

Family Court Operations Division Mental Health & Habilitation Branch

Monthly Mental Health Availability & Assignment System



Attorney Role Users Manual

Version 1.4

06/15/2016



Monthly Availability & Assignment System Attorney User Guide

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1 Introduction

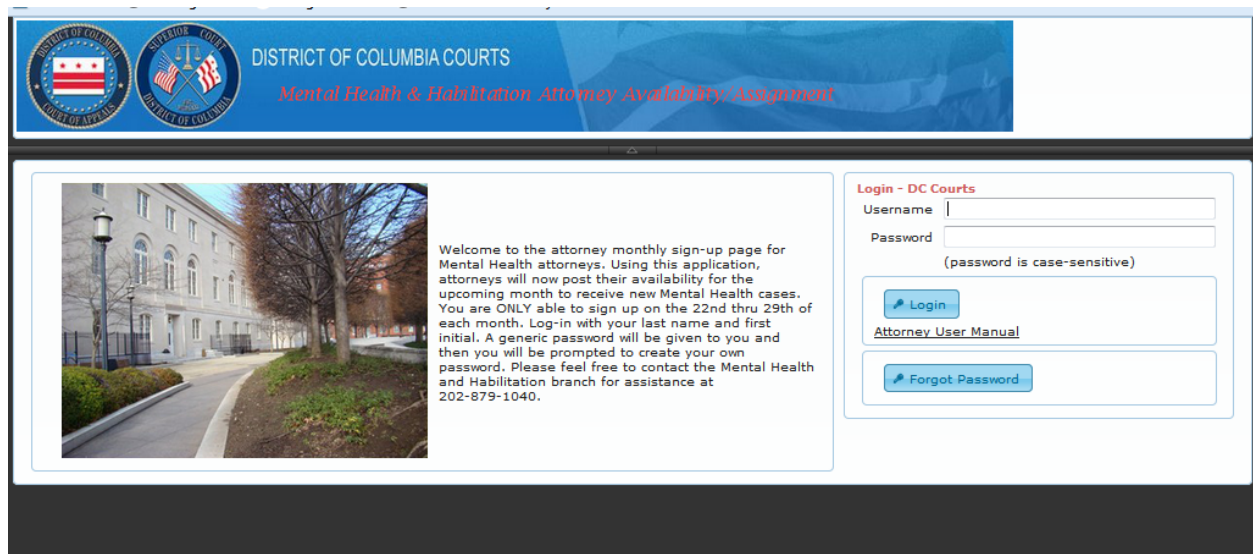
This application allows private mental health panel attorneys to post their availability for appointment to new mental health cases.



2 LOGGING ON

Log on to the application using the internet browser of your choice. After accessing the application, copy and paste the URL (provided by MHH branch personnel) into your browser toolbar and click  from your keyboard.

The following MHE Attorney Availability/Assignment logon screen should appear:



Login - DC Courts

Username

Password


(password is case-sensitive)

[Login](#)

[Attorney User Manual](#)

[Forgot Password](#)

MH&H Attorney Availability/Assignment Logon View...

NOTE: It is recommended that you “bookmark” the page by clicking on the  Star symbol in the browser toolbar.

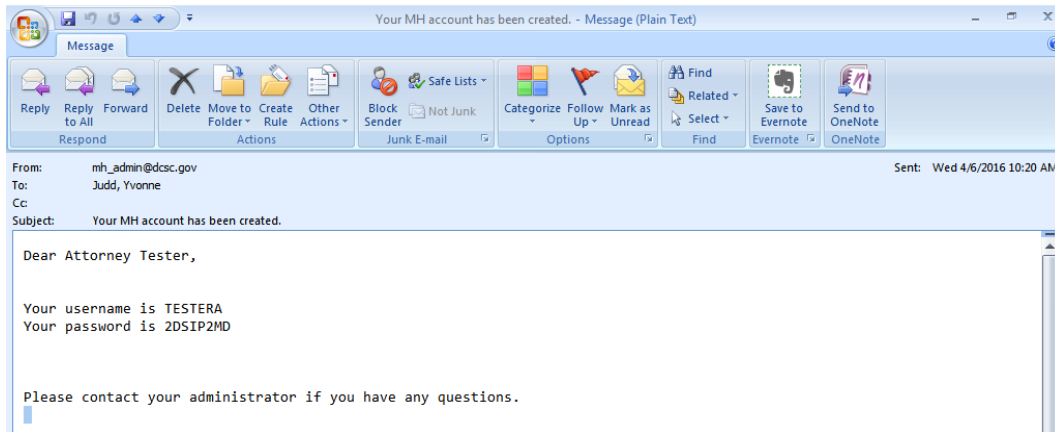
By creating a bookmark, you will be able to access the application more easily in the future.

It should be noted that the MH Attorney’s User Manual is available for online reference by clicking on the [Attorney User Manual](#) hyperlink located underneath the **Logon** button.




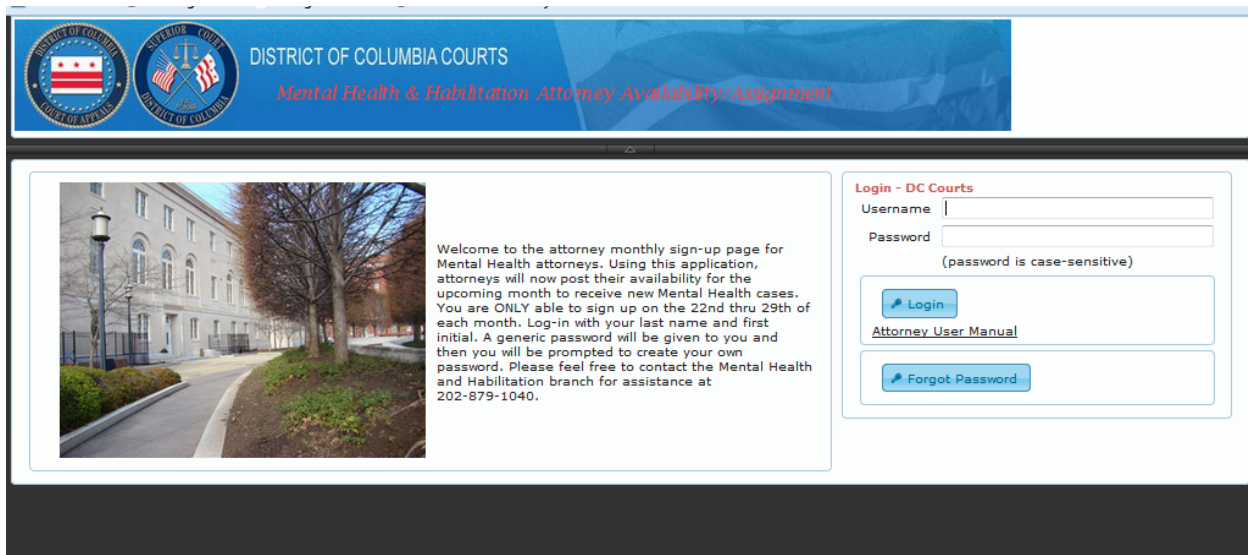
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When an attorney is added as a user to this application, the attorney will receive an e-mail, (see example below), providing the attorney with a user ID and temporary password that is to be utilized for the **initial** logon process.



MHE Attorney Availability/Assignment E-Mail Notification

For the initial log-on process, the attorney should enter the **Username** and **Password** that was either provided by MHH branch personnel or received in the e-mail notification that is identical to the example shown above. Once the identifying information is entered, the MHE Attorney must click the  button.



MHE Attorney Availability/Assignment Logon View



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The same Username will need to be used every time you log on. However, an updated **Password** – which will be created by the MHE Attorney, once security questions are completed at the end of the initial logon -- will be used going forward.

More details regarding security questions and passwords will be addressed in the next chapter.



3 SECURITY QUESTIONS AND PASSWORD SECURITY

After logging on to this application for the first time, the following security questions and change-password screen will be displayed (see below). You will be prompted to select and answer the three security questions and to change your password. You must enter your responses **AND** change your password before clicking on the **SAVE** button.

The screenshot shows a web browser window with the URL `dcccp107:7777/apex/apexdev/f?p=608:10:8656503148560:::10:P10_USERNAME:orlowl`. The page header features the District of Columbia Courts logo and the text "DISTRICT OF COLUMBIA COURTS" and "Mental Health & Habilitation Attorney Availability Assignment".

The main content area is divided into two sections:

- Security Questions:** A blue header bar with the text "Security Questions". Below it, a message reads: "** Please select 3 security questions from below. You may need them to change your password." There are three rows, each with a "Question" dropdown menu and an "Answer" text input field.
- Change Password:** A blue header bar with the text "Change Password". Below it, there are four text input fields: "User Name" (pre-filled with "orlowl"), "Temporary Password", "New Password", and "Re-enter Password".

At the bottom of the form, there are two lines of asterisked instructions: "**Password must be at least 8 characters long and must contain at least one upper case, one lower case one numeric & one punctuation character." and "**Punctuation character can be any of the following (!@#\$%^&*()+-./:;<>.,=?) characters." Below these instructions is a blue "Login" button.

MHE Attorney Availability/Assignment Security Questions View.



3.1 Answering Security Questions

After logging onto the application for the first time, you will be prompted to select and answer three security questions. Please remember the answers to these security questions, as the answers you provide may be needed in the future.

Click on the down arrow next to each of the three questions and you will be provided with a list of eight available questions.

The screenshot shows a web interface titled "Security Questions". Below the title is a blue header bar. The main content area contains the instruction: "** Please select 3 security questions from below. You may need them to change your password." There are three rows, each representing a question. Each row has a "Question" label and a "Answer" label. The "Question" label is followed by a dropdown menu. The "Answer" label is followed by a text input field. The first row shows "Question 1" with a dropdown menu open, displaying a list of eight questions: "WHAT CITY WERE YOU BORN IN?", "WHAT IS THE NAME OF YOUR FAVORITE PET?", "WHAT IS THE NAME OF YOUR FIRST CAR?", "WHAT IS THE NAME OF YOUR FIRST PET?", "WHAT IS THE NAME OF YOUR HIGH SCHOOL?", "WHAT IS YOUR FATHER'S MIDDLE NAME?", "WHAT IS YOUR FAVORITE SPORT?", and "WHAT IS YOUR FAVORITE VACATION SPOT?".

Select a question from the drop-down menu and enter a response. An example is shown below :

The screenshot shows the same "Security Questions" interface as the previous one, but now the first question is selected. The dropdown menu for "Question 1" is closed, and the text "WHAT IS YOUR FAVORITE SPORT?" is displayed next to it. The "Answer" field for "Question 1" contains the text "baseball". The other two questions, "Question 2" and "Question 3", have their dropdown menus closed and their "Answer" fields are empty.

Repeat this process for Questions 2 & 3.

Note: The user also has the option of capturing an image of the displayed screen information using the Print Screen option (by pressing the PrtScn key) and copying it (Ctrl-C) into a MS Word document to be printed or retained.



3.2 Changing your Password

After answering your three security questions, you will then need to change your password before clicking on the **SAVE** button. Both sections need to be completed for successful completion of the initial log-on process. Your assigned Username is entered as the default value (see below) in the **User Name** Field and is not editable.

A screenshot of a web form titled "Change Password". The form has a blue header bar with the title. Below the header, there are four input fields: "User Name" (containing "orlowl"), "Temporary Password", "New Password", and "Re-enter Password". Below the fields, there are two lines of asterisked instructions: "**Password must be at least 8 characters long and must contain at least one upper case, one lower case one numeric & one punctuation character." and "**Punctuation character can be any of the following (!@#%&^*()+-./:;<>=?) characters." At the bottom right of the form is a blue "Login" button.

Enter your current password in the **Temporary Password** field.

Enter your new password in the **New Password** field. The password must meet the following criteria:

1. It must be at least 8 characters in length.
2. It must contain at least one upper case letter.
3. It must contain at least one lower case letter.
4. It must contain at least one numeric character.
5. It must contain at least one punctuation character.

The user should re-enter the same new password in the **Re-enter Password** field.

Don't forget to click the Log-in button when your are done – if you don't, your information will not be retained.

After clicking on the **Log-in** button, you will be returned to the MHE Attorney Availability/Assignment Log-on view where you should login again using your user ID and new password.



4 ATTORNEYS

The Attorney user role has the following capabilities: (1) to view the attorney's information; (2) to post the attorney's availability (calendar view); (3) to view the attorney's availability (calendar view); and (4) to view the attorney's assignments (calendar view).

4.1 View Attorney's Info

1 After Login, your information is displayed:

The screenshot shows a web browser window with the URL `dcccp107:7777/apex/apexdev/f?p=547:19:7632499040078`. The page header includes the District of Columbia Courts logo and the text "DISTRICT OF COLUMBIA COURTS" and "Mental Health & Habilitation Attorney Availability/Assignment". A user menu shows "TESTERA" and "Logout". Below the header is a navigation bar with tabs: "Attorney", "Post Your Availability", "View Your Availability", and "View Your Assignments". The "Attorney" tab is active, displaying a table with the following data:

Last Name	Bar No	First Name	Email Address	Address 1	Address 2	City	State	Zip
Tester	123456	Attorney	yvonne.judd@dcsc.gov	1230 Oakwood Street NW	Apartment #3	Washington	DC	20005

At the bottom right of the table, it says "1 - 1".

2 If any of the information displayed in the Attorney tab is incorrect, please contact the Mental Health & Habilitation Branch (202-879-1040) and they will assist you in making the necessary changes.



4.2 Post Your Availability

This tab is only functional from the 22nd through the 29th of the current month allowing attorneys to post their availability for the upcoming month. Once an attorney posts his or her availability, the attorney can be appointed to new mental health cases.

If you click on the **Post Your Availability** tab on a date other than the 22nd through 29th of the current month, the following message will be displayed: “Not Available - You are ONLY able to post your availability for the coming month on the 22nd thru 29th of the current month.” Please call the Mental Health and Habilitation Branch (202-879-1040) if you need any assistance.

The screenshot displays the user interface for the District of Columbia Courts' Mental Health & Habilitation Attorney Availability Assignment system. At the top, there are two circular logos on the left: the District of Columbia Court of Appeals and the Superior Court of the District of Columbia. To the right of the logos, the text reads "DISTRICT OF COLUMBIA COURTS" and "Mental Health & Habilitation Attorney Availability Assignment". In the top right corner, there is a user profile for "TESTERA" with a "Logout" button. Below the header, there is a navigation bar with four tabs: "Attorney", "Post Your Availability" (which is highlighted in green), "View Your Availability", and "View Your Assignments". The main content area shows a "Not Available" message in a light blue box, stating: "You are ONLY able to post your availability for the coming month on the 22nd thru 29th of the current month. Please call Mental Health and Habilitation Branch for assistance at 202-879-1040."



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Clicking on the **Post Your Availability** tab from the 22nd through 29th of the current month -- when it is functional -- gives the attorney a calendar view (see below) of the upcoming month. In this way, the attorney can indicate which days he or she is available to accept cases.

The screenshot displays the 'Attorney Availability' interface for July 2016. The calendar shows the following availability status for each day:

Day	Availability Status
26	Available? (No)
27	Available? (No)
28	Available? (Yes)
29	Available? (No)
30	Available? (No)
01	Available? (No)
02	Available? (No)
03	Available? (No)
04	Available? (No)
05	Available? (Yes)
06	Available? (No)
07	Available? (No)
08	Available? (No)
09	Available? (No)
10	Available? (Yes)
11	Available? (Yes)
12	Available? (Yes)
13	Available? (Yes)
14	Available? (No)
15	Available? (No)
16	Available? (No)
17	Available? (Yes)
18	Available? (Yes)
19	Available? (Yes)
20	Available? (Yes)
21	Available? (No)
22	Available? (No)
23	Available? (No)
24	Available? (Yes)
25	Available? (Yes)
26	Available? (Yes)
27	Available? (Yes)
28	Available? (No)
29	Available? (No)
30	Available? (No)
31	Available? (No)
01	Available? (No)
02	Available? (No)
03	Available? (No)
04	Available? (No)
05	Available? (No)
06	Available? (No)

The attorney can indicate his or her availability by selecting a specific day or time-frames, such as a week of the month or the entire month, by clicking on the hyperlink for the dates highlighted. Dates already selected as available are displayed in **green**, Dates not selected as available are displayed in **red** (see example above).

- 1 After logging on, click the **Post Your Availability** tab to display a calendar view of the days, Monday through Friday, in the upcoming month where you can indicate your availability.



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DISTRICT OF COLUMBIA COURTS
Mental Health & Habilitation Attorney Availability/Assignment

YJTESTER Logout

Attorney Post Your Availability View Your Availability View Your Assignments

Attorney Availability

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Available? (No)	01
03	04 Available? (No)	05 Available? (Yes)	06 Available? (No)	07 Available? (No)	08	09
10 Available? (Yes)	11 Available? (Yes)	12 Available? (Yes)	13 Available? (Yes)	14 Available? (No)	15	16
17 Available? (Yes)	18 Available? (Yes)	19 Available? (Yes)	20 Available? (Yes)	21 Available? (No)	22	23
24 Available? (Yes)	25 Available? (Yes)	26 Available? (Yes)	27 Available? (Yes)	28 Available? (No)	29	30
31	01	02	03	04	05	06

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NOTE: Saturdays, Sundays, and legal holidays are automatically noted as unavailable for selection with the absence of a hyperlink allowing you to select those days.

Clicking on a specific day's hyperlink (Tuesday, July 5th was selected for this example) will cause the Attorney Availability window to appear (see below):

Attorney Post Your Availability View Your Availability View Your Assignments

Attorney Availability

Attorney Name: Yjtest,Yjtest

From Calendar Date: 07/05/2016

To Calendar Date: 07/05/2016

Save Availability Back to calendar



4.2.1 Indicating Attorney Availability

In the **Attorney Availability** window for the day selected, your selection of that specific day is shown in both the **From Calendar Date** and **To Calendar Date** fields.

The screenshot shows the 'Attorney Availability' window. At the top, there are four tabs: 'Attorney', 'Post Your Availability' (which is active), 'View Your Availability', and 'View Your Assignments'. Below the tabs, the form contains the following fields:

- Attorney Name: Yjtest, Yjtest
- From Calendar Date: 07/05/2016
- To Calendar Date: 07/05/2016

At the bottom of the form, there are two buttons: 'Save Availability' (with a checkmark icon) and 'Back to calendar' (with a left arrow icon). The 'Save Availability' button is highlighted in blue.

If your intention is to indicate your availability for one day only, click on the **Save Availability** button. This returns you to the calendar view where a system message is displayed against a yellow background saying “You have successfully posted your availability” and the calendar view displays a response of “Yes” for the available day. (See the **Yes** on Tuesday, July 5th).

The screenshot shows the 'Attorney Availability' window in calendar view. At the top, there are four tabs: 'Attorney', 'Post Your Availability' (which is active), 'View Your Availability', and 'View Your Assignments'. Below the tabs, a yellow message bar displays the text: "You have successfully posted your availability".

Below the message bar, the 'Attorney Availability' window displays a calendar for July 2016. The calendar grid shows the following availability responses for each day:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Available? (No)	01
03	04	Available? (Yes)	05	Available? (Yes)	06	Available? (No)
07	08	09	10	Available? (Yes)	11	Available? (No)
12	13	14	15	Available? (Yes)	16	Available? (No)
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The 'Yes' responses are highlighted in green, and the 'No' responses are highlighted in red. A red box highlights the 'Yes' response for Tuesday, July 5th. An arrow points from the 'Save Availability' button in the previous screenshot to this 'Yes' response.

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4.2.2 Indicating An Availability Time Period

To indicate availability time periods for a period of more than one day, the date value in the **To Calendar Date** in the **Attorney Availability** view may be modified.

Two examples are provided – in the first example, the date July 18th hyperlink was clicked:

The screenshot shows the District of Columbia Courts website interface. The header includes the court's name and the user's name 'YJTESTER' with a 'Logout' button. Below the header is a navigation bar with buttons for 'Attorney', 'Post Your Availability', 'View Your Availability', and 'View Your Assignments'. The main content area is titled 'Attorney Availability' and contains a form with the following fields: 'Attorney Name' (Yjtest,Yjtest), 'From Calendar Date' (07/18/2016), and 'To Calendar Date' (07/18/2016). At the bottom of the form are two buttons: 'Save Availability' and 'Back to calendar'.

The original **To Calendar Date** value of **07/18/2016** was changed to **07/22/2016** (see example below) to indicate availability for the entire week (Monday, July 18th to Friday, July 22nd) and the **Save Availability** button was clicked.

This screenshot is identical to the previous one, but the 'To Calendar Date' field now displays '07/22/2016', indicating that the availability period has been extended to Friday, July 22nd.



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This returns you to the calendar view where a system message is displayed against a yellow background saying “You have successfully posted your availability” and the calendar view displays a response of “Yes” for the entire week of July 18th -- from Monday, July 18th to Friday, July 22nd (see below):

The screenshot shows the District of Columbia Courts Attorney Availability system. The header includes the court logo, the text "DISTRICT OF COLUMBIA COURTS", and the user name "YJTESTER" with a "Logout" link. Below the header are navigation tabs: "Attorney", "Post Your Availability", "View Your Availability", and "View Your Assignments". A yellow message bar states "You have successfully posted your availability." The main content is a calendar for July 2016. The calendar shows availability status for each day from July 26 to July 30. The status is "Available? (Yes)" for Monday (27), Tuesday (28), Wednesday (29), Thursday (30), and Friday (31). The status is "Available? (No)" for Saturday (02), Sunday (03), Saturday (09), Sunday (10), Saturday (16), Sunday (17), Saturday (23), Sunday (24), Saturday (30), and Sunday (31). The footer of the calendar area says "Copyright © DC Courts".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Available? (Yes)	28 Available? (Yes)	29 Available? (Yes)	30 Available? (No)	01 Available? (No)	02
03	04 Available? (Yes)	05 Available? (Yes)	06 Available? (No)	07 Available? (No)	08	09
10	11 Available? (Yes)	12 Available? (Yes)	13 Available? (Yes)	14 Available? (No)	15	16
17	18 Available? (Yes)	19 Available? (Yes)	20 Available? (Yes)	21 Available? (Yes)	22	23
24	25 Available? (No)	26 Available? (No)	27 Available? (No)	28 Available? (No)	29	30

In this second example, the attorney will indicate his or her availability for the entire upcoming month of July by clicking on the July 01^h hyperlink:

The screenshot shows the "Post Your Availability" form in the District of Columbia Courts Attorney Availability system. The form includes the following fields and buttons:

- Attorney Name: Yjtest,Yjtest
- From Calendar Date: 07/01/2016
- To Calendar Date: 07/01/2016
- Buttons: Save Availability (checked), Back to calendar



Monthly Availability & Assignment System Attorney User Guide

The original **To Calendar Date** value of **07/01/2016** was changed to **07/29/2016** (see example below) to indicate the attorney's availability for the entire month of July (Friday, July 1st to Friday, July 29th) and the **Save Availability** button was clicked.

The screenshot shows the 'Attorney Availability' form with the following fields and buttons:

- Attorney Name: Yjtest,Yjtest
- From Calendar Date: 07/01/2016
- To Calendar Date: 07/29/2016
- Buttons: and

This returns you to the calendar view where a system message is displayed against a yellow background saying "You have successfully posted your availability" and the calendar view displays a response of "Yes" for the entire month of July, from Friday, July 1st to Friday, July 29th (see below):

The screenshot shows the 'Attorney Availability' calendar view for July 2016. A yellow message bar at the top reads "You have successfully posted your availability." The calendar grid shows the following availability status for each day:

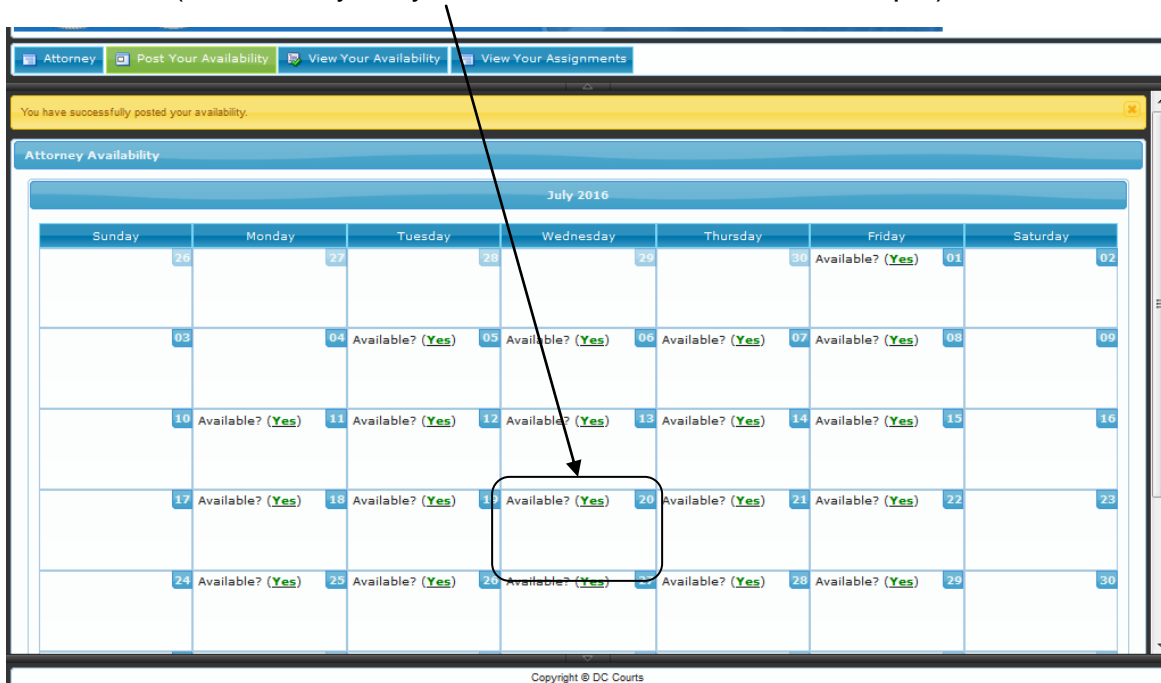
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Available? (Yes) 01	02
03	04 Available? (Yes)	05 Available? (Yes)	06 Available? (Yes)	07 Available? (Yes)	08 Available? (Yes)	09
10 Available? (Yes)	11 Available? (Yes)	12 Available? (Yes)	13 Available? (Yes)	14 Available? (Yes)	15 Available? (Yes)	16
17 Available? (Yes)	18 Available? (Yes)	19 Available? (Yes)	20 Available? (Yes)	21 Available? (Yes)	22 Available? (Yes)	23
24 Available? (Yes)	25 Available? (Yes)	26 Available? (Yes)	27 Available? (Yes)	28 Available? (Yes)	29 Available? (Yes)	30

As mentioned earlier, Saturdays, Sundays, and legal holidays are automatically noted as unavailable.

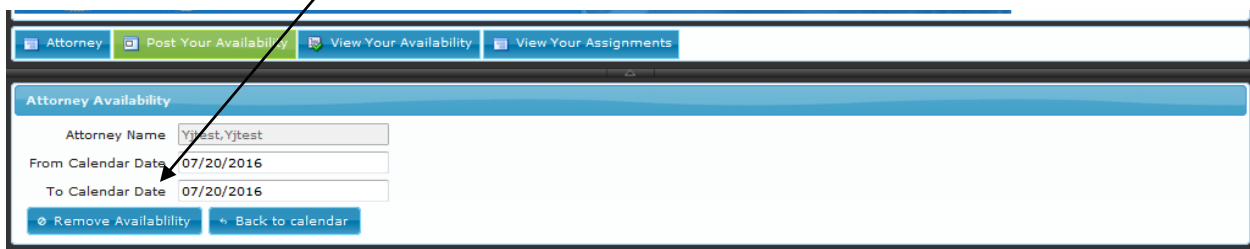


4.2.3 Removing Your Availability

If any error is made after entering his or her availability for the upcoming month, the process of removing the attorney’s availability is similar to the process of indicating your availability. Click on the “**Yes**” hyperlink for the specific date that should be corrected or removed (Wednesday, July 20th, was selected for this example):



To indicate that July 20th, for example, is not a day in which the attorney is available, click on the **Remove Availability** button.





Monthly Availability & Assignment System Attorney User Guide

Clicking on the **Remove Availability** button returns you to the previous calendar view where a system message is displayed against a yellow background saying “You have successfully removed your availability” and the calendar displays a response of “**No**” in red letters for the noted day (see below).

Attorney Availability

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Available? (Yes) 01	02
03	04 Available? (Yes)	05 Available? (Yes)	06 Available? (Yes)	07 Available? (Yes)	08 Available? (Yes)	09
10 Available? (Yes)	11 Available? (Yes)	12 Available? (Yes)	13 Available? (Yes)	14 Available? (Yes)	15 Available? (Yes)	16
17 Available? (Yes)	18 Available? (Yes)	19 Available? (No)	20 Available? (Yes)	21 Available? (Yes)	22 Available? (Yes)	23
24 Available? (Yes)	25 Available? (Yes)	26 Available? (Yes)	27 Available? (Yes)	28 Available? (Yes)	29 Available? (Yes)	30

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4.3 View Your Availability (Calendar View)

Clicking on the **View Your Availability** tab provides the attorney with a calendar view of the days in which he or she is available to take cases during the current month (see below).

The screenshot displays the 'View Your Availability' interface for July 2016. At the top, there are logos for the District of Columbia and the Superior Court, along with the text 'DISTRICT OF COLUMBIA COURTS' and 'Mental Health & Habitation Attorney Availability Assignment'. A user profile for 'YJTESTER' and a 'Logout' button are in the top right. Below the header is a navigation bar with tabs: 'Attorney', 'Post Your Availability', 'View Your Availability' (which is highlighted), and 'View Your Assignments'. The main content area is titled 'Attorney Pick-up sheet' and features a calendar grid for July 2016. The grid shows dates from 26 to 31. Most days are marked as 'Available'. Navigation buttons for 'Monthly', 'Weekly', '< Previous', 'Today', and 'Next >' are located above the calendar. At the bottom of the page, it says 'Copyright © DC Courts'.

While this view appears to be redundant as it is identical to the **Post Your Availability** tab, it should be remembered that the **Post Your Availability** tab is only displayed for the last week of the current month from the 22nd through 29th which allows the attorney to post his or her availability for the **upcoming** month.



4.4 View Your Assignments (Calendar View)

Clicking on the **View Your Assignments** tab gives the attorney a calendar view of the mental health cases he or she has been assigned based on the attorney's indicated availability (see below).

The screenshot shows the District of Columbia Courts website interface. At the top, there are logos for the District of Columbia Court of Appeals and the Superior Court of the District of Columbia, along with the text "DISTRICT OF COLUMBIA COURTS" and "Mental Health & Habilitation Attorney Availability/Assignment". A user profile for "YJTESTER" is visible in the top right corner. Below the header, there are navigation tabs: "Attorney", "Post Your Availability", "View Your Availability", and "View Your Assignments" (which is highlighted). The main content area is titled "Assignments" and features a calendar for July 2016. The calendar shows assigned cases for various dates, with case numbers displayed in blue boxes. The cases are: 234 (July 6th and 19th), 567 (July 11th, 12th, 18th, and 20th), 777 (July 28th), 888 (July 27th), 890 (July 13th, 14th, 21st, and 22nd), 999 (July 26th), and 1023 (July 25th). The calendar also includes navigation buttons for "Monthly", "Weekly", "< Previous", "Today", and "Next >".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
03	04	05 234	06	07	08	09
10 567	11 567	12 890	13 890	14	15	16
17 567	18 234	19 567	20 890	21 890	22	23
24 1023	25 999	26 888	27 777	28	29	30
31	01	02	03	04	05	06

In the above example we see that this attorney, based on the availability that attorney posted for the month of July, has been assigned seven (7) Mental Health cases, some with multiple appearance dates:

- Mental Health case 234 on July 6th and 19th
- Mental Health case 567 on July 11th, 12th, 18th, and 20th
- Mental Health case 777 on July 28th
- Mental Health case 888 on July 27th
- Mental Health case 890 on July 13th, 14th, 21st, and 22nd
- Mental Health case 999 on July 26th
- Mental Health case 1023 on July 25th.

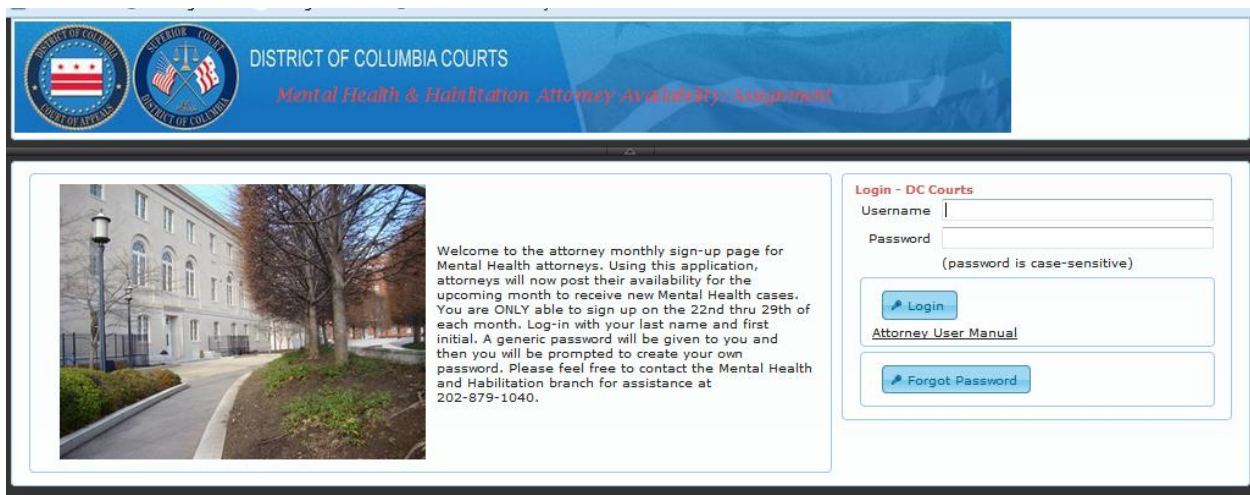


5 LOGGING OFF

This section will explain how to log off the MHE Attorney Availability/Assignment Application. For security reasons, the attorney should log off after completing his or her MHE Attorney Availability/Assignment -related activities, and close the browser. Logging off is done by clicking on the **Logout** button located next to the **Username** at the top of the displayed view below.



After logging off, the user should see the MHE Attorney Availability/Assignment Logon Screen:



MHE Attorney Availability/Assignment Logon View...