

# Electronic Disposition Reporting

HCSS section

## I. Getting Started

To get to the EDR program, select **Integrated Court Management Systems**. Then choose the file set that you want to work in (District files, County files, etc....) from the list available. Then select **Inquiry/Update Procedures**. From the next menu, select **Electronic Disposition Reporting**. You will be then taken to the EDR main menu, where there are seven options to choose from. Those options are described in the rest of this manual.

## II. Work with ID and Arrest Records

This option is used to view and create ID, ID Supplement, and Arrest records. To view the ID records, select **Work with ID and Arrest Records**, then select **Scan Thru ID Records**. If there are records to be viewed, it will bring up the first available record, otherwise it will tell you there are no records to be viewed.

Once the first ID record is open, use the **Previous ID** and **Next ID** buttons to scan thru the ID records. From here you can view any ID Supplemental and Arrest records related to this ID record, as well as print out any of the records on the screen.

From the Arrest record screen, you can create either a prosecution record or a court record for submission. This will bring the applicable data over from the arrest record into a blank prosecution or court record, and you will then be required to fill in the rest of the data, which is explained how in the next two chapters.

## III. Work with Prosecution Records

This option is used to view and create Prosecution records. To view the prosecution records, select **Scan Thru Prosecution Records**. If there are records to be viewed, it will bring the first record up on the display screen, otherwise it will tell you there are no records to be viewed.

Once the first prosecution record is open, use the **Previous** and **Next** buttons to scan thru the records. You also have the option to print out any Prosecution records from this screen. From the prosecution record screen, you also have the option to create a court record for submission. This will not only bring over the applicable data from the prosecution record, but also look for any ID and Arrest records that apply. You will then need to fill in the remaining data on the court record, which is explained how in the next chapter.

To build a prosecution record from scratch, select **Build Prosecution Record** from the prosecution menu. This will bring up an empty prosecution record, where you will need to fill in the data. If you are not sure of the offense number, pressing the **Select Offense No** button will bring up a list of available offense numbers. If the number you are looking for is not in the list, then your list may need to be updated. Contact HCSS and let them know. Once you are done filling in the information, press **Process Record** to get the record ready to be submitted to DPS. Although the program cannot validate everything, it does it's best to check for possible errors. If there are errors, a warning screen will appear telling you which fields are incomplete. The record will not be accepted by the program till all the fields are validated.

## IV. Work with Court Records

This option is used to view and create Court and Court Supplement records. To view either of the records, select the appropriate **Scan....** from the court menu. If there are records to be viewed, it will bring the first record up on the display screen, otherwise it will tell you there are no records to be viewed.

Once the first record is open, use the **Previous** and **Next** buttons to scan thru the records. From the court record screen, you also have the option to create a court supplement record for submission. This will bring over any applicable data from the court record, and you will then be required to fill in the rest of the data. Once all the data is complete, press **Process Record** to get the record ready to be submitted to DPS. Although the program cannot validate everything, it does its best to check for possible errors. If there are errors, a warning screen will appear telling you which fields are incomplete. The record will not be accepted by the program till all the fields are validated.

To build a court record from scratch, select **Build Court Record** from the prosecution menu. This will bring up an empty court record, where you will need to fill in the data. If you are not sure of the offense number, pressing the **Offense No** button will bring up a list of available offense numbers. If the number you are looking for is not in the list, then your list may need to be updated. Contact HCSS and let them know. If you are not sure of the disposition number, pressing the **Disposition No** button will bring up a list of available disposition numbers. Again, if the number you are looking for is not in the list, then your list may need to be updated. Once you are done filling in the information, press **Process Court Record** to get the record ready to be submitted to DPS. Although the program cannot validate everything, it does its best to check for possible errors. If there are errors, a warning screen will appear telling you which fields are incomplete. The record will not be accepted by the program till all the fields are validated.

## **V. Process Return File**

This option is used after you have downloaded the return file from DPS. This is the file that contains all of the records that you sent in to be checked for errors and loaded into the DPS database. It will also include any new ID, ID Supplemental, and Arrest records that pertain to you. Selecting this option will pop up a screen asking for a filename. Simply type in the name of the file that you downloaded and saved into the EDR folder. Once you have the filename entered, pressing the **Process Filename** button will bring all of the records from that file into the HCSS program for your viewing. It will also print out a summary report letting you know if the records were accepted into the DPS system or if there were errors that you need to fix. If there were errors, **chapter IX** explains what those errors are and how they can be corrected.

## **VI. Build Today's Submission Text File**

This option is used after you are finished creating your prosecution and court records for the day. Selecting this option will create a text file in the EDR folder with the naming format Iyyyymmdd.TXT which will contain all the files you have flagged ready for submission to DPS. This will be the file that you send to DPS. Usually you will select this option towards the end of the day.

## **VIII. View EDR Settings**

You will rarely ever select this option. The settings found here are set during the install of the CJIS program by a HCSS technician and need not be changed unless your CJIS

identifications are changed by DPS.

### IX. Fixing Errors on the Record

The first thing you need to do is find the record that has the errors on it and display it on the screen. You will know which one it is because in the top right corner of the record screen, there will be a message displayed either reading **RETURNED** or **FIX ERRORS**. If the message reads **FIX ERRORS**, then the error box on the bottom of the record screen will contain a bunch of 0's and 1's (mostly 0's). The 1's represent the field with the error. To list out what fields have the errors, press the **List Out Errors** button. This will pop up a small screen giving the field names of those fields that contain errors. Once you have all the field names of those with errors, navigate to those fields and fix the error. Once all the errors have been fixed, press the **Reprocess Record** button and the record will be put back on the list of records to be submitted to DPS. If you are not sure about an error, don't hesitate to call HCSS or a tech at the CJIS department.

### X. Error Lists

#### Prosecution Record:

- 1 MAKE
- 2 ENTRY DATE
- 3 ORG ID
- 4 DPS/SID NO
- 5 filler
- 6 TRACKING NO
- 7 SEQUENCE
- 8 ARREST DATE
- 9 TRACKING SUFFIX
- 10 ORIG PROSECUTOR
- 11 REJECTED DATE
- 12 PROSECUTOR ACTION
- 13 OFFENSE CHAR
- 14 OFFENSE NO
- 15 LEVEL/DEGREE
- 16 LENGTH

#### Court Record:

- |   |             |    |                  |
|---|-------------|----|------------------|
| 1 | MAKE        | 9  | TRACKING SUFFIX  |
| 2 | ENTRY DATE  | 10 | FINAL PLEA       |
| 3 | ORG ID      | 11 | ORIG COURT       |
| 4 | DPS/SID NO  | 12 | DISPOSITION DATE |
| 5 | filler      | 13 | OFFENSE CHAR     |
| 6 | TRACKING NO | 14 | OFFENSE NO       |
| 7 | SEQUENCE    | 15 | LEVEL/DEGREE     |
| 8 | ARREST DATE | 16 | DISPOSITION NO   |
|   |             | 17 | SENTENCE DATE    |

18	PROVISION NO	18	PROGRAM TYPE 4
19	APPEAL DATE	19	PROGRAM NAME 4
20	APPEAL DISP NO	20	PROGRAM TYPE 5
21	FINAL APPEAL DECISION	21	PROGRAM NAME 5
22	MULTIPLE SENTENCES	22	SENTENCE DATE
23	CITATION		
24	AGENCY REC CUSTODY		
25	SENT SUSPENDED FINE		
26	FINE		
27	COURT COST		
28	LENGTH		
29	CONFINEMENT		
30	NAME		
31	SEX		
32	RACE		
33	DATE OF BIRTH		
34	JUVENILE		
35	SENT SUPENDED TIME		
36	PROBATION		

**Court Supplement Record:**

1	MAKE
2	ENTRY DATE
3	ORG ID
4	DPS/SID NO
5	filler
6	TRACKING NO
7	SEQUENCE
8	ARREST DATE
9	TRACKING SUFFIX
10	STATUS CHANGE
11	LENGTH
12	PROGRAM TYPE 1
13	PROGRAM NAME 1
14	PROGRAM TYPE 2
15	PROGRAM NAME 2
16	PROGRAM TYPE 3
17	PROGRAM NAME 3