

Court Technology Fund Application

Please refer to the *Court Technology Fund – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the technology fund. The 2014 applications must be submitted to Dan Ostdiek@courts.state.mn.us at the MN Judicial Branch by August 11, 2014.

Agency Information:

Name of Organization: Crow Wing County Attorney's Office

Address: 213 Laurel Street, Suite 31, Brainerd, MN 56401

Telephone: 218-824-1025 Website: www.crowwing.us/

Name of Director/Administrator: Donald F. Ryan, County Attorney

Telephone: 218-824-1025 Email: don.ryan@crowwing.us

Name and Title of Contact Person: Lydia Marohn, Administrative Manager

Telephone: 218-824-1033 Email: lydia.marohn@crowwing.us

Overall Project Request:

Name of Request/Project: Enhanced Lens Software with Portal Access

Dollar Amount Requested: \$53,616.00
(Requested amount can be from \$10,000 - \$1,000,000)

Total Estimated Cost of Project: \$53,616.00

Expected start date of project: 1/1/2015

Expected end date of project: 9/30/2015
(Project must be completed by December 2016)

Project Summary:

Provide a 2-3 sentence summary of your project request:

The purpose of this project is to improve efficiency and productivity through the use of court integration services. It is also to share County Attorney data with constitutes and Law Enforcement justice partners through the use of self-service web portals.

Project Initiatives: (Provide 1-3 sentence responses to these questions.)

1. Does the project partner with other Justice System partners through shared or integrated systems, interfaces, or shared information? List the justice partners.

Minnesota Court Administration, Crow Wing County Sheriff and police departments in Crow Wing County

2. How does the project use technology to enhance the experience or simplify the process for customers or constituents, including self-service applications?

Through electronic data sharing with Court Administration, this project will simplify the process and improve productivity for the Attorney's Office as well as Court Administration. It will mean that the Attorney's Office will not have to re-enter data they currently receive from court as paper notices. It will also result in court administration sending fewer paper notices to the Attorney's Office.

The two web portals that will be built in this project will serve as self-service applications for constituents and law enforcement agencies within the county. Instead of contacting the County Attorney's Office, constituents and law enforcement agencies will be able to find the information they need from the web portals.

3. Describe how the project uses technology to reduce overall costs to the Justice System. What is the estimated cost savings? What agency/budget will see the cost reduction?

The project will reduce overall costs for

- a. County Attorney
 - i. By reducing data entry and improving data accuracy.
 - ii. Through the use of the self-service web portals, the County Attorney's Office will spend less time responding to inquiries from constituents and law enforcement agencies.
- b. Court Administration
 - i. By reducing the number of notices Court Administration sends to County Attorney.
- c. Law Enforcement Agencies and Constituents
 - i. By providing them with timely information using the self-service web portals.

The estimated cost savings for Crow Wing County Attorney is very hard to predict at this point. We believe that it will be a substantial decrease in the legal assistant's work load. Local court administration will also realize some cost savings as the number of paper notices sent to county attorney office is reduced. Law Enforcement agencies will see a cost reduction as the time they spend waiting for information from county attorney staff is reduced through the use of self-service web portal.

4. Describe how the project uses technology to increase efficiencies to the Justice System. Please quantify the estimated impact of efficiencies through measurable data such as employee hours saved or improved data accuracy.

The project uses technology to increase efficiency to the Justice System by

- a. Facilitating on time information sharing between court, county attorney and law enforcement agencies
- b. Increased data accuracy

Reduce the number of hours employees spend with redundant data entry.

Project Deliverables:

5. If this project involves other agencies, are these agencies committed to the project and timelines provided in the application? Please list all other agencies and contacts.

Local Court Administration will need to be involved in the implementation of court integration services. At this time we have not had a formal discussion to get their commitment. For the self-service web portals, we will provide the service and we expect law enforcement agencies and constituents to gradually increase their use of these web portals instead of contact the County Attorney Office.

6. Identify the measurable goals and objectives for the project.

The measurable goals for this project are a reduction of labor cost, data entry errors and number of inquiries made by law enforcement agencies and constituents.

7. The project recipient will be required to provide periodic progress reports. Describe the project schedule and dates for key deliverables (programming, implementation) to meet the goals.

The project will have 5 main deliverables below with their corresponding deliverable dates. The deliverable dates assume:

- a. The project is approved to start on 1/1/2015.
- b. Requested MNCIS Integration services are available for Crow Wing County on 1/1/2015
- c. Windows serve for public web portal is set up and ready on 1/1/2015

Module 1: Implementation of Hearing Notification	1/30/2015
Module 2: Implementation of Court Decision Notification	2/20/2015
Module 3: Web Site for Constituents	4/30/2015
Module 4: Web Portal for Law Enforcement	1/30/2015
Module 5: Consumption of Additional Court Integration Services	9/30/2015

8. Once the project is completed, please explain how your agency will cover any ongoing maintenance or processing costs.

We will budget for any ongoing/maintenance fees.

9. Would you accept a partial award for the project? If partial funds are approved, would your agency have the funds to cover the remaining project costs?

We believe that the whole project would be beneficial, however, if we were to be awarded a portion of the amount, I believe that we would look at the project and determine which pieces would be of the utmost benefit to improve our efficiencies with the courts and our other partners.

10. Are there any other approved or pending requests for grants or other outside funding for this project?

No

11. Would your agency be willing to match the award funds?

We would have no way of guaranteeing that we could match any funds. The process we would have to take is to go before our county board and ask for those additional funds.

Funding Information:

12. Provide project cost details. ALSO SEE ATTACHED

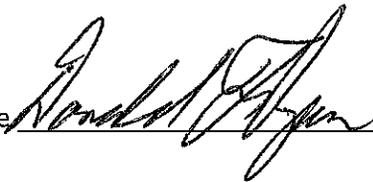
Overall Cost of Project (estimated): \$53,616.00

Provide a detailed budget summary outlining the major project expenses:

Salaries (current employees or contractors for the project)	\$46,000.00
Salaries (new employees or contractors for the project)	\$ N/A
Technology Costs-(New database/system purchases)	\$ 7,616.00
Technology Costs-(Upgrades to current systems)	\$ N/A
Technology Costs-(New computers, equipment)	\$ N/A
Other expenses (Any other major costs)-list details	\$ N/A
Total Expenses	\$56,616.00

(Should equal the overall costs of project listed above)

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature  Date: 8/11/2014

Submit your application electronically by August 11, 2014 to Dan Ostdiek, MN Judicial Branch – Finance Director at: Dan.Ostdiek@courts.state.mn.us.

MNCIS Integration and County Web Site Enhancement

Function Design Document

Project Overview

In this project the county would like to:

- Receive court hearings electronically from MNCIS and automatically create entries to LENS which is the county attorneys' case management system.
- Receive sentence information electronically from MNCIS and automatically add the information to LENS.
- Receive other court data electronically to improve efficiency through data sharing.
- Provide adult criminal case information including court hearings to constituents using the county's public web site.
- Provide law enforcement a secured web interface to LENS so they can access information they need instead of calling the county attorney office.

Scope and Objectives

The purpose of this document is to define the Functional Requirements and Specifications for County Web Site Enhancement and MNCIS integration project. It will describe the requirements of the system from the user's point of view. In general the project can be split into 5 modules.

Module 1: Implementation of Hearing Notification

Module 1 will be the implementation of an existing LENS engine that receives Hearing Trial Setting Notification from MNCIS and update the court hearings in LENS. This engine will work in the background with no user involvement. What the County Attorney's office will experience is simply up-to-date court hearing information inside of LENS.

<i>Cost</i>	
<i>Implementation Cost</i>	\$4000.00
<i>Implementation Hours</i>	40 hours

Module 2: Implementation of Court Decision Notification

Module 2 will be the implementation of an existing LENS engine that receives Court Decision Notification from MNCIS and update cases in LENS. This engine will work in the background with no user involvement. What the County Attorney's office will experience is simply up-to-date court sentence information inside of LENS.

<i>Cost</i>	
<i>Implementation Cost</i>	\$8000.00
<i>Implementation Hours</i>	80 hours

Module 3: Web Site for Constituents

Module 3 will provide a web site where constituents will be able to search and find criminal case information. Part of this information will be court hearings and sentence information that are sent from MNCIS.

The table below shows the type of information constituents can see about a case. Constituents will be able to search for cases by defendant name, ICR Number, Court File Number or Case Number.

Fields	General Information
Case Number	Agency: Paynesville Police Department
Defendant Name	Ticket Number:
Case Status	ICR Number: 08300657
Date Filed with Court	Court File Number: 73-CR-08-10942
Ticket Number	Case Number: CR-2008-2286
ICR Number	County Referred To:
Court File Number	Date Filed With Court: 08/21/2008
Document Filed	First Court Appearance Date: 09/22/2008
Court Hearings	Action: Complaint
Charge Information	Date of Sentencing: 06/04/2009
	Court Dates ↻ motion on 08/04/2009 at 09:00:00 AM-Held ↻ motion on 05/22/2009 at 09:00:00 AM-Reset ↻ motion on 05/20/2009 at 09:00:00 AM-Reset ↻ OPS on 03/20/2009 at 02:30:00 PM-Held ↻ hrg on 01/09/2009 at 10:00:00 AM-Held ↻ CT on 01/07/2008 at 09:00:00 AM-Cancelled ↻ sc on 12/12/2008 at 02:30:00 PM-Held ↻ OPS on 10/16/2008 at 01:30:00 PM-Held ↻ R5/R8 on 09/22/2008 at 12:45:00 PM-Held
	Charges ↻ Count ONE-Burglary-2nd Degree-Dwelling 609.582 Subd. 2(a)(1) (Felony)
	Court Date Definitions MW Statutes Database

Search result for last names that start with " and"					
Last Name	First Name	Court File Num.	ICR Num.	Action	Charge
Anda	Jules	73-T7-06-007792	06014866	Citation	Ill Cons
Anderl	Randy	73-VB-11-4505	11601524	Citation	DAC
Andeman	Kaillyn	73-VB-12-7269	12029084	Citation	Ill Cons
Andersen	Aaron	73-T2-06-004797	06004210	Citation	Illegal Consumption
Andersen	Ann	73-CR-10-3326	10010722	Citation	DWI-2 counts
Andersen	Chris	73-CR-08-10942	08300657	Complaint	Burglary-2nd Degree-Dwelling
Andersen	Darrel	73-CR-09-1862	08056255	Complaint	Assault-5th Degree-Fear of Bodily Harm or Death
Andersen	Darrel	73-CR-11-8444	11160444	Citation	Theft
Andersen	Darrel	73-CR-12-3116	12140368	Citation	DWI-2 counts

Cost:

<i>IBM Domino Server Software</i>	\$7,616
<i>IBM Domino Server Software Setup and Configuration</i>	\$4,000
<i>LENS Public Portal Setup(Not including "look and feel" of the web site)</i>	\$5,600
<i>Total Cost for Module</i>	17,216
<i>Implementation hours</i>	96 hours

Module 4: Web Portal for Law Enforcement

Module 4 will provide law enforcement personnel with limited access to view criminal and delinquency case information. This module is similar to Module 3 with the following exceptions:

- Law Enforcement personnel will get access through the existing LENS web interface inside the firewall. They will be set up with a user name and a password for the LENS web site.
- In the LENS web interface there will be a link to search criminal cases and another link to search delinquency cases. The search screen will look similar to the image below. They will be able to search by defendant name, icr number, case number and law enforcement agency.

By Defendant	
Enter the first three characters of the defendant's last name	
<input type="text"/>	and click here to Search Database >>
By ICR Number	
Enter ICR Number	
<input type="text"/>	and click here to Search Database >>
By Attorney File Number	
Enter County Attorney File Number	
CR <input type="text"/>	2007 <input type="text"/>
<input type="text"/>	and click here to Search Database >>
By Requesting Agency	
Select Requesting Agency	
Lakes Area Police Department <input type="text"/>	and click here to Search Database >>

Cost	
<i>IBM Domino per user license</i>	\$170
<i>LENS per user license</i>	\$99
Implementation hours	24 hours

Module 5: Consumption of Additional Court Integration Services

In this module we will expand LENS's ability to receive more data from Court Integration Services and update attorney case file information.

<i>Integration Service</i>	<i>Purpose</i>	<i>Hours</i>	<i>Cost</i>
<i>Charge Disposition Notification</i>	To receive court outcome of charges	80	\$8000
<i>Case Detail Notification</i>	To receive flags added to a court case	40	\$4000
<i>Interim Condition Notification</i>	To receive judge issued orders	80	\$8000
<i>No Contact Order</i>	To receive No Contact/DANCO orders	40	\$4000
<i>Other Agency Cross Reference Notification</i>	To receive court file number	24	\$2400
<i>Total</i>		244	\$24,400

Summary: Milestones and Cost:

- The total cost includes hardware, license software and labor costs.
- The hours is the number of hours Tibex Technology needs to implement each module.
- The completion date is an estimated timeline if the project was to
 - A. Start on 1/1/2015.
 - B. Requested MNCIS Integration services are available for Crow Wing County on 1/1/2015
 - C. Windows serve for public web portal is set up and ready on 1/1/2015

	Total Cost	Hours	Completion Date
Module 1: Implementation of Hearing Notification	\$4000	40	1/30/2015
Module 2: Implementation of Court Decision Notification	\$8000	80	2/20/2015
Module 3: Web Site for Constituents	\$17,216	96	4/30/2015
Module 4: Web Portal for Law Enforcement	??Number of Licenses??	24	1/30/2015
Module 5: Consumption of Additional Court Integration Services	\$24,400	244	9/30/2015

Assuming the Functional Design Document is approved and the project will start on February 12th, here are the milestones and cost for each piece of the project. The hourly rate for this project is \$100.00/hour.