



# Service Description Document: CCMS Data Exchange DSP822

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COURT RECEIVES DRAFT MINUTE  
ORDER NOTIFICATION  
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ADMINISTRATIVE OFFICE  
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## Revision History

Version	Date	Author	Description of Changes
1.0.0	June 2011	M. West	First release

## Reference Documents

Version	Date	Document Title	Author
9.0	June 2011	<a href="#">ISB and CCMS Data Exchange Overview</a>	Deloitte Consulting
9.0	June 2011	<a href="#">Data Exchange Functional Design Guidelines</a>	Deloitte Consulting
2.0.0	September 2011	<a href="#">Data Exchange Common Technical Requirements</a>	AOC
1.0.0	September 2011	<a href="#">DSP822 Data Exchange Specification</a>	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange INI816 Court Receives Subsequent Case Filing</a>	Optimum Technology
9.0	July 2011	<a href="#">CCMS Data Exchange Errors</a>	Deloitte Consulting
1.0	July 2010	<a href="#">Court Policy File Overview</a>	AOC
N/A	September 2011	<a href="#">AOC Codes</a>	AOC/SEARCH
1.0	September 2011	<a href="#">Local Integration Assessment Methodology (LIAM)</a>	AOC
2.0	June 2010	<a href="#">LIAM Light</a>	AOC



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## 1.0 Executive Summary

### 1.1 Purpose

The purpose of this document is to provide integration partners with descriptive information regarding the context and business processes when preparing to implement data exchanges with the California Court Case Management System (CCMS). This document details the exchange content requirements and related business requirements needed for a trial court to receive a set of minute codes to create a draft minute order associated with a future hearing on a case from an integration partner

Integration partners most likely to use this data exchange include:

- Probation - adult
- Probation – juvenile

This document reflects agency business rules and policies that have a direct impact on the system interactions among court and integration partners. This is a companion to the exchange specifications contained in the exchange eXtensible Markup Language (XML) schemas, Web Service Description Language (WSDL) files, and the “*CCMS Data Exchange Common Technical Requirements*,” and should be reviewed along with those documents when preparing for deployment. The XML schemas, WSDLs, and Common Technical Requirements provide specific technical details regarding message structures and implementation requirements, including infrastructure, security, and deployment information. Collectively, these documents provide all of the information an integration partners requires to send and receive data with CCMS for this exchange.

The information contained here compiles court-specific information from a number of AOC documents and resources, including the “*CCMS Data Exchange Functional Design*,” “*CCMS Core Application Functionality*,” and the “*CCMS Technical Architecture*.” The content of this Service Description Document provides integration partners with a concise, detailed explanation of data exchange content and related business processes, and includes the following topics:

- Exchange description
- Events and conditions
- CCMS business processes and rules
- CCMS data requirements
- Message patterns
- Exceptions, acknowledgements, errors
- Other descriptive information

This document is based on the [Global Justice Reference Architecture's Service Specifications Guidelines](#)<sup>1</sup>.

Prior to implementing data exchanges with CCMS, it is strongly advised that each integration partner participate in a readiness assessment prepared by the AOC in partnership with the courts. This assessment, called the “*Local Integration Assessment Methodology (LIAM)*,” consists of four phases that provide integration partners and the courts with necessary information prior to implementation activities. Figure 1 describes this process in more detail.

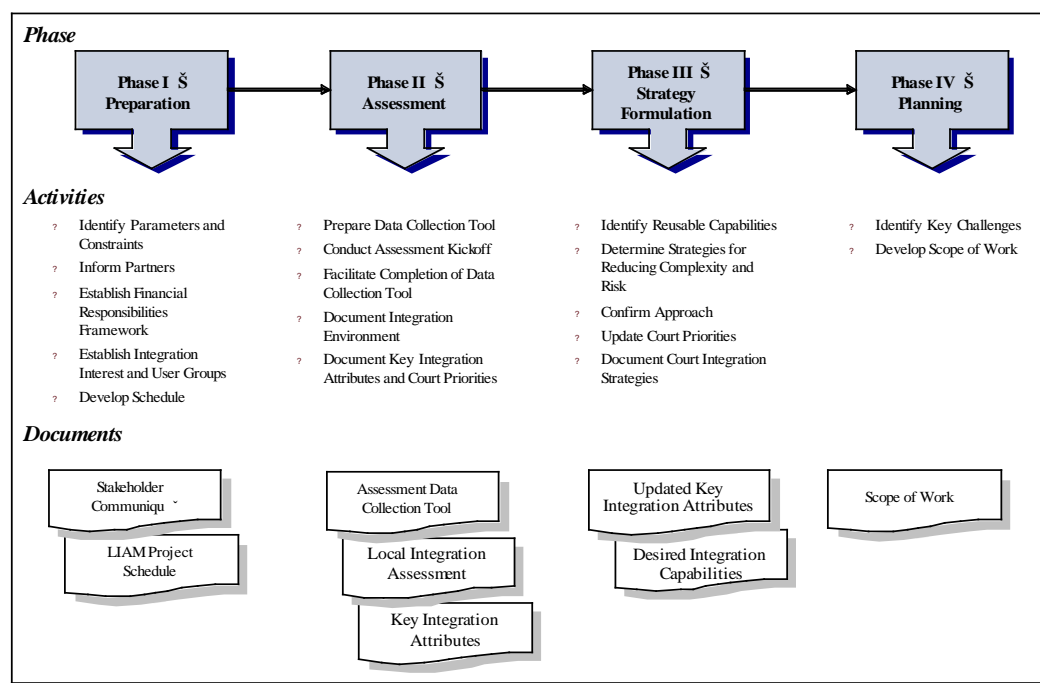


Figure 1. Implementation Phases

Alternatively, an integration partner can choose to participate in the “*LIAM Light*” assessment, which focuses on replacing existing electronic exchanges instead of automating new exchanges.

After CCMS is deployed with the replaced existing exchanges, integration partners may want to use the full LIAM to assess other business processes that can be automated using other exchanges.

## 1.2 Audience

Audiences for this document are subject matter experts (SMEs) and technical staff, who need to understand how this data exchange works in order to implement it between an integration partner and CCMS. Known audiences include:

- Integration partner CCMS Data Exchange Implementation Team
- CCMS Deployment Team

<sup>1</sup> <http://www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1015#RefSSPs>

- AOC Data Integration staff, including business analysts, developers, and architects, etc.
- Integrated Services Backbone (ISB) vendors
- CCMS vendors
- Court CCMS project managers and SMEs

### **1.3 CCMS Data Exchange Overview**

As part of the CCMS project, 121 data exchanges servicing all case types were developed to enable courts and their integration partners to exchange information using CCMS. Sixty-three exchanges are based on data exchange standards established in the [National Information Exchange Model](#)<sup>2</sup> (NIEM), and 58 exchanges are based on California judicial branch XML schema. It is important to note that each of the 121 exchanges is actually a set of exchanges that includes individual exchanges for Request, Response, and Error Handling. A complete list of CCMS data exchanges is available on the [Integration Partners website](#)<sup>3</sup>.

### **1.4 Assumptions**

Following is a list of current assumptions:

- Integration partners and courts have completed their LIAM process as a prerequisite to implementing data exchanges.
- Integration partners have a working proficiency with Web services and XML, and a basic understanding and knowledge of the NIEM structure and implementation concepts.

### **1.5 Risks**

To date, there are no risks identified for this exchange.

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<sup>2</sup> <http://niem.gov/>

<sup>3</sup> <http://www.courts.ca.gov/partners/integration.htm>



## **2.0 Exchange Description**

This section outlines the requirements and functional design for the DSP822 Receive Draft Minute Order Notification data exchange. A trial courts uses this NIEM-based data exchange to receive a set of minute codes to create a draft minute order associated with a future hearing on a case from an integration partner. The confirmation notification information in this data exchange is sent to the same integration partner that originated the case initiation request.

The response to this data exchange contains a success code indicating that the transaction was successfully saved, or in the case of an error, an error message is sent back with a description of the error.

This data exchange, like all exchanges subject to a court clerk review, uses several Common Element Blocks (CEBs). A CEB is a set of related data elements that appear in multiple court data exchanges. CEBs allow court and integration partner development staff to define a business concept once, (e.g., case filing, case participant, payment, and scheduling information) and reuse these groups across exchanges rather than listing them individually for each exchange. Adopting this CEB approach and emphasizing reuse increases efficiencies by reducing the amount of redundant programming during implementation.

### **2.1 Capabilities**

This service provides the ability for a trial court (service providers) to **receive** from an integration partner (service consumer), a set of minute codes to create a draft minute order associated with a future hearing on a case.

### **2.2 Real World Effects**

This service provides the ability for an integration partner (service consumer) to **send** a set of minute codes to create a draft minute order associated with a future hearing on a case.

An integration partner may wish to use this data exchange when:

- They want to send in MOCS codes for proposed orders on probation violations.
- They want to send in MOCS codes on probation recommendations.

### **2.3 Related Forms and Exchanges**

#### **2.3.1 Business response exchanges**

All exchanges subject to a court clerk review have corresponding business response exchanges that describe the outcome of the court clerk's review.

- This data exchange is not subject to a clerk review; consequently, there are no business responses for this data exchange.

### **2.3.2 Related exchanges**

The related exchanges identify associated exchanges integration partners may use to modify, update, or complete a correlated business process.

- There are no related exchanges.

### **2.3.3 Related forms**

“Related forms” refers to forms, reports, or other documents currently used by courts and integration partners for the types of documents that may be included in this data exchange. This list is not exhaustive and is not an authoritative list of documents replaced by the data exchange; it is only for informational purposes.

- There are no related forms.

## ***2.4 Assumptions and Dependencies***

The data exchange specification package includes a data mapping specification based on the NIEM- and CCMS-specific definitions used in this exchange. Each integration partner is responsible for mapping, or performing data translations if necessary, for all content (including coded values) sent and received using this exchange.

## 3.0 Primary and Alternate Information Flows

This section provides a basic description of the exchange sequence and flow between an integration partner and CCMS. It explains the primary scenario for successful delivery and receipt of data exchange content, and alternate flow of information for error and exception handling scenarios. Additional diagrams and descriptions of information flows are found in the “*Data Exchange Functional Guidelines*.”

### 3.1 Primary Flow

1. An integration partner sends the draft minute order notification to the ISB.
2. The ISB receives the notification, performs schema validation, facilitates data mapping to the California judicial branch XML schema standard, and forwards the request to CCMS.
3. CCMS receives the request and performs validations, per the rules outlined in [Section 6.0, Additional Business Rules and Processes](#).
4. CCMS sends the success or failure response to ISB.
5. The ISB receives the response, performs schema validations, facilitates data mapping to the NIEM standard and forwards the response to the originating integration partner.
6. The integration partner receives the response and takes appropriate action.

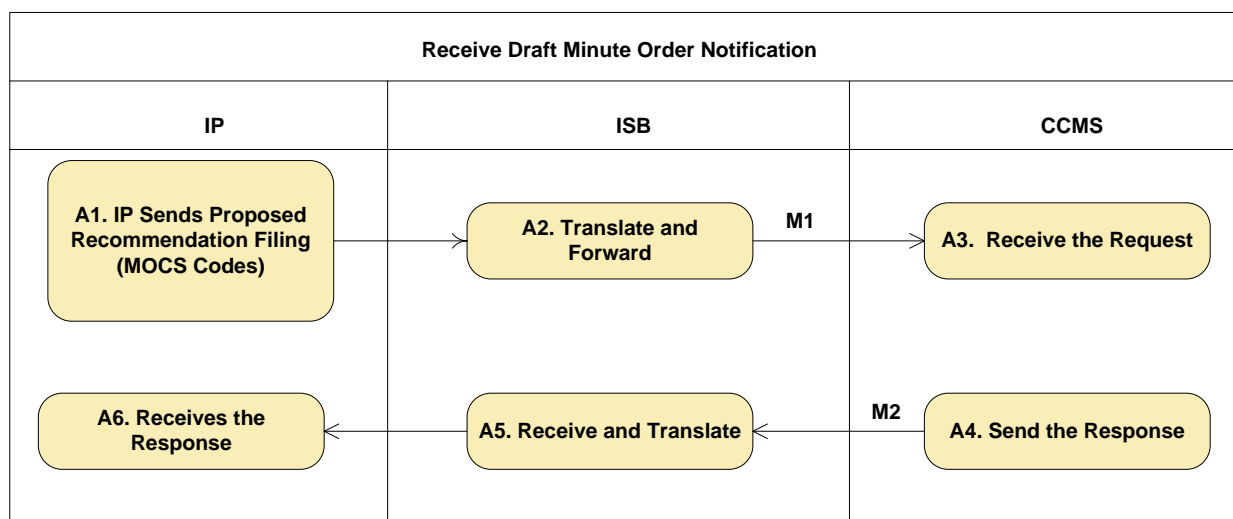


Figure 2. Court Receives Draft Minute Order Notification Activity Diagram

### 3.2 Alternate Flow

This exchange includes three possible alternate flows, depending upon the nature of the problem.

- The ISB returned a positive acknowledgement to the source system (integration partner), and an exception occurs within the ISB, (e.g., schema validation) before the

request is forwarded to the target system (CCMS). The ISB handles the exception and sends a response (containing failure reason) to the source system (integration partner).

- The ISB returned a positive acknowledgement to the source system (integration partner), and an exception occurs when the ISB attempts to forward the request to the target system (CCMS). The ISB handles the exception and sends a response (containing failure reason) to the source system (integration partner).
- The ISB forwards the request to the target system (CCMS) and receives a negative acknowledgement, (e.g., syntactic data error) from the target system (CCMS). The ISB handles the exception and sends a response (containing failure reason) to the source system (integration partner).

### **3.3 Messages**

A data exchange message<sup>4</sup> is a complete package of information sent between the courts and an integration partner. This exchange includes two types of messages.

#### **1. Request message**

- a. The Request message contains the draft minute order information, (e.g., event information, MOCS code, parameter name, parameter value), sent by an integration partner to a court.

#### **2. Response messages**

- a. The Success Response message contains the draft minute order response from the trial court to the integration partner to indicate successful processing of the request.
- b. The Error Response message contains error and error description information indicating the draft minute order request message was not successful and corrective action is required.

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<sup>4</sup> As defined in the Justice Reference Architecture v1.8 February 2010.



## **4.0 Exchange Context**

This section provides integration partners with specific information regarding the context of the exchange.

### ***4.1 Triggering Events***

An integration partner sends a trial court the draft minute order information.

- Conditions = None

### ***4.2 Subsequent Events***

Information is forwarded to the CCMS system.

- Conditions = None



## 5.0 Data Exchange Errors and Exceptions

“*CCMS Data Exchange Errors*” contains all exchange specific errors that may occur between an integration partner and CCMS; it includes the following three sections that list error codes, names, and descriptions for each error type:

- **Transient and non-transient errors** may occur while the ISB processes messages.
- **Functional errors** may occur while the ISB or CCMS process messages.
- **Transactional errors** may occur while processing a message in CCMS according to the Business Rule validations identified in [Section 6.0 Additional Business Rules and Processes](#).



## 6.0 Additional Business Rules and Processes

This section contains additional business rules and process requirements for an integration partner to successfully send or receive information from CCMS. The content of this section reflects specific rules that either cannot or are not enforced in the technical specifications that accompany the onboarding documents, specifically the mapping spreadsheets, exchange schemas, and code schemas. Integration partners must rely on this information to produce and consume valid messages exchanged with CCMS.

### 6.1 Business Rules

There are no business rules for this data exchange.

### 6.2 Allowable Values

This section provides additional information regarding individual allowable values for elements contained in this data exchange. Essentially, allowable values come in two forms—AOC codes or Boolean types. This section also includes subsections that list the elements by type with specific instructions for each type.

#### 6.2.1 AOC code values

Table 2 contains element names and the corresponding AOC Code Schema Table name.

- The AOC Code Schema contains the actual coded values and descriptions required for each element used in this exchange.
- The AOC Code Schema is provided in the exchange schema file under the “AOC Code” folder.

Integration partners should refer to the AOC Code Schema for all element-allowable values listed in Table 1.

As a reference, the AOC created the “*AOC Codes*” document, which lists all AOC code tables, values, and descriptions in alphabetical order. At the time of this writing, “*AOC Codes*” reflects the current values and should not be used as the authoritative source for validation purposes.

Table 1. AOC Code Values

Element Name	AOC Code Schema Table Name
<b>Request</b>	
Parameter Type	ParamDisplayTypeCodeSimpleType
<b>Success Response</b>	
Parameter Type	ParamDisplayTypeCodeSimpleType
<b>Error Response</b>	
Error Code	See “ <i>CCMS Data Exchange Errors</i> ” for a list of errors.
Error Description	See “ <i>CCMS Data Exchange Errors</i> ” for a list of errors.

## 6.2.2 Court configurable elements

Local courts have the ability to create, edit, and remove allowable values for data elements within exchange.

- There are no court configurable data elements.

In practice, many of these values are standard across courts, but integration partners should contact their local court administrator for an authoritative list of the court-specific allowable values. These values will be contained in the Court Policy File, which describes specific court business and operational rules (e.g., hours of operation, code lists, and fee schedules) in a machine-readable format. The Court Policy File for each local court will be developed as part of the CCMS deployment of that court. Integration partners can learn more about the Court Policy File by referring to the “*Court Policy File Overview*.”

## 6.2.3 Indicator element allowable values

This exchange includes numerous “Indicator” elements that provide additional information related to a specific condition or scenario. Following is a list of indicator elements contained in this exchange. The allowable values for each element must be either “true” or “false” or “1” = true or “0” = false. Integration partners should not rely on the exchange mapping spreadsheets for the indicator element allowable values, but rather the exchange schemas contained in the appropriate schema folder.

The following schema is the authoritative source for the indicator allowable values:

- Legacy Case Indicator

## 6.3 Business Processes

There are no additional business processes that impact the exchange.

## 6.4 Data Classification

At the time of this writing, no security classifications or restrictions to the data contained in this exchange have been identified.

### 6.4.1 Privacy considerations

At the time of this writing, no specific privacy considerations for the content contained in this exchange have been identified.

## **7.0 ISB Message Processing**

### **7.1 Routing**

The ISB performs message routing for this exchange. Routing rules are based on the content contained in the Common Service Header, described in the “*Data Exchange Common Technical Requirements*.”

- No additional routing rules apply.

### **7.2 Message Interactions**

This is an asynchronous exchange; however, all messages sent to the ISB are processed in real time. This means messages received by the ISB are validated, translated to the appropriate format, and routed to the destination immediately.

- This transaction is retransmitted every 10 minutes up to three times before being declared unsuccessful.

Refer to the “*Data Exchange Functional Design Guidelines*” document for an additional description of the message interactions with the ISB and CCMS.





## Appendix A. Acronyms

*Table 2. Acronyms*

<b>Acronym</b>	<b>Name</b>
ACCMS	Appellate Court Case Management System
AOC	Administrative Office of the Courts
CCMS	California Case Management System
CCTC	California Courts Technology Center
CEB	Common Element Block
DI	data integration
F&F	Fees and Fines
FTA	Failure To Appear
IP	integration partner
ISB	Integrated Services Backbone
LIAM	Local Integration Assessment Methodology
NIEM	National Information Exchange Model
OWSM	Oracle Web Services Management
RRA	request/reply-asynchronous
RRS	request/reply-synchronous
SDD	Service Description Document
SLA	service level agreement
SME	subject matter experts
URL	Universal Resource Locator
WSDL	Web Services Description Language
XML	eXtensible Markup Language

