



FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects

SUBJECT: Data Update Requirements

REFERENCE #: 6.02

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PURPOSE

Data updates assure that case data is updated as necessary once the case has been entered in the court case management system and sent to ACS by JUSTIS for FARE and to assure that data originated either at ACS or at JUSTIS and passed back to the court's CMS is accurately displayed in the CMS. This section describes:

- Court business process events that should initiate updates to original case data submitted for FARE
- Events at ACS that result in information being sent from ACS through JUSTIS and that should be reflected in the court CMS
- Events at JUSTIS that result in information being sent to ACS and/or the courts' CMS

The information below addresses specific points in the processing at which a transaction can/should occur.

Updates initiated by the court only during pre-disposition processing

- Change in First scheduled court Appearance Date
- Change in Mandatory Appearance Indicator
 - CMS systems must submit updates to the Mandatory Appearance Flag(s) on all charges if court policy determines no pre-disposition payments may be made if the defendant schedules a hearing. At the time a charge is changed from one which could be paid to one requiring a mandatory appearance, the CMS may also send an update transaction changing the obligation amount for the charge to zero; if both the amount and a Mandatory Appearance Indicator are present, the Mandatory Appearance Indicator will take precedence

Updates initiated by ACS only during Pre-Disposition Processing

- ACS will generate an event transaction on mailing of a Reminder Notice. A court's CMS must place this event transaction on the court's docket/register of actions for the correct case/party



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Updates initiated by JUSTIS following Pre-Disposition processing

- JUSTIS initiates a transaction to ACS placing a case in a post-disposition notice stream or for changing a post-disposition notice stream based on:
 - Whether the case is a day-forward FARE case that has been through pre-disposition processing at ACS or is a backlog case
 - The combination of disposition code(s) on the charges for a party
 - The charge case type for each charge
 - Sentence date
 - Financial obligations, and
 - The number of notices sent by ACS and the CMS
- Upon receiving updates in any of the above information for a case in which a combined total of less than 2 post-disposition notices has been sent, JUSTIS re-evaluates the post-disposition notice stream to determine if an update must be sent to ACS
- JUSTIS sends transaction data to ACS to indicate that the case/party qualifies for a TTEAP hold based on Failure to Appear on a criminal traffic charge or charges and for sending transaction data to ACS when the party appears on those charges so that the FTA case hold can be cleared

Updates initiated by the court at any time in the case life-cycle

- Changes in case, party, and address data to correct or update the data submitted with initial case submission or to add new information received after initial case submission. These changes are submitted by the CMS with the same case, party and citation key field data as the initial submission; examples are:
 - Correction of initial information submitted due to data entry error
 - New address information received by the court other than as an ACS-transmitted new address as a result of skip-tracing
 - Case delete when a case is being sealed or party restricted
 - Additional party identification information received
 - Flag for Web/IVR removal if the court determines there is a reason the person should not be allowed to satisfy their financial obligations using these means
- If the case, party and citation key field data is changed, see section on updating key data elements



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- Changes in charge data as a result of:
 - Amendment to a charge (violation/law) code
 - Pleas
 - Disposition code and date at the time a disposition is added to a charge
 - Disposition Codes 54, 55 and 58 must be associated with a financial sentence and the court's CMS should ensure that the financial sentence is entered/available when these dispositions are initially entered for a charge
- Sentencing date and sentence information should be entered on a timely basis following sentencing
- Changes in a case/party/(charge) financial obligation as a result of sentencing. JUSTIS will roll financial obligations submitted at a charge level to the case level in Post-disposition and Delinquency processing for a case
- Changes in case/party/(charge) financial obligation as a result of suspension, waiver or conversion to a non-financial sentence
 - The court's CMS must be able to identify these changes in financial obligation as a non-financial adjustment
- Changes in case/party/(charge) financial obligation as a result of a payment made to the court
 - The court's CMS must be able to identify tax and lottery intercept monies received as non-financial adjustments
 - If the court's CMS receipts community services in lieu of payment, these transactions must be identified as non-financial adjustments
 - The payment data must be sent with the date/time of receipt
- Changes in case/party/(charge) financial obligation as a result of a payment made on the Web or IVR; the court's CMS must include for these transactions the ACS transaction number and date/time as a confirmation that the court has reflected the transaction in their CMS. The court's CMS should have the ability to post this information to the system for the correct case/party (and fee/charge if applicable) and identify the payment as received from ACS/FARE. Application of the payment to the party's financial obligations and distribution of the payment to the correct entities should be consistent with the CMS' normal payment processing requirements
- Changes to the TTEAP Notice Indicator to reflect a court post-disposition notice sent to the person that should count as an attempt to collect for TTEAP purposes
 - This field must be updated by the court's CMS to reflect an OSC sent for failure to pay on criminal charge(s)



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- If a case is sealed in the CMS, the court should delete the case from FARE immediately

Updates initiated by ACS at any point in the case life-cycle

- New address found as a result of skip-tracing. The court's CMS should post this information to the system for the correct case/party and have the ability to identify that the address was received from ACS/FARE
- When a "nixie" is returned for a any notice, ACS sends an update transaction through JUSTIS with the address and a bad address indicator.
- Payment transactions resulting from a Web/IVR payment. If the payment was received for a court fee or charge for a pre-disposition payment, the fee/charge paid is identified
- TTEAP FTA Hold transactions may occur whenever JUSTIS sends a TTEAP FTA Flag = "Y". This can occur in pre-disposition if all other charges have not been disposed.
- TTEAP reject transactions may occur whenever a TTEAP Hold request has been rejected by MVD because there is no match to their customer records. Reject codes for partial matches and deceased persons will be returned to the court. Partial match transactions will contain the information MVD had on file for the person when a partial match occurred.

Updates initiated by the court only in Post-Disposition or Delinquency Processing

- Court changes in case/party process control flags as a result of court action. For detail of the types and meaning of the process control flags see Reference # 6.05. These flags will control the collection actions taken for a party and should be used in accordance with established court collection policies. Some examples of court actions which would cause the status indicators to change are:
 - When a person has been placed on a time payment plan with the court and the court wishes to suspend further collections actions
 - When a person defaults on a time payment plan with the court and the court wishes to resume collection actions
 - When a judicial action grants a waiver of a TTEAP hold on registration renewal



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Updates initiated by the court only in Delinquency Processing

- The CMS must transmit an updated obligation transaction(s) for the case/party after the Delinquency Fee and the Special Collection fee are added to the financial obligations for the case/party
- The CMS must be able to transmit changes in case/party process control flags as appropriate (see section 6.05). These include:
 - Special Collections Flag
 - TTEAP Flag (TTEAP Waiver)
 - Suspend Flag (optional Suspend Until Date)
 - Web/IVR Removal Flag
 - Recall Flag

Updates initiated by ACS only in Post-Disposition Processing

- ACS will generate an event transaction on mailing of a Post-Disposition Notice. A court's CMS must be able to place this event transaction on the court's docket/register of actions for the correct case/party

Updates initiated by ACS and processed by JUSTIS only following Post-Disposition Processing

- If there is still an obligation owed on the case twenty-nine days following mailing of the second post-disposition notice, ACS will send a transaction to CMS through JUSTIS to indicate that the case/party is now in "delinquency" status. JUSTIS will add the Delinquency Fee specified in the applicable FARE Administrative Order before passing the transaction to the CMS. The CMS system is responsible for adding the appropriate obligation to the case financial data for the case/party and sending an obligation update transaction.
- ACS will wait 72 hours following issuance of the Delinquency Transaction before beginning subsequent collection actions on cases with outstanding balances such as:
 - Including appropriate cases for a TTEAP registration renewal hold based on amount due, and
 - Beginning Special Collection actions if ACS is doing special collections for the case/party



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Updates to Key Data Elements

To properly accomplish modifications involving a change to the case number or a change to the case number and party type and number, the CMS must recall the old case prior to sending information on the new case. The Recall Flag will permanently stop all collection activities on the case and will remove the case from TTEAP. The case/party data will be submitted with the new case/party keys and ACS will re-evaluate the new case for appropriate collection activities.

Case Number Change

- If a case number was assigned in error and is being changed to correct the error, or if the case is transferred to a different category (i.e. criminal to civil traffic) causing a case number change, the CMS should:
 - Submit a transaction with the old case number and party type and number with the Recall Flag = Y, and
 - Submit the case/party data under the new case number. In order to maintain a proper audit trail of records in the court's CMS, the case records under the old or incorrect case number would not be physically deleted from the CMS but the result of this case number change should be identified for JUSTIS as a case no longer valid for FARE.

Party Change from one Case to Another

- If a person's case number changes through case consolidation and the party consolidated into another case, the CMS should:
 - Submit a transaction with the old (child) case number and party type and number with the Recall Flag = Y, and
 - Add the party with all appropriate data to the new (parent) case. This results in JUSTIS adding the data for the new case/party
- If a person's case number changes through case severance and the party is removed from the case, the CMS should"
 - Submit a transaction with the old (child) case number and party type and number with the Recall Flag = Y, and
 - Add the party with all appropriate data to the new (parent) case. This results in JUSTIS adding the data for the new case/party

Citation Change on Case

- If there is an error in the citation number originally entered for the case/party/charge, the CMS should:



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- Report this change by deleting the old Case/Charge record with the old citation number and sending add transactions for the new case/charge records with the new citation number. Obligations for the charges should also be deleted and readded since they are linked to the citation.

RELATED REFERENCES:

- 3.00 Pre-Disposition
- 4.00 Post Disposition
- 5.00 Delinquency
- 6.01 Data Elements for FARE
- 6.05 Special Control Flags
- 6.08 Traffic Ticket Enforcement Assistance Program (TTEAP)

ADDITIONAL REFERENCES:

- Administrative Orders 2003-126 and 2005-29
<http://www.supreme.state.az.us/orders/admorder/Orders03/2003-126.pdf>
<http://www.supreme.state.az.us/orders/admorder/orders05/2005-29.pdf>
- FARE Web site
<http://www.supreme.state.az.us/fare>