

User Group Meeting- April 26, 2007

Dan gave a brief overview of the grant

Donna gave housekeeping items

Goals of Grant - Maureen

National perspective – Maureen gave 2 second discussion of the technology

Passed around attendance sheet, great representation 34 people showed

Explained the acronym sheet- please add additional ones as we think of them

October 2007- Got the Grant 9/2007 we found out about the grant.

Where've been- Chris.

We're here to discuss what is the current process- we'll talk at the next meeting about how we'd like it to work- and then the third meeting will be how to do it.

SANCA - Diana – gave an overview of SANCA and how we can build upon the success of SANCA for data exchanges between both entities. SANCA was data transfers in D&N cases, includes a centralized info screen for Judicial.

Committee Structure- Diana-

Elevator Statement- Chris – Chartering Session we discussed SANCA- concept that we could get our heads around, current processes and points of pains, we created Elevator Statement – bottom floor and headed up to 6th floor, what is that DISH project all about? Statement that you can use to summarize quickly what the process is for. Everyone needs to memorize it before the next meeting ☺ (Dan)

Scope- Chris – Chartering Session we also discussed SCOPE. Presented the Scope to the Steering Committee and b/wen the agencies they were tweaked a bit.

*add to acronym list- DISH (Data Information SHaring)

jPOD- moving to new system we're building system- possibly avail in 3 yrs.?

Danielle explained jPOD- Judicial Processing on Demand

During this process today we want to explore best practices and areas that we may want to try and standardize- explore what's going on out there and try and figure out best practices

GOALS of the Grant- Note- presentation of goals screen in preso may conflict with Project Objectives- we indicate we're looking at the feasibility –

Step 1

IV-D APA

Referral or Application

If CP is on TANF it's a referral, CP may not even know she/he has to apply for child support services

CP/NCP may also apply for child support services, pay \$25/fee

Research – we added this because the CSE techs indicate that they have to do some initial research into the case at this point before the case is even put up on ACSES

ACSES entry – 15 minutes easy to 1 hour on hard case (somewhat heated area)
(NPA) Non Public Assistance or (PA) Public Assistance?

Matching CBMS (sub task of ACSES Entry)

What happens when the names are entered into CBMS wrong- CBMS does not have to match COVIS

Techs indicate that you can enter the names into ACSES to match CBMS and then change it after the case is initiated to match COVIS- CBMS does not have to match COVIS

Search COVIS- sub task of ACSES entry

Looking for Paternity info- is there an alleged father on b/cert
RPD- Report of Paternity Determination

SiDmod- conflict resolution subtask of ACSES

Locate/Case Review-

*Jeff Co. has an Admin Specialist, see whether there is an order already, where does this case go from here, does it need to go to locate to find party?

*Weld- person put the case up, decides as they enter the case, then it's routed to the right tech to either enforce or establish an Order

Most counties perform a Check on Lexis/Nexis (Courtlink)- at "Intake Level" or at some point early in the case to determine if there is already an existing case/order?- Techs point out that they do not have access to JD cases and so they do not know if there is a D&N or other similar action pending before the Court.

*Working Foster Care System- they don't have access to those cases to delinquently information- info may be able to be exchanged later – with TRAILS. ??

- *Some have access to TRAILS, some do not have access
- *Access to jPOD- (JD cases)
- *access to COVIS? It seemed as though many of the people present had access to COVIS

Name matching piece – very important that when we start exchanging data we are using the same names, if not, it'll make it difficult to link up cases, and also to avoid the cases getting kicked back etc.

Eileen Jeff Co. would like a pop- UP from judicial when they try to file a case that indicates that there is already an action in Colo with one of the parties-

Mesa Cnty indicates that is a good ideas, sometimes they start an APA, serve him and find out that there is already a DR case-

*band-aid to distinguish to group to mark down ideas of where there can be improvement for best practices etc.

Locate-

Might involve many different activities including Matching with DMV-

During Case Review – Tech is reviewing the case to determine if the case is going to need establishment or enforcement work, in some offices (most present today) indicate that also dictates where the case will be going, however some counties are “cradle to grave” meaning they take the case in the beginning and follow it all the way through, so they would not be transferring the case to anyone else. Other small counties only have one worker so they would not be “transferring the case either.

If Establishment – then a determination needs to be made on whether the case is APA or Judicial? This is confusing part for people what does it mean to be considered “judicial”

**may be nice to include in future trainings, it's kind of the baseline tool set needed to understand the whole process 26-13.5 et seq.

Most cases in Colorado that need an Order established are APA, there are certain exclusions, and those include:

Multiple alleged fathers

Child conceived out of Colorado

Parents of Children are minor(S)

Incarceration – optional – people think this is a big issue and we may want to look at standardizing

*there may be others- including attorney would just rather proceed to court because there are multiple atty's etc.

70% of Orders in Colorado are established through APA

30% are ordered through Judicial case types

If there is a DR case- Boulder points out the we can use Lexis/Nexis- traditional e-filing system. We have a brief discussion regarding why we're not including "judicial" actions into this grant.

Loaded words-
"Judicial case"
"intake"
"case"
"Open"
"close"
"initiate"

Determine case is APA

Doc Gen (brief description from CSE): printing forms pulling info off ACSES
Everyone indicates they use the Doc Gen APA forms in the room, at least for APA, that is good will help making processes more standard

Prepare Service of Process Packet-

Conference Prep – (30-45 minutes)

*this includes different things for different people

Negotiation Conference (1 hour)

*depending on who appears, etc.

*can be held in CSE office, or by mail or phone,

*If no agreement reached- Prep for Court

Doc Gen – making copies etc.

10-15 minutes- RPD's

ACSES entry

5 minutes

Default Order – NCP doesn't show only way you can do Default

APA says can't do Default if he is incarcerated

Some counties allow phone conference for incarcerated

Judicial

Interpretation issues

Incarceration

NDI (Non Disclosure Indicator)

In Colorado - 80% Temp Order, Stipulation 20% Default
Needs standards /policy statement from State Office on APA

Exclusion of GTS- Dismissing Case- they are filing those with the Court – assign case no, .and close

STEP 2

IV- D filing goes to Court

Date Stamping- first thing they do (1 minute per case)

*they are also sorting and making sure everything is there

*(if applicable) Name Search all parties– not every court location does this, Jeff Co. & Denver before they create case, they do a search so they can assign the case to the same judge

(5 min)

Create Physical File (10 Minutes)

*business practice

Assign Case No.

Organize Pleadings

Check for Completion

Eclipse/jPOD data Entry (15 minutes)

Case Dismissals/Exclusions – Court open/closes the event and it ends there

Stipulation

Case Class

DR JV

Case Types

JV (Case Types- AP Admin paternity AV Admin support)

DR (Case Types AP or AV)

SUP1 (some do this and some do not)

Enter Judgment

Default –Obtain Judicial Signature

SUP1

Docket Events

Judgments

Return to Copies

Temp Order -

Fremont Court – CSE prepares the RPD and sends it to Court the Court has to sign/seal the document and then CSE sends to COVIS? *Birth Certificates issues

Father decides he wants parenting time – so he starts an APR case and then APA consolidated into DR

Code- Denver decide what gets filed in JV Court and what gets filed DR Court

Default- Case Type (Administrative)

Obtain judicial signature (some courts holding 15-18 days for response)

Jeff CO & ? Look at it for best practices-

SUP1?

Docket Events (Order/Clad)

Judgments

Return copies to IV-D

Temporary Orders (Case Type SU/PT) because it is considered Judicial? Some counties still considered APA??

*Data integrity manual – need to use SU/PT * weighted caseload

True count of IV-D case we loose ability when you use SU/PT

Set for Hearing – (either Court sets or CSE sets)

El Paso, Arapahoe, Weld County sets their own hearing

Fremont Cnty & others (50% Courts set the hearings)

? Notice of Hearing goes back to CSE if Court sets, if CSE Sets then the CSE files Ntc of Hearing with the APA Temp Order when they file that with the Court

Some Courts are setting a Negotiation Conference Could have a Stip prior to hearing

Hearing

Perm Order Entered

Dept. Prepares Order (Weld County, Jeff Co prepare in Court)

(El Paso County goes back to Office)

Docket (Order/JGM/CLAD SUP1)

STEP 3

IV-D

**need updated FSR #'s from jPOD

**when you call FSR from Court, types 01, 02, 03 suffix issue

Lots of confusion with FSR numbers

**chat with FSR- address issue- about an updated address transferring over to FSR

Updating SUP event-

Stipulation and Temp Orders – Wait for the Default Oder or Permanent Orders

Results into ACSES (putting up Order onto ACSES)

*may include name change?

*15-30 minute

Docket Number (court case number)

Terms of Order/Judgment (FSR number)

*Initiate Ledger (Some Counties send it to bookkeeper) (15 minutes)

(set up distribution and payment plan on ACSES)

Room for improvement- opportunity to exchange data

Judgments –

Monthly Amount

Commencement Date

Obligee

Obligor

Cost

NMSN (National Medical Support Notice) (5 minutes)

*Copies not sent to Court anywhere

I/A (Notice of Income Assignment) (5 minutes)

Prints automatically – they sometimes fax or mail it themselves rather than having them sent by the State

File it with Court?

Copies in Larimer/ Morgan- still require those I/A's to be filed

Boulder – only gets a copy the I/A when there is an objection filed by NCP

Court Orders to Parties – (if they didn't leave Court with them)

*5 minutes

Send Certificate of Mailing to Court- (5 minutes)

Referred to Enforcement

(Early Intervention – Special intervention before case go to enforcement)

- *optional Scan Papers- Weld, Mesa, Jeff Co.
- * “patching”

STEP 4

MODIFICATIONS

(Modifications can also include – custody/overnights, daycare/health insurance)

IV- D parties/dept request review (15 minutes)

Motion to Modify filed (Boulder Court requires party to cooperate with DHS)

- *notice of hearing – set by Court

- *Court/Party may send Notice to DHS

- *Denver sets negotiation conference

Court Spends (15 minutes)

Who informs CSE? (Boulder will send a copy of the Stamp that Magistrate developed)

ACSES entry R&A – adding ACSES & reviewing the request

- deny (10 minutes)

- continued (

Financial Affidavit to parties – (Doc Gen) (5-10 min)

Worksheet Calculation (15-20 minutes)

Stipulation/Notice of Negotiation (mailing to Obligor- letter with worksheet goes to CP)

- Jeff Co indicates that

- (15 minutes)

Negotiation Conference at CSE

Negotiation Conference at Court (Denver does this) 1 hr.

**Challenge Process – CP/NCP

Modification Hearing- 1 hour

Enter terms into Eclipse/jPOD (10-15 minutes)

Stipulation

Default

*** Best business practices issue

- No Agreement- File Motion to Modify or Weld County files a Notice of Hearing

- If Mtn to Mod- Pursuant to Rule – (15 min)

Other Motions

Add a child to pre-existing case
Consolidation
Change of Venue
Motion to add Change Payee
Ntc w/draw
EOA- When the parties hire attorneys
Motion to Intervene-
Contempt

TO DO –

E-Mail updated Case Flow process to User Groups
*Email acym Sheet to Group
Email homework sheet

Day forward ?? Exchange History ?? Steering Committee Decision
*Scheduling GTS
Letters to parties regarding GTS
Results letters to parties regarding GTS

Wrap-up- will send updated case flow – please review
Homework- What is it that you would like to happen -