

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

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**SUBJECT: PROBATION ENTERPRISE DOCUMENT MANAGEMENT SYSTEM
(PEDMS) UPGRADE IMPLEMENTATION (EFFECTIVE
JANUARY 16, 2018)**

Effective Tuesday, January 16, 2018, the Department will be implementing an upgrade to the Probation Enterprise Document Management System (PEDMS). The upgraded version will enhance the current PEDMS application, which will also include functionality such as providing automated document creation for court reports, forms and letters with data populating from the Probation Case Management System (PCMS) and the Adult Probation System (APS).

In order to prepare for this implementation, PEDMS will not be available for staff utilization between Thursday, January 11, 2018, 5:30 p.m. through Monday, January 15, 2018 (holiday). Additionally, between January 11, 2018, 12:00 p.m. and Monday, January 15, 2018 (holiday), Fenton Transcription will not return any court reports. The upgraded PEDMS system will be available on Tuesday, January 16, 2018 at 7:00 a.m., and Fenton Transcription will resume regular functioning at the same time.

Therefore, staff will need to proceed as indicated below:

Deputy Probation Officer (DPO) responsibilities:

- a) Follow the dictation guidelines below for reports submitted to Fenton Transcription for court dates from January 16-22, 2018.

<u>Court Date</u>	<u>DPO Dictation</u>	<u>Fenton Return</u>	<u>Process in PEDMS</u>	<u>Due Date To Send to Court</u>
1/16/18	1/8/18, 5:00 p.m.	1/10/18	1/10/18	1/10/18
1/17/18	1/9/18, 12:00 p.m.	1/11/18	1/11/18, 5:00 p.m.	1/11/17
1/18/18	1/9/18, 12:00 p.m.	1/11/18	1/11/18, 5:00 p.m.	1/12/18
1/19/18	1/11/18, 5:00 p.m.	1/16/18	1/16/18	1/16/18
1/22/18	1/12/18, 5:00 p.m.	1/17/18	1/17/18	1/17/18

Early Disposition Program (EDP) Reports Only

Dictation Cut-off: January 10, 2018, 12:00 p.m.

NOTE: The bolded dates represent a change from standard dictation and PEDMS processing timelines. Fenton Transcription will not return any reports to PEDMS on January 12, 2018. However, dictation submissions will continue to be accepted for future court dates.

- b) All unprocessed work items as of January 11, 2018, 5:00 p.m. will be unavailable for processing via PEDMS until January 16, 2018, 7:00 a.m., at which time they will be migrated into the DPOs' worklists in PEDMS 2.0. DPOs will then have the ability to submit the work item(s) to the SDPO for approval in PEDMS 2.0.

- c) If unable to process court reports due to be sent to court on Friday, January 12, 2018 by the timeframe listed in “a)” above, proceed to manually process as indicated under “Manual Process” below.

Supervising Deputy Probation Officer (SDPO) responsibilities:

- d) Clear worklists by 5:00 p.m. on Thursday, January 11, 2018. All unprocessed work items as of January 11, 2018, 5:00 p.m., will be returned to the DPOs’ worklists, migrated into PEDMS 2.0 and unavailable for processing via PEDMS until January 16, 2018, 7:00 a.m.
- e) If unable to process court reports due to be sent to court on Friday, January 12, 2018 by the timeframe listed in “a)” above, proceed to manually process as indicated under “Manual Process” below.

Manual Processing of Court Reports

Court Reports NOT processed via PEDMS by the January 11, 2018, 5:00 p.m. deadline and are due to be sent to court prior to January 16, 2018 will require manual processing as follows:

Fenton Transcription Court Reports	DPO Generated Court Reports
DPO shall: • receive court report from Fenton Transcription • Save report on Computer (prior to 5:00 p.m. on 1/11/18) • review the court report • make necessary corrections • print and sign • submit to SDPO for review and signature	DPO shall: • type court report • review the court report • make necessary corrections • print and sign • submit to SDPO for review and signature
SDPO shall: • review and sign the court report • submit to clerical	SDPO shall: • review and sign the court report • submit to clerical
Juvenile Clerical shall: • make four (4) photocopies of the court report • package and forward the original and three (3) copies to court via	Juvenile Clerical shall: • make four (4) photocopies of the court report • package and forward the original and three (3) copies to court via

Court Courier • place one (1) copy in the DPOs mailbox • maintain a Manual Process Tracking Log	Court Courier • place one (1) copy in the DPOs mailbox • maintain a Manual Process Tracking Log
Adult Clerical shall: • make three (3) photocopies of the court report • package and forward the original and two (2) copies to court via Court Courier • place one (1) copy in the DPOs mailbox • maintain a Manual Process Tracking Log	Adult Clerical shall: • make three (3) photocopies of the court report • package and forward the original and two (2) copies to court via Court Courier • place one (1) copy in the DPOs mailbox • maintain a Manual Process Tracking Log
Tracking Log Requirements	
Adult Tracking Log shall include: • X number • Client's Name • Court Case Number(s) • Court Date • Report Sent Date • Hearing Reason Code • On January 16, 2018 create a ticket through the following Client Support link:http://sms.isd.lacounty.gov/CherwellPortal/eSP#0 and attach the Tracking Log to the ticket. Juvenile Tracking Log shall include: • PDJ number • Client's Name • Court Case Number • Report Sent Date • Court Date • Hearing Reason code • Petition Letter • On January 16, 2018 create a ticket through the following Client Support link:http://sms.isd.lacounty.gov/CherwellPortal/eSP#0 and attach the Tracking Log to the ticket.	

The new version of PEDMS will include the following features:

1. A single sign-on feature, which allows the user to access PEDMS using their Outlook username and password (i.e. Mylacounty.gov username/password).
2. A role-based dashboard feature provides an overview of the user's workload (active work-items) by status.
3. A user-friendly Court Report workflow with the ability to attach multiple support documents.
4. The Master Folder feature provides the ability to retrieve documents and associate adult and juvenile folders (link and unlink).
5. A comprehensive search engine to allow the users to retrieve electronic case documents.
6. The ability to create one Court Report for multiple work-items.
7. Court reports, forms and letters will auto-populate with information from APS and PCMS. This functionality will replace CRWS for Adult staff.
8. The Direct Assignment functionality, which allows SDPOs to assign a single work-item to another DPO.
9. The Delegation of Authority (DOA) feature, which allows SDPOs to manage their DPOs' workload.
10. A library of court reports, forms and letters for users to manually download.
11. The ability to create an on-line dictation transmittal and automatically send notification to transcriber.
12. The functionality for Sealing allows the users to perform partial and full sealing and unsealing of client's documents.
13. The Consolidation functionality allows users to combine client's documents.
14. An electronic redaction tool to allow users to remove sensitive case information for ease of sharing documents with partner agencies. The tool also provides the ability to replace updated documents in the library.
15. A user-friendly digital image tool to review, accept and reject scanned documents.
16. A help feature with step-by-step training video clips.

Training tutorials are available in the Los Angeles Learning Net at <https://learningnet.lacounty.gov/Saba/Web/Cloud>, on ProbNet and at the PEDMS Login page.

Systems Availability

PEDMS – will be unavailable effective Thursday, January 11, 2018 at 5:30 p.m. The upgrade application will be available on Tuesday, January 16, 2018 at 7:00 a.m.

CRWS – will be unavailable effective Thursday, January 11, 2018 at 5:30 p.m. The application will be available on Friday, January 12, 2018 at 7:00 a.m. for "Inquiry Only" mode. This application will be retired effective Monday, February 5, 2018.

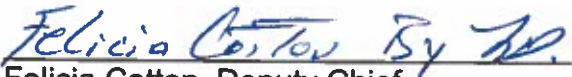
PEDMS RMS – will be retired effective Friday, January 12, 2018 at 5:30 p.m.

QA Import Tool – will be retired effective Friday, January 12, 2018. The user will utilize the replacement tool, **Captiva Desktop**, effective Tuesday, January 16, 2018.

User Training

All PEDMS users are required to take the online SABA training courses by Friday, January 12, 2018. Details of the training are available through the Staff Training Office.

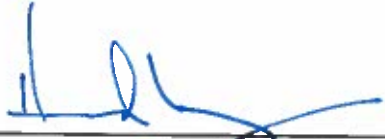
For operations and training questions, please contact your Bureau's Consultant. For technical questions, please contact the ISB Client Support Help Desk at (866) 607-3171, select option 2 or <http://sms.isd.lacounty.gov/CherwellPortal/eSP#0>.



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Juvenile and Adult Field District Services



Ron Barrett, Deputy Chief
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Effort (CORE) Community and Pretrial
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