



# **Georgia Courts Automation Commission Data Definitions Summary Report Juvenile Courts**

**As Of**

**November 30, 2005**

**TABLE OF CONTENTS**

**1.0 INTRODUCTION..... 3**

**2.0 JUVENILE COURT HIGH-LEVEL FUNCTIONS..... 5**

    2.1 ADMINISTRATIVE FUNCTIONS..... 6

    2.2 PRE-COURT FUNCTIONS: CASE INITIATION ..... 7

    2.3 PRE-COURT FUNCTIONS (CONT.): INTAKE ..... 8

    2.4 IN COURT FUNCTIONS: ADJUDICATION ..... 9

    2.5 IN COURT FUNCTIONS (CONT.): DISPOSITION ..... 10

    2.6 POST COURT FUNCTIONS: POST DISPOSITION ..... 11

**3.0 JUVENILE COURTS PROCESSES ..... 12**

    3.1 PRE-COURT PROCESS: CASE INITIATION AND INTAKE ..... 14

    3.2 IN COURT: ADJUDICATION ..... 18

    3.3 IN COURT PROCESS: DISPOSITION..... 23

    3.4 POST COURT PROCESS: POST DISPOSITION ..... 26

**4.0 DATA DEFINITIONS AND SECURITY ..... 28**

**5.0 TOOLS AND TEMPLATES..... 29**

**6.0 SUMMARY..... 30**

**7.0 PARTICIPANTS ..... 31**

## 1.0 Introduction

The intent of this Report is to provide all levels of courts an overview of the high-level functions and processes of the Juvenile Courts of Georgia and the related information flows and data definitions required for the Juvenile Courts to conduct its business within the court as well as interactions outside the court. The contents of this Report were compiled from the discussions and documents created during a three day facilitated session with representatives of the Juvenile Courts appointed to represent the group by the Council of Juvenile Courts Judges. This Report was authored in a manner to provide a general overview of the Courts operations with enough flexibility to allow for the idiosyncrasies that will be encountered as exceptions or due to the special conditions associated with a specific court. In order to make proper use of this Report, the Juvenile Court leadership team involved in defining these processes should reference this Report for the basic 'rules of the road' for their individual courtroom efforts.

### Data Collection Process

In an effort to establish and define seamless interaction and sharing of information throughout the Judiciary in Georgia, the Georgia Courts Automation Commission is in the process of hosting IT Strategic Planning Sessions with all levels of the Courts. Through the use of a common facilitator, the GCAC will be able to gather Data Definitions to help support an integrated justice in the state as well as set the IT strategic direction of the courts to help support progress towards that goal.

A subset of representatives from the Juvenile Courts met on October 4<sup>th</sup> through October 7<sup>th</sup> at Callaway Gardens in the first of two strategic planning sessions to accomplish the following objectives:

- Determine the functions, stakeholder interactions and dependencies of the Juvenile Courts,
- Determine the Information Requirements and associated Data Definitions required to support these functions performed by the Juvenile Courts,
- Align the information origination points and the security of the identified Data Definitions to the appropriate stakeholders, and,
- Achieve consensus on the above points with respect to a general overview of the operations of the Juvenile Courts.

The group was asked to identify the day-to-day, week-to-week, etc. functions that they do to perform their jobs. Each of these functions was designated as Internal or External facing based on the stakeholder group impacted by these interactions or dependencies. In some cases, functions were classified as both Internal and External based on the nature of the interactions. The group then defined all of the stakeholders with which they interact by either receiving information from these stakeholders or providing information to these stakeholders as a result of these functions. Next, the group was asked to define the steps taken to support these functions resulting in the high-level process diagrams detailed within this report. Once the process flows were agreed upon, the group defined the information flow needed to support each step in the process by defining the incoming and outgoing information (e.g. forms, correspondence, etc.) for that step. Finally, specific data definitions were identified for each of the identified information sources and an initial review of the security of this information was determined.

## GCAC Juvenile Courts Data Definitions Summary Report

---

This Report will be maintained by GCAC and the Juvenile Court leadership teams. Any updates or suggested changes should be forwarded to the Executive Director of the GCAC for review and possible inclusion in future versions of this document.

Revision Number	Revision Date	Author

### Proprietary and Confidential Notice

This document is the proprietary and confidential information of the Georgia Courts Automation Commission. The use of this material is subject to the terms of use provided at the time the document is distributed.

## 2.0 Juvenile Court High-Level Functions

This section provides a high-level overview of the different functions performed by the Juvenile Courts as a whole. While the remainder of this document addresses the processes and supporting information flows typical of the Juvenile Courts, this section is intended to provide common definitions and interactions of the various stakeholders needed to support this courts business.

The identified Juvenile Court functions can be grouped in one of five areas defined as:

- Administration/Ongoing Efforts – includes the functions that are needed to support the operations of the Juvenile Courts throughout all of the other functional groupings. Functions that were performed on an ongoing basis were included in this category and since they are also support functions needed to support the day-to-day operations of the Juvenile Court.

### **Pre-Court**

- Case Initiation– includes the specific functions required by the courts to receive a complaint.
- Intake– includes the functions necessary to prepare for and conduct all pre-trial activities.

### **In Court**

- Adjudication and Disposition– includes the functions executed by the Court in the courtroom or associated with adjudicating any given instance.

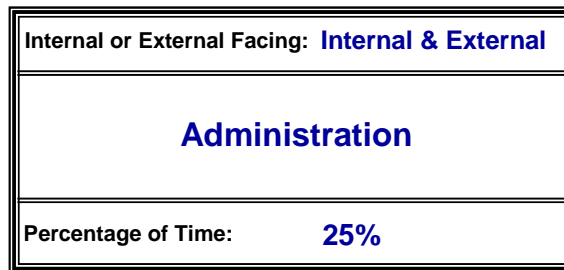
### **Post Court**

- Post Disposition– includes the functions required to close-out, report and archive the results of the actions taken on any given instance.

The remainder of this section provides the summary of these functions as they were defined by the group within each of the above areas.

## 2.1 Administrative Functions

Each of the functions listed below were identified as Administrative or Ongoing in nature and prioritized as “High”, “Medium” or “Low” based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Juvenile Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- ▶ Recording of Hearings (High)
- ▶ Payroll (High)
- ▶ Certification of Records (Low)
- ▶ Transportation (High)
- ▶ Phones (Med)
- ▶ Grants (Low)
- ▶ Security (High)
- ▶ Public Defender/Indigent Defense (High)
- ▶ Filing (High)
- ▶ Release of Records (e.g. Open Records Request, Agency Request, Military) (Low)
- ▶ Budget Preparation and Management (Med)
- ▶ Financial Transactions (Med)
- ▶ Equipment Maintenance (Low)
- ▶ HR Functions (e.g. Training, Evaluation) (Med)
- ▶ Volunteers (Med)
- ▶ Data Entry (High)
- ▶ Annual Reports (Low)
- ▶ Community/Agency Interactions (Med)
- ▶ Judge Assignment (Med)
- ▶ Record Retention/Archive (Low)

## 2.2 Pre-Court Functions: Case Initiation

Each of the functions listed below were identified as functions performed by the Juvenile Court to initiate the proceedings associated with receiving a complaint. Each function was prioritized as “High”, “Medium” or “Low” based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Juvenile Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing: <b>Internal &amp; External</b>
<b>Case Initiation (Pre-Court)</b>
Percentage of Time: <b>0 -15%</b>

- ▶ Pre-Case Initiation Detention Decisions (Med)
  - > RYDC (Med)
  - > Placement/Shelter (Med)
  - > Risk Management (Med)
- ▶ Receive Complaint (High)
- ▶ Docketing Complaints (High)
  - > Filing (High)
  - > Assign Case Number (High)
  - > Create File (High)
  - > Data Entry (High)
  - > Judge Assignment (High)
- ▶ Notifications of Parties/DA/Parents/Agencies (High)
  - > Assign Attorneys
- ▶ Set Detention Hearing (High)
- ▶ Transportation (High)
- ▶ Calendaring (High)

## 2.3 Pre-Court Functions (cont.): Intake

Each of the functions listed below were identified as functions performed prior to participating or supporting courtroom activities. Each function was prioritized as “High”, “Medium” or “Low” based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Juvenile Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	Internal
<b>Intake</b> <b>(Pre-Court)</b>	
Percentage of Time:	0 - 15%

- ▶ Screening Cases (Med)
  - > Petition (Low)
  - > Investigation (Med)
  - > Pre-Trial Diversion / Informal Adjustment – Mediation Diverted (Med)
- ▶ Detention Management (High)
- ▶ Risk Assessment (High)

## 2.4 In Court Functions: Adjudication

Each of the functions listed below were identified as functions performed during or in support of courtroom activities. Each function was prioritized as “High”, “Medium” or “Low” based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Juvenile Court as a whole spends executing these functions. **NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.

Internal or External Facing:	<b>Internal</b>
<b>Adjudication (In Court)</b>	
Percentage of Time:	<b>0 - 30%</b>

- ▶ Conduct Hearings
- ▶ Record Hearings
- ▶ Drawing Petitions
- ▶ Mailing/Serving Summons/Subpoenas
- ▶ Issue Warrants/Pick-up Orders
- ▶ Transfer Cases/ Bind Overs
- ▶ Detention Management
- ▶ Preserve Court Evidence
- ▶ Schedule Hearings
- ▶ Issue Orders
- ▶ Drug Court
- ▶ Competency Hearing
- ▶ Transportation
- ▶ Drug Screen
- ▶ Mental Health
- ▶ Security
- ▶ Interpreters/GAL/Attorney\*

## 2.5 In Court Functions (cont.): Disposition

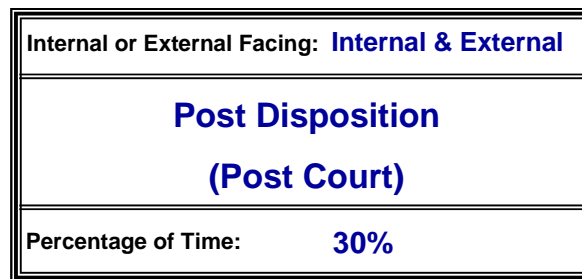
Internal or External Facing:	<b>Internal</b>
<b>Disposition (In Court)</b>	
Percentage of Time:	<b>0 - 30%</b>

- ▶ Drug Screen (Low)
- ▶ Home Evaluation/Risk Assessment (Med)
- ▶ Mental Health (Med)
- ▶ Investigations (High)
- ▶ Transfer of Disposition (High)
- ▶ Transportation (High)
- ▶ Detention Management (High)
- ▶ Record Hearing (High)
- ▶ Conditions of Release (High)
- ▶ Schedule Hearing (High)
- ▶ Security (High)
- ▶ Generate Order (High)
- ▶ Generate/Serve Subpoenas (High)

## 2.6 Post Court Functions: Post Disposition

Each of the functions listed below were identified as functions performed after or in support of closing-out courtroom related activities. Each function was prioritized as “High”, “Medium” or “Low” based on the level of effort each required to perform and the importance relative to the other functions in the list. The Percentage of Time indicated in the diagram indicates the estimated amount of time that the Juvenile Court as a whole spends executing these functions.

**NOTE:** This time estimate and the prioritizations are not intended to prescribe the actual levels of effort for the entire Court, but were used instead to determine the prioritization of the discussion by the facilitator to best direct the groups time in these sessions.



- |   |   |
|---|---|
| ▶ Drug Screens (Med)                      | ▶ Review Hearings (High)                              |
| ▶ Probation Supervision (High)            | ▶ Close Case (Low)                                    |
| > Community Service                       | ▶ Appeals / Transcription (High)                      |
| ▶ Warrants (Issue VOP) (Low)              | ▶ Preserve Evidence (Low)                             |
| ▶ Transfer to Other Juvenile Courts (Low) | ▶ Data Entry (High/Med)                               |
| ▶ Information Sharing (High)              | ▶ Interstate Compact Placement of Children (Low)      |
| ▶ Producing Orders (High)                 | ▶ Graduated Alternative Sanctions (Low)               |
| ▶ Citizen's Panel Reviews (High)          | ▶ Certification of Records (Low)                      |
| ▶ Restitution (Med)                       | ▶ Transmit Traffic Dispositions/ DL Suspensions (Med) |
| ▶ MH Evals (High)                         |   |

The remainder of this document addresses the typical processes and their associated information flow required to support the functions of the Juvenile Court. As stated in the Introduction, the process flows outlined below are intended to be used as a baseline to provide the general overview of the Juvenile Courts.

### 3.0 Juvenile Courts Processes

The Level 1 process flow for the Juvenile Courts is shown in Figure 3.0-1:

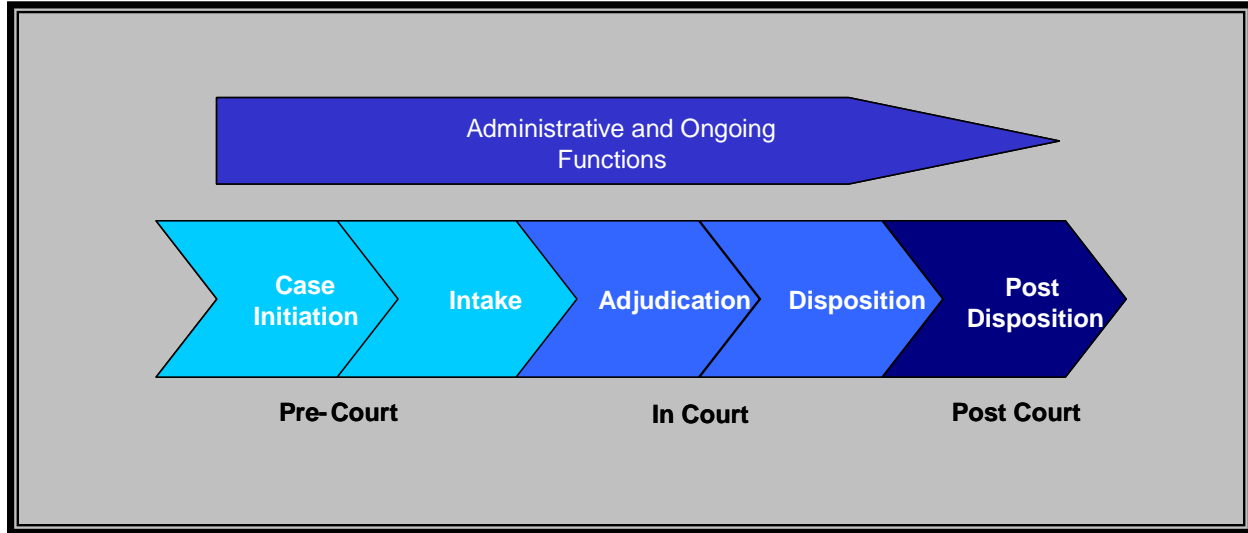


Figure 3.0-1: Juvenile Court High-level Process Flow

The Juvenile Courts interact with a large number of stakeholders, both as suppliers of information and as recipients of information. The following Interaction Diagram (Figure 3.0-2) depicts the Juvenile Courts view of the entire stakeholder group that it interacts with.

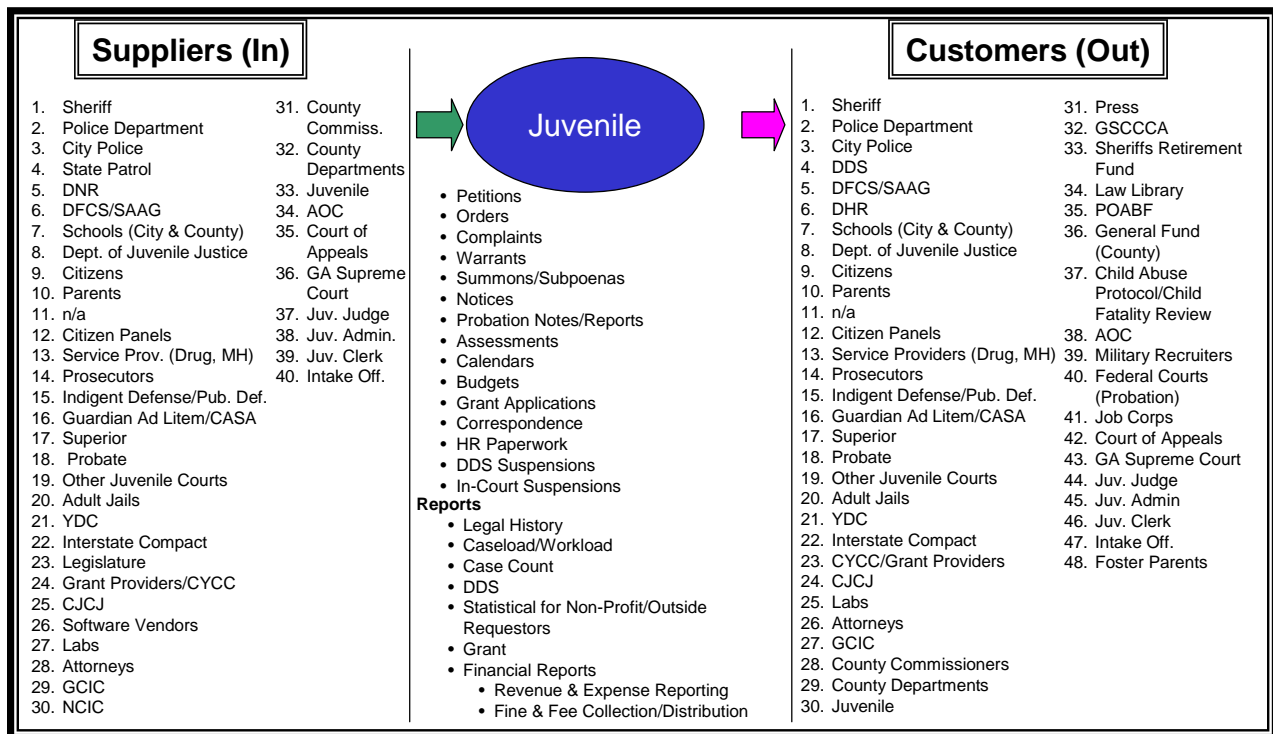


Figure 3.0-2: Interaction Diagram for Stakeholder Information Sharing

The remaining process steps outlined in this document are general guidelines for the operations of the Juvenile Courts. While most cases across the State fall into specific categories and varying results are typical, the intent of this process flow is to be able to create the framework required to support the basic case and its required information flow.

The following sections provide a Level 2 view of the process flows for each of the Level 1 processes introduced previously.

### 3.1 Pre-Court Process: Case Initiation and Intake

This section describes the process steps that need to be accomplished in preparing a case for court (Figure 3.1-1).

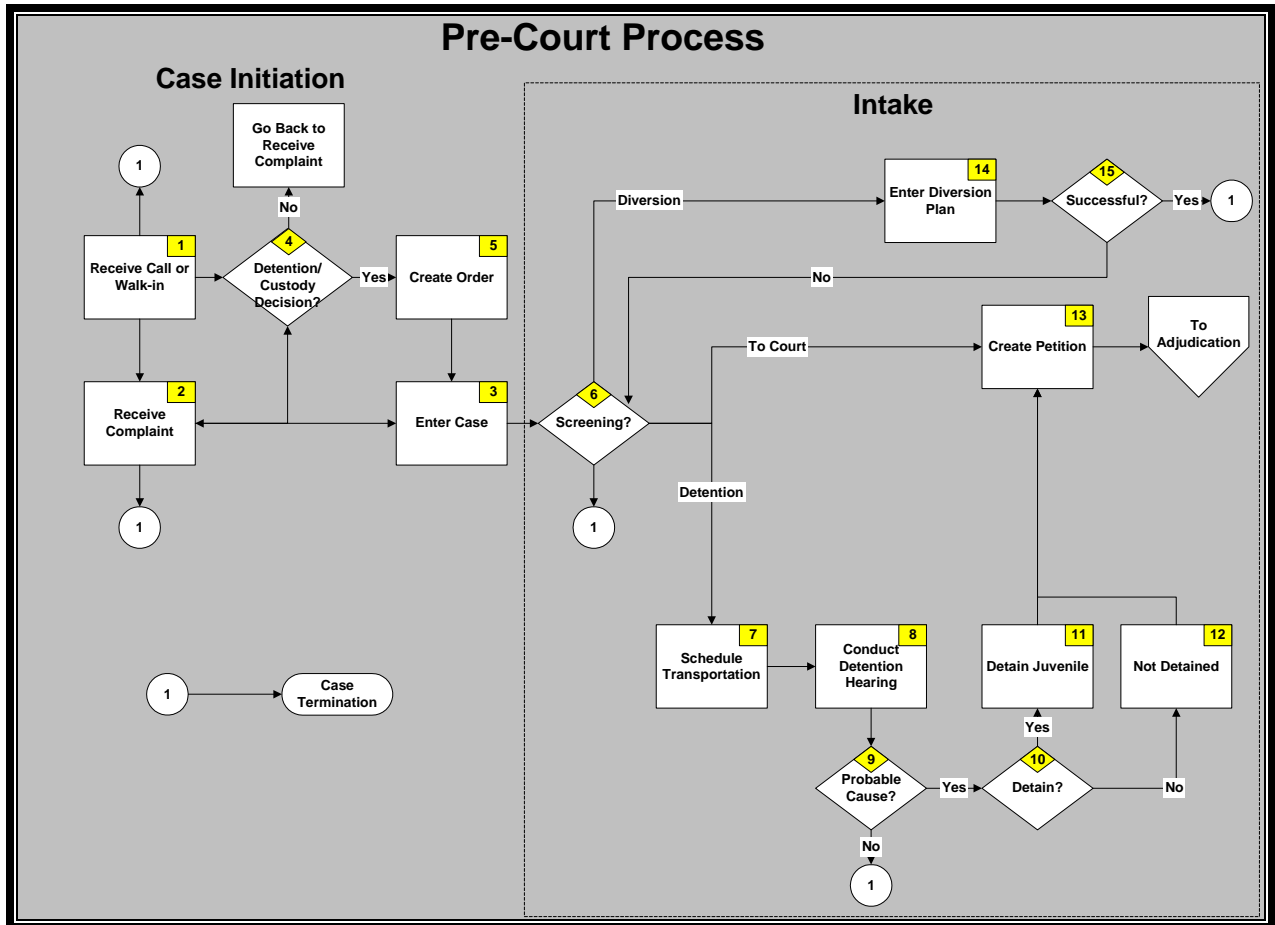


Figure 3.1-1: Pre-Court Process: Case Initiation and Intake

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
1	Receive Call or Walk- in	<ul style="list-style-type: none"> <li>• Intake Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Citizens</li> <li>• Parents</li> <li>• Law Enforcement</li> <li>• School</li> <li>• DFCS</li> <li>• Court Personnel</li> </ul>	I- Call or verbal complaint  O- Detention/Emergency Shelter Order
2	Receive Complaint	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Citizens</li> <li>• Law Enforcement</li> <li>• DFCS</li> <li>• School</li> </ul>	I- Complaint / Citation  O- Case File Created
3	Enter Case	<ul style="list-style-type: none"> <li>• Clerk/ Intake Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk/ Intake Officer</li> </ul>	I- Complaint  O – Dismissal Order
4	<<Decision>> Detention/ Custody? If Yes, go to Step 5. If No, go to Step 2.	<ul style="list-style-type: none"> <li>• Intake Officer/ Judge</li> </ul>	<ul style="list-style-type: none"> <li>• DFCS</li> <li>• Law Enforcement</li> <li>• Citizens</li> <li>• DJJ</li> <li>• School</li> <li>• SAAG</li> <li>• Parents</li> <li>• Judge</li> </ul>	I- Decision to Detain  O- Detention/Emergency Shelter Order
5	Create Order	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Attorney</li> <li>• Clerk</li> <li>• Parties</li> </ul>	I- Decision to Detain  O- Detention/Emergency Shelter Order
6	<<Decision>> Diversion? Go to step 14  Detention? Go to Step 7  To Court? Go to Step 13.  Otherwise, Terminate Case.	<ul style="list-style-type: none"> <li>• Intake Officer, ADA, DJJ</li> </ul>	<ul style="list-style-type: none"> <li>• Intake Officer</li> <li>• ADA</li> <li>• DJJ</li> </ul>	

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
7	Schedule Transportation	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Sheriff's Office</li> <li>• Transportation Officer</li> <li>• RYDC/ DJJ staff</li> </ul>	I- Calendar, Time Limit, Detention Location  O- Transport Order
8	Conduct Detention Hearing	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• DA</li> <li>• PD/ Attorney</li> <li>• SAAG</li> <li>• GAL</li> <li>• CASA</li> <li>• DJJ</li> <li>• DFCS</li> <li>• Interpreters</li> <li>• Clerk</li> </ul>	I- Evidence, Charges, Legal History  O- Order to Dismiss, Release/Detain/Bond
9	<<Decision>> Probable Cause? Yes – Continue No- Terminate Case	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• DA</li> <li>• PD/ Attorney</li> <li>• SAAG</li> <li>• GAL</li> <li>• CASA</li> <li>• DJJ</li> <li>• DFCS</li> <li>• Interpreters</li> <li>• Clerk</li> </ul>	
10	<<Decision>> Detain or not? If Yes, go to Step 11. If No, go to Step 12.	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• DA</li> <li>• PD/ Attorney</li> <li>• SAAG</li> <li>• GAL</li> <li>• CASA</li> <li>• DJJ</li> <li>• DFCS</li> <li>• Interpreters</li> <li>• Clerk</li> </ul>	
11 & 12	Detain Juvenile or Not Detain Juvenile	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• DA</li> <li>• PD/ Attorney</li> <li>• SAAG</li> <li>• GAL</li> </ul>	I- Evidence, Charges, Legal History  O- Order to Dismiss, Release/Detain/Bond

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> <li>• CASA</li> <li>• DJJ</li> <li>• DFCS</li> <li>• Interpreters</li> <li>• Clerk</li> </ul>	
13	Create Petition	<ul style="list-style-type: none"> <li>• ADA, Clerk, Attorney, Intake Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Attorney</li> <li>• Intake Officer</li> <li>• Child</li> <li>• Parent</li> </ul>	I – Case/Complaint information, Failed Diversion O- Petition
14	Enter Diversion Plan	<ul style="list-style-type: none"> <li>• Probation Officer/ DJJ/ Intake Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• Service Provider</li> <li>• Victim</li> <li>• DJJ</li> <li>• Probation Staff</li> </ul>	I – Nature of Offense, Screening Decision, Legal History O – Order to Dismiss, Release/ Detain/ Bond
15	<<Decision>> Successful Diversion? If Yes, Case Termination If No, got to Step 6.	<ul style="list-style-type: none"> <li>• DJJ/Probation Staff/ Intake Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Judge</li> <li>• Child</li> <li>• Parent</li> <li>• DJJ/ Probation Staff</li> </ul>	

Table 3.1-1: Pre-Court Process Steps and Information Flow

### 3.2 In Court: Adjudication

This section describes the process steps for Adjudication (Figure 3.2-1).

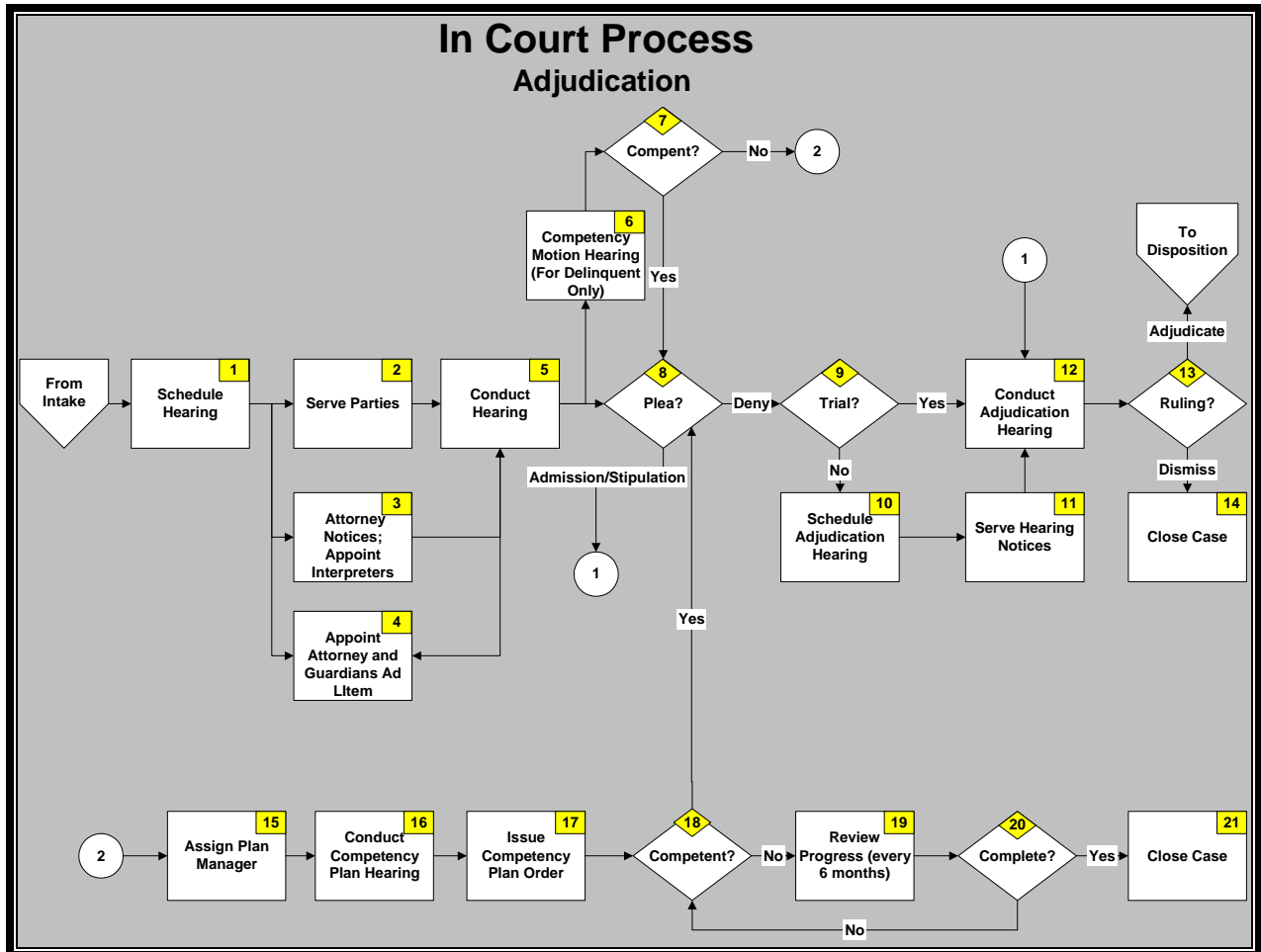


Figure 3.2-1: In Court Process for Adjudication

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
1	Schedule Hearing	<ul style="list-style-type: none"> <li>• Clerk/ Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Judge</li> <li>• Court Reporters</li> <li>• Child</li> <li>• Attorney</li> <li>• Parents</li> <li>• Witness</li> <li>• GAL</li> <li>• SAAG</li> <li>• CASA</li> <li>• Interpreters</li> <li>• Probation Officers</li> <li>• Sheriffs</li> <li>• Victim</li> <li>• DFCS</li> <li>• DJJ</li> <li>• Intake</li> </ul>	<p>I- Petition/ Motion/ Judge Assessment</p> <p>O- Calendar, Summons, Petition, Notices – Transportation, Subpoenas</p>
2	Serve Parties	<ul style="list-style-type: none"> <li>• Clerk, Sheriff, Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• Judge</li> <li>• Court Reporters</li> <li>• Child</li> <li>• Attorney</li> <li>• Parents</li> <li>• Witness</li> <li>• GAL</li> <li>• SAAG</li> <li>• CASA</li> <li>• Interpreters</li> <li>• Probation Officers</li> <li>• Sheriffs</li> <li>• Victim</li> <li>• DFCS</li> <li>• DJJ</li> <li>• Intake</li> </ul>	<p>I- Petition/ Motion/ Judge Assessment</p> <p>O- Calendar, Summons, Petition, Notices – Transportation, Subpoenas</p>
3	Send Attorney/ Interpreters Notice	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Attorney / Interpreters</li> </ul>	<p>I- Petition/ Motion/ Judge Assessment</p> <p>O- Calendar, Summons, Petition, Notices – Transportation, Subpoenas</p>

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
4	Appoint Attorney/ Guardian Ad Litem	• Judge	• Attorney/ Guardian Ad Litem	I- Petition/ Motion/ Judge Assessment  O- Calendar, Summons, Petition, Notices – Transportation, Subpoenas
5	Conduct Hearing	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,
6	Competency Motion Hearing (Delinquent)	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,
7	<<Decision>> Competency? If Competent, go to step 8; If not Competent, go to Step 15.	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,
8	<<Decision>> Plea? If Plea exists, go to step 12; If No Plea, go to Step 9.	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
9	<<Decision>> Trial? If Yes, go to Step 12. If No, go to Step 10.	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,
10	Schedule Adjudication Hearing	• Clerk	• Judge	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order,
11	Serve Hearing Notice	N/A	N/A	N/A
12	Conduct Adjudication Hearing	• Judge	• Attorney	I- Case File, Petition, Complaint, Police Report, Summons, Evaluations, Legal History., Rights Form, Plea Form  O- Court Orders, Evaluations, Transfer Order, Detention Order
13	<<Decision>> Ruling? If Adjudicate, go to Disposition. If Dismiss, go to Step 14.	• Judge		N/A
14	Close Case	• Clerk	• Judge	I-Dismissal Order  O- Notice, Cert. Service, Copies
15	Assign Plan Manager	• Judge	• Plan Manager	I-Motion  O- Orders, Evaluation, Competency Plan,
16	Conduct	• Judge	• Plan Manager	I-Motion

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
	Competency Plan Hearing			O- Orders, Evaluation, Competency Plan,
17	Issue Competency Plan Order	• Judge	• Plan Manager	I-Motion  O- Orders, Evaluation, Competency Plan,
18	<<Decision>> Competency? If Competent, go to step 8; If not Competent, go to step 19.	• Judge	• Plan Manager	I-Motion  O- Orders, Evaluation, Competency Plan,
19	Review Progress	• Judge	• Plan Manager	I-Motion  O- Orders, Evaluation, Competency Plan,
20	<<Decision>> If Competency plan is Complete, go to Step 21, If not Complete, go to Step 18.	• Judge	• Plan Manager	I-Motion  O- Orders, Evaluation, Competency Plan,
21	Close Case	• Clerk	• Judge • Probation Officer	I-Dismissal Order  O- Notice, Cert. Service, Copies

Table 3.2-2: In Court Process Steps and Information Flow for Adjudication

### 3.3 In Court Process: Disposition

This section describes the process steps for Adjudication (Figure 3.3-1).

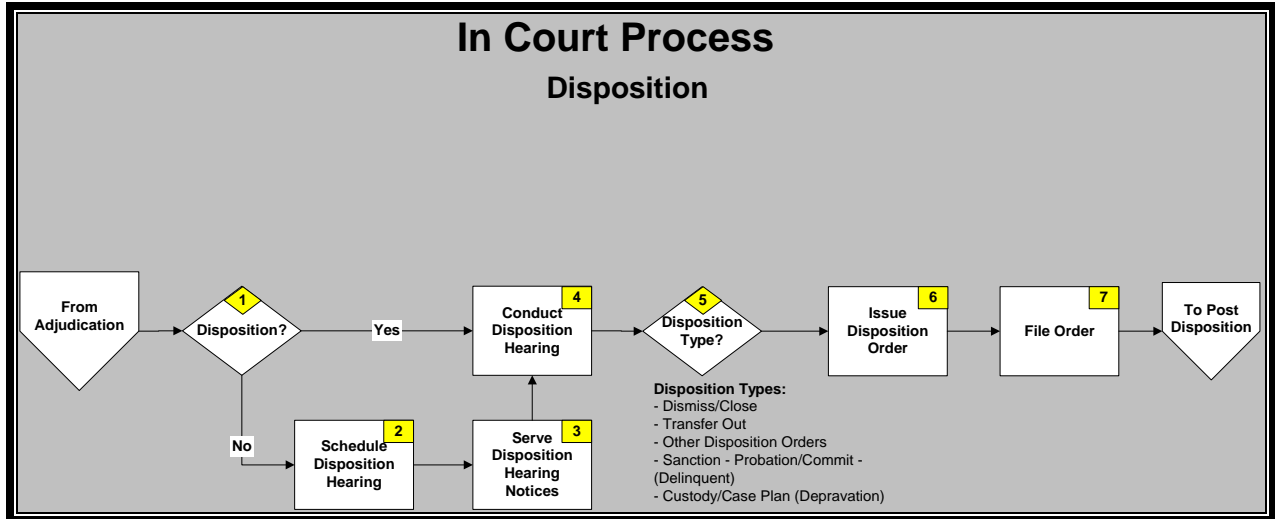


Figure 3.3-1: In Court Process for Disposition

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	<<Decision>> Disposition? If Yes, go to Step 4. If No, go to Step 2.	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Probation Officer</li> <li>DA</li> <li>Attorney</li> <li>GAL</li> <li>Child</li> <li>Parent</li> <li>DFCS</li> <li>Victim</li> <li>DJJ</li> <li>Other Agencies</li> </ul>	I- Calendar, Verbal, Reports, Evaluations  O- Court Order
2	Schedule Disposition Hearing	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Attorney</li> <li>Judge</li> <li>Parties Involved</li> </ul>	I- calendar  O- Verbal/ Written Notice of Hearing
3	Serve Disposition Notice	<ul style="list-style-type: none"> <li>Clerk</li> <li>Probation Officer</li> </ul>	<ul style="list-style-type: none"> <li>Law Enforcement</li> </ul>	I- Verbal/ Written Notice  O- Correspondence, Return of Service

**GCAC Juvenile Courts Data Definitions Summary Report**

<b>Step #</b>	<b>Process / Decision Step</b>	<b>Owner</b>	<b>Participant(s)</b>	<b>Input (I) / Output (O) Information Flow</b>
4	Disposition Hearing	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Probation Officer</li> <li>DA</li> <li>Attorney</li> <li>GAL</li> <li>Child</li> <li>Parent</li> <li>DFCS</li> <li>Victim</li> <li>DJJ</li> <li>Other Agencies</li> </ul>	<p>I- Evaluations/ Assessments, Legal/Social History, Written Recs/PSI Victim Impact Statement, CASA/GAL report, Case Plan, Relative Search.</p> <p>O- Commitment Order, Disposition Order, School Notice, Detention Determination Order, DF Order, Probation Order, License Suspension Form</p>
5	<<Decision>> Disposition Type? Determine and Assign Type	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>SAAG</li> </ul>	<p>I- Evaluations/ Assessments, Legal/Social History, Written Recs/PSI Victim Impact Statement, CASA/GAL report, Case Plan, Relative Search.</p> <p>O- Commitment Order, Disposition Order, School Notice, Detention Determination Order, DF Order, Probation Order, License Suspension Form</p>
6	Issue Disposition Order	<ul style="list-style-type: none"> <li>Judge</li> </ul>	<ul style="list-style-type: none"> <li>Judicial Assistant</li> <li>Clerk</li> <li>Attorney</li> <li>Case Manager</li> <li>Law Clerk</li> <li>Probation Officer</li> </ul>	<p>I- Evaluations/ Assessments, Legal/Social History, Written Recs/PSI Victim Impact Statement, CASA/GAL report, Case Plan, Relative Search.</p> <p>O- Commitment Order, Disposition Order, School Notice, Detention Determination Order, DF Order, Probation Order, License Suspension Form</p>
7	File and Serve Order	<ul style="list-style-type: none"> <li>Clerk (file)</li> <li>Probation</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Bailiff</li> </ul>	<p>I- Orders, Update Address</p>

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
		Officer (serve)		O- Certification of Service or letter

**Table 3.3-2:** In Court Process Steps and Information Flow for Disposition

### 3.4 Post Court Process: Post Disposition

This section describes the process steps that occur after Court proceedings have completed (Figure 3.4-1).

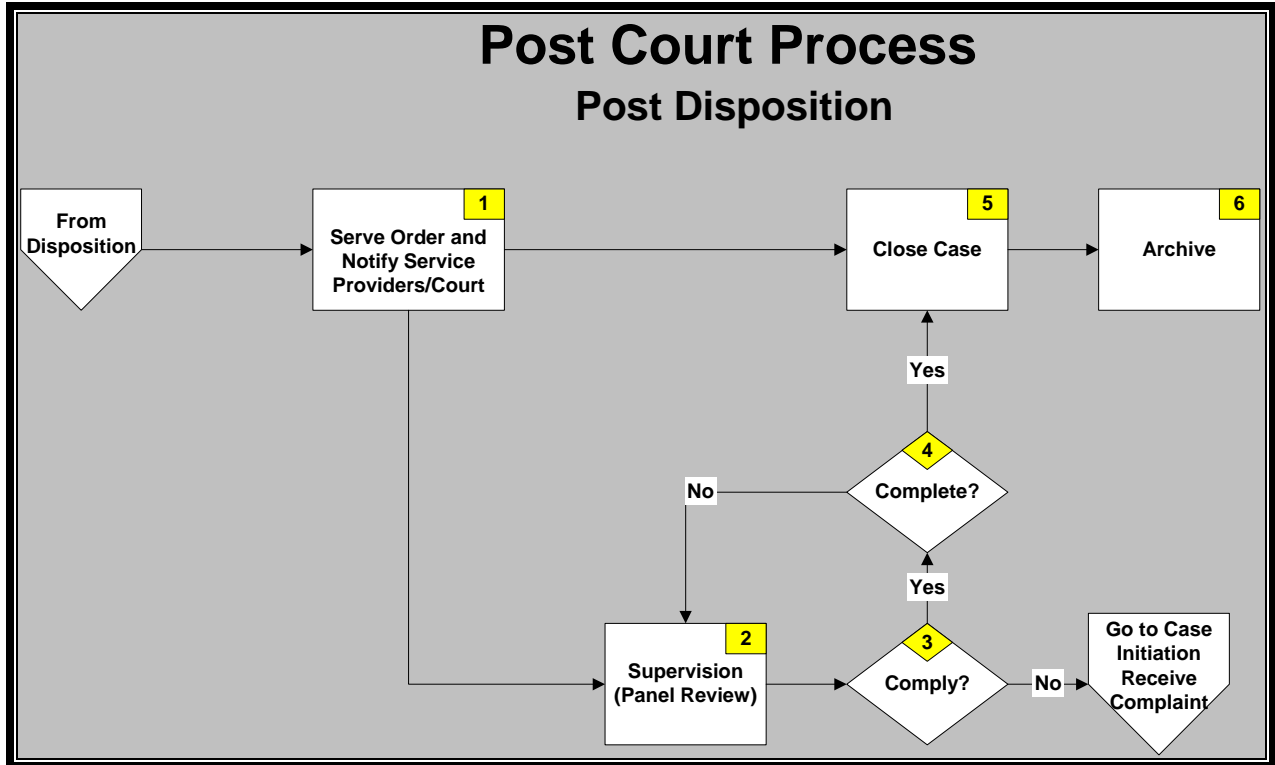


Figure 3.4-1: Post Court Process: Post Disposition

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
1	Notify Service Providers/ Court	<ul style="list-style-type: none"> <li>Clerk (notify)</li> <li>Probation Officer (Serve)</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Probation Officer</li> </ul>	I- Court Order, Probation Order  O- Correspondence, Call to Service Provider, Authorization to Release inf.
2	Supervision (Panel Review)	<ul style="list-style-type: none"> <li>Probation Officer</li> <li>DFCS</li> <li>DJJ</li> </ul>	<ul style="list-style-type: none"> <li>Child</li> <li>Parent</li> <li>Review Panel</li> <li>Service Provider</li> <li>Foster Parent</li> <li>CASA</li> </ul>	I- Court Order, Evaluations, Correspondence, Reports  O- Probation Notes, Panel Notices, Panel

Step #	Process / Decision Step	Owner	Participant(s)	Input (I) / Output (O) Information Flow
			<ul style="list-style-type: none"> <li>• GAL</li> <li>• Attorney</li> <li>• School</li> <li>• MH Counselor</li> </ul>	Reports, Supplemental Orders, Appeal-Form Panel, Modified Order, Schedule Hearing Order
3	<p><b>&lt;&lt;Decision&gt;&gt;</b>                      Supervision Compliance Decision?                      If Yes, go to Step 4;                      If No, go to Case Initiation.</p>	<ul style="list-style-type: none"> <li>• Probation Officer/ DJJ / DFCS</li> </ul>	<ul style="list-style-type: none"> <li>• Child</li> <li>• Parent</li> <li>• Review Panel</li> <li>• Service Provider</li> <li>• Foster Parent</li> <li>• CASA</li> <li>• GAL</li> <li>• Attorney</li> <li>• School</li> <li>• MH Counselor</li> </ul>	I- Verbal/Written Reports  O- Release Order, Detention Order, Amended Order, VOP Complaint, Contempt Motion, Motion to Modify/Extend, TPR Petition, Non-reunification Petition, Motion for Protective Order
4	<p><b>&lt;&lt;Decision&gt;&gt;</b>                      Supervision Completion Decision?                      If Yes, go to Step 5;                      If No, continue to Step 2.</p>	<ul style="list-style-type: none"> <li>• Probation Officer/ DJJ / DFCS</li> </ul>	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	I- Verbal/Written Reports  O- Release Order, Detention Order, Amended Order, VOP Complaint, Contempt Motion, Motion to Modify/Extend, TPR Petition, Non-reunification Petition, Motion for Protective Order
5	Close Case	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Judge</li> </ul>	I- Case File
6	Archive	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>	I- Statutes, Case File

**Table 3.4-2:** Post Court Process Steps and Information Flow

## 4.0 Data Definitions and Security

Upon completion of defining the process steps and the associated information flows, the group defined each of the data elements associated with each type of Input and Output identified in each of the previous process steps. Prior to the facilitated sessions, participants were asked to provide samples of the forms, documents, reports, etc. that were to be discussed. Using these materials as inputs, the group provided the required data elements for each identified Input and Output. As each data element was discussed, a preliminary security assignment was associated with each data element designated by the action that can be taken on that element by each of the stakeholder groups. The resulting matrix, often referred to as a “CRUD” matrix provides the detailed list of data definitions for the Juvenile Courts as identified by this representative group. The matrix is attached as an Appendix to this document and is stored in an MSExcel file. Each of the Stakeholders identified in the Interaction Diagram in Section 3, are represented in this matrix and as appropriate, a security level has been assigned at the data element level as C (Create), R (Read), U (Update), and/or D (Delete).

## 5.0 Tools and Templates

This information contained in this Report was gathered using various templates and tools developed with GCAC to help support the data collection process. An inventory and brief description of these templates and tools is included in this section.

The templates and tools included are:

- **IT Requirements Gathering and Data Definitions Meeting Agenda Template:** A comprehensive agenda used to facilitate each group through the function, process, information flow, and data definition information gathering process.
- **Data Definitions Matrix Template** – A complete workbook used for documenting the data elements and their associated security assignments by stakeholder groups interacting with the court. The security values contained in this matrix utilize the C (Create), R (Read), U (Update), D (Delete) or CRUD methodology to define data element security.

These templates and tools can be made available from GCAC upon request. All facilitation efforts should reference these deliverables, copy and modify them accordingly for specific court efforts.

## **6.0 Summary**

As stated in the Introduction, the intent of this Report is to define the data elements required by the Juvenile Courts to conduct its day-to-day business. Likewise, the information gathered during this process will help the courts to better understand the ownership of specific data elements to the Juvenile Courts, to other Courts and to all other identified stakeholders that the Juvenile Courts interact with and share data with. The common, or Judiciary-wide, elements identified during this process will be used in later Strategic Planning session to better define the use and availability of data across the Judiciary and to allow for easier translation and interpretation by each individual court regardless of the systems or software packages that are being used. This Report will be used as a reference for all data definition and Strategic Planning efforts and will be imperative to contributing to the success of each courts planning effort. Additionally, each Court's Report will provide a consistent structure and set of standard processes and tools to help minimize the amount of time required to implement future strategic planning efforts. Finally, resources with minimal experience in a specific court can be trained on the basic processes and information flows using this Report to actively and effectively participate on any IT leadership or advisory team for their specific court or for the Judiciary as a whole.

## 7.0 Participants

The following individuals participated in the three day facilitated session:

- Judge Tim Pape, Floyd County
- Judge Cliff Jolliff, Hall County
- Judge Robin Shearer, Clarke County
- Judge John Sumner, Cherokee County
- Judge Angela Buggs, DeKalb County
- Mr. Brad Butler, Whitfield County
- Mr. Pete Colbinson, CYCC
- Ms. Careatha Daniels, Fulton County
- Mr. Doug Engle, DJJ
- Mr. Jesse Lawler, Gwinnett County
- Ms. Susan Marler, Cobb County
- Ms. Sandra McGowan, Houston County
- Mr. Al McMullin, CJCJ
- Ms. Angela Norris, Paulding County
- Ms. Lillian Sellers, Rockdale County
- Mr. Michael Wilson, Fulton County
- Mr. George Nolan, GCAC, Project Sponsor
- Mr. Jim Poulakos, North Highland, Facilitator
- Mr. Greg Maxey, North Highland, Facilitator