



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 1**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT  
ISSUE DATE: August 18, 2016**

**SUBJECT: Solicitation Number: DCSC-16-RP-0066 – Enhancement of the  
Existing Youth Automated System (YAS)**

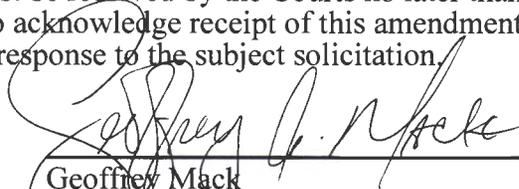
**SUBMISSION  
DATE: August 25, 2016, no later than 2:00 p.m., Eastern Standard Time.**

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment. In addition, the following is amended:

- 1. **DELETE: Appendix C - Existing System Requirements.**
- SUBSTITUTE: Revised Appendix C - Existing System Requirements, which is attached hereto and made a part of the amendment.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

  
 \_\_\_\_\_  
 Geoffrey Mack  
 Contracting Officer

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

## ATTACHMENT A

Page 1 of 8

**Solicitation Number: DCSC-16-RP-0066**

**Caption: Enhancement of the Existing Youth Automated System (YAS)**

### RESPONSES TO QUESTIONS RECEIVED

1. Question #1:

What software platform is the YAS application written in? Front-end and Back-end?

Response:

The Contractor shall utilize the following environment for all technical enhancement activities. While this represents the environment to date, the Court is in the process of migrating the server environment to Windows Enterprise Server 2012 R2. The Contractor is expected to consider this anticipated upgrade during design and development activities.

*Hardware:*

HP ProLiant BL460c Gen 8 server  
CPU: (2) Intel Xeon E5-2630 2.3GHz, 6 Cores each, 12 Threads each  
Memory: 65502 MB  
File System: (2) 300GB drives, 2-Port SAS 15K

*Software:*

Operating System  
Windows Enterprise Server 2008 R2 SP1 (64-bit)  
Web Server  
OHS (Oracle http server)  
Oracle Weblogic Application Server 11g (Current version is 12c).

*Java:*

Java 6 Update 22 (1.6.0\_22-b04)  
J2EE (Java 2 Platform, Enterprise Edition)-A platform-independent, Java-centric environment for building and deploying web-based applications.  
Java Web Services  
Java Messaging Services (JMS)  
Prime Faces-An open source user interface library.

**Solicitation Number: DCSC-16-RP-0066**

**Caption: Enhancement of the Existing Youth Automated System (YAS)**

*Database Configuration:*

Oracle Enterprise Edition 11g Release 11.2.0.4.0 (64-bit)  
Space allocated: 22 GB

2. Question #2:

How old is the YAS 1.0 application?

Response:

YAS 1.0 development was completed in 2012.

3. Question #3:

How many users will be using the YAS 1.0 application?

Response:

Approximately 100.

Question #4:

Is it possible for a small business to propose a new payment plan compare to what is already included in the solicitation? As a small business, it will be very helpful.

Response:

No. The payment schedule G.5.2 is applicable to all sized organizations.

Question #5:

Does the Combined Synopsis/Solicitation under solicitation number DCSC16RP0066 contain requirements similar to a current contract? If possible, please provide the current contract number. Or, is this a new requirement for the government?

Response:

No. The Court does not have any active contracts associated with the Youth Automation System.

**Solicitation Number: DCSC-16-RP-0066**

**Caption: Enhancement of the Existing Youth Automated System (YAS)**

Question #6:

Does the report information in Appendix B supplement the requirements list in Appendix A, particularly with respect to data requirements?

Response:

Yes. It supports Sprint 2 and in particular #2.1. The data in the report is from 3 sources:

- CourtView data that is already shown in the current YAS system
- User input, including copying and pasting from another system
- Fixed data that is part of the report, such as the Court address, header and footer data, etc.

Question #7:

Which data items with a Source of “User Input” in Appendix B are currently captured in the existing systems and database and which are new?

Response:

The current YAS reports that address this data prompts the user for input of certain data items when one of the Probation Officer’s reports is desired. This modification replaces these reports with one unified report that can also have more freeform text than the current reports. So, in a sense all of the user input data is new. I.e., the system needs to allow for manual entry of data and then being able to retrieve this data when a new/supplementary report for the same juvenile file is needed to be produced.

Question #8:

Can we receive a sample of the old/current report?

Response:

Yes. See attached.

Question #9:

What information is appended to the text of the report only and what information is both appended to the narrative and also stored in structured fields/data elements?

**Solicitation Number: DCSC-16-RP-0066**

**Caption: Enhancement of the Existing Youth Automated System (YAS)**

Response:

The data source table in Appendix B delineates which data is user entry. By volume, most of this is narrative text as seen in the sample report in Appendix B. There are also a few simple questions that the preparer of the report will need to fill in such as "Time in DC Area", "Dependents", "Living With", etc. There are approximately 38 questions that the Probation Officer will answer as well as the entry of narratives and the copying and pasting of information from the PRISM system. Please note that the "Comments:" items were listed as questions and hence the approximate count above.

Question #10:

How large is the existing database – tables, rows, columns?

Response:

It's a small database. All together 22 Tables in two separate schemas.

Question #11:

Will all data be loaded into the existing CourtView Oracle database?

Response:

No.

Question #12:

How and with whom will database changes be agreed upon and implemented?

Response:

All production changes will be submitted utilizing the Courts change management process which uses Cherwell software and the ITIL framework.

Question #13:

Do you expect new information to be uploaded into CourtView in the same way implemented by YAS 1.0?

***Solicitation Number: DCSC-16-RP-0066***

***Caption: Enhancement of the Existing Youth Automated System (YAS)***

Response:

Yes.

Question #14:

Do all users have the same permissions or do permissions depend on the user role?

Response:

Permissions depend on user role.

Question #15:

What are the user roles anticipated under the enhancement?

Response:

No new user roles are anticipated under the enhancements.

Question #16:

How many individual users do you anticipate for the new system, by organization (internal and external)?

Response:

Approximately 100 internal/no requirements for external users at this time.

Question #17:

At peak usage what would be an expected maximum number of concurrent users at any one time?

Response:

Not available at this time.

**Solicitation Number: DCSC-16-RP-0066**

**Caption: Enhancement of the Existing Youth Automated System (YAS)**

Question #18:

What are common causes of transaction failures in YAS 1.0?

Response:

The transaction failures occur at the web service level which handles adding data to case management system.

Question #19:

What are the security requirements for the enhancements?

Response:

There are no identified specific security requirements for the enhancements.

Question #20:

Do you have any technology or programming language preferences for the enhancements?

Response:

Yes. See revised Appendix C – Existing System Requirements.

Question #21:

What reporting tools are you using now?

Response:

Jasper reports API are integrated in YAS 1.0 for custom reporting.

Question #22:

Do you have reporting tool preferences for the enhancement?

***Solicitation Number: DCSC-16-RP-0066***

***Caption: Enhancement of the Existing Youth Automated System (YAS)***

Response:

No.

Question #23:

In what formats will the reports be provided?

Response:

PDF format.

Question #24:

Where will the system be hosted?

Response:

DC Courts Data Center.

Question #25:

Will the intent be to transition the software to Court staff or will it be permanently supported and enhanced by the developer?

Response:

Intent is to transition software support to Court IT staff.

Question #26:

Do you foresee any near-term mobile requirements for the application?

Response:

No mobile application is required for this level of effort.

***Solicitation Number: DCSC-16-RP-0066***

***Caption: Enhancement of the Existing Youth Automated System (YAS)***

Question #27:

What percentage of the work must be performed on-site?

Response:

100%.

Question #28:

For ongoing support/help desk inquiries, is the developer expected to provide first level support?

Response:

Court's IT Help Desk will answer all calls in accordance with the ITIL framework. If it's a YAS related incident/bug, the vendor shall be responsible for resolving incidents in accordance with the ITIL framework.

## Ramdat, Reginald N.

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**From:** Hale, Gregory J.  
**Sent:** Wednesday, August 17, 2016 5:03 PM  
**To:** Ramdat, Reginald N.  
**Subject:** RE: Questions Regarding Solicitation No.: DCSC-16-RP-0066, Enhancement of the Existing Youth Automation System (YAS)  
**Attachments:** Appendix C - Existing System Requirements.rtf; Social Study Format for 2015 Interstate (blank form revised 3-4-15).docx

Reggie, please see responses below including Question 3 requested sample as well as revised Appendix C for distribution to all potential contractors. Please let me know if you have any questions.

greg

1. Does the report information in Appendix B supplement the requirements list in Appendix A, particularly with respect to data requirements?

Answer: Yes. It supports Sprint 2 and in particular #2.1. The data in the report is from 3 sources:

- CourtView data that is already shown in the current YAS system
  - User input, including copying and pasting from another system
  - Fixed data that is part of the report, such as the Court address, header and footer data, etc.
2. Which data items with a Source of "User Input" in Appendix B are currently captured in the existing systems and database and which are new?

Answer: The current YAS reports that address this data prompts the user for input of certain data items when one of the Probation Officer's reports is desired. This modification replaces these reports with one unified report that can also have more freeform text than the current reports. So, in a sense all of the user input data is new. I.e., the system needs to allow for manual entry of data and then being able to retrieve this data when a new/supplementary report for the same juvenile file is needed to be produced.

3. Can we receive a sample of the old/current report?

Answer: Yes. See attached.

4. What information is appended to the text of the report only and what information is both appended to the narrative and also stored in structured fields/data elements?

Answer: The data source table in Appendix B delineates which data is user entry. By volume, most of this is narrative text as seen in the sample report in Appendix B. There are also a few simple questions that the preparer of the report will need to fill in such as "Time in DC Area", "Dependents", "Living With", etc. There are approximately 38 questions that the Probation Officer will answer as well as the entry of narratives and the copying and pasting of information from the PRISM system. Please note that the "Comments:" items were listed as questions and hence the approximate count above.

5. How large is the existing database – tables, rows, columns?

Answer: It's a small database. All together 22 Tables in two separate schemas.

6. Will all data be loaded into the existing CourtView Oracle database?

Answer: No

7. How and with whom will database changes be agreed upon and implemented?

Answer: All production changes will be submitted utilizing the Courts change management process which uses Cherwell software and the ITIL framework.

8. Do you expect new information to be uploaded into CourtView in the same way implemented by YAS 1.0?

Answer: YES

9. Do all users have the same permissions or do permissions depend on the user role?

Answer: Permissions depend on user role

10. What are the user roles anticipated under the enhancement?

Answer: No new user roles are anticipated under the enhancements.

11. How many individual users do you anticipate for the new system, by organization (internal and external)?  
Answer: Approximately 100 internal/no requirements for external users at this time.
12. At peak usage what would be an expected maximum number of concurrent users at any one time?  
Answer: Not available at this time
13. What are common causes of transaction failures in YAS 1.0?  
Answer: The transaction failures occur at the web service level which handles adding data to case management system.
14. What are the security requirements for the enhancements?  
Answer: there are no identified specific security requirements for the enhancements.
15. Do you have any technology or programming language preferences for the enhancements?  
Answer: Yes, see revised Appendix C – Existing System Requirements
16. What reporting tools are you using now?  
Answer: Jasper reports API are integrated in YAS 1.0 for custom reporting
17. Do you have reporting tool preferences for the enhancement?  
Answer: No
18. In what formats will the reports be provided?  
Answer: PDF format
19. Where will the system be hosted?  
Answer: DC Courts Data Center
20. Will the intent be to transition the software to Court staff or will it be permanently supported and enhanced by the developer?  
Answer: Intent is to transition software support to Court IT staff.
21. Do you foresee any near-term mobile requirements for the application?  
Answer: No mobile application is required for this level of effort.
22. What percentage of the work must be performed on-site?  
Answer: 100%
23. For ongoing support/help desk inquiries, is the developer expected to provide first level support?  
Answer: Court IT Help Desk will answer all calls in accordance with the ITIL framework. If it's a YAS related incident/bug, the vendor shall be responsible for resolving incidents in accordance with the ITIL framework.

Gregory Hale  
IJIS Project Manager, D.C. Courts  
202-879-1109 - office  
202-359-0796 - cell  
[gregory.hale@dcsc.gov](mailto:gregory.hale@dcsc.gov)

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**From:** Ramdat, Reginald N.  
**Sent:** Wednesday, August 17, 2016 6:31 AM  
**To:** Hale, Gregory J.  
**Subject:** FW: Questions Regarding Solicitation No.: DCSC-16-RP-0066, Enhancement of the Existing Youth Automation System (YAS)

Greg:

Below are additional technical questions from a prospective offeror. Can you provide me with a response for each one.

Reginald Ramdat  
Senior Contract Specialist  
Procurement & Contracts Branch  
Administrative Services Division  
616 H Street, N.W., Suite 612



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
*Family Court – Court Social Services Division*

INITIAL HEARING (SOO)  STATUS/TRIAL  SOCIAL STUDY  PROBATION REVIEW  PROBATION REVOCATION

**\*\*ALL NEW INFORMATION SINCE THE LAST HEARING IS IN ITALICS PRINT\*\***

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**RE:**

**Date:**

**Soc. File No.:**

**To The Honorable:**

**Docket No. :**

**From: Probation Officer**

**Hearing Date:**

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**Youth Information**

**True Name:**

**Address:**

**Aliases:**

**Telephone:**

**Age:**

**Date of Birth:**

**Gender:**

**Birthplace:**

**Time in DC Area:**

**Living With:**

**Dependents:**

**Current School/Grade:**

**Social Security No.:**

**Medical Insurance:**

**X Ref#:**

**PDID No.:**

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**CASE INFORMATION:**

**Offense/DC Code:**

**Plea:**

**Judgment:**

**Release Status:**

**Detainers or Pending Charges:**

**AAG:**

**Telephone:**

**Defense Counsel:**

**Telephone:**  
**Email:**

**OFFICIAL VERSION (PD 379 or Petition):**

**YOUTH'S VERSION:**

**COURT RECORD (Juvenile, Abuse/Neglect, Adult and other jurisdictions):**

<u><b>Date of Arrest</b></u>	<u><b>Charge &amp; Docket No.</b></u>	<u><b>Disposition</b></u>	<u><b>Verified by</b></u>
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**CURRENT and PAST PRE-ADJUDICATION, PRE DISPOSITION, PROBATION SUPERVISION ADJUSTMENT:**

**FAMILY GROUP CONFERENCE:**

**EMPLOYMENT HISTORY:**

**SOCIAL HISTORY:**

**School:**

Current School:  
 Current Grade:  
 Standardized Test Results:  
 IQ Test Results:  
 Special Ed. (Y/N):  
 If Yes, IEP Classification:  
 Special Needs:

Comments:

**Health:**

Physical Health Concerns:

Mental Health Concerns:

Medication(s):

Treatment Program/Contact Person:

Address:

*Vivian Fulbright-Brock, SPO Phone # 202-508-1774  
 Kathy Holiday-Crawford, SPO Phone # 202-508-1966  
 Interstate Compact Unit 510 4<sup>th</sup> NW Washington, DC 20001 Fax# 202-508-1623  
 Jacqueline Wright, Region I Program Manager, 202-508-1819 Cell 202-498-6217*

Telephone No.:  
Time in Program:  
Comments:  
**Substance Use/Abuse:**

Type of Drug(s) Used:  
Period of Usage:  
Test Results:  
Most Recent Treatment: None  
Program Name/Contact Person:  
Telephone No.:  
Address:  
Compliance:

Comments: PRISM Drug test results

**SOURCE (S) OF INFORMATION:**

Significant Contact Person:  
Relationship to Youth:  
Telephone Number:

**YOUTH & FAMILY HISTORY:**

**EVALUATIVE SUMMARY:**

**INDIVIDUAL SERVICE PLAN:**

**\*Youth is to comply with recommendations and referrals of Probation Officer and services are to be implemented at the discretion of P.O.\***  
**\*Youth may be placed on electronic monitoring as a sanction at the discretion of Probation Officer. \***

**RECOMMENDATION:**

**\*\*This PO is unavailable for Court hearings on \_\_\_\_\_ (day) due to curfew tour of duty. \*\***

Respectfully submitted,

\_\_\_\_\_  
Probation Officer  
(202)

*Vivian Fulbright-Brock, SPO Phone # 202-508-1774  
Kathy Holiday-Crawford, SPO Phone # 202-508-1966  
Interstate Compact Unit 510 4<sup>th</sup>. NW Washington, DC 20001 Fax# 202-508-1623  
Jacqueline Wright, Region I Program Manager, 202-508-1819 Cell 202-498-6217*

Approved by: \_\_\_\_\_

Vivian Fulbright-Brock, Supervisory Probation Officer  
(202) 508-1774

Kathy Holiday-Crawford, Supervisory Probation Officer  
(202) 508-1966

*Vivian Fulbright-Brock, SPO Phone # 202-508-1774  
Kathy Holiday-Crawford, SPO Phone # 202-508-1966  
Interstate Compact Unit 510 4<sup>th</sup> NW Washington, DC 20001 Fax# 202-508-1623  
Jacqueline Wright, Region I Program Manager, 202-508-1819 Cell 202-498-6217*

### **Revised Appendix C – Existing System Requirements**

The Contractor shall utilize the following environment for all technical enhancement activities. While this represents the environment to date, the Court is in the process of migrating the server environment to Windows Enterprise Server 2012 R2. The Contractor is expected to consider this anticipated upgrade during design and development activities.

#### *Hardware*

HP ProLiant BL460c Gen 8 server  
CPU: (2) Intel Xeon E5-2630 2.3GHz, 6 Cores each, 12 Threads each  
Memory: 65502 MB  
File System: (2) 300GB drives, 2-Port SAS 15K

#### *Software:*

##### *Operating System*

Windows Enterprise Server 2008 R2 SP1 (64-bit)

##### *Web Server*

OHS (Oracle http server)  
Oracle Weblogic Application Server 11g (Current version is 12c).

##### *Java*

Java 6 Update 22 (1.6.0\_22-b04)  
J2EE (Java 2 Platform, Enterprise Edition)-A platform-independent, Java-centric environment for building and deploying web-based applications.  
Java Web Services  
Java Messaging Services (JMS)  
Prime Faces-An open source user interface library.

#### *Database Configuration*

Oracle Enterprise Edition 11g Release 11.2.0.4.0 (64-bit)  
Space allocated: 22Gb

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL1:	<b>Document Generation</b>	
FUNCTIONAL 1.1	The system shall collect and store the information currently on the paper version of the Risk Assessment Instrument (RAI) document--new web based form to be created; should have two columns for RAI score, one for day and night. **The RAI score will be displayed in its original value, but will also have an adjusted score & accompanying narrative that will allow the PO to justify a modified level of supervision that does not correspond with the assigned RAI value.**To be discussed further	All items within Functional 1 will require data entry from the CSS user, in order to populate pre-defined fields/sections of the specified document. Personally Identifiable Information obtained via x-ref #search/validation with CourtView can be used to populate the respondent's demographic data (i.e. name, d.o.b.,etc.). In many cases, there is already an existing soft copy of the specified document in MS Word format, and the new electronic version will further automate the process and allow for consistent style, formatting and appearance. In addition, the new electronic versions of these documents will allow for free-text narrative data entry, when applicable, and without pre-defined character limitation (i.e. maximum of 200 characters).
FUNCTIONAL 1.2	The system shall collect and store the information currently on the paper version of the Social Assessment form--new web based form to be created	
FUNCTIONAL 1.3	The system shall collect and store the information currently on the paper version of the CSS Detention-Release Form--new web based form to be created	
FUNCTIONAL 1.4	The system shall store information from the current CourtView "Charges" table ( <b>Table: PTYCHRG, Field: DSCR</b> ) to be displayed on RAI form	
FUNCTIONAL 1.5	The system shall provide a summary report template for Social Assessment form, to populate demographic information for respondent	
FUNCTIONAL 1.6	The system shall collect and store the information currently on the paper version of the Daily and Nightly intake logs	
FUNCTIONAL 1.7	The system shall collect and store the information currently on the paper version of the Gain-SS form--new web based version to be created	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 1.8	The system shall collect and store the information currently on the paper version of the Conner's Intake Inventory (A.K.A. CBRS) form for Behavioral Court--new web based version to be created	
FUNCTIONAL 1.9	The system shall collect and store the following forms: Pre-trial Services Agency Drug Testing and School, At-Risk & Medical Release Information	
FUNCTIONAL 1.10	The system shall provide an electronic version of the Truancy Referral Matrix (Excel Spreadsheet)	
FUNCTIONAL 1.11	The system shall collect and store an electronic version of the Receipt of Notification Letter and the Determination Letter	
FUNCTIONAL 1.12	The system shall collect and store an electronic version of the Withdrawal of Custody Order	
FUNCTIONAL 1.13	The system shall collect and store an electronic version of the Request for Issuance of Custody Order and Family Group Conference forms	
FUNCTIONAL 1.14	The system shall provide an electronic version of the Walk-In Referral Screening Form	
FUNCTIONAL 1.15	The system shall collect and store the information currently on the hardcopy Domestic Relations Information Sheet	
FUNCTIONAL 1.16	The system shall collect and store the information currently on the paper version of the Interstate Compact Form--new web based version to be created	
FUNCTIONAL 1.17	The system shall store and record information contained on the Computer Status Change Form-- new web-based version to be created (softcopy needed from CSS)	
FUNCTIONAL 1.18	The system shall provide functionality to create new electronic version of Social Study Report--soft copy document to be delivered by Ms. Barksdale	
FUNCTIONAL 1.19	The system shall provide a new electronic version of the Affidavit document	
FUNCTIONAL 1.20	The system shall provide functionality to generate Pretrial/Status Reports based on CSS user initiated data entry	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 1.21	The system shall provide functionality to generate Disposition Reports based on case-id search/matching in CourtView, allowing free-text narrative data entry by CSS user	
FUNCTIONAL 1.22	The system shall provide functionality to generate Progress Reports based on CSS user initiated data entry	
FUNCTIONAL 1.23	The system shall generate a new electronic version of the Notice of Equipment Responsibility	
FUNCTIONAL 1.24	The system shall generate a new electronic version of the Electronic Monitoring Termination/Extension form	
<b>FUNCTIONAL 2</b>	<b>Information Collection/Storage</b>	
FUNCTIONAL 2.1	The system shall display CourtView data for same respondent from prior DEL cases to include date of arrest (captured in Arrest Dt/Tm field <b>Table: PTCGARRP, Field: ARST_DT</b> )	
FUNCTIONAL 2.2	The system shall record the outcome for a respondent after arrest made by law enforcement (captured in Bond Release field in CourtView; <b>Table: RELRESCD, Field: DSCR</b> )	
FUNCTIONAL 2.3	The system shall provide decision support based on the information from the DCPS Protocol. The DCPS Protocol is a formal methodology practiced by the DC Public Schools system, relative to school & student's interaction with CSS. Decision support refers to the ability to refer to a specific section within the Protocol to cite legal reasoning for the recommendations of the PO. An electronic copy of the DCPS Protocol will be housed within the new system, and the user can cite or highlight relevant statutes in their assessment/decision making process	
FUNCTIONAL 2.4	The system shall display CourtView data for same respondent from prior DEL cases to include disposition, <b>Table: DSPCD, Field: DSCR</b>	
FUNCTIONAL 2.5	The system shall display CourtView data for same respondent from prior DEL cases to include custody order history (date, reason for issuance and outcome)	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 2.6	The system shall record when a parent/guardian or custodian initiates a walk-in referral, whether or not they possess the required documentation necessary to go forward with processing, and the outcome of the walk-in visit	
FUNCTIONAL 2.7	The system shall record and store copy of the receipt provided to the walk-in (which will document the CSS recommendation)	
FUNCTIONAL 2.8	The system shall record when a youth has been offered diversion based on user (CSS PO or Deputy Clerk) initiated data entry	
FUNCTIONAL 2.9	The system shall provide the ability to automate the process of faxing/emailing the CSS diversion referral package	
FUNCTIONAL 2.10	The system shall automate the delivery of intent to petition truancy cases to referral sources (example: OAG, school, parent, CFSA, etc.) via email to a dedicated inbox or some other means of electronic data delivery; CSS to explore legal requirements and necessity of original copies	
FUNCTIONAL 2.11	The system shall provide functionality to determine CSS unit assignment according to geographic location, program function, etc., based on CSS user initiated data entry	
FUNCTIONAL 2.12	The system shall store information that is needed for status reports.(may include details of home visit, conditions of release reviewed, school visit, adjustment since previous appearance, recommendations submitted for supervision plan, additional services, i.e. mentoring, family counseling, grief therapy, drug education, family group conference, etc) Template/data entry screen to be created in order to generate status reports	
FUNCTIONAL 2.13	The system shall collect and store the information currently on the paper version of the Case Management Form--new web based form to be created that calculates deadline/maximum time allotment for PO interaction w/Respondent to take place	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 2.14	The system shall collect and store the information currently on the paper version of the Case Review Form. Docket codes thrown in CourtView will be used to populate new electronic version of Case Review Form, docket date/file date to be captured--new web based form to be created.	
FUNCTIONAL 2.15	The system shall provide summary data from all scheduled events and event results as docketed in CourtView (as in Event Selection on CRTS 3025), to be listed as "Involvement with the Court"	
FUNCTIONAL 2.16	The system shall provide functionality to tally & document Community Service Obligation, hours performed, status of compliance	
FUNCTIONAL 2.17	The system shall collect and store the information currently on the paper version of re-instatement of petition against respondent when Consent Decree condition not met--PO to be notified 45 days prior to the expiration of the probationary term. The expiration date is based on pre-determined time parameter, 45 days from the time of CSS user initiated data entry	
FUNCTIONAL 2.18	The system shall keep running record of Domestic Relations case activities--more information needed for this item from CSS	
FUNCTIONAL 2.19	The system shall collect and store the information currently on the paper version of the Domestic Relations Information sheet--soft copy of form needed	
FUNCTIONAL 2.20	The system shall contain functionality to notify a PO that a Domestic Relations case has been assigned to them and that a letter has been sent to the necessary parties	
FUNCTIONAL 2.21	The system shall indicate whether a PO has established contact with parties for interview/home visit schedule	
FUNCTIONAL 2.22	The system shall record information on home study, school visit for domestic relations cases (the date/time it was scheduled and the date/time it was completed)	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 2.23	The system shall record serial number information from Electronic Monitoring Equipment and allow search functionality to display a history of respondents who had the device	
FUNCTIONAL 2.24	The system shall record orders for assessment sent to CGC and provide an archive of past orders for the same respondent	
FUNCTIONAL 2.25	The system shall provide historical data to list each time a respondent has visited the CGC	
<b>FUNCTIONAL 3</b>	<b>Message Notification</b>	
FUNCTIONAL 3.1	The system shall store a record of three docketed loss of contact entries and when they occur in a 21 day period, it shall notify the PO & SPO	
FUNCTIONAL 3.2	The system shall notify PO 45 days prior to the expiration of the probationary term. The expiration date is based on pre-determined time parameter, 45 days from the time of CSS user initiated data entry	
FUNCTIONAL 3.3	The system shall notify CSS staff when a petition is available in CourtView (Docket Entry/Insert docket id: <b>PET JUV</b> )	
FUNCTIONAL 3.4	The system shall notify CSS staff when a respondent has a JSF file present in CourtView (X-REF number will be used to perform search)	
FUNCTIONAL 3.5	The system shall notify CSS staff when a PD 379 has been entered in CourtView Docket codes may need to be added in CV and added to a docket report group for data transfer	
FUNCTIONAL 3.6	The system shall notify CSS Staff when PD 313 has been entered in CourtView Docket codes may need to be added in CV and added to a docket report group for data transfer	
FUNCTIONAL 3.7	The system shall notify CSS staff when PD 163 has been entered in CourtView Docket codes may need to be added in CV and added to a docket report group for data transfer	

Functional Tag	Requirement Text	Comments/Sources
FUNCTIONAL 3.8	The system shall notify CSS staff when a hearing has been scheduled for a respondent based on update to the event history screen--based on CourtView case-id search/match ( <b>CRTS3025</b> )	
FUNCTIONAL 3.9	The system shall notify CSS staff when a hearing date is approaching for a respondent, based on CourtView case-id search/match and predetermined time parameter to limit number of days in the future to look for scheduled events in CourtView ( <b>CRTS3025</b> )	
FUNCTIONAL 3.10	The system shall notify CSS staff when a Detention Order has been issued for a respondent (Docket Entry/Insert docket id: <b>ORDEET JUV</b> )	
FUNCTIONAL 3.11	PO shall be notified in advance of predetermined deadline to complete tasks outlined in Case Management Form	
FUNCTIONAL 3.12	PO & SPO shall be notified once pre-petition custody order (received from OAG) is scanned into CV	
FUNCTIONAL 3.13	PO & SPO shall be notified once a Custody Order is issued in a DEL case (Docket Entry/Insert docket id: <b>CISSUED</b> )	
FUNCTIONAL 3.14	SPO shall be notified upon updates to the Supervision Type field ( <b>TABLE :CASEPROB FIELD: PBTN_CD; CRTS2006</b> ); alert to notify SPO designees at the different CSS locations	
FUNCTIONAL 3.15	The system shall provide functionality to generate request for extension of probation to the Court--PO to be notified 45 days prior to the expiration of probationary term. **PO will send document to supervisor as email attachment; supervisor to monitor process. The expiration date is based on pre-determined time parameter, 45 days from the time of CSS user initiated data entry	
FUNCTIONAL 3.16	The system shall notify CGC staff when assessment or therapy has been ordered for a respondent	
FUNCTIONAL 3.17	The system shall notify Probation Officers and JICC staff of upcoming due dates for reports to be submitted for Court	

FUNCTIONAL 4	Reports	
FUNCTIONAL 4.1	The system shall generate home study report that can be saved, viewed (read-only copy), and modified with a new filename at a later date	
FUNCTIONAL 4.2	The system shall generate overnight transmittals to be emailed to CIC, CSS Director, intake I staff	
FUNCTIONAL 4.3	The system shall notify the SPO & PO two business days after the assignment of referral processing has begun for a youth based on CSS user initiated data entry	
FUNCTIONAL 4.4	The system shall notify the PO of record once the determination has been made that the youth is "Court Involved" based on review of matching XREF number via CourtView records search	
FUNCTIONAL 4.5	The system shall notify the PO 30 days after a youth has been referred for diversion services based on CSS user initiated data entry at the time of referral	
FUNCTIONAL 4.6	The system shall provide a report to indicate the number of juveniles transported by DPU staff, per entries on DPU transportation log (Excel spreadsheet)	
FUNCTIONAL 4.7	The system shall provide monthly activity reports for DPU, to measure # of total participants, # actively monitored, # of new arrests, # stepped back, # of curfew checks (and of those, the # in compliance and the # in non-compliance)	
FUNCTIONAL 4.8	The system shall provide a "Date submitted report", comprised of all reports/cases sent to Court (sorted by Judge, date due to JICC, date sent to JICC, unit assignment/SPO)	
FUNCTIONAL 5	Interfaces	
FUNCTIONAL 5.1	The system shall provide interface to CourtView for all DEL case information update (utilize case id)	
FUNCTIONAL 5.2	The system shall provide interface to CourtView for JSF file update (utilize case-id)	