

OCR CASE MANAGEMENT SYSTEM – CASE DATA DEFINITION

CASE - Main Section	
Docket # (tst_Cases.DocketNo)	<p>The unique 8-digit numeric identifier for each case/activity. The number identifies the assigned site and the fiscal year. The system will generate the docket number based on the entries of the Active Office, Case Type and Institution.</p> <p>The first two digit is for office code; The second two digit is for fiscal year – start in October and end in September; The fifth digit is for institution & case type – 1: Complaint(C)&ES, 2: C&PS, 3: C&Voc, 4: C&other, 5: Review(R)&ES, 6: R&PS; The last three digit is for sequential case number.</p>
Resolution Processing Age (tst_Cases.ResolutionAge)	This field identifies the age of the case (in calendar days) at resolution (excluding days in FMCS - not exceed 60 days).
Resolution Hours (tst_Cases.ResolutionHours)	This field identifies the approximate number of hours utilized to process the case to Resolution.
Active Office (tst_Cases.ActiveOffice)	<p>This field identifies the site responsible for processing the case/activity. This is a two-digit code:</p> <p>(01-Boston Office; 02-New York Office; 03-Philadelphia Office; 04-Atlanta Office; 05-Chicago Office; 06-Dallas Office; 07-Kansas City Office; 08-Denver Office; 09-San Francisco Office; 10-Seattle Office; 11-Metro Office; 12-Heasquarters; or 15-Cleveland Office).</p> <p>Refer to lkOCROffice table.</p>
Team Assigned (tst_Cases.TeamAssigned)	<p>This field identifies the team assigned to process the case/activity within the site.</p> <p>Refer to lkOCRTeam table.</p>
Case Type (tst_Cases.CaseType)	<p>This field identifies the type of case/activity: (1) Complaint, (2) Compliance Reviews.</p> <p>Refer to lkCaseType table.</p>
Institution (tst_Cases.InstitutionType)	<p>This field identifies the appropriate institution type of the recipient: (1)E&S means elementary and secondary, (2) PS means post secondary, (3) Voc Rehab means vocational rehabilitation, or (4) Other means any other institution type.</p> <p>Refer to lkInstType table.</p>
Current Stage (tst_Cases.CurrentStage)	<p>This field identifies the current stage (based on specific areas of the investigative process) at any given time: (1) Evaluation, (2) Resolution, (3) Resolution - Attempting Resolution between the Parties, (4) Resolution - Investigating Complaint, (5) Resolution - Negotiating Resolution with Recipient, (6) Enforcement, (7) Monitoring, or (8) Closed.</p> <p>Refer to lkCurrentStage table.</p>
Resolution Type (tst_Cases.ResolutionType)	<p>This field identifies the category in which the resolution of the case/activity falls. There are three (3) resolution types that are assigned based on a prescribed designation resulting from the resolution code(s) selected to indicate the manner in which the case/activity was resolved. Select an appropriate type: (1) It was not appropriate for OCR action (e.g., no jurisdiction); (2) OCR facilitated change; (3) OCR determined no change was required. *NOTE*: If any issue required change, select 2; if OCR did not facilitate change on any issue, select 3; also select 3, if OCR reached a determination that no change was required for any issue. Only select 1, if OCR did not take action on any issue.</p> <p>RESOLUTION TYPE CODES: Type 1 - 10-33, 35; Type 2 - 34, 36, 37, 38, 44, 45, 46, 47; Type 3 - 39, 40, 41, 42.</p> <p>Refer to lkResoType table.</p>
Recipient Name (tst_Cases.RecipientCode)	<p>This field identifies a unique numeric code assigned to each recipient by the Department. This code will allow for cross-referencing and linkage of data with other Departmental Offices.</p> <p>Refer to tlkRecipient table.</p>
Case Opening Date (tst_Cases.CaseOpen)	This field identifies date that the case/activity is opened or started by OCR. Enter the complaint receipt or compliance review start date, as appropriate. Once entered, this field should not be altered.

Case Resolved Date (tst_Cases.CaseResolved)		This field identifies the date the case/activity is resolved. There are four circumstances that represent case resolution: 1. The issuance of an evaluation letter that closes the case; 2. The issuance of a resolution letter; 3. The issuance of a non-enforcement letter of findings; or 4. A settlement agreement after issuance of an enforcement or non-enforcement letter of findings. If a case is reopened, transfer this date to the Completed Step field under Stage and leave this field empty until the case is finally resolved.
No Further OCR Action (tst_Cases.CaseClosed)		This is the date at which OCR is satisfied that (a). all allegations in the complaint (or issues in the compliance review) have been appropriately resolved AND (b) NO further action is required by the recipient. Enter at the appropriate time, which may be 1. at complaint evaluation, if we are not going to complaint resolution on any allegation; 2. at complaint resolution, if all allegations are appropriately resolved and no monitoring is required; 3. after monitoring is completed and the recipient is found to have complied with all elements of the agreement for corrective action; or 4. after enforcement, including any subsequent monitoring. If a case is reopened, remove the date the case was originally closed, and leave the field empty until the case is finally closed.
Monthly Docket (tst_Cases.DocketCase)		This field designates whether a cases/activity is included in the Monthly Docket. (yes/no)
Strategic Plan (tst_Cases.StrategicPlan)		This field designates whether a case is the ED strategic plan or the OCR action steps associated with the strategic plan. (yes/no)
Charter School (tst_Cases.CharterSchool)		This field designates whether a case involves a Charter School. (yes/no)
Voc Ed (tst_Cases.VocEd)		This field designates whether a case involves a vocational education institution or the vocational education program at an institution. (yes/no)
Target	30 Days (tst_Cases.Target30Days)	Target: 30 Days (Receipt Date + 30 days, excluding days in FMCS).
	180Day (tst_Cases.Target180Days)	Target: 135 Days (Receipt Date+ 135 days, excluding days in FMCS).
	135Day (tst_Cases.Target135Days)	Target: 180 Days (Receipt Date + 180, excluding days in FMCS).
Updated (tst_Cases.Updated)		Date the case record was last updated. (generated by system)
By (tst_Cases.UpdatedUser)		This field identifies the staff person who last updated the case record. (generated by system)
(tst.Cases.FMCSRefer)		Date case referred to FMCS. This field was from Completed Step of Stage.
(tst_Cases.FMCSReturn)		Date case returned from FMCS. This field was from Completed Step of Stage.
CASE – Stage, Next Step (multiple entries)		
(tstStageNextStep.DocketNo)		Docket number linked with tst_Cases table.
Next Step (tstStageNextStep.NextStep)		Next action step projected in the processing of the case/activity.
Target (tstStageNextStep.Target)		Target Date for next step.
Completed (tstStageNextStep.Completed)		Completed date for next step.
CASE – Stage, Completed Step (multiple entries)		
(tstStageCompleteStep.DocketNo)		Docket number linked with tst_Cases table.
Completed Step (tstStageCompleteStep.StepType)		Completed Step (refer to a list of completed activities). Refer to lkStepType table.

Date (tstStageCompleteStep.StepDate)	Completed Date for completed step.
CASE – Issue, Jurisdictions	
Race (tst_Cases.JT6Race)	Refers to jurisdiction under Title VI based upon Race. (yes/no)
National Origin (tst_Cases.JT6NaOr)	Refers to jurisdiction under Title VI based upon National Origin. (yes/no)
Color (tst_Cases.JT6Color)	Refers to jurisdiction under Title VI based upon Color. (yes/no)
Sex (tst_Cases.JT9Sex)	Refers to jurisdiction under Title IX. (yes/no)
Section 504 (tst_Cases.JS5Disability)	Refers to jurisdiction under Section 504 - Disability. (yes/no)
Title II (tst_Cases.JT2Disability)	Refers to jurisdiction under Title II - Disability. (yes/no)
Age (tst_Cases.JAge)	Refers to jurisdiction under the Age Discrimination Act based upon age. (yes/no)
Retaliation (tst_Cases.JRetaliation)	Check Retaliation only if OCR has a jurisdiction over the case. (yes/no)
Other Statute (tst_Cases.JOtherStatute)	Other Statute: Boy Scouts Act, etc. (yes/no)
No Jurisdiction (tst_Cases.JnoJurisdiction)	OCR has no jurisdiction over the case. (yes/no)
Unknown (tst_Cases.JUnknown)	Jurisdiction is Unknown. (yes/no)
CASE – Issue, Allegations (multiple entries)	
(tstIssue.DocketNo)	Docket number linked with tst_Cases table.
Specific Basis (tstIssue.SpecificBasis)	Enter the specific basis for each issue at the time each taxonomy code is entered. OCR can track and report much more exactly what our cases are about and how we resolve different kinds of allegations for different groups of complainants and recipients. Refer to lkSpecificBasis table.
Issue Code Allegation/Issue Description (tstIssue.TaxonomyCode)	This field identifies the specific issues/allegations raised by the complainant and/or identified by OCR during the course of processing the case to resolution. Refer to lkTaxonomy table.
Resolution Code Resolution Description (tstIssue.ResolutionCode)	Enter the resolution for each issue at the time the letter resolving the issue is sent. Refer to lkResolutionCode table.
Date (tstIssue.IssueResolved)	Enter for each issue, the date the issue was resolved.
Post Monitoring Code Post Monitoring Description (tstIssue.PMCode)	OCR can track what happens to cases at the monitoring stage. Refer to lkPostMonitoringCode table.

Date (tstIssue.PMDate)	Enter for each issue, the date the monitoring was closed.
CASE – Impact, Total	
Total Student Impacted (tst_Cases.TotalImpact)	This field identifies the total number of students potentially impacted by OCR activity.
CASE – Impact, by Issue Category (multiple entries)	
(tstImpact.DocketNo)	Docket number linked with tst_Cases table.
Impact Issue Categories (tstImpact.IssueCategoryCode)	Student impact under Issue Category. Refer to lkIssueCategory table.
Number of Students Impacted (tstImpact.ImpactNumber)	Impact Number under each issue category.
How Impact Number Determined (tstImpact.ImpactCalculation)	Impact Calculation under each issue category.
CASE – Monitoring	
Monitoring Processing Age (tst_Cases.MonitoringAge)	This field identifies the age (in calendar days) of the case when monitoring is completed and the case is closed with no further action. This count is initiated on the date the case is resolved and monitoring commences.
Monitoring Hours (tst_Cases.MonitoringHours)	This field identifies the approximate number of hours utilized in completing the monitoring requirements of the case.
CASE – Monitoring, by Activity (multiple entries)	
(tstMonitor.DocketNo)	Docket number linked with tst_Cases table.
Monitoring Activity (tstMonitor.MonitorCode)	Select Type of monitoring activity. Refer to lkMonitorType table.
Due (tstMonitor.ActivityDue)	Target due date for OCR's completion of a monitoring activity: such as a review of the recipient's report.
Completed (tstMonitor.ActivityCompleted)	Completed date for a OCR's monitoring activity: such as completed the review and notified the recipient of the results.
Response Due (Audit Due) (tstMonitor.ResponseDue)	Date the monitoring report is due from the recipient.
Response Completed (Audit Completed) (tstMonitor.ResponseCompleted)	Date the monitoring report is submitted by the recipient.
Next Step (tstMonitor.NextStep)	Next action step projected in the monitoring stage of the case/activity.
CASE – Contacts (multiple entries)	
(tstContact.DocketNo)	Docket number linked with tst_Cases table.
Contact Person (tstContact.ContactPerson)	Contact Person.
OCR Staff (tstContact.EDNetID)	OCR Staff. Refer to lkOCRStaff table.
Date (tstContact.ContactDate)	Contact Date.

Purpose (tstContact.Purpose)	Purpose of contact.
CASE – Recipient	
Recipient Code (tlkRecipient.RecipientCode)	This field identifies a unique numeric code assigned to each recipient by the Department. This code will allow for cross-referencing and linkage of data with other Departmental Offices.
Recipient / Organization (tlkRecipient.RecipientName)	Name of Recipient
Address (tlkRecipient.RAddress)	Recipient's/organization's Address.
City (tlkRecipient.RCity)	Recipient's/organization's City.
State (tlkRecipient.RState)	Recipient's/organization's State. Refer to lkState table.
Zip (tlkRecipient.RZip)	Recipient's/organization's Zip Code.
Web Site (tlkRecipient.WebSite)	Recipient's/organization's Internet/Web Address.
Recipient Head (tlkRecipient.RHeadTitle)	Title of the person empowered to serve as the official represent the Recipient institution (e.g., Superintendent, President, Chancellor, etc.) /organizations.
Prefix (tlkRecipient.RHeadPrefix)	Prefix for recipients/organizations official representative. Refer to lkNamePrefix table.
Last Name (tlkRecipient.RHeadLastName)	Last name of the Recipient's/organizations official representative.
First Name (tlkRecipient.RHeadFirstName)	First name of the Recipient's/organizations official representative.
Middle Name (tlkRecipient.RHeadMiddleName)	Middle name of the Recipient's/organizations official representative.
Title (tlkRecipient.RHeadTitle)	Title of the Recipient's/organizations official representative.
CASE – Recipient, Contact Person	
(tstRContact.DocketNo)	Docket number linked with tst_Cases table.
Prefix (tstRContact.RContactPrefix)	Prefix of the Recipient's contact Person. Refer to lkNamePrefix table.
Last Name (tstRContact.RContactLastName)	Last name of Recipient's contact person.
First Name (tstRContact.RContactFirstName)	First name of Recipient's contact person.
Middle Name (tstRContact.RContactMiddleName)	Middle name of Recipient's contact person.
Title (tstRContact.RContactTitle)	Title of Recipient's contact person.
Address (tstRContact.RCAddress)	Recipient contact person's Address.

City (tstRContact.RCCity)	Recipient contact person's City.
State (tstRContact.RCState)	Recipient contact person's State. Refer to lkState table.
Zip (tstRContact.RCZip)	Recipient contact person's Zip.
Email (tstRContact.RCEmail)	Recipient contact person's Email.
Phone - Primary (tstRContact.RCPhone)	Recipient contact person's primary phone.
Fax (tstRContact.RCFax)	Recipient contact person's Fax number.
CASE – Recipient, Schools/Campus (multiple entries)	
(tstSchool.DocketNo)	Docket number linked with tst_Cases table.
School/Campus (tstSchool.School)	Name of individual school(s) in the recipient district or campus.
CASE – Complainant	
(tstComplainant.DocketNo)	Docket number linked with tst_Cases table.
Prefix (Title) (tstComplainant.CNamePrefix)	Prefix of Complainant. Refer to lkNamePrefix table.
Last Name (tstComplainant.CLastName)	Last name of Complainant.
First Name (tstComplainant.CFirstName)	First name of Complainant.
Middle Name (tstComplainant.CMiddletName)	Middle name of Complainant.
Organization (tstComplainant.COrganization)	Complainant's Organization.
Address (tstComplainant.CAddress)	Complainant's Address.
City (tstComplainant.CCcity)	Complainant's City.
State (tstComplainant.CState)	Complainant's State. Refer to lkState table.
Zip (tstComplainant.CZip)	Complainant's Zip.
Email (tstComplainant.CEmail)	Complainant's Email.
Phone - Primary (tstComplainant.CPhonePrimary)	Complainant's Phone (Primary).
Phone - Alternate (tstComplainant.CPhoneAlternate)	Complainant's Phone (Alternate).
CASE – Complainant, Party (multiple entries)	

(tstParty.DocketNo)	Docket number linked with tst_Cases table.
Role of Party (tstParty.RolePartyCode)	Role of party.
Prefix (Title) (tstParty.PartyNamePrefix)	Prefix of Party. Refer to lkNamePrefix table.
Last Name (tstParty.PartyLastName)	Last name of Party.
First Name (tstParty.PartyFirstName)	First name of Party.
Middle Name (tstParty.PartyMiddleName)	Middle name of Party.
Address (tstParty.PAddress)	Party's Address.
City (tstParty.PCity)	Party's City.
State (tstParty.PState)	Party's State. Refer to lkState table.
Zip (tstParty.PZip)	Party's Zip.
Email (tstParty.PEmail)	Party's Email.
Phone - Primary (tstParty.PPhonePrimary)	Party's Phone (Primary).
Phone - Alternate (tstParty.PPhoneAlternate)	Party's Phone (Alternate).
CASE – OCR Staff (multiple entries)	
(tstStaff.DocketNo)	Docket number linked with tst_Cases table.
Staff (tstStaff.EdNetID)	Staff's EDNet ID. Refer to lkOCRStaff table.
Role (tstStaff.RoleStaffCode)	Staff's role on a case. Refer to lkRoleStaff table.
Start (tstStaff.Start)	Staff's start date on a case.
End (tstStaff.End)	Staff's end date on a case.
CASE – Travel (multiple entries)	
(tstTravel.DocketNo)	Docket number linked with tst_Cases table.
Staff (tstTravel.EdNetID)	Staff's EDNet ID. Refer to lkOCRStaff table.
Start Date (tstTravel.Start)	Travel Start Date.
End Date	Travel End Date.

(tstTravel.End)	
Location (tstTravel.TravelLocation)	Location (City, State).
Travel Amount (tstTravel.TravelAmount)	Total amount spent to complete Travel.
Purpose (tstTravel.Purpose)	Purpose of Trip.
CASE – Consultant	
(tstConsultant.DocketNo)	Docket number linked with tst_Cases table.
Consultant (tstConsultant.Consultant)	Name of consultant.
Address (tstConsultant.EAddress)	Consultant's Address.
City (tstConsultant.ECity)	Consultant's City.
State (tstConsultant.ESate)	Consultant's State. Refer to JkState table.
Zip (tstConsultant.EZip)	Consultant's Zip.
Phone (tstConsultant.EPhone)	Consultant's Phone.
Fax (tstConsultant.EFax)	Consultant's Fax.
Email (tstConsultant.EEmail)	Consultant's Email.
Start Date (tstConsultant.Start)	Consultant's start date.
End Date (tstConsultant.End)	Consultant's end date.
Cost (tstConsultant.Cost)	Consultant's charge.
Action (tstConsultant.Action)	Description of consultant plan.

OCR CASE MANAGEMENT SYSTEM - Look Up Tables

lkOCROffice	
Office	OCR Office Code. (01-Boston Office; 02-New York Office; 03-Philadelphia Office; 04-Atlanta Office; 05-Chicago Office; 06-Dallas Office; 07-Kansas City Office; 08-Denver Office; 09-San Francisco Office; 10-Seattle Office; 11-Metro Office; 12-Heasquarters; or 15-Cleveland Office).
OfficeName	OCR Office Name
Division	OCR Office Division
lkOCRTeam	
TeamCode	OCR Team Code
TeamName	OCR Team Name
lkCaseType	
CaseType	Case Type
CaseTypeDescription	Case Type Description
lkInstType	
InstitutionType	Institution Type
InstTypeDescription	Institution Type Description
lkCurrentStage	
StageCode	Case current stage code
StageDescription	Case current stage description
lkResoType	
ResolutionType	Case resolution Type
ResoTypeDescription	Case resolution type description
lkStepType	
StepType	Case completed step type
StepDescription	Case completed step description
StepStage	Stage of case completed step
StepStageNo	Stage code of case completed step
lkSpecificBasis	
SpecificBasis	Specific basis code
SpecificBasisDescription	Specific basis description
lkTaxonomy/lkIssue	
TaxonomyCode	Taxonomy code
TaxonomyDescription	Taxonomy description
lkResolutionCode	
ResolutionCode	Case resolution code
ResolutionAbbr	Case resolution description abbreviation

ResolutionDescription	Case resolution description
ResolutionDescription94	Case resolution description for cases resolved between 10/01/1993 and 03/31/2000
lkPostMonitoringCode	
PostMonitoringCode	Case post monitoring code
PostMonitoringDescription	Case post monitoring description
lkIssueCategory	
IssueCategoryCode	Issue category code for case with impact of students
IssueCategoryDescription	Issue category description for case with impact of students
lkMonitorType	
MonitorCode	Type of monitoring activity
MonitorDescription	Description of monitoring activity
lkOCRStaff	
EDNetID	OCR Staff's EdNet ID
SFullName	OCR Staff's full name
SLastName	OCR Staff's last name
SFirstName	OCR Staff's first name
TeamCode	OCR Staff's team code
SPhone	OCR Staff's phone number
lkRoleStaff	
RoleStaffCode	Staff role code on a case
RoleStaffDescription	Staff role description on a case
lkRoleParty	
RolePartyCode	Party role code for complainant
RolePartyDescription	Party role description for complainant
lkNamePrefix	
NamePrefisCode	Prefix of name
NamePrefixDescription	Prefix description
lkState	
StateAbbr	State abbreviation
StateName	State full name