

## Juvenile Court Electronic Records update: April 2013

Programming	Completion Date
<b>Judicial Workspace</b>	
<ul style="list-style-type: none"> <li>Beta testing with 5 juvenile judges and their staff underway</li> <li>Releasing judicial workspace to all juvenile judges and staff</li> </ul>	<p>March 18, 2013 April 1-17 2013</p>
<b>Two-year e-records plan</b>	
<ul style="list-style-type: none"> <li>Updated first quarter 2013 w/Board review Apr 17</li> <li>Discussing concept of interface with AG's office</li> </ul>	<p>March 15 2013 ongoing</p>
<b>CARE programming priority list</b>	
<ul style="list-style-type: none"> <li>Updated dates, coordinate with the two-year plan (CORE team)</li> </ul>	<p>Deploy 6/1/2013 March 2013</p>
Training	Completion Date
<b>Online Training Program (OTP)</b>	
<ul style="list-style-type: none"> <li>Judicial Workspace OTP training sent out to judges and staff with written guide</li> <li>Basic CARE, Signing Documents, Issuing Orders OTP modules in use</li> <li>Development of the OTP training for partners being discussed</li> </ul>	<p>March 28, 2013 January 2013 May 2013</p>
<b>Hands-on Training</b>	
<ul style="list-style-type: none"> <li>Judicial Workspace for CARE trainers by IT</li> <li>Judicial Workspace for pilot judges / staff by IT</li> <li>Judicial Workspace for other judges / staff by CARE trainers</li> <li>Other CARE training for judges/staff by CARE trainers</li> <li>Partners CARE training by CARE trainers</li> </ul> <p><i>Started in some districts - CARE trainers currently assessing needs in other districts.</i></p>	<p>March 12, 2013 March 18, 2013 by April 17, 2013 On-going On-going</p>
Equipment Needs	Completion Date
<b>Judges - bench and chambers' equipment ordered</b>	April 2013
<b>Probation / Clerical - some additional monitors and equipment ordered</b>	March 2013
Communication / Meetings	Completion Date
<b>Bench</b>	
<ul style="list-style-type: none"> <li>ECG judges will visit each district and seek input on e-conversion progress</li> <li>Brody will present to all Juvenile Judges on e-records issues at bench meeting</li> </ul>	<p>Fall 2013 April 19, 2013</p>
<b>ECG committee</b> will meet for update	May 13, 2013
<b>CARE User Group</b> will approve programming requests	April 10, 2013
<b>CORE / E-filing consistency</b> will prioritize programming requests and standardize best	May 21, 2013 practices
<b>CARE Trainers are</b> training and supporting roll-out of Judicial Workspace to all districts	April, 2013
Staffing Impacts	Completion Date
<b>E-filing savings report</b> details how staff will be affected by e-conversion	December 2013
<b>Ongoing review of all clerical vacancies statewide (district and juvenile)</b> <i>10.5 positions eliminated statewide as of February 2013; total of 6 positions will be eliminated from juvenile court by 2014.</i>	Meetings twice a month
Filing Partners	Completion Date
<b>Outreach (CARE trainers, ECG committee)</b>	
<ul style="list-style-type: none"> <li>Partner matrix draft created and circulated</li> <li>District outreach and partners' training under way</li> <li>Form a partners workgroup (CORE team subgroup)</li> </ul>	<p>January 2013 In process April 2013</p>
<b>Partners E-filing and E-records website</b>	
<ul style="list-style-type: none"> <li>Website under construction</li> <li>Instructions on requesting CARE access and training, User Agreement forms, and CARE Training Certificate forms created</li> </ul>	<p>April 2013 April 2013</p>
<b>Created the CARE Access table showing available internal/external CARE roles</b>	November 2012

**Access in CARE availability (direct/interface)**

- DA, AG, defense, GAL, DCFS, JJS can access cases and documents in CARE via CARE roles or interfaces. Currently working on refining uploading roles and capabilities to upload via interfaces. In process
- ECG members will present to AG conference on CARE capabilities April 17, 2013

**CARE Roles created (View, Uploading, etc.)**

- AG, DA, Defense (firm / private) - can upload and/or file (delinquency petitions) documents in CARE. November 2012
- JJS uploading role In process

**Create a table showing current filing capabilities in juvenile court**

- Will update quarterly January 2013

**Filing through Interfaces**

- GAL (file documents through VOICE) Requested programming
- DCFS (file documents through SAFE) Requested programming
- Discussing interface request from AG April-June 2013

**Private filers – access through OCAP**

June 2014

**E-filing Quality Assurance Efforts****Completion Date****E-filing Consistency**

- Initial meeting to determine scope of work January 2013
- E- filing Best Practices document drafted Out for feedback
- Establishing external e-filing quality assurance process for documents directly filed in CARE by partners May 2013
- Data quality assurance will be an ongoing effort

*Formed a QA work group headed by Raechel Lizon (CORE subgroup)*

March 2013

**Protection of Records**

- Restrict access on a document level per Court Rules On-going
- Established expungement and adoption processes in the electronic environment April 2013
- Review purging and retention of records in CARE June 2013
- Protect victim records – new category created in CARE February 2013

**Measures of E-conversion Progress****Completion Date****How many juvenile judges are trained and using judicial workspace?**

April – June 2013

*TEN judges and their teams have been trained in person. FOUR judges and their teams are scheduled for training during the first two weeks in April 2013.***How many juvenile judges are using electronic child welfare warrants?**

April 2013

*All judges are using child welfare e-warrants.***How many juvenile judges are digitally signing delinquency orders in court?**

April 2013

*TWENTY TWO judges are consistently signing all delinquency orders during the court hearing (unless something unusual occurs during the hearing). THREE judges are signing Delinquency orders on reviews only, and FOUR judges are not signing orders in court.***How many external CARE Users have CARE access?**

- Identify current partner users in each district March 2013
- Monitor increase in number of users (quarterly) June 2013

**How many users are e-filing into CARE?**

- Identify current e-filers in each district March 2013
- Most partners file by emailing documents to the Court. Currently, two community partners directly upload into CARE.*

- Monitor increase in number of e-filers (quarterly) June 2013

**Track types of cases e-filed into CARE**

- Identify types of documents/cases e-filed March 2013
- Monitor increase in documents / cases e-filed (quarterly) June 2013