Assistance in Identifying a Standard Case Management System and Advice on Establishing a Secure Network for Inter-Office Sharing for the Office of the Attorney General Prosecution Advisory Council of Reno, Nevada (Memorandum Report)

TECHNICAL ASSISTANCE REPORT

Bureau of Justice Assistance
CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT
A Joint Program of the Bureau of Justice Assistance, U.S. Department of Justice, and American University School of Public Affairs
CCTAP Technical Assistance Project No. 98-019

Assistance in Identifying a Standard Case Management System and Advice on Establishing a Secure Network for Inter-Office Sharing for the Office of the Attorney General Prosecution Advisory Council of Reno, Nevada (Memorandum Report)

October 6, 1999

Consultant
Thomas Lane
TA Request of Michael McCormick, Executive Director of the Nevada Prosecution Advisory Council

Results of meeting of Sept. 25, 1998 in Las Vegas municipal Court:

1. Mr. McCormick is interested in obtaining assistance in developing the substantive portion of a grant application to be submitted by the Advisory Council to establish a web site with the following goals:

   - Link all 17 District Attorney Offices and 5 City Attorneys, probably using the Internet;
   - Facilitate the development and maintenance of a shared Brief Bank;
   - Support a DA2DA (District Attorney to District Attorney) List Server, enabling one to many, and many to one electronic message communications;
   - Ultimately, provide a case management application for smaller offices; and
   - Provide adequate security for all communications.

2. Mr. McCormick will need information on resources and costs necessary to implement and maintain such a capability, as well as a description of the tasks required of such a project. He will research whether a state data network exists to which (remote) offices could be attached; and which could host such a web site or provide access to an Internet Service Provider (ISP).

3. There may be an existing operation in another state that could serve as a model, such as New Mexico, which ought to be researched.

4. I said I thought that a couple of days for research & writing could do it, but that Joe Trotter is the ultimate arbitrator of things TA.

Let me know if you would like to discuss this. I have not corresponded with Mr. McCormick since our meeting.

Tom
School of Public Affairs
Courts Technical Assistance Program
Hosted Site Visit Report

Please return to:
Assignment Coordinator
J. Trotter
Adjudication Technical Assistance Project
The American University
Justice Programs Office
Brandywine Building - Suite 660
4400 Massachusetts Avenue, N.W.
Washington, D.C. 20016-8159

Name: Michael McCormick
Position: Executive Director, Nev. Prov. Council
Address: 1325 Mountain View Suite 340 Reno, NV 89502
Host Site Visited: Albuquerque and Santa Fe, New Mexico - New Mexico Dist. Atty's Assoc
Other Members of Your Team: Noel Waters, John Hult
Date of Visit: Dec 15-17 1998

Status of Your Similar Program to the one visited:
- Planning stage
- Implementation stage
- Fully Operational
- Start-up Date
- Funding Level
- Source(s) of Funding

How do your job responsibilities relate to the type of operations conducted by the host agency?

My job responsibilities are very similar to those of Joyce Bustos, Executive Director of The New Mexico District Att'y Assoc.

Please describe the situation or goals of your agency which prompted your visit:

We would like to implement an infrastructure whereby all DA's Offices in Nevada could be linked in a secure intranet system, and also to develop a standard statewide case management program.

What did you expect to learn as a result of your visit?

It was our goal to investigate New Mexico's statewide infrastructure and case management program to see if we could implement those in Nevada. We also wanted to get costs and the possibility of utilizing New Mexico's case management program.

(Note: Please attach host site visit agenda when returning this form)
What actions do you plan to undertake as a result of your hosted site visit and what is your timetable for these actions?

We will be following up with technical experts in Nevada to determine if we can use New Mexico's system in Nevada. We also will further review their case management program.

Would a workshop or additional technical assistance as follow-up to the hosted site visit be beneficial?

Yes ☑ No

Comments: As we develop our system, it would be beneficial to have New Mexico technical reps meet with us in Nevada.

Please rate on a scale of 1 (least effective) to 5 (most effective) the following:

A. Rate the overall TA experience: 1. 2. 3. 4. 5
B. Performance of AU Staff in planning and coordinating the site visit: 1. 2. 3. 4. 5
C. Structure and relevance of the site visit agenda: 1. 2. 3. 4. 5
D. Did the hosted visit meet your expectations for the technical assistance requested: Absolutely 1. 2. 3. 4. 5

Recommendations to increase the performance or value of the hosted site visit TA Program:

Please comment on the overall benefit of the host site visit to your organization:

This was invaluable!

Signature: [Signature] Date: 12/19/94
AGENDA FOR NEW MEXICO SITE VISIT

Members:

Michael McCormick
Executive Director
Nevada Prosecution Advisory Council

Noel Waters
Carson City District Attorney

John Lusak
Forensic Computer Specialist
Office of the Attorney General

December 15, 1998
Tuesday

We will leave Reno at approximately 6:35 am, and will arrive in Albuquerque, New Mexico at approximately 10:35 am. Will spend the rest of the day meeting with Eddie Chavez, Information System Manager, and Charles D. Bowman, D Programmer. Will spend the night in Albuquerque.

December 16, 1998
Wednesday

Will travel to Santa Fe in the morning to meet with Joyce Bustos, Executive Director of the Administrative Office of the District Attorneys. Will also visit the Santa Fe District Attorney’s Office. We will spend the night in Santa Fe.

December 17, 1998
Thursday

We will return to Albuquerque in the morning to catch our flight. We will return to Reno at approximately 1:05 pm
December 23, 1998

Mr. Joseph Trotter
American University
Brandywine #660
4400 Massachusetts Avenue
Washington, D.C. 20016-8159

Dear Joe,

I want to thank you for your assistance in arranging our site visit to the Administrative Offices of the New Mexico’s District Attorneys. It was an excellent visit, and I believe that we now have sufficient information on which to try to implement a similar program in Nevada.

On Tuesday, December 15th, we spent the afternoon with the technical specialists discussing how their system is configured so that all district attorney offices in New Mexico are linked in a secure intranet situation. Not only did we see how that system was configured, but we also got costs and technical specifications. We also met with New Mexico’s Chief Programmer to discuss their case management program.

On Wednesday, we traveled to Santa Fe and met with Joyce Bustos who is in charge of the Administrative Offices of the New Mexico’s DAs Association. Joyce arranged a visit to the Santa Fe District Attorney’s Office where we talked with several representatives regarding the case management program. We also had preliminary discussions with Joyce regarding the possibility of Nevada acquiring their case management program.

The entire visit was excellent. I believe that we have now made tremendous progress in implementing similar systems in Nevada. Again, I appreciate your assistance in funding this visit.

Sincerely,

Michael McCormick
Executive Director