

Odyssey Training Agenda

August 24, 2015 - August 28, 2015

The training sessions will be general in scope to help Williamson County users refresh on everyday tasks. This will also help identify any potential weaknesses in our current processes. We encourage everyone to attend as many sessions as possible to get a general understanding of how all offices interact and share data with the hopes of improving our overall efficiency as a County.

Juvenile Training Facility

Monday, August 24th (8:30am to 5:00pm) :

- ❖ **Booking** – *Discuss booking process and what data is captured and shared.*
 - New arrest
 - Re-arrest
 - Arrests on Out of County charges
 - Magistration Process:
 - ◆ Forms and Documents
 - ◆ Language needs
 - ◆ Article 16.22 Mental Illness orders and assessments
 - ◆ Emergency Protection Orders
 - ◆ Bail conditions
 - ◆ Texas Indigent Defense Commission
 - Appointed Attorney wheels
 - Data Sharing
 - myOdyssey Jail Manager Widgets - *Review and discuss application components to help track inmate activities using widgets.*
 - ◆ Classification widgets
 - ◆ Future Hearings widget
 - ◆ Jail Activity widget
 - ◆ Intake Status Monitor widget
 - ◆ Intermittent Inmates widget

Juvenile Training Facility

Tuesday, August 25th (8:30am to 5:00pm):

- ❖ **Bonds** – *Discuss bonding process and what data is captured and shared.*
 - Linking charges
 - Forms and Documents
 - Court Notices
 - Data Sharing
- ❖ **Prosecutor Decision** – *Discuss decision and case filing processes and what data is captured and shared.*
 - Direct File
 - Forms and Documents
 - Data Sharing
 - myOdyssey Atty Manager Widgets – *Review and discuss application components to help track cases using widgets.*
 - ◆ URL Bookmarks widget
 - ◆ Active Caseload widget
 - ◆ Court Hearings widget

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HR Training Room – Inner Loop Annex

Wednesday, August 26th (8:30am to 5:00pm):

- ❖ **Case Initiation** – *Discuss case filing process and what data is captured and shared.*
 - Linking charges: Misdemeanors & Felonies
 - Document sharing
 - Direct File
 - Forms and Documents
 - Data Sharing
 - myOdyssey Case Manager Widgets – *Review and discuss application components to help track cases using widgets.*
 - ◆ Case By Status widget
 - ◆ Case Events Due widget
 - ◆ Collections widget
- ❖ **Time Standards** – *Discuss how to track a charge/case to ensure compliance.*
 - CCP Speedy Trial rules
 - Texas Indigent Defense Commission rules
 - State reporting – jail and case statistics

Juvenile Training Facility

Thursday, August 27th (8:30am to 5:00pm):

- ❖ **Review Session** – *Continue discussions from earlier in the week or review current processes.*
 - Questions
 - Process Review
 - myOdyssey General Widgets – *Review and discuss application components to help track jobs, queues and reports using widgets.*
 - ◆ myJobs widget
 - ◆ myQueues widget
 - ◆ myReports widget

Juvenile Training Facility

Friday, August 28th (9am to 12pm & 1:30pm to 4:30pm):

- ❖ **Judge's Edition** – *Discuss basic functions of the application.*
 - Navigation
 - Troubleshooting:
 - ◆ Connectivity concerns
 - ◆ Refreshing data delays
 - Future enhancements