

UTAH ADR COUNCIL PILOT PROJECTS SUGGESTED STANDARDS FOR MADTRACK APPLICATION

This document is an attempt to establish standards on the way data is entered into the MADtrack application in order to facilitate composite reporting across the various projects that are or will be part of the program.

This is an evolving document that will change as issues arise and are addressed with respect to the application software.

Numbering of Disputes:

1. The first node of the number should contain the 3 or 4 character alpha code for the agency (i.e. DHRM for the Dept. of Human Resource Management, or DWS for the Dept. of Workforce Services)
2. Numbering should be set to number based on a fiscal rather than calendar year.

Dates:

1. All dates should be entered month/day/year in mm/dd/yyyy format.

Days Open:

1. The system automatically calculates days open for any given dispute. We have the option of having the system calculate based on calendar days or just work days. Our recommendation is that this calculation be set to **calculate on the basis of work days**. This means that holidays will have to be entered every year.