



Service Description Document: CCMS Data Exchange PF807

COURT RECEIVES FAMILY UNIT UPDATE
REQUEST
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ADMINISTRATIVE OFFICE
OF THE COURTS

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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	ISB and CCMS Data Exchange Overview	Deloitte Consulting
9.0	June 2011	Data Exchange Functional Design Guidelines	Deloitte Consulting
2.0.0	September 2011	Data Exchange Common Technical Requirements	AOC
1.0.0	September 2011	PF807 Data Exchange Specification	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	Service Description Document: CCMS Data Exchange EFL902 Court Sends Clerk Review Rejection Notification	Optimum Technology
1.0.0	June 2011	Service Description Document: CCMS Data Exchange PF908 Court Sends Family Unit Update Confirmation Notification	Optimum Technology
9.0	July 2011	CCMS Data Exchange Errors	Deloitte Consulting
1.0	July 2010	Court Policy File Overview	AOC
N/A	September 2011	AOC Codes	AOC/SEARCH
1.0	September 2011	Local Integration Assessment Methodology (LIAM)	AOC
2.0	June 2010	LIAM Light	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 request from an integration partner to add or remove members or to add, modify, or remove relationships for existing members for a family unit already in the CCMS system.

Integration partners most likely to use this data exchange include:

- California Department of Child Support Services
- California Department of Social Services
- Electronic filing service providers

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](#)¹.

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.

This assessment, called the “*Local Integration Assessment Methodology (LIAM)*,” consists of four phases to provide both integration partners and the courts with necessary information prior to implementation activities. Figure 1 describes this process in more detail.

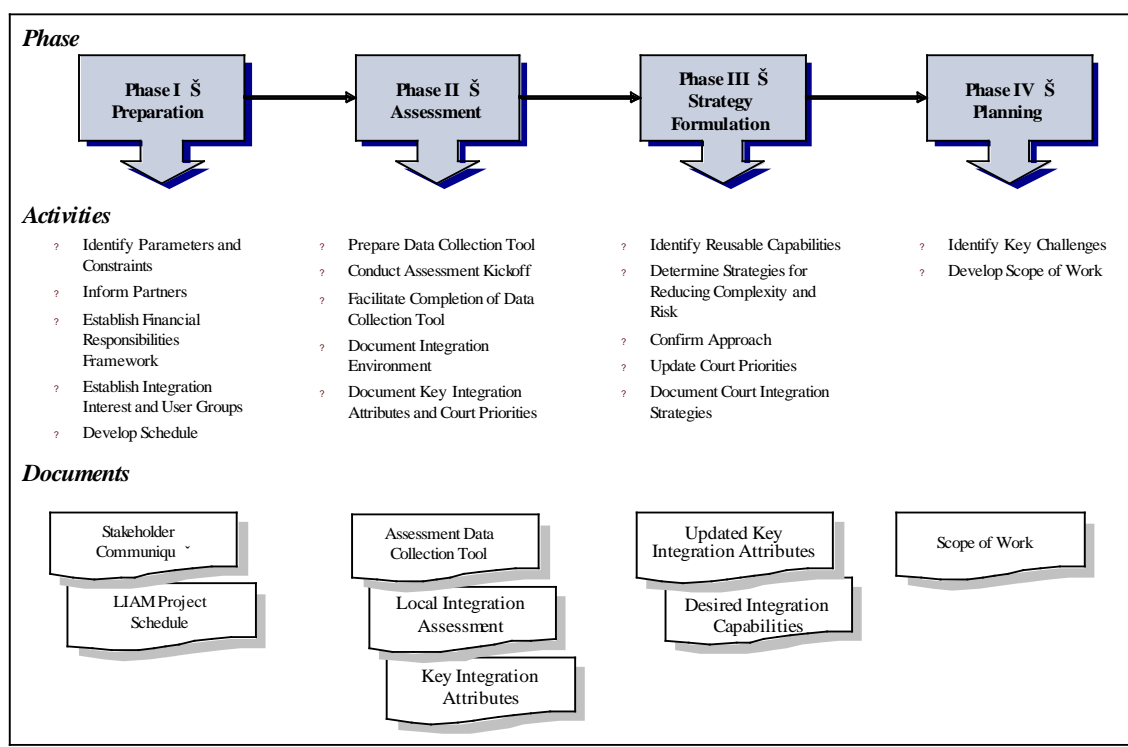


Figure 1. Implementation Phases

As an alternative, an integration partner can choose to participate in the LIAM Light assessment. 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 <http://www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1015#RefSSPs>

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
- 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](#)² (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](#)³.

1.4 Assumptions

The 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.

² <http://niem.gov/>

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

1.6 Conventions Used in this Document

1.6.1 Exchange naming convention

During the data exchange development process, the AOC adopted a standard naming convention to describe the “action” of the exchange from the court perspective, and applied an alphanumeric categorization for various court functions. Each follows this format:

<Application>-<Interface Number><Interface Name>

Where:

- *Application* is CCMS
- *Interface Number* consists of code name of functional area (two or three letters (e.g., “DOJ” for Department of Justice-related data exchanges)), and a three-digit number:
 - If the first digit is “8” then CCMS is receiving the data from an integration partner.
 - If the first digit is “9” then CCMS is sending the data to an integration partner.
 - The remaining two digits identify the unique integer ID sequentially assigned to the data exchange.
- *Interface Name* is descriptive name of the data exchange.

Examples:

- CCMS-V4-DOJ802 Receive Disposition Error Report Notification
 - CCMS receives data from an integration partner.
- CCMS-V4-DOJ901 Send Initial, Subsequent Disposition Notification
 - CCMS sends data to an integration partner.
 - CCMS sends data to the integration partner.

2.0 Exchange Description

This section outlines the requirements and functional design for the PF807 Receive Family Unit Update Request data exchange. This California judicial branch XML schema-based data exchange will be used by a trial court to receive a request from an integration partner to either add or remove members or to add, modify, or remove relationships for existing members, for an existing family unit in the CCMS system. 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 indicates successful delivery of the incoming request to the CCMS system or an error message if an error is encountered. In case of successful delivery, the entire set of request data is echoed back to the integration partner along with a confirmation message. In case of 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. A CEB allows court and integration partner development staff to define a business concept once, such as 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 the trial court (service provider) to **receive** a request from an integration partner (service consumer) to make modifications to family unit information that exists in the CCMS system, including adding or removing members and modifying or removing relationships for existing members.

2.2 Real World Effects

This service provides the ability for an integration partner (service consumer) to **request** that the trial court (service provider) modify existing family unit information in the CCMS system. Integration partners may use this data exchange to:

- Remove a member from an existing family unit
- Update the relationships for members in an existing family unit
- Add a member or a new relationship to an existing family unit

2.3 Related Forms and Exchanges

2.3.1 Business response exchanges

All exchanges subject to court clerk review have corresponding “business response” exchanges that describe the outcome to the court clerk’s review. One of two exchanges handles the subsequent business response to this data exchange.

- CCMS-V4-EFL902 Send Clerk Review Rejection Notification exchange, which contains rejection information in response to the court clerk's review of the family unit update request.
- CCMS-V4-PF908 Send Family Unit Update Confirmation Notification data exchange, which confirms the update request successfully passed the clerk review and contains the pertinent update information.

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-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.

- The ISB returned a positive acknowledgement to the source system (integration partner system), 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 the 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. The ISB handles the exception and sends a response (containing the failure reason) to the source system (integration partner system.)

3.3 Messages

A data exchange message⁴ is a complete package of information sent between the courts and an integration partner. This exchange includes three types of messages.

1. Request message
 - a. The Request message contains the family unit information (e.g., family unit identifier, family member info, qualifier, etc.), sent by the integration partner to the court.
2. Response messages
 - a. The Success Response message contains the family unit information response sent by the court to the originating integration partner.
 - b. The Error Response message contains error and error description information indicating the family unit information request message was not successful and corrective action is required.
3. Business responses
 - a. The CCMS-V4-PF908 Send Family Unit Update Confirmation Notification data exchange, which confirms the initial request successfully passed the clerk review and contains the pertinent family unit information.
 - b. The CCMS-V4-EFL902 Send Clerk Review Rejection Notification data exchange, which contains rejection information in response to the court clerk's review. This informs the IP that the family update request did not pass the court clerk review and corrective action is required.

⁴ 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 the trial court the family law filing.

- Conditions = None

4.2 *Subsequent Events*

Information is forwarded to the CCMS system for review and subsequent processing.

- Conditions = None

5.0 Data Exchange Errors and Exceptions

The document titled “*CCMS Data Exchange Errors*” contains all exchange specific errors that may occur between an integration partner and CCMS. It includes three sections that list error codes, names, and descriptions for each type below.

- **Transient and Non-Transient Errors** may occur while the message is processed by the ISB.
- **Functional Errors** may occur while processing messages in the ISB or CCMS.
- **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.

This data exchange uses several CEBs, which contain an over-inclusive set of data elements that may or may not be required for this data exchange. Consequently, Table 1 may include errors that do not apply to this exchange and integration partners should disregard these types of errors accordingly. Shaded elements indicate that the element appears multiple times in the data exchange and may have unique rules depending on the context of its use.

6.1 Business Rules

Table 1. Business Rules

Referenced Element	Business Rule Description
	Request
Add/Remove Indicator	Allowable values are: <ul style="list-style-type: none"> A = Add R = Remove
Add/Update/Remove Indicator	Allowable values are: <ul style="list-style-type: none"> A = Add U = Update R = Remove
Case Number	<ul style="list-style-type: none"> External Case Number and CCMS Case Number are mutually exclusive; only one may be provided Required when External Case Number is not provided Must be sent for case amendments
Case Title	Required when a Case Number is present
Case Year	<ul style="list-style-type: none"> Digits can be 0-9 Must be sent for case amendments YYYY format
CCMS Family ID Description	Applicable when creating a new family unit
CCMS Family ID Number	Must match an existing CCMS Family ID Number
Court Code	<ul style="list-style-type: none"> Must be a number ranging from 1 to 58 Must be sent for case amendments
Date of Birth	Must be YYYY-MM-DD format
District	(CEB11) Branch: Court. EFiled Court Information <ul style="list-style-type: none"> Allowable values are determined by the Court Code selected. Applicable when the Resource Type selected is "Department"
End Date	Must be later than or the same as the start date and in YYYY-MM-DD format

Referenced Element	Business Rule Description
External Case Number	<ul style="list-style-type: none"> May be either the Legacy Case Number or the External Case Number External Case Number and CCMS Case Number are mutually exclusive; only one may be provided Required when CCMS Case Number is not provided Must be sent for case amendments
External Case Xref Number	<ul style="list-style-type: none"> Digits can be 0-9 Must be sent for case amendments
External Case Xref Type	Must be sent for case amendments.
Integration Partner Phone Number	Digits can be 0-9
Location	(CEB11) Branch: Court. EFiling Court Information Allowable values are determined by the District selected.
Participant Category	<ul style="list-style-type: none"> When Participant ID exists, Participant Category must also exist. Must be numeric
Participant ID	<ul style="list-style-type: none"> If Participant ID exists, Participant Category must also exist Must be numeric
Start Date	Must be earlier than or the same as the end date and in YYYY-MM-DD format
Submitted Date/Time	Must be Time Stamp in YYYY-MM-DDThh:mm:ss.sss-offset format
Submitter Information	Must be either Person or Organization, cannot be both.
Success Response	
Status	Allowable values = "Received"
Error Response	
Status	Allowable values = "Error" or "Rejected"

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 includes subsections that list the elements by type with specific instructions for each type.

6.2.1 AOC code values

This section provides the schema location for the allowable values and description of elements contained in this exchange. Table 2 identifies the element name as it appears in the mapping spreadsheet, and the name of the specific schema that contains the values and descriptions. All allowable value schemas are found by following this path in the exchange .zip file:

- INI810/SchemaDefinitions/CAJUD/CommonEnumeration

Table 2. AOC Code Values

Element Name	Schema Name
Request	
County	County.xsd
Existing Family Association Type	FamilyRelationRole.xsd
Existing Qualifier	FamilyRelationQualifier.xsd
External Case Xref Type	ExternalCaseType.xsd

Element Name	Schema Name
New Family Association Type	FamilyRelationRole.xsd
New Proposed Qualifier	FamilyRelationQualifier.xsd
New Qualifier	FamilyRelationQualifier.xsd
Participant Category	ParticipantType.xsd
Success Response	
County	County.xsd
Existing Family Association Type	FamilyRelationRole.xsd
Existing Qualifier	FamilyRelationQualifier.xsd
External Case Xref Type	ExternalCaseType.xsd
New Family Association Type	FamilyRelationRole.xsd
New Proposed Qualifier	FamilyRelationQualifier.xsd
New Qualifier	FamilyRelationQualifier.xsd
Participant Category	ParticipantType.xsd
Error Response	
Error Code	See “CCMS Data Exchange Errors” for a list of all errors.
Error Description	See “CCMS Data Exchange Errors” for a list of all errors.

6.2.2 Court configurable elements

Each local court has the ability to create, edit, and remove the following allowable values for some data elements:

- District
- Location

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

There are no indicator elements used in this exchange.

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 data exchange. Routing rules are based on the content contained in the Common Service Header, which is described in the “*CCMS Data Exchange Common Technical Requirements*.”

- No additional routing rules apply.

7.2 Message Interactions

All messages sent from the ISB are processed synchronously in real time. This means messages received by the trial court are validated, translated to the appropriate format, and routed to the destination immediately.

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

Appendix A. Acronyms

Table 3. Acronyms

Acronym	Name
ACCMS	Appellate Court Case Management System
AOC	Administrative Office of the Courts
CCMS	California Case Management System
CCPOR	California Courts Protective Order Registry
CCTC	California Courts Technology Center
CEB	Common Element Block
DI	Data Integration
F&F	Fees and Fines
FTA	Failure To Appear
IPs	Integration Partners
ISB	Integration 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
XML	Extensible Markup Language

