

TABLE OF CONTENTS

INTRODUCTION 4

Requirements Document Objective..... 4

General Assumptions and Dependencies 4

Human Resources 4

DEFINITIONS 5

General 5

Report Column Titles and Definitions 5

GENERAL JURISDICTION TIME STANDARDS REPORTING 7

Overview 7

**GENERAL REPORT REQUIREMENTS (APPLIES TO ALL REPORTS IN THIS DOCUMENT)
..... 8**

USER INTERFACE 8

PROBATE MENTAL HEALTH REPORTING 11

PROBATE MENTAL HEALTH: TIME TO DISPOSITION DETAILED REPORT 11

PROBATE MENTAL HEALTH: TIME TO DISPOSITION SUMMARY REPORT 14

REQUIREMENTS DOCUMENT APPROVAL/SIGN-OFF 19

WIREFRAMES 20

Time to Disposition Detail Report 20

 Wireframe_1: Default Format 20

 Wireframe 2: Format when user selects Gap and Cap 22

Time to Disposition Summary Report 24

 Wireframe 3: Default Report 24

 Wireframe 4: Format when user selects Gap and Cap 25

Introduction

The Steering Committee on Arizona Case Processing Standards was established on October 17, 2012 with the specific charge of:

- Reviewing the national time standards for processing all major case types in the limited and general jurisdiction courts;
- Developing and recommending state case processing standards for Arizona;
- Making high level recommendations for implementation of the case processing standards.

The Steering Committee on Arizona Case Processing Standards will use the National Standards as guidance in developing case processing standards that work for Arizona courts and case types.

The establishment of the Steering Committee is part of the Supreme Court's Strategic 2020 Agenda.

Requirements Document Objective

The objective of this document is to set out the business and functional requirements for Arizona Statewide General Jurisdiction Time Standards Reporting. It explains what the system/software is to do and what it will accomplish. It does not give the technical details of how the requirements will be implemented.

General Assumptions and Dependencies

Assumption - In AJACS, the unique user login and password shall be used where possible to access the reports.

Dependency - In all reports, the summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.

Human Resources

Project Sponsors	Marcus Reinkensmeyer
Business Project Manager	Cathy Clarich
Lead Business Analyst Manager	Marretta Mathes
ITD Project Manager	Susann Holland
ITD Lead Analyst	Kathir Velu

Definitions

General

Age of Active Pending Caseload – The age of active cases that are pending before the court, measured as the number of days from filing until the time of measurement.

Case Management Systems – refers to the collective mechanisms used to obtain and generate all report information contained within this document. ICIS is the case management system in Maricopa County Superior Court, AGAVE is the case management system in Pima County Superior Court, and the 13 other superior courts use the AJACS case management system. Reports will be developed based on these business requirements for all the case management systems.

Event Tracking – when the start code or stop code information to be collected for the reports is pulled from the case event field and not the case status field in the case management system.

Servicemembers Civil Relief Act – If a person is in military service, or is within 90 days of termination or release from military service, and has received notice of a civil action or proceeding, the court may, on its own motion, and shall, upon application by the servicemember, stay the action for a period of not less than 90 days. This time will be excluded from the measurement of time.

Start Code – Specific code designated to start the calculation of time on a case.

Stop Code – Specific code designated to end the calculation of time on a case. The stop code will always be associated with the report column “Result”.

Time to Disposition –The age of cases disposed or otherwise resolved at the time of disposition.

Report Column Titles and Definitions

Assignment – The courtroom or judicial officer assigned to the case. The court supplying this data element will determine whether a courtroom or judicial officer’s name will populate this field.

Case Number – The specific number assigned to a case by the court.

Filing Date – The day the petition/document initiating a lawsuit or action is filed into the court (e.g., Complaint, Application, Petition, Request). For many of the case types, the filing date will start the calculation of time on a case.

Case Title/Style – The name of the first plaintiff party and first defendant party stored in the case management system.

Case Type – The case type field more specifically defines the nature of the case. For example, a case may appear on a Protection Order report; however, its case type can be 1) Order of Protection, 2) Injunction against Harassment, or 3) Injunction against Workplace Harassment.

Action Type – This field describes the specific document filed in the court that will start the calculation of time on the case (Start Event). An example would be a “Motion: Temporary Orders” or “Request: Hearing on Order of Protection.”

Action Date – The day the Action Type (post-judgment or non-initiating document) was filed into court, and the calculation of time on a case should begin. This will not be the initial filing date, but it will be the same date the Start Code was entered.

Excluded Time – The time omitted from calculation due to a qualifying event. These events require the suspension of time and exclusion of days from the measurement on the age of active pending caseload and time to disposition reports. See Excluded Time requirements.

Next Schedule Hearing Date – The next appearance date scheduled in the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Next Schedule Hearing Type – The type of appearance scheduled to occur next in the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Result – The final action taken on the case; this will stop time calculation. This element will only be populated for cases on the Time to Disposition reports.

Result Date – The day that a final action was taken on a case. This element will only be populated for cases on the Time to Disposition reports.

Total Active Days – This is the total number of days from filing to adjudication that a case was active and is used for time standards reporting purposes. This calculation takes excluded time into account.

Days to Disposition – This is the total number of days from filing to adjudication, without excluded time taken into account.

General Jurisdiction Time Standards Reporting

Overview

The goal is to develop statistical reports for the automated collection of data in the case management systems. In order for the courts to meet the case processing standards and make improvements where necessary, the following reports will need to be generated from the case management systems:

- Time to Disposition Report – CourTools Measure 3 is the number of days that will be counted from the beginning to end of a case to determine if the case processing standard has been met.
- Age of Active Pending Cases Report – CourTools Measure 4 is a measure of the age of cases currently pending and awaiting disposition.

The courts do not currently have the necessary tools to retrieve all the data that will be necessary to monitor compliance with the case processing standards. The development of accurate time to disposition and age of active pending reports will enable Arizona courts to define the concept of backlog and to identify a case “in backlog” as any case older than the case processing standard. Once these cases are identified, the court can take the appropriate steps to move the case to disposition. The courts can also use these standards as a tool to manage and monitor active pending cases.

The detail reports and summary reports are intended to serve different purposes. The summary report is designed to provide court leadership with a snapshot of how things are working in their court. The detail report is designed to provide staff with information that allows them to research specific cases.

Below you will see a chart illustrating the types of reports the system must generate:

Case Type	Time to Disposition		Age of Active Pending		** Time Standard Event Tracking Report
	Summary	Detail	Summary	Detail	
Superior Court Civil	X	X	X	X	
Criminal Felony	X	X	X	X	
Criminal Post-Conviction Relief	X	X	X	X	X
Family Law Dissolution	X	X	X	X	
Family Law Temporary Orders	X	X	X	X	X
Family Law Post-Judgment Motions	X	X	X	X	X
Ex Parte Orders of Protection	X	X	N/A	X	
Contested Hearing Orders of Protection	X	X	X	X	X
Pre-Issuance Hearings Order of Protections	X	X	N/A	X	X
Probate Administration of Estates	X	X	X	X	

Probate Guardianship/Conservatorship	X	X	X	X	
Probate Mental Health Cases	X	X	X	X	
Limited Jurisdiction Court Appeals	X	X	X	X	

****Event Tracking** is when the start code or stop code information to be collected for the reports is pulled from the case event field and not the case status in the case management system.

General Report Requirements (applies to all reports in this document)

Functional Requirements:

Requirement ID #	Description
GRR-01	The system shall produce time calculations in the unit of days. A case with a start code and stop code with the same date shall show zero (0) as the time calculation.
GRR-02	When report column titles refer to hours, the system must continue to produce time calculation in units of days. Example: The system must recognize a case time calculation of: 0 = within 24 hours >1 = over 24 hours
GRR-03	The system shall recognize a case as only active or disposed at any point in time. A case cannot appear on both an Age of Active Pending report AND a Time to Disposition report at the same time.
GRR-04	The system must use the Total Active Days to determine which column (range of days) the case should be counted in for all summary reports.
GRR-05	Users will be able to view the report on screen and print on 8.5 X 11 paper.
GRR-06	The following should be added to the footer or other prominent area of every report. <i>THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE.</i>

User Interface

Functional Requirements

Requirement ID #	Description
UI-01	The user interface shall be a web-based application.
UI-02	The report needs to be run by the county code, and the user needs to be able to select the appropriate county if they have access to more than one database.
UI-03	The system shall identify the court from a unique user login.
UI-04	The user shall be able to view on the report the name of the court selected.
UI-05	The system shall be password protected.
UI-06	The system shall provide a method for users to change their own passwords.
UI-07	The system shall have one user type with unlimited access to all reports from their court.
UI-08	The user shall enter a valid user login and password to access the system.

User Interface	
Functional Requirements	
Requirement ID #	Description
UI-09	The user login and password shall allow the user to run reports for all courts associated with that user login and password.
UI-10	The system shall provide the option to the user to run reports within a user specified date range on the time to disposition summary and detail reports.
UI-11	For time to disposition reports, the user shall be able to view on the report the specific date range selected.
UI-12	The system shall provide the option to the user to run reports within a user specified grouping of days. (e.g., Gap and Cap). For Example: If the user selected a Gap of 60 days and a Cap of 360, the format is as follows: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-120 days 3. 121-180 days 4. 181- 240 days 5. 241-300 days 6. 301-360 days 7. 361+ days
UI-13	If the user selects a specified Gap and Cap, the Cap must be divisible by the Gap. (e.g., 360 divided by 60 = 7 groupings)
UI-14	The user shall be able to view on the report the Gap and Cap selected.
UI-15	The system shall provide the option to the user to run the report with no Gap or Cap indicated.
UI-16	The system shall provide the option to the user to run reports for one assignment (Judge or Courtroom) or all assignments (entire court).
UI-17	The user shall be able to view on the report the name of the assignment/judge selected.
UI-18	The system shall provide the option to the user to run reports by Arizona Case Processing Time Standards categories: <ol style="list-style-type: none"> 1. Superior Court Civil Cases 2. Criminal Felony 3. Criminal Post-Conviction Relief 4. Family Law Dissolution and Allocation of Parental Responsibility 5. Family Law Pre-Decree Temporary Orders 6. Family Law Post-Judgment Motions 7. Protection Orders – Ex Parte 8. Protection Orders – Contested 9. Protection Orders – Pre-Issuance Hearings 10. Probate Administration of Estates 11. Probate Guardianship/Conservatorship 12. Probate Mental Health Cases 13. Limited Jurisdiction Court Appeals
UI-19	The system shall provide the option to the user to run reports by report type: <ol style="list-style-type: none"> 1. Time to Disposition Detailed 2. Time to Disposition Summary

User Interface	
Functional Requirements	
Requirement ID #	Description
	<ul style="list-style-type: none"> 3. Age of Active Pending Detailed 4. Age of Active Pending Summary
UI-20	The report shall exclude deleted cases.

Probate Mental Health Reporting

Probate Mental Health cases are defined as a request to the court to make a legal determination whether a person is a danger to himself or herself or others due to mental illness or incompetency and should be placed, or should remain, under care, custody, or treatment.

The following case processing standards have been adopted for Probate Mental Health cases in Arizona:

98% within 15 days

- ✓ Petitions for court-ordered treatment are included
- ✓ Petitions for court-ordered evaluation are excluded

Measurement: Filing of petition through disposition (e.g., patient released or issuance of a court order for treatment)

Excluded Time: No excluded time.

Probate Mental Health: Time to Disposition Detailed Report	
Functional Requirements:	
Requirement ID #	Description
MHDD-01	This report shall be generated, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, MHTML (web archive), Excel, TIFF File, OR Word.
MHDD-02	The report shall be grouped by judge/assignment.
MHDD-03	If there is no judge/assignment, group cases at the beginning of the report.
MHDD-04	The user shall be able to select if the report will be generated for one specific judge or for "All Judges" and then click on "View Report" button. The report will not run until a selection is made.
MHDD-05	The report should list cases in sequential order, beginning with the oldest case number (highest # of active days) to the newest case number (lowest # of active days) within each gap.
MHDD-06	The default format report shall group the cases by active days as follows: <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days
MHDD-07	In the header of the report the following language shall be displayed: Standard: 98% within 15 days
MHDD-08	If the user selects a different Gap and Cap for the grouping of cases the report must be formatted to match the selected criteria. For Example: If the user selected a Gap of 60 days and a Cap of 120 the format would be as follows: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-120 days 3. 121+ days

Probate Mental Health: Time to Disposition Detailed Report

Functional Requirements:

Requirement ID #	Description								
MHDD-09	If the user selects a Gap, the user must also select the Cap. A warning message must display if either the gap or cap are not provided by the user on the selection screen.								
MHDD-10	Warning message for Gap will read as follows: Please enter a value for the parameter 'Gap (Default or Enter a Number)'. The parameter cannot be blank.								
MHDD-11	Warning message for Cap will read as follows: Please enter a value for the parameter 'Cap (Default or Multiple of Gap)'. The parameter cannot be blank.								
MHDD-12	The field next to GAP and CAP should display: Default								
MHDD-13	On the selection screen, the following language should appear next to "Gap": (Default or Enter a Number)								
MHDD-14	On the selection screen, the following language should appear next to "Cap": (Default or Multiple of Gap)								
MHDD-15	The report shall display the total number of cases per grouping when the gap or cap is selected.								
MHDD-16	The report shall not display the Gap (e.g., 0-60, 61-120, 121+) if there is a zero or no cases appear in the grouping. The system shall skip to the next grouping.								
MHDD-17	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Title 2. Case Number 3. Action Date 4. Result 5. Result Date 6. Total Active Days 								
MHDD-18	The report shall display the judge/assignment for each judge's/assignment's cases, and shall display the gap range above each gap.								
MHDD-19	The columns of the report shall be populated with the corresponding data from the case management system.								
MHDD-20	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated a mental health case as defined in MHDD-21, AND 2. have an event (Start Code) of Petition: Court Ordered Treatment entered in the Register of Actions, AND 3. have an event (Stop Code) denying or granting court-ordered treatment entered in the Register of Actions or the case status is 'ADJUDICATED.' 								
MHDD-21	<p>The system shall recognize only the following Probate Categories and Case Types as cases for this report:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D3D3D3;"> <th style="text-align: left;">AJACS COURT TYPE</th> <th style="text-align: left;">AJACS CASE CATEGORY DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td></td> <td>MENTAL HEALTH 128 MH</td> </tr> <tr> <td></td> <td>PROBATE 138 PB</td> </tr> <tr> <td></td> <td>PROBATE 1000140 PB</td> </tr> </tbody> </table>	AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION		MENTAL HEALTH 128 MH		PROBATE 138 PB		PROBATE 1000140 PB
AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION								
	MENTAL HEALTH 128 MH								
	PROBATE 138 PB								
	PROBATE 1000140 PB								

Probate Mental Health: Time to Disposition Detailed Report

Functional Requirements:

Requirement ID #	Description			
	MENTAL HEALTH-PROBATE 1000159 MH			
	PROBATE' ID 1000006	AJACS CASE TYPE DESCRIPTION		
		100	MH1	MEN HLTH (CIVIL) -ADULT
		1001319	MH1	MEN HLTH (CIVIL) -ADULT
		1001321	MH3	MEN HLTH (CIVIL) –DOC/ADULT
		1001483	MH1	MEN HEALTH -ADULT
1001484	MH3	MEN HEALTH –DOC (DEPT. OF CORRECTIONS)		
MHDD-22	The system shall start recording time when the start code is entered.			
MHDD-23	In the instance that more than one qualifying start code is entered on a case, the system must start time calculation on the date of the earliest start code.			
MHDD-24	The system shall recognize the following as start codes:			
	AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY	
	Petition	Court Ordered Treatment	Automatically Open	
MHDD-25	The report shall NOT recognize the following as start codes:			
	EVENT_ENTRY_TYP_CD	EVENT_ENT_TYP_DESC		
	14392	PETITION: Court Ordered Evaluation		
MHDD-26	The system shall recognize the result date as the earlier of the dates associated with the event entry code per MHDD-29, or the date of the first instance of the status 'ADJUDICATED' in the case status history table that occurs after the case status of 'OPEN.'			
MHDD-27	The "Result" column on the report shall display the reason located in the case status history field that is associated with the Stop Code.			
MHDD-28	In the instance that more than one qualifying stop code or status of adjudicated is entered on a case, the system must end time calculation on the date of the earliest stop code or case status of 'ADJUDICATED.'			
MHDD-29	The system shall recognize the following as stop codes:			
	AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY	
	Order	Court Ordered Treatment	Automatically Adjudicated	

Probate Mental Health: Time to Disposition Detailed Report			
Functional Requirements:			
Requirement ID #	Description		
	Order	Treatment	Automatically Adjudicated
	Order	Denying	Manually Adjudicated
MHDD-30	The system must calculate the Total Active Days as follows: Result Date (Stop Code) – Start Code = Total Days to Disposition		
MHDD-31	The system shall allow this report to be run by a user for a selected date range.		
MHDD-32	The report must show the total number of cases disposed within the user's selected date parameters.		
MHDD-33	The report will not display the case style/title if a case is sealed. Instead populate the case style/title field with text 'SEALED'. Check to determine if a case is sealed on the General Case Index screen.		
MHDD-34	See Wireframes 1 and 2 for example view of report.		

Probate Mental Health: Time to Disposition Summary Report	
Functional Requirements:	
Requirement ID #	Description
MHDS-01	This report shall be generated, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, MHTML (web archive), Excel, TIFF File, OR Word.
MHDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
MHDS-03	The default format report shall group the cases by active days as follows: <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days
MHDS-04	The report shall be grouped by judge/assignment on the case.
MHDS-05	If there is no judge /assignment at the case level, group cases with no judge assigned at the beginning of the report.
MHDS-06	The user shall be able to select if the report will be generated for one specific judge or for "All Judges" and then click on "View Report" button. The report will not run until a selection is made.
MHDS-07	In the header of the report the following language shall be displayed: Standard: 98% within 15 days
MHDS-08	If the user selects a different Gap and Cap for the grouping of cases the report must be formatted to match the selected criteria. For Example: If the user selected a Gap of 60 days and a Cap of 120 the format would be as follows: <ol style="list-style-type: none"> 1. 0-60 days

Probate Mental Health: Time to Disposition Summary Report

Functional Requirements:

Requirement ID #	Description
	<ol style="list-style-type: none"> 2. 61-120 days 3. 121+ days
MHDS-09	If the user selects a Gap, the user must also select the Cap. A warning message must display if either the gap or cap are not provided by the user on the selection screen.
MHDS-10	Warning message for Gap will read as follows: Please enter a value for the parameter 'Gap (Default or Enter a Number)'. The parameter cannot be blank.
MHDS-11	Warning message for Cap will read as follows: Please enter a value for the parameter 'Cap (Default or Multiple of Gap)'. The parameter cannot be blank.
MHDS-12	The field next to GAP and CAP should display: Default
MHDS-13	On the selection screen, the following language should appear next to "Gap": (Default or Enter a Number)
MHDS-14	On the selection screen, the following language should appear next to "Cap": (Default or Multiple of Gap)
MHDS-15	The report shall display the total number of cases per grouping when the gap or cap is selected.
MHDS-16	The report shall not display the Gap (e.g., 0-60, 61-120, 121+) if there is a zero or no cases appear in the grouping. The system shall skip to the next grouping.
MHDS-17	If the user selects "DEFAULT", the report shall display to the user the following row titles within each assignment (e.g. Judge's Name or Hearing Room) from top to bottom: <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31+ days 4. Totals
MHDS-18	The report shall display to the user the following columns within each assignment from left to right: <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage
MHDS-19	The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.
MHDS-20	The columns of the report shall be populated with the corresponding data from the case management system.
MHDS-21	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated a mental health case as defined in MHDS-22, AND 2. have an event (Start Code) of Petition: Court Ordered Treatment entered in the Register of Actions, AND 3. have an event (Stop Code) denying or granting court-ordered treatment entered in the Register of Actions or the case status is 'ADJUDICATED.'

Probate Mental Health: Time to Disposition Summary Report

Functional Requirements:

Requirement ID #	Description																																	
MHDS-22	<p>The system shall recognize only the following Probate Categories and Case Types as cases for this report:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9D9D9;"> <th style="width: 15%;">AJACS COURT TYPE</th> <th colspan="2">AJACS CASE CATEGORY DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="2">MENTAL HEALTH 128 MH</td> </tr> <tr> <td></td> <td colspan="2">PROBATE 138 PB</td> </tr> <tr> <td></td> <td colspan="2">PROBATE 1000140 PB</td> </tr> <tr> <td></td> <td colspan="2">MENTAL HEALTH-PROBATE 1000159 MH</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9D9D9;"> <th style="width: 15%;">PROBATE ID 1000006</th> <th colspan="2">AJACS CASE TYPE DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">100</td> <td>MH1</td> </tr> <tr> <td></td> <td style="text-align: center;">1001319</td> <td>MH1</td> </tr> <tr> <td></td> <td style="text-align: center;">1001321</td> <td>MH3</td> </tr> <tr> <td></td> <td style="text-align: center;">1001483</td> <td>MH1</td> </tr> <tr> <td></td> <td style="text-align: center;">1001484</td> <td>MH3</td> </tr> </tbody> </table>	AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION			MENTAL HEALTH 128 MH			PROBATE 138 PB			PROBATE 1000140 PB			MENTAL HEALTH-PROBATE 1000159 MH		PROBATE ID 1000006	AJACS CASE TYPE DESCRIPTION			100	MH1		1001319	MH1		1001321	MH3		1001483	MH1		1001484	MH3
AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION																																	
	MENTAL HEALTH 128 MH																																	
	PROBATE 138 PB																																	
	PROBATE 1000140 PB																																	
	MENTAL HEALTH-PROBATE 1000159 MH																																	
PROBATE ID 1000006	AJACS CASE TYPE DESCRIPTION																																	
	100	MH1																																
	1001319	MH1																																
	1001321	MH3																																
	1001483	MH1																																
	1001484	MH3																																
MHDS-23	The system shall start recording time when the start code is entered.																																	
MHDS-24	In the instance that more than one qualifying start code is entered on a case, the system must start time calculation on the date of the earliest start code.																																	
MHDS-25	<p>The system shall recognize the following as start codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">AJACS DOCUMENT TYPE</th> <th style="width: 45%;">AJACS DOCUMENT SUB-TYPE Case Type Description</th> <th style="width: 30%;">AJACS CASE STATUS HISTORY</th> </tr> </thead> <tbody> <tr> <td>Petition</td> <td>Court Ordered Treatment</td> <td>Automatically Open</td> </tr> </tbody> </table>	AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY	Petition	Court Ordered Treatment	Automatically Open																											
AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY																																
Petition	Court Ordered Treatment	Automatically Open																																
MHDS-26	<p>The report shall NOT recognize the following as start codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">EVENT_ENTRY_TYP_CD</th> <th>EVENT_ENT_TYP_DESC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14392</td> <td>PETITION: Court Ordered Evaluation</td> </tr> </tbody> </table>	EVENT_ENTRY_TYP_CD	EVENT_ENT_TYP_DESC	14392	PETITION: Court Ordered Evaluation																													
EVENT_ENTRY_TYP_CD	EVENT_ENT_TYP_DESC																																	
14392	PETITION: Court Ordered Evaluation																																	
MHDS-27	The system shall recognize the result date as the earlier of the dates associated with the event entry code per MHDS-29, or the date of the first instance of the status 'ADJUDICATED' in the case status history table that occurs after the case status of 'OPEN.'																																	
MHDS-28	In the instance that more than one qualifying stop code or status of adjudicated is entered on a case, the system must end time calculation on the date of the earliest stop code or case status of 'ADJUDICATED.'																																	
MHDS-29	<p>The system shall recognize the following as stop codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">AJACS DOCUMENT TYPE</th> <th style="width: 45%;">AJACS DOCUMENT SUB-TYPE Case Type Description</th> <th style="width: 30%;">AJACS CASE STATUS HISTORY</th> </tr> </thead> <tbody> </tbody> </table>	AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY																														
AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE Case Type Description	AJACS CASE STATUS HISTORY																																

Probate Mental Health: Time to Disposition Summary Report

Functional Requirements:

Requirement ID #	Description								
	Order	Court Ordered Treatment					Automatically Adjudicated		
	Order	Treatment					Automatically Adjudicated		
	Order	Denying					Manually Adjudicated		
MHDS-30	The system must calculate the Total Active Days as follows: Result Date (Stop Code) – Start Code = Total Days to Disposition								
MHDS-31	The system shall allow this report to be run by a user for a selected date range.								
MHDS-32	The report must show the total number of cases disposed within the user’s selected date parameters.								
MHDS-33	The report must show the total number of cases disposed in the assignment name row which fall into the following column categories (per assignment): <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days 4. Totals 								
MHDS-34	The report must show the “percentage of total” cases disposed that fall into the following column categories (per assignment): <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days 4. Totals (equals 100%) 								
MHDS-35	The “percentage of total” row for each column must be calculated by dividing the number of cases relevant to that cell by the total number of cases within the assignment.								
MHDS-36	The report must show the “cumulative percentage” of cases disposed that fall into the following column categories (per assignment): <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days 4. Totals (equals 100%) 								
MHDS-37	The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases. For example:								
	DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals
	Number of cases	5	7	6	4	3	2	0	27
	Percentage of total	19%	26%	22%	15%	11%	7%	0%	

Probate Mental Health: Time to Disposition Summary Report									
Functional Requirements:									
Requirement ID #	Description								
	Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
	5+7 =12 divided by 27 equals a cumulative percent of 44%.								
MHDS-38	The report must be presented in a way that clearly distinguishes one assignment from another.								
MHDS-39	<p>The report must show the Overall Totals which include the data for all assignments. This should be shown at the end of the report, after all assignments have been provided. Overall totals must include the count, percentage of total and cumulative percentage for the following report columns:</p> <ol style="list-style-type: none"> 1. 0-15 days 2. 16-30 days 3. 31 + days 4. Totals 								
MHDS-40	See Wireframes 3 and 4 for example view of report.								

Requirements Document Approval/Sign-off

The following agree that the Probate Mental Health Time to Disposition business requirements for Probate Mental Health cases as defined in this document are complete and correct, and authorize [blank] to proceed with the detailed design of the system. A design document shall be provided by [blank] and shall be approved prior to any development work being initiated.

_____	_____
Project Lead –	Date
_____	_____
Technical Manager or Designee -	Date
_____	_____
Project Manager –	Date
_____	_____
Project Sponsor –	Date
_____	_____
Project Sponsor –	Date

By signing below I am indicating that I understand the requirements presented and have been walked through any questions I have had. I understand that these are requirements that I will create a design from and the design document will require separate sign-off.

_____	_____
Project Manager	Date
_____	_____
Account Manager/Executive Sponsor	Date

Wireframes

This diagram is for illustrative purposes only and should not be viewed as a design requirement.

Time to Disposition Detail Report

Wireframe_1: Default Format

Probate Mental Health Time to Disposition Detail Report
[Insert name of County] Superior Court
Standard: 98% within 15 days

Report Generated on: December 31, 2014 10:49 a.m.

Court Type: Probate **Judge:** All
Date From: 10/1/2014 **Date To:** 12/1/2014
Gap: DEFAULT **Cap:** DEFAULT

JUDGE: Honorable Jerry Smith

Gap: 0-15 Days Total Cases: 3

Case Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100MH201300119	09/25/2014	Order: Treatment	10/07/2014	12
RESTRICTED	S0100MH201300123	09/25/2014	Order: Denying	10/08/2014	13
RESTRICTED	S0100MH201400003	10/02/2014	Order: Treatment	10/16/2014	14

Gap: 16-30 Days Total Cases: 3

Case Title	Case Number	Filing Date	Result	Result Date	Total Active Days
------------	-------------	-------------	--------	-------------	-------------------

RESTRICTED	S0100MH20090110	10/04/2014	Order: Treatment	10/20/2014	16
------------	-----------------	------------	------------------	------------	----

Gap: 31 + Days Total Cases: 1

Case Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100MH20090110	10/29/2014	Order: Treatment	11/30/2014	32

JUDGE: Honorable John Depp

Gap: 16-30 Days Total Cases: 3

Case Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100PB201300082	10/29/2014	Order: Treatment	11/16/2014	18
RESTRICTED	S0100PB201300088	10/29/2014	Order: Treatment	11/18/2014	20
RESTRICTED	S0100PB201300103	10/29/2014	Order: Treatment	11/20/2014	22

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!

Wireframe 2: Format when user selects Gap and Cap

Probate Mental Health Time to Disposition Detail Report [Insert name of County] Superior Court Standard: 98% within 15 days

Report Generated on: December 31, 2014 10:49 a.m.

Court Type: Probate **Judge:** All
Date From: 10/1/2014 **Date To:** 12/1/2014
Gap: 10 **Cap:** 30

JUDGE: Honorable Jerry Smith
GAP: 0-10 Days Total Cases 2

Case Style/ Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100MH201300119	09/28/2014	Order: Treatment	10/07/2014	9
RESTRICTED	S0100MH201300125	09/28/2014	Order: Denying	10/08/2014	10

GAP: 11-20 Days Total Cases 2

Case Style/ Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100MH201300123	09/25/2014	Order: Denying	10/08/2014	13
RESTRICTED	S0100MH201400003	10/02/2014	Order: Treatment	10/16/2014	14

GAP: 21-30 Days Total Cases 1

Case Style/ Title	Case Number	Filing Date	Result	Result Date	Total Active Days
RESTRICTED	S0100MH20090110	10/30/2014	Order: Treatment	11/28/2014	29

GAP: 31+Days Total Cases 0 (If there are no cases that fall within a GAP, do not list the GAP range. Go to the next range that has cases).

Case Style/ Title	Case Number	Filing Date	Result	Result Date	Total Active Days

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!

Time to Disposition Summary Report

Wireframe 3: Default Report

Probate Mental Health Time to Disposition Summary Report
[Insert Name of Court] Superior Court
Standard: 98% within 15 days

Report Generated on: December 31, 2015 10:49 a.m.

Court Type: Probate

Judge: All

Date From: 6/1/2013

Date To: 11/30/2013

Gap: DEFAULT

Cap: DEFAULT

JUDGE: NOT ASSIGNED

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-15 Days	54	42%	42%
16-30 Days	62	48%	90%
31 + Days	13	10%	100%
TOTALS	129		

JUDGE: Judge John Depp

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-15 Days	34	28%	28%
16-30 Days	80	66%	94%
31 + Days	8	6%	100%
TOTALS	122		

OVERALL TOTALS [Insert Name of Court and Court Number]

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-15 Days	88	35%	35%
16-30 Days	142	57%	92%
31 + Days	21	8%	100%
TOTALS	251		

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE

Wireframe 4: Format when user selects Gap and Cap

Probate Mental Health Time to Disposition Summary Report [Insert name of County] Superior Court Standard: 98% within 15 days

Report Generated on: December 31, 2015 10:49 a.m.

Court Type: Probate

Judge: All

Date From: 6/1/2013

Date To: 11/30/2013

Gap: 90

Cap: 180

JUDGE: NOT ASSIGNED

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	54	42%	42%
91-180 Days	62	48%	90%
181+ Days	13	10%	100%
TOTALS	129		

JUDGE: Judge John Depp

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	34	28%	28%
91-180 Days	80	66%	94%
181+ Days	8	6%	100%
TOTALS	122		

OVERALL TOTALS [Insert Name of Court and Court Number]

GAP	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	88	35%	35%
91-180 Days	142	57%	92%
181+ Days	21	8%	100%
TOTALS	251		

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE