

**State Court Administrative Office
State of Michigan**

FINAL

*Juvenile Court Case Management
Business Process Specification
Version 0.9*

February 26, 2007

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Revision History

| Date | Version | Description | Author |
|---------|---------|--|----------------------|
| 2/7/07 | 0.1 | First revision of Juvenile Business Use Cases | Unisys and SCAO team |
| 2/8/07 | 0.2 | Accepted Summary, Definitions, BIM, Petition Swimlane, 'Create a Case' and 'Intake' use cases. First revision of remaining use cases. | Unisys and SCAO team |
| 2/12/07 | 0.3 | Accepted 'Review Petition', 'Sent to Consent (Informal) Calendar', 'Conduct Hearing'. First revision of 'Create a Court Calendar', 'Schedule a Hearing', 'Record a Placement' | Unisys and SCAO team |
| 2/13/07 | 0.4 | Accepted 'Create a Court Calendar', 'Schedule a Hearing', 'Record a Placement' First revision of 'Record an Event', 'Create a Placement Facility', 'Set Bond', 'Terminate Jurisdiction' | Unisys and SCAO team |
| 2/14/07 | 0.5 | Accepted 'Record an Event', 'Create a Placement Facility', 'Set Bond', and 'Terminate Jurisdiction' First revision of 'Adjudicate a Petition', 'Process a Disposition', 'Create/Maintain a Professional Person' | Unisys and SCAO team |
| 2/15/07 | 0.6 | Accepted 'Adjudicate a Petition', 'Process a Disposition'. First revision of 'Initiate Probation', 'Manage a Probation Case' | Unisys and SCAO team |
| 2/16/07 | 0.7 | Updated Business Requirements and Business Rules in the use cases to include items from the set of requirements provided by SCAO. Updated Business Process Summary to include more information about case hierarchy, case types, adjudication levels, and juvenile probation. | Unisys and SCAO team |
| 2/20/07 | 0.8 | Updated Business Interaction Model, renamed and reworked 'Terminate Jurisdiction' to 'Close a Case' Removed Business Requirements and Business Rules that were added from the set of requirements provided by SCAO. | Unisys and SCAO team |
| 2/26/07 | 0.9 | Minor changes made based on additional comments from SCAO team members. | Unisys and SCAO team |

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1. Business Process Summary

Listed below are a few of the case types that are handled in the Family Division of the Circuit Court. For these case types the Family Division exercises jurisdiction in cases where the delinquent is adjudicated under 17 years of age (although jurisdiction may be maintained up to age 21), status offenses, neglect and abuse cases involving a child under 18 years of age, and personal protection cases where the respondent is a juvenile.

The Juvenile Court has five primary case types including:

| Case Type | Case Type Code | Description |
|-----------------------------|----------------|---|
| Delinquency | DL | All delinquency proceedings initiated by petition under the juvenile code or initiated by Uniform Law Citation for various minor offenses not in the Motor Vehicle Code. |
| Neglect/Abuse | NA | All child protective proceedings initiated by petition under the juvenile code |
| Designated | DJ | All juvenile offenses designated by the prosecutor or court to be heard in the family division of circuit court in the same manner as an adult criminal case is heard in the criminal division of the circuit court. Sentencing may involve adult or juvenile sanctions, as determined by the sentencing judge. |
| Personal Protection Order | PJ | All petitions seeking a personal protection order against a respondent under the age of 18. Includes proceedings conducted for violation of personal protection orders issued under the juvenile code when heard by a county other than the county that issued the personal protection order. |
| Traffic and Local Ordinance | TL | All traffic and local ordinance issued on a Uniform Law Citation under the Motor Vehicle Code or local corresponding ordinance |

A case in Juvenile Court is associated to a minor. Typically, cases contain one or more petitions of the same type, however some courts choose to file one petition per case.

The highest level in a Neglect and Abuse case is the children who are allegedly being abused or are not being properly cared for. Disposing of a neglect and abuse petition

requires adjudication on each child (separately or as a group), and optionally on each allegation.

The highest level in all other juvenile cases is the juvenile. Disposing of other juvenile petitions requires adjudication on each charge (separately or as a group).

Below is an illustration of the hierarchy of a case structure, for both NA and other juvenile case types.

Levels of Juvenile Case Types

Neglect and Abuse

- Case #: Children
 - Petition # (initiating document): Respondent – may be more than one petition, if a new child is added later.
 - Children (one or more)
 - Allegations associated to each child/parent (one or more)

Other juvenile case types (delinquency, designated, traffic, personal protection)

- Case #: Juvenile
 - Petition # (initiating document): (one or more)
 - Charges (one or more, except PJ)

In general, a case is initiated when a prosecutor or citizen files a petition or when a law enforcement officer issues a citation. The court clerk enters the petition, which triggers the assignment of a case number, a petition number, and a judicial officer. Through an informal inquiry or preliminary hearing, the judicial officer decides whether to authorize the petition. If not authorized, the petition is closed and may be sent to consent calendar or other alternative programs. If authorized, the petition is scheduled for pre-trial hearings and trial. Details of the pre-trial hearings and trial may vary depending on the petition.

Following adjudication, the petition may be scheduled for a disposition hearing, if necessary. For those petitions that require continued monitoring, the case may remain active until an Order Terminating Court Jurisdiction or case closure occurs. Petitions may also be in District Court for certain citations with a local administrative order.

Intake is a non-official court process not assigned to official court case record. It is used to record background and incident information that may be used for future purposes. The caseworker associated with the intake incident assists in identifying services that may be appropriate for the juvenile.

The juvenile probation department serves the court in several capacities. A pre-dispositional investigation conducted by a probation caseworker provides input, in the form of a report, for the judge at the dispositional hearing. Additionally, probation may be ordered as part of the consent calendar or other disposition. Caseworkers manage and monitor the conditions associated to the probation order.

1.1 Definition of Actors

| Actor | Definition |
|----------------------|--|
| Citizen | Generalization for any civilian who may file a petition with the Court. Could be a family member, neighbor, school employee, etc. |
| Caseworker | Juvenile probation officer |
| Defense Attorney | Attorney contracted to provide the defense for the accused. Could be a Public Defender |
| DHS | Department of Human Services |
| Family | All parties associated with the minor(s). For the purpose of NA, typically the children are linked based on the mother. |
| Placement | Supervised care for delinquent or neglected children usually in an institution or substitute home (e.g. foster care, institution, or detention) |
| Judicial Officer | Generalization for a court official who is responsible for the administration of justice. Can include a judge, District Court magistrate, Probate register, or referee, etc. |
| Juvenile | Any minor associated to a case under the Juvenile Code. |
| Juvenile Court Clerk | Any clerk or register responsible for entering and managing cases in the Family Division of the Circuit Court. |
| Law Enforcement | Generic actor referring to any of the following: Sheriff, local police, etc. |
| Party | Generic actor referring to any individuals involved in or associated with a case and/or petition, such as parent, guardian, etc. |
| Petitioner | Generalization for any actor who may file a petition with the Court. Could be a citizen, prosecutor, law enforcement, etc. |
| Prosecutor | Generic actor representing the prosecuting attorney – could be State Attorney, City/Local Attorney or County Attorney |

1.2 Business Interaction Model

Juvenile Justice

February 20, 2007

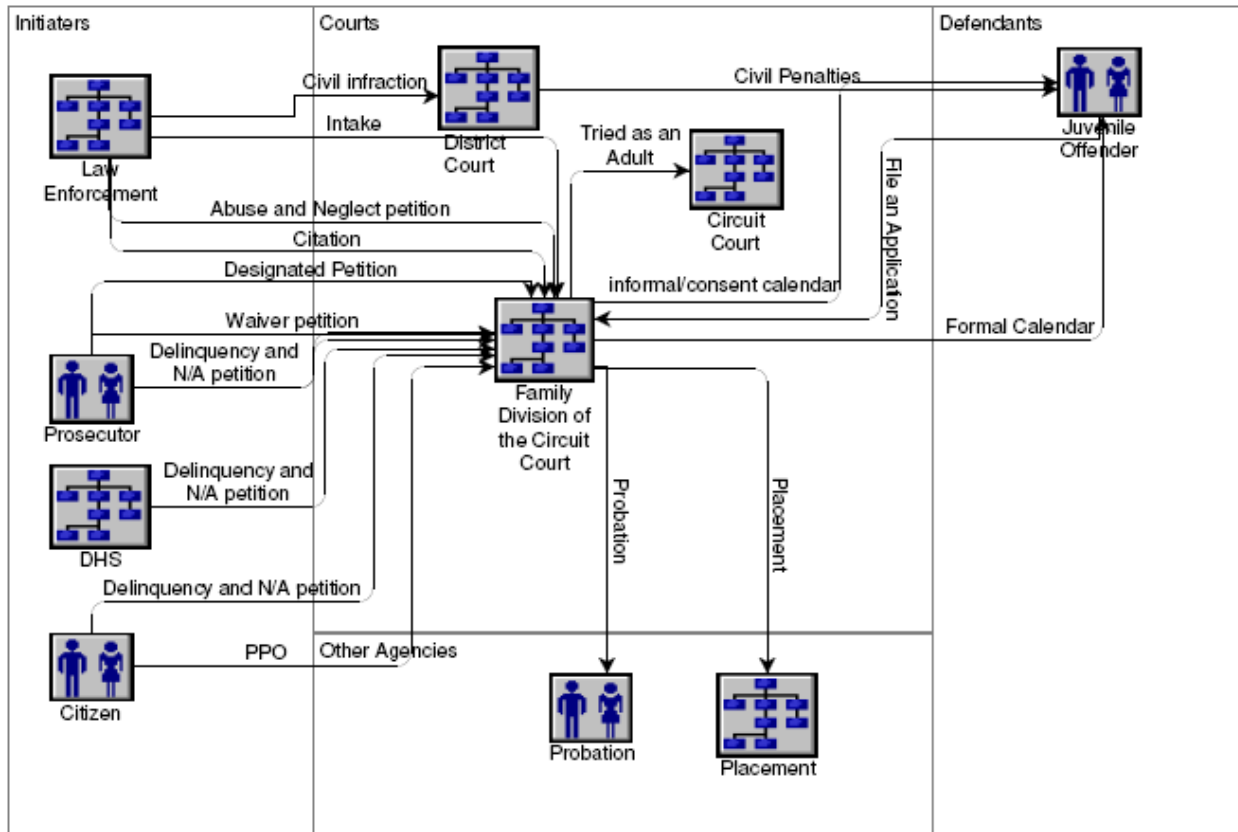


Figure 1: Juvenile Business Interaction Model

1.2.1 Business Process – Petition

1.2.1.1 Swimlane Diagram

File a Petition

February 19, 2007

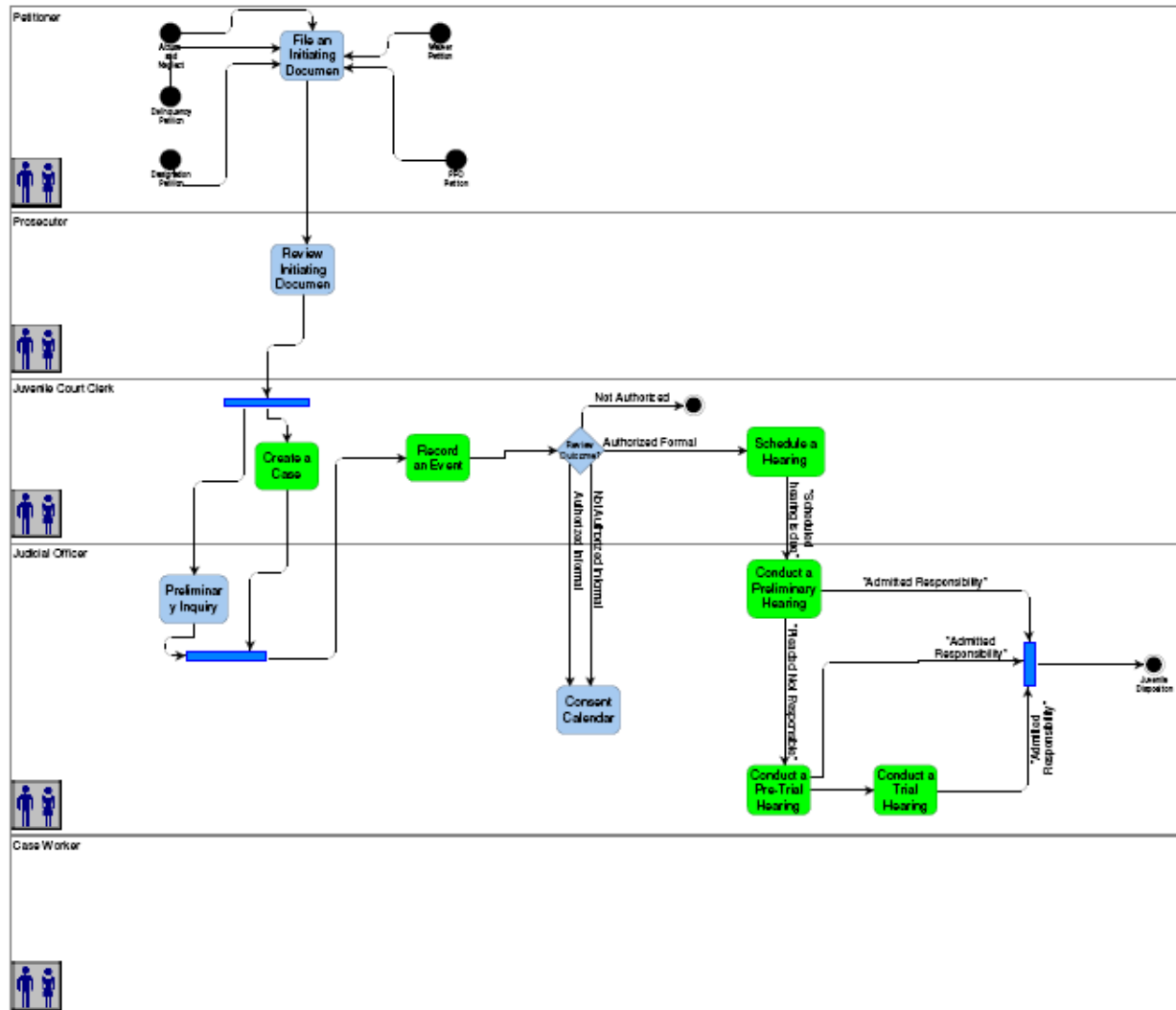


Figure 2: Petition Swimlane Diagram

1.2.1.2 Process Details

1.2.1.2.1 Business Use Case – Create a Case

| | |
|----------------------------------|----------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Create a Case |

| | |
|----------------------------------|----------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Create a Case |
| Date | February 8, 2007 |
| Author(s) | Unisys |

| | |
|---------------------------|---|
| Description | This use case describes how the actor initiates the process of capturing case information. The case is identified and certain associated details are captured. If the case already exists, the actor may add further information such as additional petitions. |
| Actors | <ul style="list-style-type: none"> • Court Clerk |
| Goals | <p>To identify and capture case and petition data.</p> <p>To add or amend case and petition data.</p> |
| Triggers | A petition is filed and reviewed by the prosecutor as required. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a petition is filed with the Family Division of the Circuit Court.</p> <ol style="list-style-type: none"> 1. The clerk reviews the petition. 2. The clerk searches for any existing cases for the juvenile. 3. The clerk assigns a unique identifier(s) (case number and/or petition number), associated with the juvenile and the case type. 4. The clerk captures party and petition details. 5. The clerk assigns the petition(s) to a judicial officer. 6. The clerk (or system) sets up predetermined caseflow milestones and time standards. 7. The clerk schedules the petition for judicial review. |
| Alternative Path 1 | <p>A supplemental petition is filed (supplemental checkbox checked on the petition).</p> <ol style="list-style-type: none"> 1. The clerk associates the supplemental petition to an existing case and/or petition(s). |
| Alternative Path 2 | <p>Neglect/Abuse</p> <ol style="list-style-type: none"> 1. The clerk reviews the petition. 2. The clerk searches for an existing case for the family. 3. The clerk assigns a unique identifier(s) (case number and/or petition number) (2-digit suffix added to the case number for each child), associated with the family and the case type. 4. Continue with basic path 4-7. |
| Alternative Path 3 | <p>Personal Protection</p> <ol style="list-style-type: none"> 1. If the petitioner is less than 14, the Court shall appoint a Next Friend (parent, guardian, etc). 2. Continue with basic path. |
| Preconditions | A petition has been filed with the Court and reviewed by a prosecutor as required. |

| | |
|------------------------------|---|
| Postconditions | <p>Case has been created and petition has a status of pending or petition has been added to an existing case and the petition has a status of pending</p> <p>Petition is scheduled for judicial review.</p> |
| Business Requirements | <ul style="list-style-type: none"> • The ability to produce a bar code to place on the physical file folder and/or documents for tracking purposes. • The system shall be able to automatically generate a unique case number or accept a manually assigned case number. • The system shall be able to automatically generate a unique petition number within the case or accept a manually assigned petition number. • The system shall be able to associate or unassociate a party to one or many other parties within the case (for purposes of performing some action). • The system shall be able to automatically assign a judicial officer or accept a manually assigned judicial officer. • The system shall be able to automatically assign a secondary judicial officer or accept a manually assigned secondary judicial officer. • The system shall be able to schedule the judicial review at an available date and time. • The system shall provide a scheduling matrix (including time slots, judges, courtroom facilities, etc). • The system shall add entries for new cases and/or petitions and associated events to the Register of Actions. • The system shall be able to identify whether PJ cases are ex parte. • The system shall be able to suppress petitions that have been sent to consent calendar. Only authorized users may see suppressed petitions. • The system shall have a suppression flag with the following values: public, suppressed, destroyed. • The system shall have a formality status (formal/informal). • The system shall have a designation status (prosecutor/court) for DJ cases. • The system shall be able to produce a list of petitions to be destroyed and potentially set the suppression flag to destroyed. • The system shall be able to capture in-home or out-of-home status. • The system shall be able to capture placement history, removal date, etc. and calculate the number of days in placement and days since the petition was authorized. |

| | |
|------------------------------|---|
| <p>Interfaces</p> | <ul style="list-style-type: none"> • PACC/PAAM: receiving initial petition information entered by prosecutor; sending judicial assignment, case number, etc. as confirmation (or notification of invalid filing) – currently not implemented for juvenile • DHS: receiving initial petition information; sending judicial assignment, case number, etc. as confirmation (or notification of invalid filing) – currently not implemented for juvenile • Drug Court System (DCCMIS): sending case information for certain charges (could happen at any time during the lifecycle of the case) • Ticket upload |
| <p>Business Rules</p> | <ul style="list-style-type: none"> • Need to be able to link cases for co-juveniles [co-defendants]. • Neglect/Abuse petitions: need to be able to handle as one case (family) or individual cases (per child) • Once assigned to a judicial officer, a case remains with that judicial officer (unless changed in the system). Any event or action may be heard by another judicial officer. • The system shall suppress records to ensure they are not visible for non-authorized users. • Provide the ability to initiate a case by importing data from another agency or court such as ticket upload, prosecutor and court data transfer, DHS petitions, etc. (see interfaces). • Cases/Petitions shall have one juvenile (all but neglect/abuse). • All juvenile matters (except PPO) may have one or more allegations. • In NA, each child on a petition may have one or many associated allegations. • In NA, adjudication must occur at the child level, but it may also occur at the allegation level. . • In DL and DJ, each charge must be adjudicated before the petition can be adjudicated and reported for caseload. The petition adjudication is determined by the highest level of adjudication on the charges. • A case and/or petition may be reopened by adding a reopen date and an optional reason for reopening. Adding the reopened date will trigger other updates, including a status update. • When a case is reopened, the status is updated and a new petition added or existing petition reactivated. • When a petition is reopened, the status is updated and the petition will be re-adjudicated. • All juvenile matters will have a physical case file representing the minor. • Multiple petitions may be filed under the case file. • Parties may be associated with the case file or with petitions within the case file. • Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc. |

| | |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Events may be applied to one or many petitions and one or many juveniles, and each event may be related to other associated parties. • Multiple victims can be associated with cases/petitions/charges and shall allow for restitution reimbursement. • Charge records will contain an original, amended, and charge notice offense codes which all refer to a standard offense file. The charge record will have an Attempt, Solicit, Conspire type associated with each offense code. Validate the DLN, name, and DOB with the prescribed SOS validation algorithm. • Provide the ability to identify the petition as formal or informal (consent calendar, diversion, etc) and process accordingly. |
| Volume Statistics | |
| Miscellaneous Notes | <ul style="list-style-type: none"> • |

1.2.1.2.2 Business Use Case – Review Petition

| | |
|----------------------------------|------------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Review Petition |
| Date | February 12, 2007 |
| Author(s) | Unisys |

| | |
|-----------------------|---|
| Description | This use case describes how the judicial officer examines and decides whether to authorize the petition. The term 'petition' is used generically to mean petition, citation, or complaint. |
| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | <p>To record the judicial officer's decisions.</p> <ul style="list-style-type: none"> • Whether to authorize or not authorize a petition. • Whether to send it to consent calendar or any other alternative programs. |
| Triggers | A petition was filed with the Court. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a case is created or a new petition is added to an existing case.</p> <ol style="list-style-type: none"> 1. The judicial officer reviews the petition. 2. The petition is sent to the clerk for a status update and determines further actions based on the authorization decision (such as closing the petition or scheduling and sending notification of a hearing). |
| Preconditions | A petition has been received by the Court. |
| Postconditions | The judicial officer has made the authorization decision and the case status has been updated. |

| Business Requirements | <ul style="list-style-type: none"> • The system shall allow a petition's status to be set • The system shall be able to schedule a hearing at an available date and time. • The system shall be able to generate notifications. • The system shall add entries for case and petition events to the Register of Actions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|-------------------|--------------------|-------------------|-------|-----|-----|----------|-----|----|---------|---|------|---------|------|------|--------|----|-----|----------|-----|------|-------|----|-----|-----|---|-----|---------|---|------|--------|-----|----|
| Interfaces | <ul style="list-style-type: none"> • PACC/PAAM: sending results of review and next action – currently not implemented for juvenile • DHS: sending results of review and next action – currently not implemented for juvenile | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | <ul style="list-style-type: none"> • A judicial review may take place at a preliminary inquiry or a preliminary hearing (the authorization decision will be made at one or the other). • A petition may be reviewed before it is entered into the system (only with preliminary inquiry). • In Neglect/Abuse, petitions may be authorized per child. • Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc. • Recording of specific orders as events is critical to SCAO caseload reporting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Volume Statistics | <table border="1"> <thead> <tr> <th>County</th> <th># Prelim Inquiries</th> <th># Prelim Hearings</th> </tr> </thead> <tbody> <tr> <td>Ionia</td> <td>307</td> <td>114</td> </tr> <tr> <td>Isabella</td> <td>231</td> <td>96</td> </tr> <tr> <td>Calhoun</td> <td>1</td> <td>1083</td> </tr> <tr> <td>Genesee</td> <td>1655</td> <td>2202</td> </tr> <tr> <td>Macomb</td> <td>75</td> <td>793</td> </tr> <tr> <td>Muskegon</td> <td>311</td> <td>1557</td> </tr> <tr> <td>Barry</td> <td>82</td> <td>294</td> </tr> <tr> <td>Bay</td> <td>0</td> <td>469</td> </tr> <tr> <td>Lenawee</td> <td>0</td> <td>1142</td> </tr> <tr> <td>Oceana</td> <td>156</td> <td>23</td> </tr> </tbody> </table> | County | # Prelim Inquiries | # Prelim Hearings | Ionia | 307 | 114 | Isabella | 231 | 96 | Calhoun | 1 | 1083 | Genesee | 1655 | 2202 | Macomb | 75 | 793 | Muskegon | 311 | 1557 | Barry | 82 | 294 | Bay | 0 | 469 | Lenawee | 0 | 1142 | Oceana | 156 | 23 |
| County | # Prelim Inquiries | # Prelim Hearings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ionia | 307 | 114 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Isabella | 231 | 96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Calhoun | 1 | 1083 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Genesee | 1655 | 2202 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Macomb | 75 | 793 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Muskegon | 311 | 1557 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barry | 82 | 294 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bay | 0 | 469 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lenawee | 0 | 1142 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oceana | 156 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Miscellaneous Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1.2.1.2.3 Business Use Case – Send to Consent (Informal) Calendar

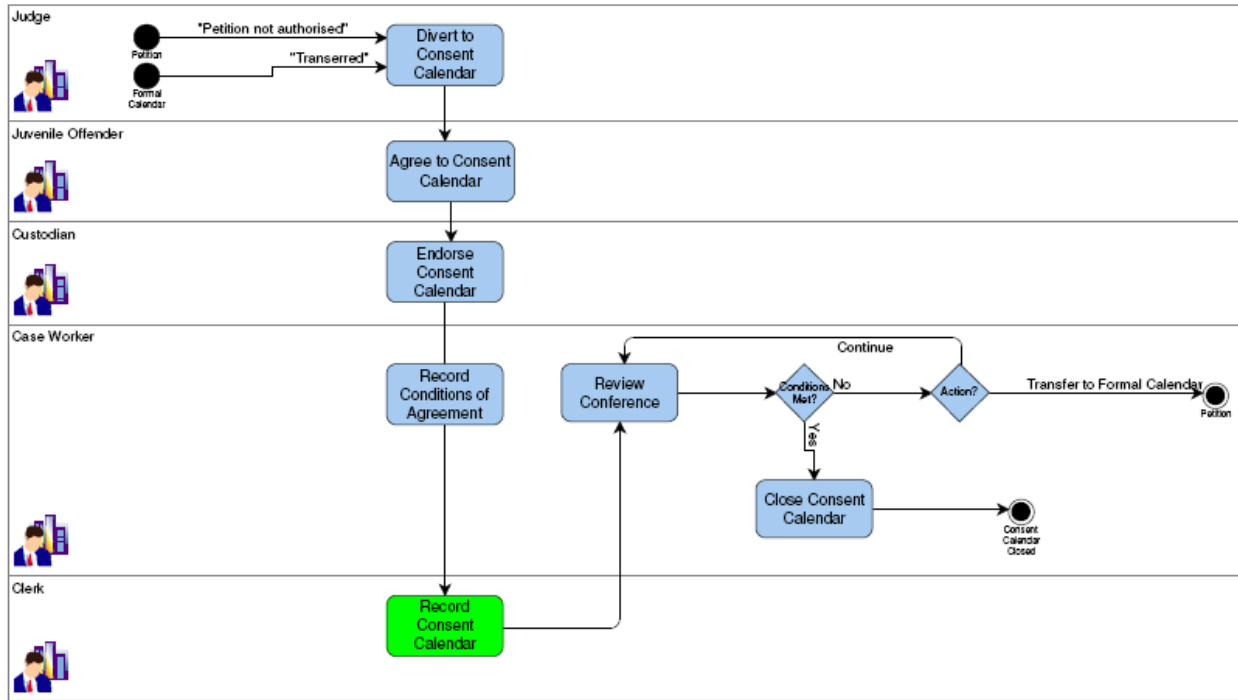


Figure 3: Consent Calendar Swimlane Diagram

| | |
|----------------------------------|-------------------------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Send to Consent (Informal) Calendar |
| Date | February 12, 2007 |
| Author(s) | Unisys |

| | |
|-----------------------|---|
| Description | This use case describes the consent calendar process. Consent calendar is an informal probation involving a juvenile in which it appears it will serve the best interests of the juvenile and society, with the consent of the juvenile and all interested parties, to hear the petition informally. If a judicial officer orders the petition sent to consent calendar and all parties agree, it is sent to the caseworker for processing. |
| Actors | <ul style="list-style-type: none"> Court clerk |
| Goals | To record the conditions of the consent calendar agreement and remove the petition from pending status for caseload reporting |
| Triggers | A judicial officer has sent a petition to consent calendar. |
| Flow of Events | |
| Basic Path | This use case starts when a judicial officer sends the petition to consent calendar. |

| | |
|------------------------------|---|
| | <ol style="list-style-type: none"> 1. The judicial officer orders parties to consent calendar. 2. The clerk updates the petition status to consent calendar for caseload reporting (petition status, consent calendar details, suppression, informal status, etc). 3. The clerk sends notification to the appropriate parties. |
| Alternative Path 1 | |
| Preconditions | The petition was sent to consent calendar. |
| Postconditions | Notification has been sent to the parties. |
| Business Requirements | <ul style="list-style-type: none"> • The system shall be able to trigger system updates (status, adjudication, etc) based on specific actions. • The system shall add entries for case events to the Register of Actions. • The system shall produce notification of consent calendar that may be sent to the appropriate parties. |
| Interfaces | <ul style="list-style-type: none"> • PACC/PAAM: sending notice that the petition is sent to consent calendar – currently not implemented for juvenile • SOS: sending abstract – (pending court rule and statute change) |
| Business Rules | <ul style="list-style-type: none"> • Interface with prosecutor (PACC/PAAM) only if the petition was initiated by the prosecutor (CTN exists) • Interface with SOS only when motor vehicle offense (or SOS assigned codes) (pending court rule change) |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.1.2.4 Business Use Case – Conduct Hearing

| | |
|----------------------------------|------------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Conduct Hearing |
| Date | February 12, 2007 |
| Author(s) | Unisys |

| | |
|-----------------------|--|
| Description | This use case describes the process of managing a hearing. The events and details of the hearing are recorded, including the outcome. |
| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | To record the hearing details. |
| Triggers | A scheduled hearing is due. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a scheduled hearing is due.</p> <ol style="list-style-type: none"> 1. The hearing is called. 2. The court clerk captures the details of the hearing (including next |

| | |
|------------------------------|--|
| | action). |
| Preconditions | A hearing date was scheduled and that date has arrived. |
| Postconditions | The hearing outcome has been recorded. The next hearing has been scheduled, if necessary. |
| Business Requirements | <ul style="list-style-type: none"> • The system shall record: <ul style="list-style-type: none"> ▪ Adjudication (finding of the court on the petition; responsible or not responsible) ▪ Authorization decision ▪ Placement (in home or out of home) ▪ Facility placement ▪ Schedule next event ▪ Disposition (may be an interim disposition) ▪ Legal status (ward of the state, probation, etc) ▪ Financial orders (cost of care, bond, attorney fees, etc) ▪ Attendees ▪ Exhibits ▪ Witnesses ▪ Statements and depositions ▪ Hearing type ▪ Results of the hearing ▪ etc • The system shall add entries for petition events to the Register of Actions. • The system shall be able to generate documents. • The system shall have the ability to track adjournments, the reasons for adjournments, the requesting party, and display the total number of adjournments per case/petition and event. |
| Interfaces | <ul style="list-style-type: none"> • Digital recording system (future enhancement – out of scope) • PACC/PAAM • SOS • MiCSES |
| Business Rules | <ul style="list-style-type: none"> • Adjudication: <ul style="list-style-type: none"> ▪ A judicial officer may adjudicate per petition and per child (NA) and per individual charges contained in the petition. • Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc. • Recording of specific orders and actions as events is critical to SCAO caseload reporting. |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.1.2.5 Business Use Case – Adjudicate a Petition

| | |
|----------------------------------|------------------------------|
| Business Use Case Package | Petition |
| Business Use Case Title | Adjudicate a Petition |
| Date | February 14, 2007 |
| Author(s) | Unisys |

| | |
|------------------------------|--|
| Description | This use case describes the adjudication of a petition. |
| Actors | <ul style="list-style-type: none"> Court clerk |
| Goals | <p>Record adjudication of a Petition.</p> <p>Remove the petition from pending status for caseload reporting.</p> |
| Triggers | <p>Judicial officer adjudicates on a Petition</p> <p>Prosecutor files a Nolle Prosequi</p> <p>Petitioner withdraws petition</p> |
| Flow of Events | |
| Basic Path | <p>This use case starts when a petition has been adjudicated.</p> <ol style="list-style-type: none"> The adjudication information and results of that hearing is entered into the system for that charge/petition(s). |
| Preconditions | |
| Postconditions | |
| Business Requirements | <ul style="list-style-type: none"> |
| Interfaces | <ul style="list-style-type: none"> PACC/PAAM: Adjudication Information SOS: For certain charges Law Enforcement: adjudication information DHS: adjudication information CHR: adjudication information (only upon dismissal, for fingerprintable offenses) LEIN: when an order is signed in a personal protection action, sending details of order |
| Business Rules | <ul style="list-style-type: none"> Petitions may have one or more charges Adjudication is conducted at a charge level (not NA or PJ) The highest level of adjudication type is applied to the petition when all charges have been adjudicated (e.g. one charge is dismissed, one charge is Responsible, one charge is Not Responsible; petition is Responsible). Rules within case load report including adjudication type, trial type. Adjudication processing can be applied against one or more charges at a time A petition is not adjudicated until all the charges in the petition have been adjudicated (DL, TL, & DJ). A petition is not adjudicated until all children for that petition are adjudicated (NA). Adjudicated Petition updates case timeline if the petition is being dismissed. |

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| | <ul style="list-style-type: none"> • In neglect/abuse cases, adjudication occurs at a child level (an N/A case may have multiple children within a petition). • There are different adjudication codes depending on the case type. • A petition is “pending” when there are charges without an adjudication. • A petition is “adjudicated” when any charge on that petition has a “positive adjudication” (positive = found responsible, etc.) and all charges have some type of determination. • A petition is “disposed” when the adjudication and disposition have occurred according to caseload instructions. • A petition is "closed" when all charges have a non-positive adjudication (non-positive = dismissed, transferred, not authorized, etc). Or as a result of a case closure • A case is "closed" when all petitions are closed associated to that case and the current petition is closed because the court did not take jurisdiction. All appropriate actions will be taken to close the case. • In NA, there can be one or more children associated to a petition. There must be one or more allegations associated with each child. • In NA, the system can adjudicate each allegation per child. The child level must always be adjudicated. • In NA, it is possible to "close" individual children within the petition with a non-positive adjudication. If there are other active children within the petition, that petition remains open. • A "closed" petition stops the petition aging process and does not allow a disposition to be scheduled or entered. • Any juvenile petition may be adjudicated and disposed at the same time. |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.1.2.6 Business Use Case – Process a Disposition

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| Business Use Case Package | Petition |
| Business Use Case Title | Process a Disposition |
| Date | February 14, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes Disposition processing for all juvenile case types. |
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| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | Record a Disposition |
| Triggers | Judge orders action(s) associated with an adjudicated petition or supplemental petition for violation of a personal protection order. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a disposition has been determined by the Judge:</p> <ol style="list-style-type: none"> 1. The clerk selects one or many adjudicated petitions or children or supplemental petition for violation of a personal protection order associated to the case. 2. The clerk enters the disposition date 3. The clerk enters the action (i.e. Program, probationary terms, financial or monetary assessments, detention, foster care, etc) 4. Generate the Order of Disposition and other necessary forms. 5. The Order is signed by the judge and entered into the system. |
| Preconditions | The petition must be adjudicated. |
| Postconditions | None. |
| Business Requirements | |
| Interfaces | <ul style="list-style-type: none"> • PACC/PAAM: Disposition Information • SOS: disposition information • CHR: disposition information • Law Enforcement: disposition information • DHS: disposition information • MiCSES |
| Business Rules | <ul style="list-style-type: none"> • Dispositions are associated with an adjudicated Petition • Disposition is conducted at a Petition level • One or more actions may be applied to one or more petitions or children. • Petition aging stops on the date the Order was signed (the clerk will enter the Order date as the date it was signed). • For NA cases, the disposition may be entered for one or many children and one or many petitions. • A designated case (DJ) may process the same as DL case type or an adult criminal case type. |
| Volume Statistics | |
| Miscellaneous Notes | A "closed" petition (non-positive adjudication) does not have a disposition. |

1.2.2 Business Process – Intake

1.2.2.1 Process Details

1.2.2.1.1 Business Use Case – Intake

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| Business Use Case Package | Intake |
| Business Use Case Title | Record an Intake |
| Date | February 8, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes the informal intake process. Intake is used when a citizen requests help with a juvenile, but no petition is filed. The result is usually a recommendation to seek outside services. The intake process is completely separate from the formal case management process. |
| Actors | <ul style="list-style-type: none"> • Caseworker |
| Goals | To enter an intake incident for background history. |
| Triggers | A citizen contacts the court informally to request help with a juvenile. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a citizen requests help with a juvenile.</p> <ol style="list-style-type: none"> 1. The caseworker creates a new intake incident. 2. The caseworker assigns or accepts a unique identifier for the intake incident. 3. The caseworker captures the name, date of birth, address, parents, incident, recommended actions, etc. 4. The caseworker is recorded on the intake incident. |
| Alternative Path 1 | |
| Preconditions | None. |
| Postconditions | The intake incident has been entered into the system. |
| Business Requirements | <ul style="list-style-type: none"> • The system shall be able to automatically generate a unique intake identifier or accept a manually assigned intake identifier. • The system shall suppress intake records to ensure they are not visible for non-authorized users. |
| Interfaces | None. |
| Business Rules | <ul style="list-style-type: none"> • Intake incidents are confidential and kept separate from the case management system. • Identify the caseworker on the incident. • Identify how the intake incident was initiated (walk-in, phone, etc). • Events are used to record problems and resolutions with the use |

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| | <p>of codes and comments.</p> <ul style="list-style-type: none"> • Ability to view a separate index of intake incidents. • Have the ability to review a summary of the intake incident. • View or print intake incidents by caseworker with sorting and filtering criteria. • Ability to run reports for intake incidents. |
| Volume Statistics | <ul style="list-style-type: none"> • Intake Cases Per Year: <ul style="list-style-type: none"> ▪ Ionia: 99 ▪ Macomb: 725 (no longer a JIS court) ▪ Muskegon: 21 |
| Miscellaneous Notes | |

1.2.3 Business Process – Case Management

1.2.3.1 Process Details

1.2.3.1.1 Business Use Case – Create a Court Calendar

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| Business Use Case Package | Case Management |
| Business Use Case Title | Create a Court Calendar |
| Date | February 12, 2007 |
| Author(s) | Unisys |

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| Description | The purpose of this use case is to associate a judicial officer to a venue and a block of time in order to schedule hearings by hearing types. |
| Actors | <ul style="list-style-type: none"> • Judicial officer • Court support staff |
| Goals | <p>To identify available time slots for conducting hearings.</p> <p>To identify available time slots for each judicial officer.</p> |
| Triggers | Regularly scheduled task per judicial officer. |
| Flow of Events | |
| Basic Path | <p>This use case starts when time slots need to be made available for judicial officers.</p> <ol style="list-style-type: none"> 1. Set up available date/time for the court (based on public holidays, etc). 2. Set up available date/time for each judicial officer (based on vacations, etc). |

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| | <ol style="list-style-type: none"> 3. Divide available hearing days into blocks of time based on hearing types for each judicial officer. 4. Establish a limit, per judicial officer, on the number of cases that can be heard for each specific hearing type. 5. Establish a set of resources (facilities, interpreters, video recorder, etc) to be available for booking for future hearings. |
| Alternative Path 1 | |
| Preconditions | The courts, judicial officer names, resources, etc must be known. |
| Postconditions | Court sessions are available for cases to be scheduled. |
| Business Requirements | <ul style="list-style-type: none"> • The system must provide an overall calendar, a calendar per judicial officer, and a calendar for bookable resources. • The system shall allow flexible time divisions for creating hearing blocks. • The system shall allow the establishment of recurring sittings (like Outlook). |
| Interfaces | |
| Business Rules | |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.3.1.2 Business Use Case – Schedule a Hearing

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|----------------------------------|---------------------------|
| Business Use Case Package | Case Management |
| Business Use Case Title | Schedule a Hearing |
| Date | February 12, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes the process of scheduling a hearing for a specific petition and judicial officer. |
| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | To schedule one or more hearings and generate the appropriate notices. |
| Triggers | A hearing is necessary. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a hearing needs to be scheduled.</p> <ol style="list-style-type: none"> 1. The clerk selects a case, person, or petition. 2. The clerk selects one or more petitions to schedule for hearing. 3. The clerk enters the criteria for the search (hearing date, time, place, judicial officer, additional resources, and type). 4. The clerk selects a hearing date, time, place, judicial officer, additional resources, and type. 5. The clerk schedules other events as necessary. |

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| | 6. The clerk selects specific forms and parties. 7. The user requests the system generate notice for all scheduled events. |
| Alternative Path 1 | |
| Preconditions | The case and petition exist. |
| Postconditions | A hearing has been scheduled and notices generated. |
| Business Requirements | <ul style="list-style-type: none"> • The system shall allow hearings to be rescheduled or removed as a block or individually. • The system shall allow scheduled hearings to be added, updated, or deleted. • Authorized users shall be allowed to override scheduling recommendations made by the system. • The system shall provide the capability to optionally warn of conflicts with associated parties previously scheduled to other events. • Events shall be added to the ROA. • The system shall allow the entry of comments and notes (possibly confidential). |
| Interfaces | PACC/PAAM: sending notice of hearing DHS: sending notice of hearing DOC: sending notice of hearing |
| Business Rules | <ul style="list-style-type: none"> • A hearing may be scheduled for one or more petitions, one or more children (in any combination) and one or more parties. • The system should make scheduling recommendations based on established timelines (e.g. review hearings within 91 days if out of home, 182 days if in home). • Notes are confidential. |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.4 Business Process – Juvenile Probation

1.2.4.1 Process Details

1.2.4.1.1 Business Use Case – Initiate Probation

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| Business Use Case Package | Juvenile Probation |
| Business Use Case Title | Initiate Probation |
| Date | February 14, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how caseworker initiates probation activities with the juvenile. Probation process initiation occurs after adjudication and before disposition. |
| Actors | <ul style="list-style-type: none"> Juvenile Caseworker |
| Goals | <p>To identify and capture case and petition data and display it in the probation module.</p> <p>To add or amend information regarding the parties on the case and petition.</p> |
| Triggers | A juvenile is adjudicated (includes violation of a PPO) or as a result of the conditions associated from the consent calendar the juvenile is ordered to probation |
| Flow of Events | |
| Basic Path | <p>This use case starts when adjudicated or an order of probation is rendered.</p> <ol style="list-style-type: none"> The caseworker is assigned to the juvenile The caseworker searches for person history The caseworker conducts an intake (social history, family history, etc.) with juvenile The caseworker conducts an investigation and generates a Pre-Disposition Investigation (PDI) report Judicial Officer may review PDI and renders a dispositional order The caseworker captures the conditions and other details associated with probation order The case is scheduled for periodic judicial reviews. |
| Preconditions | The juvenile has been adjudicated or sent to consent calendar |
| Postconditions | Juvenile successfully completes the probation obligation or the court no longer has jurisdiction. |
| Business Requirements | <ul style="list-style-type: none"> The system shall allow for the collection of the following general categories of information: <ol style="list-style-type: none"> Client Information (Demographics) <ol style="list-style-type: none"> Family Information Mother Father Present Male Custodian or Step-Father Present Female Custodian or Step-Mother Siblings (Name, Age, School, Employer, Address) Past Medical History (Medications, Hospitalizations, Injuries) Current Medical History Birth and Developmental History Education |

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| | <ul style="list-style-type: none"> 6. Personal History (Counseling, Hobbies, Jobs) 7. Legal History 8. Out of Home Placement History <ul style="list-style-type: none"> • The ability to produce a bar code to place on the physical juvenile probation file folder and/or documents for tracking purposes. • The system shall be able to associate or unassociate a party to one or many other parties within the case (for purposes of performing some action). • The system shall be able to automatically assign a caseworker or accept a manually assigned caseworker. • The system shall be able to automatically assign a secondary caseworker or accept a manually assigned secondary caseworker. • The system shall maintain a relationship between case workers and their supervisors (report and on-screen listing of cases currently assigned). • The system shall be able to schedule the juvenile visits/meetings at an available date and time. • The system shall provide a scheduling matrix (including time slots, caseworker, meeting location, etc). • The system shall allow the user to view the Court calendar, probation calendar, or both calendars. • The system shall record activities, associated events, and notes to the Probation Chronological Log • The system shall allow certain events to automatically populate to the ROA or the Probation Chronological Log, based on event type, etc. • The system shall have the ability to flag data as confidential. • The system shall have a suppression flag with the following values: public, suppressed, destroyed. • The system shall be able to produce a list of probationers cases to be destroyed and potentially set the suppression flag to destroyed. • The system shall be able to capture probation level status (intensive, non-reporting, etc). • The system shall allow entry of family history, terms of probation, other conditions of probation, etc. |
| Interfaces | |

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| Business Rules | <ul style="list-style-type: none"> • The system shall suppress records to ensure they are not visible for non-authorized users. • Provide the ability to initiate a probation case by importing data from another agency or court • Events may be applied to one or many associated parties (e.g. multiple victims may receive restitution). • Multiple victims can be associated with juvenile and shall allow for restitution reimbursement. • Provide the ability to record if the petition is formal or informal (consent calendar, diversion, etc). • Need to be able to link multiple cases and petitions for the juvenile (to view all case types for the juvenile). |
| Volume Statistics | |
| Miscellaneous Notes | <ul style="list-style-type: none"> • |

1.2.4.1.2 Business Use Case – Create a Caseworker Schedule (see Create a Court Calendar use case)

1.2.4.1.3 Business Use Case – Schedule a Probation Meeting (see Schedule a Hearing use case)

1.2.4.1.4 Business Use Case – Manage a Probation Case

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| Business Use Case Package | Juvenile Probation |
| Business Use Case Title | Manage a Probation Case |
| Date | February 15, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes the management of the probationer. |
| Actors | <ul style="list-style-type: none"> • Juvenile Caseworker |
| Goals | To capture activities associated with the supervision of the probationer. |
| Triggers | A probation supervision was ordered. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a probation supervision was ordered.</p> <ol style="list-style-type: none"> 1. The caseworker monitors actions against the required conditions of probation (e.g. attendance to programs, community service hours, no contact with victim, etc). |

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| | 2. The caseworker records probation related events. |
| Alternative Path 1 | |
| Preconditions | A probation supervision was ordered. |
| Postconditions | Discharged from probation or court jurisdiction. |
| Business Requirements | <ul style="list-style-type: none"> The system shall be able to monitor all conditions of the probation (e.g. running total of community service hours completed, etc). The system shall be able to capture notes. |
| Interfaces | |
| Business Rules | <ul style="list-style-type: none"> All juvenile case related activities will remain with the Juvenile Court (i.e. hearing scheduling, financial activity, etc) The conditions of the probation may be enhanced (added to) as necessary. |
| Volume Statistics | |

1.2.5 Miscellaneous Use Cases

1.2.5.1.1 Business Use Case – Record an Event

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| Business Use Case Package | Miscellaneous |
| Business Use Case Title | Record an Event |
| Date | February 13, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how the actor records an event on a case, person, or petition. |
| Actors | <ul style="list-style-type: none"> Court clerk |
| Goals | To record an event on a case, person, or petition. |
| Triggers | A document has been received or an action has been taken in relation to the case, person, or petition. |
| Flow of Events | |
| Basic Path | <p>This use case starts when document or action details need to be entered.</p> <ol style="list-style-type: none"> The clerk selects one or many cases, persons, or petitions. Select event type. Determine with which level to associate the event (case, person, petition, or charge). Add additional information required per that event. Record the event details (including judicial officer, defaults to jurist of record; party attorney). |

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| | 6. Forms shall be generated ad hoc as required (an event may require certain associated forms). |
| Preconditions | A case and petition have been created. |
| Postconditions | |
| Business Requirements | <ul style="list-style-type: none"> • The system shall be able to associate a document or event to the case, person, petition, or charge. • The system shall be able to capture comments as an event. • Upon request, the system will provide a filtered list of associated forms related to the event and/or case type (user may choose any form). • The system shall be able to capture the person who entered the event. • The event shall be recorded in the Register of Actions. |
| Interfaces | <ul style="list-style-type: none"> • Imaging: attaching image of document to the case, person, petition or charge. <ul style="list-style-type: none"> a. The system shall prompt the imaging system to capture the document. b. The event will provide a mechanism to show an image exists and allow the image to be accessed. • PACC/PAAM: sending notification for certain events (judicial officer change, etc) • DHS: sending notification for certain events (judicial officer change, etc) • Drug Court System (DCCMIS): send case information (referral) – may happen pre-adjudication, post-adjudication, and at disposition. |
| Business Rules | <ul style="list-style-type: none"> • Certain event types may affect the court case timeline. • Certain event types may require the user to enter additional information. (e.g. filing an objection may require a status flag of 'contested', which may affect the court case timeline) • An event date may be entered prior to a petition filing date (the petition number was already created; event back-dated). • An event date must be less than or equal to the current date. • The case status may restrict the types of events and additional information associated to the event that may be entered. • Events may require that another action occur, based on event type. Some events cause an open item which will cause a subsequent event to complete the event cycle. (e.g. 'under advisement' requires 'return from advisement' to occur later) • An NA case cannot be closed until the appeal process has been exhausted. |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.5.1.2 Business Use Case – Create a Placement Facility (name, address, cost per day, etc)

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| Business Use Case Package | Miscellaneous |
| Business Use Case Title | Create a Placement Facility |
| Date | February 13, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how an actor creates a facility record in the system to be used when entering placements. |
| Actors | <ul style="list-style-type: none"> Court clerk |
| Goals | To create a facility record that will be available for future use. |
| Triggers | Facility information is received. |
| Flow of Events | |
| Basic Path | <p>This use case starts when facility information is received.</p> <ol style="list-style-type: none"> The clerk enters the State identification number for the facility and effective dates for the facility license. The clerk enters the facility name and address, billing address. The clerk enters the rate(s) along with the start and end date for the rate(s). The clerk enters the facility restrictions (e.g. gender, age, etc). The clerk enters the facility capacity. |
| Preconditions | None. |
| Postconditions | The facility exists. |
| Business Requirements | <ul style="list-style-type: none"> The system shall have the ability to add, update, and delete facilities. The system shall allow multiple rates per facility (with start and end dates for each rate) based on age, difficulty of care, etc. The system shall allow the entry of a county vendor number. The system shall allow the user to globally change all foster care rates (e.g. when foster care per diem changes from \$15.00 per day to \$16.00 per day). The system shall require a type of placement (e.g. foster care, non-secure detention, secure detention, residential, jail, etc.) |
| Interfaces | |
| Business Rules | <ul style="list-style-type: none"> A facility may not be deleted if it is referenced elsewhere. Multiple rates are based on the age of the juvenile. The facility may not be used if it is inactive (by effective dates, manual status change, etc). |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.5.1.3 Business Use Case – Set Bond

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| Business Use Case Package | Miscellaneous |
| Business Use Case Title | Set Bond |
| Date | February 13, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how the actor enters bond details on a petition. |
| Actors | <ul style="list-style-type: none"> Court clerk |
| Goals | To create a bond record for a petition. |
| Triggers | Bond is set by a judicial officer. |
| Flow of Events | |
| Basic Path | <p>This use case starts when bond is set by a judicial officer.</p> <ol style="list-style-type: none"> The clerk selects a petition. The clerk enters the bond type (cash, surety, property, release on own recognizance, etc). The clerk enters the amount of the bond. The clerk enters the bonded person. The clerk enters special conditions of bond. The clerk generates miscellaneous bond forms. |
| Preconditions | <p>A case and petition have already been created.</p> <p>Bond is set at a hearing.</p> |
| Postconditions | |
| Business Requirements | <ul style="list-style-type: none"> The system shall update bond status (posted, closed) based on payment entered. |
| Interfaces | <ul style="list-style-type: none"> PACC/PAAM: sending bond information |
| Business Rules | |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.5.1.4 Business Use Case – Close a Case

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|----------------------------------|-------------------|
| Business Use Case Package | Miscellaneous |
| Business Use Case Title | Close a Case |
| Date | February 13, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how a case is closed. |
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| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | To remove the case from the active caseload. |
| Triggers | <p>A caseworker determines that jurisdiction should be terminated on a case.</p> <p>The case has been transferred or dismissed prior to adjudication and/or disposition or upon successful completion of consent calendar.</p> |
| Flow of Events | |
| Basic Path | <p>Terminating jurisdiction.</p> <ol style="list-style-type: none"> 1. Caseworker requests termination of jurisdiction. 2. Judicial officer reviews the request and recommends termination. 3. The judge signs the order to terminate. 4. The order is entered into the system as an event based on case and petition. 5. The clerk generates and distributes Order Terminating Court Jurisdiction. |
| Alternative Path 1 | <p>Jurisdiction is not taken.</p> <ol style="list-style-type: none"> 1. Record one of the following adjudications: <ol style="list-style-type: none"> a. Transferred (before adjudication) b. Dismissed (before adjudication) c. Consent calendar (closed upon successful completion) |
| Preconditions | The case is open. |
| Postconditions | The case is closed. |
| Business Requirements | <ul style="list-style-type: none"> • Closing the case triggers the following actions: <ul style="list-style-type: none"> ▪ The system shall enter an end date on any placements and programs. ▪ The system shall enter an end date on any periodic financial orders. ▪ The system shall enter a closed date on the juvenile's case. ▪ The system shall set each petition to a closed status for delinquency, traffic, and designated cases. ▪ When all children in a Neglect/Abuse case have been terminated from court jurisdiction, the system shall determine the destroy date for the case based on the date the last child was terminated from court jurisdiction. ▪ etc • The system shall generate a list of owed financials to include in the Order Terminating Court Jurisdiction. |
| Interfaces | <ul style="list-style-type: none"> • DHS: sending Order Terminating Court Jurisdiction information (not currently implemented) |

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| Business Rules | <ul style="list-style-type: none"> • An Order Terminating Court Jurisdiction may not be entered until all petitions have been adjudicated. • In N/A matters, if one child's matter is adjudicated, jurisdiction may be terminated for that child. • An Order Terminating Court Jurisdiction will close out pending placements, terminate programs, close the case, check for future calendar dates, etc. |
| Volume Statistics | |
| Miscellaneous Notes | |

1.2.5.1.5 Business Use Case – Record a Placement

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| Business Use Case Package | Miscellaneous |
| Business Use Case Title | Record a Placement |
| Date | February 12, 2007 |
| Author(s) | Unisys |

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| Description | This use case describes how a placement and all associated details are recorded. |
| Actors | <ul style="list-style-type: none"> • Court clerk |
| Goals | To enter placement details. |
| Triggers | A judicial officer orders a placement for the juvenile. |
| Flow of Events | |
| Basic Path | <p>This use case starts when a judicial officer orders a placement for the juvenile.</p> <ol style="list-style-type: none"> 1. The clerk enters the details of the placement (type of placement, when placement began, facility and/or agency, indicate whether in home or out of home). 2. The clerk enters a special care rate if different from the pre-defined basic rate. 3. The billing and mailing addresses for the juvenile are updated automatically by the system. 4. The removal date is automatically stored by the system (when the child is removed from the home). 5. Placement order is generated by the system. |
| Alternative Path 1 | |
| Preconditions | None. |
| Postconditions | Placement details have been entered and the order generated. |

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| <p>Business Requirements</p> | <ul style="list-style-type: none"> • The system shall warn the user if the juvenile is currently placed out of home. • The system shall store previous removal dates for historical purposes. • The system shall provide the ability to track concurrent placements. • The system shall end a previous placement when a new placement is entered. The end date of the previous placement becomes the beginning date of the new placement. |
| <p>Interfaces</p> | |
| <p>Business Rules</p> | <ul style="list-style-type: none"> • The removal date triggers hearing dates and review dates. |
| <p>Volume Statistics</p> | |
| <p>Miscellaneous Notes</p> | |