Process Profile

Maryland Problem Solving Court

Business Processes

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/28/2009	Suzanne Bonniwell	Initial Draft
2.0	1/28/2010	Suzanne Bonniwell	Revised to include AS-IS process flow charts. Also included a cross reference to standard interfaces in the Interoperability Plan.

Significant Rules and Statutes

Identify rules and statutes that shape this process.

Rule or Statute	*Description*

Note: See abbreviations for Maryland Code articles as found in Michie's Annotated Code of Maryland, 2008 located in the appendix. These come from the Table of Abbreviations, located in the Index volumes.

Business Process Work Flow Diagrams

Maryland Electronic Court (MDEC) shall support Business Process Work Flows for the Maryland Problem Solving Court case management. This section presents the general AS-IS work flow diagrams for Mental Health and Drug cases.

These process flows represent the AS-IS processes of what is currently happening in the courts. They will serve as a base line to the TO-BE automated processes

Legend of Diagram Shapes

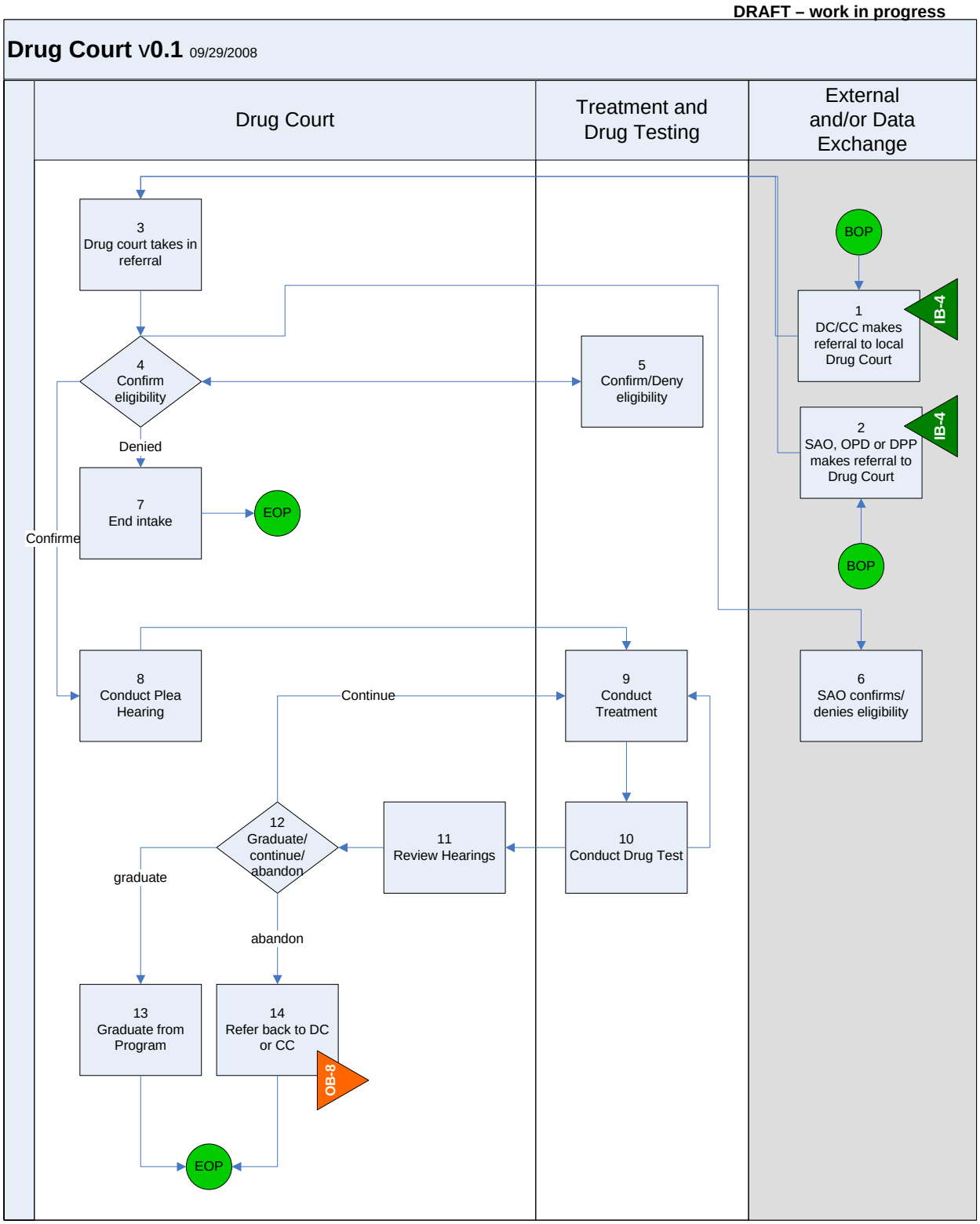
A description of each of the objects used to create the diagrams is listed below.

Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

Shape	Description
	A predefined process that consists of multiple steps documented elsewhere.
	A document.
	An inbound interface. These are further described in the Interface Traceability section of this document.
	An outbound interface. These are further described in the Interface Traceability section of this document.
	A bidirectional interface. These are further described in the Interface Traceability section of this document.

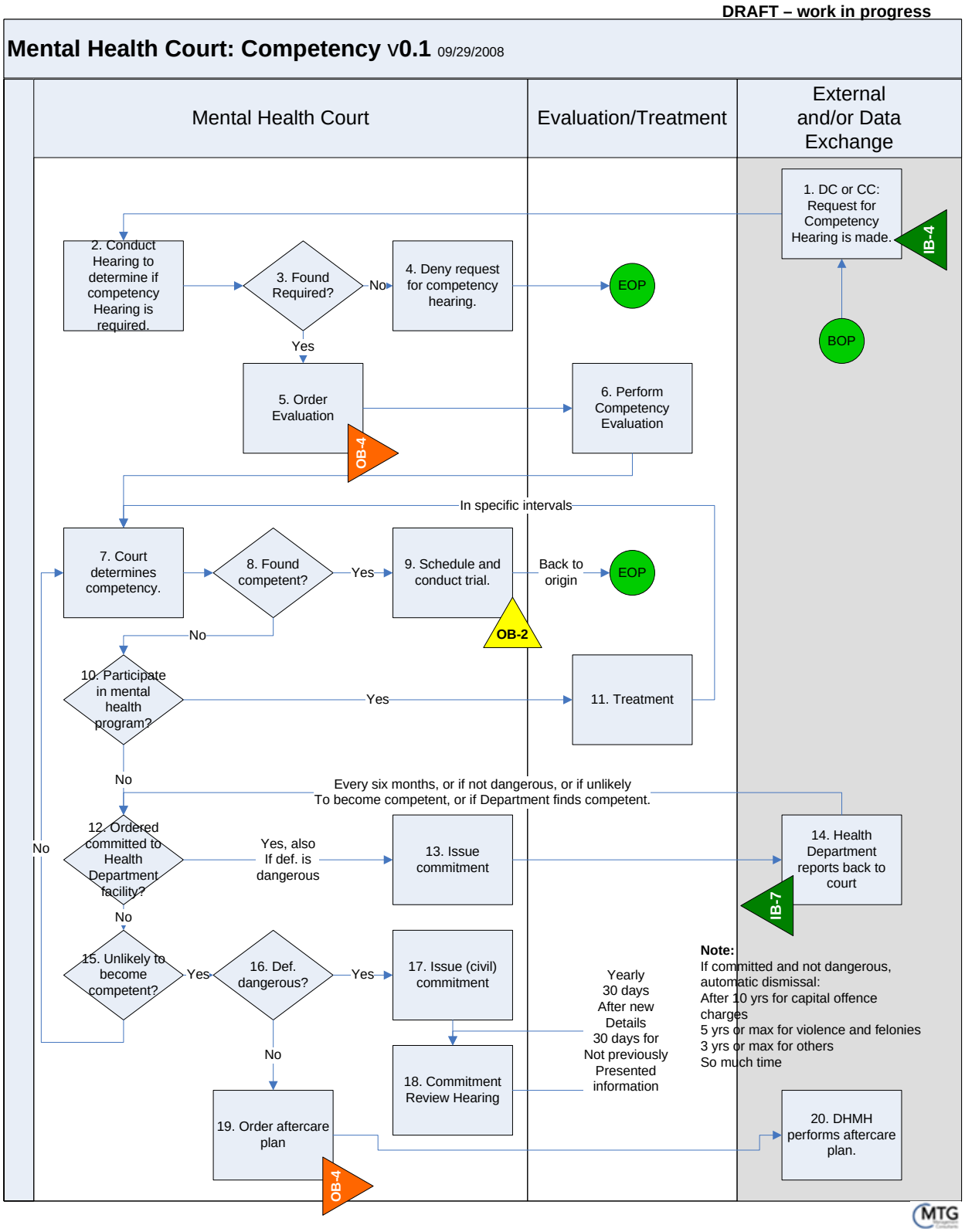
Drug Court

The following diagram applies to Drug Court cases.

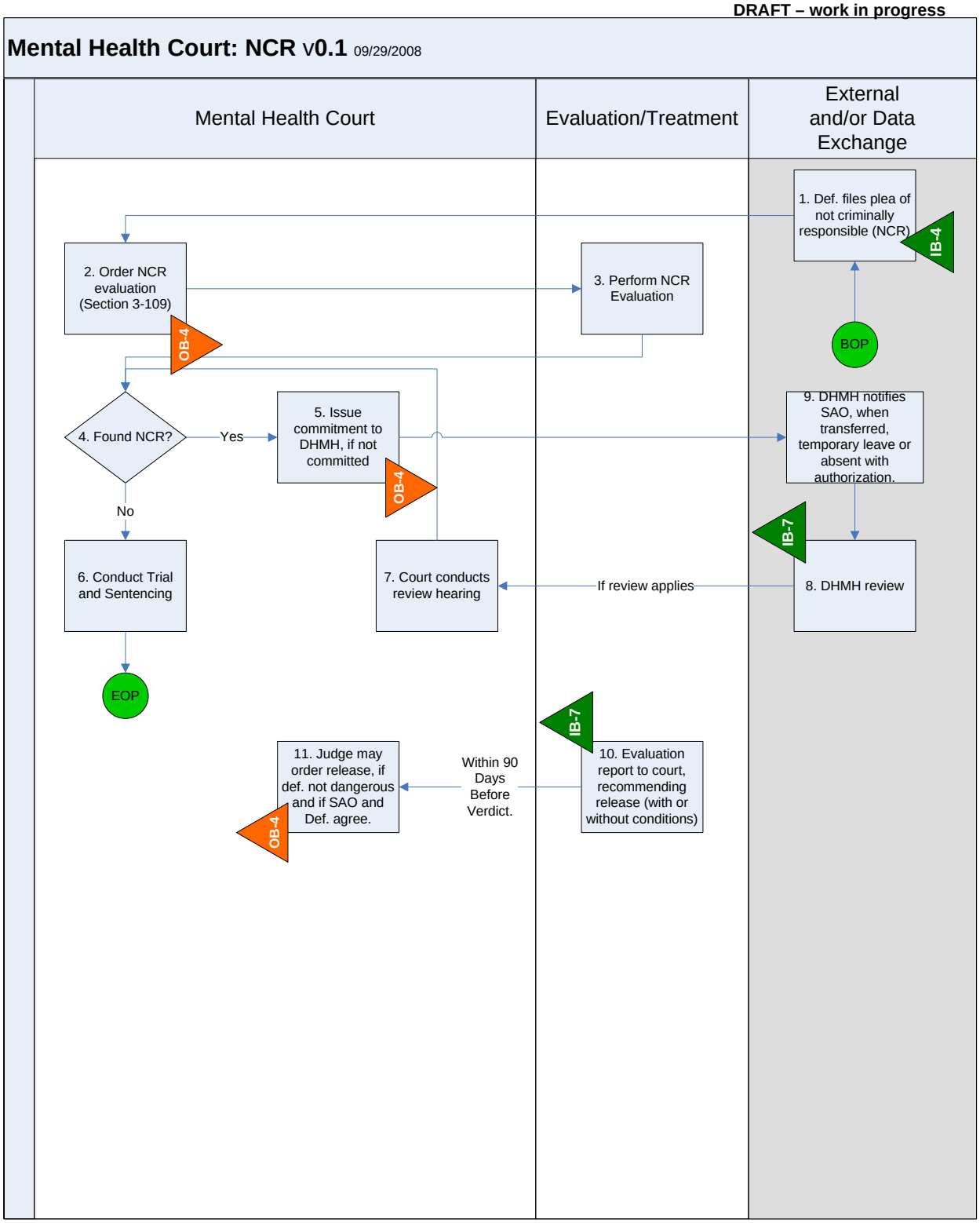


Mental Health Court

The following diagrams apply to Mental Health Court cases.



DRAFT – work in progress



Interfaces

The Problem Solving Court case processes involve several information exchanges with external parties. The process flow diagrams preceding this section include notations that identify where each of these exchanges occur. MDEC will provide standard automated interfaces to support these exchanges. These interfaces have been described in the Interoperability Plan. The standard automated interfaces involved in the Problem Solving Court processes have been represented in the table below.

	Inbound Interfaces							Outbound Interfaces									Bidirectional Interfaces		
Interface Description	Cashiering	Booking	Criminal Charging Documents	Requests and Petitions	Citations	Affidavits	Reports and Notices to the Court	Disbursement	Writ List	Event Notifications	Order Detail	Judgments	Motor Vehicle Abstracts	Victim Notification	Case Detail	Archive	Collections	Scheduled Event	Jury Pool
Process Annotation Code	**IB-1**	**IB-2**	**IB-3**	**IB-4**	**IB-5**	**IB-6**	**IB-7**	**OB-1**	**OB-2**	**OB-3**	**OB-4**	**OB-5**	**OB-6**	**OB-7**	**OB-8**	**OB-9**	**BD-1**	**BD-2**	**BD-3**
Problem Solving Courts																			
Business Processes				**IB-4**			**IB-7**				**OB-4**				**OB-8**			**BD-2**	

Time Standards

Identify the case time standards for this case category.

Not applicable to this process.

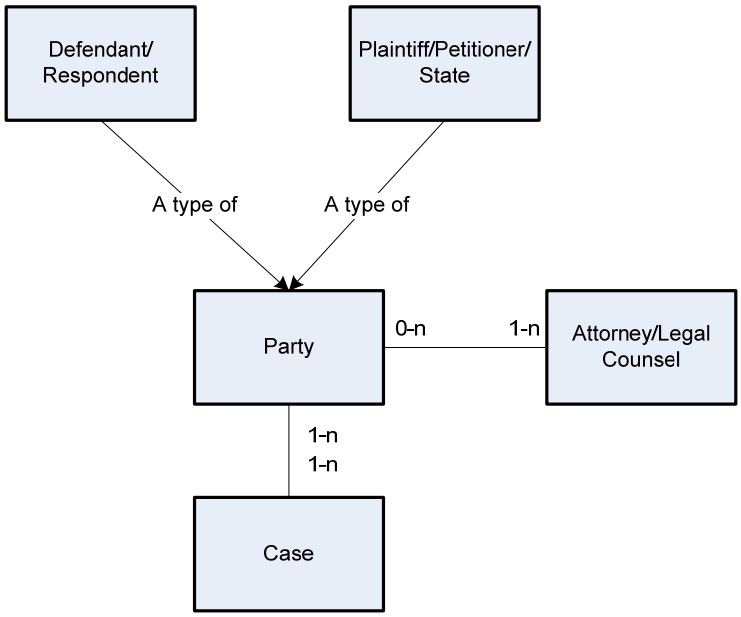
Information Building Block Entities

Identify the significant entities (people, organizations, documents, events, and other artifacts) that play a role in the processing of this case type.

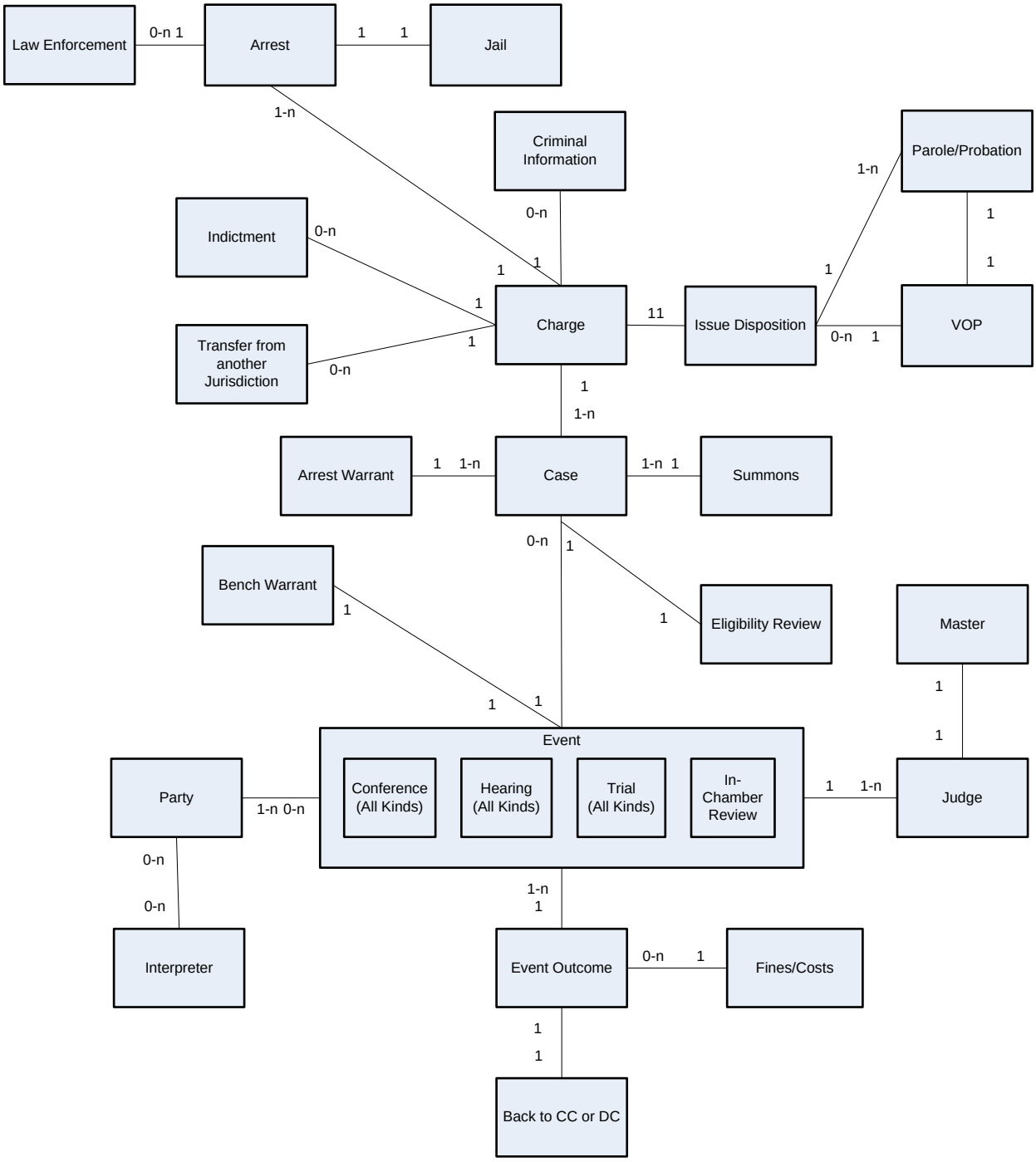
- Plaintiff/Petitioner/State
- Self Represented Litigant
- Defendant/Respondent
- Attorney/Legal Counsel
- Judge
- Master
- Interpreters
- Attorney General
- State's Attorney
- Arrest
- Back to CC or DC
- Bench Warrant
- Charges
- Conference (All Kinds)
- Criminal Information
- Eligibility Review
- Event
- Event Outcome
- Fees
- Fines/Costs
- Hearing (All Kinds)
- Indictment
- Issue Disposition
- Jails
- Law Enforcement (Sheriff)
- Notifications
- Parole & Probation
- Publications
- Ruling on Motion
- Summons
- Trial (All Kinds)
- Transfer from Another Jurisdiction
- VOP
- Warrant (Arrest/Bench)

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Drug, Mental Health and Truancy** cases. It is assumed that the relationships Case, Parties, Events have already been identified in the Global Information Blocks.



The following information map illustrates the information building blocks relate to the case for **Drug, Mental Health and Truancy** cases.



Information Building Relationships

Identify all relationships between the entities.

Related Building Blocks	*Description*
Case - Party	A **Case** may have one to many **Parties**. There are several types of **Parties**: **Plaintiff/Petitioner/State** or **Defendant/Respondent**. A **Party** can be related to one to many **Cases**.
Party - Attorney/Legal Counsel	There can by zero to many **Attorney/Legal Counsel** for each **Party**. An **Attorney/Legal Counsel** can have one to many **Parties**. If there is zero **Attorney/Legal Counsel**, the **Party** is a **Self Represented Litigant**.
Arrest – Law Enforcement	**Law Enforcement** can have zero to many **Arrests**. An **Arrest** can only be made by one **Law Enforcement**.
Arrest – Jail	An **Arrest** can only be sent to one **Jail**.
Case – Summons	A **Case** has one to many **Summonses**. A **Summons** can be related to only one **Case**.
Case – Arrest Warrant	A **Case** has one to many **Arrest Warrants**. An **Arrest Warrant** can be related to only one **Case**.
Case –Charge	A **Case** can consist of one to many **Charges**. A **Charge** can only be related to one **Case**.
Charge – Transfer from another Jurisdiction	There can be zero to many **Charges** on a **Transfer from another Jurisdiction**. A **Charge** can be related to only one **Transfer from another Jurisdiction**.
Charge - Indictment	There can be zero to many **Charges** on an **Indictment**. A **Charge** can be related to only one **Indictment**.
Charge - Arrest	An **Arrest** can be for one to many **Charges**. A **Charge** can be related to only one **Arrest**.
Charge – Issue Disposition	An **Issue Disposition** can be for one **Charge**. A **Charge** can be related to only one **Issue Disposition**.
Issue Disposition - VOP	An **Issue Disposition** can be related to zero to many **VOP**. A **VOP** can be related to only one **Issue Disposition.**
Issue Disposition – Parole/ Probation	An **Issue Disposition** can be related to one **Parole/ Probation**. A **Parole/ Probation** can be related to one to many **Issue Dispositions.**
VOP – Parole/ Probation	A **VOP** can be related to one **Parole/ Probation**. A **Parole/ Probation** can be related to one **VOP.**
Event – Event Outcome	Each **Event** can have one to many **Event Outcomes**. An **Event Outcome** can apply to only one **Event**.

Related Building Blocks	*Description*
Event Outcome – Back to CC or DC	An **Event Outcome** can one **Back to CC or DC**. A **Back to CC or DC** can be related to only one **Event Outcome**. Note – This may actually be an Event Outcome.
Event Outcome – Fines/Costs	An **Event Outcome** can have zero to many **Fines/Costs**. A **Fines/Costs** can be related to only one **Event Outcome**.
Event - Judge	A **Judge** can be related to one to many **Events**. An **Event** can have only one **Judge**.
Judge - Master	A **Judge** can be related to one **Master**. A **Master** can have only one **Judge**.
Case – Event	Each **Case** can have zero to many **Events**. Note: In this line of business this applies to all events (Conference, Hearing, and Trial). This document will address events that may require specific or specialized handling.
Case - Eligibility Review	A **Case** is related to one **Eligibility Review**. The **Eligibility Review** is related to one **Case**.
Party – Interpreter	An **Interpreter** can be related to zero to many **Parties** A **Party** can only be related to zero to many **Interpreters**.
Event – Bench Warrant	An **Event** can be related to one **Bench Warrant** A **Bench Warrant** can only be related to one **Event**.

Site Specific Variations

Identify any known site specific variations to this process.

Site	*Process Step*	*Specific Variation*

Appendix A - Abbreviations for Maryland Code Articles

Abbreviation	*Description*
AG	Agricultural Article
BOP	Business Occupations and Professions Article
BR	Business Regulation Article
CA	Corporations and Associations Article
CJ	Courts and Judicial Proceedings Article
CL	Commercial Law Article
COR	Correctional Services Article
CP	Criminal Procedure Article
CR	Criminal Law Article
EC	Economic Development Article
ED	Education Article
EL	Election Law Article
EN	Environment Article
ET	Estates and Trusts Article
FI	Financial Institutions Article
FL	Family Law Article
HG	Health-General Article
HO	Health occupations Article
HS	Housing and Community Development Article
HU	Human Services Article
IN	Insurance Article
LE	Labor and Employment Article
NR	Natural Resources Article
PS	Public Safety Article
PUC	Public Utility Article
RP	Real Property Article
SF	State Finance and Procurement Article
SG	State Government Article
SPP	State Personnel and Pensions Article
TG	Tax-General Article
TP	Tax-Property Article
TR	Transportation Article