MINNESOTA JUDICIAL BRANCH

Information Technology Division

MyMNConservator (MMC)

Requirements Document for Other States

February 18, 2015

Terminology

The intent of this section is to help the reader better and/or more quickly understand the project and system by explaining what the key terms are used in referring to the system.

Acronym	Description
MMC	MyMNConservator
MNCIS	Minnesota Court Information System
SCAO	State Court Administrators Office
Conservator	The person appointed to make financial decisions for the protected person. The conservator typically has the power to enter into contracts, pay bills, invest assets, and perform other financial functions for the protected person.
CAAP	Conservator Account Auditing Program – The office that audits conservator accounts statewide.
Annual Account	A report to the court detailing the handling of assets by a court-appointed conservator on behalf of a protected person over the course of a one-year period from the anniversary date of appointment.
Inventory	A document that describes all assets of the protected person identified at the time the conservator was appointed.

Project Overview

The purpose of this project was to create a statewide Online Conservator Accounting Program utilizing state of the art technology. The application integrates with the Minnesota Court's case management system, MNCIS.

This report captures information that will be helpful to understand the system and how it works at a high level for MN. For other states, a developer will be required to look at the source code and modifications are necessary to make the application work for you. You are only receiving two parts (of serveral) to make this application function; source code and database script.

System Processing Overview

The interaction between MMC and MNCIS requires specific processing. If standard processing procedures are not followed, the systems will not respond appropriately. This application was built specifically for Minnesota Court use and use by others will require customization.
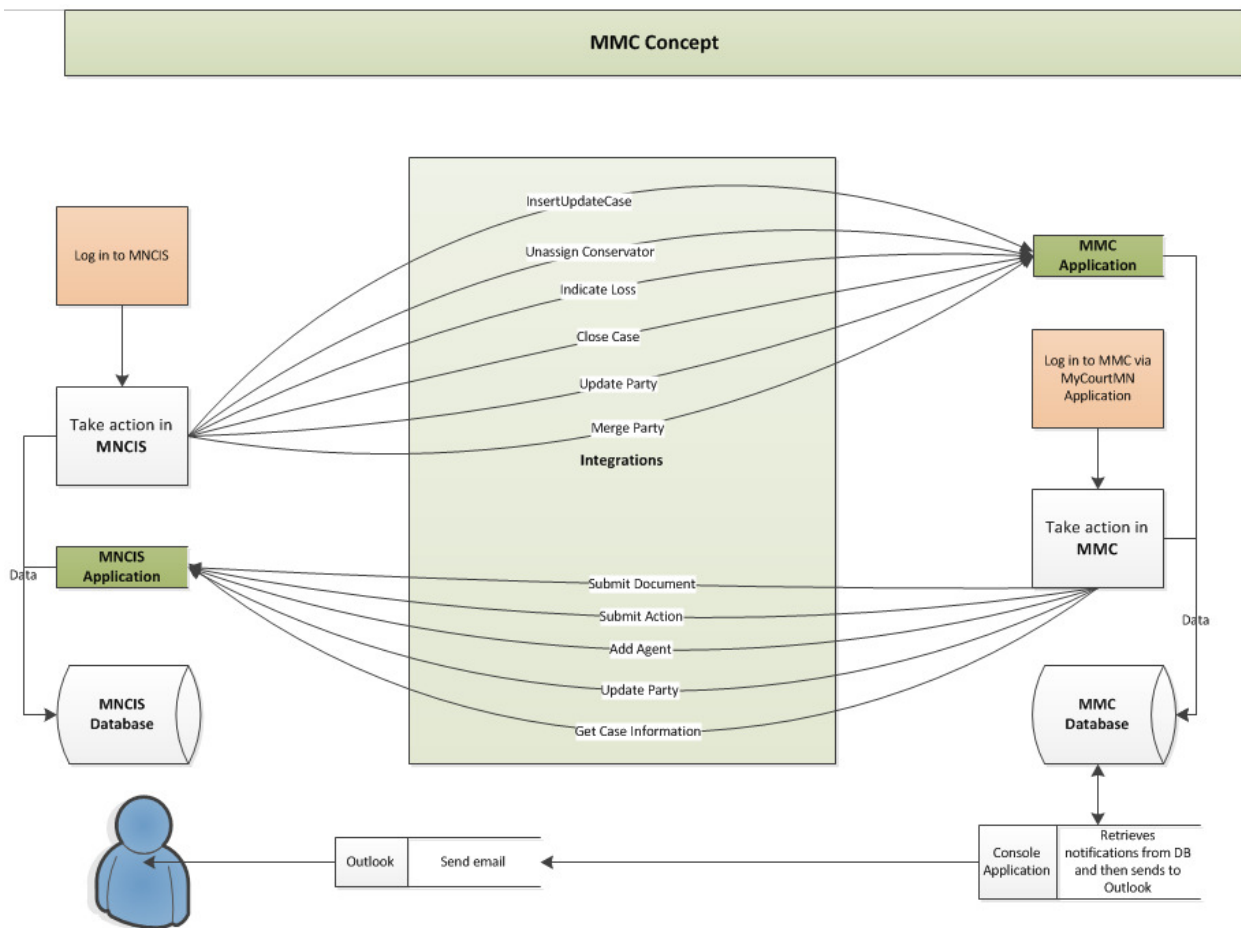
Some specific attributes of the MMC application include:

- Account information flows from inventory to annual account and from account to account, allowing courts to easily compare reporting from year to year.

- Court examination reports and Conservator Account Auditing Program (CAAP) audit reports file direct from MMC to the MN Case Information System (MNCIS).

- Address updates made in either system, MMC or MNCIS, automatically updates the address in the other.

- The filing of inventories and annual accounts by conservators create and complete reminder events in MNCIS.

- When the conservator files, judgment and bond information from MNCIS populate the annual account, and are available on the account report for the judge to review from either MNCIS or MMC.

- Professional conservators are able to assign cases to employees and add or remove employees in MMC.

- Conservators can designate an agent within MMC without having to submit a paper document.

One example of a high level process on how the applications interact is outlined below:

1. Specific MNCIS case processing triggers data to be sent and a case to be opened in MMC, e.g. adding a case event of Letters of Conservatorship.

2. MMC is then accessed by the conservator by logging in to the application utilizing the MyCourtMN application. Users are directed to and from this application seamlessly.

3. Conservators enter financial information in the application and submit it to the courts by clicking a button.

4. MMC sends the account information to MNCIS via integrations.

5. Notifications are sent to conservators when action is required, e.g. conservator need to complete their annual accounting, and also to confirm when action has been taken.

System Architecture

My Minnesota Conservator (MMC) is written in Visual Studio 2012, C#, ASP.NET MVC 4 Web Application and Entity Framework. There are five parts to this application:

1. MMC Conservator application (Source code is included)
2. Console application – Email notification (included in source code)
3. Report Viewer – MMC Reports (included with source code)
4. Web service from CMS to MMC (Included)
5. Web service from MMC to CMS (Included)
    a. Interface (Included)
    b. Implementation (Requires custom development)

The software required in order to make this MMC application functional is:

1. Microsoft SQL 2012 database (an empty database script is included)
2. Microsoft Visual Studio 2012 (NOT included)
3. Case management system (NOT included and requires custom development)
4. Security Token Service (STS) for authentication (NOT included)
5. MMC Source code (Included)

6. Microsoft SQL 2012 Report server for the Reports (NOT included)
7. Microsoft Windows Server 2012 to deployed the application (NOT included)
8. Secure Socket Layer (SSL) certificate (NOT included)

Database structure diagrams

The following database diagrams are included as a separate document.

MMC Database Diagram
Full Database Diagram
Entity Model