

## Interpreter Resource Management Application (IRMA) Release Overview - 2022

The Minnesota State Court Administrator's office wrote and published this document.



### Table of Contents

About this Document	3
July Release	3
Edit Work Request/View Work Request	3
Contact Scheduler	6
Confirm Interpreter	8
Interpreter Calendar View	9
Email and Bell Notification	10
Invoice Details Page	15
Report	16
Interpreter Profile Page	18
Interpreter Page	19



### About this Document

This document contains detailed information about the 2022 releases for the Interpreter Resource Management Application (IRMA).

### July Release

### Edit Work Request/View Work Request

#### **Schedulers**

Track sign-in/out submitted by information to the work request profile page by using the Edit button.

When a Scheduler does the sign-in/out through the Edit function, the submitted information is not displayed on the work request profile page. This request is to say the submitted information if it is entered through the Edit page. Info to display is a date, time, and submitted by name (see the last screenshot for what it should look like).

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### **Contact Scheduler**

### Interpreters

When the interpreter is in their Assignments tab and clicks on the envelope to send a message. The Contact Scheduler box appears and the interpreter is required to enter a message. If it is left blank and click Submit, a message appears.

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### **Confirm Interpreter**

#### **Interpreters**

When a confirmation code is entered incorrectly, the new message will show, "The confirmation code is incorrect. Please review the Welcome to IRMA email and re-enter the confirmation code."

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CONFIRM YOUR ACCOUNT Pase enter value must address and confirmation code  Tere Confirmation Code*  Tere Submix	MCC HUTON
© 2022 - Minnesota Judicial Branch   Version 1.1.4.1   Feedback Link	



#### Interpreter Calendar View

#### Interpreters – Staff and Contract

When a work request is remote, the text **TRI** or **VRI** will appear on the interpreter calendar.





### Email and Bell Notification

### Administrator

When an interpreter's qualification level changes, a notification will be sent to Admins. Admins are to check the qualifications through the IRMA log-in page.

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Offer is marked as Interested	4/28/2022 08:12 AM	▲ 4 interpreters need qualification level change	3/2/2022 06:00 AM
Offer is marked as Interested	4/28/2022 08:07 AM	The following interpreters have met the requirements for certain qualifications. Qualified for Certified interpreters: <ul> <li>Education Alteret (10: T242) is now qualified to become Certified Rostered for language SPANISH</li> </ul>	
Work request 100588 has ended early	4/18/2022 01:51 PM	Sean Gorman Orozco (ID: 6458) is now qualified to become Certified Rostered for language SPANISH. Qualified for Non-Certified Rostered Interpreters:     Seah Augus (ID: 671)	
Offer is marked as Interested	3/25/2022 02:52 PM	Paul Hines (0: 3033) Please click here to review the changes.	
Offer is marked as Interested	3/25/2022 02:38 PM	In so an autoprotective contract wave on our tray information means and many attachments to it may be confidential and they are intended solely for the to wave respective to the second of the information means and any attachments to it may be confidential and they are intended solely for the to which they are addressed. They may contain privileged or confidential information and stouid not be disseminated. If you are not intended receives beneficiant or privileged with the second and any attachments to its may be confidential and they are intended solely for the to which they are addressed. They may contain privileged or confidential information and stouid not be disseminated. If you are not intended not be disseminated and privileged and any attach to privileged or confidential information and stouid not be disseminated. If you are not be intended received and any attachment of the second and any attach to privilege use on this maniformation.	individual or organization ient of this e-mail, you liately at (551) 292,5300
Offer is marked as Interested	3/22/2022 08:12 AM	Thank you.	
Offer is marked as interested	3/15/2022 10:13 AM	Mix Court interpreter regarm State Court Administrators Office 23 Rev. Or. Martin Luter King Jr. Blvd. Sc. Paul, Mix 55155	
Offer is marked as Interested	3/15/2022 10:13 AM	(651) 297-5300 MNCourtinterpreterProgram@courts.state.mn.us	
An interpreter contact message has been submitted	3/10/2022 01:51 PM		
An interpreter contact message has been submitted	3/10/2022 12:11 PM		
© 2022 - Minnesota Judicial Branch   Version 1.1.3.7	Feedback Link		



#### Scheduler-Notification#45

When a hearing is rescheduled, a notification will be sent to the scheduler. This is triggered by MNCIS when a hearing has been rescheduled. Add the new hearing date to the Rescheduled Hearing Notification.

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/ DASHBOARD / NOTIFICATIONS			
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New documents were received from Interpreter Michalle Furlong, ID:6437 11/4/2021 02	Rescheduled Hearing 45 PM		6/19/2020 01:01 PM
MNCIS event comments changed. 3/9/2021 02	A hearing has been rescheduled. The original work request has been     Cancelled work request ID: 104232     New work request ID: 104242	cancelled and a new work request has been added.	
MNCIS event comments changed. 3/9/2021 02	This is an outogenerated email. Please do not reply to this email message 10 PM You are responsible for the lawful use of this information. The e-mail to which they are addressed. They may contain privileged or confider	r. Thank you. and any attachments to it may be confidential and they are intended solely I tial information and should not be disseminated. If you are not the intendec	for the individual or organization d recipient of this e-mail. you
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MNCIS event comments changed. 3/9/2021 01	MN Court Interpreter Program     State Court Administrator's Office     29 PM     25 Rev. Dr. Martin Luther King Jr. Blvd.     c. Browl Amster States		
Work request 104280 has ended early 9/30/2020 10	SL Paul, MN 35155     (651) 297-5300     MNCourtInterpreterProgram@courts.state.mn.us		
Work request 104275 has ended early 9/8/2020 08	<b>0</b> 50 AM		
An interpreter contact message has been submitted 7/20/2020 10	<b>1</b> 55 AM		
Work request 104254 is cancelled timely 7/14/2020 01	to SS PM		
Rescheduled Hearing 6/19/2020 01	01 PM		
© 2022 - Minnesota Judicial Branch   Version 1.1.3.7   H1   1	n Feedback Link		

#### Scheduler – Notification#11

When a hearing is canceled from MNCIS or the Scheduler, select the Mark Untimely Cancelled button on the Edit Work Request page or Action Confirmation page. After clicking the Cancel Request button on the Work Request Details page, a notification will be sent to all the district Scheduling Specialist Emails. The email will not be sent individually but to the regional email box.







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■ / DASHBOARD / WORK REQUESTS / TEST WR 8/9 #2		
ID: 104425 Spanish Test WR 8/9 #2	Mon Aug 9, 9:30 AM Hennepin County	- 10:00 AM,
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	TION	K Edit Cancel Request
Are you sure you want to	o cancel this work request?	
Work Request Profile	Mark Untimely Cancelled	Cancel
Work Request Status Work Request Court	Work Location	Date/Time
Assigned Hennepin County	City Hall (Conciliation Court)	8/9/2021 09:30 AM - 10:00 AM
Work Request Type Remote Non-MNCIS Generated	Work Request Location Typ On Site	9e
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#### Scheduler – Notification#27

When an interpreter is removed from the work request due to the Scheduler clicking the Remove Interpreter button on the Work Request Details page, the Enter a Reason to Remove the Interpreter will appear, and the Scheduler will have an option for "Do you want to send a notification? Yes or No." When Yes is clicked, the text required for the notification would be "Notification to the interpreter for work request canceled timely."



Work Poquest Status	Work Poquet Court	Work Location	Dato/Timo
Assigned	work kequest court Anoka	Mork Location Anoka County Courthouse	12/10/2021 10:10 PM - 11:11 PM
Work Request Type Non-MNCIS Generated	Remote	Work Request Location Type On Site	
Service Type Hearing	Case Number NonMNCIS12345	Case Type	Case Category
<b>Assignment Type</b> Standard	<b>Reviewed By</b> SUEidenN	Scheduled By SUEidenN	<b>Last Updated By</b> SUEidenN
Lunch Minutes 0			
Parties Information			~
nterpreter Information	Set Attendance	Interpreter Send Offer Closed Notificati	ion Send Assignment Notification
			Last updated: 12/9/2021 12:08 PM
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#### **Invoice Details Page**

### **Scheduler**

The invoice detail page of each work request will display the following data: the last approved by person's name, date submitted, who submitted, and the level of approval. The levels of approval are: Level 1 Review, Interpreter/Agency Review, Level 1 Approval, and Level 2 Approval.

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DASHBOARD / INVOICES / 20000157					
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### Report

Administrator

When clicked, the Admin dashboard reports icon will display a list of reports. Report IrmaInterpretersWithAssignmentsNotLoggedIn.xlsx will not exclude inactive interpreters.

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3	6001 Shalita	Willis		ShalitaWillis1@gmail.com	15107505875	Out of State	NULL	San Antonio	TX	NULL	Off-Rostered		No						
4	4846 Malith	Isaac		gokmarik51683@gmail.com	15072089462		22 North Broadway	Rochester	MN	55906	Off-Rostered		No						
5	5397 Trawally	Bangalee		batrawally@yahoo.com	16126015653		6521 Humboldt Ave #336	Brooklyn Center	MN	55430	Ott-Rostered	c/11/2010	No						
7	5260 Fonts	Many		roua.ree1115@gmail.com	1051203/376		3304 Aquila In South	saint Louis Park	MN	55426	Off-Rostered	0/11/2018	NO						
8	6689 Ngabire	Emmanuel		ngabire.mn@gmail.com	16122986943		5420 Penn Avenue South	Minneapolis	MN	55419	Off-Rostered	12/30/2019	No						
9	6673 Line	Language		mock@languageline.com	(800) 111-2222		25 Rev Dr. Martin Luther King Jr.	St Paul	MN	55155	Off-Rostered	11/12/2019	Yes						
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12	1101 Widjaja	Ninou		ninou.widjaja@hotmail.com	16124817768		5908 - 91st Trail	Brooklyn Park	MN	55443	Off-Rostered		No						
13	6695 Lopez	Victor	E.	mayaspirit55@gmail.com	12137256567		2535 Ocean View Avenue	Los Angeles	CA	90057	Off-Rostered	1/9/2020	No						
14	5236 Asamoah	Seidu		asamoah.seidu@yahoo.com	16123159800	0	6518 Markwood Dr N	Crystal	MN	55427	Off-Rostered		No						
15	425 Trap	Saba	Van	Sabanicolazzi@yanoo.com	17624290071	катsey	2351 3rd Street NW #102 589 - 100th Court NE	Plaine	MN	55424	Off-Rostered		NO						
17	6423 Sabab	Hone	Kingston	honetogostyle@gmail.com	16124237777		415 N 1st Street #212	Minneanolis	MN	55401	Off-Rostered		No						
18	3018 Beyzavi	Mehri	hingston	mbevzavi@vahoo.com	16122816921		4925 Rosewood Lane N	Plymouth	MN	55442	Off-Rostered		No						
19	4879 Conteh	Clifford	к.	ckconteh@hotmail.com	19522402874		8609 Tessman Circle N.	Brooklyn Park	MN	55445	Non-Certified Rostered	12/8/2015	No						
20	5837 Hassan	Tahir	Yusuf	taahirhassan@gmail.com	16127072451		464 Dogwood Ct. NW	St. Michael	MN	55376	Off-Rostered		No						
21	6721 Migambi	Alex		migambi1824@gmail.com	16515280506	Ramsey	1889 Carroll Avenue #1	St. Paul	MN	55104	Off-Rostered	3/13/2020	No						
22	5883 Ngor	Peter	J.	jalngor20@gmail.com	15073042899		33 Catherine Lane	Lake Crystal	MN	56055	Off-Rostered		No						
23	зиот келе	Zenra		zkeye@aoi.com	16122290214	Hennepin	2600 Euclid Place	Minneapolis	MN	55408	UTT-Kostered		NO						
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#### Interpreter Profile Page

Administrator(s), Scheduler, and Interpreter

When an Admin, Scheduler, or Interpreter views the Interpreter profile, there is a field called "Special Needs." Please change the label of this field to "Interpreter Needs." This change should be on the view and edit page.

Test Test - ID 6521			
Profile Assignments Addresses L	anguages Locations Registrations 0 More -		
			Edit Update MNCIS
Highest Qualification Level Off-Rostered	Highest Qualification Date 5/6/2022	Residence County	Assignment Status Active [Deactivate]
Vendor Code	Vendor Location Code	Publish Status Publish on the public website MNCourts.gov	Additional Documents No
Interpreter & Agency No	Fast Track Interpreter Yes	Telephone Remote Interpretation No	Video Remote Interpretation No
In Process No	Confirmation Is Locked Not applicable: Interpreter has never logged into IRMA		
Interpreter Needs			
Contact Information And Notifications			

#### Administrator

When an Admin views the Interpreter profile, there is a new field checkbox called "In Process, Y/N." The checkbox is located before the Interpreter Needs field. The checkbox is not required.

→  C  imaga.courts.state.mn.us/CourtUsers/Interpreters/View/I	6687			15	* * 🖬 😩
INTERPRETER RESOURCE MANAGEMENT APPLICATION		Select search for »	Enter record ID Q	2885	Micki Furlong 🗸
/ DASHBOARD / INTERPRETERS / MICKI TEST					
Micki Test - ID 6687					
	14.75 hrs Last Assignment: 6/28/2022				
Profile Assignments Addresses Langua	ges Locations Registrations (4) More +				
				Edit	Update MNCIS
Highest Qualification Level	Highest Qualification Date	Residence County	Assignment Status		
Off-Rostered	1/10/2022		Active [Deactivate]		
Vendor Code 12345678	Vendor Location Code	Publish Status Publish on the public website MNCourts roy	Additional Documents		
Interpreter & Agency	Fast Track Interpreter	Telephone Remote Interpretation	Video Remote Interpretation		
No	No	No	No		
In Process	Is Locked				
No	No				
Interpreter Needs					
Contact Information And Notifications					
Contact Email	Contact Phone (Preferred Contact)				
micki.furiong@courts.state.mn.us	(651) 368-0726				
Before enrolling, please be aware of the following:					
You must have a valid mobile phone number in your profile.					
<ul> <li>Message and data rates may apply.</li> <li>You can choose to receive notifications via text, email, or both</li> <li>You may cancel text or email notifications at any time by selection.</li> </ul>	by selecting Yes. ting No.				
Email:	Receive Text Messages about:				
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Yes	No	No	No		
AccountConfirmed	User Login Status				
Yes	Active				



#### **Interpreter Page**

#### **Administrator**

IRMA currently requires that all phone, email, addresses, and language be entered when an interpreter is set up. Fast Track functionality will allow the Admin only to enter the name of the interpreter and language, and they can be assigned work assignments. When an Admin clicks Add New Interpreter button from the Interpreter List page, the Add Interpreter page displays. There is a Fast Track Interpreter button. When Yes is selected, IRMA should only require the First Name, Last Name, and Language. IRMA will populate the email and phone with default values, and create a temporary address. The Admin can override the information in the defaulted fields if they have the information. IRMA will also default the In Process field to Yes. If the Admin selects to Send confirmation code now and the email is the default email, IRMA should display a message that says confirmation code will not be sent. When the Admin Submits the new interpreter, the interpreter will have the Highest Qualification level of: Off-Rostered, status = Active, Fast Track = Yes, Interpreter & Agency = No, Telephone Remote Interpretation = No and Video Remote Interpretation = No.

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