Meeting with Sarah Boonin
11/22/19 9:30am-10:30am

Content & Language:
- Welcome page refers to "hearing"—change to "hearings"
- Overall—make the language used more accessible (3rd grade level at max)
  - Define parties in simpler terms
- "When was your last Rogers Review? (leave blank if this is your first review)" change to— "(leave blank if this will be your 1st hearing)"
- Question asking for Decree date change to—"when were (insert guardian name) first appointed guardian of (insert respondent name)?
- Some spelling errors
- Add—Docket # and Division (with drop down of all the courts)
- "Please provide the following information on (insert party)" change to—"tell me about (insert name of the party)"
- Simplify the question asked immediately after the user selects the level of care being provided (excellent, good, adequate, poor)
- Question with answers of "change or continue" change to—"Have there been any changes to respondent's care? (yes (change); no (continue))
- Make sure dates are filling in correctly!

Questions:
- Move "do you have Rogers authority?" up to beginning of questionnaire
- Move parties' names to beginning of questionnaire
- Add—One of the first questions should be: "what documents (forms) do you have?"
- Add (when asking about respondent)—"does respondent live with guardian?" (this could fill in on the forms)
- Add—"who is opposing lawyer?" or "who is (respondent's name)'s lawyer?"

Features:
- Link to the documents (forms) referenced so people know what things look like
- Add text boxes (when mouse hovers over the link it would show you where on the form to look)
- Get dates to default
- Use drop down feature for Division and States
- Find a way to get user to know how far along in the questionnaire they are
- Word max for open questions
- Last page before the exit screen, move "Continue" button to below the forms

Document (Forms):
- Add—Proposed findings of the facts (get from Victoria from VLP)
- Add—Review Order
- Autogenerate—Extend/Amend forms need to make sure the box on the top is getting checked
- Autogenerate—add address of the court on the "Checklist"

- Checklist:
    - Add—address of court
    - Add—contact and serve documents on opposing lawyer
    - Add—if no clinician's affidavit, schedule appointment with prescribing clinician for exam and to fill out affidavit
    - Change format:
        - Forms
        - Next Steps
        - Important Info (opposing counsel)
    - Ok if it ends up being 2 pages