OPD Online: Pre-Deployment Information

OPD Online is a web-based case-management application that will connect all individuals providing indigent defense in the state of Ohio with a unified system. The application is coming to public defender offices around the state very soon. Here's what you need to know.

The core of OPD Online is a shared contact database comprising every person involved in the criminal justice system, and each piece of information entered into the system connects to the network of people the system impacts. Offices can create cases related to those contacts, then relate documents, notes, billing information, events, and tasks to those cases. This way, all activity related to a case is organized in one easy-to-use system.

Because OPD Online is a web-based application, users can access the system from a desktop or laptop computer from any location with an internet connection—in court, jail, or from home. OPD Online has tools to collect and report data about what is happening in indigent defense around the state, which eliminates the need for paper reports.

In short, OPD Online will streamline the work in offices facing growing caseloads and give us perspective on what is happening around Ohio to help us advocate for Ohio's most vulnerable citizens.

Deployment Process

If you're interested in receiving OPD Online, please contact OPD. Roll-out of OPD Online will begin in early 2018. The schedule for deployment will be based on a variety of factors. Below is a brief description of the process OPD will follow when deploying OPD Online.

1. Perform an on-site audit of technology and business practices.

2. Review existing systems and assess the possibility of migrating data from old to new.

3. Provide training and pre-enter any data needed for deployment.

4. Deploy OPD Online.

5. Provide more training and elevated support from the OPD Online helpdesk after deployment.

A few weeks post-deployment, OPD will check back to ensure your office is progressing with the system and your data looks right. OPD can also offer tips on how to manage cases in the system and how to report on data from the system.

Technical Requirements

Computers *(*Required)*

- Windows 7 or greater*
- Microsoft Office 2013 or newer
- Google Chrome, up to date*
- 8 GB of RAM
- Solid state hard drive
- Dual monitors
- Anti-virus protection

Generally speaking, if your computer is less than four years old, it should be able to support OPD Online. If you aren't sure, please let us know and we'd be happy to discuss this with you.

Connectivity

Required internet speed will vary depending on the size of the office, but our experience has indicated that at least 25 MB up and 5 MB down is necessary. OPD Online is web-based, so higher bandwidth may be required.

Connectivity problems can occur for many reasons and can impact just one office, can cross an entire city, or can occur as a result of actions by an internet service provider. Our office can try to help pinpoint sources of slow internet speeds, but this problem can prove difficult to address.

Other Technical Information

Helpdesk
Our office has a dedicated staff ready to assist all users with login/password issues, application questions, and bugs or issues with the application.
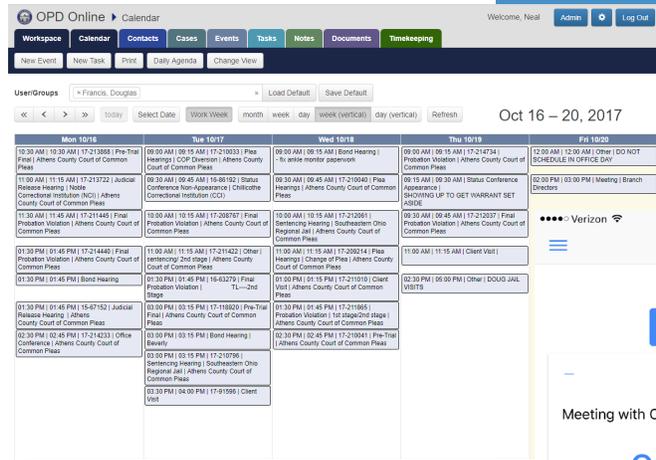
Training
OPD Online provides a comprehensive guide and reference tools for all users. The guide consists of a complete training curriculum for users who are just getting started with OPD Online, and for users who want more in-depth explanations of all of the features OPD Online has to offer.

Evaluating Existing Processes
Some offices might have to evaluate existing staff and processes when switching to OPD Online. For instance, OPD Online requires data entry for every case, which may be difficult in offices with large caseloads and minimal support staff. And, offices that have never had formal case opening and case closing processes will have to develop those things in order to use OPD Online.

Additionally, OPD Online is a fully featured document management system. An office's prior document-management practices will be key to how an office uses OPD Online. Lack of such prior practices could increase the learning curve for the system.
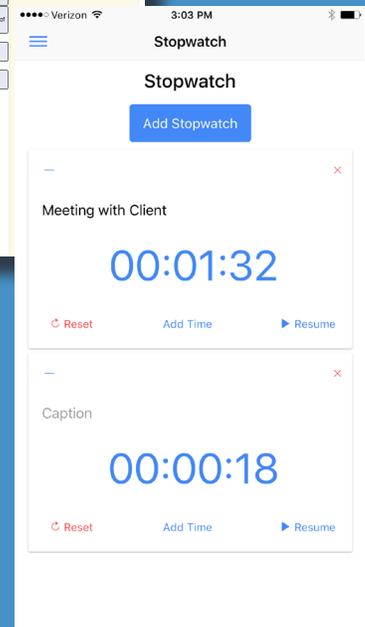
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