



# Kansas Sentencing Form Manager App

## Project Retrospective

Wednesday September 13, 2023

# Contents

## 1. Pre-Development

- SOW
- App Mock-ups
- Architecture

## 2. Phase 1

- Journal Entry

## 3. Phase 2

- PSI
- PVJE
- Conditional Logic
- Validation

## 4. Where We Are Now

- Pilot Programs
- Open Bugs
- Future Work

# Pre-Development

- The pre-development process (the planning period before an App Team starts work) includes the finalization of the SOW, engineering requirements document, and the app mock-ups.
- The SOW goes over the high-level components needed to complete the app. For the Kansas Sentencing Form Manager app this included the completion and digitization of the entire case flow: the PSI, the Journal Entry, and the PVJE.
- Once the SOW was signed off on the UX designer began work on initial mocks and the Program Manager worked with the Kansas Sentencing team and the Domo Development Lead to gather more defined requirements.

## Purpose & Overview

The purpose of this Application Definition Document is to align the expectations provided by the client with the intentions and understandings of any development team at Domo involved in the creation of the application. This document should be considered a detailed description of the app, its functionalities, and expected behaviors. Note that any functions, features, or collective user behaviors not described in this document are not guaranteed to be featured in the final product that will be delivered to the client. Please communicate any errors and/or omissions to the Domo Project Manager.

This document is divided into sections that describe the individual application and the views contained in each application.

## Overview

The Kansas Sentencing Journal Form Manager is one tool within the Kansas Sentencing Form Manager app. The Journal Form Manager provides users with the ability to fill out new journal forms and interact with other parties filling out and revising the journal forms. The overall Form Manager App features a table of contents that allows users to have a high-level overview of cases and to begin/continue with a form. The app also has an embedded workflow that allows users to see who has filled out a journal form in the flow and supports the Kansas State Rule 170 process. The app allows users to make amendments to journal entries, which will need to be reviewed and accepted (or denied) by the other users. Additionally, users can leave comments through the filling process to inform other users of changes or amendments made.

Link to Sentencing Forms: <https://sentencing.ks.gov/forms/2022-sentencing-forms>



## Digital Form Portal App SOW Kansas Sentencing

Author: Tanner Garrett

Version: 2.0

Date: 8/30/2022



# App Mocks

 You are currently viewing: Offender Wade Warren Case #10345TT999 [Security log out](#)

Case# 10345TT999

**Pre-Sentencing Information**  
Brief information about what pre-sentencing information includes.  
Completed By: Jane Cooper  
Date: mm/dd/yyyy

**Journal Entry**  
Brief information about what pre-sentencing information includes.  
In-progress by: Ruth Peterson

**Revocation Details**  
Brief information about what pre-sentencing information includes.  
Completed by: NA  
Date: TDD

 State vs Wade Warren  
Case Number: 10345TT987 Sentencing Date: May 5, 2022  
% of signatures processed: 80%

Last Updated: Wed, May 10, 2022 at 4:16pm

Journal Entry Form Your document is up to date

State vs Wade Warren  
10345TT987 May 5, 2022  
80% of signatures processed

**Contents** 0 Edits 0 Errors

- Offender Information
- Court Details
- Demographics
- Citizenship
- Prosecuting Attorney
- Sentencing Judge
- Judicial District
- Primary Offense
- Offense Date
- Criminal History
- Drug Offense

**Journal Entry Form**  
Please use for crimes committed on July 1, 2021 - June 30, 2022

Original Edited

Judicial District \* Date \* Case Number \*  
Enter text 2/4/22 12345 DV Case

Judicial District \* A/R/K/A  
Enter text, Separate by comma

Gender: Male Race: White Ethnicity: Not Hispanic or Latino

Citizenship: Citizen of the USA Citizen of Other (if other, specify)

Detainer or Other Charges Pending? Yes No

Subject in Custody Awaiting Sentencing? Yes No

Beginning date: mm/dd/yyyy Ending date: mm/dd/yyyy Total Days: 14 Days

DNA Sample Taken (K.S.A. 21-2511) Yes No

Signing the form

Here you are agreeing upon all items that they are true and complete to the best of your knowledge

Type your full name here



Insert note here ...

Would you like to leave a note?

Journal Entry Form Your document is up to date

State vs Wade Warren  
10345TT987 May 5, 2022  
80% of signatures processed

**Contents** 3 Edits 0 Errors

- Offender Information
- Court Details
- Demographics
- Citizenship
- Prosecuting Attorney
- Sentencing Judge
- Judicial District
- Signers 1 of 3 completed

**Journal Entry Form**  
Please use for crimes committed on July 1, 2021 - June 30, 2022

Original Edited

Judicial District \* Date \* Case Number \*  
Enter text 02/03/2022 WR\_12345678 DV Case

Judicial District \* A/R/K/A  
District 13 Enter text, Separate by comma

Gender: Male Race: White Ethnicity: Not Hispanic or Latino

Citizenship: Citizen of the USA Citizen of Other (if other, specify)

Detainer or Other Charges Pending? Yes No

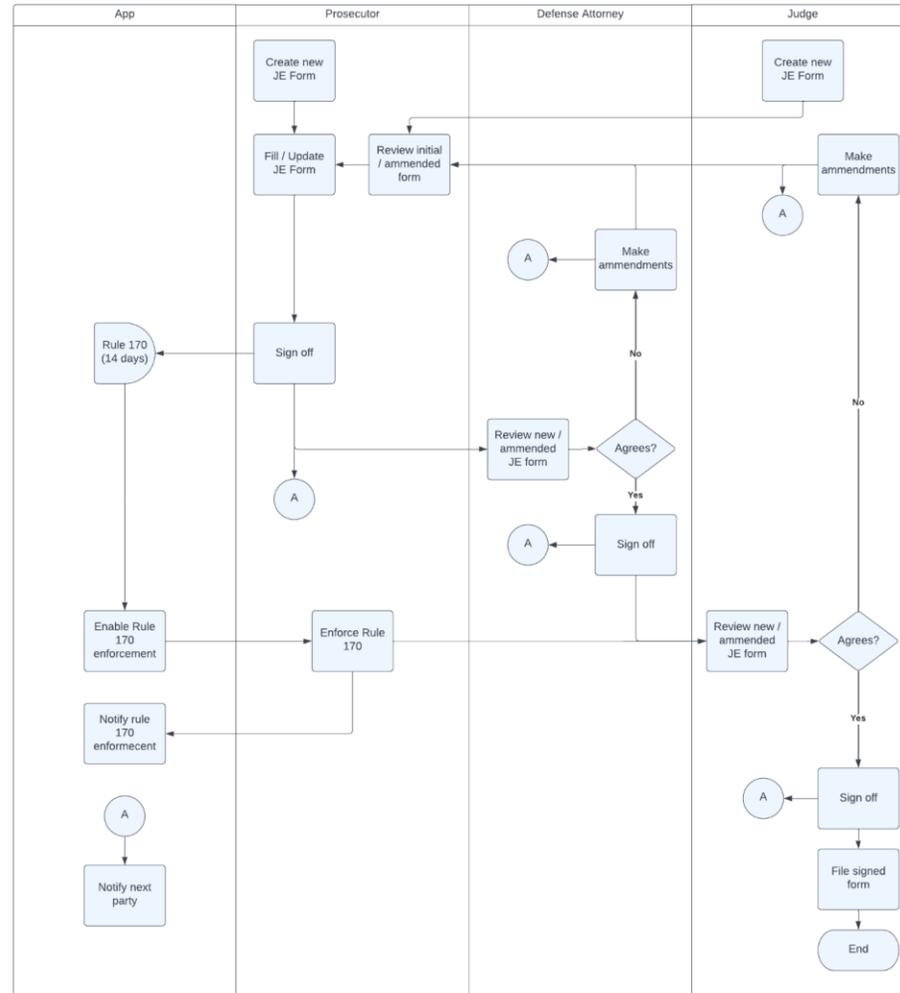
Subject in Custody Awaiting Sentencing? Yes No

Beginning date: mm/dd/yyyy Ending date: mm/dd/yyyy Total Days: 14 Days

**Signers** 1 of 3 completed  
Tabitha Rupert

# App Architecture

Signing of a Journal Entry Form



# Phase 1

- Phase 1 of the project included the development of the Journal Entry. We started with one form and one year of the form (2021) to meet our end of year deadline.
- Development for Phase 1 began the last week of September and ended the last week of December.
- We were able to deliver the 2021 Journal Entry form to the Kansas Sentencing instance for the team to start testing after the holidays.

The screenshot displays a web-based form titled "Journal Entry Form" for the case "State vs Scott Lans". The form is for crimes committed between July 1, 2021, and June 30, 2022, and includes an "AMENDED" checkbox and a "Submit" button. The form is divided into sections, with "SECTION I - Case Identifying Information" being the current view. The case details include "RENO COUNTY" and "2021CR000030", with a progress bar showing "33%" of signatures processed as of July 9, 2021. The form fields are as follows:

- SECTION I - Case Identifying Information**
  - 2. STATE vs. Scott Lans
  - Prefix: If applicable (dropdown)
  - First: Scott
  - Mi: L
  - Last: Lans
  - Suffix: If applicable (dropdown)
  - SSN: (empty field)
  - DOB: mm/dd/yyyy
  - Gender:  Male,  Female
  - 3. Court O.R.I. Number: ks078015j (dropdown)
  - 4. K.B.I. Number: KS11280592
  - 5. County: RENO COUNTY (dropdown)
  - 6. Court Case Number: 2021CR000030
  - 7. Sentencing Judge: McCarville, Joseph P III (dropdown)
  - 8. Sentencing Date: 07/09/2021
  - 9. Defense Counsel: Appointed (dropdown)
  - Name of Appointed Defense Counsel: (empty field)

On the left side of the interface, there is a "Contents" section with "0 Edits 0 Errors" and a "Signers" section showing "1 out of 3 completed". The signers are: Prosecutor (Submitted), Defense Attorney (In Progress), and Judge (Waiting).

# Phase 2

- Phase 2 of the project started the first week of January and wrapped up the beginning of July.
- The second phase of the project included building out the PSI and PVJE, as well as implementing all the previous form years from 2016-2023 and adding conditional logic and validation to the app.
- We delivered the features in phases for the Kansas Sentencing team to test and report bugs back to us to fix.
- The completion of Phase 2 shifted to UAT when Kansas brought on the first Pilot group to test the app.

The screenshot displays the 'Pre-Sentencing Information' form. On the left, a sidebar shows the case details: 'State vs ALLEN COUNTY 19CR199Payne' with a progress indicator for '% of signatures processed' at 0%. Below this is a 'Contents' list with items like 'Offender Information', 'Judicial Team Information', and 'Primary Offense Info'. The main form area is titled 'Presentence Investigation Report' and includes an 'Enter Offense Date' field. The 'Offender Information' section has radio buttons for 'Original' (selected) and 'Amended'. It contains dropdown menus for '1. Judicial District' (31st), 'County' (ALLEN COUNTY), and 'Court O.R.I Number'. Below these are fields for 'Case Number' (19CR199Payne), 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. There is also a field for 'A/K/A/S'. At the bottom, there are fields for 'Age', 'K.B.I No' (KS), and 'Sex' (Male/Female). A 'Signers' section at the bottom left indicates '0 out of 1 completed'. A 'Submit' button is visible in the top right of the form area.

# Where We Are Now

- Kansas is in the middle of their second Pilot Program group who are currently working through the creation of a new set of PSIs for their county.
- We have been continually delivering and fixing bugs as they arise, as well as some feature requests.
- The app's future includes...

# Thank You!