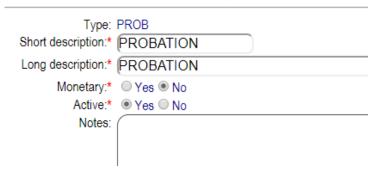# Requirements

Requirement Types

Requirement types are tables that hold requirement codes for that particular type.

Requirement Types
Select a requirement type to view entries

Type	Description	Active ▲
Add a new entry		
🔒 PROG	PROGRAMS	Yes
🔒 FEES	PROBATION FEES	Yes
🔒 PROB	PROBATION	Yes
🔒 PL	PLACEMENT THROUGH PROBATION	Yes
🔒 PLAN	Permanency Plans	Yes
🔒 EQ	EQUIPMENT	Yes
🔒 PLAC	DCS PLACEMENT	Yes
🔒 COM	COMMITMENTS	Yes
🔒 CFEE	CLERK FEES	Yes

To add a new Requirement Type:

Requirement Type Details
Entry details

Type: PROB
Short description:* PROBATION
Long description:* PROBATION
Monetary:* ○ Yes ● No
Active:* ● Yes ○ No
Notes:

- **Type** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Once you have added a new Requirement Type, you can add codes to it. Click on the description to add codes.

Requirement Code Details:

Requirement Code Details
PROBATION

Code: FPO
Short description:* Formal Prob
Long description:* FORMAL PROBATION
Monetary:* ○ Yes ● No
Active:* ● Yes ○ No
Notes:

- **Type** – Choose a code. It can be 1-4 characters.

- **Short description** – The short description can be up to 15 characters

- **Long description** – The long description is what the users see, it can be up to 50 characters long.

- **Notes** – You can enter specific codes here. The code options can be found in the Defaults Table: Requirements.

Requirement code default values:

This is just documentation for what defaults can be added in the notes field of a requirement code.

These entries will show up as a requirement code is selected when adding a new requirement (except in expert mode).

Note: Frequency is in the generic validation table. Types are in the requirement transaction type table. Requirement type and requirement code are in the requirement codes table and will be automatically added whenever the base requirement is added.

```
assessmentFrequency=????
assessmentType=????
assessmentAmount=???.??
initialType=????
initialAmount=???.??
auto.1=requirementType/requirementCode
auto.2=requirementType/requirementCode
auto.3=requirementType/requirementCode
```

Code: ELEC
Short description:* ElecMontFee
Long description:* Home Detention - GPS Electronic Monitoring Fee
Monetary:* ● Yes ○ No
Active:* ● Yes ○ No
Notes:
```
initialType=assd
initialAmount=7.00
assessmentFrequency=day
assessmentType=assd
assessmentAmount=7.00
color=green
sortLevel=40
```

Any time this requirement is added it automatically adds this requirement

Code: SDJ
Short description:* Secure-Johnson
Long description:* Secure Detention - Dickinson Juvenile Detention
Monetary:* ○ Yes ● No
Active:* ● Yes ○ No
Notes:
```
auto.1=fee/cosj
```

The following determines whether or not balances from this requirement will be included in the total on the list requirements screen.
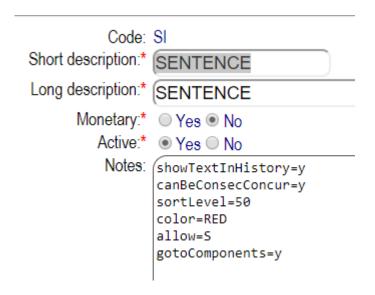
skipBalanceInTotal=<y/n>

The following determines whether or not notes from this requirement will be included on the list requirements screen.

skipNotes=<y/n>

The following determines whether or not text from this requirement will be included on the history, ccs, etc. screens.

showTextInHistory=<y/n>

Code: SI

Short description:* SENTENCE

Long description:* SENTENCE

Monetary:* ○ Yes ⦿ No

Active:* ⦿ Yes ○ No

Notes:
```
showTextInHistory=y
canBeConsecConcur=y
sortLevel=50
color=RED
allow=S
gotoComponents=y
```
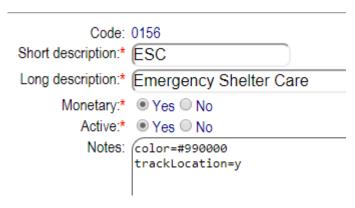
The following determines whether or not the requirement can be included in consecutive/concurrent settings.

canBeConsecConcur=<y/n>

The following activates the tracking of the location a person has been moved around to while on the requirement (intended primarily for juvenile placements).

trackLocation=y

Code: 0156

Short description:* ESC

Long description:* Emergency Shelter Care

Monetary:* ⦿ Yes ○ No

Active:* ⦿ Yes ○ No

Notes:
```
color=#990000
trackLocation=y
```

The following activates the extended functionality of a requirement to include Requirement attributes, phases, treatments, sanctions and incentives (originally added for drug court).

extended=n

Also added for drug court, the following will include demographics, drug screens and contacts on the requirement detail screen in printer friendly mode.

If showDrugScreens is true, defaultDrugScreenDays can be used to control the number of previous days of drug screens to display.

showDrugScreens=<y/n>

defaultDrugScreenDays=<number of past days to display>

showContacts=<y/n>

showDemo=<y/n>


```
                  Code: DTC
     Short description:* Drug Court
      Long description:* Drug Court
             Monetary:*  ○ Yes ● No
               Active:*  ● Yes ○ No
                Notes:  color=brown
                        extended=y
                        showDrugScreens=y
                        showContacts=y
                        showDemo=y
                        defaultDrugScreenDays=60
                        gotoAttributes=y
                        attributePrompt=Mark the problem solving court
                        phase/colors and any other special conditions as
                        appropriate.
                        sortLevel=3
```


The following determines the color the requirement will display on various screens

color=<valid html color>

The following determines if the requirement attribute screen will be shown automatically after this requirement is added

gotoAttributes=<y/n>

The following determines if the requirement components screen will be shown automatically after this requirement is added

gotoComponents=<y/n>

The following determines the prompt the user will see on the requirement attribute screen for this requirement

attributePrompt=<any text you want>

The following determines the sort level used for this requirement when displayed on the List Requirements screen or the Payment screen. This is meant to specify the priority, or order, in which Requirements are to be paid. The sortLevel can be set to any alphanumeric value.

sortLevel=<any alphanumeric value>

Also, see notes under the REQSTATUTES default table entry if your jurisdiction allows statutes to be tied to requirements.

The following determines whether the requirement in question will show order book information as well as be included in the requirements order book. The default is no.

showOrderBookInfo=<y/n>

```
                 Code: JUDG
    Short description:* Judgment
    Long description:*  Judgment
            Monetary:* ● Yes ○ No
              Active:* ● Yes ○ No
               Notes: initialType=ASSD
                      initialAmount=
                      color=green
                      sortLevel=07

                      showOrderBookInfo=y
```

Default payee is required. The default is no.

requireDefaultPayee=<y/n>

Hide periodic assessments (type/frequency/amount). The default is no.
hideFrequency=<y/n>

Requirement Transactions:

Most financial requirements will have at least 3 requirement transaction types, Assess, payment, waive.

Requirement transaction types

Code	Version	Status	Tran type	Accts	Description
ASSD	1	Production	ASR	〰	Assess GAL Fee
PAY	1	Production	PMTR	〰	Pay GAL Fee
WAIV	1	Production	DCR	〰	Waive GAL Fee

Assessment for a requirement

When you assess a fee, you debit the A/R and credit the Income account.

Requirement Transaction Type
Entry details

Type: Sanction
Code: GAL Fee
Transaction code: ASSD
Version: 1
Status:* P - Production status ▾
Transaction type: Assessment for a requirement
Short description:* AssessGAL
Long description:* Assess GAL Fee

Acct Code	Description	Acct Options	Acct type	Credit	Debit
R23900.05	GAL Fee Due	〰	A/R		100%
I23900.05	GAL Fee Assessed	〰	Income	100%	
Total				**100%**	**100%**

Payment on a requirement

When you take a payment, you debit the Asset account and credit the A/R.

Type: Sanction
Code: GAL Fee
Transaction code: PAY
Version: 1
Status:* P - Production status ▾
Transaction type: Payment on a requirement
Short description:* PayGAL
Long description:* Pay GAL Fee

Acct Code	Description	Acct Options	Acct type	Credit	Debit
R23900.05	GAL Fee Due	〰	A/R	100%	
11120	Undeposited Funds for Clerk	〰	Asset		100%
Total				**100%**	**100%**

Debit/Credit for a requirement

When you waive a fee you debit the
Waived Expense account and credit the
A/R.

Type: Sanction
Code: GAL Fee
Transaction code: WAIV
Version: 1
Status:* P - Production status ▼
Transaction type: Debit/Credit for a requirement
Short description:* Waive GAL
Long description:* Waive GAL Fee

Acct Code	Description	Acct Options	Acct type	Credit	Debit
R23900.05	GAL Fee Due	⤶	A/R	100%	
W23900.05	GAL Fee Waived	⤶	Expense		100%
Total				100%	100%

You can click on an existing requirement, then click on each of the requirement types. For example, if I've added a new fee and want to copy these three transaction types, I click on the code I wish to copy. In this example the ASSD. This brings up the Requirement Transaction Type Entry details screen. I click the New button to copy it.
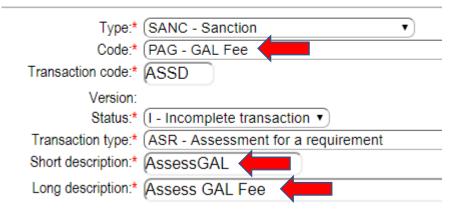
Requirement transaction types

Code	Version	Status	Tran type	Accts	Description
ASSD	1	Production	ASR	⤶	Assess GAL Fee
PAY	1	Production	PMTR	⤶	Pay GAL Fee
WAIV	1	Production	DCR	⤶	Waive GAL Fee

Requirement Transaction Type Entry details

Change the code to the requirement
code you are adding.

Change the Short Description and the
Long Description to match the fee you
are assessing.

Click the Update button to continue.
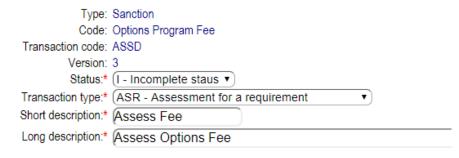
Type:* SANC - Sanction ▼
Code:* PAG - GAL Fee
Transaction code:* ASSD
Version:
Status:* I - Incomplete transaction ▼
Transaction type:* ASR - Assessment for a requirement
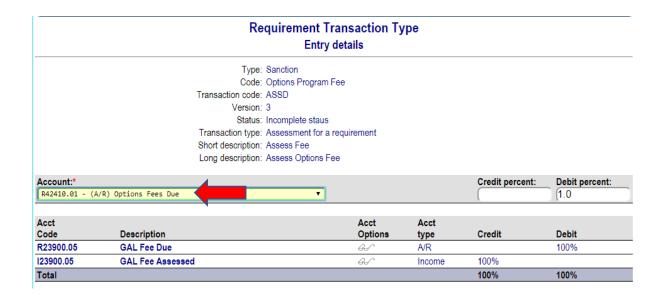Short description:* AssessGAL
Long description:* Assess GAL Fee

Click on each of the accounts and select the new fee instead of this fee.

Make sure you are selecting the same type of account.

Type: Sanction
Code: Options Program Fee
Transaction code: ASSD
Version: 3
Status:* I - Incomplete staus ▼
Transaction type:* ASR - Assessment for a requirement ▼
Short description:* Assess Fee
Long description:* Assess Options Fee

Acct Code	Description	Acct Options	Acct type	Credit	Debit
Add a new account entry					
R23900.05	GAL Fee Due	✍	A/R		100%
I23900.05	GAL Fee Assessed	✍	Income	100%	
Total				100%	100%

Requirement Transaction Type
Entry details

Type: Sanction
Code: Options Program Fee
Transaction code: ASSD
Version: 3
Status: Incomplete staus
Transaction type: Assessment for a requirement
Short description: Assess Fee
Long description: Assess Options Fee

Account:*
R42410.01 - (A/R) Options Fees Due ▼

Credit percent:
Debit percent: 1.0

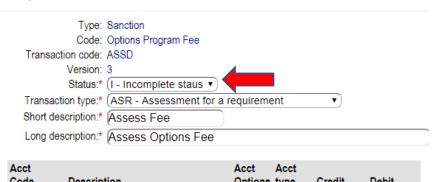| Acct Code	Description	Acct Options	Acct type	Credit	Debit
R23900.05	GAL Fee Due	✍	A/R		100%
I23900.05	GAL Fee Assessed	✍	Income	100%	
Total				100%	100%

Click the **Update** button to save your work.

Change the next account. Make sure you've selected the income account.

Change the status to Test and click Update.

Change the status to Production and click Update.

Do this with the Payment and Waived transactions to get all 3 for your new fee.

Type: Sanction
Code: Options Program Fee
Transaction code: ASSD
Version: 3
Status:* I - Incomplete staus ▼
Transaction type:* ASR - Assessment for a requirement ▼
Short description:* Assess Fee
Long description:* Assess Options Fee

Acct Code	Description	Acct Options	Acct type	Credit	Debit
Add a new account entry					
R42410.01	Options Fees Due	✍	A/R		100%
I42410.01	Options Fees Assessed	✍	Income	100%	
Total				100%	100%

Requirement transaction templates

In the event you need to assess multiple accounts at the same time, you can create a requirement transaction template.

Requirement transaction templates					
Code	Version	Status	Tran type	Accts	Description
JUV	1	Production	ASR	ᴓᵥ	Juvenile Cases $176 after 7-1-17
JUVH	1	Production	ASR	ᴓᵥ	Juvenile Cases $88 after 7-1-17 (Half)
PATC	1	Production	ASR	ᴓᵥ	Circuit Paternity Cases $196 after 7-1-17
PATD	1	Production	ASR	ᴓᵥ	Superior Paternity Cases $196 after 7-1-17

You still have to set up your payment and waive transactions. One for each account.

Requirement transaction types					
Code	Version	Status	Tran type	Accts	Description
EFJP	2	History	PMTR	ᴓᵥ	eFile Pay Court Cost JP 7/1/17
EJPC	1	Production	PMTR	ᴓᵥ	eFile Pay Circuit Court Cost JP 7/1/17
EJPD	1	Production	PMTR	ᴓᵥ	eFile Pay Superior Court Cost JP 7/1/17
P01	1	Production	PMTR	ᴓᵥ	Pay County Court Costs Fee
P02	1	Production	PMTR	ᴓᵥ	Pay Document Storage Fee
P03	1	Production	PMTR	ᴓᵥ	Pay Alternative Dispute Resolution
P04	1	Production	PMTR	ᴓᵥ	Pay City/Town Court Costs
P05	1	Production	PMTR	ᴓᵥ	Pay State Court Costs
P06	1	Production	PMTR	ᴓᵥ	Pay Automated Record Keeping Fee
P07	1	Production	PMTR	ᴓᵥ	Pay Public Defense Administration
P08	1	Production	PMTR	ᴓᵥ	Pay Judicial Salaries
P09	1	Production	PMTR	ᴓᵥ	Pay Administrative Fee
P10	1	Production	PMTR	ᴓᵥ	Pay Judicial Insurance Adjustment Fee
RJP	2	Production	DCR	ᴓᵥ	Refund eFile JP Payment $196
W01	2	Production	DCR	ᴓᵥ	Waive County Court Costs Fee
W02	1	Production	DCR	ᴓᵥ	Waive Document Storage Fee
W03	1	Production	DCR	ᴓᵥ	Waive Alternative Dispute Resolution
W04	1	Production	DCR	ᴓᵥ	Waive City/Town Court Costs
W05	1	Production	DCR	ᴓᵥ	Waive State Court Costs
W06	1	Production	DCR	ᴓᵥ	Waive Automated Record Keeping Fee
W07	1	Production	DCR	ᴓᵥ	Waive Public Defense Administration
W08	1	Production	DCR	ᴓᵥ	Waive Judicial Salaries
W09	1	Production	DCR	ᴓᵥ	Waive Administration Fee
W10	1	Production	DCR	ᴓᵥ	Waive Judicial Insurance Adjustment Fee

The assessment transactions are simply clicking from a list of all the A/R accounts which accounts may be used in the templates.

Assessment A/R accounts	
Code	Description
R8003.03	Alternative Dispute Resolution Due
R8004.02	Automated Record Keeping Fee Due
R8003.04	City/Town Court Costs Due
R8003.01	County Court Costs Due
R8004.05	Court Administrative Fee Due
R8003.02	Document Storage Fee Due
R8004.06	Judicial Insurance Adjustment Due
R8004.04	Judicial Salaries Due
R8004.03	Public Defense Administration Due
R8004.01	State Court Costs Due

Then you set up your template. How much money does each account get.

Requirement Transaction Template
Entry details

Type: CLERK FEES
Code: Court Costs
Transaction code: PATC
Version: 1
Status:* P - Production status ▼
Transaction type: Assessment for a requirement
Short description:* Juvenile
Long description:* Circuit Paternity Cases $196 after 7-1-17

Acct Code	Description	Acct Options	Acct type	Credit	Debit
R8003.05	Alternative Dispute Resolution Due		A/R		$20.00
R8004.02	Automated Record Keeping Fee Due		A/R		$20.00
R8003.04	City/Town Court Costs Due		A/R		$3.60
R8003.01	County Court Costs Due		A/R		$32.40
R8004.05	Court Administrative Fee Due		A/R		$5.00
R8003.02	Document Storage Fee Due		A/R		$5.00
R8004.06	Judicial Insurance Adjustment Due		A/R		$1.00
R8004.04	Judicial Salaries Due		A/R		$20.00
R8004.03	Public Defense Administration Due		A/R		$5.00
R8004.01	State Court Costs Due		A/R		$84.00
Total				$0.00	$196.00