ATTACHMENT A

SUPREME COURT OF LOUISIANA
OFFICE OF THE JUDICIAL ADMINISTRATOR
SUPREME COURT DRUG COURT OFFICE

Proposal No. LASC-DC001

Drug Court Case Management System
System Design Specifications Document

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XX. New CASI functionality

I. Dashboard Functionality Modifications - The Dashboard functionality will be modified as follows:

A. Change the title "DA Turnovers" to "Pending Clients" on the dashboard.
B. Modify the Dashboard screen such that users can set up their own view profile rather than see the entire list of clients. Include status and phase in display. Allow for sorting and viewing by the following variables:
    1. All cases
    2. Pending cases only
    3. Active cases only
    4. Drug screen color
    5. Last drug screen date
    6. Drug Court Judge
    7. Section/division of Court
    8. Last court date
    9. Next court date
    10. Probation Officer
    11. Probation end date
    12. Case manager
    13. Counselor
    14. Drug court eligible charge
    15. Fee balance
    16. Community service hours balance
C. Modify the address formatting as follows: Address Line 1, Address Line 2, City, State, zip code.
D. Modify the Search function to require that at least two data elements are entered as search criteria.
E. Replace ADD function with EDIT and transfer to client personal information screen.
F. Modify Search function at Turnover Demographics screen to lock screening record in order prevent duplicate acceptance of pending clients.

II. Screening Functionality Modifications - The Screening functionality will be modified as follows:

A. Rename screen/function from "Screening – DA Screening" to "Screening/Intake."
B. Modify the Screening function to allow viewing of screening information for all cases, including cases which were declined.
C. Change the title of the Type dropdown box to "Referral Source." Store referral source and screening date on screening table.
D. Modify the Type dropdown box to include the following items:
    1. District Attorney
    2. Court
    3. FINS
    4. Law Enforcement
    5. Probation

6. School
7. Self, Family or Friend
8. Transfer from other court jurisdiction
9. Other

E. Add field to capture Referral Source contact information.
F. Add field to capture referral date.
G. Add field indicating whether written signed consent to share confidential information has been obtained.
H. Create ability to assign multiple staff members to a client, and create ability to un-assign/reassign staff to clients.
I. Populate this information to the Personal Information screen.
J. Prohibit assignment of new clients to staff no longer working in program.
K. Modify the Race dropdown list as follows:
    1. American Indian or Alaskan native
    2. Black or African American
    3. Native Hawaiian or Other Pacific Islander
    4. White
L. Export this information as appropriate.
M. Add Ethnicity field and dropdown box. Options to include “Hispanic or Latino,” “Not Hispanic or Latino.”
N. Add ESL Yes/No field.
O. Replace “What is your Drug Court eligible charge?” with “What are you charged with?”
P. Modify/expand drop down box options.
Q. Add ability to classify offense by felony or misdemeanor status.
R. Add ability to classify offense by type. Types to include the following:
    1. Probation violation
    2. Person – Violent
    3. Person – Other
    4. Property
    5. Drug
    6. DUI
    7. Other
S. Replace “Have you been arrested before?” with “Number of prior arrests.”
T. Replace current responses to “Have you ever been convicted of a crime of violence?” with “Yes” or “No.” If Yes is selected, add functionality to note when and where.
U. Replace current responses to “Have you ever been convicted of a sex offense?” with “Yes” or “No.” If Yes is selected, add functionality to note when and where.
V. Rename “Were you ever arrested as a juvenile?” to “Number of juvenile arrests.”
W. Replace “Are you on probation or parole?” with “Are you currently on probation or parole?” and add “Have you ever been on probation or parole?”
X. Add “Do you have any cases or charges pending against you?” Add ability to note where, what and status of the matter.
Y. Modify drug of choice section to allow for the capture of primary, secondary, and tertiary drug choice. Drug choice options to include:
    1. Marijuana
    2. Alcohol

3. Methamphetamine
4. Methadone
5. MDMA (Ecstasy)
6. Amphetamines
7. Cocaine
8. Barbiturates
9. Heroin
10. Hallucinogens
11. Opiates
12. PCP
13. Benzodiazepines
14. Inhalants
15. Prescription medication
    i. Add ability to note type
16. Other

Z. Add ability to note age of first drug use and type(s) of drugs first used.

AA. Add ability to note method of current and former drug use. Options to include:
1. Oral
2. IV
3. Inhalant
4. Snorting
5. Patches

BB. Add ability to note frequency of use by drugs indicated. Options to include:
1. Daily
2. Weekly
3. Monthly
4. Every few months
5. Less frequently than every few months

CC. Add ability to note date of last drug use and type of last drug used.

DD. Add question: "Have you ever been diagnosed with a mental illness?" Add ability to note when, what and whether/what type of treatment received.

EE. Add question: "Have you ever been diagnosed with a substance abuse problem?" Add ability to note when, what and whether/what type of treatment received.

FF. Residential circumstances responses should be:
1. Own home
2. Rent home
3. Live with family
4. Live with friends
5. Live with significant other
6. Live in supervised setting
7. Other

GG. Replace "How long have you lived in your community?" with "Community Ties." Responses should be:
1. Local resident has significant family/community ties
2. Local resident, no community/family ties
3. Not a local resident, has family support

4. Transient more than six months
5. Transient less than six months
6. Other

HH. Add ability to note the presence of social networks. Options should include:
1. Family
2. Spouse/significant other
3. Friends
4. Work
5. Church
6. Clubs/groups
7. Other

II. Replace "Turnover to Drug Court" on the Screening Results screen to "Submit."

JJ. Currently, Admit date defaults to Accept/Assign date. Modify Accept/Assign feature so that no default date is provided but make entry of a date required. Disallow future date.

KK. Add the requirement that a reason for declining turnover to drug court is selected. Options should include:
1. Clinically not appropriate
2. Legally ineligible
3. District Attorney rejected
4. Court rejected
5. Client declined to participate
6. Family declined to participate (juveniles only)
7. Other

LL. Add ability to note whether client has access to reliable transportation.

MM. Add ability to save and access information on all clients, whether accepted or declined.

NN. Add question "Does the client appear to be functionally literate?"

OO. Add question "Are the client's parents/guardians/custodians employed?"

PP. Add ability to note "Parent/custodian/guardian's monthly income."

QQ. Add question "Number of people living in households, including client?"

RR. Add question "Any incarcerated parents/family members?"

SS. Add question "Any convicted felons in household?"

TT. Add question "Anyone in the household on probation or parole?"

UU. Add question "Are you receiving any other public/social services?" and allow for capture of type.

VV. Create the ability to print out a client's screening information.

WW. Add functionality to ensure that screening information can be populated out to requisite screens/modules.

XX. Add navigational ability via tabs for Personal Information, Legal History, and Miscellaneous screens. Prompt for missing information when "Submit" is attempted.

YY. Adult programs can perform juvenile screenings. Remove the juvenile Screening/Intake option for adult programs.

ZZ. Juvenile courts can perform adult screenings. Remove the adult screening/Intake option for juvenile programs.

III. Personal Information Functionality Modifications - The Personal Information functionality will be modified as follows:

A. Add a program admit date.
B. Display client id, phase and status.
C. Add the ability to capture multiple Emergency Contacts for each client.
D. Add e-mail and cell phone information for Emergency Contacts.
E. Add ability to note relationship to client of all Emergency Contacts.
F. Add the ability to capture e-mail address and cell phone numbers for each individual with a relationship record.
G. Add the ability to select Parish of Residence for each client.
H. Modify the Personal Information screen to display Income Amount and Source.
I. Add "Not applicable" to the existing Custody dropdown list options.
J. Modify the existing Family Relationship screen to read "Related Parties," and "Related Party Information."
K. Add the following to the Relationship dropdown list:
    1. Aunt
    2. Uncle
    3. Sibling
    4. Friend
    5. Guardian
    6. Significant other
L. Remove the Referring Judge textbox.
M. Add the ability to capture multiple income sources from key parties including income type and amount.
N. Allow for the ability to capture information on total dependants in addition to children.

IV. Employment History Functionality Modifications - The Employment History functionality will be modified as follows:

A. Add field to capture effective date of change in employment status.
B. Change current job TYPE to STATUS.
C. Add field in Employment history edit feature to capture standard occupational groups as job type. Drop down list to include:
    1. Food preparation and serving related
    2. Farming, fishing, and forestry
    3. Building and grounds cleaning and maintenance
    4. Personal care and service
    5. Healthcare support
    6. Transportation and material moving
    7. Office and administrative support
    8. Production
    9. Sales and related
    10. Protective service
    11. Community and social services
    12. Installation, maintenance, and repair

13. Construction and extraction
14. Education, training, and library
15. Arts, design, entertainment, sports, and media
16. Business and financial operations
17. Life, physical, and social science
18. Healthcare practitioner and technical
19. Architecture and engineering
20. Computer and mathematical science
21. Legal
22. Management

D. Add fields to capture Employment Start and End dates for each job. The application should automatically calculate and populate a Length of Employment field. Disable edit of this field.

E. Add a Reason for Leaving field with a dropdown list containing the following options:
   1. Terminated
   2. Left for another job
   3. Left to return to school
   4. Left for other reasons
   5. Quit
   6. Moved out of area
   7. Other

F. Modify the existing Type dropdown list to include the item "Volunteer Service."

G. Add ability to indicate whether client is receiving services through Louisiana Rehabilitation Services.

V. Criminal Information Functionality Modifications - The Criminal Information functionality will be modified as follows:

A. Add a jurisdiction field to the offense edit screen.
B. Add "Arrest Date" field to offense edit screen.
C. Allow the entry of a probation end date.
D. Remove reference to "Instant" offense.
E. Modify the existing functionality to allow the capture of multiple charges. The user will have the ability to enter a charge code and a type of charge from a dropdown list. The list of charges will be modified to reflect the Charge Code list maintained by the Louisiana Supreme Court.
F. Enable information offense history information obtained during Screening/Intake to be accessible on this screen.
G. Add the ability to enter information in this module for non-active and declined clients.
H. Ensure internal consistency among options. (E.g., if a client's charges are not accepted, there should be no opportunity for a conviction or a sentence.)

VI. Medical Information Functionality Modifications - The Medical Information functionality will be modified as follows:

A. Add an “Any Allergies?” checkbox.
B. If the “Any Allergies?” checkbox is endorsed, enable a textbox to allow the entry of allergy notes.
C. Replace the Communicable disease textbox with the functionality required to capture multiple communicable diseases. Allow for the entry of the disease(s).
D. Add the ability to capture multiple approved medications. For each medication allow the entry of the following:
    1. Name of medication
    2. Reason for prescription
    3. Prescribing physician
    4. Descriptive notes

VII. Journal Functionality Modifications - The Journal functionality will be modified as follows:

A. Add the following items to the Type dropdown list:
    1. AA/NA attendance
    2. Appointment,
    3. Case management notes
    4. Probation notes
    5. Provider/partner notes.
B. Create print functionality for Journal Notes, and allow for sorting and filtering by column headings.
C. Allow user to choose phase level when phase promotion or demotion is selected.
D. Revise Status options to include the following:
    1. Active
    2. Inactive
    3. Graduated
    4. Terminated
    5. Withdrawn
    6. Transferred
    7. Left for other reasons
E. Allow the capture of Curfew Time and changes to curfew time.
F. Once client is suspended, they cannot be accessed or un-suspended. Allow searching for and editing suspended clients.

VIII. Education Functionality Modifications - The existing education feature will be modified as follows:

A. Add a “Currently Enrolled?” checkbox.
B. Add field indicating where enrolled and type of program. Options to include:
    1. Regular school environment
    2. Alternative school environment

    3. GED program/classes
    4. Vo-tech school environment
    5. Home school
    6. Other

C. Add capability to track enrollment and calculate number of schools attended.
D. Add capability to indicate reason why not currently enrolled. Options to include:
    1. Suspended
        a. Reason
    2. Expelled
        a. Reason

E. Add the ability to capture Guidance Counselor name and contact information.
F. Add a checkbox to indicate if client has ever been diagnosed with any developmental disabilities.
G. Add a checkbox to indicate if client has ever been diagnosed with any behavior or emotional disorders.
H. Add a checkbox to indicate if client has ever been diagnosed with any learning disabilities.
I. Add a checkbox to indicate if client has ever been diagnosed with any physical disabilities.
J. Add a checkbox to indicate if client has ever been diagnosed with any speech/language problems.
K. Add a checkbox to indicate if client has ever been diagnosed with any hearing/visual problems.
L. Add a section to allow for the capture of most recent standardized test scores including name and date of test.
M. Add functionality to indicate whether client is involved in any extracurricular activities. Options to include
    1. Music
    2. Sports
    3. Clubs
    4. Church
    5. Other

IX. Drug Test Functionality Modifications - The existing Drug Test functionality will be modified as follows:

A. Add the ability to indicate cut offs and capture numeric values for each screen.
B. Modify the existing Drug list to include Methamphetamines, Methadone, and MDMA (Ecstasy).
C. Modify the existing Drug test results dropdown list to include the following items:
    1. False sample
    2. Adulterated sample
    3. Invalid sample

D. Modify the drug test history grid to display positive/negative for individual drugs when more than one drug tested for.

E. Develop edit to compare overall test result to individual test result. Issue warning message for discrepancies.
F. Entries populate to the staffing report in order of data entry not date. Modify existing report query to sort results by the user defined date instead of the system defined date.
G. Develop import function to populate drug screen data from external source.

X. Treatment Plan Functionality Modifications - The existing Treatment Plan functionality will be modified as follows:

A. Modify Session type options in Treatment Plan and Progress Notes functionalities to include the following:
   1. Cultural group
   2. Gender specific group
   3. Group – Adult
   4. Relapse prevention
B. Add the ability to enter discharge summary notes.
C. Enhance the existing Terminated option in the Discharge Reason dropdown list to include the following options:
   1. Not appropriate -Medical
   2. Not appropriate - Psychiatric
   3. Other
D. Modify the existing Treatment Plan report to include additional signature lines and to include title lines for each signature line.
E. Add the ability to sort and filter Progress Notes by date, type of session and clinician.
F. Modify the existing Treatment Plan details functionality to capture the following data elements regarding <u>individual counseling</u> sessions:
   1. Attendance:
      a. On time
      b. Late
      c. No show
      d. Excused
      e. Left early
   2. Intervention utilized:
      a. Cognitive behavioral
      b. Rational emotive
      c. Grief/crisis counseling
      d. Reality therapy
      e. Moral Reconation Therapy
      f. Motivational interviewing
      g. Non-specific/other
   3. Location of service:
      a. Treatment center
      b. Home
      c. Jail/detention
      d. Court

        e. School
        f. Other
    4. Add functionality to automatically calculate length of session

G. Modify the existing Treatment Plan details functionality to capture the following data elements regarding <u>group counseling</u> sessions:
    1. Attendance:
        a. On time
        b. Late
        c. No show
        d. Excused
        e. Left early
    2. Format
        a. Educational
        b. Didactic
    3. Intervention utilized:
        a. Cognitive behavioral
        b. Rational emotive
        c. Grief/crisis counseling
        d. Reality therapy
        e. Moral Reconation Therapy
        f. Motivational interviewing
        g. Non-specific/other
    4. Add functionality to automatically calculate length of session.

H. Modify the existing Treatment Plan details functionality to capture the following data elements regarding <u>family counseling</u> sessions:
    1. Participants:
        a. Client
        b. Mother
        c. Father
        d. Guardian
        e. Spouse/significant other
        f. Children
        g. Grandparent(s)
        h. Siblings
        i. Other
    2. Attendance:
        a. On time
        b. Late
        c. No show
        d. Excused
        e. Left early
    3. Format
        a. Educational
        b. Didactic
    4. Intervention utilized:
        a. Cognitive behavioral

        b. Rational emotive
        c. Grief/crisis counseling
        d. Reality therapy
        e. Moral Reconation Therapy
        f. Motivational interviewing
        g. 12-Step
        h. Non-specific/other
    5. Add functionality to automatically calculate length of session.
I. Generate journal record as type “Treatment Plan” to capture date ordered, treatment number and provider.

XI. Incentives and Sanctions Functionality Modifications - The existing Incentives and Sanctions functionality will be modified as follows:

A. Use a dropdown box for Incentive type. Options should include:
    1. Praise from bench
    2. Fee reduction
    3. Rocket docket/other expedited process
    4. Modification of program requirements – decrease intensity
    5. Phase advancement
    6. Curfew extension
    7. Tangible reward
    8. Other
B. Add a dropdown box for Reasons for incentive. Options should include:
    1. Phase completion
    2. Overall program compliance
    3. Reached program goal
    4. Reached personal goal
    5. Other
C. Use a dropdown box for Sanction type. Options should include:
    1. Warning/admonishment from bench
    2. Modification of program requirements – increase intensity
    3. Phase demotion
    4. Curfew reduction
    5. Detention/jail time
        a. Length of time
    6. House arrest
        a. Length of time
    7. Fine
    8. Writing assignment
    9. Community service
        a. Time
        b. Type
    10. Other

D. Add a dropdown box for Reasons for sanction. Options should include:
    1. Missed treatment event
    2. Missed court event
    3. Failed to meet program requirements
    4. Failed drug test
    5. Re-offended/new criminal charges
    6. Other
E. Entries populate to the staffing report in order of data entry not date. Modify existing report query to sort results by the user defined date instead of the system defined date.
F. Add edit feature.

XII. Fees Functionality Modifications - The existing Fees functionality will be modified as follows:

A. Add the ability to automatically replicate a fee for each week within a specified date range.
B. Add a field for Payment completion date.
C. Modify the existing Fee type dropdown list to include Restitution.

XIII. Community Service Functionality Modifications - The existing Community Service functionality will be modified as follows:

A. Formalize the Hours assigned field and allow for assignment of time in 15 minute increments.

XIV. Ancillary Services Functionality - A new Ancillary Services module will be created to meet the following requirements.

A. Add the ability to capture the following information regarding a client's involvement in adjunctive services received while in drug court.
    1. Type of service:
        a. Anger management
        b. Couples therapy
        c. Vocational education
        d. Parenting classes
        e. Other
    2. Provider of service
    3. Location of service
    4. Duration of service
B. Add functionality to allow these actions to populate the Journal.

XV. Continuing Care Functionality Modifications – The existing Continuing Care module will be modified as follows:

A. The name of the module will be changed to "Follow Up."
B. The module name will be added to the heading section.

C. Define “DOC.” (Date of Completion? Graduation/Separation date?)
D. Allow for capture of multiple arrest and conviction information.
E. Add ability to capture date of last use of drugs or alcohol.
F. If relapse and a new drug are indicated, the options should be as follows:
    1. Marijuana
    2. Alcohol
    3. Methamphetamine
    4. Methadone
    5. MDMA (Ecstasy)
    6. Amphetamines
    7. Cocaine
    8. Barbiturates
    9. Heroin
    10. Hallucinogens
    11. Opiates
    12. PCP
    13. Benzodiazepines
    14. Inhalants
    15. Prescription medication
        i. Add ability to note type
    16. Other
G. Add ability to capture frequency of use information.
H. Add question: “Are you currently in treatment?”
I. If “Yes” is indicated, add ability to capture treatment type.
J. Add ability to capture estimated monthly income.
K. Add ability to capture information regarding quality of life status.

XVI. Case Management Reporting Functionality – Functionality should be added to allow users to generate reports containing the following information:

A. Active/Inactive Status. Create a new report to list clients by active/inactive status.
B. Admit Date. Create a new report to list clients by admit date
C. Alphabetical Roster. Create a new report to list clients in alphabetical order.
D. Clean Drug Screen Report. Create a new report to list clients with negative test results.
E. Dirty Drug Screen Reports. Create a new report to list clients with positive test results to include the drugs for which the client tested positive.
F. Drug Test Results Report. Create a new report that shows the average number of failed drug tests by client by phase.
G. Continuous Sobriety Report. Create a new report that shows length of sobriety information for each for each client.
H. Community Service Outstanding. Create a new report to list clients by outstanding community service hours.
I. Community Service Report. Create a report that shows community service hours by client and phase.
J. Curfew report. Create a new report show curfew times by client and phase.

K. Drug(s) of Choice (most frequently used, and preferred use). Create a report to list clients by drug of choice, i.e., drug most frequently used and drug preferred to use.
L. Employment Report. Create a report that shows employment history by client, type, length of employment and reason for leaving (if applicable.)
M. Fees Outstanding. Create a new report to list clients by outstanding fee amounts and last payment date.
N. Gender. Create a new report to show clients by gender.
O. Louisiana Rehabilitation Services (LRS) Status. Create a new report to show clients by LRS status.
P. Medical Exam Status. Create a new report to indicate clients by status of medical exams.
Q. Health Insurance. Create a new report to list clients by insurance type.
R. Incentives Report. Create a report that shows incentives by client, type, phase and reason.
S. Medicaid Eligible. Create a new report to list clients by Medicaid eligibility status.
T. Phase Roster. Create a new report to show clients by phase.
U. Phase Demotions. Create a new report to list clients by recent phase demotions.
V. Phase Promotions. Create a new report to list clients by recent phase promotions.
W. Parish of Residence. Create a new report to list clients by parish of residence.
X. Referral Source Report. Create a report that summarizes the number and percentage of individuals referred by source.
Y. Rejection Report. Create a report that shows the number of individuals declined by reason, instant charge and referral source.
Z. Sanctions Report. Create a report that shows sanctions by client, type, phase and reason.
AA. School Report. Create a report that shows school status by client, type and outcome (Degree? Certificate?)
BB. Screening Report. Create a report that shows the number of individuals screened for eligibility (clinical and legal).
CC. Status Hearing Report. Create report related to status hearings scheduled with attendance for each client and showing number of status hearings by client by phase.
DD. TANF Eligibility. Create a new report to list TANF eligible clients with recertification date, in date order.
EE. Treatment Discharge. Add ability to create discharge narrative report for each client.

XVII. Program Management Reporting Functionality – Functionality will be added to allow for the creation of the following Program Management Reports:

A. **Performance Measures**
   1. Case Processing Time Report.
      a. Time between referral and admit for program (average), and by client, instant charge, referral source and other variables.
      b. Time between admit and successful completion for program (average), and by client, instant charge, substance abuse history and other variables.
      c. Time in phase by phase for program (average), and by client, instant charge, substance abuse history and other variables.

2. Retention Report. Create a new report that calculates the ratio of clients who graduate to clients who enter the program for a particular date range.
3. Continuous Sobriety Report. Create a new report that shows average length of sobriety during a particular date range.
4. Drug Test Results Report. Create a new report that shows the average number of failed drug tests by phase by type of drug.
5. In Program Recidivism. Create a report that shows the rate of arrests for program participants. The report should include the length of time from date of admission to date of arrest, days between arrest, offense, offense type, and disposition (Charge accepted? Convicted?).
6. Client Follow Up Report. Create a report that summarizes information obtained in client follow up surveys.
7. Units of Service Report. Create a report that shows the hours and type of treatment and ancillary services received by clients by phase.

XVIII. Staffing Report Wizard Functionality - The Staffing Report module will be modified to allow a user to select the data elements and display order to be printed on the Staffing Report. The data elements available for selection will be as follows:

A. AA/NA attendance
B. Admit date
C. Case manager
D. Client name
E. Community service hours outstanding
F. Curfew time
G. Age/date of birth
H. Date entered by phase
I. Drug(s) of choice/preferred drug
J. Drug screen date/drug test results last 10 screens
K. Education level
L. Employment status
M. Fees outstanding
N. Incentives: last 5
O. Sanctions: last 5
P. Last status hearing date
Q. Next status hearing date
R. Phase
S. Picture
T. Instant charge
U. Subsequent charges
V. Probation end date
W. Probation officer
X. Recommendations
Y. Referral source
Z. Referral contact
AA. School status

BB. Time in phase
CC. Time in program
DD. Treatment counselor

XIX. Miscellaneous System Modifications – Functionality will be created to support the following activities:

A. Allow users to access data on declined individuals, current clients, completers and non-completers. Modify the existing search application to return client information regardless of client status.
B. Allow users to update information for all clients, active or otherwise.
C. Create a new Group Action Wizard to specify AA/NA Attendance for group of clients.
D. Create a new Group Action Wizard to specify a Court Date for a group of clients.
E. Create a new Group Action Wizard to input a Court Report for a group of clients.
F. Create a new Group Action Wizard to specify a Drug test color for a group of clients.
G. Create a new Group Action Wizard to specify a Drug test schedule for a group of clients.
H. Create a new Group Action Wizard to input Drug test results for a group of clients.
I. Create a new Group Action Wizard to input Probation notes for a group of clients.
J. Create a new Group Action Wizard to specify a Treatment/Group counseling schedule for a group of clients.
K. Modify all dropdown boxed such that items appear in alphabetical order.
L. Create system alerts to signal the following:
    1. missed court dates
    2. missed appointments/treatment sessions
    3. TANF recertification
    4. pending status for more than 21 days
    5. password change
M. Add spell check capability to all screens.
N. Modify the application page headers such that the primary navigation bar is anchored to the top of the browser window and is always visible.
O. Add the ability to disable system users and remove them from the dropdown list of current system users.
P. Modify screens and report to display client name on subsequent screens and report pages.
Q. An administrator can lock out a user when the user is still assigned to client and the locked-out user can still be assigned to a client. Remove the "Locked?" option for case managers that are assigned to one or more clients and filter the manager dropdown list to show only enabled/active users.
R. Updates and refreshes on many pages are excessively slow, particularly for courts with a large number of clients. Bring response times down typical to web based case management systems and to a level acceptable to end users. Improvement should be measurable and satisfactory to administrator.
S. Users are stored and authenticated within the database. AD/ADFS integrated authentication needed.
T. Client photographs are stored as image files on the web server. Import and store all images in the database.

U. State is maintained by client cookies. Store state information in the database or a method by which web server load balancing is supported.
V. Application is currently compatible with asp.net v1.1. Modify application to be fully compatible with asp.net v3.5 or built upon the Microsoft Office SharePoint Server 2007 platform. At a minimum, the application must be compatible to run within the SharePoint interface and support single sign-on with SharePoint, allowing the user to navigate the SharePoint sites and menus without re-authenticating.
W. The SCDCO super-user account cannot perform specific maintenance tasks. Allow the account to perform the following tasks:
   1. add new courts
   2. delete clients
   3. transfer clients between courts
   4. change client status
   5. change client admit date
X. There is no method for a user to transfer clients between users. Create an interface whereby a local administrator can transfer clients between users.
Y. There is no procedure for archiving terminated users to archive database. Develop an archival plan/procedure. Archived data must be accessible.
Z. Create inactivity time out function. Transfer to signon screen with timed out message.
AA. Modify all date fields so that functionality is consistent. All dates must be in the proper format mm/dd/yyyy and have the calendar icon option for date selection.
BB. For all pages with a history section, initially display the page without history. Create an option to select history; either the entire history or from a specified starting point. Pages affected include:
   1. Journal
   2. Drug Test
   3. Incentives/Sanctions
   4. Community Service
   5. Fees
CC. Create a new user role "Staff" with no default rights. Administrator to assign rights at user creation.

XXI. New CASI Functionality
   A. Create new database table and screen to capture url link to CASI evaluation web page.