

**Judiciary of Guam 2016-2019 Strategic Plan**  
**Strategic Focus Area #1: Access to Courts and Delivery of Services**

**Chairs: Hon. Michael J. Bordallo and Hon. Anita A. Sukola**

**Co-Chair: Hon. Alberto E. Tolentino**

**Management Leads: Robert S. Cruz, Virginia Yasuhiro**

**Quarterly Report ending: July 1, 2016**

Strategic Projects

**1. Implement online public access system**

| Activity   | Status  | Percentage of Completion | Responsible Party  | Completion Date |
|--|---------|--------------------------|--|-----------------|
| <p>JustWare 6.0 was just released to the public on Monday, June 27, 2016. With the version now out, Journal Technologies are going to focus on the development listing, and Public Access is on the top of the list.</p> <p>In speaking with our account manager at Journal, they currently do not have a specific time on the release of Public Access.</p> | Pending |                          | <p>Judge Anita Sukola, Robert Cruz, CMS Project Team, Danielle Rosete, Jessica Cruz, Valerie Tenorio, Jeanette Roberto</p> | TBD – 2017      |
|  |         |                          |  |                 |

**2. Acquire and implement risk, needs and responsivity (RNR) tools and programs**

| Activity  | Status                          | Percentage of Completion | Responsible Party   | Completion Date  |
|---|---------------------------------|--------------------------|---|--|
| <p>1) RNR Tool</p> <p>a. Ohio Risk Assessment Suite</p> <p>i. ORAS- PAT Pre-Trial Assessment Tool</p> <p>ii. ORAS-CSST Community Supervision Screening Tool</p> <p>iii. ORAS-CST Community Supervision Tool</p> <p>iv. ORAS-PIT Prison Intake Tool</p> <p>v. ORAS-RT Reentry Tool</p> <p>b. Proposal received from Jennifer Lux, Ph.D. Research Associate/Risk Assessment Project Director, University of Cincinnati. Funding source: Multiple. Re-entry Court grant Training targeted for September.</p> <p>c. UCCI approved our use of the Pretrial Assessment Tool, with the information Dr. Lux provided for training. Users were trained in the Ohio Risk Assessment Pre-Trial Assessment Tool</p> | <p>Pending</p> <p>Completed</p> |                          | <p>Judge Michael Bordallo, Judge Alberto Tolentino, Virginia Yasuhiro, RNR Project Team</p> | <p>Proposal rcvd 6/8/16. Pending completion of P&amp;I guide.</p> <p>June 2016</p> |
| <p>Other EBPP Trainings:</p> <p>a. Youth Mental Health First Aid –(7 trained)</p> <p>b. Adult Mental Health First Aid – (8 trained)</p>   | <p>Completed</p>                |                          |   | <p>April 25-26, 28, 2016</p>   |

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| c. Trauma Informed Care – 18 hours (14 trained)<br>d. Trauma Informed Care –4 hours (7 trained)  |         |  |  | April 12-14, 2016 |
| e. SAVRY Booster Training – (28 trained)   |         |  |  | May 18-19, 2016   |
| f. Play Therapy in Early Childhood Mental Health & Parent Involvement: Cultural Conversations with Multicultural-Micronesian Families (Child Parent Relationship Therapy) – (1trained) |         |  |  | May 25-26, 2016   |
| g. Collaborative Problem Solving Coaching Sessions (every Tuesday)   | Ongoing |  |  | June & July, 2016 |
| h. Wraparound Training –(6 trained)  |         |  |  | June 6-8, 2016    |
| i. Moral Reconciliation Therapy – Domestic Violence – July 5-8, 2016 (scheduled)   |         |  |  | July 5-8, 2016    |
| j. Moral Reconciliation Therapy – July 11-14, 2016 (scheduled)   |         |  |  | July 11-14, 2016  |
| k. Cognitive Behavioral Interventions – Sexual Offending (requested)   | Pending |  |  | TBD               |

### 3. Develop a plan to evaluate programs and services and implement performance-based contracting for service providers

| Activity   | Status  | Percentage of Completion | Responsible Party       | Completion Date |
|--|---------|--------------------------|-------------------------|-----------------|
| 1) Reentry Court and Vet Court have built into their budget funding to do evaluation | Pending |                          | Judge Michael Bordallo, | TBD             |

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| Request for Proposal went out for bid and there were 2 respondents, none had any evaluation experience in Criminal Justice which is required by the Justice Department.   |  |  | Virginia Yasuhiro, and Evaluation Project Team |  |
| 2) Plan- 4 local evaluators (with experience in education, public health, social work and health are interested in doing CJ evaluations) and in-house staff will be trained to allow for the development of a local pool of evaluators. Discussions with University of Cincinnati Corrections Institute will provide the evaluation training in evaluation methods compliant with Justice Department and grant requirements.  |  |  |  |  |
| 3) JJ Grant has funds set aside for evaluation of Juvenile Drug Court.  |  |  |  |  |
| 4) The local FY 2018 budget has \$50,000 set aside for evaluation for probation and CSFC.   |  |  |  |  |
| 5) National Institute of Corrections – we are in communication with Katie Green, Correctional Program Specialist with NIC. NIC will be sending a Technical Assistance Team involving 6 experts who will provide TA to Guam using the APEX (Achieving Performance Excellence) Project which consists of 5 major components: <ul style="list-style-type: none"> <li>a. The APEX Public Safety Model</li> <li>b. The APEX Guidebook series</li> <li>c. The APEX Change Management Process</li> <li>d. The APEX Assessment Tools Protocol</li> <li>e. The APEX Initiative Training</li> </ul> |  |  |  |  |

#### 4. Implement Superior Court e-filing system

| Activity   | Status  | Percentage of Completion | Responsible Party                         | Completion Date |
|--|---------|--------------------------|---|-----------------|
| 1) <i>Digitizing Court Seal</i> - In meeting with the Clerk of Court, we have identified the Court seal that will be | Pending |                          | Judge Alberto Tolentino, Robert Cruz, CMS | July 25,2015    |

|   |                                 |             |   |                                       |
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| <p>used. Nobert will be working on getting it in digital format.</p> <p>Samples were provided to the COC, June 30. Once reviewed, selected and approved this item will be completed.</p>  |                                 |             | <p>Project Team,<br/>Danielle Rosete,<br/>Jessica Cruz,<br/>Valerie Tenorio,<br/>Jeanette Roberto</p>   |                                       |
| <p>2) Amendment to the Superior Court e-Filing &amp; received date(s) rules - In meeting with the Clerk of Court, we have finalized the Filed and Received protocols for eFiling documents using the current rules. NO amendments will need to be made to the eFiling Rules;</p> <p>2a) eFiling Disclaimers for Superior Court - The Clerk of Court will review current Supreme Court disclaimer pages and will determine what if any changes will need to be made.</p> <p>Disclaimers were provided to the COC for review and amendments are forthcoming.</p>                                  | <p>Completed</p> <p>Pending</p> | <p>100%</p> | <p>Judge Alberto Tolentino, Robert Cruz CMS<br/>Project Team,<br/>Danielle Rosete,<br/>Jessica Cruz,<br/>Valerie Tenorio,<br/>Jeanette Roberto</p>  | <p>June 2016</p> <p>July 25, 2016</p> |
| <p>3) New SOP's for Small Claims/Civil Intake, Mid-Intake ...etc., for e-filing implementation – CMS Team working on setting a schedule of meetings with the respective sections to go over workflows and obtain feedback; The team will be finalizing with the Clerk of Court whether or not we will be accepting new cases initially, uploading of documents only to existing cases or both; Carl has completed the transition pages on JusticeWeb and Nobert has completed the Superior Court eFiling view; The Project Team will do a complete review before meeting with the sections.</p> | <p>Pending</p>                  |             | <p>Judge Alberto Tolentino, Robert Cruz, CMS<br/>Project Team,<br/>Danielle Rosete,<br/>Jessica Cruz,<br/>Valerie Tenorio,<br/>Jeanette Roberto</p> | <p>July 29, 2016</p>                  |
| <p>4) Training of Staff - Training of staff will be scheduled after workflows have been finalized.</p>  | <p>Pending</p>                  |             | <p>Judge Alberto Tolentino, Robert Cruz, CMS</p>  | <p>Aug. 12, 2016</p>                  |

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|  |         |  | Project Team,<br>Danielle Rosete,<br>Jessica Cruz,<br>Valerie Tenorio,<br>Jeanette Roberto                               |                 |
| 5) eFiling Training for Attorney Brooks and Staff - Training of Attorney Brooks and staff will take place a week before go-live. Possibly two - one hour sessions at their office, if needed;  | Pending |  | Judge Alberto Tolentino, Robert Cruz, CMS Project Team, Danielle Rosete, Jessica Cruz, Valerie Tenorio, Jeanette Roberto | Aug 22-26, 2016 |
| 6) eFiling Superior Court Tutorial for YouTube - After disclaimer pages are finalized, CMS team will work on tutorials and add them to the Website. (Webpage will be used as part of the tutorials).<br><br>Creating the videos may take up to three weeks to include editing and this can be worked on in-between the scheduled meetings. | Pending |  | Judge Alberto Tolentino, Robert Cruz, CMS Project Team, Danielle Rosete, Jessica Cruz, Valerie Tenorio, Jeanette Roberto | Aug. 22, 2016   |
| <b>Tentative “GO-LIVE” date</b>  |         |  |  | Aug 29, 2016    |

#### 5. Establish court navigator program to assist court patrons

| Activity   | Status  | Percentage of Completion | Responsible Party  | Completion Date |
|--|---------|--------------------------|--|-----------------|
| 1) Court Navigator Program<br>a. Standard Operating Procedures for the Judicial Information Center and Justice Corps (JC) participation pending<br>b. Training for JC members to be scheduled. Guam Legal Services (GLS) will be available to train on the Interactive Interviews at the Self Help Kiosk | Pending |                          | Judge Anita Sukola, Virginia Yasuhiro and Court Navigator Project Team | TBD             |

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|--|--|--|--|--|
| <p>2) Self-Help Kiosk</p> <p>a. GLS used a Technical Initiative Grant to build 6 Interactive Interviews that are housed in the self-help kiosk. Those interviews are:</p> <ul style="list-style-type: none"> <li>i. Order of Protection (awaiting construction)</li> <li>ii. Contempt – Order of Protection (awaiting construction)</li> <li>iii. Guardianship – Parent/Guardian</li> <li>iv. Guardianship of Disabled Adult – Parent</li> <li>v. Name Change</li> </ul> <p>Both the order of protection and the Contempt Order were pulled down shortly after they were launched because the Court approved new forms. GLS will be re-designing these interviews, however time and funding is needed.</p> <p>b. Next TIG Project in 2017 will be Interviews for Power of Attorney.</p> <p>c. Name change form pending approval.</p> |  |  |  |  |
| <p>3) Web Redesign – currently in progress with Ideal Advertising. Information is currently being provided to the company. (Other ideas for website: Virtual courthouse tour).</p>   |  |  |  |  |
| <p>4) Strategic Planning and Navigation Project</p> <p>a. Project Description and Duties and Responsibilities – JC member Kelly Cook detailed to project. Start date: Monday, June 06, 2016. She will review forms, assess the interactive interviews, develop fillable forms</p>  |  |  |  |  |
| <p>5) Informational Forms – Draft parent handbook for Juvenile Justice. Other informational brochures are being identified.</p>  |  |  |  |  |