

# Contents

- GENERAL INFORMATION: ..... 3
- ASSESSMENTS: ..... 5
  - Assessment ..... 5
  - Assessment Detail ..... 6
- ATTRIBUTES: ..... 7
  - Case Attributes ..... 7
  - Person Attributes ..... 8
  - Event Attributes ..... 9
- CASE: ..... 10
  - Add case name ..... 10
  - Update Case ..... 11
  - Recommendation ..... 12
  - State decision ..... 13
  - Set a case status ..... 14
  - Add a case note ..... 15
  - Add a case assignment ..... 16
  - End a case assignment ..... 17
  - Add a docket entry ..... 18
  - Add an incident ..... 19
  - Associates person/cases together ..... 20
  - Add deadline ..... 21
  - Complete existing deadline ..... 23
  - Add a warrant ..... 24
  - End a warrant ..... 25
- DOCUMENTS: ..... 26
  - Update Document ..... 26
  - Add a document note ..... 27
  - Send document by email ..... 28
- EVENTS: ..... 29
  - Update Event ..... 29
  - Add Event ..... 30
- FACILITY STAY: ..... 31
  - Add Stay ..... 31
  - Add Stay Reasons ..... 32

Update Stay.....	33
Stay Attributes .....	34
Add Stay Location .....	35
End Stay Reasons .....	36
End Stay.....	37
FILED STATUTES: .....	38
Adds a filed statute .....	38
Updates a plea on all filed statutes .....	39
Updates a disposition on all filed statutes.....	40
REQUIREMENTS: .....	41
Add a requirement.....	41
Adding an Informal Adjustment Requirement .....	43
Adding a Fee Requirement .....	44
Adding a Restitution Requirement .....	47
Add Requirement – check entire case .....	48
Add Transaction .....	49
Adding Court Costs .....	49
Waiving Court Costs.....	50
Adding Community Service Hours .....	51
Update Requirement .....	52
Update All .....	54
Requirement Attribute .....	55
Requirement Sanction .....	56
Add Requirement Location .....	57
Add a contact .....	59
Add a substance Report .....	60
Add a supervision level .....	61

# FF Update

## GENERAL INFORMATION:

One of the many great features in Quest templates is the ability to update information in the system based on the answers given in a document. FF Update is the way to do this.

You don't have to include the lines that you are not using, for example, if you're not going to add a note, you don't need to include the line `note=`. However, I think it is a good idea to include all options and leave the line empty after the `=` so in the future if you wish to add it, it will be there, plus you may forget that line is even an option if you remove them.

**IMPORTANT:** For any entry that is expecting a constant, with the exception of `useDate`, you can specify a variable name by preceding the name with a `^`. For example, if you want to get the value from a variable called `race`, you would specify `^race` instead of a constant. It is up to you to ensure you are using a form function that will produce a valid value.

You can use a table name as the variable and allow the user to select the option from those table entries if the name of that table is 10 characters or less. If it is over 10, you will need to add `@sel/` options.

There are standard prompts that appear in most commands:

### **person=**first | all

---

- First = the first person attached to the document. When you add a document and it brings up the list of names and cases you can attach the document to, the names are listed alphabetically by last name, first name. The person selected first is the person at the top of the list.
- All = will apply the command to every person attached to the document.

If there are multiple people, you may want to default to all and select the particular person some other way, such as `role=` or `assignTo=`.

### **role=**person role on case (blank for all roles)

---

You can choose a specific role to apply this command to, using the codes from the table: [Role in Case \(PERSONROLE\)](#).

In a Paternity or D&N (CHINS) case, if the child has a role of CH and the parents have a role of Petitioner PET or Respondent RES, you could say this goes to the role of CH. However, if you have multiple Respondents in a case it will add the command to every role that matches. If you have multiple people with the same role, you may want to use the `assignTo=` option to select the specific person.

### **assignTo=**variable name using FF People (not required)

---

This is how you can select the particular person to apply the command to. You must choose one of the [FF PEOPLE](#) functions for this to work. See [Person Attribute](#) for an example.

**case=**first | all | newest | oldest | ^varname using FF SelCausFirst

---

- First = the first case attached to this document. Most likely the lowest person ID with the lowest case ID encountered. You may want to use oldest or newest instead.
- All = all cases attached to this document. Case 1, 3, and 5 will all be updated.
- Newest = the newest case attached to this document. Case 5 will be updated.
- Oldest = the oldest case attached to this document. Case 1 will be updated.
- ^varname = if you have a variable in the template you want to use to select the case.

**useDate=**current | variable name

---

- Current = use the date you click the FINISH button on the document.
- Variable name= Use the date of a variable from the document.

This allows you to use a specific date to add the command. For example, if you are adding a case status that says “Adjudicated”, you may want to add the case status as of the date of the hearing where the child was adjudicated (Variable Name), or you may want to use the date of the order, which may be the date you clicked the FINISH button (Current) on the document.

The commands are put into the prompt area.

```
@sel/rec/  
@si/file/@v/up-file/  
@si/dism/@v/up-dism/  
@si/ia/@v/up-ia/  
@endsel/
```

---

Maximum length (over 75 = nomax):\*   Fixed length (ignored for nomax)

Function to execute: List items containing:

▼

Prompt:\* 

```
command=recommendation  
case=case  
role=  
useDate=current  
Recommendation=file
```

## ASSESSMENTS:

### Assessment

**command**=assessment

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**type**=assessment type (always required)

**reason**=assessment reason (required if new)

**scoredLevel**=assessment level based upon score (either level or scoredLevel is required if new)

**level**=final assessment level (either level or scored Level is required if new)

**overrideReason**=reason for override (required if level isn't same as scoredLevel)

**variable**=template variable with score (required if new)

**notes**=if specified, variable with notes you want added to the assessment

This is used to add an assessment from a document you are creating, such as the Detention Screening Tool used in Indiana. In this example, if the answer is detain, we will add an assessment

@sel/fd/FINAL DECISION

@si/fd1/DETAIN @v/F1A1/

@si/fd2/RELEASE @v/F2A2/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
F1A1	@V/	FF UPDATE/00	1	command=assessment person=all role= type=drai reason=asre scoredLevel=rwc level=det overrideReason= variable=total notes=approve

Assessment date/time: 4/13/2018 11:18:28 AM

Assessment type: Detention Risk Assessment Instrument

Assessment reason:\* ASRE - Initial ▼

Overall score: 11

Scored level:\* RWC - Release with Conditions ▼

Assessment level:\* DET - Detain ▼

Override reason: SOO - Seriousness of Offense ▼

## Assessment Detail

**command**=assessmentDetail

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**section**=domain section

**level**=assessment level

**variable**=template variable with score

Note: You must first add the assessment record, so place that FF Update variable first.

After you have added the basic assessment using **command**=assessment, you can add details of that assessment.

You must add a command for each domain section, score, and assessment level.

Variables				
Name	Type	Action	Length	Prompt
Score	@V/		10	Enter the score of the first domain:
DOM1	@V/	FF UPDATE/00	1	command=assessmentDetail person=all role= assignTo= section=DOM1 level=LOW variable=score

## Assessment Details

5/30/2018 8:06:06 AM - Disposition Tool

Domain Section	Score	Assessment Level
1. Juvenile Justice History	<input type="text" value="1"/>	LOW - Low
2. Family and Living Arrangements	<input type="text" value="4"/>	HIGH - High
3. Peers and Social Support Network	<input type="text" value="2"/>	MOD - Moderate
4. Education and Employment	<input type="text" value="3"/>	HIGH - High
5. Pro-social Skills	<input type="text" value="2"/>	MOD - Moderate
6. Substance Abuse, Mental Health, and Personality	<input type="text" value="2"/>	MOD - Moderate
7. Values, Beliefs, and Attitudes	<input type="text" value="1"/>	LOW - Low

# ATTRIBUTES:

## Case Attributes

**command**=caseAttribute

**action**=add | delete

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**attribute**=case attribute type

You can add or delete any case attribute. For example, if you wanted to mark the drug of choice. You could ask a question:

```
@sel/drug/ Select the drug of choice
@si/drug1/Alcohol @v/ca-dalc/
@si/drug2/Amphetamine @v/ca-damp/
@endsel/
```

CHINS DRUG USE

- Alcohol
- Amphetamine
- Barbiturates
- Benzodiazepine

Variables				
Name	Type	Action	Length	Prompt
CA-DALC	@V	FF UPDATE/00	1	command=caseAttribute action=add case=all attribute=dalc
CA-DAMP	@V	FF UPDATE/00	1	command=caseAttribute action=add case=all attribute=damp

This works the same way with delete, action would =delete instead of add and it would remove the checkmark from whatever attribute was previously marked.

## Person Attributes

---

**command**=personAttribute

**action**=add | delete

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**attribute**=person attribute type

You can add or delete any person attribute to anyone attached to the document. For example, if you wanted to mark that a person was a Native American. You could ask a question:

@sel/nata/[Are any of the parties Native American?](#)

@si/natay/[Yes](#) @v/pi-nata/@v/pa-nata/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
PI-NATA	@V/	FF PEOPLE/00	1	Select the parties who are Native American:
PA-NATA	@V/	FF UPDATE/00	1	command=personAttribute action=add person= role= assignTo=pi-nata attribute=nata

In this example we use the assignTo= so we can apply the attribute only to the person or people we are selecting. To remove an attribute, the action would be delete instead of add. It will unclick the attribute.



## Event Attributes

**command**=eventAttribute

**action**=add | delete

**attribute**=event attribute type

You can add or delete an event attribute to any event attached to the document. For example, if you wanted to keep statistics on whether a child was positive or negative in their first drug screen, at a Detention Hearing for example, you could have an attribute called "Positive Drug Screen." See Table: [Event Attribute Type \(EATTRIBUTETYPE\)](#)

You must tie your document to the event either by adding the document directly from the Event Detail screen or by using [FF HEARING/17](#) to tie the document to the selected event.

@v/selevent/

@sel/pos/Did the child have a positive drug screen?

@si/posy/Yes @v/evatt/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
SELEVENT	@V/	FF HEARING/17	1	Select the event this order is for:
EVATT	@V/	FF UPDATE/00	1	command=eventAttribute action=add attribute=pds

To remove an attribute, the action would be delete instead of add. It will unclick the attribute.

Event date/time:\* 6/20/2018 10:40:44 AM

Event type:\* DET - Detention Hearing

Scheduling agency: Madison County Unified Courts

Court: C01 - Circuit Court 1

Estimated length in minutes:\* 15

Location:

Disposition: -- Select --

Disposition date/time:

Actual start date/time:

Event attributes:  Positive Drug Screen

## CASE:

### Add case name

**command**=caseName

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**personVar**=variable name using FF People

**assignedRole**=person role on case

**referringAgency**=agency that referred the person to the case

**useDate**=current | variable name (start date)

You can add Names associated with the case through a document. For example, in a Paternity case, we could add the child as a person with mom and dad as relatives, then add the case to the child. Then when we're creating the Petition to Establish Paternity or when we are scanning a Petition to Establish Paternity, we could automatically add mom and dad as Petitioner and Respondent from that document.

@v/\*fdate/

@v/agency/

@sel/add/

@si/addp/@v/pet1/@v/up-p1/

@si/addr/@v/resp1/@v/up-r1/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
*FDATE	@V/	FF DATEDEF/01	1	Date of filing:
AGENCY	@V/	FF CODE/02	1	Select the referring agency:
PET1	@V/	FF PEOPLE/00	1	Select the Petitioner:
RESP1	@V/	FF PEOPLE/00	1	Select the Respondent:
UP-P1	@V/	FF UPDATE/00	1	command=caseName case=all personVar=pet1 assignedRole=PET referringAgency=^agency useDate=*fdate
UP-R1	@V/	FF UPDATE/00	1	command=caseName case=all personVar=resp1 assignedRole=RES referringAgency=^agency useDate=*fdate

#### - Names associated with the case [Top](#)

Name	Case	Role	Start date
Laura Ingalls (5)	4	Child	6/20/2018 1 day
Caroline Ingalls (9)	1	Petitioner	6/20/2018 1 day
Charles Ingalls (8)	1	Respondent	6/20/2018 1 day

Case name: **Caroline Ingalls** Case: 1  
 Role:\*   
 Referring agency:\*   
 Start date:  (1 day) End

## Update Case

**command**=updateCase

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**sealed**=Y | N | C (for 'Y'es, 'N'o, or 'C'onfidential)

This will allow you to update the Assess Information about a case directly from a document.

@sel/upcase/Do you need to update the case access?

@si/upcaseY/Yes – Seal it @v/sealy/

@si/upcaseC/Yes – Mark it Confidential @v/sealc/

@si/upcaseN/No @v/sealn/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
SEALY	@V/	FF UPDATE/00	1	command=updateCase case=all sealed=Y
SEALC	@V/	FF UPDATE/00	1	command=updateCase case=all sealed=C
SEALN	@V/	FF UPDATE/00	1	command=updateCase case=all sealed=N

### Case Detail

Case number: Unassigned

[assigned](#) | 
 [Case attributes](#) | 
 [Case status history](#) | 
 [Case number history](#) | 
 [Requirements](#) | 
 [Codefendants](#) | 
 [Facility stays](#) | 
 [Events](#) | 
 [Folder location](#)

Case type:\*

Access:\*  Normal 
  Confidential 
  Sealed 
 Expunged:\*

## Recommendation

**command**=recommendation

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (rec date)

**recommendation**=recommendation type

This allows you to update the Recommendation section on the Case Detail screen from a document, such as the Preliminary Inquiry. In this example, you are being prompted to select the case you want this recommendation placed in. By using the ^ before the word case, you are telling the FF UPDATE function to update those case(s) you selected. You do NOT put the ^ in the variable only in the prompt.

@v/case/

@sel/rec/Select the recommendation:

@si/file/File a Petition @v/up-file/

@si/dism/Dismiss @v/up-dism/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
CASE	@V/	FF SELCAUS/00	1	Select the case to update:
UP-FILE	@V/	FF UPDATE/00	1	command=recommendation case=^case role= assignTo= useDate=current Recommendation=file
UP-DISM	@V/	FF UPDATE/00	1	command=recommendation case=^case role= assignTo= useDate=current Recommendation=dism

Case type:\* JD - Juvenile delinquency Cover sheet

Access:\*  Normal  Confidential  Sealed Expunged:\*  Yes  No

Assigned/home court: 1 - Circuit Court 2, Madison County Youth Center

Case caption:

Recommendation: PFI - File Petition Date: 6/20/2018

## State decision

**command**=stateDecision

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (decision date)

**decision**=state decision type

This will allow you to update the State's Decision from a document, for example, the Petition Alleging Delinquency. Since this is a petition, it is safe to assume the State's Decision is to File a Petition.

@v/**up-file**/

Variables				
Name	Type	Action	Length	Prompt
UP-FILE	@V/	FF UPDATE/00	1	command=stateDecision case=newest role= assignTo= useDate=current decision=file


Case type:\* JD - Juvenile delinquency [Cover sheet](#)

Access:\*  Normal  Confidential  Sealed Expunged:\*  Yes  No

Assigned/home court: 1 - Circuit Court 2, Madison County Youth Center

Case caption:

Recommendation: IA - Informal Adjustment Date: 6/18/2018

 State's decision: A - Petition Filed Date: 6/20/2018

## Set a case status

**command**=caseStatus

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name

**status**=case status code

**statusReason**=status reason code

This allows you to add a case status to any of the cases attached to the document. For example, in a D&N (CHINS) case you may have multiple children attached to the document. In Indiana each child has a separate D&N (CHINS) case. Your order could have a paragraph like this:

1. The Court now adjudicates the child, [@v/ch1/](#), a Child in Need of Services. [@v/adj-1/](#)
2. The Court being duly advised now finds that it has not been proven by a preponderance of the evidence that the child, [@v/ch2/](#), is a Child in Need of Services. [@v/dism-2/](#)

Variables				
Name	Type	Action	Length	Prompt
CH1	@V/	FF PEOPLE/00	1	Select the 1st child
CH2	@V/	FF PEOPLE/00	1	Select the 2nd child
ADJ-1	@V/	FF UPDATE/00	1	command=caseStatus case=all assignTo=ch1 useDate=*day status=adj statusReason=adm
DISM-2	@V/	FF UPDATE/00	1	command=caseStatus case=all assignTo=ch2 useDate=*day status=dism statusReason=

[- Case status history](#) [Close case](#) [Top](#)

[6/20/2018 - Adjudicated; By Admission](#)

[6/19/2017 - Open](#)

## Add a case note

---

**command**=addCaseNote

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**useDate**=current | variable name

**coversheet**=y/n (y if it's a cover sheet note)

**note**=text of note you want added

This will allow you to add a case note from a document. You can either have the text hard coded so it always puts whatever you say to put or you could **ask what case note they would like to add.**

@sel/note?/[Do you want to make a case note?](#)

@si/notey/[Yes](#) **@v/text/**@v/up-note/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
UP-NOTE	@V/	FF UPDATE/00	1	command=addCaseNote case=all useDate=current coversheet=n note=whatever you typed OR note=^ <b>text</b>

---

- [Case notes](#) [Top](#)

[Add](#)

None

---

## Add a case assignment

**command**=addCaseAssignment

**person**=first | all

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**useDate**=date the assignment started (current | variable name)

**userID**=user id of person to be assigned (user ID | variable name using ff psnseq)

**assignedRole**=user's assigned role in the case

**addRepresents**=Y to tie the assignment to the matching case name(s). N otherwise.

This will allow you to automatically add a person to the Names currently assigned to the case. This is very helpful if you routinely add CASA to the case, or a Public Defender that covers these cases. For example: The Lake County CASA Program is hereby appointed. [@v/casadir/](#)

Variables				
Name	Type	Action	Length	Prompt
CASADIR	@V/	FF UPDATE/00	1	command=addCaseAssignment case=all useDate=current userID=REHADA assignedRole=CDIR addRepresents=

Name: **Rehana R Adat-Lopez**  
 Role:   
 Start date: 1/26/2017 End date:

If you wanted to have the user select who was being assigned, maybe a probation officer after the child is placed on probation, you could do this:

[@v/who/](#)[@v/up-assign/](#)

Variables				
Name	Type	Action	Length	Prompt
WHO	@V/	FF PSNSEQ/01	1	Enter the User ID of the Probation Officer being assigned:
UP-ASSIGN	@V/	FF UPDATE/00	1	command=addCaseAssignment case=all useDate=current userID= <b>who</b> assignedRole=PROB addRepresents=



## End a case assignment

**command**=endCaseAssignment

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**useDate**=date the assignment ended (current | variable name)

**userID**=user id of person to be assigned (user ID | variable name using ff psnseq)

This allows you to end the role of someone no longer involved in the case. So for example our CASA or Probation Officer.

@v/end-casa/

Variables				
Name	Type	Action	Length	Prompt
END-CASA	@V/	FF UPDATE/00	1	command=endCaseAssignment case=all useDate=current userID=REHADA

@v/who/

@v/end-assign/

Variables				
Name	Type	Action	Length	Prompt
WHO	@V/	FF PSNSEQ/01	1	Enter the User ID of the Probation Officer whose role is ending:
END-ASSIGN	@V/	FF UPDATE/00	1	command=endCaseAssignment case=all useDate=current userID=who

Name: **Victoria Davis**

Role:

Start date:  End date:

## Add a docket entry

**command**=addDocketEntry

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**docketCode**=docket code

**useDate**=current | variable name (date/time of the ccs)

**variable**=template variable with ccs text (optional)

**note**=if no variable is specified, the specific text you want in the ccs

This allows you to add a docket entry directly from a document. For example, you are scanning in a paternity order, you could ask the question if paternity was established.

@sel/pat/[Was Paternity Established?](#)


@si/paty/[Paternity was established](#)@v/dock-54/

@si/patn/[Paternity Petition was denied/dismissed](#)@v/dock-55/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
DOCK-54	@V/	FF UPDATE/00	1	command=addDocketEntry case=first person= role= docketCode=54 useDate=current variable= note=
DOCK-55	@V/	FF UPDATE/00	1	command=addDocketEntry case=first person= role= docketCode=55 useDate=current variable= note=

## Docket Entry Detail

Document date/time:   Stamped: 6/20/2018 2:21:36 PM

Docket code: 54 -

## Add an incident

**command**=addIncident

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**type**=incident type code

**agency**=referring agency code

**variable**=variable with the location of the incident (can be blank)

**variable2**=variable with the agency report number (can be blank)

**useDate**=current | variable name

**notes**=if specified, variable with notes you want added to the incident

**statute**=statute code (can be blank)

**statuteCA**=conspiracy/attempt code for statute (can be blank)

**itemType**=item type for statute (can be blank)

This will allow you to add an incident directly from a document, such as a Violation Petition.

@v/inccdate/

@v/loc/

@v/statute/

@v/up-addinc/

Variables				
Name	Type	Action	Length	Prompt
INCCDATE	@V/	FF DATE/12	1	Incident Date and Time:
LOC	@V/		70	Location of the incident
STATUTE	@V/	FF CODE/26	1	Select the statute:
UP-ADDINC	@V/	FF UPDATE/00	1	command=addIncident case=all role= assignTo= type=VATD agency=mccp variable=loc variable2= useDate=inccdate notes= statute=^statute statuteCA= itemType=

- Case related incidents [Top](#)

6/21/2018 10:15:01 AM - Violation of an Alternative to Detention referred by Madison County Court Programs

1 - Violation of Informal Adjustment (I.C. 31-37-9 et seq.), a Violation

## Associates person/cases together

**command**=addAssocCase

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**linkType**=case link type code

This allows you add an associated case to the names and cases attached to the document. For example, in Indiana where the D&N (CHINS) children all have their own case, this allows you to link all the children together so you can quickly jump from child to child.

@v/assoc/

Variables				
Name	Type	Action	Length	Prompt
ASSOC	@V/	UPDATE/00	1	command=addAssocCase role=CH assignTo= linkType=PR

Document for:

- Charles Ingalls
- Carrie Ingalls: Case 2 - Child - 48C02-1806-JC-000001 (Active; Open)
- Caroline Ingalls: Case 2 - Respondent - 48C02-1806-JC-000001 (Active; Open)
- Charles Ingalls: Case 2 - Respondent - 48C02-1806-JC-000001 (Active; Open)
- Laura Ingalls: Case 4 - Child - 48C02-1806-JC-000002 (Active; Open)
- Caroline Ingalls: Case 1 - Petitioner - 48C02-1806-JC-000002 (Active; Open)
- Charles Ingalls: Case 1 - Respondent - 48C02-1806-JC-000002 (Active; Open)

### - Codefendants/Associated Cases Top

Laura Ingalls [Assoc CHINS - Carrie Ingalls \(Case: 2; 48C02-1806-JC-000001; Child; F#: 7\) See case](#)

### - Codefendants/Associated Cases Top

Carrie Ingalls [Assoc CHINS - Laura Ingalls \(Case: 4; 48C02-1806-JC-000002; Child; F#: 5\) See case](#)

## Add deadline

**command**=addDeadline

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**allowMultiple**=Y | N

**useDate**=current | variable name (deadline date - won't calc if this is specified)

**deadlineType**=deadline type code

**agency**=agency code (you don't have to specify this field)

**timeFrame**=integer number

**inDays**=Y | N

**includeWeekends**=Y | N

**includeHolidays**=Y | N

This will allow you to add a deadline from a document. For example, in an Informal Adjustment Agreement, you may want to add a deadline to check status in 80 days. The 80 days begins the date the document is FINISHED. It will not calculate beginning with the useDate so leave it empty. If you don't put an agency in, all agencies will be able to see it on their case detail screen.

@v/up-dead/

Variables				
Name	Type	Action	Length	Prompt
UP-DEAD	@V/	FF UPDATE/00	1	command=addDeadline case=all allowMultiple=Y useDate= deadlineType=CDS agency= timeFrame=80 inDays=Y includeWeekends=Y includeHolidays=Y

- Open Deadlines for Washington County Juvenile Services

7/7/2018 8:25:10 AM - Traffic School Certificate Due

7/27/2018 8:25:10 AM - Check Diversion Status

If you want to add a deadline as of a specific date, such as the child's 26<sup>th</sup> birthday,

@v/26bd/@v/d-26bd/

Variables				
Name	Type	Action	Length	Prompt
26bd	@V/	FF DATE/02	1	Enter the date of the youngest child's 26 birthday.
d-26bd	@V/	FF UPDATE/00	1	command=addDeadline case=first allowMultiple=y useDate=26bd deadlineType=ccc agency= timeFrame=0 inDays= includeWeekends= includeHolidays=

When using a variable in the user date, the timeframe=0 must be there.

## Complete existing deadline

---

**command**=completeDeadline

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**useDate**=current | variable name (completion date)

**deadlineType**=deadline type code

This will allow you to complete a deadline from a document. For example, if you have a deadline that says you should check the diversion status, and you have filed a Motion to Extend Informal Adjustment, you can add a code to complete that deadline as obviously the officer has checked the status. I would add it, then add a new deadline to remind them again in another 80 days.

@v/end-dead/

Variables				
Name	Type	Action	Length	Prompt
END-DEAD	@V/	FF UPDATE/00	1	command=completeDeadline case=all useDate=current deadlineType=cds

---

Deadline date/time: 5/14/2018 12:00 AM  
Deadline type: Check Diversion Status  
Responsible agency: YS - Washington County Juvenile Services ▼  
→ Finished date/time: 5/24/2018 9:33:17 AM 📅

## Add a warrant

**command**=addWarrant

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (active date)


**type**=warrant type code


This will allow you to add a warrant to a person from within a document, for anyone whose Name is associated with the case. This doesn't work for a parent of a child who fails to appear in a delinquency case for example, if the parent isn't added as a case name. Now if it is a case where the parent is a Respondent or Responsible Party on the case, you can use this. If this is for the child in a delinquency case, you can put their role instead of using the assignTo so you don't have to select their name again.

@v/-person/

@v/up-warr/

Variables				
Name	Type	Action	Length	Prompt
-PERSON	@V/	FF PEOPLE/00	1	Select the person for whom the warrant is being issued:
UP-WARR	@V/	FF UPDATE/00	1	command=addWarrant case=all role= assignTo=-person useDate=current type=B

Active date:  

 Type:\*

Inactive reason:  Date:

### Select all applicable cases\*

- Unassigned
- 48C02-1706-JD-000002
- 48C02-1706-JD-000003
- 48C02-1806-JC-000002

### Select all applicable people\*

- Caroline Ingalls
- Carrie Ingalls
- Charles Ingalls
- Laura Ingalls
- Nellie Olson



## End a warrant

command=endWarrant

case=first | all | newest | oldest | ^varname using FF SelCaus

role=person role on case (blank for all roles)

assignTo=variable name using FF People (not required but, if used, user must select a case name)

type=warrant type code

useDate=current | variable name (inactive date)


inactiveReason=inactive reason code

This will allow you to put an Inactive Reason on an open warrant from within the document, such as a Warrant Recall.


@v/-person/

@v/end-warr/

Variables				
Name	Type	Action	Length	Prompt
-PERSON	@V/	FF PEOPLE/00	1	Select the person for whom the warrant is being recalled:
END-WARR	@V/	FF UPDATE/00	1	command=endWarrant case=all role= assignTo=-person type=B useDate=current inactiveReason=RCL

Active date:  

Type\*:  ▼

 Inactive reason:  ▼ Date:

**Select all applicable cases\***    **Select all applicable people\***

<input type="checkbox"/> Unassigned	<input type="checkbox"/> Caroline Ingalls
<input checked="" type="checkbox"/> 48C02-1706-JD-000002	<input type="checkbox"/> Carrie Ingalls
<input type="checkbox"/> 48C02-1706-JD-000003	<input type="checkbox"/> Charles Ingalls
<input type="checkbox"/> 48C02-1806-JC-000002	<input checked="" type="checkbox"/> Laura Ingalls
	<input type="checkbox"/> Nellie Olson

## DOCUMENTS:

### Update Document

---

command=updateDocument  
sealed=Y | N | C (for 'Y'es, 'N'o, or 'C'onfidential)


This is used to change the Sealed or Confidential status of a document detail.

@sel/upcase/Do you need to update the document?  
@si/upcaseY/Yes – Seal it @v/up-sealy/  
@si/upcaseC/Yes – Mark it Confidential @v/up-sealc/  
@si/upcaseN/No @v/up-sealn/  
@endsel/

Variables				
Name	Type	Action	Length	Prompt
UP-SEALY	@V/	FF UPDATE/00	1	command=updateDocument sealed=Y
UP-SEALC	@V/	FF UPDATE/00	1	command=updateDocument sealed=C
UP-SEALN	@V/	FF UPDATE/00	1	command=updateDocument sealed=N

### Document Detail

---

Document date/time: 6/6/2018 8:52:56 AM Stamped: 6/6/2018 2:39:26 PM  
Template: PETRULE - Verified Information Rule to Show Cause  
Status: Complete By: Roger Gooding  
  Send notice  Normal  Confidential  Sealed

## Add a document note

**command**=addDocumentNote

**useDate**=current | variable name (date/time the note occurred)

**note**=The specific text you want in the note (optional)

**variable.n**=optionally, specify multiple variables to append to the note.

This is used to add a note to the document you are currently creating.

For example, in Lake County, the Clerk scans an Emergency Petition. The petition would be assigned to someone to review. One of the questions the scanned template asked was "Are the people waiting for a hearing date?" If they answered yes, it would add a document note. When the assigned person looks at the document detail they will see the note. **This example is a pre-configured note.** You could add a variable and have them **type whatever note they wanted**, in that case you would use the variable.n= option and leave the note= option empty.

@v/addnote/

@v/up-note/

Variables				
Name	Type	Action	Length	Prompt
ADDNOTE	@V/		99	Type the document note
UP-NOTE	@V/	FF UPDATE/00	1	command=addDocumentNote useDate=current note=The people are in the building requesting a hearing today variable.1=addnote

## Document Detail

Document date/time: 6/5/2018 10:53:41 AM

Template: P988 - Emergency Custody Modification

Status: Complete By: Sherry L. Leggett

Send notice  Normal  Confidential

Order book:  Page: 0

From event: -- Select --

### Document names/cases

Am... (90204; Case: 1; 45D06-1408-JP-001189)

### Notices

**Sherri M Sambor (Service by Quest Messaging - Sent)**

Service sent at 6/5/2018 10:53:42 AM via Quest messaging.

### Notes

**6/5/2018 10:53:41 AM - Sherry Leggett (Lake County Clerk)**

The people are in the building requesting a hearing today



## Send document by email

**command**=sendEmail


**email**=email address

**note**=text to include in email

This option allows you to send a copy of the document to someone through email when the document is finished.

@v/up-kartho/

Variables				
Name	Type	Action	Length	Prompt
UP-KARTHO	@V/	FF UPDATE/00	1	command=sendEmail email=kt.gkmsi@gmail.com note=Please review this document.

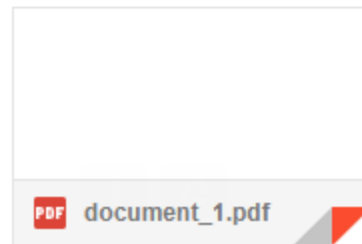
quest@gawquest.com via amazonses.com  
to me 

6/25/2018 1:37:31 PM - Test FF Update

The attached document is in regards to:

Charles Ingalls (8; Case: 2; 48C02-1806-JC-000001)

Please review this document.



# EVENTS:

## Update Event

**command**=updateEvent

**eventDisposition**=disposition code

**useDate**=current | variable name (date/time of the disposition)

**variable**=template variable with event text (optional)

**note**=if no variable is specified, specific text you want in the event (optional)

I put this in the captions of orders:

@v/event/ This will tie the document to the event.

@v/eventdisp/ This will pull up the table entries from event disposition and allow you to select one.

@v/\*day/ This will put the date and time of the current event into memory so you can use that date to update requirements, case status, etc. as of the date of the hearing.

@v/up-ev1/

If you wanted to make a note on the event detail, you could have an @v/note/

Variables				
Name	Type	Action	Length	Prompt
EVENT	@V/	FF HEARING/17	1	Select the hearing this order is from:
EVENTDISP	@V/	FF CODE/91	1	Select the event disposition
*DAY	@V/	FF CURHRG/03	1	X
NOTE	@V/		99	Type the event detail note:
UP-EV1	@V/	FF UPDATE/00		command=updateEvent eventDisposition=^eventdisp useDate=*day variable=note note=

Event date/time:\* 6/12/2018 9:00 AM

Event type:\* CON - Contempt Hearing

Scheduling agency: Madison County Unified Courts

Court: C01 - Circuit Court 1

Estimated length in minutes:\* 15

Location:

Disposition: CMP - Hearing Was Completed

Disposition date/time: 6/12/2018 9:00 AM

Actual start date/time:

Event attributes: None

Notes: NOTE

## Add Event

**command**=addEvent

**person**=first | all

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=event type

**court**=court (can be blank)

**useDate**=variable name (this is the event date/time)

**estLen**=template variable with estimated length of event (can be blank)

**location**=location of event (can be blank)

**notes**=if specified, variable with notes you want added to the event

**addUser**=if specified, user id you want added to the event. Can specify 'current' for the current user.

This will allow you to add an event directly from a document. Perhaps you have a document you use when you come back from court to update your case if your orders aren't being created in Quest.

@v/date/

@v/eventtype/

@v/court/

@v/user/

@v/add-event/

Variables				
Name	Type	Action	Length	Prompt
DATE	@V/	FF DATE/12	1	Enter the date/time of the event:
EVENTTYPE	@V/	FF CODE/91	1	Select the type of event:
COURT	@V/	FF CODE/06	1	Select the Court:
USER	@V/	FF PSNSEQ/03	1	Enter the user ID of the person to be added to this event, if applicable:
ADD-EVENT	@V/	FF UPDATE/00	1	command=addEvent person=all case=all role= assignTo= type=^eventtype court=^court useDate=date estLen=length location= notes= addUser=user

## FACILITY STAY:

### Add Stay

**command**=addStay

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**useDate**=current | variable name (date/time of the start of the stay)

**locationCode**=stay location code

**assignedBed**=assigned bed (not required)

**classification**=classification code

**privilegeLevel**=privilege level code

**propertyLocation**=variable name that will contain the property location (not required)

**notes**=if specified, variable with notes you want added to the stay

In counties that don't have a detention center it is easy to forget to add a facility stay for a child that is detained, so this update will add it for them. This will add the stay detail, but should be followed with a facility stay reason to link it to the appropriate case.

@v/up-dav/

Variables				
Name	Type	Action	Length	Prompt
UP-DAV	@V/	FF UPDATE/00	1	command=addStay person=all role= useDate=current locationCode=dav assignedBed= classification=n/a privilegeLevel=n/a propertyLocation=

### Facility Stay Detail

Mary Ingalls (File# 2)

[s](#) | [Attributes](#) | [Visitors](#) | [Phone List](#) | [Separations](#) | [Assessments](#) | [Incidents](#)  
[Privilege Levels](#) | [Stay Notes](#)  
[Visits](#) | [Log visit](#) | [Documents](#) | [Contacts](#) | [Notes](#)

#### Facility Stay

Start date/time:  
6/25/2018 1:33:47 PM

Classification:\*

Property location:

Location:  
DAVIDSON

Privilege level:\*

## Add Stay Reasons

**command**=addStayReason

**person**=first | all

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**useDate**=current | variable name (start of stay reason)

**reasonCode**=stay reason code

**referringAgency**=referring agency code

NOTE: Always do this first, if you are going to end reasons or the stay will be closed when the last reason is ended.

@v/reasoncode/

@v/up-stayr/

Variables				
Name	Type	Action	Length	Prompt
REASONCODE	@V/	FF CODE/90	1	Reason the child is being held:
UP-STAYR	@V/	FF UPDATE/00	1	command=addStayReason person=all case=all role= reasonCode=^reasoncode referringAgency=mcjc

- Locations <a href="#">Top</a> <span style="float: right;"><a href="#">Add</a></span>					
Date/time	Location	Secure	Bed	Duration	
6/25/2018 1:33:47 PM	Davidson	No		16 mins	

- Reasons <a href="#">Top</a> <span style="float: right;"><a href="#">Add</a></span>						
Start	Case	Agency	Reason	End	By	Reason
6/25/18 1:50 PM	4	MCJC	Court Ordered			



## Update Stay

---

**command**=updateStay

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**notes**=if specified, variable with notes you want added to the stay

This allows you to add notes to a facility stay, so if you have an incident report for example, and you'd like to add a note about the incident, you could use this to do so.

@v/note/

@v/up-note/

Variables				
Name	Type	Action	Length	Prompt
NOTE	@V/		99	Type the facility stay note you wish to add:
UP-NOTE	@V/	FF UPDATE/00	1	command=updateStay person=all role= assignTo= notes=note

### - Facility stay notes [Top](#)

```
This is a new note about an incident
```

## Stay Attributes

**command**=stayAttribute

**action**=add | delete

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**attribute**=stay attribute type

This command allows you to add attributes to the facility stay. So if you were completing a PREA form and you wanted to make sure the appropriate attributes were added, you could use this command.

@sel/att/Select the stay attributes that should be added, if any:

@si/esc/Escape Risk @v/up-esc/

@si/sui/Suicide Risk @v/up-sui/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
UP-ESC	@V/	FF UPDATE/00	1	command=stayAttribute action=add person=all role= assignTo= attribute=esc
UP-SUI	@V/	FF UPDATE/00	1	command=stayAttribute action=add person=all role= assignTo= attribute=sui

- Locations [Top](#) Total secure: 0

Date/time  
6/25/2018 1:33:47 PM

- Reasons [Top](#)

Start	Case	Agency
6/25/18 1:50 PM	4	MCJC



- Attributes [Top](#)

Escape Risk  
Suicide Risk

## Add Stay Location

**command**=addStayLocation

**person**=first | all

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**locationCode**=stay location code

This command will allow you to change the child's location in an open facility stay. So if the child is released from secure detention to house arrest, you could add the new location. You may want to add a new stay reason and end the first stay reason.

@sel/newloc/ [Select the child's new location:](#)

@si/ha/ [House Arrest](#) @v/up-ha/

@si/em/ [Electronic Monitoring](#) @v/up-em/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
UP-HA	@V/	FF UPDATE/00	1	command=addStayLocation person=all case=all role= assignTo= locationCode=ha
UP-EM	@V/	FF UPDATE/00	1	command=addStayLocation person=all case=all role= assignTo= locationCode=em

- Locations		Top	Total secure: 0 secs	Total non-secure: 53 mins
Date/time	Location	Secure		
6/25/2018 2:26:49 PM	House Arrest	No		
6/25/2018 1:33:47 PM	Davidson	No		

- Reasons		Top			
Start	Case	Agency	Reason	End	
6/25/18 1:50 PM	4	MCJC	Court Ordered		

## End Stay Reasons

**command**=endStayReason

**person**=first | all

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**useDate**=current | variable name (date/time of the end of the stay reason)

**releaseReason**=release reason code

**NOTE:** Always do this after adding reasons or the stay will be closed when the last reason is ended. We won't end a reason that was just added.

@v/reason/

@v/end-reas/

Variables				
Name	Type	Action	Length	Prompt
REASON	@V/	FF CODE/24	1	Select the release reason:
END-REAS	@V/	FF UPDATE/00	1	command=endStayReason person=all case=all role= assignTo= useDate=current releaseReason=^reason

- Locations		Top	Total secure: 0 secs	Total non-secure: 1 hr	Add
Date/time	Location	Secure	Bed	Duration	
6/25/2018 2:26:49 PM	House Arrest	No		20 mins	
6/25/2018 1:33:47 PM	Davidson	No		53 mins	

- Reasons		Top	Add			
Start	Case	Agency	Reason	End	By	Reason
6/25/18 2:46 PM	4	MCJC	Court Ordered			
6/25/18 1:50 PM	4	MCJC	Court Ordered	6/25/18 2:46 PM	Thompson, Karlene S.	Rele Admin

## End Stay

**command**=endStay

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**useDate**=current | variable name (date/time of the end of the stay)

**releaseReason**=release reason code

**notes**=if specified, variable with notes you want added to the stay

This command will allow you to end a facility stay, such as in a Detention Release Order.

@v/reason/

@v/end-stay/

Variables				
Name	Type	Action	Length	Prompt
REASON	@V/	FF CODE/24	1	Select the release reason:
END-STAY	@V/	FF UPDATE/00	1	command=endStay person=all role= assignTo= useDate=current releaseReason=^reason notes=

**Release**

End date/time:  Reason:

By:  Thompson, Karlene S.

- Locations		Top	Total secure: 0 secs	Total non-secure: 1 hr
Date/time	Location	Secure	Bed	Duration
6/25/2018 2:26:49 PM	House Arrest	No		23 mins
6/25/2018 1:33:47 PM	Davidson	No		53 mins

- Reasons		Top				
Start	Case	Agency	Reason	End	By	Reason
6/25/18 2:46 PM	4	MCJC	Court Ordered	6/25/18 2:50 PM	Thompson, Karlene S.	Court Order
6/25/18 1:50 PM	4	MCJC	Court Ordered	6/25/18 2:46 PM	Thompson, Karlene S.	Rele Admin

## FILED STATUTES:

### Adds a filed statute

**command**=addFiledStatute

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (filed date)

**statute**=statute code

**statuteCA**=conspiracy/attempt code for statute (can be blank)

**itemType**=item type for statute (can be blank)

**classification**=classification for statute (can be blank)

This section will allow you to add a filed statute from a document. For example, in Tennessee when a Petition for Paternity or Custody is scanned, it automatically adds the filed statute. Or in Indiana in the CHINS Petition will automatically add the filed statute. If you know the statute code you can put it in, if you don't know it, you can have them select it using @v/statute/ using FF CODE/26 as shown in Add Incident.

@v/\*fdate/

@v/ch1/

@v/upfspat/

Variables				
Name	Type	Action	Length	Prompt
*fdate	@V/	FF DATEDEF/01	1	Date of filing:
CH1	@V/	FF PEOPLE/00	1	Select the first child:
UPFSPAT	@V/	FF UPDATE/00	1	command=addFiledStatute case=all role= assignTo=ch1 useDate=*fdate statute=pat statuteCA= itemType=

- Filed statutes <a href="#">Top</a>		<a href="#">Get from another Add</a>		
Count		Petition	Plea	Disposition
1	Paternity or Parentage (TCA 36-2-305 or 36-2-301), a Civil; Filed 6/26/2018	18-000001		Open

## Updates a plea on all filed statutes

**command**=updateFiledStatutePlea

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (date of the plea)

**statute**=statute code (blank for all statutes)

**plea**=plea code

This will update the plea on all filed statutes. If the plea on all filed statutes isn't the same, you can't use this, but you can let them update the plea from inside the document.

@sel/allq/

@si/all1/Child plead Guilty to all charges @v/up-pleag/|

@si/all2/Child plead Not Guilty to all charges @v/up-pleang/|

@si/all5/Manually update plea @v/up-plea/

@endsel/

Variables				
Name	Type	Action	Length	Prompt
UP-PLEAG	@V/	FF UPDATE/00	1	command=updateFiledStatutePlea case=all role= useDate=*day plea=g
UP-PLEANG	@V/	FF UPDATE/00	1	command=updateFiledStatutePlea case=all role= useDate=*day plea=ng
UP-PLEA	@V/	FF CHG SEL/00	1	Click on the OPEN dispositions to change the plea. Remember to use the date of the hearing for the plea date.

- Filed statutes Top				Get from another Add
Count	Petition	Plea	Disposition	
1 - Identity theft (TCA 39-14-150), a Felony; Filed 6/26/2018	18-000002	Guilty	Open	

Click on the OPEN dispositions to change the plea. Remember to use the date of the hearing for the plea date.

Updates completed successfully

Update	Cancel	Refresh	Backwards	Top	Preview	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sel	Cnt	Charge	Disposition	F#/C#	Name	Petition
<input type="checkbox"/>	1	Identity theft/F	Open	2365/5	Laura Ingalls	18-000002

## Updates a disposition on all filed statutes

**command**=updateFiledStatuteDisposition

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (date of the disposition)

**statute**=statute code (blank for all statutes)

**disposition**=disposition code

This section allows you to update a disposition on the filed statutes if the disposition is the same for all. If the disposition is different, you can't use this but you can allow them to update the disposition manually.


@sel/disp/

@si/dispg/Child is found Guilty of all charges. @v/up-fsdg/

@si/dispng/Child is found Not Guilty of all charges. @v/up-fsdng/

@si/dispo/Manually update disposition @v/up-fsd/

Variables				
Name	Type	Action	Length	Prompt
UP-FSDG	@V/	FF UPDATE/00	1	command=updateFiledStatuteDisposition case=first role= useDate=*day disposition=g
UP-FSDNG	@V/	FF UPDATE/00	1	command=updateFiledStatuteDisposition case=first role= useDate=*day disposition=ng
UP-FSD	@V/	FF CHG SEL/00	1	Click on the OPEN dispositions to change the filed statute dispositions. Remember to use the hearing date for the disposition date.

- Filed statutes <a href="#">Top</a>				 <a href="#">Get from another Add</a>
Count	Petition	Plea	Disposition	
1 - Identity theft (TCA 39-14-150), a Felony; Filed 6/26/2018	18-000002	Guilty	Guilty	



## REQUIREMENTS:

### Add a requirement

---

**command**=addRequirement

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=requirement type

**code**=requirement code

**provider**=provider (can be blank)

**useDate**=current | variable name (this is the start date)

**assignedDate**=variable name (can be blank - if blank, it will be same as useDate)

**schedEnd**=variable name | +###, where ### is number of days from start date (schedEnd can be blank)

**variable**=either the amount or a variable with the initial amount for the assessment. If specified, this will override the initial amount specified in the requirement notes.

**initialType**=transaction type for the initial assessment. If specified, this will override the initialType specified in the requirement notes.

**variable2**=either the amount or a variable with the periodic amount for the assessment. If specified, this will override the periodic amount specified in the requirement notes.

**frequency**=Assessment frequency. If specified, this will override the frequency specified in the requirement notes.

**periodicType**=transaction type for the periodic assessment. If specified, this will override the **assessmentType** specified in the requirement notes.

**payee**=role on case or case assignment. If specified, the person with this role will become the default payee.

**notes**=if specified, variable with notes you want added to the requirement

**singleRequirement**=y | n (can be blank). If y and 'all' is specified for cases, this will cause all cases to be tied to a single requirement. If n or not specified, separate requirements will be created.

**oneActiveRequirement**=y | n | c (can be blank). If y, this will check for an existing open requirement (for any case for the person) of the type specified and tie all cases to that requirement. If c, this will check for an existing open requirement (for the case in question for the person) of the type specified and only add if the requirement isn't found. For y and c, if one isn't open, it will create the requirement according to the other parameters. If n or not specified, then multiple open requirements of the type specified may exist.

Adding a Requirement has many uses. You can add supervision requirements, such as Informal Adjustments. You can also add Fee Requirements.

In adding any of them you must decide several things. First do you want this requirement to be added to every single case that is attached to the document or only specific ones? Under case= you can assign the requirements to all cases, only the newest case, or only the oldest case, or you can select the case you wish the requirements to be placed in. If you may add some requirements to one case and other requirements to a different case, you will have to have separate FF UPDATES for each requirement that specifies the specific case.

For example, if you have a template that has a list of all possible requirements, and it is coded for cases=all, you will have to have a different template that is coded for cases=^cause.

Then you must decide if you want a single requirement, which means if you have multiple cases attached to the document and you say `singleRequirement=y`, you will have one requirement with multiple cases attached to it. This is great unless you try to close one of those cases and you can't because you're not ready to close the requirement.

`OneActiveRequirement=y` means that if a child is on formal county probation for example in case 1, and picks up a new offense in case 2, and the child is placed on probation in case 2. If it finds the open probation requirement in 1, it will add case 2 to that open requirement in case 1. This is great too because the child is really either on probation or not, however, you lose the start date of the new probation and you can't close case 1 because case 2 is attached to a requirement.

These are decisions you need to make for you county when adding requirements through FF UPDATE.

If you need to add a Provider to a requirement, you can use the `@v/provider/` with a code of `FF CODE/12` which will list all the providers in the table for the user to select. `Provider=^provider` would be placed in the FF update prompt.

## Adding an Informal Adjustment Requirement

In this example, you can use the schedEnd to add a scheduled end date to the requirement. It will calculate the 90 days beginning with the useDate. If you say useDate=current, it will be 90 days from the date you FINISH the document. If you use a variable for the useDate= it will start calculating from that date. Also in this example, the decision was made to have only oneActiveRequirement=c which means if I have two cases tied to this document, it will add a separate requirement to each case. The useDate is placed in the Assigned and Start date.

@v/p-iaa/

Variables				
Name	Type	Action	Length	Prompt
P-IAA	@V/	FF UPDATE/00	1	command=addRequirement case=all role= type=PROB code=ia provider= useDate=*day schedEnd= <b>+90</b> variable= initialType= variable2= frequency= periodicType= notes= singleRequirement= oneActiveRequirement= <b>c</b>

### Requirement Detail

[Cases](#) | [Attributes](#) | [Alerts](#)

Requirement type: [Probation / Supervision Level](#)

Requirement code: [Informal Adjustment](#)

Provider:

Assigned date:

Start date:

Scheduled end date:

New end date:

## Adding a Fee Requirement

If you are going to add fee requirements using FF UPDATE, you can add a flat fee like the Administrative Probation Fee. This fee amount may already be set up in the TABLES: [Requirements](#). If so, your FF UPDATE doesn't need to specify the initialType= or variable= as it will simply add the requirement as defined in the requirement detail notes.

### Requirement Code Details Fees

Code: ADM

Short description:\*

Long description:\*

Monetary:\*  Yes  No

Active:\*  Yes  No


Notes: 

```
initialType=ASSD
initialAmount=100.00
sortLevel=06
```

Variables				
Name	Type	Action	Length	Prompt
FEE-ADM	@V/	FF UPDATE/00	1	command=addRequirement case=newest role=def assignTo= type=fee code=adm provider= useDate=current schedEnd= variable= initialType= payee= variable2= frequency= periodicType= notes= singleRequirement= oneActiveRequirement=

However, if you are adding a fee such as a Public Defender Reimbursement Fee, you will need to specify how much the fee is. The InitialType= comes from the Requirement Transaction Codes for Assessing a Fee.

@v/pdfamt/  
@v/cfee-pdf/



Requirement transaction types					
Code	Version	Status	Tran type	Accts	Description
ASSD	1	Production	ASR		Assess Public Defender Fee
PAY	1	Production	PMTR		Pay Public Defender Fee
WAIV	1	Production	DCR		Waive Public Defender Fee

Variables				
Name	Type	Action	Length	Prompt
PDFAMT	@V/		20	PD Reimbursement Amount: \$
CFEE-PDF	@V/	FF UPDATE/00	1	command=addRequirement case=newest role=def assignTo= type=cfee code=pdf provider= useDate=current schedEnd= variable=pdfamt initialType=assd payee= variable2= frequency= periodicType= notes= singleRequirement= oneActiveRequirement=

### Requirement Detail

Requirement type:

Requirement code:

Provider:



Assigned date:  Start date:

Scheduled end date:  New end date:

Status:  Status date:

Assessment frequency:  Type:  Amount:

Initial type:  Amount:

If you have a fee that is reoccurring, such as a monthly Probation Fee or a daily Electronic Monitoring Fee, you can specify the frequency as set up in the Table: [Frequency \(FREQUENCY\)](#). You can add both an initial fee and a periodic fee.

@v/emamt/@v/up-em/  
 @v/pufamt/@v/up-puf/

Variables				
Name	Type	Action	Length	Prompt
EMANT	@V/		20	Enter the daily EM amount:
				command=addRequirement case=newest role=def assignTo= type=fee code=em provider= useDate=current schedEnd= variable= initialType= payee= variable2=EMAMT frequency=DAY periodicType=ASSD notes= singleRequirement= oneActiveRequirement=
PUFAMT	@V/		20	Enter the monthly probation user fee amount:
				command=addRequirement case=newest role=def assignTo= type=fee code=puf provider= useDate=current schedEnd= variable= initialType= payee= variable2=PUFAMT frequency=MNTH periodicType=ASSD notes= singleRequirement= oneActiveRequirement=

## Adding a Restitution Requirement

If you want to add a restitution requirement, you can add the victim as the default payee. We want one restitution requirement per victim. If you want to allow for multiple victims, copy all of this and replace the 1 with a 2. There must be an FF UPDATE for each section.

Defendant is ordered pay restitution in the amount of \$@v/rest1a/ for @v/vic1-/ in case number @v/cause1/,@v/fee-rs1/

Variables				
Name	Type	Action	Length	Prompt
REST1A	@V/		20	Amount owed to 1st victim: \$
VIC1-	@V/	FF PEOPLE/00	1	Select the 1st victim:
CAUSE1	@V/	FF SELCAUS/02	1	Select the cause number in which this fee should be assessed:
FEE-RS1	@V/	FF UPDATE/00	1	command=addRequirement case=^cause1 role= type=fee code=rs provider= useDate=current schedEnd= variable=rest1a initialType=ASSD variable2= frequency= periodicType= payee=^vic1- notes= singleRequirement= oneActiveRequirement=

Requirement type:\* FEE - Fees

Requirement code:\* RS - Restitution

Provider: -- Select --

Assigned date: 6/26/2018 Start date: 6/26/2018

Scheduled end date: New end date:

Status: -- Select -- Status date:

Assessment frequency: -- Select -- Type: -- Select --

Initial type: ASSD - Assess money Amount: 500.00

Cases:\*

- Laura Ingalls: Case 4 - Child - 48C02-1806-JC-000002 (Active; Open)
- Caroline Ingalls: Case 1 - Petitioner - 48C02-1806-JC-000002 (Active; Open)
- Charles Ingalls: Case 1 - Respondent - 48C02-1806-JC-000002 (Active; Open)
- Laura Ingalls: Case 3 - Defendant - 48C02-1706-JD-000003 (Active; Open)
- Laura Ingalls: Case 2 - Defendant - 48C02-1706-JD-000002 (Active; Adjudicated; Admission)
- Laura Ingalls: Case 1 - Defendant - Juv Delinq (Active; Open)

Default payee: Nellie Olson [Get name](#)

## Add Requirement – check entire case

---

You may have a situation where you add a requirement, but you want to add more parties to that one requirement. A termination of parental rights requirement for example.

You can add the requirement and all names associated with the case will be added.

Variables				
Name	Type	Action	Length	Prompt
R-TERMP	@V/	FF UPDATE/00	1	command=addRequirement case=all role=pet type=term code=term useDate=*day checkEntireCase=Y oneActiveRequirement=y



## Add Transaction

**command**=addTransaction

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**useDate**=current | variable name (this is the transaction date - if specified, will be at 12:00 am on that date)

**type**=requirement type

**code**=requirement code (if blank, only type has to match)

**variable**=variable with the amount for the transaction. Instead of a variable name, you can also just specify an amount (i.e. 50.00) if you want. You can specify 'balance' for the variable to default to the remaining balance on the requirement instead.

**transType**=the type of transaction being added. NOTE: If transType is a transaction template, the 'variable' above will be ignored and an assessment will be added with the default amounts from the template.

**Note:** Adds a transaction to the FIRST matching open requirement on a case, from newest to oldest.

## Adding Court Costs

Because court costs have transaction templates associated with them, they must be done in two parts. You must add the requirement for court costs, then add the transaction. This is the same as when you manually add the requirement. You add the court costs, click UPDATE, then select which type of court costs you wish to assess.

@v/cfee-cc/

@v/tr-juv2/

Requirement transaction templates					
Code	Version	Status	Tran type	Accts	Description
JUV	1	History	ASR		Juvenile Cases \$175
JUV	2	Production	ASR		Juvenile Cases \$175
JUV2	1	Production	ASR		Juvenile Cases \$176 7-1-17



Variables				
Name	Type	Action	Length	Prompt
CFEE-CC	@V/	FF UPDATE/00	1	command=addRequirement case=newest role=def type=cfee code=cc useDate=current
TR-JUV2	@V/	FF UPDATE/00	1	command=addTransaction case=newest role=def type=cfee code=cc transType=juv2

## Waiving Court Costs

Because court costs have so many possible funds associated with it, you must add all waive transactions. In this example the word “balance” is put into the variable rather than a specific dollar amount. This will cause the remaining balance to be waived.

**@v/wc01/**@v/wc02/@v/wc03/@v/wc04/@v/wc05/@v/wc06/@v/wc07/@v/wc08/@v/wc09/

You must add a waived transaction for each waived requirement transaction associated with the court costs requirement.

<b>WC01</b>	1	Production	DCR		Waive County Court cost
<b>WC02</b>	1	Production	DCR		Waive State Court cost
<b>WC03</b>	1	Production	DCR		Waive Document Storage Fee
<b>WC04</b>	1	Production	DCR		Waive Automated Record Keeping County
<b>WC05</b>	1	Production	DCR		Waive Automated Record Keeping State
<b>WC06</b>	1	Production	DCR		Waive Public Defense Administration Fee
<b>WC07</b>	1	Production	DCR		Waive Judicial Insurance Adjustment Fee
<b>WC08</b>	1	Production	DCR		Waive Judicial Salaries Fee
<b>WC09</b>	1	Production	DCR		Waive Court Administrative Fee

**@v/w-cour/**

This adds the requirement status “waived” to the court costs requirement. The rule [UpdateRequirementOnPaid.waived.fee=w](#) doesn’t work with the FF update. You must use the updateRequirement to add the requirement status waived.

If you are waving ALL costs and fees, you must create an addTransaction variable for every available fee requirement. If there isn’t a balance it won’t do anything or cause any error messages. You can also add one updateRequirement variable with just fee type and an updateAll=Y. It will change all fee requirements to a status of waived.

Variables				
Name	Type	Action	Length	Prompt
<b>WC01</b>	@V/	FF UPDATE/00	1	command=addTransaction case=all role= type=FEE code=COUR variable= <b>balance</b> transType= <b>wc01</b>
<b>W-COUR</b>	@V/	FF UPDATE/00	1	command=updateRequirement case=all role= <b>type=FEE</b> code= <b>updateAll=Y</b> status=W

## Adding Community Service Hours

Adding a transaction could also be used to update community service hours if included on a scanned community service work form for example. If you had an open requirement for community service where hours had been assessed, this would reduce the number of hours owed.

@v/hrswork/

@v/up-cs/

Variables				
Name	Type	Action	Length	Prompt
HRSWORK	@V/		20	Enter the number of hours worked:
UP-CS	@V/	FF UPDATE/00	1	command=addTransaction case=all role= assignTo= useDate=current type=prog code=cs variable=hrswork transType=work

- Requirement transactions					Options
Date	Type	Number	Memo	Amount	
6/4/2018 10:38:32 AM	Assessment		Assess time	40.00	
6/26/2018 10:37:50 AM	Debit/Credit		Hours worked	10.00	

Requirement transaction types					
Code	Version	Status	Tran type	Accts	Description
ASST	1	History	ASR	GL	Assess time
CRT	1	Production	DCR	GL	Hours Assessed
WAIT	1	Production	DCR	GL	Waive time
WORK	1	Production	DCR	GL	Hours worked

## Update Requirement

**command**=updateRequirement

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=requirement type

**code**=requirement code (if blank, only type has to match)

**updateAll**= Y | N (if Y, will update ALL matching requirements instead of just FIRST)

**startDate**=variable name (if specified, will update existing start date)

**status**=requirement status

**useDate**=current | variable name (status date)

**schedEnd**=variable name | +###, where ### is number of days from 'use date' (schedEnd can be blank)

**notes**=if specified, variable with notes you want added to the requirement

**Note:** Updates FIRST matching requirement on a case that doesn't match the given status, from newest to oldest.

You can use this section to update the Requirement Status or to add a scheduled end date or to add a note. For example, if you are doing an order releasing the child successfully from probation, you may want to update the probation requirement to show this.

The child is released from probation

@sel/rel/

@si/suc/successfully @v/up-suc/

@si/uns/unsuccessfully @v/up-uns/

@endsel/.

Variables				
Name	Type	Action	Length	Prompt
UP-SUC	@V/	FF UPDATE/00	1	command=updateRequirement case=all type=PROB code=FR status=scsc useDate=current
UP-UNS	@V/	FF UPDATE/00	1	command=updateRequirement case=all type=PROB code=FR status=scsl useDate=current

## Requirement Detail

Cases | Attributes | Alerts

Requirement type: Probation  
Requirement code: Formal Probation  
Provider: -- Select --  
Assigned date: 6/19/2017 Start date: 6/19/2017  
Scheduled end date: New end date:  
Status: SCSC - Successful Status date: 6/26/2018

Maybe you have an informal adjustment that has been extended and you want to add a new scheduled end date.

Variables				
Name	Type	Action	Length	Prompt
UPREQ	@V/	FF UPDATE/00	1	command=updateRequirement case=all role= assignTo= type=PROB code=IF status= useDate=current schedEnd=+90

## Requirement Detail

Cases | Attributes | Alerts

Requirement type: Probation / Supervision Level  
Requirement code: Informal Adjustment  
Provider: -- Select --  
Assigned date: 9/18/2017 Start date: 9/18/2017  
Scheduled end date: 3/17/2018 New end date: 9/13/2018



## Requirement Attribute

**command**=requirementAttribute

**action**=add | delete

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=requirement type

**code**=requirement code (if blank, only type has to match)

**attribute**=requirement attribute type

**Note:** Updates FIRST matching requirement on a case that doesn't match the given status, from newest to oldest.

If you have requirement attributes set up for a requirement, you can automatically add them from a document. For example, if you have a drug court and you add the drug court requirement, you may then want to automatically add the appropriate requirement attribute.

@sel/att/Select the referral type:

@si/dc/ Direct Commit

@si/pre/ Pretrial

@si/par/ Parole Violation

@endsel/

@v/up-reqatt/

Variables				
Name	Type	Action	Length	Prompt
UP-REQATT	@V/	FF UPDATE/00	1	command=requirementAttribute action=add case=all role= assignTo= type=cc code=dtc attribute=dc

Requirement attributes [Top](#)

[Direct Commit / Non-Suspend / Executed Sentence](#)

## Requirement Sanction

**command**=requirementSanction

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=requirement type

**code**=requirement code (if blank, only type has to match)

**useDate**=current | variable name (this is the sanction/incentive date)

**sanctionIncentive**=Sanction/incentive code

**reason**=Reason code for the sanction/incentive (not required unless the sanction/incentive says it is)

**notes**=if specified, variable with notes you want added to the sanction/incentive

**Note:** Updates *FIRST* open matching requirement on a case, from newest to oldest.

@sel/sanc/ @si/S14/Jail @si/S2/Back to weekly hearings @si/S20/Termination from program @endsel/	@sel/reas/ @si/SR17/Failure to Become Employed @si/SR2/Alcohol Use @si/SR26/Late for Appointment @endsel/
--	---

@v/up-rsanc/

Variables				
Name	Type	Action	Length	Prompt
UP-REQSANC	@V/	FF UPDATE/00	1	command=requirementSanction case=all role= assignTo= type=cc code=dtc useDate=current sanctionIncentive=S14 reason=SR2 notes=

- Sanctions for this requirement <a href="#">Top</a>		
Action date	Sanction	Reason
<a href="#">6/27/2018</a>	<a href="#">Jail</a>	<a href="#">Alcohol Use</a>



## Add Requirement Location

---

**command**=addRequirementLocation

**case**=first | all | newest | oldest | ^varname using FF SelCaus

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required but, if used, user must select a case name)

**type**=requirement type

**code**=requirement code (if blank, only type has to match)

**useDate**=current | variable name

**firstName**=variable name

**middleName**=variable name

**lastName**=variable name

**generation**=variable name - should use an FF Code

**dob**=variable name - should use an FF Date

**addressLine1**=variable name

**addressLine2**=variable name

**city**=variable name

**state**=variable name - should use an FF Code

**zip**=variable name

**country**=variable name



**phone1**=variable name

**phone2**=variable name

**notes**=if specified, variable with notes you want added to the requirement location

*Note: Updates FIRST open matching requirement on a case, from newest to oldest.*

If you have a DCS Placement Requirement for example, and the child is in Relative Care or Foster Care and you want to know exactly where and with whom the child is living, you can add a Requirement Location. There is a report called [Current location associated with requirements](#) that will show the current custodian and address of each child.

Requirement type: DCS Placement  
Requirement code: Foster Care  
Provider:  ▼  
Assigned date:   Start date:  

None

As of 6/28/2018: Mrs. Olson, 41 Main Street, Anderson, IN 46871, 260-985-6321

The + at the end of the variable makes it a required field. They can't update without adding something.

@v/first/ @v/middle/ @v/last+/ DOB: @v/dob/|  
 @v/address1+/  
 @v/city+/, @v/state+/ @v/zip/|  
 @v/phone1+/  
 @v/notes/  
 @v/up-rloc/

Variables				
Name	Type	Action	Length	Prompt
UP-RLOC	@V/	FF UPDATE/00	1	command=addRequirementLocation case=all role= assignTo= type=DCSP code= useDate=current firstName=first middleName=middle lastName=last+ generation= dob=dob addressLine1=address1+ addressLine2= city=city+ state=state+ zip=zip country= phone1=phone1+ phone2= notes=notes

## Add a contact

**command**=addContact

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**contactPerson**=contact person code

**contactType**=contact type code

**useDate**=current | variable name (date/time the contact occurred)

**note**=The specific text you want in the note (optional)

**variable**=template variable with contact note - will be appended to 'note' above (optional)

**variable.n**=optionally, specify multiple variables to append to the note.

This will allow you to add a contact note directly from a document.

@v/cperson/

@v/ctype/

@v/note/

@v/up-contact/

Variables				
Name	Type	Action	Length	Prompt
CPERSON	@V/	FF CODE/15	1	Select the contact person:
CTYPE	@V/	FF CODE/14	1	Select the contact type:
NOTE	@V/		99	Type the contact note:
UP-CONTACT	@V/	FF UPDATE/00	1	command=addContact person=all role= assignTo= contactPerson=^cperson contactType=^ctype useDate=current note= variable=note variable.n=

Date/time	Agency	By	Who contacted	How contacted
<b>Add contact</b>				
6/28/2018 1:36:18 PM (Thu)	Unified Cts	K. Thompson	Juvenile	Office
This is my contact note.				
<b>Total matches: 1</b>				

## Add a substance Report

**command**=addSubstanceReport

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**reportType**=substance report type code

**substanceType**=substance type code to add (not required)

**variable**=template variable with report note (not required)

**useDate**=current | variable name (date the test should be performed)

**testPanel**=properly formatted string of assays to test (not required)

This will allow you to add a substance report directly from a document. You can select multiple substances and it will add them all under the same report.

@v/reporttype/

@sel/sub/Select the substances found:

@si/alco/Alcohol @v/up-alco/

@si/mari/Marijuana @v/up-mari/

@si/coca/Cocaine @v/up-coca/

@endsel/

@v/up-subr/

Variables				
Name	Type	Action	Length	Prompt
REPORTTYPE	@V/	FF CODE/91	1	Select the Substance Report:
UP-ALCO	@V/	FF UPDATE/00	1	command=addSubstanceReport person=all role= assignTo= reportType=^reporttype substanceType=alco variable= useDate=current testPanel=

- Last 10 Substance reports (List Substance Reports) Top Add

6/28/2018 1:53:02 PM - Saliva Test; Results: Alcoholic beverage and Marijuana

date=6/28/2018 1:53:13 PM

## Add a supervision level

**command**=addSupervisionLevel

**person**=first | all

**role**=person role on case (blank for all roles)

**assignTo**=variable name using FF People (not required)

**level**=supervision level code

**useDate**=current | variable name (date/time the level started)

This will allow you to add a supervision level automatically.

@v/level/

@v/up-suplev/

Variables				
Name	Type	Action	Length	Prompt
LEVEL	@V/	FF CODE/17	1	Select the supervision level:
UP-SUPLEV	@V/	FF UPDATE/00	1	command=addSupervisionLevel person=all role= assignTo= level=^level useDate=current

Agency	Date/Time	Level
<b>Add supervision level</b>		
Madison County Unified Courts	6/28/2018 2:05:23 PM	High Supervision