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Administration of Justice Support Project

Contract # 263-C-00-95-00134-00

Title: CMA Technical Training for JIC Staff

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Contractor: AMIDEAST

**AOJS CASE MANAGEMENT APPLICATION:
TRAINING PROGRAM
FOR THE JIC - MINISTRY OF JUSTICE**

*CMA Technical Training for
JIC Staff*

Course Outline

**Funded by the
United States Agency of International
Development
(USAID)**

June, 2001

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I. Background:

The AOJS Project is currently working closely with the Judicial Information Center (JIC) to transfer automation technologies developed during the project to designated technical staff at the JIC. To this end, the project will provide a "CMA Technical Orientation" for the Judicial Information Center (JIC) staff.

The JIC technical staff will participate in a twelve (12) day activity where they will receive training on the CMAv2.2 application to enhance JIC's support and replication capabilities. The overall activity will be comprised of:

- 1 day of Overview on the CMA Data Entry and Management & Reporting Functions - to be presented by Intercom Enterprises;
- 2 days of CMA workflow, information utilization for case management, and implementation issues (i.e. staff reorganization, facilities preparation, startup plan) - to be presented by AOJS, NCC and ISC judges and staff;
- 4 days of accelerated data entry and management reporting training - to be presented by Intercom Enterprises;
- 4 days of technical training (i.e. Lotus Notes Environment as implemented for the CMAv.2.2 in NCC, the structure of the CMA databases, a functional overview of CMA, and the programming structure and common coding conventions) - to be presented by Intercom Enterprises;
- 1 day to review the organization and content of the CMA related documentation package - to be presented by Intercom Enterprises.

Intercom Enterprises will be responsible for developing and delivering the 4 sessions spanning 10 days, namely: the First Day Overview, the 4-day Accelerated Data Entry and Management Reporting Training, the 4-day Technical Training on the environment, structure and coding of the CMA and the 1-day CMA-related Documentation Review session.

The proposed dates of training are:

Activity	Date	Presenters	Venue
Overview on the CMA Data Entry and Management & Reporting Functions	Wednesday - June 20	Mr. Waleed Sultán. Ms. Amal El Marsafawy	NCC
CMA workflow	Tuesday/Wednesday June 26,27		JIC
Accelerated data entry and management reporting training	Thursday June 28 Sunday/Monday/Tuesday July 1,2,3	Ms. Amal El Marsafawy	JIC
Technical training	Sunday/Monday/Tuesday/Wednesday July 8,9,10,11	Ms. Amal El Marsafawy Mr. Ahmed El Mosallam	JIC
CMA related documentation package review	Sunday - July 15	Ms. Amal El Marsafawy Mr. Ahmed El Mosallam	JIC

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Purpose

CMA Application Overview

The overall purpose of this 1-day, 4-hour training session is to introduce the participants to the background of the project, the purpose and objective of the CMA 2.2, and the technology on which the CMA 2.2 has been developed. This session will also set the scene for the coming training session and introduce how the training program will proceed.

Accelerated Data Entry and Management Reporting Training:

The overall purpose of this 4-day, 16-hour training program is to introduce the JIC to the Lotus Notes Client user interface and to present the key components of CMA user data entry and management reporting views and reports. At the conclusion of the session the participants should be able to navigate the user interface views and forms and be familiar with how data is entered and modified on all case related forms available to the users, and be familiar with the types of information available in the management reporting views and to be able to relate the information output to the data input functions.

Technical Training:

The overall purpose of this 4-day, 16-hour training program is to introduce the JIC to the technical environment, structure, and functions of the CMA and the relationship of the user interface to these components. At the conclusion of this session the participants should be able to explain how the Domino views and forms are used to create the CMA, be able to use the Developer to view the design, data, and coding of forms and views, describe the basic structure of forms and views (hidden fields, sub-forms, embedded views, etc.), identify and describe the basic functional capabilities of forms (hotspots, calendars, action buttons, keyword lists, etc.), and be able to describe the relationship of the three databases and their forms and views to the user interface.

CMA Documentation Review

The overall purpose of this 1-day, 4-hour training session is to introduce the CMA V.2.2 User's Manual to the participants, explain how the Manual is set up, and walk them through the Manual so that the participants know how to utilize the Manual for reference purposes.

Training Materials and Audio-Visual Aids

The following materials will be used in the CMA Data Entry training program for the JIC:

- a detailed Trainer's Guide providing a breakdown of training objectives and a description of training components and content. The Trainer's Guide will include detailed session plans outlining the aims, content and materials per session, and detailing training activities, implementation steps, interaction patterns and suggested timing. Necessary overhead transparencies and other training aids will be included. The Trainer's Guide will also provide guidance as to the administration of the Feedback Form.
- A CMA User's Manual for CMA Version 2.2 providing detailed explanation and steps for operating the CMA. Each participant in the program will be given a copy of the User's Manual for reference.

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PART I - ACCELERATED DATA ENTRY AND MANAGEMENT REPORTING TRAINING

The following is the content outline for the CMA Accelerated Data Entry and Management Reporting training to be conducted at the JIC:

DAY	SESSION	AIM OF THE SESSION
1	1	<p>CMA Administration:</p> <ul style="list-style-type: none"> • Understanding the CMA database Access Control List access levels and roles. • Working with the Keywords View. • Working with the Event Schedule. • Working with the Panel & Circuit Keywords. • Working with the Cases and Documents views.
	2	<p>Application Design Overview:</p> <ul style="list-style-type: none"> • Introduction to Domino Designer. • Creating an application. • Designing Forms. • Designing Fields. • Sub forms. • Designing Views. • Adding Automation to Applications. • Designing Navigators. • Designing Pages. • Designing Outlines • Designing Framesets. • Securing an Application. • Importing to and Exporting from Views. <p>Programming overview:</p> <ul style="list-style-type: none"> • Programming in Domino. • Where to use scripts and formulas. • Agents. • Actions. • Hotspots. • Events. • Formula language. • LotusScript language. • HTML, LotusScript, and Java.
2	1	<p>CMA Cases Database:</p> <ul style="list-style-type: none"> • Design of the Case Initiation dialog box. • Design of Case form (fields, events, sections, embedded view and actions). • Confirming a case action.

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DAY	SESSION	AIM OF THE SESSION
	2	Adding Parties and Printing: <ul style="list-style-type: none"> • Relation between the party and case documents. • Adding a party action. • Design of the Party form. • How the system prepare case print version. • How the system produce the positive certificate. • Deign of Cases by Number view. • Design of Parties by ID Number view.
3	1	Events: <ul style="list-style-type: none"> • How the system produces a list of events, and suggests the next event according to case type. • Create event action. • Deign of the Fees event as a sample for events (includes list of sub forms that used in all events). • Confirming an event action. • Notifying users by an event action. • Showing a case from an event action.
	2	Events – Views & Check Out – Check In & Agents: <ul style="list-style-type: none"> • Events Entered by Circuit by Day view. • Past Events\01. By Event Type view. • Pending Events\01. By Circuit view. • Check out – check in operation. • Scheduled agents, role of them and when each agent runs.
4	1	CMA Representatives database: <ul style="list-style-type: none"> • Deign of the Representative form. • Deign of the Representatives by registration no view as an example for categorization and allowing user to sort a view by a certain column. • How the CMA is linked to the representative's database. • How the user can add a representative in the party document. CMA Log database: <ul style="list-style-type: none"> • How the system record an entry in the log database. • When the system record a log entry in the log database. • How the log database is linked to the CMA Cases and CMA Representatives databases.
	2	Integration between CMA and Crystal reports: <ul style="list-style-type: none"> • Creating an ODBC that connects with the CMA Cases database. • Creating a report that • Hearing Roll report. • MOJ Report by Case Type report. Registration of Users and Installing CMA Application