

North Dakota State Court Administrator's Office

UCIS Migration Project

This document will serve as a summary of the accomplishments and issues that have been identified since the project kickoff on September 18, 2001 through November 12, 2001. Team members identified were Linda Brooks, Paulette Reule, Becky Absey, Andrea Schmidt, Kurt Schmidt, Dan Nagel, Mike Steiner, and Jim Gienger. Others attending various meetings during the project include, but are not limited to, Tami Hansen, Robert Holmbeck, Shirley Carlson, Kathy Larson, Lisa Moen, Linda Weaver, Dorothy Howard, Eloise Haaland, Debra Wheeler, Glenn Ellingsberg, Cindy Schmitz, and Jerrold Arneson. Future status meetings will follow the format outlined below.

Accomplishments Since Project Start:

- Held Project Kickoff in Fargo on September 18, 2001.
- Held JAD (Joint Application Development) Session on October 2-4 to discuss the use of Codes and the existing technology environment.
- Held JAD Session on October 18-19 to discuss Searching and Reporting requirements.
- Held JAD Session on October 29-30 to discuss the flow of the Screens and use of Notices.
- Held JAD Session on November 9 to allow Linda Brooks to interact with UCIS by entering case data into UCIS.

Plans for the next Period:

- JAD Session will be held in Fargo on November 19-21 to discuss Scheduling, Calendaring, and Judge Reassignment.
- JAD Session will be held in Fargo on December 4-5 to discuss Financials, Ledger Cards, and the States Attorney Interface.
- Work will continue on developing a Design Document.

New Issues:

See the Action Items below for a list of Open and Closed Items. Also, portions of some activities have been identified to be outside the scope of the project. They include:

- Creating standardized format for documents, i.e., Notices
- Assisting given Districts to implement PCSS-like Judge rotation practice
- OV/400 migration to DTM

No sizing of effort or impact on the project has been done at this time for the above items.

Next Meeting:

The next status meeting will be held in mid-January 2002.

Action Items:

Task #	Task Description (<i>comments in Italic</i>)	Responsible	Target Date	Actual Date
	Open Items			
3	Remote access to AS/400s <i>Some access has been setup, i.e., userids, but some has not, i.e., VPN (or whatever...).</i>	Kurt Schmidt and Robert Holmbeck	9/28/01	
4	Provide detailed documentation of PCSS and UCIS <i>All that is available has been provided. However, more documentation is needed, but Dan Nagel and Mike Steiner will generate with assistance of Tami Hansen and Kari Goos.</i>	Kurt Schmidt and Tami Hansen	9/28/01	
5	Provide Programming Standards <i>None exist. ESI will make recommendations and seek approval prior to coding phase.</i>	Kurt Schmidt	9/28/01	
6	Provide list of UCIS modifications performed in past 12 months and/or planned for next 12 months. <i>All the documentation that exists was provided. More detail, i.e., file layout, program names, will need to be tracked prior to coding phase.</i>	Andrea Schmidt	9/28/01	

8	Approve adding the use of Codes to UCIS in the areas of Filings, Notices, and Case/Subtypes.	Kurt Schmidt	11/30/01	Filing codes are new and ECJD needs them. OK
9	Approve the use of auto-sequencing of documents during the Filing process.	Kurt Schmidt	11/30/01	OK
10	Approve the use of entering a date once during the Case Filing.	Kurt Schmidt	11/30/01	OK. Entering in many places & changing date to yesterday stays until exited.
11	Address the use of different Offense Codes between systems.	Project Team	12/7/01	
12	Approve the use of some sort of Common Party File in UCIS.	Kurt Schmidt	11/30/01	OK – Paule & Becky liked idea.
13	Address how to deal with inactive Codes.	Project Team	12/7/01	
15	Address use of sequence numbers in assigning parties.	Project Team	12/07/01	
16	Understand impact of Drivers' License number change (no longer SSN) on UCIS.	Kurt Schmidt	12/07/01	Done, for now.

17	Determine AS/400 sizing requirements. <i>Although it appears now that the AS/400 in Bismarck has adequate capacity to accept the Fargo user, this activity will need to be revisited in 2Q02.</i>	Kurt Schmidt	4/30/02	
18	Install an additional T1 to provide additional bandwidth to Fargo.	Kurt Schmidt	4/30/02	
19	Replace fixed-function terminals with PCs in Fargo.	Kurt Schmidt	4/30/02	
20	Replace incompatible printers in Fargo with IP addressable printers (laser printers, label printers, etc.).	Kurt Schmidt	4/30/02	
21	Determine impact of recent outages of Wide Area Network. <i>It appears the recent outages have been eliminated, but this needs to be monitored closely.</i>	Kurt Schmidt	1/1/02	Done.
22	Need to understand what impact other UCIS related projects may have on this project. <i>DTM replacement of OV/400 is one example. Some sort of coordination of activities from different project will be needed.</i>	Kurt Schmidt	12/7/01	
23	Define development environment including change control, who, what, when, and where.	Dan Nagel and Mike Steiner	12/7/01	
24	Approve the capability of searching by SSN, Driver's License, Date of Birth, State's Attorney number, Name, and Citation number.	Kurt Schmidt	11/30/01	OK.

25	Resolve use of Case Comments, Judge's Notes and Contact Card Notes	UCIS committee	12/7/01	OK – back to committee.
26	Approve adding a 'show other party' option (fold/no-fold option) in Case Inquiry Screen.	Kurt Schmidt	11/30/01	OK – But default to "UCIS" screen so only Cass County has to "fold".
27	Approve the ability to add/update filings, events, etc. from the list resulting from a search.	Kurt Schmidt	11/30/01	?????
28	Approve the creation of a 'Register of Actions' report similar to the PCSS generated one.	Kurt Schmidt	11/30/01	OK – Ties to Automatic numbering.
29	Approve the standardization of UCIS navigation. <i>This action item is an on-going activity. UCIS is continually enhanced to improve efficiencies. However, during various JAD sessions, there seemed to be some room for improvement/consistency with activities such as Receipting, Sentencing, Notes, etc.</i>	UCIS committee	11/30/01	Scope?
30	Approve the creation of 3 levels of Notices – UCIS standard, District, and Judge.	Kurt Schmidt	11/30/01	OK – Scope?
	Closed Items			
1	Team members were selected and project plan was approved.	Project Managers, Kurt Schmidt and Jim Gienger	9/18/01	9/18/01

2	Provide adequate workspace.	Kurt Schmidt	9/18/01	9/18/01
7	Provide list of PCSS modifications performed in past 12 months and/or planned in next 12 months. <i>PCSS will be updated (perhaps for the last time) by December 15, 2001.</i>	Tami Hansen	9/28/01	10/2/01
14	Address who will manage Codes and other system values. <i>The SCAO will be responsible for maintaining UCIS systems settings.</i>	Kurt Schmidt	11/30/01	10/30/01