

Maple – Disclosing to the Portal – Post MVP Phases

Version 1

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1 References

2 Terminology

- Disclosure Portal. The EDT instance accessible by the disclosure package recipients e.g., the accused, defence counsel, and duty counsel in courthouses.
- Folio. A folio is really an EDT Case in the Disclosure Portal. The term folio is used to avoid confusion since folios act more like ‘buckets’ for individual people and courthouses, and therefore a folio will potentially contain records for multiple court cases/files.
- EDT External ID (for Person/Org). A permanent ID that uniquely identifies a Person in EDT.
- JUSTIN – the established case management system used by Maple and other justice agencies in the justice sector. There is an integration layer, the ISL, which pushes changes in JUSTIN to DEMS Core (EDT).
- DIAM – the Digital Identity Access Management solution at Maple

3 Export to Participant – MVP (EDT 11.6.1)

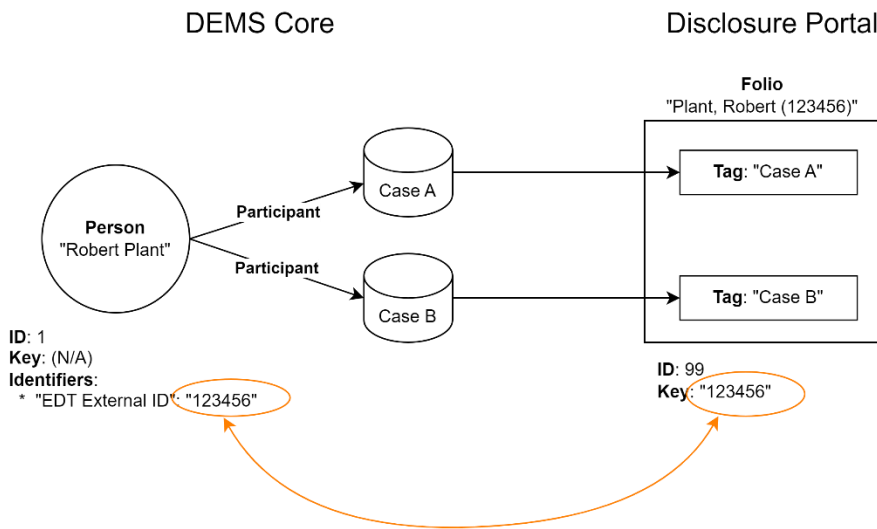
This is the status of the implementation as at phase 1 (MVP).

In the MVP, the implementation focus was mainly on the Accused.

3.1 Mapping People in Core to Users and Folios in the Portal

When a Person (a Participant at the site level) is created in Core, they are automatically assigned an EDT External ID. (“EdtExternalId”)

When the Folio is created in the Portal for the Person, the Folio’s Key field is set to be the value of their EDT External ID, and that provides the mapping between a Person in Core and a Folio in the Portal.

MVP

3.2 Out of Scope for EDT in the MVP

Portions of the overall workflow are performed by DIAM or other systems. These include:

- Creation of user accounts for Disclosure Portal users.
- Assigning a Disclosure Portal user to their Folio and assigning them to Group(s) within their Folio.

3.3 Accused

Accused do not access the Portal until they have been notified of a disclosure. That is, their user account on the portal will not exist prior to the first disclosure to them. The first disclosure to a Person/Participant will automatically create their Folio.

4 Phase 2 – Disclosing to Duty/Defence Counsel

The first phase concentrated on support for disclosing to the accused. This phase adds support for lawyers (duty/defence counsel).

4.1 Lawyers vs (unrepresented) accused

Due to the way lawyer (Duty Counsel or Defence Counsel) registration (on-boarding) works with the DIAM, lawyers will have user accounts on the Portal before there is any disclosure to them from DEMS Core.

This is different to the (unrepresented) Accused experience, where the accused may have a folio before they access the Portal for the first time, because a disclosure has already been done for them.

4.2 Creating Persons, Folios, and User Accounts for lawyers and accused

	Accused	Lawyers
Relevant differences?	Their folio MAY exist before their DP User account.	Their DP User account exists before their Folio
Who creates the Person in DEMS Core?	ISL	DIAM, when on-boarding
Who creates the Folio in the Portal? (assuming we go with option where <i>on-boarding</i> a user in the Portal always creates the folio if it doesn't exist)	DEMS Core, on first disclosure, if it does not exist DIAM, when on-boarding, if it does not exist.	DIAM, when on-boarding
Who creates the User account in the Portal?	DIAM, when on-boarding	DIAM, when on-boarding
Who adds a Portal Users to their Folio	DIAM	DIAM

4.3 The process when a lawyer or an accused person on-boards the Portal via the DIAM

On onboarding a user, the DIAM (or ISL) will:

1. Create/Find Person:
 - a. For lawyers, create a Person and change their EdtIdentifierId value to the lawyer's PPID.
 - b. For accused, look up the Person. (which the ISL will have created)
2. Check to see if the Person has a Folio in the Disclosure Portal. If not, create it and:
 - a. Set the Case.Key field to the Person's EdtExternalId value.
 - b. Add a "DisclosurePortalCase" Identifier for the Person. (Discussed further below)
3. In the Portal, ensure the User account is assigned to the Folio.
4. In the Portal, ensure the User account is a member of the relevant group(s) in the Folio.

4.4 EdtExternalId, DisclosurePortalCase, and other Identifiers

As part of creating a Person object for a lawyer, the EdtExternalId is to be updated to the Lawyer's PPID. (by

the DIAM)

When creating a Folio, a "DisclosurePortalCase" identifier is to be added to the Person's Identifiers. The value of the identifier is the (internal) Case Id of the folio on the portal, in the forma described in the table below. The DisclosurePortalCase identifier will not be used by EDT in 11.6.2, but future iterations are likely to prefer this value when looking for the case to export to rather than relying on the Case.Key of the folio in the Portal.

IdentifierName	Value	Notes
"EdtExternalId"	"000001" (Accused) "<PPID>" (Lawyer)	The EdtExternalId is created automatically when the Person is created. When the DIAM adds a lawyer, it will update the value to be the lawyer's PPID.
"DisclosurePortalCase"	"1-300"	Indicates the default folio of the Person. To be added when the person's folio is created. The value is the Case ID of the folio in the format: "<EDT Instance ID>-<Case ID>"

Additional Identifiers DIAM/ISL might like to add, for their own purposes:

- "PPID" (for lawyers)
- "DisclosurePortalUserId"
- "JustinPartId" (for accused)

4.5 Phase 2 changes for EDT

#	What	When
1	NED-1176: Provide API endpoints to search and update Identifiers.	EDT 11.6.2
2	NED-1196: <ul style="list-style-type: none"> • Update the Export-to-Participant code to create the "DisclosurePortalCase" identifier when folios are created. • Update the Export-to-Participant code to prefer this when determining the destination folio over using the Folio's Key. If it does not exist, look for a Folio using the EdtExternalId in the Case.Key and create the DisclosurePortalCase identifier. 	EDT 11.6.2

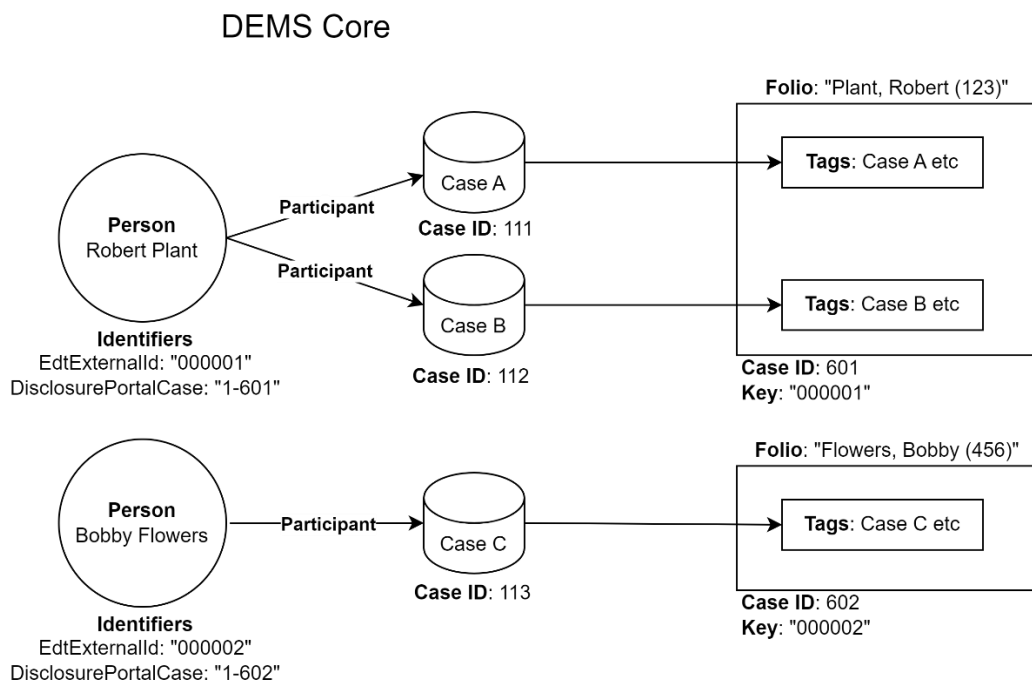
5 Phase 3 – Merging Participants

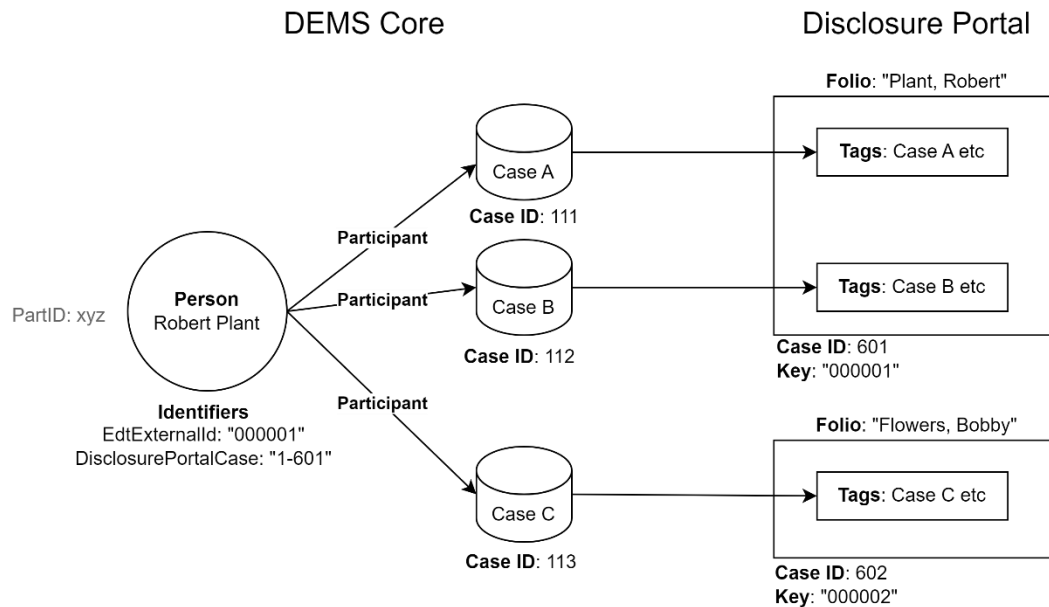
[Section updated – 22 Aug 2023]

5.1 Merging People

A couple of approaches were presented to Maple. Option 1 was chosen (in early Jun 2023) because they wanted a merge to be a lightweight operation. That is, they did not want to move records around from case database to case database.

Before Merge



After Merge

The previous version of this document described how additional "DisclosurePortalMappedCase" Identifiers would be used to record all of the mapped cases previously "owned" by the Participant being made redundant. During implementation it was determined that using identifiers was not necessary and instead an existing database table, the CaseExport table, was extended to contain the required data.

In 11.6.2 when an Export-to-Participant occurs, it now checks in the CaseExport table to see whether the selected participant has had an export-to-participant previously. If so, the new export-to-participant will go to the same folio. If not, it will use the existing method (DisclosurePortalCase or EdtExternalId identifier) to determine which folio is the destination.

Section 5.4.5 *Merging Participant Details* in the "EDT Core API for Maple - Notes.docx" contains more details about how participant merging should be done. Part of merging participants is calling the (new in 11.6.2) ReassignParticipantCases API endpoint. This endpoint looks up all the cases that the Person being made redundant (Bobby Flowers) is assigned to and for each of the assigned cases:

- Looks for exports where the Bobby Flowers is assigned to the export and reassigns each to the Robert Plant.
- Looks for export-to-participant events for Bobby Flowers and reassigns each to Robert Plant.
- Reassigns the case from Bobby Flowers to Robert Plant.

The endpoint then deactivates the redundant Person.