney and the Attorney ID and Attorney Name fields are populated.

8.3 Address

8.3.1 A Same AS Child checkbox is available to populate the address in the event the address is the same as the child’s.

8.3.2 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

8.3.3 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

8.3.4 Address Type – will be a drop down that includes Home, Work, and Other.

8.3.5 Add Address – allows the user to add additional addresses for the party.

8.3.6 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

8.3.7 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top.

8.4 Also Known As

8.4.1 Provide First Name, Middle Name, Last Name fields to capture the data. Each field should be a maximum of 20 characters.

8.4.2 Once the name has been entered, the user should select the Add AKA button to add the name to the list.

8.4.3 A list of AKAs will be shown. These names can be edited or deleted.

8.5 Personal Identifiers

8.5.1 Eye Color – will be a drop down using the national standard for eye colors.

8.5.2 Hair Color – will be a drop down using the national standard for hair colors.

8.5.3 Skin Tone – will be a drop down using the national standard for skin tones.

8.5.4 Height – must be between 0 and 8 for the feet and between 1 and 11 for the inches. No decimals or commas are allowed.

8.5.5 Weight – must be a number with no special characters like decimals or commas.

8.5.6 Scars, Marks, and Tattoos – is a descriptive area where the user can enter any distinguishing features about the person.

8.6 Child Currently Resides With

8.6.1 This is a drop down box that includes Father, Mother, Guardian/Custodian and Other. Only one selection may be made.

8.6.2 If Other is chosen, then the If Other section must be completed.

8.6.2.1 Name – maximum length 50 characters.

8.6.2.2 Relationship to Child – maximum length 30 characters.

8.6.2.3 Address – the address entry should follow the same requirements as requirements 8.3.2 and 8.3.3 above.

8.7 Party Record Changes

To keep users from changing party records on other cases, the party record is specific to the case the user is working on. However, at times, changes to the party record should be made to the base party

record as well. Checking this box will also change the base party record. Changes to the base party record will not change other cases where that same base party record was used.

8.8 Save/Next

8.8.1 Save will save the changes made on the screen.

8.8.2 Next will save the changes made on the screen and take the user to the Party Search screen for the Guardian/Custodian.

8.8.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

Figure 7 Mother Screen

9.0 Guardian/Custodian

This screen captures and maintains the data for the Guardian/Custodian on the case, if available. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

9.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

9.0.2 Required fields are highlighted in red.

9.1 Name

9.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

9.1.2 Suffix - is a drop down of the INcite standard name suffixes.

9.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

9.1.4 Gender - is a drop down of Male, Female, or Unknown.

9.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

9.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

9.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

9.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes.

9.1.9 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.

9.1.10 The email address must be a valid email address format.

9.1.11 The Custodial Parent checkbox will indicate whether the parent has custody of the child or not.

9.2 Attorney

9.2.1 The user may type in the attorney number. The attorney number will be used to search against the Roll of Attorneys to display the Attorney Name.

9.2.2 When the user doesn’t know the attorney ID, they need to search for the attorney. This is done by Last Name or Last Name, First Name. When the user selects the Search Attorneys button, the results are displayed in a grid. The user selects the attorney and the Attorney ID and Attorney Name fields are populated.

9.3 Address

9.3.1 A Same AS Child checkbox is available to populate the address in the event the address is the same as the child’s.

9.3.2 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

9.3.3 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

9.3.4 Address Type – will be a drop down that includes Home, Work, and Other.

9.3.5 Add Address – allows the user to add additional addresses for the party.

9.3.6 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

9.3.7 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top.

9.4 Also Known As

9.4.1 Provide First Name, Middle Name, Last Name fields to capture the data. Each field should be a maximum of 20 characters.

9.4.2 Once the name has been entered, the user should select the Add AKA button to add the name to the list.

9.4.3 A list of AKAs will be shown. These names can be edited or deleted.

9.5 Personal Identifiers

9.5.1 Eye Color – will be a drop down using the national standard for eye colors.

9.5.2 Hair Color – will be a drop down using the national standard for hair colors.

9.5.3 Skin Tone – will be a drop down using the national standard for skin tones.

9.5.4 Height – must be between 0 and 8 for the feet and between 1 and 11 for the inches. No decimals or commas are allowed.

9.5.5 Weight – must be a number with no special characters like decimals or commas.

9.5.6 Scars, Marks, and Tattoos – is a descriptive area where the user can enter any distinguishing features about the person.

9.6 Child Currently Resides With

9.6.1 This is a drop down box that includes Father, Mother, Guardian/Custodian and Other. Only one selection may be made.

9.6.2 If Other is chosen, then the If Other section must be completed.

9.6.2.1 Name – maximum length 50 characters.

9.6.2.2 Relationship to Child – maximum length 30 characters.

9.6.2.3 Address – the address entry should follow the same requirements as requirements 9.3.2 and 9.3.2 above.

9.7 Party Record Changes

To keep users from changing party records on other cases, the party record is specific to the case the user is working on. However, at times, changes to the party record should be made to the base party

record as well. Checking this box will also change the base party record. Changes to the base party record will not change other cases where that same base party record was used.

9.8 Save/Next

9.8.1 Save will save the changes made on the screen.

9.8.2 Next will save the changes made on the screen and take the user to the Party Search screen for the Persons with Knowledge of the Case.

9.8.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

The screenshot shows the 'Guardian/Custodian' form in the INcite DCS Attorney System. The form is divided into several sections:

- Personal Information:** Fields for Last Name, Suffix, First Name, Middle Name, and Date of Birth.
- Contact Information:** Fields for Gender, Marital Status, Hispanic, SSN, Home Phone, Work Phone, and Fax.
- Address:** Fields for Email Address, Relationship to Child, Address Line 1, Address Line 2, Zip Code, City, State, and Address Type.
- Attorney Search:** Fields for Attorney ID, Attorney Name, Search for Attorney, Last Name, and First Name, with a 'Search Attorneys' button.
- Also Known As:** Fields for First Name, Middle Name, and Last Name, with 'Add AKA' and 'Add MA' buttons.
- Personal Identifiers:** Fields for Eye Color, Hair Color, Skin Tone, Height, and Weight.
- Scars, Marks, and Tattoos:** A large text area for describing physical characteristics.

At the bottom of the form, there is a disclaimer: "Changes to this record will affect the party record in the case. Changes to this record will affect the party record in the case. Changes to this record will affect the party record in the case." Below the disclaimer are 'Save' and 'Next' buttons. The JTAC logo is visible in the bottom left corner of the form area.

Figure 8 Guardian/Custodian Screen

10.0 Persons With Knowledge

This screen captures and maintains the data for the Persons with Knowledge of the case, if available. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

10.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

10.0.2 Required fields are highlighted in red.

10.1 Name

10.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

10.1.2 Suffix - is a drop down of the INcite standard name suffixes.

10.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

10.1.4 Gender - is a drop down of Male, Female, or Unknown.

10.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

10.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

10.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

10.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes.

10.1.9 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.

10.1.10 The email address must be a valid email address format.

10.1.11 The Custodial Parent checkbox will indicate whether the parent has custody of the child or not.

10.2 Address

10.2.1 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

10.2.2 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

10.2.3 Address Type – will be a drop down that includes Home, Work, and Other.

10.2.4 Add Address – allows the user to add additional addresses for the party.

10.2.5 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

10.2.6 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top.

10.3 Also Known As

10.3.1 Provide First Name, Middle Name, Last Name fields to capture the data. Each field should be a maximum of 20 characters.

10.3.2 Once the name has been entered, the user should select the Add AKA button to add the name to the list.

10.3.3 A list of AKAs will be shown. These names can be edited or deleted.

10.4 Personal Identifiers

10.4.1 Eye Color – will be a drop down using the national standard for eye colors.

10.4.2 Hair Color – will be a drop down using the national standard for hair colors.

10.4.3 Skin Tone – will be a drop down using the national standard for skin tones.

10.4.4 Height – must be between 0 and 8 for the feet and between 1 and 11 for the inches. No decimals or commas are allowed.

10.4.5 Weight – must be a number with no special characters like decimals or commas.

10.4.6 Scars, Marks, and Tattoos – is a descriptive area where the user can enter any distinguishing features about the person.

10.5 Party Record Changes

To keep users from changing party records on other cases, the party record is specific to the case the user is working on. However, at times, changes to the party record should be made to the base party record as well. Checking this box will also change the base party record. Changes to the base party record will not change other cases where that same base party record was used.

10.6 Save/Next

10.6.1 Save will save the changes made on the screen.

10.6.2 Next will save the changes made on the screen and take the user to the Case Details.

10.6.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

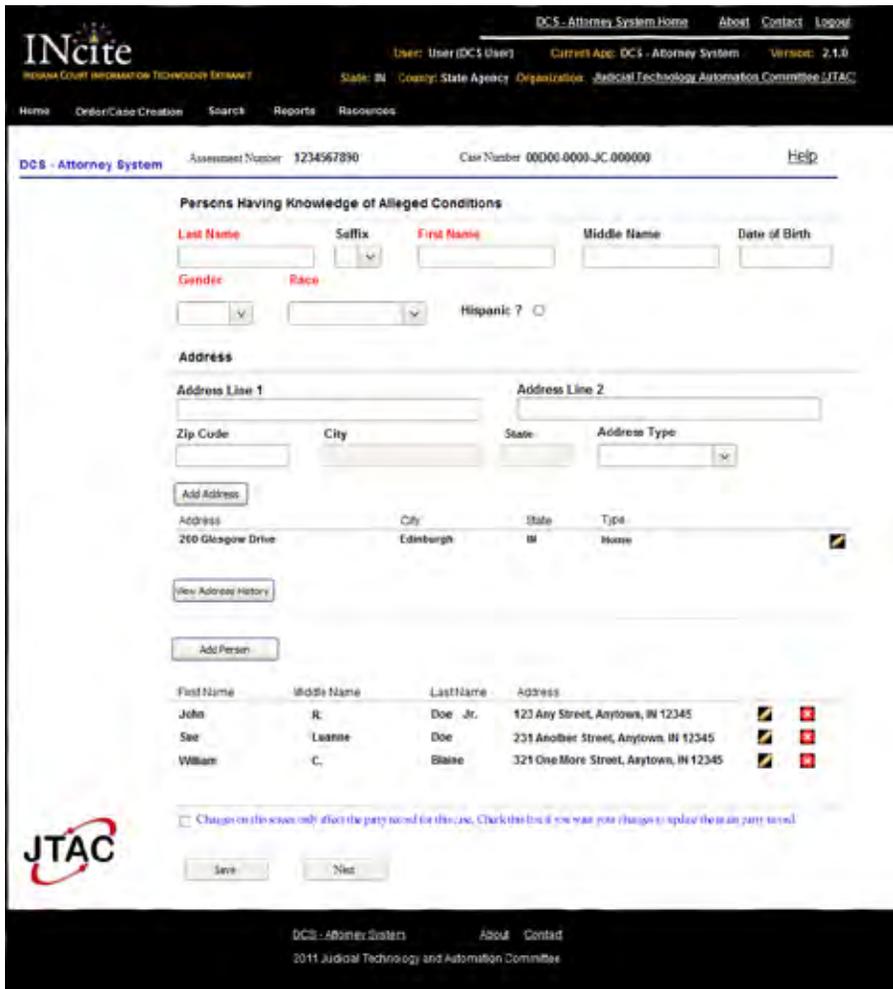


Figure 9 Persons With Knowledge Screen

11.0 Case Details

This screen captures the details for the case that don't pertain to the parties. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

11.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

11.1 Case Dates

11.1.1 Effective Date - must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

11.1.2 Expiration Date - must be a valid date and cannot be prior to or equal to the Effective Date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

11.1.3 Hearing Date - must be a valid date and cannot be a prior date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

11.1.4 Hearing Time – the hearing time will have a drop down box for the hour with the numbers 1 – 12 and a drop down for the minutes with the numbers 1 – 59 and a drop down for AM or PM. The user may just type the time in, but it must validate against the data in the drop down boxes.

11.2 DCS Attorney

11.2.1 DCS Attorney ID – entering the attorney ID will populate the DCS Attorney Name field by searching the Attorney ID against the Roll of Attorneys list. If the user doesn't know the Attorney ID then they can search for the ID.

11.2.2 A drop down box with a list of the Local DCS offices will allow the user to select the correct office for the attorney.

11.2.3 The user can search by Last Name or First Name or Last Name and First Name. The results of the search will be displayed in a list so the user can select the correct person and the DCS Attorney ID and DCS Attorney Name will be populated.

11.3 Judicial Officer

11.3.1 Judicial Officer ID – entering the Judicial Officer's attorney ID will populate the Judicial Officer field by searching the Attorney ID against the Roll of Attorneys list. If the user doesn't know the Attorney ID then they can search for the ID.

11.3.2 The user can search by Last Name or First Name or Last Name and First Name. The results of the search will be displayed in a list so the user can select the correct person and the Judicial Officer ID and Judicial Officer fields will be populated.

11.4 Attachments

Users may upload any attachments they need to add to the case. These files can be PDFs or pictures. We will limit the types of picture files to the most common types so that other users will be able to view them or download them.

11.4.1 An Add Attachments button will open an explorer type window that will allow the user to browse for their file to be uploaded. We will have to determine a maximum file size that will be allowed.

11.4.2 Uploaded attachments will be listed in a grid. The user may either view or delete an attachment. Only the user that uploaded the file or an application administrator may delete an attachment.

11.5 Case Notes

Users may any notes they feel are important to the case. The notes are free form text and are limited to 2,000 characters each.

11.5.1 An Add Case Notes button will open a text box for the user to enter their note. The text box should have a Save button to add the note to the list and close the text box.

11.5.2 The notes will be listed in a grid and the user may either edit or delete the note. Only the user that entered the note or the application administrator may edit or delete the note.

11.6 Save/Next

11.6.1 Save will save the changes made on the screen.

11.6.2 Next will save the changes made on the screen and take the user to the Case Summary.

11.6.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

The screenshot displays the 'Case Details' screen in the INcite DCS Attorney System. The page header includes the INcite logo and navigation links. The main content area is divided into several sections:

- Case Details:** Contains input fields for Effective Date, Expiration Date, Hearing Date, and Hearing Time. Below these are fields for DCS Attorney ID (populated with '8487 CC'), DCS Attorney Name (populated with 'Cof Crowe'), and Local DCS Office (populated with 'Cof Crowe').
- Search for Attorney:** Includes input fields for Last Name and First Name, and a 'Search Attorneys' button.
- Attorney List:** A table showing search results for attorneys. The first entry is:

Attorney ID	First Name	Last Name	
8487 CC	Dan	Crowe	SELECT
- Judicial Officer ID:** Includes input fields for Judicial Officer ID (populated with '8487 CC') and Judicial Officer (populated with 'Cof Crowe').
- Search for Judicial Officer:** Includes input fields for Last Name and First Name, and a 'Search Offices' button.
- Judicial Officer List:** A table showing search results for judicial officers. The first entry is:

Office ID	First Name	Last Name	Title	
8487 CC	Dan	Crowe	Judge	SELECT
- Attachments:** Includes an 'Add Attachments' button and a table with columns for Attachment Name, Attachment Description, and Attachment Format. One attachment is listed: 'Intake Report' with description 'Intake information for Child in Need of Services' and format 'PDF'.
- Case Notes:** Includes an 'Add Case Notes' button and a text area for notes, with a 'Notes pertinent to the case' checkbox.

At the bottom of the page, there are 'Save' and 'Next' buttons, and the JTAC logo is displayed in the bottom left corner.

Figure 10 Case Details Screen

12.0 Case Summary

This screen summarizes all the data the user has entered for the case. This is also the screen that will be shown when a user searches for a case and selects it as the one they want to view or edit. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for.

12.0.1 The Assessment Number and Case Number (if available) is displayed just below the header.

12.1 Tasks

There are many tasks that a user may need to use when on the Case Summary screen. These will be listed on the left side of the screen.

12.1.1 Print/View Documents – the documents are sorted into groups and the groups are listed in the Print/View Documents menu. When the user selects one of these groups they will be re-directed to a screen that lists all the documents in that group.

12.1.2 Modify Case – the user may also need to modify the data on the case. Each of the screens where the data was originally entered is listed in the Modify Case menu so the user can go directly to the screen they need.

12.2 Fields

12.2.1 The Hearing Date and Time and the Judicial Officer comes from the Case Details data capture.

12.2.2 The child's name, DOB, and Currently Resides With comes from the Child In Need of Services data capture. The name should be a hyperlink back to the Child In Need Of Services page. The DCS Attorney name comes from the Case Details data capture.

12.2.3 The Father's name, address, and attorney comes from the Father data capture. The name should be a hyperlink back to the Father page

12.2.4 The Mother's name, address, and attorney comes from the Mother data capture. The name should be a hyperlink back to the Mother page.

12.2.5 The Guardian/Custodian's name address and attorney comes from the Guardian/Custodian data capture. The name should be a hyperlink back to the Guardian/Custodian page.

12.3 Chronological Case Summary

This will only be available for cases in Odyssey counties.

12.3.1 Display the 5 most recent CCS entries from Odyssey. Include the CCS event date.

12.3.2 A button will be available called View Complete CCS. This will download and display the complete CCS list for the case. The user should be able to print the CCS from the view.

12.4 Document History

Every document generated in the application that pertains to the case will be listed in the Document History. This gives users the ability to retrieve a previously generated document and view or print it.

12.4.1 Using a View icon, the user will be able to view the document they select. This will be a PDF version of the document. The user will also be able to print the document from the view using the Adobe Reader controls.

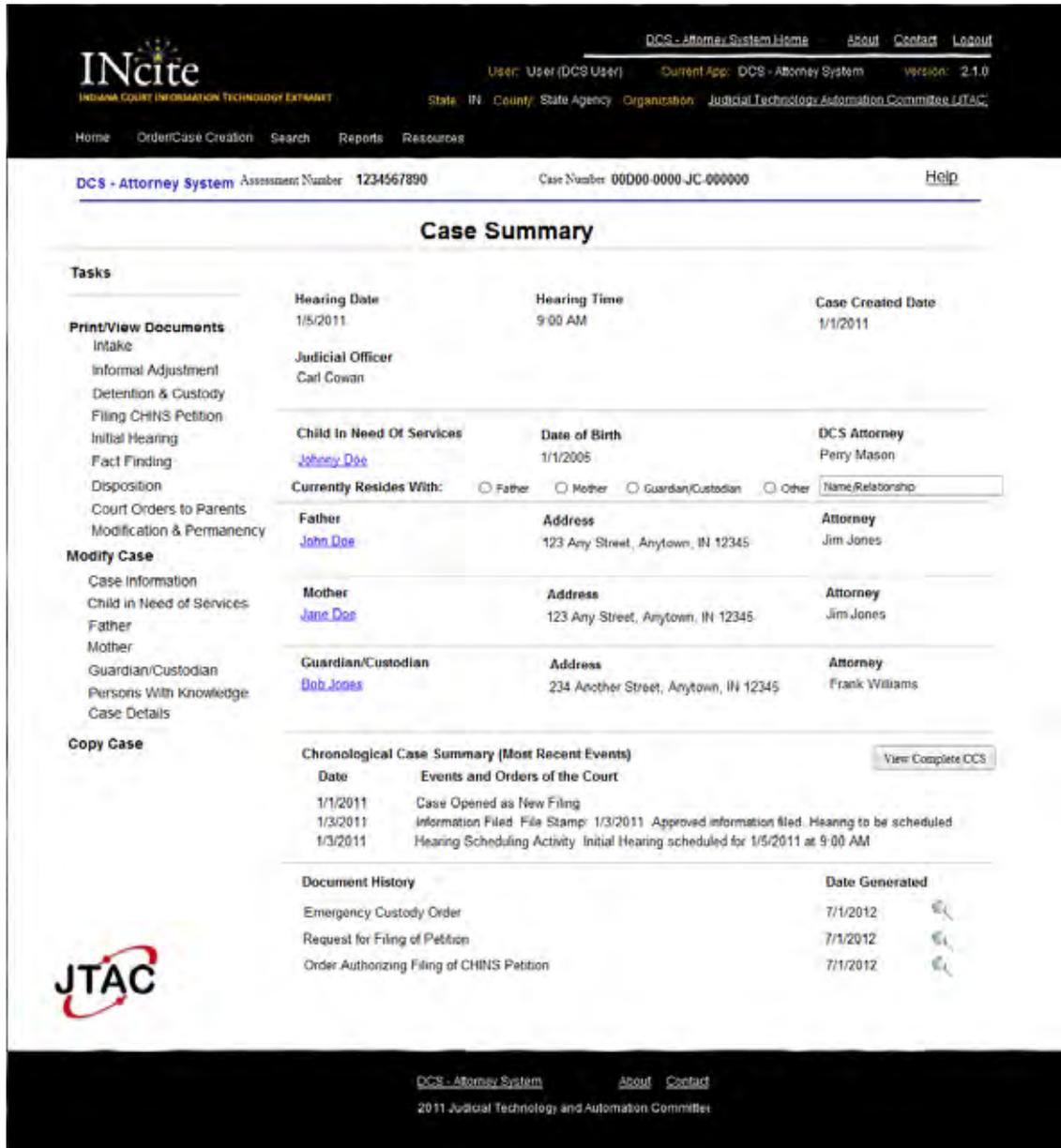


Figure 11 Case Summary Screen

13.0 Search For Case

Users will need to be able to search for cases they have created or that they may need to view. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered.

13.1 Search

13.1.1 The user should select how they want to search. The search type will determine the fields to be shown on the screen. The default should be By Assessment Number and the Assessment Number box would appear on the screen. The County filter is not needed as the Assessment Number is specific to a single case.

13.1.2 We will always show the County field on name searches so the user may filter by the County. This will be a drop down of the 92 counties in Indiana.

13.1.3 By Child would show the First and Last Name along with the County. The user may use either the first name, or the last name, or both in their search. This will search all cases that has the name search string associated as the Child In Need of Services.

13.1.4 By Father would show the First and Last Name along with the County. The user may use either the first name, or the last name, or both in their search. This will search all cases that has the name search string associated as the Father

13.1.5 By Mother would show the First and Last Name along with the County. The user may use either the first name, or the last name, or both in their search. This will search all cases that has the name search string associated as the Mother

13.1.6 By Guardian/Custodian would show the First and Last Name along with the County. The user may use either the first name, or the last name, or both in their search. This will search all cases that has the name search string associated as the Guardian/Custodian

13.1.7 By Case Number would show only a case number field. The case number field should be broken up to be a 5 character court identifier, a 4 digit year and month (yymm), a 2 character case type, and a 6 digit filing sequence. If the user puts less than 6 digits in the filing sequence, then the application should prefix their entry with zeros to make six digits. The other fields should validate to make sure the user has entered the required number of characters or digits for the field. The County field is not required on a case number search as the case number is already specific to a county.

13.1.8 By Name would show the First and Last Name fields along with the County. The user may use either the first name, or the last name, or both in their search. This will search all names associated with any case.

13.1.9 The Search button will initiate the search. The Search Results will be shown in a grid listing the Assessment Number, Case Number, Court, and Case Style. The user should be able to select the case they want to view. The Clear Fields button will erase all of the user's input to let them start with a fresh search.

13.1.10 The Cancel button will return the user to the application Home page.

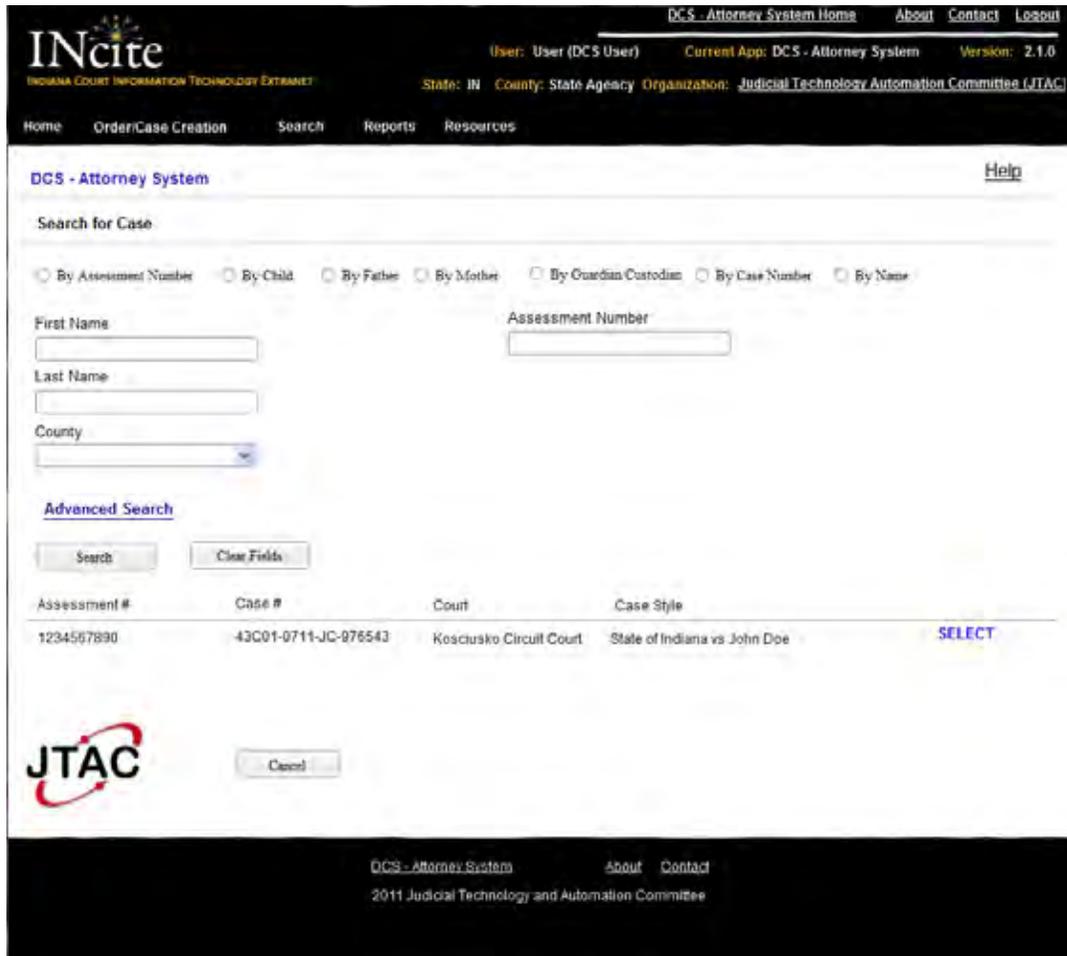


Figure 12 Search For Case Screen

13.2 Advanced Search

Users may want to be more specific in their search criteria.. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered.

13.2.1 The Field Name will be a drop down of fields that we determine can be searched on.

13.2.2 The Operator will be a drop down list that includes:

- Equals
- Greater Than
- Less Than
- Not Equal To
- Like
- Not Like

13.2.3 The Field Value will have to validate that the data entered is appropriate for the field name the user is trying to search on.

13.2.4 An Add Level button will allow the user to use additional statements. The user may use the same field more than once with different criteria. For instance, they may say Created Date

Greater Than 01/01/2012 and Created Date Less Than 02/01/2012 to get all cases for the month of January 2012. The user will have to determine for each additional level whether the statement should be And (search must meet both criteria) or Or (search must meet one of the criteria). And will apply to all levels but Or will only apply to the level immediately preceding the entry.

13.2.5 The Search button will initiate the search. The Search Results will be shown in a grid listing the Assessment Number, Case Number, Court, and Case Style. The user should be able to select the case they want to view. The Clear Fields button will erase all of the user's input to let them start with a fresh search.

13.1.10 The Cancel button will return the user to the Search page.

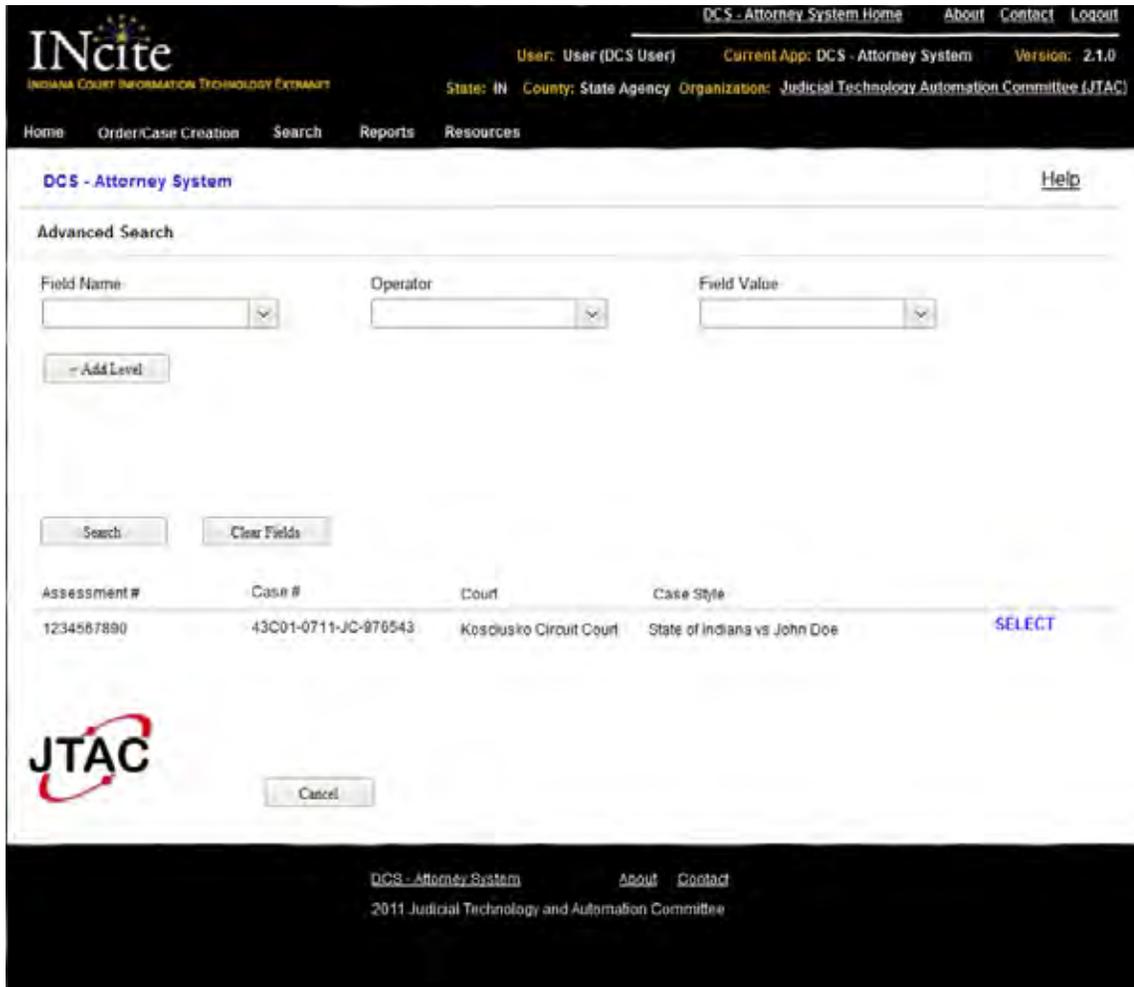


Figure 13 Advanced Search For Case Screen

14.0 Print Documents

As mentioned on the Case Summary screen, the user has documents that they need to prepare. Similar documents are grouped together to assist users in finding them easily. The user may want to create these documents one at a time, or create all the documents for the case at one time. Once the user selects a document group, on the Case Summary screen, they will be shown a screen that lists all of the

documents in the group so they can select the one(s) they wish to prepare. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and how it is used.

14.0.1A Select All button is available to reduce key strokes. This will check all the documents in the list. The user may uncheck any of the documents that they wish.

14.0.2 The Assessment Number and Case Number (if available) is displayed just below the header.

14.0.3 The Print Selected Documents button will start the preparation and printing process. Cancel will return the user to the Case Summary screen.

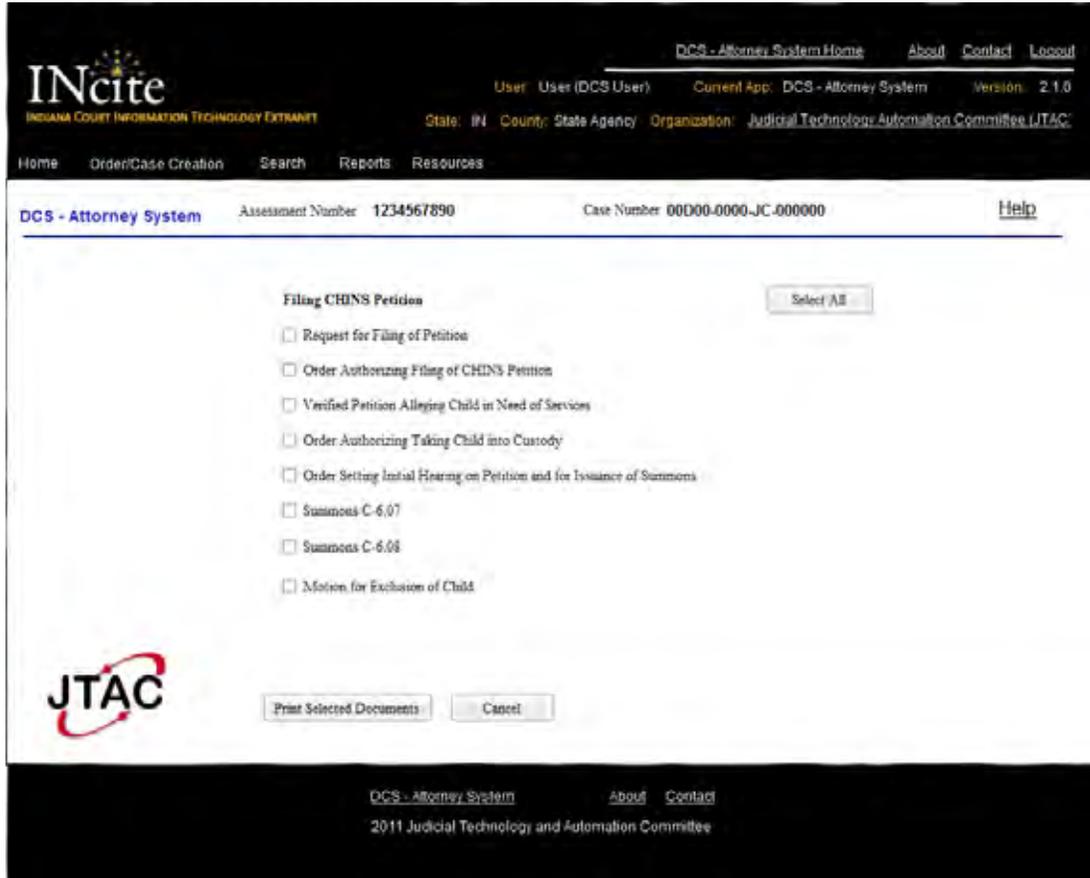


Figure 14 Print Documents Screen

14.1 Document Creation

Each document needs certain fields completed before it can be printed. Many of these fields are captured on the screens already covered in this document. However, not all the fields are required fields to complete the earlier screens but the information may be needed for a particular form.

14.1.1 For each form selected on the Print Documents screen, the form generation screen will be displayed with the data that has already been captured pre-populated. The remaining fields must be completed to create the form.

14.1.2 If the data should come from one of the other data capture screens but is only completed at the time of the form generation, then we will capture the data at that time and update the database as well.

14.1.3 The DCS does not have standard forms for use by the DCS attorneys. They do have a set of forms to use as guidelines. Therefore, we will provide the form as it is currently written allowing the user to use checkboxes or free form text to add the required data. We will also allow the user to select "Custom Text" on any line and completely replace that line with a free form text box that allows them to write the line as they see fit.

14.1.4 All of the forms will be attached to this document. The project team will go through the forms with the developers to determine how we want these capture screens laid out.

14.1.5 Each form capture screen will have a Preview Form button so the user can see how their form will look when it is rendered. From there, they can return and make changes or print the form. If they print the form, they will be taken to the next form capture screen or if this is the last form selected, they will be returned to the Case Summary screen.

14.1.6 Each form capture screen will have a Print Form button so the user can just print the form without previewing it. Using this button will take the user to the next form capture screen or on the last form selected, return the user to the Case Summary screen.

14.1.7 Each form capture screen will have a Skip button (if more than one form was requested) so if they decide they don't need the form, they can just move on to the next form.

14.1.8 Each form capture screen will have a Cancel button that will return the user to the Case Summary Screen.

15.0 Copy Case

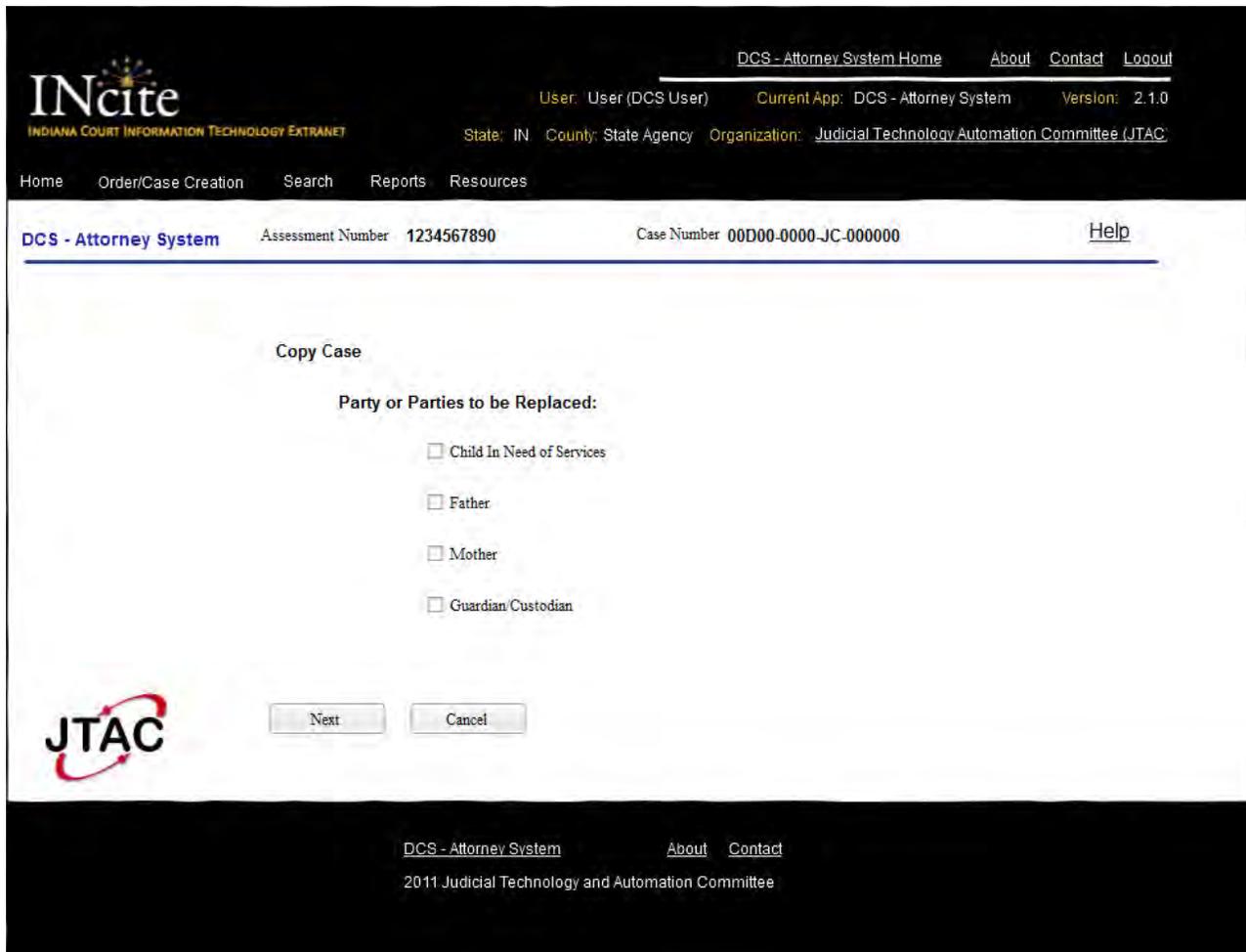
Many times, an attorney will have multiple cases involving the same parties. It would be beneficial if the attorney could copy an existing case to save time on case creation. Much of the data used in the original case will be needed in the new case.

15.1 Copying the Data

When copying a case, all data from the previous case must be copied as a new record. Changes can then be made to make the new record correct and complete. The Case Information will be different as each case must have a unique case number.

15.1.1 The first screen a user should see on copying a case should be the Case Information Screen.

15.1.2 The next screen would be the Copy Case screen where the user can select the party or parties that should be replaced for this case. Changes that are made will only affect the new case.



15.1.2.1 The user selects one or more parties to replace.

15.1.2.2 The Next button takes the user to the Party Search screen for the first party to be replaced. This process follows the original case creation process until all the parties are replaced. The Case Details page will be shown just in case any changes need to be made for the new case. Once the case is created, the user will be on the Case Summary page of the new case.

15.1.3 All data entered to complete the documents for the original case, especially free form text, will also be copied to the new case. This data can be updated or deleted by the user with no effect on the original case.

15.1.4 The document history from the original case will not be copied to the new case. The user must still create the documents. Copying the document data capture will assist in creating the new case documents.

INcite

(Indiana Court Information Technology Extranet)

IV-D Civil Writ/Warrant Registry

Requirements Document

Release Version: 1.0

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Division of State Court Administration

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Application Overview

JTAC has been asked to build an application to manage IV-D writs and warrants. The application will allow for entry of party information and warrant details. It will be available for data entry by the Court and Clerk staff and search and arrest entry by law enforcement.

The screens are laid out in this document in a “wizard” type flow. While the user needs to follow this flow for initial entry, they should be able to select any specific screen that has been previously entered to make updates without following the “wizard” flow.

Document Overview

Screen designs have been created for the application. While these screens will need to be modified to fit the current standards for JTAC applications in INcite, the data elements will remain. Each section of this document has been numbered and the requirements will also be numbered as a subset of each section. This will allow us to find and track each requirement throughout the project.

1.0 INcite

This will be another application hosted in the INcite framework. As INcite is already established, only the changes required to add the new IV-D Civil Writ/Warrant Registry application will be addressed.

1.1 Security

Each user will be assigned a role for the IV-D Civil Writ/Warrant application. Users will have access only to the cases in their counties and only to courts assigned to them.

1.2 Application Icon

An icon will be designed to place on the INcite home screen to direct users to the IV D Warrant Registry application. Only users with the IV-D Civil Writ/Warrant application assigned to them will see this icon on their INcite home screen.

1.3 INcite Page Settings

The INcite header and footer will need to be set up for the IV-D Civil Writ/Warrant.

2.0 Menu

This menu is found in the header area on all pages and will work the same on every page.

2.1 Home

This option will always return the user to the Home Screen.

2.2 Create Warrant

This option will take the user to the first page of the New Warrant wizard.

2.3 Search

This option will take the user to the Search for Case screen.

2.4 Reports

This option will provide the user with a list of reports that have been developed for viewing and/or printing.

3.0 Home Screen

This is the landing screen for all users accessing the IV-D Civil Writ/Warrant. It has a list of links to assist the user in quickly accessing the particular part of the application they need. The links will be tied to User Roles so that the user will only see the links that pertain to the functions they are performing.

3.1 New Warrant

This will take the user to the first page of the New Warrant wizard and will continue through the process until the warrant is complete.

3.2 Search For Warrant

This will take the user to the Search For Warrant screen allowing for the entry of pertinent details that will help the user find a specific warrant.

3.3 Created Today

This allows the user to quickly find warrants that were worked on earlier the same day. This is helpful in case after reviewing a warrant it is determined that a modification needs to be made or if a document needs to be re-printed.

3.4 In Custody

This takes the user to a listing of Subjects who have been taken into custody on a warrant, but the warrant has not been processed as completed. The Subject may be waiting for transport to the county that issued the warrant.

3.5 Custom Search

This takes the user to a screen to search in other courts or counties for warrants. This will only be available to users that have authority to view other courts or counties.

3.6 Map

A map will be displayed that shows the counties participating in the IV-D Civil Writ/Warrant Registry. The counties using the registry will be shaded. Text will list the counties using the registry just below the map. An Admin screen will be required to update the counties using the registry and the map.



Figure 1 Home Screen

4.0 Parties

The user must always search the database for an existing party before adding a new party. This will save them time if the party already exists as they can just pull in the current data and make changes as necessary. It will also help reduce the number of duplicate party entries in the table. As parties are entered into the application, they will be stored in a database table. As the party is selected to be associated with a case, a copy of the original party entry will be copied to a Case Party table. Any changes made to the party will only be made to the Case Party ID. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

4.1 Party Search

4.1.1 Search Fields

The user must enter data in at least one of the fields or select Advanced Search. The user may enter data in multiple fields and the search would use the additional field as an And statement in the search. For example: First Name = John and Last Name = Doe and Gender = Male and Race = White and Date of Birth = 1/1/2000.

4.1.1.1 First Name – can be multiple names like Mary Kay or Billy Jo.

4.1.1.2 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O'Hare.

4.1.1.3 Gender - is a drop down of Male, Female, or Unknown.

4.1.1.4 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

4.1.1.5 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the dashes.

4.1.2 Search

Selecting the Search button will execute the search and show a list of the results including Name (full name), Gender, Race, DOB, SSN, Address, Case Number, and Status.

4.1.2.1 Select Party - If the party the user is looking for appears in the search results, they can just Select the party and all the data for that party will be added to the case and the user will be taken to the Subject page and all the details for the selected party will be populated.

4.1.2.2 Add New Party - If the party is not returned in the search results, the user may add a new party by selecting the Add New Party button. This will take the user to the Subject screen and populate the fields that the user included in the Search. Whenever the Add New Party button is used, a Main Party Record is created as well as the Case Party Record.

4.1.2.3 Cancel - The Cancel button will return the user to the IV-D Civil Writ/Warrant Home page. No data will be saved.

The screenshot shows the 'Party Search' interface. At the top, there are navigation links: Home, Create Writ/Warrant, Search, Reports. The search form includes fields for First Name, Last Name, Gender (dropdown), and Race (dropdown). Below the form is a 'Search' button and an 'Add New Party' button. The search results are displayed in a table:

Name	Gender	Race	DOB	SSN	Address	Case Number	Status
Carl Cowan	M	W	6/29/1966	111-11-1111	200 Glasgow Drive Edinburgh, IN 46124	00D00-0000-CM-000000	Active

Next to the 'Status' column for Carl Cowan is a blue link labeled 'SELECT PARTY'. At the bottom of the screen, there is a 'Cancel' button and the JTAC logo.

Figure 2 Party Search Screen

4.1.3 Advanced Search

The advanced search provides many more fields for the user to use in searching. They may enter any or all of these fields. Each field they choose will be treated as an And statement.

- 4.1.3.1 Gender, Race, and Ethnicity drop downs will be the INcite standard drop downs based off the FBI national standards.
- 4.1.3.2 The SSN must be 9 digits and may be entered with or without the dashes. We will display it with the dashes.
- 4.1.3.3 The Date of Birth must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.
- 4.1.3.4 The Phone, Cell, and Fax Numbers must be 10 digits and may be entered with or without the dashes or with the area code in parentheses. We will display it with the dashes.
- 4.1.3.5 The email address must be a valid email address format.
- 4.1.3.6 The search and selection works just as it does in the 5.1.2 Search.
- 4.1.3.7 Cancel - The Cancel button will return the user to the IV-D Civil Writ/Warrant Home page. No data will be saved.

The screenshot shows the 'Advanced Party Search' interface. At the top, the INcite logo and navigation links (Home, Create Writ/Warrant, Search, Reports) are visible. The user is logged in as 'User (WR User)'. The search form includes the following fields:

- First Name:
- Last Name:
- Gender:
- Race:
- Suffix:
- Ethnicity:
- SSN:
- Date of Birth:
- Phone Number:
- Cell Number:
- Fax Number:
- City:
- Email Address:

Below the form is a 'Basic Search' section with a 'Search' button and an 'Add New Party' button. The search results table is as follows:

Name	Gender	Race	DOB	SSN	Address	Case Number	Status
Carl Cowan	M	W	6/29/1966	111-11-1111	200 Glasgow Drive Edinburgh, IN 46124	00D00-0000-CM-000000	Active

The 'SELECT PARTY' link is located next to the 'Active' status. The page also features a 'Cancel' button and the JTAC logo.

Figure 3 Advanced Party Search Screen

5.0 Subject

This screen captures and maintains the data for the subject of the warrant. Any data used in the Party Search or contained in a record selected during the Party Search would be pre-populated on this screen.

A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

5.0.1 Required fields are highlighted in red.

5.1 Name

5.1.1 Last Name – can be hyphenated like Smith-Jones or an apostrophe like O’Hare.

5.1.2 Suffix - is a drop down of the INcite standard name suffixes.

5.1.3 First Name – can be multiple names like Mary Kay or Billy Jo.

5.1.4 Gender - is a drop down of Male, Female, or Unknown.

5.1.5 Race - is a drop down of White, Black, Asian or Pacific Islander, Native American or Alaskan Native, or Unknown.

5.1.6 Date of Birth – must be a valid date and cannot be a future date. Date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes. If the DOB or SSN is not entered, a pop-up message should be displayed on validation saying “Date of Birth or Social Security Number was not entered. Please enter the Date of Birth or Social Security Number or press Next to continue.”

5.1.7 Hispanic – is a radio button. If this is not checked, we will leave the field as NULL in the database.

5.1.8 The SSN must be 9 digits and may be entered with or without the dashes. It will be displayed with the dashes. If the DOB or SSN is not entered, a pop-up message should be displayed on validation saying “Date of Birth or Social Security Number was not entered. Please enter the Date of Birth or Social Security Number or press Next to continue.”

5.1.9 Phone numbers can be entered with dashes (123-456-7890), periods (123.456.7890), slashes (123/456/7890), or with just the area code in parentheses ((123)-456-7890). It will always be displayed with the dashes.

5.1.10 The email address must be a valid email address format.

5.2 Also Known As

The Also Known As, or Alias, is another name that the Respondent/Defendant may be commonly known as. This assists the individual who is serving the warrant. Some people have multiple aliases.

5.2.1 If the user only enters the first name, then the last name will default to the same last name as the original entry.

5.2.2 The user will select the Add AKA button for each entry. Each time the Add AKA button is selected, the entered data will populate in the grid below the button. An Edit button will allow the user to edit the name that was entered. A Delete button will allow the user to remove an Alias.

5.3 Personal Identifiers

Personal Identifiers are common descriptive items that will help the individual serving the warrant to identify the subject.

5.3.1 Eye Color – is a drop down list of the Federal standard eye colors.

5.3.2 Hair Color – is a drop down list of the Federal standard hair colors.

5.3.3 Skin Tone – is a drop down list of the Federal standard skin tones.

5.3.4 Height – is displayed in feet and inches. If any data is entered in the feet or inches, then feet becomes a required field. If the feet are entered, and nothing is entered in inches, then inches will default to zero.

5.3.5 Weight – If weight is entered, then it has to be greater than 50 pounds.

5.3.6 Scars, Marks, and Tattoos – is free-form text.

5.4 Address

5.4.1 Address Line 1 and Zip Code must be entered.

5.4.2 The address lines 1 and 2 can have anything with a maximum of 120 characters in each field.

5.4.3 The user will enter the Zip Code and the city and state will fill in based on the USPS zip code table. If there are multiple cities for a zip code, the user will be prompted to select the correct city from a drop down menu dynamically created from the list of cities for that zip code.

5.4.4 Address Type – will be a drop down that includes Home, Work, and Other. The default is Home.

5.4.5 A checkbox is provided to show that the Home and Mailing addresses are the same. This will save typing for the user. The default is that the box is checked. When checked, the system will automatically copy the address entered for Home to Mailing or if the address is entered for Mailing then it will automatically be copied to Home.

5.4.6 Add Address – allows the user to add additional addresses for the party.

5.4.7 Address – is a list of addresses that have been entered for the party. This will also act as an address history for the party. The user may select the line for editing however, editing the line will create a new row in the Address list so that we maintain a record of the old address and the new address. Only the latest entry for each address type will be displayed.

5.4.8 View Address History – will display all addresses entered for the party. These will be displayed in the order they were entered into the application with the latest on top. Each address will show the Effective Date (the date the address was entered).

5.5 Additional Identification Numbers

5.5.1 Driver's License # - is free-form text. If the number is entered, then the State and Expiration Date is required.

5.5.2 State ID # - is a state issued ID for people who don't qualify for a driver's license. If the number is entered then the State is required.

5.5.3 DOC # - is the Department of Correction's number for individuals in their system. It is free-form text.

5.5.4 Juvenile # - is a number assigned to juveniles who are in the state system. It is free-form text.

5.5.5 FBI # is a number assigned by the FBI for individuals who are in their system. It is free-form text.

5.6 Save/Next/Add Additional Subject

5.6.1 Save will save the changes made on the screen.

5.6.2 Next will save the changes made on the screen and take the user to the Warrant Details screen.

5.6.3 Add Additional Subject will save the data on the screen (run validation against all fields prior to saving) and clear the fields for entry of a new subject. Although it will use the same case number, each subject entered will be a new warrant record in the database. The Warrant Details screen should also be cleared, except for the case number, so the user can enter the new information for this new warrant.

5.6.3 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

IV-D Civil Writ/Warrant Registry
[About](#) [Contact](#) [Logout](#)

User: User (WR User) Current App: IV-D Civil Writ/Warrant Registry Version: 2.1.0

State: IN County: State Agency Organization: Judicial Technology Automation Committee (JTAC)

Home Create Writ/Warrant Search Reports
[Help](#)

IV-D Civil Writ/Warrant Registry [Help](#)

Last Name

Suffix

First Name

Middle Name

Date of Birth

Gender

Race

Hispanic

SSN

Home Phone

Cell Phone

Work Phone

Fax

Email Address

Also Known As

First Name

Middle Name

Last Name

Add AKA

First Name

John

Middle Name

Richard

Last Name

Doe

Eye Color

Hair Color

Skin Tone

Height

 ft in lbs

Weight

Scars, Marks, and Tattoos

Address Line 1

Address Line 2

Zip Code

City

State

Add Address

View Address History

Drivers License #

State

Expiration Date

State ID #

DOC #

Juvenile #

FBI #

Save

Next

Add Additional Subject

IV-D Civil Writ/Warrant Registry
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Figure 4 Subject Screen



6.0 Warrant Details

This screen captures the details for the case that don't pertain to the party. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered. Once a user has entered the data on this screen and saved it, the fields would be pre-populated on subsequent visits to this screen where the user could make changes and re-save.

6.1 Case Number

This is a required field. For courts using the bar code technology, they should be able to scan the bar code and the field will be populated. The case number is free-form text. Anything entered will be accepted. However, validation should look to see if at least 12 characters have been entered. If less than 12 characters, then a warning message should be displayed saying: "The case number does not meet the standard format. Is your case number correct?" This warning message should appear in a pop-up window showing their entry with a Yes button and a No button. Yes will allow them to continue and No will return them to the Case Number field for correction.

6.2 Warrant Dates

6.2.1 Warrant Type – this will be a drop down list of warrant types. The current list is Bench Warrant and Writ of Body Attachment.

6.2.2 Issued Date – will be the date the warrant is entered. This is a required field. A date picker will be available to select the date or the date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes. This date should default to the current date but can be changed by the user.

6.2.3 Expiration Date – must be a valid date and cannot be prior to the Issued Date. A date picker will be available to select the date or the date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

6.2.4 Vacated Date – will be empty until the vacated event is processed. When entered, it must be a valid date and cannot be prior to the Issued Date and cannot be greater than the current date. A date picker will be available to select the date or the date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

6.2.5 Closed Date – this date will be used to complete a warrant that does not expire and is not vacated. When entered, it must be a valid date and cannot be prior to the Issued Date and cannot be greater than the current date. A date picker will be available to select the date or the date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

6.3 Cash Bond

The Cash Bond Applied should default to No. When the user changes to Yes then the Bond Amount is required.

6.4 Transport

6.4.1 Will transport if arrested in another county. Will have Yes and No radio buttons. The default will be Yes.

6.4.2 Limitations – Any limitations on transportation will be listed in a free-form text box.

6.5 Attachments

Users may upload any attachments they need to add to the case. These files can be PDFs or pictures. We will limit the types of picture files to the most common types so that other users will be able to view them or download them.

6.5.1 An Add Attachments button will open an explorer type window that will allow the user to browse for their file to be uploaded. We will have to determine a maximum file size that will be allowed.

6.5.2 Uploaded attachments will be listed in a grid. The user may either view or delete an attachment. Only the user that uploaded the file or an application administrator may delete an attachment.

6.6 Case Notes

Users may add any notes they feel are important to the case. The notes are free-form text and are limited to 2,000 characters each.

6.6.1 An Add Case Notes button will open a text box for the user to enter their note. The text box should have a Save button to add the note to the list and close the text box.

6.6.2 The notes will be listed in a grid and the user may either edit or delete the note. Only the user that entered the note or the application administrator may edit or delete the note.

6.7 Arrest/Service Information

This data is not entered on this screen, but once it has been entered may be edited here. The data is entered on the Arrest/Service Information screen. Only one of the Radio buttons for Arrested or Served may be checked.

6.8 Save/Next/Cancel

6.8.1 Save will save the changes made on the screen.

6.8.2 Next will save the changes made on the screen and take the user to the Case Summary.

6.8.3 Cancel should only appear when the user comes here from the Case Summary screen.

6.8.4 When the user comes to this screen from the Case Summary screen, both Next and Cancel will return them to the Case Summary.

INcite
INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

IV-D Civil Writ/Warrant Registry About Contact Logout

User: User (WR User) Current App IV-D Civil Writ/Warrant Registry Version: 2.1.0

State: IN County: State Agency Organization: Judicial Technology Automation Committee (JTAC)

Home Create Writ/Warrant Search Reports

IV-D Civil Writ/Warrant Registry Help

Writ/Warrant Details

Case Number

Writ/Warrant Type Issued Date Expiration Date Vacated Date Closed Date

Cash Bond Applied Yes No Bond Amount \$

Will transport if arrested in another county. Yes No

Limitations

Attachments

Attachment name	Attachment Description	Attachment Format
Body Attachment	Body Attachment	PDF

Case Notes

Arrest Information

Arrest Date	Arresting Officer	Arresting Agency

Arrest Notes

JTAC

IV-D Civil Writ/Warrant Registry Home About Contact

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Figure 5 Warrant Details Screen

7.0 Case Summary

This screen summarizes all the data the user has entered for the case. This is also the screen that will be shown when a user searches for a case and selects it as the one they want to view or edit. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for.

7.0.1 The Case Number is displayed next to the screen title.

7.0.2 Display a text disclaimer in red bold text saying “Do not arrest solely on this information. Contact 123-456-7890 to verify validity of the warrant.” Where 123-456-7890 is the phone

number for dispatch of the county issuing the warrant. We will maintain an admin table of these phone numbers so an administrator can maintain them.

7.1 Tasks

There are many tasks that a user may need to use when on the Case Summary screen. These will be listed on the left side of the screen.

7.1.1 Create Warrant – for users with “create” authority, this task will appear on the screen. The user will be taken to the Case Information screen to start a new warrant entry.

7.1.2 Arrest/Service Information – the user will be taken to a screen in a new window to enter arrest/service information. See Enter Arrest/Service Information in section 9.0 of this document.

7.1.3 Vacate Warrant - for users with “create” authority, this task will appear on the screen. The user will be taken to the Warrant Details where they can enter the Vacate Date. See Vacate in section 9.0 of this document.

7.1.4 Add Additional Warrant – for users with “create” authority, this will appear on the screen. The user will be taken to the Subject screen with all the data cleared out so they can enter a new subject for a new warrant. While it will use the same case number, it will have separate Warrant Details so the Warrant Details screen should also come up with no data entered in it for this warrant.

7.1.5 Print Case Summary – this task will print out the Case Summary page.

7.2 Fields

7.2.1 The Warrant Type comes from the Warrant Details capture page.

7.2.2 The Issued Date will come from the Warrant Details capture page.

7.2.3 The Warrant Status is derived from the events processed on the case. The status will be Active once the Warrant is processed and will remain in that status until the subject is taken into custody, it expires, or is vacated. The status will be In Custody once the Arrest Information is entered and will remain in that status until the Closed Date is entered and the status will change to Closed, Vacated if the vacated date is entered, and the status will be expired if the Expiration Date is reached.

7.2.4 The Cash Bond Applied, Bond Amount, and Arrest Date come from the Warrant Details capture screen.

7.2.4 The Subject’s name, DOB, Address, Personal Identifiers, Also Known As, Other Identifiers, and Scars, Marks, and Tattoos comes from the Subject data capture. The name should be a hyperlink back to the Subject screen.

7.2.5 The Attachments come from the Warrant Details capture page. The name of the attachment should be a hyperlink to the document and open in a separate window using the appropriate program to display the attachment. The user should be able to print the attachment from that program.



Figure 6 Case Summary Screen

8.0 Search For Warrant

Users will need to be able to search for cases/warrants they have created or that they may need to view. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered.

8.1 Search

8.1.1 The user should select how they want to search. The search by selection will determine the fields to be shown on the screen. The default should be By Subject. The user may use either the first name, or the last name, or both in their search. The user may also use just a string within a name just in case the user doesn't know how to spell the complete name.

8.1.2 The Search Type allows the user to limit their search. The selections in the drop down box will be: All Active, Active – In Custody, Active – Not In Custody, Expired, Vacated, and Closed.

8.1.2.1 All Active will search all active warrants.

8.1.2.2 Active – In Custody will search only warrants where an arrest has been made but the warrant has not been closed.

8.1.2.3 Active – Not In Custody will search all active warrants where arrest information has not been entered.

8.1.2.4 Served will search warrants where the subject was served but not arrested.

8.1.2.5 Expired will search all warrants where the expiration date is prior to the current date or within a date range.

8.1.2.6 Vacated will search all warrants where the vacated date has been entered.

8.1.2.7 Closed will search all warrants where the closed date has been entered or has expired or has been vacated.

8.1.3 Start Date/End Date allows the user to specify a date range for the search. These fields are optional in a search. If only the Start Date is entered, then the current date is assumed for the End Date. A date picker should be supplied for each field or the user may enter the dates but must be entered as mmddyyyy format. The dates may be entered with or without dashes or slashes. The fields should be masked to show slashes.

8.1.4 If the user changes to By Court Case Number, the Case Number box would appear on the screen.

8.1.5 The Search button will initiate the search. The Search Results will be shown in a grid listing the Case Number, Warrant Type, Subject, Date of Birth, Court, and Warrant Status. The user should be able to select the case they want to view. The Clear Fields button will erase all of the user’s input to let them start with a fresh search. The Search Results will display all cases where the Status is Active or In Custody.

8.1.6 The Cancel button will return the user to the application Home page.

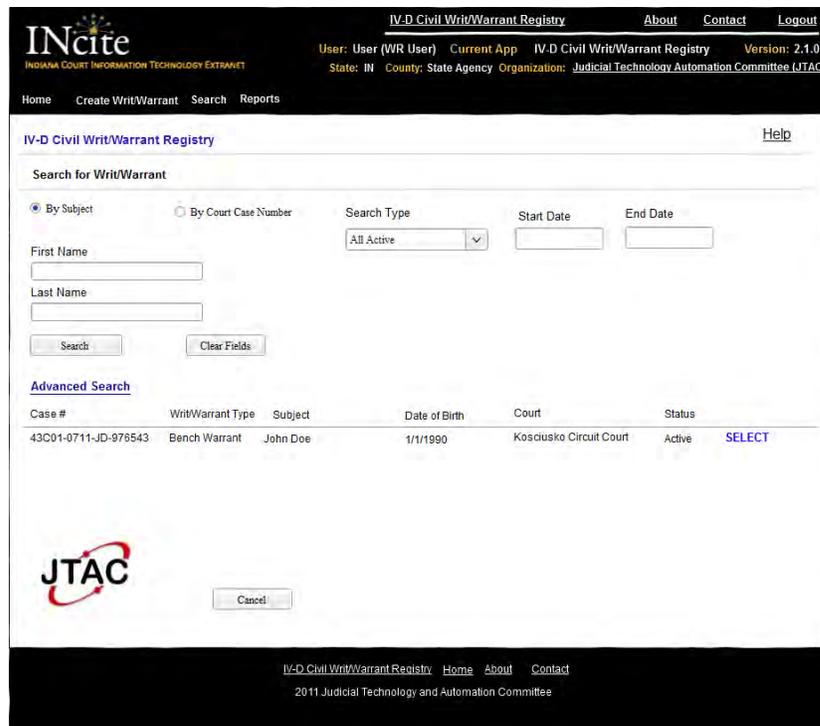


Figure 7 Search For Warrant Screen

8.2 Advanced Search

Users may want to be more specific in their search criteria. A Help button is displayed at the top right of the screen so the user can select it to get a description of the screen and what it is used for. Each field should also have field level help so the user can get information on the use of the field and the data to be entered.

8.2.1 The Field Name will be a drop down of fields that we determine can be searched on.

8.2.2 The Operator will be a drop down list that includes:

- Equals
- Greater Than
- Less Than
- Not Equal To
- Like
- Not Like

8.2.3 The Field Value will have to validate that the data entered is appropriate for the field name the user is trying to search on.

8.2.4 An Add Level button will allow the user to use additional statements. The user may use the same field more than once with different criteria. For instance, they may say Created Date Greater Than 01/01/2012 and Created Date Less Than 02/01/2012 to get all cases for the month of January 2012. The user will have to determine for each additional level whether the statement should be And (search must meet both criteria) or Or (search must meet one of the criteria). And will apply to all levels but Or will only apply to the level immediately preceding the entry.

8.2.5 The Search button will initiate the search. The Search Results will be shown in a grid listing the Case Number, Warrant Type, Subject, Date of Birth, Court, and Warrant Status. The user should be able to select the case they want to view. The Clear Fields button will erase all of the user's input to let them start with a fresh search.

8.2.6 The Cancel button will return the user to the Home page.



Figure 8 Advanced Search For Warrant Screen

8.3 Custom Search

This option allows a user with authority to multiple courts to adjust the typical search criteria to meet their needs.

8.3.1 The County dropdown box will be populated with only the counties the user is authorized for. They may select one or more counties to search in.

8.3.2 The Court drop down will list only the courts the user is authorized for. The user may select one or more courts. The drop down list will be the IV-D courts for the county or counties selected.

8.3.3 The Search Method drop down will allow the user to select the type of data they are trying to retrieve. The valid options are: Active, In Custody, Served, Expired, Vacated, or Closed.

8.3.4 Search will execute the search and return the results in a grid showing the Case Number, Warrant Type, Subject, Court, and Warrant Status. The user may select a case from the results and they will be taken to the Case Summary screen for that case.

8.3.5 Cancel will return the user to the Home screen.

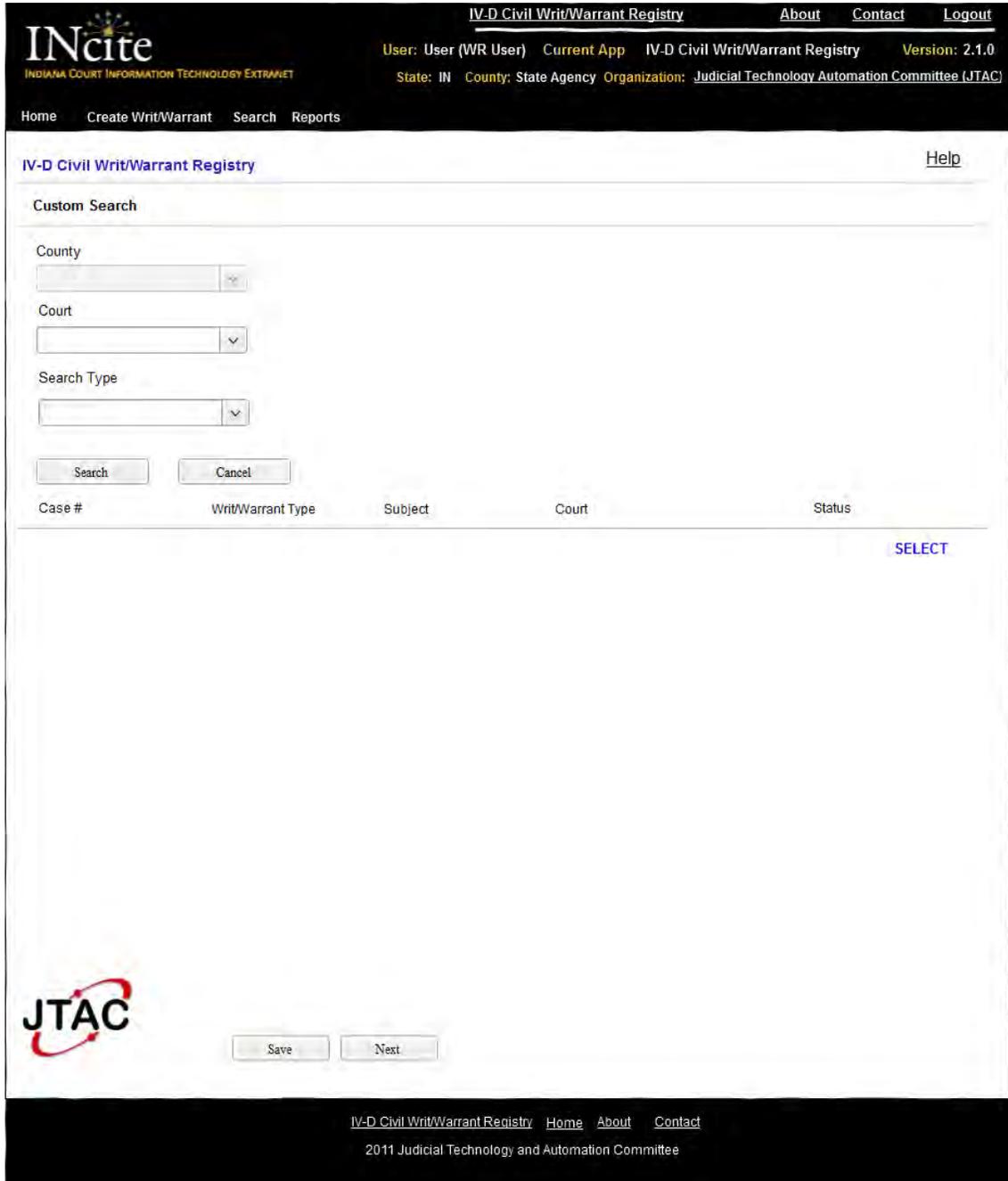


Figure 9 Custom Search Screen

9.0 Tasks

Tasks that are displayed on the Case Summary screen will be based on the user's authority.

9.1 Create Warrant

This function will take the user to the Case Information page so the user can start a new warrant. It will only be available to users with Create authority. All screens should be empty of data as if the user had started from the Home Page.

9.2 Print/View Warrant

This task will be available to all users. This task displays the PDF version of the warrant in a new window. The user may view or print using Adobe Acrobat Reader.

9.3 Arrest/Service Information

This task will open another window allowing the user to enter arrest or service information.

9.3.1 The user must select whether the subject was arrested or served. Only one can be selected but it is a required entry.

9.3.2 The Arrest/Service Date is required. The Arrest/Service Date should default to the current date but may be changed by the user. It cannot be a future date and it cannot be prior to the Issued Date. A date picker will be available to select the date or the date may be entered as mm/dd/yyyy, mm-dd-yyyy, or mm.dd.yyyy. We will display it with the slashes.

9.3.3 Arrested/Served By is a required field. This is a text box where the arresting/serving officer's name can be typed.

9.3.4 Arresting/Service Agency is a required field. This is a drop down of Indiana Law Enforcement Agencies. Other and Out of State are valid entries, but requires an entry in the Arrest Notes area to identify the Arresting Agency.

9.3.5 Arrest/Service Notes is optional, except as described in 10.3.3, and is free-form text.

9.5.6 Submit saves the data and returns the user to the Case Summary screen.

9.5.7 Cancel returns the user to the Case Summary screen without saving any data.

Figure 10 Arrest Information Screen

9.4 Vacate Warrant

This task is only available to users with Create authority.

9.4.1 The user is returned to the Warrant Details page so they can enter the Vacate Date.

10.0 Notifications

The Prosecutor's office in the county that issued the writ/warrant will be sent email notifications for the arrest or service and expiration of the writ/warrant.

10.1 Notification of Arrest or Service

The Prosecutor's office will be notified by email when the arrest or service information is entered into the registry.

10.1.1 An Admin screen will be required to maintain the Prosecutor's offices email addresses.

10.1.2 The text of the email notification will be "Subject Name, Case #, was served on date of service/arrest by officer name of the arresting/service agency."

10.1.3 The email will be sent via the Fax Sender service used by the Protection Order Registry application.

10.2 Notification of Expiration

The Prosecutor's office will be notified by email when the writ/warrant is set to expire 10 days prior to the expiration date.

10.2.1 The text of the email notification will be "Subject Name, Case #, and expiration date."

10.2.2 The email will be sent via the Fax Sender service used by the Protection Order Registry application.

11.0 Reports

Reports will default to all courts the user has authority for but may be filtered down to a specific court or courts. The user may also filter the Issued Date to a specific date or range of dates.

Report requirements still need to be determined.