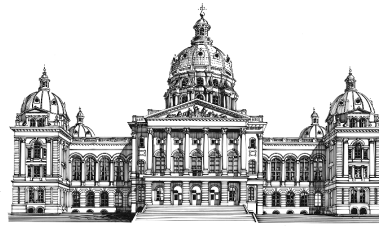


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# Iowa Legislative Fiscal Bureau

Dennis Prouty  
(515) 281-5279  
FAX 281-8451



State Capitol  
Des Moines, IA 50319  
September 15, 1992

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## Update On Iowa Court Information System (ICIS)

### ISSUE

Over the past year, complaints were made by users of the Judicial Department's computer system regarding the 'user friendliness' of the system and the time consuming nature of the system applications.

### AFFECTED AGENCIES

Judicial Department

### CODE AUTHORITY

Chapter 602, Code of Iowa

### BACKGROUND

During the 1991 Legislative Interim, complaints began to surface regarding the utility of the ICIS, the time consuming nature of the applications which Clerks of Court offices were facing with the installation of the system, and the training in the use of the system. The Legislative Fiscal Committee encouraged the Judicial Department to visit those offices from which complaints were arising and to deal with them directly.

### CURRENT SITUATION

The Judicial Department has worked to improve communication between central office and users of the system over the past year. Personal visits were made by Larry Murphy, ICIS Director, to many counties, and modifications of some computer applications and continued training have taken place.

Between January and September of 1992, 30 visits were made to 15 counties for purposes of training and discussing user problems with the system (see Attachment 1). Examples of specific training provided and types of court staff trained are provided in Attachments 2 and 3, respectively. The Judicial Department noted that, as with any computer system, training time takes time away from daily work activities. When possible, the Department attempts to provide training in small blocks of hours, so those employees being trained may return to their normal functions for at least part of each day.

Additionally, Mr. Murphy attended the annual meeting of the Clerks of Court, and made a presentation related to the implementation of the ICIS and responded to questions and complaints raised by the group in attendance.

The Judicial Department was also asked to address how the ICIS would interface and provide assistance to other departments in State Government once it was fully established. Attachment 4 identifies 6 other State agencies ICIS will ultimately share information in some fashion with and specific local agencies which have already requested access to the data in the system when it is complete. Analysis of specific data needs and the most appropriate methods of sharing that information are being discussed as the system evolves.

The Department will be requesting funding to expand the system into 12 additional counties and to expand hardware acquisition for existing counties in the FY 1994 budget request (see Attachment 5). Functions which have currently been implemented and plans for further implementation during FY 1993 are presented in Attachments 6 and 7, respectively.

### **ALTERNATIVES**

The General Assembly, in the FY 1993 Justice System Appropriations Bill (SF 2348), requested that the Legislative Council establish an interim study committee to hire a consultant to provide a performance and systems analysis of the ICIS. If authorized, the committee is to select a consultant in conjunction with the Judicial Department. The purpose of the study would be to review where the system now stands in relation to where the Master Plan proposed it to be and whether adjustments in the Master Plan, or the types of applications and usage envisioned for the System are still appropriate. The Legislative Council has taken no action on this request to date, but could fund the study this interim.

The General Assembly could fully fund the system to provide hardware and programming for the entire State, or partially fund to meet expansion as requested by the Judicial Department.

### **BUDGET IMPACT**

To fully fund the acquisition of hardware for the system would cost approximately \$5.2 million.

The cost of the study recommended by the General Assembly is estimated to be approximately \$150,000.

STAFF CONTACT: Douglas Wulf (Ext. 13250)

# Iowa Court Information System

## Counties visited between January and September '92

- Pottawattamie (2)
- Woodbury (2)
- Black Hawk (4)
- Clinton (2)
- Scott (2)
- Fayette (1)
- Linn (3)
- Des Moines (2)
- Polk (4)
- Wapello (1)
- Poweshiek (1)
- Story (2)
- Marshall (1)
- Buena Vista (1)
- Johnson (2)

# ICIS Training

## Specific ICIS Training

- **Introduction to ICIS**
- **System Administration and Global Functions**
- **Case Processing (Criminal)**
  - People Demographics**
  - Indexing People to Cases**
  - Initiating a Case**
  - Docketing Events**
  - Charges screen maintenance**
  - Entering service return data**
  - Disposition of case charges**
  - Disposition of the case**
  - Exhibit screens**
  - Bail and Bond procedures**
  - Linking related cases**
  - Entering sample cases**
  - Review of inquiry screens of case processing**
  - Review of reports of case processing**

SPTR192 August 21, 1992

# ICIS Training

## Specific ICIS Training

- **Noticing**
  - Blank Paper Notice procedure
  - Keyword Definition
  - Preprinted Notice Definition
- **Case Financial Management Subsystem**
  - Overview of double entry accounting
  - Overview of GAAP Accounting
  - Overview of CFM
  - Setting Up Accounts (A/R)
  - Scheduling A/R
  - Updating A/R
  - Transactions Lesson 1
  - Entering Cash Receipts
  - Entering Financial Satisfactions
  - Paying Down on Accounts A/P
  - Account Reconciliation
  - CFM Reports
  - Month ending procedures
  - Enter sample CFM transactions
- **Summary/Wrapup**
  - Questions and Answers
  - Review of Office Procedures
  - Change Management review

# ICIS Training

## Specific ICIS Training

- **Tickler Subsystem**
  - Adding Case/People Tickler Items
  - Creating Tickler Items
  - Updating Tickler Items
  - Viewing Tickler Items
  - Reports from Tickler
- **Case Processing (Traffic)**
  - Initiating a traffic case
  - People demographics
  - Maintenance of traffic charges
  - Disposition of traffic charges
  - Cash Receipts of traffic tickets
  - Disposition of traffic cases
  - Entering sample cases
  - Conversion of traffic cases

# Court Staff Trained

- Clerk of Court Staff  
Accounting Technician's  
Clerk's of Court  
Financial Clerk's  
Financial Supervisor's  
Financial Technician's  
Record Clerk's  
Trial Court Clerk's  
Trial Court Supervisor's  
Trial Court Technican's
- Juvenile Court Office's  
Clerk-Typist's  
Administrative Assistant's  
Juvenile Court Officer's  
Juvenile Court Specialist's
- District Court Administration  
Secretary's  
Case Coordinator's  
Assistant District Court Administrator's  
District Court Administrator's

COTR192 August 21, 1992

# Department Interfaces to ICIS

- **Department of Corrections**  
Disposition information of criminal cases  
Case information and charge data  
Financial data on release  
Presentence investigation report data  
Prepare risk analysis for pretrial release
- **Department of Public Safety**  
Case Status Inquiry (Calendaring and scheduling data)  
Criminal case and charge data for criminal history files  
Timely case disposition data for criminal files
- **Department of Transportation**  
Notice of Conviction records  
Notice of Non Compliance of sentence and fine data  
Timely collection of fines and court costs
- **Department of Inspections and Appeals**  
Case scheduling information for Public Defenders  
Review of docket information for reasonable fees  
Status of cases and charge data



# Department Interfaces to ICIS

- **Attorney General Office**  
Case scheduling information for Attorney General staff  
Case scheduling information for County Attorney staff  
Review of docket information  
Status of cases and charge information
- **Parole Board**  
Criminal history information  
Case status  
Criminal conviction data
- **County Government Interfaces**  
County Sheriff  
City Police  
County Attorney  
Public Defender

# Iowa Court Information System Proposed Counties to Implement FY94

- District One  
Allamakee  
Fayette
- District Two  
Hardin  
Bremer
- District Three  
Ida  
Clay
- District Four  
Page
- District Five  
Lucas  
Clarke
- District Six  
Iowa
- District Eight  
Poweshiek  
Washington

FutCo94 August 21, 1992

# Implementation of ICIS

## District 1 - Implemented Functions of ICIS

- **Black Hawk**  
Criminal Case Processing  
Traffic Case Processing  
Juvenile Court Services (Informal)  
Juvenile Case Processing (Formal)
- **Dubuque**  
Small Claims  
Juvenile Court Services (Informal)  
Probate Indexing
- **Fayette**  
Case Indexing
- **Winneshiek**  
Juvenile Case Processing (Formal)  
Traffic  
Civil - Dissolutions

IMPL1 August 21, 1992

# Implementation of ICIS

## District 2 - Implemented Functions of ICIS

- Boone  
Child Support
- Hardin  
Case Indexing  
Judgement/Lien Index
- Marshall  
Child Support  
Traffic
- Story  
Child Support  
Criminal

# Implementation of ICIS

## District 3 - Implemented Functions of ICIS

- Buena Vista  
Vital Records
- Cherokee  
Child Support
- Woodbury  
Child Support  
Traffic  
Vital Records

# Implementation of ICIS

## District 4 - Implemented Functions of ICIS

- Pottawattamie  
Traffic  
Simple Misdemeanors

# Implementation of ICIS

## District 5 - Implemented Functions of ICIS

- Polk  
Traffic Cases  
Criminal Cases
- Marion  
Traffic Cases  
Criminal Cases

# Implementation of ICIS

## District 6 - Implemented Functions of ICIS

- Linn  
Vital Records  
Juvenile Court Services (Informal)



# Implementation of ICIS

## District 7 - Implemented Functions of ICIS

- **Clinton**  
Traffic Cases  
Criminal Cases  
Case Scheduling
- **Scott**  
Probate Cases  
Juvenile Cases (Formal)  
Vital Records  
Case Scheduling

# Implementation of ICIS

## District 8 - Implemented Functions of ICIS

- Des Moines
  - Traffic Cases
  - Criminal Cases
  - Child Support Cases
  - Civil Law & Equity Cases
- Poweshiek
  - Traffic Cases
  - Child Support Cases
  - Vital Records
  - Criminal Indexing
- Wapello
  - Child Support Cases

## **Implementation of ICIS Plans District 1 - FY93**

- **Black Hawk**  
Child Support  
Version 2 - Juvenile Court Services (Conversion)  
Integration of Local Criminal Justice Agencies  
District Court Case Scheduling
- **Dubuque**  
Version 2 - Juvenile Court Services (Conversion)  
Civil Law & Equity  
Child Support  
Integration of Local Criminal Justice Agencies  
District Court Case Scheduling
- **Winneshiek**  
Juvenile Court Services  
Child Support  
Criminal Case Processing
- **Allamakee**  
Case Indexing
- **Grundy**  
Case Indexing
- **Delaware**  
Traffic

IMPLD1 July 13, 1992

## **Implementation of ICIS Plans District 2 - FY93**

- **Marshall**  
Traffic & Criminal Case Processing  
Juvenile Court Services  
Integration of Local Criminal Justice Agencies
- **Story**  
Traffic Case Processing (Ames)  
Juvenile Court Services  
Integration of Local Criminal Justice Agencies
- **Webster**  
Traffic & Criminal Case Processing  
Juvenile Court Services  
District Court Case Scheduling
- **Cerro Gordo**  
Traffic & Criminal Case Processing  
District Court Case Scheduling  
Juvenile Court Services  
Integration of Local Criminal Justice Agencies
- **Carroll**  
Child Support  
Case Indexing

## **Implementation of ICIS Plans District 3 - FY93**

- **Buena Vista**  
Traffic & Criminal Case Processing  
Child Support
- **Sioux**  
Traffic & Criminal Case Processing  
Child Support
- **Woodbury**  
Criminal Case Processing  
Juvenile Court Services  
District Court Case Scheduling  
Integration of Local Criminal Justice Agencies

## **Implementation of ICIS Plans District 4 - FY93**

- **Pottawattamie**  
Criminal Case Processing  
Child Support  
Juvenile Court Services  
Integration of Criminal Justice Agencies  
District Court Case Scheduling
- **Shelby**  
Traffic Case Processing  
Child Support  
Criminal Case Processing  
Juvenile Court Services

## **Implementation of ICIS Plans District 5 - FY93**

- **Polk**  
Juvenile Court Services  
Integration of Local Criminal Justice Agencies  
Child Support  
District Court Case Scheduling
- **Marion**  
Traffic & Criminal Case Processing  
Juvenile Court Services
- **Jasper**  
Traffic & Criminal Case Processing  
Juvenile Court Services
- **Dallas**  
Traffic & Criminal Case Processing  
Juvenile Court Services
- **Warren**  
Traffic & Criminal Case Processing  
Juvenile Court Services

## **Implementation of ICIS Plans District 6 - FY93**

- **Iowa**  
**Child Support**  
**Case Indexing**
- **Linn**  
**Traffic Case Processing**  
**Criminal Case Processing**  
**District Court Case Scheduling**  
**Juvenile Court Services**  
**Integration of Local Criminal Justice Agencies**
- **Johnson**  
**Traffic Case Processing**  
**Criminal Case Processing**  
**Child Support**  
**Juvenile Court Services**  
**District Court Case Scheduling**  
**Integration of Local Criminal Justice Agencies**



## **Implementation of ICIS Plans District 7 - FY93**

- **Clinton**  
Child Support  
Juvenile Court Services
- **Scott**  
Vital Records, Probate, & Mental Health  
Traffic & Criminal Case Processing  
Child Support  
Juvenile Court Services  
District Court Case Scheduling  
Integration of Local Criminal Justice Agencies
- **Cedar**  
Traffic & Criminal Case Processing  
Child Support
- **Jackson**  
Traffic & Criminal Case Processing  
Child Support
- **Muscatine**  
Traffic & Criminal Case Processing  
Child Support

## **Implementation of ICIS Plans District 8 - FY93**

- **Des Moines**  
Civil Case Processing  
Probate  
Small Claims  
Child Support  
Juvenile Court Services
- **Wapello**  
Traffic & Criminal Case Processing  
District Court Scheduling  
Juvenile Court Services  
Integration of Local Criminal Justice Agencies
- **Washington**  
Case Indexing  
Child Support
- **Lee**  
Traffic & Criminal Case Processing  
Juvenile Court Services  
Child Support