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Common Pleas Project

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CPP Newsletter

CPCMS Project Update

The Common Pleas Criminal Court Case Management System (CPCMS) rollout has been delayed so that project staff could address application and performance issues affecting the twenty counties live on the system. The project staff created a two-phased work plan to address the issues. Phase I was to resolve some immediate concerns of the counties to make sure that day-to-day work could be conducted. Phase I concludes at the end of June with application changes moving to the production environment by mid-July. Phase II will address more complex issues. Users will begin to see items moving to production through early fall. Considerable progress has been made in the last three months to address these issues and better position the project to resume the rollout to the remaining forty-seven counties later this year or early next year.

A review of all help desk calls initiated by county users and project staff was conducted identifying application and performance issues being experienced by the counties. A Project Change Request (PCR) was created for each item or groups of items identified as needing to be addressed. Phase I included some thirty-six (36) PCRs. To date, another forty (40) have been created to address issues during Phase II of the delay. All areas of the project are being reevaluated based on the experience gained from installing the system in the first twenty counties. Development and ongoing maintenance teams have been positioned to work through the day-to-day and new development tasks. During this time, project staff has worked closely with the

District Court Administrators and Clerks of Court to address immediate issues facing these offices. Other articles within this newsletter address the revision to the planned training and migration approach as well as providing a summary of a few of the application and performance issues being tackled.

Trainers have been visiting the twenty counties providing assistance and ongoing training and support to the county staff. Project staff has visited counties to refine county customized data, event/next event information and calendaring and scheduling functions. Exportable trial and hearing lists are being customized to meet the needs of each of the counties.

Public and secure (county users only) docket sheet functionality provides criminal case information to interested users who have access to the Internet. During the month of May, 33,951 requests for case docket sheet information from the twenty live counties were made to the web site, ujportal@courts.pa.us. The online docket sheets provide an easy way for the public and court personnel to access information in the CPCMS application.

The ability to upload District Justice case information into the CPCMS application greatly reduces the work of staff in the Clerks of Courts offices. In May, 2,789 cases were transferred electronically from the DJS system to the CPCMS application. In addition, the District Justice system project staff is making changes to the DJS application to ensure better and more complete case data and information is transferred to the Common Pleas application.

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The project staff has revised the revenue reporting structure within the application and created new programs to identify "out of balance" account issues so that they can be addressed more proactively and timely. All counties have been reporting information to the Department of Revenue, county and municipal agencies as well as reconciling county bank accounts through the application. Please see the detailed article included in this newsletter outlining the revenue report functionality included in the system.

Performance issues continue to be reviewed and addressed during the pause. There are processes in place to monitor all tiers of the system for long running transactions and queries. A monitoring framework has been set up to identify long running queries in both the middle and presentation tiers. Findings from these tests are being prioritized and resolved by the performance monitoring team. All forms and reports are being reviewed and reworked to optimize performance and response time for the users. In addition, an analysis of the architecture environment is being undertaken to review current production, development and testing hardware.

Project staff continues to work with other state agencies to receive and disseminate criminal court case information as part of the CPCMS project. These agencies recognize the benefits of the statewide system and continue to look for ways to take advantage of the centralized criminal court case information. ►►

Application Enhancements

During the pause of the CPCMS rollout, the application development team is addressing many functionality issues as well as items related to application performance. These items have been initiated or requested by the county users and CPCMS project staff. This work will be performed two phases in which PCRs (Program Change Requests) are being analyzed, designed, programmed and then deployed. Many PCRs have resulted from a complete review of help desk calls received from the end users. Phase I includes approximately 35 PCRs with a scheduled release date by mid-July. Many of these improvements have already been put into the production environment. Phase II includes approximately 40 change requests. These will be completed and in production by early fall. Some of the PCRs directly relate to improving CPCMS application performance and functionality for the existing 20 counties currently using the system. Others are designed to ready the application for adding the remaining counties when the roll-out resumes.

Preparing for CPCMS

- *Start preparing your staff for the upcoming change to the new system. Talk to them about the benefits of the CPCMS, share CPCMS newsletters and the other information materials that you received at the statewide conference presentations and meetings at AOPC. Be sure to involve IT and systems staff in your meetings.*
- *Keep other court/county offices and staff updated on the timeframe for training and go-live.*
- *Ask questions! The AOPC will be more than happy to answer any questions you may have and provide additional information about the CPCMS to help you prepare.*
- *Remember that the CPCMS isn't stand-alone – multiple offices in your county will depend on the case information it provides to accomplish various case processing tasks. We suggest that you organize interoffice meetings in advance to work out business processes since you may need to make some decisions about how current processes may be affected by the new system.*

Accounting

AOPC has identified many changes that will improve or enhance the workflow of the system. In the area of accounting, this includes providing the ability to pass the primary participant to accounting screens so that users do not have to reselect the most likely responsible participant. In addition, the payer will default to the responsible participant on the receipt screen. Totals have been added to many accounting screens to improve their overall usefulness. For example, totals have been added to the Cas hier Session Summary Screen so that the amounts of money collected can be reviewed by payment method prior to the deposit. AOPC has been identifying additional accounting reports and/or making changes to existing accounting reports that will provide needed information to users.

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Totals for payment methods on the Cashier Session Receipt Summary screen provide a way to review the balance before doing the deposit.

Cashier Session Receipt Summary AGSSLT02

Cost Center: Westmoreland County Clerk of Courts Open Date/Time:

Cost Center Unit: Cash Drawer #1 Close Date/Time: 10/16/2003 12:00 AM

Account Type: Fines, Costs and Bail Balanced: Yes

View Payment Verification... Void Receipt...

Receipt Date	Receipt Number	Payor	Receipt Amount	Cashier

Cash Total: \$0.00 Money Order Total: \$0.00 Other Total: \$0.00

Check Total: \$0.00 Credit Card Total: \$0.00 Grand Total: \$0.00

Payment Method	Payment Source	Applied Amount	Void Reason	Void Date

Void/Adjust Payment... Close

Bulk Check Processing

Bulk check functionality - primarily for the purpose of processing prison checks - has been reviewed and redesigned. Cheryl Sipe of Cumberland County assisted in the review and refinement of the new design. This new system function will produce a separate receipt record for each responsible participant to facilitate accounting actions such as transfers to escrow.

Restitution

In the area of restitution, users will soon be able to associate more than one victim to an offense in order to assess restitution. Counties will be able to customize the percentage of payments applied to restitution based on a standing court order. The restitution priority screen will be enhanced to provide for ease of use within a county without the need to search through all participants in the statewide system. The functionality for government restitution recipients has also been modified. Further work in Phase II will examine joint and several restitution issues and eliminate the need for subrogation for an unknown recipient. AOPC will also look at a request to be able to place a victim "on-hold" for returned checks.

Multiple victims may now be associated with a single offense in the Relate Victims to Offense screen.

Payment Plan and Delinquency

AOPC developers are also examining and redesigning some payment plan and delinquency functionality within the system. It is anticipated that these changes will span both Phase I and Phase II of the project pause. Some changes that have already been made include redesign of delinquency letters and performance improvements to the Overdue Payments screen. In Phase II, AOPC will review the system ability to update payment plans based on the addition, modification or cancellation of assessments and review the overall functionality to ensure that the large volume of delinquency letters can be processed efficiently. In addition, AOPC will improve the process of referring accounts to collections agencies.

Relate Victim To Offense CSRVED01

1 Offense Record(s).

Seq.	Lead	Offense Date	Offense Code	Offense Grade	Offense Description	Disposed
2		11/25/2003	75 § 1543 §§ B	S	Drg Lic Sus/Rev Purs To	<input checked="" type="checkbox"/> 3

Specify Victim(s) to be associated with the selected Offenses:

- Fishburn, Cynthia
- Fishburn, Pollock K.

Save Close

Escrow Processing

Escrow processing will receive design attention during Phase II of the project pause. Some initial work has been done in the first phase, specifically in the area of refunds. Refunds are now handled much like any other type of escrow in the system that corrects issues with retrieving information once a refund check has been voided. This also corrects issues surrounding refunds and the month end balancing process. Methods for allowing users to enter and correct undisbursed escrow/legacy payment information moving forward will be examined in Phase II. Also in Phase II, AOPC will look at possible modifications and improvements to the Checks to be Created and Escheat functions of the system.

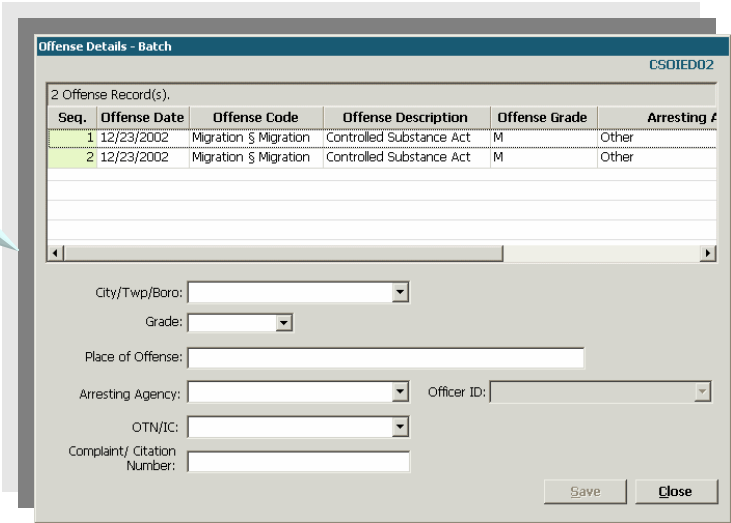


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Batch Processing - Offenses

The Batch Offense Edit screen provides for editing incomplete migrated offense data

CPCMS now allows for modifying offenses in batch. This was necessary based on the migration of offenses from legacy systems that may have missing or incomplete information, such as a township, borough or city that could not be mapped to the CPCMS values.



District Justice Transfer

The District Justice Case Transfer process has been modified to allow users to do other work while the system processes and brings over case data. In addition, the performance of the process has been improved and various errors in data transformation have been identified and corrected. Further corrections will be made throughout Phase II of the pause. The case transfer process within a court office has also been modified to permit retaining the same docket number when transferring to a different case category - for example Summary Appeal Traffic to Summary Appeal Non-Traffic.

assisted in this effort. Flexibility has been built into the DL process in anticipation of ongoing and future changes to the forms that may be made in the future. AOPC is designing a process that will assist the user in making sure that all the information for a particular form is entered before it is processed. This will eliminate the frustration of having to go to many places in the system to determine where and how the form data is populated. In addition, users will be able to review the data in the electronic transmission to PennDOT prior to the nightly submission.

Forms and Reports

The reporting/document production mechanism for CPCMS has been examined in detail. CPCMS uses Crystal Reports to produce documents and reports. Project staff members have been working to move to a newer version of Crystal Reports that will provide greater stability and better management capabilities. In addition, the reporting infrastructure has been modified. The capability to affix electronic signatures was approved for some forms by the Supreme Court of Pennsylvania and the affected forms have been modified to accommodate this process. In Phase II, allowing report production to be scheduled will be examined. This will be particularly useful for large reports such as Master Account Reports. AOPC will also weigh the performance benefits that may be achieved by performing some reporting functions on a separate data server.

Participants

Person/Organization Search and Add/Edit have been reviewed in detail during Phase I. Methods are being developed that will run background processes to identify and correct duplicate participants and that will allow users to “merge” participants rather than simply “link” them. This process is needed because of the large volume of migrated participants and the lack of unique identifiers in uploaded District Justice data. The merged participant process will assist in addressing duplicate attorney information as well as case participant information. Merging participants will cut down on the number of duplicate participants seen in searches, for example, but will still allow for the maintenance of some history about the original participant. Linking participants will still be available for very unique situations when there truly are different demographics for a particular participant and there is a legal determination that someone is the same person, but it is anticipated that it will be used infrequently.

PennDOT driver’s license suspension forms and the electronic process for submitting information to PennDOT have been the subject of much review during Phase I of the project pause. Joy’elle Wallace of Cumberland County

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Calendaring and Scheduling

In the area of calendaring and scheduling, notices have been modified so that they can all be processed in batch. Performance has been reviewed and the database processes have been modified to provide for improved speed in conflict checking.

Further work in Phase II will examine Bail and Bail Processing including receipting, bail and bail posting modification, and poundage. While these areas are functional, redesign of some behind-the-scenes business rules will make these processes work more smoothly. This will also facilitate bail refunds.

Users have requested methods for entering sentences and financial penalties in batch. In Phase II, AOPC will look at ways to achieve an efficient and effective design for these complex tasks. The sentencing conditions area will also be standardized for entering the conditions of confinement, for example.

Statistical Reporting

AOPC is working with the AOPC Research and Statistics Department in Philadelphia to develop a process for reporting statistical information electronically and to be able to provide statistical information to counties. It is anticipated that this

process will be expanded and refined over time. The new system will provide for modified and expanded statistical reporting. In addition, AOPC continues to work with the Sentencing Commission to exchange data for the on-line Sentencing Guideline System (SGS). AOPC continues to work with other external agencies to provide for the exchange of information through JNET. For example, it is hoped that the statewide system will simplify and improve the process of reporting of dispositions to the state police. ▶▶

CPCMS Master Account Revenue Reporting

Virtually all of the twenty (20) counties that have gone live on CPCMS are now up-to-date on their monthly bank reconciliations and end-of-month Master Account processes. In CPCMS, Master Account checks are processed for the Department of Revenue, the county and related county offices, and all municipalities. The recipients are different for each county. Master Accounts are distinct from escrow funds such as refunds and restitution that can be disbursed from the system at any time during the month.

The Master Account process must be done after the period end date. For all the offices currently on-line, this is after the end of each month. In the CPCMS Master Account process, the system must balance against the final

balance in the checking account as of the accounting period end date. This is often known as “zeroing out” the account(s). This process identifies and balances all the money remaining in the account(s) at the end of the accounting period.

During recent months, the Master Account Reports have been redesigned in general to provide for clear and consistent understanding and balancing of all funds. There is a “No” run for county verification prior to running the “Yes” Master Account Run that produces the final reports and creates the distribution checks. The ending totals page was redesigned to clearly balance to the checking account register as of the period end date. Transaction types were more clearly identified and classified to appear in totals properly.

Web Docket Sheet Advantages

- ✧ *Web docket sheets can be used by anyone with a web browser – the user needs not be part of the internal court network.*
- ✧ *No separate licensing needed*
- ✧ *“Near real time” data*
- ✧ *Allows for searching statewide data*
- ✧ *Exclusively internal court data, such as chambers data is not replicated or accessible.*

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Hard coding in the report was removed for determining the proper line item for the Summary of Collections report. This facilitates the inclusion of migrated assessments that may need to be identified as state money as long as a specific assessment type was used exclusively for one line item.

The manner in which Refunds are identified was redesigned to be appropriately recorded as escrow. This also corrected issues with voiding refunds. Issues with undischursed funds for the twenty counties that have gone live were also identified and fixed for the months prior to and including May.

Much work has been done in the last month to develop and run nightly processes that find any “out of balance” situations that may be occurring in the counties. Where the application can be changed to prevent such situations, changes are being made. In some instances, out of balance situations may be caused by migrated data or data fixes that cannot be anticipated ahead of time. In these instances, the nightly processes allow AOPC to fix these issues before they negatively influence the end of the month process.

In addition to the nightly processes, work has been done to automate the process of verifying the reports at the end of the month to prevent AOPC and users from having to do unnecessary manual review. This process ensures that the report balances in various calculations that cross-reference each other. Further work is proceeding on this effort.

The Master Account reports produced by this process include:

Common Pleas Criminal Court Management System Escrow Summary Report May 2004 - Armstrong			
	Checks Not Created	Checks Not Printed	Total Undischursed
Escrow Accounts			
Refunds	\$0.00	\$0.00	\$0.00
Bail	(\$500.00)	\$0.00	(\$500.00)
Restitution	(\$2,757.28)	\$0.00	(\$2,757.28)
Bail	(\$2,567.13)	\$0.00	(\$2,567.13)
Collateral	(\$238.68)	\$0.00	(\$238.68)
Credit - Unknown Recipient	(\$23,564.06)	\$0.00	(\$23,564.06)
Debit - Unknown Recipient	\$24,201.00	\$0.00	\$24,201.00
Overpayment	\$0.00	\$0.00	\$0.00
Unapplied Escrow	(\$191.00)	\$0.00	(\$191.00)
	<u>(\$5,617.15)</u>	<u>\$0.00</u>	<u>(\$5,617.15)</u>
Master Accounts			
Apollo Boro	(\$60.79)	\$0.00	(\$60.79)
Applewold Boro	\$0.00	(\$632.37)	(\$632.37)
Armstrong	\$0.00	(\$41,429.83)	(\$41,429.83)
Armstrong County Prothonotary	\$0.00	(\$634.74)	(\$634.74)
Armstrong County Sheriff's Department	\$0.00	(\$452.95)	(\$452.95)
Armstrong-Indiana Drug and Alcohol Commission	\$0.00	(\$1,424.62)	(\$1,424.62)
County of Armstrong - Computer Fee	\$0.00	(\$559.62)	(\$559.62)

Summary of Collections Report -

This report is to be submitted with signature and the check itself to the Department of Revenue. The check stub should be included with the check.

Summary of Collections Line 9

Detail Report – This report lists the cases included in the Line 9, Miscellaneous State Fines and Restitution by assessment distribution type. For migrated data, this list may include certain funds that could not be specifically mapped to other Summary of Collections lines. This report should be included in the mailing to the Department of Revenue with the check.

Summary of Collections Line 13

Detail Report – This report lists the cases for which Crime Victim Restitution was paid during the accounting period. This report should be included in the mailing to the Department of Revenue with the check.

Escrow Summary Report (shown above)

– This report compares the period end balance in the checking

account(s) to an identified list of undischursed escrow account totals and the money allocated toward Master Account funds. Since all the money is identified in its proper “bucket” by this report, the total of money allocated toward Master Account Funds and remaining in escrow accounts at the end of the month should be equal to the checking account balance. The period data verification process run by AOPC will verify that these totals match.

Escrow Detail Report – This report lists all money that remained in escrow at the beginning of the period and all new escrow moneys received. It also shows any escrow that has been disbursed or transferred to Master Accounts during the accounting period.

Daily Deposit Listing – This report lists and totals the deposits and deposit adjustments made during the accounting period. Deposit adjustments are voids to receipts or payments that have been included in a deposit.

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Vehicle, Crimes Code and Miscellaneous Income Report

– This report details all moneys received during the accounting period. It is sorted by receipt number and shows the distribution of moneys for each payment on a receipt. This report is very detailed and quite lengthy, but it allows for identifying specific receipts to determine whether money is being distributed and disbursed correctly.

Vehicle, Crimes Code and Miscellaneous Income Report Totals


– This report totals the amounts to be disbursed to Master Account recipients by recipient. It also provides a breakdown of Assessments that are being distributed to each recipient. It is not necessary to add the detailed report to verify these totals. The electronic verification performed by AOPC ensures that the totals match. However, users must look at this report to determine whether any improper recipients or over-distributions based on factors such as improper case entry or migration might occur if the checks were produced and distributed.

Vehicle, Crimes Code and Miscellaneous Income Report Totals Summary Page (shown on this page)

This page summarizes the report as a whole and provides a final balance for the funds. This page performs a similar function

to the Escrow Summary Report. However, the Escrow Summary Report calculates the money remaining in the bank account as of the end of the period by escrow fund and recipient. This Summary reports the money by transaction type. By performing the calculation of money remaining in the bank account in a different manner, the report is self-balancing. This report also totals all non-monetary receipts during the month.

The Summary Page has two columns that separate Master Account funds from Escrow. For each classification, it provides a balance forward from the previous month, adds in new money received (Paid In), subtracts any voids made prior to deposits, and provides a total of adjusted cash. This total should match the deposit listing. The electronic verification performed by AOPC verifies that these two figures match. The report then adds/subtracts refunds, transfers to/from the classification, and adjustments to provide an adjusted balance. The report subtracts Paid Out funds to provide separate totals for the remaining master account and the escrow account money remaining in the bank account at the end of the month. These two figures are totaled to create a figure that should match the checking account balance shown on the Escrow Summary Report. The electronic verification performed by AOPC verifies that these two figures match. ►►

 Common Pleas Criminal Court Management System Vehicle, Crimes Code and Miscellaneous Income Report Totals			
Total Non-Monetary	\$0.00(NM)		
Grand Totals	Master Account Totals	Escrow Totals	Combined Totals
Balance Forward	\$113,845.61	\$6,939.34	\$120,784.95
Paid In	\$42,813.27(MP)	\$7,116.72(EP)	
Voids	(\$507.94)(MV)	(\$41.00)(EV)	
Adjusted Cash			\$49,381.05
Refunds	\$0.00	\$1,465.10(ER)	
Transfers	(\$5.00)(MT)	(\$1,460.10)(ET)	
Adjustments	\$1,160.82(MA)	\$0.00(EA)	
Adjusted Balance			\$171,326.82
Paid Out	\$62,528.16(MO)	\$8,472.91(EO)	\$71,001.07
Total Funds	\$94,778.60	\$5,547.15	\$100,325.75



Performance and Tuning

Since the original rollout of the CPCMS application to the pilot counties, many improvements have been made in the areas of system performance and reliability. The CPCMS project team recognizes that the process of identifying and correcting performance issues needs to continue through the entire project life cycle including maintenance (when all of the counties will have been migrated onto the system). Even seemingly small changes to application functionality may have performance impacts that must be carefully evaluated. The identification of performance issues is accomplished through testing in a performance environment separate from the live production environment, careful internal monitoring of system processes in the production application itself, and vital feedback from users. The application has been built to automatically record performance information – how long different user processes actually take to be completed in the system and how often different application functions are used. Using this information, the project staff can target areas in the system that will most benefit from performance improvement efforts.

Specific areas of the application where performance has been notably improved include:

- > Case Profile
- > Case Participant Summary
- > Checks To Be Created
- > Receipt Summary Search
- > Assessment Creation
- > Assessment Subrogation
- > Overdue Payments Search

Several areas of the application architecture were changed to correct more general performance issues including use of memory on the servers and configuration changes to use other additional resources. Also, the project team has worked closely with our vendors to improve the performance of their products. The database vendor was able to identify and correct the underlying cause of the “rolling locks” which were the source of system wide performance problems.

Moving forward, the project team is committed to improving performance for existing users and ensuring that performance will continue to be acceptable as additional users are added. User feedback on performance issues encountered during day-to-day work is immensely helpful in the efforts to improve the application. ▶▶

Training Approach

Based on the training experience from the twenty counties that are using the CPCMS application, the project staff is reevaluating the training and rollout needs of the counties. Changes are underway to improve the overall training approach and plan.

What you can expect – Preparing for training & rollout

Prior to a county’s training period, the Court Administrator and the Clerk of Courts will be contacted by phone to discuss the county’s training plan. Many details will need to be reviewed in order to adequately prepare for training in the county. The goal of these discussions is to develop a day-by-day training plan describing the staff/offices that will be trained on each day of the training period. The AOPC training team will contact the county to:

- Verify the staff members who need to be trained from the primary CPCMS user groups – court administration, clerk of courts, chambers, and fiscal staff. Discuss the staff to be trained on read-only CPCMS functionality and any web docket training that will need to be provided. Confirm that AOPC understands the business processes in place in the county for primary system functions, as well as which court staff and offices perform those functions.
- Confirm logistics such as courthouse hours or if any training rooms are available for use. Most training will occur in county offices, but if training rooms are available these can be scheduled for training sessions as well. If training rooms are available, it is more effective to conduct training in them, if possible.
- Discuss any days/times we should avoid training certain groups of people. The trainers will try to be flexible, but training for all staff will need to be scheduled during the training period allotted for your county.
- Discuss coverage options – to allow for staff to focus their attention on learning the CPCMS system, are there staff who can cover phones, counters, or work while others are being trained? We want to work with the county to determine the best possible training situations and environments for users to learn the system.

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Based on past training experiences in the counties already working with CPCMS, we have determined that additional training time is needed for county staff to feel comfortable with the transition to CPCMS. In the past, training for various court offices typically included five days of training for clerk of courts staff, three days of training for court administration staff, and one to two days for chambers staff, as well as training sessions for read-only groups and web docket users. The project staff hopes to expand these training periods to allow for additional training of system users.

As a result of feedback received from users, the training approach is also being reevaluated and improved. Changes are being made to the training plan, materials and training environment. Some examples follow:

- Revise and improve the CPCMS training databases – improve the case data used during training to make it as realistic as possible, streamline the training scenarios used, and expand the user documentation provided.
- Focus more training time on a conceptual understanding of system functionality and on routine tasks which users must accomplish in real work life each day.
- Include migrated cases in the training environment – focus training time on how to clean up and work with migrated cases so that users are better prepared for go-live.

In addition to the improvements in the training plan and approach, we also plan to increase the amount of time trainers are in the county for follow-up visits. Based on our experiences in follow-up county visits over the past few months, on-site training support will be increased so that trainers can spend more time with users on the transition from legacy systems to using the CPCMS. »»

Enhanced Migration Approach

Since early November, nineteen counties have had their data from legacy system(s) migrated to the CPCMS system. As a result of going through these migration processes, the project team has gained knowledge about where we have had success and where we need to make improvements. Some changes have been made to the migration approach to improve the overall process so that the best possible migrations can be achieved.

Previously, two migration meetings were conducted at six months and two months prior to the actual go live date. The new migration approach has added a third meeting prior to

the actual migration date – an initial session, a working session, and a validation session.

During the initial migration session, AOPC and courts staff will:

- Discuss the CPCMS migration approach. Verify which legacy systems are included in the migration plan for your county.
- Complete the Docket Type & Case Category mappings – determine how the docket types and case categories from your legacy system map to the docket types and case categories in the CPCMS system.
- Discuss and create rules that will be used when migrating the county's data to CPCMS.
- Review the accounting migration approach and discuss the options that will best suit your county. Start the accounting assessment type mapping process to map the assessments in your legacy system to the CPCMS assessments that will be used.
- Take a first look at some of your county's migrated data in the new CPCMS system as part of an overview of the CPCMS application.

The working migration session will:

- Complete the assessment type mapping.
- Review migration exception reports – the migration reports show areas where additional work is needed or where a rule needs to be set up in order to improve the migration of a certain set of data. These reports will expose incorrect values, areas where no values exist, and other gaps in the migrated data that need to be addressed.
- Discuss and solve all identified data inconsistencies.

During the validation migration session, County staff and the migration team will:

- Spend the entire session validating the migrated data by viewing it in the CPCMS application.
- Discuss and review the steps and procedures for changing and updating migrated cases using CPCMS.

In addition, procedural changes will also be made that will improve the interaction between the migration team and the county customization team. The county customized data will now be entered at a much earlier date so that county users

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will be able to see their migrated data and their county customized data at the validation migration session. In addition, the project staff is looking into the possibility of having users spend one to two days at the end of the training period using their county’s migrated data in a training environment. This will serve as an additional on-site validation session and an opportunity for the trainers to review with users the details about how to work with migrated cases in the CPCMS system. More information on this will be provided during the migration sessions.

The migration team is also looking into some additional ways of improving upcoming migrations. In past migrations, the AOPC has manually entered all county undisbursed monies into the system. The migration team will be reviewing and evaluating the current procedure to determine if there is a better approach. The team will also be developing custom migration approaches for the larger counties to address complex migration issues which may arise.

If your county is not yet using the CPCMS application, county staff will be contacted to set up the initial, working, and validation migration sessions. County participation in the migration sessions is essential and we recommend sending not only technical staff, but also staff from various county offices who know the details about your county’s legacy data. Participation by the Clerk of Courts and the District Court Administrator is crucial to a successful migration. With the improvements made to the migration approach and a county’s involvement in the process, AOPC looks forward to working together to achieve the best possible migration approach for a county’s legacy data. ►►

Support for Scheduling, Case Event, and Docket Entry Customization

It has become apparent during the project’s training efforts that each of the twenty counties currently using CPCMS has slightly different approaches to scheduling and case calendaring as well as varied needs with regard to calendar related lists. As part of the continuing user support effort provided to the counties during the project pause, county follow-up visits have been scheduled by an AOPC technical staff member who is knowledgeable of the application’s scheduling functionality and who knows of the relationship of Docket entries and customizable Case Event, Next Event sequences for those counties that are currently using the CPCMS application.

Often this is an area where counties do not understand the various customizations available to them. And, while training is provided prior to roll-out, it is sometimes difficult to put into perspective all the functionality that is introduced.

A follow-up visit scheduled weeks or months after a county has become familiar with the application greatly improves the communication of problems, issues and/or concerns in these areas.

Once the calendaring information has been customized for a county, this data can be used to create various reports. One report in particular, the ‘Daily List’, is generated entirely from the data that is entered on the calendar. The application has various pre-formatted reports to display Daily List information. Which format best suits a county depends upon how much data they want to display, as well as the order in which the data is sorted. The available formats are called: Daily List, Detailed Daily List, and Sortable Daily List. While some counties have chosen to use these formats, it became apparent that one size would not fit all.

An alternative to the available system reports is provided in the form of the “Master Daily List Export” function. The ability to download raw calendar data is available, and through the use of common Windows applications (Access, Excel and Word), users can create their daily lists in a format that can closely resemble what the county was accustomed to in the past. The resulting reports can be attached in an email to distribute to all interested parties or can be saved in an HTML format for posting to a website.

Create a Customized Daily List report:

- Using report 1214 (Master Daily List Export), users enter a data range, and the data appears in a print preview screen.
- Instead of printing this report, the report is exported into a spreadsheet in a Microsoft Excel Format.
- This spreadsheet is used to create a table in Microsoft Access.
- Using this table, the user creates a report in Access, usually based upon an existing format.
- Users may choose to create a query in Access to create the report, only using the data that they need.
- This report can be exported to Microsoft Word and distributed.

Further in-depth instruction on the creation of customized daily lists and follow-up application functionality visits are available once a county has been on the CPCMS system, and has had a chance to become more familiar with using the application. If you would like a visit, please contact the CPCMS help desk at 1-877-277-2672. ►►

Extracting Case Data from CPCMS Application

The Common Pleas Criminal Court Case Management System (CPCMS) was designed to provide a high level of functionality for extracting the vast amount of data it contains. For example, numerous CPCMS reports are available that provide meaningful ways of looking at criminal case-related data. In addition, report data can be exported easily to Microsoft applications such as Excel and Access.

Some counties have expressed a need to extract data from CPCMS for use in other county applications that fall outside the court's scope. Examples of these systems include probation offices, sheriff's offices, prisons, and public defender's offices. In many instances, these offices will not be users of CPCMS, but will still need access to case-related data through existing county systems.

To satisfy this need, AOPC is offering Sunopsis, a software tool that facilitates the extraction and transfer of data from CPCMS to other county systems or data files. The Sunopsis software provides a graphical interface that allows county IT staff members to connect to a CPCMS data server, extract case-related data, transform it and load it into an existing county system, regardless of the existing system's data platform. Working with the database administration team at AOPC, transfers of data from CPCMS to county applications can be scheduled to run at specific intervals. The frequency of data extractions is not limited to nightly batch jobs and will be set based on individual county needs, server resources and other factors. In addition to Sunopsis, users may also find AOPC's Web Docket Sheets a useful tool for accessing CPCMS case information. Look for more information on Web Docket Sheets in this edition of the CPCMS Newsletter.

Sunopsis can also be used for ad hoc extractions and can create flat files. Sunopsis is versatile, relatively easy to use, and is being provided at no cost to counties who have an expressed need for extracting and loading CPCMS data. This license is limited in that it may be used only to extract data from CPCMS. Counties may opt to purchase a full license directly from Sunopsis at a price negotiated between the county and Sunopsis.

A four-day, hands-on training class is offered to county IT staff members (or third-party vendors in counties where there is no IT staff) on a quarterly basis at AOPC in Mechanicsburg. Travel expenses are paid by AOPC. As of this writing, over thirty county IT staff members have been trained in using the Sunopsis software. For more information on this topic, contact the CPCMS help desk at 1-877-227-2672. »»

Electronic Filing of Bills of Information

Early in the life cycle of a standard criminal case in the Court of Common Pleas, the District Attorney's office files a Bill of Information with the Clerk of Courts, also referred to as a Criminal Information. The Information is docketed by the Clerk, charges against the defendant are reconciled, and the case proceeds to the formal arraignment. As counties go online with CPCMS, there are two options for electronically integrating the filing of Informations with the Clerk of Courts.

Many District Attorney's offices in the Commonwealth use a product called Prosecution Management System (PMS) produced by CDI in Altoona. PMS contains several prosecution modules, one of which is used to prepare and print Informations. AOPC and CDI have worked together to

create a bi-directional electronic interface between PMS and CPCMS. Case data will first be moved from CPCMS to PMS. This part of the interface is currently in production. After creation of Informations in PMS, these Informations will be moved back to CPCMS where they will be held awaiting court acceptance. This part of the interface is currently in the final testing phase. Within CPCMS, the Case Admin/Information Filings feature allows Clerks of Court staff members to accept Informations for docketing. The acceptance of electronic Informations in CPCMS automatically creates a docket entry (Information Filed), updates the case processing status to "Awaiting Formal Arraignment", and reconciles all charges between the Information filed and the charges that were brought up from the lower court in CPCMS.

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Another option for integrating the District Attorney's office with CPCMS is DA Link. Produced by AOPC, DA Link is a free, web-based application that allows staff members in a District Attorney's office to access CPCMS case data, prepare, print and submit Informations. In preparing Informations, DA Link allows the District Attorney user to add charging language, select an appropriate grade for each charge, replace charges, add new charges, or withdraw charges before submitting the Informations electronically to the Clerk of Courts. Once submitted, the Clerk of Courts can accept the filing of the Informations through the same Court Admin/Information Filings feature used by the PMS interface. Because DA Link is accessed securely over the web, its portability makes it an ideal tool for prosecutors who wish to prepare Informations in or out of the office.

Effective July 1, 2004, the Supreme Court of Pennsylvania has approved the use of electronic signatures for the filing of

certain court-documents. This means that prosecuting attorneys that use either PMS or DA Link will be able to submit electronic Informations without having to provide a signed paper copy of the Information to the Clerk of Courts for docketing. CPCMS will have the capability of producing an electronically signed paper Information to provide to the defendant as required by statute.

In addition to the PMS interface and DA Link, District Attorneys may also find AOPC's Web Docket Sheets a useful tool for accessing CPCMS case information. Look for more information on Web Docket Sheets in this edition of the CPCMS Newsletter.

For more information on DA Link or Web Docket Sheets, log on to <http://ujportal.pacourts.us> (the Unified Judicial System's Web Portal). Information on DA Link, Web Docket Sheets, electronic signatures and PMS may also be obtained by contacting the CPCMS help desk at 1-877-277-2672. ▶▶



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